



**NORTH WEST (OUTER) AREA COMMITTEE**

---

**Meeting to be held in Yeadon Town Hall, High Street, Yeadon, Leeds, LS19 7PP on  
Monday, 6th February, 2012 at 2.00 pm**

---

**MEMBERSHIP**

Councillors

B Anderson	-	Adel and Wharfedale;
J L Carter	-	Adel and Wharfedale;
C Fox	-	Adel and Wharfedale;
G Latty (Chair)	-	Guiseley and Rawdon;
P Latty	-	Guiseley and Rawdon;
P Wadsworth	-	Guiseley and Rawdon;
B Cleasby	-	Horsforth;
C Townsley	-	Horsforth;
D Collins	-	Horsforth;
C Campbell	-	Otley and Yeadon;
R Downes	-	Otley and Yeadon;
G Kirkland	-	Otley and Yeadon;

---

**Agenda compiled by:  
Governance Services  
Civic Hall  
LEEDS LS1 1UR  
Telephone: 0113 395 2194**

**Gerard Watson**

**W N W Area Leader: Jane Maxwell  
Tel: 0113 336 7858**

## **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><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Chief Democratic Services Officer at least 24 hours before the meeting.)</p>	
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p><b>RESOLVED</b> – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p>	

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

Item No	Ward	Item Not Open		Page No
8	Adel and Wharfedale; Guiseley and Rawdon; Horsforth; Otley and Yeadon;		<p><b>WEST NORTH WEST HOMES LEEDS INVOLVEMENT IN AREA COMMITTEES</b></p> <p>To consider the report of West North West homes Leeds (WNWhL) providing an update on the work of the ALMO, whilst also exploring ways of ensuring that WNWhL's involvement with Area Committees is as meaningful and productive as possible.</p> <p><b>(Council Function)</b></p>	9 - 16
9			<p><b>CLARIFICATION UPON THE LEEDS CITIZENS' PANEL</b></p> <p>To consider the report of the Assistant Chief Executive (Customer Access and Performance) providing further updates and clarifications upon a number of points discussed at the December 2011 North West (Outer) Area Committee meeting, in addition to other Area Committee meetings held during the same cycle. Specifically, the submitted report paper clarifies the recommendation that the Area Committee considers the possible support the Panel might offer to Wellbeing Fund decision-making.</p> <p><b>(Council Function)</b></p>	17 - 30
10	Adel and Wharfedale; Guiseley and Rawdon; Horsforth; Otley and Yeadon;		<p><b>WELLBEING FUND BUDGET REPORT</b></p> <p>To consider the report of the Assistant Chief Executive (Customer Access and Performance) providing Members with an update on the current amount of revenue and capital funding committed and available via the Area Committee Wellbeing budgets for wards in the Outer North West. In addition, the report also seeks approval for new projects and provides details of small grant applications received since the last Area Committee.</p> <p><b>(Executive Function)</b></p>	31 - 38

Item No	Ward	Item Not Open		Page No
11	Adel and Wharfedale; Guiseley and Rawdon; Horsforth; Otley and Yeadon;		<p><b>AREA UPDATE REPORT</b></p> <p>To consider the report of the Assistant Chief Executive (Customer Access and Performance) providing Members with information on a range of Area Committee business, including key messages from forums and sub-groups, together with project and service activity.</p> <p><b>(Executive Function)</b></p>	39 - 44
12			<p><b>AREA CHAIRS' FORUM MINUTES</b></p> <p>To consider the report of the Assistant Chief Executive (Customer Access and Performance) presenting for comment the minutes of the Area Chairs' Forum meeting held on 11<sup>th</sup> November 2011.</p> <p><b>(Council Function)</b></p>	45 - 54
13			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Monday, 26<sup>th</sup> March 2012 at 2.00 p.m.</p> <p>(Venue to be confirmed)</p>	
			<p><b>MAP OF TODAY'S VENUE</b></p> <p>Yeadon Town Hall, High Street, Yeadon, Leeds, LS19 7PP.</p>	

## NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 12TH DECEMBER, 2011

**PRESENT:** Councillor G Latty in the Chair

Councillors B Anderson, C Campbell,  
J L Carter, D Collins, R Downes, C Fox,  
P Latty and C Townsley

**47 Chair's Opening Remarks**

The Chair welcomed all in attendance to the meeting of the North West (Outer) Area Committee.

**48 Late Items**

There were no late items as such, however, it was noted that supplementary information had been circulated to Committee Members following the despatch of the agenda as follows:-

- (a) A further expression of interest for Wellbeing funding from West North West Area Management, to be considered as part of the report entitled, 'Wellbeing Report' (Minute No. 57 referred).
- (b) The minutes from the Children and Young People's Sub Group meeting held on 2<sup>nd</sup> November 2011, to be considered as part of the report entitled, 'Area Update Report' (Minute No. 61 referred).

**49 Declaration of Interests**

There were no declarations of interest made during the meeting.

**50 Apologies for Absence**

Apologies for absence from the meeting had been received on behalf of Councillors Wadsworth, Cleasby and Kirkland.

**51 Open Forum**

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

On this occasion, there were no members of the public present.

**52 Demonstration by CASAC (Community Action and Support Against Crime)**

The Committee received a demonstration by Neil Goldip of CASAC, an organisation which provided security improvements, advice and crime prevention initiatives to communities across Leeds. The demonstration highlighted the issues which existed with a number of lock cylinders currently found on UPVC doors and the range of actions being taken by CASAC to

address the issue as part of an overarching campaign to reduce burglary levels in Leeds.

Following the demonstration, a question and answer session ensued. The key points raised were as follows:-

- Details were provided on how the affected locks could be changed and the levels of cost involved;
- Members noted the extent to which the improved security measures undertaken by CASAC would act as a deterrent to potential burglars;
- The Committee highlighted the criteria used by the Home Office to compile burglary statistics in the UK;
- Members were provided with advice as to how affected locks could be identified;
- Information was provided regarding the services offered by CASAC to residents in West Yorkshire;
- Having discussed the ongoing negotiations taking place with the ALMOs regarding Council housing stock being fitted with the recommended lock cylinders, the Area Leader undertook to pursue this matter and report the latest position to the next meeting of the Area Committee.

### **53 Minutes of the Previous Meeting**

**RESOLVED** – That the minutes of the previous meeting held on the 7<sup>th</sup> November 2011 be approved as a correct record.

### **54 Environmental Services - Update on the Service Level Agreement**

Further to Minute No. 23, 26<sup>th</sup> September 2011, the Locality Manager for West North West Leeds submitted a report providing an update on the performance achieved against the Service Level Agreement (SLA) between North West (Outer) Area Committee and the West North West Environmental Locality Team. In addition, the report also provided feedback on discussions that had taken place at the Area Committee's Environment Sub Group meetings.

In presenting the report, Jason Singh, Locality Manager, West North West Leeds, provided details of the work which had been undertaken in the initial stages since the SLA had been agreed and advised that further update reports would be submitted in due course. Kris Nenadic, of Parks and Countryside was also in attendance in order to respond to relevant questions raised.

In response, Councillor Anderson, Chair of the Area Committee's Environmental Services Sub Group advised that a good start had been made in respect of the delegated service and that good working relationships had been established. He then thanked the Locality Manager for the work that had been undertaken and the progress made to date. However, Councillor Anderson went on to highlight a number of outstanding concerns which still remained for the Sub Group, which included the need for greater resource in order to fully address issues such as leaf clearance, the working patterns and work loads of those within the locality, issues in neighbouring areas which were impacting upon the Outer North West, the perceived lack of co-



ordination with Streetscene, matters relating to the issue of enforcement and the winter cessation of garden waste collection.

**RESOLVED** – That the contents of the submitted report, together with the comments raised in respect of the progress being made by the Locality Team in delivering the Service Level Agreement, be noted.

#### **55 Leeds Citizens' Panel in Support of Locality Working**

The Assistant Chief Executive (Community Access and Performance) submitted a report outlining the progress being made to create and manage a new and enlarged Leeds Citizens' Panel that would form an important tool in respect of the Council's and partners' consultation exercises. In addition, the report invited the Committee to consider whether it would like to utilise the Panel as part of its community engagement activities.

Having received a brief introduction to the report from Matt Lund, Corporate Consultations Manager, a question and answer session ensued. The key points raised were as follows:-

- Members were reassured that non-internet users would not be precluded from being involved with the Panel;
- Emphasis was placed upon the need for the Panel to be truly representative of the city and responses were provided to questions raised on the checks and balances which would be established to ensure that this was always the case. Specific responses were also provided to enquiries regarding the safeguards in place to prevent any deliberate distortion of the Panel's representative nature by individual groups;
- Members highlighted that the wording of the proposed questions to the Panel would be crucial;
- Responding to the Committee's enquiries regarding the recruitment process and the finite number of Panel places available in each geographical area, Members were informed that any applications received were merely expressions of interest and that no places were guaranteed;
- Following Members' enquiries, details were provided regarding the financial and staffing resource which was being committed to the initiative;
- Having discussed the recommendation within the submitted report which related to the utilisation of the Panel by the Committee as part of its community engagement activities in support of Wellbeing fund priority setting and in the development of the Area Business Plans, Members sought clarification on this matter, particularly in respect of what it would commit the Area Committee to. In response, it was proposed that further clarification on this matter was sought, with further details being submitted to the next meeting of the Area Committee.

#### **RESOLVED –**

- (a) That the development of a new Citizen's Panel in Leeds, as described within the submitted report, be noted.

- (b) That in respect of the second recommendation within the submitted report, (namely, to support the use of the new Leeds Citizen's 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), further clarification be sought, particularly in respect of what it would commit the Area Committee to, with the relevant details being submitted to the next meeting of the Area Committee for consideration.

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

The Director of Environment and Neighbourhoods submitted a report providing an overview of the progress made to develop more joined up working arrangements between locality based City Council services and Neighbourhood Police Teams/PCSOs.

Having received a brief introduction to the report from Zahid Butt, Area Community Safety Co-ordinator, a discussion ensued. The key points raised were as follows:-

- Members highlighted the need to ensure that Neighbourhood Policing Teams and PCSOs were not viewed as distinct entities;
- The Committee highlighted the vital role which was played by PCSOs in the community and the need to ensure that such an asset was safeguarded, as new policing arrangements were introduced in West Yorkshire;
- Members considered the role of PCSOs, specifically in terms of enforcement in a number of areas such as environmental services, and discussed the appropriateness or otherwise of such responsibilities falling to PCSOs;
- The Committee considered the benefits of Elected Member attendance at Tasking Group meetings and requested that in future, they received invitations to attend such meetings. In response, officers acknowledged Members' requests, undertook to pursue the matter and to report back on the issue at the next Committee meeting;
- The Committee noted that Chief Superintendent David Oldroyd of West Yorkshire Police had been invited to address Ward Members and discuss any issues that Members may have;
- With regard to the new policing arrangements which were to be introduced and the authority which the elected Police and Crime Commissioner would have over Council funded PCSOs, the Committee highlighted the need to ensure that the Commissioner was made aware of the Council's priorities regarding PCSOs.

**RESOLVED –**

- (a) That the progress made to develop more joined up working within localities between Leeds City Council services and Neighbourhood Policing Teams/ PCSOs be noted.

- (b) That the comments made by Members during the consideration of the report be noted and fed back to the local tasking arrangements in order to progress such matters.
- (c) That in response to Members' requests, officers undertake further enquiries and report back to the next meeting of the Committee in respect of Elected Member attendance at future Tasking Group meetings.

## 57 Wellbeing Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report outlining the current position statement for the Area Committee's Wellbeing budget, detailing for determination those expressions of interest received for Wellbeing funding and presenting for information those Small Grant applications which had been received to date.

A further expression of interest for Wellbeing funding received West North West Area Management entitled, 'Horsforth Festive Lights', had been circulated to Members prior to the meeting for their consideration and determination.

The Committee received a response to enquiries raised regarding a Small Grant application which had been recently received and following a specific question, details were provided on the regulations around the allocation of Wellbeing funding to schemes associated with religious organisations.

### RESOLVED –

- (a) That the current position of the Wellbeing budget, as set out within sections 2 and 3 of the submitted report be noted.
- (b) That the following be agreed in respect of those expressions of interest received for Wellbeing funding, as detailed within section 4 of the submitted report:-

<u>Name of Project</u>	<u>Name of Delivery Organisation</u>	<u>Decision</u>
Springfield Play Area	West North West Area Management	£30,000.00 (Capital) agreed.
Youth Service Driver Training	Youth Service	£2,460.00 (Revenue) (£615.00 per ward) – Application withdrawn, pending further discussions with Ward Members.
No Cold Calling Zones 2012	Yeadon & Rawdon Neighbourhood Watch Association	£1,229.00 (Revenue) (Horsforth Ward £49.16, Otley & Yeadon Ward 589.92, Guiseley &

Rawdon Ward £589.92)  
agreed.

Horsforth West North West Area £5,000.00 (Revenue)  
Festive Lights Management agreed.

- (c) That the small grant and skip approvals, as detailed within section 5 of the submitted report, be noted.

## 58 Localism Act 2011

The Assistant Chief Executive (Customer Access and Performance) submitted a report outlining the main elements of the Localism Act which would be of direct relevance to Area Committees, whilst also providing the Committee with an opportunity to debate and influence the Council's implementation of the legislation.

Having received a brief introduction to the report from Jane Maxwell, West North West Area Leader, the Committee touched upon several issues arising from the report. These included:-

- The relaxation of restrictions around the maximum size of Area Committees;
- Members highlighted the aspects of the legislation which enabled the community to challenge and formally submit ideas, via an expression of interest, to run specific Council services. The Committee considered the implications arising from this part of the legislation and emphasised the need to ensure that public expectations in relation to service provision were managed effectively.

In conclusion, the Chair requested that this matter be referred to the Committee's Policy Sub Group for further consideration.

### **RESOLVED –**

- (a) That the contents of the submitted report and the comments raised during the discussion be noted.
- (b) That the submitted report be referred to the Area Committee's Policy Sub Group for further consideration, with any outcomes arising from the discussion being relayed to officers in order to inform both a further report scheduled to go to Executive Board on the implications of the Act and also the more detailed reports/sessions on Planning, Assets of Community Value and the Right to Challenge.

## 59 Capital Receipts Incentive Scheme Report to Executive Board

The Assistant Chief Executive (Customer Access and Performance) submitted a report presenting for comment the paper on the Capital Receipt Incentive Scheme which was considered and received approval at the Executive Board meeting held on 12<sup>th</sup> October 2011.

Following Members' comments and questions, clarification was provided in that 20% of the capital receipts generated would be retained locally, up to a

maximum sum of £100,000 per receipt. Of that 20%, 15% would be retained by the relevant Ward, with the remaining 5% being pooled across the Council and subsequently being distributed to Wards on the basis of need.

In considering this matter, Members highlighted that any resource accrued from local capital receipts, which would be retained by Wards under the proposed scheme, needed to be solely used to fund additionality of service rather than the Council's statutory provision in the relevant area. Members also highlighted the need to ensure that the Capital Receipts Incentive Scheme was consistent with the Council's approach towards the Community Infrastructure Levy (CIL), a matter which was to be considered by the Executive Board on 14<sup>th</sup> December 2011.

**RESOLVED –**

- (a) That the contents of the Executive Board report on the Capital Receipts Incentive Scheme be noted.
- (b) That the Committee's views regarding this matter be raised as part of the accompanying consultation exercise, particularly in respect of the need for any resource accrued from local capital receipts, which would be retained by Wards under the proposed scheme, to be solely used to fund additionality of service rather than the Council's statutory provision in that area.

**60 Area Chairs' Forum Minutes**

The Assistant Chief Executive (Customer Access and Performance) submitted a report presenting for comment the minutes of the Area Chairs' Forum meeting held on 5<sup>th</sup> September 2011.

**RESOLVED –** That the submitted report, together with the content of the minutes from Area Chairs' Forum meeting held on 5<sup>th</sup> September 2011, be noted.

**61 Area Update Report**

The Assistant Chief Executive (Customer Access and Performance) submitted a report which brought together a range of information regarding Area Committee business. As such, the report provided details of the key messages from Area Committee Sub Groups and Area Forums, whilst also presenting an update in respect of projects and service provision.

Members noted that in line with a request previously made by the Area Chair's Forum, appended to the report was a series of documents for the Committee's information regarding welfare reform and a response to the localisation of Council Tax Support.

The minutes from the Area Committee's Children and Young People's Sub Group meeting held on 2<sup>nd</sup> November 2011 had been circulated to Members prior to the meeting for their consideration.

**RESOLVED** – That the contents of the submitted report and the comments made during the discussion on this item, be noted.

- 62 Date and Time of Next Meeting**  
Monday, 6<sup>th</sup> February 2012 at 2.00 p.m.  
(Venue – To be confirmed)

(The meeting concluded at 3.53 p.m.)

## Report of West North West Homes

## Report to Outer North West Area Committee

**Date: 6<sup>th</sup> February 2012**

## **Subject: West North West homes Leeds involvement in Area Committees**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Horsforth, Adel & Wharfedale, Otley & Yeadon & Guisley & Rawdon		
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. WNWhL provide a range of housing management services in the West and North West of Leeds. The Outer North West Area Committee area is coterminous with the 'Outer North West' housing management area comprising 3900 properties in the Adel and Wharfedale, Otley and Yeadon, Horsforth and the Guiseley and Rawdon Wards. Tenancy and Estate Management services are delivered locally from our office located in Horsforth.
2. Support services such as rent accounting, lettings and property repairs are delivered through a centralised structure, however all customer enquiries can be made locally at the Horsforth Neighbourhood Office and at the Otley and Aireborough One Stop Centres; or via the Council Contact Centre.

3. This report seeks to advise the Area Committee of activities undertaken by WNWhL which impact on local communities and areas where opportunities exist to work collaboratively to improve conditions for local people.
4. This is the second of two bi-annual reports, agreed by Area Committee in June, to provide an update of activities and services undertaken by WNWhL.

### **Recommendations**

Members of the Outer North West Area Committee are invited to note the content of this report; WNWhL will provide a six monthly update report.



## **1. Purpose of this Report**

- 1.1 To outline the purpose of West North West homes Leeds (WNWhL) involvement in Area Committees, and to explore ways of making that involvement as meaningful and productive as possible.

## **2 Background information**

- 2.1 An introductory report was submitted to the Outer North West Area Committee in June 2011, outlining areas of mutual interest and opportunities to promote collaborative working for the benefit of communities in Outer North West Leeds. The report recommended that WNWhL should provide further, more detailed, reports on a twice yearly basis; it was agreed that the first of these reports would be presented in September. This is the second report.
- 2.2 WNWhL delivers services to customers through a combination of centralised and decentralised structures. Generally speaking, estate and tenancy management functions are delivered locally by the Neighbourhood Housing Team based at the Neighbourhood Housing Office on The Green, Horsforth. Support services such as Lettings, Rent and Repairs are delivered through a decentralised structure; however enquiries for the range of services we provide can be handled at the aforementioned offices. The bulk of customer enquiries are processed through the Council Contact Centre, with whom WNWhL has a Service Delivery Agreement.
- 2.3 This report focuses on examples of joint working, and activities which promote community involvement and well being.

## **3. Main issues**

### **3.1 Environmental Management**

#### **3.1.1 Partnership Working**

- 3.1.2 Crime and Grime Multi Tasking Groups were set up in 2004. Their aim is to provide a clear framework for the positive management of the Outer North West area, whilst delivering a multi agency approach, when dealing with issues relating to crime and grime. To share local information and intelligence, to agree local priorities and deliver joint actions for delivering service improvements.

- 3.1.3 Agreed priorities of the Crime and Grime Group are to improve environmental conditions within the Outer North West area, to provide a joined up approach when dealing with issues in relation to crime, anti social behaviour.

- 3.1.4 The Outer North West, Crime and Grime Tasking Group has delivered 6 local action days between 2010/2012 in the following areas; Weston Estate Otley , in the Horsforth area and the Holtdale Estate in Holt Park. The Outer North West area team have also supported the delivery of two Meet the People events in Horsforth and Otley in conjunction with Leeds City Councils Community Safety.

- 3.1.5 A successful interagency day of action was undertaken in October 2011 on the Holtdale estate in conjunction with the Police, Community Safety, Sanctuary Housing Association,

and the Fire Service etc and included a team of Neighbourhood Management Officers as well several Neighbourhood Caretaker vans. WNWhL also supported the day of action by providing skips at a number of locations throughout the estate in conjunction with the Holt Park Tenants and Residents Association

- 3.1.6 WNWhL has an active role in delivery of local action days, including provision and delivery of promotional information, providing staffing resources, through our Neighbourhood Management Officers and Neighbourhood Caretakers. WNWhL also contributes financially with the provision of skips, where environmental improvements are required.
- 3.1.7 Common problems identified during action days are increasing number of incidents of fly tipping and graffiti.
- 3.1.8 Health & Environmental Action Services have issued fixed penalty notices to residents who have been identified as having fly tipped. In an attempt to be pro active WNWhL provide skips for tenants to remove surplus rubbish. WNWhL Neighbourhood Caretaking Team also deal with problems of graffiti on our estates.
- 3.1.9 The noticeable outcome of these action days have been improved environmental conditions, where local residents have provided positive feedback about improved conditions.

### 3.2 Caretaking and Cleaning

- 3.2.1 Our Neighbourhood Caretaking Team provide a front line environmental service, patrolling estates and communal buildings including daily visits to multi storey flats, ensuring a high visible presence to deter illegal dumping, illegal entry, vandalism and other acts of anti social behaviour.
- 3.2.2 The Caretakers act as the eyes and ears on the estate, reporting and recording any illegal activity and breaches of tenancy. They provide a patrol service of estates on a planned basis, assessing and dealing with environmental issues in communal areas, such as ginnels, walkways and communal land where 'grot spots' exist.
- 3.2.3 The Caretaking team also undertake regular work in a number of areas which are identified as hotspot areas for litter and fly-tipping. They also undertake larger environmental projects tidying up areas of land not included in the new Continental contract. A plan is currently being developed to improve and an area of land behind houses on Henshaw Oval which will be delivered by the Neighbourhood Caretaking Team in the spring.
- 3.2.4 The monitoring of the new grounds works contract with Continental forms an important part of the work undertaken by the Neighbourhood Caretaking Team and other staff in the Outer North West area. The successful implementation of the new contract will have a significant positive impact on the environment within the Outer North West area.

### 3.3 Estate Walkabouts and Inspections.

In line with our published service standards WNWhL arranges regular Estate Inspections which take place on a monthly basis for each area; and twice yearly Estate Walkabouts for

each area. Estate Walkabouts are promoted on our website and WNWhL welcomes the opportunity for customers, partners and other representatives to attend the inspections and walkabouts with us. Often the issues identified may be the responsibility of other Council Departments e.g. Highways, Parks & Countryside and the Walkabouts provide an opportunity for other agencies to contribute to improving environmental conditions and quality of life for local people. This report would like to bring to the attention of the Area Committee our planned walkabouts for October, November and December:

- 08/05/12 Otley Area 5 Meeting point 50 Spenser Road 10.00am
- 07/06/12 Otley Area 16 Meeting point entrance Union Court 10.00am
- 05/06/12 Otley Area 1 Meeting point entrance Bennett Court 11.00am
- 22/03/12 Otley Area 10 Meeting point Rawdon estate (outside 60 Harrogate Road) 11.00am
- 07/06/12 Otley Area 2 Meeting point entrance Lea Croft 11.00am
- 22/05/12 Otley Area 7 Meeting point Howson Close 11.00am
- 29/06/12 Otley Area 15 Meeting point Junction West Busk Lane and Bradford Road 11.00am
- 14/06/12 Otley Area 12 Meeting point Westfield Estate(Woodlea Mount Car park) 11.00am
- 12/06/12 Otley Area 3 Meeting point entrance Churchill Flats 11.00am
- 07/06/12 Otley Area 8 Meeting point outside 3 Shaw Royd 10.00am
- 14/06/12 Otley Area 4 Meeting point The Green 11.00am
- 12/06/12 Otley Area 14 Meeting Point entrance Fairfax Flats 10.00am
- 15/03/12 Otley Area 11 Meeting point outside 33 Hawthorn Road 10.00am
- 19/06/12 Otley Area 13 Meeting point entrance Rosemont Flats 10.00am
- 20/03/12 Otley Area 9 Meeting point entrance Albert Square 11.00am
- 15/05/12 Otley Area 6 Meeting point outside 9 Moorland Crescent 10.00am

And for Horsforth

- 15/05/12 Horsforth Area 6 Meeting point The Green 10.00am.
- 21/06/12 Horsforth Area 9 Meeting point entrance Wayland Croft 10.00am
- 19/06/12 Horsforth Area 5 Meeting point entrance Broadfields 10.00am
- 02/07/12 Horsforth Area 4 Meeting point outside block 1 Regent Crescent 10.00am
- 19/06/12 Horsforth Area 3 Meeting point entrance Broadfields 10.00am
- 26/06/12 Horsforth Area 8 Meeting point entrance Holtdale Place 10.00am
- 12/06/12 Horsforth Area 2 Meeting point outside 70 New Road Side 10.00am
- 05/07/12 Horsforth Area 7 Meeting point entrance Holtdale Drive 10.00am
- 06/06/12 Horsforth Area 1 Meeting point entrance Broadfields 10.00am

Members of Area Committee, and colleagues within Area Management, are invited to contact the author of this report should there be any interest in attending one of the walkabouts, or estate inspections.

### 3.4 Area Panels

3.4.1 WNWhL has four Area Panels, which have the same boundaries as Leeds City Council's Inner and Outer West and Inner and Outer North West Area Committees.

3.4.2 The Area Panels have an active role in setting and agreeing local priorities using local Community Partnership Agreements. They have a delegated budget and are able to approve bid submissions for issues such as:

- Environmental schemes
- Community safety schemes
- Tenant involvement schemes

3.4.3 Twenty eight submissions have been made to the Outer North West Area Panel for consideration during the current and last financial years.

3.4.4 These bids have included joint funding initiatives including CASAC target hardening. The outcome of this project has been improved security measures for vulnerable tenants living in the Outer North West area which has also served to reduce the fear of crime.

3.4.5 Other joint funding initiatives have been undertaken on the Holtdale estate, Holt Park. This scheme with funding also from Area Committee, Sanctuary Housing Association and refuse Collection looks to deliver a recycling service to all residents on the Holtdale Estate by providing central recycling facilities at 23 separate locations across the estate. The aim is to encourage residents to recycle and reduce the problems with litter and fly tipping in the area. Feedback from residents has been very positive, they indicate that they support this solution to the problem of delivering recycling facility in this area. Early reports on this scheme have indicated that it has been successful in its aims with the recycling bins being used and few problems with the sites being abused. The local tenants and residents association have said "The use of the recycling facilities in the Holtdales has proved to be a great success. It is fantastic to see young people taking items out to the recycling facilities on behalf of their parents,"

3.4.6 Other schemes approved by Outer North West Area Panel since September 2011 are the provision of benches to two complexes of elderly person bungalows at Crowtrees and Micklefield Court in Rawdon to provide seating areas for residents to encourage community inter action. The provision of a Community Notice board for residents of the Adel Wood area. The notice board is to help promote the work of the Adel Cragg Community Association. The provision of raised beds for the residents of The Willows Sheltered Scheme Horsforth to encourage residents in an active and health life style. The replanting and restoration of a flower bed on the Weston Estate in Otley to improve the appearance of the environment on that estate to support the work of the Weston Tenants & Residents Association. The restoration and replanting of flower beds to the central courtyard area of Farrar Lane Sheltered Scheme in Holt Park. The provisions of twelve external notice boards for dispersed Sheltered Schemes in the Outer North West area to provide a venue to disseminate information to residents regarding community events and other important information. The provision of new bin areas for the St James Drive/Walk/Avenue three storey flats to construct 12 new purpose built bin areas in convenient locations with provision for recycling. This scheme has been planned in conjunction with refuse collections to help address an issue for residents who have complained about current inadequate bin facilities.

### 3.5 Community Engagement

WNWhL has a successful track record in community engagement, and received a very positive ranking for this service in the most recent Audit Commission Inspection (June 2010).

In 2008 we were awarded the Tenant Participation Advisory Service Quality Accreditation for Resident Involvement, the first ALMO in the country to achieve this. This is a three year award and we are currently undergoing assessment for re-accreditation.

We have recently established Tenant Scrutiny, a method of involving customers which will offer us independent challenge and suggest proposals for change to the way we deliver our services. This has been done in consultation with customers over the last year

There are more than 15 different involvement methods that customers can access to become involved with WNWhL. These range from traditional Tenant & Residents Associations, of which there are 12 in the Inner West area, to innovative forums such as the Sheltered Housing Forum and the Lesbian, Gay, Bisexual and Trans Group.

Some other examples of community engagement have included:

- Working with partner agencies on the Holtdale Recycling to provide the provision of recycling facilities on the Holtdale and Holtfarm estates
- The creation of local surgeries across the area, including at Broadfield, Haworth Court, Wayland Croft, Bennett Court, Wharfedale Court, Union Court and The Willows Sheltered Schemes;
- Attendance by Neighbourhood Housing Office staff at tenant and resident meetings.
- Maintaining active resident groups across the area and encouraging Area Representatives, where there is insufficient interest for a resident group.

In the future we expect to see increased customer involvement across the area. We aim to achieve this by continued good relationships with our partner agencies and our Neighbourhood Housing Team focusing on excellence in tenancy management.

This report recommends that to further cement the relationship between Area Management and WNWhL there is potential to explore existing communication channels with WNWhL customers for wider consultation on a range of community issues.

## **4 Corporate Considerations**

The joint work and development of shared services between WNWhL and the Outer North West Area Committee, provides an efficient and cost effective way of working, to drive improvement and efficiency, within the Outer North West area.

### **4.1 Consultation and Engagement**

- 4.1.1 All residents living in the Outer North West area have been consulted using our Community Partnership Agreements, to ascertain their priorities for the area and to identify improvements they would like to see. Current priorities have been identified as;

- Litter
- Youth provision
- Animal related problems

4.1.2 Detailed consultation is undertaken for each Area Panel bid submission. Post evaluation of schemes is also undertaken.

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

4.2.1 There are no specific equality considerations arising from this report. The services and functions described in this report are consistent with the Council's and WNWhL's approach to Equality Diversity and Cohesion.

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

4.3.1 The content of this report is consistent with the WNWhL strategic objectives, and the strategic aims of the Council encompassed by the Vision for Leeds; Leeds Children & Young Person Plan; Strategic Health & Wellbeing Plan.

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

4.4.1 No additional resources are needed to deliver the approach outlined in this report which will be delivered within existing resources.

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

4.5.1 There are no legal implications arising from this report.

## **4.6 Risk Management**

4.6.1 There are no risk implications arising from this report.

## **5 Conclusions**

5.1.1 It is concluded that there are clear benefits and opportunities for WNWhL working closely with Area Committees as outlined in this report. Developing this approach provides the opportunity to further develop services and join up working to the benefit of residents, which ensures that all agencies in the area target resources in a joined up and effective way.

## **6 Recommendations**

6.1 Members are invited to note this report, and it is recommended that WNWhL provide a further six monthly update to Area Committee of progress with areas of mutual interest in the March/April cycle of meetings

## **7 Background documents**

7.1 None



Report author: Chris Dickinson,  
Matt Lund

Tel: 0113 336 7866,  
0113 24 74352,

**Report of Assistant Chief Executive (Customer Access & Performance)**

**Report to the Outer North West Area Committee**

**Date: 6 February 2012**

**Subject: Clarifications on the Leeds Citizens' Panel**

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**

This paper follows on from the December 2011 paper 'Leeds Citizens Panel in Support of Locality Working' and provides updates and clarifications on a number of points discussed at this and other Area Committees during the December 2011 round of meetings. Specifically this paper withdraws the recommendation that the Area Committee considers the possible support the Panel might offer to Wellbeing Fund decision-making. Appendices include information on current recruitment progress and the form used for recruiting new panel members.

**Recommendations**

The Outer North West Area Committee is asked to:

- Note the contents of the report

## **1.0 Purpose of this report**

This paper follows on from the December 2011 paper 'Leeds Citizens Panel in Support of Locality Working' and provides updates and clarifications on a number of points discussed at this and other Area Committees during the December 2011 round of meetings. Specifically this paper clarifies the recommendation that the Area Committee considers the possible support the Panel might offer to Wellbeing Fund decision-making.

## **2.0 Background information**

2.1 The December 2011 Area Committee meeting considered the paper 'Leeds Citizens Panel in Support of Locality Working'. A number of aspects of the paper were discussed in some detail which has been very helpful in further developing the Panel itself and how it may best support local working and local engagement needs.

2.2 The minutes of that meeting note:

"That in respect of the second recommendation within the submitted report, (namely, to support the use of the new Leeds Citizen's Panel and to take up it's 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), further clarification be sought, particularly in respect of what it would commit the Area Committee to, with the relevant details being submitted to the next meeting of the Area Committee for consideration."

This paper seeks to meet that request.

## **3.0 Main issues**

As part of a process of developing the Leeds Citizens' Panel, a report was presented to the Area Chairs forum in November and the ten Area Committees in the December round of meetings.

This section summarises a number of the issues raised, particularly those that were discussed at the December Outer North West Area Committee meeting, provides clarification and suggests next steps for involving Area Committees in the development of the Leeds Citizens' Panel. Please also see the information on recruitment progress in the accompanying Appendices.

### **3.1 How can the Citizens' Panel be used to support the development of Area Business Plans?**

Citizens' Panel consultations can inform annual Area Business Plan review process, as the Residents Survey has done in the past, without placing any extra resource requirements on Area Committees. Further work will be undertaken with Area Management to map how a calendar of engagement specifically links to the 5 Leeds Initiative priorities and what analysis and reporting can be produced at the Area Committee level within existing resources.



### **3.2 The Citizens' Panel and Wellbeing Fund priorities**

The recommendation that the use of the Citizens' Panel be taken up to support the identification of Wellbeing fund priorities attracted a number of concerns from elected members.

We recognise Area Committees should be left to make their own judgement about how the findings of Citizens' Panel can aid in this process. This recommendation has therefore been withdrawn.

### **3.3 How will you ensure that the Citizens' Panel will be representative of local people?**

Most Area Committees have rightly highlighted the importance of ensuring representation, concerned that local demographics might not be represented on the final panel.

Ensuring that panel membership is representative of age, gender and ethnicity at the Area Committee level is a key design principle of the programme and has been built into the recruitment process. We have used latest population estimates to set demographic targets at Area Committee and have systems in place to track our progress against these.

The Appendices illustrate current progress, with around a third of the desired total membership recruited. It also contains the recruitment questionnaire, to show what information we are asking members to tell us about themselves, to help manage representation, and also to inform analysis of future consultations.

### **3.4 What will you do if you have gaps in local representation?**

Most Area Committees have asked for details of how gaps in local representation will be filled. Some have encouraged us to contact particular groups or organisations as part of the recruitment process. We welcome this local knowledge.

Phase 1 of recruitment which began in Oct 2011 has yielded around 2100 new members out of a target of 6000 through low cost recruitment from existing council and partner mailing lists and local media outlets. Phase 2 will focus on postal recruitment at the household level, which is expected to fill much of the remaining gaps and reach groups with lower internet coverage. Phase 3 of the recruitment process will target the individual gaps in each of the 10 areas of the city and may require us to work directly through local groups and organisations who represent specific sections of the community.

### **3.5 Equality and Diversity**

The report states that there are no specific equality considerations, but this has been challenged by three area committees. We should have made it clear that a stage one equality review (screener form) was completed and published which highlighted that the Citizens' Panel represents good practice and that a full Equality Impact Assessment would not be required. For more information use the following weblink:

<http://www.leeds.gov.uk/files/Internet2007/2011/38/a%20new%20citizens%20panel%20for%20leeds.pdf>

### 3.6 How much is the Citizens' Panel going to cost? Is it value for money?

The Panel is intended to be a cost effective replacement for a number of major surveys the council is committed to for performance monitoring and service development. The Business Case for the Panel has always been that recruitment and use of the Panel must be at least cost-neutral compared to these surveys.

Although the process is ongoing, it is estimated that c£15K of existing budget will be used to complete the initial recruitment of the panel. The bulk of this will be print, postage and data capture of recruitment forms. All expenditure is set against allocated budget within Customer Access and Policy.

We currently expect to be able to show significant like-for like savings, for example:

Recruitment of the Panel c£15K + Delivery of equivalent to 2009 Residents

Survey c£6K

= c£21K

*Against*

Cost of 2009 Residents Survey (3400 face to face interviews) £64K

**Saving = c£43K**

Clearly, the more existing surveys and other consultations that are transferred to the Panel, the more savings can be shown, particularly in materials costs, due to a combination of relatively high response rates and online response from a proportion of Panel members.

### 3.7 How does the Citizens' Panel link to existing community engagement activity undertaken by Area Committees?

There were a number of questions about the how we will link the Citizens' Panel to existing programmes of engagement such as Community Leadership Teams in ENE.

The Citizens' Panel should add value to local engagement activity as the responses provided from surveys will provide a good starting point for developing a wider programme of engagement which can target areas where greater detail on local opinion is required.

### 3.8 What surveys will be part of the calendar of consultation?

There were a range of comments and questions received about the thematic content of Citizens' Panel surveys.

To date the following requests to consult the Panel have been received:

- 'Residents Survey' equivalent to capture agreed Business Plan / City Priority Plan indicators
- Health and Wellbeing Survey
- Anti-Social Behaviour consultation
- Environmental Services consultation
- Harmonious Communities consultation
- Parks and Countryside survey

These consultations are owned by the originating service, or partner, and usual approval and governance procedures apply.

#### **4.0 Next Steps**

- Identify recruitment gaps at the Area Committee level. Confirm how recruitment to these gaps will be addressed.
- Further develop the calendar of consultation for the Panel.
- Area Management to develop more detailed information on the opportunities for the Panel consultations to supply useful evidence to support Area Business Plan development.

#### **5.0 Recommendations**

The Outer North West Area Committee is asked to:

- Note the contents of the report

#### **Background documents**

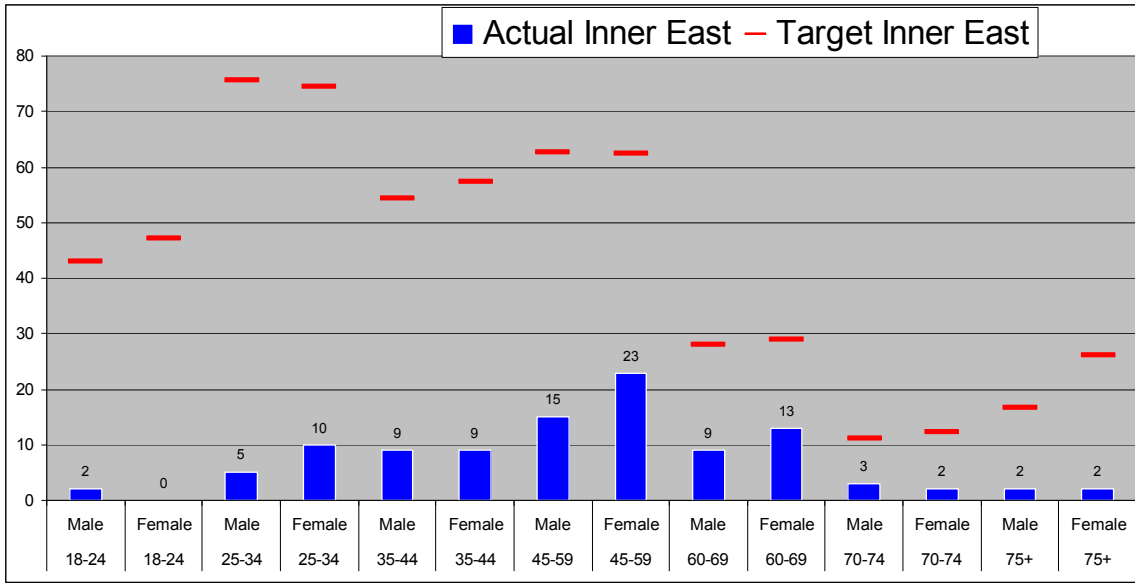
- Appendix 1 – Citizens Panel Recruitment Profile as of 12 January 2012
- Appendix 2 - Citizens Panel Recruitment Form
- December 2011, Report to Outer North West Area Committee on Citizens' Panel and Locality Working
- December 2010, Report to Executive Board, Toward Integrated Locality Working
- July 2011 Report to Corporate Leadership Team, A New Citizens Panel for Leeds

**Appendix 1 – Recruitment profile progress as of 12 January 2012**  
**Overall city-level recruitment progress**

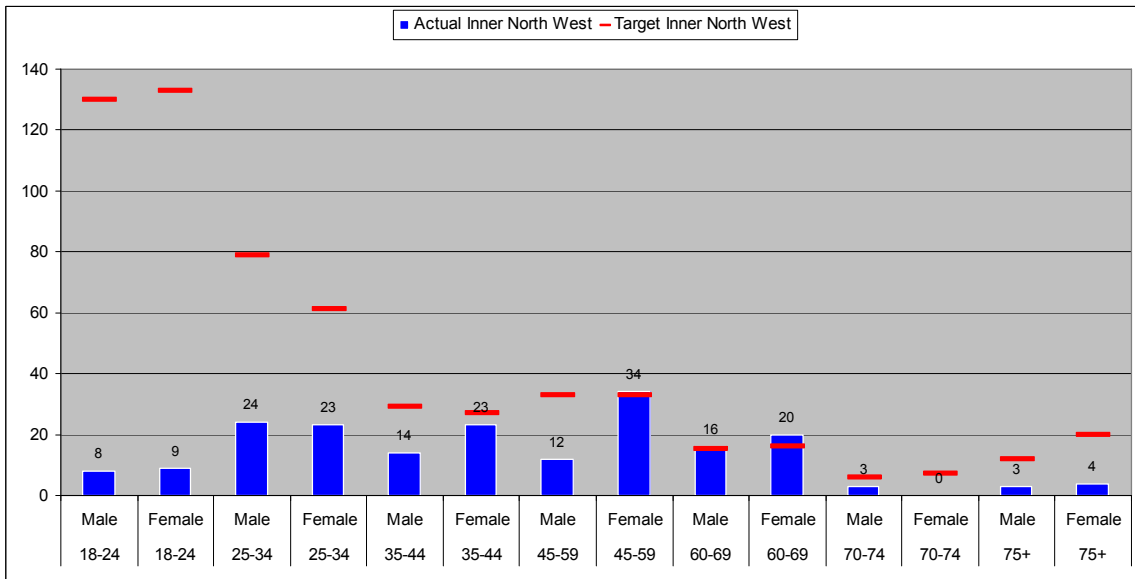
	<b>Count</b>	<b>% of Total Target</b>		
Total Recorded:	<b>2158</b>	36.0%	No. of Emails:	1957 (90.7%)
		<b>Total</b>	<b>Target</b>	<b>% of Target</b>
Age Groups:	18-24	55	912	6.0%
	25-34	311	1262	24.6%
	35-44	437	1036	42.2%
	45-59	600	1301	46.1%
	60-69	456	680	67.0%
	70-74	75	272	27.6%
	75+	93	536	17.3%
	<b>TOTAL</b>	<b>2027</b>	<b>6000</b>	<b>33.8%</b>
Gender:	Female	1057	3065	34.5%
	Male	965	2935	32.9%
	<b>TOTAL</b>	<b>2022</b>	<b>6000</b>	<b>33.7%</b>
Ethnicity:	White	1680	5505 (91.8%)	30.5%
	Mixed Race	28	82 (1.4%)	34.0%
	Asian	57	277 (4.6%)	20.6%
	Black	34	88 (1.5%)	38.8%
	Other	33	48 (0.8%)	68.2%
	<b>TOTAL</b>	<b>1832</b>	<b>6000</b>	<b>30.5%</b>
Area Committee:	Inner East	106	600	17.7%
	Inner North East	296	600	49.3%
	Inner North West	197	600	32.8%
	Inner South	148	600	24.7%
	Inner West	142	600	23.7%
	Outer East	255	600	42.5%
	Outer North East	183	600	30.5%
	Outer North West	277	600	46.2%
	Outer South	252	600	42.0%
	Outer West	206	600	34.3%
	<b>TOTAL</b>	<b>2062</b>	<b>6000</b>	<b>34.4%</b>
		<b>Total</b>	<b>% of Returns</b>	
Long Term Illness:	Yes	355	16.5%	
	No	1689	78.3%	
	No Response	114	5.3%	
Faith:	Buddhist	15	0.7%	
	Christian	1091	50.6%	
	Hindu	10	0.5%	
	Jewish	38	1.8%	
	Muslim	27	1.3%	
	Sikh	14	0.6%	
	No Religion	666	30.9%	
	Other	71	3.3%	
	No Response	226	10.5%	
	<b>TOTAL</b>	<b>2158</b>		

**Progress against age/gender targets by Area Committee (numbers *not* % shown)**

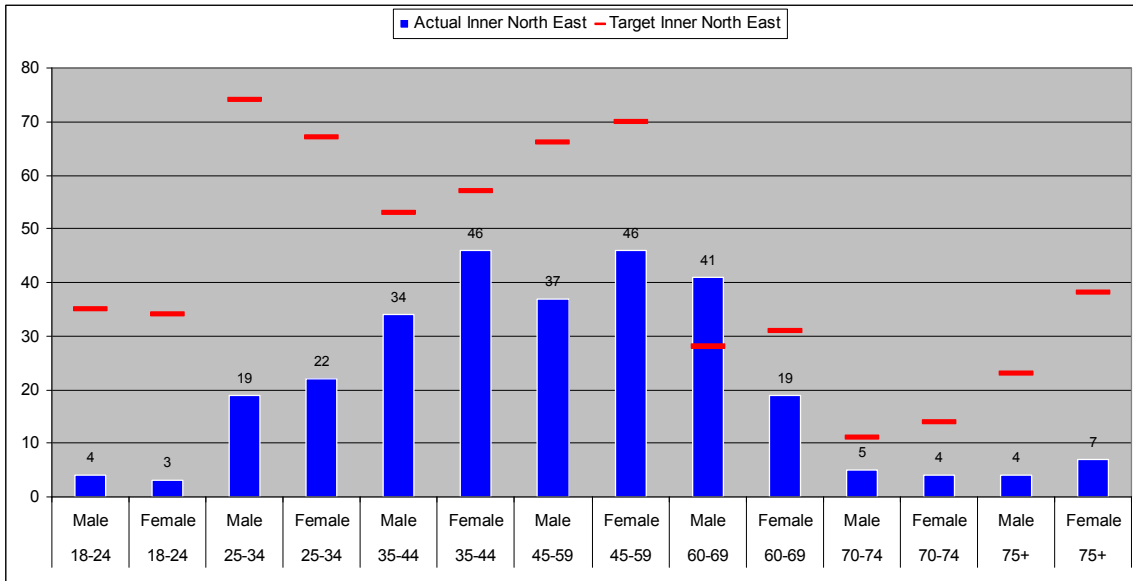
**Inner East**



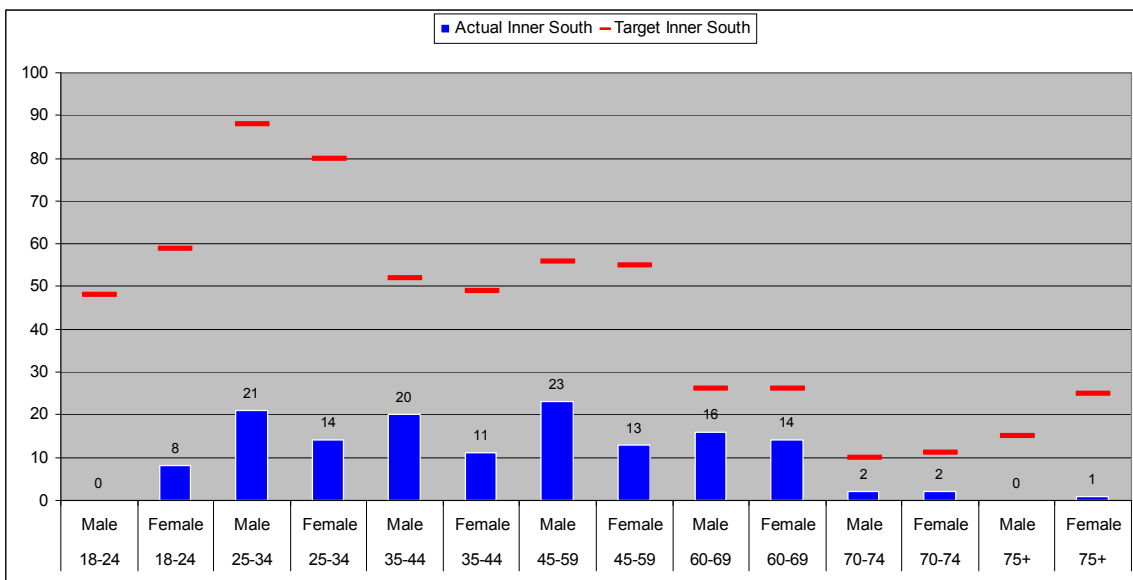
**Inner North West**



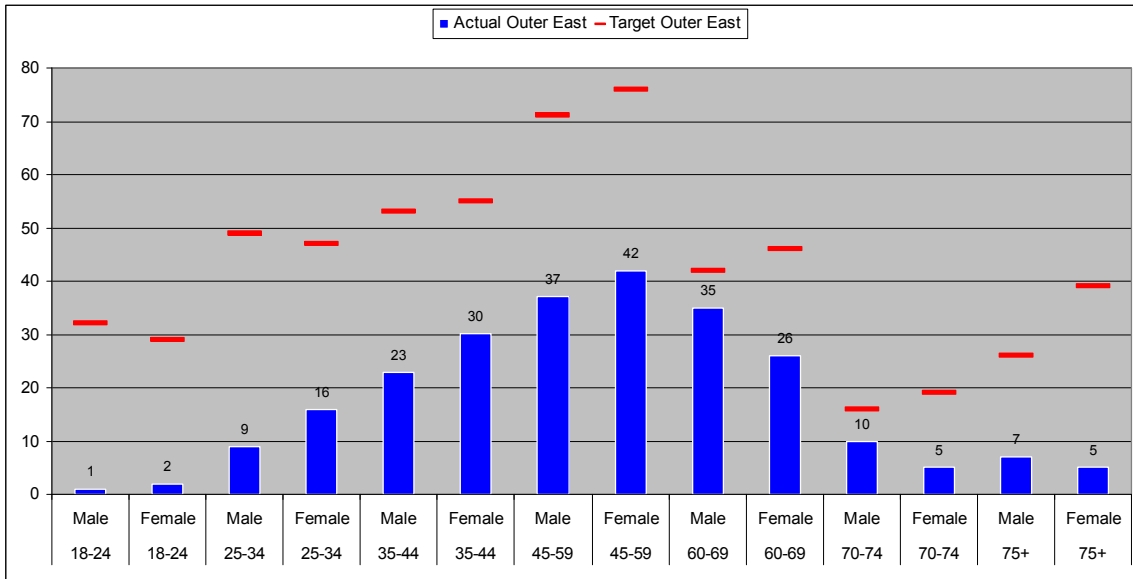
## Inner North East



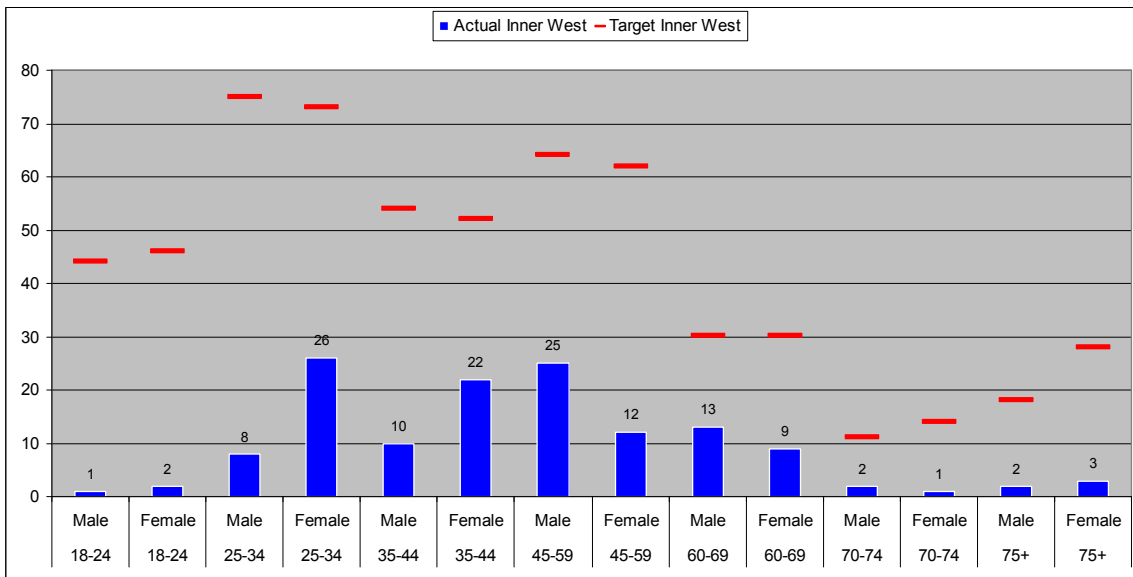
## Inner South



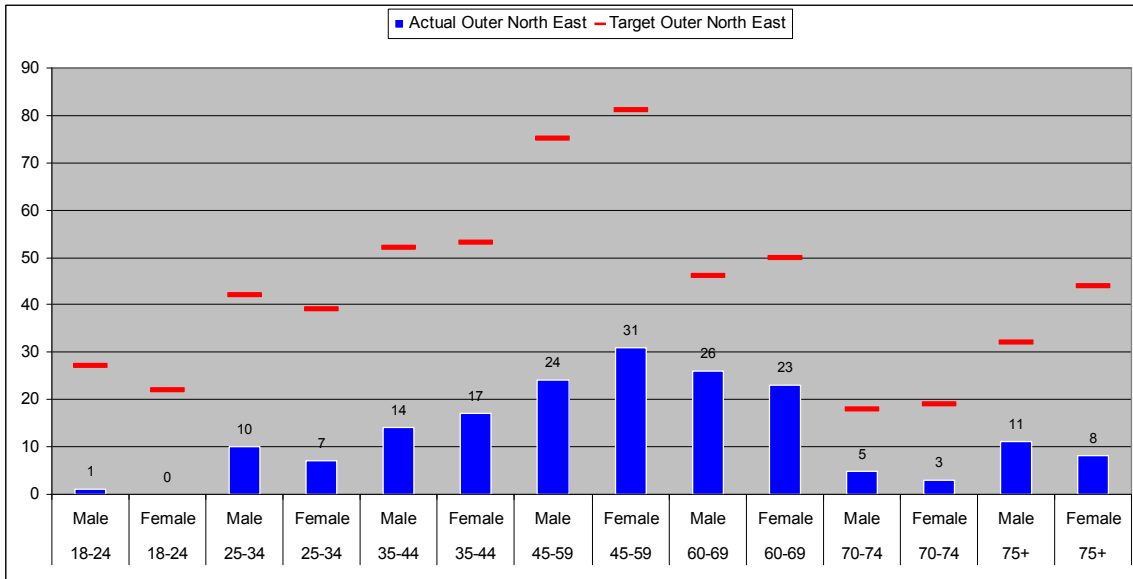
## Outer East



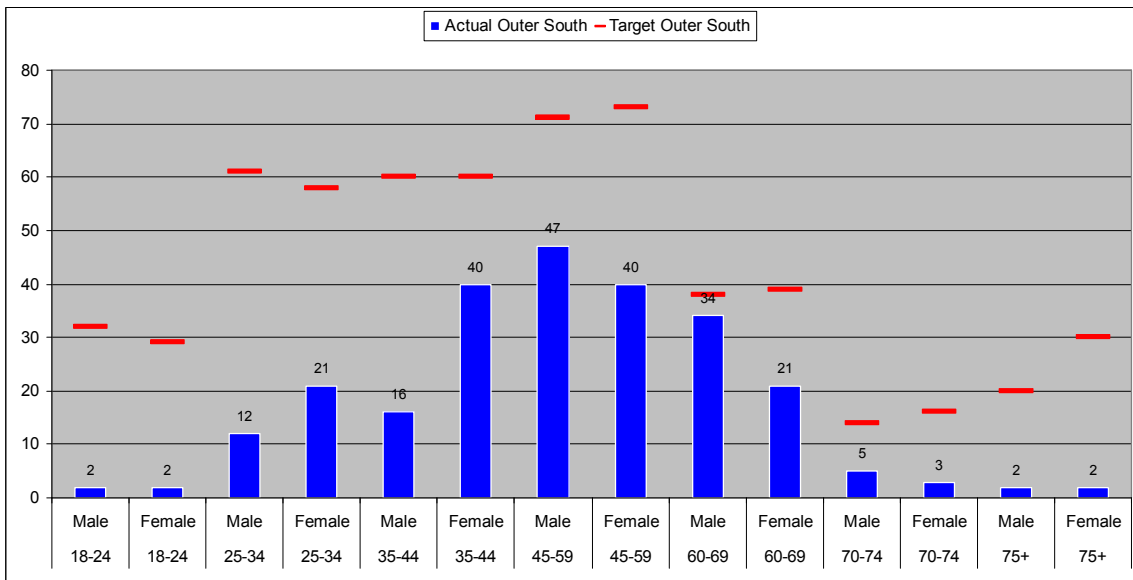
## Inner West



## Outer North East

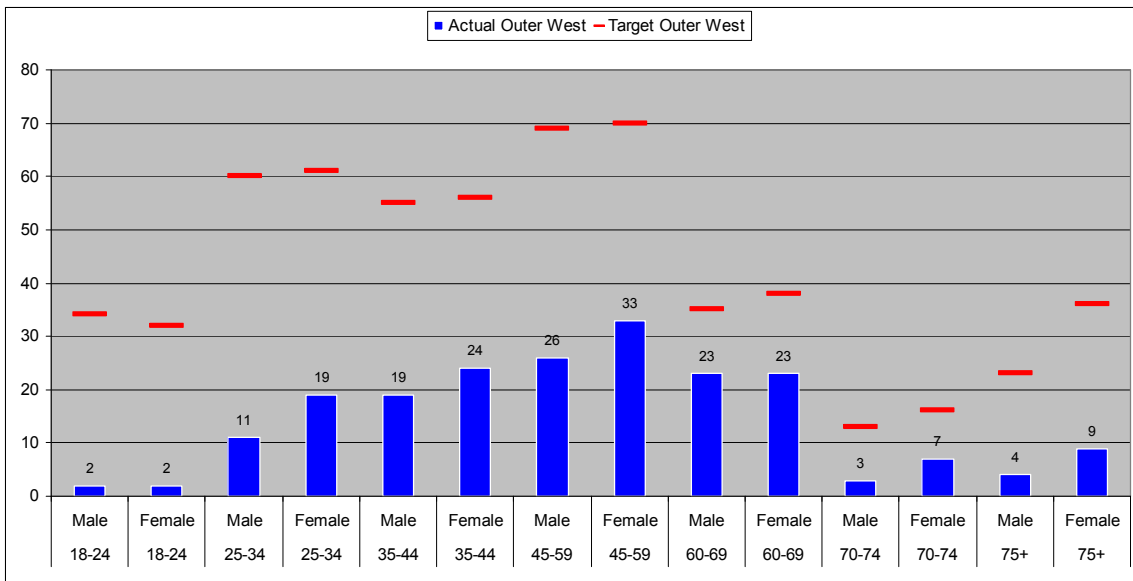


## Outer South

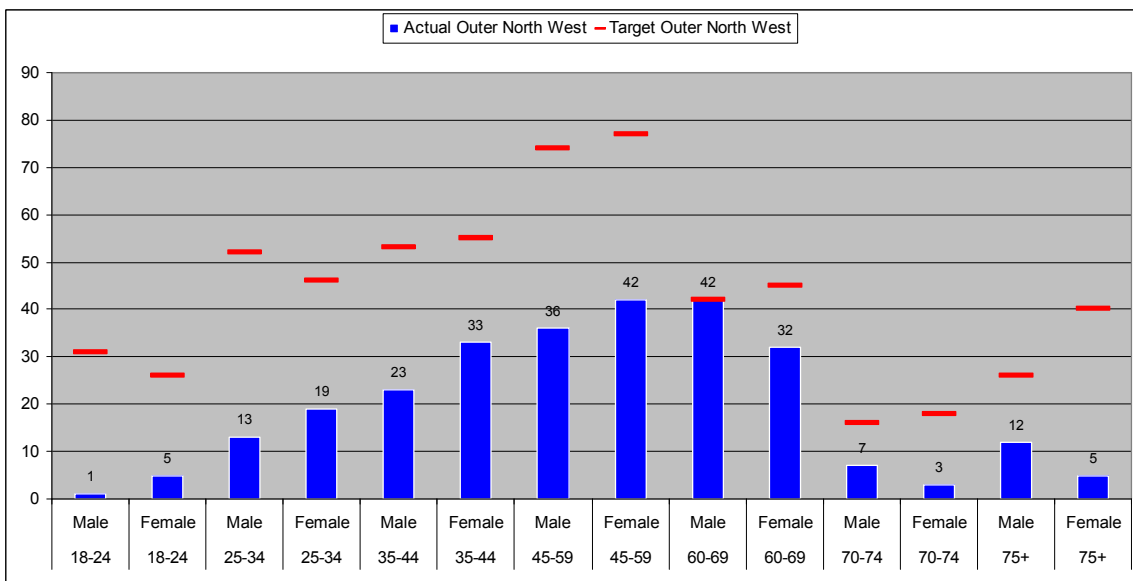




## Outer West

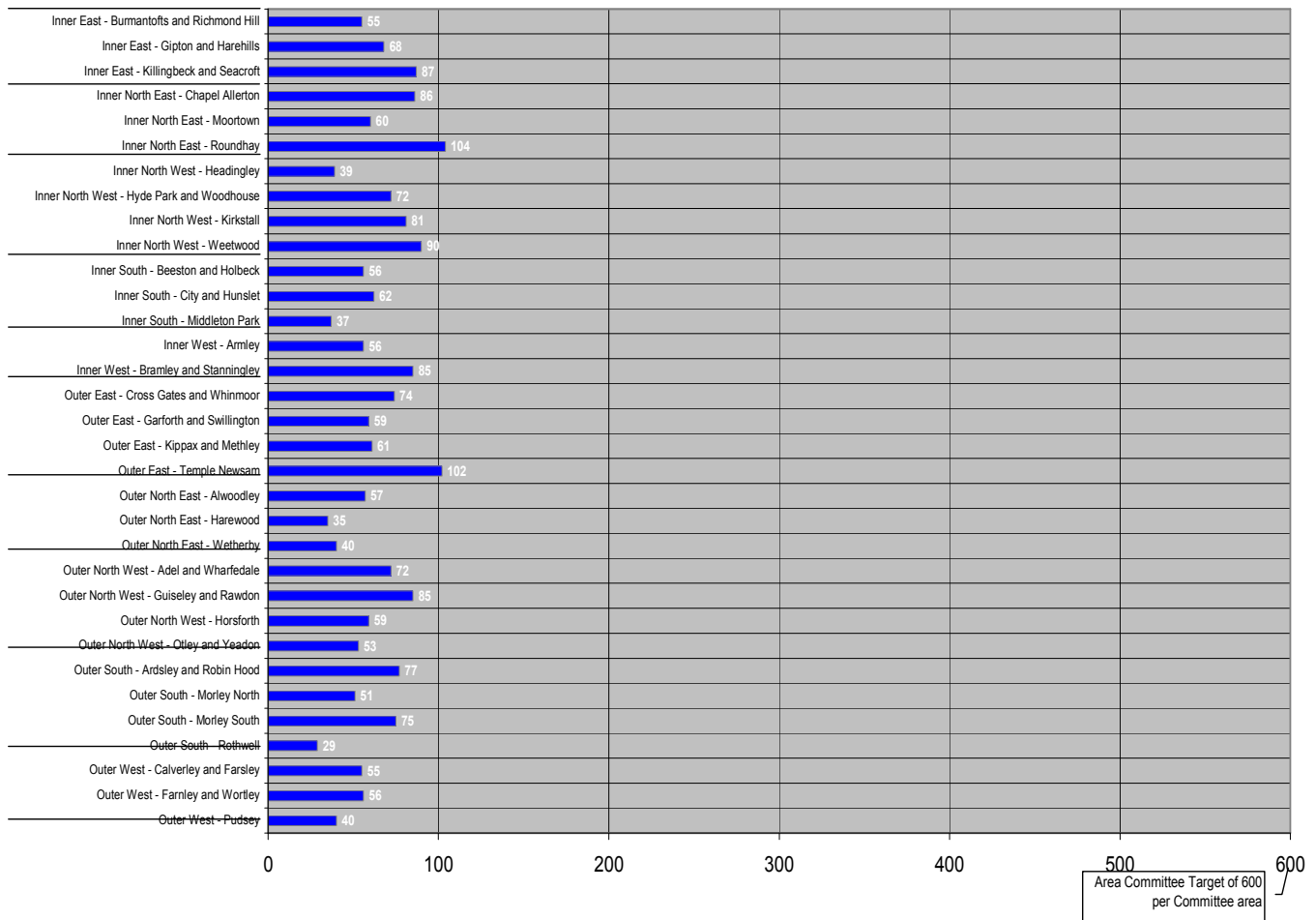


## Outer North West



# Overall return (numbers of members to date) by ward

## Returns by Ward



# Appendix Two – Recruitment questions



## Make a difference and get involved Joining the new Citizens' Panel for Leeds

By filling in this form you are telling us you are interested in joining the new Leeds Citizens' Panel.

We need to know some things about you to make sure the Citizens' Panel members come from a wide range of backgrounds.

By asking you for this information once now, you save time and we save public money by not having to ask every time you take part in the panel. We want to make sure the Citizens' Panel has representatives from people of different ages, backgrounds and from different places in Leeds. When we analyse the results of the surveys you take part in, we also use this information to see if different groups of people have different views and experiences.

We will keep your information safe in line with the Data Protection Act. Your contact details and personal information will be held securely by Leeds City Council and will not be shared with other organisations. What you tell us now, and when you take part in Citizens' Panel surveys and discussions, is in confidence and will only be used to send you information about the panel and other ways to get involved. Four questions are mandatory and must be completed to join the panel. The rest of the questions are voluntary, but it will help us to know as much about you as you feel comfortable with.

### 1. Getting in touch with you

Please tell us how we can contact you about the Citizens' Panel in future:

#### A. Tick your Title

Miss  Mrs  Ms  Mr  Other

Please write in below

#### B. First Name

#### C. Surname

An email address we can send surveys and information about the panel to

#### E. Postal address

House/Flat number Street

Town/District

Postcode

\* You need to tell us this to be able to join the Citizens' Panel\*

#### F. Telephone numbers we can contact you on about the panel

Main

Alternative

#### G. Please tell us how you heard about the new Leeds Citizens' Panel

- Poster/Leaflet  In an email I received  Through Twitter
- On Leeds City Council Website  At a meeting or event  Through Facebook or similar social media
- On the NHS Leeds website  Word of Mouth  In a local newspaper eg the YEF
- In the About Leeds newspaper  Through my workplace  Other (Please write in below)

Record 2



### 2. About you

A. Are you:  Male  Female \* You need to answer A & B to be able to join the Citizens' Panel\*

B. What is your date of birth? (DD/MM/YYYY) --

C. Please tick one option that best describes your ethnic background \* You need to tell us this to be able to join the Citizens' Panel\*

#### White

- British  
 Irish  
 Any other White background  
(Please write in below)

#### Asian or Asian British

- Indian  
 Pakistani  
 Bangladeshi  
 Kashmiri  
 Any other Asian background  
(Please write in below)

#### Other Ethnic Group

- Chinese  
 Arab  
 Gypsy/Traveller  
 Any other background  
(Please write in below)

D. Do you have any long term illness, health problem or disability that limits your daily activities?  
 Yes  No (if No, please go to E)

If Yes how would you describe your type of impairment?

(Tick all that apply to you)

- Physical Impairment  
(such as a wheelchair to get around and/or difficulty using your arms)
- Sensory Impairment  
(such as being blind/having a serious visual impairment or being deaf/having a serious hearing impairment)
- Mental Health Condition  
(such as depression or schizophrenia)
- Learning Disability  
(such as Down's syndrome or dyslexia) or cognitive impairment (such as autism or head injury)
- Long standing illness or health condition  
(such as cancer, diabetes, chronic heart disease or epilepsy)

Record 2





## Report of the Assistant Chief Executive (Customer Access & Performance)

### Report to North West (Outer) Area Committee

Date: 6<sup>th</sup> February 2012

### Subject: Well-Being Fund Budget Report

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

### Summary of main issues

1. This report seeks to update Members on the current amount of capital and revenue funding committed and available via the Area Committee well-being budget for wards in the Outer North West area.
2. In addition, the report seeks approval for new projects and to note approvals for small grants and skips given since the last Area Committee.

### Recommendations

3. The Area Committee is asked to:
  - note the amount of revenue well-being budget available for 2011/12
  - review the new project applications submitted for the Area Committee's consideration
  - note the approvals for small grants and skips given since the last Area Committee.

## 1 Purpose of this report

- 1.1 The purpose of this report is to provide Members with an update on the current amount of revenue and capital funding committed and available via the Area Committee well-being budgets for wards in the Outer North West. It seeks approval for new projects and provides details of small grant applications received since the last Area Committee.

## 2 Background information

- 2.1 At the March 2011 meeting Members were informed of a reduced revenue well-being allocation for the Outer North West Area Committee of £160,940 for the financial year 2011/12 (£40,235 per ward). The allocation has been based on the 2010/11 formula of 50% population and 50% disadvantage. The carry forward of uncommitted well-being funds from 2010/11 will continue.
- 2.2 There is no additional well-being capital allocation for 2011/12. However, Area Committee's can continue to commit capital resources in 2011/12 if they still have uncommitted funds available from their previous allocations.

## 3 Main issues

- 3.1 Following projects agreed at the last meeting, a total of **£160,051** remains available for supporting revenue priorities in the area.
- 3.2 At the June 2011 meeting Members agreed in respect of small grants that a budget of £12,000 (£3,000 per ward) be allocated from the total 2011/12 revenue allocation with a review of the position in January 2012. The table at 5.2 provides details of the balance remaining in the small grant budget for each ward.
- 3.3 Members also agreed a budget of £4,000 to be allocated to providing community skips. The table at 5.6 provides details of the balance remaining in the skips budget for three wards.
- 3.4 At the November Area Committee meeting Otley & Yeadon Members requested that the £640 remaining in their skips budget be transferred to their small grants budget. The table at 5.2 reflects this. Any future requests for skips for Otley & Yeadon will be taken directly from this budget.
- 3.5 The table at 3.6 includes details per ward of the total available revenue for 2011/12 including carry-forward from 2010/11, amounts already committed from 2011/12 and the balance remaining.

### 3.6 Table 1: Revenue

Ward	2011/12 allocation plus carry forward	Amounts already committed	Balance remaining
Adel & Wharfedale	£98,244	£15,800	£82,444

Guiseley & Rawdon	£30,736	£15,743	£14,993
Horsforth	£31,254	£19,564	£11,690
Otley & Yeadon	£60,204	£9,280	£50,924

3.7 A total of **£8,235** remains available for supporting capital priorities in the area.

3.8 The table below details the total capital remaining for 2011/12.

3.9 **Table 2: Capital**

Ward	Carry forward from 2010/11	Total spent 2011/12	Balance remaining
Adel & Wharfedale	£0	£0	£0
Guiseley & Rawdon	£32,625	£31,150	£1,475
Horsforth	£0	£0	£0
Otley & Yeadon	£17,960	£11,200 (includes £5000 repayable loan)	£6,760

**4 Well-being Projects**

4.1 Details of new expressions of interest requesting funding from the well-being budget are detailed below. The Area Committee is asked to consider the projects.

**Name of Project:** No Cold Calling Zone Otley

**Ward Affected:** Otley & Yeadon

**Name of delivery organisation:** Otley Neighbourhood Watch

**Amount requested:** £5,000 Revenue

The aim of this project is to provide some protection, particularly for the vulnerable and elderly, against rogue traders and intrusive callers. The grant will pay for the installation of street signs, distribution of door stickers and information streets. The scheme will be guided by Trading Standards, the Neighbourhood Policing Team and with advice from other schemes in the area who have already started 'No Cold Calling Zones' such as Rawdon and Yeadon Neighbourhood Watch. Otley Neighbourhood Watch has also applied to Otley Town Council asking for as much as the Town Council can provide and a decision is expected in January 2012.

4.2 **Name of Project:** Otley and Aireborough Summer Activity Scheme

**Ward Affected:** All Outer Wards

**Name of delivery organisation:** Aireborough Summer Activities Scheme (ASAS)

**Amount requested:** £25,000 Revenue

Aireborough Summer Activities Scheme is a registered charity and community play scheme for children with learning and/or physical disabilities, which takes place at Green Meadows school, Guiseley. Initially a summer scheme it has grown in size and provision is now also given during the Easter and Christmas holidays.

The young people catered for are aged between 4 – 19 years, with moderate to severe learning and/or physical disabilities.

The overall aim of the project is to enhance the lives of children with disabilities by providing them with fun leisure time activities, opportunities to socialise with friends old and new, try new activities with appropriate levels of support. Many children need one to one and some need two to one support in order for them to access activities.

The Inner North West Area Committee have also been approached for funding.

Based on the postcode data of the young people currently registered with the project the split by ward is as follows:

Ward	Young people registered	%	Budget split
Adel & Wharfedale	7	10.77%	£2692.50
Horsforth	13	20%	£5000.00
Guiseley & Rawdon	19	29.23%	£7307.50
Otley & Yeadon	17	26.15%	£6537.50
Kirkstall	6	9.23%	£2307.50
Weetwood	3	4.62%	£1155.00

4.3 **Name of Project:** Surprise View Car Park

**Ward Affected:** Guiseley & Rawdon and Otley & Yeadon

**Name of delivery organisation:** LCC Parks & Countryside

**Amount requested:** £2,500 Revenue (£1,250 G & R and £1,250 O & Y).

This project seeks to improve the visitor experience when arriving at Chevin Forest Park by improving the surface of the car park, creating 3 disabled parking bays, creating a new section of dry stone wall along one side of the car park with wildlife stone carvings on it, creating a section of wheelchair accessible path to the new 'Wildlife Wall' and improving a path to allow wheelchairs to access a route for 100 metres along the Chevin ridge at Surprise View to a locally famous landmark known as Jenny's Cottage.



## 5 Small Grants

5.1 The following table details the small grant allocations per ward, the total spend on small grants to date and the balance remaining:

### 5.2 Table 3: Small Grants

Ward	Allocation	Details of spend	Balance remaining
Adel & Wharfedale	£3,000	£1528.16	£1471.40
Guiseley & Rawdon	£3,000	£870	£2130
Horsforth	£3,000	£2000	£1000
Otley & Yeadon	£3,640	£3640	£0

5.3 The following small grant applications are reflected in the above table and are presented for information:

- Music Software (O&Y £140, A&W £140, G&R £70)
- Otley Word Feast (O&Y £500)
- Christmas Banquet (A&W £400)

5.4 The following table details the number of skips per ward, the total spend on skips to date and the balance remaining:

### 5.6 Table 4: Skips

Ward	Allocation	Details of spend	Balance remaining
Adel & Wharfedale	£1,000	£780	£220
Guiseley & Rawdon	£1,000	£360	£640
Horsforth	£1,000	£75	£925
Otley & Yeadon	£1,000	£1,000 (£640 transferred to small grants budget).	£0

## **6 Corporate Considerations**

### **6.1 Consultation and Engagement**

6.1.1 Local ward members have been consulted on new projects being presented at this meeting of the Area Committee.

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

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

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

6.3.1 The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009. This approval was rolled forward to 2011/12 with amendments made to the environmental delegation.

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

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

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

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

6.4.1 Programmes of work outlined in this report are resourced in the main by area management staff and where relevant their partners, which in turn provides value for money.

6.4.2 In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via well being budgets.

6.4.3 In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council departments mainstream budgets, and external partner agencies e.g. the Police and NHS Leeds, which is in turn reflected in the fact that the Area Committee's role here is only to influence, develop and consult. However, on occasion, wellbeing funding has resourced some projects related to its roles, e.g. conservation area reviews.

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

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

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

## **6.6 Risk Management**

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

## **7 Conclusions**

7.1 The report outlines potential projects through the Area Committee's well-being budget. These are projects which assist in the work programme of the area management team. The report outlines the budget remaining for the Area Committee's use for the rest of the financial year.

## **8 Recommendations**

8.1 Members of the Outer North West Area Committee are requested to:

8.2 Note the current position of the well-being budget as set out at sections 2 and 3.

8.3 Consider and agree the projects as outlined at 4.0.

8.4 Note the small grant and skip approvals detailed at 5.0.

## **9 Background documents**

9.1 None

This page is intentionally left blank



Report author: Gerry Burnham  
Tel: 0113 3367867

**Report of the Assistant Chief Executive (Customer Access & Performance)**

**Report to North West (Outer) Area Committee**

**Date: 6th February 2012**

**Subject: Area Update Report**

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

**Summary of main issues**

1. This report provides Members with information on a range of Area Committee business including key messages from forums and sub groups and project and service activity.
2. The Area Committee is asked to approve the key messages from forums and sub groups. Members are asked to note the progress made in relation to project and service activity.

**Recommendations**

3. Members are requested to note the contents of this report and to comment on any of the matters raised.

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

- 1.1 The purpose of the area update report is to bring together a range of information relating to Area Committee business into a single report to help limit the number of items being presented to each Area Committee meeting.

## **2. Background information**

- 2.1 The Area Committee currently has five groups looking at service provision within the delegated functions of Community Safety, Children & Young People, Environmental Services, Health & Well-being and Business & Transport. The full minutes of the last meeting of each sub group held since the last Area Committee, are attached.
- 2.2 There are currently two ward forums in the outer area for Guiseley & Rawdon and Yeadon. The forums meet on a regular basis approximately four or five times a year. The full minutes of the last meeting of the Guiseley & Rawdon sub group are attached.
- 2.3 A decision was made by Full Council that Area Chair's Forum minutes should be considered by Area Committees as a regular agenda item, these appear elsewhere on this Committee's agenda.

## **3 Main issues**

### **3.1 Environmental Services Sub Group**

- 3.1.1 There has been one meeting of the sub group since the last Area Committee held on the 12<sup>th</sup> December. The following issues were discussed:
- 3.1.2 The Locality Manager gave an update on the delegation of Environmental Services. The main focus of the Environmental Team over the last quarter in the outer north west has been deleafing.
- 3.1.3 The service is currently in talks with Parks & Countryside and WNW Homes around partnership working and localised tasking arrangements.
- 3.1.4 The Senior Area Manager for Parks & Countryside provided an update on their service and agreed to meet with Councillor Anderson to discuss Friends of Lawnswood Cemetery.
- 3.1.5 Giles Jeffs the Grounds Maintenance Contract Officer informed the meeting that the new contract had been awarded to Continental, with a start date of January 2012.
- 3.1.6 The grass cutting season is scheduled to commence at the end of February or early March 2012. A discussion took place on how the various functions of the Environmental Services may work together to minimise disruption and maximise efficiency. The Locality Manager is to meet with the Grass Contract Monitoring Officer to discuss the co ordination of services.

- 3.1.7 The Area Performance Manager from WNW Homes attended the meeting to provide an update.
- 3.1.8 Caretaker performance targets are still being met although leaf clearing is taking up a lot of their time.
- 3.1.9 Gritting is a particular issue in outer north west as half of all sheltered housing is in the area. Grit supplies have been increased and grit bins refilled to try and tackle any problems with severe weather.

### **3.2 Health & Well-being Sub Group**

- 3.2.1 The sub group has not met since the last Area Committee. A date has yet to be agreed for the next meeting.

### **3.3 Community Safety Sub Group**

- 3.3.1 The Community Safety sub group met on 7<sup>th</sup> December and received a demonstration from CASAC in relation to the vulnerability of some 'euro profile cylinders' which are a type of lock. West Yorkshire Police also provided an update in relation to current crime trends in Outer North West Leeds.

### **3.4 Children & Young People's Sub Group**

- 3.4.1 The Children & Young People's sub group has not met since their last meeting on the 2<sup>nd</sup> November. The next meeting is planned for the 1<sup>st</sup> February and will be reported on at the March Area Committee.

### **3.5 Business and Transport Sub Group**

- 3.5.1 Following a suggestion to consider combining the Outer North West Business and Transport Sub Group and the North West Inner Area Committee Transport Group, a meeting was held on the 16<sup>th</sup> January with Chairs of the Outer North West Business and Transport Sub Group and the North West Inner Area Committee Transport Group, the Area Management Team, the Chief Officer for Highways and Transportation and the Acting Head of Transport Policy. The purpose of the group is to make links across the geographical boundaries, raise local concerns and progress pressing priorities through the Council and regional infrastructures. A proposal was put forward that would see the two groups coming together to form one group that would meet bi-annually, connected through the Council and regional infrastructures. This proposal will be worked up further and brought to the April Area Committee meeting.

### **3.6 Guiseley & Rawdon Forum**

- 3.6.1 The forum has not met since the last Area Committee. The next meeting is on 29<sup>th</sup> February 2012, at Guiseley Methodist Church and will be reported on at the March Area Committee meeting.

### **3.8 Yeadon Forum**

3.8.1 The forum has not met since the last Area Committee. However the date of the next meeting has been changed the 14<sup>th</sup> March to the 21<sup>st</sup> March 2012.

### **3.9 Project and Service Update**

3.9.1 Regular ward briefing meetings are held with members from Guiseley & Rawdon ward and officers. At the 20<sup>th</sup> December meeting updates were received from the ALMO particularly in relation to repairs and Environmental Services regarding the delegation and how it is working at a ward level. Parks and Countryside also attended and gave an update on the proposals for a new play area at Springfield Park and details of the consultation process to be undertaken.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 Community Forums are held in the Guiseley & Rawdon ward and Yeadon. In addition, ward members are consulted on projects and initiatives within their ward.

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

4.2.1 This section is not applicable to this project.

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

4.3.1 The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009. This approval was rolled forward to 2010/11 and is also being rolled forward to 2011/12 with amendments to the environmental delegation.

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

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

- Vision for Leeds
- Leeds Strategic Plan
- Health and Well-being City Priorities Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

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

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



4.4.2 In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council department's mainstream budgets, and external partner agencies e.g. the Police and NHS Leeds, which is in turn reflected in the fact that the Area Committee's role here is to influence, develop and consult. However, on occasion, well-being funding has resourced some projects related to its roles e.g. area based regeneration schemes and conservation reviews.

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

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

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

4.5.3 This report is subject to Call-In as it is the Area Committees functions which are delegated Executive functions.

#### **4.6 Risk Management**

4.6.1 There are no risks associated with this report.

### **5 Conclusions**

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

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

### **6 Recommendations**

6.1 Outer North West Area Committee Members are requested to:

- Note the contents of the report and comment on any aspect of the matters raised.

### **7 Background documents**

7.1 None.

This page is intentionally left blank

**Report of the Assistant Chief Executive (Customer Access & Performance)**

**Report to North West (Outer) Area Committee**

**Date: 6<sup>th</sup> February 2012**

**Subject: Area Chairs Forum Minutes**

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

**Summary of main issues**

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

**Recommendations**

3. The North West (Outer) Area Committee is asked to note the contents of the report and to consider the minutes from the Area Chairs Forum meetings at this and future Area Committee Meetings.

## **1 Purpose of this report**

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

## **2 Background information**

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

## **3 Main issues**

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

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 There has been no need to publicly consult on the inclusion of Area Chairs Forum Minutes on Area Committee agendas, however the matter has been discussed by the General Purposes Committee.

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

4.2.1 There are no equality and diversity issues in relation to this report.

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

4.3.1 The inclusion of Area Chairs Forum minutes on Area Committee Agendas is a revision to the Area Committee Procedure Rules within the Constitution agreed by full council on 26<sup>th</sup> May 2011.

## **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 Full Council has approved the recommendations of the General Purposes Committee to include the Area Chairs Forum minutes as a regular item at future Area Committee meetings.

## **6 Recommendations**

6.1 The North West (Outer) Area Committee is asked to note the contents of the report and to consider the minutes from the Area Chairs Forum meetings at this and future Area Committee Meetings.

## **7 Background documents**

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

7.2 Council Constitution

This page is intentionally left blank

**Area Chairs Forum  
Monday 11<sup>th</sup> November 2011  
Committee Room 4, Civic Hall**

**Attendance:**

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

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

Minutes: S. Warbis

Officers attending for specific items: J. Wildman, S. Carey, J. Harwood, M. Lund, C. Dickinson, J. Lane, A. McMaster

<b>Item</b>	<b>Description</b>	<b>Action</b>
<b>1.0</b>	<b>Apologies</b>	
1.1	Cllr. T Hanley	
<b>2.0</b>	<b>Minutes and Matters Arising</b>	
2.1	The minutes of the previous Area Chairs Forum meeting on 5 <sup>th</sup> September 2011 were agreed as an accurate record.	
2.2	<u>2.5 of previous minutes – Land Ownership Issues and Responsibilities</u> Various discussions have taken place between ALMOs, Environmental Services, Area Teams and other agencies and work is progressing to tackle outstanding issues.	
<b>3.0</b>	<b>Implications of the Welfare Reform Bill</b>	
3.1.1	Steve Carey, Chief Officer Revenues and Benefits, attended to present a report on welfare reforms.	
3.1.2	Some changes to the housing benefit scheme have already been implemented but there will also be a raft of changes to the benefits system over the next 3 years and officers are currently preparing for these changes.	
3.1.3	Changes to housing benefit introduced in April 2011 affect the private rented sector and include the loss of excess benefit where actual rents are cheaper than the Local Housing Allowance (LHA) Rate, capping of LHA at 4 bedroom house rate and reductions to LHA rates. Existing cases are protected until January 2012 when an estimated 9,500 families in Leeds will see their housing benefit reduced.	
3.1.4	Work is being done with private landlords to address this issue. One suggestion is for landlords to agree to reduce their rents in return for receiving direct payments of housing benefit. Whilst some landlords may see the advantage of this, it may be less viable for the larger properties.	
3.1.5	A Shared Accommodation Rate (SAR) is currently applied to single claimants up to the age of 25 limiting the amount of housing benefit that can be claimed to around £61 per week. From January 2012 this will apply to single claimants up to the age of 35 meaning over 1,500 tenants in Leeds between the age of 25 and 35 will see their housing benefit reduced from £99.92 to around £61.50.	
3.1.6	The implications of changes to housing benefit will mean a large number of people having to move out of 1 bedroom properties into bed-sits or shared accommodation, and also families in 5 bedroom properties having to move into	

	4 bedroom properties. The benefit service is already handling cases for concerned customers and is receiving referrals from councillors and MPs and this caseload is likely to increase dramatically in January.	
3.1.7	There may be some funding from central government to address benefit reductions but this will inevitably be targeted and will not cover all cases.	
3.1.8	In April 2013 council tax benefit will end and will be replaced by localised schemes to be operated by councils. Funding for these schemes has been reduced by 10% and councils will have to fund any overspend. There is likely to be protection in place for pensioners and other vulnerable groups to address any reduction in support.	
3.1.9	Universal credit is to be introduced to simplify the benefits system and is intended to make sure that people are always better off in work than on benefits. Policies relating to this are still being designed however aspects will be introduced in October 2013 with the full transition being completed in 2017.	
3.1.10	It is intended that claims will be made electronically, payments will be made monthly in arrears and will be made directly to the claimant.	
3.1.11	A cap on housing benefits will be applied to tenants living in properties deemed too large for their needs and is likely to affect around 7,000 tenants in Leeds. Although work is taking place to encourage tenants to relocate to appropriate sized properties it will not be possible to resolve all cases by April 2013 when changes will be implemented.	
3.1.12	The Disability Living Allowance (DLA) will be replaced by Personal Independence Payments for claimants between 16 and 64 which the Department for Work and Pensions (DWP) estimates will lead to a reduced benefit expenditure of £2.1bn.	
3.1.13	LHA rates are currently determined using evidence from landlords in the private sector. From April 2013 the consumer price index will be used instead which may mean that there will be a gap between actual rents and benefit levels leading to a reduction in the affordable housing stock.	
3.1.14	A report is being taken to Executive Board outlining the potential implications of welfare reform. Officers are developing strategies to mitigate the effects of changes to the welfare system but there will be an impact for a significant number of people in Leeds.	
3.2	Jill Wildman, Director of Housing Services East North East Homes Leeds, attended to present a report on the effects of welfare reform for the Leeds ALMOs and BITMO.	
3.2.1	22,300 tenants will be affected by changes to benefits which will come into effect between 2013 and 2017. Currently £60 million in Housing Benefit is paid directly to ALMO and BITMO rent accounts.	
3.2.2	Benefits will be paid directly to the tenant, and customers will be responsible for managing their own benefits. Not all claimants currently have bank accounts and there may be issues for customers who are financially excluded and do not have sound financial literacy skills. There is a move towards a paperless system which will impact on customers who don't have computers or computer skills.	
3.2.3	There will be a substantial increase in the amount of income that will need to be collected by the ALMOs / BITMO. Benefits will be paid to claimants in arrears on a monthly basis which will impact on the performance in rent collection.	
3.2.4	The DWP is considering allowing 5-10% of vulnerable customers to have housing benefit paid directly to ALMOs / BITMO although there is currently no definition of vulnerable. There are concerns that certain customers may not	



	view paying their rent as a priority which will have an impact on income collection, arrears, collection costs, legal costs and evictions.	
3.2.5	A lot of support will be needed to manage these changes for customers which may mean an increased staff resource is required and training will be required to re-skill staff regarding new legislation and processes.	
3.2.6	It is estimated that 7,500 ALMO / BITMO tenants will be affected by changes to benefits due to occupying accommodation that is deemed too large for their needs. Demand will be high for tenants wishing to downsize and there are concerns over the volume of requests and also the availability of suitable properties, particularly 1 bedroom properties.	
3.2.7	An ALMO / BITMO welfare reforms action plan has been developed and was appended to the report. Work is ongoing to gather impact data for customers and housing stock at a more local level to gauge the likely impact on different neighbourhoods.	
3.3	The reports were welcomed by the forum and it was agreed that it would be appropriate for them to be taken to future Area Committee meetings as well as arranging briefings for the various party groups.	<b>SC JW</b>
3.3.1	Area Chairs confirmed that they were getting increasing numbers of calls from concerned and confused tenants and expressed concerns over the ability of the welfare rights teams to cope with the increased level of queries and likely appeals. It was stressed that relevant officers needed to be preparing to provide the relevant advice that would be needed.	
3.3.2	Concerns were raised over the logistics of dealing with over 7,000 people who would no longer be able to afford the rents on properties of the size they occupied. It was mentioned that the DWP are carrying out work to gauge the implications on the ground and that LCC officers are in contact with the DWP during this process. It was mentioned that the bill was still progressing through parliament and that there may be caveats added to cover issues such as adapted properties. Options were also being considered to alleviate the impact of the reforms such as phasing in some of the changes.	
3.3.3	The ALMOs are expecting a big impact on residents, and prospective residents, of the maisonette and multi-storey flat stock. Data is being collected to assess where the impact is likely to be the greatest. It was mentioned that some of the 7,000 plus tenants affected would find a way to pay increased costs and therefore the overall impact for the ALMOs is uncertain.	
3.3.4	It was raised that the impact of these changes may be increased in future years if house prices and rent increases are not matched by increases to benefit payments.	
3.3.5	The question was raised as to how these changes would impact on the choice based lettings system. Area Chairs were assured that work was ongoing between the ALMOs and the Environment and Neighbourhoods department to deal with issues affecting lettings.	
3.3.6	Concerns were raised over the increased demand that would be placed on services at a time where staffing numbers and resources are decreasing.	
<b>4.0</b>	<b>Draft Area Committee Report on the Localism Bill</b>	
4.1	Jane Harwood, Corporate Policy and Performance Officer, attended to present a report on the Localism Bill seeking comments on the report and approval for a report to be taken to the 10 Area Committees. A further report will be taken to the corporate Leadership Team taking account of comments from members.	

4.2	There have been significant amendments to the Localism Bill as it has progressed through parliament and officers have been keeping a close watch on changes and guidance as it has been issued.	
4.3	A series of papers are being drafted relating to specific aspects of the bill such as Neighbourhood Planning, Community Right to Challenge and Assets of Community Value.	
4.4	Questions were raised as to which bodies could develop Neighbourhood Plans or bid for community assets. Although there are definitions as to what constitutes a representative group, in theory any group could be involved if correctly constituted. Any group can bid for an asset of community value.	
4.5	It was mentioned that it would be challenging to secure funds for Neighbourhood Plans in order to put them in place quickly.	
4.6	It was also mentioned that there was still a duty of best value to be applied and that social value versus value for money would still be a consideration in assessing bids for assets and services. The bill will give people the right to challenge how services and assets are run, and the local authority will be able to accept or reject these challenges.	
4.7	It was agreed that the paper should be taken to the Area Committees with officers in locality teams to make amendments to cover local issues.	<b>JH / Area Leaders</b>
<b>5.0</b>	<b>Community Engagement Strategic Approach</b>	
5.1	Matt Lund, Corporate Consultation Manager, attended to present a report on the Community Engagement Framework and request that a report be taken to the 10 Area Committees.	
5.2	A lot of community engagement work has been carried out in the past but this has not always been done in a consistent and coordinated way. The council could be open to legal challenges if engagement has not been carried out effectively when making key decisions.	
5.3	The Strategic Planning and Policy Board (SPPB) agreed in the summer of 2011 that a new framework was required to guide community engagement and take into account the current financial pressures, the evolving locality working and partnership arrangements and to meet the council value of "working with communities".	
5.4	There is a need to build officer skills, improve the culture of co-ordinating engagement and improve governance methods so that appropriate monitoring can be implemented.	
5.5	It was agreed that a report should be taken to the February round of Area Committee meetings.	<b>ML / Area Leaders</b>
<b>6.0</b>	<b>Citizens' Panel Update</b>	
6.1	Chris Dickinson, Area Management Officer, attended to present a report outlining progress on the development of the Leeds Citizens' Panel.	
6.2	The Citizen's Panel will be an efficiency tool for carrying out consultation in Leeds. Recruitment is taking place which will ensure that panel members will be representative of the population at Area Committee level as well as at city level and it will be possible to interpret results from consultation at an Area Committee level.	
6.3	Recruitment to the panel has been promoted through various means and good progress is being made in populating the panel.	

6.4	The panel will not be used to replace local consultation, but will be able to provide benchmark setting and may be helpful in setting priorities in areas, developing the Area Committee business plans, and helping to focus the targeting of wellbeing priorities.	
6.5	It was suggested that the panel could be used to identify the "what" in an area, but that more local and focused consultation could be used to draw out the "why".	
6.6	By consulting on a city wide basis and drilling down information gathered to Area Committee level, we will have the ability to compare views within areas from a consistent perspective.	
6.7	It is the intention to set up a calendar of consultation for the panel to ensure that the process does not become overburdening. Feedback to panel members will also be built in to encourage people to remain involved.	
6.8	Comments were made that the panel would only be effective if it was truly representative. Efforts need to be made to make sure that the panel is not made up of only active citizens who are involved in local consultation anyway. It was hoped that efforts would be made to involve ordinary, less prominent people, particularly those who are less articulate locally.	
6.9	Area Chairs were informed that efforts were being made to avoid contacting established groups when recruiting to the panel. Representation is being monitored as the panel is growing and action will be taken to target specific groups if they appear to be underrepresented.	
6.10	Comments were made as to how representative the panel could be when it only included approximately 1% of the population.	
6.11	It was stressed that the development of the panel would not mean that previous good practice, learning and models of engagement would be lost.	
6.12	It was agreed that a report be taken to the 10 Area Committees in the December cycle of meetings, with a further report to accompany the Community Engagement Strategy report to Area Committees in February.	<b>CD</b>
<b>7.0</b>	<b>Luncheon Clubs Mapping / Budget Update and Findings from User Group Consultations</b>	
7.1	Jason Lane, Assistant Commissioning Manager, attended to present a report outlining feedback on the 2011-12 grant application process and report on progress on involving Area Management teams in future grant management.	
7.2	Research has been carried out with users and coordinators on the makeup of the luncheon club members and the way that the clubs are run and their experience of the application process.	
7.3	The main impact of the luncheon clubs on it's members relates to social experiences rather than relating to food or nutritional issues.	
7.4	Attempts are being made to link up the various luncheon clubs to enable them to provide support to each other and share good practice.	
7.5	Although conclusions have been drawn in the report that grant funding would benefit from being locally administered, in order to avoid disruption to the service it has been recommended that the grant process for 2012-13 be administered within Adult Social Care. The grant application deadline has been moved forward to allow Area Staff to observe the process.	

7.6	Meetings will be taking place with the Area Leaders at the end of the month with a view to assess the feasibility of administering the process locally for 2013-14.	
<b>8.0</b>	<b>Community First Programme</b>	
8.1	Anne McMaster, Leeds Initiative Partnerships, attended to present a report on the government Community First Programme.	
8.2	The Community First Programme aims to provide small amounts of funding to small groups in targeted areas. To access funds each targeted ward would need to set up a community first panel to administer the funding.	
8.3	Wards have been identified by central government with specific amounts of funding being made available to each ward. This is new money from the government, but there is a stipulation that funding is matched.	
8.4	Comments were raised as to how the specific wards had been earmarked for funding as some areas that seem appropriate have been missed out. It was restated that the wards had been identified by central government and it was agreed that the rationale provided by the Community Development Foundation be circulated to Area Chairs.	<b>AM / SW</b>
8.5	It was commented that this funding would be hard to spend due to the time required to set up community first panels. It was also noted that the funding was spread over 4 years.	
<b>9.0</b>	<b>Land Ownership Issues</b>	
9.1	This item was dealt with in matters arising from the previous meeting.	
<b>10.0</b>	<b>Any Other Business</b>	
10.1	<u>Area Teams</u> Appointments have been made to posts within the Area Teams and the structures will be stabilising over the coming weeks.	
10.2	<u>Environmental Delegation</u> Comments were asked of Area Chairs as to how the Environmental Delegation was working in their area. Favourable comments were received on the performance so far including "happy with progress", "moving in the right direction", "no complaints at the moment".	
10.3	Some comments were made about the ability to influence changes not being fully in place at the moment, and that links with the Environmental sub-groups could be strengthened.	
10.4	<u>Review of Community Facilities</u> Cllr Gabriel informed the forum that she had attended one meeting of the programme board and that work is being undertaken to assess usage and costs associated with each community centre. This information will be shared with Area Chairs when available for their comments.	
10.5	<u>Area Chairs Forum Papers</u> It was agreed that hard copies of papers for future meetings will be provided to Area Chairs.	<b>SW</b>
10.6	<u>Capital Receipts Incentive Scheme</u> James Rogers informed the forum that a paper would be going to Area Committee meetings in December outlining the proposed scheme.	
<b>11.0</b>	<b>Date of Next Meeting</b>	
8.1	13 <sup>th</sup> January 2012, 10am, Committee Room 4, Civic Hall.	

**Yeadon Town Hall  
High Street  
Yeadon  
Leeds  
LS19 7PP**



This page is intentionally left blank