



**WEST (INNER) AREA COMMITTEE**

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**Meeting to be held in St Bartholomews Primary School, Strawberry Lane, Armley LS12 1SF  
on  
Wednesday, 18th December, 2013 at 5.00 pm**

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**MEMBERSHIP**

Councillors

- |           |                            |
|-----------|----------------------------|
| J Harper  | - Armley;                  |
| A Lowe    | - Armley;                  |
| J McKenna | - Armley;                  |
|           |                            |
| C Gruen   | - Bramley and Stanningley; |
| T Hanley  | - Bramley and Stanningley; |
| N Taggart | - Bramley and Stanningley; |

Co-opted Members

- |               |  |
|---------------|--|
| Hazel Boutle  | - Armley Community Forum                     |
| Eric Bowes    | - Armley Community Forum                     |
| Kevin Ritchie | - Bramley and Stannigley<br>Community Forum  |
| Karen Smales  | - Bramley and Stanningley<br>Community Forum |

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

# A G E N D A

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|---------|------|---------------|---|---------|
| 1       |      |               | <p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 15.2 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 15.2, 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 within the meaning of Section 100I of the Local Government Act 1972, 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 the recommendation is accepted, to formally pass the following resolution:-</p> <p>RESOLVED – That, in accordance with Regulation 4 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 or Section 100A(4) of the Local Government Act 1972 as appropriate, the public be excluded from the meeting during consideration of those 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> |         |

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| 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 DISCLOSABLE PECUNIARY INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>  |         |
| 5       |      |               | <p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>  |         |
| 6       |      |               | <p><b>OPEN FORUM / COMMUNITY FORUMS</b></p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p> |         |
| 7       |      |               | <p><b>MINUTES - 6TH NOVEMBER 2013</b></p> <p>To confirm as a correct record the minutes of the meeting held on 6<sup>th</sup> November 2013.</p>  | 1 - 8   |
| 8       |      |               | <p><b>MATTERS ARISING</b></p> <p>To consider any matters arising from the minutes.</p>  | 9 - 10  |

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| 9       | <b>Armley<br/>Bramley &amp;<br/>Stanningley</b> |               | <p><b>AREA PANEL MINUTES - 7TH OCTOBER 2013</b></p> <p>To receive the minutes of the Inner West Area Panel meeting held on 7<sup>th</sup> October 2013.</p>  | 11 - 20 |
| 10      |   |               | <p><b>MINUTES - AREA CHAIRS FORUM - 4TH OCTOBER 2013</b></p> <p>To receive the minutes of the Area Chairs Forum meeting held on 4<sup>th</sup> October 2013.</p>   | 21 - 26 |
| 11      |   |               | <p><b>COMMUNITY FORUM MINUTES</b></p> <p>To receive the minutes of the Armley Community Forum meeting held on 19<sup>th</sup> November 2013.</p> <p>(Copy attached)</p>  | 27 - 30 |
| 12      |   |               | <p><b>HOUSING IN INNER WEST</b></p> <p>To consider the following three reports relating to housing issues in the Inner West area.</p> <ul style="list-style-type: none"> <li>a) Housing Leeds involvement in Area Committees – To outline how Housing Leeds contributes to the place agenda and to explore ways of making that contribution as meaningful and productive as possible.</li> <li>b) Housing Leeds – Housing Service Review Update – To update Members on the progress of the service integration back into Council control within the Housing and Environment Directorate</li> <li>c) Private Rented Sector Service - Summarises the role of the Council’s Private Rented Sector Service, and outlines its current priorities around improving Private Sector housing, reducing the number of empty properties and increasing membership of the Landlord Accreditation Scheme.</li> </ul> <p>(Copies attached)</p> | 31 - 66 |

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| 13      | Armley<br>Bramley<br>Stanningley   |               | <p><b>ANNUAL COMMUNITY SAFETY REPORT</b></p> <p>To receive the report of the Director of Environment and Neighbourhoods to provide Members with details of the community safety activity undertaken during the last 12 months. The report also provides details of crime data, making comparisons with previous years.</p> <p>(Copy attached)</p>   | 67 -<br>88  |
| 14      | Armley<br>Bramley &<br>Stanningley |               | <p><b>ENVIRONMENTAL SERVICES UPDATE REPORT</b></p> <p>To receive the report of the Director of Environment and Neighbourhoods this report will provide an update on performance against the Service Level Agreement (SLA) between West Leeds (Inner) Area Committee and the West North-West Environmental Locality Team.</p> <p>A detailed report will be circulated as a supplementary item before the area committee meeting on 18th December, 2013.</p>                  | 89 -<br>90  |
| 15      |                                    |               | <p><b>PARKS AND COUNTRYSIDE ANNUAL REPORT</b></p> <p>To receive a report of the Director of Environment and Housing providing Members with the annual update for the service.</p> <p>A detailed report will be circulated as a late item before the area committee meeting on 18th December, 2013.</p>  |             |
| 16      | Armley<br>Bramley &<br>Stanningley |               | <p><b>WELLBEING FUND UPDATE REPORT</b></p> <p>To receive the report of the Assistant Chief Executive (Citizens and Communities) to advise the Area Committee on the current position of the West Inner Area Committee wellbeing revenue and capital budget 2013/14. The report also provides Members with the position statement on small grants and skips budgets and asks the Area Committee to consider proposals for new Wellbeing projects.</p> <p>(Copy attached)</p> | 91 -<br>108 |

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# Public Document Pack Agenda Item 7

## WEST (INNER) AREA COMMITTEE

WEDNESDAY, 6TH NOVEMBER, 2013

**PRESENT:** Councillor C Gruen in the Chair  
Councillors T Hanley, J Harper, A Lowe,  
J McKenna and N Taggart  
Co-optees H Boutle, E Bowes and K Ritchie

- 38 Appeals Against Refusal of Inspection of Documents**  
There were no appeals against the refusal of inspection of documents.
- 39 Exempt Information - Possible Exclusion of the Press and Public**  
There were no resolutions to exclude the public.
- 40 Late Items**  
There were no late items added to the agenda.
- 41 Declaration of Disclosable Pecuniary Interests**  
No declarations were made.
- 42 Apologies for Absence**  
No apologies were received.
- 43 Open Forum / Community Forums**  
The Principal of Swallow Hill Community College, Mrs Sarah Luffman attended the meeting to introduce herself to the Area Committee.

The Principal informed the Area Committee that following the conversion to academy and the appointment of herself as Principal in July 2013 immediate action has been taken to introduce systems and strategies to reverse the trend and bring about rapid improvement. As the systems and strategies become fully embedded the rate of progress will accelerate and bring about significant improvements in all key indicators of performance. The absence of a qualified data manager had led to no confidence in the current predictions at any Key Stage. This has now been addressed in the short term by consultancy from the Academies Enterprise Trust and a newly appointed data manager.

Other immediate strategies put in place to bring about change include:

- A new system for assessment and reporting known as Rising Stars; Structures and strategies, including data collection and early intervention have been put in place to bring about rapid improvement and to ensure a solid foundation on which to make further progress.

- Weekly two hour whole Academy professional learning and performance. Focus upon teaching and learning;
- A model for individual and group intervention known as the 4xi Model;
- A robust and systematic quality of provision cycle;
- A full staff restructure;
- Systematic approach to existing behaviour systems;
- Re-engagement with students on alternate provision;
- Comprehensive curriculum restructure with the aim to provide significant opportunities for learners of all abilities. A new governing body that provides challenge and support in equal measure and has a good understanding of the academy's strengths and areas for improvement;
- Rigorous performance management, appraisal. Support plans in place for underperforming colleagues;
- Key appointments
- Overhaul of SLAs to suit the needs of the students at Swallow Hill.

The Principal also informed the Committee that there has been a 1.4% increase in attendance and a 25% decrease in persistent absenteeism.

Members of the Area Committee thanked the Principal for attending and felt reassured by her open and honest account.

The Area Committee invited the Principal to return in the New Year.

#### **44 Minutes - 4th September 2013**

##### **Minute 34 Area Business Plan Update**

It was noted that there was a typing error on page 5 to be amended prior to publishing.

RESOLVED – That the minutes of the meeting held on Wednesday 4<sup>th</sup> September 2013 be approved as a correct record.

#### **45 Matters arising from the minutes**

##### **Minute No. 34 Area Business Plan Update**

In response to a letter sent to Channel 4 regarding burglary rates in Bramley a reply was received from the Deputy Head of Factual who responded that Channel 4 stand by the use of the survey carried out by a price comparison website that studied 3.49 million quote requests and found that LS13 had the highest amount of burglary claims over a 12 month period. He also stated that Bramley was the focus of West Yorkshire Police's new burglary reduction strategies.

#### **46 Minutes - Inner West Area Panel**

The Area Committee considered the minutes of the Inner West Area Panel meeting held on 12<sup>th</sup> August 2013.

RESOLVED – That the minutes be noted.



#### **47 Minutes - Area Chairs Forum**

The minutes of the Area Chairs Forum held on 6<sup>th</sup> September 2013 were considered by the Area Committee.

RESOLVED – That the minutes be noted.

#### **48 Community Forum Minutes**

The minutes of the Armley Community Forum meeting held on 16<sup>th</sup> October 2013 and the minutes of Bramley and Stanningley Combined Police PACT meeting and Community Forum meeting held on 26<sup>th</sup> September 2013 were considered by the Area Committee.

Armley Community Forum minutes 4.2 - a matter was raised in relation to the Out of Hours Team being unable to attend a call out to properties which have been 'red flagged'. Area Support asked to clarify situation and feedback.

Member's attention was also drawn to item 5 - Armley Keystone Leaflet.

RESOLVED – That the minutes be noted.

#### **49 Report on the need for early years and primary school places for 2015**

The Report of the Director of Children's Services on the need for early years and primary school places for 2015 was presented by the Capacity and Sufficiency Lead with the Head of Learning Improvement also in attendance.

The Head Teacher's for Hollybush Primary School and Whitecotes Primary School attended the meeting for this item.

The report described the latest position for 2 year old and primary school places in the inner west area of Leeds, in the wards of Armley and Bramley and Stanningley. It described the options for additional capacity and asked for Members views on the options.

The options for each ward were outlined as follows:

##### **Bramley Stanningley Ward**

- Options for expansion are considered potentially feasible at Whitecote, Hollybush and Bramley Primary. Whitecote is consistently oversubscribed, Hollybush rapidly increasing in popularity but not yet oversubscribed. Expansion of Bramley Primary would allow an unusual admission number of 40 to be rounded up to 60 offering organisational advantages for the school, and would be well placed for new housing planned very close by, Bramley is not currently oversubscribed.
- Valley View has some potential for expansion. Proposals for changes in Farsley could impact on demand for this school, so the outcome needs to be clear prior to bringing Valley View forward for expansion.
- One off increase in admission numbers have been considered, Raynville Primary would be able to deliver such capacity at short notice.

## **Armley**

- Options potentially feasible at St Bartholomew's, Castleton and Armley Primary
- Options to further expand St Bartholomew's to a full 3 form entry which would offer organisational benefits for the school and be delivered relatively quickly with a project to remodel some of the accommodation.
- An option at Armley Primary suggested the adjacent tennis courts be moved to allow expansion onto their site. This site is not the centre of demographic pressure and the school is undersubscribed.
- The option at Castleton is to utilise a small piece of Council owned land opposite the school and look at reorganisation provision to provide a foundation unit.
- The former Family Learning Centre at Whingate had been identified as having potential of expansion. The school are aware and are looking at options with Children's Services.

A lengthy discussion took place with the Area Committee Members considering all the proposed options with the Head Teachers of Hollybush and Whitecote being invited to contribute to the discussion.

Discussion centred around the proposed sites, accessibility, the data used for the analysis of the proposals and the impact on the demographics of the West Inner area of such proposals.

In order to progress the meeting the Members of the Area Committee gave their agreement for the Chair to provide a form of words for the resolution of the item in consultation with Members after the meeting.

RESOLVED – That Members requested a more detailed discussion between Members, local schools and Children's Services before a preferred option is presented to Executive Board.

## **50 Health and Wellbeing in Inner West Leeds**

The report of the Director of Public Health informed the Area Committee of the changes to how health and wellbeing is led and organised in Leeds, including the establishment of the Statutory Health and Wellbeing Board, three new General Practitioner led Clinical Commissioning Groups which replaced the Primary Care Trusts and the return of Public Health leadership to Local Government.

Cllr Lowe as Area Lead for Health and Wellbeing introduced this item introducing Dr Fiona Day, Dr Mark Fuller and Tim Taylor, The Health and Wellbeing Improvement Manager who were in attendance for this item.

The Committee were informed of the introduction of local Health and Wellbeing Boards. These Boards are where key leaders from the health and care system work together to improve the health and wellbeing of the local population and reduce health inequalities. Health and Wellbeing Board

Draft minutes to be approved at the meeting  
to be held on Wednesday, 18th December, 2013

members work together to understand their local community's needs, agree priorities and encourage commissioners to work in a more joined up way. The Leeds Health and Wellbeing Board formally began operating in April 2013, with Councillor Mulherin as the Chair.

The Committee were told about the Leeds West Clinical Commissioning Group (LWCCG) which is made up of 38 GP practices in the west and parts of outer north west and south west Leeds. LWCCG is the largest of the 3 CCGs that cover Leeds, it is a statutory organisation responsible for local health budgets and ensuring that the NHS provides high quality healthcare to those living in this area. LWCCG has identified reducing health inequalities as one of its key strategic objectives and wants to work with LCC WNW Public Health Team and Inner West partners to develop a joint commissioning specification to address this issue.

Members discussed issues raised in the report including;

- Mental health illnesses and those who care for them, the need for a 'wrap around service'
- The significance of the economy on health inequalities and support services
- Accessibility of services
- Outcomes based data
- Focus on men's health

A number of GPs had been invited to attend the meeting for this item. The Chair read out an apology from Dr Gordon Sinclair who had hoped to attend but unfortunately had been at another meeting on the other side of the city.

RESOLVED –

- That the Area Committee recognised the changes in health and wellbeing, and the significant challenges in Inner West Leeds.
- To build on good local relationships and look at new ways of working to tackle long term issues
- To get more accurate data at a localised level in line with Joint Health and Wellbeing indicators.
- To develop indicators which are measurable and outcome based.

## **51 Wellbeing Fund Update Report**

The Report of the Assistant Chief Executive (Citizens and Communities) advised the Area Committee of the balance of the Inner West Wellbeing revenue and capital budget 2013/14, the position statement on the small grants and skips budget and updated the committee on projects rolled forward from 2012/13 and monitoring of projects approved in 2013/14. The report also asked the Area Committee to approve the grant application and commissioning process for the 2014/15 Wellbeing budget.

Members had expressed an interest in exploring apprenticeship opportunities for inner west, with a view to allocating some wellbeing monies to support

Draft minutes to be approved at the meeting  
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local initiatives. Details of possible options were attached as appendix 3 to the report.

Members attention was drawn monies allocated through the Capital Receipts Incentive Scheme. Allocations were made by July and November Executive Board giving a total of £18,884.18. Members were asked to consider using the capital receipts money towards any recently approved capital schemes that were funded through the revenue budget and are yet to be progressed.

#### RESOLVED

- That the content of the report be noted
- That Cllr McKenna as Area Lead for Employment and Welfare with Area Support develop the apprenticeship scheme and report back to the December meeting.
- That capital monies scheme for the Bramley War Memorial be circulated through the Chair.
- That the Wellbeing and grant application and commissioning process for 2014/15 be approved

#### **52 Business Plan Update Report**

The report of the Assistant Chief Executive (Citizens and Communities) provided an update to the Area Committee on new initiatives and partnership working within the area that contribute to the priority themes outlined in the Area Committee's Business Plan. The report also included information on a range of projects including the Neighbourhood Improvement Board, Youth Activities Fund and Leeds Lets Get Active.

The Area Lead is keen to ensure the Inner West has an effective consultation and engagement programme with children and young people. The partners consulted to date are supportive of this way forward in the Inner West. Initial conversations in the summer proved helpful to understanding the needs of children and young people but a more sustainable model is required for on-going engagement work. The proposal is to work with the clusters and partners to develop a child-led Children and Young Peoples Board. This group will meet regularly with members and local partners to develop a local programme of activity for children and young people. Members can also visit other local groups of children and young people to seek a more informal view of issues for children and young people. Partners are keen to work with this model and discussions are underway to identify resources to support the Children and Young Peoples Board through Children's Services.

RESOLVED – That Area Committee noted the contents of the report and approved the establishment of an Inner West Child-led Children and Young Peoples Board to support the Youth Activities Fund.

#### **53 Date and time of next meeting**

The next meeting will be held Wednesday 18<sup>th</sup> December 2013, 5:00pm at St Bartholomew's Primary School.



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Matters Arising from Meeting: 4<sup>th</sup> September 2013

| Minute No.   | Action to be taken  | By whom                  | Outcome  |
|--|---|--------------------------|--|
| <p>48 –<br/> <b>Community<br/>                     Forum Minutes</b></p> | <p>Area Support Team to clarify what action the 'Out of Hours Noise Nuisance Team' would take if a property had a red flag status</p> | <p>Area Support Team</p> | <p>If a property has a red flag it is because one of the following has happened:</p> <ul style="list-style-type: none"> <li>• Case Officer / Police Officer reported violence and aggression taking place at the property involving the tenant.</li> <li>• Officers have witnessed or been involved in an incident of violence and aggression while visiting the property.</li> <li>• The complainant has informed that the occupant has been violent and aggressive in which case it is a Police issue record the details and advise them to contact the Police direct.</li> </ul> <p>When we get a call on a Red Flagged property Officers will attend where possible and try and witness noise from a safe distance ie, slowly drive by a property if on a street with the vehicle window down.</p> <p>The Red Flag will be removed as and when Case Officers inform us of new tenant in the target property / issues have been resolved.</p> |

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## MINUTES

### Inner West Area Panel Meeting

Date: Monday 7<sup>th</sup> October 2013

Time: 16.00 until 17:30

Venue: The Boardroom - Westfield Chambers

#### Attendees

| Name                 | Initials | Position                                  |
|----------------------|----------|---|
| Hugh Morgan Pugh     | HMP      | Chair of the Inner West Area Panel        |
| Jenny Holt           | JH       | Area Panel Member                         |
| Jean Paxton          | JP       | Area Panel Member                         |
| Councillor J McKenna | JM       | Area Panel Member                         |
| Akbar Khan           | AK       | Area Performance Manager Inner West L.C.C |
| Paul Rounding        | PR       | Project Manager Leeds C.C.                |
| Tracey Thorpe        | TT       | Minute-taker Administration Officer       |

| Item No.   |   | Owner |
|------------|---|-------|
| <b>1.0</b> | <b>Welcome and Apologies</b>  |       |
|            | Apologies were received from Harry Shields, Area Panel Member. Corrine Brown, Area Panel Member. No apologies have been received from Deanne Hodgson Area Panel Member.   |       |
| <b>2.0</b> | <b>Minutes of Previous Meeting and Matters Arising</b>  |       |
|            | <p>The minutes of the meeting held on the 12<sup>th</sup> August 2013 were approved as an accurate record.</p> <p>The actions from the previous meeting were reviewed:</p> <ul style="list-style-type: none"> <li>• An extra meeting was held on the 28<sup>th</sup> August 2013 as allegedly the meeting is not quorum if there are no Councillors attending.</li> <li>• HMP confirmed that TT had sent a letter out to Beth Hargreaves in the Governance team of the former WNWHL who reported back that meetings can be held and area panels bids can be voted on. Any Councillor who attends the meetings are there to offer advice and support.</li> <li>• At the extra meeting all the bids were approved.</li> </ul> |       |
| <b>3.0</b> | <b>Capital Programme Update (Paul Rounding LCC)</b>   |       |
|            | Paul Rounding attended the meeting to provide an update on the works that will be carried out under the previous WNWHL capital works programme. Councillor McKenna requested that in the report where it states the lift replacement for the Height's East and West, this needs to be removed from Inner West as the above area falls under Outer West. Paul Rounding is to email TT an update of the report for circulation to panel members.  |       |

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|     |  |  |
| 4.0 | <b>Customer Involvement</b>  |  |
| 4.1 | <p><u>Area Panel Bids</u></p> <p><b><u>AP32 Armley Forum Christmas Lights £500.00 Approved</u></b></p> <p>HMP declared an interest in the above bid and left the room.</p> <p>The application is for £500.00 towards the cost of staging the Armley Christmas Lights the event will take place on Saturday 16<sup>th</sup> November 2013 from 5.30pm – 7pm.</p> <p>The bid has been submitted by Hugh Morgan Pugh for a contribution of £500 toward the cost of staging the event. The event is now in its fourth year and is supported by the Armley Community Forum, Local residents, Ward Members and Leeds City Council Officers.</p> <p>The event will bring the community together and it is expected that 300 people will attend leading to an increase in community spirit.</p> <p>The panel agreed that the bid represents good value for money and will increase customer satisfaction.</p> <p>A vote was carried and agreed by everyone to approve the funding.</p> <p><b><u>AP33 Skips for Action Days £5,625.00</u></b></p> <p>The above bid is to provide 45 skips to be used by all the Neighbourhood Management Officers within the Bramley and Armley area for upcoming Action Days on their estates. Action days are to be arranged by each Neighbourhood Management Officer on a monthly rolling programme until April 2014.</p> <p>The skips will be used in the following locations:</p> <ul style="list-style-type: none"> <li>• 4 Skips for the Clyde Estate Action Day – Scheduled for 17<sup>th</sup> October 2013</li> <li>• 5 Skips for the Snowden Estate and the Landseer Estate Action Days – Dates TBA</li> <li>• 6 Skips for the Burnsall / Westerley Action Day – Date TBA</li> <li>• 6 Skips for the Top Wyther and Bottom Wyther Action Days – Dates TBA</li> <li>• 7 Skips for the Fairfield Action Day – Dates TBA</li> <li>• 5 Skips for the Ganners Estate Action Day – Date TBA</li> <li>• 6 Skips for the Langley Estate and Summerfield Estate Action Days – Dates TBA</li> <li>• 6 Skips for the Broadlea Estate Action Day – Date to be arranged.</li> </ul> |  |

It will assist during the Action Days and Multi Agency working, assisting with future enforcement action where appropriate. It will help make the estate a cleaner place to live and help improve the overall environment and give tenants a sense of pride living in those areas. It will also demonstrate high visibility and proactive work in our local areas.

This bid fits into the Armley and Bramley Neighbourhood plan by addressing the strategic aims of quality neighbourhoods (our estates are clean and tidy and well maintained).

The entire cost of the bid will be £5,625.00, forty five skips at £125.00 ea.

A vote was carried and the panel agreed to approve the above bid.

### **AP34 Landseer Drive £2,500.00**

The bid is to paint low level solid metal fencing on the upper level of low level flats on Landseer Drive. Fencing is on the upper floor and serving individual property yard areas which run along the length of the communal walkway.

The bid is for metal fencing to be painted on each of the upper levels of the following blocks:

- 33 – 55 Landseer Drive
- 46 – 68 Landseer Drive
- 70 – 92 Landseer Drive

There is currently an issue of youths being attracted to the area who are causing further damage by peeling off paintwork; there is also a feeling that these youths could cause further criminal damage within the area. The painting would remove the attraction of visiting the area. The painting would improve the environment and give tenants a sense of pride in their properties and the community.

Consultation has been conducted by home visits to all affected tenants. 18 visits were attempted with 7 successfully accessed visits. Of the 7 accessed visits all 7 tenants were in favour of the proposed bid.

A vote was carried and the panel agreed to approve the bid.

### **AP35 Concrete Mushrooms £2,978.31 Approved**

Funding is required to provide concrete mushrooms on the grass verge to stop cars from parking on the verges and churning the grass over.

A door knock has taken place and the majority of customers that have been spoken to have agreed that the concrete mushrooms bollards would prevent people parking on the grass verge and damaging the

grass which would make the area more appealing.

There are on-going costs to keep re-turfing the area due to it looking unsightly when it is churned over. There is also a potential for an accident to happen due to the area getting boggy in the winter months.

A vote was carried and the panel agreed to approve the bid.

#### **AP38 Burnsall Grange planters £1,150.00**

Funding is requested for the purchase of 2 large wooden planters for residents of Burnsall Grange to grow their own vegetables or plant flowering plants.

The bid has been requested by the residents of Theaker Lane residents association. There are 99 residents in this multi-storey block who this bid will benefit, plus other residents who use the complex in the surrounding area. It will also benefit future residents of the complex.

The bid will encourage resident's participation and involvement not for just the few but all tenant and residents in the community to help and socialise with each other.

A vote was carried and the panel agreed to fund the bid.

#### **AP40 Station Road £1,973.72**

Funding is requested to supply and fit 'A' Frames to prevent vehicles accessing the estate and causing damage and to resolve the concerns for health and safety for residents and the general public.

The Station Road garage site has 2 pedestrian access points from the highway which provides access to Sir Karl Cohen Square (a sheltered complex) and also includes standard let properties with no age restrictions. There is an area for residents to use for recreational purposes which contributes to the overall aesthetics of the estate.

WNWHL are receiving increasing numbers of reports regarding people driving over the area on quad bikes causing concerns for health and safety. This behaviour poses serious risks for children using the area for play and to unsuspecting drivers not expecting large vehicles to be entering the pedestrian area.

The turf has been churned up and damaged by the tyres making it look unsightly and rendering it unsuitable for playing on. Mud has also been spread across the footpath and road from adding to work for the Estate Caretakers and Highways teams who then have to clean up the mess.

There is also a problem with increased noise from the engines of the

vehicles being revved to climb the banking. This project proposes to install row 'A' frames to both sides of the Garages on Station Road to prevent vehicles gaining access. There will be no on-going costs to the contrary the scheme should reduce costs for the Estate Caretaking and Highways teams that currently have to clean the mud and reseed the area.

Attendees of the local Tenant and Residents Group meeting have been canvassed for their opinion and all agreed that the project would be a positive step towards a safer estate.

A vote was carried and the panel agreed to approve the bid.

**AP41 Theaker Lane Approved £250.00**

To provide £250 for residents of Armley for payment of additional plants to place where required in communal green space belonging to Housing.

The bid has been submitted by the Theaker Lane TARA this bid will benefit about 300 residents in the area and will improve the external area of the blocks with the additional plants.

A vote was carried and the panel agreed to approve the bid.

**AP42 MoorsideTARA Community Centre Approved £250.00**

The bid is to treat the area of land to the side and behind the Community Centre with weed killer. This bid would also increase tenant engagement with Moorside TARA and partner agencies and improve the quality of their lives as more tenants become aware and use this area growing plants in the raised planter beds.

The bid needs to be approved by the end of November so that the work can commence as soon as possible.

A vote was carried and the panel agreed to approve the bid.

**AP43 Notice Board Broadlea Hill Approved £2,200.00**

To supply a notice board which is to be installed on Broadlea Hill. This would increase tenant engagement who would become aware of services that are being provided by voluntary and statutory organisations.

The bid needs to be approved by the end of November so that the work can commence as soon as possible.

A vote was carried and the panel agreed to approve the bid.

**AP45 Wyther Park Fencing £477.8 Approved**

This bid is for fencing panels to be renewed to properties in the area. There is an issue with children and youths using our gardens as a short cut and thoroughfare during the day and also during the night, giving residents a lack of privacy.

The fencing would discourage this. It would also give back ownership of the gardens and encourage residents to take more pride in this area. It would increase feeling of safety within residents homes and give them more peace of mind.

Consultation has been conducted by the Customer Services Support Team who have advised that they have received survey forms and a positive response for renewing the fencing panels.

A vote was carried and the panel agreed to approve the bid.

**AP46 Poplar Way £2,250.00 Approved**

Funding is requested for the purchase and planting of 15 low growing trees to be planted to the open grassland in front of 59 to 67 Poplar Way.

Residents in the local area have requested measures be taken to prevent children and youths in the area from playing ball games on the grassland on Poplar Way.

There has been a history over the last few years with youths congregating on the grass area and causing nuisance and Anti-Social Behaviour.

In addition there have been incidents where properties have been damaged by footballs and crickets balls in the past.

It would potentially prevent possible further Anti-Social Behaviour and Damage being caused to individual properties. Thus reducing costs relating to repairs.

It will also improve the overall appearance of the estate and make it a more appealing and attractive place to live for existing residents, creating a safe and sustainable community. It will also help attract new tenants to the area.

Consultation has been carried out by Akbar Khan (Area Performance Manager), and residents were in agreement with the proposed plans

A vote was carried and the panel agreed to approve the bid.

**AP51 Half Mile Green £5,560.00 Approved.**

This bid is to allow for the lift and removal of the concrete flag path that runs along the rear of properties. Supply and fit 84 new 50mm thick replacement concrete flags on sand/cement screed over a geotextile weed barrier.

Removal of accumulated debris between the path and boundary fence.  
Allow for 10 ton of imported top soil.

To supply and fix 1.5m high x 1m wide bow top gate and posts with two bow top infill panels all galvanised and powder coated green. The gate is to have an inbuilt mortise lock and eight keys.

Shrubbery, supplied and planted is to be agreed.

On-going costs to keep removing the fly tipping and cutting back the weeds. It is also a better idea to clean the area this way rather than seeding and adding to the maintenance contract as it is a one off payment and low cost maintenance.

A vote was carried and the panel agreed to approve the bid.

#### **AP57 Burnsall Croft £3,000.00 Approved.**

Funding is requested to supply and fit new flooring to the top three floors of Burnsall Croft to improve the appearance and safety on the floors.

Burnsall Croft is a 16 floor multi story block in Armley. There has been new flooring fitted to the foyer which has dramatically improved the appearance and safety of the block.

WNWHL are attempting to ask residents to comply with removing items which are deemed a 'fire risk' a resident within this block has advised they are not prepared to remove their plastic fire display as the floor is not in the same condition underneath the display.

Over the years the flooring has had responsive repairs carried out which has left it mis matched and in places uneven. The bid is to replace the entire flooring to the style of what has been placed in the foyer. This will mean the removal of a tiled floor to a fitted, hard wearing flooring which is non slip.

There is also a problem with the floor becoming slippery when it is mopped due to its finish.

This project proposes to install brand new flooring to the top three floors.

A vote was carried and the panel agreed to approve the bid.

#### **Deferred Bids.**

#### **AP39 Outgang Lane**

|            |  |  |
|------------|--|--|
|            | <p>This bid is to supply fencing around two blocks of cottage style flats on Outgang Lane.</p> <p>The bid is deferred until the next area panel meeting in December when the panel will reconsider.</p> <p><b><u>AP47 Ashlea Court £22,150.00</u></b></p> <p>The bid is to refurbish the communal garden at Ashlea Court</p> <p>The proposal is to refurbish the hard surface in the communal outdoor space at Ashlea Court.</p> <p>The bid is deferred until the February area panel meeting due to the costing of the bid.</p> |  |
| <b>5.0</b> | <b>Any Other Business</b>  |  |
|            | There were no other outstanding matters.   |  |
| <b>6.0</b> | <b>Next Meeting</b>  |  |
|            | The next meeting will take place on Monday 2 <sup>nd</sup> December 2013 from 4.00pm until 6.00pm at Westfield Chambers.   |  |

| <b>Item No.</b> | <b>Summary of Actions and Agreements</b>   | <b>Owner</b> |
|-----------------|--|--------------|
| 6               | <b><u>Deferred Bids</u></b>  |              |
|                 | AP39 Outgang Lane. Papers to be included in the December Area Panel Packs for the December meeting.  | TT           |
|                 | AP47 Ashlea Court. Papers to be included in the February Area Panel Packs for the February meeting.  | TT           |
|                 | <b><u>Capital Programme Report</u></b>   |              |
|                 | PR is to email TT an update of the report for circulation to panel members.  |              |
|                 | <b><u>Other</u></b>  |              |
|                 | TT proposed to the panel members would they be agreeable to only two copies of each photograph being presented for each bid at future meetings; rather than sending them out in the panel packs. This would be a cost effective saving on the colour printing. |              |
|                 | The panel are in agreement of this. No photos will go out in the packs.  |              |



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**Area Chairs Forum  
Friday 4<sup>th</sup> October 2013  
Committee Room 4, Civic Hall**

**Attendance:**

Councillors: P. Gruen (Chair), A. Khan, S. Hamilton, G. Wilkinson, A McKenna, A. Gabriel, K. Bruce, J. Akhtar, P. Wadsworth, C. Gruen,.

Officers: J. Rogers, K. Kudelnitzky, R. Barke, S. Mahmood, J. Maxwell

Minutes: S. Warbis

Attending for specific items: C. Dickinson, S. Wimsett, K. Morton

| <b>Item</b> | <b>Description</b>  | <b>Action</b> |
|-------------|---|---------------|
| <b>1.0</b>  | <b>Apologies</b>  |               |
| 1.1         | Cllr J. Jarosz  |               |
| <b>2.0</b>  | <b>Minutes and Matters Arising</b>  |               |
| 2.1         | <u>2.4 of previous minutes</u><br>It was clarified that the Youth Council set up in the North East Outer area was for the Wetherby area.  |               |
| 2.2         | The minutes of the previous Area Chairs Forum meeting on 6 <sup>th</sup> September 2013 were agreed as an accurate record subject to the above addition.  |               |
| 2.3         | <u>3.1 of previous minutes</u><br>It is the intention now for initial discussions around waste policies to take place with Environmental Area Lead Members. Part of these discussions will be about the best route to widen discussions with Area Committees.   |               |
| 2.4         | <u>7.17 of previous minutes</u><br>Cllr Peter Gruen has had discussions with Philip Crabtree, Chief Planning Officer, around the potential for planning enforcement to form part of a delegation to Area Committees. Philip Crabtree is receptive to the idea and a protocol will be drawn up for discussion on how these matters should be taken to Area Committees.   |               |
| <b>3.0</b>  | <b>Wellbeing Fund – Added Value / Carried Forward Projects</b>  |               |
| 3.1         | Area Leaders brought a report which detailed the added value drawn in through wellbeing funding during 2010-13. A previous piece of work had been carried out regarding capital funding and this paper deals with revenue funding.  |               |
| 3.2         | Wellbeing revenue funding has been used to achieve 5 main benefits: <ul style="list-style-type: none"><li>• Developing community capacity and pride</li><li>• Sealing the deal for local projects</li><li>• Acting as the spur to instigate local activity and gain leverage</li><li>• Implementing planned targeted local actions</li><li>• Supporting council departments and partners</li></ul>  |               |
| 3.3         | Over the 3 years the wellbeing fund has drawn in an additional £2 for every £1 spent. Over the last 12 months this has risen to £2.50 for every £1. Due to different models of activity in each area it is difficult to compare levels of additionality between Area Committees, but it is possible to see a year on year improvement in returns for Area Committees. Overall a good return is being achieved but there is still scope to improve on this through discussions with Area Chairs and Area Committees. |               |

3.4 Cllr Peter Gruen commented that the added value was clear but was interested in assessing impact and particularly gauging what would not have happened without the support of wellbeing funding. Area chairs provided examples of projects that would not have thrived without wellbeing funding. These included:

- Beeston Festival – initial funding allowed the festival to develop into what is now an established event
- Bramley Baths – initial pump priming has allowed the facility to become self sustaining
- Wetherby in Support of the Elderly – now had it's 10<sup>th</sup> anniversary but initial support, including the purchase of a vehicle, allowed the group to establish itself with approximately 150 volunteers involved
- In bloom groups in North West Outer receiving support now sponsorship is becoming harder to find
- Events in Rothwell such as the festival, may day and Christmas events, and older people events supported through wellbeing funds
- Burmantofts gala established this year
- Chapel Allerton arts festival
- International older peoples week

3.5 The recommendations in the report include amendments to the application and evaluation forms, to capture more accurately information on match funding and in kind contributions. Figures for the past 3 years show that 80% of the projects supported would not have taken place without wellbeing funding.

3.6 It was agreed that these successes needed to be captured and publicised more effectively in the future.

3.7 Area Leaders then brought a report outlining the progress of wellbeing projects that were carried forward from the previous year.

3.8 Shaid Mahmood highlighted that Outer East Area Committee had carried forward £29k of funded projects and had a projected underspend against these of £140. Outer South had carried forward £10.5k and had a projected underspend of £50. Inner South had a 2 year plan to carry forward £136k and were projected to have a balance of £21k in March 2014 and an underspend of £5k which will go back into the pot.

3.9 Rory Barke reported that there was a hugely better position in his area than previous years due to a lot of effort by members and officers. Inner East have a projected spend of £84k from £110k with £16k to reallocate to other schemes. Outer North East carried forward £44k and have a planned £24k spend with £20k allocated to the Wetherby Development Fund. Inner North East carried forward £39k and have a projected balance of £820.

3.10 Jane Maxwell reported that Inner North West carried forward £41k and will have a balance of just under £3k which is being discussed with members at the moment. Outer North West carried forward £113k and are projected to have a zero balance. Inner West carried forward £27k and are projected to have a zero balance. Outer West carried forward £7k and are projected to have a balance of £2k which is under discussion at the moment.

3.11 Area Chairs mentioned several problems that had occurred in releasing allocated funding to the Highways Department due to curious financial rules being applied, logistical problems with projects and changes to specifications. It was also raised that there had been problems dealing with Highways on member case work.

3.12 It was agreed that Gary Bartlett, Chief Officer Highways and Transportation, would be invited to the next Area Chairs Forum meeting to discuss some of

these issues.

#### **4.0 Area Lead Members**

- 4.1 Kathy Kudelnitzky, Chief Officer – Communities, provided an update on work taking place to embed and develop the Area Lead Member roles.
- 4.2 Meetings have taken place with Executive Board Members, Area Lead Members and relevant service officers for the “Environment and Community Safety” and “Employment Skills and Welfare” lead members. A workshop had taken place for the “Health and Wellbeing” lead members. Meetings will be taking place shortly for “Children’s” and “Adult Social Care”. Notes and actions from the two meetings that have taken place were circulated.
- 4.3 Area Chairs were asked how they could see the roles progressing and also how they were linking in with their Area Lead Members at this early stage. Different approaches have been adopted in different areas including one to one meetings (which are proving time consuming) and group meetings being arranged prior to Area Committee meetings. In some cases Chairs were delaying until the executive member meetings have taken place.
- 4.4 Cllr Peter Gruen stressed that support for the Area Lead Member roles should predominantly come from the services and not the area teams. This support should involve briefings to Area Lead Members on national, citywide and local issues. It was felt that in the past for the champion roles there were different experiences in different areas and that there needed to be consistency of support in all areas. Area Chairs need to make Cllr Peter Gruen aware if they feel that support is not forthcoming.
- 4.5 Kathy Kudelnitzky will be maintaining contact with service leads to iron out issues as they arise.

#### **5.0 Corporate Communications / Area Committees**

- 5.1 Colin Dickinson, Communications Officer, attended with a report outlining support available to Area Committees from the corporate communications press team.
- 5.2 Assistance can be given to address some of the issues raised in the review of area working such as advertising / promoting committee meetings, raising awareness of the role of the area committees, engaging the public around local issues and priorities, publicising area committee actions and crediting members’ input and financial support.
- 5.3 It is clear that this links into the wider aims for enhancing Area Committees and Kathy Kudelnitzky, Chief Officer – Communities, distributed a timeline for shorter term improvements to Area Committee business and also a timeline for establishing a “community council” model.
- 5.4 The issue of branding was raised and it was felt that using the LCC branding alone did not provide enough credit for the local input of members and Area Committees.
- 5.5 It was mentioned that Area Chairs should be issuing a press statement after each meeting to promote progress and decision making. These are already being produced by Area Teams but it was felt that assistance and guidance from Corporate Communications would be useful in this area.
- 5.6 It was stressed that as well as promoting individual successes, more work needed to be done to gain an understanding from the public of the role of Area Committees, the strategic work that is carried out, and how the public can

influence this. Colin Dickinson stated that he was the contact for Area Committees if they needed wider issues to be promoted or publicised.

- 5.7 It was pointed out that significant support from the Communications Team would be needed if the council is to successfully change the identity of Area Committees. Questions were raised as to whether the team had the capacity to achieve this or if extra resources needed to be called upon. It was agreed that James Rogers would have discussions with Corporate Communications over capacity issues.
- 5.8 There needs to be a move to more modern methods of publicity to include new social media. It was raised that the use of photographs would be more likely to interest the media, but that support would be needed to do this most effectively. It was mentioned that large organisations have a tendency to try to control messages. We need to be quicker and more spontaneous. Use of twitter, face-book and youtube can provide instant publicity opportunities.
- 5.9 It was suggested that more emphasis could be placed on community charters and the "you said – we did" model of updating the public. It was also suggested that more onus should be placed on partner organisations to publicise the support that they receive from Area Committees. This should include linking in with organisations that have their own publicity circulation. Also community radio stations can be a good way of providing local information.
- 5.10 It was also pointed out that more effort needed to be put in to reaching hard to reach communities such as those where English is not widely spoken.

**James  
Rogers**

- 5.11 It was agreed that Kathy Kudelnitzky would have a discussion with Colin Dickinson and Sally Wimsett to explore the short term and strategic approach to communications.

**Kathy  
Kudelnitzky**

## **6.0 Youth Services**

- 6.1 Ken Morton, Head of Service Young People and Skills, attended to provide an update on the Youth Service restructure and delegation to Area Committees.
- 6.2 It was pointed out that for the delegation to be successful the service would need to identify and make available officers to provide support and information to elected members. The Area Teams don't have the capacity or detailed knowledge to provide support on their own. Ken assured the meeting that the service is aware of the support needs required.
- 6.3 Ken Morton is in the process of meeting all Area Chairs within the three areas to discuss their particular needs. The service is also engaged with the scrutiny working group to establish what is "good youth work" and how this can be achieved. This work is also looking at targeted breeze activities and discussions and findings will be fed back to the Children's Area Leads.
- 6.4 Meetings have taken place within the service, and are taking place next week with the current third sector providers, to explain the new Area Committee client role. Area Chairs and Area Leads will be made aware of the existing external contracts that are in place within their areas.
- 6.5 The restructuring of the in-house service is well underway although some employee issues have cropped up which need to be dealt with. Middle manager appointments have been made and these details will be provided to Area Chairs. There may be a slight delay, approximately a week, before appointments for the full team are made. This information will also be provided to Area Chairs before the end of the month.
- 6.6 Discussions with Area Chairs will provide transparency over staffing, resources

available and contracts already in place in each patch. More detailed discussions can take place over deployment, commissioning issues and the appropriate mechanism for an ongoing dialogue with the Area Committees. Ken Morton will broker the relevant parties to be involved in local discussions.

- 6.7 Ken Morton will agree a timeline with the Area Leaders which can be worked up into a 2 year framework. Options for Area Committees will range from subtle improvements to a significant shake up of provision.
- 6.8 Area Chairs requested draft papers in advance of the meetings being arranged to allowed considered input to the discussions.
- 6.9 It was suggested that a timetable of meetings needed to be arranged locally with officers in Children's Services and Area Chairs.

## **7.0 Any Other Business**

- 7.1 It was mentioned that Cllr Mulherin and Ian Cameron had been due to attend this meeting but due to the change of date of the meeting, and their commitments to an international visit, they were unable to attend. It was asked that they be invited to a future meeting.
- 7.2 A detailed report on this year's wellbeing spend at the half year stage will be brought to the next meeting.
- 7.3 A draft protocol for recording meetings of committees, boards and panels was circulated. This had been provided by Andy Hodson, Head of Governance Services and is being considered by General Purposes Committee at the end of October. Area Chairs were invited to provide any comments in advance of this meeting to Andy Hodson. Sarn Warbis will email the draft protocol to Area Chairs and ask for comments to be passed to Andy Hodson. It was pointed out that approval to record meetings is currently agreed by the chair of each meeting, and that although generally permission should be granted, chairs need to be mindful of confidential items.

**Sarn  
Warbis**

**Sarn  
Warbis**

## **8.0 Date of Next Meeting**

- 8.1 Monday 25<sup>th</sup> November 2013, 13:30 – 15:30, Committee Room 4, Civic Hall

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## Armley Forum

Minutes of meeting  
Tuesday 19<sup>th</sup> November, Armley Library

**Chair:** Cllr Janet Harper

**Present:** Cllr J McKenna, Cllr A Lowe, Brenda Mason, Karen Anderson, Sandra Sheperd, Hazel and David Bootle, Harry Shields, Gill Hunter (Community Safety), Steve Williamson (West Yorks Police), John Pearson (LCC Environmental Action), J Ramell, S Richmond, F Smyth, D Peck, L Cheney, Shirley Friend, David & Margaret Stead, Brian Draper, Leonard Henrichs, E Meadowcroft, Mandy Kirby Briggs, Nick Briggs, J Newsome, P Hannah, Kate Sibson (Area Support), Nicole Darbyshire (Area Support)

**Apologies:** Amanda Willis, Keith Harrison, Margaret Quirke, Brook Nelson

### 1 Welcome & Introductions

- 1.1 Cllr Harper welcomed everyone to the meeting.
- 1.2 Councillors thanked Kate Sibson for her work on the Armley Christmas Lights switch-on event.

### 2 Minutes of last meeting and matters arising

- 2.1 The minutes were agreed.
- 2.2 7.3 – It was reported that the I Love West Leeds event went well. Special thanks was given to Jane Earnshaw.

### 3 Police Update

- 3.1 Temporary Inspector Williamson, PCSO Broxup and PC Rob attended the forum. Inspector Williamson updated the forum on the current crime figures for 19 October – 19 November 2013:
  - Burglary – 20 reported (6 x insecure properties, 9 x bodily force / kick through, 5 x mole grip / tool)
  - Theft from Motor Vehicle – 30 reported
  - Theft of Motor Vehicle – 7 reported
  - Robbery - 4
  - Criminal Damage – 60
  - ASB – 63
- 3.2 The biggest increase in crime, across the district, has been theft from a motor vehicle. Inspector Williamson said that as there has been a crackdown on burglary, he thinks that criminals are looking at alternatives, hence the increase in theft from a motor vehicle.
- 3.3 Inspector Williamson reported on the move to district teams and sought to reassure people that, despite this, there would still be the same number of police on the streets of Armley. He also said that they were ongoing with the 'Darker Nights' project in the area.
- 3.4 Cllr McKenna said that there was a meeting in New Wortley on 18 November and that he was disappointed that there had been no police presence there. Inspector Williamson apologised for this and said that they would always seek to attend such events and engage with the community. He asked Kate Sibson to check the meeting invite. Cllr McKenna reported that residents were upset with police responses to drug dealing and anti-social behavior in New Wortley. Inspector Williamson said that when he first started in the role there were only a few calls coming through from that area so resources were

KS

deployed elsewhere, however, after attending a community meeting, patrols etc were reinstated.

3.5 A resident said that police shouldn't just be looking at the number of calls, as often some people are too frightened to report crime. The resident listed a series of complaints that he had with police responses to a variety of crimes that he himself had reported. Inspector Williamson asked the resident to discuss the issues further with one of his colleagues and said that he would look into the complaints and report back to the next meeting. He also reassured people that the number of calls isn't the only thing that police look at to identify where police resources need to be placed.

3.5 Both Inspector Williamson and Gill Hunter from Community Safety requested that a reminder email be sent to them ahead of the next meeting so that they could ensure that someone would be present.

ND

3.6 Gill Hunter reported that there was to be a focus on cracking down on problems on Ley Lane. Inspector Williamson said that the problem was that people reported crime in the area but that they were then unwilling to come forward with a written statement and it therefore made it difficult to advance with any prosecutions. He said that they were looking at introducing a pilot in the area, similar to one that has been running in Birmingham, where court orders are issued to give police more powers to deal with crime. Gill said that there were extra resources being put into Armley Town Street and that they were targeting the removal of rough sleepers from the high rises too.

3.7 Cllr Lowe said that she thought that the problem with street drinking had got better. She also said that Town Street had been in a disgusting state and that she complained to managers as there had been dog fouling all up the street outside Armley One Stop Shop. Inspector Williamson said that they were looking at a joint date for a clean up operation. Cllr Lowe said that she would encourage people to give a statement if they see people not clearing up dog fouling, so that the council can issue warnings.

3.8 Inspector Williamson said that they were looking to set up a Community Aid Network; there is one already running in Bramley where people can access dedicated advice about who to contact about certain problems. He also asked people to sign up for a problem solving group, for people to meet with the police and partner agencies to discuss specific problems. He said that if anyone was interested then they could pass on their details at the end of the meeting.

3.9 A resident said that he wanted to set up a Neighbourhood Watch scheme for Raynville Crescent. Inspector Williamson told him to liaise with him after the meeting. Councillors also offered their support to the scheme.

3.10 Cllr Lowe said that a resident in the Arleys had reported low level anti-social behavior and asked the police to patrol the area. Inspector Williamson said that he would get more information and report back to the next meeting.

3.11 Cllr Harper thanked the Police for attending. She also announced that there is a Challenge Hate Crime event at Leeds Civic Hall on Wednesday 4 December 10am – 2pm.

#### **4 Leeds Let's Get Active**

4.1 Unfortunately Louise Walker from Leeds Let's Get Active wasn't present at the meeting, however, Kate Sibson from the Area Support Team was able to provide an update on the scheme. Leeds City Council is running a project to offer free access to leisure centres at specific times to encourage people who aren't exercising to become more active. The offer is open to all, and to take it up, residents should sign up online at [www.leedsletsgetactive.co.uk](http://www.leedsletsgetactive.co.uk). The library can offer advice on how to do this if anyone is unsure.

4.2 Armley leisure centre is offering the following free sessions:

Swimming:

Mon – Fri: 2-3pm

Sat & Sun: 1-2pm

Gym:

Mon & Tue: 12.30 – 1.30pm

Wed – Fri: 12-1pm

Sat: 2-3pm

Sun: 12-1pm

A timetable will be circulated with the minutes.

## **5 WNW Locality Team – John Pearson**

5.1 John Pearson reported that there are currently 80 cases ongoing in Armley that linked into Bramley too. He said that there had been a spate of fly tipping around the Armley ward just recently and asked residents to report anything that they might see i.e. vehicle number plates, dates, times, descriptions. He asked that residents not approach any fly tippers. John said that he had moved approx. 40 tonnes from the area in the past 6 weeks and about 80 or 90 bags had been loft insulation. He said that he thinks that it is a wagon that is disposing of the materials, mainly in walking areas, and that his team is keen to catch the person responsible.

5.2 A resident reported that some building rubble had been tipped near the woods at Redcote Lane. JP said that he would look into this.

5.3 JP said that there was a plan in place to clear up Moorfield Road. He said that they were looking to put up CCTV in the area to monitor the fly-tipping, however, he said that unfortunately they firstly had to put up notices to inform people that the CCTV was to be installed.

5.4 JP said that he had noted that there was some dog fouling outside the One Stop Shop this evening and that he would be getting it cleared up in the morning.

5.5 JP said that the issue with clearing up the bin yards in the area was ongoing. He said that they now had a plan for the Bardens and Troy Road and that they were working with housing and private landlords to resolve the issue.

5.6 There are 4 action days in Armley planned. He also asked people to be patient with the new bin rounds and if anyone had any problems they should contact the Council. All Councillors thanked JP for his hard work.

## **6 Any Other Business**

6.1 A resident commented on the Remembrance Sunday event at the Cenotaph regarding the lack of publicity and microphone not working properly. As next year is the 100<sup>th</sup> anniversary, Cllr McKenna suggested the forum could offer support to the organisers to hold a special ceremony to commemorate it.

## **7 Future Agenda Items**

7.1 It was requested that the Remembrance Sunday event be put on the agenda for the September / October meeting. ND

Contact Nicole Darbyshire in the Area Support Team with any requests for the agenda.

7.2 Cllr Harper thanked people for their attendance and wished them a happy Christmas and new year.

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Report author: Akbar Khan /  
Michael Parker  
Tel: 2243747 / 2477214

**Report of Director of Environment & Neighbourhoods**

**Report to Inner West Area committee**

**Date: 18 November 2013**

**Subject: Housing Leeds involvement in Area Committees**

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

**Summary of main issues**

1. Please note that this is the first report produced by the new Housing Leeds Service following the decision to terminate the role of the former Leeds ALMOs, and bring housing management services back into Council control within the Housing and Environment Directorate.
  
2. A separate report is to be presented to the Area Committee which will illustrate the strategic direction of the new Housing Leeds service, whilst this report will focus on more local issues, and the risks and challenges faced by Housing Leeds which will impact on services affecting Council tenants in Inner West Leeds.
  
3. Housing Leeds provide a range of housing management services in the West and North West of Leeds. The Inner West Area Committee area is coterminous with the 'Inner West' housing management area comprising 5,500 properties in the Armley and Bramley / Stanningley Wards. Tenancy and Estate Management services are delivered locally from our office located in Bramley and we also operate a number of Outreach Surgeries in the area.
  
4. Support services such as rent accounting, lettings and property repairs are currently delivered through a centralised structure, however all customer enquiries can be made locally at the Bramley Neighbourhood Office and at the Armley One Stop Centre; or via the Council Contact Centre.

5. This report seeks to advise the Area Committee of activities undertaken by Housing Leeds under the “place theme” which impact on local communities, and in addition offers a wider perspective of service delivery including services linked to property repairs and improvements.

### **Recommendations**

Comments and observations are invited from Area Committee Members, and Members are requested to offer direction in terms of the risks and challenges faced by Housing Leeds.

Area Committee Members are also invited to offer ideas and suggestions in terms of future service delivery, and the content of any future reports.

## **1 Purpose of this report**

- 1.1 To outline how Housing Leeds contributes to the place agenda and to explore ways of making that contribution as meaningful and productive as possible. The report also provides an update on wider housing management issues including property repairs and improvements, and customer satisfaction.

## **2 Background information**

- 2.1 An introductory report was submitted to the Inner West Area Committee in June 2011 outlining areas of mutual interest and opportunities to promote collaborative working for the benefit of communities in Inner West Leeds. The report recommended that Housing Leeds should provide further, more detailed, reports on a twice yearly basis; it was agreed that these reports would fall into the Autumn & Springtime cycle of meetings.
- 2.2 Housing Leeds 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 Bramley Town Street. 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 local Bramley office, and also at the Armley One Stop Centre. The bulk of customer enquiries are processed through the Council Contact Centre, with whom Housing Leeds has a Service Delivery Agreement.
- 2.3 Previous housing management reports were presented under the auspices of the former ALMO, WNWhL. This is the first report presented to Area Committee by Housing Leeds and focuses mainly on local issues and service delivery in Inner West Leeds. A separate report is to be presented to Committee which covers the strategic setting and direction of the new Housing Leeds organisation.

## **3 Main issues**

### **3.1 The 'Place' Agenda**

#### **3.1.1 District Heating System**

Plans are in place to create a Biomass District Heating System which will provide a more efficient source of heating and hot water to Clyde Grange, Clyde Court and Phil May Court.

The desire is that this scheme will reduce energy costs for all residents within these dwellings by approximately 10%. It is difficult to give exact savings as they will differ

depending on the way in which customers currently manage their heating and hot water requirements

A central plant will be built on the grassed area closest to Tong Road and will consist of a wood fuel storage room and a large boiler room. We are working with Leeds Planning Department to ensure that the building sits comfortably within its surroundings.

Within the property the main difference will be that the electric storage heaters will be replaced with traditional radiators and the hot water cylinder will be replaced with a heat exchange unit.

ARUP (Specialist Consultants) were reappointed by Housing Leeds in October to develop a reference design and output specification against which the three contractors on the Green Deal/ECO framework (SSE, Willmott Dixon and Keep moat) can submit tenders.

The project still has a number of key risks to overcome:

- Air quality and planning considerations
- Timing of ERDF spend – (must be spent by the end of July 2014)
- Availability of ECO funding

However, it is important to push ahead with the installation as tenants should benefit from c10% fuel bill reductions and the Council could generate a small income from the Renewable Heat Incentive to reinvest in other housing improvements. There are also a number of other clusters of tower blocks that would also benefit from district heating, and good potential to secure external funding from ECO and future ERDF and Local Growth Fund programmes. Completing the Clyde's project will put us in a very strong position to bid for this funding. A tenant consultation was carried out on Friday the 8<sup>th</sup> of November at Phil May Court Communal room. A letter went out to residents who will benefit from this scheme and gives them the opportunity to have their say on our proposals.

We feel that this is a flagship project and is a positive step in helping to provide affordable heating and hot water to Housing Leeds' residents.

### 3.1.2 Broadlea World Food Day

In a gastronomic effort to improve community relations on the Broadlea estate in Bramley, residents teamed up with West North West Homes, BARCA, Safer Leeds, Area Management and the Police to organise a world food event in August at Broadlea youth inclusion base. The event aimed to bring the community together and celebrate their diversity.

This community's problems will not be solved overnight, but the turn out by residents to the event and open dialogue between the police, housing office and community groups demonstrates a step in the right direction and has created a legacy to build relationships



on in the future. Community tensions previously experienced appear to have stabilised, mirrored by a significant reduction in hate crimes recorded.

The Broadlea estate is one of 4 estates being prioritised for the Annual Tenancy Visit programme, by which Housing Leeds aims to visit and validate the identity of all Council tenants annually. The other areas being prioritised for visits include the Fairfield, Wyther and New Wortley estates.

Resources are being directed to these priority areas in order to send a strong signal of reassurance to residents and to maintain as high a Housing Leeds profile as possible.

### 3.1.3 Wythers Hate Crime Strategy

The Wyther estate is recognised as a priority area, and a key piece of work is being implemented focusing on ASB and Hate crime perpetrated on the lower Wyther estate. There is a specific action plan to address these issues based on the principles of Enforcement, Support and Prevention.

A project team made up of representatives from LASBT, West Yorkshire Police, Community safety and Housing Leeds has been set up to take a coordinated approach to intelligence gathering, sharing information, and coordinated actions focusing on target families that have been identified as perpetrators. Other actions have included a tenancy sweep, Annual tenancy visits and letter drops on the estate.

As part of the project team meetings, details of any new BME tenants moving onto the Wythers and Broadleas is passed onto the Hate Crime Coordinators so that they can arrange a visit or send information to introduce themselves. The Hate Crime Coordinator is now also linking into any tenancy visits with the local Housing officer.

The Hate Crime Coordinators and Leeds Anti-Social Behaviour Team manager are also looking to arrange a session to talk to young people around ASB/Hate crime and the consequences of this at the Lazer Centre. They are also going to explore other ways of engaging with young people.

Recent actions include the serving of Anti-social Behaviour warning letters, housing cautions, garden enforcement letters and convictions for criminal offending of key nominal living in this area. The project team will continue to meet regularly to share intelligence and continue to pursue further actions. Since the focussed work on the Wythers, there has been a reduction of issues of Hate Crime incidents and complaints of anti-social behaviour.

### 3.1.4 High Rise Management Team

The High Rise Management Team intensively manages 17 blocks across the area 10 of which are in the Inner West focusing on addressing priorities which are having a negative impact on customer satisfaction. The team works hard to create places where people

want to live. The team work proactively with customers, the Leads Anti-Social Behaviour Team and the police, alongside various other agencies, tackling problems in a joined up manner to obtain the best results. Having a dedicated focus on high rise blocks means that problems are identified in a timely manner and as the team know the blocks so well, they can often suggest quick win solutions which will address issues.

The team's efforts have been recognised with satisfaction levels across some of the blocks, increasing dramatically. They continue to work towards increasing satisfaction in the remaining blocks.

There has been much work taking place around the multi storey blocks of Clyde Court/Grange and Wortley Towers/Heights, to improve the local environment and place. The recycling nodes are to be reinstalled at Clyde Grange/Court, once again offering recycling facilities in the immediate locality. The re-introduction will be closely monitored to avoid fly tipping and bin contamination, which were an issue previously.

There has been extensive multi agency work taking place to address the ASB concerns surrounding the blocks. Two multi-agency action days are planned for December to target rough sleepers, drug dealing and using in the blocks, and encourage reporting of crimes and damage as the blocks are currently a reporting 'cold spot'.

The scaffolding around the main entrance to Wortley Heights has been removed following steeplejack inspections of the roof and masonry. This will be followed up with work by the caretakers to address the over grown weeds/trees which we have not been able to access due to the scaffold impeding access. The CCTV is also being upgraded at the Clydes & Wortleys blocks. This will be monitored by Leeds watch and will therefore be a better deterrent in identifying people causing ASB and who maybe breaching the pet policy or leave rubbish in communal areas rather than disposing of it in the correct manner.

Of the £500,000 allocated to investment in high rises in 2013/14 in the former West North West ALMO area, almost £300,000 is being spent in the Inner west area. In addition to the CCTV upgrades to the Clydes, Wortleys & Raynville blocks, there are planned refurbishments to the foyer areas of the 4 Poplar blocks and Wortley Heights, and new flooring to the Raynville blocks to complement the already newly painted walls. Blocks which are entered via a fob access system will be upgraded with a new system which enables greater tenancy management control. New more secure communal doors have been installed at the 4 Poplar & 2 Raynville blocks and Wortley Towers. These doors have helped address unauthorised access and damage in the Raynviles and Wortley Towers considerably.

Recently, litter picking services were taken over by PMC from the local caretaking teams. This task had been carried out on a daily basis but was only scheduled for 2 main litter picks per week through PMC. The High Rise Living Coordinator asked PMC to allocated additional resources to these 4 blocks to ensure that service standards did not deteriorate.

The blocks are on a main thoroughfare and rubbish frequently collects around the blocks. PMC have allocated full time cleaning resources to the 4 blocks. Only 2 weeks in and the blocks have further improved as the staff have time to carry out additional tasks which they did not have before when also having other blocks to clean.

### 3.1.5 Locality Working.

The previous ALMOs and LCC have a shared sense of purpose and vision to achieve LCC's ambitions to be the best city in the UK through delivering better joined up services that are delivered through a 'one council' approach. This service has historically had separate operations delivered by the previous ALMOs and LCC.

The singular approach and creation of one team will enable:-

- § One accountable, accessible and responsive point of contact for environmental cleansing.
- § One consistent set of Service Standards.
- § One clear message to the public aimed at improved environmental behaviours, sustainability and enforcement that educates and informs.
- § Removal of duplication and bureaucracy in having two similar services operating in the City.

Local discussions between the ALMOs and Locality Teams have identified the estates in scope. For some, a detailed programme of work has been devised for the estate whilst for others; a rapid response approach is planned. The work to be undertaken will be selected from the following according to local need:-

- Graffiti removal
- Cutting-back work
- Road & pavement cleansing (mechanical)
- In depth de-littering
- Fly tip investigation and removal
- Removal of waste in gardens (enforcement / tenancy management)
- De-leafing

Locality working commenced in the Inner West Area on 29<sup>th</sup> July 2013, on the Broadlea Estate. The LCC Locality Team joined the Inner West Neighbourhood Caretakers and worked to a carefully structured work programme to deep clean the area. The extra resource provided by LCC enables us to provide this enhanced service. Many elements of work were carried out including litter picking, graffiti removal, cutting back overgrown hedges that were protruding on to footpaths and ginnels. Fly tipping was removed and LCC road sweepers were present.

Phase 2 saw the Bruces and Clydes receive the same attention working to the same specification. Feedback from both customers and staff has been very positive with outstanding results being achieved and one customer quoting:

"I have never seen the estates looking so clean and tidy long may it continue"

### 3.1.6 Bin yards.

We have approached the Locality Team to try and develop a strategic approach to bin yards in the Cedars, Avaries and Edinburghs areas in Armley which are very obviously a blight on the community. Housing Leeds has limited opportunities to tackle these since many are privately owned but we are more than willing to work with partners to improve environmental conditions for residents. Where there are Council tenants involved we can work directly with them but a more strategic approach would be desirable and hopefully more productive and effective. Initial discussions with the Locality Team indicate that collaborative working will be productive, with the possibility of enforcement against private landlords amongst a range of options being considered.

### 3.1.7 Local Area Action Days:

Neighbourhood Housing Teams along with partners carry out regular action days to tackle Environmental, Tenancy Management and ASB issues on the estates that they manage. We believe everyone should be free to live and work in clean and well-kept spaces that are both safe and attractive. Action Days challenge local people and agencies to tackle issues of local environmental concern, such as graffiti, abandoned vehicles, and other damage and fly tipping.

Some of the tasks that we carry out on action days are;

**Door Knocking** – carrying out annual home visits to ensure the authenticity of the tenancy. This is also a chance for our tenants to raise any concerns with their local Neighbourhood Management Officer.

**Skips** – Skips are provided so our tenants are able to disregard of any rubbish they may have in their property or in the garden.

**Gardens** – Untidy gardens are identified and contact is made with the tenant/s to ensure they are adhering to their tenancy agreement and keeping their garden clean and tidy – enforcement action may be taken.

**Customer Details**- we are able to update our systems with any new customer contact details.

**Fly Tipping** – Fly tipping is identified and referred to our Neighbourhood Caretaking Team, work is done to establish who is fly tipping and enforcement action is taken if necessary.

**Anti-Social Behaviour** – customers that have any concerns regarding anti-social behaviour can discuss this in the comfort of their own homes with the Neighbourhood Management Officer.

**Environmental Issues** – The Neighbourhood Management Officer will identify any issues of concern and deal with accordingly, this can include illegal structures etc.

**Pets in Multi story Flats** – we are able to identify if tenants have pets living in MSFs that they should not have and advise the tenant of this and ensure the tenants take responsibility in re-homing the pet

Action days are scheduled in the following areas to be completed by March 2014:

Bardens / Cedars

Snowdens

Rossefields

Lower & Top Wyther

Summerfields & Fairfields

Ganners

Broadleas

Fernbanks.

Area Panel recently approved the provision of skips for the above action days with joint funding from the Community Safety team.

### 3.1.8 Neighbourhood Caretaking.

Neighbourhood Caretaking Teams are currently planning a schedule of estate deep cleans running alongside the locality project in the Inner West area and the following areas have been earmarked to be worked on in the run up to Christmas:

The Avenues - Armley

The Abbots, Parliaments, Ley Lane /Mistress Lane. – Armley

New Wortley - Armley

Wythers - Armley

Snowdens – Bramley

Fairfields – Bramley

Broadleas – Bramley

Rossefields– Bramley

The focus for the team will be to improve the environmental appearance of our estates and increase customer satisfaction. Alongside the above the caretakers 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 hotspots exist.

### 3.1.9 Estate Walkabouts and Inspections.

In line with our published service standards Housing Leeds 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 and the local housing office 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.

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.

Councillors Caroline Gruen and Ted Hanley attend regular walkabouts in the Bramley area.

### 3.1.10 Burnsall High Rise updates:

Drying room issues:

The drying rooms were recently decommissioned in Burnsall Croft and Grange due to Health & Safety issues, however following complaints from residents and local ward members Housing Leeds carried out a customer consultation exercise by way of a survey to determine the usage. The results identified that approximately half the residents in each block do make use of the drying facility.

After considering a couple of viable options it has been agreed that we pursue the preferred option of installing 8 drying facilities per block.

As these are 16 storey blocks, the provision of 8 units averages out at 1 unit every 2<sup>nd</sup> floor, equating to the usage that the consultation survey indicated. This proposal was shared with local Members and with residents through the Tenants and Residents Association and received positive feedback. Preliminary work has started on the project and it is envisaged that work will be well underway and potentially complete by the Christmas period.

Fire Safety Policy.

As part of the on-going fire safety checks in MSFs inspections are being carried out with the assistance of Pat Gibbons chief fire safety officer for Leeds City Council. Burnsall Court and Grange were inspected on Fri 22<sup>nd</sup> November and recommendations from the inspections are now being formulated into an action plan which will be discussed with residents and local members before any action is taken. The main issues identified in Burnsall Grange were the use of net curtains, plastic plants and non-compliant door mats. Unsuitable and potentially dangerous furniture has been replaced at Burnsall Court, and this block has the additional assurance of an alarm system.

Fire Risk Assessments have been undertaken at all our multi storey and sheltered accommodation and Housing Leeds is committed to working creatively with residents to reduce any areas of non-compliance for example the introduction of a swop scheme for the doormats.

### 3.2 Community Involvement Week

Building on the success of last year, Community Involvement Week 2013 proved again to be a key date on the former West North West Homes Leeds (WNWhL) community involvement calendar.

Community Involvement Week brought together housing staff from across the business with customers, community groups, contractor partners, Leeds City Council, schools, faith centres and other key organisations in a fun and creative way.

In total fourteen events and activities took place, ranging from community sports and games, skills and information activities, environmental inspections, and customer showcase and consultation sessions.

Many of our regular actively involved customers and community groups supported the week and took part. The variety of activities also enabled us to engage with younger and under-represented diverse groups such as an Eastern European group, Women's group, Armley mosque, younger residents of Moorside Community Centre and primary school children.

Events in the Inner West Area included:

#### **Community Cricket Match: Armley Mosque vs WNWhL staff**

WNWhL staff played community members from Armley Mosque in a tough fought cricket match! The event aimed to provide an opportunity for staff and the local community to get together informally, help build good relations between WNWhL staff and the community and to have fun!

#### **Community Rounders Match: Moorside Community Centre vs WNWhL staff**

Moorside Community Centre and WNWhL staffs got together for rounders re-match following WNWhL's win in 2012. The match aimed to bring staff and local residents

together to have fun and promote healthy activity whilst engaging with the community in an informal way.

### 3.3 Service Improvement- Out of Hours working

The Out Of Hours Tenancy team which was launched in late July 2012 has now been enhanced to deliver its service over a 7 day period. The team consists of 4 officers working in pairs during evening hours 4pm until 12pm each week. Officers carry out various planned and ad-hoc visits, identifying abandoned and sub-let properties and enable us to provide a rapid response to events and incidents occurring outside the traditional '9 to 5' service hours. The service also allows us to provide a visible presence at our MSFs and other properties in the evenings and at weekends with the aim of providing reassurance to residents. The officers continue to be well received on the estates and customer feedback continues to be very positive as the officers are visible on the estates and complement our daytime tenancy management services.

### 3.4 Area Panels

Housing Leeds 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. 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

Since the last update, funding has been agreed for various schemes across the area including Armley Fun Day and Christmas Lights, A new notice board on the Broadleas, Planters at Burnsall Sheltered scheme and various fencing projects across the area.

### 3.5 Neighbourhood Action Plans

The Area Committee received an update in 2012 regarding the introduction of Neighbourhood Action Plans (NAPs), representing a revised model for neighbourhood improvements in our most deprived areas. Housing Leeds met with involved partners, ward members, the area panel chair and representatives from local residents groups in September to review the plan and set out our new priorities for the year ahead.

The Neighbourhood Action Plan has been developed working with customers and local partners. It gives some information and examples of our activity over the last year or so, provides information about the area, and then sets out a plan showing how we play our



part in tackling the issues that our customers and partners have raised. Plans can cover a range of issues, from housing to the environment, community safety, health, leisure and access to services.

### 3.6 Tenant Satisfaction- STAR

Leeds City Council carries out a Tenant Satisfaction Survey every two years in order to provide a comprehensive understanding of the perception and satisfaction ratings of general needs tenants across the city. The most recent survey has been managed and delivered in-house by the ABCL Satisfaction and Research Team.

Housing Leeds places high importance on consultation with tenants and gaining understanding of satisfaction levels across a range of services. The information given directly from tenants provides an opportunity to us to assess how well we are meeting tenant priorities and to inform future improvements to local services.

Citywide, overall tenant satisfaction increased to 74% over the preceding period, however there are marked variations both across the city and within the former WNWhL area. Three areas in particular produced lower than average levels of satisfaction, one of which is Armley. Overall satisfaction levels in Bramley were above average and comparable to Wetherby which emerged as the area demonstrating the highest satisfaction rates in the City.

Drilling down into the causes of dissatisfaction in Armley the STAR report indicated that residents cited environmental factors such as rubbish and litter as major problems along with community safety issues including drug use or dealing. Community safety figures show a considerably higher level of recorded crime than the Leeds average and in common with other areas demonstrating low levels of satisfaction, the levels of deprivation in Armley are higher than the city average. Tenant priorities expressed in the survey revealed repairs and maintenance, quality of home and dealing with ASB as the three main issues.

In West Leeds a correlation was identified linking low levels of satisfaction to areas with high concentrations of multi storey accommodation – this applied to Armley and Wortley and to a lesser extent Kirkstall. This report includes a section on the role of the High Rise Management Team and we have been able to demonstrate improving satisfaction levels and positive feedback from tenants living in high rise blocks in Armley. A significant amount of investment has been earmarked to make improvements to the stock, particularly for enhancements to communal areas and work to improve safety and security at the blocks.

The HRMT has been designed to respond quickly to tenancy issues and ASB and the blocks in the scheme were selected based on a range of business intelligence which included crime and ASB statistics. The work of the HRMT has been supplemented by the

Out of Hours Tenancy Team and regular patrols are undertaken both on a planned and responsive basis to provide reassurance to residents and to act as a deterrent factor.

In terms of quality of home as a priority we have improved the levels of decency in Armley from 86% at the time of the survey to current levels of 95.5%. Decency levels in Bramley are also at this level, and both are above the WNW area average of 94.37% and the annual target of 95%. Work is ongoing to address the environmental issues which affected customer confidence in Armley and much of this work is featured earlier in this report for example the joint working initiatives with the Locality Teams, the drive to improve the bin yards and the neighbourhood caretaker patrols where we link with the Police Operation Optimal wherever possible.

We are also committed to improving access to services and in particular the facilities at the Housing Offices. Our ambition is to at least match the services and facilities provided by the Council's One Stop Centres, and recent initiatives include the introduction of a 'floor walker' scheme to assist customers at busy times and a queue management system at the Bramley NHO. Further developments include the 'paperless office' concept and a 'channel shift' approach to enable customers to use automated services and systems. The Bramley office has been equipped with a T.V screen which will be used to advertise Council services and display useful community information.

It is envisaged that the scheme will be rolled out across other housing offices if these initiatives are successful, and the projects are seen as definite opportunities to increase customer satisfaction, improve communication and modernise service provision. Housing Leeds is also working with Council colleagues to deliver the Community Hub initiative and Armley has been selected as one of three areas to deliver a pilot scheme. Whilst this is not specifically a response to the STAR survey, it is recognition of the multiple deprivation factors and challenges faced by the community and a signal of the Council's intent to improve service delivery, boost resident confidence and raise satisfaction levels.

### 3.7 Capital Investment

Schemes programmed for completion in the current financial year include:

- Isolated window replacement – Wyther Park
- Fire safety doors – Wyther Park and Raynville low rise properties.
- Main Door renewals – Raynville Court and Grange
- Main Door renewals – Poplar Mount & Court
- Isolated rewires – 29 properties across IW
- Isolated Kitchen/ bathroom refurbishment – 70 properties across IW
- Isolated Heating installation – 27 properties across IW
- Insulation/ cladding – Cheltenham St
- Conversion to residential use – Broadlea Gardens
- Access control & cctv upgrades – Clyde Court & Grange, Wortley Towers & Heights
- Foyer upgrade – Wortley Towers

- Lock replacement – Broadlea estate
- District Heating scheme – Clyde Court & Grange, Phil May Court.
- Metal Fencing – Broadlea Grove
- Metal Fencing – Summerfield Drive,
- Metal Fencing – Outgang Lane, Snowden Royd
- Parking restrictions – Summerfield Walk
- Landscaping works – Ashlea Court

An indicative Capital Programme for 2014/15 has been presented to the Housing Advisory Board, the Programme will also need to be approved by the Executive Board and this is expected to be in February 2014. The draft programme features numerous generic schemes such as fire safety work, isolated kitchen and bathroom upgrades, window replacement & rewires. The draft programme indicates conversion of Wyther Park House to residential use and the continuation of the district heating scheme in New Wortley.

### 3.8 New Council Housing

The new build site at the Broadleas is one of 10 shortlisted sites for development under the Council Housing Growth Programme which was approved at Executive Board. The two sites at the Broadleas were identified, alongside East Park Road, Burmantofts, and The Garnets, Beeston, as the first sites for development as a result of a feasibility exercise undertaken by Norfolk Property Services (NPS) who have been commissioned to deliver the sites. Developments are at an early stage however there has been consultation with Ward Members and a further Design Meeting is planned for 10<sup>th</sup> December, at which Housing Leeds will be represented.

### 3.9 Contractor Performance

Poor performance from the Morrison contractor, MFS, resulted in Early Warning Notices being served in early 2012. Potentially the Notices could have brought the contract to an end however a programme of Service Improvements was agreed which was monitored by ALMO and Council officers at SMT level. MFS were subsequently bought by the Mears Group however MFS continued to be used as a brand name, and at the time of the takeover although performance was improving there were still problems and undoubtedly the perception of MFS as our repair contractor was a significant factor in the satisfaction ratings expressed in the STAR survey.

In view of the fact that Mears introduced a new management team, ethos and culture the Council and ALMOs were minded to work with Mears to rebrand and refresh the Leeds contract which had struggled under the MFS regime. Mears is now the recognised name and brand delivering services on behalf of Housing Leeds in South and West Leeds. Performance does continue to be an issue and repair enquiries form the basis of many Member enquiries and the majority of formal complaints. However, a snapshot of recent

performance as shown below indicates an improving situation, and performance in relation to gas repairs continues to be good.

| PI Description  |      | Target | Previous month % | Current %     | Target met/unmet | Improved/Declined from previous month |
|---|------|--------|------------------|---------------|------------------|---------------------------------------|
| % Repairs Completed First Time (RR1)<br>(Higher is better)    | W&NW | 95.00% | 88.74%           | <b>88.85%</b> | unmet            | ▲                                     |
| % Repairs Completed within Target (RR2)<br>(Higher is better) | W&NW | 99.00% | 92.97%           | <b>93.89%</b> | unmet            | ▲                                     |
| % Repairs Appointments Kept (RR3)<br>(Higher is better)       | W&NW | 99.00% | 92.35%           | <b>92.56%</b> | unmet            | ▲                                     |
| % Gas Completed First Time (GS1)<br>(Higher is better)        | W&NW | 87.00% | 99.78%           | <b>99.82%</b> | met              | ▲                                     |
| % Gas Completed within Target (GS2)<br>(Higher is better)     | W&NW | 98.00% | 98.60%           | <b>98.99%</b> | met              | ▲                                     |
| % Satisfaction with Repairs service<br>(Higher is better)     | W&NW | 97.00% | 99.00%           | <b>98.53%</b> | met              | ▼                                     |

Contractor performance is managed locally by the operational teams and reported to Housing Leeds Senior Management, and at a strategic level by the Strategic Core Group which includes former ALMO and Council representation. Discussions are ongoing with Mears to re-establish the contractor repair surgeries at local offices which are planned as a response to the STAR survey.

### 3.9 Risks and Challenges

A number of risks and challenges are faced by Housing Leeds as we move forward. From a citywide perspective Welfare changes present a formidable challenge, and whilst there has been a major effort to limit the impact of the Benefit Cap and Under Occupation rules we still face the prospect of Universal Credit. At a strategic level the Welfare changes present a risk to the self- financing HRA and as a consequence the ability to repair and improve the housing stock.

We also face the challenges presented by areas of high or multiple deprivation and the impact these factors may have on housing management services for example low customer satisfaction, unpopular properties and higher than average tenancy turnover. Housing Leeds is committed to working with partners at both a strategic and operational level to reduce inequalities and improve these areas. An example of this commitment may be found in the 'WNW Works' project, which has been extended following positive feedback from Members and partner agencies.

Housing Leeds will also endeavour to continue the improvements in Contractor performance and recognises that this service area is crucial to tenants, and to securing improved tenant satisfaction rates.

At a local level the challenges faced by the Inner West team include a lack of formal tenant engagement and involvement in three of our priority areas – the Fairfields, Broadleas and Wythers. We also face the challenge of managing and enforcing tenancy conditions for example unkempt and untidy gardens, particularly where there are vulnerability issues associated with the tenancy and limited support options available to help tenants.

Lastly, there is the challenge of attracting investment to continue to make property and environmental improvements in the area, and the risks posed if we fail to do this in terms of dissatisfaction, unpopular estates and reputational damage.

## **4.0 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 This report confirms the commitment of Housing Leeds to consult and engage with residents wherever possible. We also seek to consult with stakeholders including Area Management and other Council Departments where appropriate.

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

4.2.1 The services and functions described in this report are consistent with the Council's approach to Equality Diversity and Cohesion. In particular paragraph 3.2 elaborates on some of the activities designed to improve community relations and cohesion.

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

4.3.1 The content of this report is consistent with the former 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 direct implications, services delivered by Housing Leeds are within budget allocated through internal financial arrangements.

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

4.5.1 No direct implications. This report is not eligible for call in, due to being a Council Function.

### **4.6 Risk Management**

4.6.1 Housing Leeds has a corporate approach to risk management, with risks to business prioritised according to likelihood and impact. Risks are mitigated by action planning accordingly.

## **5 Conclusions**

5.2 It is concluded that there are clear benefits and opportunities for Housing Leeds working closely with the Area Committee as outlined in this report. This approach provides the opportunity to develop services and deliver joined up solutions to support local communities.

## **6 Recommendations**

6.1 Comments and observations are invited from Area Committee Members, and Members are requested to offer direction in terms of the risks and challenges faced by Housing Leeds.

Area Committee Members are also invited to offer ideas and suggestions in terms of future service delivery, and the content of any future reports.

## **7 Background documents - None**

**Report of** Director, Environments & Neighbourhoods

**Report to** Inner West Area Committee Meeting

**Date:** 18 December 2013

**Subject:** Housing Leeds – Housing Service Review Update

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|---|--|
| Are specific electoral Wards affected?<br>If relevant, name(s) of Ward(s):<br>Armley, Bramley & Stanningley                               | <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Are there implications for equality and diversity and cohesion and integration?<br>None identified  | <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<br>If relevant, Access to Information Procedure Rule number<br>Appendix Number | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No            |

### Summary of main issues

The current model for delivering Housing Services across the City is being reviewed following the decision by the Council's Executive Board in June 2013 to integrate the housing service into the Council's Environment and Housing directorate.

The main principals that have been agreed as part of this process are to;

- build on the improved housing service that has been developed over the last 10years
- ensure that the most effective arrangements are in place to deliver a high quality, efficient service that delivers VFM to tenants.
- Provided clarity around decision making, governance and accountability arrangements.
- To ensure a consistent service is delivered across the city which is based on current best practice.

The new housing service, which will be known as Housing Leeds, and will be delivered through three function areas of responsibility;

- Strategic Housing
- Housing Management
- Property and Contracts

The housing management service will operate in three geographical areas which will be coterminous with the Area Committee boundaries to allow for better service integration across all Council services.

### **Recommendations**

Members of the Inner West Area Committee are asked to note the contents of the report, and to provide advice, comments or other feedback on the review process, and offer direction in terms of future service delivery.



## **1 Purpose of this report**

1. The purpose of the attached report is to provide Members of the Inner West Area Committee with an update on progress with regard to the service integration of the housing service into the Council's Environment and Housing directorate.

## **2 Background information**

- 2.1 In 2003, the Council created six ALMO's in order to submit a bid to the government for additional income to enable investment into the housing stock to achieve the Governments decent homes target.
- 2.2 Following successful 'Best Value' inspections by the Audit Commission In 2004 all six ALMO's were able to drawn down additional investment which has resulted in around £850m being spent on the city's housing stock over the last 10 years.
- 2.3 In 2006 a review was undertaken, which due to reducing stock numbers and the long term financial viability of six companies, concluded that a reduction to three would deliver the best outcomes for tenants.
- 2.4 In 2010 a further review was undertaken which concluded that the three ALMO model was best placed to complete delivery of the decency programme and through the creation of the ABCL would also deliver further economies of scale and financial efficiencies.

## **3 Main issues**

- 3.1 Since the last internal review was undertaken, the Audit Commission has been abolished and the national performance management framework for housing management is no longer in place.
- 3.2 Decency funding has also now come to end and has been replaced with the new self-financing Housing Revenue Account (HRA) model.
- 3.2 Given the above changes an further extensive review was undertaken and a decision made by the Council's Executive Board in June 2013 to integrate the housing service across Leeds into the Environment and Housing directorate.
- 3.3 In order to move ahead with the service integration 1,200 staff were TUPE transferred into the Environment and Housing directorate on 1.10.13.
- 3.4 The senior management structures have been developed and consultation is currently being undertaken with effected staff and the Trade Unions.
- 3.5 It is proposed that the new structure will contain three Chief Officer posts which are detailed below;

### **Chief Officer – Strategic Housing**

- Responsible for strategic housing issues across the City, including private sector housing
- Housing options and housing need assessments across the City
- Lead role on policy issues
- Interface with Homes and Communities Agency (HCA)
- Lead on environmental sustainability, fuel poverty and climate change.

## Chief Officer – Housing Management

- Tenancy management across the city
- Delivery of an Allocations and Lettings function, including policy planning
- Tenancy involvement including the strategic interface with LTF
- Income management and arrears recovery (including welfare change)
- Delivery of an older peoples housing service through sheltered provision
- Tenancy sustainability through independent living support teams

## Chief Officer – Property and Contracts

- Delivery of the responsive repairs service and Capital programme
- Management of the internal DLO
- Procurement and contract management
- Commercial asset management
- Construction Health and Safety

- 3.6 A number of staff workshops have been undertaken to identify the existing resources and to identify the current ways of working. This has helped to identify where resources need to be moved across the individual disciplines and also where efficiencies can be made by reducing transactional duplication.
- 3.7 These workshops have been used to look at the different ways of working across the City and to identify the model of best practice that can be used to ensure a consistent service model is adopted across the City to avoid confusion and inconsistency.
- 3.8 Whilst the workshops have looked at existing services and resources, there are a number of key work streams looking at a number of issues that require further consideration when developing an integrated model of service delivery. This includes;
- Location of face to face service (links to Customer Services)
  - Office opening times
  - Impact of Universal Credit
  - Tenancy sustainability and support
  - Housing needs assessment
  - Management of MSF's
  - Generic v Specialist
  - Investment strategy
  - Business growth
  - Links to Police Review
  - Poverty strategy
  - Social contract
  - Sharing best practice

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 In order to engage and consult with staff, and Trade Unions, a number of formal briefing sessions have taken place and more will be arranged throughout the process.

4.1.2 Front line staff have been engaged through a series of operation workshops and a

regular briefing is circulated to all staff.

4.1.3 A customer communication plan has been developed which will conclude with a tenant's conference in early Feb '14.

4.1.4 Individual briefing sessions will be provided to Members on request with formal consultation taking place through the Housing Advisory Board.

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

4.2.1 It is essential that the good work undertaken by the ALMO's during the past ten years to gain customer profile data is used as a platform to improve services whilst allowing for flexibility to respond to the needs of individual localities and specific customer groups.

4.2.2 All three ALMO achieved accreditation to the Social Housing Equality Framework with a combined action plan being developed to ensure that all areas of best practice are replicated across the City.

## **4.3 Council policies and City Priorities**

4.3.1 Any proposed model for service re-design will maximise the opportunities for Housing Leeds to support the Environment and Housing directorate to meet City priorities.

## **4.4 Resources and value for money**

4.4.1 Whilst the new model for service delivery will provide efficiencies through designing out duplication of resources and operational activity, the main focus is the delivery of a high quality, efficient service that delivers VFM whilst allowing for flexibility to meet the needs of individuals and communities.

## **5 Conclusions**

5.1 Since the decision by Executive Board in June '13 to integrate the housing service into the Environments and Housing directorate work has been ongoing and the 1,200 staff have now TUPE's into the Council.

5.2 Work is ongoing to develop structure and service models with formal consultation taking place with staff and Trade Unions.

5.3 Formal consultation with all stakeholders will be ongoing throughout the process.

5.4 It is envisaged that the new service model for the delivery of housing services in Leeds will be fully operational from 1.4.14.

## **6 Recommendations**

- 6.1 Members of the Inner West Area Committee are asked to note the contents of the report, and to provide advice, comments or other feedback on the review process, and offer direction in terms of future service delivery.

**Report of Director, Environments & Neighbourhoods**

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

**Date: 18th December 2013**

**Subject: Private Rented Sector Service**

|   |   |  |
|---|---|--|
| Are specific electoral Wards affected?  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| If relevant, name(s) of Ward(s):<br>Armley<br>Bramley & Stanningley             |   |  |
| Are there implications for equality and diversity and cohesion and integration? | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Is the decision eligible for Call-In?   | <input 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:<br>Appendix number:   |   |  |

**Summary of main issues**

1. This report summarises the role of the Council's Private Rented Sector Service, and outlines its current priorities around improving Private Sector housing, reducing the number of empty properties and increasing membership of the Landlord Accreditation Scheme.
2. The report also provides information on a new multi-agency initiative to target improvements in private rented housing around the Edinburghs area of Armley.

**Recommendations**

3. The Area Committee is asked to note this report, support the Neighbourhood Approach initiative in Armley, and share local knowledge of issues around the private rented sector across the two wards.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to update the Area Committee on the work of the Council's Private Rented Sector service and introduce a new initiative to focus on the sector in the Edinburghs area of Armley.

## **2 Background Information**

- 2.1 The Private Rented Sector Team works within the Environments and Neighbourhood Directorate and is responsible under the Housing Act 2004 for enforcing standards in the Private Rented Sector an addition to other duties as outlined in Appendix 1.

## **3 Main Issues**

- 3.1 Appendix 1 outlines the work of the Private Rented Sector Team, and Appendix 2 introduces the new Armley Neighbourhood Approach initiative.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The Private Rented Sector Team regularly consults with Landlords and Tenants across Leeds.
- 4.1.2 Armley Members have been briefed on the Armley Neighbourhood Approach initiative.

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

- 4.1.2 The Private Rented Sector Team work to improve housing conditions in the poorest quality private rented stock. This will help contribute to improving the lives of some of the most vulnerable tenants.

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

- 4.3.1 The proposals are in line with the Council's policies and priorities. The work will also assist the Council to achieve one of its top 25 targets of returning empty homes into use.

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

- 4.4.1 There are no resource implications the Neighbourhood Approach will be funded through existing resources.

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

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

### **4.6 Risk Management**

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

## **5 Recommendations**

- 5.1 The Area Committee is asked to note this report, support the Neighbourhood Approach initiative in Armley, and share local knowledge of issues around the private rented sector across the two wards.

## **5. Background documents<sup>1</sup>**

There are no background documents associated with this report.

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.





## **Appendix 1 Private Sector Housing**

### **INNER WEST – PRIVATE SECTOR HOUSING**

#### **Background**

Private sector housing is the largest tenure in the city, with owner/occupation the largest individual sector. Within the private sector there are a number of different markets covering different needs. The markets include the student market, the highest single rental market, professional, city centre, family accommodation and the benefit or low income market. All has different needs and require different interventions.

In recent years with restrictions on lending there has been a shift in the market as a whole with a significant growth in the private rented sector. The Council's Private Sector Stock Condition Survey 2007 indicated that the rental market was around 13%. The most recent Census data now shows the rental market at around 18%, the same level as the Council's own stock.

As part of the Council's ambition to be the best city it is essential that the city has the best standard of accommodation and choice available for the residents of the city.

#### **The Council's Private Sector Teams**

The Council has a duty under the Housing Act 2004 to take action to address standards in the private sector. To meet this duty a number of interventions have been adopted

- Enforcement of standards in the private rented sector – the Council receives over 3000 requests for service from tenants of privately rented properties per annum
- Licensing of Houses in Multiple Occupation – any such property containing 2 or more households, 5 or more tenants and is 3 or more stories will require a licence to be rented. The licence covers standards that must be achieved and maintained. In Leeds there are 2,634 licensed multi occupied properties, which is more than any other authority in the Country.
- Licensing of the private sector – under certain criteria properties a Council can set up a Selective Licensing Scheme, which requires all privately rented properties in a given geographical area to be licensed. The Cross Green/East End Park area of the city is the only area in the city covered by this type of scheme.
- Accreditation – the Council has an accreditation scheme which landlords sign up to and agree to meet certain standards of accommodation and management. The Leeds Landlords Accreditation Scheme currently has 305 members covering 15,862 bed spaces across the city.
- Financial Assistance to Vulnerable Owners – the Council operates 2 loan schemes for vulnerable owner/occupiers. One scheme allows the owner to release equity up to £15,000 from their home via a secured loan to undertake works and repay it at the point of sale of that property. Working with the Leeds Credit Union the Council also offers an unsecured repayment loan of up to £5,000 over five years to allow essential maintenance of owner/occupied properties.

- Private Sector empty homes – this is a priority for the Council. Long term private sector homes are targeted by the Council using a number of initiatives from help and advice, to empty home loans to compulsory purchase to try and bring empty properties back into use to provide homes for someone in need.
- Leeds Neighbourhood Approach - this is a multi-agency approach to improving areas across the city, led by Private Sector Housing. A separate briefing paper has been attached regarding this approach in Armley.

### **Inner West**

The 2007 Private Sector Stock Condition Survey specifically covered the Armley area. It showed that the level of non-decency within the Armley area was 51% of all the private stock. Unlike the public sector decency is an aspirational target for the sector and is not enforceable.

Long term empty properties (unoccupied for greater than 6 months) are an issue across the city. Across the city 1.97% of the stock is currently classified as long term empty. In October 2013 there were 231 empty homes in the Armley Ward which represents 1.91% of the stock. Bramley and Stanningley had 140 long term empty homes, representing 1.32% of the stock.

### **Private Sector Activity within Inner West**

There has been no specific proactive action within Inner West. Services have been provided as per the city wide function. It is proposed to adopt Armley as the second LNA area targeting 130/140 properties in the Edinburgh area of the ward.

Overall the following activity has been undertaken in Inner West

- A total of 79 requests for service (related to housing disrepair) have been received in Armley and a further 13 for Bramley between 01/04/2013 and 04/12/13.
- Leeds 12 has been a priority area for increased take up accreditation by landlords. Since 01/04/2013 there has been a 12% increase in bed space coverage in the area. This is due to the proactive promotion of the scheme within the area.
- There are 24 licensable HMO's in Armley and a further 2 in Bramley. All have been subject to compliance inspections since mandatory licensing was introduced by the Housing Act 2004
- A total of 119 properties in Armley have been inspected by officers in Armley and a further 12 in Bramley between 01/04/13 and 04/12/13. These inspections covered disrepair complaints and applications for licensing or were linked to the private sector letting scheme or Housing Bond scheme run by Housing Options.

## **Appendix 2a Private Sector Housing**

### **LEEDS NEIGHBOURHOOD APPROACH – ARMLEY**

#### **BACKGROUND**

The Leeds Neighbourhood Approach (LNA) is a model adopted by the Council to work with small neighbourhoods to try to make them more sustainable. The approach works with the owners of properties on a street by street basis looking at 150/200 properties at any one time.

The aim is to improve the area via a multi-agency approach with partners, led by Private Sector Housing. Once the chosen area has been identified all owners, residents, managing agents etc are engaged with offers of help and assistance.

For landlords and managing agents, it is about ensuring that they meet their legal duties, and that their properties meet or exceed the necessary standards required, whilst also offering them help with renting their home in a professional manner. Empty property owners are offered help and advice about bringing their home back into occupation. Initially this offer of help is on an informal basis. Owners are given 6 weeks to come forward to work with the Council and partners. If they are not forthcoming then the Council reverts to formal enforcement action.

Empty properties are targeted beyond the area for intensive management within the wider community to help make improvements to the area more sustainable. Residents, be it owner occupiers or tenants are also offered help and assistance. Working with partners such as the Police, Fire Service, Jobs and Skills, Leeds City Credit Union, residents are offered security and fire safety checks, help with finding employment and training, financial advice and benefit checks. There may also be opportunity to consider energy efficiency works and investment subject to the qualifying criteria. This is currently under review by Government.

The initial area chosen for this approach was the Nowell's in east Leeds. Here 150 properties in 4 streets were targeted . This commenced in May 2013 and has been well received by residents, owners, Ward Members and partners. Some of the outcomes so far from this approach in the Nowell's are listed at the end of this report.

#### **THE NEXT AREA - ARMLEY**

A review of potential areas was undertaken and it was agreed that the Edinburghs in Armley be the next location for the LNA. The attached maps show the proposed area for the LNA and the outer area where all empty properties will be targeted by the team.

The area has received little proactive intervention in relation to private sector housing compared to areas in the east and south of the city and therefore would benefit from this approach. The private rented sector is the main form of tenure within the area. Initial investigations have revealed that approximately 20% of the stock is multi occupancy housing that falls outside of mandatory HMO licensing requirements (mainly converted flats and bedsits). Despite the poor quality of the accommodation

very few complaints are received from residents and there is a low level of landlords who are accredited.

Initial intelligence showed the following:

**ARMLEY**, Edinburgh Road, Edinburgh Road, Edinburgh Grove, Edinburgh Terrace, Edinburgh Place, Edinburgh Avenue (odds only) and St Ives Mount (odds only).

**Number of Properties in the area:** 131

**Tenure mix** – 41% privately rented 40% owner/occupiers, and 8% public.

**Number of Empties:** 14 empty properties – 11%

**Condition of Stock:** Area comprises of a mixture of redbrick Victorian ‘through’ and ‘back to back’ terraced properties. A large proportion of properties in the targeted streets are in a neglected condition indicating poor investment in the area and housing stock.

**Level of Crime/ASB:** 35 incidents of crime reported over last 12 month period in the target area.

**Private Rented Sector** – there is very little engagement with either the Council or the Landlords’ Association. There is a low take up of accreditation in the area.

Initial investigations have revealed that 40% of the privately rented stock is in multiple occupation, either bedsits or large pre 1919 stock converted into flats, very little of which is subject to mandatory licensing. Traditionally this type of occupation is in poor condition and occupied by vulnerable individuals. Despite the make up of the area, very few complaints regarding housing conditions have been received by the Council.

**Arson levels/Fire risk of property type:** There were 4 incidents of fires within the proposed area over the previous 12 months, all of which were deliberate acts of arson. There is a high number of back to back properties within the targeted area, this property type has an inherent fire risk associated with them due to the only exit from the property being via a fire risk room (living room/kitchen).

**Environmental Conditions:** A survey of the area identified a number of over grown gardens, neglected bin yards with fly tipped refuse, boarded up properties and general signs of neglect.

### **Empty Properties – Outer Area**

Initially 51 potential empty properties have been identified within the streets surrounding the target area. All identified empty properties will be proactively targeted with owners offered help and assistance to bring properties back into use. Should they not engage with the Council then proactive enforcement will be undertaken to ensure properties are not a blight on the area. In certain circumstances the option of enforced sale or compulsory purchase will be pursued by the Council.

It is proposed that the initial engagement with the area will occur in early January 2014. All owners, residents, managing agents etc. will be contacted to outline the approach and to be offered the opportunity to engage with the Council and its partners. Any landlord or empty property owner who does not engage with the approach will then be subject to full enforcement action by the Council and partners from around the middle of February.

## **Attachments.**

Copy of the Armley LNA area

Copy of the outer Armley area – target area for empty properties

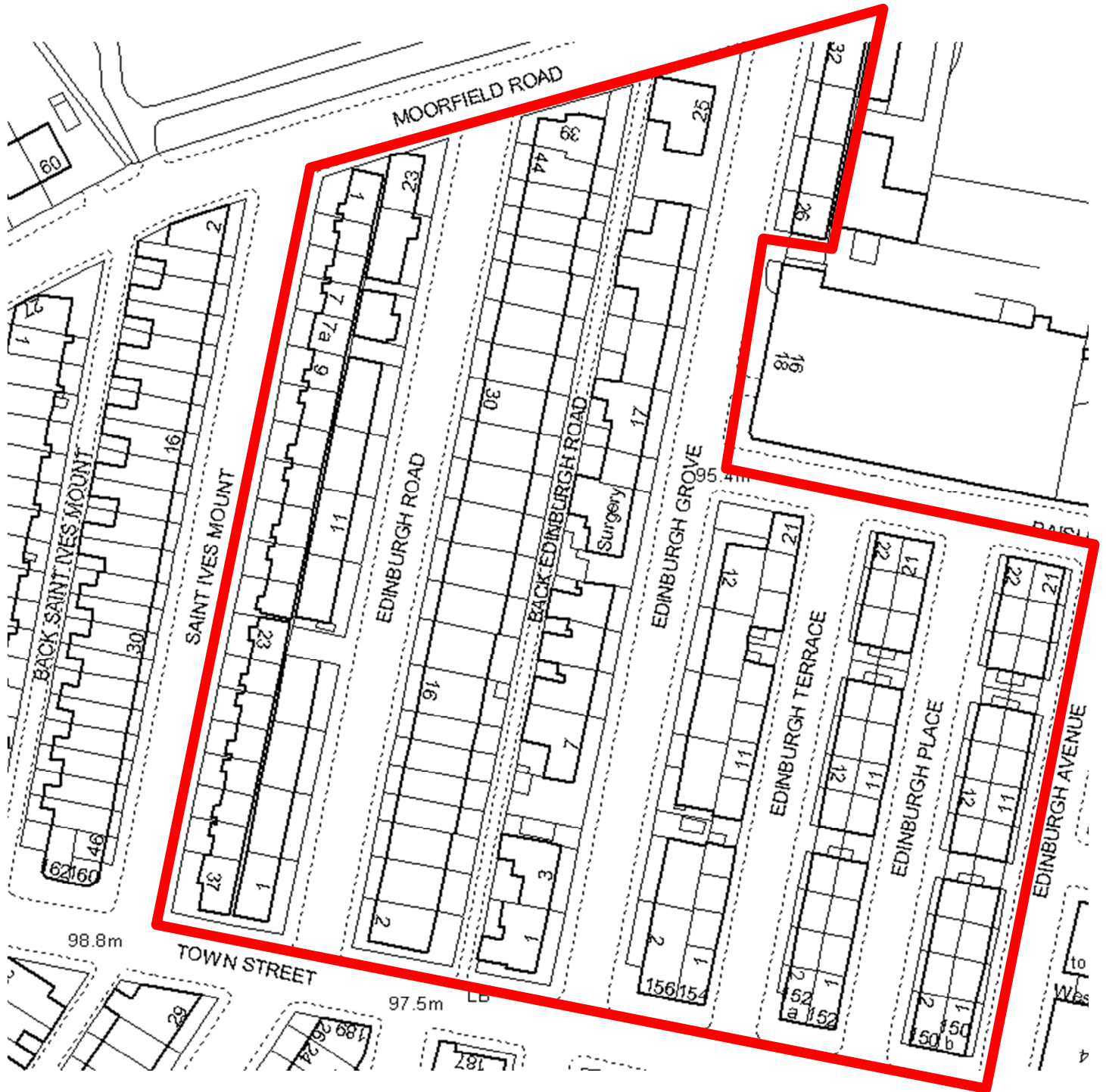
## **OUTCOMES FROM THE NOWELL'S**

- Approx. 36% (16 out of 44) of empty properties brought back into use to date. Plans are in place for most of the remaining empty property to be brought back into use over an agreed timescale with owner. Where Property owners have not engaged with us, or where owners do not keep to agreed timescales Compulsory Purchase Orders will be pursued.
- Initial informal engagement with 70% of empty property owners and landlords in area.
- Over 89% (113 out of 127) properties inspected so far. Re-inspections of the properties have now started to take place and 24 category 1 hazards and 14 category 2 hazards have been removed to date.
- 58 households have benefited from fire prevention advice from WYFRS
- 16 residents have been referred to employment & skills with a view to gaining employment or training to help overcome barriers to employment. Positive outcomes so far have included one resident managing to increase their working hours enabling them to stay living in the area and two residents getting places on training courses with a view to employment.
- 11 referrals to Leeds Credit Union with a view to helping residents manage their income/benefits, reduce door stop lending and help ease introduction of Universal Credit (in respect of monthly direct payments)
- A vulnerable resident with high care needs was found living in filthy and verminous conditions during a property inspection. The team have managed to put support in place via social services and positive pathways. The resident is now engaging with officers and is looking to enrol onto a course for reading and writing.
- A Community Action Day was held in June involving landlords, residents, police, WYFRS and localities where a clean-up of the area took place along with targeted inspections of properties.
- A “Darker Nights” initiative was held on 3 consecutive Wednesday evenings in October with the Police and LASBT with the aim of reducing crime and ASB. 71 households were given crime prevention advice around a theme of “light up and lock up”, 66 timer switches were handed out, door chimes/alarms were fitted to 58 properties and over 36 bean can money tins were handed out. The initiative was well received by residents and helped to rebuild confidence in the community.
- A Free energy efficiency work programme has been agreed for all properties in the area via ECO funding, working in partnership with Keepmoat, Wrap Up Leeds and Groundwork, via the Green Deal Framework agreement. Free wall and roof insulation is being made available to all occupiers. The total level of investment is estimated at £1.2m. Depending upon their finances occupiers may also be entitled to new heating systems and draught proofing works. To ensure the scheme is viable 80% of all properties need to be signed up to the works. Promotion of the proposed scheme commenced in mid-October and is subject to Planning Approval. To date 109 properties in the area have agreed to sign

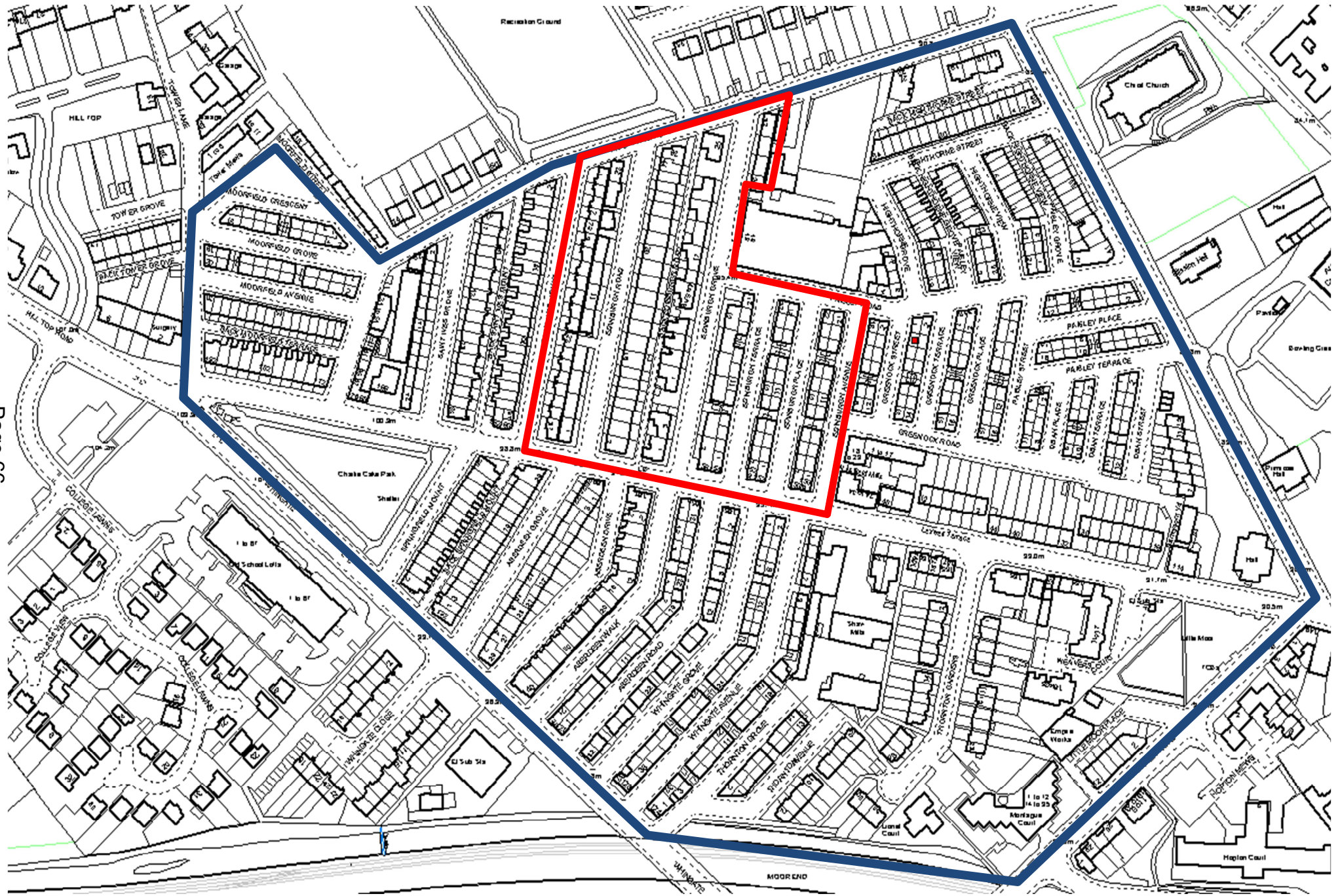
**up. The scheme is currently awaiting confirmation in the Autumn Statement that funding for ECO is not being removed and that scheme will still be viable. Once confirmed property surveys will start to take place in the area asap.**

# Appendix 2b Private Sector Housing NEIGHBOURHOOD APPROACH AREA 2

St Ives Mount (1-37 odds only) Edinburgh Rd (1-44), Edinburgh Grove (1-32)  
Edinburgh Terrace (1-22) Edinburgh Place (3-22), Edinburgh Avenue (1-22 odds only)



# NEIGHBOURHOOD APPROACH OUTER AREA 2







Report author: Gill Hunter &  
Inspector Steve Williamson  
Tel: 0113 3367868

**Report of the Director of Environment and Housing**

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

**Date: 18<sup>th</sup> December 2013**

**Subject: Annual Community Safety Report**

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

**Summary of main issues**

- 1 This report provides crime statistics for Inner West Leeds and details of key activity to address crime and anti social behaviour issues. The report recognises the fall in crime in the Inner West wards during 2012/13 and the challenges faced during the coming year.

**Recommendations**

- 2 The Area Committee is asked to:
  - a. Make comments on the report
  - b. Note the Area Committees role in reducing burglary and other crime, note the initiatives to support reducing anti-social behaviour, and consider these priorities as part of their Well-being application.

## **1 Purpose of this report**

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

## **2.0 Background information**

- 2.1 We want to be the best city in the UK with the best community safety partnership and services. Safer Leeds will focus on the outcome that “people in Leeds will be safe and feel safe in their homes, in the streets and the places they go”. The strategic assessment for 2013/14 has highlighted a number of priorities for Leeds:

- Strengthening the partnership approach to support a more focused approach to tackle Domestic Abuse;
- Continued focus on reducing domestic burglary and its impact across Leeds;
- Effectively tackle and reduce anti-social behaviour in our communities;
- Improve our understanding and approach to deal with Child Sexual Exploitation;
- Tackle substance misuse;
- Reduce re-offending.

- 2.2 The North West Divisional Community Safety Partnership is a multi agency partnership chaired by the Police and includes partners from Housing Leeds, Fire Service, Youth Service, Youth Offending Service, Safer Leeds and the Community Safety Area Lead Member from each of the four Area Committees in West North West Leeds. The Partnership meets four times a year and sets the strategic direction for partnership work, examining performance and agreeing local priorities. The work of the group is accountable to the Safer Leeds Executive and the Safer and Stronger Communities Board, who receive regular reports of the activity undertaken.

## **2.2 Summary of key actions**

A number of factors have a bearing on crime; criminologists have placed these factors into three broad categories:

1. A suitable target or opportunity, for example: valuable items which can be removed relatively easily such as laptops near an open window, vehicles with unlocked doors and a valuable item on show, etc.
2. A motivated offender, for example: someone whose values or beliefs make stealing acceptable, drug dependency, someone motivated by greed, etc.
3. A low likelihood of getting caught, for example: no Police or security guards, a neighbourhood with a low level of reporting crime, no natural street surveillance, etc.

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

- Working to educate the victim (leaflet drops, face to face crime prevention advice)
- Tackle the offender (known as offender management; visit known offenders, tenancy action, curfews, criminal sanctions – prison, etc)
- Undertake work on the built / natural environment to reduce crime opportunities in the locality such as improving natural surveillance or environmental works such as cutting hedges back, secure by design, etc).

### **3.0 Main Issues:**

#### **3.1 Domestic Abuse**

Work is primarily delivered through 3 strands; working to support the victim, taking appropriate action against the perpetrator and raising the awareness and confidence of officers in identifying domestic abuse and making appropriate referrals to special and support agencies. Examples of this include:

A Domestic Violence MARAC (Multi Agency Risk Assessment Conference), chaired by Safer Leeds, where a number of partners attend to discuss high risk domestic violence cases. The focus is on support to victims and strong co-ordinated action against perpetrators. Regular attendees include the Primary Care Trust, Social Care, West Yorkshire Police and Leeds Domestic Violence Services.

Awareness campaign heavily supported by the Leeds Domestic Violence Team, which works with partners during the 16 days of action on Domestic Violence from 25<sup>th</sup> November to 10<sup>th</sup> December, linking in with this world wide initiative. Awareness raising is co-ordinated through a media campaign and activities with partner organisations such as schools to promote the White Ribbon Campaign which focused on 2 events in Inner West on Armley Town Street and the Children's Centre on the Fairfield estate.

In Inner West Leeds all of the children's centres have achieved at least Level 1 of the Safer Leeds domestic violence Quality Mark.

#### **3.2 Bramley & Stanningley Ward**

The Bramley Cluster have been progressing Domestic Violence (DV) work via quarterly DV Lead meetings. The DV Leads group was established after a cluster training programme was rolled out which included a brief presentation about domestic violence to all schools followed a one day training course for staff interested in becoming DV Leads for their school or setting. The training programme was offered to schools, children centres and other children and young people's agencies. The aim of the DV Lead meetings is to share what work is going on across the cluster and consider what other initiatives are needed to tackle the issue. A lack of local resources for young people on what constitutes a healthy relationship was one of the initial issues flagged up. A bid was then submitted to the cluster and the Area Committee for funding to work with young people to develop their own resources – that can be used in a range of settings with a view to

extending it beyond high schools and working with primary school children as well. Barca are currently working with a group of young people on this scheme.

### 3.3 Armley Ward

A similar model is being introduced in Armley via the ACES cluster. Schools and agencies will be invited to attend one of 3 presentations on DV being delivered between January and March 2014. This will be followed up by further training for individuals who want to take on the role of DV Lead. Depending on the numbers the invitation may also be extended to neighbouring clusters like Farnley. Following on from the training the cluster and DV Leads will consider creative ways of engaging young people on work focussed on promoting healthy relationships.

Funding from the Area committee and Aces (Armley) cluster will help planning to develop targeted work for children identified as being affected by DV – this will be done in partnership with Wattoto who support young people affected by Domestic Violence.

### **Burglary**

3.4 Burglary remains a high priority for the City and the North West Division. A City-wide strategic burglary group meets monthly, led by Superintendent Mabbs Hussain. The group oversees work delivered in the localities; identifies strands of work which need to be tackled from a city-wide prospective and shares good practice. Following the Outcome Based Accountability meetings, multi-agency burglary plans were developed for Armley and Bramley & Stanningley wards. Significant local initiatives have included:

- Top 10 streets burglary initiative to engage with residents and provide crime reduction advice, promote immobilise.com, refer into target hardening schemes and promote laptop and phone tracking software.
- Environmental audits to address any environmental issues impacting on burglary for example overgrown hedges, obscured street lighting and broken street lighting.
- Taking tenancy enforcement action against prolific offenders and the introduction of a local lettings policy in The Clydes and Wortley Towers blocks in Armley to manage offending behaviour and provide incentives to engage with support agencies.
- Delivering multi agency action days to deliver a variety of messages and raise awareness about burglary and other crimes through leaflets, doorstep engagement, working with partners to have a greater impact by undertaking joint visits, for example 6 action days, which were held during this year.
- Delivering Operation Optimal which targets patrols to areas where statistics says a burglary may occur and visits to burglary victims and their neighbours (either side and back / front).
- Promote Immobilise.com and the national property register, through mailing lists, door step engagement and community events.

### **Leeds Anti Social Behaviour Team (LASBT) West North West Performance Data**

3.5 Leeds Anti-Social Behaviour Team receives requests for service (enquiries) via the contact centre, the local housing office, West Yorkshire Police, Stop Hate UK, elected members and MP's. The team has a number of core performance aims:

1 & 2 Day response to Enquiries from Contact Centre - LASBT West received 1045 enquires in 2012/13. 50.6% of these enquiries relate to ALMO properties. 100% of enquiries were responded to within service standards.

Initial Contact with Customer within 10 days (SSTD3) – 98.7% of customers were contacted within 10 days of a case being opened.

10 day Customer Update (SSTD5) – The year-end cumulative performance for this measure showed that 95.4% of customers were contacted every 10 days.

Initial Contact with Perpetrator within 10 days (SSTD4) – The year-end cumulative performance for this measure showed that 91.4% of perpetrators were contacted within 10 days of a case being opened.

Customer Satisfaction with service - 4 week case onset survey – 89.1% of respondents stated they were either very satisfied or satisfied, with the service they had received.

Customer Satisfaction with service and case outcome – Closed Case survey - 95.2% of respondents stated they were either very satisfied or satisfied, with the service they had received. 95.8% of respondents were either very satisfied or satisfied, with the investigation carried out by the Case Officer and 91.0% were satisfied with the case outcome.

#### ASB Caseload

Table 1 shows a breakdown of the cases investigated and closed in the Inner North West area during 2011/12 and 2012/13. Table 2 shows the breakdown of cases investigated and closed across North West Leeds.

Table 1 shows an increase 21 cases in Bramley & Stanningley Ward , and 37 for Armley ward .

3.6 Table 1

| <b>Ward Boundaries</b> | <b>Number of Cases Investigated 2011/12</b> | <b>Number Cases Investigated 2012/13</b> |
|------------------------|---|--|
| Bramley & Stanningley  | 43  | 64                                       |
| Armley                 | 64  | 101                                      |

### 3.7 Table 2

| Case Ward               | Cases   |         | Percent |         | Trend  |
|-------------------------|---------|---------|---------|---------|--------|
|                         | 2011/12 | 2012/13 | 2011/12 | 2012/13 |        |
| Adel and Wharfedale     | 19      | 14      | 4.51%   | 2.68%   | -1.83% |
| Armley                  | 77      | 101     | 18.29%  | 19.35%  | 1.06%  |
| Bramley and Stanningley | 43      | 64      | 10.21%  | 12.26%  | 2.05%  |
| Calverley and Farsley   | 13      | 33      | 3.09%   | 6.32%   | 3.23%  |
| Farnley and Wortley     | 63      | 83      | 14.96%  | 15.90%  | 0.94%  |
| Guiseley and Rawdon     | 13      | 14      | 3.09%   | 2.68%   | -0.41% |
| Headingley              | 5       | 3       | 1.19%   | 0.57%   | -0.61% |
| Horsforth               | 10      | 20      | 2.38%   | 3.83%   | 1.46%  |
| Hyde Park and Woodhouse | 29      | 27      | 6.89%   | 5.17%   | -1.72% |
| Kirkstall               | 73      | 51      | 17.34%  | 9.77%   | -7.57% |
| Otley and Yeadon        | 27      | 22      | 6.41%   | 4.21%   | -2.20% |
| Pudsey                  | 25      | 44      | 5.94%   | 8.43%   | 2.49%  |
| Weetwood                | 24      | 47      | 5.70%   | 9.00%   | 3.30%  |
| Grand Total             | 421     | 522     | 100.0%  | 100.0%  | -      |

### 3.8 ASB Case Studies by Ward Area

#### 3.8.1 Armley Ward

An injunction was gained to protect a vulnerable resident of the Aviaries who is in a poor state of health and vulnerable due to alcoholism. This man was taken over by local drinkers who caused a nuisance at his property, took advantage of him financially and left him in a situation where his property was no longer his own and his tenancy was at risk.

An outright possession order was granted against a female resident of the Aviaries who had used her property for the purposes of prostitution and had also committed burglary offences in the locality of her home.

Leeds Anti-Social Behaviour Team (LASBT) are currently pursuing an injunction against a female who took advantage of a vulnerable resident of Sir Karl Cohen Square and used his property for the purposes of prostitution, caused nuisance to other residents in the complex and then issued threats towards LASBT staff. This case is on-going

LASBT worked closely with West Yorkshire Police in the closure of a property being used as a brothel on the Barden's. The property has now been re-possessed by the private landlord and the nuisance caused to the neighbours has ceased.

LASBT are leading on a multi-agency initiative looking at tackling issues of hate crime, vandalism, priority crime and general ASB on the Wyther and Raynville Estates.

LASBT are leading on a multi-agency initiative to tackle issues of rough sleeping and drug use in the tower blocks in New Wortley (Clydes and Wortleys) and a

sustained period of action and community engagement is planned in the run up to the Christmas Period.

### 3.8.2 Bramley and Stanningley Ward

Possession proceedings are on-going in relation to tackling drug supply issues in the Bramley area, one relating to a large seizure of cannabis resin from a property on the Broadlea Estate, and another relating to cultivation of cannabis and possession with intent to supply MCAT from a property on the Bellmounts. An injunction has also been gained to prevent unlawful use of LCC property relating to the case on the Bellmounts.

LASBT successfully intervened in a case where there was significant nuisance and disorder from a family on Fairfield Terrace including threats and abuse, rubbish dumping, noise, burning of waste and riding of off road bikes. LASBT intervened with a combination of tenancy enforcement and support and the issues have now ceased.

LASBT is working closely with West Yorkshire Police and the multi-agency partnership to identify and deal with issues relating to youth nuisance in the area around the Fairfield's area and the Britannia's in Stanningley, this work is on-going.

The Antisocial Behaviour Team offers a victim centred service and is often able to resolve issues at an early stage. The LASBT conduct a ring back survey on all enquiries and cases, feedback from the victims prospective has been very positive about the effectiveness of partnership actions taken to resolve the issues. For those cases that require further and on going work feedback from the victims has also been very positive with a range of measure taken against the perpetrator that include Anti-social Behaviour Contracts ( ABC's ) been issued , to possession of Local Authority tenancy for breach of tenancy agreement . There are still pockets of ASB in Inner West , and the LASBT team are currently working with partners to resolve these. 95.2% of respondents stated they were either very satisfied or satisfied, with the service they had received. 95.8% of respondents were either very satisfied or satisfied, with the investigation carried out by the Case Officer and 91.0% were satisfied with the case outcome.

### 3.9 Hate Crime

The main pieces of work for Inner West focus on ASB and Hate crime on the Wythers. There is a specific action plan to address the issues on the Wythers focussing on three strands which include:

*Enforcement* - With a weekly project team made up of representatives from LASBT, Police and WNWHL to take a coordinated approach to intelligence gathering, sharing information and coordinated actions focusing on the nominal's/target families that have been identified as perpetrators. Other actions have included tenancy sweeps, tenancy visits and letter drops.

*Prevention* - As part of the project team meetings, information on new BME tenants moving into the Wythers and Broadlea's is passed onto the Hate Crime

Coordinators so that they can arrange a visit /send information to introduce themselves, and her role as Hate Crime coordinator and also link into any tenancy visits with the local Housing officer.

*Education* -The Hate Crime Coordinators and Leeds Anti Social Behaviour Team Leader, are looking to arrange a session to talk to young people about ASB/Hate crime and the consequences of this at the Lazer Centre . They are also going to explore other ways of engaging with young people.

The Hate Crime Coordinators have visited a number of primary schools in West Leeds and provided information to Staff and pupils on hate crime and its effect on individuals/communities. The Hate Crime Coordinators continue to offer this support to all schools across the North West Division.

To date a number of actions have taken place which include, Anti-social Behaviour warning letters, housing cautions, garden enforcement letters and there has been 3 convictions for hate related incidents on the Wythers. The project team will continue to meet regularly to share intelligence and continue to pursue further actions. Since the focussed work on the Wythers, there has been a reduction in issues of Hate Crime incidents and complaints of anti-social behaviour.

### **3.10 Child Sexual Exploitation (CSE)**

CSE is a new area of work developed during the last year. There is a city wide LSCB CSE sub group Steering Group chaired by Children's Services and attended by partner agencies. The sub group is currently developing a LSCB strategy to address CSE, which is a city wide strategic response aimed to develop processes and services to meet the challenges presented by CSE. The group has recently approached Safer Leeds and asked Safer Leeds to help develop and shape local delivery for CSE work.

The safeguarding of individuals at risk of CSE is delivered through the existing safeguarding process of joint working between the Council and Police. These Officers work very closely together to share information and often work from the same office in 2 Great George Street to ensure an integrated approach.

The Area Community Safety Co-ordinator role has taken a lead on CSE work locally and chairs a CSE practitioner's forum for West North West Leeds which looks at identifying local CSE gaps in services with a view to finding local solutions or working with the Leeds wide CSE LSCB CSE subgroup to raise and address concerns. Local partners involved in the Practitioners group include Cluster Co-ordinators, Targeted Services Leads, School Nurses, Police and Social Workers. The group has met on 2 occasions to date and will aim to meet quarterly. Work is underway to identify the training needs of frontline staff to help develop a training plan for West North West Leeds and develop better joint working to tackle this issue.

In June 2013 a Practitioners workshop for CSE was held to provide an opportunity to raise awareness of the issues relating to CSE. The Event was organised by the Area Community Safety Co-ordinator and involved presentations from Blast and ISIS, 2 agencies developing work in CSE. The session was a taster for front line



staff such as social workers, healthcare professionals, school staff, housing Officers and Police officers. The event was attended by over 50 people. Further sessions are planned for frontline staff and practitioners.

The CSE & Missing Coordinator, based in the Integrated Safeguarding Unit, is the Lead Officer for the LSCB CSE subgroup has a city wide responsibility for the coordination of CSE services in Leeds; as such this post offers the direct link between the developing work being undertaken in the locality practitioner forums and the LSCB CSE subgroup. As the strategic lead for CSE, this post also offers a direct link for the Corporate Carers Committee’.

### 3.11 **Prostitution**

Following a review of the issue citywide in 2012, the Executive Board Member for Environments and Neighbourhoods established a Members Steering Group to oversee the development of a citywide strategy. In Chairing the Steering Group Councillor Gruen has progressed the development of a draft strategy which aims to reduce harm and increase public confidence by adopting approaches that consider risks, threats and harms to all. At the heart of the strategy is a desire to improve the wellbeing for individuals, families and communities affected by prostitution. Genesis are responsible for chairing a Prostitution Strategic Partnership with representation from Leeds City Council, West Yorkshire Police, voluntary sector specialist providers and Leeds and York Partnership Foundation Trust. A thematic lead has been identified for each strand and they are responsible for progressing the development of actions to achieve the stated aims. The strands of the draft strategy are as follows:

#### Draft Leeds Prostitution Strategy - Priority Work Strands

**Research and Development** – gathering data to understand the current position across all aspects of sex work, identifying gaps in the evidence base and improving information/intelligence gathering,

**Vulnerability & Safeguarding** – reviewing and improving “Ugly Mugs” scheme, case conference approach and safeguarding processes, identifying gaps in health and social support for sex workers.

The National Ugly Mug Scheme provides help for sex worker of any gender . Sex workers can sign up to the National Ugly Mugs Scheme for free and receive warnings about dangerous individuals who are a threat. If they are a victim of a crime they can report this through the scheme and the information will be used to warn other sex workers , only if consent is given will the information be passed (without any of your personal details) to police intelligence to help bring these dangerous criminals to justice .

**Early Intervention** – supporting the Leeds Safeguarding Children Board Child Sexual Exploitation Strategy.

**Pathways out** – ensuring holistic substance misuse, housing and employment support is available to women to improve their wellbeing and increase opportunities to exit sex work.

**Disrupt and Investigate** – disrupt and investigate criminal activity and exploitation; develop an approach based on evidence based good practice to dealing with kerb crawlers/buyers of sex.

The North West Division sits on the boundary of City and Holbeck and as such there have been cross border issues around prostitution. The North West Division contributes to Operation Dairy and supports the Case Conference approach that has also been developed in the last 18 months. The Case Conference aims to aid a co-ordinated approach to care planning in order that those engaged in street based sex working have increased opportunities to access appropriate services. The services will endeavour to reduce harm caused to the individual's health and wellbeing and support their exit from street based prostitution. Alongside this it also intends to disrupt and challenge illegal and anti-social street behaviour related to street based prostitution. The Case Conference takes referrals from a range of agencies and is developing positive networks and understandings between agencies that will enhance partnership working around the issue.

### 3.12 Families First Programme

Leeds has secured up to £8 million over the next 3 years for a major programme to work with families to reduce offending and anti-social behaviour, improve school attendance and support parents to move into work. The programme is funded through the Government's Troubled Families scheme. Following consultation it will now be known locally as Families First Leeds.

Leeds is an early adopter of the programme which will provide additional support to a significant number of families in the city over the next 3 years. The £8million includes a £2.3 million injection up front for year 1 and the scheme aims to build on existing good practice across the city. It will aim to bring all agencies and council services together to ensure effective, joined-up support for our most vulnerable families and therefore benefiting communities across the city.

The programme will integrate and support priorities and plans across the council and will play a major part in contributing to the council's ambition for Leeds to become the best city and to develop stronger communities and restorative approaches.

The Families First programme is now moving into its second year. With approval from the Department of Communities and Local Government, Families First have combined the family cohorts for years two and three and are required to confirm the households that they will be working with by March 2014.

The initial data processing has identified approximately 150 households across the Inner West that is potentially going to be included in the cohort. The Targeted Services leaders in Armley and Bramley are currently reviewing the details of those households and cross referencing with their own information and consulting with

partner agencies across the area in order to finalise the actual families that will be included on the programme. One of the aims for this cohort is to increase the number of families that are included based on local intelligence and knowledge e.g. children already known through the cluster Top 100, children subject to child protection plans and children in need and we have also developed a process whereby agencies can notify the Families First programme team of any family they believe has met the criteria for inclusion but might not have appeared in the initial data set. The Community Safety Coordinator work with the Targeted Services Lead and Cluster to identifying vulnerable individuals /families who require additional support and services identified through the Inner West multi-agency meetings , Amber nominal offender management and the Domestic Violence Multi-agency Risk Assessment Conferences.

### 3.13 **Offender Management**

Reduce Re-offending is delivered in partnership between West Yorkshire Police, Probation, Youth Offending Service, Leeds City Council and other partners. There is a mix of partnership working at city-wide level to engage with prolific offenders and more locally co-ordinated work to engage with offenders who are at risk of becoming prolific. Typically, the engagement aims to address the causes of offending and help reduce the opportunities to offend by helping an offender secure training or a work placement for example.

The local group is chaired by Safer Leeds and includes support from West Yorkshire Police, Probation, Youth Offending Service, Signpost, Connexions and other partners who come together to look at additional focused support provided to individuals involved in burglary and other priority crime. The group works across the locality and seeks to address the support needs of individuals and families to help them to stop offending. This support could be through training opportunities provided through Connexions, additional support by Youth Offending Service, Signpost working with the family offering intensive support. Since its inception the group has discussed 32 cases and closed 12 cases due to either engagement with services and reduction in offending or incarceration. The number of cases is fluid with about 20 at any given time.

### 3.14 **Substance misuse**

This continues to be an active priority for the Neighbourhood Policing Team. Members of the public continue to provide the Police with positive leads about Cannabis and other types of drug dealing. One of the significant emerging issues for the city is the sale and use of new psychoactive substances, so called legal highs. Safer Leeds has a three stranded approach to this new area of work:

#### Intelligence gathering

- Operation Nightshot is part of the Safer Leeds Initiative to gathering information on established Police systems and intelligence sought from across the partnership on drugs activity across the city.

- Questionnaires distributed to adult drug users through the drug intervention program.
- Liaison with agencies who provide drug intervention work.
- Partnership work with event organisers.
- Local intelligence gathered to identify local retail outlets and understand the customer profile.

#### Education

- All Safer Schools Police Officers provided training input and package to deliver in secondary schools.
- Media strategy developed with key features on Look North and YEP and national newspapers including the daily Mail and The Sun.
- Key partners provided training input including elected members, youth services.
- Billboard campaign and marketing material produced.

#### Enforcement

- Warning letters served to all retail outlets.
- Dedicated CPS lawyer established.
- convictions for selling intoxicating substances to under 18's - first conviction nationally using this legislation to tackle new psychoactive substances
- Ongoing prosecution under Sec 9 Misuse of Drugs Act - selling articles for the preparation and administration of controlled drugs in respect of articles with cannabis leaves etc on
- Market management have served warning letters to all relevant stall holders

### 3.15 **Diversionsary Activities**

During 2013 the partnership has worked with partners on diversionsary activities for young people. This has included specific targeted work for those young people involved or at risk of crime and ASB through work with the Youth offending Service and Youth services targeting resources for specific pieces of work in ASB hot spot areas. Referrals have also been made to the cluster though the support and guidance meetings for additional support. In addition the Neighbourhood Police team support the Saturday Night Project at Armley Leisure Centre allocating staff to build on developing positive relationships. Funding to support the Saturday night project from the Inner West Area Committee as contributed to the success of the project with an average of 80/90 juniors per session and 15/20 seniors attending on a regular basis.

### 3.16 **CCTV (Delegated Function)**

Leedswatch' provides a monitoring service for public space surveillance cameras covering open spaces across Leeds. The CCTV control room is staffed, and cameras are recorded 24 hours per day, 365 days a year. The service also provides two mobile CCTV vehicles for deployment within communities across Leeds. The main objective of the service is to reduce crime and the fear of crime through the use of CCTV technology, leading to improved crime prevention, and an increase in

the detection and prosecution of offenders. The LeedsWatch service works in partnership with a large number of internal and external partners such as; Urban Traffic Control (UTC), Emergency Planning, Leeds Anti-Social Behaviour Team (LASBT), West Yorkshire Police, WY METRO and other Local Authorities across the West Yorkshire sub-region

CCTV is one of a number of Service functions delegated to Area Committees. The Area Committee's role in relation to this function is to 'maintain an overview of the service in the Committee area and receive regular information about it. There is currently a total of 5 public space surveillance CCTV cameras' monitoring the Inner West Committee Area, via the Central CCTV Control Room at Middleton; they are located in Armley (4) and the Broadlea Estate (1).

Within the Inner West Committee Area there were 7 recorded arrests on camera for various offences, assault (1), robbery (2), attempted theft (2), affray (1) and attempted robbery (1).

The CCTV Vans are now primarily used to respond to reports of Noise nuisance. The out of hours noise nuisance service supports the work of the Leeds ASB Teams by providing evidence in relation to noise nuisance cases.

Supporting the city's most vulnerable residents is also a priority. The LeedsWatch service is now responsible for providing a first response to Care Ring alarms. On call 24 hours a day, 7 days per week, this service responds to alarms from mainly elderly clients who may have fallen or find themselves in need of support. Officers attend to the alarm call and contact emergency services, family members or other appropriate individuals, staying with the client to provide support and re-assurance until further help arrives.

Improving the information and intelligence we provide to LeedsWatch customers is a key priority for the service. We are reviewing how this data is recorded, in the way in which we can provide accurate information to service users, to provide more detail and improve the services analytical and intelligence capacity.

Moving forward, the LeedsWatch Service is investigating further opportunities to integrate services and create a centre of excellence for emergency response and out of hours call handling. In order to ensure that the service is making the best use of its resources, a full service restructure will take place in 2013/14, which seeks to develop a more agile and resilient service capable of delivering a wider range of services, and offering best value to the residents of Leeds. Discussions are taking place with the Leeds Anti Social Behaviour Teams, Environmental services, West Yorkshire Police and the ALMOs to look at how the various services can better linked together to improve service delivery, collate accurate information for customers and service users and to provide a more pro-active response to issues of public concern, through improved collating of data / information and intelligence sharing between agencies.

### **Area Committee Funded Projects**

#### **3.17 Off Road Bikes**

During 2012/13 the Area Committee funded Police Off-Road Bikes which proactively patrol green spaces and work with the Neighbourhood Policing team to tackle the nuisance caused in communities by off road bikes. The project also worked closely with the Councils Park Ranger service to undertake joint patrols and deliver advice and training to schools and groups who may undertake bike riding.

Last figures available for calls for service ran from Sep 2012 - Aug 2013. This shows a divisional increase of 60 calls (from 603 - 663 ) This is believed to be down to the number of leaflets dropped with Off Road Contact Details, and a real understanding from the public that this facility is available to them.

However, at 663 calls for service, NWL division has 107 fewer calls for service than the force average.

**Stopped:-**

463 Cars

31 Motorcycle's / Scooters

**Issued:-**

33 Verbal Warnings

16 Sec59 warnings

25 Pentip Notices (Tickets)

**Seized:-**

7 Motorcycles / Quads / Cars

**3.18 Armley ward**

This area saw a big increase in calls mainly around Armley Grove Place. All calls centred on a group of Asian males riding road legal quads in the area. These quads despite being road legal were extremely noisy and being ridden in an anti-social manner. Despite numerous patrols and deviations in duties, it took some time to find the persons responsible. As a result of enquiries several Sec59 notices were issued along with several Form 73's, (which require the PNC owner to name the driver at the time of the incident). After a short period of time the calls all but ceased and several of the quads have been sold, to prevent any further issues for their owners.

The LCC funded Police bikes continue to be tasked with conducting regular patrols around the Prison walls due to reports of bags of drugs being thrown over the walls.

Regular patrols in the local estates and park lands are maintained to maintain community confidence in both the Police and Leeds City Council

**3.19 Bramley & Stanningley**

The problems in the Fairfield estate and Bramley Park did reduce as a result of the area being subject to intensive Anti Burglary Patrols as part of the Optimal initiative. These Optimal patrols being conducted by the LCC funded Police Off Road Motorcycles for several hours at a time.

There were a series of calls from residents in the Broadlea estate regarding a nuisance quad being ridden on the estate with serious concern for the quad being ridden around the school at school closing time. As a result of enquiries with the local community an address was visited and the offending quad found to be in the rear garden. The address was owned by LCC and the tenant (a female) was given one of the new leaflets, specifically being asked to read the section on Tenancy Agreements. On reading this the owner of the quad was told in no uncertain terms that the quad had to go. The owner was also issued a Sec59 warning.

The calls regarding the private fields to the rear of the St Benedict's estate , have also ebbed this is believed to be due to the increase in patrols conducted by the Police Off Road Motorcyclists and LCC Parkswatch Officers during the last quarter.

There have been no calls recently to the area around Stanningley Rugby club.

As a result of a recent P.A.C.T meeting local residents were concerned about scooters and motorcycles congregating near to the bridge by the Railway Public House and believed to be dealing and using drugs. To date despite regular twice daily patrols there has been no sight of these scooters or the other vehicles mentioned at the meeting.

3.20 The dedicated Nuisance Motorcycle / Quad leaflet has been launched and is being distributed by Officers to complainants and offenders. Already we believe that this has had some impact with the reduction in the number of calls, obviously this cannot be solely attributed to the leaflet, but we have already had several cases where the tenant of LCC property has disposed of the nuisance motorcycle/ quad as a result of simply reading the section on Tenancy Agreements.

The bikes were recently featured on the BBC's Look North, the feature being the lead story of the day. Local residents were interviewed and aired the issues that they suffer from with the Anti Social Behaviour caused by nuisance motorcycles and quads.

3.21 During 2013/14 the Area Committee has also funded

- Support for a gating order for Aston Drive to reduce burglary , criminal damage and Anti-social behaviour
- Pedal bikes to support the NPT in tackling crime and anti-social behaviour across both wards.
- Funding to support target hardening in Armley, with additional funding from West North West Homes for Bramley.
- Small grant to support partnership action days with Burglary and ASB packs
- Small grant to support the off Road Bike team raise awareness of illegal and dangerous motor bike riding via a specific leaflet
- Support for the annual Dog Watch community event
- Funding to support Domestic Violence initiatives for Armley and Bramley/Stanningley wards

### 3.22 **Analysis of Crime Figures**

- 3.23 Appendix 1 provides an overview of crime figures for Armley and Bramley & Stanningley wards which make up Inner West Leeds (The figures presented cover the period April 2010 – March 2013 and relate to all crime types, including Fraud & Forgery, handling stolen goods, sexual offences and other thefts. The difference columns relate to a year on year comparison for 2008-09 to 2012/13.
- 3.24 During this period crime has fallen in both of the wards, with significant reductions 971 fewer crimes, a 32% reduction in Armley Ward and 771 in Bramley & Stanningley ward a reduction of 29%. Theft from vehicle down 197 offences in Armley and 153 for Bramley/Stanningley ward, Theft of vehicle down 62 for Armley and down 38 for Bramley Stanningley ward , with and criminal damage reductions of 374 for Armley and 348 for Bramley/Stanningley ward.
- 3.25 There has been a slight increase in drugs offences for both wards however this is perhaps attributable to the substantial increase in intelligence gathering that has seen the number of Misuse of Drugs Act warrants being obtained increase significantly. A combination of good, actionable intelligence alongside initiatives such as the 'Door a Day' campaign have seen problem houses targeted and more drugs recovered from the streets and homes within the Inner West area.
- 3.26 Appendix 2 concentrates on the burglary figures for Armley and Bramley & Stanningley ward. The chart shows that between October 2012 - September 2013 Armley ward ranking for the wards of concern for the city had reduced from being ranked 3<sup>rd</sup> most burgled ward in the city in 2012 to 9<sup>th</sup> in 2013 seeing a 39.4 % reduction. Bramley is ranked 13<sup>th</sup> previously ranked 5<sup>th</sup> with a 24.4% reduction in burglary.
- 3.27 Overall the figures for sexual offence remain low, however there has been an increase of 3 offences for Armley and 8 for Bramely. This could be due to Operation Yew Tree which is the Jimmy Saville enquiry. Further work would need to be carried out to establish if these offences are linked to Domestic Violence.
- 3.28 There have been a number of multi-agency initiatives over the last 12 months focused on reducing crime in the Armley and Bramley/Stanningley ward which have included:
- Co-ordinated multi agency action to raise awareness of burglary and ASB on the Edinburgh's, Aberdeen's, Cedars and Aviaries, Broadleas's, and Fairfield areas.
  - Target campaigns through the Darker Nights Initiatives and It Only Takes a Minute Campaign to raise awareness of the lighter nights and sneak- in burglary.
  - Operation Optimal - visits to burglary victims and their neighbours and target patrols to hotspot areas
  - Operation Allison focussed on the use of volunteers and the use of students for peer-to-peer door knocking providing crime reduction advice, in student areas and utilising the volunteers in burglary hotspots across the division.
  - Promotion of Immobilise.com property marking, including door knocking particularly in optimal areas to increase sign-ups
  - Environmental action days concentrating partnership attention to the area to tackle crime and environmental issues such as binyards, overgrown hedges, broken street lights, graffiti



- Operation Bullseye targeting receivers of stolen goods
- Work and campaigns to educate communities about leaving doors / windows open through social media
- Action day around Mistress Lane/Ley Lane in Armley
- Multi-agency action day on the Wythers
- Supporting West North West Homes action day on the Langley's and the Rossfields
- Community engagement event on the Broadleas
- The introduction of a local lettings policy for the Clyde's and Wortley high rise flats
- Development of a gating order for Aston Drive

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

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

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

Pomoc which means "help" is a signposting services run by Eastern European Police Volunteers and community volunteers, it provides a free drop in service where the volunteers can direct and assist with problems and advice from individuals and families from Eastern European Countries who's English is limited. The team of volunteers are committed to collaborating with organisations and partners who's beliefs and values are about working together in our communities, this trust empowers small groups whose passion is to make a difference, to encourage and make change(s) in people's lives and making our communities a strong and a safer place to live, work and socialise.

Since the launch in April 2013 there has been a steady increase of visitors, numbers have increased from 5/6 enquires in April to 32 during July 5 and 56 enquiries in August 56 (added a Thursday evening). The requests for advice and support enquires range from benefits advice, access and issues at school, opportunities for employment, help with completing forms, and issues around homelessness.

Further work is being developed in 2014 to include engagement with women looking at health and wellbeing support and signposting .

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

### **4.4 Multi Agency Engagement Days 2013**

The Neighbourhood police team and multi-agency partnership have supported a number of engagement events over the last few months these include;

- The NPT staff continues to support the Saturday Night project at Armley leisure Centre
- Moorside Community event
- Broadlea and Fairfield Community engagement event in August
- Armley fun day
- Bramley Carnival
- Dog Watch/show event Farnley Park

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

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

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

Projects and work highlighted in this report have been funded through a mixture of Safer Leeds, Area Committee, West North West Homes and Proceeds of crime funding. Further opportunities for partnership funding will be explored through the coming year.

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

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

#### **4.8 Risk Management**

Risk implications and mitigation are considered for each project.

### **5 Conclusions**

- 5.1 The community safety priority for Inner West Leeds is undoubtedly burglary. Considerable partnership work is delivered to address burglary hotspots and communities vulnerable to burglary. Specific work has been delivered in Armley and Bramley & Stanningley wards using the Outcome Based Accountability model to identify the issues impacting on burglary in these areas and developing actions to address burglary. This has supported the burglary action plans that are used to introduce new initiatives and pieces of work to address specific problems in each of the localities and the continued support from Members to tackle burglary is welcomed.
- 5.2 As with many urban areas, the Inner West Leeds has a number of community safety challenges. Whilst there has been a number of initiatives to tackle anti-social behaviour/street drinking on Armley Town Street, and Anti-Social behaviour remains a priority for local people. On-going work will continue taking a problem solving approach with the local community. Multi agency Joint working will continue to improve with action days and smarter working with partners and communities,

looking at new ways of engaging the community through local problem solving meetings.

Whilst there have been positive reductions in burglary across Inner West, the area has seen an increase in vehicle crime, as an alternative choice of crime for some nominals. This is an area of work that the Police will be focussing on into 2014. The challenge is to maintain the positive outcomes achieved in this reporting period, during a time of budget constraints and cuts.

- 5.3 West Yorkshire Police have commenced discussions about how they might respond to budget pressures and work has started to reduce the number of Divisions and Senior Police staff in Leeds. The proposal is that Leeds reduces to one division serving the whole city, commanded by one Chief Superintendent and reducing the number of superintendents, Chief Inspectors and Inspectors. Current proposals suggest 11 neighbourhood teams aligned to Area Committees and one team dedicated for the city centre. Members have been briefed on the proposals and their views sought. West Yorkshire Police are exploring co-location options with partners to ensure front line services are enhanced. Further information and developments on the changes to West Yorkshire Police will be provided to the Area Committee in January/February 2014.

## **6 Recommendations**

- 6.1 Members of the Inner West Area Committee are requested to:
- a. Note the contents of the report and offer comments
  - b. Note the Area Committees role in reducing burglary and other crime .

### **Background documents**

None

## Appendix 1

### West Inner Crime & Anti-Social Behaviour

#### Ward 4: Armley

| Recorded Crime        | 2008-09     | 2009-10     | 2010-11     | 2011-12     | 2012-13     | Change<br>12-13 v 08-09 | Jan-Sep<br>2013 |
|-----------------------|-------------|-------------|-------------|-------------|-------------|-------------------------|-----------------|
| Burglary Dwelling     | 477         | 491         | 592         | 392         | 261         | -216                    | 139             |
| Burglary Elsewhere    | 257         | 280         | 296         | 267         | 188         | -69                     | 137             |
| Criminal Damage       | 877         | 716         | 594         | 556         | 503         | -374                    | 335             |
| Drugs Offences        | 109         | 112         | 168         | 186         | 179         | 70                      | 129             |
| Fraud & Forgery       | 105         | 113         | 112         | 92          | 104         | -1                      | 42              |
| Handling              | 14          | 14          | 12          | 14          | 14          | 0                       | 7               |
| Other Crime           | 63          | 74          | 84          | 75          | 77          | 14                      | 56              |
| Other Theft           | 552         | 475         | 684         | 796         | 557         | 5                       | 515             |
| Robbery               | 61          | 51          | 50          | 39          | 41          | -20                     | 29              |
| Sexual Offences       | 26          | 35          | 25          | 33          | 34          | 8                       | 42              |
| Theft From Vehicle    | 439         | 477         | 344         | 322         | 242         | -197                    | 225             |
| Theft Of Vehicle      | 135         | 106         | 84          | 62          | 73          | -62                     | 53              |
| Violent Crime         | 617         | 525         | 542         | 467         | 488         | -129                    | 374             |
| <b>Total Recorded</b> | <b>3732</b> | <b>3469</b> | <b>3587</b> | <b>3301</b> | <b>2761</b> | <b>-971</b>             | <b>2083</b>     |

#### Ward 6: Bramley & Stanningley

| Recorded Crime        | 2008-09     | 2009-10     | 2010-11     | 2011-12     | 2012-13     | Change<br>12-13 v 08-09 | Jan-Sep<br>2013 |
|-----------------------|-------------|-------------|-------------|-------------|-------------|-------------------------|-----------------|
| Burglary Dwelling     | 274         | 363         | 383         | 420         | 182         | -92                     | 136             |
| Burglary Elsewhere    | 162         | 245         | 279         | 188         | 195         | 33                      | 106             |
| Criminal Damage       | 689         | 510         | 462         | 382         | 341         | -348                    | 239             |
| Drugs Offences        | 42          | 52          | 76          | 86          | 75          | 33                      | 53              |
| Fraud & Forgery       | 27          | 26          | 21          | 19          | 26          | -1                      | 19              |
| Handling              | 7           | 11          | 19          | 9           | 7           | 0                       | 3               |
| Other Crime           | 30          | 33          | 38          | 34          | 40          | 10                      | 29              |
| Other Theft           | 342         | 360         | 433         | 476         | 289         | -53                     | 259             |
| Robbery               | 27          | 28          | 20          | 11          | 9           | -18                     | 9               |
| Sexual Offences       | 26          | 27          | 18          | 18          | 29          | 3                       | 27              |
| Theft From Vehicle    | 318         | 217         | 209         | 138         | 165         | -153                    | 160             |
| Theft Of Vehicle      | 83          | 61          | 51          | 35          | 45          | -38                     | 42              |
| Violent Crime         | 442         | 350         | 378         | 341         | 295         | -147                    | 213             |
| <b>Total Recorded</b> | <b>2469</b> | <b>2283</b> | <b>2387</b> | <b>2157</b> | <b>1698</b> | <b>-771</b>             | <b>1295</b>     |

## Leeds Domestic Burglary Performance Overview

October 2013

| Ward                        | 12 Month Total | 12 Month % Change | Last 12 month trend            |                |                     |  |
|-----------------------------|----------------|-------------------|--------------------------------|----------------|---------------------|--|
|                             |                |                   | October 2012 to September 2013 |                |                     |  |
|                             |                |                   | 3 Month Total                  | 3 Month Change | last 3 months trend |  |
| Glpton & Harehills          | 296            | -5.7%             | 85                             | 25.0%          |                     |  |
| Hyde Park & Woodhouse       | 276            | -42.4%            | 75                             | 82.9%          |                     |  |
| Killingbeck & Seacroft      | 273            | 8.3%              | 78                             | 21.9%          |                     |  |
| Kirkstall                   | 248            | 0.0%              | 80                             | 40.4%          |                     |  |
| Headingley                  | 224            | -24.1%            | 75                             | 134.4%         |                     |  |
| Beeston & Holbeck           | 221            | 4.2%              | 37                             | -35.1%         |                     |  |
| Burmantofts & Richmond Hill | 218            | -35.5%            | 45                             | -6.3%          |                     |  |
| Cross Gates & Whinmoor      | 210            | 10.5%             | 40                             | -31.0%         |                     |  |
| Armley                      | 197            | -39.4%            | 51                             | 34.2%          |                     |  |
| Farnley & Wortley           | 193            | 7.8%              | 43                             | -4.4%          |                     |  |
| Pudsey                      | 191            | 20.1%             | 45                             | 40.6%          |                     |  |
| Roundhay                    | 183            | -1.1%             | 31                             | -13.9%         |                     |  |
| Bramley & Stanningley       | 170            | -24.4%            | 32                             | 28.0%          |                     |  |
| Weetwood                    | 166            | -17.8%            | 43                             | 7.5%           |                     |  |
| Middleton Park              | 164            | -18.0%            | 23                             | -20.7%         |                     |  |
| Temple Newsam               | 164            | -1.2%             | 30                             | 7.1%           |                     |  |
| Calverley & Farsley         | 160            | -14.0%            | 30                             | -3.2%          |                     |  |
| Chapel Allerton             | 155            | -28.2%            | 40                             | 42.9%          |                     |  |
| City & Hunslet              | 155            | -10.9%            | 30                             | -3.2%          |                     |  |
| Moortown                    | 128            | -26.9%            | 24                             | -11.1%         |                     |  |
| Horsforth                   | 124            | 1.6%              | 32                             | 14.3%          |                     |  |
| Morley North                | 109            | -18.7%            | 20                             | -25.9%         |                     |  |
| Harewood                    | 98             | 12.6%             | 30                             | 25.0%          |                     |  |
| Alwoodley                   | 92             | -44.6%            | 14                             | -36.4%         |                     |  |
| Wetherby                    | 92             | 17.9%             | 38                             | 123.5%         |                     |  |
| Gulsey & Rawdon             | 90             | 52.5%             | 43                             | 138.9%         |                     |  |
| Morley South                | 85             | 7.6%              | 14                             | -26.3%         |                     |  |
| Rothwell                    | 83             | -6.7%             | 15                             | -28.6%         |                     |  |
| Otley & Yeadon              | 74             | 2.8%              | 27                             | 92.9%          |                     |  |
| Garforth & Swillington      | 71             | 18.3%             | 19                             | 5.6%           |                     |  |
| Adel & Wharfedale           | 68             | -52.1%            | 14                             | 7.7%           |                     |  |
| Kippax & Methley            | 59             | -13.2%            | 16                             | -23.8%         |                     |  |
| Ardsley & Robin Hood        | 49             | -30.0%            | 11                             | 22.2%          |                     |  |

## Appendix 3

### Ward 4: Armley Anti-Social Behaviour

| Anti-Social Behaviour | 2008-09 | 2009-10 | 2010-11 | 2011-12 | 2012-13 | Change 12-13 v 08-09 | Jan-Sep 2013 |
|-----------------------|---------|---------|---------|---------|---------|----------------------|--------------|
| ASB                   | 2320    | 2294    | 2151    | 1599    | 1206    | -1114                | 886          |

### Ward 6: Bramley & Stanningley Anti Social Behaviour

| Anti-Social Behaviour | 2008-09 | 2009-10 | 2010-11 | 2011-12 | 2012-13 | Change 12-13 v 08-09 | Jan-Sep 2013 |
|-----------------------|---------|---------|---------|---------|---------|----------------------|--------------|
| ASB                   | 1547    | 1533    | 1521    | 1175    | 932     | -615                 | 616          |

## West Inner Overall Public Confidence in Policing Levels

Very Satisfied or Satisfied with patrol levels in local area.

| Year ended       | Mar-10 | Mar-11 | Mar-12 | Mar-13 | Sep-13 |
|------------------|--------|--------|--------|--------|--------|
| % of respondents | 41.7%  | 38.0%  | 36.7%  | 36.0%  | 38.2%  |

The police in your local area do an Excellent or Good job.

| Year ended       | Mar-10 | Mar-11 | Mar-12 | Mar-13 | Sep-13 |
|------------------|--------|--------|--------|--------|--------|
| % of respondents | 49.2%  | 47.3%  | 45.8%  | 44.9%  | 45.8%  |

**Report of the Director of Environment and Neighbourhoods**

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

**Date: 18th December 2013**

**Subject: Environmental Services Locality Team - Service Level Agreement  
Performance Report - December 2013**

|   |   |  |
|---|---|--|
| Are specific electoral Wards affected?  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| If relevant, name(s) of Ward(s):<br>Armley<br>Bramley & Stanningley             |   |  |
| Are there implications for equality and diversity and cohesion and integration? | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Is the decision eligible for Call-In?   | <input 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:<br>Appendix number:   |   |  |

**Summary of main issues**

1. This report will provide an update on performance against the Service Level Agreement (SLA) between West Leeds (Inner) Area Committee and the West North-West Environmental Locality Team.
2. A detailed report will be circulated as a supplementary item before the area committee meeting on 18<sup>th</sup> December, 2013.

**Recommendations**

3. That the area committee receive a full report for its consideration and input in terms of service performance for the period from July 2013 as a supplementary item.

### **3 Corporate Considerations**

#### **3.1 Consultation and Engagement**

- a) Under the environmental Services Service Level Agreement with the area committee - various consultation and engagement exercises have been undertaken with Members on an individual basis, as well as at ward, sub-group and Area Committee level.
- b) Performance against the SLA is now routinely discussed at all General Purposes Sub-Groups.

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

- a) A key principle of locality working and the Service Level Agreement is a focus on delivering the best outcome for residents across the area, so that the streets and neighbourhoods in which they live are of an acceptably clean standard. This principle underpins equality and community cohesion, seeking to bring and maintain neighbourhoods to an acceptable environmental standard.

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

- a) The delegation of environmental services to Area Committees, via an approved Service Level Agreement, will significantly contribute towards the Stronger Leeds section of the new Safer & Stronger Communities Plan 2011-15. By delivering services at an Area Committee level, the priority to *'ensure that local neighbourhoods are clean'* will be much more achievable.

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

- a) There are no resource implications – leaf-clearance is funded from existing locality team budgets.

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

- a) There are no legal implications.
- b) The report contains no information that is deemed exempt or confidential.

#### **3.6 Risk Management**

- a) There are no risk management implications within this report.

### **4. Recommendations**

- a) That the area committee receive a full report for its consideration and input in terms of service performance for the period from July 2013 a supplementary item.

### **5. Background documents<sup>1</sup>**

- a) **There are no background documents associated with this report.**

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.



**Report of the Assistant Chief Executive (Citizens & Communities)**

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

**Date: 18<sup>th</sup> December 2013**

**Subject: Wellbeing Fund Report**

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

**Summary of main issues**

- The purpose of this report is to advise the Inner West Area Committee of:
  - The balance of the Inner West Wellbeing revenue and capital budget 2013/14;
  - Position statement on small grants and skips budgets;

The report also asks the Area Committee to consider:

Approve the exchange of the Capital Receipts Incentive Scheme monies to revenue;

Proposals for new Wellbeing projects;

To make a delegated decision on the Youth Activities Fund

**Recommendations**

The Area Committee is asked to:

- Note the balance of the Wellbeing Revenue and Capital Budget for 2013/14 and consider the exchange of the Capital Receipts Incentive Scheme monies to revenue;
- Consider the request for an additional £1,200 contribution to the small grant and skips budget at 3.9
- Consider the new Wellbeing applications at 3.11 – 3.14
- Authorise the Chief Officer, Citizens and Communities to take delegated decisions in relation to commissioning projects for the remainder of Youth Activities Fund budget.

## 1 Purpose of this report

- 1.1 The purpose of this report is to update the Area Committee on the current position of the Inner West Wellbeing revenue and capital budget.
- 1.2 The report also asks the Area Committee to consider new Wellbeing grant applications.

## 2 Background information

- 2.1 Area Committees have a delegated responsibility for the allocation of Area Wellbeing funding. The amount of Wellbeing funding provided to each committee is calculated using a formula agreed at Full Council taking into consideration both population and deprivation of an area.
- 2.2 Including carry forward, the 2013/14 Inner West Wellbeing budget was **£141,229**.

## 3 Main issues

### 3.1 Wellbeing Budget Statement 2013/14

- 3.2 The latest Wellbeing Budget Statement for 2013/14 is included as **Appendix 1**. It sets out the current budget and the projects approved to date.

- 3.3 The current balance of the revenue ward Wellbeing budgets are:

|                       |                |
|-----------------------|----------------|
| Armley                | <b>£12,553</b> |
| Bramley & Stanningley | <b>£1,926</b>  |

- 3.4 The balance of the Area Committee's capital budget is **£23,084** (£4,200 existing balance plus £18,884 from the Capital Receipts Incentive Scheme).

- 3.5 Due to the pressure on the Area Committee's revenue budget, Members may wish to capitalise £18,884 of previously approved capital schemes that have been committed but not spent from the revenue budget. The following schemes could be capitalised:

Bramley War Memorial - £10,000 approved, £9442 capitalised.  
Aston Ginnel Closure - £7,485 approved, £7485 capitalised  
Clyde Walk Green Improvements - £5395 approved, £1957 capitalised

This would release £9,442 revenue into each ward pot.

- 3.6 If the Area Committee approves the transfer of the above schemes from revenue to capital, the Wellbeing budgets would be as follows:

|                       |         |
|-----------------------|---------|
| Armley                | £21,995 |
| Bramley & Stanningley | £11,368 |
| Joint capital budget  | £ 4,200 |

### Wellbeing Budget – Small Grants & Skips

- 3.7 There has been 1 small grant application approved since the November Area Committee.

| <b>Project Name</b>  | <b>Organisation</b>   | <b>Amount</b> |
|----------------------|-----------------------|---------------|
| Mini Police Uniforms | West Yorkshire Police | £250          |

3.8 There has been 2 skip request as detailed in Table 1

Table 1 – Skip approvals 23.10.13 – 04.12.13

| <b>Location</b>              | <b>Number</b> | <b>Cost</b> |
|------------------------------|---------------|-------------|
| New Wortley Community Centre | 1             | £125        |
| Bardens and Cedars Clean Up  | 2             | £300        |

The balance of the small grant and skip budget at 5<sup>th</sup> December 2013 (including pending approvals) was: £191

3.9 In order for the Area Committee to continue to receive small grant applications this financial year, an additional £1,200 is requested from the Wellbeing revenue fund (£600 each ward) to top up the small grants and skips budget.

#### **New Wellbeing applications**

3.10 Since the last Area Committee, four new applications have been submitted for consideration. Project summaries are attached to the end of this report.

#### 3.11 a) Warrells Court Fencing

Residents at Warrells Court have raised concerns about people cutting through the area into the back of the graveyard and related incidences of anti social behaviour and criminal damage. There was originally a fence in situ installed by the developers that bought the land from the church. The fence has since come down and the Wellbeing application is for capital funding to install a new fence.

Further information is attached at Appendix 2.

#### 3.12 b) Apprenticeship Scheme

Members have expressed an interest in exploring apprenticeship opportunities in the area and a number of options have been considered.

Further information is attached at Appendix 3.

#### 3.13 c) POMOC – Support for Eastern European Advice Sessions

This £2000 application is to secure the continuation of the project based at Armley One Stop Centre working with people from Eastern European backgrounds providing them with information, advice and guidance. POMOC now wish to expand their work to develop a women's group to focus on health matters. Also to support additional ESOL classes for the Roma community and target other work such as introducing this community to sports facilities, the Saturday night project in Armley and library services so that they can meet other people and form friendship groups.

Further information is attached at Appendix 4.

### 3.14 d) Breeze Out of School Activities Service – Saturday Night Project

In March, the Area Committee provided £4,000 towards the junior and senior weekly sessions at Armley Leisure Centre from April 2013 to March 2014 with an extended break over the summer. Around 80 young people attend the sessions each week, and due to high demand, the summer break did not begin until June. This has left a funding shortfall, and the project is due to end on 8<sup>th</sup> February.

Breeze are asking for an additional £3,000 contribution to continue the sessions as planned until the end of March. Further information is attached at Appendix 5.

Should Members wish to fund the project, they could decide to fund all or part of it through the Youth Activities Fund, although that would reduce the number of new sessions able to be offered through this budget as described below.

### **Projects In Development**

3.15 There is currently one project in development:

### 3.16 Bramley Elderly Action Shop

Bramley Elderly Action is a charity supporting older people to live independently. The organisation is developing a project to take a lease on an empty shop in Bramley Shopping Centre to open a multi-purpose charity shop, information hub and Credit Union contact point.

Bramley Elderly Action are hoping to open the shop in February / March and are expected to apply for a three year Wellbeing fund commitment in the region of £12,500 in the first year and a reduced amount for the subsequent years.

### **Youth Activities Fund**

3.17 In 2013/14, the Inner West Area Committee delegated a Youth Activities Budget of £16,202. This funding is to commission sports and cultural activity for young people aged 8-17. This should be allocated with the involvement of children and young people in the decision making process. Following investment in summer holiday activities, the balance of the Youth Activities Fund is **£8,052**.

3.18 To ensure that young people are at the heart of the process, Children's Services have been asked to establish a Children & Young People's Board to support the Area Committee in the administration of the Youth Activities Fund. The Board will be representative of young people across the two wards and target age group. The process of recruiting to the Board is about to begin, and it is hoped the young people will be able to attend the March Area Committee.

3.19 The remaining balance of the Youth Activities Fund must be spent by 31<sup>st</sup> March 2014. It is proposed that the Area Support Team and partners undertake informal consultation with young people in the four priority neighbourhoods as soon as possible, and commission a range of activities based on their feedback. Members will be provided with information on the consultation and project proposals, and asked to approve a range of schemes to be delivered.

3.20 As funding decisions will need to be taken before the next meeting, the Area Committee is asked to approve a delegated decision process in order that the Chief Officer, Citizens and Communities can authorise expenditure on projects approved by Ward Members as described in 3.14.

3.21 A full report on the commissioning of the 2014/15 Youth Activities Fund will be presented to the Area Committee in March. It is hoped that members of the new Children & Young People's Board will also be in attendance.

#### **4.0 Wellbeing Commissioning Round 2014/15**

4.1 An email has been sent out to all local groups and organisations that the Area Support Team have contact with including previous Wellbeing applicants, informing them that the application process for 2014/15 is now open. The deadline for applications is Monday 20<sup>th</sup> January.

### **5 Corporate Considerations**

#### **5.1 Consultation and Engagement**

5.1.1 Elected Members have been consulted on local priorities through the Area Business Plan. The 2013/14 commissioning round began with a communication to all Area Committee contacts and a press release.

5.1.2 Consultation with Young People will continue to identify potential projects for the Area Committee's Youth Activities Fund.

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

6.1 All Wellbeing funded projects are assessed in relation to Equality, Diversity, Cohesion, and Integration. In addition, the Area Committee Wellbeing process is currently being reviewed citywide, which will include undertaking a new Equality Impact Assessment to ensure the Wellbeing process continues to comply with all relevant policies and legislation.

#### **6.2 Council policies and City Priorities**

6.2.1 Projects submitted to the Area Committee for Wellbeing funding are assessed to ensure that they are in line with Council and City priorities as set out in the following documents:

- Vision for Leeds 2011 – 2030
- City Priority Plan 2011 - 2015
- Joint Health & Well-being Strategy
- Children and Young People's Plan

#### **6.3 Resources and value for money**

6.3.1 Aligning the distribution of Area Committee Wellbeing funding to local priorities will help to ensure that the maximum benefit can be achieved.

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

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

## **6.5 Risk Management**

6.5.1 Risk implications are considered on all Wellbeing applications. Projects are assessed to ensure that applicants are able to deliver the intended benefits.

## **7 Conclusions**

7.1 Wellbeing funding provides an important opportunity to support local organisations and drive improvements to services. The Area Committee has committed over £140,000 to projects already this year.

## **8 Recommendations**

8.1.1 The Area Committee is asked to:

- i) Note the balance of the Wellbeing Revenue and Capital Budgets for 2013/14;
- ii) Approve the exchange of the Capital Receipts Incentive Scheme monies to revenue (3.5);
- iii) Approve an additional £1,200 contribution to the small grants and skips budget
- iv) Consider the new applications for Wellbeing funding (3.11 – 3.14);
- v) Authorise the Chief Officer, Citizens and Communities to take delegated decisions in relation to commissioning projects for the remainder of the Youth Activities Fund budget.

## **9 Background documents**

- None

| Funding / Spend Items                                       | Armley      | B&S         |              |
|---|-------------|-------------|--------------|
| Balance b/f 2012-13   | £ 12,639.00 | £ 19,365.00 | £ 32,004.00  |
| New Allocation for 2013-14                                  | £ 68,355.00 | £ 68,355.00 | £ 136,710.00 |
| Youth Activity Fund   |             |             | £ 16,202.00  |
| Total available (incl b/f bal) 2013-14                      | £ 80,994.00 | £ 87,720.00 | £ 184,916.00 |
| Schemes Approved from 2012-13 budget to be spent in 2013-14 | £ 10,485.00 | £ 17,000.00 | £ 27,485.00  |
| Amount of b/f budget available for new schemes 2013-14      | £ 70,509.00 | £ 70,720.00 | £ 157,431.00 |

| 2012-13 Schemes to be paid for in 2013-14   |                   |                   |                   |
|---|-------------------|-------------------|-------------------|
| Target hardening in Armley                  | £3,000.00         | -                 | £3,000.00         |
| Bramley park floodlights                    | -                 | £17,000.00        | £17,000.00        |
| Aston Ginnel Closure                        | £7,485.00         | -                 | £7,485.00         |
| <b>Total of schemes approved in 2012-13</b> | <b>£10,485.00</b> | <b>£17,000.00</b> | <b>£27,485.00</b> |

| Approved 2013-14 Schemes                             | Armley     | B&S        | Approved   |
|--|------------|------------|------------|
| Youth Activity Fund                                  |            |            | 16,202.00  |
| Small Grants & skips                                 | £3,239.00  | £3,239.00  | £6,478.00  |
| Festive Lights Armley, Rodley, Bramley               | £1,850.00  | £2,405.00  | £4,255.00  |
| Neighbourhood Improvement Programme (NIP) Engagement | £750.00    | £750.00    | £1,500.00  |
| Sports Coaching                                      | £500.00    | £500.00    | £1,000.00  |
| Summer Sports Leadership                             | £1,962.00  | £1,962.00  | £3,924.00  |
| Off Road Bikes                                       | £1,342.00  | £1,342.00  | £2,684.00  |
| Gardening towards Employment                         | £2,105.00  | £2,105.00  | £4,210.00  |
| Action Days  | £500.00    | £500.00    | £1,000.00  |
| Pedal Cycles   | £500.00    | £500.00    | £1,000.00  |
| Replacement Tools                                    | £1,720.00  | -          | £1,720.00  |
| A Taste of Life                                      | £10,000.00 | -          | £10,000.00 |
| Armley Saturday Night Project                        | £4,000.00  | -          | £4,000.00  |
| Armley Lights Switch On                              | £2,950.00  | -          | £2,950.00  |
| Clyde Walk Green                                     | £5,395.00  | -          | £5,395.00  |
| New Wortley CC Revenue Support                       | £6,000.00  | -          | £6,000.00  |
| Broadleas CCTV                                       | -          | £1,784.00  | £1,784.00  |
| Bramley Carnival                                     | -          | £4,250.00  | £4,250.00  |
| Bramley Christmas Lights Switch On                   | -          | £2,684.00  | £2,684.00  |
| Bramley Music Festival                               | -          | £2,500.00  | £2,500.00  |
| Fairfield Community Centre                           | -          | £4,820.00  | £4,820.00  |
| Bramley War Memorial                                 | -          | £10,000.00 | £10,000.00 |
| Site Based Gardener                                  | -          | £11,767.00 | £11,767.00 |
| Fiarfield ArtGarden Refurbishment                    | -          | £1,025.00  | £1,025.00  |
| St Catherine's Replacement Bicycle                   | -          | £410.00    | £410.00    |
| Bramley Grit   | -          | £530.00    | £530.00    |
| Armley Town Street Interpretation Panel              | £0.00      | -          | £0.00      |
| Bramley Villagers                                    | -          | £2,500.00  | £2,500.00  |
| Youth Service Summer Activities                      | £3,085.00  | £1,421.00  | £4,506.00  |
| Welfare Reform Budget                                | £5,000.00  | £2,500.00  | £7,500.00  |
| Active8 Youth Project, Bramley Baths.                | £0.00      | £9,300.00  | £9,300.00  |
| Dv Support Group                                     | £800.00    | £0.00      | £800.00    |
| Ladz Club  | £4,043.00  | £0.00      | £4,043.00  |
| Armley additional litter picker                      | £2,215.00  | £0.00      | £2,215.00  |

|  |                   |                   |                   |
|--|-------------------|-------------------|-------------------|
| <b>Total of Schemes approved 2013-14</b>                 | <b>£57,956.00</b> | <b>£68,794.00</b> | <b>142,952.00</b> |
| <b>Total Approved Spend 2013-14 (incl b/f schemes)</b>   | <b>£68,441.00</b> | <b>£85,794.00</b> | <b>170,437.00</b> |
| <b>Total Budget Available for 2013-14 (incl b/f bal)</b> | <b>80,994.00</b>  | <b>87,720.00</b>  | <b>184,916.00</b> |
| <b>Remaining Budget Unallocated</b>                      | <b>12,553.00</b>  | <b>1,926.00</b>   | <b>14,479.00</b>  |

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**Appendix 2**  
**Project Summary**  
**Warrells Court Fencing**

**Project Name: Warrells Court Fencing**  
**Amount Applied for: £4110**

**Lead Organisation: Safer Leeds**

**Project Summary:**

Residents on Warrells Court have raised concerns about the open area of land to the rear of Bramley Baptist Church graveyard which adjoins Warrells Court. As there is no fencing in place it is being used as a cut through and there have been incidences of anti social behaviour and criminal damage.

The Baptist Church have written to Safer Leeds to state they have no objection to Leeds City Council installing and financing a new fence. The land and original fence (which has since come down) was part of the conveyance of land from the Church to the developers.

Residents did contribute to the installation of a new fence but this was knocked down.

The project is to install a fence along the length of the boundary.

**Project Delivery**

Once the project is approved a contractor will be appointed to start the works.

**Outcomes**

A new fence along the boundary between the rear of Bramley Baptist Church graveyard and Warrells Court.

**Ward / Neighbourhood:**

Bramley

**Project Cost & Financial Breakdown**

Total cost :  
Wooden Fence - £4,100 capital  
Metal Fence - £4,600 capital

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## Appendix 3 Project Summary Apprenticeship Scheme

**Project Name: Apprenticeship Scheme**  
**Amount Applied for:** To be decided

**Lead Organisation:** Dependent upon options below

### **Project Summary:**

Option 1: Yr 10 Employer mentoring programme leading to apprenticeship opportunity - £10,000 per 10 pupils.

This initiative would seek to identify ten young people who are just starting Yr10, are vulnerable and accessing Targeted Connexions support as they are potential NEET (Not in Education Employment or Training) young people. These young people would be partnered with a number of SME's who will be paid an amount of money per student if they are prepared to work longer term, as a mentor, with a young person and offer them a guaranteed apprenticeship at 16 (subject to the young people meeting certain criteria).

The school would be approached to support this initiative, in terms of working with the young person and employer to facilitate opportunities. The school would receive employment links with a local employer, plus a "solution" for a young person they were having difficulty in motivating, achieving, and likely to be NEET when they left the school.

The anticipated outcomes would be:

- 10 Young People with low aspirations, no incentive to engage at school, likely to be NEET in an apprenticeship by 16.
- 10 Employers with motivated, committed, loyal young people they have helped to shape (which may result in other Apprenticeship offers for more young people).
- Schools with 10 less young people leaving their schools with no positive destination arranged.
- The social and economic benefits to the young people and their communities from having 10 young people in meaningful employment rather than potentially NEET, potentially offending and/or anti-social behaviour, potentially JCP/Housing Services/NHS clients.

Option 2: Stimulate the growth of SMEs in inner taking apprenticeships - £10,000 per ward

This option would seek to stimulate the growth of SME's in inner west, using the capacity across Employment and Skills. There may be the possibility through wellbeing monies to incorporate a bursary package for SMEs in inner west to cater for any financial barriers encountered. In addition to a bursary for young people (16-18) who are not claiming JSA (those still living at home) to encourage and incentivise them and overcome some of the barriers they will face on a relatively low wage, for example pay for clothing for interviews, equipment where needed and metro cards.

There may also be the potential through wellbeing monies to utilise Education Business Partnership (EBP) who have been engaged with a number of schools in the area to undertake both the interactive work place and the Your Hired modules. This would seek to prepare and support young people in their choices.

Option 3: Young people engagement programme - £10,000

A pilot been delivered in the East aimed at those people who are furthest from the labour market, it combines outdoor activities interspersed with employability activities. After the week they are then supported into a work placement in their area of interest. The aim is to follow and track these young people to measure the impact. For a 5 day programme for a group of 15 young people the total cost would be approximately £10,000 of which £2,200 comprises support from EBP.

#### Option 4: Leeds Apprenticeship Training Agency (ATA) intensive training programme - £12,700

Local High Schools, IGEN Connexion PAs and Children's Service

Partners would identify a cohort of between 40-50 young people, who are almost apprenticeship ready, but may be vulnerable and accessing Targeted Connexions support as they are potential NEET (Not in Education Employment or Training) or NEET, set against a set of criteria associated with the apprenticeship needs of potential employers.

Leeds Apprenticeship Training Agency (ATA) intensive training programme:

The Leeds Apprenticeship Training Agency (ATA) are proposing to deliver some intensive training to this cohort of young people to prepare them for current and future vacancies available through the ATA. The ATA would partner with the Apprenticeship Hub to maximise on opportunities across small, medium and large companies.

With many current vacancies unfilled, the ATA are seeking funding to improve the softer employability skills of young people through some intensive training, to enable them to access current and future apprenticeship vacancies.

Following the intensive training the ATA would offer the young people forward as a short list to potential host businesses with a hope that the host business would invite the shortlisted candidates to interview.

If the young people are selected by the host business for the apprenticeship position the ATA would employ the young people and then place them in an appropriate company to undertake the apprenticeship. This would give the employers the opportunity to experience the benefits of having an apprentice, without the initial long term commitment. Once the employer is comfortable with the apprentice, there is an option for them to employ the young person themselves as their own apprentice. For the young person, should the employer not be able to take the young person on permanently, they are still in employment with the ATA who will place them in another appropriate company.

The potential to incorporate work placements for the young people is being considered. This would serve to offer an incentive to young people by matching them with an employer that takes on apprentices to help raise their aspirations and motivate them in their GCSEs.

We continuously target to convert 40% of our apprenticeships into a full time employment at the end of the apprenticeship framework.

The ATA will work with the flexible starts team at Leeds City College to develop the content for the programme. It will be based on intensive elements as a preparation for apprenticeships. It is proposed that the venue for the programme will be within one of Leeds City Colleges city centre locations. The young people would be asked to attend the programme dressed as though they were attending a job interview.

We would work with the young people on the first day and match them up to live vacancy opportunities. The remainder of the programme would be with a view of preparing the young person for that specific role.

It is proposed to run the programme over 3 days spread across 2 weeks. Each programme could be delivered to 20 young people so we would run 2 separate programmes to capture delivery to the targeted 40 young people.

Outcomes:

- 40-50 young people identified by local High Schools, IGEN Connexion PAs and Children's Service to be part of the programme who are almost apprenticeship ready
- 20 young people with low aspirations, no incentive to engage at school, likely to be NEET in an apprenticeship
- The social and economic benefits to the young people and their communities from having 20 young people in meaningful employment rather than potentially NEET, potentially offending and/or anti-social behaviour, potentially JCP/Housing Services/NHS clients.

Financial breakdown

Cost of Leeds City College provision for delivery including venue for 3 days - £3,150

Cost of ATA involvement and input on the programme at the college venue - £1,350

Cost of marketing materials, programme content, website costs - £1,850

Total cost for 1 programme - £6,350

Total cost to run 2 programmes delivered to a total of 40 young people overall - **£12,700**

**Project Delivery**

Dependent on option chosen.

**Outcomes**

Fewer young people go on the NEET register

More apprenticeships offered to young people from Inner West

**Ward / Neighbourhood:**

Inner West

**Project Cost & Financial Breakdown**

Members have already committed £7,500 towards a pot of money for 'employability' projects. This could be committed to any of the above projects.

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**Project Name: POMOC Help for Eastern European Community**  
**Amount Applied for: £2,000**

**Lead Organisation: POMOC**

**Project Summary:**

POMOC was launched in April this year and provides a free drop-in service to offer advice and guidance to people from Eastern European countries with limited English. They run from the One Stop Centre in Armley and have supported over 60 people so far.

POMOC now wish to expand their work to include developing a women's group linking in with health, and also how they can support English as a second language classes (ESOL) and support them with looking for employment.

POMOC would also like to support additional ESOL classes for the Roma community and target other work such as introducing them to sports facilities, the Saturday night project in Armley and library services so that they can meet other people and form friendship groups.

The funding requested is to help secure the continuation of the project; to provide promotional materials funds for running costs and to support the development of sessions which will include a women's group and targeted work with the Roma community.

**Project Delivery**

There are 4 volunteers as well as a steering group which consists of West Yorkshire Police, Community Safety, Armley One Stop and the Library service. POMOC aims to increase the number of volunteers it has.

**Outcomes**

The project is ongoing but aims to expand its work to engage further with Eastern European communities. The project wants to target more work at women and the Roma community and help more people upskill and promote attendance at ESOL classes.

**Ward / Neighbourhood: Armley.**

There are people from Bramley coming to the POMOC advice sessions too.

**Project Cost & Financial Breakdown**

All revenue spend

Promotion of POMOC materials - £500

Funding to support volunteers expenses, travel, training etc - £500

Funding to support women's group; refreshments, guest speakers, activities - £500

Funding to support work with Roma Community - £400

Stationary / business cards - £100

**Total = £2000 revenue**

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**Appendix 5**  
**Project Summary**  
**Saturday Night Project additional sessions**

**Project Name:** Saturday Night Project – additional sessions  
**Amount Applied for:** £3,000

**Lead Organisation:** LCC Breeze Out Of School Activities Service

**Project Summary:**

In March 2013, the Area Committee provided £4,000 revenue funding to continue the Saturday Night Project at Armley Leisure Centre, delivering two sessions per evening for 8-12 and 13-17 year olds. The original application was for £10,000 for the 48 sessions over 12 months. Members approved a lower amount for 27 sessions on the understanding that an extended summer break would be introduced.

The project is extremely popular with an average weekly attendance of 80 young people. Due to the high demand, the summer break was reduced which now leaves a shortfall at the end of year, and the project is now due to close on 8<sup>th</sup> February.

Breeze have requested an additional £3,000 from the Area Committee to continue the project until the end of March, and are expected to make an application to the 2014/15 Wellbeing commissioning round to continue the project for another year.

£3,000 represents the full cost of the sessions, as Breeze have spent their full year's match funding allocation (£8,000) on the project to February.

If Members wish to support this project they are able to allocate all or part of the funding from the Youth Activities Fund budget.

**Project Delivery**

Leeds City Council Breeze Out of School Activities Service

**Outcomes**

- 7 additional Saturday Night Project sessions held to end March.

**Ward / Neighbourhood:**

Armley

**Project Cost & Financial Breakdown**

£3,353 full cost for seven additional sessions

Weekly breakdown

£222 – hire of sports hall (dance studio provided in kind)

£230 – six staff

£27 – materials

**£3,000** revenue requested from the Area Committee

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