



**WEST (INNER) AREA COMMITTEE**

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**Meeting to be held in Stanningley Fire Station on  
Wednesday, 14th December, 2011 at 5.00 pm**

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**MEMBERSHIP**

Councillors

J Harper	- Armley;
A Lowe	- Armley;
J McKenna	- Armley;
D Atkinson	- Bramley and Stanningley;
T Hanley	- Bramley and Stanningley;
N Taggart	- Bramley and Stanningley;

Co-opted Members

Hazel Boutle	- Armley Community Forum
Eric Bowes	- Armley Community Forum
Roland Cross	- Bramley and Stanningley Community Forum
Stephen McBarron	- Bramley & Stanningley Community Forum

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**Agenda compiled by:  
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**West North West Area Leader: Jane  
Maxwell  
Tel: 33 67858**

## **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;"><b><u>PROCEDURAL ITEMS</u></b></p> <p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></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 Chief Democratic Services Officer at least 24 hours before the meeting.)</p>	
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></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><b>RESOLVED</b> – 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><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
4			<p><b>LATE ITEMS</b></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>	
5			<p><b>DECLARATION OF INTERESTS</b></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>	
6			<p><b>OPEN FORUM / COMMUNITY FORUMS</b></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>	
7			<p><b>MINUTES - 19TH OCTOBER 2011</b></p> <p>To confirm as a correct record the minutes of the meeting held on 19<sup>th</sup> October 2011 and also to ratify the recommendations made at Minute No. 47 which were made due to the Area Committee being temporarily inquorate for this item.</p>	1 - 6

Item No	Ward	Item Not Open		Page No
8			<p><b>AREA CHAIRS' FORUM MINUTES</b></p> <p>To consider the report of the Assistant Chief Executive (Planning, Policy and Improvement) formally notifying Members that the minutes of the Area Chairs' Forum meetings will be brought to Area Committee meetings as a regular agenda item, and to give a brief overview of the Area Chairs Forum meetings, and to receive for information the minutes of the Area Chairs' Forum meeting of 5<sup>th</sup> September 2011.</p>	7 - 16
9			<p><b>MINUTES - COMMUNITY FORUM MEETINGS</b></p> <p>To receive for information purposes the minutes of the following Community Forum meetings:</p> <p>Bramley and Stanningley Community Forum Meeting – 24<sup>th</sup> November 2011  Armley Community Forum Meeting – 15<sup>th</sup> November 2011</p>	17 - 22
10			<p><b>MINUTES - ALMO INNER WEST AREA PANEL</b></p> <p>To receive for information the minutes of the ALMO Inner West Area Panel meeting held on the 10<sup>th</sup> October 2011.</p> <p style="text-align: center;"><b><u>EXECUTIVE BUSINESS</u></b></p>	23 - 26
11			<p><b>WELLBEING BUDGET UPDATE</b></p> <p>To consider the report of the Deputy Chief Executive providing information on the Area Committee Wellbeing funding that has been allocated in the Inner West area, whilst also detailing the small grant applications received since the last Area Committee meeting.</p> <p><b>(Executive Function)</b></p>	27 - 32

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12			<p><b>INNER WEST AREA COMMITTEE BUSINESS PLAN</b></p> <p>To consider the report of the West North West Area Leader providing an update on the development work on the Area Committee Business Plan Action Plan and presenting the draft version.</p> <p><b>(Executive Function)</b></p>	33 - 44
13			<p><b>AREA UPDATE REPORT</b></p> <p>To consider the report of the Deputy Chief Executive informing Members of the progress made against the Area Management Team's work programme and locality priorities.</p> <p><b>(Executive Function)</b></p> <p style="text-align: center;"><b><u>COUNCIL BUSINESS</u></b></p>	45 - 96
14			<p><b>ANNUAL COMMUNITY SAFETY REPORT</b></p> <p>To consider the report of the Assistant Chief Executive (Planning, Policy and Improvement) providing crime statistics for Inner West Leeds and details of key activity to address crime and antisocial behaviour issues.</p> <p><b>(Council Function)</b></p>	97 - 114

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15			<p><b>DEVELOPING A LOCALITY APPROACH BETWEEN LCC SERVICES AND NEIGHBOURHOOD POLICE TEAMS / PCSOS</b></p> <p>To consider the report of the Director of Environments and Neighbourhoods informing Members of the work done to develop more joined up working within Leeds City Council services and Neighbourhood Police Teams / PCSOs.</p> <p><b>(Council Function)</b></p>	115 - 130
16			<p><b>LEEDS CITIZENS PANEL IN SUPPORT OF LOCALITY WORKING</b></p> <p>To consider the report of the Assistant Chief Executive (Community, Access and Performance) informing of progress in creating a new Panel of residents for consultation in Leeds, and seeking support of the use of the new Leeds Citizens' Panel within the committee's community engagements activities in support of the Wellbeing Fund priority setting and in the development of the Area Business Plans.</p> <p><b>(Council Function)</b></p>	131 - 142
17			<p><b>ENVIRONMENTAL SERVICES- UPDATE ON THE SERVICE LEVEL AGREEMENT</b></p> <p>To consider the report of the Locality Manager (West North West) providing the first half-year update on performance against the Service Level Agreement between Inner West Area Committee and the West North West Environmental Locality Team.</p> <p><b>(Council Function)</b></p>	143 - 160

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18			<p><b>INNER WEST COMMUNITY CENTRES CONSORTIUM UPDATE</b></p> <p>To consider the report of the Business Facilities and Social Enterprise Manager updating on the Inner West Community Centres Consortium (CCC), particularly the Business Facilities and Social Enterprise Manager post which is funded by the Inner West Area Committee and works under the umbrella of the CCC.</p> <p><b>(Council Function)</b></p>	161 - 188
19			<p><b>LOCALISM ACT 2011</b></p> <p>To consider the report of the Assistant Chief Executive (Customer Access and Performance) informing of the Localism Act 2011 and the key issues around it.</p> <p><b>(Council Function)</b></p>	189 - 198
20			<p><b>CAPITAL RECEIPTS INCENTIVE SCHEME REPORT TO EXECUTIVE BOARD</b></p> <p>To consider the report of The Assistant Chief Executive (Customer Access and Performance) informing of the Capital Receipts Incentive Scheme which was approved by Executive Board in October 2011.</p> <p><b>(Council Function)</b></p>	199 - 214
21			<p><b>DATE, TIME AND VENUE OF NEXT MEETING</b></p> <p>Wednesday, 15<sup>th</sup> February at 5.00 p.m. (Venue to be confirmed)</p> <p><b>MAP OF TODAY'S VENUE</b></p> <p>Stanningley Fire Station, 637 Stanningley Road, Stanningley, Leeds LS28 6FS</p>	



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# Public Document Pack Agenda Item 7

## WEST (INNER) AREA COMMITTEE

WEDNESDAY, 19TH OCTOBER, 2011

**PRESENT:** Councillor D Atkinson in the Chair  
Councillors T Hanley, A Lowe, J McKenna  
and N Taggart

Co-optees Hazel Boutle, Armley Forum  
Eric Bowes, Armley Forum  
Roland Cross, Bramley and Stanningley  
Community Forum  
Stephen McBarron, Bramley and  
Stanningley Community Forum

Apologies Councillor J Harper

### 39 Apologies for Absence

Apologies had been received from Councillor Harper.

### 40 Declaration of Interests

There were no declarations of interest.

### 41 Open Forum / Community Forums

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 for the Area Committee.

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

### 42 Minutes -13th September 2011

**RESOLVED** – That the minutes of the meeting held on 13<sup>th</sup> September 2011 be approved as a correct record.

### 43 Matters Arising from the Minutes

Councillor Hanley, referring to Minute 26, informed the Area Committee that he had visited the Middleton CCTV control centre, and had been very impressed with its layout and design.

Gill Hunter, Area Community Safety Co-ordinator, Environment and Neighbourhoods, and Mick Parker, West North West Leeds homes, referring to Minute 29, updated the Area Committee regarding the Gassy Field Site in

Draft minutes to be approved at the meeting  
to be held on Wednesday, 14th December, 2011

Armley. A joint meeting had been requested with the GAT Service to look at the site with regard to target hardening. The New Wortley Residents' Meeting had discussed possible landscaping of the land to make it uneven. Mick Parker informed the meeting that some funding had been identified, and it was hoped British Gas might co-fund. A further update would be provided at a future meeting. There was a discussion regarding provision for Travellers in Leeds.

Councillor Atkinson joined the meeting during consideration of this item.

Referring to Minute 32, Alison Szustakowski, North West Area Management, informed the Area Committee that an agreement was in place regarding the New Wortley Liberal Club Site, and that further information would be provided at a future meeting.

Inspector Mark Bonass, West Yorkshire Police, informed the Area Committee that he was leaving his current post, and would be replaced by Mark Wheeler. Inspector Bonass thanked all present for their support during the three years he had been in this post. The Chair thanked Inspector Bonass.

**RESOLVED-** That a letter of congratulations be sent from the Area Committee to Rachel Reeves MP as the first woman to get into Cabinet from West Leeds.

#### **44 Minutes - Community Forum Minutes**

Councillor Atkinson assumed the Chair

A copy of the minutes of the Armley Community Forum meeting held on 20<sup>th</sup> September 2011, together with the minutes of the Bramley and Stanningley Community Forum meeting held on 29<sup>th</sup> September 2011 were submitted for Members' information.

**RESOLVED-** That the minutes of the Armley Community Forum meeting held on 20<sup>th</sup> September 2011, together with the minutes of the Bramley and Stanningley Community Forum meeting held on 29<sup>th</sup> September 2011 be received and noted.

#### **45 Minutes - ALMO Inner West Area Panel**

A copy of the minutes of the ALMO Inner West Area Panel meeting held on 8<sup>th</sup> August 2011 was submitted for Members' information.

**RESOLVED-** That the minutes of the ALMO Inner West Area Panel held on 8<sup>th</sup> August 2011 be received and noted

#### **46 West Yorkshire Fire and Rescue Service (Collaborative Working)**

Draft minutes to be approved at the meeting  
to be held on Wednesday, 14<sup>th</sup> December, 2011

David Smith, Station Commander, West Yorkshire Fire and Rescue Service presented a report to the Area Committee to introduce himself as the new Station Commander, and to provide an update on the work done by the West Yorkshire Fire and Rescue Service, as well as informing of a new scheme "Firefly" which is designed to help vulnerable people.

In summary, reference was made to the following issues:-

- the history of the Firefly Product, and it's availability to purchase
- the need to identify vulnerable groups to promote and install the Firefly Product
- ensuring that all members of the community could access Firefly, and other services from the Fire Service
- the possibility of linking Fire Safety visits to peoples' homes with Community Safety visits

Councillors were asked to inform Mr Smith of any vulnerable people they were aware of who might benefit from the scheme.

**RESOLVED-** That the report be noted

#### **47 Parks and Countryside Annual Report**

The Head of Parks and Countryside submitted a report seeking to inform and update Members regarding the Parks and Countryside provision within the West (Inner) Area Committee area, and seeking information regarding priorities for investment.

Joanne Clough, Parks and Countryside, presented the report and responded to Members' comments and queries.

In summary, specific reference was made to the following issues:-

- The number of visitors to Bramley Park, and how this information was gathered and calculated
- The importance of working to increase local involvement with parks with local groups and volunteers
- The availability of s106 monies for local parks
- The importance of working with other agencies, such as the health service to ensure parks meet the needs of the public and contribute to their well being
- That the Parks and Countryside Service should attend Community Forums to ascertain local priorities for the local parks

Councillors McKenna, Hanley and Atkinson left the meeting during consideration of this item. Councillor Lowe assumed the Chair.

**RESOLVED-** To recommend that the content of the report be received and noted.

The Area Committee was in-quorate, therefore this decision will need to be confirmed at the next meeting.

#### **48 West North West Homes Leeds Involvement in Area Committees**

West North West homes Leeds submitted a report seeking to advise the Area Committee of activities undertaken by WNWhL which impact on local communities, and areas where opportunities exist to work collaboratively to improve conditions for local people.

Mick Parker, West North West homes Leeds, presented the report and responded to Members' comments and queries.

In summary, specific reference was made to the following issues:-

- the importance of regular walkabouts in local estates and areas, and the possibility of PCSOs and Area Management staff joining in with them
- a Halloween themed community event being held on the Broadleas on 25<sup>th</sup> October at 12.30 p.m.

Councillor Hanley joined the meeting during consideration of this item.

**RESOLVED-** That the report be received and noted

#### **49 Children's Services Performance Reporting**

Councillor Hanley assumed the Chair

The Director of Children's Services submitted a report informing of key performance information at a local level and updating on key developments within Children's Services.

Paul Brennan, Joedy Greenhaugh and Alison Larkin, Children's Services, presented the report and responded to Members' comments and queries.

In summary, specific reference was made to the following issues:-

- Children's Services has been rated as adequate with good capacity to improve
- Children's Services is currently undergoing restructure

- the importance of being able to gather information from Academies as well as LEA schools in order to work together to meet objectives
- the variation in the numbers of looked after children between wards, and that Bramley is a Pathfinder area for the West North West cluster due to the high number of looked after children in Bramley
- the importance of carrying out Common Assessment Frameworks

The Chair congratulated Children's Services on the results of their recent inspection.

**RESOLVED-** That the report be received and noted

## **50 Wellbeing Budget Update**

The Deputy Chief Executive submitted a report seeking to update Members on capital and revenue funding committed via the Area Committee Well-Being Budget for wards in the Inner West area in financial year 2011/12.

Alison Szustakowski, North West Area Management, presented the report and responded to Members' comments and queries.

In summary, specific reference was made to the following issue:-

- that Members could choose to use monies from the Small Grant fund for Burglary Reduction Initiative

**RESOLVED-**

- That the report be noted
- That £1000 be allocated to the Burglary Reduction Initiative from the remaining Small Grants Fund
- That one small grant has been approved since the last Area Committee

## **51 Business Plan 2011/15**

The Area Leader, West North West, submitted a report seeking to introduce the Inner West Area Committee Business Plan 2011 / 15.

Alison Szustakowski, North West Area management, presented the report and responded to Members' comments and queries.

Draft minutes to be approved at the meeting  
to be held on Wednesday, 14th December, 2011

In summary, specific reference was made to the following issue:-

- that workshops for Members would be held in November to discuss the Business Plan further

**RESOLVED –**

- That the content of the report be noted
- That the draft Business Plan (Appendix 1) and draft Action Plan (Appendix 2) be noted
- That the Area Management Team continue to develop a Business Plan
- That updates be brought to future meetings of the West (Inner) Area Committee, and that a four year plan be brought to the March 2012 meeting for approval

**52 Date, Time and Venue of Next Meeting**

Wednesday 14<sup>th</sup> December 2011 at 5.00 p.m. Venue to be confirmed

(The meeting concluded at 7.55 p.m.)





Report author: Alison Szustakowski  
Tel: 3467872

## Report of The Assistant Chief Executive (Planning, Policy and Improvement)

Report to Inner West Area Committee

**Date:** 14<sup>th</sup> December 2011

**Subject:** Area Chairs Forum Minutes

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. This report formally notifies members of the decision made by full council that Area Chairs Forum minutes should be considered by Area Committees as a regular agenda item at future Area Committee meetings.
2. The report also includes background information regarding the latest Area Chairs Forum meetings.

### Recommendations

3. The Inner West Area Committee are asked to note the contents of the Area Chairs Forum minutes.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to formally notify Members that the minutes of Area Chairs Forum meetings will be brought to Area Committee meetings as a regular agenda item, and to give a brief overview of the Area Chairs Forum meetings.

## **2 Background information**

- 2.1 Area Chairs Forum meetings take place on a bi-monthly basis and are chaired by the Deputy Leader of Council and Executive Member for Neighbourhoods, Housing and Regeneration.
- 2.2 Meetings are attended by the ten Chairs of the Area Committees, the Assistant Chief Executive (Planning, Policy & Improvement), the three Area Leaders and the Neighbourhood Services Co-ordinator in Leeds Initiative.
- 2.3 Agenda items focus on issues relating to services delegated to Area Committees, future delegations of services, locality working and any other issues that can be influenced by, or have an impact on, Area Committees.

## **3 Main issues**

- 3.1 Following recommendations by the General Purposes Committee, full council approved on 26<sup>th</sup> May 2011 that minutes of the Area Chairs Forum meetings should be considered by Area Committees, and that this should be a regular agenda item for Area Committee meetings.
- 3.2 Area Chairs Forum minutes will only be available to be considered by Area Committees once they have been agreed as an accurate record by the subsequent Area Chairs Forum meeting.
- 3.3 The scheduled Area Chairs Forum meeting dates for 2011 / 12 are:
  - Friday 17<sup>th</sup> June 2011, 10:00am – 12:00pm
  - Monday 5<sup>th</sup> September 2011, 10:00am – 12:00pm
  - Friday 11<sup>th</sup> November 2011, 9:00am – 11:00am
  - Friday 13<sup>th</sup> January 2012, 10:00am – 12:00pm
  - Friday 2<sup>nd</sup> March 2012, 10:00am – 12:00pm
- 3.4 Attempts will be made to include Area Chairs Forum minutes in papers issued prior to Area Committee meetings, however due to some tight deadlines between meetings, it may be necessary to table the minutes at certain Area Committee meetings.

## **4 Recommendations**

- 4.1 The Inner West Area Committee is asked to note the contents of the report and to consider the minutes from the Area Chairs Forum meetings at this and future Area Committee Meetings.

## **5 Background documents**

5.1 Minutes of the Full Council Meeting held on 26<sup>th</sup> May 2011

5.2 Council Constitution

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**Area Chairs Forum  
Monday 5<sup>th</sup> 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

<b>Item</b>	<b>Description</b>	<b>Action</b>
<b>1.0</b>	<b>Apologies</b>	
1.1	Cllr. G. Hussain	
<b>2.0</b>	<b>Minutes and Matters Arising</b>	
2.1	The minutes of the previous Area Chairs Forum meeting on 17 <sup>th</sup> 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.	<b>Area Leaders</b>
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 22<sup>nd</sup> August and 2<sup>nd</sup> September to</i></p> <ul style="list-style-type: none"> <li>• <i>get feedback on the previous years application process,</i></li> <li>• <i>gather more information about how the LC's function,</i></li> <li>• <i>identify and explore concerns raised by clubs,</i></li> <li>• <i>identify networking possibilities and</i></li> <li>• <i>enable PCT Health improvement workers to distribute nutrition and hydration information and discuss these topics directly with LC coordinators.</i></li> </ul> <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>	<b>Sarn Warbis / Area Leaders</b>
<b>3.0</b>	<b>Update on the Localism Bill</b>	
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 16<sup>th</sup> September and this area will be discussed at Corporate Commissioning Group on 19<sup>th</sup> September. Various pieces of work are underway to look at</p> <ul style="list-style-type: none"> <li>○ our relationship with the third sector</li> <li>○ key account management</li> <li>○ category management</li> <li>○ commissioning processes</li> <li>○ the Open Public Service white paper</li> <li>○ innovation and new models of service delivery</li> <li>○ community engagement</li> <li>○ equality impact assessments</li> <li>○ procurement.</li> </ul>	
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"> <li>○ assessing nominations</li> <li>○ listing assets</li> </ul>	

	<ul style="list-style-type: none"> <li>○ publishing a list of assets of community value</li> <li>○ publishing a list of unsuccessful community nominations</li> </ul> <p>The Asset Transfer Framework is to be discussed at Asset Management Board on 15<sup>th</sup> 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 13<sup>th</sup> September and then to Leader Management Team to establish the LCC approach. Member briefings are taking place on 23<sup>rd</sup> September and 22<sup>nd</sup> November with a Parish and Town Council Seminar taking place on 19<sup>th</sup> October. Leeds is also hosting a Localism Roadshow for Councillors at the Town Hall on 1<sup>st</sup> 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>	
<b>4.0</b>	<b>Community Centres Review Update</b>	
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 15<sup>th</sup> 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.	<b>Debra Scott</b>
4.10	It was agreed that Debra Scott would return to a future meeting to provide an update on the progress of the review.	<b>Debra Scott</b>
<b>5.0</b>	<b>Delegation of Environmental Services to Area Committees</b>	
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"> <li>o reviewing the fleet of vehicles</li> <li>o establishing a balance between mechanical and manual cleaning</li> <li>o coordination with Parks and Countryside</li> <li>o reviewing the use of depots and addressing downtime</li> <li>o developing and maintaining the committed and flexible culture within the service</li> </ul>	
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.	
<b>6.0</b>	<b>Update on Restructuring and Locality Working</b>	
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 <sup>th</sup> 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.	
<b>7.0</b>	<b>Any Other Business</b>	
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.	<b>Geoff Turnbull</b>
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.	
<b>8.0</b>	<b>Date of Next Meeting</b>	
8.1	11 <sup>th</sup> November 2011, 9am, Committee Room 4, Civic Hall.	

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## **Bramley & Stanningley Community Forum**

**Date: 24<sup>th</sup> Nov 2011**

**Present:** Stephen McBarron (chair), Cllr T Hanley, S May (Minutes), C Copley (WNW Locality Team), PCSO Broadhead (WYP), Sgt Sullivan (WYP) A Iqbal (YEP), J Maxwell (LCC), N Woolveridge (LASBT), S White, B Hunt, T Maynard, C Gruen, J Lockett, J Quimby, K Smith, S Longley, B Doughton, K Doughton, P Simpson, K Smales, B Coutts, S Withers.

**Apologies:** Cllr D Atkinson, Cllr N Taggart, J Lockett, R Cross, N Gibson, Inspector Wheeler (WYP), E & B Rayworth, S Wood.

### **1.0 Welcome**

1.1 Stephen McBarron welcomed everyone to the meeting and thanked Sylvia for making refreshments for all at short notice.

### **2.0 Police Feedback, combined PACT meeting**

2.1 SMc thanked the Police for attending. Sgt Jan Sullivan spoke on behalf of Insp Wheeler.

2.2 Insp Wheeler has put an update for October on the NPT pages of the West Yorkshire Police website. The key messages are –

- Chief Constable Sir Norman Bettison has stated that Neighbourhood Police Teams are here to stay.
- Public confidence and satisfaction has increased.
- Light meters are available for elderly and vulnerable residents, please could residents let officers know if anyone requires one.
- Residents are asked to leave lights on or use a timer switch if their homes will be in darkness in the evenings; this acts as a deterrent.

2.3 Broadleas and Moorsides – officers are working 12 hour shifts overnight, until Christmas to tackle burglaries. As a result of this operation there have been a number of key arrests.

2.4 Sgt Sullivan gave the crime figures for the period 26<sup>th</sup> September 2011 – 6<sup>th</sup> November 2011 as follows –

- Burglaries 89 (same period last year 124) down 28%
- Theft from Motor Vehicles 55 (72) down 24%
- Damages Dwelling 2% reduction
- Thefts down 52%
- Damage Vehicles 39 – down from 43
- Burglary Other 35 (67) down 48%. A seasonal increase is expected.
- Criminal Damage down 17%
- Theft from person down 14%
- Theft of Vehicles 17 (6) increase 38%

2.5 There have been small pockets of thefts of catalytic converters and exhaust systems, specifically targeting Mercedes Sprinters as these are higher up from the ground. This is linked to metal thefts. Residents are advised to park in lit areas.

2.6 There was a good arrest in Bramley w/c 21<sup>st</sup> November 2011 of a person in relation to motor vehicle trim thefts.

2.7 There have been some thefts from sheds/garages of tools, not necessarily expensive tools, specifically in the Fairfields area, residents are asked to be

### **Action**

	aware.	
2.8	The shops on the Ganners were reported to have a strong smell of weed. Officers agreed to add this to patrols.	Sgt JS
2.9	A resident noted that there are young people on Ganners Rise banging on doors singing "We Wish you a Merry Christmas" in an aggressive manor combined with demands for money. Elderly and vulnerable residents are finding this frightening. Officers agreed to patrol this area and asked for all reports to be passed on.	Sgt JS
2.10	Cars on St Catherines were noted as parking too close to the junction and causing an obstruction. Officers have done a letter drop on Ganners Mount and one was suggested for St Catherines. PCSO Broadbent will discuss this with Highways representatives.	PCSO DB
2.11	There has been a tractor on the kerb in the Ganners. PCSO Broadbent will pick this up and work with Housing if possible to look at tenancy.	PCSO DB
2.12	Grates are being stolen from pavements in the Rossefields and on Rayneville Road. This is both a criminal act and a Health & Safety act. Sgt Sullivan will raise this with Inspector Wheeler for further discussion.	Sgt JS
2.13	The Police gave out leaflets about various schemes including Dog Watch which is a scheme asking dog walkers to be vigilant and report suspicious behaviour to the Police.	
2.14	Cllr Hanley noted that Sir Norman Bettison's mention of the work of the NPT is good news. Bev and Keith Doughton were singled out for praise for their excellent work on the Moorsides.	
<b>3.0</b>	<b>Leeds Anti Social Behaviour Team (LASBT) (Nikki Woolveridge)</b>	
3.1	Following the Police PACT meeting, SMC agreed that the LASBT representative could speak to the group as a change to the agenda.	
3.2	The LASBT team went live on 4 <sup>th</sup> April 2011 and were formed following the events in the Pilkington Case, in Leicestershire, where a mother and her daughter were targeted with ASB contributing to the mother unlawfully killing her daughter and then taking her own life. Leeds reviewed their approach to ASB and the review put forward a new, joined up approach; LASBT were introduced.	
3.3	In the West there are several Case Officers, two Team Leaders, an Arson Taskforce Officer, three Police Link Officers and an officer from Victim Support. This linked approach allows faster sharing of information. The Case Officer assigned to the case will follow it until resolution which is better for the victims.	
3.4	Each case is monitored and at four weeks customer satisfaction surveys are issued, so far feedback shows that satisfaction is high.	
3.5	The LASBT team working in Bramley have set up a clinic on a Tuesday morning in the Bramley Community Centre. This is a joint approach with the Police.	
3.6	Residents suggested the following places for advertising the LASBT Clinic – Tesco's, Doctor's surgeries, Library, Moorside Centre, Broadleas and Rodley Noticeboards, Dentist, Swimming Baths, Fairfield Community Centre.	
<b>4.0</b>	<b>Environmental Services (Claire Copley)</b>	
4.1	The new service – West North West Locality Team is a joint team with members of Streetscene and regulatory enforcement officers. The aim is to improve the environmental quality of Leeds, and the West North West of Leeds..	
4.2	The regulatory side of the team are able to enforce legislation on issues such as dog fouling, waste in gardens, flytipping. However these are all crimes that need evidence. Is you see it, please report issues and times to the service so that they can support you to make a witness statement, or if you would prefer they can arrange officers to be in the locality at the time so that they can witness.	
4.3	The streetscene side of the team are focusing on issues, often seasonal issues, such as leafy roads/pavements. The intention is not to clean streets that are already clean.	

- 4.4 The three contacts for issues are – Claire Copley (claire.copley@leeds.gov.uk) , Rachel McCormack (rachel.mccormack@leeds.gov.uk) and Jason Singh (jason.singh@leeds.gov.uk)
- 4.5 A resident noted that Landseer Walk/Way has litter which needs picking up. It was agreed that a litter pick would be undertaken, and then look at litter picking routes to see if they can be changed. **CC**
- 4.6 It was reported there is also dog fouling on Landseer Walk/Way. CC noted that to enforce dog fouling, the locality team need times/intelligence to make an effective control. The resident noted that the times are around 4.30pm – 6pm and 7am – 10am, involving several people with dogs. CC will pick this up. **CC**
- 4.7 A resident noted litter and leaves on the ginnel between Ganners Lane and Newlay Lane. CC explained that there is a citywide review of ginnels currently ongoing. A litter pick can be done. **CC**
- 4.8 Newlay Old Garage/Petrol Station was discussed. It was stated that there are rats present and the area is a mess. CC noted that this is private land but there could be the opportunity for enforcement action; CC will look into this. J Maxwell spoke about work her team is undertaking around derelict sites in the West North West; the team are looking at owners of multiple sites to manage the problem, it may be that this area could be included in that work. Cllr Hanley updated the group on the history of this site. The garage owners cleared any contamination but under modern building regulations it does get turned down as not suitable for building work. There are no buyers at present.
- 5.0 A O B**
- 5.1 Aisha Iqbal from the Evening Post spoke to the group about a back to basics region campaign that the Post is running. Between December 5<sup>th</sup> and 9<sup>th</sup> there will be a focus on Bramley, Bramley stories and Bramley people. The Bramley reporters and the Evening Post branded bus will be present in Bramley throughout the week. On Saturday 3<sup>rd</sup> December a photograph will be taken at 10am, at Bramley Baths. All are welcome.
- 5.2 Jane Maxwell apologised for the lateness of the distribution of the agenda for this forum. This was due to recent administrative difficulties within the Area Management team following their recent restructure. All future information will be sent out with appropriate notice.
- 5.3 Moorside TARA is holding the annual Carol Concert on 2<sup>nd</sup> December with a 7pm start. Bramley Elderly Action will be singing. Tea, coffee and mince pies will be available.
- 5.4 War Memorial. A resident asked in the light of the recent metal thefts, could the war memorial be made of a non metal substance as there are non metal ones available. This was agreed by all.
- 5.5 Caroline Gruen stated that she had attended the recent Remembrance Services in Bramley and noted how successful the event was and how moving. CG is also going to convene a small meeting, in conjunction with Cllr Hanley, about the war memorial and will invite key figures to try to get the project moving again.
- 5.6 It was agreed that fundraising for a war memorial may be a solution. A short discussion took place about younger people being keener to be involved in fundraising because of recent conflicts such as Iraq and Afghanistan.

### **Next meeting**

26<sup>th</sup> January 2011

Eric Atkinson Centre, Wellington Gardens,  
off Waterloo Lane, Bramley

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**Combined Armley Community Forum and PACT meeting minutes**

**Date: 15<sup>th</sup> November 2011**

**Present:**

Cllr Janet Harper (Chair)

**Apologies:**

Dawn Newsome, E & B Rayworth, P Kempston, Inspector Wheeler

		ACTION
<b>1.0</b>	<b>Welcome</b>	
1.1	Cllr Harper chaired the meeting and welcomed everyone to the meeting and thanked Hazel Boutle for chairing the last meeting.	
<b>2.0</b>	<b>Previous minutes / matters arising</b>	
2.1	Previous minutes were agreed as an accurate record.	
<b>3.0</b>	<b>Police - Crime update</b>	
3.1	Sgt Gother attended the meeting for this item along with PC Jenny Smith and PCSO Senior and informed the meeting that Inspector Mark Wheeler is the new Inspector for the area replacing Inspector Mark Bownass.	
3.2	Positive work has been carried out with the recent dog watch event which raised £74 for the Dogs Trust. A list of dog watch members has been set up.	
3.3	Timer switches have been given out to older /vulnerable people to keep houses lit during the dark nights.	
3.4	The theft of metal is an ongoing problem nationally due to the high prices. Local scrap metal yards are checked regularly by the Police. Anyone seeing people collecting scrap metal can call the local police, enabling them to come out and make enquiries.	
3.5	The 0845 60 60 606 Crime Stopper number is going to change from 17 <sup>th</sup> November to <b>101</b> and will cost only 15p per call no matter how long the call is. This number can be used for all Police enquiries and non emergencies.	
3.6	A new text messaging service is also available through dialling 07950 086240 and typing the word NPTWI this will be directed to the team, any info can then be texted through.	
3.7	There are a number of young people on ASBOs in the Little Scotland area; one has recently been arrested for breaching his ASBO conditions.	
3.8	Bonfire night was a success for the Police this year as there were only two fire related calls,	
3.9	Pudsey Police cells are due to open on 19 <sup>th</sup> December, this will be an asset to the Police.	
3.10	Sgt Gother explained that in order to deal with crime and anti social behaviour problems in an evening and early hours of the morning local officers were working overtime between 2- 6am.	
3.11	Nancroft Mount – There has been some recent vandalism with wing mirrors on cars getting smashed. The resident did call the Police but the response had been disappointing. Sgt Gother to speak to the resident after the meeting to get further details and follow up.	<b>Police</b>
3.12	Forum members were advised to beware of bogus officials at this time of year when they tend to be around more. Furthermore, don't be afraid of asking for identification of any official visiting your property and if you are at all unsure call the police on 101. Similarly beware of workmen turning up at the doorstep touting for business; it is advisable to use local contractors or people recommended by friends and family.	
3.13	Cllr McKenna mentioned Argie Avenue and an issue with a house seems to be empty during the week, but has a lot of activity at the weekend with people spilling out on to the street. Police advice was to call them when the activities are taking place, enabling them to take appropriate and where needed immediate action.	
<b>4.0</b>	<b>Library Services</b>	
4.1	Alison Roberts attended the meeting and informed the meeting that:	
4.2	An event in conjunction with Armley Mills is to take place on 29 <sup>th</sup> November, between 2:00 –	

	4:00.p.m. at Armley Library reminiscing about the 1970's.	
4.3	Working with the Pavillion, Library Services are organising a lunch time event to take place on Thursday 8 <sup>th</sup> December on the history of Lyric Cinema.	
4.4	AR also informed the forum of a variety of groups e.g. knitting groups, reading groups and invited members to join these groups.	
<b>5.0</b>	<b>Armley Mills</b>	
5.1	Nina Baptiste attended the meeting and provided following update:	
5.2	Visitor figures have gone up from 17,000 to 30,000 in the last three years.	
5.3	Lots of regular activities – craft related, textiles and fashion, for all age groups.	
5.4	Knitting club every Saturday with 30 regulars.	
5.5	Working with Leeds University and colleges to develop opportunities for an apprenticeship in engineering and textiles linked to the Mill. NB explained that they are looking at how local young people could get onto the apprenticeship.	
5.6	There has been some joint working with Hainsworth Mill in Pudsey who are an operating Mill. Some cloth has been woven at Hainsworth Mill from yarn that was spun at Armley Mills.	
5.7	There are four new galleries in the Mill looking at textile and fashion.	
5.8	I Love West Leeds is based at Armley Mills.	
5.9	There is an operating 1920's cinema which is available for hiring out for events and parties.	
5.10	Next years is the Mills 30 <sup>th</sup> anniversary of being a museum, there are lots of events being planned - all ideas and suggestions are welcome!	
5.11	There is work underway to find funding to improve the grounds and open an access path to the Canal. Improved facilities in the grounds will enable more outdoor activities.	
5.12	Armley Mills are very keen to open a community café. Anyone interested in being involved in this should contact Nina – <a href="mailto:nina.baptiste@leeds.gov.uk">nina.baptiste@leeds.gov.uk</a>	
5.13	There is an Asbestos Memorial in the grounds dedicated to all the families who were affected.	
5.14	NB is looking for funding to improve the entrance area to make access easier and more friendly for visitors. Although it is only a short walk from the car park to the Mill in bad weather this can put some visitors off.	
5.15	Looking at options for booking out the sewing machines on an hourly / daily basis. All ideas are welcome.	
5.16	Nina mentioned the Water Wheel and stated that it will cost £5k to restore. All three councillors agreed to help find the funding for its restoration.	IW Cllrs
<b>6.0</b>	<b>Any Other Business</b>	
6.1	Cllr McKenna informed the members that next year the 4 <sup>th</sup> June bank holiday was to celebrate the Queens Diamond Jubilee. He suggested having an event in Armley, possibly closing a part of Town Street and have a range of events on the Moor. It was agreed that a meeting will be organised in the new year to look into this in detail.	IW Cllrs
6.2	Update of Theaker Lane Clinic - very little is happening with it at the moment, Sanctuary housing has a plan to turn it into flats but they are in the process of negotiating with the landlord.	
6.3	Xavier asked about the timescale and development of a supermarket on Carr Crofts. Cllr Harper explained that Morbain, the development company are currently in discussion with supermarkets.	
6.4	Pavements on Town Street – there was a complaint that there was chewing gum on the pavements. This will be referred to Streetscene.	SE
6.5	Chris Way to be invited to the next meeting to be held on 17 <sup>th</sup> January 2012	SE
	<b>Dates of Meetings in 2011</b>	
	<b>No meeting in December</b> (agreed unanimously at the October Meeting) <b>Next meeting will be on Thursday 17<sup>th</sup> January 2012</b>	



**MINUTES OF THE  
INNER WEST AREA PANEL MEETING**  
held on  
**Monday 10<sup>th</sup> October 2011**  
**5.30 pm, at Westfield Chambers**

**Attendees:**

**Area Panel Members:**

John Willshaw,	JW
Andrew Liptrot	AL
Hugh Morgan Pugh	HMP
David Higgott	DH
Jenny (Zeniada) Holt	JH
Jean Paxton	JP

**Apologies Area Panel Members:**

Harry Shields	HS
Francesca Harris	FH
James Granger	JG
Graham McDonald	GM

**Officers:**

Akbar Khan – Area Performance Manager Bramley/Armley	AK
Marie-Pierre Dupont – Neighbourhood Planner	MPD
Stephen Towler	ST
Beth Hargreaves – Minutes	BH

**Officers:**

Mark Topping – Groundwork	MT
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**1.0 Apologies for Absence**

1.1 Apologies were received from Harry Shields and Francesca Harris.

**2.0 Minutes of the Meeting Held on 8<sup>th</sup> August 2011**

2.1 The minutes were accepted as true record of the meeting.

**3.0 Matters Arising**

3.1 AL advised that the PV panels meetings that were discussed at the last meeting have occurred and the new date dates are not for this area.

**4.0 Customer Involvement**

**4.1 Update**

ST advised the panel that the dates for the 'Involving Diverse Tenants' under section 4 of the report have been confirmed. The Kurdish forum is on Thursday and

**Action**

the Urdu forum is on 1<sup>st</sup> November. The Polish and Arabic forums will be in November and then they are back on timescale.

Section 5 of the report gives an update on the development of a The tenant Scrutiny Panel. ST advised that the next meeting is on Tuesday 18<sup>th</sup> October and will review the report on advice for moving home.

The new Terms of reference and information protocol has been agreed in a meeting with the Chair of the pilot Scrutiny panel, Cathy Clelland, Claire Warren and Richard Walker. The next stage is to send applications to those that have expressed an interest in joining. Potentially 32 applications could be received as 26 people have expressed an interest and the six people on the pilot panel could also apply. It is aimed to have the panel in place by the end of November / start of December.

#### **4.2 Local Performance Framework**

AK updated the panel on the local area performance advising that he is pleased to report that there is a significant improvement in Armley since last month. Several indicators are still red so further improvement is required but it is getting better.

The Bramley office is still struggling with the footfall with the average waiting time at forty five minutes, this is mainly due to issues with Morrison. AL asked if the additional footfall is due to the reduced opening hours of the other local offices. AK confirmed that it is Bramley queries and not tenants coming from the other areas. The main issue is the time it is taking to deal with the queries not extra footfall.

Morrissions have set up surgeries in the Housing Offices but they have been struggling to access their systems which has been causing greater frustrations. It has been put forward that Morrissions will set up a special email address instead so that problems can be emails direct to their office but Akbar advised he was not keen on this idea.

It was discussed that Morrissions agreed that a representative would be in attendance at every meeting which has not happened. It was agreed that graham Hepworth and Carol Taylor would be invited to the next meeting.

BH/MH

On a more positive note, Akbar advised that the Broadlea fun day is arranged for 12.30 – 15.30 on 24<sup>th</sup> October at the conjunction of Broadlea Mount and Broadlea Terrace. This will allow the panel members to see the fruitions of the funding.

#### **5.0 Area Panel Bids**

##### **5.1 Pre-Bid discussion from Groundwork**

MT attended the meeting to speak to the panel about a potential bid for the New Wortley area.

Groundwork have been asked to draw up plans for the area to tackle several issues include the surfacing, boundaries and access. MT passed around before and after images that have been drawn up to give the panel members an idea of what is proposed.

MT advised that the pathways are deteriorating and will need to be replaced soon as

they are starting to pose health and safety risks. The space itself is difficult to defend due to the lack of boundaries causing the area to be unsafe.

Groundwork are looking to create a green space from the estate into the city centre and improve the access links. MT advised that depending on how much funding is secured, they would like to train the local residents to maintain the area once the project is completed.

AL asked about the next bid as it is for the same area MT advise that this bid is being treated separately as the boundary issues near the roundabout at Wellington Road is an urgent matter that needs dealing with straight away, this is a much more long term bid.

The panel agreed that they would be interested to see the proposal and receive a bid at the next meeting.

## 5.2 Boundary issues near roundabout on Wellington Road

This is for the same area as the previous discussion and is also being handled by Groundwork.

The area near to the roundabout on Wellington Road is a travellers site. A court order was granted to clear the site with no return for three months. It is believed that if action isn't taken the travellers will return to the site once the three months has elapsed.

Groundwork have researched the potential options to secure the site and advise that the most effective method is bounding.

British Gas who are based quite close to the site have indicated that they will also put in money to secure the site as they suffer costs due to the travellers.

The total cost will be £30,00. The environmental team have committed £10,000 , this panel is asked to agree to £10,000 then British Gas will be approached to ask them to commit to the final £10,000.

AL asked what would happen the final £10,000 is not secured. MT advised that the commitment of the £20,000 would be a good card to take to the meeting with British Gas and they have already shown an interest in the project.

AL feels it is a lot of money for WNWhL to put into this scheme for one area. AK agreed but advised if no action is taken more money will be spent on associated costs such as cleaning up, vandalism and theft. This proposal is a long term proactive solution.

The panel members asked how quickly this can be put into action if they agree to it tonight. MT advised that detailed drawings would be developed straight away then sent out for three quotes with a 2 week deadline for return.

The panel members took a vote with the majority voting in favour.

MT to return to the next meeting to provide an update.

**MPD**

## **The bid was agreed**

### Community Safety project in the Moorside area

This bid is for £1,100 to support a cold calling community safety project in the Moorside area.

The purpose of 'No Cold Calling' zones is to discourage cold callers from specific residential areas. The introduction of the scheme provides householders with the opportunity to collectively discourage the often-unwelcome practice of cold calling by the use of signs and each participant will display a sticker on their door. .

As part of the scheme the residents will be given information on how to deal with cold callers should the signs be ignored.

Residents will be offered consultation and interactive workshop. Education officers from the trading standards will host sessions in a bid to raise awareness of issues such as scams, identify theft and personal safety but also advice on energy comparison, safety within the home and how to deal with pushy sales people and how to cancel contract that they may have been persuaded into.

There is concern about this area as many of the residents are vulnerable.

It was confirmed that the scheme would be managed by trading standards but once set up it should run itself.

AL queried whether it would be better to run articles in the Buzz about loan sharks and dealing with cold callers. MPD agreed this would be a good idea but this is a specialist scheme set up which will equip these people with the necessary

## **8.0 Date Time and Location of Next Meeting**

8.1 Monday, 12<sup>th</sup> December 2011, at 5.30 pm, in The Board Room, Westfield Chambers.



Report author: Alison Szustakowski  
Tel: 336 7864

## Report of Deputy Chief Executive

## Report to Inner West Area Committee

Date: 14<sup>th</sup> December 2011

## Subject: Well-Being Fund Budget Report

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Armley, Bramley & Stanningley	<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. This report seeks to update Members on the capital and revenue funding committed via the Area Committee Well-Being Budget for wards in the Inner West area in financial year 2011/12.

## Recommendations

2. The Committee is asked to:
  - note the funding decisions that have been made for the financial year 2011/12.
  - Approve or otherwise the proposal for the remaining small grants fund.

## 1 Purpose of this report

- 1.1 The purpose of this report is to provide Members with information on the Area Committee Well-being funding that has been allocated in Inner West and also provide a proposal in relation to the remaining small grants funding.

## 2 Background information

- 2.1 At the April 2011 meeting Members were informed of a reduced revenue well-being allocation for the Inner West Area Committee of £136,710 for the financial year 2011/12. The allocation has been based on the 2010/11 formula of 50% population and 50% disadvantage.
- 2.2 There is no new well-being capital allocation for 2011/12.
- 2.3 The total budget of £136,710 was committed to the projects detailed below therefore there is no funding remaining for this financial year.

Project Title	Organisation	2011-12	Armley	Bramley & S'ley
Summer Bands in Parks 2011	Town Centre Manager (Leeds Ahead)	£1,200	X	X
Town Centre Manager	Leeds Ahead	£23,000	X	
I Love West Leeds Festival	I Love West Leeds	£18,000	X	X
Holiday Sports Provision	Leeds City Council Sports Development	£3,563	X	X
Armley Sports Project	Youth Service	£1,656	X	
Armley Community Fun Day	Armley Common Rights Trust	£1,500	X	
Business Development Manager	Community Centre Consortium via BARCA	£41,000	X	X
Small Grants Budget	Area Management Team	£4,500	X	X
Skips Budget	Area Management Team	£800	X	X
Lazer Centre and Friday Night Project	Youth Service	£2,000	x	x
Litter Bins	Streetscene/ Parks & Countryside	£691	x	x

Bramley Baths	Sport and Active Recreation	£37,800		X
CASAC Burglary Reduction	Community Safety	£1000		X
<b>Total</b>		<b>£136,710</b>	<b>£62,533</b>	<b>£74,177</b>
<b>Balance Remaining for 2011/12</b>		<b>£0</b>		

## 2.4 Small Grants

2.5 At the October Area Committee it was agreed that £1000 of the small grant allocation would be transferred back into the large grant allocation to fund the CASAC Burglary Reduction scheme. This left £1,100 to fund further small grants.

The following small grants have been approved since the last Area Committee:

Newlay & Whitecote Residents' Association	Litter Picking	£464.49
Armley Town Centre Manager	Armley Christmas Lights Switch On	£500

2.6 There is £135.51 remaining in the small grants fund.

## 3 Corporate Considerations

### 3.1 Consultation and Engagement

3.1.1 The Area Committee has previously been consulted on the projects detailed within the report.

### 3.2 Equality and Diversity / Cohesion and Integration

3.2.1 All Well-being funded projects are considered prior to their submission to Area Committee for their impact on Equality and Diversity and Cohesion and Integration.

### 3.3 Council Policies and City Priorities

3.3.1 Projects submitted to the Area Committee for funding support are assessed to ensure that they are in line with Council and City priorities. Area Management's work programme contributes at a local level to the themes contained in the:

- Vision for Leeds
- Leeds Strategic Plan
- Health and Wellbeing City Priorities Plan

- Children and Young People's Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

### **3.4 Resources and Value for Money**

- 3.4.1 Programmes of work outlined in this report are resourced in the main by Area Management staff and where relevant their partners which in turn provides value for money.
- 3.4.2 In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via Well Being budgets.
- 3.4.3 In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council Departments main stream budgets, and external partner agencies e.g. the Police and Primary Care Trust, which is in turn reflected in the fact that the Area Committee's role here is only to influence, develop and consult. However, on occasion, wellbeing funding has resourced some projects related to its roles, e.g. conservation area reviews.

### **3.5 Legal Implications, Access to Information and Call In**

- 3.5.1 This report is the report of the Area Leader for West North West Leeds who has delegated responsibility to action decisions in accordance with Area Management's work programme in accordance with part 3 of the Council's Constitution in relation to Area Committee Functions.
- 3.5.2 This report is not confidential, neither is it, or part of it exempt.
- 3.5.3 This report is eligible for call in.

### **3.6 Risk Management**

- 3.6.1 Risk implications and mitigation are considered on all well-being applications.

## **4 Conclusions**

- 4.1 The report outlines potential projects through the Area Committee's Well-Being budget. These are projects which assist in the work programme of the Area Management Team. The report outlines the budget remaining for the Area Committee's use for the rest of the financial year.

## **5 Recommendations**

- 5.1 Members are asked to note the position of the Well-being budget and the small grant approvals.



## **6 Background documents**

- 6.1 Well-Being report to the Special Meeting of the Inner West Area Committee – 17<sup>th</sup> May 2011.
- 6.2 Inner West Area Committee Well-being Fund update – report to 5<sup>th</sup> April 2011 meeting.

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**Report of Area Leader – West North West**

**Report to Inner West Area Committee**

**Date: 14<sup>th</sup> December 2011**

**Subject: Inner West Area Committee Business Plan**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): All	<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 presents an update on the work to date to develop an Area Committee Business Plan Action Plan and presents a draft version.
  
2. It is proposed that between November 2011 and March 2012, Area Management will continue to develop the Action Plan. The timescale will ensure that Members have been consulted on the production of a plan that is fit for purpose and reflects the new city wide priority plans and performance monitoring principles.
  
3. The full Business Plan will be presented to the March 2012 Area Committee for final approval. The plan will be a four year plan running from 2011 -15 and will be refreshed annually.
  
4. Recommendations
  - The Area Committee are asked to:
  
  - a) Note the contents of this report;
  - b) Note the draft Action Plan at Appendix 1;
  - d) Agree to the Area Management Team continuing to develop a Business Plan;
  - e) Agree to receive updates at future meetings and for the Area Committee to adopt a four year plan at the March 2012 meeting that will be subject to a refresh annually.

## **1 Purpose of this report**

The report presents an update on the work to date to develop an Area Committee Business Plan Action Plan.

## **2 Background information**

In 2008, the Leeds Strategic Plan brought together the themes in the existing Vision for Leeds and Local Area Agreement to provide an integrated framework for partners to tackle city wide priorities. To translate city wide priorities and outcomes to local improvement priorities, the Area Committee approved a three year Area Delivery Plan in June 2008 which was refreshed in June 2009 and June 2010.

The Area Committee delegated functions and priority advisory functions were approved by the Executive Board in June 2009. This approval was rolled forward to 2010/11 and 2011/12 with amendments made to the environmental delegations.

The 2008-2011 Area Delivery Plan (ADP) which underpins the work of Area Management, came to a formal end in March 2011, however the work programme has continued with many projects rolling forward from the ADP.

It is proposed to replace the ADP with a new annual Business Plan that would reflect changes to the City and council planning and partnership framework and incorporate local community engagement planning and actions. The Business Plan will continue to outline local priorities and actions for the Inner West and provide a framework for the spending of the well being Budget. The Business Plan will enable the Area Committee to fulfil the principles of integrated locality working.

The Area Committee received an introductory report on Area Management's Plans to develop a Business Plan at their October meeting.

## **3 Main issues**

A draft Business Plan Action Plan 2011-2015 (appendix 1) which includes priorities for action is attached for consideration. It is proposed that between October 2011 and March 2012, the Area Management team will continue to develop the business plan.

This timescale will ensure that Members have been consulted on the production of a four year plan (workshops and ward briefings) and that the business plan reflects the views of local elected members and the communities that they represent. In addition, the timescale will ensure that it reflects the new city wide priority plans and performance monitoring principles, and Area Leadership Team priorities.

In Inner West a Business Plan development workshop was held in November with Members, and the "fruits" of this meeting have been added to the draft Action Plan, in italics, for consideration.

### Performance Monitoring

The Business Plan will be monitored by the Area Committee who will be presented with regular progress reports.

## **4 Corporate Considerations**

### **Consultation and Engagement**

Members will be consulted further on the content of the business plan for Inner West. The final business plan will be presented for adoption to Members, in March 2012.

### **Equality and Diversity / Cohesion and Integration**

The Business Plan will take into account equality, diversity, cohesion and integration issues.

### **Council Policies and City Priorities**

- 4.1.1 The themes in the proposed Business Plan will mirror the themes and priority outcomes at a city wide level and also reflect the delegated functions and priority advisory functions.

### **Resources and Value for Money**

As outlined in the Function Schedule 2011/12, the well being budget delegated by Executive Board is used to finance projects which meet the needs of the Area Delivery Plan or its successor (the Business Plan). Members of the Area Committee are keen that wherever possible the use of well being brings in additional match funding to the area.

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

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

There are no legal implications as a result of this report.

### **Risk Management**

This report provides an update for Members and therefore no risks are identifiable.

## **5 Conclusions**

- 5.1 The Area Committee requires a document to set out the key priorities for the year that links to city wide policies and provides a framework for the spending of the well being budget.
- 5.2 The new Business Plan will support and contribute to changes already being put in place to the planning framework at a city wide level. It will illustrate how the Area Management Team will support partnerships and local services in this process and continue to champion the role of the Area Committee.

## **6 Recommendations**

6.1 The Area Committee are asked to:

- a) Note the contents of this report;
- b) Note the contents of the Business Plan Action Plan at Appendix 1;
- d) Agree to the Area Management Team continuing to develop the Business Plan;
- e) Agree to receive updates at future meetings and for the Area Committee to adopt a three year plan at the March 2012 meeting that will be subject to an annual refresh.

## **7 Background Documents**

Inner West Area Delivery Plan 2008-11

Executive Board Report, Proposed Changes to the Leeds Initiative Partnership and the City Planning Framework, 15<sup>th</sup> December 2010

Priority	How will this be achieved?	Who (Partnership/Agency)	By When	Outcomes /Measures	Progress / Concerns to Highlight
<b>Sustainable Economy and Culture</b>					
<b>Bramley and Armley town centres are thriving and vibrant.</b>	The Town Centre Manager will: <ul style="list-style-type: none"> <li>• Deliver a partnership action plan</li> <li>• Enhance the role of the Business Forum.</li> <li>• Promote the town centre and organise events.</li> <li>• <i>Hold annual events to promote the Town Centre.</i></li> </ul>	Area Management Town Centre Manager Environmental Action Team	2012 2012 Ongoing	A good mix of retail units that support the needs of the local community and a reduced number of empty units. Number of jobs generated locally. A positive perception within the community about the town centre. Consumer loyalty.	
	Work through the Environmental Delegation and local tasking arrangements to tackle environmental hotspots.	Area Management Environmental Action Team Community Safety Tasking partnership	Ongoing	Reduction in flytipping and debris. Reduced levels of ASB and criminal activity.	
	Work with City Development to tackle issues relating to derelict sites and their development.	Area Management City Development	Ongoing		
	Identify opportunities to encourage increased usage of community assets to enhance	Area Management Armley Mills Armley Library Bramley Library	2012	Number of visitors, participants and membership numbers. A positive perception within the	
<b>All local people are engaged in sport and cultural activities.</b>					

Priority	How will this be achieved?	Who (Partnership/Agency)	By When	Outcomes /Measures	Progress / Concerns to Highlight
<p><b>All local people are able to access as many opportunities as possible to get jobs or learn new skills.</b></p>	individual well-being.	Bramley Baths Armley Leisure Centre Community Centres		community about community assets, activities and events.	
	Work with partners to deliver further needs led sport and cultural activities from within community assets.	Area Management LAMPs	2012		
	Undertake a review of 'I Love West Leeds' and evaluate impact on local people.	Area Management	2012	Number of local people participating in 'I Love West Leeds' programme.	
	Review Area Committee funding for sports development work including holiday programmes and Coaching Scholarship.	Area Management	2012	Number of young people engaged in sporting activities.	
	Sustain internet access in community centres and deliver jobs and skills sessions from priority sites.	Community Centre Consortium Jobs and Skills LAMPs	2012	JSA claimant rates	
	Develop a programme of work to tackle the most prevalent issues in inner west.	WNW Area Leadership Team	2012	Jobs and skills sessions held and locality.	Employment Deprivation Domain (2013)
	<i>Support initiatives to reduce NEET in Inner West.</i>	WNW Area Management Team	2012	NEET for Armley and Bramley clusters.	



Priority	How will this be achieved?	Who (Partnership/Agency)	By When	Outcomes /Measures	Progress / Concerns to Highlight
<b>Safer and Stronger Communities</b>					
<p><b>Reduce crime and antisocial behaviour, with a particular focus on reducing burglary rates.</b></p> <p><b>Improvements to priority environmental sites to enhance cleanliness and attractiveness.</b></p> <p><b>Deliver the SLA for Environmental Services</b></p>	<p>Deliver and review Armley Burglary Reduction Plan.</p> <p>Deliver and review Bramley Burglary Reduction Plan.</p> <p>Work with the local tasking partnership to problem solve priority issues and hotspot concerns.</p>	<p>Divisional Community Safety Partnership Area Management Community Safety</p>	<p>2012</p> <p>2012</p>	<p>Armley: To return to the upper level of the Milestone Range, at 43 offences per month, 516 offences per year, a reduction of 13.5% from the annual offence total for 2010/11.</p> <p>Bramley and Stanningley: Lower level of the Milestone Range, at 25 offences per month, 300 offences per year, a reduction of 22% from the annual offence total for 2010/11.</p>	
	<p>Deliver a programme of work to deliver environmental improvements to priority sites through integrated working to improve the effectiveness of services.</p>	<p>Area Management Inner West Tasking</p>	<p>2015</p>	<p>Site improvements undertaken.</p> <p>A positive perception to the improvements within the neighbourhood.</p> <p>Improvements to cleanliness and a reduction in criminal activity.</p>	
	<p>Work with partners through the Environmental Sub Group to ensure effective and targeted delivery of services.</p>	<p>Area Management Environmental Action Team Environmental Sub Group</p>	<p>2012</p>	<p>Number of sites surveyed to be satisfactory in terms of the presence of:</p> <ul style="list-style-type: none"> <li>• litter</li> <li>• detritus (e.g. leaf mould, dirt accumulations etc).</li> <li>• graffiti</li> <li>• flyposting.</li> </ul>	

Priority	How will this be achieved?	Who (Partnership/Agency)	By When	Outcomes /Measures	Progress / Concerns to Highlight
<p><b>Consult local people on changes that may affect their lives and support them to get involved in local decision making.</b></p>	<p>Undertake annual consultation through the Leeds Citizens Panel to identify Area Committee priorities.</p> <p>Provide the public with information to assist them in understanding local issues through a range of communication channels including public meetings.</p> <p>Seek the views of the public on key developments that will affect the areas where they live.</p> <p>Support local voluntary, community and faith organisations to play a lead role in the development and implementation of neighbourhood activities.</p>	<p>LCC Corporate Communications / Area Management</p> <p>Area Management</p> <p>Area Management / LCC Regeneration Service</p> <p>Area Management / West North West homes Leeds</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Survey undertaken, analysis complete and findings reported to Area Committee.</p> <p>Undertake up to 12 forums and public drop in meetings in the Inner West.</p> <p>Hold community meetings in both priority neighbourhoods and across each ward. Ensure that significant developments are appropriately communicated to the public.</p> <p>Community organisations in New Wortley, the Wythers and Fairfields will have the capacity and opportunity to engage with, lead and influence neighbourhood activities.</p>	

<b>Children and Families</b>					
<b>All children and young people attend school and have access to services that will enhance their well-being.</b>	Work with partners to target and deliver diversionary activities for young people, link with the Offender Management Group.	Divisional Community Safety Partnership Area Management BARCA Youth Service Community Safety	Ongoing	Number of sessions held and locality.  Reduction of ASB and criminal incidents in those localities.  Number of young offenders engaged in activities.	
	Improve school attendance and reduce persistent absenteeism.	Armley & Bramley clusters			
	Partnership working to reduce teenage pregnancies.	Children' Services		Reduction in number of teenage pregnancies in Inner West.	
<b>Health and Wellbeing</b>					
<b>All local people are active and healthy.</b>	Work with the PCT to review the Joint Strategic Needs Assessment health data in order to consider significant findings.	PCT Area Management Team LAMPs	2012	Health deprivation and disability domain (2013).	
	Complete the Health Needs Assessment in New Wortley.		2012	Number of health related programmes of activity held and locality.	
	Work with partners to deliver health related programmes of activity in priority sites.		2012		

**Housing and Regeneration**

<p><b>Improve our most deprived neighbourhoods through integrated partnership working.</b></p>	<p>Review of priority neighbourhood areas and how partners work to improve outcomes.</p> <p>Deliver Local Area Management Plans in priority neighbourhoods targeting areas of need.</p> <p>Work with partners through the Inner West Tasking partnership to resolve local community safety and environmental issues.</p>	<p>Area Management Team</p> <p>Area Management LAMPs</p> <p>Inner West Tasking</p>	<p>2011</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Process for delivering neighbourhood improvements in deprived neighbourhoods agreed.</p> <p>Priority neighbourhoods in inner west identified.</p> <p>Indices of Deprivation (2013).</p>	
<p><b>Increased number of volunteers working within our local communities.</b></p>	<p>Engage volunteers to work within local communities and support the development of community assets.</p> <p>Provide information on getting involved with volunteering at all our events and support the European Year of the Volunteer; host an annual event to thank our voluntary organisations and celebrate the work that they do.</p>	<p>Voluntary Action Leeds Area Management</p>	<p>Ongoing</p> <p>2012</p>	<p>Increased number of volunteers.</p>	

<b>Local communities are cohesive and engender a sense of pride in their neighbourhoods.</b>	Deliver environmental educational programmes in schools.	Area Management Environmental Action Team	Ongoing	A positive perception to the improvements in the neighbourhood.	
	Identify community capacity building opportunities.	Voluntary Action Leeds Yorkshire Planning Aid	Ongoing	Number of community groups.	
	Embed indicators and corresponding actions in neighbourhood action plans to improve cohesion and integration in local communities.	Area Management Equalities Team	2012	Number of local events and clear ups held.	
	Provide a Small Grants Budget to support local communities to deliver local activities and improve their neighbourhood.	Area Management Team	2012	Number of people attending, and different groups participating in local activities	
	Provide a Skips Budget to support local communities to undertake clean ups.	Area Management Team	2012		
	<i>Work with partners to organise a 'street party' in honour of the Queen's Diamond Jubilee</i>	Area Management Town Centre Management The Big Lunch	2012		
<b>Make better use of community buildings</b>	Support the development of the Community Centre Consortium's programme of work, in particular the medium and long term plans for the Fairfield and	Area Management Community Centres BARCA	2015	The centres remain open and effective.	

	<p>New Wortley Community Centres.</p> <p>Undertake annual reviews of Strawberry Lane Community Centre.</p> <p>Tackle derelict/ problem sites, in particular sites with community and public safety issues and environmental blight (taking into account the Leeds Bradford Corridor and the West Leeds Gateway priority sites).</p>	<p>Area Management Strategy and Commissioning</p> <p>Area Management Environmental Action Team Planning City Projects Community Safety Building Control</p>	<p>Ongoing</p> <p>2015</p>	<p>The centre is fully leased and maintained. Sites clear of debris and flytipping.</p> <p>Reduction of ASB, criminal activity and flytipping and debris.</p>	
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Report author: Alison Szustakowski  
Tel: 3367856

**Report of Deputy Chief Executive**

**Report to Inner West Area Committee**

**Date: 14<sup>th</sup> December 2011**

**Subject: Area Update Report**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Armley and Bramley & Stanningley	<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. This report is to inform the Area Committee on progress against the Area Management Team's work programme and locality priorities.
2. Progress is reported through project and service updates.

**Recommendations**

3. Inner West Area Committee members are invited to note the contents of the report, comment on any matters raised and suggest items for inclusion in future Area Update reports.

## **1. Purpose of this report**

1.1. The purpose of this report is to inform members on progress against the Area Management Team's work programme and locality priorities.

## **2. Background information**

2.1. An Area Committee Update report is submitted at every cycle of Area Committee meetings. Partners contribute collectively on projects and provide service updates.

## **3. Main issues**

### Fairfield LAMP

3.1 There is a new four week cookery class that has started, people from the previous course are to be invited for an advanced course. The courses are free and crèche is provided.

3.2 The Neighbourhood Policing Team agreed to hold surgeries at Fairfield Community Centre on the last Tuesday of every month in the evenings from 6:00 – 7:00.p.m.

3.3 WNWHL agreed to hold surgeries at the Fairfield Community Centre every last Monday of the month between 2 – 3.p.m. Flyers and posters will be produced to publicise the surgery, the flyers and posters will also promote Fairfield Community Centre.

3.4 Accent Foundation have been invited to the meeting to look at cohesion and integration between the old and new residents. A number of incidents were mentioned, however it was concluded that Accent Foundation, the Police and WNWHL have addressed these issues and will be working together to address any future issues. Accent Foundation agreed to be a member of the LAMP and to include Fairfield activities list in their newsletter. As a result of discussions between the Business Facility and Social Enterprise Manager (BFSEM) at Fairfields and Accent Foundation there will be some training and back to work activities organised. Accent Foundation have agreed to do a Jobs/ Work Training day on the 9th November at the centre. BFSEM is in the process of getting the date confirmed with partners to tie in with the Getting Back to Work activity on a Wednesday afternoon.

### Wythers Improvement Group

3.5 Work is underway to set up a new credit union facility at Raynville Primary School. This facility would be open to children and parents. Questionnaires are also being sent out to all the children at Raynville Primary school asking them about their environment. The feedback from these forms will be brought back to the WIG to look at developing local environmental projects, in particular improving areas of greenspace.

3.6 Young people from the Wythers area are attending the Lazer Centre in increasing numbers. Particularly popular is the Saturday morning café.



## New Wortley LAMP

3.7 The health needs assessment has been completed, and was discussed in detail at the last LAMP meeting. Key issues for the area that have been highlighted through the process include drugs and alcohol use. There was also wide acknowledgement of the need for services for older people and recognition that there were a lot of older people in the area who may be socially isolated.

3.8 Issues relating to gypsy and traveller illegal encampments are ongoing and work is underway to secure funding to target harden the sites that have been used.

## Environmental Sub Group

3.9 Specific neighbourhood plans are being developed for each neighbourhood in the area; they will contain local intelligence on hotspots to inform service delivery. Once draft plans have been put together they will be circulated to Ward Members to add to and comment upon. The plans will be working documents and will be updated and amended as appropriate, as local need changes.

3.10 Closer working with the neighbourhood policing team is underway. Street cleansing staff have been given a briefing by the NPT Sergeant advising them of particular issues and the type of activity that needs to be reported. The aim of this closer working is to have more 'eyes and ears' on the street gathering intelligence.

3.11 It was noted at the Environmental Sub-Group that the Armley ward has almost double the number of service requests that Bramley and Stanningley receive. There is a specific piece of work that has been set up in Armley related to the burglary reduction plan. The hotspots have been broken down into three areas – Little Scotland's, Cedars and Aviaries. An environmental audit will be carried out every three weeks in these areas to ensure that all environmental actions that can be taken are taken to reduce opportunities for burglary.

3.12 There will be some targeted enforcement work taking place in the area in particular in relation to dog fouling, littering and drinking.

3.13 There are approximately 50 bin yards across the 52 streets in the Little Scotland's. The bin yards are in particularly poor condition in this area. Work is currently underway to look at what the indicative costs would be to refurbish the yards. It is envisaged that the costs of refurbishing all of them would be prohibitive but there may be an opportunity to seek funding in stages and to complete those in poorest condition first.

3.14 It was noted that there can often be issues relating to wheelie bins being left in the middle of footpaths which means that any pedestrians walking past may have to come out into the road to pass the bin. EATs are carrying out tool box talks with all crews to remind them of their responsibilities over re-siting the bins where they collect them from and carrying out spot checks. They are also monitoring the complaints which come in so they can target the specific crews.

Regeneration Programmes Team

Former Theaker Lane medical centre

3.15 Sanctuary housing are continuing to progress proposals for the site. Planning Services are comfortable with the proposals which are due to be presented to ward members and Armley Forum in December followed by an exhibition placed in Armley Library. The scheme consists of 30 flats for older people and utilises the former medical centre site, and land by Leeds City Council to the north. However, the scheme makes a positive addition to the streetscape and is designed in a sensitive manor to ensure it is not too overpowering and does not impact too greatly on neighbouring properties. A planning application is due to be submitted early in the new year and Sanctuary Housing's negotiations are progressing positively with the Council and Linton Homes (owners of the medical centre) to acquire the land.

### **Town Centre Manager (TCM), Armley**

Empty Units Town Street

3.16 Town centre vacancy rates in the UK have risen from 12% at the end of 2009 to 14.5% at the end of 2010. The figures for 2011 are set to rise further still to over 20%. Vacancy rates in the Northern and Midlands regions stands at 16.5%, while the average for the southern regions was below the national average at 12.3%.

3.17 Armley is much lower than the national and regional average and sits at around 8%. Vacancy rates do vary on a regular basis, but do not generally rise above the 8%.

Keep Armley Tidy

3.18 The TCM has contacted all the local primary schools in Armley, and they have responded positively to the Keep Armley Tidy project, an educational programme of work to facilitate social pride and raise environmental awareness. The TCM would like to work with Environmental Services to deliver a package of educational awareness, incorporating a poster competition, along the lines of the one undertaken at Christ Church Upper Armley C of E Primary School.

Events

3.19 The Christmas light switch went ahead this year, thanks to the support of local Councillors. The event required the closure of Town Street from the bottom end of Town Street as far up as Carr Crofts, closing Gelder Road and Theaker Lane. There was a stage with various activities, which commenced from 5.30pm until the festive light switch on and fireworks display at 7pm, local Councillors turned on the lights this year. There was also a funfair on Town Street and Santa's Grotto. There was a good turn out at the event.

3.20 Looking forward, there are a number of different events planned for 2012, subject to funding; the Town Centre Manager is exploring all avenues including private sponsorship. One such event in the planning stage are activities to celebrate the Queen's Diamond Jubilee.

## Action Days

3.21 There are now regular multi-agency action days on Armley Town Street, led by EAT, that tackle prevalent issues such as the cigarette butt problem.

## West North West Homes Leeds

3.22 West North West Homes Leeds have recently been successful in the following corporate achievements:

- Renewed Investors in People accreditation – they are still officially IIP rated.
- Renewed Customer Service Excellence award – they have official CSE accreditation
- The only ALMO in Leeds to acquire Investors in Diversity – 3 years IID accreditation from 2011
- Finalists in the National Federation of ALMOs Awards in July 2011, for their 'on your bike project,' and
- Shortlisted for TPAS Awards for Innovation and Equality in 2011, for encouraging electronic access to services and promoting computer awareness amongst older residents.

3.23 Future challenges include:

- Renewal of their TPAS Accreditation (Tenant Participation Advisory Service), evidence has been sent off and TPAS will be doing reality checks in February, hopefully their TPAS Accreditation will be renewed.
- Gain SHEF Accreditation – this is the Social Housing Equality Framework and they are entering into partnership with Aire Valley Homes to acquire this accreditation, the assessment will be undertaken next year.

3.24 The first three achievements require independent validation from external assessors, assessments are based on a combination of document request, for example checking policies, strategies, face to face interviews with staff, customers, focus groups and partner agencies, and mystery shopping, reality checks. WNWHL are proud to retain or achieve the first three achievements; they are confident that they will retain TPAS; and SHEF is a new venture for them both in terms of the assessment itself and the joint working with Aire Valley Homes. The awards are based on neutral award panels made up from organisational representatives, such as TPAS or NFA.

3.25 On a more local level WNWHL will be running Benefit Take up campaigns in Inner West in December and in the New Year. These campaigns are designed to encourage take up of Housing Benefit and Discretionary Housing Payment (DHP), but their advisors can also signpost residents to other benefits provided by DWP, and independent debt advice, for example through CAB, the voluntary sector and the Credit Union. They have used Business Intel such as the Deprivation Index to decide where to run the campaign and the inner west features quite highly in the index. An update will be provided at ward based briefings and future Area Committee meetings.

Teenage Pregnancy Locality Co-ordinator West Leeds, Children Leeds Commissioning Team

### Bramley Cluster Action Plan

3.26 The Sexual Health/Teenage Pregnancy part of the action plan for Bramley cluster has been submitted to the cluster partnership and has been incorporated into the main plan. Tracy Wade, Children's Centre Manager at Hollybush is the cluster partnership lead for the supporting teenage parents element of this work. A colleague needs to be identified to lead on the prevention elements of the action plan. A recommendation has been made to the cluster that this be someone from BARCA/the Youth Service.

### Young People's Teenage Pregnancy Action Plan for Inner West

3.27 This plan is still in draft and the format needs to be agreed in consultation with young people. This should be complete by December. This action plan forms part of the overall sexual health plan for Bramley. It is anticipated that they will have delivered most of the actions by April 2012.

### Events

3.28 A family health day was held at Hollybush Children's Centre on the 19<sup>TH</sup> August. This was very successful at engaging children and families in discussions across a range of health issues including sexual health and contraception. The evaluations asked for further events. An access to contraception event led by young women was held on the 1<sup>st</sup> September at Interplay. This was a workshop style event to discuss difficult issues such as abortion and domestic violence. Again a follow up event is planned in response to the request of young people.

### The Sexual Health Mystery Shop

3.29 A high quality mystery shop was undertaken by twelve young people over the summer. This work was funded by the NHS and commissioned by Children Leeds. The report is in draft and the final recommendations for sexual health service improvements should be available in December.

### Sex and Relationships Education

3.30 Improvements with Leeds West Academy in terms of Sex and Relationships Education are being made, and targeted support for those most at risk was reviewed in September. External partners are being brought in to support with specialist areas of work such as Child Sexual Exploitation. A programme for Girls at Crawshaw School is being developed with young women from Inner West a priority. A targeted group work programme for young men is currently being delivered in Swinnow including sexual health and substance use support. This is a partnership project between BARCA and the Youth Service.

## Speak Easy

3.31 The Sex and Relationships Education programme for parents and carers was delivered at Whitecote Primary over the summer. There has been interest in this programme from Valley View primary and from staff at Hollybush Children's Centre as well as local parents and carers. Staff will be offered training to deliver this programme on the 1<sup>st</sup>/2<sup>nd</sup> December. These programmes will be part funded by NHS Leeds. It is hoped that additional money will be made available from NHS Leeds to fund additional courses.

## Children's Commissioning Team

3.32 Support from the Locality Co-ordinator for Inner West has reduced to one day per week and will be reviewed in April. Delivery to the teenage pregnancy part of the Bramley cluster action plan is on track and will be taken forward by local partners. There should be an idea of the impact of the locality based teenage pregnancy work for Inner West by April 2012.

## Leeds Year of Volunteering

### Volunteer Centre

3.33 The new Volunteer Centre Leeds outreach programme has continued with the most recent sessions being held at Horsforth Library, Burley Library, Otley Courthouse and Armley One Stop shop. A total of 18 voluntary organisations have added their opportunities to the Do-IT database. The programme is for 12 months and will run until 31 March 2012.

3.34 Levels of volunteering in Leeds increased by 25.2% 2009-10 (IMD data) and the target for volunteering placements was exceeded considerably – it rose by 182% in the year.

## Current programme themes

### Volunteering for Poverty and Homelessness theme

3.35 This theme is led by Unity in Poverty Action. These recent events have been held:

- A marketplace event to publicise organisations and recruit volunteers in the city centre (Briggate) on September Sat 24<sup>th</sup>. Over 400 people attended
- A sleep out to draw attention to the plight of the homeless and raise money for Simon in the Streets activities in Leeds on Thursday night on September 29<sup>th</sup> Over £12,000 was raised by this single event
- The production of a leaflet about the organisations tackling some for the most difficult issues of Poverty and Homelessness in our city (copies available)
- An event to celebrate the contributions of over thirty long term volunteers to be held at St George's Crypt on 3 November 2011. Awards included Alex Joiner and Annie Ocsko who volunteer for the Kidz Klub organisation and Adwan Adwan, N'sira Camara and Mamadou Bah from RETAS, the refugee and asylum seeker network.

The awards were made by the Factory Four project at Leeds City College, a disability group

#### Volunteering for Environment theme

3.36 The Rosebank Millenium Green Trust held a Community Garden Festival on Rosebank Road, Thursday September 29th 2011 at 11:00 am to 3:30pm. Over 50 volunteers came along bulb planting, fruit picking, and site clearance. There were stalls and activities run by local organisations. All steering group members were invited to come along.

#### Volunteering for Sport Theme

3.37 Sports Leeds held a marketplace event for sports volunteers on 23 July on Albion Street, to mark one year to London Olympics and encourage recruits into volunteering for sport. Julie Lewis from Sport Leeds supervised a placement of one of the users of Osmandthorpe Centre as part of the volunteering programme run there in the spring. The publication of the Leeds Sports Volunteering Strategy will now take place at the same time as the launch of the Leeds Involvement Strategy on 7<sup>th</sup> December

#### Volunteering for the Arts and Culture theme

3.38 The following events have been held:

- A training course - introduction to developing a volunteering programme. Thursday 29 September 2011 (for small arts organisations), 10am-12pm and Tuesday 18 October 2011 (for all arts organisations), 10am-12pm. A toolkit has been developed that gives a step by step guide on how to create and develop a volunteering programme, this session is aimed at groups involved in arts or culture activities and has been subsidised for the European Year of Volunteering.
- Light Night celebrated the European Year of Volunteering, Friday 7 October 2011, 7pm and 8pm Briggate, LS1 6LX. Arts Alive – a spectacular celebration of arts volunteering. A visual, dancing and singing spectacular along Briggate to celebrate European Year of the Volunteer. RJC Dance and Mango Creative Arts brought the spirit of Carnival to the street with 'Mas Movement,' 40 young people dancing with vibrant, Olympic-coloured, sport-inspired costumes; Voices of the Day Choir from Seacroft created an unforgettable atmosphere with their heartfelt, uplifting music and large, white lanterns add to the magical landscape. At least 100 volunteers were involved in bringing these performances together working alongside professional artists and communities.
- Arts and Business Volunteer Speed Dating Event – Leeds. Tuesday 11 October, 6-8pm Royal Armouries. This was one of six speed dating events across England aimed at introducing volunteers to the arts and cultural organisations in their area.
- Arts Volunteers – in their own words. This is a video celebrating the work of Arts Volunteers. Leeds arts and culture is a vibrant sector, involving volunteers in diverse roles across a range of organisations and activities. The video includes Charlotte from Chapel Allerton Festival, tasked with creating 200m of bunting for this year's Chapel Allerton Festival, Arthur France well-known originator and chair of Europe's first ever Caribbean Carnival here in Leeds, young people working on Breeze Festival

and retired ladies staffing HEART's reception, plus a board director of the Royal Armouries. <http://www.youtube.com/user/LeedsArtsVolunteers>

- Leeds Arts Partnership, 24 September 2011, 4.30pm. This was a short presentation for arts and culture organisations in Leeds
- Expo 2011- University of Leeds Careers Fair. 16 November, 2pm This was a presentation and panel contribution for students considering volunteering and careers in the arts

### Poverty and Health theme

3.39 A steering group for this theme now includes Wheatfields Hospice, City Libraries, NHS Leeds, Healthy Living Network Leeds, Feelgood Factor and Leeds Skyline. The theme month of November and December co-incides with the Foundation Partnership Trust "Love Arts Leeds" festival to support mental health so there will be opportunities for joint working. The following event has been held so far:

- The launch and marketplace event was on 1<sup>st</sup> November. This was a marketplace opportunity for health and wellbeing organisations to advertise their volunteering opportunities showcase their work and recruit new volunteers. A number of small discussions took place on prison license volunteering, volunteer co coordinating and so forth. David Pryke from the Department of Health gave a presentation on the Department of Health strategic vision for volunteering. The venue was Test Space Unit 2-4, Melbourne Street, Leeds LS2 7PS from 11-3.
- A fortnight of "taster sessions", held so that individuals and companies can try volunteering for health organisations. These are being held at Skyline, Healthy Living Network, Wheatfields Hospice and elsewhere.
- Ensuring that 10 health/wellbeing organisations achieve the volunteering Kitemark. <http://www.val.org.uk/documents/compact-kitemark.pdf>
- Running a health volunteering project involving three different areas of Leeds. These are Harehills Pakistani centre, Wetherby Children's Centre and the student "corridor" led by Trinity University. Healthy Living Network has funding for this project through Lottery "Awards for All".
- End of theme **awards party** will be held for health volunteers Tuesday 13<sup>th</sup> at Bridewater Place Leeds on December 5-7pm

### The "Making Moves" volunteering project

3.40 Customers of the Osmondthorpe Resource Centre (ORC) in Leeds took part in an innovative new project to celebrate the European Year of Volunteering 2011. Osmondthorpe Resource Centre is a council-run day centre service for people with physical and sensory impairments. It helps to rehabilitate people after life-changing accidents or illness, providing a range of opportunities including education, work skills training, day-to-day independent living skills and emotional support.

3.41 The aim of the Making Moves project was to help a small group of centre users to reduce their dependency on the centre and develop new skills and qualities, which would then enable them to recognise their potential by taking part in a volunteering placement. The project involved the centre users taking part in two 10-week courses. During these they focussed on their personal qualities, built on skills that they already had and learned

new ones, and addressed potential barriers - their own and those imposed on them from the outside world – which might prevent them from achieving their potential. The courses were organised and delivered by the Workers Educational Association, who supported the customers, found out what their interests were and listened to their aspirations and fears. Alongside this a WEA development worker negotiated partnerships with organisations who agreed to offer taster volunteering placements to the customers, which they took part in during June and July 2011.

3.42 Another aim of the project was to give centre users the chance to experience something that is potentially out of their usual comfort zones, to realise their potential to move on and hopefully act as a stepping stone into more volunteering or even paid employment.

3.43 The initial outcomes of the project are good – eight out of the thirteen people have decided to carry on volunteering. LCC are working with the WEA to see if it is possible to run these courses in other appropriate places. One of the tutors from the course is also developing a training course for the autumn targeted at people from non traditional backgrounds to encourage them to volunteer.

“Getting Involved in Leeds” Leeds European Year conference.

3.44 This end of year volunteering conference will be held on Wed 7<sup>th</sup> December at Civic Hall Banqueting Suite. The final year event will combine the launch of the Leeds Involvement Strategy, the formal coming into being of the new VOICE/VAL merged organisation and a celebration of the end of the European Year of Volunteering. Antonia Mochan from the EU will be coming to the event; she also attended the launch of the year at the Royal Armouries 12 months ago. One of the seminars at the event will be on Active Ageing, led by the Older People’s network – the European Union theme for 2012.

#### National Events

3.45 Leeds organisations went down to London as part of the national European Year of Volunteering 2011 tour event. It was a chance to showcase our work on a National/European stage. We shared the event with our Bradford colleagues, who have had their own active citizenship campaigns during 2011 – their focus has been on encouraging people to be active citizens and to participate in civic activities such as neighbourhood forums.

#### Leeds Involvement Strategy

3.46 One of the objectives of the European Year of Volunteering was to produce the Leeds Involvement Strategy. This is now in its draft stage, covering the issues of volunteering giving and participation. The intention is to present the final strategy to the Safer Stronger Communities partnership in October and the EYOV steering group in November. The LIS would then be launched at the final year event on 7 December 2011.

3.47 One of the proposals in the LIS is to produce a guide “Get Involved in Leeds” about all the opportunities for volunteering, giving and participation in Leeds. This will be



available in December 2011. A new toolkit on “inclusive volunteering” is also being produced by VA-L for the year end.

### Armley Mills

3.48 The museum continues to see an increase in visitor figures each year, visitor numbers average at 28,000 a year. The three new textile galleries are proving really popular, and the spinning ‘mule’ has been restored and is producing fibres commercially for Hainsworth Mill. The spinning mule was a machine used to spin [cotton](#) and other fibres from the late eighteenth to the early twentieth century.

### Armley Leisure Centre

3.49 Armley leisure centre has hosted two Active Women projects since July, which involves 10 weeks of activity aimed to increase participation levels of women living in the top 20% SOA's. 30 women have been actively engaged and are regular to sessions, both independently, but also to weekly coached sports sessions where the women have taken part in a variety of sports, including netball, tennis, badminton, table tennis, football and even rugby. The women are provided with and off peak bodyline card which allows them the opportunity to experience the range of activities held at the centre.

3.50 Women have shown great interest in the project and are now regular users of the centre. Some have gone on to buy bodyline memberships, whereas others have been linked to local clubs and leagues to maintain participation. Weight loss has been another key success. One lady attended the 10% class and after having a gastric bypass and regular exercise and physical activity has now lost 6 stones and continues to lose weight week by week. She is certainly a lot healthier and has a more positive outlook and enjoys exercise.

3.51 The programme works alongside local community centres and voluntary organisations, but also works with housing agencies, one stop centres and schools to promote the sessions.

### I Love West Leeds

3.52 The I Love West Leeds festival has just completed a November weekend of events that included an autumn outdoor film screening in the grounds of Armley Mills. The event was a partnership event with Love Arts Festival, a city wide festival highlighting mental health issues. It was the first time the mills had been used for such an event and it was a test to see if the venue worked and if people would attend an outdoor screening in the winter. They did, with the bonus of an earlier sunset enabling families to attend the screening of Singing in the Rain. More film screenings will be planned for the museum grounds in the future. The citizens Orchestra continue to meet weekly and have gained new members to have a regular attendance of 17-20 musicians each week, they recently played a concert to Heydays at West Yorkshire Playhouse and are currently working towards a concert for Batley Resource Centre.

## Welfare Reform

3.53 The Government has embarked on a major programme of Welfare Reform which sees major changes happening in each year of the next three years. Appendices 1-6 provides information on the most significant changes over the next three years.

### **4. Corporate Considerations**

#### **4.1. Consultation and Engagement**

4.1.1. Community forums are held on a monthly basis in Armley and bi-monthly in Bramley within Inner West Leeds to inform communities.

4.1.2. Ward Members are consulted on projects and initiatives within their ward on matters relating to the Area Management Team's work programme and locality priorities.

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

4.2.1. This section is not applicable to this report

#### **4.3. Council Policies and City Priorities**

4.3.1. The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009, this approval was rolled forward to 2010/11, and rolled forward again to 2011/12 with amendments only to environmental delegations.

4.3.2. The Area Functions are included in the Council's Constitution (Part 3, section 3C).

4.3.3. Area Management Team's work programme contributes at a local level to the themes contained in the:

- Vision for Leeds
- Leeds Strategic Plan
- Health and Wellbeing City Priorities Plan
- Children and Young People's Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

#### **4.4. Resources and Value for Money**

4.4.1. Programmes of work outlined in this report are resourced in the main by Area Management staff and where relevant their partners which in turn provides value for money.

4.4.2. In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via Well Being budgets and the Community Centres Budget.

4.4.3. In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council Departments main stream budgets, and external partner agencies for example the Police and Primary Care Trust, which is in turn reflected in the fact that the Area Committee's role here is to influence, develop and consult. However, on occasion, wellbeing funding has resourced some projects related to its roles, for example community engagement, area based regeneration schemes and conservation area reviews.

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

4.5.1. This report is the report of the Area Leader for West North West Leeds who has delegated responsibility to action decisions in accordance with Area Management's work programme in accordance with part 3 of the Council's Constitution in relation to Area Committee Functions.

4.5.2. This report is not confidential, neither is it, or part of it exempt.

4.5.3. This report is subject to Call-In as the Area Committee's functions are delegated Executive ones.

#### **4.6. Risk Management**

4.6.1. There are no significant risks identified in this report.

### **5. Conclusions**

5.1. In conclusion, the Area Update report is in line with the functions and role of the Area Committee which are:

- Improve the quality and value for money of Council service delivery
- Improve the quality of democracy and find new ways to facilitate citizen participation in local government through the development of links between Ward Members and their communities
- To co-ordinate policy and service delivery between the local service providers.

### **6. Recommendations**

6.1. Inner West Area Committee members are invited to note the contents of the report, comment on any matters raised and suggest items for inclusion in future Area Update reports.

### **7. Background documents**

7.1. None

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

**REPORT TO**           **AREA COMMITTEE CHAIRS' FORUM**

**DATE:**               **THURSDAY 3 NOVEMBER 2011**

**SUBJECT:**           **WELFARE REFORM**

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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.

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**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.

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## 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
<b>Issue: General</b>							
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.
<b>Issue: Financial Inclusion</b>							
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.
<b>Issue: Universal Credit</b>							
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.
<b>Issue: Under occupancy Caps to Housing Benefit</b>							
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

## Welfare Reform timetable

Date	Change	Description	Timing of change	National financial impact over the spending review period	Leeds impact
<b>Apr-11</b>					
<b>Housing Benefit</b>	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
<b>Housing Benefit</b>	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.
<b>Housing Benefit</b>	- 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

<b>Housing Benefit</b>	- 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
<b>Child Benefit</b>	Child Benefit	Child Benefit frozen for 3 years from 2011	April 2011	£2.6bn savings	All families in Leeds
<b>Jan-12</b>					
<b>Housing Benefit</b>	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
<b>Income Support</b>	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
<b>Apr-12</b>					



<b>All benefits</b>	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
<b>Jan-13</b>					
<b>Child Benefit</b>	Child Benefit	Removal of Child Benefit from all higher rate tax payers	January 2013	£8.05bn	N/k
<b>Apr-13</b>					
<b>All benefits</b>	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
<b>Housing Benefit</b>	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.
<b>Housing Benefit</b>	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

<b>Housing Benefit</b>	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
<b>Social Fund</b>	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
<b>Council Tax Benefit</b>	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
<b>DLA</b>	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
<b>Oct-13</b>					

<b>All means tested benefits</b>	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
<b>Oct-14</b>					
<b>Housing Benefit</b>	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

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

**Council Tax Benefit Reform Team**

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Our ref: KWISH\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*

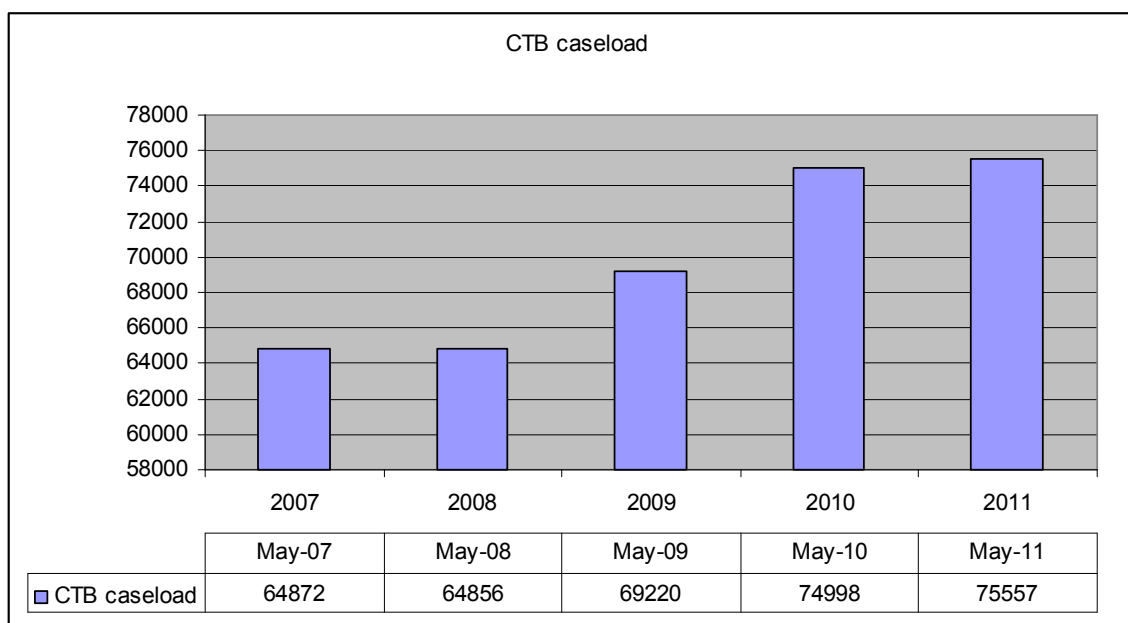
As stated above the ability to reflect local priorities is severely limited by the prescription of a national scheme for pensioners and the expectations around protecting other vulnerable groups and people moving into work. The scope for local priorities can be increased by including discounts and exemptions 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.



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**Report of the Assistant Chief Executive Planning Policy and Improvement**

**Report to West (Inner) Area Committee**

**Date: 14<sup>th</sup> December 2011**

**Subject: Annual Community Safety Report**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Armley, Bramley & Stanningley 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 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 provides crime statistics for Inner West Leeds and details of key activity to address crime and anti social behaviour issues.

**Recommendations**

2. The Area Committee is asked to:
  - note the report and offer comment

**Purpose of this report**

- 1.1 This report is the annual community safety report, providing Members with details of the community safety activity undertaken during the last 12 months. The report will also provide details of crime data, making comparisons with previous year.

**2 Background information**

- 2.1 A number of factors have a bearing on crime, criminologists have placed these factors into three broad categories:
  - A suitable target or opportunity, for example: valuable items which can be removed relatively easily such as laptops near an open window, vehicles with unlocked doors and a valuable item on show, etc

- A motivated offender, for example: someone whose values or beliefs make stealing acceptable, drug dependency, someone motivated by greed, etc
- A low likelihood of getting caught, for example: no Police or security guards, a neighbourhood with a low level of reporting crime, no natural street surveillance, etc

2.2 Traditional problem solving techniques aim to reduce crime by impacting on these three categories:

- Working to educate the victim (leaflet drops, face to face crime prevention advice, etc)
- Tackle the offender (known as offender management; visit known offenders, tenancy action, curfews, criminal sanctions – prison, etc)
- Undertake community based work to improve natural surveillance such as community engagement and capacity building to increase reporting (eg neighbourhood watch), environmental works such as cutting hedges back, secure by design, etc)

2.3 However it should be acknowledged that other factors also have a bearing on crime;

- Seasons
- Weather
- Release of offenders
- Location
- Population

2.4 It is also important to note that one offender can commit many offences in a short period of time and this can lead to significant increases in crime figures. For example, where six cars are damaged in a street, this would lead to six reports of criminal damage.

2.5 Community Safety Service Priorities for 20011 – 2012 are:

- People are safe and feel safe in Leeds
- Tackling burglary and anti – social behaviour
- Working closer with partners and communities in neighbourhoods and the city centre to tackle community safety priorities and improve local delivery
- Supporting the most vulnerable people, especially those affected by domestic violence and young people with the greatest needs
- Developing joint intelligence and information sharing, including use of CCTV and security services and improving the focus on Integrated Offender Management
- Using partnership resources wisely

### 3 Summary of key Actions

- 3.1 The North West Divisional Community Safety Partnership is a multi agency partnership chaired by the Police and West North West Homes and includes partners from Fire Service, Leeds University, Youth Service, Youth Offending Service, Safer Leeds and Community Safety Lead Member representatives from each of the four Area Committees in West North West. The Partnership meets four times a year and sets the strategic direction for partnership work, examining performance and agreeing priorities. The work of the group is accountable to the Safer Leeds executive, who receives regular reports of the activity undertaken.
- 3.2 The following key actions have been delivered through the Divisional Community Safety Partnership during the last 12 months:
- 3.3 Multi Agency Tasking. This group meets monthly and it's membership includes; Safer Leeds (Co-chair), Police (Co-chair), Area Management, West North West Homes, Fire Service, Youth service, Attendance Management, Youth Offending Team Environmental Action Team, Signpost, Armley Town Centre Manager and Leeds Anti Social Behaviour Team (LASBT). The group aims to direct partnership resources to tackle the priorities set by the Divisional Partnership and from local agency intelligence. The tasking meetings include Environmental priorities that have an impact on Neighbourhoods.
- 3.4 Examples of the work undertaken by the Multi Agency Tasking group during the period January 2011 November 2012 includes:
- 3.5 **Operation Alamo** focussed on reducing burglaries in Armley and Bramley during February which targeted now burglars in the North West Division.
- 3.6 **Operation Alligator** is a team of 8 officers put together to deal with the rise in vehicle crime. Since its introduction it has seen the reduction in car crime across the division.  
The team have had success with the capture car in Bramley, which resulted in 5 arrests.
- 3.7 **Operation Albumin** This operation took place in July targeting travelling nominal's with in the Kirkstall Bramley/Armley boarder focussing on stop and search with Environmental Services and partner agencies .  
In total there was 40 vehicles stopped and 13 of these were tested by HMRC for red diesel. They were extremely pleased when they got a hit on a vehicle as it contained red diesel. The owner had his van seized and a fine of £500. There was over 58 people checked through the systems and majority of these were checked by Civilian warrants. However nobody came back as wanted. Officers issued 13 tickets for no insurance, no seatbelts and vehicle defects. VOSA also conducted checks on nearly every car and was able to issue 15 tickets for vehicle defects. There were also 2 cars seized and numerous drug searches conducted. The next round of Op Albumin is to run in November focussing on the Ring as a joint operation.
- 3.8 **Edinburgh's Dispersal Order** The Dispersal order has now ended, however there is still on going work in this area. Four young people were granted 2 year Anti Social Behaviour orders on 5<sup>th</sup> Jan 2011,. On going work with Christ Church and Youth services looking at diversionary activities through youth engagement at Christ Church

and the Lazer Centre Friday Night Project. During September the partnership are now working at Armley Leisure Centre with the Saturday Night project for young people in Inner West. Signposts which are a project that supports families with complex issues are working with families in Armley and Bramley.

- 3.9 **Operation Absinthe** Commenced in March continued through to the end of the April. Police targeted burglars in the early hours of the morning. The tactics included support from the mounted section and operational support officers during the afternoons to combat the afternoon/early evening offences.
- 3.10 **Operation Admiralty** This operation has focussed resources on Armley Town Street with planned multi-agency action days with partners. This will consist of environmental actions, the use of the police horses mounted section, increased police patrols focusing on peak periods to provide reassurance to the public, and local businesses and to reinforce the Designated Public Places Order on Town Street.
- 3.11 **Operation Acrobatic** is an intelligence led multi agency based initiative that aims to reduce the levels of sexual activity in the woodland / picnic area of Canal Road, Leeds Liverpool canal and the Armley Mills museum and the associated anti social behaviour. The Leeds Anti-social Behaviour Team have been working with the Police with some excellent results. Over 75 males, not from the Armley area have been stopped and warned re cruising. Several warning letters have been served on persistent attendee's. A number of further actions have been identified to address this problem which include work with Parks and Countryside to cut back some of the over grown foliage and work with MESMAC to dissuade people from using this site.

MESMAC have been asked to patrol with Leeds Anti Social Behaviour Team and Neighbourhood Police Team staffs. Plain clothes and high visibility patrols focused in the area throughout summer. Several positions within the area have been identified for warning signs have been placed in these locations. Over the last few months, there has been no incidents and complaints reported to the police in this location.

- 3.12 **The Stolen Goods Market** \_Operation Bulleye is a city wide city-wide initiative to tackle the stolen good market. The local cash converters type premises, and jewellery shops are regularly targeted and books checked by the PCSO's in Bramley and Armley. The North West Division have been conducting covert operations to tackle the stolen goods market and in particular the disposal of stolen jewellery. A number of cash converters/second hand jewellery premises have been targeted within the North West Division. The operations are in the earlier stages but are already yielding some positive results.

A campaign is being run to advise the Asian community, this is in the Mosque and Sikh temple about crime prevention around the safe storing of their gold. This is in line with the rise in gold prices and also during the fourth coming months the Asian community have numerous religious festivals where the gold is worn when attending them. A letter has been produced which will be delivered to the Asian community and also rolled out to the other Mosques and Temples across the division.

3.13 **Metal Theft** The theft of metal is on the increase and actions are been taken by West Yorkshire Police to educate people about some of the risk associated with metal theft through the media, public meetings and as well as operations aimed at disruption of nominals through stop and searches of vehicle carriers. A number of metal theft dealers have also been visited within the West Leeds area by the police and Environmental Enforcement Officers to check their records, and to make sure that all scrap metal transactions are translucent and made aware of the consequences if they are not. Scrap metal dealers have been visited and all owners attend a meeting on 13<sup>th</sup> July at Pudsey Police Station. Out of 10 scrap metal dealer invited 3 turned up and they were given a briefing and a pack of photo to identify people who are selling stolen goods and to deter them from purchasing stolen metal

3.14 **Capture Technology.** This project uses high tech equipment to track and trace stolen property. The project includes capture cars where sat navs are left on display, houses set up to look like they are occupied with a laptop on display, or bicycles; the items in question contain tracking equipment or software which is used to track where stolen items are taken. The project has had successful outcomes, leading to offenders pleading guilty earlier because of the weight of evidence against them. Valuable evidence is also gained about where stolen goods are taken and the action taken against those receiving and handling stolen goods. The team is currently in the process of purchasing 2 sets of covert cameras to be deployed in ASB hotspots to capture information about those involved in anti social behaviour such as arson, graffiti, rubbish dumping, etc

### 3.15 **Burglary**

Darker Nights Plan – A Darker nights plan was launched in October to coincide with the changing of the clocks and darker nights. A package of measure are being implemented which include Timer Light Switches funded from Community Safety, the Bobby in the Lobby events, and events to raise public awareness at local forums as well has focusing on the Offender Management strand.

3.16 **Outcome Based Accountability.** Safer Leeds has adopted the Outcome Based Accountability problem solving model to deliver improvements in reducing burglary. The model aims to look at the desired outcome as the starting point, examining the indicators which can be used to measure the outcome, working out what the performance is now, examining what is driving the (burglary) problem, and looking at solutions that have worked in the past to tackle problems, focusing on biggest gains for least effort. The model is delivered through multi agency stakeholder discussions and work is collected in an action plan which is updated at the Multi Agency Tasking Group meetings.

### 3.17 **Armley Burglary Reduction Plan**

3.18 As part of the Offender Management strand of the Burglary Reduction Plan for Armley and Bramley a Multi-agency Offender Management case conferencing meeting has been established targeting offenders who are impacting on burglary in the Armley and Bramley area. The aim is to case manage around 12 individuals that have been identified by the Divisional Intelligence Unit /Youth Offending Service and other partners agencies who pose a higher level of risk of offending /committing burglary but are not at the level of offending for the Intensive Offender

Management Programme . A profile of each individual identified and action plan has been drawn with agreed actions and outcomes.

From the first few meeting 12 Individuals have been identified, with an extra nominal identified by the safer schools officer. From the 13 individuals 3 have failed to engage with support agencies and have continues to offend so have been referred for scoring to the Intensive Offender Management (IOM). These will be managed by the IOM officers. One nominal has been removed, due to positive engagement with partner agencies. A further 3 nominal's will be reviewed at the September meeting and if there are no further criminal activity and they continue to engage, they will be removed. The Youth Offending Service have been asked to supply details of up and coming offenders that have received final warnings or reprimands to add onto next months meeting.

- 3.19 An Environmental Audit has now been completed with partners for the 3 target areas in Armley, Little Scotland's, Aviary's and Cedars. These areas have been visited by police officers and a reassurance exercise has taken place to find out from local communities what are their priorities in relation to crime and environment. The results will be evaluated by West Yorkshire Police and the Crime Reduction Officers and circulated to police and partners in November .to incorporate actions into the Burglary Plan .

Fortnightly walkabouts with police, fire service and EAT have commenced to progress actions identified from the Environment and Visual Audit in the target area and any concerns about Housing in Multiple Occupation or conditions will be forwarded to the private rented team to visit/investigate via referral form.

- 3.20 Community Payback. During November and December 2011 probation Un Paid service will be assisting in clearing some of the binyards in Armley . A further assessment of the binyards will be completed for those that are of a dangerous structure.

Target hardening - A total of 365 properties have been target harden in Armley. To identify further opportunities re standards of security, 257 West North West Homes Leeds properties have been visited by Police Community Support Officers and checked for security issues. Results have been forwarded to the West North West Homes Leeds for them to take action. Thirty Lo Jack computrace licences have been identified during the Environmental Visual Audit for lap top computers.

- 3.21 During October the Police have held a briefing with the Environmental Action Team and staff from street cleansing services and are in the process of building up links with local Police and PCSO to enable staff to share any information that they may have from working out in the communities most of the day. The Inner and Outer NPT with partners such as Dogs Trust, Leeds City Council has developed and launched a Dogs Watch scheme on 29th October. The aim of Dog Watch is for dog owners to report any thing suspicious or area of environmental concern that they may come across whilst walking there dogs thought a telephone contact number or email address. To date over 100 dog owners has signed up for the project.

- 3.22 An alley gating project on Conference Road is being progresses funding from the Burglary Reduction Priorities funding. Currently the application is with planning. Funding for security lights is being sort from Safer Leeds.



### 3.23 Bramley Burglary Reduction Plan

3.24 Bramley and Stanningley is the 3<sup>rd</sup> worst ward for burglary levels per 1000 households over the last 3 months. It was felt that there had been some displacement of crime from the Armley Area due to a higher level of resources in this area due to Armley being the top ward for burglary in May 2011. In order to reduce this and focus resources

The Outcome Based Accountability stakeholder session for Bramley was held in October 2012. An action plan has been produced and is managed through the Inner West Multi Agency Tasking meeting. Actions within the plan include:

- Working with the Offender Management model, Bramley Cluster and Children's Services to ensure support is available to those at risk of offending due to members of the household who may be prolific offenders
- Undertake further analysis to look at the method of entry for burglary such as insecure property, sneak ins, poor euro profile locks, breaking windows and look at developing appropriate responses to tackle the biggest problem including the introduction of targeted crime reduction messages related to the research undertaken
- Explore funding from Community Safety and West North West Homes for targeted hardening of vulnerable locations within Bramley. This has resulted in over £50000 allocated to the Bramley ward from Community Safety for target hardening.
- Deployment of additional police and partner resources at peak periods and locations

The Armley and Bramley Burglary Plan is discussed, reviewed and updated monthly with partners at the Inner West multi-agency tasking meeting. With some amendments, additional priorities and actions the plan can be utilised to further develop, manage, monitor and review progress in Armley and Bramley to reduce burglary.

### 3.25 Community Engagement & Reassurance

#### 3.26 Operation Champion Action Day

A reassurance action day was organised for 18<sup>th</sup> February 2011 on the Wythers. The aim of the day was to provide information and crime prevention advice, deal with environmental issues, visit victims of hate crime and note any vulnerability issues and complaints.

The agencies that participated were: West Yorkshire Police Neighbourhood Police team, West North West Homes, Community Safety, Environmental Enforcement Team and the Anti-Social Behaviour Unit.

The action day included Smiley Sid operated on Cockshott Lane and Raynville Road. Hate/Race Crime BME residents visited and made aware of reporting procedures should they be victims of this crime type.

The police in company with CASAC conducted house to house visits carried out offering free target hardening/home security checks to most burgled streets.(5 streets in total visited). 150 CASAC leaflets were posted.

Five children from Swallow Hill attended for litter pick.

The police conducted 70 face to face visits given out crime prevention advice.

Over 60 properties identified and cases opened for action on waste in gardens, hedges, duty of care inspections, graffiti, and dog fouling and fly tips issues.

Overall, on the areas where we worked with probation and the gardens which we have taken action on there has been a dramatic improvement. The removal of the graffiti and the litter picking of the streets have left the area looking much cleaner and greener. West Yorkshire Arson Task Force Officer targeted houses on Raynville Rise with arson leaflets and fire related advice.

Overall the partner agencies felt that the event had been time well spent and feedback from the majority of people who we made contact with was very positive

- 3.27 A reassurance day took place on Wednesday 8<sup>th</sup> June from 3 PM – 7 PM targeting the Raynville area. The focus of the action day focussed on speaking to residents about local issues in particular around Anti Social Behaviour, Hate Crime and also crime prevention advice. In total over 100 properties were leafleted and 4 victims of Hate Crime visited by the Hate Crime coordinators.
- 3.28 An open day took place at Armley Mosque with the support of the Inner West Neighbourhood Police team on Sunday 5<sup>th</sup> June from 2 PM – 5 PM. The event was well attended, by over 300 hundred people from multi faiths and a large cross section of Armley's diverse community. There was a large range of stalls information and engagement with the local community to foster positive relationships in Armley.
- 3.29 Community Day on the Broadleas – A partnership event took place with local residents, West North West Homes Leeds, Groundwork, BARCA, Schools, the Police Youth Services on the Broadleas on 25<sup>th</sup> October. The event was to celebrate the Community Green space on Broadlea Terrace and engage with the local community with an Halloween themed event.
- 3.30 During 2011 the Armley and Bramley Forum which are very well attended meetings have been merged with the Police and Community Together ( PACT ) meetings and also with other local meeting such as the Moorside Tenants Association .The Police continue to support local forums and meetings to engage with communities and to inform them of their work, and to feedback on the local priorities for their neighbourhoods. The merging of meeting is beneficial to partners as it is more effective in terms of resources.
- 3.31 **Youth Diversionary Project** - During 2011 there have been a number of youth work activities in Inner West to divert young people from criminality and Anti-Social Behaviour.  
The Saturday Night projects which was launched on 1<sup>st</sup> October at Armley Leisure Centre runs on evening's at a time when ASB is at its highest and aims to reduce this by providing diversionary activities in a place local, safe easily accessible and exciting to young people. There is access to the majority of the leisure centre to enable the project to provide an interesting and varied programme of; sports, arts and crafts, nail art, dance, gym and a safe place to socialise and chill with friends. The project is funded through Positive Activities for Young People (PAYP) the Inner West Area Committee and supported by staff-in kind contributions from Youth Service and West Yorkshire Police. Since the project opened at the beginning of October there has been 87 young people signed up.

- 3.32 **The Friday Night project** continues to engage with young people from the Armley and Bramley area at the Lazer centre and is supported by the Police.
- 3.33 **Revizt programme** is being developed for young people in Armley and Bramley which targets those who are involved in low level offending/ASB. Funding has been agreed from Community Safety and Armley Cluster. The Armley programme will commence in Jan 2012.
- 3.34 **Christ Church Armley Youth Project (CCAYP)** has been awarded a West Yorkshire Police Community grant of £1,750 to run a young men's group for 11-14 year olds on a Friday evening for 26 weeks. They will tackle issues such as friendship, relationships, violence, peer pressure, drugs and alcohol. Many of the group are younger siblings of children already involved in crime so they hope to tackle issues in greater depth and divert them from following their peers and provide a diversion from Anti-Social Behaviour.

### 3.35 Domestic Violence

During 2012 It is proposed to develop a package of support for the Bramley cluster with the aim of reducing the prevalence and impact of domestic violence and effectively improving safety and reducing risk for families – in the short and long term. This will be achieved by developing a 'whole school, cluster wide approach' to domestic violence issues. This involves not just working with schools but other children's services in the area to raise awareness of DV and promote a consistent approach.

During 2012 joint work will the clusters and Children's services will also focus on wider issues about local agency support for Domestic Violence cases: around the Multi-agency Risk Assessment Conferences (MARAC) and non-MARAC cases.

The White Ribbon Campaign is an international campaign by men to end violence against women. Men involved in the campaign are asked to pledge that they will not commit, condone or remain silent about violence against women. The 25<sup>th</sup> November is International Day for the Elimination of Violence against Women and to raise awareness of this an information stall will be located at St Georges Crypt Charity Shop on Armley Town Street between 10-AM – 2 PM where the local community can sign up to the White Ribbon Campaign by wearing the White Ribbon badge and get advice /information .

### 3.36 Off Road Bikes.

The cost of this project is shared across the four Area Committee areas, with each Area Committee contributing £1,500 per annum towards the running costs of two vehicles. The Bikes are deployed across the Division to patrol green spaces or to target specific problems. The vehicles are effecting in reducing anti social behaviour and low level crime, particularly on green spaces providing reassurance to those using parks and green spaces. The vehicles have also been used during specific initiatives such as Operation Champion or more focused initiatives in conjunction with the council's Park Ranger Service. A dedicated (answer phone) telephone number has been set up for the service (0113 2395092) to deal with calls

about nuisance bikes and this number is publicised in community newsletters and the Police Neighbourhood Policing Team Website.

Calls in Inner West have successfully been reduced by 60.7% in April, 48.3% in May and 37.5% in June, over the same months in 2010.

Armley:- This area has seen a big reduction in the number of nuisance motorcycle calls. Regular patrols in the local estates have seen a significant increase in customer satisfaction with this reduction.

Bramley:- Another area which has enjoyed a reduction in the number of calls for ASB and nuisance motorcycles. Regular patrols together with the LCC Parks watch Officers in the local parks and green spaces result in close contact with the local community. The riders are often stopped by members of the local community, who feel that it is now much safer to use these areas.

Stanningley :- Regular patrols are carried out in this area and there are only very sporadic nuisance motorcycle calls. We continue to patrol with the LCC Parks watch officers to combat under age drinking the associated littering and Anti Social Behaviour. There have been no calls to the rugby club and surrounding area for quite some time now.

### 3.37 Close Circuit TV (CCTV)

3.38 During 2011 The Area Committee and West North West Homes Leeds funded a new camera for the Broadleas estate in Bramley . The camera came into operation in June 2012 and to date has proved successful in terms of reassurance around the Broadlea Hill area and assisting with the detection of crime.

- There are currently 5 camera's monitoring the Inner West Area, via the Central CCTV Control Room at Middleton, they consist as follows:
  - 4 cameras within the Armley Ward
  - 1 cameras within the Bramley Ward
- The table below gives a breakdown of the annual running cost of the one camera, within the Inner West Area that the Inner West Area Committee part fund. The cost of the camera to the Area Committee is 50% of the total cost.

Camera	BT Network	Maintenance	YEDL	Monitoring	Total
Broadlea	£1,568	£1,000		£1,000	£3,568
<b>Total annual running cost</b>					<b>£1,784</b>
<b>Cost to partnership contributor(s)</b>					<b>£1,784</b>
<b>Cost to Inner West Area Committee</b>					<b>£1,784</b>

- The service is further complimented by two mobile CCTV vehicles which can be deployed to specific hot spot or problematic locations. The vehicles are capable of relaying live images back to the central station.

- The allocation of the mobile CCTV vehicles is evenly deployed between the 10 Area Committees throughout the year. The rota for each area is shared with the local NPT at the beginning of each year so that operations can be arranged around its availability. In future this information will be shared with the Area Community Safety Co-ordinators to enable them to influence its deployment by the Neighbourhood Policing Team. The cost of providing the mobile CCTV vehicles is wholly funded via Safer Leeds, no contribution is provided by the Area Committee. The mobile CCTV deployment is decided via the Tasking Group in relation to intelligence provided regarding crime pattern analysis and the reduction of burglary is now a primary objective throughout Leeds.

CCTV footage has been used in total in relation 190 arrests within the North West Leeds Policing area for a variety of offences including burglary, robbery, theft criminal damage, sexual assault, outraging public decency, offensive weapons, drug offences and public disorder. Additionally within the North West Leeds Policing Area 497 incidents has been seized where evidence has been recorded in relation to crime.

### 3.39 The Arson Taskforce,

Part of West Yorkshire Fire & Rescue Service, has undertaken a number of projects in the area working with partners to develop work in hotspots areas and at high risk times such as mischief night and bonfire night. Examples of work undertaken in Inner West include:

- Contributing to environmental audits to identify rubbish which should be removed before it maybe set alight
- Working with schools to highlight the danger and risk of fire, different products are delivered with different year groups in partnership, e.g. Fire Service and Police delivering Prison me no way which shows where the wrong path in life may lead to, working with year 9 in relation to the dangers around bonfire night
- The Possible Arson Targets (PAT) project working with building control to identify empty buildings which could be possible arson targets to make sure they are secure and clear of danger
- Strikeout Campaign which sees the Arson Taskforce, Police and Trading Standards working together to visit commercial premises and remind them of their responsibility in relation to the sale of matches and lighters to underage children, particularly around mischief night / bonfire night

### 3.91 Analysis of Crime Figures

Appendix 1 provides an overview of crime figures for Armley Ward .The figures presented cover the period April 2009 – March 2010 and April 2010 – March 2011 and relate to all crime types, including Fraud & Forgery, handling stolen goods, sexual offences and other thefts.

Crime figures across Armley have dropped significantly. This has been due to Police and Partner operations, looking at burglary, theft of metal, other theft and work in tackling the stolen goods market and ASB. With the implementation of the burglary reduction partnership, looking at Amber nominal's a large amount of nominal's have been moved to IOM red status and 4 out of the 5 are serving

sentences for burglary. Although it has been a slow process large steps have been taken to reduce all crime types. Armley has been target hardened by CASAC and a full EVA and Reassurance mapping exercise carried out. The results will be passed out to the relevant agencies and Police departments for actions to be taken.

3.92 Appendix 2 provides an overview of crime figures for the Bramley and Stanningley ward. The figures presented cover the period April 2009 – March 2010 and April 2010 – March 2011 and relate to all crime types, including Fraud & Forgery, handling stolen goods, sexual offences and other thefts.

3.93 Crime figures across Bramley have dropped significantly although there was a spike and displacement to Bramley from Armley when the reduction work started. This has tackled in the same way Armley crimes and offenders were dealt with by Police and Partner operations, looking at burglary, theft of metal, other theft and work in tackling the stolen goods market. With the implementation of the burglary reduction partnership, looking at Amber nominal's a large amount of nominal's have been moved to IOM red status and 4 out of the 5 are serving sentences for burglary. Although it has been a slow process large steps have been taken to reduce all crime types. Bramley has also been target hardened by CASAC.

4..0 Burglary continues to be a concern for the Inner West area and considerable work is underway to address burglary hotspots. Specific work has begun in the Armley ward and has also commenced in the Bramley ward. using the Outcome Based Accountability model partners and stakeholders have met to identify the causes of burglary in these areas and work with partners to develop solutions to address these causes. This work will continue through the year and will be complimented by a campaign to raise awareness about the increase in burglary experienced during the winter months.

## **5.0 Corporate Considerations**

### **5.1 Consultation and Engagement**

The projects highlighted in this report will include consultation and engagement under the theme of crime and anti social behaviour with the aim of providing crime reduction advice and to increase reporting.

### **6.2 Equality and Diversity / Cohesion and Integration**

Engagement events and projects take account of equality and diversity in their delivery. Considerations such as date, time, venue, access all have an impact on equality and diversity in relation to ensuring events are accessible to all members of the community.

### **6.3 Council Policies and City Priorities**

Effectively tackling crime and anti social behaviour is a strategic priority in the Safer Leeds Plan 2011-2015.

### **6.4 Resources and Value for Money**

Projects and work highlighted in this report have been funded through a mixture of Safer Leeds, Area Committee, West North West Homes Leeds , Positive Activities for

Young People. Further opportunities for partnership funding will be explored through the coming year.

#### **6.5 Legal Implications, Access to Information and Call In**

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

#### **6.6 Risk Management**

Risk implications and mitigation are considered for each project.

### **7 Conclusions**

7.1 The report outlines the work of the North West Divisional Community Safety partnership and the multi-agency tasking groups who develop and deliver projects some of which are supported through the Area Committee's Well-Being budget. These are projects which assist in supporting the work programme of the Area Management Team.

### **8 Recommendations**

#### **8.1 Members of the Inner West Area Committee are requested to:**

Note the contents of the report and offer comments

### **9 Background documents**

9.1 None

Appendix 1

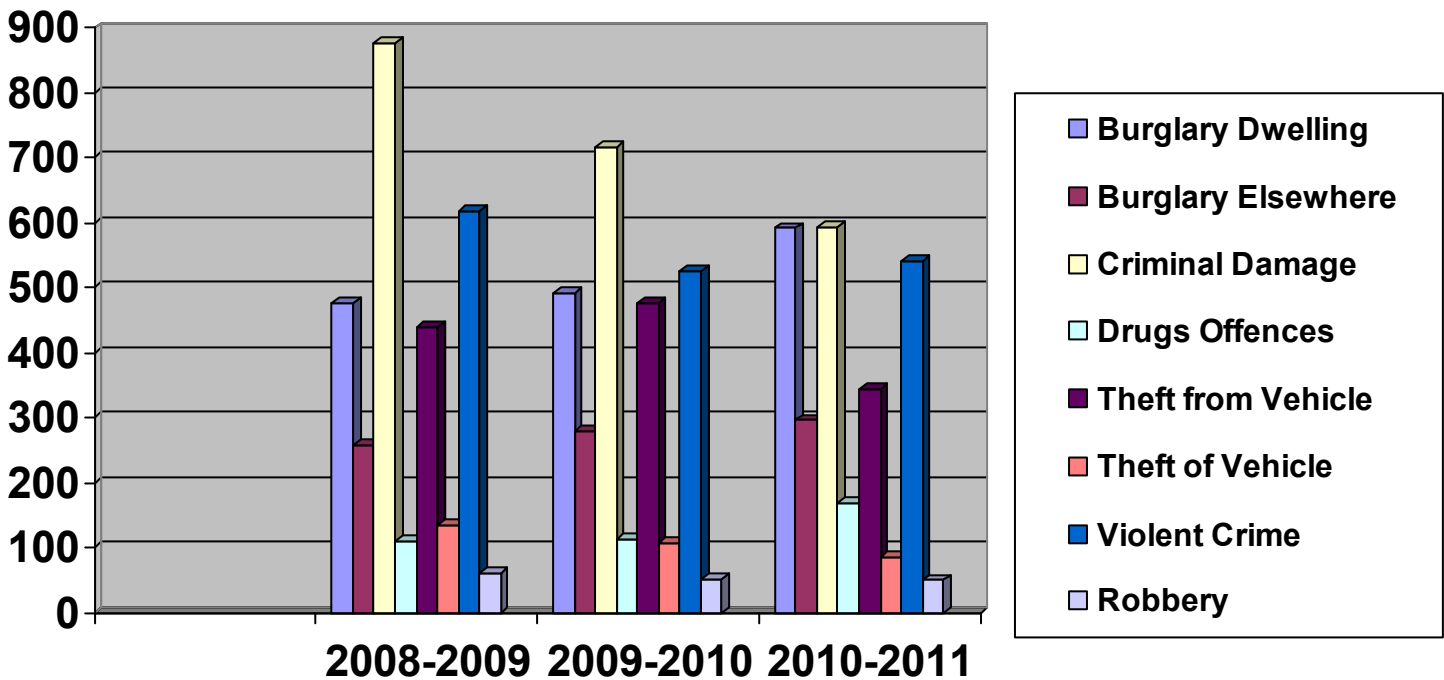
**Ward 4:**

**No. of Crimes:**

**Ward 4 - Armley**

Crime	08-09	09-10	10-11	Diff. in 10-11 to 08-09
Burglary Dwelling	477	491	592	115
Burglary Elsewhere	257	280	296	39
Criminal Damage	877	716	594	-283
Drugs Offences	109	112	168	59
Fraud & Forgery	105	113	112	7
Handling	14	14	12	-2
Homicide	0	0	1	1
Other Crime	63	74	84	21
Other Theft	552	475	684	132
Robbery	61	51	50	-11
Sexual offences	26	35	25	-1
Theft From Motor Vehicle	439	477	344	-95
Theft Of Motor Vehicle	135	106	84	-51
Violent Crime	617	525	541	-76
<b>Grand Total</b>	<b>3732</b>	<b>3469</b>	<b>3587</b>	<b>-145</b>

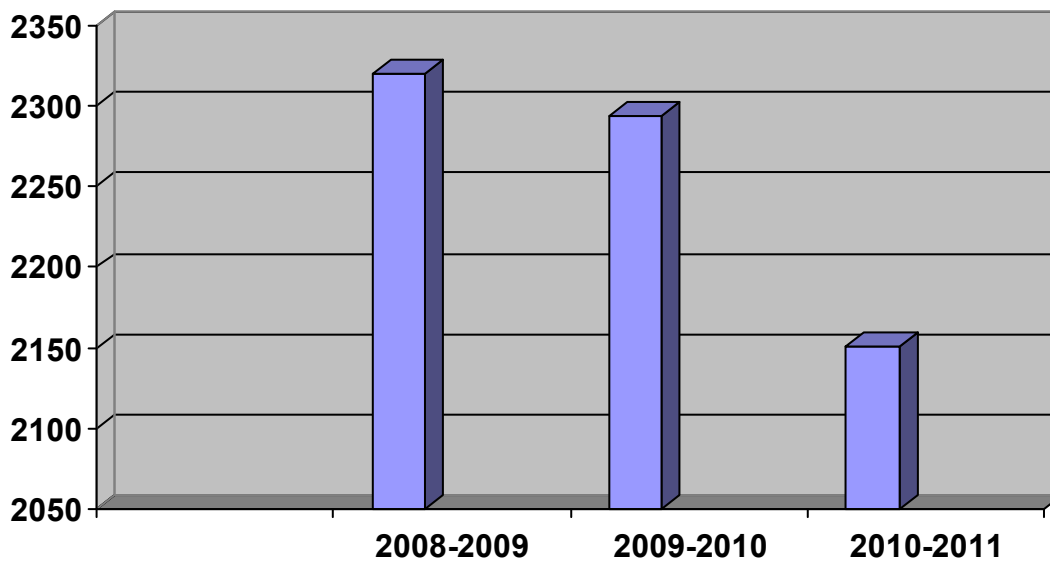
Armley Ward





**No. of ASB Incidents:****Ward 4 - Armley**

08-09	09-10	10-11	Diff. in '10-11 to '08-09
2320	2294	2151	-169



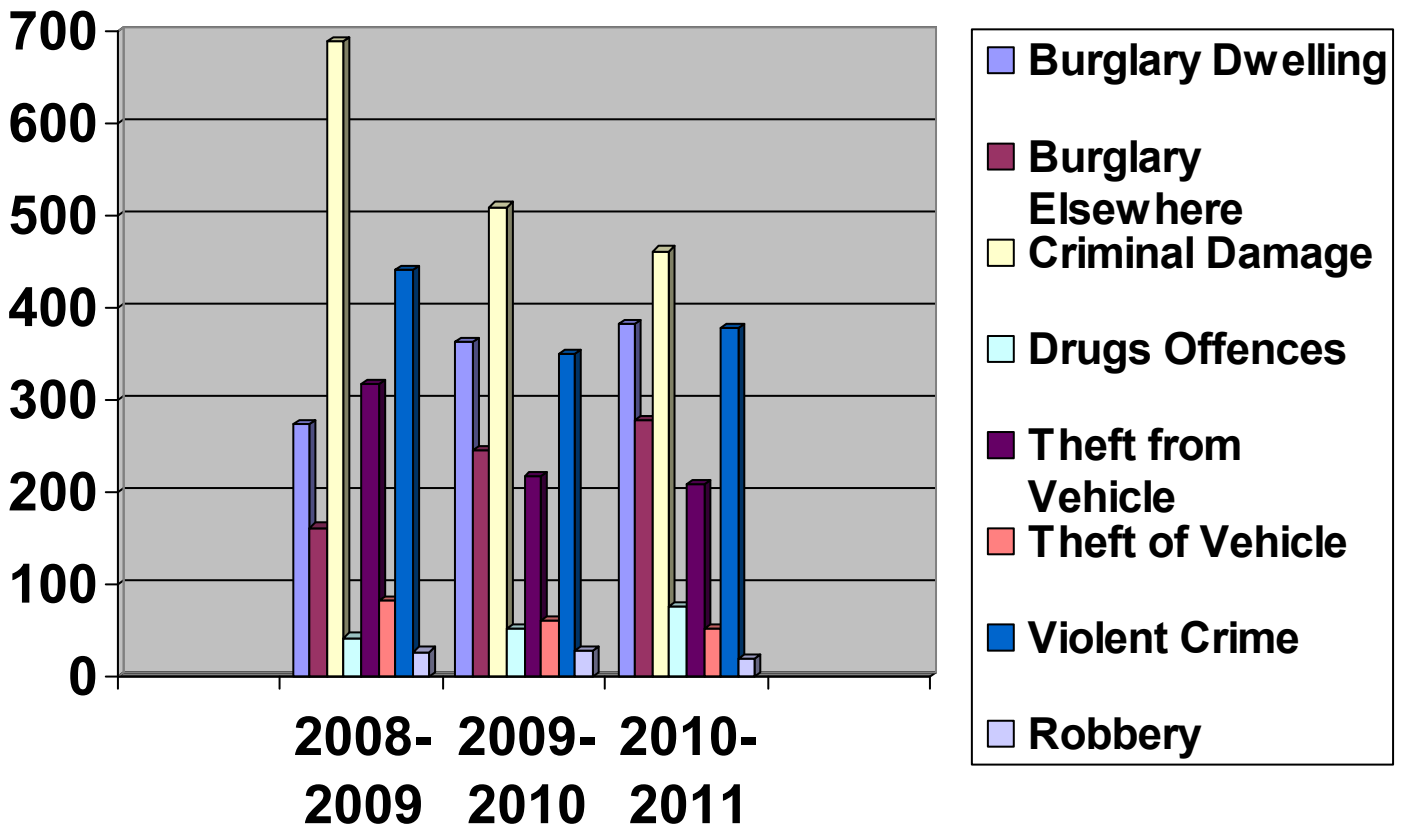
Appendix 2

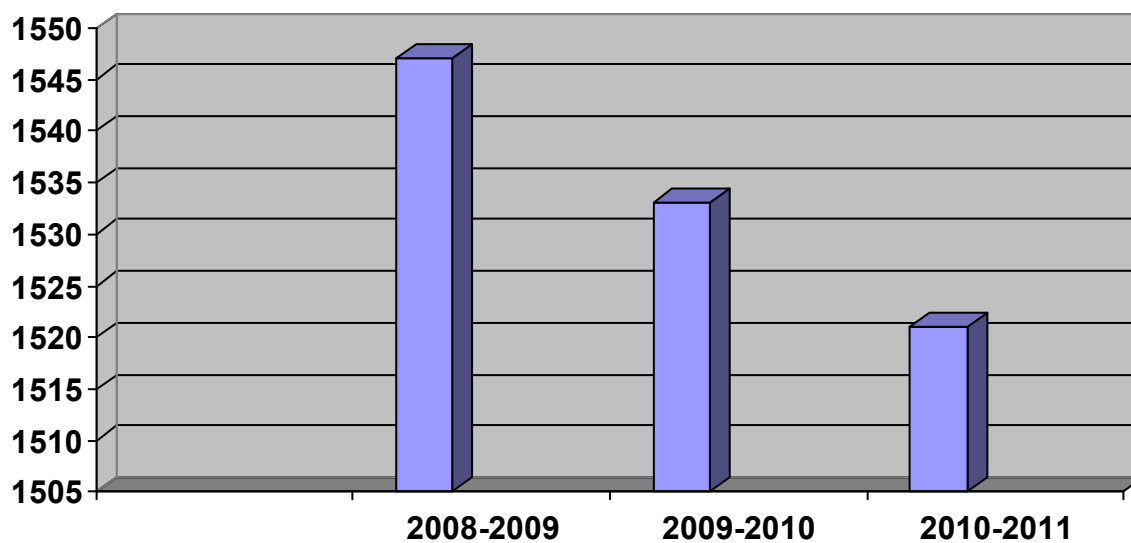
**Ward 6: No. of Crimes:**

**Ward 6 - Bramley**

Crime	08-09	09-10	10-11	Diff. in 10-11 to 08-09
Burglary Dwelling	274	363	383	109
Burglary Elsewhere	162	245	279	117
Criminal Damage	689	510	462	-227
Drugs Offences	42	52	76	34
Fraud & Forgery	27	26	21	-6
Handling	7	11	19	12
Other Crime	30	33	38	8
Other Theft	342	360	433	91
Robbery	27	28	20	-7
Sexual offences	26	27	18	-8
Theft From Motor Vehicle	318	217	209	-109
Theft Of Motor Vehicle	83	61	51	-32
Violent Crime	442	350	378	-64
<b>Grand Total</b>	<b>2469</b>	<b>2283</b>	<b>2387</b>	<b>-82</b>

**Priority Crimes Chart**



**No. of ASB Incidents:****Ward 6 - Bramley**

08-09	09-10	10-11	Diff. in '10-11 to '08-09
1547	1533	1521	-26

**West Inner Overall Public Confidence in Policing Levels****West Inner (Wards 4 & 6)**

Apr-09	Apr-10	Apr-11	Diff. in '10-11 to '08-09
42.5%	51.2%	47.9%	5.4%





Report author: Martyn Stenton  
Tel: 50804

**Report of : Director of Environments and Neighbourhoods**

**Report to : Inner West Area Committee**

**Date: 14<sup>th</sup> 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, see appendix 1 and the protocol is attached as appendix 2, and provides more information about the arrangements and current examples from the 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



**Report of : Director of Environments and Neighbourhoods**

**Report to : Executive Board**

**Date: 7 September 2011**

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

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 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. 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. This report provides an overview of progress to develop closer working and recent examples of how the Council is working closely with PCSOs to help deliver better outcomes for local people.

## **Recommendations**

5. Executive Board is asked to:
  - 5.1. note the progress being made to develop more joined up working within localities between LCC services and PCSOs.
  - 5.2. agree that a report be tailored for each Area Committee on PCSOs and proposed areas of closer working on local environmental priorities.

## **1 Purpose of this report**

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

## **2 Background information**

- 2.1 The fundamental role of a PCSO 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.
- 2.3 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.
- 2.4 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.

- 2.5 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.
- 2.6 In addition to the posts LCC contributes towards, there are 22 PCSOs that are funded by external organisations; these include the Hospital Trust, City Centre Markets, White Rose shopping centre, and some Parish Councils and ALMOs.
- 2.7 A table showing the current designation of all PCSOs by Police Division is provided below:

<b>Division</b>	<b>LCC 30% Funded</b>	<b>WYPA / Other Funded</b>	<b>Total</b>
City and Holbeck	35	70	105
Pudsey / Weetwood (WNW)	65	55	120
Stainbeck / Killingbeck (NE)	70	29	99
<b>Total</b>	<b>170</b>	<b>154</b>	<b>324</b>

### **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 PCSOs play an important part. PCSOs 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 PCSOs can assist with improving the environment. A number of meetings took place during the 1<sup>st</sup> quarter of 2011/12 involving the Executive Member and Director for Environments and Neighbourhoods, Chief Officers for Community Safety and Environmental Services, the three Divisional Commanders and a number of other senior officers from relevant Council services. The following issues / actions are now being progressed:
- Detailed discussions have taken place to formalise joint protocols between WYP and LCC, which will result in PCSOs delivering City Council led environmental enforcement activity, for example, relating to persistent problem areas for littering and dog fouling.
  - Enforcement action will focus initially on fly tipping. Further discussions are taking place to identify other areas of environmental concern, where PCSOs

can play a pro-active and re-active role in addressing concerns that have been raised by local people and Elected Members.

- Locality based tasking priorities have been gathered from each of the three Environmental Locality teams with a view to this forming part of the weekly tasks assigned to the PCSO's.
- PCSO's are involved in local tasking arrangements in all areas. This includes work to tackle local burglary problems.
- PCSO's and local services are working more closely with one another to deal with problem families / individuals (see case study 1 below).
- Key contacts have been established for Environmental Service across the city. On identifying an issue relating to an LCC service, the PCSO will contact the relevant service manager to report the issue and have it dealt as soon as possible (see case study 2 below).
- Close links have been established with the new multi agency Anti-Social Behaviour Teams.
- PCSO's regularly accompany LeedsWatch mobile CCTV vehicles whilst on patrols. This is helping to improve the disruption and detection of criminal behaviour.

**3.4** It is proposed to outline this work further in tailored reports for each of the Area Committees in coming months. This will provide details of local priorities which are being tasked to PCSOs to support and give the Area Committees opportunities to feed in their views on local environmental priorities which could be addressed through closer working and PCSO support.

### **3.5 Examples of environmental priorities now being tasked to PCSOs**

From recent discussions in East North East Leeds the following examples highlight the types of work where PCSO support is being put in place to tackle current environmental problems:

1. Wetherby and Outer Villages NPT – support to help reduce littering by lorries in some problem hotspot areas
2. Gipton and Harehills NPT / Chapel Allerton NPT– support regarding dog fouling in park and playground areas
3. Seacroft NPT – support to help reduce littering around South Parkway
4. Burmantofts and Richmond Hill NPT – support to help enforce selective licensing in East End Park area

### **3.6 Case Studies of recent good practice**

An exercise was recently completed to gather examples / case studies of joint working between LCC services and PCSOs across the City. Two examples of joint working are outlined below and further local examples will be provided in reports to Area Committees:

### **3.5.1 Case Study 1 - Burmantofts and Richmond Hill**

In March 2010 the Neighbourhood Policing Team (NPT) were receiving numerous reports from the local community of anti-social behaviour from a household in the Osmondthope area. The local PCSO team altered their patrol plan to ensure that the property was regularly monitored by the local NPT.

In tandem with this, the ASB Unit at Leeds City Council (LCC) launched an investigation into the occupier of the address. It was found that the occupant had a history of dishonesty and was making false statements to ASB investigators and Housing around the persons who were attending the address. By increasing the number of patrols in the areas the PCSOs were able to show that known burglars, drug users and local problem youths were all using the address as a base.

As a result of the above work a warrant was executed which recovered some stolen property from a burglary and the occupant was later charged with Handling Offences.

Soon after, through a joint meeting with LCC and Housing, it was clear that the occupant's behaviour was worsening and local Councillors began contacting the NPT on a regular basis, due to complaints being lodged by other residents. However few were willing to give statements against the occupants for fear of reprisals.

A joint letter drop was organised within the area to explain what action the police, Council and local ALMO were undertaking. The NPT also arranged for an Operation to take place at the addresses immediately surrounding the residence which involved a survey of local residents. This gave officers the opportunity to speak to every person in the area without any one address appearing as though they were giving information to the police. The Area Tasking Group gave this operation additional funding so that crime prevention measures could be handed out to the public to provide further re-assurance.

In October 2010 the PCSOs and other officers submitted evidence statements to the LCC ASB team. Within these statements was proof of noisy parties, abusive persons at the address and the impact this was having on the occupants on the wider community.

An officer from the LCC ASB team then began to build a case for possession of the property (together with housing) and an injunction banning the occupant from the Osmondthope area. The PCSOs were consulted and suggested through the police ASB officer the exclusion area.

In February 2011 (as the court case was ongoing) the occupant was arrested by the NPT on a warrant for failing to attend court. At the same time one of the local PCSOs was undertaking visits at local second hand shops to provide a contact if any persons attempted to sell any suspicious items. One of the businesses requested that officers check their property for stolen items as they didn't wish to have any on the premises. The local NPT attended and found a mobile phone linked to a burglary

that was sold to the shop by occupant. Upon release from court the occupant was arrested again and was summonsed to court for further handling offences.

In April 2011 the occupant was evicted from the Osmondthope property and in May LCC successfully applied for an injunction banning the occupant from the area.

Throughout the process there was some excellent partnership work between all agencies. In this matter, the PCSOs were the eyes and ears of the community. They re-assured the public, gathered evidence, linked in with the ASBU team, helped recover stolen property and most importantly made Osmondthope a safer and better place to live.

### **3.5.2 Case Study 2 Cardinals' Closer Communities Project**

This was a six month project which was formulated on the back of regular complaints from the residents on the Cardinal estate to all the partners involved.

The main complaints were:

- Anti-social behaviour - youths congregating in the alleys and causing damage and intimidation.
- Criminal behaviour – suspicions that some council tenants were responsible for a spate of burglaries on the estate.
- Housing – concerns that council tenants were dumping rubbish in their front gardens, not cutting grass and hedges and generally not abiding by their tenancy agreement.
- Environmental issues - communal land grass not being cut, rubbish being dumped and not removed.

The partners involved included West Yorkshire Police PCSOs, Aire Valley Homes, LCC Anti-Social Behaviour Unit, Environmental Action Team, Street Scene, South Leeds Area management, Neighbourhood Community Warden, Beeston & Holbeck Councillor's, an officer from the Cardinal Youth Club, and most importantly the residents of the Cardinal's estate.

Following an initial two days of action which were targeted at tidying up the worst areas of the estate, weekly walkabouts were conducted. These were held on a Thursday which every partner member attended and the public invited. Here a visual environmental audit was conducted and where possible immediate action to address the issues was taken by the Aire Valley Homes Caretakers or by members of staff from Street Scene. Those issues which couldn't be immediately resolved, were tasked to the relevant agency to address within a fortnight. Through the weekly walkabouts, the partners were able to keep check on whether the actions had been dealt with.

The PCSOs were key individuals who attended these walkabouts. They accompanied the various agencies on visits to tenants who were either causing anti social behaviour, environmental, housing or criminal issues. Through this partnership approach, information was available to share almost instantaneously between agencies in order for the relevant agency to take immediate action and not delay the process to deal with the issue.

In between these weekly walkabouts, the PCSOs continued to patrol the Cardinal Estate on a daily basis, and where they came across problems which couldn't be dealt with, they would refer the issue to the relevant agency to take action. They were in fact working on behalf of all the agencies on a daily basis in order to deliver the greatest possible impact to local residents. Most importantly, they became figures of reassurance and engagement for the residents of the Cardinal estate, a familiar and trusted point of contact where they could go to report any issues, knowing that it would be referred to the relevant agency to be addressed. Thus enhancing the trust and confidence they had of the PCSO.

Throughout the project three newsletter drops were conducted to over a thousand houses on the estate by the PCSOs. The first was to inform the residents of the launch of the project, three months into the project an update on what we had achieved so far and then finally at the end of the project what had been the result. Each leaflet had a part allocated to each of the individual partner agency involved to ensure the success was shared.

The result of this partnership work over the six month project speaks for itself:

- Crime fell by a third, 57 fewer offences
- Anti social behaviour fell by over 50%, 98 fewer calls

The partnership arrangements that were put in place to support the residents on the estate, were invaluable in improving the area and the lives of local people.

## **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 Regular meetings are now taking place within localities, with senior officers to assess the practical arrangements to take forward the joint working approach outlined in this report. These will be used to assess risk and develop plans to mitigate potential issues should they arise.

### **5 Recommendations**

- 5.1 Executive Board is asked to note the progress that has been made to develop more joined up working within localities between LCC services and PCSOs
- 5.2 Agree that a report be tailored for each Area Committee on PCSOs and proposed areas of closer working for local environmental priorities

### **6 Background documents**

- 6.1 PCSO joint working case studies exercise – WYP June 2011
- 6.2 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)

## North West Leeds

### 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 Councils 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 PCSO's 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 PSCO's 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 PCSO's to support community engagement activity and local monitoring.

### West Leeds

Current & proposed actions of the West Inner and West Outer Locality Team working directly with the Neighbourhood Police Team and PCSO's.

The partnership operations are those usually discussed at each of the Inner / Outer Crime and Grime Meetings each month and those where priorities have been identified on the officers Neighbourhood Action Plans, ward member forums, LAMP's, HAG's and requests for service etc.

### Armley & New Wortley

Little Scotland's, Cedar's & Aviaries.

Fortnightly patrols (mornings, afternoons and evenings) over a 6 weekly cycle to tackle incidences of fly tipping, dog fouling, ASB, burglaries, waste in gardens, overgrown hedges etc. Patrols of the estates are carried out with the E.A.T and NPT accompanied by appropriate partners (i.e. Arson Task Force, Streetscene Supervisors and Neighbourhood Management Officers) where necessary.

Town Street – Armley as above with the addition of enforcement patrol's (litter, dog foul, DPPO etc) each fortnight of the main shopping precinct on Town Street.

Bin Yard Initiative – Little Scotland's refurbishment scheme feasibility study and costing exercise. As part of improving the environment and tackling the burglary reduction initiative.

Dog fouling and littering enforcement initiative proposes for the near future to cover the Holdforth's, Clyde's, Bruce's, Avenue's and the Shops on Tong Road.

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

#### Bramley & Stanningley

Enforcement patrols on the main shopping precinct of Town Street - Stanningley, Summerfield Drive shops and West Leeds Academy incorporating Duty of Care commercial waste inspections. Also communications with Bramley Shopping Centre to initiate a regular presence with both the E.A.T and PCSO's. Broadlea estate environmental audits with Bramley Housing Office.

#### Pudsey & Tyersal

Pudsey Town Centre – Repeat Litter and Enforcement Patrols as per July with PCSO's with the addition of Duty of Care inspections regarding commercial waste, obstructions of the highway with advertising "A Boards" and the consideration of Litter Control Orders for excess accumulations of branded litter where necessary.

Regular Environmental Audits of the Tyersal estate with PCSO's addressing identified issues (i.e. bins on street, waste in gardens, fly tipping, overgrown hedges etc).

#### Calverley & Farsley

Calverley Park – High profile day of action to educate and promote responsible dog owners cleaning up fouling with an emphasis on dog control orders.

Farsley - Town Centre Enforcement Patrols and Duty of Care commercial waste inspections.

Cote Lane Ginell - Enforcement Litter Patrols between Farsley Farfield Primary School and Priesthorpe School.

## Lower Wortley and New Farnley

Stop Search Operations –14<sup>th</sup> November 2011 Royds Lane / Ring Road. Multi Agency Actions with more to be repeated.

## 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 .

## All Neighbourhood Policing Teams

A number of multi agency crime and grime action days and initiatives are held across the Division, managed and organised through the local Neighbourhood Policing Teams. The PCSOs have a strong role in completing environmental audits to highlight environmental issues such as rubbish dumping, graffiti, areas where litter accumulates, etc. PCSOs also work with Community Payback teams to identify areas of work for Community Payback to deliver.

## 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@leeds.gov.uk](mailto:eneaction@leeds.gov.uk) North East and Inner East

[sseaction@leeds.gov.uk](mailto:sseaction@leeds.gov.uk) South and Outer East

[wnwaction@leeds.gov.uk](mailto:wnwaction@leeds.gov.uk) West and North West

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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 Inner West Area Committee

**Date: 14<sup>th</sup> 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 Inner West 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 Inner West 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
- 19<sup>th</sup> October 2011 Business Plan Report to Inner West Area Committee
- Appendix 1: Leeds Citizens' Panel progress update, October 27<sup>th</sup> 2011

**Leeds Citizens' Panel progress update, October 27<sup>th</sup> 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:

<b>Organisation</b>	<b>Method</b>	<b>Potential audience</b>
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 14<sup>th</sup>

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





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**Report of Locality Manager (West North West)**

**Report to Area Committee (Inner West)**

**Date: 14th December 2011**

**Subject: Environmental Services - Update on the Service Level Agreement**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Armley Bramley & Stanningley		
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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

**Summary of the main issues:**

This report provides the first half-year update on performance against the Service Level Agreement between Inner West Area Committee and the West North West (WNW) Environmental Locality Team. However, as this is the first such report since the SLA was approved it covers the period from 8<sup>th</sup> September 2011 to the end of November 2011. The report also provides an update from issues discussed at the Environmental Sub Group.

**Recommendations:**

The Inner West Area Committee is asked to note and comment on the progress being made by the Locality Team in delivering the Service Level Agreement.

## **Purpose of this report**

- 1 This report provides an update on performance against the Service Level Agreement between Inner West Committee and the WNW Environmental Locality Team.
- 2 This is the first such report and covers the period from 8<sup>th</sup> September 2011 to November 2011. Normally the performance update reports to Area Committee will cover 6 month periods (i.e. May-Oct, Nov-April)
- 3 The report also provides feedback on discussions that have taken place at the area committee's environment sub-group meetings.

## **Background information**

- 4 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.
- 5 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.
- 6 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.
- 7 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.
- 8 Resources are organised into three wedge/locality/area based teams for West North-West, South South-East and East North-East, each managed by a Locality Manager.
- 9 The SLA set out the principles, priorities and outcomes that would be applied and measured in the delivery of the delegated services in the Inner west area. It also set out how the Locality Team would deliver it's activities and how ward members and the

Area Committee would be able to influence changes to local activity and receive performance updates.

- 10 The SLA for the Inner West Area Committee was agreed on 13th September 2011. The new WNW Locality Team went live from 5<sup>th</sup> September.
- 11 This is the first performance report to the Area Committee and covers the period since the new service went live at the beginning of September.

## **Main issues**

- 12 The SLA sets out how the service will be developed, organised and delivered in four key sections:

### **a) Service Principles and Priorities**

- 13 Part 1 of Appendix A provides an update on progress implementing new service principles (inc values and culture change) and priorities. This includes detail on what we have been doing to change the way the service delivers, to increase efficiency and become more responsive to local needs; together with some specific examples to evidence progress is being made.

### **b) Service Activities**

- 14 Part 2 of Appendix A provides an update on progress actually delivering the different strands of service activity and provides analysis and examples to evidence delivery. Appendix B provides statistical ward summary of enforcement activity during the reporting period.

### **c) Key outcomes**

- 15 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. 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. The current priority for the service is de-leafing, and a number of the capacity days have been taken up carrying out this work.
- 16 Baseline figures for NI195 are included in the SLA. These indicate that Inner West area is broadly in line with the citywide averages in terms of cleanliness, with some areas where focussed work may be required, e.g. graffiti in industrial and recreational areas (see appendix B, 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. It is clear from initial monitoring that certain parts in Inner West - particularly around Armley and Armley Town Street are in significant need of targeted additional cleansing and enforcement activity - plans for such localised interventions are being developed and will be agreed with members and local residents through the environment sub-groups.

17 **Partnership Working** - Progress has been made in working with partner organisation such as West North West Homes Leeds (WNWHL), Parks and Countryside service and West Yorkshire Police. Examples of closer working include:

- Identifying and mapping ginnels is currently ongoing. The Locality Team has been working with WNWHL, Parks and Countryside and Highways Services to assess and clear priority ginnels identified.
- The Team is testing out an approach where WNWHL supervisors will work with cleansing supervisors to task cleansing team staff whilst they are working on an estate - this approach will maximise cleansing and ALMO resources and it is hoped it will also improve productivity, avoid duplication and ensure effort is focussed on priority issues at a local level - levels of resource being deployed on the estate have been mapped and team supervisors have agreed a programme of action. If successful this will be rolled out across WNW.
- 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 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 opportunities for the integration of services are most beneficial. If this is successful it should reduce downtime and further improve partnership and joint working between the service areas.
- In the Little, Scotlands, Cedars and Aviaries, fortnightly patrols, at varying times of the day over a 6 week cycle are being carried out to tackle incidences of flytipping, dog fouling ASB, burglaries, waste in gardens, overgrown hedges etc. These patrols are carried out with appropriate partners, such as the Police and Arson Task Force - a similar.
- A bin yard initiative in the Little Scotlands is in the planning stage, as part of improving the local environment and burglary reduction

18 **Priority Areas** - proposals for the identified priority areas in Inner West Leeds - The Little Scotlands, Cedars, Gilpins, Wythers, Broadleas, Ganners, Fairfields, New Wortley and Landseers are now being developed based on an 'improvement zone approach'. The team are currently developing work plans, which will be shared with members in the near future. We will be working with our Area Management colleagues and the Inner West Environment Sub-group to bring forward proposals to take action in these areas. More specifically we will be using new tasking 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 have been briefed on 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 are planned for both Armley and Bramley & Stanningley. It will include other enforcement functions, such as duty of care for commercial waste.

- 19 **Leaf Clearance** - A programme of cleansing priority leaf fall areas is being delivered. The Locality Team is has been provided with an additional budget of £26k to enhance this function. This budget is being spent on, additional staff, and the hire of a vehicle for the WNW area. Leaf blowers have also been purchased this year to support the programme of leaf clearance. We have discussed this years programme with the environment sub-group and have amended existing maps and routes to reflect local priorities - we have also been responding to additional requests for leaf clearance from members and the public over the last few weeks - this new intelligence will be used to update our existing programme in readiness for next year. The use of capacity days is assisting progress in the Inner West area and where complaints are received they are generally being dealt with quickly.
- 20 **New Litter Bins** - the locality team is working with local members and residents on the purchasing and locating of new litter bins in each ward - a minimum of 4 new litter bins per ward.
- 21 **Common sense approach** - we have continued 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. Our fly-tip removal crews are now examining tips for evidence before removing them, and reporting them for investigation to their enforcement colleagues.

**d) Accountability and Member Influence**

- 22 Since the SLA was approved in September the Locality Team has ensured senior manager representation at each of the 2 sub-group meetings. The meetings have provided opportunity for members to be updated in progress establishing the team, be briefed on how the new mechanical blocks/frequencies effect their ward, have discussions on how routes could be altered and where new litter bins could be best placed.
- 23 The Environmental Sub-Group has met twice. At its latest meeting of 2nd November it discussed proposed approaches to monitoring of cleansing activities, performance reporting standards, maintenance of ginnells, joint working with the WNWHL and Parks & Countryside and locations of new litter bins.
- 24 Senior officers are attending ward forums and residents group meetings in order for them to be able to influence local service delivery and shape the way in which we respond to service requests - a further round of ward site visits is being arranged with members, residents and officers for the new year.
- 25 Individual ward members are referring issues to the Locality Team where they are deemed a significant issue that needs a quick response most issues are being responded to and resolved quickly. There are some issues though that Members still feel are not always being responded to quick enough, for example requests for new litter bins, cleansing and maintenance of land where there is common or joint ownership with private, ALMO and Parks, and some areas of enforcement.

## **Corporate Considerations**

- 26 **Consultation and Engagement** - Various consultation and engagement exercises have been undertaken with members and residents to help influence the service to date. The Environment Sub Group is being used to feedback progress on this engagement. A series of update reports have been provided to each Area Committee meeting since October/November 2010 (see background documents for full details).

## **Equality and Diversity / Cohesion and Integration**

- 27 There is no specific impact on equality and diversity or cohesion and integration as a result of this report. Although 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.

## **Council Policies and City Priorities**

- 28 The delegation of environmental services to Area Committees 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.

## **Resources and Value for Money**

- 29 There has been no change to the proportion of resources spent the WNW locality.

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

- 30 Under the Council Constitution - the Area Committee has the legal powers to approve the Service Level Agreement and therefore formally undertake the delegation of services set out within it – this includes influencing the delivery of services and deployment of resources lined to the delegation. There are no further legal implications. The report contains no information that is deemed exempt or confidential.

## **Risk Management**

- 31 The Area Committee is being asked to note this service update report. The 2011/12 service level agreement was agreed by the Area Committee on 13th September 2011. This service update report ensures that the area committee is able to implement and steer the delivery of services within the SLA effectively. A number of risks to service delivery have been highlighted as part of the SLA negotiations which took place earlier this year.

## **Conclusion**

- 32 A lot of effort has gone into merging the former cleansing and enforcement teams into the new locality team and sharing the area committee's vision within the SLA with front-line staff - this has also included emphasising the way in which the accountability of the service and that this will mean changes to the way the services are delivered. Current effort in Inner West Leeds is very much focussed on leaf-clearance activity and reactive cleansing. Most vacancies in the WNW team have now been filled by permanent staff but attendance management is still an issue that needs to be addressed. The completion rates of the 60 cleansing blocks across the area reflects a good start but this now needs to be supported with improved data and performance management systems which are currently being developed.
- 33 Specific targeted enforcement and cleansing interventions are clearly required around Armley, Armley Town Street and parts of Bramley - these approaches will be developed through the environment sub-group as part of an area improvement approach with the area management team and other local partners particularly the ALMO.
- 34 The focus of the sub-group discussions to date has been very much developmental but this will now need to be more locality plan specific in order for the full benefits of the locality team approach to be realised. Locality plans will be developed in consultation with members and local residents to support this work.

## **Recommendations:**

- 35 The Inner West Area Committee is asked to note and comment on the progress being made by the Locality Team in delivering the Service Level Agreement.

## **Background Documents**

Area Committee Report – Environmental Services Delegation Report and Service Level Agreement, 13th September 2011

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## Half Year Service Update (September – November 2011)

### Part One: Progress against the agreed service principles and priorities

Under the terms of the agreement the Locality Manager will ensure that the following principles will be applied and priorities addressed in how the Locality Team plans and delivers its services across the Inner West area:	Progress since September 2011
<p><b>a) Outcome focused:</b>                      The WNW Locality Team will focus on delivering the best outcome for residents across the Inner West area - so that the streets and neighbourhoods in which they live are of an acceptably clean standard. It is this equality of standard that every resident will be entitled to, not necessarily the same quantity of service. For example, not everyone will get their street swept every x weeks, but everyone will be entitled to get their street swept as and when needed if it is the best solution to making sure it doesn't fall to an unacceptable standard of cleanliness.</p>	<ul style="list-style-type: none"> <li>• The Locality and Service Managers have spent the last 2/3 months meeting individually with all 80 members of staff in the locality team. The purpose of this has been to make clear from the beginning that the relationship between managers and front line staff is key to the improvement and successful delivery of the service. In terms of refocusing the service on outcomes, the meetings with staff have been to listen to their ideas, worries and issues, and to discuss how they can be better supported in delivering a first class service to residents - which has the outcome of clean streets and neighbourhoods at the heart of what they do.</li> <li>• As a result of greater staff involvement, improvements have already been made in equipping staff with better tools to do the job. For example the flytipping crews asked that they be provided with digital cameras to help gather evidence., and also potentially save enforcement officers time in unnecessary trips and get the flytip removed quicker.</li> <li>• Frontline staff are now consulted on where new bins should be placed before they are ordered.</li> <li>• Although this reporting period has seen a prioritisation of de-leaving for</li> </ul>

<p>capacity days, where possible the service has responded to requests for ad-hoc cleans of streets where a regular sweep is not necessary.</p> <ul style="list-style-type: none"> <li>• As a result of discussion with staff and ward members, ideas for reshaping the WNW locality team to better target efforts where the outcomes have been consistently worse for a long period have been outlined to the Environmental Sub-Group. Proposals to undertake sustained work in a small number of “improvement zones” are to be worked up with Area Committee support. This will provide a focus for outcome based improvement, allowing the existing skills of the team of enforcement and cleansing, to be targeted alongside the development of community led preventative work.</li> <li>• The Locality Manager or senior representative attends every ward member meeting to ensure that actions are being taken where Members feel the greatest difference can be made.</li> </ul>	
<ul style="list-style-type: none"> <li>• The new blocks/schedules for the mechanical sweeping came into force from September. By moving to an “8 day week”, a spare “capacity day” was created.</li> <li>• Across the locality that equated to 26 capacity days for the Sept-Nov period. 3 capacity days were used in Inner West as follows: <ul style="list-style-type: none"> <li>✓ 1 days spent recovering lost blocks/ responding to referrals</li> <li>✓ 2 days spent to support for deleafing programme</li> </ul> </li> </ul>	<p><b>b) Responsive to local needs:</b> The service will be more responsive to local needs. There will be greater capacity built in to react to current hotspots, plan for known local events that may effect the cleanliness of neighbourhoods and go where the problem is at that time.</p>
<ul style="list-style-type: none"> <li>• Work has been done with enforcement staff to shift the emphasis of what they do away from “as many jobs as possible” to the most effective use of their time to make a difference to the environment in which people live. Support and encouragement is being given for them to take more risks (e.g. do more work in default), to be zero-tolerant where that is the best approach and use common sense when judging what actions to prioritise when faced with several issues in neighbourhoods/workloads.</li> </ul>	<p><b>c) Common sense approach:</b> The service will have a common sense approach which supports getting the job done. No cleaning of clean streets, more flexible routes/coverage, no driving/walking past problems.</p>
<ul style="list-style-type: none"> <li>• We have briefed NPT Inspectors on the new locality team service. Agreed to use tasking mechanism to identify top local priority for joint working on environmental crime/offence issue – to involve PCSOs more closely in helping tackle such offences as the main patrol resource available in our neighbourhoods. A number of successful joint tasking sessions with the</li> </ul>	<p><b>d) Working as a team in our priority neighbourhoods:</b> The service will work as part of the “team neighbourhood” approach and contribute towards tackling problems identified in the agreed priority neighbourhoods of xxxxx We will provide a lead at tasking meetings on environmental crime/ash issues and make sure coordinated action is being taken against the local priority.</p>

	<p>police, cleansing staff and enforcement staff have taken place by committee area sine September to help share local intelligence and maximise patrolling activity in priority neighbourhoods</p>
<p><b>e) Supporting community action:</b> We will work better with community based organisations that add value to what we do and contribute towards making our streets and neighbourhood cleaner.</p>	<ul style="list-style-type: none"> <li>• The Locality team have engaged with forums and residents across the Inner west to discuss their concerns, priorities and complaints.</li> </ul>
<p><b>f) Education and Enforcement:</b> We will develop and implement local strategies which effectively combine education and enforcement approaches to tackling long standing problems. For example we will develop a better relationship with schools to work together to prevent litter on school routes and have a clearer policy around the cleaning of shop frontages that works in partnership with local businesses to make local shopping centres/main streets clean and pleasant places to visit.</p>	<ul style="list-style-type: none"> <li>• The locality team are currently developing proposals through the sub-group for priority enforcement in neighbourhoods which will include an element of education/prevention in the strategy for tackling these long standing problem areas.</li> </ul>
<p><b>g) Working with ENE Homes (and other key partners) to deliver more effectively:</b> We will work in partnership with ENE Homes (and other key partners) to make more effective and efficient use of our combined resource; focusing initially on joint approaches to cleaning open land/spaces and developing a maintenance programme for ginnels.</p>	<ul style="list-style-type: none"> <li>• Agreement with WNW Homes and Parks &amp; Countryside to have mapped all the ginnels across WNW by end of 2011 and have a proposal to bring to Area Committee in early 2012 for a joint annual maintenance programme to be included in next year's SLA.</li> <li>• In the meantime, we have agreed with WNW Homes and Parks &amp; Countryside to take pragmatic approach to clearing/cleaning existing ginnel problems as they are referred through. P&amp;C agreed to help during winter months, particularly in rights of way ginnel/paths and where overgrowth needs cutting back etc.</li> </ul>
<p><b>h) Planning for seasonal and annual events:</b> We will ensure that there is sufficient capacity and flexibility in the service to programme in work to deal with leaf fall in autumn and help clean up after significant community events planned during the year.</p>	<ul style="list-style-type: none"> <li>• Capacity days created by new mechanical sweeping blocks have been prioritised towards de-leafing and reactive cleansing operations across WNW.</li> <li>• Using a dedicated budget, a temporary de-leafing team has been created to cover the WNW locality, bringing in agency staff and utilising and adapting an old refuse vehicle. This team works 9am-5pm, Monday to Saturday during the deleafing season.</li> </ul>

## Part Two: Progress delivering the agreed service activities

The following are examples of activity delivered during the reporting period which illustrate the work being undertaken and impact they are having. The Enforcement section should be read in conjunction with Appendix B which provides the total number of casework/referrals for the period broken down by type.

The Environmental Locality Team, via this SLA, undertakes to provide the following service provision to the Inner West Wards of Armley and Bramley & Stanningley determined by the Committee and statutory obligations placed upon the Council. Activity type is split between programmed and reactive service provision, with activity detailed separately below for each service.	Armley	Bramley & Stanningley
<p><b>a) Mechanical Path &amp; Road Sweeping</b></p> <p>Sweeping is largely undertaken by pre-determined routes (blocks) which are scheduled on a cycle set on a 8-day, 3 weekly, 6 weekly or 12 weekly basis. As part of the capacity review for mechanical sweeping, the new work cycles are based on an 8-day "week". This has enabled an extra day of "spare" capacity to be programmed in, which will allow the service to recover days lost for planned and unplanned leave. Any remaining capacity will be used to respond to local problems, support community clean ups, tackle seasonal issues (e.g. leaf clearance) and take part in joint-operations agreed through tasking meetings.</p>	<ul style="list-style-type: none"> <li>• 38 sweeping blocks were programmed to be swept during the period between w/c 5<sup>th</sup> September and w/c 7<sup>th</sup> November:               <ul style="list-style-type: none"> <li>✓ 34 work blocks (xx%) have been completed</li> <li>✗ 1 work block was not completed during the period due to holidays/sickness/ capacity (see NB).</li> </ul> </li> <li>• NB: We have carried out a number of 'additional' mechanical across all four wards (requests from members, public etc outside of the schedule) by using capacity days and capacity time when operatives have finished their scheduled days work. The majority of capacity days have been used for leaf clearance/complaint referrals during this period. Once the seasonal work has been completed the capacity days will be used for</li> </ul>	<ul style="list-style-type: none"> <li>• 22 sweeping blocks were programmed to be swept between w/c 5<sup>th</sup> September and w/c 7<sup>th</sup> November:               <ul style="list-style-type: none"> <li>✓ 20 work blocks (xx%) have been completed</li> <li>✗ 2 work blocks were not completed during the period due to holidays/sickness/ capacity (see NB)</li> </ul> </li> </ul>

	recovering any missed blocks and for complaints/referrals.
<p><b>b) Manual Litter Picking</b> Manual litter picking is undertaken on pre-set routes which are scheduled to be completed over a 7 day period, with each route completed by a team of two streetscene attendants who alternate duty through the 4 by 3 shift pattern. Daily coverage per attendant is expected to be approximately 11km. Where possible, variations to the routes will be negotiated at ward member meetings. This will be limited to instances where the total daily distance covered is not increased.</p>	<p>There is no ward data available at this time to record the streets completed or streets missed</p> <p>We have carried out a number of daily additional litter picks in wards in response to member/ residents requests and enforcement - this is in addition to the pre-programmed litter picking carried out in all four wards – further details are available on request.</p>
<p><b>c) Litter Bins</b> During the first period of the new SLA work will be done through ward member meetings and progress reported to the Environmental sub group to verify the locations of the bins, agree where locations can be changed to better meet local needs, replace bins unfit for purpose and where possible new bins provided where they will be most effective. Litter bins will be emptied and the immediate vicinity checked for cleanliness by one of the three crews on duty in the WNW Locality Team. The SLA is for all bins to be emptied without any overflowing and the frequencies of visits to bins will be adjusted to ensure this commitment is met.</p>	<p>There is no ward data available at this time to record numbers of litter bins collected, missed or overflowing.</p> <p>We are in the processes of purchasing a minimum of 4 new litter bins in each ward from the service budget and discussions are on-going with members and residents regarding their siting and location – We have also delivered 6 new litter-bins across the area funded by Well-being funds.</p>

<p><b>d) Flytipping</b> Flytipping removal is largely undertaken as a reactive service, responsive to customer complaints and 'in-house' requests (e.g. from Members, enforcement staff and partners), although the crews do have regular 'hot spots' to check on a pro-active basis. We aim to remove all reported fly tips within 36 hours of receiving the request, unless it requires specialist equipment or treatment (e.g. asbestos/chemicals). The service will work with the Regulatory team to investigate, deter and prevent future instances of fly tipping, and to resolve long standing fly tipping 'hot spots'.</p>	<p>There is no specific ward based data available at this time to record numbers of fly tipping reports received/closed out via the contact centre during this period.</p> <ul style="list-style-type: none"> <li>• We have carried out a number of daily additional fly-tip removals in response to members requests during this period working closely with enforcement colleagues to try and identify the people responsible for the fly-tipping - this is in addition to the pre-programmed fly-tip removal referrals via the contact centre carried out in both wards – further details are available on request.</li> </ul>
<p><b>e) Enforcement and regulatory</b> The work of this element of the service forms part of the next phase of the review of Environmental Services. The Area Committee's will need to consider the following, in order to help inform the review and how the existing capacity to respond to local priorities can be best used; the Area Committee's top enforcement issues, the preferred balance of approaches locally, i.e. between enforcement, clean-up and educational/promotional activity; and geographical hotspots. At a ward level, local tasking arrangements will be used by the service to lead discussion and ensure the securing of partner resources in problem solving and addressing the priority "grime" issues through joint enforcement.</p>	<p>Please see enforcement data at Appendix B</p>

## Appendix B – 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	Inner West
Litter	<b>All</b>	<b>87</b>	<b>89</b>
	Main Retails & Commercial	79	79
	Other Retail & Commercial	82	86
	High Obstruction Housing	87	87
	Medium Obstruction Housing	94	97
	Low Obstruction Housing	99	100
	Industry & Warehousing	83	83
	Main Roads	89	97
	Rural Roads	88	91
	Other Highways	69	69
	Recreation Areas	94	100
	Detritus	<b>All</b>	<b>67</b>
Main Retails & Commercial		80	83
Other Retail & Commercial		71	76
High Obstruction Housing		57	76
Medium Obstruction Housing		72	80
Low Obstruction Housing		79	81
Industry & Warehousing		63	57
Main Roads		65	75
Rural Roads		53	64
Other Highways		51	49
Recreation Areas	80	62	
Graffiti	<b>All</b>	<b>96</b>	<b>97</b>
	Main Retails & Commercial	97	100
	Other Retail & Commercial	94	97
	High Obstruction Housing	98	100
	Medium Obstruction Housing	99	100
	Low Obstruction Housing	99	100
	Industry & Warehousing	94	91
	Main Roads	98	100
	Rural Roads	99	100
	Other Highways	87	94
Recreation Areas	93	91	
Flyposting	<b>All</b>	<b>99</b>	<b>100</b>
	Main Retails & Commercial	98	100
	Other Retail & Commercial	99	100
	High Obstruction Housing	100	100
	Medium Obstruction Housing	100	97
	Low Obstruction Housing	100	100
	Industry & Warehousing	100	100
	Main Roads	99	100
	Rural Roads	100	100
	Other Highways	100	100
	Recreation Areas	99	100

**Table 2 – Service Requests**

<b>Ward</b>	<b>Category</b>	<b>Q3 (Oct-Dec 2010)</b>	<b>Q4 (Jan-Mar 2011)</b>	<b>Q1 (Apr-Jun 2011)</b>	<b>Q2 (Jul-Sep 2011)</b>
Armely	Commercial waste	5	6	4	5
	Dog control	3	3	0	0
	Domestic waste	35	85	19	39
	Flytipping	9	10	38	20
	Graffiti	0	0	0	0
	Highways enforcement	5	2	7	7
	Litter control	6	4	5	6
	Overhanging vegetation	0	5	8	10
	<b>TOTAL</b>	<b>63</b>	<b>115</b>	<b>81</b>	<b>87</b>
Bramely & Stanningley	Commercial waste	1	3	1	3
	Dog control	0	1	1	2
	Domestic waste	13	9	6	9
	Flytipping	0	2	7	7
	Graffiti	0	0	0	0
	Highways enforcement	6	8	4	4
	Litter control	6	4	2	6
	Overhanging vegetation	4	0	7	10
	<b>TOTAL</b>	<b>30</b>	<b>27</b>	<b>28</b>	<b>41</b>
All	Commercial waste	6	9	5	8
	Dog control	3	4	1	2
	Domestic waste	48	94	25	48
	Flytipping	9	12	45	27
	Graffiti	0	0	0	0
	Highways enforcement	11	10	11	11
	Litter control	12	8	7	12
	Overhanging vegetation	4	5	15	20
	<b>TOTAL</b>	<b>93</b>	<b>142</b>	<b>109</b>	<b>128</b>



**Table 3 – Enforcement Notices Served**

<b>Ward</b>	<b>Category</b>	<b>Q3 (Oct-Dec 2010)</b>	<b>Q4 (Jan-Mar 2011)</b>	<b>Q1 (Apr-Jun 2011)</b>	<b>Q2 (Jul-Sep 2011)</b>
Armely	Boarding Up	1	0	0	1
	Commercial Waste	9	6	1	0
	Domestic Waste	15	1	0	0
	Drainage	73	0	23	2
	Highways Enforcement	1	1	2	3
	Littering	4	4	1	4
	Statutory Nuisance	4	8	1	0
	<b>TOTAL</b>	<b>107</b>	<b>20</b>	<b>28</b>	<b>10</b>
Bramley & Stannigley	Boarding Up	0	1	0	0
	Commercial Waste	0	0	0	0
	Domestic Waste	0	0	0	1
	Drainage	0	6	0	0
	Highways Enforcement	2	2	1	2
	Littering	1	1	0	0
	Statutory Nuisance	3	6	2	1
	<b>TOTAL</b>	<b>6</b>	<b>16</b>	<b>3</b>	<b>4</b>
All	Boarding Up	1	1	0	1
	Commercial Waste	9	6	1	0
	Domestic Waste	15	1	0	1
	Drainage	73	6	23	2
	Highways Enforcement	3	3	3	5
	Littering	5	5	1	4
	Statutory Nuisance	7	14	3	1
	<b>TOTAL</b>	<b>113</b>	<b>36</b>	<b>31</b>	<b>14</b>

**Table 4 – Fixed Penalty Notices Served**

<b>Ward</b>	<b>Category</b>	<b>Q3</b> (Oct-Dec 2010)	<b>Q4</b> (Jan-Mar 2011)	<b>Q1</b> (Apr-Jun 2011)	<b>Q2</b> (Jul-Sep 2011)
Armley	Commercial Waste	0	1	0	0
	Dog Fouling	0	2	0	0
	Domestic Waste	0	1	0	0
	Littering	5	1	2	3
	<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>3</b>
Bramely & Stanningley	Commercial Waste	0	0	0	0
	Dog Fouling	0	1	0	0
	Domestic Waste	0	0	0	0
	Littering	6	0	1	4
	<b>TOTAL</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>4</b>
All	Commercial Waste	0	1	0	0
	Dog Fouling	0	3	0	0
	Domestic Waste	0	1	0	0
	Littering	11	1	3	7
	<b>TOTAL</b>	<b>11</b>	<b>6</b>	<b>3</b>	<b>7</b>



Report author: Bill Graham  
Tel: 0113 336 7864

**Report of Business Facilities and Social Enterprise Manager (BARCA Leeds)**

**Report to Inner West Area Committee**

**Date: 14<sup>th</sup> December 2011**

**Subject: Inner West Community Centres Consortium update**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Armley; Bramley & Stanningley	<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**

This report provides an update on the Inner West Community Centres Consortium (CCC) project and specifically the Business Facilities and Social Enterprise Manager (BFSEM) post which is funded by the Inner West Area Committee and works under the umbrella of the CCC. The report has been completed with input from BARCA Leeds, New Wortley Community Centre Board and the Fairfield Partnership.

A Well-being funding workshop, including all Inner West members is being arranged for the new year and it is suggested that at this workshop, Members consider whether they would wish to continue funding this project into 2012/13.

**Recommendations**

The Inner West Area Committee are asked to note the contents of the report and consider whether it wishes to continue funding this project into 2012/13.

## **1 Purpose of this report**

- 1.1 This report provides an update on the Inner West Community Centres Consortium (CCC) project and specifically the Business Facilities and Social Enterprise Manager (BFSEM) post which is funded by the Inner West Area Committee and works under the umbrella of the CCC.
- 1.2 A Well-being funding workshop, including all Inner West members is being arranged for the new year and it is suggested that at this workshop, Members consider whether they would wish to continue funding this project into 2012/13.

## **2 Background information**

- 2.1 The CCC and BFSEM posts were established through Area Committee funding to increase usage of the centres and community engagement, improve their financial stability and secure longer term sustainability. A report was submitted to the Area Committee in October 2010 to report on the findings and work to date of the BFSEM, who at that point had been in post for three months.
- 2.2 Originally, the Wythers Community House (WCH) was also included within the CCC. However, it became evident that the premises were not fit for purpose as a community centre, mainly due to its size and layout but also due to lack of usage and cost of the building, security issues and acts of vandalism. The reasons for WCH to be excluded from the project were reported to Area Committee and regular updates have been provided through Area Manager's / Area Progress reports submitted regularly to Area Committee over the last year.
- 2.3 At the start of the project, New Wortley was in a very poor financial situation, threatened with immediate closure and had just been in receipt of an Area Committee funding to pay outstanding monies. Financial controls were almost non-existent. Staff and volunteer morale was very low, the building was tired looking, with broken lighting which meant the main area was semi dark, and the exterior of the building was very unwelcoming.
- 2.4 Fairfield Community Centre was experiencing a lack of community engagement and low morale amongst Board members and volunteers, the centre was almost at the point of closure. Fairfield was reliant on Safer and Stronger Communities funding that was coming to an end in March 2010 and was losing £1000 a month; as a result Fairfield Community Centre was facing closure as the Board were not happy to run the centre under such circumstances. Centre usage was very poor and some events or activities were cancelled with little notice. The building was very unwelcoming, and uncared for.
- 2.5 The Fairfield building was targeted by vandals on an almost weekly basis.
- 2.6 BARCA Leeds is a community anchor organisation and has a strategic objective to ensure that there is investment in the communities within the area they work. BARCA Leeds role within the CCC is that of the host organisation for the BFSEM post. Community Centres are essential for the delivery of services at a local level and BARCA recognise their importance in relation to the social fabric of the communities. For a number of years they have observed the impact of under investment,

duplication of energy and effort, and the use of Community Centres being controlled by small numbers of people benefiting a small percentage of their communities. As an organisation they felt that encouraging the Community Centres to share key functions including administration would be a positive step. Going forward, this will drive greater consistency, publicity and reliability which will improve the footfall and financial viability of these centres.

### **3 Main issues**

#### Financial Position

- 3.1 At the start of the CCC project, Fairfield Community Centre was looking at closure as costs were exceeding income. The BFSEM has worked with the Board to cut costs significantly, for example reducing catering staff hours from 20hrs down to 10 hours per week with no apparent loss of output.
- 3.2 The Fairfield Board gained agreement with the Council to reduce overheads through a rent amnesty for 2010/11 and 2011/12. In addition the board has secured funding from a number of small grant pots to help towards the running of the centre e.g. maintenance, cleaning and rates.
- 3.3 At the start of the CCC project New Wortley Community Centre was looking at closure as costs were exceeding income. The BFSEM estimated that the centre was losing around £1500 per month at this stage. New Wortley is still running at a loss. However, grant funding is keeping it going, plus the increase in income from the social enterprises. To address the financial problems, one part time member of staff was made redundant and work has focused on increasing income through the café, shop, laundry and room hire.
- 3.4 New Wortley has signed up to FareShare – a national UK charity supporting communities to relieve food poverty. It provides surplus ‘fit for purpose products’ from the food and drink industry to organisations working with disadvantaged people in the community. Fairfield pay a small amount to New Wortley so that they also receive some FareShare products to help reduce costs.
- 3.5 A spreadsheet is attached at Appendix 1, showing the financial position of the two centres.

#### Financial Management

- 3.6 Good financial management systems are now in place at both centres.
- 3.7 A new volunteer accountant has been recruited to Fairfield through the Year of the Volunteer programme and she has joined the Board as treasurer. She ensures that the financial systems are kept in good order and resolved issues such as petty cash.
- 3.8 A new volunteer accountant has also been recruited to New Wortley and is currently considering the possibility of joining and strengthening the Board.
- 3.9 New Wortley Community Centre has been paying back the HMRC liability at £200 per month this year; this should be cleared by March 2012. NWCC has also had to pay back some utility bill liabilities built up in 2010.

- 3.10 BARCA retains salary costs and directly contributes a proportion of its income towards the running costs of New Wortley and Fairfield.

### Staffing

- 3.11 The previous staffing arrangements at Fairfield of 2 x 20 hour posts were identified by the BFSEM as excessive and unsustainable. Staffing has now been reduced to 1 x 10 hour post and 1 x 14 hour post. These staffing levels are much more appropriate and affordable.
- 3.12 At New Wortley, 1 part time member of kitchen staff has been made redundant. There is now a full time (36 hours) kitchen and centre manager and 1 x 16 hour kitchen worker in post.

### Income

#### a) Fairfield Community Centre

- 3.13 A spreadsheet, showing income for both centres is attached at Appendix 1. There has been a 20-30% increase in rental income at Fairfield. This has been mainly due to the increased number and range of activities taking place, shown in the timetable attached at Appendix 2. BARCA-Leeds have for example increased their usage and therefore rental income from £3,000 in 2010/11 to £3,500 in 2011/12. Their rental income for 2012/13 is currently under negotiation.
- 3.14 Fairfield now has a wide range of activities and events; Getting Ready for Work with partners Next Step and Connections offers employment and training advice for all ages, there are Housing surgeries with Accent and WNWH, a Knit and Natter group, Line Dancing, Zumba, cookery courses and Funky Monkeys, see Appendix 3 for publicity material. Table top and car boot sales are now held regularly, which increases income for the centre. The café is open on Wednesdays and Thursdays and the Board are considering opening for additional hours to tie in with other activities taking place. Fairfield Catering also provides a limited amount of outside catering (generally cold buffets).
- 3.15 Lunch Clubs are also a key source of income. Fairfield provides lunches for Moorside Community Centre on a Thursday and run their own lunch club in association with Bramley Elderly Action on a Friday. Armley Helping Hands are currently considering whether they would like to use the catering service on a Tuesday or Wednesday. This may generate a small amount of profit and create the potential for increasing staff hours in the café.
- 3.16 The laundry is also now generating a small amount of income. The figures are shown in Appendix 1.

#### b) New Wortley Community Centre

- 3.17 At New Wortley, the appearance of the café has been improved and has attracted new customers. Income from the café has increased by 30% April – August 11 and this is shown in Appendix 1. By re-pricing the menu they have increased their gross profit from 35% to 50%. External catering bookings have recently increased.

However, detailed information is not available to compare these figures with last year's performance. There is also a possibility of Swallow Hill Community College using the centre for additional classes during school holidays. The Catering Manager has been on a Leadership Course to improve his skills. They have also arranged mentoring for him from another Community Centre Catering Manager.

- 3.18 The community shop at New Wortley has benefited from new signage and takings are up around 30% (2010/ 2011). It is staffed by volunteers Monday - Friday 9am-2pm and Saturday 10am-1pm. The BFSEM is continuing to explore the possibility of establishing a community shop in a retail unit on Armley Town Street. However, the costs associated with this are being carefully considered.
- 3.19 The laundry at New Wortley has also benefited from new signage and is always busy. Takings are up to £60-80 per week.
- 3.20 There is now in place firm control over costs, there is no expenditure without approval of BFSEM.
- 3.21 Room hire has increased, for example there is a youth club every Tuesday evening, Zumba every Thursday evening and ad-hoc bookings for parties and events. Appendix 3 shows the range of activities now taking place at New Wortley. There is no longer a Job Club at New Wortley, all sessions are run from Strawberry Lane.
- 3.22 New Wortley were successful in an application for a National Lottery Grant to make some limited improvements( £6.5K) , new lighting, decoration to improve appearance inside and out, new signage, improvements to café service area and new signs and logos for Social Enterprises, Café 40 (catering) Bit's and Bobs (Shop), plus laundry and room hire. This is vital in promoting what the centre has to offer (see appendix 3). Marketing has had a positive impact on sales and usage of centre, particularly between May 11 and August 11.
- 3.23 There are currently problems with people who suffer from substance misuse using the centre, it is felt that they create an intimidating atmosphere and put off regular customers. It is a difficult situation as surely the centre is a place where these people should be welcomed. Financially it is evident that since September when the Board took on a number of volunteers who suffer from substance misuse, that the Café income has dropped about £250 a week (£1000 a month). This is a real pity as May – August Café income was increasing every month. This has affected morale of volunteers and staff. The Board has agreed to try and address these problems, but this is proving problematic.
- 3.24 New Wortley Community Centre is losing the Health and Fitness over 55's session, (this will cost centre £750 in income every 6 months) – due to changes in the way this is being funded. The youth club has been threatened with closure as it had low numbers over summer, hopefully this is not the case now, and numbers have improved in October. We have lost the Job Service (Leeds City Council) on a Wednesday, firstly provision changed from 10-2 to 10 till midday on Wednesdays, now the service has been pulled due to cost cutting by the service. NWCC now refer people to Strawberry Lane where the service operates Mon- Friday.

- 3.25 Activities at New Wortley are difficult to get started compared to Fairfield as the BFSEM can work with BARCA at Fairfield, who have community development workers in place. At New Wortley, BARCA are not commissioned to deliver Community Development work; Healthy Living Network have the contract for the area. Healthy Living Network do not have workers based in the community or at the centre, and the BFSEM believes this is a key reason why activities are poorly attended and supported.
- 3.26 Usage of the centre is good as the centre is open 8am – 2pm Monday to Friday with evening activities on Tuesday, Wednesdays and Thursdays at the moment, but the main hall could be better used during the day.
- 3.27 NWCC has worked closely with a local business sponsor TORQUE who have printed some of their newsletters and sponsored this year's International Fun Day.
- 3.28 NWCC has been working with the Probation Service offering a placement in the kitchen for the last 10 weeks; they are hoping this may grow to offer up to 4 placements at any one time. In time they hope this may provide a source of income for the centre offering posts for ex-offenders to re-habilitate back into work.
- 3.29 NWCC has been discussing having a more focussed presence from West North West Homes to ensure that the local tenants concerns about the estate and New Wortley are being dealt with, and that appropriate action is being taken.
- 3.30 The levels of alcohol in use within the New Wortley area remains a concern. BARCA's Community Drug Treatment Service will continue to identify means of engaging this client group which may or may not include the use of the Community Centre.

### **Partnership Working**

- 3.31 Partnerships have been established through the Fairfield Local Area Management Plan (LAMP) and New Wortley LAMP. The BFSEM and LAMP group have also established strong links with local schools, Barnardos and PCT outreach workers. Police surgeries have been set up in both centres. Accent Housing, who are leading the social housing development on the Fairfields have joined the LAMP group to look at community integration between existing and new residents and promote activities available at the centre to new residents.
- 3.32 There is significant and increased joint working between the two centres through the CCC project, for example, Fairfield baking for the New Wortley Christmas events, FareShare arrangements and sharing good practice.
- 3.33 The BFSEM has also built an effective working relationship with Accent Housing, group the new social landlord on the Fairfield estate. Accent Housing is providing monthly housing surgeries for Tenants. Accent Housing and Fairfield Community Centre have organised a Jobs and Training event (9<sup>th</sup> Nov) working in partnership with a number of agencies and employers. As a result of this Accent Housing are looking to offer some training courses to residents on the estate through Fairfield Community Centre.



- 3.34 Partnership work between Fairfield CC and Aramark, an American catering company, has developed over the lifetime of the CCC project. This has seen practical results in terms of 'days of action' to improve the interior and exterior of the centre. The creation of an internet room to offer job search facilities and the opportunity for local residents to have access to the internet. Aramark also offer free printing of promotional materials to publicise community events. Their involvement has also improved the Fun Days, making them more appealing and generating more resident's interest and attendance. They have provided some catering supplies and have offered to mentor staff at the centre to aid their development.
- 3.35 Security issues at Fairfield have been addressed through partnership working, for example anti-vandal paint has been applied to the guttering and roof. A magnetic door system has been installed, fence repaired, the gates are now locked at night and a lockable storage area has been created within the centre. As a result of these measures, there has only been one incident of vandalism since April and the centre has become more attractive for service providers and users. This has resulted in savings to the maintenance of the building. There are no particular security issues at New Wortley.
- 3.36 Volunteers are a vital component in increasing sustainability of both centres. As highlighted earlier in the report, there are now volunteer accountants at both centres. At Fairfield there is a regular pool of 8 volunteers plus some ad hoc volunteers. At New Wortley there is a pool of about 20 volunteers. The BFSEM has actively encouraged more volunteering and organised targeted training for volunteers.
- 3.37 There are some great examples of people who have built an association with the centres over the year, developed this association through volunteering and are now in paid employment. These examples show how the centres can help build peoples confidence through volunteering, leading to the possibility of considering employment.
- 3.38 Volunteers are offered full access to training and support provided by BARCA in addition to what is provided by Voluntary Action Leeds and other training providers. At a Community Centre level, volunteers may access management committee members and key holders directly assisting with service provision. Volunteers are subject to CRB checks and safeguarding is a priority for both centres.

### **Future Plans and Exit Strategy**

- 3.39 The intention is to build on the good work at Fairfield, continue to increase the number and range of activities and increase attendance at these through improved promotion and marketing. Links have been made with Accent Housing on the Fairfields estate and they are keen to support their residents to engage in activities at the centre and identify training needs.
- 3.40 The administration post has been a key component of the turnaround of fortunes at Fairfield and the Fairfield Partnership Barca and New Wortley want the administration post to continue.
- 3.41 The improvements at Fairfield are underpinned by Barca's direct involvement in the centre, and by the ongoing support offered by the Area Committee, to support the

centres transition to self sustainability the partnership would hope to get £3000 support from the Area Committee for year 2012/2013.

- 3.42 At Fairfield the Wednesday youth club has been re launched, with a more structured approach to activities with the young people on the estate.
- 3.43 Fairfield Partnership may become liable for utility bills going forward so this will be an additional cost to factor in for 2012/13.
- 3.44 At New Wortley, plans are currently being developed and discussed to expand the centre through building an extension. Plans are currently with Leeds Metropolitan University architects and planning permission will be required. NWCA wants to find relevant partners to make the delivery of the new extension more possible, with a view to becoming a resource centre. This is a very clear way forward with a real chance New Wortley could secure a new building to operate the café and much needed services from.
- 3.45 New Wortley Community Centre has got extra costs (in comparison to Fairfield) going forward, as the Board is responsible for the maintenance of the building (at least £2400 a year) and all utility bills (£3000 a year).
- 3.46 At New Wortley there is very little left to cut in terms of costs, other than staff, if this was to happen the building would have to cut opening times which would have a further detrimental effect on income.
- 3.47 For New Wortley Community Centre to be self sustaining it needs to generate about £200 in income 5 days a week, £4000 a month/ £48,000 a year.
- 3.48 Over the summer months we were starting to approach that figure with an average of almost £150 a day (this had increased from about £70- £80 the year before). To achieve that income the centre has to focus on being run like a business, not allowing for some of the socially motivated reasons for being a centre.
- 3.49 This then is a problem if the centre cannot welcome the most needy members of the community as it affects income. New Wortley would therefore not be fulfilling its role as a community centre. The choice between being accessible for all or being run as a business is a very difficult one for the management board to take. This dichotomy will continue to pose challenges.
- 3.50 Barca is looking at a Reaching Communities bid around worklessness using the two centres as a hub for volunteers to build their confidence and get back into the workplace.
- 3.51 The New Wortley LAMP are considering developing a funding bid, focussing on key issues identified in the recent health needs assessment conducted in New Wortley. These issues include social isolation, integration of members of different communities and asylum seekers, repairing community links between the diverse groups that inhabit New Wortley including the young unemployed and those who suffer from substance misuse, to build and repair the problems faced in the area.

- 3.52 There are some encouraging volunteer examples at New Wortley of people lacking confidence or coming back from illness, volunteering at the centre, building their confidence and ending up in paid employment.
- 3.53 The BSFEM feels that if New Wortley could replicate Fairfield's community development model this would help long term sustainability, but this would require more involvement from other organisations and partners in the delivery of activities to the New Wortley area and the basing of staff at the centre.
- 3.54 There is a feeling from local residents groups and users of the centre that the New Wortley area misses out on help and support for the local area. The BFSEM has seen the hard work the Councillors do to address peoples' concerns, but the New Wortley area has such a large and diverse range of problems – highlighted in the recent health needs assessment and the community plan from 2009, that a different more focussed approach is necessary to address local residents' issues. It is difficult to get people or organisations who want to be based at the community centre to base themselves there, as the building requires some investment.
- 3.55 In September 2010 the centre was generating a loss of about £1500 per month. They have cut costs and raised income to reduce the monthly loss. Figures for May – August 2011 show losses were reduced to £500 (or a £100 a month) a combination of increased café and catering income due to improvements at the centre, marketing and winning new business. But September and October show a loss of £2000, since people who suffer from substance misuse have been using the centre, which caused a large drop off in the new trade the centre had won.
- 3.56 In general, from April, it is thought that at a minimum the centre needs £750 a month, £9,000 a year, financial support from the Area Committee. In return for this, a vital service is secured for the people of New Wortley. It would continue to offer a place to meet, a hub for volunteers, an information centre, a Laundry and Café and shop all vital in an area that has few services to offer.
- 3.57 Critical to the future of both centres will be access to quality and consistent business support. This goes beyond any community development function and is evident that the past 12 months have demonstrated that centres can be sustainable if they maintain a balance between a business focus and social outcomes.

### **Corporate Considerations**

## **4 Consultation and Engagement**

- 4.1 The CCC is made up of representatives from both Fairfield and New Wortley Community Centre boards and local residents. All BFSEM proposals are discussed through the CCC group.

## **5 Equality and Diversity / Cohesion and Integration**

- 5.1 All centres need to demonstrate that they comply with the Council's equality commitments, ensuring that all centres are accessible to all sections of the community. This applies to both directly managed centres and leased centres. Advice and

guidance and appropriate monitoring procedures need to be developed and implemented to better address this issue. This work will be incorporated within the community centre action plans as they are developed.

## **6 Council Policies and City Priorities**

- 6.1 The work that has been carried out in the priority neighbourhood areas of the Fairfield and New Wortley estates has helped to meet the Council's objectives of narrowing the gap; improving cohesion and integration and regenerating deprived areas.
- 6.2 The BFSEM suggests that the Fairfield area is improving. Multi-agency problem has helped as has the regeneration of the community centre.
- 6.3 At New Wortley however the BFSEM believes that recent statistics show things are getting worse, (health, employment and drug use). The BFSEM feels that more integrated partnership work needs to be undertaken to focus on the area to see what can be pooled together and offered, utilising the community centre as a hub for provision and community engagement.

## **7 Resources and Value for Money**

### **7.1 Legal Implications, Access to Information and Call In**

- 7.1.1 This report is the report of the Area Leader for West North West Leeds who has delegated responsibility to action decisions in accordance with Area Management's work programme in accordance with part 3 of the Council's Constitution in relation to Area Committee Functions.
- 7.1.2 This report is not confidential, neither is it, or part of it exempt. This report is subject to Call-In as the Area Committees functions are delegated Executive functions.

### **7.2 Risk Management**

- 7.2.1 A full risk analysis has been completed, please see Appendix 4.

## **8 Conclusions**

- 8.1 Fairfield - The Fairfield Partnership Board has undergone a number of changes in the last year; it is a mixed Board of local residents, workers and volunteers. It is a strong and supportive Board that has worked closely with the BFSEM to develop a wide range of activities and to underpin a solid infrastructure. The Board has also developed a close and supportive working relationship with Barca Leeds and New Wortley Community Association. The Board is also very grateful for the support of Area Management and local Councillors as well as the PCT. The centre is moving towards a position of sustainability, with a wider range of activities and much more local involvement. Going forward they are hoping to build on this and to engage and encourage more resident involvement through a Residents Association and new Board members.

- 8.2 New Wortley - The one clear outcome from having a BFSEM in situ working between both centres is that the centres are now managed as businesses. This outcome means that they are now better able to serve members of the community, in areas which suffer from high levels of deprivation. Moving towards a community and resource centre is essential in providing good services that cover the communities needs in these areas, especially in the context of welfare reforms and the potential impact on local communities. The PCT needs to be more involved in New Wortley; they have recently undertaken a Health Needs Assessment report, which strongly highlights New Wortley's needs. The BFSEM is working on a joint funding bid to address some of these issues and look at repairing our community.
- 8.3 It is felt that the work undertaken within the Fairfield and New Wortley Community Centres has been effective. The centres are beginning to demonstrate that they can manage their social enterprises whilst maximising the use of their building and community engagement. There is a concern that the centres could slip backward if support is no longer available, such as a return to poor practice and financial loss. Despite considerable progress New Wortley Community Centre remains vulnerable and it is in need of extra support for the year ahead in order to try and get it to a position similar to Fairfield. It is vital to secure long-term partnerships for New Wortley, in the way that there is at Fairfield Community Centre. It is felt that extending the funding arrangement for social enterprise support will continue to build community resilience and independence.
- 8.4 Over the past 12 months BARCA Leeds have seen an improvement in what both Community Centres have offered both in terms of programme and physical buildings. It clearly demonstrates that there are consistent behaviours, good decision making and improved reliability. The centres have become a hub of community engagement and activities; they also increase their own capacity to earn income to help sustainability. BARCA Leeds also recognise that sustainability is not deeply imbedded and there is a need to continue to work on maintaining a positive business focus and ability to respond to the needs of the community.
- 8.5 The two community centre Boards feel that to lose the BFSEM at this time could result in the centres not moving forward at a time that is crucial in the current economic climate. The two centres are not staffed by salaried roles either at Board or volunteer level; they are kept open on a daily basis by people who reside in the area. This could be supported by a BFSEM post at £34, 501, £41,961 with on-costs.
- 8.6 Funding the BFSEM has indicated that support to Fairfield could be reduced to £3000 per year. It is suggested that support for New Wortley is in the region of £9000 per year. Due to the problems that have been highlighted in this report, they will require additional grant support in this financial year, in the region of £750 per month, from January 2012, see appendix 5 for further information. The BFSEM and New Wortley Board are seeking funding and putting together contingency plans to support the continued opening of the centre from January 2012. The BFSEM would divide their time between the centres in relation to the support required, so one day a week at Fairfield, three days a week at Wortley and 1 day a week at BARCA Leeds.

8.7 The administration post (16 hours) is an additional £9000 p/a, this would be a joint resource between the two centres.

## **9.0 Recommendations**

The Inner West Area Committee is asked to:

9.1 Note the contents of the report and comment on progress made under the CCC

9.2 Consider continuing funding for the BFSEM post, admin post and support costs for the two community centres into 2012/13 at the Well Being funding workshop.

## **Background papers**

Report to Inner West Area Committee 20<sup>th</sup> October 2010: 'Inner West Community Centres Consortium update'

5:48 PM  
16/11/11  
Accrual BasisNWCC 2011/2012  
Profit Loss

	<u>Apr - Oct 11</u>
<b>Income</b>	
Bingo Income	-34.23
Cafe Income	13,304.51
Catering	4,383.86
Donations	76.07
<b>Event Income</b>	
Disco	55.00
Royal Wedding	201.43
Tombola	59.00
Zumba	135.00
<b>Total Event Income</b>	<u>450.43</u>
Grant Income	4,562.79
Jumble Sale	138.74
Laundry Income	594.85
Miscellaneous Income	1,363.59
Photocopying Income	41.35
Raffle	145.45
Rental	1,916.67
Room Hire	3,090.00
Shop Income	2,018.92
Table Top Sale	153.00
<b>Total Income</b>	<u>32,206.00</u>
<b>Cost of Goods Sold</b>	
<b>Catering Supplies</b>	
Delivery	151.20
Purchases	8,682.51
Supplies	619.73
<b>Total Catering Supplies</b>	<u>9,453.44</u>
L. Expenses	59.08
P. Expenses	18.73
<b>Total COGS</b>	<u>9,531.25</u>
<b>Gross Profit</b>	22,674.75
<b>Expense</b>	
Advertising and Publicity	1,185.98
Bank Charges	7.00
Cleaning and Sanitation	802.09
Consumables	74.40
Depreciation - Fixtures and Fit	337.20
Depreciation - Kitchen Equipmen	512.28
Insurance	584.26

5:48 PM  
16/11/11  
Accrual Basis

## NWCC 2011/2012 Profit Loss

	<u>Apr - Oct 11</u>
Licences and Penalties	116.40
Payroll Cost	16,876.65
Postage and Stationery	82.68
Premises Costs	52.80
Rent and Rates	412.30
Repairs and Maintenance	662.72
Safety and Security	521.60
Sundries	14.73
Telephone	467.35
Travel and Subsistence	160.42
Uncategorized Expenses	297.91
Utilities	
Electricity	1,259.00
Gas	483.00
Water	903.00
Total Utilities	<u>2,645.00</u>
Total Expense	<u>25,813.77</u>
Profit for the Period	<u><u>-3,139.02</u></u>



Fairfield Community Partnership  
Profit & Loss  
January through October 2010

	<u>Jan - Oct 2010</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Bingo	745.75
Donations	3,150.00
<b>Fees and Charges</b>	
Activities	553.81
Catering	7,854.88
Gardening	1,157.64
Laundry	533.70
Lunch Club Income	3,896.90
Rent	2,665.32
Fees and Charges - Other	531.25
<b>Total Fees and Charges</b>	<u>17,193.50</u>
Grants	18,360.00
Other Income	4,529.52
<b>Total Income</b>	<u>43,978.77</u>
<b>Expense</b>	
Office Expenses	400.14
Freelance work	7,460.01
<b>Environmental Projects</b>	
Gardening equipment	129.08
Gardening Expenses	165.98
Services	161.00
<b>Total Environmental Projects</b>	<u>456.06</u>
Equipment	1,559.57
Events	570.00
Food & Refreshments	3,513.90
<b>General activities</b>	
Bingo	1,946.38
General activities - Other	325.99
<b>Total General activities</b>	<u>2,272.37</u>
Kitchen Expenses	6,259.45
<b>Running Costs</b>	
Utilities	74.51
Advertising and publicity	229.13
Cleaning and sundries	414.95
Computer Software	1,293.49
Legal & Professional	544.10
Postage	8.96
Rates	823.75
Rent	1,038.75
Repairs and maintenance	594.46
Service charges and contracts	1,102.65
Telephone	816.26
Water Rates	832.55
Running Costs - Other	134.84
<b>Total Running Costs</b>	<u>7,908.40</u>
<b>Staffing</b>	
Employer Pension Contribution	903.67
Gross pay and Employer's NI	26,649.89
Payroll charges	432.00
Training	275.00
Staffing - Other	1,255.53
<b>Total Staffing</b>	<u>29,516.09</u>
<b>Total Expense</b>	<u>59,915.99</u>
<b>Net Ordinary Income</b>	<u>(15,937.22)</u>
<b>Net Income</b>	<u><u>(15,937.22)</u></u>

Fairfield Community Partnership  
**Profit & Loss**  
 January through October 2011

	<u>Jan - Oct 2011</u>
Ordinary Income/Expense	
Income	
Bingo	525.79
Donations	9.69
Fees and Charges	
Activities	509.62
Cafe	559.81
Catering	3,909.21
Laundry	321.50
Lunch Club Income	0.00
Rent	<u>11,673.00</u>
Total Fees and Charges	16,973.14
Grants	8,918.00
Other Income	<u>742.30</u>
Total Income	27,168.92
Expense	
alto	1,000.00
bank charges	10.00
TV Licence	145.50
Office Expenses	280.00
Dining accessories	16.22
Equipment	
Publicity	300.15
Equipment - Other	<u>894.10</u>
Total Equipment	1,194.25
Events	665.00
flowers	0.00
Food & Refreshments	0.00
General activities	
Funky Monkiz	100.00
Bingo	<u>8.50</u>
Total General activities	108.50
Insurance	597.98
Kitchen Expenses	3,345.29
Running Costs	
Advertising and publicity	420.72
Cleaning and sundries	639.02
Computer maintenance	78.99
Computer Software	259.58
Photo-copying	0.00
Postage	39.22
Rates	85.94
Repairs and maintenance	3,903.67
Stationery	19.28
Telephone	697.51
Water Rates	<u>1,144.86</u>
Total Running Costs	7,288.79
Staffing	
Gross pay and Employer's NI	9,308.69
Payroll charges	344.00
Training	130.00
Travel & Other Expenses	<u>7.40</u>
Total Staffing	9,790.09
taxi	<u>0.00</u>
Total Expense	<u>24,441.62</u>
Net Ordinary Income	<u>2,727.30</u>
Net Income	<u><u>2,727.30</u></u>



# Fairfield Community Centre

## event timetable

	MORNING	AFTERNOON	EVENING
MON		<b>Housing Surgeries</b> Sort out your housing problems <b>Last Monday of the Month</b>  1pm - 2pm <b>Accent Group</b>  2pm - 3pm <b>West North West Homes</b>	6.30pm - 8pm <b>Barca Youth Group</b> <b>8-13 years</b> Call 0113 255 9582 for details
TUE	10.30am - 12.30pm <b>Cookery Course</b> Call centre to book place	1pm - 3pm <b>Barca Counselling</b> <i>appointment only</i> ----- 1.45pm - 2.45pm <b>Line Dancing</b> <i>Just turn up (Free)</i> ----- 4.30pm - 5.30pm <b>Funky Munkiz</b> £1 per child	6pm - 7pm <b>Zumba Fitness</b> <i>Free</i> ----- 6pm - 7pm <b>Meet your local Police team</b> <i>First Tuesday of the month only</i>
WED	10am - 12.30 <b>Cafe Open</b> ----- 10am - 12pm <b>Knit and Natter</b> ----- 10am - 1pm <b>Barca Counselling</b> <i>appointment only</i>	2pm - 4pm <b>Getting ready for Work</b> <i>help with training and Job hunting</i>	7pm - 9pm <b>Barca Youth Group</b> <b>13- 18years</b> Call andrea 0113 220 9784 / Teresa 0113 255 9582 for details
THU	10am - 12.30pm <b>Cafe Open</b> ----- 10am - 12pm <b>Bramley Credit Union</b> <i>Sort out your finances fortnightly. Call 07972-802501</i>	<b>Participate</b> <i>(creative arts for the disabled)</i> email michelle2.law@leeds.gov.uk	
FRI	10.30 - 11.30 <b>Gentlemans club</b> <i>over 50's</i>	12pm - 2pm <b>Lunch Club for the over 50's</b> <i>Just turn up for a lovely home cooked hot meal and a raffle!</i>	



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## Fairfield Community Centre



the place to get  
**fit+active**

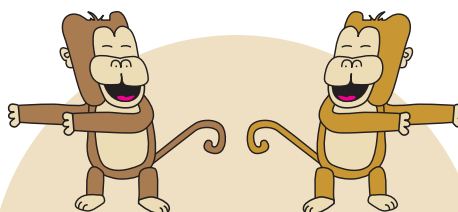
**NEW**

FREE  
for limited  
time!



Beginners  
**LINE DANCING**

Tuesday  
1.45-2.45



**FUNKY MUNKIZ**

Is your child aged between 5 &  
10? If so, come along and join our  
dance club with Kay

Tuesday  
4.30-5.30



FREE  
**COOKING COURSE**

Tuesday  
10.30-12.30

**FREE!**



Tuesday  
6.00-7.00

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## Risk Analysis – Community Centres Consortium Project

Below are the potential risks in Community Assets being managed by BARCA-Leeds. Due diligence will be undertaken for any risks with a med/ high likelihood to ensure that risks do not pose a potential threat to the business model.

<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Rick Management</b>	<b>Early warning Signs</b>
<b>Staffing and skills</b>				
<b>Lack of financial in-house skills at initial stages of transfer</b>	Low	High	Full training and development of staff teams on good financial systems, mentoring and support on good practise.	Manager struggling with initial team, reluctance of staff involvement, poor staff retention.
<b>Loss of key staff</b>	Med/ High	Med/ High	Robust Recruitment and Selection of all new staff ensuring appropriate skills, qualifications and experience required	Staff skills audit prior to opening.
<b>Not enough staff available for planned activities in the centre</b>	Med	High	Create volunteering strategy, use recently retired local residents with skills to create a programme of activities in the centre and support other users of the centre.	Low occupancy of the centre
<b>Management</b>				
<b>Failure of management to understand vision, mission and purpose of the new structure</b>	Low	Med	Training will be provided prior to the transfer, definition and clear plans of well-defined deliverables.	Confusion with staff at centre
<b>Failure of management to understand business plan and budgets</b>	Med	High	Training will be provided prior to opening and continued support from BARCA-Leeds to ensure that targets are met and understood. Clear goals and objectives, performance reviews and regular management meetings. Regular SMT meetings and board meetings for dissemination of finance information.	Problems with cash flow
<b>Lack of support to senior staff/ management</b>	Med	High	Clear goals and objectives. Clear communications plan. Visible responsibility built onto the management of the project. U BARCA will develop management of the centre.	Senior managers not attending meetings, feeling of confusion

around the project, not feeling supported.

## Finances

<b>Team unable to raise any additional funds for the project through fundraising</b>	Med	High	Creation of fundraising plan with clear targets and objectives. Support from BARCA which will look at money available and fill out submissions to grant funding. Look at sponsorship and local business gifting.	Centre looks and appears run down.
<b>Unable to rent out spaces in centre for activities.</b>	Med	High	Clear plans of use for the centre, activities for community, good working café and possibility of charity shop within centre.	Not enough un-restricted funds to make project sustainable.
<b>Centre is not making enough income for project to be sustainable</b>	Med	High	Look at activities that are currently taking place in the centres, any unused spaces that could be rented out for office space. Sharing of office functions such as administration/ staffing structures.	Closed centre
<b>Expected footfall figures to be under target putting finances at risk</b>	High	High	Marketing and promotion of the centre Market research conducted in local community to find out what they want at their centre. Specialist events to increase interest in project.	Not achieving finance target
<b>Not enough funds raised to ensure sustainability of project</b>	Med	High	Approach all partner organisations to ask for contribution to project prior to opening. Approach local businesses for contributions before opening. Fundraising events prior to opening. Area committee obligation to funding prior to opening.	Project not sustainable.
<b>Buildings</b>				
<b>Result of the buildings survey mean that considerable money needs to be spent to</b>	Low	High	Look at funding from Heritage Lottery and Heritage Society. Ensure that the building is in working order prior to opening and that any minor faults is paid for by LCC.	Closure of baths.



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**get the building back  
to condition**

**Damage to the  
building sustained  
after FOB takes over  
building**

Low

High

Ensure that there is some contingency money in budget and that BB is building reserve every year.  
Insurance policies to be taken out.

Closure of Baths

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**NEW WORTLEY COMMUNITY CENTRE  
CASH FLOW FORECAST FROM NOVEMBER 2011 TO MARCH 2012**

	NOV £	DEC £	JAN £	FEB £	MAR £
<b>RECEIPTS</b>					
<b><u>Regular Cash Receipts</u></b>					
Cafe	1,700.00	1,500.00	1,700.00	1,800.00	1,900.00
Catering	100.00	100.00	100.00	100.00	100.00
Shop/Table top sale	200.00	300.00	300.00	300.00	300.00
Laundry	120.00	120.00	150.00	150.00	120.00
Room hire	150.00	150.00	150.00	150.00	150.00
Photocopying	5.00	5.00	5.00	5.00	5.00
Donations	9.00	9.00	9.00	9.00	9.00
<b><u>Other Cash Receipts</u></b>					
Xmas catering jobs	-	300.00	-	-	-
Xmas fair	-	150.00	-	-	-
<b><u>Credit Receipts - 2 month lag</u></b>					
H3Plus (618)	-	750.00	-	-	-
Farefield (623)	-	520.00	-	-	-
Farefield (624)	-	50.00	-	-	-
WLAMT (629)	-	112.50	-	-	-
WLAMT (635)	-	45.00	-	-	-
WLAMT (636)	-	112.50	-	-	-
ILWLF (637)	-	-	270.00	-	-
Labour Group Office (TBC)	-	-	-	-	687.96
Youth Club (TBC)	-	-	500.00	-	-
BARCA (TBC)	-	-	500.00	500.00	350.00
Youth Club (TBC)	-	-	270.00	-	-
<b><u>Other Credit Receipts - 2 month lag</u></b>					
Catering	-	-	100.00	300.00	300.00
Room Hire	-	-	300.00	300.00	300.00
<b>TOTAL INFLOW (A)</b>	<b>2,284.00</b>	<b>4,224.00</b>	<b>4,354.00</b>	<b>3,614.00</b>	<b>4,221.96</b>

**PAYMENTS**

<b><u>Regular payments</u></b>					
Wages and salaries	2,461.11	2,420.09	2,420.09	2,420.09	2,420.09
Rent and rates	71.00	71.00	71.00	-	-
Telephone	65.57	70.00	65.00	65.00	65.00
Electricity & Gas	230.00	230.00	230.00	230.00	230.00
Water & Sewerage	129.00	129.00	129.00	129.00	129.00
Insurance	-	-	-	1,000.00	-

HMRC	200.00	200.00	200.00	147.84	-
TV Licence	29.10	29.10	29.10	29.10	29.10
Cleaning & Sanitation - Biffa	61.44	98.30	110.59	49.15	49.15
Catering supplies - Murrells	98.98	100.00	140.00	90.00	90.00
Catering supplies - Leeds Bacon Co.	241.43	275.00	325.00	300.00	275.00
Printer rental - Ricoh	-	15.00	-	-	15.00
<b><u>Existing creditor settlement</u></b>					
Hopkins	163.62	-	-	-	-
A Fine Sign Co.	-	-	52.80	-	-
Fareshare	-	325.00	-	-	325.00
Hydro Fire	-	50.00	50.00	65.20	-
<b><u>Other payments</u></b>					
Petty cash outlay	500.00	650.00	500.00	500.00	500.00
Credit card outlay	750.00	950.00	800.00	700.00	650.00
<b>TOTAL OUTFLOW (B)</b>	<b>5,001.25</b>	<b>5,612.49</b>	<b>5,122.58</b>	<b>5,725.38</b>	<b>4,777.34</b>
<b>NET CASH FLOW (C = A - B)</b>	<b>- 2,717.25</b>	<b>- 1,388.49</b>	<b>- 768.58</b>	<b>- 2,111.38</b>	<b>- 555.38</b>
<b>OPENING BALANCE (D)</b>	<b>4,808.66</b>	<b>2,091.41</b>	<b>702.92</b>	<b>- 65.66</b>	<b>- 2,177.04</b>
<b>CLOSING BALANCE (E = C + D)</b>	<b>2,091.41</b>	<b>702.92</b>	<b>- 65.66</b>	<b>- 2,177.04</b>	<b>- 2,732.42</b>

**Note**

TBC = To be created.

The forecast suggests that we will experience a serious cash flow shortage in the coming months. Trading income has dipped in recent months and is unlikely to pick up to the point where we have a positive net cash flow position anytime soon. As you can see from the forecast, a negative net cash flow is expected in all five months from November 2011 to March 2012.

Considering the significant outlay expected in the coming months - the annual insurance payment is due in February 2012 for instance, we have to plan ahead and seriously consider other cash inflow alternatives.

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**Report of Assistant Chief Executive, Customer Access and Performance**

**Report to Inner West Area Committee**

**Date: 14th December 2011**

**Subject: Localism Act 2011**

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 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 3<sup>rd</sup> 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 2<sup>nd</sup> 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 5<sup>th</sup> January 2012. A seminar for parish and town councils on neighbourhood planning was held on 17<sup>th</sup> 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 30<sup>th</sup> December; Leeds City Council will be submitting a response to this that will go to Executive Board on the 14<sup>th</sup> 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.

## 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.
- 4.1.3 More detailed reports have been requested by Area Chairs. However, in the meantime, it is suggested that it would be useful for Inner West Members to consider the implications of the Localism Bill for Inner West Leeds. This may include:
- The establishment of Community First Panels for Armley and Bramley & Stanningley ward.
  - current issues that have already been raised regarding service delivery (re-assessing local priorities in light of the Act);
  - capacity in Inner West / interest from local community groups and organisations who wish to be involved or have a greater involvement in service delivery
  - local asset management issues, specific buildings at risk, vacant plots etc
  - the role of the Area Committee in nominating assets of community value
  - key sites for development and how the Area Committee would like to be involved in the consultation process

#### 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](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, 2<sup>nd</sup> November 2011 <http://democracy.leeds.gov.uk/mgConvert2PDF.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/mgConvert2PDF.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, 2<sup>nd</sup> November,  
<http://democracy.leeds.gov.uk/mgConvert2PDF.aspx?ID=61220>
- 7.18 Developing a response to neighbourhood planning in Leeds Executive Board Report, 2<sup>nd</sup> 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>

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

**Report to Inner West Area Committee**

**Date: 14<sup>th</sup> 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 12<sup>th</sup> 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 Inner West 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 12<sup>th</sup> October 2011.

## **2 Background information**

- 2.1 The report attached at appendix 1 received approval at the Executive Board meeting on 12<sup>th</sup> 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 There are no equality and diversity / cohesion and integration considerations for this report.

### **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 Inner West 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.

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**Report of Director of Resources**

**Report to Executive Board**

**Date: 12<sup>th</sup> 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 3<sup>rd</sup> floor West of the Civic Hall.

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Stanningley Fire Station, 637 Stanningley Road, Stanningley, Leeds LS28 6FS



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