

**MINUTES OF THE
INNER WEST AREA PANEL MEETING
held on
Monday 7th February 2011
5.30 pm, at Westfield Chambers**

Attendees:

Area Panel Members:

Andrew Liptrot (Temp Chair)	AL
John Aubery	JA
Hugh Morgan Pugh	HMP
Corinne Brown	CB
John Willshaw	JW

Officers:

Akbar Khan – Area Performance Manager Bramley/Armley	AK
Cllr Janet Harper	CllrH
Nesreen Lawson – Head of Property Investment	NL
Marie-Pierre Dupont – Neighbourhood Planner	MPD
Michael Vickers – Investment Planning & Delivery Manager	MV
Evelyn Gaughan – Customer Involvement Support Officer	EG
Margaret Houchen – Minutes	MH

Guest Speakers:

Kevin Sharp – Chair, of Outer West Area Panel	KS
Ted Wilson – Chair, of Inner North West Area Panel	TW

1.0 Apologies for Absence

1.1 Apologies were received from Harry Shields, Dave Lawrence, Lee Wright, Rebecca Mell, Stephen Towler and Cllr Neil Taggart.

1.2 A warm welcome was extended to everyone at the meeting by AL. Introductions were given, and AL advised the meeting that both KS and TW are present, to put their concerns and views forward at the meeting, over the future funding of bids. This, he added, is an additional item to the agenda for the meeting.

2.0 Area Panels: Future Funding of Bids

2.1 TW introduced both himself and his colleague, KS. Recently, he advised, they held a meeting with both Peter Catterick, Governance Manager, and Greg Jessop, Head of Finance and Corporate Services, to seek clarification of the overall position of the Area Panels, given the reduction in future funding of bids. TW reported that a further meeting of the Chairs of the Area Panels, has been arranged for the 22nd February 2011, and will be held at Queenswood Heights.

2.1.1 TW advised the meeting that any bids agreed at tonight's meeting will have to be committed to, in relation to funding. Furthermore, tonight's meeting, may also be the last chance to accept bids, until April 2011. He added that a surplus of £36,000.00

Action

should then be available in the budget, which both he and KS are proposing should be shared across the four Area Panels, for small environmental work. To this end, TW said that he and KS are seeking approval of their suggestion from tonight's Panel, and all the other Area Panels.

- 2.1.2 MPD reported that any bids not assigned or to a contractor, or ordered by the end of March 2011, will need to be paid for on next year's budget, as the money cannot be carried forward. She advised, therefore, for the Area Panel not to agree to any work that cannot be committed to a contractor within the next six weeks. That is, work that does not requires planning permission, as a minimum of eight weeks will be required where planning permission is required.
- 2.1.3 For the benefit of the meeting, NL explained the whole process, and of the need to look at any potentially large issues that may arise out of each bid. AL asked of the timescales for planning permission. CllrH replied that it should be dealt with within a six week timescale, providing there are no objections. She added, however, that it is not possible to bypass the system.
- 2.1.4 TW suggested that perhaps the appeals process needs speeding up, and of having a clear appeals structure. He asked again if it would be possible to have the money committed to environmental work, rather than lose it. NL advised that it will need to go to Governance for a decision, so she will seek advice from Peter Catterick and will request that he feeds back directly to AL.
- 2.1.5 AL asked the Area Panel if they agreed with KS and TW's proposal in principle and for any money under spent to be shared out and allocated between the four Area Panels.

NL

The Panel were in agreement.

2.0 Minutes of the Meeting Held on 20th December 2010

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

3.0 Matters Arising

- 3.1 Caretaking and Cleaning (3.2.2 of minutes): AK confirmed that his area of Bramley and Armley, is now fully staffed with caretakers.

4.0 Customer Involvement

4.1 Update

A summary of the report was provided by EG. In relation to paragraph 2.3, She advised that a meeting is to take place on Thursday, 10th February 2011. Feedback will be provided in the report for the next Panel meeting. EG advised that paragraph 5.2 should read that, twelve of the fourteen Tenants and Residents Association (TRAs) in the Inner West Area have successfully met the recognition criteria, and not eleven. She confirmed that letters have been sent out as of today, to the twelve successful TRAs, with copy letters to the councillors.

AL asked if the Panel members had any questions relating to the report.

There were no further questions.

The Panel noted the contents of the report.

4.2 Tenant Inspection

A summary of the report was provided by EG.

- 4.2.1 AL requested clarification on, "Lovell's have an average score of 4.6", (referred to in paragraph 4.2 of the report), and for this to be added to the minutes.
- 4.2.2 Addendum to the minutes: The score of 4.6 refers to Lovell's obtaining this inspection score out of a potential score of 5.
- 4.2.3 As a note of interest, NL informed the Panel that Morrison are the new contractors for WNWhL, for 2011, and she added that they are keen to involve customers.
- 4.2.4 NL asked for more of a background explanation to the report. EG apologised and said she was unable to provide more information, as it is not her area of work. She is presenting the report on behalf of Stephen Towler.
- 4.2.5 For the benefit of the panel, EG asked JW if he could clarify the range of scoring used for the new forms for estate inspections, referred to in paragraph 7.00 of report. JW advised that the range is 1 to 10.

The Panel noted the contents of the report.

4.3 Community Partnership Agreement (CPA) Report

MPD provided a summary of the report and updated the Panel on the progress of the Community Partnership Agreement.

- 4.3.1 Having noted in the report that Groundwork have arranged an initial meeting with the Wyther Girls Group, CllrH felt the involvement and of wanting to tidy up their estate, was a positive move. She thought that perhaps young people might also wish to become more active in this. CllrH mentioned that she is involved with the Wyther's Friday Night Club.

AL asked the Panel if they had any questions.

There were no questions arising from the report.

The Panel noted the contents of the report.

4.4 Local Performance Framework

AK provided a summary of the report, which covered November and December 2010. He also apologised to the Panel for the print size of the report being so small.

- 4.4.1 Having recently been advised that the other Area Panels are provided with the summary sheets, and not the full reports, AK asked the Panel if they would be in agreement of receiving the same, along with his suggestion of requesting that additional keys or codes be added to the sheets.

The Panel were in agreement.

- 4.4.2 AL suggested that full reports be provided, only if there is evidence of serious failings in specific areas.

AK

This was agreed to by AK.

- 4.4.3 JW enquired of the 25 abandoned properties in Armley. AK informed him that after further investigations, the figure was actually lower.
- 4.4.4 An update of the Contact Centre's performance will be provided at the next Panel Meeting.
- 4.4.5 In terms of overall performance, AL enquired of the position for the Inner West Area Panel. AK informed the Panel that Bramley and Armley, along with Wortley, are the top three performers.

The Panel noted the contents of the report.

5.0 Revenue and Capital Expenditure

5.1 Decency Update and Capital Investment 2010/11

MV provided a brief summary of the report. He reported that everything is progressing well, and by the end of the year, they are hoping to achieve the year end targets.

AL asked the Panel if they had any questions regarding the report.

There were no questions from the Panel.

The Panel noted the contents and the updates of the report.

5.2 Capital Programme 2011/12

MV provided a summary of the report, and updated the Panel members of the proposed Capital Programme for 2011/12, which was approved by the Board of WNWhL, on the 15th December 2010. Currently, they are awaiting clarification of funding, from Leeds City Council.

- 5.2.1 At a Board Meeting of the 15th December 2010, the recommendation was approved for the target of non decent homes to be increased from 2% to 4%. This, MV added will obviously impact on some customers.

MV asked if the Panel had any questions.

- 5.2.2 AL enquired if the budget of £300k referred to in the report, is the total budget for the Area Panels. NL confirmed that this is a portion of the Capital budget, which will be split between all the Area Panels. As the current year's funding has not been from the Capital budget, but from SCA, an allocation of the funding for the Area Panels for 2011/12 had to be identified from the Capital budget.
- 5.2.3 AL mentioned the current government's promise of putting more money into decency, and wondered if WNWhL will receive further funding. He was advised that a bid has been placed by WNWhL for sheltered housing.

The Panel noted the contents of the report.

5.3 Area Panel Budget Update

An update on the Area Panel Budget was provided by MPD, and she added that

everything is on track for this year's budget.

- 5.3.1 MPD spoke of the bid AP44-2009, not detailed in her report, for the fencing to Landseer View, at a cost of £6,500.00. The original bid submitted was for 1 metre high fencing. However, the bid has since changed to that of 1.5 metres, and as such, requires planning permission.

The Panel agreed to MPD's recommendation of approving the 1.5 metre high fence, and of deferring the bid until next year.

MPD to write to the group concerned, and will give apologies and an explanation of the situation.

MPD

NL made the recommendation of placing deferred bids in a separate pot.

The Panel agreed to this recommendation.

AL requested that tenants be provided with guidance on the bidding process, given that the system has now changed.

The Panel noted the contents of the report.

5.4 Area Panel Bids

- 5.4.1 AP120-2010: For clearance of a rockery and the landscaping of an old garage site

Estimated cost: £6,450.00.

AL enquired of the possibility of delivering this bid on time and before the end of this financial year. The Panel was advised that it would be possible.

The Panel thought the bid a very good idea, and approved the bid.

Only one bid was brought to the attention of the Panel Meeting, and AK enquired of the reasons why. MPD informed the Panel that only one bid had been submitted for the Inner West Area Panel, and that there are no bids outstanding. In addition, she is waiting for information on the balance position of the current budget.

6.0 Election of Chair

AL Informed the Panel that details and voting forms will be sent out by the Governance Team to everyone, in time for the elections to be held in April 2011.

7.0 Any Other Business

There was no other business to report on.

8.0 Date, Time and Location of Next Meeting

- 8.1 Monday 11th April 2011, at 5.30 pm, The Board Room, Westfield Chambers.

- 8.2 The Panel to be advised of the schedule of meetings for the year as follows: 13th June, 8th August, 10th October and 12th December 2011 (all to be held at the same time and same venue).

