

**MINUTES OF THE  
INNER WEST AREA PANEL MEETING  
held on  
Monday 11<sup>th</sup> June 2012  
5.30 pm, at Westfield Chambers**

**Attendees:**

**Area Panel Members:**

John Willshaw	JW
Andy Liptrot	AL
Hugh Morgan Pugh	HMP
Jean Paxton	JP
Jenny (Zeniada) Holt	JH
Harry Shields	HS
Cllr Taggart	CllrT

**Officers:**

Akbar Khan – Area Performance Manager Bramley/Armley	AK
John Joseph – Area Technical and Quality Control Officer	JJ
Stephen Towler – Tenant Scrutiny Project Officer	ST
Marie Pierre Dupont – Tenancy and Estate Management Coordinator	MPD
Margaret Houchen – Minutes (written up by Charlotte Jones)	

	<b>Action</b>
<b>1.0 Apologies for Absence</b>	
1.1 Apologies were received from Dave Higgot, Betty Nyamayaro and Deanne Hodgson	
<b>2.0 Minutes of the Meeting Held on 16<sup>th</sup> April 2012</b>	
2.1 The minutes were accepted as a true record of the meeting.	
2.2 AK welcomed all to the meeting and thanked AL for chairing the last meeting.	
<b>3.0 Matters Arising</b>	
3.1 Graham Ollerenshaw has now left and has been replaced by Craig Simpson.	
3.2 Item 4.1.3 Voids tracker – we don't pre-inspect voids as a matter of course but if we need to we can pre-inspect, this is carried out by the surveyor. HS commented that this system isn't working and that repairs are often misdiagnosed. JJ is to feed this back to Mina Soi-Westby.	<b>JJ</b>
3.3 Item 5.1.1 Stephen Towler agreed to provide more details	<b>ST</b>
3.4 Item 7.3.3 the CSST acknowledge the bid within 5 working days. MPD explained the process.	

3.5 Item 7.3.6 Covering NMO's – there is a buddy system with the NMO's. AK would look at the work load of the remaining NMO's to ensure all work is covered.

#### **4.0 Update on Planned Works**

4.1 JJ provided handouts to the meeting and explained the process.

4.2 The surveyors identify work that needs to be done in an area. This is then lumped together and done as planned works.

4.3 They are looking for champions in each office to keep the tenants informed.

4.4 AK queried whether they would be looking at footpaths across all areas and JJ confirmed that they would. IW paths need looking at and have been sent in previously. JJ is to check.

4.5 The budget will be prioritised, so if there are more paths that need doing than are budgeted for, the worst will be carried out first and the rest will be put onto next year's plan.

4.6 The budget for all planned works is £2 million.

4.7 The report information has come from surveyors, this doesn't include all sheltered works. JW commented that Ashley Court flagging hasn't been checked, JJ agreed to inspect this.

4.8 AL asked if the report could be broken down into the areas (such as OW, IW etc.).

4.9 JJ explained that the report items were not exhaustive and if residents felt that items needed to be included then they were to let JJ know.

#### **5.0 Customer Engagement and Inclusion**

##### **5.1 Update**

5.1.1 ST gave an update on the report for information. The impact newsletter will be finalised soon.

5.1.2 The Customer Engagement and Inclusion Team updates are distributed to other teams within WNW and involves customers on a monthly basis.

5.1.3 AL praised the report and queried the numbers of residents taking up the ESOL training. This is provided at no extra cost, the numbers will be provided next time.

##### **5.2 Local Performance Framework**

5.2.1 AK explained that all the figures in red for Armley were a mistake as the figures were not yet due. AK is to ask the performance team to check before sending papers out. There is also a mistake for Bramley's figures.

5.2.2 AK went through the performance report for both offices and advised that there was a slight dip in performance in correspondence in both areas, this was due to staff shortages and new staff. There should be an increase in performance going

forward. AK was happy with performance levels for both offices.

## **6.0 Revenue and Capital Expenditure**

### **6.1 Decency Update and Capital Investment 2010/11**

6.1.1 The contents of the report were noted.

### **6.2 Area Panel Bids**

6.2.1 AK apologised for the bids going out late.

6.2.2 The quorum for deciding on bids needs to be clarified with Beth Hargraves as there are only 5 members present. MPD is to check.

#### 6.2.3 AP7 2012 Armley Fun Day

HS left the room as he had an interest in this bid.

£500 was considered rather than the £1200 that was asked for as this was match funding.

It was agreed that the Fun Day would be good for Armley and there would be a stall for WNWhL for publicity.

AP7 2012 – Agreed

#### 6.2.4 AP0 2012 westerly Rise

AK apologised for the lateness of this coming in, this is the first time the NMO's have but the bids together.

AK and MPD advised that the gafages were blocked because of travellers and ASB in previous years. This bid is to be resubmitted in August to determine if the entry can be opened up.

AP0 2012 – Deferred

#### 6.2.5 AP19 2012 Fencing at Landseer Road

More information is needed on this bid as well as consultation.

AP19 2012 – Deferred

#### 6.2.6 AP20 2012 Fencing around land near Barnet Road

As above, more information is needed as well as consultation.

AP20 2012 – Deferred

#### 6.2.7 AP9 2012 Cats protection league

AL queried the amount spent on neutering. CllrT commented that when a resident

**MPD**

has a number of cats this can amount to ASB.

AP9 2012 – Bid deferred until it is known what the other Area Panel decisions are.

### **6.3 Area Panel Budget Update**

6.3.1 MPD explained the key issues of the report.

6.3.2 The Area Panels are to monitor the budget and are to be sure of the time scales of the budgets – they need to be realistic.

6.3.2 CllrT queried point 2.2 in appendix 1 as to whether this was a change to revenue spend. AK replied that they are waiting for a response from the Finance Team on this.

6.3.3 It was questioned whether a bid that was put in last year but wasn't delivered – where does the money come from, from last years or this years budget? MPD re-emphasised that the budget must be spent early in the year or it is gone. Capital spend is approved in April. CllrT feels that if a bid is approved in February then the money should be available even after April.

6.3.4 AK is to raise with teams that bids are to be put in early and that the Area Panels are to be advertised in Buzz and on the website.

6.3.5 Item 2.2 of the report – AL is to take this to the Board.

### **7.0 Any Other Business**

7.1 JW has had a letter informing him that he can only be on either the Tenant Scrutiny Panel or the Area Panel so he is standing down from the Tenant Scrutiny Panel. However, he feels that the Panel members should have the opportunity to do both.

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

9.1 Monday, 13<sup>th</sup> August 2012, at 5.30 pm, in The Board Room, Westfield Chambers.