

Minutes of a meeting of the Shipley Area Committee held on Wednesday, 29 March 2017 at Kirklands Community Centre, Menston

Commenced 6.00 pm
Concluded 7.30 pm

Present – Councillors

CONSERVATIVE	LABOUR	GREEN
Heseltine Shaw Davies Riaz M Pollard Townend	Greenwood	Love Warnes

Councillor Heseltine in the Chair

82. DISCLOSURES OF INTEREST

The following declarations of interest were received in the interest of transparency:

- (i) Councillor Love disclosed that he was a Trustee of the Salt Foundation in relation to the Community Chest Grants report (Minute 90).
- (ii) Councillor Davies disclosed that she was a member of the Friends of Baildon Station in relation to the Community Chest Grants report (Minute 90).

ACTION: *City Solicitor*

83. MINUTES

Resolved –

That the minutes of the meeting held on 15 February 2017 be signed as a correct record.



84. INSPECTION OF REPORTS AND BACKGROUND PAPERS

There were no appeals submitted by the public to review decisions to restrict documents.

85. PUBLIC QUESTION TIME

There were no questions submitted by the public.

86. SHIPLEY AREA COMMITTEE AND SHIPLEY CONSTITUENCY AREA PARTNERS' ADVISORY GROUP (SCAPAG) ISSUES

The Area Co-ordinator informed the Committee that no SCAPAG issues had been received for this meeting.

No resolution was passed on this item.

NO ACTION

87. SCAPAG MEETING NOTES - 15 FEBRUARY 2017

The Area Co-ordinator presented the notes (**Document "AO"**) of SCAPAG contributions made at the meeting with the Area Committee held on 15 February 2017.

Resolved –

That the notes be received.

NO ACTION

88. WELFARE ADVICE SERVICES IN BRADFORD DISTRICT

The Strategic Director of Health and Wellbeing submitted **Document "AP"** which outlined the new approach to the delivery of welfare advice services across the district. It included the details of commissioning processes employed; new service expectations; who the providers were; the transformation of access routes and the intention to raise service quality.

The Senior Public Health Manager gave a summary of the report and introduced representatives from provider organisations (Citizens Advice Bradford and Airedale and Law Centre and Equality Together) that would be delivering welfare advice services within the Shipley constituency. She tabled two documents which detailed sessional information in relation to Welfare Advice Provision and Complex Needs Welfare Advice Provision specific to the Shipley Constituency.



It was reported that, following a procurement process and budget reductions, the Citizens Advice Bradford and Airedale and Law Centre had been awarded the contract to provide welfare advice in the Shipley Constituency with sub-contracted arrangements with Windhill Community Centre and the Bangladeshi Community Association. Equality Together were providing complex needs welfare advice district-wide. Both contracts had started on 16 January 2017. An information sheet was tabled listing the drop in sessions and locations.

In response to Members' questions, it was reported that:

- The contracts would be performance managed by the department of Health and Wellbeing. The intention was to put in place clearer performance management monitoring than previously. This could be reported to Members if requested.
- The 'Airedale' area stated in Appendix 1 of the report covered the Keighley and Shipley constituencies.
- A formal launch was planned in June 2017 and clearer information and route mapping would be available by then too. Providers were currently in their bedding-in process.
- Telephone advice had increased significantly and other forms of communication such as Skype would be considered in future.
- Equality Together worked with people with complex health conditions. They had defined referral pathways and were increasing their communication methods through social media and group work formats.
- There had previously been 23 providers; there were now four. A partnership approach was easier with fewer organisations; meetings were held with the four organisations monthly.
- An indicative budget was given during the commissioning process to give organisations an idea so they could decide if they were interested in bidding for the contracts. This was an issue that had been raised during the market development events for prospective providers.
- Data would be collected showing attendance figures from drop-in sessions, the number of service users assisted and the amount of debt managed. Trends would also be monitored.
- Foundation Housing was a partner organisation based in Leeds. It was a national organisation specialising in housing law and support services for ex-offenders and those at risk of offending.
- Specialist debt advice was provided face to face by the Citizens Advice Bradford and Airedale and Law Centre and was funded by the Council contract however there was also recourse to the Money Advice Service for people should they wish. This was not the same service.
- All services provided had facility for translation services if required.
- Learning English as a second language (ESL) was not part of the contracts but service users could be sign posted to those services.
- Although the contracts were let on the basis of constituency's people could access any service they wished no matter where they lived. Members were asked to report if they had any issues in relation to service users being redirected on the basis of their post codes.



- Equality Together had good links with the Alzheimer's Society.

A discussion took place about different communication methods used and different levels of support that service users who accessed welfare advice services may require. Providers stated that they were aiming to meet the needs of all areas of the community and different people's needs.

The Chair stressed that Members needed a route map with contact details to help aid them to address their constituents' needs and whilst he recognised that providers were in their bedding-in process, asked that this be done as soon as possible.

A Member highlighted the need for welfare advice services to be accessible in the Baildon area and suggested sessions be held at Baildon Community Link.

A Member raised concern about the duplication of services offered elsewhere e.g. the gov.uk website and housing organisations such as Incommunities. She also queried whether there was scope to utilise empty Council owned buildings as service venues to save money. In response, it was stated that the services had been purchased following work undertaken to identify needs and a lot of duplication had been eliminated. Clear tracking systems would be in place to identify how quickly queries were being dealt with. Members were assured that the contracts in place offered the best value for money and that the need for welfare advice services was increasing. In relation to the use of buildings, it was stated that welfare advice would be provided in Children's Centres and other central venues as a minimum.

A Member suggested that links be made with the advice services offered at the Age UK Independent Living Centre based on Wrose Road in the Windhill and Wrose ward as well as attending neighbourhood forums.

With regard to advertising services, the Chair suggested a downloadable logo be available for community groups to be able to promote the services on their website whilst keeping the corporate branding. He welcomed the report and looked forward to the Committee receiving further reports as the contracts matured.

Resolved –

- (1) **That the report and its contents be noted; allowing time for the new services to embed and commence their change programmes.**
- (2) **That services be encouraged to work closely with their ward members and to ensure service access data is up to date for a wide range of stakeholders and referrers.**

***OVERVIEW AND SCRUTINY COMMITTEE: Corporate
ACTION: Strategic Director, Health and Wellbeing***



89. SHIPLEY WARD PLANS 2017-19

The Shipley Area Co-ordinator submitted **Document “AQ”** which presented six new Ward Plans for consideration by the Area Committee.

The Shipley Area Co-ordinator provided a summary of the report and highlighted that the authority would be engaging with a private company on a litter enforcement strategy and work was being undertaken with partners with regard to youth provision. He stated that the Ward Plans were live documents and could be amended at any time.

Following questions raised about targeting litter offenders in town centres via a private contractor, it was explained that this was a relatively new initiative which had been trialled successfully in other areas such as Wirral, Denby Dale and Leeds. This new approach to litter enforcement would not cost the authority as it would generate income through fines and some of that money would be used to fund the service and the rest would be put back into cleansing services. There would be approximately 10-12 enforcement officers across the district with a possible start date in June 2017. £80 fines would be issued to perpetrators and there would be no discount if paid early.

In response to Members' questions, it was reported that dog fouling fines were in their hundreds (figures were not at hand to give the specific amount); the lead officer arranging the contract relating to litter enforcement would be asked whether the company that would be undertaking the role could be directed to tackle fly tipping; the Duke of Edinburgh award was only being provided in the Wharfedale ward currently due to budget cuts but promotion through schools was being encouraged; further information would be provided to a Baildon ward Councillor about how people would be encouraged to report suspected culprits through social media in relation to reducing dog fouling and littering; and best practice across different wards in the district was shared across all of the Area Co-ordinators' offices.

A discussion took place about tackling dog fouling which was particularly problematic on Baildon Moor which attracted commercial dog walkers. In response to a Member's question it was reported that Dog Control Orders did not specify the number of dogs a person could walk.

It was agreed that the Shipley Area Co-ordinator would provide Members with further information about the litter enforcement and speed watches.

Resolved –

That the six new Ward Plans for 2017 to 2019 be approved and adopted.

**OVERVIEW AND SCRUTINY COMMITTEE: Corporate
ACTION: Shipley Area Co-ordinator**



90. COMMUNITY CHEST GRANTS 1 APRIL 2016 TO 31 MARCH 2017

The Shipley Area Co-ordinator submitted **Document “AR”** which summarised the Community Chest Grants awarded in the financial year April 2016 to March 2017 for the benefit of communities within the Shipley Constituency. He tabled an updated version of Appendix 1 which had been amended following the Grants Advisory Group held on 22 March 2017.

The Chair praised Jackie Fawthrop, Administration Officer for the Shipley Area Co-ordinator’s office, for her hard work and dedication in ensuring all the relevant information was received which enabled the Grants Advisory Group to make their decisions on allocating the grants.

In response to Members’ questions, it was reported that:

- This was the last year funding would be received from the Community Buildings Grants as the Better Use of Budgets funding had ceased.
- There had been less interest this year than in previous years for the funding and it had been re-advertised.
- Further information would be provided to a Member in relation to the Caterpillars Toddlers Group.

Resolved –

- (1) **That the wide range of groups, organisations and individuals across the Shipley Area which have benefited from receiving a Community Chest Grant be noted and welcomed.**
- (2) **That the Grants Advisory Group be thanked for their work in allocating Community Chest Grants.**

**OVERVIEW AND SCRUTINY COMMITTEE: Corporate
ACTION: Shipley Area Co-ordinator**

Chair

Note: These minutes are subject to approval as a correct record at the next meeting of the Shipley Area Committee.

THESE MINUTES HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER

