

**MINUTES
INNER WEST AREA PANEL MEETING
4.30pm AT WESTFIELD CHAMBERS
MONDAY 29TH APRIL 2013**

Attendees:

Area Panel Members:	Hugh Morgan Pugh (Chair)	HMP
	Deanne Hodgson	DH
	Jenny Holt	JH
	Andy Liptrot	AL
	Jean Paxton	JP

Officers:

Akbar Khan	Area Performance Manager	AK
Andrew Mather	Governance Office	AM
Tracey Thorpe:	Minutes	

- 1.0 Apologies:** Apologies were received from Councillor McKenna and Harry Shield. No apologies were received from Councillor Taggert and Graham McDonald.
- 2.0 Election of Chair and Vice Chair**
- Hugh Morgan Pugh was unopposed in the election of Chair. At the next meeting voting will take place for a Vice Chair. Currently Andy Liptrot will stand in as the Vice Chair.
- 2.1 Review of the Area Panel Code of Conduct**
- Andrew Mather attended the meeting on behalf of Beth Hargreaves to inform the panel regarding the papers they received in their packs. AM asked that if anyone had any thoughts on these to please let him know. AM highlighted that in the report there has been some changes that have been streamlined. AM expanded on the hospitality and gifts part of the report.

Action

AM also mentioned that the tracked changes in the report are what BH has taken out and the wording of “board member” has now changed to “area panel member”. Any recommendations from the area panels will go forward to the board.

AM reported on the Nolan Principles of how public servants should behave. There are seven principles which are set out at the beginning of the document; all officer’s and panel members are expected to abide by them. AM pointed out on page 17, paragraph 43 relates to the standards panel.

The Terms of Reference where it mentions the wording “third person” this will be changed to sound more personable.

If anyone has any comments or amendments they would like to see changed please contact the Governance team as soon as you can as the reports will need to go to the Board during July.

3.0 Minutes of the Previous Meeting held on 11th February and Matters Arising.

There are no outstanding matters and the minutes were recorded as a true and accurate record.

4.0 Customer Involvement.

4.1 External Funding.

This was a new report submitted from Dawn Appleyard regarding activity up until the end of March 2013.

4.2 Area Panel Bids.

AP Bid 87. Broadlea Grove Fencing. Approved. £17,250.00.

This bid was at the February panel meeting where the panel had asked to see the consultation letters that were sent out. The panel members all read the letters that had come in. It was agreed that the bid should be approved and that at a later date once the land has been cleared and the fencing has been erected the area should be used for the community.

AP Bid 03. Shops on Summerfield Drive. Metal Fencing. Approved £4,163.12.

The report from Niesha Martin, a Neighbourhood Management Officer from the Bramley Office was read through and photographs were looked at. The bid is to provide metal fencing to the flats above the shops, as there is a significantly high drop over the wall which could potentially be a hazard for children. The fencing will provide a safer environment for children and residents.

AP Bid 04. Armley Fun Day Cost £14,450.00

David Boutle from the organising committee of the Armley Fun day has submitted a bid for the above fund day to take place. This had been funded in the past by the Inner West area panel. The panel read the report from Mark Wolstencroft, a Neighbourhood Management Officer.

AL enquired if the Outer West Area Panel had been asked to make a part funding contribution. It is thought that customers from the Outer West area will visit the fun day in Armley as the benefits are for a wider community.

AK stated that an approach could be made to the Outer West Panel for an additional payment. It was agreed to defer this bid until the next panel meeting in June.

The Outer West Area panel have their meeting on the 5th June and the report will be forwarded to Sharon Guy the Area Performance Manager for discussion at the June meeting.

The Inner West Panel has decided to rearrange their meeting date in June, after the Outer West has had their meeting so a final discussion on funding could take place at the Inner West meeting.

TT will arrange to email SG the report from Mark Wolstencroft and move a copy over in to the Outer West folder for their next meeting in June.

4.3 Community Engagement and Inclusion Team Report.

LW provided a report on a project to install the grit bins to the Coal Hill estate in Leeds 13. The project was awarded funding by the Inner West Area Panel in August 2012. The panel agreed to fund work to install three additional grit bins at a total cost of £860.00.

Evaluation surveys were sent to 60 customers on Coal Hill Lane, Green and Gardens. Five responses were received representing a return rate of 8.3%.

The small number of respondents to the survey makes it difficult to make accurate conclusions about the success of the project. One of the areas respondents were most satisfied about was that the project had improved customer community safety which was the bid's main aim. Satisfaction in other areas questioned was lower however arguably not as relevant to the initial project's aims.

Diverse Community Fund

LW informed the panel that there was one diverse community fund bid from Fairfield Community Centre. The bid was to hold a fund day event which will be targeted at the diverse communities of Bramley.

The aim of the fun day is to bring the community together through food and games and learn about each other's culture and gain a better understanding of each other.

The fun day is hoped to bring approximately 200 people from the community together. It is hoped that this will also help to increase the number of individuals using the services provided by Fairfield Community Centre.

LW stated that in April and May the Tenant Scrutiny Executive will be deciding the future topics for Scrutiny. This will be done using customer satisfaction levels and performance information. A meeting will then be held with Board representatives to agree the topics.

The Snowden and Atlanta Street Tenants and Residents Associations have now been dissolved. A letter will be going out to Mr Jim Quimby who has worked for many years on behalf of the Snowden and Atlanta Street tenants.

LW

Tenants and Resident Associations are still being supported and most of them have applied for funding within the next year. The Board of Directors of WNWHL has recently asked the CE&I team to develop proposals aimed at strengthening how we monitor the financial activity of residents groups that we fund. A report will be going to the Board in the near future which will propose increasing the role of WYCAS.

The staff diversity group are holding an event from the 20th May until the 24th May. LW stated if anyone from Area Panel would like to come along please contact him.

Community Involvement Week 2013

Following on from the success of last years' event, we are now planning for the Community Involvement Week 2013, which will take place from Monday 8th July to Saturday 15th July

The aims of the event are to

- further develop positive relationships between WNWHL staff teams and residents
- showcase examples of how involved residents are really making a difference
- provide opportunity for customer influence
- promote other involvement opportunities
- engage with customers from a diverse range of backgrounds
- Provide key organisational messages

We would welcome Panel member's ideas as to what type of events you would like to see during the week and how you could get involved. Last year's events included everything from a cricket match to community action days alongside computer workshops and a "Get Into Work" session. If anyone is interested in taking part can you please get in touch with LW.

Jean Paxton informed the panel that she has an idea to put forward it is called "Bringing Generations Together". JP circulated the hand out she has produced. JP enquired if there would be any funding available from the Bramley Community. AK is to have a look at the form and report back to JP.

AK

5.0 LOCAL ISSUES

Local Performance Framework Update.

AK reported that the figures have been disappointing, and there has been problems with staff being off sick. January was a bad month and during February targets showed a small percentage in red. Estates showed a marked improvement, hopefully April and May will back up to 90-100%

AK informed the panel that the Board have approved funding for the next twelve months to cover the Out of Hours work; there will be four posts at 18.5 hours.

5.1 Process of Area Panel Bidding

AK circulated a new document that has been produced regarding the Revenue and Capital of area panel bids. AK asked the panel members what there thoughts were and would they like to see this information at every meeting.

The panel members felt they did not need to see the information as they thought it was too time consuming. It was agreed to bring the document along to a meeting in the future.

AK reported that Marie Pierre Dupont would like to attend a meeting to deliver training on the process of Area Panel Bidding. The document that MPD has produced can take up to 1 hour to go through. It was agreed that MPD would be invited to attend the panel meeting in June. The training is to start at 4pm with the meeting to follow. TT will check the availability of the board room for Monday 10th June 2013.

AK

TT

6.0 Any Other Business

AL raised the question that originally all the Area Panel Meetings in each area were to start at 5.30, and would it be possible that a message could be directed back to all the Chairs of the Area Panels. AK to inform the Governance team of AL's request.

7.0 Date and Time of Next Meeting

Monday 10th June 2013 at 4pm Westfield Chambers.

