



SOUTH (OUTER) AREA COMMITTEE

**Meeting to be held at Drighlington Meeting Hall
On Monday, 5th December, 2011 at 4.00 pm**

MEMBERSHIP

Councillors

J Dunn	-	Ardsley and Robin Hood;
L Mulherin	-	Ardsley and Robin Hood;
K Renshaw	-	Ardsley and Robin Hood;
R Finnigan	-	Morley North;
B Gettings	-	Morley North;
T Leadley	-	Morley North;
Dawson	-	Morley South;
J Elliott	-	Morley South;
S Varley	-	Morley South;
K Bruce	-	Rothwell;
S Golton	-	Rothwell;
D Wilson	-	Rothwell;

**Agenda compiled by:
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**South East Area Manager:
Shaid Mahmood
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A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

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

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

A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p style="text-align: center;"><u>PROCEDURAL BUSINESS</u></p> <p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting.)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

Item No	Ward	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF INTERESTS</p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES - 17 OCTOBER 2011</p> <p>To confirm as a correct record the minutes of the meeting held on 17 October 2011</p>	
7			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p> <p>(10 mins discussion)</p>	
8			<p>MORLEY LITERATURE FESTIVAL</p> <p>To receive and consider the attached report of the Area Leader</p> <p>Presentation 5 Minutes/Discussion 5 Minutes (Council Function)</p>	1 - 20

Item No	Ward	Item Not Open		Page No
9			<p>SLA PERFORMANCE UPDATE</p> <p>To receive and consider the attached report of the Locality Manager (South and East Leeds)</p> <p>Presentation 5 Minutes/Discussion 5 Minutes (Executive Function)</p>	21 - 30
10			<p>DEVELOPING A LOCALITY APPROACH BETWEEN LEEDS CITY COUNCIL SERVICES AND NEIGHBOURHOOD POLICE TEAMS/POLICE COMMUNITY SAFETY OFFICERS (PCSOS)</p> <p>To receive and consider the attached report of the Director of Environment and Neighbourhoods</p> <p>Presentation 5 Minutes/Discussion 5 Minutes (Council Function)</p>	31 - 46
11			<p>LEEDS CITIZENS PANEL IN SUPPORT OF LOCALITY WORKING</p> <p>To receive the attached report of the Assistant Chief Executive, Community Access and Performance</p> <p>Presentation 5 Minutes/Discussion 5 Minutes (Council Function)</p>	47 - 58
12			<p>CAPITAL RECEIPTS INCENTIVE SCHEME REPORT TO EXECUTIVE BOARD</p> <p>To receive and consider the attached report of the Assistant Chief Executive, Customer Access and Performance</p> <p>Presentation 5 Minutes/Discussion 5 Minutes (Executive Function)</p>	59 - 74
13			<p>LOCALISM ACT 2011</p> <p>To receive and consider the attached report of the Assistant Chief Executive, Customer Access and Performance</p> <p>Presentation 5 Minutes/Discussion 5 Minutes (Council Function)</p>	75 - 84

Item No	Ward	Item Not Open		Page No
14			<p>WELL BEING REPORT</p> <p>To receive and consider the attached report of the Area Leader</p> <p>Presentation 5 Minutes/Discussion 5 Minutes (Executive Function)</p>	85 - 118
15			<p>A SUMMARY OF KEY WORK</p> <p>To receive and consider the attached report of the Area Leader</p> <p>Presentation 5 Minutes/Discussion 5 Minutes (Executive Function)</p>	119 - 182
16			<p>DATES, TIMES AND VENUES OF FUTURE MEETINGS</p> <p>Monday, 13 February 2012, 4.00 p.m. at Morley Town Hall</p> <p>Monday, 26 March 2012, 4.00 p.m. at Rothwell One Stop Centre</p>	



Report author: Thomas
O'Donovan
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Report of the Area Leader

Report to South Leeds (Outer) Area Committee

Date: Monday 5th December 2011

Subject: Morley Literature Festival 2011 – Evaluation Report

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Morley North Morley South		
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 Area Committee approved £10,000 revenue Wellbeing Funding to Morley Literature Festival Committee to support the delivery of the sixth Morley Literature Festival in 2011. This report presents the Evaluation Report of the 2011 festival to the Area Committee as part of the Well being monitoring process and asks Members to note funding agreed for the 2012 festival and consider a funding recommendation to support the 2013 festival.

Recommendations

2. Members of the Outer South Area Committee are requested to:
 - Note contents of Report and make comment as appropriate.
 - confirm funding already ringfenced for the 2012 festival, subject to Executive Board approval of the 2012/13 revenue Well being Budget
 - Area Committee to consider ringfencing 2012/13 Well being funding for the 2013 festival, subject to Executive Board approval of the 2012/13 revenue Well being Budget

1 Purpose of this report

- 1.1 The purpose of this report is to introduce the 2011 Evaluation Report of the Morley Literature Festival as part of the Well being funding monitoring process. This information will also be used to confirm funding already agreed for the 2012 festival and to consider Wellbeing funding in 2012/13 to support the festival in 2013.

2 Background information

- 2.1 In September 2006 the inaugural Morley Literature Festival took place and following its success the Area Committee agreed to support the festival to become an annual event. Since 2006, the Area Committee have annually approved revenue funding from the Wellbeing budget to support the festival.
- 2.2 In line with the Morley Literature Festival constitution, the Area Committee nominated Cllr Bob Gettings and Cllr Judith Elliott to the Morley Literature Festival Committee. Cllr Elliott was elected as Chair of the 2011 Festival Committee.

3 Area Committee Links

- 3.1 In the 2008-11 Outer South Area Committee Area Delivery Plan, Members have identified supporting community events that offer the opportunity for residents to be involved with cultural and sporting activities as a key priority under the theme of 'Culture' to contribute towards the LSP strategic outcome 'Increased participation in cultural opportunities through engaging with all our communities'.
- 3.2 Members identified Morley Literature Festival as a strong vehicle for community engagement and an opportunity to develop further the strong community spirit in Morley. The festival is now a prestigious event which alongside other initiatives provides the town with a strong annual calendar of events, supported by all partners.
- 3.3 The Area Committee have two representatives on the Morley Literature Festival Committee Councillor Bob Gettings and Councillor Judith Elliott.

4 Evaluation Report

- 4.1 The attached evaluation report has been written by the Festival Director, in conjunction with the Chair and the Festival Committee Executive Members. The report structure covers all key aspects of the festival and provides recommendations for each section that will form the basis of the framework for the Festival Committee to consider the future organisation of the event.
- 4.2 The 2011 Morley Literature Festival continued its predecessor's trend and was hugely successful. The programme of events this year increased engagement with community partners and used more community venues. Events were also staged in Morley Town Hall, Morley Library and the Village Hotel. The programme had a high quality line up including Ian Rankin, Mark Radcliffe and Adam Hart Davis. The Literary Luncheon was a sell out again this year. The festival continued to benefit from the patronage of Gervase Phinn who was installed as the festival patron in 2010.

- 4.3 As detailed in the attached evaluation report, improvements to the delivery of the festival were made in 2011. Further areas for improvement have been identified through the evaluation process that will enhance the future delivery of the festival.
- 4.4 The committee are confident of continuing to deliver a successful festival next year and would like to thank the Area Committee for approving funding in this years budget for 2012. The Festival Committee would also ask the Area Committee to consider providing the same funding arrangement for 2013. Area Committee Wellbeing Funding will provide a secure foundation for the delivery of the seventh festival in 2012; in particular it will allow the committee to secure the services of the Director at this crucial time. The Area Committee are asked to note that any funding will be subject to Leeds City Council Executive Board approval of the 2012/13 revenue Wellbeing Budget and beyond.

5 Corporate Considerations

5.1 Consultation and Engagement

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

5.2 Equality and Diversity / Cohesion and Integration

- 5.2.1 Groups submitting a project proposal requesting funding from the Well being budget have an equal opportunities policy and as part of the application process, complete a section outlining which equality groups the project will work with and how equality and cohesion issues have been considered.
- 5.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

5.3 Council Policies and City Priorities

- 5.3.1 The projects outlined in this report contribute to targets and priorities set out in the following council policies:
- Vision For Leeds
 - Children and Young Peoples Plan
 - Health and Well being City Priority Plan
 - Safer and Stronger Communities Plan
 - Regeneration City Priority Plan

5.4 Resources and Value for Money

- 5.4.1 This report introduces the evaluation report for the 2011 festival which demonstrates how the Area Committee Wellbeing funding was used.
- 5.4.2 The Area Committee has already agreed to support the festival in 2012 with funding from this years budget. This will ensure the Festival Director is in place to prepare for a successful 2012 festival, any delay could threaten the festival and would not be the best use of resources.

5.5 Legal Implications, Access to Information and Call In

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

5.6 Risk Management

- 5.6.1 This report introduces the evaluation report for the 2011 Morley Literature Festival and as such there are no risks are identifiable. Any projects funded through Wellbeing budget complete a section identifying risks and solutions as part of the application process.

6 Conclusions

- 6.1 This report introduces the 2011 Morley Literature Festival Evaluation Report.

7 Recommendations

- 7.1 Members of the Outer South Area Committee are requested to:
 - Note contents of Report and make comment as appropriate.
 - confirm funding already ringfenced for the 2012 festival, subject to Executive Board approval of the 2012/13 revenue Well being Budget
 - Area Committee to consider ringfencing 2012/13 Well being funding for the 2013 festival, subject to Executive Board approval of the 2012/13 revenue Well being Budget

8 Background documents

- 8.1 Morley Literature Festival 2010 – Evaluation Report 29th November 2010



Morley Literature Festival 2011 Evaluation Report

Date: 9 November 2011

Executive Summary

This report critically evaluates the sixth Morley Literature Festival (MLF), taking account of opinions and feedback from the Festival Director, the Festival Committee, members of the public through verbal, email and social media comments, and visiting artists and authors. It also sets out a set of recommendations for improvements for next year and beyond, for consideration by the MLF Festival Committee.

This year's festival was a resounding success, with record audiences, a larger programme of high profile events, new commissions, new and significant partnerships and considerable media coverage.

The festival increased its turnover and was able to programme more events, improve its marketing and invest more in the running of its schools programme.

Morley Literature Festival is developing a reputation as a significant cultural event in the region and brings fantastic profile to the borough of Morley as well as a significant influx of new visitors.

As a result this success is creating more work for the festival director, and consideration as to how much the festival can develop further should be taken into account, given the current level of administration.

1.0 Purpose of the Report

1.1 The purpose of this report is to evaluate the 2011 Morley Literature Festival and provide a set of recommendations for the development of this event.

2.0 Background

2.1 In September 2006 the inaugural Morley Literature Festival took place and following its success Area Committee agreed that the festival should become an annual event.

2.2 An evaluation report of the first festival recommended that a locally based organising committee be established and that a freelance Festival Director be appointed to develop the programme and deliver the 2007 Literature Festival. Since then the festival has run successfully on an annual basis on these terms.

2.3 Alongside MLF runs a smaller separate organisation Friends of Morley Literature Festival, set up after the 2007 festival, to support the festival aims and objectives. The Friends have their own committee and accounts.

2.4 In January 2010 a new festival director, Jenny Harris, was appointed. This year's festival was Jenny's second as Festival Director.

3.0 Festival Structure & Delivery

3.1 Jenny Harris was contracted as Festival Director for a further year from November 2010. In a new development, Jane Zanzottera was contracted on a freelance basis, using Find Your Talent funding, to run the Authors in Schools programme and Anita Morris Associates were awarded a small contract to run the Festival PR.

3.2 The Festival Committee met bi-monthly throughout the year. At the 2011 AGM, Cllr Judith Elliott was appointed Chair, and Dilys Hetherington was made Secretary. Shirley Varley and Janet Harrison continued in their roles as Vice Chair and Treasurer respectively.

3.3 The Festival is a constituted voluntary group and Committee meetings include executive members plus invited representatives from Morley Town Council, Friends of Morley Literature Festival, the Library Service and Find Your Talent.

3.4 Following the recommendation in the 2010 Evaluation Report, new Committee members were appointed from the cultural and business sector in Leeds: Anys Williams (Anita Morris Associates, PR advice and creative input) and Monica Tailor (Kilo75, digital marketing expertise and Morley resident).

3.4 Line management of the Director was carried out by the Chair of the Committee. The Director managed the Schools co-ordinator and freelance contracts.

3.5 All members of the management committee are committed to the festival and its value to the town, and they worked extremely hard to ensure its success in 2011. The committee is functioning well and all members feel involved in the direction and organisation of the festival.

3.6 The Friends of Morley Literature Festival organised this year's stewarding and door sales, as well as refreshments for several events. They also organised a successful Short Story Competition, which resulted in 56 entries from around the world. The winner was presented with a cash prize donated by the Friends at the opening of this year's Festival.

3.7 The festival continues to have problems with the Authority's Lettings Department when booking the Town Hall. Paperwork is routinely lost, and despite repeated requests for exclusive use of the building during the festival week and reassurances that this is possible, other events continue to be booked in.

3.8 The higher profile of the festival and its ongoing development is creating considerable amounts of extra work for the festival director, in the form of networking meetings, requests for advice and support, project and marketing work. There is also a significant amount of work involved in pulling the programme together. Any consideration on the future development of the festival needs to take into account the administrative implications, with priority given to additional marketing support.

Recommendations

- I. Continue to develop the Committee membership

- II. Set dates for future meetings and ensure that paperwork continues to be distributed in a timely fashion to committee members
- III. Request written confirmation from Lettings regarding dates for next year's festival.
- IV. Discuss administrative functions with the festival committee

4.0 The Festival Programme

- 4.1 This year's festival dates were extended from 7 to 10 days to incorporate two weekends, from 8-16 October. This enabled us to programme more family events, as well as have wider date availability for headline authors.
- 4.2 The events programme comprised 30 public events. Of those, 8 were events for children and young people, 1 was a public street event and 3 were creative writing workshops.
- 4.3 The festival continues to enjoy the patronage of Gervase Phinn who judged this year's Short Story Competition and recommended the speaker for this year's Literary Lunch.
- 4.4 The quality of the programme was once again high – building on the success of 2010 we were able to attract authors of the calibre of Ian Rankin, Lucy Worsley, Mark Radcliffe and Adam Hart Davis.
- 4.5 This year's events programme was enhanced by a number of bespoke projects which were funded through the Arts Council and Mills & Boon and added value and depth to the festival:

Home is Where the Art Is - a partnership between Leeds Art Gallery and Artemis, saw 4 households and 3 schools in Morley borrow original artworks for their home/classroom. Poet Andrew McMillan and Photographer Paul Floyd Blake were commissioned to run workshops and create new work around the lending scheme. The resulting work was displayed on panels in the Town Hall during the week of the festival and on banners outside the Town Hall during the festival week. Participating children were invited to a special Lord Mayor's reception on the opening Saturday of the festival, where they could see their work displayed and hear poet Andrew McMillan read out some of his favourites. Some of the artwork will go on display at Leeds Art Gallery and help promote their Picture Lending Scheme to a wider audience. The plan is for the schools panels to be installed in the Morleian subject to approval.

Now Then - this pilot project recorded stories from Morley residents and groups for a blog <http://nowthenmorley.co.uk>. Writer Emma Adams worked with different community groups including a learning disabled social group, a Children's Centre and a group of teenagers to create stories and blogs for the site. Local residents were also encouraged to submit their own stories, pictures and poems to the site.

Mills & Boon - a group of seven Leeds writers created the world's first collaborative romance novel, Broken Shackle, under the pseudonym Adele Morley, which was launched at a cabaret night celebrating Mills & Boon during the festival. The 70,000 word book, set in Leeds, is now available as an e-book.

- 4.6 The events programme exceeded audience targets in most cases, with audiences travelling from Lancashire and as far afield as Aylesbury for particular events and all

parts of Leeds, Wakefield and Kirklees (see appendix 1 for detailed audience figures).

- 4.7 Venues used included local businesses Bertie's Diner, the Cucina café-bar and Café Indalo, Tingley Methodist Church, St Peter's Church, St Andrew's Church, Churwell Community Centre, Gildersome Conservative Club, Asuqith Primary School, as well as our core venues Morley Town Hall and Morley Library.
- 4.8 Once again it was a challenge to attract headline events on Friday and Saturday evenings, and a significant proportion of the programme budget went on a comedian to make sure we had a good Saturday night opening. However, this did not ultimately affect the success or impact of the festival and there was a good spread of events throughout the 10-day period.
- 4.9 The creative writing workshops for adults were extremely successful this year - with almost 30 applications for each of the 10 place sessions. We'll look into developing these next year as well as investigating the possibility of introducing a small charge to help cover costs.
- 4.10 Following the success of our previous community events, satellite evenings were organised in Gildersome, Tingley and Churwell and were organised and promoted by individual committee members.
- 4.11 A partnership event between Morley Literature Festival, Opera North and Love Arts Leeds saw author Jon Ronson visiting the Howard Assembly Rooms on the Friday just after the festival finished - allowing us to develop new relationships with city centre venues and audiences.
- 4.12 Morley Literature Festival was part of Light Night for the first time this year. The Poetry Takeaway served up poems to hundreds of Light Night attendees on Briggate, and we were able to use the opportunity to hand out fliers. The Poetry Takeaway image was also used in most of the media coverage of Light Night.
- 4.13 We continue to enjoy a good relationship with Ilkley festival and consulted with them on programming, hosting consecutive events where appropriate.
- 4.14 The reader development team at Libraries continued to offer great support to the festival and made several welcome programming recommendations.

Recommendations

- I. Continue to develop the programme, building on the success of the last 2 years.
- II. Involve the festival patron in programme planning
- III. Secure funding for another bespoke project based in Morley for 2012
- IV. Further develop the workshop programme
- V. Continue with community events
- VI. Continue to work with local businesses and public buildings as venue spaces
- VII. Develop new links with Leeds Metropolitan University, Artemis, Love Arts Leeds and Opera North and explore joint programming potential

5.0 Schools, Family and Young Peoples' Events

- 5.1 Find Your Talent (FYT) once again supported the schools and outreach programme, and we were able to use last year's FYT carryforward to employ Jane Zanzottera to

manage the programme.

- 5.2 The Schools programme followed a similar approach to last year, however we attempted to develop and extend the practitioners involved. Artists were recruited either through being approached directly (via recommendations from the Library Service) or through a general call-out via the Breeze Culture Network. We had a good response to this method of recruiting practitioners, with a total of 15 biographies being submitted. There was a good mix of practitioners, both in terms of practice but also gender (there were 9 men). In total, 9 were new to working with the Morley Literature Festival, although some of these practitioners were familiar with the Active Learning model used by MLF and have worked with ArtForms in the past. (This model involves a pre-visit, delivery in school and after school INSET).
- 5.3 An artists briefing was scheduled at the end of June, however this was poorly attended (3 artists in total), possibly because it was not part of the contract and was therefore an unpaid commitment. At the beginning of July, a teacher's briefing session was held at Morley Library. We had 7 schools represented and apologies from 3 others. This went well, although most of the teachers were already familiar with the process having been involved last year. To support the delivery of the MLF in schools, Headteachers were asked to contribute £50 to participate in the programme.
- 5.4 BY the start of the MLF week, 14 schools and artists had been matched, with 12 of them having arranged dates for delivery during the actual week. Two sessions were delayed and will take place ASAP.
Over the course of the week, around 850 children accessed a practitioner through school. The Schools Programme Coordinator managed to visit all 12 schools during the week which was a great opportunity to see the range of work being delivered, see first hand the responses of the children and teachers and build relationships with school staff.
- 5.5 The existing model works well, but may be too expensive without further subsidy from the schools and the support of Find Your Talent. One option, proposed by the Schools Co-ordinator, is to have a limit of schools who have an artists working directly with them (creating a sense of urgency/first come first served and hopefully avoiding the chasing which is very time consuming) and to offer a couple of large scale events based in the Town Hall. She also suggests a more integrated approach with Morley Library eg events on during the week that schools could book into. This would involve schools in the programme, develop the Library's audience (and relationship with local schools) and has the potential to overspill throughout the year.
- 5.6 This year's programme of events for children and young people was bigger and better than in 2010. Three free events were held on Saturday mornings at the Library and were extremely well attended, including a visit by Debi Gliori, one of the UK's leading picture book authors. Additionally we ran a writing workshop for 13-18 year olds and Northern Ballet ran two ballet workshops for 5-11 year olds. A Dr Who writers event was well attended by young people as well as adults.
- 5.7 The festival benefits enormously from the support and assistance of the children's development librarians at Leeds Libraries, Debbie Moody and Lorraine Lee, who advise on childrens' authors and support the running of events.

- 5.8 The Festival Director now attends regular meetings of Leeds Children and Young People's Literature Network that brings together authors, librarians and literature professionals in the city.
- 5.9 Breeze Leeds awarded the festival £2,000 this year to run a Young Fashion Bloggers project around the White Rose fashion show. However, the funding was extremely late in being confirmed and as a result it proved very hard to recruit young people in the time we had. The young people that were recruited were unreliable and additionally, White Rose cancelled its fashion show due to the recession. Breeze Leeds are aware of the problems and have advised us to carry forward the funds to spend on a project for next year's festival.
- 5.10 The Festival Director was approached earlier in the year by the Morley Family of School to organise a high profile author event at Morley Town Hall using their Stephen Lawrence Foundation grant. A date and author were found, but the head of the Family of Schools ceased communications regarding the event and it was shelved at considerable professional embarrassment to the director.

Recommendations for the MLF Committee

- I. Use evaluation of 2011 schools programme to develop the work for 2012, in partnership with Leeds Libraries.
- II. Make it a condition of contract that artists who are not familiar with the Active Learning model MUST attend a briefing session.
- III. Continue to build on the links created within the Morley schools by continuing to employ Jane Zanzottera as schools co-ordinator
- IV. Secure funding from new source for schools work
- V. Continue to develop children and young people's events in the programme , liaising with schools librarians and schools reading groups.
- VI. Re-frame Breeze project for 2012.

6.0 Finances, Fundraising and Sponsorship

- 6.1 The financial foundation for this year's festival was secured by the Outer Area Committee with an allocation of £10,000. Other cash funding was secured from Morley Town Council, Land Securities, Arts Council England, Find Your Talent, Mills & Boon, Arts @Leeds and Breeze Leeds.
- 6.2 Support in kind was given by:
- Morley Observer and the Culture Vulture - media partners
 - Blackwells - running book stall at all events
 - Morley Library - free venue, selling tickets, supporting events
 - Café Indalo, Berties Diner, Morley Indoor Market and Cucina - free venue
 - White Rose Shopping Centre - marketing support
 - Love Arts Leeds - marketing support on three events
 - Harrogate's Theakston's Crime Writing Festival - presenting partner
 - Welcome to Yorkshire - online marketing support
 - Artemis & Leeds Art Gallery - producing partners
 - Howard Assembly Room - presenting partner

Leeds Lights - free provision of cherry picker and staff

- 6.3 One last minute innovation by the Friends was the production of goody bags for visiting authors containing promotional information, as well as a selection of free gifts donated by businesses (eg Yorkshire Tea). Our partners provided much of the content for these, and we will develop the idea next year.
- 6.4 This year the festival has collected signed copies of books by most of the 2011 authors which will be donated via the White Rose Centre to St Martin's Hospice

- 6.5 Detailed final accounts will be audited and submitted to the Festival Committee later in the year, but an indicative income and expenditure statement for the 2011 festival is given below:

Expenditure	Cost
Festival Director	£10,000
Additional support staff	£2,750
Guest speakers and artistic programme	£11,700
Schools and young people's activity	£6,000
Website	£850
Town Hall Hire	£1,260
Design & Print	£5,070
PA/equipment hire	£2,650
Exhibition printing	£950
Sundries - flowers, refreshments etc	£500
Contingency	£1,000
Literary Luncheon (120 covers at £16)	£1,920
Total	£44,650
Income	
Profit 2010	£2,500
FYT carryforward - Artists in Schools	£1,600
FYT 2011 - Artists in Schools	£4,750
Area Committee - Director's Salary	£10,000
Morley Town Council	£1,000
Land Securities	£2,000
Arts Council England G4A - Art@Home	£6,320
Income from Schools	£1,100
Raffle and bar profits	£500
Arts@Leeds - Author events	£3,000
Breeze - Fashion Project	£2,000
Ticket sales	£6,500
Mills & Boon	£1,000
Literary Luncheon (120 tickets @ £20)	£2,400
Total	£44,670

- 6.6 The turnover of this year's festival increased by £12,000. Fundraising was very successful this year, with grants from the Arts Council and Arts@Leeds - both bodies have previously awarded funds, but the grants were larger than in previous years and enabled us to spend more on the events programme.
- 6.7 Fundraising will continue to be a challenge in the coming 12 months. In particular the cancellation of the Find Your Talent programme which has generously supported the Schools programme for the last three years makes finding a new source of funding for our work with young people a priority for 2012.

Recommendations

- I. Re-apply for Arts Council and Arts@Leeds funding

- II. Identify funding opportunities for schools and outreach programme (approximately £7,000 including co-ordination) and make applications

7.0 Marketing and Publicity

- 7.1 The festival brand was developed in 2011 by designer Lee Goater and the pocket-sized brochure received many plaudits this year for its quality and accessibility.
- 7.2 8000 festival brochures were produced and distributed via direct mail and by hand to libraries, schools, arts venues and businesses in Morley, Leeds, and the Wakefield area. An additional 10,000 fliers were produced and most distributed via &Co to leaflet racks throughout West Yorkshire. Morley schools received and distributed fliers via book bags. 200 full colour posters were printed and distributed, including A0 posters for the White Rose centre.
- 7.3 The website was completely redesigned by Kilo75 and is now clear and simple, with a focus on the events programme. In the 10 week period from the site being relaunched to the end of the festival the site received 5,694 visits, of which 4,089 were unique (ie new rather than returning) visits.
- 7.4 Social media was also redeveloped, with the Facebook group migrating to a Facebook page and Twitter continuing to be a useful way to reach certain audiences. E-fliers were designed and sent out to promote the festival. E-bulletin subscribers number 176 and there is potential to develop this for 2012.
- 7.5 Anita Morris Associates, the region's leading PR company for the arts, were contracted to produce an overall press release and listings for the festival. We had good coverage via leading articles in the Yorkshire Post and Yorkshire Evening Post, as well as plenty of coverage in the Morley Observer, and their Batley/Dewsbury partners. Additional coverage was generated through Stylist Magazine and Red Online. The Culture Vulture, our online media partner, ran previews and reviews as well as a series of book review blogs.
- A press book has been produced by AMA Associates indicating the amount and value of coverage generated.
- 7.6 Support from Radio Leeds was particularly strong this year with their Outside Broadcast Team reporting from Morley on the first Saturday of the festival - across the breakfast and mid-morning shows. The station also covered the Mills & Boon project with an interview with the writers on their mid-week lunchtime show and an interview with Festival Director on Liz Green's One on One show.
- 7.7 Several local bloggers covered the festival (see Appendix 2)
- 7.8 Three banners advertised the festival in Morley, and the Home Is Where the Art Is banners on the side of the Town Hall made an attractive advertisement for the festival but otherwise it continues to be a challenge to create a real presence in the Town Centre, with most shops unable or unwilling to display posters and brochures. The new Town Centre fabric banners are a welcome addition.
- 7.9 Reciprocal marketing was developed with Leeds International Film Festival, Opera North, Harrogate Festivals and The Grand Theatre marketing to their own mailing lists and through their online channels. Leeds Light Night was also a good

marketing opportunity, both through its website and at the event itself where we handed out festival fliers. Love Arts Leeds included three events in their festival brochure and associated marketing. Welcome To Yorkshire provided free online coverage on their website and we will seek to develop this relationship in 2012.

The artwork produced for Leeds Art Gallery will see the Festival further increasing its marketing reach.

- 7.10 A local photographer undertook some pro-bono work for the festival this year, covering our headline events. A selection of the photos can be found at: www.markdolby.co.uk/2011/morley-literature-festival/
- 7.11 There is potential to develop further the marketing of the festival and we will look at options for additional marketing support in 2012.

Recommendations

- I. Continue to use professional designer with experience of working with copy.
- II. Explore the budgetary options for additional help with marketing
- III. Increase the e-list and continue to optimise use of new technologies
- IV. Develop links with bloggers for 2012 to improve festival reviews and photography.

8.0 Ticketing

- 8.1 The Box Office function for the festival was managed once again by The Grand Theatre and was largely successful. There continue to be some issues around box office staff knowledge and glitches in the system (events occasionally disappear...), but the Grand is currently updating its computer system so we would expect improvements next year.
- 8.2 We did discover after tickets had been on sale for some weeks that the Grand had added an extra £1.50 booking fee per ticket, on top of the £2 transaction fee and the 10% commission we pay to the Grand. When this booking fee was queried it was removed, but it did mean that some ticket holders paid more for their tickets than others.
- 8.3 Sales targets were reached or exceeded on the majority of events this year. See Appendix 1 for full details.
- 8.4 Just under 28% of total ticket sales were made online.
- 8.5 This year Morley Library sold tickets on the festival's behalf and this proved an extremely popular method of purchase - so popular in fact we were caught out by demand and had to order extra stock. Althams sold tickets for the main events.
- 8.6 There is a need for us to communicate directly with sales staff at the Grand and the Library next year to ensure that basic mistakes aren't made when selling tickets. For example, Grand staff sold ballet workshop tickets to accompanying adults in some cases.
- 8.7 Additionally, we will increase ticket stock to the Library and ensure that information about ticket sales is clearer in the brochure so that the public know exactly which tickets they can get where.

- 8.8 Workshop sign up was via email this year and some older members of the community reported that they would prefer to do this via the telephone. Unfortunately the festival does not have a public telephone, but we will explore options for people to sign up via the library in 2012.
- 8.9 Ticket prices have remained static for several years now and the Committee should consider increasing ticket prices for some events in 2012 in line with rising costs (VAT in particular).

Recommendations

- I. Continue to use the Grand Theatre Box Office in 2012
- II. Improve online links to sales following the development of the Grand's box office system.
- III. Increase ticket stock to Morley Library
- IV. Run sales information sessions with staff at the Library and the Grand
- V. Ensure all events are accessible both off and online.
- VI. Cost-benefit analysis of increasing ticket prices

9.0 Front of House and Stewarding

- 9.1 The stewarding at this year's festival was very well organised by the Friends' Ann Dodgson. Generally the standard of stewarding was good, although some of the stewarding team are very elderly and we will find different supporting roles for them in 2012! We will continue to work with the Friends to increase the number of stewards on the regular team.
- 9.2 This year, the Friends organised basic First Aid training for the festival stewards. Some stewards were also trained in food safety.
- 9.3 The porters at Morley Town Hall are very helpful with regard to the festival organisation, but we would discourage them from Front of House duties as they do not always create the appropriate image.
- 9.4 The new floor on the Morley Town Hall stage is very welcome and we will benefit in future years from the additional improvements regarding the lighting and staging, planned by Morley Operatic Society.
- 9.5 A licensed wine bar was provided for three town hall events which proved very popular, and tea and coffee refreshments laid on at several other events. Members of the Leeds WI, Buns & Roses served cake and tea at our jewellery event, and the Friends ran an Afternoon Tea event for 160 people. Feedback from audience members suggests that the provision of refreshments for all events would be welcome, although this will always be problematic for some of our smaller events.
- 9.6 Event management is stretched when there are several events on consecutively or at complex larger events, and consideration will be given to how this is managed in future years.
- 9.7 Bookselling for this year's festival was provided by Blackwells of Leeds. They provided an excellent service once again and reported that book sales were good.

Recommendations for the MLF Committee

- I. Advertise for and recruit more volunteer stewards
- II. Look closely at Event Management when planning festival delivery
- III. Explore options for catering at the majority of events
- IV. Continue to use Blackwells in future festivals.

10.0 Friends of Morley Literature Festival

- 10.1 Once again the Friends of the festival were a great resource in terms of managing stewards, supporting the running of events and donating cash towards events.
- 10.2 The Friends developed the Short Story competition this year, which had become rather moribund. Reformatted and revived, 56 entries were received, from as far afield as Norway, New Zealand and the USA. Patron Gervase Phinn helped select the final winners.
- 10.3 There is potential for the Friends to develop their membership base following this year's festival and they should consider what their remit is going forward - whilst the offer to the festival is clear and welcome, the benefits of being a Friend still remain unclear.

Recommendations

- I. Continue to support the Friends.

11.0 Mayor of Morley

- 11.1 This year's Lady Mayor is also our Festival Chair and provided sterling support to the festival. We were very grateful for her support, particularly in allowing us to use the Mayor's parlour as a green room during the festival week.
- 11.2 The Lady Mayor hosted a festival reception on the opening Saturday of the festival which was attended by funding partners, artists and children and parents from some of our participating schools. The Mayor of Siegen and his family were also present and we enjoyed some fine musical entertainment from a recorder consort from Siegen, as well as poetry readings by Andrew McMillan.

Recommendations

- I. Seek the support of the 2012 Mayor.

12.0 Conclusions

- 12.1 The 2011 Morley Literature Festival was a resounding success. The programme was well received and events were well organised and attended. Please see Appendix 3 for a selection of feedback from members of the public, artists and schools.
- 12.2 The festival is developing a real reputation as a significant cultural event in the regional calendar and a destination for authors. It brings considerable profile to Morley, as well as an influx of new visitors to the town.
- 12.3 We will seek to build on this success to ensure that the festival develops and thrives in 2012 and beyond.

Appendix 1: Ticket Sales

Date	Event	Target Audience	Actual Audience
Saturday 8th October			
10am	Creative Writing workshop	10	8
10.30am	Steve Hartley	26	30
2pm	Tatty Devine	50	63
3pm	Jewellery Workshop 1	20	30
3.45pm	Jewellery Workshop 2	20	20
7.30pm	Arthur Smith	200	225
Sunday 9th October			
2.30pm	Juliet Gardiner	40	25
7.30pm	Adam Hart Davies	100	117
Monday 10th October			
Midday	Literary Lunch	120	136
6pm	Emma Henderson	30	15
Tuesday 11th October			
10am	Writing workshop	10	10
7.30pm	Juliet Barker	80	97
7.30pm	Mike Pannett	50	85
8pm	Reading group	10	3
Wednesday 12th October			
7.30pm	Mark Radcliffe	120	352
9pm	Too Much Pressure	40	46
7.30pm	Les Barker	60	60
Thursday 13th October			
6pm	Dr Who Writers	100	71
7.30pm	Terry Nation event	50	16
8pm	Ian Rankin	100	320
Friday 14th October			
10am	Writing workshop	10	10
6pm	Robert Dinsdale	30	25
Saturday 15th October			
10.30am	Debi Gliori	30	40
11.30am	Tell Tale Hearts	30	30
11am	Chris Waters	30	31
1.30am	Tracy Borman	50	67
3pm	Afternoon Tea with Lucy Worsley	60	177
7.30pm	Mills & Boon	50	35
Sunday 16th October			
2.30pm	Ballet Workshop 1	25	24
	Ballet workshop 2	25	8
2.30pm	David Crystal	30	123
TOTAL:			2299

Appendix 2: A Selection of Blogs About the Festival

<http://www.karennaylor.blogspot.com/>

<http://mumblog.net/?p=781>

<http://theculturevulture.co.uk/blog/after-hours/broken-shackles-at-morley-literature-festival/>

<http://www.markdolby.co.uk/2011/morley-literature-festival/>

<http://forbookssake.net/2011/10/18/broken-shackles-at-morley-literature-festival/>

<http://leedsreads.net/tag/morley-literature-festival/>

<http://rosymoorhead.co.uk/tag/morley-literature-festival/>

<http://beyondgdnleeds.wordpress.com/tag/morley-literature-festival/>

<http://sallyjenkins.wordpress.com/tag/friends-of-morley-literature-festival/>

Appendix 3: Selected Feedback from Audiences and Artists

I just wanted to say how much I enjoyed my time in Morley. The Festival was a fabulous combination of friendliness and unobtrusive but efficient organisation. It was great fun, and I'd like to do it again.

Alwyn Turner, Author

Tonight's Morley Festival event was a thing of beauty, thanks to a lively and generous audience and the skills of interviewer Natasha Cooper

Ian Rankin, Author

Many thanks for a wonderful festival. I enjoyed my slot enormously. You provided the best audience I had all week; they asked the most difficult questions, and they bought the most books. And what a wonderful room.

Adam Hart-Davis, Author

Just to give you a bit of feedback, about the workshop today. I really enjoyed it and thought it was a bit of a motivating experience. I will take away what I learned today and try to build on it. I would attend similar events in the future. Crime and science fiction workshops would be good.

Ruth Turner, Workshop participant

I attended the Ian Rankin evening last night with my husband Keith. We had travelled some distance to attend in the hope that tickets would be available and were delighted that they were. I would just like to say a big thank you to the kind ladies who made us so welcome and looked after us after our arrival. We arrived somewhat early and were offered a cup of tea and biscuits in the warm while we waited. Following this we were treated to a tour of the Town Hall by one of the councillors and introduced to the Lady Mayoress in her beautiful parlour. We had front row seats and thoroughly enjoyed Ian Rankin's interview, getting Keith's book signed at the end. It was a wonderful evening which we will remember for a long time. Thank you to everyone for your "northern hospitality". The three hour long journey back to Aylesbury was more than worth it!

Debbie and Keith Moore, Audience member

We felt very looked after at last week's event. I thought it was wonderfully well organised. And what a great audience!

Paul Magrs, Author

I attended the opening with my daughter and grandson from Gildersome Primary, whose poem was read by the young McMillan. I enjoy the event exceedingly especially viewing the various rooms in Morley town Hall (splendid!), meeting the charming and delightful Mayor in

all her regalia, but most of all sharing the evening with the youngsters who very likely, as my grandson, visited the building for the 1st time and were partakers and part of the literary festival. I hope it will have been a source of inspiration to them, not only in terms of local history but also for them to broaden their imagination into the world of poetry and writing.
Ruth Robson, Audience member

A selection of tweets:

- Congrats on a great festival! Makes me glad I live in Morley. Thanks to all involved for all your hard work & dedication.
- Only went to 3 events but enjoyed them all tremendously. Well done!
- Well done on a brilliant festival. Have only heard, seen & been involved in good things!
- After fabulous eve of Mills and Boon with [@morleylitfest](#) and [@culturevultures](#) I rather fancy setting up M and B book group.

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Report author: Tom Smith

Tel: 2243829

Report of Locality Manager (South and Outer East Leeds)

Report to South Leeds (Outer) Area Committee

Date: Monday 5th December 2011

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

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Ardsley and Robin Hood Morley North Morley South Rothwell		
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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

Summary of main issues

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

Recommendations

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

1 Purpose of this report

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

2 Background information

- 2.1 At its meeting of 30th March 2011, the Executive Board approved revisions to the Area Committee Function Schedules to include a new delegated responsibility for Street Cleansing & Environmental Enforcement Services.
- 2.2 The delegation made clear the responsibility of Area Committees to negotiate, develop and approve a Service Level Agreement (SLA) with the service that achieves as a minimum, the service standards set by Executive Board. The SLA should determine the principles of deployment of the available resources through:
- the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered);
 - the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.
- 2.3 Services included in the delegation are:
- Street cleansing (mechanical and manual);
 - Leaf clearing;
 - Litter bin emptying;
 - Dog warden services;
 - Littering & flytipping regulation;
 - Domestic & commercial waste (storage & transportation issues);
 - Highways enforcement (abandoned & nuisance vehicles, A-boards on pavements, mud on roads and placards on street furniture);
 - Graffiti enforcement; and
 - Overgrown vegetation controls.
- 2.4 The delegation of the specified environmental services to Area Committee means that service resources, mainly staffing, are now devolved. Resources are organised into three wedge based teams for East North-East, South South-East and West North-West, aligned to new Locality Teams. The Service Level Agreement sets out the detail of the resources which will be allocated to the Area Committees.
- 2.5 The SLA for Outer South Area Committee was agreed on 5th September 2011. This is the first performance report against the agreed priorities within the SLA.

3 Main issues

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

3.2 Outcome Focused

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

3.2.6 Responsive to Local Needs

- 3.2.7 The new mechanical rotas have been designed to give us 'capacity days' to undertake work in local areas on request, or in response to priorities. These capacity days are allowing us to deal with customer complaints, issues and support community events more easily than previously. Examples of action that has been taken using capacity days in Outer South Leeds since 5th September include:
- Cleansing of Prospect Court, Morley following a complaint;
 - Cleaning of Moorside Crescent, Drighlington;
 - Cleaning of Oxford Street and Lingwell Lane, East Ardsely following a crew report;
 - Cleaning of The Grove, East Ardsley;
 - Cleaning of Pennington Lane and Swithins Street, Rothwell, following contact from the Police and a customer complaint respectively;
 - Gelderd Road, Morley following a complaint;
 - Cleansing of 14 memorial sites prior to Remembrance Day.
- 3.2.8 The capacity days are also allowing the impact of seasonal tasks, such as leafing, to be minimised. Capacity days have been used for leafing work, meaning that scheduled cleansing services in other areas have not had to be diverted, in:
- Finkle Lane, Street Lane in Gildersome and Aberford Road in Woodlesford
 - Wood Lane in Rothwell;
 - Queen Street, Scatcherd Lane and Churwell Hill in Morley
 - Sharp Lane in Robin Hood and the whole of Carlton and Robin Hood villages

- 3.2.9 Following representation from Ardsley and Robin Hood Councillors asking for a litter picking route in the area, we brought forward proposals to the Outer South ESB and the Board agreed to move resources from Morley to allow a scheduled litter pick from the Main Road from Thorpe to East Ardsley on a weekly basis.

3.3 Common Sense Approach

- 3.3.1 We continue to work with our frontline staff to engender the principle of not walking past a problem. We now have several examples where the new service is working as one. Our fly-tip removal crews are now examining tips for evidence before removing them, and reporting them for investigation to their enforcement colleagues.
- 3.3.2 The street cleaning and enforcement parts of the service have worked together to improve the following Wood Lane/Victoria Road (Rothwell), Plate Lane and Bradford Road (East Ardsley) ginnels. The ginnels have been cleared and cut back by Street Cleaning and are now being regularly monitored by the enforcement team for tipping, littering, dog fouling and further obstruction by overgrowing vegetation from privately owned properties.

3.4 Working as a team in our priority neighbourhoods

- 3.4.1 Proposals for the identified priority areas in Outer South Leeds (John O’Gaunts, Harrops, Eastleighs/Fairleighs and Oakwells and Fairfaxes) still require development. We will be working with our Area Management colleagues and the Outer South Environment Sub-group to bring forward proposals to take action in these areas.
- 3.4.2 More specifically we will be using the new taking arrangements to identify priority areas where PCSOs can support our services. For example, to assist in reporting incidents of flytipping and routinely monitoring of known “hot spot” areas whilst on patrol. PCSOs to have an awareness of the evidence gathering procedure with regard to flytipping to include witness statements in order to assess if needs referring for collection or if an enforcement officer is required to attend. Joint patrols for litter enforcement in the areas above are also proposed.

3.5 Supporting community action

- 3.5.1 The Environmental Action Teams, largely the CESO staff, have consistently attended most neighbourhood forums over the last few years. We have briefed all staff within the team that they now represent the full range of services within the Locality Team, which should improve engagement with street cleansing services markedly.
- 3.5.2 Over the last month most forums have also been attended by either the Locality Manager or Service Manager.

3.6 Education and Enforcement

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

3.7 Working with partners

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

- AVHL, Parks and Countryside and Highways Services are working with us in partnership to assess and clear the 48 priority ginnels identified as part of the ginnels project.
- The Locality Team have dedicated resources to the Swarcliffe area to undertake intensive cleaning as part of an action day in the area. In return for this AVHL undertook additional cleaning around Morley Town Hall prior to the literature festival.
- We are working closely with Parks and Countryside to identify areas where we might be flexible with our resources to create benefits. For example we are developing arrangements where Parks and Countryside empty some litter bins on the highway during week days in return for our emptying bins in some parks on weekends (when they have no staff in work). Reciprocal arrangements have been agreed with Parks and Countryside around Scatcherd Park, Morley which, once implemented, will result in improvements in cleanliness in and around the park.
- 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.
- Operation Dungeon continues to target metal sales and thefts. Working with Morley NPT undertaking regular stop & search events at local scrap dealers. To date 16 enforcement notices have been issued to persons intending to sell metal without the relevant licence and receipts. Five cases have been referred to Legal Services for prosecution.
- We have recently taken part in a joint ALMO Training Day. Enforcement Officers from the Locality Team have met with AVHL estate managers for the Morley area. Protocols are now in place for a rapid and more effective approach for dealing with environmental issues at AVHL properties and also for AVHL staff reporting issues at privately owned property to the Locality Team.

3.8 Seasonal and annual events

3.8.1 A forward plan of events is in production initially focused on Christmas light events.

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

4 Recommendations

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

Appendix A – Summary Performance Information

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

Grey indicates result worse than citywide average

Category	Land Use Type	2010-11	
		City	Outer South
Litter	All	87	87
	Main Retails & Commercial	79	88
	Other Retail & Commercial	82	83
	High Obstruction Housing	87	88
	Medium Obstruction Housing	94	91
	Low Obstruction Housing	99	100
	Industry & Warehousing	83	85
	Main Roads	89	85
	Rural Roads	88	80
	Other Highways	69	71
	Recreation Areas	94	91
	Detritus	All	67
Main Retails & Commercial		80	96
Other Retail & Commercial		71	79
High Obstruction Housing		57	49
Medium Obstruction Housing		72	53
Low Obstruction Housing		79	97
Industry & Warehousing		63	59
Main Roads		65	61
Rural Roads		53	64
Other Highways		51	50
Recreation Areas		80	85
Graffiti		All	96
	Main Retails & Commercial	97	100
	Other Retail & Commercial	94	100
	High Obstruction Housing	98	100
	Medium Obstruction Housing	99	100
	Low Obstruction Housing	99	100
	Industry & Warehousing	94	100
	Main Roads	98	100
	Rural Roads	99	100
	Other Highways	87	96
	Recreation Areas	93	94
	Flyposting	All	99
Main Retails & Commercial		98	100
Other Retail & Commercial		99	100
High Obstruction Housing		100	100
Medium Obstruction Housing		100	100
Low Obstruction Housing		100	100
Industry & Warehousing		100	100
Main Roads		99	100
Rural Roads		100	100
Other Highways		100	100
Recreation Areas		99	100

Table 2 – Service Requests

Ward	Category	Q3	Q4	Q1	Q2
		(Oct-Dec 2010)	(Jan-Mar 2011)	(Apr-Jun 2011)	(Jul-Sep 2011)
Ardsley and Robin Hood	Commercial waste	2	4	1	0
	Dog control	0	1	0	0
	Domestic waste	13	10	2	6
	Flytipping	7	10	3	3
	Graffiti	0	0	0	0
	Highways enforcement	8	10	5	5
	Litter control	0	1	2	0
	Overhanging vegetation	11	3	10	12
	TOTAL	41	39	23	26
Morley North	Commercial waste	3	2	1	2
	Dog control	0	1	0	1
	Domestic waste	4	11	7	5
	Flytipping	9	8	11	6
	Graffiti	0	0	0	0
	Highways enforcement	9	5	6	4
	Litter control	1	2	1	4
	Overhanging vegetation	4	3	11	3
	TOTAL	30	32	37	25
Morley South	Commercial waste	5	8	4	6
	Dog control	0	1	0	0
	Domestic waste	8	12	8	10
	Flytipping	7	12	11	7
	Graffiti	0	0	0	0
	Highways enforcement	2	2	10	9
	Litter control	4	4	4	26
	Overhanging vegetation	3	6	12	28
	TOTAL	29	45	49	86
Rothwell	Commercial waste	1	0	2	1
	Dog control	1	4	1	0
	Domestic waste	10	7	5	5
	Flytipping	4	10	15	5
	Graffiti	0	0	0	0
	Highways enforcement	7	9	4	6
	Litter control	2	2	3	4
	Overhanging vegetation	2	10	8	6
	TOTAL	27	42	38	27
All	Commercial waste	11	14	8	9
	Dog control	1	7	1	1
	Domestic waste	35	40	22	26
	Flytipping	27	40	40	21
	Graffiti	0	0	0	0
	Highways enforcement	26	26	25	24
	Litter control	7	9	10	34
	Overhanging vegetation	20	22	41	49
	TOTAL	127	158	147	164

Table 3 – Enforcement Notices Served

Ward	Category	Q3	Q4	Q1	Q2
		(Oct-Dec 2010)	(Jan-Mar 2011)	(Apr-Jun 2011)	(Jul-Sep 2011)
Ardsley and Robin Hood	Boarding Up	0	0	0	0
	Commercial Waste	1	1	0	0
	Domestic Waste	1	0	0	0
	Drainage	0	4	1	0
	Highways Enforcement	1	1	4	3
	Littering	1	0	1	1
	Statutory Nuisance	0	1	0	1
	TOTAL	4	7	6	5
Morley North	Boarding Up	0	0	0	0
	Commercial Waste	0	3	0	1
	Domestic Waste	0	0	0	1
	Drainage	0	0	0	4
	Highways Enforcement	0	0	3	4
	Littering	1	1	6	0
	Statutory Nuisance	1	0	0	0
	TOTAL	2	4	9	10
Morley South	Boarding Up	1	0	0	0
	Commercial Waste	9	3	4	2
	Domestic Waste	0	3	0	21
	Drainage	0	0	2	0
	Highways Enforcement	1	0	4	10
	Littering	1	2	1	1
	Statutory Nuisance	2	2	3	0
	TOTAL	14	10	14	34
Rothwell	Boarding Up	0	0	0	0
	Commercial Waste	1	1	3	0
	Domestic Waste	3	0	0	0
	Drainage	0	0	0	0
	Highways Enforcement	3	3	1	3
	Littering	0	0	1	1
	Statutory Nuisance	0	0	2	1
	TOTAL	7	4	7	5
All	Boarding Up	1	0	0	0
	Commercial Waste	11	8	7	3
	Domestic Waste	4	3	0	22
	Drainage	0	4	3	4
	Highways Enforcement	5	4	12	20
	Littering	3	3	9	3
	Statutory Nuisance	3	3	5	2
	TOTAL	27	25	36	54

Table 4 – Fixed Penalty Notices Served

Ward	Category	Q3	Q4	Q1	Q2
		(Oct-Dec 2010)	(Jan-Mar 2011)	(Apr-Jun 2011)	(Jul-Sep 2011)
Ardsley and Robin Hood	Commercial Waste	0	0	0	0
	Dog Fouling	0	1	0	0
	Domestic Waste	0	0	0	0
	Littering	2	1	0	0
	TOTAL	2	2	0	0
Morley North	Commercial Waste	1	0	0	0
	Dog Fouling	0	0	0	1
	Domestic Waste	0	0	0	0
	Littering	0	2	0	2
	TOTAL	1	2	0	3
Morley South	Commercial Waste	0	0	0	2
	Dog Fouling	0	0	0	0
	Domestic Waste	0	0	0	0
	Littering	1	5	0	1
	TOTAL	1	5	0	3
Rothwell	Commercial Waste	0	0	0	0
	Dog Fouling	1	1	0	0
	Domestic Waste	0	0	0	0
	Littering	1	1	0	0
	TOTAL	2	2	0	0
All	Commercial Waste	1	0	0	2
	Dog Fouling	1	2	0	1
	Domestic Waste	0	0	0	0
	Littering	4	9	0	3
	TOTAL	6	11	0	6

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Report of : Director of Environments and Neighbourhoods

Report to South Leeds (Outer) Area Committee

Date: Monday 5th 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?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Arrangements will apply in all wards, initial examples are in the appendix of the report		
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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

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 (**Appendix 1**) between the Council and the Police was then presented to the November meeting of the Safer Leeds Executive. Members of the Area Committee are asked to note the progress with arrangements for closer working and discuss local environmental priorities which need tackling through joint working.

Recommendations

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

1 Purpose of this report

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

2 Background information

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

3 Main issues

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

information about this and the protocol provided as an appendix provides more information about arrangements and current examples by Neighbourhood Police Team area. The Area Committees are asked to feed in their views on local environmental priorities at this early stage of development and to receive periodic monitoring reports about progress.

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council Policies and City Priorities

- 4.3.1 The development of more integrated and closer working between locality based services, will deliver improved outcomes for local people and is aligned with the new Safer and Stronger Partnership's priority to 'Make Leeds an attractive place to live, where people are safe and feel safe, and the City is clean and welcoming.'
- 4.3.2 The delivery of the new tasking arrangements will also support the delivery of the Safer Leeds Plan, which aims to reduce crime and its impact across Leeds and effectively tackle and reduce anti-social behaviour in our communities.

4.4 Resources and value for money

- 4.4.1 The Council has committed over £1.5m in 2011/12 to support the continuation of the PCSO service across the city. Through the development and delivery of closer working between service providers, communities will benefit from the delivery of more joined up services, working together better to address identified local needs and deliver improved outcomes.
- 4.4.2 The integration of services should also deliver service efficiencies and improved effectiveness through a more focused approach to address problems, provide a better distribution of responsibility to deal with issues of concern, and improve ownership by individual services and organisations.

4.4.3 It is hoped that the protocols established between WYP and LCC, will deliver service efficiencies and provide better value for money, and that the delivery model can be replicated across the city in other partnership working arrangements.

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

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

5 Recommendations

5.1 The Area Committee is asked to:

5.2 Note the progress made to develop more joined up working within localities between LCC services and Neighbourhood Police Teams/PCSOs

5.3 Discuss proposed areas of closer working on local environmental priorities which will be fed back to local tasking arrangements to progress

6 Background documents

6.1 Report to Executive Board September 2011

6.2 PCSO joint working case studies exercise – WYP June 2011

6.3 2011/12 PCSO contract between Leeds City Council and West Yorkshire Police

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Safer Leeds Executive

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

1. BACKGROUND

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

2.0 PURPOSE OF THIS PROTOCOL

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

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

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

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

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

3.0 WHAT ENVIRONMENTAL SUPPORT ISSUES WILL PCSOs BE INVOLVED IN?

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

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

4.0 PROCESS FOR AGREEING ENVIRONMENTAL PRIORITIES

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

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

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

5.0 CONTACTS

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

6.0 GOVERNANCE

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

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

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

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

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

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West North West Leeds

Key Contacts - Police - Chief Inspector Jim McNeill

Environmental Services - Jason Singh

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

Woodhouse

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

Headingley

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

Adel & Wharfedale

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

Bramley

Broadbale estate environmental audits with Bramley Housing Office.

Armley

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

Stop Search operation x2. One at the Armley Gyrotyory and One at BHS in Kirkstall dates and planning is continuing, will be raised at next crime & grime.

Pudsey Town Centre

Tackling school children ASB, rowdy behaviour and littering.

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

Thornbury

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

North East Leeds

Key Contacts – Police – Chief Inspector Melanie Jones

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

Environmental Services (Outer East) – Tom Smith

Area Community Safety Coordinator – Bev Yearwood

North East and Inner East

Gipton

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

Harehills

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

Burntcliffe

To be established

Richmond Hill

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

Killingbeck & Seacroft

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

Wetherby and villages

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

Roundhay, Alwoodley and Moortown

To tackle illegal waste carriers and scrap metal theft

Chapel Allerton

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

Outer East

Temple Newsam

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

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

Crossgates and Whimoor

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

Garforth and villages

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

Kippax and Methley

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

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

South Leeds

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

Beeston and Holbeck

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

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

City and Hunslet

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

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

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

Middleton Park

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

Morley North

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

Morley South

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

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

Rothwell

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

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

Ardley & Robin Hood

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

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

Across the South area

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

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

City-wide

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

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

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

sseaction@beds.gov.uk South and Outer East

wnwaction@beds.gov.uk West and North West

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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 South Leeds (Outer) Area Committee

Date: Monday 5th 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 South Leeds (Outer) 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 South Leeds (Outer) 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
- 4th July 2011 Business Plan Report to South Leeds (Outer) Area Committee
- Appendix 1: Leeds Citizens' Panel progress update, October 27th 2011

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

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

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

We now have in place:

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

We are promoting the recruitment through:

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

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

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

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

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

Costs

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

Next steps

Tracking responses (c450 to date)

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

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

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

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

Report to South Leeds (Outer) Area Committee

Date: Monday 5th December 2011

Subject: Capital Receipts Incentive Scheme Report to Executive Board

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

Summary of main issues

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

Recommendations

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

1 Purpose of this report

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

2 Background information

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

3 Main issues

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

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 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 South Leeds (Outer) 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: 12th October 2011

Subject: Capital Receipts Incentive Scheme

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

Summary of main issues

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

Recommendations

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

1 Purpose of this report

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

2 Background information

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

3 Main issues

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

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

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

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council Policies and City Priorities

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

4.4 Resources and Value for Money

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

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

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

5 Conclusions

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

6 Recommendations

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

7 Background documents

Capital Strategy – Capital Programme report Executive Board February 2011

Ward Based Initiative Scheme Guidance – attached

APPENDIX A

WARD BASED INITIATIVES

NOTES FOR THE GUIDANCE OF COUNCILLORS

1. INTRODUCTION

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

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

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

2. ELIGIBLE SCHEMES

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

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

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

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

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

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

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

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

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

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

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

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

3. FINANCIAL CRITERIA

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

4. JOINT FUNDED SCHEMES

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

5. INITIATING SCHEMES

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

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

That Officer will be able to advise on:

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

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

- 5.3** Full details of the scheme should be provided to determine:

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

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

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

5.4 CCTV Schemes

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

5.5 Energy Efficiency Schemes

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

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

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

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

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

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

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

5.6 **SCHOOLS**

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

1. **Condition**

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

2. **OFSTED identified premises deficiencies**

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

3. **Curriculum Computers**

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

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

4. **Capital for Revenue Savings**

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

5. **School Security**

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

6. **Developments/Improvements to Facilities**

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

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

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

6. **Approvals Process**

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

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

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

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

7. **Final Approval Stage**

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

8. Joint Funded Schemes

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

9. Position Statements

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

10. Contact Points

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

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Report author: Jane Harwood
Tel: (0113) 3950401

Report of Assistant Chief Executive, Customer Access and Performance

Report to South Leeds (Outer) Area Committee

Date: Monday 5th December 2011

Subject: Localism Act 2011

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<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 3rd January.
- 3.6 The standards board regime will be abolished with councils given the power to decide their own arrangements. It will be compulsory for all councils and parish and town councils to have a [code of conduct](#) based on the [Nolan principles of public life](#) selflessness, integrity, objectivity, accountability, openness, honesty and leadership. This means that as a council a local code of conduct can be adopted rather than one set nationally.
- 3.7 There is a requirement for councils to prepare a ‘pay and policy statement’ by March 2012 that details the pay arrangements for the councils highest paid and lowest paid staff.

3.8 **Business rates**

3.9 The localisation of business rates is being developed as part of the local government resource review which will also look at the implementation of community budgets. Business rates will be collected and spent locally rather than given directly to and re-distributed by the government on the basis of need. The council submitted a consultation to the government's proposals and this was subject to a report to [Executive Board](#) on the 2nd November.

3.10 **Community right to challenge**

3.11 Under the Community Right to Challenge voluntary and community groups, parish councils and local authority staff will be able to challenge and formally submit ideas through an expression of interest to run all or part of a council service. A challenge could come from any voluntary group including a social enterprise, co-operative or community interest company (i.e. an organisation where not all profits are reinvested in their activities or the community but their activities are for the benefit of the community). These groups do not necessarily have to be local or have a local connection.

3.12 The council will have to consider an expression of interest and either reject, accept or accept with modification what is submitted. Accepting an expression will automatically trigger a procurement exercise where any other organisation including the private sector can participate in this.

3.13 An expression of interest can be received at any time unless the council chooses to specify periods during which expressions of interest may be submitted. There will be a requirement for councils to set and publish these timescales, having regard to factors which will be set out in further guidance. In order to prevent delays to the process, councils will need to notify relevant bodies of how long the timescale will be for a decision within 30 days.

3.14 If a service has already been contracted out submitting an expression of interest would not affect the existing contract and any procurement exercise would be carried out when the contract for that service is due to end.

3.15 The [Duty of Best Value](#) is important because it makes clear that councils should consider overall value – including social value – when considering service provision. A list of information to be included in an expression of interest is to be published in regulations. The government consulted on the right to challenge process earlier on in the year and based on responses produced a [position paper](#) highlighting how the process would work. Information to be included in an expression of interest will now include *“details of the outcomes to be achieved, including how it meets service user needs and the social value offered by the proposal”*.

3.16 There has been much debate about which services should be excluded from the Right to Challenge and the Secretary of State has the power to make certain services exempt. Currently the right applies to any service provided by or **on behalf** of the council. All **functions** (a function is defined as a duty or power that requires decision-making by the responsible person or body of the council) are currently out of its scope. The government is clearly committed through its [‘Open Public Service White Paper’](#) to further widen the scope of the community right to challenge, both in terms of the bodies that may be open to challenge and the range of services and functions to be open to challenge.

3.17 There is a risk that the right to challenge may lead to the fragmentation of services as groups could cherry-pick the parts of a service they want making it more difficult for the council to deliver what's left. This could result in increased costs or having an impact on what services can be offered. There will also be risks in terms of governance and accountability. The

council's corporate commissioning group is currently looking to develop a process to respond to expressions of interest submitted under the right to challenge. This links with work already underway to make the councils procurement and commissioning processes more accessible to the third sector and small businesses. A briefing and information was given to Third Sector Leeds who are subsequently going to produce a statement on localism and explore how they can best support communities namely in inner city areas to take up the right to challenge and manage local assets.

3.18 Assets of community value

- 3.19 Local authorities will be required to maintain a list of [Assets of Community Value](#) as well as a list of unsuccessful community nominations, including both public and private assets. These assets can be nominated by parish councils and voluntary and community organisations with a local connection (further guidance to be issued on this). The lists must be published and be freely available for public inspection.
- 3.20 When listed assets come up for disposal, the group who nominated the asset will be notified and they will be given six months to develop a bid and raise the capital to buy the asset when it comes on the open market. This will help local communities to save sites which are important to the community, which will contribute to tackling social need and building up resources in their neighbourhood. Local people will need to find funding to take over the asset. There is no obligation on the landowner to dispose to an eligible community group, only a right to bid.
- 3.21 Assets of community value could be council owned (libraries, day centres, leisure centres etc) or private properties (pubs, post offices, shops, playing fields, woodland etc). If accepted by the authority as having community value, property on the list would be restricted from normal disposal for a period of 5 years.
- 3.22 If private assets are nominated to the list the owner has the opportunity to appeal and if the asset loses value during the 6 months then the council will be required to pay compensation to the asset owner. Increased requests for assets transfer are likely to occur and the council will be under pressure to give communities more than 6 months to raise funds to take-over assets. This may have an impact on the council's capital receipts programme and the ability to raise revenue from the sale of buildings and land. [Capital receipts incentive scheme](#) has been proposed that will give a proportion of the money from applicable asset sales directly to the community. This scheme is subject to member consultation and officers are to produce further practice guidance about how the scheme will work. If approved this would begin in April 2012.
- 3.23 The council already has a strong track record of supporting community assets transfer. A draft approach to Assets of Community Value is to be agreed and will include nomination forms for community groups and details of how the scheme will be advertised and published. This duty will be built into procedures for disposal of council owned property where it is 'listed', as part of the proposed community asset transfer framework due to be agreed by Executive Board early next year.

3.24 Neighbourhood planning

- 3.25 The governments aim is to reform the planning system by making it simpler and giving more control to local councils and local people. The government believes that more local ownership through neighbourhood planning will lower the level of opposition to new development and enable communities to secure well-designed buildings in keeping with their local area. There is a general concern that stripping away planning regulations and guidance will leave local authorities subject to challenge. Currently the onus is on councils to draft their

own policies and to speedily produce up to date local plans at a time when they are dealing with a reduction in staff numbers and expertise in planning departments.

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

[planning](#) are currently out for consultation, the deadline for responses is 5th January 2012. A seminar for parish and town councils on neighbourhood planning was held on 17th October, parishes were invited to comment on the draft neighbourhood planning regulations.

- 3.34 There are a number of other changes designed to provide incentives to development such as the [New Homes Bonus](#). This commenced in April 2011, and will match fund the additional council tax raised for new homes and empty properties brought back into use, with an additional amount for affordable homes, for the following six years.
- 3.35 In addition the regulations on [Community Infrastructure Levy](#) (CIL) are now out for consultation. The deadline for responses is 30th December; Leeds City Council will be submitting a response to this that will go to Executive Board on the 14th December. Local people are keen to keep the majority of funds from development for spending in their local area (Leeds housing scrutiny enquiry recommended 80%). However, the government has suggested a “meaningful” amount is spent locally and that a cap is placed on this amount so it is likely that the percentage will be significantly less.
- 3.36 Pre-application consultation is proposed to be made a statutory requirement for large scale developments. It will be crucial for developers to begin consultation at an early stage, ensuring objections can be minimised. It is currently best practice for developers to consult prior to submitting planning applications. Guidance is set out in the council’s [Statement of Community Involvement](#) however this is something that the council cannot currently enforce. Developing new ways to engage with local people in planning and working more effectively with developers will be a challenge and an area the council is looking to develop its approach to. Indeed developers are keen to engage with local people in order to speed up the whole planning process.

3.37 **Housing Reforms**

- 3.38 From 2012, as part of the Localism Act councils will need to produce a Tenancy Strategy, setting out the council’s approach to ensuring that registered housing providers offer and issue tenancies which are compatible with the purpose of the housing, the needs of individual households, the sustainability of the community and the efficient use of their housing stock.
- 3.39 A consultation with the range of housing partners in the city on agreed roles for each tenure and the tenancy arrangements that should be put in place across rented housing in Leeds. This will include where flexible tenancies could and should be offered. From this a Tenancy Strategy will be drawn up.
- 3.40 A new national '[HomeSwap Direct](#)' scheme will make it easier for tenants living in a council or housing association home to find a new property in another part of the country. The scheme will link into local homeswap schemes that some councils already have in place.

4 **Corporate Considerations**

4.1 **Consultation and Engagement**

Responding to national consultation

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

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

Local community engagement

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

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

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

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

4.3 **Council Policies and City Priorities**

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

4.4 **Resources and Value for Money**

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

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

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

4.6 **Risk Management**

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

5 Conclusions

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

6 Recommendations

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

7 Background documents

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

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

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Report author: Thomas O'Donovan Tel: 51655
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Report of the Area Leader – South East Leeds

Report to South Leeds (Outer) Area Committee

Date: Monday 5th December 2011

Subject: Outer South Area Committee Well being Budget Report

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Ardsley and Robin Hood Morley North Morley South Rothwell	
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

This report seeks to provide Members with:

1. confirmation of the 2010/11 carry forward figure and 2011/12 revenue allocation
2. an update on both the revenue and capital elements of the Well being budget
3. a summary of revenue spend approved for 2011/12
4. details of revenue and capital funding for consideration and approval
5. details of revenue projects agreed to date (Appendix 1)
6. details of capital projects agreed to date (Appendix 2)
7. update on the current position of the Small Grants Budget

Recommendations

8. Members of the Outer South Area Committee are requested to:
 - a) Note the contents of the report.
 - b) Note the position of the Well being Budget as set out at 3.0.
 - c) Note the revenue amounts for 2011/12 as outlined in Appendix 1.
 - d) Note the Well being capital projects already agreed as listed in Appendix 2.
 - e) Consider the project proposals detailed in 4.5
 - f) Note the Small Grants situation in 5.1

1 Purpose of this report

This report seeks to provides:

- 1.1 Confirmation of the 2010/11 carry forward figure and the 2011/12 revenue allocation
- 1.2 An update on both the revenue and capital elements of the Well being budget.
- 1.3 A summary of revenue spend approved for 2011/12
- 1.4 Details of projects that require approval
- 1.5 A summary of all revenue and capital projects agreed to date
- 1.6 An update on the Small Grants Budget.

2 Background information

- 2.1 Each Area Committee has been allocated a Well being Budget which it is responsible for administering. The aim of this budget is to support the social, economic and environmental well being of the area by using the funding to support projects that contribute towards the delivery of local priorities.
- 2.2 Well being funding cannot be paid retrospectively. An application form must be submitted and approved by the Area Committee before activities or items being purchased through Well being funding are completed or purchased.

3 Well being Budget Position

Members should note the following points: -

3.1 Revenue 2011/12

- 3.1.1 The revenue budget approved by Executive Board for 2011/12 is **£183,790**. The carry forward figure of **£30,459.05** and the underspend of **£1,587.74** from the participatory budgeting projects in 2009, give a total amount of **£215,836.79** revenue funding available to the Area Committee for 2011/12.
- 3.1.2 The Area Committee is asked to note that **£207,899.97** has already been allocated from the 2011/12 Well being Revenue Budget as listed in **Appendix 1**. This leaves a balance of **£7,936.82**.

3.1.3 Having considered the revenue budget for 2011/12, the Area Committee approved the schedule detailed below. This shows revenue funding aligned to the new city wide themes and priorities proposed for 2011/12.

INCOME		Revenue Well being Budget 2011/12	£183,790
		Roll Forward	£30,459.05
		Underspend from PB	£1,587.74
		TOTAL	£215,836.79
EXPENDITURE		Projects Carry Forward from 2010/11	£6,154
ADP Theme	Projects		2011/12
Sustainable Economy and Culture			£56,960
	Small Grants Scheme		£5,000
	Communications Budget e.g. printing, meetings		£2,000
	Morley Literature Festival 2012		£10,000
	Rothwell 600		£8,000
	Town Centre Management		£21,070
	Christmas 2011 trees and decorations		£10,890
Safer and Stronger Communities			£86,211.82
	Operation Champion		£400
	Activity identified through the Divisional Community Safety Partnership and Neighbourhood Tasking such as reducing crime/fear of crime, tackling ASB crime prevention measures		£8,000
	Off Road bikes		£2,964
	Victim Support, Victims Fund		£1,000
	Priority Neighbourhood Worker		£15,872.70
			£9,523.62
	Neighbourhood Improvement Plans (Asquith/Ingles Springbank/ Moorlands)		£6,000
	Site Based Gardeners		£34,951.50
	Community Skips		£2,500
	Cleaner Neighbourhoods		£5,000
Health and Well Being			£36,750
	Garden Maintenance Scheme (Year 2 of 3)		£33,000
	John O'Gaunts Mothers Pride Tea Time Club		£3,750
Children and Families			£20,000
	Activities for Children and Young People		£20,000
Housing and Regeneration			£0
Ringfenced to Ardsley and Robin Hood Ward			£1,824.15
Balance			£7,936.82
TOTAL			£215,836.79

3.2 **Capital**

3.2.1 There is no new capital allocation for 2011/12.

3.2.2 Of the **£683,008** capital funding allocated to the Area Committee for 2004/12 a total of **£644,399.43** has been committed to date leaving a balance of **£38,608.57**

3.2.3 Members are asked to note the capital allocation by Ward. The spend broken down by Ward is as follows:

	Ardsley and Robin Hood	Morley North	Morley South	Rothwell
Total Allocation 2004-12	£170,752	£170,752	£170,752	£170,752
Allocation to date	£169,873.20	£160,512.11	£166,862.20	£147,151.93
Balance	£878.80	£10,239.89	£3,889.80	£23,600.07

3.2.4 Members are asked to note that the NIP areas have not received a capital allocation and therefore any capital projects for the NIP areas must be submitted to the Area Committee for approval.

4 **Well being Projects**

4.1 **Appendix 1** details revenue projects that have been commissioned by the Area Committee to date, including a current position statement and project outcomes.

4.2 It is possible that some of the projects in **Appendix 1** may not use their allocated spend. This could be for several reasons including the project no longer going ahead, the project not taking place within the dates specified in the funding agreement or failure to submit monitoring reports. Due to this there may be a final revenue balance.

4.3 Details of projects agreed for the capital budget to date, including a current position statement and project outputs are listed in **Appendix 2**.

4.4 Since the October Area Committee the 'Improvements to Woodlesford Recreational Ground' capital project has been developed further. Due to the timescales involved and following consultation with Members, approval was given for the project by the Assistant Chief Executive (Planning, Policy and Improvement) through the Officer Delegation Scheme (Executive Functions) – General Delegation to Officers No.2 Capital Expenditure Paragraph A. Members approved the spend of £8,000 (capital) funding to support phase 1 improvement works. Parks and Countryside officers are working with local residents and Ward Members on the development of a masterplan of improvements for the park. £20,000 match funding has been secured for phase 1 improvements; £7,000 from Section 106 funding and £13,000 from Ward Member based initiative fund. Area Committee Well being funding will be used to support works such as access improvements, planting, new signage and seating. The improvement works aim to increase community pride and ownership of the park, increase usage and enhance the appearance of the local environment.

4.5 Members are asked to consider the following projects:-

4.5.1 **Project Title:** Operation Darker Nights

Name of Group or Organisation: Morley Neighbourhood Policing Team

Total Project Cost: £2,996.85

Amount proposed from Well Being Budget 2011/2012: £2,996.85 (revenue)

Ward Covered: Morley North and Morley South

Project Summary: Morley north and south wards have been identified as being in need of a targeted scheme that will provide a crime prevention and detection solution for dwelling burglaries. The project will identify those who are most vulnerable and provide visits to addresses and support in making their property with UV pens. Morley NPT will actively promote the event one week prior to commencement. Once property is marked up officers will be provided with UV lamps that will detect marked property as being stolen. This funding is being requested to purchase 45 UV key rings and 3 handheld units along with the associated overtime required to deliver the scheme.

The main outcomes of the project will be:

- 120hrs additional policing
- High visibility in the target area
- Over 400 properties security marked

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

This proposal supports the Area Committee priority to reduce crime, the fear of crime and repeat offending, under the ADP theme of 'Stronger Communities'

4.5.2 **Project Title:** Springhead Park

Name of Group or Organisation: Parks and Countryside Leeds City Council.

Total Project Cost: £16,256

Amount proposed from Well Being Budget 2011/2012: £15,900 (capital)

Ward Covered: Rothwell

Project Summary The aim of this bid is to seek funding towards the delivery of some new play ground equipment for the senior play ground in Springhead Park and improving access to the bowling green. Over recent years Springhead Park has benefited from a series of capital improvement work,

To date no works have been able to be completed on the senior play area. Results from the annual survey clearly show that local residents would like to see the senior play ground improved as the existing equipment offers little in play value or play quality.

Following discussions with the ward members 3 new pieces of equipment have been selected which if the bid to area committee is successful could quickly and easily be installed in the senior play ground as part of a phased improvement scheme for the play area.

The items selected are (all costs include supplied and installed)

- Free rider swing £2386
- The Nexus Core £9272
- Orbitor roundabout £3598

The total cost to supply and install the equipment is £15,256

Plus the cost to undertake the work to install path at bowling green is £644

Total £15,900.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

This proposal supports the Area Committee priority to ‘improve the environment of local neighbourhoods’ under the ADP Theme ‘Environment’.

This proposal also supports the Area Committee priority to increase the number of people engaged in activities to meet the needs and improve the quality of life for local residents, under the ADP theme of ‘Stronger Communities’.

4.5.3 Project Title: Rothwell Country Park

Name of Group or Organisation: Parks and Countryside Leeds City Council.

Total Project Cost: Phase One £6,000

Amount proposed from Well Being Budget 2011/2012: £1000 (capital)

Ward Covered: Rothwell

Project Summary The aim of this bid is to seek funding towards the delivery of proposed Green Gym equipment to be located within the park. Following discussions with the Ward Members 4 new pieces of equipment have been selected.

The bid to the Well being Fund for £1,000 is in principle, and subject to the other ‘cocktail’ of bids being successful.

The Well being Fund’s £1000 would go towards the provision of Green Gym equipment to include items such as

- Mini Ski Stepper £1947
- Rowing Boat £1839
- Pull Down Challenge £2520
- Sit Up £1612

The bid to Green Leeds is to be for £5000.

Estimated total at least £6000

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

This proposal supports the Area Committee priority to ‘improve the environment of local neighbourhoods’ under the ADP Theme ‘Environment’.

This proposal also supports the Area Committee priority to increase the number of people engaged in activities to meet the needs and improve the quality of life for local residents, under the ADP theme of ‘Stronger Communities’.

5 Small Grants Update

5.1 The following small grant has been approved since the last meeting and is listed here for information.

Organisation	Project	Amount
The Oulton Society	2 Stone Planters to Calverley Road	£400.00

6 Corporate Considerations

6.1 Consultation and Engagement

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

6.2 Equality and Diversity / Cohesion and Integration

- 6.2.1 Community groups submitting a project proposal requesting funding from the Well being budget have an equal opportunities policy and as part of the application process, complete a section outlining which equality group the project will work with, and how equality and cohesion issues have been considered.
- 6.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

6.3 Council Policies and City Priorities

- 6.3.1 The projects outlined in this report contribute to target and priorities set out in the following council policies:
- Vision for Leeds
 - Children and Young Peoples Plan
 - Health and Well being City Priority Plan
 - Safer and Stronger Communities Plan
 - Regeneration City Priority Plan

6.4 Resources and Value for Money

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

6.5 Legal Implications, Access to Information and Call In

- 6.5.1 Legal implications as a result of this report will be reflected in any subsequent Funding Agreements and Contracts to Tender that arise from projects funded from the Well being Budget.
- 6.5.2 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are eligible for Call In.
- 6.5.3 There are no key or major decisions being made that would be eligible for Call In.

6.6 Risk Management

- 6.6.1 All proposals requesting Well being Funding complete a section in the application process outlining the risks associated with the project and how they will be managed.

7 Conclusions

- 7.1 The report provides up to date information on the Area Committee's Well being Budget.

8 Recommendations

- 8.1 Members of the Outer South Area Committee are requested to:
- a) Note the contents of the report.
 - b) Note the position of the Well being Budget as set out at 3.0.
 - c) Note the revenue amounts for 2011/12 as detailed in Appendix 1.
 - d) Note the Well being capital projects listed in Appendix 2.
 - e) Consider the project proposals detailed in 4.5
 - f) Note the Small Grants situation in 5.1

9 Background documents

- 9.1 Outer South Area Committee Well Being Report 17th October 2011

**Outer South Wellbeing Budget
2010 - 2012**

		2011 / 2012
Budget	Allocation	£183,790.00
	Roll forward	£30,459.05
	PB Underspend	£1,587.74
	TOTAL	£215,836.79

Projects rolled forward from 2010/11	Committed	Paid
Community Skips	£220.00	£220.00
Small Grant	£500.00	
Harrops NIP	£220.00	£220.00
Thorpe NIP	£1,305.00	£205.00
Operation Champion	£110.00	£110.00
Morley Tasking	£2,500.00	
Cleaner Neighbourhoods	£1,299.00	£849.50
TOTAL	£6,154.00	£1,604.50

Project	Delivery Organisation	2011/2012 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance	
2010/11 Rolled forward projects	South East Area Management	£6,154.00	£1,604.50	£0.00	£4,549.50	
Outer South Skips To provide skips for community use. Additional £40 for permits for Harrops NIP 2010/11	South East Area Management	£2,500.00	£220.00 £40.00	£240.00	£2,000.00	Community groups undertake clean-ups. Improved streetscene in local neighbourhoods. Increased community pride.

**Outer South Wellbeing Budget
2010 - 2012**

Project	Delivery Organisation	2011/2012 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance	
Outer South Small Grants Fund Provision of a small grants fund for small scale community based projects meeting Area Delivery Plan priorities.	South East Area Management	£5,000.00	£2,996.87	£0.00	£2,003.13	Voluntary and community groups supported through grant aid. Increased range of community activity. Increased community participation. Increased community pride. Delivery of Area Delivery Plan priorities.
Outer South Communications A budget to enable effective communication and consultation on Area Committee issues in the Outer South.	South East Area Management	£2,000.00	£0.00	£0.00	£2,000.00	5 newsletters, Questionnaires, Promotional material. Increased awareness of the Outer South Area Committee. Improved consultation that can inform local projects and plans. Public participation in projects / plans.
Neighbourhood Improvement Area – Ingles – Phase 3 A plan aimed at making improvements in Priority Neighbourhoods.	South East Area Management	£3,000.00	£0.00	£0.00	£3,000.00	Projects aimed at the priorities identified: Crime and ASB, Environment and young people. Narrowing the gap: improved services and wellbeing of the area.

**Outer South Wellbeing Budget
2010 - 2012**

Project	Delivery Organisation	2011/2012 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance	
<p>Neighbourhood Improvement Area – Springbank - Phase 3</p> <p>A plan aimed at making improvements in Priority Neighbourhoods.</p>	South East Area Management	£3,000.00	£0.00	£0.00	£3,000.00	Projects aimed at the priorities identified: Crime and ASB, Environment and young people. Narrowing the gap: improved services and wellbeing of the area.
<p>Town Centre Management</p> <p>A Town Centre Manager employed to help bring improvements to Morley and Rothwell Town Centre.</p>	South East Area Management Team	£21,070.00	£0.00	£21,070.00	£0.00	Town Centre Manager for Morley and Rothwell. Please refer to town
<p>Activities for Children and Young People</p> <p>Involve more young people in more activities.</p>	Children and Young Peoples Working Group	£20,000.00	£0.00	£0.00	£20,000.00	Summer activities for young people across the Outer South area. More young people involved in activities over the school holidays. Reduction in complaints of anti social behaviour in the area over the holidays.

**Outer South Wellbeing Budget
2010 - 2012**

Project	Delivery Organisation	2011/2012 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance	
Priority Neighbourhood Worker Review & implement the Neighbourhood Improvement approach for Eastleighs/ Fairleighs, Newlands/ Denshaws, John O'Gaunts, Wood Lane Estate, Fairfaxes and Oakwells, The Harrops.	South East Area Management	£25,396.32	£7,882.65	£2,622.95	£14,890.72	One worker to help progress NIP projects. Increased social capital through capacity building of small groups and the voluntary sector.
Site Based Gardeners Site based gardeners at named community parks.	Parks and Countryside	£34,951.50	£0.00	£34,951.50	£0.00	3 full time Gardeners for 1 year. Crime reduction. Reducing fear of crime. Increasing voluntary and community engagement. Cleaner safer public green spaces.
Morley Literature Festival 2012 Contribution towards the general revenue costs of holding the event.	South East Area Management	£10,000.00	£0.00	£0.00	£10,000.00	A five day festival with a full programme. Increased community spirit, education and activities for families. Encourage partnership work between the public and private sectors. Engender a stronger community link with the town centre.

**Outer South Wellbeing Budget
2010 - 2012**

Project	Delivery Organisation	2011/2012 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance	
Rothwell 600 A programme of activities and events to celebrate Rothwell.	Rothwell 600 Committee	£8,000.00	£4,000.00	£3,771.00	£229.00	Several events and activities ran by local community groups. Encourage people from a wide variety of backgrounds to share and appreciate the culture and heritage of the area. Use the celebrations as vehicle to regenerate the Ward through a variety of methods, promoting community pride and identity.
John O'Gaunts Teatime Club To support a community group deliver weekly, affordable, healthy meals for the local residents of the priority neighbourhood, John O'Gaunts.	John O'Gaunts Teatime Club	£3,750.00	£0.00	£3,750.00	£0.00	Strong community spirit. Residents who are healthy and have a better understanding of healthy eating and cooking.
Garden Maintenance Scheme Morley Elderly Action Provision of Garden Maintenance Scheme for elderly and disabled who are currently unable to maintain their gardens.	Morley Elderly Action	£33,000.00	£8,250.00	£0.00	£24,750.00	100 gardens visited over the course of the year. Environmental improvements. People being helped to maintain their homes. Community Safety benefits.

**Outer South Wellbeing Budget
2010 - 2012**

Project	Delivery Organisation	2011/2012 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance	
Operation Champion To support the multi agency crime and crime initiative in the Outer South wards.	South Area Management	£400.00	£0.00	£0.00	£400.00	Two Operation Champions in the Outer South in 2008/09. Improved neighbourhoods as a result of the environmental actions carried out. Reduced crime and fear of crime as a result of targeted community safety work.
Community Safety To support NPT to deliver community safety initiatives	South Leeds Area Management	£8,000.00	£0.00	£3,995.78	£4,004.22	Reduce crime and fear of crime through initiatives such as target hardening, smartwater and operations tackling underage drinking and ASB.
Off Road bikes To support the continuation of an off road bike unit in south leeds	South Leeds Area Management	£2,964.00	£0.00	£2,964.00	£0.00	Reduction in off road bike offences. Reduction in fear of crime amongst South Leeds residents.
Cleaner Neighbourhoods Sub Group To support environmental initiatives to target issues identified by the sub group.	AMT	£5,000.00	£0.00	£0.00	£5,000.00	Cleaner neighbourhoods and improved environmental appearance.

**Outer South Wellbeing Budget
2010 - 2012**

Project	Delivery Organisation	2011/2012 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance	
Xmas 2011 trees and decorations Hire of Christmas Trees, lights and decorations communities in Outer South.	Leeds Light	£10,890.00	£0.00	£10,890.00	£0.00	Develop community pride through festive activities and provide an attractive town centre that increases footfall and supports businesses.
Victims Fund Support target hardening work for victims of crime in outer south.	Victims Support	£1,000.00	£0.00	£1,000.00	£0.00	Reduction in the fear of crime and repeat offences through target hardening work.
Defence to Ardsley and Robin Hood Ward Suitable projects to be identified and developed.	tbc	£1,824.15	£0.00	£0.00	£1,824.15	tbc
TOTAL	Projects agreed	£207,899.97	£24,994.02	£85,255.23	£97,650.72	
	Balance	£7,936.82				

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2004-2012 Capital Budget

£683,008.00

Ardsley & Robin Hood

Project	Delivery Organisation	Projected Capital cost	Actual Spend	Outcomes	Status
Sports Facility Development The development of a home ground site with training facilities and a club house for Tingley Athletic Junior Football Club <i>Approval date: 25/04/2005</i>	Tingley Athletic Football Club	£20,000.00	£20,000.00	Clearance of the existing site Levelling and drainage of the site. Provision of a new access point with car parking facilities. Build of a new clubhouse with changing facilities and multi purpose room. More people in the area benefiting from local sports facilities.	Complete
West Ardsley Community Centre Improvements Repairs to bring community centre back into active use <i>Approval date: 11/07/2005</i>	City Development/ Neighbourhoods & Housing	£16,564.00	£16,564.00	Restore outside lighting. Replace existing handrails. Additional fencing. Roller shutter door. Replace gutter and fall pipes. Connect gas supply to centre. Maintenance works to gents toilets. After school and youth provision provided in the area. More young people engaged in diversionary activities. A base for community groups to hold activities in the area.	Complete
Litterbins Ardsley & Robin Hood 2005/2006 Additional litterbins for areas identified as being problematic for litter. <i>Approval date: 12/12/2005</i>	Environmental Services	£2,900.00	£2,900.00	17 Dual compartment, free standing litter bins. A reduction in the amount of litter in the area. Improvements to the environment.	Complete
East Ardsley Community Centre Fence Security measures taken around the East Ardsley Community Centre which has been a hotspot for ASB <i>Approval date: 12/12/2005 (£13,193)</i>	City Development	£12,300.00	£12,300.00	A security fence to be installed around the Centre. Lighting to be installed on the exterior of the centre. Planning permission to be obtained from City Services. A reduction in the amount of vandalism the centre was experiencing.	Complete

**Outer South Capital Wellbeing Budget
2004 - 2012**

<p>Westerton Road Allotments Fencing</p> <p>To erect steel fencing around the back of Westerton Road Allotments. <i>Approval date: 06/11/2006</i></p>	Parks & Countryside	£10,071.75	£10,071.75	A steel security fence. Reduction in vandalism, and anti social behaviour.	Complete
<p>Litterbins 2007/2008</p> <p>Additional litterbins for areas identified as being problematic for litter <i>Approval date: 25/02/2008</i></p>	Environmental Services	£2,325.00	£2,325.00	6 additional litter bins. A reduction in the amount of litter in the area. Improvements to the environment.£2,400 ring fenced but actual project underspent.	Complete
<p>Tingley Athletic Junior Football Club – Car Park Provision</p> <p>To continue development of Tingley Junior Athletic FC by supporting the installation of a car park surface on the overflow car park. <i>Approval date: 25/02/2005</i></p>	Tingley Junior Athletic Football Club	£12,000.00	£12,000.00	New Overflow car park for users of Tingley FC. Supporting community groups to improve local environment and involving more young people in activities.	Complete
<p>Smithy Lane Recreation Ground</p> <p>To develop play facilities at this Parks and Countryside owned recreational ground. <i>Approval date: 09/02/2009</i></p> <p>Smithy Lane Recreation Ground Youth Equipment</p> <p>To purchase and install a 'Nexus' play unit <i>Approved date: 30/11/09</i></p>	Parks and Countryside	£35,000.00	£35,000.00	New play facilities. Tenants and Residents Group supported in delivering a project requested from community consultation. Improvement to the environments. Reduction in ASB. Increased facilities for children and young people.	Complete
<p>Improved Drainage to Public Footpath Number 20 Rothwell at Oakley underpass</p> <p>Installation of a gully to prevent a key public right of way being flooded. <i>Approval date: 14/04/2008</i></p>	Parks and Countryside	£1,717.19	£1,717.19	Improved footpath. Improvement to the environment. Supporting local residents association to improve local environment.	Complete

**Outer South Capital Wellbeing Budget
2004 - 2012**

<p>Lofthouse Cemetery Erect a new metal fence and a gate <i>Approval date: 15/03/10</i></p>	Parks and Countryside	£5,500.00	£5,500.00	Reduce ASB and vandalism, improve security and visual impact.	Complete
<p>Lofthouse PB Projects decided by the community through participatory budgeting to receive funding. <i>Approval Date: 15/3/10</i></p>	Lofthouse Brass Band and Carlton Scouts.	£2,540.75	£2,540.75	More activities for children and young people and improvements to the local environment.	Complete
<p>Litterbins 2010/2010 Additional litterbins for areas identified as being problematic for litter <i>Approval date: 21/6/2010</i></p>	Environmental Services	£3,200.00	£0.00	6 additional litter bins. A reduction in the amount of litter in the area. Improvements to the environment.£2,400 ring fenced but actual project underspent.	ongoing
<p>Robin Hood Athletic FC - new changing facilities New changing facilities at local club <i>Approval date: 18/10/10</i></p>	Robin Hood Athletic FC	£5,000.00	£5,000.00	Local community facility improved to provide high quality activities for children and young people.	ongoing
<p>East Ardsley Recreation Ground Footpath Improvements Improve footpath at the recreation group <i>Approval date: 14/03/11</i></p>	Parks and Countryside	£5,000.00	£0.00	Increased access to leisure facilities for local residents.	ongoing
<p>Proposed Zebra Crossing, Robin Hood Installation of a Zebra Crossing on Leadwell Lane/Westfield Road <i>Approval date: 14/03/11</i></p>	Highways	£20,000.00	£0.00	Increased safety for pedestrians crossing Leadwell Lane and Westfield Road in Robin Hood	ongoing

**Outer South Capital Wellbeing Budget
2004 - 2012**

<p>Improved Access, East and West Ardsley Allotment Association</p> <p>To allow the community group to build a hard standing drive for deliveries to their shop.</p> <p><i>Approval date: 14/03/11</i></p>	Parks and Countryside	£1,300.00	£1,300.00	Increased sustainability for this group as they are able to sell produce and supplies with the profits going back into the association.	Complete
<p>Rothwell NPT Pro Laser Device</p> <p>To purchase a pro laser speeding device</p> <p><i>Approval date:</i></p>	Rothwell NPT	£1,750.00	£0.00	Reduction in speeding and road traffic collisions in Rothwell NPT area.	ongoing
<p>Northfield Place Fencing</p> <p>Installation of new fencing</p> <p><i>Approval date:</i></p>	Aire Valley Homes	£560.00	£0.00	Reduction in fear of crime as footfall is diverted away for vulnerable residents gardens and homes.	ongoing
<p>Ramsgate Crescent additional parking</p> <p>To create new parking on Lofthouse estate for residents and users of the</p> <p><i>Approval date:</i></p>	Parks and Countryside	£3,323.31	£0.00	Increased use of a community facility. Improved physical appearance of a priority neighbourhood.	ongoing
<p>Posts for Dog Fouling Signs</p> <p>Purchase 16 posts and brackets to allow A4 signs to be erected.</p> <p><i>Approval date: 4/7/11</i></p>	Parks and Countryside	£71.20	£0.00	Reduction in dog fouling at parks across the outer south.	ongoing
<p>Smithy Lane Rec Goal Posts</p> <p>Purchase 5 a side goal ends for the park.</p> <p><i>Approval date: 17/10/11</i></p>	Parks and Countryside	£750.00	£0.00	Encourage use of the park, enhance the environment and safeguard children and properties by deterring children from playing close to the properties.	ongoing
Ardsley & Robin Hood Total		£169,873.20	£135,218.69		

**Outer South Capital Wellbeing Budget
2004 - 2012**

All Morley

Project	Delivery Organisation / Description	Projected Capital cost	Actual Spend/ Completion Status	Outputs	Status
Morley Community Radio A radio station to be established covering the Morley area <i>Approval date: 24/04/2005</i>	Morley Community Radio	£10,000.00	£10,000.00	Broadcasted 12 days in December and 10 days in July. 40 people were involved. Many voluntary and statutory organisations fed into this and gave interviews on air. More local people being aware and able to voice their opinion on local issues.	Complete
Morley Leisure Centre Disability Access Measures to make Morley Leisure Centre DDA compliant. <i>Approval date: 11/07/2005</i>	Leisure Services	£15,000.00	£15,000.00	New disabled changing facilities. Lowering of reception counter. More disabled people being able to access Morley Leisure Centre facilities and the health benefits that will come from that.	Complete
Town Centre Environmental Improvements Environmental Improvements in Morley Town Centre <i>Approval date: 11/07/2005</i>	Morley In Bloom	£1,000.00	£1,000.00	Purchase of flowers, shrubs, planters and tubs and gardening equipment for use in Morley Town Centre. A more pleasant environment in Morley Town Centre encouraging more people to shop there.	Complete
New Creation To run environmental projects in Morley schools until the end of 2008. <i>Approval date: 25/02/2008</i>	Groundwork	£1,000.00	£1,000.00	Yellow Woods Challenge. Recycled Christmas Decorations projects. Development of bring bank sites in Morley schools. Composting schemes in Morley schools. Litter pick with Seven Hills primary School. Increase Young people and their family's knowledge of environmental issues such as recycling. An increase in recycling rates in the Outer South. Environmental Improvements in the Outer South.	Complete

**Outer South Capital Wellbeing Budget
2004 - 2012**

Morley Bottoms Regeneration Scheme Physical regeneration to the Morley Bottoms area. <i>Approval date: 25/09/2006 (£30,000)</i>	City Projects Team	£34,742.13	£34,742.13	Improve appearance. Fencing. Landscaping. Stabilizing bank. Develop	Complete
Install new layby along with seating and fencing. <i>Approval date: 25/09/2006 (£8,006.57)</i>				Significant regeneration scheme to improve the street scene and support economic development.	
Morley Bottoms Phase 3 Public realm improvements including repainting and repairing seating, <i>Approval date: 30/11/10</i>	City Projects Team	£5,400	£0.00	Improved street scene and better link between town centre and Morley Bottoms.	ongoing
Morley Bottoms Phase 3 additional Public realm improvements including repainting and repairing seating, <i>Approval date: 15.03.10</i>	City Projects Team	£1,200	£0.00	Improved street scene and better link between town centre and Morley Bottoms.	ongoing
Scatcherd Park War Memorial Restoration of the war memorial <i>Approval date: 10/09/2007</i>	Parks and Countryside	£10,000	£10,000.00	Improve appearance. Protection of a local heritage site and improve the general appearance of the park while promoting pride in the area.	Complete
Electrical Services to Bandstand Installation of an outdoor power point at the bandstand. <i>Approval date: 17/11/2007 (£936)</i>	Civic Buildings	£0	£0	Develop the technical infrastructure of the town centre. Support outdoor entertainment such at the Morley light switch on and future events.	Complete. Paid through TCM budget

**Outer South Capital Wellbeing Budget
2004 - 2012**

Glutton Street Cleanser Purchase of a mechanical sweeper <i>Approval date: 17/11/2007</i>	Environmental Services	£6,000	£6,000	Improve the appearance of the Town and surrounding area. Improved street cleaning of Morley town centre.	Complete
Car parking scheme at Queensway Car Park Installation of equipment providing time limited parking in car park. <i>Approval date: 17/11/2007</i>	City Development	£6,000	£6,000.00	Improved car parking provision in town. Support development of town through improved infrastructure.	Complete
Morley Heritage Society Provision of an archive for Morley Heritage Society <i>Approval date: 25/02/2008</i>	Corporate Property	£1,700	£1,700.00	New archive to house and show artefacts of Morley Heritage. Support development of community group. £1800 ring fenced but project underspent.	Complete
Morley Bring Site Improve and enhance existing recycling facilities in Morley <i>Approval date: 25/02/2008</i>	City Development	£6,162.25	£6,162.25	Improved recycling facilities in Morley. Encourage residents to recycle, reuse and reduce waste.	Complete
Morley Town Hall Improve facilities at Morley Town Hall. <i>Approval date: 25/02/2008 (£31,000 approved)</i>	Corporate Property Management	£29,822.79	£29,822.79	Four rooms in Town Hall to be improved and enhanced. Encourage Town Hall to be rented out by the public and increase rental income.	Ongoing

**Outer South Capital Wellbeing Budget
2004 - 2012**

Morley in Bloom Purchase of planters <i>Approval date: 25/02/2008 £1,835.40</i>	Morley in Bloom	£0.00	£0.00	Increase number of planters in Morley and improved appearance of community. Cleaner neighbourhoods and vibrant town centres and creation of community spirit.	Complete. Paid through revenue budget
Morley Elderly Action Building extension at Morley Elderly Action. (£40,000) <i>Approval date: 08/12/2008</i>	Morley Elderly Action	£0	£0.00	New space within the voluntary organisation to offer more services to the users of the centre and also provide additional funding streams for the charity and therefore increasing its sustainability.	CANCELLED due to no match funding secured
Speed Indicator Display Device Purchase a SID Device to be deployed in partnership with community groups, schools and police to reduce speeding in Morley <i>Approval date: 6.09.10</i>	Morley NPT	£2,516.58	£2,516.58	Reduction in Speeding and road traffic collisions in Morley NPT area.	Complete
Alexandra Hall Improvements 7 phases of work including stage improvements, new floor, curtains, lighting and electrics. <i>Approval date: 4/7/11</i> <i>Approval date: 5/9/11</i>	Morley Amateur Operatic Society	£25,000.00 £4,000.00	£0.00 £0.00	Improved facilities in the Alexandra Hall; benefiting the current users of the room and to make a much more attractive venue for hirers, increasing the sustainability of the community centre.	ongoing
All Morley Total		£159,543.75	£123,943.75	Page 8	

**Outer South Capital Wellbeing Budget
2004 - 2012**

Morley North

Project	Delivery Organisation / Description	Projected Capital cost	Actual Spend/ Completion Status	Outputs	Status
<p>Gildersome Springbank Green Doorstep Project</p> <p>The transformation of an area of under used public green space that is subject to fly tipping and vandalism into a community resource.</p> <p><i>Approval date: 24/10/2005</i></p>	Gildersome Action Group	£5,000.00	£5,000.00	Clearance of area. Litter bins in area. Benches in the area. Soft landscaping. An improvement to the physical environment of the area.	Complete
<p>Gildersome CCTV Scheme</p> <p>The installation of a CCTV system around Gildersome Meeting Hall to reduce incidences of ASB and vandalism.</p> <p><i>Approval date: 11/07/2005</i></p>	Gildersome Action	£12,600.00	£12,600.00	7 high resolution day / night cameras to be installed. A reduction in the incidents of crime and ASB in the area. A reduction in the fear of crime amongst local residents.	Complete
<p>Drighlington Library Disability</p> <p>Improvements to Drighlington Library and meeting hall to make the building more DDA compliant and improve access to disabled users.</p> <p><i>Approval date: 12/12/2005</i></p>	Learning & Leisure	£4,500.00	£4,500.00	Two additional disabled parking bays. An increase number of people being able to take advantage of facilities at Drighlington Library and meeting hall.	Complete
<p>Minibus</p> <p>A new mini bus for the school to help continue the pupils sporting success and achievements</p> <p><i>Approval date: 12/12/2005</i></p>	Birchfield School	£5,000.00	£5,000.00	Contribution towards mini bus for the school. More young people involved in diversionary activities.	Complete
<p>Drighlington Meeting Hall</p> <p>Improvement to Drighlington Meeting hall</p> <p><i>Approval date: 05/11/2007</i></p>	Learning and Leisure	£7,500.00	£7,500.00	Upgrade of Kitchen. Upgrade of toilets. New storage. Continued and developed use of Drighlington Meeting hall by community groups.	Complete

**Outer South Capital Wellbeing Budget
2004 - 2012**

<p>Litterbins 2007/2008 Additional litterbins for areas identified as being problematic for litter. <i>Approval date: 25/02/2008</i></p>	Environmental	£2,325.00	£2,325.00	6 additional litter bins. A reduction in the amount of litter in the area. Improvements to the environment. £2,400 ring fenced but actual project underspent.	Complete
<p>Springfield Mill Park Environmental Improvements to Springfield Mill Park <i>Approval date: 07/07/2008</i></p>	Friends of Springfield	£5,000	£5,000	New footpath, hedging and plants. New notice board and bases for picnic benches. Improved habitats for wildlife. Increased community involvement and ownership of the site. Improvements to the local environment.	Complete
<p>Churwell Park Improvements to Churwell Park <i>Approval date: 14/04/2008</i></p>	Parks and Countryside	£5,000	£5,000	New benches and plants for shrub beds. Improvements to the environment.	Complete
<p>Churwell Park CCTV Installation of CCTV at Churwell Park <i>Approval date: 30/11/09</i></p>	Churwell Action Group	£14,757.00	£14,757.00	New CCTV system installed. Local community group Churwell Action Group supported in deterring vandalism to improvement works.	Complete
<p>Lofthouse PB Projects decided by the community through participatory budgeting to receive funding. <i>Approval Date: 15/3/10</i></p>	Lofthouse Brass Band and Carlton Scouts.	£2,540.75	£2,540.75	More activities for children and young people and improvements to the local environment.	Complete
<p>Removal of Walton Drive Steps Removal of steps and replacement with ramp and triangle of mortar along wall. <i>Approval date 01/02/2010</i></p>	Transport Strategy Team	£2,500.00	£0.00	Improve access from Oakwell and Fairfax estate to services on Wakefield Road and reduce ASB on the estate by preventing congregation of young people by footpath.	Ongoing

**Outer South Capital Wellbeing Budget
2004 - 2012**

Litterbins 2010/2011 Additional litterbins for areas identified as being problematic for litter <i>Approval date: 21/6/2010</i>	Environmental Services	£3,200.00	£0.00	6 additional litter bins. A reduction in the amount of litter in the area. Improvements to the environment. £2,400 ring fenced but actual project underspent.	ongoing
St Peter's Communtiy Hall Stonework repairs to the gable end wall <i>Approval date: 18/10/10</i>	Environmental Services	£6,332.00	£6,332.00	Improvements to a local community facility.	Complete
Gildersome Grit Bins Installation of 2 blue grit bins in Gildersome, Action Group responsible for maintenance. <i>Approval date: 31/1/11</i>	Gildersome Action Group	£414.28	£0.00	Increased safety and access to local facilities by residents during bad weather conditions.	ongoing
Guiding Centenary New planter in Gildersome <i>Approval date: 14/03/11</i>	Gildersome Action Group	£2,000.00	£0.00	Improved physical appearance of the local environment.	ongoing
Posts for Dog Fouling Signs Purchase 16 posts and brackets to allow A4 signs to be erected. <i>Approval date: 4/7/11</i>	Parks and Countryside	£71.20	£0.00	Reduction in dog fouling at parks across the outer south.	ongoing
Springbank Playing Fields - Securing Site Purchahse gate and fencing. <i>Approval date: 4/7/11</i>	Parks and Countryside	£2,000.00	£0.00	A secure leisure site to be used for recreational purposes by local residents and visitors.	ongoing
Morley North Sub Total		£80,740.23	£70,554.75		
All Morley (50%)		£79,771.88	£61,971.88		
Morley North Total		£160,512.11	£132,526.63		

Morley South

Project	Delivery Organisation / Description	Projected Capital cost	Actual Spend/ Completion Status	Outputs	Status
Neighbourhood Improvement Area – Newlands & Denshaws A plan to aimed at making improvements in Priority Neighbourhoods. <i>Approval date: ?</i>	South Area Management	£25,100	£19,000.00 £2,000.00 £4,100.00	Albert Drive Shop Improvements. Kick around area in Newlands. Lewisham Park Improvements. More diversionary activities for young people in the area. A safer neighbourhood with a reduction in the fear of crime amongst residents.	Complete Complete Complete
Rein Park – Morley South An efficient hand over of the Public Open Space on the Rein Road Development in Morley South, from the developer to Parks and Countryside Department in an area with a high level of ASB. <i>Approval date: 12/12/2005</i>	Parks & Countryside	£3,000.00	£3,000.00	Land adopted. Fencing. Trees planting. Reduction in the number of reported incidents of anti social behaviour in the area.	Complete
Morley South Litterbins 2005/06 Additional litter bins for areas identified as being problematic for litter. <i>Approval date: 12/12/2005</i>	Environmental Services	£4,700.00	£4,700.00	14 additional dual compartments, free standing litter bins for Morley South. A reduction in the amount of litter in the area. Improvements to the environment.	Complete
Magpie Lane – Morley South Environmental improvements to secure Magpie Lane and prevent travellers from re entering the site. <i>Approval date: 12/12/2005</i>	Leeds South Homes	£8,000.00	£8,000.00	Measures taken to prevent travellers from re-entering the site on Magpie Lane. Improvements in the physical environment of the area. Residents of the area feeling more secure.	Complete
Lewisham Park Youth Centre CCTV CCTV scheme for Lewisham Park youth centre. <i>Approval date: 12/12/2005</i>	City Services	£8,400	£8,400	CCTV. A decrease of ASB in the area. Safer communities.	Complete

**Outer South Capital Wellbeing Budget
2004 - 2012**

Litterbins 2007/08 Additional litterbins for areas identified as being problematic for litter. <i>Approval date: 25/02/2008</i>	Environmental	£2,325.00	£2,325.00	6 additional litter bins. A reduction in the amount of litter in the area. Improvements to the environment. £2,400 ring fenced but actual project underspent.	Complete
Denshaw Grove Landscaping Clear fly tipping, level the area and seed, create path and install a fence with lockable gate. <i>Approval date: 07/07/2008</i>	Groundwork	£2,214.97	£2,214.97	Safer stronger community. A safe and pleasant place to play.	Complete
Improvements to Footpath 79, Wide Lane Resurface footpath <i>Approval Date: 30/03/09</i>	Parks & Countryside	£3,162.40	£3,162.40	Improved Environment for local residents and allow better access of public right of way.	Complete
Lofthouse PB Projects decided by the community through participatory budgeting to receive funding. <i>Approval Date: 15/3/10</i>	Lofthouse Brass Band and Carlton Scouts.	£2,540.75	£2,540.75	More activities for children and young people and improvements to the local environment.	Complete
Magpie Lane Play Space Provide new play facilities at Magpie Lane. <i>Approval Date: 18/10/10</i>	Parks & Countryside	£7,576.00	£7,576.00	More activities for children and young people and improvements to the local environment.	Complete
Woodkirk Murals (My Woodkirk) Install large murals in Woodkirk <i>Approval Date: 14/03/11</i>	Morley	£20,000.00	£0.00	Improved physical appearance of local environment. Greater sense of community identify and community spirit.	Ongoing
Posts for Dog Fouling Signs Purchase 16 posts and brackets to allow A4 signs to be erected. <i>Approval date: 4/7/11</i>	Parks and Countryside	£71.20	£0.00	Reduction in dog fouling at parks across the outer south.	ongoing
Morley South Sub Total		£87,090.32	£67,019.12		
All Morley (50%)		£79,771.88	£61,971.88		
Morley South Total		£166,862.20	£128,991.00		

Rothwell

Project	Delivery Organisation / Description	Projected Capital cost	Actual Spend/ Completion Status	Outputs	Status
Neighbourhood Improvement Area – John O’Gaunts A plan to aimed at making improvements in Priority Neighbourhoods <i>Approval date: ?</i>	South Area Management	£20,600.00	£9,000 £11,600	Diversionary activities for young people. Pathways Initiative. Gardening Initiative. Youth Shelter. More diversionary activities for young people in the area. A safer neighbourhood with a reduction in the fear of crime amongst residents. An improvement in the physical environment of the area.	Complete Complete
Litterbins Rothwell 2005/06 Additional litter bins for areas identified as being problematic for litter. <i>Approval date: 24/10/2005</i>	Environmental Services	£5,000.00	£5,000.00	17 Dual compartment, free standing litter bins. A reduction in the amount of litter in the area. Improvements to the environment.	Complete
Oulton & Woodlesford Sports & Social Facilities The refurbishment and extension of the existing changing facilities / club house at Oulton and Woodlesford Sports and Social Club. <i>Approval date: 06/02/2006</i>	Parks & Countryside	£20,000.00	£20,000.00	Two new changing rooms. Officials room with toilet and shower activities. More young people involved in more sporting activities. Facilities meeting Sports England Requirements for health and safety.	Complete
Rose Lund Centre Improvements The extension of the Rose Lund Centre. <i>Approval date: 25/02/2008</i>	Parks & Countryside	£20,000.00	£20,000.00	2 new changing rooms. Officials room with toilet and shower facilities. More young people involved in sporting activities. Facilities meeting Sports England Requirements for health and safety.	Complete
Litterbins 2007/08 Additional litterbins for areas identified as being problematic for litter. <i>Approval date: 25/02/2008</i>	Environmental	£2,325.00	£2,325.00	6 additional litter bins. A reduction in the amount of litter in the area. Improvements to the environment. £2,400 ring fenced but actual project underspent.	Complete

**Outer South Capital Wellbeing Budget
2004 - 2012**

Rothwell Litterbins Additional litterbins for areas identified as being problematic for litter. <i>Approval date: 25/02/2008</i>	Environmental	£4,800.00	£4,800.00	Additional litter bins. A reduction in the amount of litter in the area. Improvements to the environment.	Complete
Rothwell Bring Site Improve and enhance existing recycling facilities in Rothwell. <i>Approval date: 25/02/2008</i>	City Development	£6,782.93	£6,782.93	Improved recycling facilities in Rothwell. Encourage residents to recycle, reuse and reduce waste.	Complete
Windmill Youth Club Improve facilities at Windmill Youth Club. <i>Approval date: 25/02/2008 (£30,707 approved)</i>	Corporate Property	£13,885.37	£13,885.37	Enhance and develop a community centre. Increase community use of building.	Ongoing
Recycling Bring Sites (additional) Resurfacing of the site. <i>Approval date: 25/02/2008</i>	City Development	£3,914	£3,914	Improved recycling facilities in Rothwell. Encourage residents to recycle, reuse and reduce waste.	Complete

**Outer South Capital Wellbeing Budget
2004 - 2012**

Manor Road Shops Improvement works to area on Manor Road, Wood Lane Estate. <i>Approval date: 25/02/2008</i>	Groundwork	£19,453.75	£19,453.75	Improve retail area on Manor Road in Wood Lane, Rothwell.	Complete
Rothwell Competitive Music Festival - Staging Purchase temporary and portable staging <i>Approval date: 1st February 2010</i>	Rothwell Competitive Music Festival	£2,100	£2,100	Improve experience of participants and audience members to Rothwell Competitive Music Festival and provide an income to the group by hiring staging out to users of Blackburn Hall for a nominal fee.	Complete
Lofthouse PB Projects decided by the community through participatory budgeting to receive funding. <i>Approval Date: 15/3/10</i>	Lofthouse Brass Band and Carlton Scouts.	£2,540.75	£2,540.75	More activities for children and young people and improvements to the local environment.	Complete
Litterbins 2010/2011 Additional litterbins for areas identified as being problematic for litter <i>Approval date: 21/6/2010</i>	Environmental Services	£3,200.00	£0.00	6 additional litter bins. A reduction in the amount of litter in the area. Improvements to the environment. £2,400 ring fenced but actual project underspent.	ongoing
Manor Road Shops CCTV Improve the quality of the cameras, update the recording system and move system to LLC owned property <i>Approval date: 06/09/10</i>	Commercial Asset Management	£3,389.00	£3,389.00	Reduction in crime and fear of crime, improvement to the local environment. Project will also support the work of the local TARA as they identified and supported the project through its	Complete
Rothwell NPT Pro Laser Device To purchase a pro laser speeding <i>Approval date:</i>	Rothwell NPT	£1,750.00	£0.00	Reduction in speeding and road traffic collisions in Rothwell NPT area.	ongoing
Manor Road Litterbin Purchase of a single litterbin <i>Approval date: 4/7/11</i>	Streetscene	£400.00	£0.00	Reduction in the amount of litter in the area, Improvements to the appearance of the local neighbourhood.	ongoing

**Outer South Capital Wellbeing Budget
2004 - 2012**

John O'Gaunts Gardening Group Purchase of equipment <i>Approval date: 4/7/11</i>	John O'Gaunts Gardening Group	£1,139.93	£600.00	Support residents in a priority neighbourhood to manage and maintain their gardens. Providing a sense of ownership and contributing to a cleaner and more attractive environment.	ongoing
Posts for Dog Fouling Signs Purchase 16 posts and brackets to allow A4 signs to be erected. <i>Approval date: 4/7/11</i>	Parks and Countryside	£71.20	£0.00	Reduction in dog fouling at parks across the outer south.	ongoing
Woodlesford Rec Environmental Improvements To support phase 1 improvement works at park. <i>Approval date: 4/7/11</i>	Parks and Countryside	£8,000.00	£0.00	Improvements to access, new seating, signage and planting aim to increase community pride and ownership of the park.	ongoing
Springhead Park Access To support improvements to paths on Park Lane and Oulton Lane entrances. <i>Approval date: 17/10/11</i>	Parks and Countryside	£7,000.00	£0.00	Improve access and the accessibility into and around the park for users, improve the appearance of the park and will provide an enhanced visitor experience.	ongoing
Rothwell Haigh Road Cemetery To build up the wall on Styebank Lane . <i>Approval date: 17/10/11</i>	Parks and Countryside	£800.00	£0.00	Significantly improve the appearance of the local environment.	ongoing
Rothwell Total		£147,151.93	£79,790.80		

TOTAL			
Projects agreed	£644,399.43	£476,527.11	
Balance	£38,608.57		

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Report author:
 Thomas O'Donovan
 Tel: 3951654

Report of Area Leader – South East Leeds

Report to South Leeds (Outer) Area Committee

Date: Monday 5th December 2011

Subject: A Summary of Key Work

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Ardsley and Robin Hood Morley North Morley South Rothwell		
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. This report presents a summary of key work taking place within the Outer South Leeds area, not covered elsewhere on the agenda.

Recommendations

2. The Area Committee is asked to:
 - a) Note the contents of the report and make comment as appropriate

1 Purpose of this report

- 1.1 To bring to Members' attention in a succinct fashion, a summary of key work which the Area Management Team are engaged in based on priorities identified by the Area Committee, that are not covered elsewhere on this agenda. It provides opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.

2 Background information

- 2.1 Members will recall at the July 2011 Area Committee, a revised title and format for this report was introduced based on proposed changes to the Leeds Initiative partnership and planning framework for the city and in an effort to be more focused on current priorities.

3 Area Chairs Forum

- 3.1 The minutes from the meeting held on Monday 5th September 2011 were agreed at the Area Chairs Forum on the 11th November and are attached for Members information (**Appendix 1**)
- 3.2 At the 11th November Area Chairs Forum meeting, members asked that a series of papers on the proposed welfare reforms would go to each Area Committee. Attached for information are the relevant papers (**Appendix 2**)

4 Updates by Theme: Sustainable Economy and Culture

4.1 Community Centres Sub Committee

- 4.1.1 The Outer South Community Centres Sub Committee last met on the 9th November 2011. The minutes (**Appendix 3**) are presented for Members information. The next meeting is planned for Wednesday 16th May 2012 at Morley Town Hall

4.2 Morley Town Centre Management Board

- 4.2.1 At the 28th October meeting The board appointed a secretary, Wendy Kettlewell and a treasurer, Robert Tempest. The board is now working to the new constitution approved at the previous meeting.

5 Updates by Theme: Children and Families

5.1 Children Leeds South Leadership Team

- 5.1.1 To further strengthen links between the Children Leeds South Leadership Team and the Outer South Area Committee, the minutes from the most recent meeting on 26th January 2011 were circulated at the March Area Committee.

6 Updates by Theme: Safer and Stronger Communities Board

6.1 Environmental Services Delegation

6.1.1 A full update on the Environmental delegation has been presented to members as a separate item at this meeting.

6.2 Community Safety

- 6.2.1 As reported in the Community Safety Report to the Area Committee in September, new crime and grime arrangements are now being implemented. The operating principles are attached at **Appendix 4**. The aim of the new arrangements is to create forums and relationships that will allow for better delivery of services to address community safety and environmental issues. Following an officer review it was agreed that front line officers would be guided to deal with local issues as part of day to day working and that this should not require an additional layer of meetings. As a consequence, the local Tasking meetings no longer exist. Members have received a communication by email advising them to contact relevant officers should they have any local issues to be addressed. Members are also encouraged to raise issues for consideration by the Crime and Grime meetings with Tom Smith of Environmental Services and Chief Inspector Vernon Francis who co-chair the groups.
- 6.2.2 At a strategic level, new ways of working are being developed to address service improvement across the area. It is expected that this will be achieved through a series of meetings and developing new understandings and working relationships at that level. The meetings aim to bring together partners who have responsibilities at a senior level across the locality. This will allow better connected leadership and facilitate cultural change within respective organisations.
- 6.2.3 The meetings will be on a six weekly cycle initially with ongoing review of their performance and there will be two meetings for the Outer South. The Morley meeting will cover Morley North, Morley South Wards and East/West Ardsley, Tingley and Thorpe in Ardsley Robin Hood ward. The Rothwell meeting will cover Rothwell Ward and Lofthouse/Robin Hood in Ardsley Robin Hood Ward. The areas covered by the meetings are in line with the local Neighbourhood Policing Teams and are roughly co-terminus with the Clusters in Outer South. They will be jointly chaired by the Locality Manager for Environmental Services and the West Yorkshire Police Chief Inspector Neighbourhoods. The Area Committee Community Safety and Environmental Champions (Cllr Dawson and Cllr Finnigan) are also represented on these groups so will ensure Members views are represented and strengthen the link with the Area Committee.
- 6.2.4 The first round of meetings has taken place in November 2011. A number of priority issues were identified with officers being clearly tasked to develop a response. A report on the progress of these new arrangements will be presented to Members at a future meeting of the Area Committee.

6.3 Middleton Park Strategic Advisory Group

- 6.3.1 The most recent meeting of the Middleton Park SAG was 23rd November, minutes will be presented to the February meeting. Attached are the 21st September minutes. (**Appendix 5**)

7 Updates by Theme: Health and Well being

- 7.1 The South East Health and Well being partnership last met on the 13th October, minutes are attached at **Appendix 6** for Members information. The partnership will next meet on the 24th November.

8 Updates by Theme: Housing and Regeneration

8.1 Town and District Centre Regeneration Scheme

8.1.1 Local Shops Initiative

With one project complete, there have been 2 further expressions of interest. Quotes are due for consideration before progressing. The Morley Town Centre Management Board is still actively promoting the scheme and it will review progress at its next meeting.

9 Corporate Considerations

9.1 Consultation and Engagement

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

9.2 Equality and Diversity / Cohesion and Integration

- 9.2.1 Community groups submitting a project proposal requesting funding from the Well being budget have an equal opportunities policy and as part of the application process, complete a section outlining which equality groups the project will work with and how equality and cohesion issues have been considered.
- 9.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

9.3 Council Policies and City Priorities

- 9.3.1 The projects outlined in this report contribute to targets and priorities set out in the following council policies:

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

- Regeneration City Priority Plan

9.4 Resources and Value for Money

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

9.5 Legal Implications, Access to Information and Call In

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

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

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

9.6 Risk Management

9.6.1 This report provides an update on work in the Outer South and therefore no risks are identifiable. Any projects funded through Well being budget complete a section identifying risks and solutions as part of the application process.

10 Conclusions

10.1 The report provides up to date information on key work areas of the Area Committee.

11 Recommendations

11.1 The Area Committee is asked to:

- a) Note the contents of the report and make comment as appropriate

12 Background documents

12.1 Minutes of the Full Council meeting, 26th May 2011

12.2 Council Constitution

12.3 Area Committee Summary of Key Work Report, 17th October 2011

12.4 Area Committee Well Being Report, 17th October 2011

12.5 Conservation Area Reviews 10th September 2007

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

Attendance:

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

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

Minutes: S. Warbis

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

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

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

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

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

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

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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 Reform timetable

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

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

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

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

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

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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*

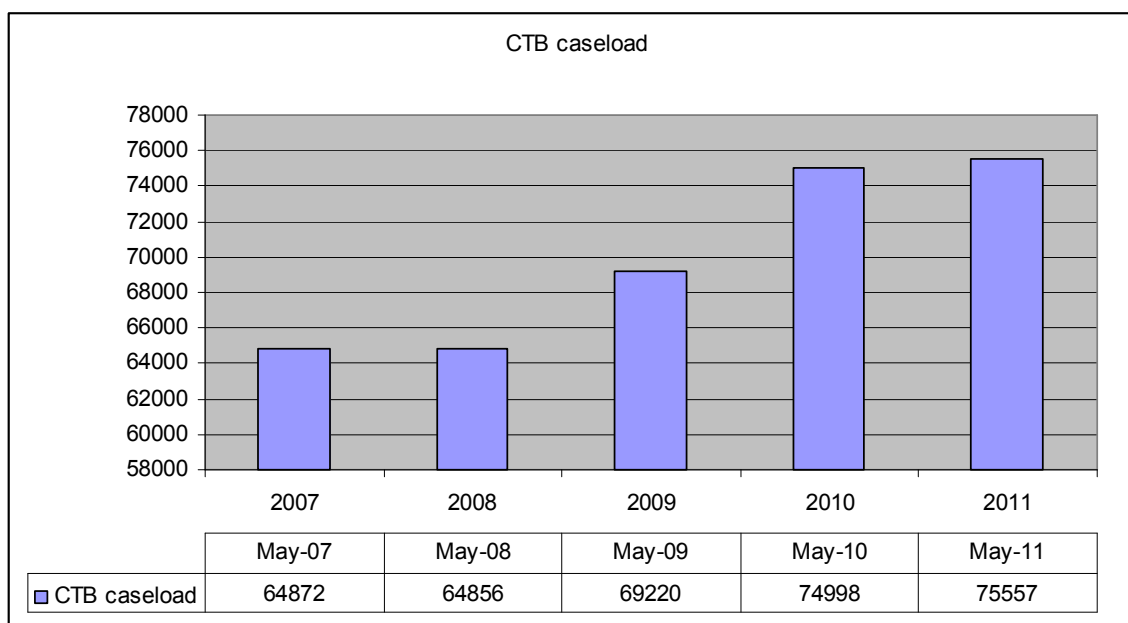
As stated above the ability to reflect local priorities is severely limited by the prescription of a national scheme for pensioners and the expectations around protecting other vulnerable groups and people moving into work. The scope for local priorities can be increased by including discounts and exemptions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



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.

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

REPORT TO **AREA COMMITTEE CHAIRS' FORUM**

DATE: **THURSDAY 3 NOVEMBER 2011**

SUBJECT: **WELFARE REFORM**

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

Background information

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

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

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

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

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

Changes were introduced in April 2011 that:

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

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

Main issues

Housing Benefit changes

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

Table 1

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

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

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

Welfare Reform proposals planned for 2013

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

Replacement scheme for Council Tax Benefit

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

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

Universal Credit

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

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

Other changes

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

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

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

c) *Benefit caps*

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

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

d) *Social Fund*

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

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

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

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

e) *Disability Living Allowance changes*

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

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



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

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

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

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

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

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

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

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

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

Key: SS Simon Swift
SK Sarah Kemp
DR David Rickus

PRESENT: Councillors: Bob Gettings (Chair), Lisa Mulherin, Judith Elliott
 In attendance: Pauline O'Connell, Malcolm Fisher, Trudie Canavan,
 Jonathan Sharp and representing St Gabriels Susan Volante, Margaret &
 Revd. Glenn Coggins

APOLOGIES: .

1.0 Introductions & Apologies

ACTION

- Councillor Bob Gettings took the Chair and invited introductions.
- Members of the group were taken on a tour of the building to highlight some of the ongoing maintenance issues associated with the usage of the site.

Apologies received from Carl Sawyer and Cllr Don. Wilson

2.0 Discussions on St Gabriel's

Current use of the building,

- Twice weekly youth club,
- Mums & tots twice a week,
- Bonding babies once a week,
- Prize bingo once a month
- A series of one off events for Christmas, Easter mini sports days etc
- Currently investigating the potential of running a luncheon club by taking over the clients from a local group that has just folded.

2.1 The building currently has over £6k of works highlighted to improve the building. All of these works are in addition to any health & safety related works that need to be carried out. It was suggested that some of the painting work could be carried out by the Community Payback team, this would have to be investigated to make sure that the venue is suitable. **CS**

2.2 The main issue is the damp problem in the gents toilet. Since the board was installed over the window the issues had got progressively worse and is now having a detrimental effect on the usage of the building. **MF**

2.3 Dave Graham leading on the works to the roof, the overflow issue has been looked at. There is now a process in place to monitor the completed works. Malcolm Fisher confirming the details of the roof scheme. **MF**

2.4 The list of works highlighted for the building is not a work program but a series of works that would benefit the building. Due to the financial commitments that would be required to complete these works, other alternative methods of delivery are being investigated. i.e all of the health & safety related works are being looked at by CPM . Cllr Gettings requested that this list be looked at and work prioritised on a needs basis. **TC/MF**

2.5 Members were asked for comments on the two different methods of improving the toilets:

- 1) dry out the wall with the plaster still in place
- 2) remove the plaster to allow for a deeper drying

Due to the extensive damage to the wall it was felt that removing the plaster would result in a better finish to the works in the long run.

(MF to confirm the name of the member of staff dealing with this query) **MF**

- 2.6 Cllr Mulherin raised concerns over the timescales of works in light of the toilet issue being raised in February and the works not being carried out by November
- 2.7 After some discussion around how the centre can be better utilised, Councillors felt that reducing the costs of the hourly rate down from £25 to £10 per hour. This issue to be looked at in light of the building not being leased out. **TC**
- 2.8 Local residents confirmed that they are still happy to open up the centre on an ongoing basis.
- 2.9 The caretaker currently visits the centre regularly to monitor the following:
 - bins
 - toilets
 - mopping floors
 - weekly safety checks
due to the low income from the centre this arrangement is being covered as an add on to another caretakers role.
- 2.10 A number of bills were handed to Pauline O'Connell from PHS. This has been a clerical error for the company concerned and will be addressed centrally.
- 2.11 Thanks were given to the management committee for their work in allowing the centre to function well.
- 3.0 Minutes of the last meeting**
 - Minutes of the last meeting held on 17th August 2011 were agreed as a correct record.
- 4.0 Matters Arising**
 - 6.0 (bullet point 4) – this issue was highlighted at a meeting yesterday and further updates will be provided to members in due course **TC**
- 5.0 Property Maintenance**
- 5.1
 - The first part of the meeting focused on the issues associated with St Gabriels. The building is under lease from the church until 2013 and the current usage needs to be looked at in light of the citywide review. If it is seen to be too much of an issue to continue with another long term lease the building will be sold.
 - LCC currently manage 63 centres directly.
- 5.2 Action plan updates –
- Blackburn Hall – ventilation/ heating system will be installed in the new year due to an issue with an additional platform being required. **CPM**
 - Stanhope community centre – centre is very busy. The building needs new fascia boards costing £1,100, this work to be carried out through either wellbeing capital or WBI dependant on available funds. **GF/Ward Members**
 - Morley Town Hall – the curtains have been installed but need to be checked before sign off. **MF**
 - Leaflets promoting the use of Morley town hall have been drafted, 50% of the printing costs were requested from Area Committee **TC/GF**

Wellbeing, GF to investigate.

- Lewisham Park – the costings for the sign have been received but works not completed. **MF**
- Windmill – the store room being accessed via the ladies toilet. The issues has been investigated and would cost in the region of £7k to complete the works. This item to be left on the agenda for future discussion.

6.0 Pricing & Lettings

- This is an ongoing debate across the city and is currently a very complicated way of working. Inroads are being made to simplify the situation though an officer group. Updates on this will be brought to the next meeting.
- The turn around in lettings is now close to 2 days rather than 2 months which it was in the past.

7.0 AOB

- N/A

8.0 Time and date of next meeting

The following schedule was agreed.

All

- Wednesday 16th May 2012 - Morley Town Hall
- Wednesday 7th November 2012

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Crime and Grime Meetings – Guiding Operating Principles

Inner and Outer South Leeds will have 4 groups covering

- **Beeston** (City & Hunslet and Beeston & Holbeck wards/Holbeck NPT / JESS and Upper Beeston & Cottingley Clusters)
- **Middleton** (Middleton Park ward/Rothwell Inner NPT/Middleton Cluster)
- **Rothwell** (Rothwell ward and Lofthouse/Robin Hood in Ardsley Robin Hood ward/Rothwell Outer NPT/Rothwell Cluster)
- **Morley** (Morley North, Morley South wards, East & West Ardsley, Tingley and Thorpe in Ardsley Robin Hood ward/Morley NPT/Morley and Ardsley & Tingley Cluster).

Purpose: Multi agency, problem solving, intelligence led approach to ASB/crime and environmental issues in local neighbourhoods. The meetings will aim to bring together partners who have responsibilities at a senior level across the locality. This will allow better connected leadership and facilitate cultural change within respective organisations. Each agency represented will be responsible for delivering their own service and acting on concerns/issues raised by the Crime and Grime group. The group will also be able to make decisions on service delivery to respond to identified need.

Frequency: Six weekly

Co-chaired by: Chief Inspector Neighbourhood Policing and Environmental Services Locality Manager.

Membership

- Area Committee Community Safety Champion
- Area Committee Environmental Champion
- Neighbourhood Policing Team – Chief Inspector and NPT Inspector
- Environmental Locality Team – Locality Manager and Team Supervisor
- Area Community Safety Co-ordinator
- Area Management Team – Area Improvement Officer
- Aire Valley Homes – Director of Housing, Area Development Managers and Neighbourhood Housing Managers
- Leeds Anti Social Behaviour Team – Manager
- Other housing providers as appropriate to the area and at a senior level (currently Leeds Federated Housing Association and Belle Isle TMO)
- Parks and Countryside – Operations Manager/Parks Technical Manager
- Arson Reduction Team – Manager
- Youth Offending Service – Operational Manager
- Youth Service Managers
- Voluntary Sector Youth Work providers – as appropriate to the area
- Cluster Managers
- Victim Support

Members of the group are required to attend and fully contribute to meetings and pieces of work in a consistent manner. Members are expected to cascade information within their organisations and to ensure that colleagues are fully appraised of developments in neighbourhoods.

Other agencies may be invited to attend where discussions would benefit from their involvement.

All members of the group will be supported and challenged by the group to actively participate in the running of the meeting and the delivery of activity leading from that.

Accountability:

The Crime and Grime Tasking groups will be accountable to the Inner South and Outer South Area Committees and to the Safer, Stronger Communities Board. They will be work groups of the South East Leadership Team.

Prioritisation of activity/resources:

Each group will receive an intelligence product that reflects the priorities of key agencies in the group. The intelligence package will guide the work of the group and be used for performance management. All agencies and Elected Members will have the opportunity to bring issues for resolution by the group. There is an expectation that all issues raised will have been discussed with the relevant Manager and actions taken to address the problem prior to it being raised with the Crime and Grime groups. The Chairs of the groups will screen all the referrals to determine that this has been done and will offer advice for further activity if appropriate.

Review:

The Guiding Operating Principles have been ratified by the four Crime and Grime groups in November 2011. The performance of the group and the Operating Principles will be reviewed in June 2012.

ATTENDANCE	
Councillor Adam Ogilvie (Chair)	Ward Councillor
Councillor Geoff Driver	Ward Councillor
Councillor Kim Groves	Ward Councillor
Councillor Jack Dunn	Ward Councillor
Sean Flesher	Parks & Countryside
Kris Nenadic	Parks & Countryside
Graeme Ashton	Parks & Countryside
Peter Marshall	Sir George Martin Trust
Nick Rose	Friends of Middleton Park
Martin Gresswell	LCC Development Department
Joanne Hainsworth	Middleton Cluster Manager
Shaid Mahmood	Area Leader
Gavin Forster	Area Management Team

1.0	Welcome and Introductions	ACTION
1.1	Everyone was welcomed and introductions were made.	
2.0	Apologies	
2.1	Anne Chadwick,	
3.0	Background Information	
3.1	Cllr Ogilvie gave a overview of the ongoing improvements to the park.	
3.2	This group has been setup to look at the strategic role of the park in the City. People from all over the city use the likes of Roundhay and Golden Acre parks for a range of activities, Middleton should be seen in the same light and be able to be marketed as part of the main portfolio. The links to the John Charles Centre for Sport could be a key selling point to promote the park.	
3.3	The aim of this group is to allow the park to function more effectively and provide the necessary infrastructure to encourage partner agencies to run their own events in conjunction with Parks staff.	
4.0	Function & Operating Principles	
4.1	The proposal is for the SAG meeting to continue past the life of the Middleton Park Project board to support the work initiated within the capital works. The role of the Estate officer within the timescale of the capital works is to promote the park and its activities to the local communities to increase visitor numbers. This group will support the Estate Officer and break any barriers to delivery of successful	

	schemes.	
4.2	The group will meet every two months with actions being driven forward between meetings.	
4.3	The terms of reference will be short but adaptable to the changes required to move projects forward.	
4.4	Need to look at the wording of the purpose. 'Offer access' to may need to include 'safe'. The aspect of safety provoked discussion in to some of the ways that the park improvements will address this issue, through the design of the project, CCTV and over all infrastructure.	
4.5	Under the function it currently says 'influence delivery' this should be changed to include the acknowledgement of other services providing their own events and not just helping P&C to run more.	
4.6	GF to make the necessary amendments	GF
4.7	Discussions continued around the work around the park: <ul style="list-style-type: none"> • P&C are funding the Estate Officer to provide added value to the project and bring in more projects to enhance the engagement with local people • The new gardener for the completed site will be employed from the local community. • If people are living in Hunslet for example how would they get to an event? The transport infrastructure is not currently in place to establish the park as a stop off point. This topic will be highlighted as an action to be taken forward by this group. • Parking is an issue with regards to large events. This could be looked at in conjunction with local businesses to use their car parks on weekends. • Signage and a website will form part of the strategy to engage with local people but more ideas are needed to widen the engagement net. • Walking trails in a similar vein to West Leeds Country park are being investigated. This work would map the neighbouring greenspaces in the south of the city and create walkways and linkages between communities. • The current heritage trail on site is in need of maintenance as it could be a key location for attracting visitors • With all of the events being run by P&C and the Friends of Middleton Park, there are more events running and being planned that in any of the other parks in the city. 	
5.0	Membership review	
5.1	Discussions took place around appropriate membership and the following changes were suggested: <ul style="list-style-type: none"> • Due to the potential links with businesses, Leeds Ahead to find local business representatives to be on the group • Members felt it was appropriate to have a representative from each of the three Inner South wards to try and engage more effectively with estates in Hunslet etc. • With the park being key to two clusters Maggie Hartley should also be invited from the JESS cluster • A link to young people is needed but due to the HUB trying to secure visitors itself it maybe more appropriate to link with 	GF

	<p>someone covering the generic youth work provision.</p> <ul style="list-style-type: none"> • The close proximity and clear links that can be made to the John Charles Centre, a representative would be useful to the group. • Gerry Shevlin to act as the link for the Community Safety aspects along with the tasking arrangements. • With the changes ongoing around the development of the SLA, Tom Smith would be a useful link to provide support in the clearing of rubbish etc in the neighbouring streets • Other groups that need to be involved by not necessarily on the group would be the likes of: Hunslet Club (including fishing links), Middleton Equestrian centre, 	
6.0	Programme update	
	Appendix 1 covers the current programme of ongoing works.	
7.0	Barriers to Progress	
	<p>This groups focus is maximising the impact of the park, this means any issues restricting either projects or promotion of the park can be highlighted and addressed.</p> <ol style="list-style-type: none"> 1) Links to Extended services clusters – with the current changes contacts need to be made to effectively link with all of the clusters in the south of the city. This could be through cluster managers but discussions will be needed. 2) Transport – Middleton Park isn't currently being highlighted as a venue on buses and various other positive changes could be made to help access to the park 3) Safety concerns – this wider than the infrastructure of the park including the likes of local policing and overall perception changes. 4) Expand links to the John Charles Centre for sport – this link could prove to be key to engaging with a wider sporting audience with the likes of running and walking routes. 	ALL
8.0	AOB	
	Very important to include the industrial archaeology of the area in future plans there is great potential in the wealth of history in the park. P&C confirmed that this would be included and already works around the horse gin and the holt will form part of the capital works.	
9.0	Date of Future Meetings	
9.1	<p>Future meeting dates:</p> <ul style="list-style-type: none"> • 23rd November 10.00 at Dewsbury Road One Stop Centre. 	

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

Attendees:

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

In attendance: Kate Hill, Matthew Callister, Catherine Foster

1. Welcome, introductions and apologies

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

2. Minutes of meeting held on 28th July 2011

Agreed as an accurate record.

3. Matters arising

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

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

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

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

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

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

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

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

Action: Toshal to send report for circulation to Bash.

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

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

Evaluation of the Hamara physical activity programme: first steps

– **Kate Hill**

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

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

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

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

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

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

Better outcomes for people have been achieved.

Noted that building blocks (next to Hamara) has good space to hold women's only

sessions and it includes crèche facilities as it's clear that some groups will not take up physical activity at a centre if there are no facilities to have tailored sessions for women only.

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

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

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

5. MARS Evaluation feedback – Bash Uppal

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

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

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

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

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

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

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

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

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

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

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

The partnership welcomed the update.

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

7. Update on partnership activity programme

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

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

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

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

8. Any other business

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

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

Next meeting

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

Future Agenda items:

JSNA/Area Profiles

Transformation programme

Financial Inclusion and welfare reforms

Citizens Panel Survey and Leodis PPI programme