



**LEEDS**  
CITY COUNCIL

AGENDA  
ITEM NO.:

Originator:  
John Bracewell

Tel: 2144837

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**REPORT OF Acting Director, Neighbourhoods and Housing Department**

**MEETING: Inner North-West Area Committee**

**DATE : 14<sup>th</sup> October 2004**

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**SUBJECT : Area Functions**

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**Electoral Wards Affected :**

Headingley

Hyde Park and Woodhouse

Kirkstall

Weetwood

**Specific Implications For :**

Ethnic Minorities

Women

Disabled People

**Executive  
Function**

4

**Council  
Function**

**Eligible  
for Call In**

**Not eligible for Call In  
(details contained in the report)**

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**1.0 Purpose of Report**

- 1.1** The purpose of this is to circulate the full report on functions that the Executive Board has agreed can be delegated in the first wave to Area Committees.
- 1.2** The report also gives an opportunity for Members to raise any questions regarding how in practice this new responsibility will be implemented.

**2.0 Background**

- 2.1** A copy of the report on delegated area functions and all relevant appendices are attached to this cover report. The recommendations were approved by Executive Board at their meeting on September 15<sup>th</sup>.

**3.0 Implications for the Area Committee**

- 3.1** It is vital that in the exercising of area functions, the Area Committee works in partnership with the relevant Departmental service providers. In practice this is already in place through regular reports on the Area Committee's agenda covering the overall service area (e.g. PCSOs and Neighbourhood Wardens were covered within the report on community safety at the last meeting). Also there is a clear senior managerial link within each of the relevant Departments.
- 3.2** If major issues need to be raised by Departments or by Members in between meetings of the Area Committee in relation to delegated functions, it is recommended that these

include communication with either the Area Committee Chair or the Area Manager.

**3.3** In terms of what flexibility there is with area functions, some of the appendices make mention of the restricted nature of some of the services, whether because of funding or ringfenced geographical boundaries. Perhaps initially the service with most scope for Area Management to develop is the Youth Service and it is proposed that discussions take place about how, without the need for new resources, a better partnership between the Council's service and voluntary and community sector providers of youth work can be brought about. Included in these will be thinking around how other resources such as the potential for engaging volunteers from the Higher Education institutions might also be involved to help create a "federation" of youth work providers across the area.

#### **4.0 Recommendations**

**4.1** Members of the Area Committee are asked to:-

- § Note the full details of the area functions delegated by the Executive Board.
- § Raise any questions about implementation.



**REPORT OF CHIEF EXECUTIVE/CHIEF DEMOCRATIC SERVICES OFFICER**

**REPORT TO EXECUTIVE BOARD**

**DATE : 15<sup>th</sup> September 2004**

**SUBJECT : Area Committees – Determination of Area Functions**

<b>Electoral Wards Affected :</b>	<b>Specific Implications For :</b>  Ethnic Minorities <input type="checkbox"/> Women <input type="checkbox"/> Disabled People <input type="checkbox"/>
<b>Executive Board Decision Eligible for Call In</b> <input checked="" type="checkbox"/>	<b>Not eligible for Call In</b> <input type="checkbox"/> (details contained in the report)

**1 Purpose of Report**

1.1 This report outlines proposals, for the approval of Executive Board, for the determination of a number of executive functions, as functions that may be exercised by Area Committees, in accordance with Article 10.9 of the Council’s Constitution.

**2 Background**

2.1 In October 2003, Executive Board received a report outlining progress on the implementation of proposed Area Management arrangements by the authority. The report made reference to both the need to make changes to the Constitution and to continue to develop proposals in relation to the delivery of specific service functions through Area Committees.

2.2 At the Council AGM on 28<sup>th</sup> June, changes to the Council’s Constitution were approved that established Area Committees, together with the arrangements under which executive functions may be exercised by those Area Committees. These arrangements include: the number, composition, boundaries, and roles of Area Committees, together with Terms of Reference and Area Committee Procedure Rules.

2.3 Within the framework established through those Constitutional amendments, Article 10.9 provides that:

‘The executive shall determine from time to time the executive functions that may be exercised by Area Committees. These functions will be exercisable concurrently by the Executive Board, and, in accordance with the Officer Delegation Scheme (Executive Functions), by Directors.’

The Constitution also provides for the details of the extent of the delegation, determined by the executive in relation to specific functions, to be recorded within Section 3D of the Constitution by reference to individual ‘Area Committee Function Schedules’.

2.4 In line with the report to Executive Board in October 2003, specific proposals have now been formulated for functions contained within the priority services identified of Streetscene, Youth and Community Safety. Section 3, together with Appendix A, of this report provide further details of the proposals in relation to each individual function and include for approval the relevant Area Committee Function Schedules.

### **3.0 Main Issues for Consideration**

3.1 The ‘Area Committee Function Schedules’ attached in Appendix A have been developed on the following basis:

- That the authority to exercise those functions will be held concurrently by the Executive Board, Area Committees and relevant Directors (within their scheme of delegated authority).
- That accountability for Area Committee Functions will, as now, rest ultimately with the Executive Board.
- That Area Committees will be required to exercise Area Committee Functions so as to achieve at least specified minimum service standards and performance targets and to contain spending within the available resources.
- That in detailing those executive functions, which will be exercisable at an area committee level, the executive will need to be clear as to:
  - Which executive functions have been designated as Area Committee Functions that may be exercised at an area level:
  - The budgets associated with those functions: and
  - The terms of the arrangements for those functions to be exercised including any limitations placed on those arrangements.

3.2 Accordingly, the attached ‘Area Committee Function Schedules’ include the following details:

- Description of the function
- Relevant Executive Member(s) Portfolio

- Responsible Director(s)
- Minimum Service Expectations
- Current and Target Performance – analysed by area committee
- Resources available on an area basis – analysed by area committee

3.3 The schedules attached relate to the following specific functions:

- |                         |  |
|-------------------------|--|
| Community Safety        | - Public Reassurance (Wardens & PCSOs) |
|                         | - CCTV                                 |
| Streetscene             | - Waste Management – Bring Banks       |
|                         | - Public Conveniences                  |
| Children & Young People | - Youth Service                        |

3.4 Work is currently being undertaken in relation to the other priority services included within the October 2003 Executive Board report, as follows:

- Highways Maintenance – Planned Works
- Traffic Management
- Road Safety
- Street Lighting
- Refuse Collection
- Street Cleansing
- Parks & Countryside (Streetscene)
- Parks & Countryside (Non-Streetscene)

A number of these services are currently undergoing significant changes. Refuse Collection and Street Cleansing are subject to a route rationalisation exercise, together with the city wide completion of the Streetscene roll out. Street Lighting is undergoing preparations in relation to a major Private Finance Initiative (PFI) scheme. The Parks and Countryside Service are currently involved in both a land transfer and market testing exercise. It is therefore proposed to bring forward proposals in relation to these services to a future meeting of the Board once the impact of these changes has been fully assessed.

3.5 Services relating to Anti-Social Behaviour, Burglary Reduction, Roads and Street Works Act (RASWA) and Streetscene Enforcement Initiatives have also received further consideration, but are considered unsuitable for delegation due to the largely reactive nature of the services involved. In addition, it is not proposed to delegate budgets in relation to the Local Transport Allocation (relating to the strategic network requirements) as this may mitigate against the ability of the Council to plan this service at a city wide level. The relatively small budget for District Car Parks needs to be retained centrally so that it can be better directed to need on a city wide basis.

3.6 However, since the October 2003 report further services and/or functions have been identified as priorities for delegation including Community Centres, Section 106 work and Grants to Voluntary Organisations. Detailed work is currently underway in assessing these services and proposals will be brought back to Executive Board in due course.

- 3.7 The Executive Board may determine further executive functions through this mechanism at any time.
- 3.8 In addition, Area Committees will also exercise the function relating to the promotion of the social, economic and environmental well-being of their areas in accordance with Section 2 of the Local Government Act 2000. The Area Function Schedule, together with the allocation of a minimum relevant revenue and capital budget to areas was approved at the Council's AGM on 28<sup>th</sup> June under the Leader's Executive Powers. These amounts were based upon the minimum any area would receive under a range of formula options. This ensured that Area Committees had spending powers at their inaugural July meetings.
- 3.9 Following further consideration of the options, Appendix A of this report now includes a proposal to distribute the Well-being revenue allocations on the basis of a 75% population/25% deprivation formula, where deprivation is represented by the numbers of households in receipt of benefit. This formula ensures that all areas of the city will benefit from an additional amount on top of the minimum allocation agreed at Council. In addition, whilst this formula is thought to best represent the make up of the whole city, 3 key inner city areas would receive less under this formula than under a formula giving more weight to the deprivation factor. To recognise the special needs of these 3 areas it is proposed to provide a 'top-up' to the basic allocations of these areas to ensure that they receive the level of resources that they would have received from using a 50% population/50% deprivation formula.
- 3.10 The new Well-being 3 year capital allocations will also be distributed on the basis of the 75/25 formula outlined above.
- 3.11 The final allocations are shown in the appropriate section within Appendix A. The additional cost of the 'top-up' proposal amounts to £94k. It is proposed that this cost is funded by the deletion of the £40k Community Skips budget, with the balance being met from the Council's Contingency budget.
- 3.12 The October 2003 report also proposed that the City Centre would continue to operate under existing arrangements. This has been reflected within the attached schedules.
- 3.13 Also attached to each Area Committee Function Schedule is further contextual information in relation to the provision of that function. Although these do not form part of the determination, they do however, provide guidance to the Executive Board, Area Committees and Directors in relation to how each function may be exercised by Area Committees.
- 3.14 In addition to the services outlined in this report Area Committees will receive information in relation to the development and realignment of other Council Services to facilitate Area Management as appropriate.

#### **4. Recommendations**

- 4.1 Executive Board are requested to:
- Note the contents of this report

- Approve the determination of those executive functions identified within Appendix A as Area Committee Functions as outlined within this report.

# Area Function Schedules

Executive Board  
15 September 2004





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### **Well Being Options**

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# Appendix A

## AREA FUNCTION SCHEDULE

<b>DESCRIPTION OF FUNCTION:</b>		<b>Leeds Community Safety – CCTV</b>
<p>The reduction of crime and disorder via LeedsWatch by preventing and detecting crime in the areas where CCTV cameras operate. CCTV provides reassurance to communities within the target areas thereby improving the quality of life for people in those areas. LeedsWatch works with West Yorkshire Police and other elements of Leeds Community Safety (including the Anti-Social Behaviour Unit and Neighbourhood Wardens Service) to target crime reduction activity in high victimisation areas thus taking a co-ordinated approach to reducing (ASB) and crime across the target areas.</p>		
<b>EXECUTIVE MEMBER(S) PORTFOLIO:</b>		
Executive Member – Neighbourhoods and Housing		
<b>RESPONSIBLE DIRECTOR(S):</b>		
Director of Neighbourhoods and Housing		
<b>MINIMUM SERVICE EXPECTATIONS</b> <i>(to be applicable to all Area Committee areas)</i>		
<ul style="list-style-type: none"> <li>• Provide 24 hour 365 days a year monitoring of CCTV in areas of operation.</li> <li>• Contribute to reducing the fear of crime by facilitating the apprehension and prosecution of offenders and assisting in preventing and aiding detection of crime committed in public areas where CCTV in areas of operation.</li> </ul> <p><b>Monitoring and Performance</b></p> <p>Leeds Community Safety will provide quarterly monitoring reports on performance management to the Area Management Board. The CCTV element will work under its current structure and adjust its reporting procedure to fit in with management reporting requirements. Contribute to vehicle crime BV128 - Vehicle crime per 100,000 population (549).</p> <ul style="list-style-type: none"> <li>• Provide quarterly performance data in areas of operation.</li> <li>• Report on use of CCTV mobile cameras (where local budgets made available).</li> </ul>		
<b>CURRENT AND TARGET PERFORMANCE</b>		
<b>Issue/Performance Indicator(s)</b>	<b>2003/4</b>	<b>2004/5</b>
LeedsWatch provides a 24 hours, 365 days monitoring service across the city where cameras are in operation. The service has to meet a number of specific targets as defined by different funding streams and agreements, e.g. NRF targets are specific to NRF areas.	<b>Result</b>	<b>Target</b>
<b>TOTAL RESOURCES AVAILABLE ON AN AREA BASIS</b>		
Revenue 2004/05: Gross Expenditure £532,000, Net Budget £238,000		
<b>AGREED BY THE EXECUTIVE BOARD:</b>		
Date: 15 <sup>th</sup> September 2004		

# Appendix A

## AREA FUNCTION SCHEDULE

<b>FUNCTION:</b>		<b>Leeds Community Safety – CCTV</b>
<b>Description of what the delegated budget represents</b>		
All costs associated with fixed camera locations, e.g. staffing, monitoring and transmission costs.		
<b>Details of the service elements that have not been delegated and the reason why they were not delegated</b>		
Central mangement/project development and maintenance contracts (which is city wide). Mobile CCTV retained and is city wide.		
<b>Description of the formula used for apportioning budgets to each area</b>		
Budgets apportioned according to where cameras are actually located - fixed costs		
<b>Reasons why this particular formula was selected</b>		
Delegated budgets account for most fixed costs apart from city wide and centralised functions		
<b>Breakdown of the total budget delegated (currently unavailable)</b>		
		<i>£000s</i>
<b>Expenditure Type</b>		
Employee Costs		
Premises Costs		
Supplies & Services Costs		
Transportation Costs		
Capital Costs		
<b>Gross Expenditure</b>		<u>532</u>
Income		<u>294</u>
<b>Net Budget</b>		<u>238</u>

# Appendix A

## AREA FUNCTION SCHEDULE

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	West		North West		North East		East		South	
	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner
<b>2004/05 Target Performance Relating to CCTV Service : Targets are specific to funding source see contextual information</b>										
<b>2004/05 Area Based Resources</b>										
<b>Financial</b>										
Revenue	38,000	31,000	38,000	25,000	31,000	56,000	25,000	138,000	50,000	100,000
Income	0	0	0	24,000	0	37,000	0	134,000	0	99,000
<b>Net Revenue</b>	38,000	31,000	38,000	1,000	31,000	19,000	25,000	4,000	50,000	1,000

### **Basis of Resource Distribution**

The funding allocation is based on the current distribution of cameras across the city, utilising a unit cost per camera. It should be noted that in areas of external funding, a reduction in expenditure would result in reduced income. Further, increased expenditure in those areas will not receive additional funding. The management costs of the service have been retained.

The provision for maintenance has been retained, as provides the funding for a rolling programme of maintenance.

## **AREA FUNCTION SCHEDULE**

### ***Further Contextual Information***

#### ***Leedswatch CCTV***

*Leedswatch aims to reduce crime and disorder as part of Leeds Community Safety Partnership's Community Safety Strategy. The service provides CCTV monitoring 24-7, 365 days a year across the areas in which CCTV provision exists, providing reassurance to communities and businesses. Leedswatch operates through 3 monitoring stations (Leeds, Wetherby and Middleton) and works in partnership with West Yorkshire Police:*

- Ø Leedswatch - Provides CCTV Monitoring for the City Centre*
- Ø Leedswatch Local Middleton - Provides CCTV Monitoring for Armley, Morley, Rothwell and Parkside Industrial Estate*
- Ø Leedswatch Local Wetherby - Provides CCTV Monitoring for Wetherby, Harehills, Headingley and Horsforth.*

*Staff within the three stations monitor, record and report incident(s) of crime and disorder to the police. Evidence from CCTV recordings is used to undertake police investigations, undertake criminal proceedings and where appropriate evidence is used in criminal cases. The project aims to reduce crime and disorder and provide reassurance to communities within the target areas thereby improving the quality of life for people in those areas. The project will assist in reducing crime and disorder generally and will help to reverse neighbourhoods at the brink of decline.*

- Area Committee's need to be aware that currently all fixed CCTV systems have a contractual costs of optic line rental, which has to be paid in advance. Options such as "switching off" or redirecting CCTV funding of fixed systems is therefore limited.*
- The Mobile CCTV vans due to be operational in October/November 2004, will be maintained and administered centrally.*
- Leedswatch is funded through the Councils core budget and Neighbourhood Renewal Funding. The service therefore has to ensure it meets the requirements specified by NRF and will report on these where relevant to Area Committees on a quarterly basis.*

# Appendix A

## AREA FUNCTION SCHEDULE

<b>DESCRIPTION OF FUNCTION: Leeds Community Safety - Public Reassurance</b>		
The provision of a range of services, via uniformed patrols of Neighbourhood Wardens and PCSOs. to reassure, reduce anti-social behaviour and the fear of crime.		
<b>EXECUTIVE MEMBER(S) PORTFOLIO:</b>		
Executive Member – Neighbourhoods and Housing		
<b>RESPONSIBLE DIRECTOR(S):</b>		
Director of Neighbourhoods and Housing		
<b>MINIMUM SERVICE EXPECTATIONS</b> <i>(to be applicable to all Area Committee areas)</i>		
<p>To maximise the impact in terms of public reassurance of both Neighbourhood Wardens and Police Community Support Officers through the management of their performance matrix of a wide range of duties.</p> <ul style="list-style-type: none"> <li>• Neighbourhood Wardens will provide a local patrolling function, assistance in dealing with anti-social behaviour, co-ordination to maintain the physical appearance of areas and offer support to local residents with community safety issues in line with the achievement of Council Policy</li> <li>• Police Community Support Officers will undertake focussed uniform patrols, as tasked, throughout the area in order to support police officers in minimising incidents of anti-social behaviour and reducing the fear of crime.</li> </ul> <p>To manage the above resources to ensure that grant funding to the Council is maximised as part of their deployment. This will include the achievement of specified outputs, outcomes and milestones in accordance with appropriate grant conditions.</p>		
<b>CURRENT AND TARGET PERFORMANCE</b>		
<b>Issue/Performance Indicator(s)</b>	<b>2003/04 Result</b>	<b>2004/05 Target</b>
To increase the level of Public Reassurance		
<b>TOTAL RESOURCES AVAILABLE ON AN AREA BASIS</b>		
<b>Financial Resources Available (2004/05)</b>		
Revenue: Gross Expenditure £980,000, Net Budget £382,000		
<b>Other Resources Available (2004/05)</b>		
A range of resources are also available through other partner agencies. Close working with partners should seek to ensure that both Council & partner resources are used to complement the above activity and outcomes.		
<b>AGREED BY THE EXECUTIVE BOARD:</b>		
Date: 15 <sup>th</sup> September 2004		

# Appendix A

## AREA FUNCTION SCHEDULE

<b>FUNCTION:</b> Leeds Community Safety – Public Reassurance	
<b>Description of what the delegated budget represents</b>	
95% of actual staff located within areas for 04/05	
<b>Details of the service elements that have not been delegated and the reason why they were not delegated</b>	
5% retained as contingency to allow flexibility	
<b>Description of the formula used for apportioning budgets to each area</b>	
a) External funding streams determined location of staff, internal funding has been used to allocate additional staff to areas on basis of need and demand.	
b) 5% contingency to allow for shortfall in staff due to sickness etc.	
<b>Reasons why this particular formula was selected</b>	
a) No other option as funding predefined location of staff which was also demand led.	
b) Contingency is there to try and cover any gaps in cover.	
<b>Breakdown of the total budget delegated</b>	
	<b>£000s</b>
<b>Expenditure Type</b>	
Employee Costs	512
Premises Costs	1
Supplies & Services Costs	454
Transportation Costs	13
Capital Costs	0
<b>Gross Expenditure</b>	<b>980</b>
Income	598
<b>Net Budget</b>	<b>382</b>

# Appendix A

## AREA FUNCTION SCHEDULE

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	West		North West		North East		East		South	
	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner
<b>Target Performance Relating to NW Service : Targets are specific to funding source see above.</b>										
<b>Area Based Resources(2004/05):</b>										
<b>Financial</b>	<b>Proportion of costs attributed to services within areas**</b>									
Gross Revenue	44,000	61,000	44,000	85,000	53,000	91,000	102,000	307,000	61,000	132,000
Income	0	15,000	0	65,000	16,000	20,000	70,000	303,000	0	109,000
Net Revenue	44,000	46,000	44,000	20,000	37,000	71,000	32,000	4,000	61,000	23,000

### **Basis of Resource Distribution**

The funding streams drive the allocation of costs. The majority of which is targeted to specific areas. It should be noted that in areas of external funding, a reduction in expenditure would result in reduced income. Further, increased expenditure in those areas will not receive additional funding.

The Management Costs of the service have been retained.

A 5% contingency has been retained to allow flexibility within the service to react to areas of most need.

The resources included within the above budgets in respect of PCSO are currently committed to the provision of PCSO under a two year agreement with West Yorkshire Police.



## **AREA FUNCTION SCHEDULE**

### ***Contextual Information***

#### ***Public Reassurance***

*Neighbourhood Wardens and Police Community Support Officers deliver public reassurance in local areas. In some areas, the locations of Neighbourhood Wardens is mandatory due to funding restrictions, but there is scope for Area Committees to allocate additional funding for this service and thereby influence the targeting of area management funded Neighbourhood Wardens. Police Community Support Officers are employed by the Police, however, there is scope for area committees to influence the deployment of those council funded Police Community Support Officers and indeed to allocate additional funding to increase the numbers of Police Community Support Officers where area committees identify a need.*

#### ***FUNDING STREAMS***

*The Neighbourhood Warden Service attracts a wide variety of funding which includes:-*

- Ø Grant from ODPM*
- Ø Contributions from Registered Social Landlords*
- Ø CIT funding*
- Ø Beeston Hill Housing Strategy*
- Ø SRB4*
- Ø SRB5*
- Ø Neighbourhood Renewal Fund*

*These often determine that specific tasks must be performed in specific geographical areas.*

*The Police Community Support Officers are funded by:-*

- Ø Home Office*
- Ø Leeds City Council (Neighbourhood Renewal Fund and Core Budgets)*
- Ø Town Councils such as Morley, Otley.*

*Again there will be some constraints as stated earlier. Those funded by Leeds City Council will be constrained by the rules of usage appertaining to Neighbourhood Renewal Fund. Similarly Town Councillors will have funded posts with specific problems and areas in mind. At all times West Yorkshire Police retain the right the reassign PCSO's to other areas in the event of a major incident.*

## AREA FUNCTION SCHEDULE

<b>DESCRIPTION OF FUNCTION:</b>		<b>Public Conveniences</b>
<b>Public Conveniences</b> - The scheduled cleansing and maintenance of public conveniences.		
<b>EXECUTIVE MEMBER(S) PORTFOLIO:</b>		
Executive Member - City Services		
<b>RESPONSIBLE DIRECTOR(S):</b>		
Director of City Services		
<b>MINIMUM SERVICE EXPECTATIONS</b> (to be applicable to all Area Committee areas)		
<ol style="list-style-type: none"> <li>1. Daily opening and closing of facilities.</li> <li>2. Daily cleaning of facilities.</li> <li>3. Maintenance of facilities as required.</li> </ol> <p>All in accordance with the Public conveniences Policy and Strategy</p>		
<b>CURRENT AND TARGET PERFORMANCE</b>		
<b>Issue/Performance Indicator(s)</b>	<b>2003/4 Result</b>	<b>2004/5 Target</b>
None set		
<b>TOTAL RESOURCES AVAILABLE ON AN AREA BASIS</b>		
Gross Expenditure - £210,000, Net Expenditure £210,000		
No. of Public Convenience's – 17		
<b>AGREED BY THE EXECUTIVE BOARD:</b>		
Date: 15 <sup>th</sup> September 2004		

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## AREA FUNCTION SCHEDULE

<b>FUNCTION:</b>	<b>Public Conveniences</b>
<b>Description of what the delegated budget represents</b>	
All expenditure (except capital) associated with providing this service.	
<b>Details of the service elements that have not been delegated and the reason why they were not delegated</b>	
Not applicable	
<b>Description of the formula used for apportioning budgets to each area</b>	
Expenditure apportioned equally on a pro rata basis based on the number of public conveniences in each area.	
<b>Reasons why this particular formula was selected</b>	
In the absence of any other data this was determined to be the most equitable method.	
<b>Breakdown of the total budget delegated</b>	
<b>Expenditure Type</b>	<b>£000s</b>
Employee Costs	48
Premises Costs	126
Supplies & Services Costs	24
Transportation Costs	12
Capital Costs	0
<b>Gross Expenditure</b>	<b>210</b>
Income	0
<b>Net Budget</b>	<b>210</b>

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## AREA FUNCTION SCHEDULE

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	West		North West		North East		East		South	
	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner
<b>2004/05 Target Performance Relating to Public Conveniences:</b>										
None set										
<b>2004/05 Area Based Resources</b>										
<b>Financial</b>										
Base budget allocation	£37,058	£24,705	£24,705	£37,058	£37,058	£0	£24,705	£0	£24,705	£0
Net cost of Service	£37,058	£24,705	£24,705	£37,058	£37,058	£0	£24,705	£0	£24,705	£0
No. of PCs	3	2	2	3	3	0	2	0	2	0

### **Basis of Resource Distribution**

Location of existing public conveniences

## **AREA FUNCTION SCHEDULE**

### ***Contextual Information***

#### **Delegation of Public Conveniences Assets & Potential Capital Receipts**

- 1.1 This delegation schedule relates to Public Convenience Assets within the portfolio of the City Services Department which have not yet been identified for disposal in the Public Convenience Policy and Strategy agreed by Executive Board on the 18<sup>th</sup> December 2002.
- 1.2 The following framework is suggested for the delegation of Public Convenience Assets to Area Committees and the treatment of potential capital receipts arising.
- 1.2 Although the Council retains ownership of all properties, those properties identified in the attached schedule , would fall to be strategically managed by the relevant area committee, in conjunction with the Director of City Services/Development. Those responsibilities would include support for the achievement of the aims of the Public Convenience Policy and Strategy, together with the management of maintenance and cleaning budgets through City Services Directorate.
- 1.3 Where capital receipts are generated as a result of service improvement proposals, It is suggested that the treatment of those receipts should be in accordance with the principles established for the treatment of receipts from surplus school assets agreed by Executive Board on 16<sup>th</sup> October 2002. This only relates to properties vested with them under the arrangements outlined above. A suggested framework would be as follows:
  - Ø An Area Committee wishing to offer a site (or part thereof) for disposal would retain a guaranteed minimum of 50% of the net receipt realised by the Council after the cost of disposal has been subtracted.
  - Ø Of the remaining 50% of the receipt it is suggested that 25% is utilised for the purposes of resource equalisation in relation to public convenience provision city wide. This would provide some resource to those areas where the realisation of capital receipts from the number and value of properties held is limited. An appropriate formula would need to be developed for this distribution.
  - Ø In exceptional circumstances, requests for utilisation of more than 50% of the net receipt by the area concerned, will be determined by the Council's Executive Board.
  - Ø Area Committees would be at liberty to spend the capital receipt on anything covered within their Area Delivery Plan.
- 1.4 In instances where it is anticipated that there will be little or no capital receipt realised following the disposal of a surplus asset, there is likely to be limited incentive for area Committees to declare such properties surplus. However, as the disposal of such properties may contribute to the overall achievement of the Public Convenience Strategy objectives through the rationalisation and better

# Appendix A

provision city-wide Area Committees will be from time to time requested to consider proposals for disposal by the Director of City Services. If the Area Committee were to agree to the proposal they would benefit from 50% of the receipt. If the Area Committee did not agree then the matter would be referred to Executive Board for a decision and if agreed the whole of the receipt would be used to benefit city-wide provision.

1.5 Revenue and building maintenance budgets resulting from the disposal of surplus property will be redirected to support the delivery of the city-wide Public Convenience Strategy, in particular the provision of additional facilities in District Centres where there is currently no provision within that Area.

1.6 Recognising the importance of the strategic management of property at the city wide level, it would be appropriate for the above arrangements to operate within de-minimus limits as follows:

- Ø Properties valued at less than £250k – Area DM body has sole discretion to dispose in accordance with above procedures.
- Ø Properties valued at more than £250k, – Area DM body must obtain approval of Executive Board having regard to the impact on the overall Council position.

Valuations of properties would be undertaken by the Development Director. In the case of disputes the District Valuer would be requested to arbitrate.

1.7 Requests for the change of use of premises would be a matter for the Area Committee to formally pursue through currently approved arrangements.

1.8 The disposal of the asset must be carried out in accordance with Council Procedure Rules, Asset Management Strategy and the advice of the Director of Development.

# Appendix A

## PUBLIC CONVENIENCE LIST LOCATION

ARMLEY	Theaker Lane, off Town Street, near Burnsall Multi Storey Flats.
BRAMLEY	Town Street, near Bus Station and Shopping Centre.
FARSLEY	Town Street, adjacent to 45, Town Street, near High Rise Flats.
PUDSEY	Market Place, next to Bus Station and Park.
RODLEY	Rodley Lane, situated next to the Owl Hotel and Pizza Bella.
ASH ROAD	Headingley, situated on the side of the Lounge Cinema complex at the junction of North Lane and Ash Road.
HYDE PARK	Hyde Park Road, situated next to Public Car Park and Tennis Courts, Hyde Park Corner end of Woodhouse Moor.
MEANWOOD	Green Road, situated on the corner of Green Road and Church Avenue.
BRAMHOPE	Old Lane, situated in public car park between public house and school.
OTLEY	Cross Green, facing the Main Road next to the Civic Hall.
MORLEY	Wesley Street, situated at the Queen Street end of Wesley Street.
ROTHWELL	Marsh Street, situated in Public Car Park to shopping centre.
BOSTON SPA	High Street, situated next to Library and Public Car Park.
WETHERBY	Shambles, Cross Street, near the market place.
WETHERBY	Hallfield Lane, situated in Car Park opposite Cattle Market.
GARFORTH	Barleyhill Road, situated in Public Car Park.
WOODLESFORD	Midland Street, situated at the lower end, opposite the Bookies.

## AREA FUNCTION SCHEDULE

<b>DESCRIPTION OF FUNCTION:</b> <b>Waste Management – Bring Banks</b>		
The provision of bring banks and the management of contracts to ensure products are collected and recycled.		
<b>EXECUTIVE MEMBER(S) PORTFOLIO:</b>		
Executive Member - City Services		
<b>RESPONSIBLE DIRECTOR(S):</b>		
Director of City Services		
<b>MINIMUM SERVICE EXPECTATIONS</b>		
To provide bring banks at suitable locations throughout the city to enable the public to dispose of items such as glass, plastic, etc. All in accordance with the Integrated Waste Management Strategy and Action Plan.		
<b>CURRENT AND TARGET PERFORMANCE*</b>		
<b>Issue/Performance Indicator(s)</b>	<b>2003/4 Result</b>	<b>2004/5 Target</b>
None set		
<b>TOTAL RESOURCES AVAILABLE ON AN AREA BASIS</b>		
Revenue: Gross Expenditure £23,954, Net Expenditure £23,954		
<b>AGREED BY THE EXECUTIVE BOARD:</b>		
Date: 15 <sup>th</sup> September 2004		



# Appendix A

## AREA FUNCTION SCHEDULE

<b>FUNCTION:</b>	<b>Waste Management – Bring Banks</b>
<b>Description of what the delegated budget represents</b>	
Apportionment relates to repairs & maintenance and transport costs associated with non Household Waste Site bring banks.	
<b>Details of the service elements that have not been delegated and the reason why they were not delegated</b>	
Waste Management is a city wide, demand led operation, with a significant level of expenditure that relates to disposal costs that cannot readily be allocated or apportioned .	
In addition the incidence of Household Waste Sites are not distributed geographically equally across the City. Therefore allocation to areas would have be on a geographical basis and would not be a reflection of where users of these sites reside.	
<b>Description of the formula used for apportioning budgets to each area</b>	
In the absence of any other data this was determined to be the most equitable method.	
<b>Reasons why this particular formula was selected</b>	
Expenditure apportioned equally on a pro rata basis based on the number of Bring Banks in each area.	
<b>Breakdown of the total budget delegated</b>	
<b>Expenditure Type</b>	<b>£000s</b>
Employee Costs	0
Premises Costs	0
Supplies & Services Costs	24
Transportation Costs	0
Capital Costs	0
<b>Gross Expenditure</b>	<b>24</b>
Income	0
<b>Net Budget</b>	<b>24</b>

# Appendix A

## AREA FUNCTION SCHEDULE

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	West		North West		North East		East		South	
	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner
<b>2004/05 Target Performance Relating to Waste Management Bring Banks:</b>										
None set										

	West		North West		North East		East		South	
	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner
<b>2004/05 Area Based Resources</b>										
<b>Financial</b>										
Delegate – Non – HWS Bottle Banks	£1,711	£1,678	£4,574	£1,908	£2,073	£2,007	£3,916	£1,579	£2,665	£1,843
Totals	£1,711	£1,678	£4,574	£1,908	£2,073	£2,007	£3,916	£1,,579	£2,665	£1,843

### **Basis of Resource Distribution**

Location of existing sites

## **AREA FUNCTION SCHEDULE**

### **Contextual Information**

#### **Environmental Services Division**

*Environmental Service consist of three main functions - Refuse Collection, Street Cleansing and Waste Management. It is proposed that apart from elements of Waste Management (waste sorting sites, transfer loading operations and landfill contract management) and medical waste collections that all other elements of the service will be subject to area management delegation. Area committees will have a role to play in determining service delivery priorities within their area.*

*Currently, services are provided on a city-wide basis and performance information collected in this way. Work is being undertaken to realign performance outputs, targets and financial information so that this can be provided on an area basis.*

*Streetscene is a theme which brings together a range of co-ordinated services aimed at improving the delivery of service which look after the environment. Pilot projects have been carried out in 5 wards and a degree of success achieved in improving customer satisfaction and environmental standards. It is intended to implement Streetscene across the city at the end of September 2004. Area Committees will therefore have a role to play in determining the strategy for the implementation in their area.*

#### **Waste Management**

*The provision of bring banks and the management of contracts to ensure products are collected and recycled, is an important part of the Waste Management Function of the Council. The wider functions of the service include:*

- Ø The safe, efficient and cost effective disposal of the city's waste to landfill.*
- Ø The provision of household waste recycling facilities and the management of contracts to ensure the product are recycled.*
- Ø The minimum service standards expected from these services are:*
- Ø To dispose of all municipal waste in accordance with legislation.*
- Ø To provide 11 waste sorting sites across the city open 362 days per year from 9 am to 4pm in the winter and 9 am to 5 p.m. in the summer.*

## AREA FUNCTION SCHEDULE

<b>DESCRIPTION OF FUNCTION:</b>		<b>Youth Service</b>
<p><i>The delivery of Youth Service area based programmes in respect of: -</i></p> <ul style="list-style-type: none"> <li>- <i>centre based youth work</i></li> <li>- <i>detached youth work</i></li> <li>- <i>Connexions project work with individuals and small groups</i></li> </ul>		
<b>EXECUTIVE MEMBER(S) PORTFOLIO:</b>		
Executive Member – Leisure		
<b>RESPONSIBLE DIRECTOR(S):</b>		
Director of Learning and Leisure		
<b>MINIMUM SERVICE EXPECTATIONS</b>		
<p>To contribute to the achievement of an improvement in the Council's overall 'reach' target for Youth Services in respect of young people aged 13-19.</p> <ul style="list-style-type: none"> <li>• Ensure appropriate targeting of resources to achieve maximum coverage of               <ul style="list-style-type: none"> <li>- The key local communities to be prioritised for youth work</li> <li>- The particular social issues of the area to be tackled</li> <li>- Curriculum priorities within the area</li> </ul> </li> <li>• Ensure services provided are in accordance with the Council's Youth Service policy, together with any national expectations or targets upon which the associated Youth Service funding is based.</li> </ul> <p>The above minimum standards also relate to services provided through 'contracting' arrangements with voluntary organisations in operation in some parts of the city.</p>		
<b>CURRENT AND TARGET PERFORMANCE</b>		
<b>Issue/Performance Indicator(s)</b>	<b>2003/4</b>	<b>2004/5</b>
<b>Youth Service – Number of Clients</b>		
The level of "reach" into the resident 13 – 19 population	<b>Result</b> 14,279	<b>Target</b> 16,603
<b>TOTAL RESOURCES AVAILABLE ON AN AREA BASIS</b>		
Revenue: £3,366,750 gross expenditure, £3,117,030 net expenditure		
<b>AGREED BY THE EXECUTIVE BOARD:</b>		
Date: 15 <sup>th</sup> September 2004		

## AREA FUNCTION SCHEDULE

<b>FUNCTION:</b>	<b>Youth Service</b>
<b>Description of what the delegated budget represents</b>	
Area full and part time youth workers, Connexions Youth (fully funded by grants) and Youth contracts with the Voluntary sector.	
<b>Details of the service elements that have not been delegated and the reason why they were not delegated</b>	
<ol style="list-style-type: none"> <li>1. Central functions such as training, quality assurance, service planning and performance.</li> <li>2. City Wide projects, particularly those externally funded.</li> <li>3. Central senior management and administration.</li> </ol> <p>None of these functions can be monitored on an area basis.</p>	
<b>Description of the formula used for apportioning budgets to each area</b>	
50% population, 50% targeted	
<b>Reasons why this particular formula was selected</b>	
<ol style="list-style-type: none"> <li>1. In line with CIT approach and Closing the Gap policy.</li> <li>2. National expectations for Youth Service to offer a targeted service nested within a universal service.</li> <li>3. Key aim of Youth Service is to support socially excluded young people.</li> </ol>	
<b>Breakdown of the total budget delegated</b>	
<b>Expenditure Type</b>	<b>£000s</b>
Employee Costs	3190
Premises Costs	
Supplies & Services Costs	177
Transportation Costs	
Capital Costs	
<b>Gross Expenditure</b>	<b>3367</b>
Income	250
<b>Net Budget</b>	<b>3117</b>

## AREA FUNCTION SCHEDULE

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	West		North West		North East		East		South	
	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner
<b>Target Performance Relating to Youth Service 'reach' target for 2004/05.</b>										
16,603	1290	1369	1190	2059	869	1497	1129	3436	1415	2349
<b>2004/05 Area Based Resources:</b>										
<b>Financial</b>										
<b>Expenditure</b>	261,650	277,810	241,440	417,900	173,090	304,080	327,310	599,400	287,240	476,830
<b>Income</b>	19,410	20,600	17,910	31,000	12,840	22,550	24,280	44,460	21,300	35,370
<b>Net Expenditure</b>	<b>242,240</b>	<b>257,210</b>	<b>223,090</b>	<b>386,900</b>	<b>160,250</b>	<b>281,530</b>	<b>303,030</b>	<b>554,940</b>	<b>265,940</b>	<b>441,460</b>

### **Basis of Resource Distribution**

5639 youth worker hours are available for the delivery of the 3 youth work functions specified above. These hours are distributed across the city with 50% allocated on the basis of 13-19 population figures and the remaining 50% on the basis of social deprivation data.

## **AREA FUNCTION SCHEDULE**

### **Contextual Information**

#### **Youth Service**

*5639 youth worker hours are available for the delivery of the 3 youth work functions specified above. These hours are distributed across the city with 50% allocated on the basis of 13 – 19 population figures and the remaining 50% on the basis of social deprivation data.*

*The main national target for Youth Services is to “reach” 25% of young people aged 13-19. This means basically carrying out some tangible, recorded work with 25% of young people in Leeds. However the target is a city wide one. As a result of adopting the policy of allocating 50% of resources on a targeted basis, the “reach” target, in percentage terms will vary from ward to ward. These fundamental ward targets have been calculated for 2004/05 and will serve as the most tangible indicator for area management monitoring.*

Area committees will be provided on an annual basis with a reassessment of the staff resources and area targets. During the next 3 years it is intended that these baseline positions show an increase as the Youth Service seeks to move more specialist projects into the area management arrangements.

*Also on an annual basis Area Committees will be provided with full details of proposed youth work to be offered in terms of:-*

- *centre based youth work programmes*
- *detached youth work programmes*
- *Connexions project work with individuals and small groups.*

*Area committees will be asked to approve this area-based package.*

*In this approval process Area Committees will be able to ask for changes to reflect information and priorities held by Area Committees. This role will help determine, for example:-*

- *key communities to be prioritised for youth work*
- *particular social issues to be tackled*
- *curriculum priorities*

*Area Committees will however have to exercise this role in the overriding contexts of:-*

- *Youth Service policy*
- *national expectations linked to Youth Service funding*
- *the necessity for the Youth Service to meet its targets*
- *the available staffing and other resources*

*Area Committees will also clearly have a role in respect of the performance management of the above arrangements.*

*In some parts of the city, voluntary organisations are “contracted” to deliver youth work programmes. It is intended that all contracted organisations provide full information for area committees in the same format as LCC’s own Youth Service.*

**AREA FUNCTION SCHEDULE**

<b>DESCRIPTION OF FUNCTION:</b>		
Area Committee Revenue & Capital Well-Being Budgets		
<b>EXECUTIVE MEMBER(S) PORTFOLIO:</b>		
Executive Member – Neighbourhoods & Housing		
<b>RESPONSIBLE DIRECTOR(S):</b>		
Director of Neighbourhoods & Housing		
<b>MINIMUM SERVICE EXPECTATIONS</b> <i>(to be applicable to all Area Committee areas)</i>		
<p>Decisions taken in relation to the utilisation of Well-Being budgets within the framework of the Council’s Constitution and in accordance with Section 2 of the Local Government Act 2000. Specifically Area Committees will seek to:</p> <ol style="list-style-type: none"> <li>1. enhance service delivery outcomes within their area</li> <li>2. support the social, economic and environmental well being of their area (in accordance with approved Area Delivery Plans – 2005/06 only)</li> </ol>		
<b>CURRENT AND TARGET PERFORMANCE*</b>		
<b>Issue/Performance Indicator(s)</b>	<b>2003/4 Result</b>	<b>2004/5 Target</b>
No specific indicators apply – although Area Committees may wish to reflect these within their Area Delivery Plans following decisions in relation to the allocation of these funds		
<b>TOTAL RESOURCES AVAILABLE ON AN AREA BASIS</b>		
Revenue 2004/05 : Gross Expenditure £1,890,711, Net Budget £1,890,711 (£1,618,578 already delegated – reported to Council on 28 June 2004 – this schedule deals with the delegation of the remaining £272,133 including a Special Needs Allocation of £90,711)		
Capital: £3,500,000 (over 3 years) (£3,147,232 already delegated – reported to Council on 28 June 2004 – this schedule deals with the delegation of the remaining £352,768)		
<b>AGREED BY THE EXECUTIVE BOARD:</b>		
Date: 15 <sup>th</sup> September 2004		



**AREA FUNCTION SCHEDULE ( Total )**

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	West		North West		North East		East		South	
	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner
<b>Target Performance (for the given year):</b>										
Not applicable – but see also specific area function delegation schedules										
<b>Area Based Resources(for the given year):</b> Revenue – annual allocation, Capital – three year allocation										
<b>Financial</b>	<b>(£)</b>									
<b>Revenue - Formula</b>										
Population/Deprivation										
75%/25%	163,128	130,522	188,281	202,729	132,306	163,504	203,886	226,675	192,123	196,846
Special Needs Allocation		11,241						47,330		32,140
<b>Total Revenue Allocation</b>	163,128	141,763	188,281	202,729	132,306	163,504	203,886	274,005	192,123	228,986
<b>Capital - Formula</b>										
Population/Deprivation										
75%/25%	317,193	253,793	366,102	394,196	257,261	317,925	396,445	440,755	373,573	382,757



**LEEDS**  
CITY COUNCIL

AGENDA  
ITEM NO.:

Originator: Judi Bourton

Tel: 0113 2477644

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**REPORT OF THE DIRECTOR OF LEARNING AND LEISURE**

**MEETING: INNER NORTH-WEST AREA COMMITTEE**

**DATE : 14<sup>th</sup> OCTOBER 2004**

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**SUBJECT : YOUTH SERVICE ACTIVITY PROGRAMME UPDATE**

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**Electoral Wards Affected :**

Headingley  
Hyde Park and Woodhouse  
Kirkstall  
Weetwood

**Specific Implications For :**

Ethnic Minorities   
Women   
Disabled People

**Executive  
Function**

4

**Council  
Function**

**Eligible  
for Call In**

**Not eligible for Call In  
(details contained in the report)**

**1.0 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to give Members updated information on the youth work programmes in the Inner-North West area.
- 1.2 Activity programmes for the area are attached to this report. Programmes include information with regard to contracted voluntary sector work, i.e. Youth Point, Burley Lodge Centre and Hawksworth Wood YMCA.

**2.0 BACKGROUND**

- 2.1 The Youth Service is included as a major item in the February committee cycle, and a comprehensive report will be prepared for that date. The February report will include the Area Improvement Plan currently being prepared, as well as a local response to the Ofsted inspection of the Youth Service in progress during September 2004.

### **NORTH WEST INNER AREA PROGRAMME (August 2004)**

<b>Unit Of Work/Project</b>	<b>Brief Details of Programme</b>	<b>Address Taking Place</b>	<b>Target Age Group</b>	<b>Day(s)</b>	<b>Time(s)</b>	<b>Person Responsible Senior Worker</b>	<b>Phone Number</b>	<b>Notes</b>	<b>Ward</b>
Burley Lodge Lads Project		Burley Lodge Centre	13+	Wed	6.30pm – 8.45pm	Adrian Lee			Kirkstall
Burley Park Detached	Detached Work	Burley Park Area	13+	Wed	6.30pm – 9.30pm	Martin Hofman Jaspal Singh			Kirkstall
Girls Group	Sports and Fitness	Burley St Matthias	13+	Wed	7.00pm – 9.00pm	Samantha Clough Jill Adams		Closed Group Limited to 12 young people.	Kirkstall
Detached		Kirkstall Hill/ Burley	13+	Thurs	6.30pm-9.00pm	Jaspal Singh Martin Hofman			Kirkstall

<b>Unit Of Work/Project</b>	<b>Brief Details of Programme</b>	<b>Address Taking Place</b>	<b>Target Age Group</b>	<b>Day(s)</b>	<b>Time(s)</b>	<b>Person Responsible Senior Worker</b>	<b>Phone Number</b>	<b>Notes</b>	<b>Ward</b>
Headingley Drop In	Drop in providing information and support, C Card	Headingley Parish Church	13+	Wed	4.00pm – 6.00pm	Adrian Lee Jill Adams			Headingley

Unit Of Work/Project	Brief Details of Programme	Address Taking Place	Target Age Group	Day(s)	Time(s)	Person Responsible Senior Worker	Phone Number	Notes	Ward
Connexions Access Point	Individual support in connection with employment/ Study	Meanwood Community Centre	13+	Mon – Thurs	11.00am – 4.00pm	Eren Weekes Homer Harriott	2744531		Weetwood
Detached	Work with young people on the streets	West Park, Iversons, Vesper Way	13+	Wed	7.00pm – 9.00pm	John McHugh Sylvia Wray		Addressing issues including anti-social behaviour	Weetwood
Senior Youth Club	Issue based work mainly in Community Centre	Meanwood C.C.	13+	Fri	7.00pm – 9.00pm	John McHugh Sylvia Wray Bridget Hargreaves Audrey Blake		This will also include some Detached work	Weetwood
Drop In	C Card	Meanwood C.C.	13+	Tues	2.00pm– 4.30pm	Eren Weekes Jill Adams			Weetwood
Drop In	C Card and Pregnancy testing	Meanwood C.C.	13+	Thurs	2.00pm – 4.30pm	Eren Weekes Jill Adams			Weetwood
Intermediate	Centre based work	Meanwood C.C.	11 – 13yr	Tues	6.30pm – 8.30pm	Sylvia Wray Bernadette Pugh Norman Francis		These programmes are run by voluntary group supported by the youth service	Weetwood

Drop In	Providing information and support	Lawnswood School	13+	Thurs	3.00pm-4.00pm	Adrian Lee Jill Adams			Weetwood
Drop In	Providing information and support	Carr Manor School	13+	Thurs	12.45pm – 2.15pm	Adrian Lee Jill Adams			Weetwood
Monday Football Group	Physical Activity	5 A Side Pitch Stainbeck Avenue	13+	Mon	6.30pm – 8.30pm	Norman Francis Homer Harriott			Weetwood
Girls Group/Youth Forum	Health and Well Being	Meanwood Community Centre	13+	Wed	6.30pm – 8.30pm	Eren Weekes Bridget Hargreaves			Weetwood
Youth Information Service	Support young people/ developing issues based work	Tinshill Learning Centre (PRU)	13+	Tues	12.30pm - 2.30pm	Lisa Carlin Keith White	0113 2611472	Working with young people excluded for school.	City-wide  Adel and Wharfedale  Weetwood
Detached YW In Tinshill/RU	Meeting young people on the streets	Tinshill Learning Centre (PRU)	13+	Tues	6.30pm-8.30pm	Peter Dransfield Kate Lund Dan Lee		Meeting with young people on the streets & developing initiatives targeting their needs	Weetwood
Senior SPACE Youth Club	Arts & Crafts activities	Holt Park YC	13+	Wed	7.00pm-9.00pm	Dione Watson Keith White	0113 2611472	PAYP	Adel and Wharfedale  Weetwood
Youth Forum	Issue based Youth Work	Holt Park	13+	Thurs	3.00pm-5.00pm	Keith White Vanilla Lyburd	0113 2611472	Working with the school	Adel and Wharfedale  Weetwood
Detached YW in Cookridge	Work on Streets	Holt Park area	13+	Thurs	3.00pm – 5.00pm	Keith White Vanilla Lybird Peter Weedon	0113 2611472	Addressing anti-social behaviour	Adel and Wharfedale  Weetwood

Accredited Learning	Developing a learning programme that is accredited	Ralph Thoresby High School	13+	Fri	6.00pm – 8.00pm	Lisa Carlin Keith White	0113 2611472	Accredited leaning for disaffected youth people	Adel and Wharfedale Weetwood
C Card training		Holt Park YC	13+	Fri	3.00pm-5.00pm	Vanilla Lyburd Lisa Carlin Dan Lee	0113 2611472		Adel and Wharfedale Weetwood
Integrated Project	Working with the school developing a youth club for young people with special needs	Ralph Thoresby High School Farrar Lane, Leeds LS16	13+	Wed	3.30pm - 5.00pm	Keith White Vanillia Lyburd RTH school support staff/volunteer		Working with special needs young people	Adel and Wharfedale Weetwood

Unit Of Work/Project	Brief Details of Programme	Address Taking Place	Target Age Group	Day(s)	Time(s)	Person Responsible Senior Worker	Phone Number	Notes	Ward
Martial Arts	Providing accredited martial arts courses on a 12 week cycle	Woodhouse Community Centre	13+	Mon	6.00pm-8.00pm	Raffi Primus Joanna Davidson +Tutor	2422698 2446808		HydePark/ Woodhouse
Football	Providing Football coaching skills and FA award	City Of Leeds School Sports Hall	11-13	Mon	6.00pm-7.00pm	Mark Crumbie +positive Futures	2422698 2446808		HydePark/ Woodhouse
Football	Providing Football coaching skills and FA award	City Of Leeds School Sports Hall	13+	Mon	7.30pm-8.30pm	Mark Crumbie +positive Futures	2422698 2446808		HydePark/ Woodhouse
Drop in YES	Support session for young people at school	City Of Leeds School	13+	Tues + Thurs	1.00pm-2.00pm	Anthony Nicely Joanna Davidson	2422698 2446808		HydePark/ Woodhouse

	lunch time								
Boys Group	Closed boys group offering group work sessions on behaviour ,health etc	Woodhouse Community Centre	13+	Tues	4.30pm-6.30pm	Mark Blackburn Stacey Robertson	2422698 2446808		HydePark/ Woodhouse
Open club 11+	Centre based youth club offering a range of activities for young people	Woodhouse Community Centre	11-13	Tues	6.00pm – 8.00pm	Raffi Primus Mark Crumbie Balbir Bansal	2422698 2446808		HydePark/ Woodhouse
Detached	Making contact with young people in Woodhouse who are not accessing are provision	Woodhouse Area	13+	Tues	7.00pm-9.00pm	Mark Blackburn Stacey Robertson	2422698 2446808		HydePark/ Woodhouse
Dance	An accredited programme of street dance	Woodhouse Community Centre	13+	Wed	4.30pm-6.30pm	Joanna Davidson Balbir Bansal +positive futures	2422698 2446808		HydePark/ Woodhouse
Pottery /Arts	A programme offering different forms of art eg Photography, Pottery	Woodhouse Community Centre	13+	Wed	4.30pm-6.30pm	Mark Blackburn Balbir Bansal	2422698 2446808		HydePark/ Woodhouse
ITC / Homework	As session of support where young people can create web sites and receive support for study	Woodhouse Community Centre	11+	Thurs	4.15pm-6.15pm	Anthony Nicely Stacey Robertson + libraries	2422698 2446808		HydePark/ Woodhouse

Music Tech	A series of 12 week accredited courses using Reason programme to produce music CD's	Woodhouse Community Centre	13+	Thurs	7.00pm-9.00pm	Anthony Nicely Joanna Davidson + tutor	2422698 2446808		HydePark/ Woodhouse
Dance	Sessions of Break dance which will be accredited programmes	Woodhouse Community Centre	13+	Thurs	7.00pm-9.00pm	Anne Fletcher + Breakers Unified tutor	2422698 2446808		HydePark/ Woodhouse
Health drop in	Session offering c card Pregnancy testing and clamydiah screening Whilst having a weekly theme around health topics	Woodhouse Community Centre	13+	Fri	3.15pm-5.30pm	Mark Blackburn Youth Point + School Nurses	2422698 2446808		HydePark/ Woodhouse
DJing	12 week accredited courses for dj skills and Rapp	Woodhouse Community Centre	13+	Fri	6.00pm-8.00pm	Anthony Nicely Stacey Robertson	2422698 2446808		HydePark/ Woodhouse

Unit Of Work/Project	Brief Details of Programme	Address Taking Place	Target Age Group	Day(s)	Time(s)	Person Responsible Senior Worker	Phone Number	Notes	Ward
DJing	12 week courses offering accreditation on DJ skills	Little London community centre	13+	Mon	5.00pm – 7.00pm	Anne Fletcher Walters tanifum	2226808		HydePark/ Woodhouse



Detached	Making contact with young people not accessing youth provision out in area	Little London community centre	13+	Mon	7.30pm-9.30pm	Anne Fletcher Anthony Nicely	2226808		HydePark/ Woodhouse
ICT/Homework	Support sessions for young people with school work and creating web sites and news letters	Little London community centre	11+	Tues	4.30pm-6.30pm	Anthony Nicely Joanna Davidson + tutor	2226808		HydePark/ Woodhouse
Health Drop in	Providing C Card and also having short projects around health issues eg Baby reality	Little London community centre	13+	Wed	4.00pm-6.00pm	Anne Fletcher Mark Blackburn	2226808		HydePark/ Woodhouse
Poetry Slam	Sessions providing creative writing skills and rapping	Little London community centre	11+	Wed	6.00pm – 8.00pm	Stacey Robertson Connect 2 Breakers Unified	2226808		HydePark/ Woodhouse
Music Tech	12 Week courses accredited for music production using ICT	Little London community centre	13+	Wed	7.00pm-9.00pm	Walters Tanifum Anne Fletcher + tutor	2226808		HydePark /Woodhouse

D of E	Group looking at planning out door expedition work and also modules for campaign for youth project	Little London community centre	13+	Thur	4.30pm-6.30pm	Anne Fletcher Mark Blackburn	2226808		HydePark/ Woodhouse
Martial arts	Accredited courses for skills in martial arts	Little London community centre	11+	Thurs	7.00pm-9.00pm	Walters Tanifum Stacey Robertson	2226808		HydePark/ Woodhouse

<b>Unit Of Work/Project</b>	<b>Brief Details of Programme</b>	<b>Address Taking Place</b>	<b>Target Age Group</b>	<b>Day(s)</b>	<b>Time(s)</b>	<b>Person Responsible Senior Worker</b>	<b>Phone Number</b>	<b>Notes</b>	<b>Ward</b>
Girls Sports	12 month programme to introduce young women back to sport	Woodsley Road Community Centre	13+	Mon	6.00pm-8.00pm	Frazanna Jabar Naseem +Health Ed	2434893		HydePark Woodhouse
Sport for all Boys	Looking at different sports	Woodsley Road Community Centre	13+	Mon	6.30pm-8.30pm	Parvez Hussain Abdul Kuduss	2434893		HydePark Woodhouse
Study Support	Sessions to target non attendee and low achievers within BME groups	Woodsley Road Community Centre	13+	Tues	6.00pm – 8.00pm	Frazanna Jabar Abdul Kuduss Walters Tanifum + City of Leeds and Reemap	2434893		HydePark Woodhouse

Young Womens well being	Supporting young asian women to make choices and gain confidence and skills	Woodsley Road Community Centre	16+	Tues	6.00pm-8.00pm	Rubina Rehman Salma Kotia + social services	2434893		HydePark Woodhouse
Exchange group	Supporting a group of Asian girls to work cross city wide and also with groups from other countries	Woodsley Road Community Centre	13+	Wed	4.00pm - 6.00pm	Rubina Rehman + Shantona Centre	2434893		HydePark Woodhouse
Asian Boys Group	Activities to gain new skills such as motor mechanics and food hygiene etc	Woodsley Road Community Centre	13+	Wed	6.00pm-8.00pm	Parvez Hussain Abdul Kuduss	2434893		HydePark Woodhouse
Asian girl 16+	Supporting young Asian women to have short projects eg beauty therapy	Woodsley Road Community Centre	16-25	Thurs	6.00pm-8.00pm	Frazanna Jabar Salma Kotia	2434893		HydePark Woodhouse
Asian girls 13-16	Activities on offer with accreditation e.g sewing project	Woodsley Road Community Centre	13-16	Fri	6.00pm – 8.00pm	Rubina Rehman Salma Kotia	2434893		HydePark Woodhouse
Asian Boys Sports	New Sports initiatives for boys eg visits to cricket studio and others	Woodsley Road Community Centre	13+	Fri	6.00pm-8.00pm	Walters Tanifum Abdul Kuduss	2434893		HydePark Woodhouse

LEEDS YOUTH SERVICE – OFSTED 2004  
PROGRAMME TIMETABLE FOR WEEK BEGINNING MONDAY 27<sup>TH</sup> SEPTEMBER 2004  
PLEASE COMPLETE ELECTRONICALLY AND ENSURE THAT INFORMATION IS ACCURATE AND COMPLETE

Name of Area or Project: Youth Point				
1	2	3	4	5
Name of programme / unit (please use file names from list)	Day and PRECISE time and location of operation	Type of work (please select from QA lists using a combination of 'method' and 'context' descriptors)	Curriculum Area (please select from QA list of descriptors)	Contact Details (please ensure that a member of staff actually working on the programme can be contacted by the Inspectors at very short notice)
Information and support	Monday City of Leeds High School 1.30 – 2.10	Drop-in	Youth information	Emma Manners 274 9959 07986 567708
Information and support	Monday The Cardigan Centre 3 – 6pm	Drop-in	Youth information	Emma Manners 274 9959 07986 567708
Information and support	Wednesday The Cardigan Centre 7 – 9pm	Drop-in	Youth information	Sarah Hutchinson/Carolyn Smith 274 9959
Information and support	Friday City of Leeds High School 1.30 – 2.10	Drop-in/partnership project	Youth information	Philippa Cox/Sarah Hutchinson 274 9959

Information and support	Friday Woodhouse Community Centre 3.15 – 5.15	Drop-in	Youth information	Sarah Hutchinson 274 9959
<b><u>OCTOBER HALF TERM 204-2005</u></b>				
Baby Reality (PAYP)	Monday 27 October Youth Point 11:00 – 2:00	Drop-in	Youth information	
T-Shirt printing	Monday 27 October Youth Point 3:00 – 6:00	Drop-in	Youth information	
Drop-in	Monday 27 October Youth Point 3:00 – 6:00	Drop-in	Youth information	
Baby Reality (PAYP)	Tuesday 28 October Youth Point 11:00 – 2:00	Drop-in	Youth information	
Baby Reality (PAYP)	Tuesday 28 October Out and about 2:00 – 3:00	Drop-in	Youth information	
Baby Reality (PAYP)	Wednesday 29 October Youth Point 11:00 – 2:00	Drop-in	Youth information	

Football tournament @ Goals (PAYP)	Wednesday 29 October 'Goals' 12:00 – 3:00	Drop-in	Youth information	
Hairdressing (PAYP)	Wednesday 29 October Drop-in 7:00 – 9:00	Drop-in	Youth information	
Baby Reality (PAYP)	Thursday 30 October Youth Point 11:00 – 2:00	Drop-in	Youth information	
Town / Thackery BR trip (PAYP)	Thursday 30 October Outing 2:00 – 5:00	Drop-in	Youth information	
Trip to be confirmed (PAYP)	Friday 31 October	Drop-in	Youth information	
Woodhouse Drop-in	Friday 31 October Woodhouse CC 3:00 – 5:00	Drop-in	Youth information	

LEEDS YOUTH SERVICE – OFSTED 2004  
PROGRAMME TIMETABLE FOR WEEK BEGINNING MONDAY 27<sup>TH</sup> SEPTEMBER 2004  
PLEASE COMPLETE ELECTRONICALLY AND ENSURE THAT INFORMATION IS ACCURATE AND COMPLETE

Name of Area or Project: Burley Lodge Centre				
1	2	3	4	5
Name of programme / unit (please use file names from list)	Day and PRECISE time and location of operation	Type of work (please select from QA lists using a combination of 'method' and 'context' descriptors)	Curriculum Area (please select from QA list of descriptors)	Contact Details (please ensure that a member of staff actually working on the programme can be contacted by the Inspectors at very short notice)
Older Girls Group	Monday 7.15pm – 8.30pm Burley Lodge Centre	Group Work/ voluntary sector	Life skills/ personal development incorporating Health and relationships and Arts and Crafts	Kate Traynor – 07989377407 Audrey Hylton – 07944464773
Hyde Park Rangers	Tuesday 6.15pm – 8.30pm Burley Lodge Centre / Burley Park / Hyde Park	Group work/ voluntary sector/ Drop-in/ Out of doors (weather permitting)	Sports and Leisure	Paul Gorman - 07702254506 Jerome Nolan – no mobile number
Older Boys Group	Wednesday 6.30 – 8.30pm Burley Lodge Centre	Group Work/ voluntary sector	New Group Djing Workshops at the moment	Paul Weaver – 07830170413 Racheal Kelly – 07814929467
Normal programme throughout year as above				
Playscheme may also run – details yet to be confirmed.				

LEEDS YOUTH SERVICE – OFSTED 2004  
PROGRAMME TIMETABLE FOR WEEK BEGINNING MONDAY 27<sup>TH</sup> SEPTEMBER 2004  
PLEASE COMPLETE ELECTRONICALLY AND ENSURE THAT INFORMATION IS ACCURATE AND COMPLETE

Name of Area or Project: Hawksworth Wood YMCA				
1	2	3	4	5
Name of programme / unit (please use file names from list)	Day and PRECISE time and location of operation	Type of work (please select from QA lists using a combination of 'method' and 'context' descriptors)	Curriculum Area (please select from QA list of descriptors)	Contact Details (please ensure that a member of staff actually working on the programme can be contacted by the Inspectors at very short notice)
connexions	Wednesday 10am to 3pm	One to one voluntary sector drop in	Health, housing, education, youth info	Andy fisher 0113 216 2970
Outreach/detached	Wednesday 7pm to 9pm	Outreach/detached, partnership, voluntary sector	Sport and leisure, youth info	Martha sinclair 0113 216 2970
Football skills	Tuesday 4pm to 8pm	Group work,voluntary sector,youth centre	Sport and leisure, lifeskills	Andyfisher, keith white 0113 216 2970
Martial arts	Wednesday 4pm to 6pm	Group work, voluntary sector youth centre	Sport and leisure	Martha sinclair 0113 216 2970
Different programme running through half-term to include centre based activities such as dance workshop and off-site activities, e.g climbing, football and skating and possible trips out. – final details not yet available.				



**HAWKSWORTH WOOD BRANCH**  
Lea Farm Mount Leeds LS5 3PX  
Centre Manager **ANDY FISHER**

Telephone **0113 2162970**

Mon **GYMNASTICS** Venue YMCA  
4.00 – 6.00 pm Age 4 – 8 years  
6.00 – 8.00 pm Age 9 – 12 years  
Tue **FOOTBALL** Venue YMCA  
4.00 – 6.00 pm Age 9 – 12 Coaching and Training  
4.00 – 6.00 pm Age 13 – 17 Competitive  
6.00 – 8.00 pm Age 13 – 17 Coaching and Training

**CONNEXIONS ACCESS POINT - SUPPORT AND INFORMATION - RECREATIONAL ACTIVITIES**

10.00 – 4.00 Age 16 – 19 Venue YMCA

Wed **50+ CLUB**  
1.00 – 3.00 pm Venue YMCA

**CONNEXIONS ACCESS POINT - SUPPORT AND INFORMATION - RECREATIONAL ACTIVITIES**

3.00 – 4.00 pm Age 16 – 19 Venue YMCA

**FEMALE SELF DEFENCE AND  
CONFIDENCE BUILDING**

4.30 – 6.00 pm Age 13 – 17 years  
Venue YMCA

**OFF SITE ACTIVITIES**

4.00 – 8.00 Age 9 – 12 Alternate weeks  
Age 13 – 17 Alternate weeks

Thurs      **PARENTS & TODDLERS**

9.30 – 11.30 am

Venue YMCA

**CONNEXIONS ACCESS POINT - SUPPORT AND INFORMATION - RECREATIONAL ACTIVITIES**

3.00 – 4.00 pm

Age 16 – 19

Venue YMCA

**DRAMA**

3.00 – 4.00 pm Under 11s

Venue Hawksworth Wood Primary School

**STREET DANCE**

4.00 – 6.00 pm

Age 9 – 12 years

6.00 – 8.00 pm

Age 13 – 17 years

Venue YMCA

**RUGBY**

4.00 – 6.00 pm

Age 9 – 12 years

6.00 – 8.00 pm

Age 13 – 17 years

Venue Milford Club

Fri

**LUNCHEON CLUB**

11.30 – 1.30

Venue YMCA

**JUNIORS**

4.00 – 6.00 pm

Age 4 – 8 years

Venue YMCA

**CONNEXIONS & HEALTH EDUCATION**

6.00 – 8.00 pm

Age 13 – 17 years

Venue YMCA



**LEEDS**  
CITY COUNCIL

AGENDA ITEM NO:
Originator: John Bracewell Jason Singh
Tel: 214 4840

**REPORT OF:** Acting Director, Neighbourhoods and Housing

**COMMITTEE:** Inner North-West Area Committee

**DATE:** 14 October 2004

**SUBJECT: Towards an Area Delivery Plan 2005 / 2006**

<p><b>Electoral Wards Affected:</b></p> <p>Headingley</p> <p>Hyde Park &amp; Woodhouse</p> <p>Kirkstall</p> <p>Weetwood</p>	<p><b>Specific Implications For:</b></p> <p>Ethnic Minorities <input type="checkbox"/></p> <p>Women <input type="checkbox"/></p> <p>Disabled People <input type="checkbox"/></p>
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Executive Function  4 Council Function  Eligible for Call In  Not eligible for Call In   
 (details contained in the report)

**1.0 PURPOSE OF REPORT**

1.1 The purpose of this report is to:

- § Bring Members of the Area Committee up to date on work being undertaken to develop an **Area Delivery Plan (ADP)** for the Committee area.
- § Explain the idea of the ADP as an Area Service Improvement Strategy and what needs to be done to develop and achieve it.
- § Note the proposed timescale, purpose and format of the Area Delivery Plan for 2005 / 06 for this Committee area.
- § Note the links between the ADP and the Committee's Well-Being Budget for 2005/06 and endorse early proposals that are emerging for use of that Budget.
- § Give Members an opportunity to make early comment on influencing Departments' thinking and preparations for 2005/06 through service and budget planning.

**2.0 INTRODUCTION**

2.1 The Council approved a new constitution making provision for Area Committees in June. This gives Area Committees the task of producing an ADP for their areas. A separate report on this agenda outlines initial services which have been agreed as functions to be exercised by Area Committees along with minimum service

expectations, current and target performance data and respective resource allocations on an area basis.

- 2.2 Area Delivery Plans will identify the needs and priorities of the Committee area and inform decision-making and joined up service delivery. They will also advise and influence the City Council and other partner agencies in the allocation of resources.
- 2.3 Members have already commented on a draft Profile and Issues Document during ward based discussions over the summer. The Profiles and Issues document is being developed further into the draft Area Delivery Plan which will provide a framework for the activities of the Committee and will detail actions that providers of priority services and partners will undertake to ensure improvement to local services within a best value approach. The aim is to develop the delivery plan between October and December in order to inform the budget setting and service planning processes for the next financial year.

### 3.0 WHAT WILL BE INCLUDED IN THE ADP?

3.1 It is proposed the ADP for this committee will include:

- § A **profile** of the area drawing on relevant statistical data, in particular Super Output Area information, which can provide a range of statistical indicators on a sub-ward basis.
- § **Working arrangements** for the Area Committee describing the Committees decision-making process.
- § An **engagement statement** describing how the Committee aims to develop and sustain best practice in community engagement and involvement.
- § A **needs statement** outlining area based needs as agreed with Members, local communities and service providers.
- § A **priorities statement** which weights each of the needs into short, medium and long term priorities.
- § **Strategies and action plans** to address priorities outlining which agency is responsible for specific actions.
- § A **statement of resources** to deliver the priorities (executive functions and service schedules).
- § **Service development and improvement plans**, including performance standards and measures.
- § A statement on **partnership working** (a summary of area based approaches).

3.2 It is anticipated the ADP will be finalised by the Area Committee's meeting in February 2005 with a further update report being brought to this Committee's meeting in December.

### 4.0 PRIORITY THEMES

4.1 At its last meeting the Committee agreed the priority themes below for the current financial year. These themes were determined through consultation and are linked to the service themes which Area Committees initially will have most influence over this

year, i.e. **community safety, streetscene and children & young people**. They also reflect the wider remit of the Committee in promoting the social, economic and environmental well-being of the area:

- § Cleansing related street-scene improvements
- § Improving the standard of roads and footpaths
- § Enhancing the streetscape and the environment
- § Protecting and supporting vulnerable people
- § Maintaining community assets that are deemed to be valuable
- § Tackling antisocial behaviour by young people
- § Improving facilities for young people to use
- § Addressing issues linked to shared housing

4.2 The above priorities will form the basis of initial work on the draft ADP for 2005/ 2006 but may of course be amended or extended. For instance the Committee may wish to extend its priorities to cover areas such as education, training, or early years activities. In addition more service areas may be delegated by the Executive as functions of Area Committees by the start of the ADP in April 2005.

4.3 **The ADP's links to service delivery** – the main reason for bringing this report to the Area Committee at this time is that the Committee has the opportunity to make comment from an area perspective on any specific service delivery areas that it would wish Departments to be giving attention to as they start their budget and service planning for 2005/06. For instance, and assuming at this stage a standstill budget for 2005/06:-

- § Are there any realignments of service provision that the Committee would wish to be put forward to Departments for consideration in order to prioritise particular aspects of a service above others?
- § Are there any specific gaps in service provision the Committee would wish ideally that Departments address?
- § Are there any new ways of working that the Committee would wish Departments to be considering from examples of good practice within or outside Leeds?
- § Are there any areas of wider partnership working that require further attention?

On the basis of no new extra resources for 2005/06, the opportunity at this stage is about suggesting, influencing and debating with services the opportunities for 2005/06 before decisions are finalised through departmental processes. These can then be reflected in the Area Delivery Plan when it is completed. Members may require more time to reflect on this but it would be helpful if any recommendations were submitted to the Area Manager by the end of October to compile a composite report back to Departments.

4.4 Members may also wish to consider, again from an area perspective, any capital schemes the Committee might want to register with central finance for consideration for inclusion in the Council's capital programme. Further work can then be undertaken by officers and include positive outcomes in the ADP for 2005/06.

## 5.0 CONSULTATION

5.1 The ADP will be developed through stakeholder consultations with the community, service providers (both statutory and voluntary sector) and ward members between the end of October and February 2005.

## 6.0 LINKS TO THE WELLBEING FUND

- 6.1 A separate report on this agenda covers potential options for use of the Committee's Well-Being funding. In 2005/06 the Area Delivery Plan will need to frame and guide the Committee's allocation of Well-Being resources and wherever possible the Committee's priorities should be reflected in Well-Being funding decisions.
- 6.2 Over recent weeks and through discussions with ward members, service providers and local community and voluntary groups, a number of schemes have already been identified which the Area Committee will need to consider in terms of potential commitments from next year's Well-Being Budget. These schemes are being brought to the Committee's attention at this stage for information in order for developmental work by officers to proceed **without prejudice to the Committee**. Schemes currently being developed for 2005 / 2006 are:

- § Planning Officer (Revenue)
- § Funding Officer (Revenue)
- § Motor Training Project (Youth Service) (Capital)
- § Neighbourhood Wardens for Little London, Woodhouse and Burley (Revenue)
- § Royal Park Greenspace refurbishment– revenue funding for up to 2 years (Revenue)
- § Youth Service POD for Kirkstall (Capital and Revenue)
- § Youth Service Development Worker (Revenue)
- § Parkswatch Patrols (Revenue)
- § Skips Provision (Revenue)
- § Trading Standards – proof of age; fireworks; aerosol spays - control initiative (Revenue)
- § Traffic Calming - measures across area (Capital)
- § Streetscene - Education and Awareness Project (Revenue)
- § Hyde Park Unity Day - running costs support (Revenue)
- § Up your street - student volunteering for environmental scheme (Revenue)
- § Staffing support for Woodsley Road Community Centre and Burley Lodge Centre (Revenue)
- § BTCV Hollybush Healthy Walking Project (Revenue)

## 7.0 RECOMMENDATIONS

The Committee is asked to:

- 7.1 Note the current position in relation to the development of the Area Delivery Plan and its proposed timescale, purpose and format.
- 7.2 Note the link between the Area Delivery Plan and the Committee's Well-Being Budget for 2005/06 and the projects in development for 2005/06 as listed at 6.2.
- 7.3 Register any specific responses to 4.3 and 4.4 in terms of service improvement and capital programme issues that should be raised with Departments at this stage in the planning cycle and note the opportunity to respond to the Area Manager with views by the end of October.



**LEEDS**  
CITY COUNCIL

AGENDA  
ITEM NO.:

Originator Denise Preston

Tel: 247 8395

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**REPORT OF THE CHIEF RECREATION OFFICER**

**REPORT TO : ALL AREA COMMITTEES**

**DATE : OCTOBER 14<sup>th</sup> 2004**

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**SUBJECT : PARKSWATCH SERVICE**

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**Electoral Wards Affected :**

Headingley

Hyde Park and Woodhouse

Kirkstall

Weetwood

**Specific Implications For :**

Ethnic Minorities

Women

Disabled People

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**Executive Board Decision**

**Eligible for Call In**

**Not eligible for Call In  
(details contained in the report)**

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**1.0 PURPOSE OF REPORT**

- 1.1 The report describes the service offered by Parkswatch and asks Committees to consider the request for funding towards a city wide service.

**2.0 BACKGROUND**

- 2.1 The Parkswatch service plays a key role in emphasising the importance of parks and greenspaces for the whole community, by ensuring that there is a presence in these areas. This helps to deter vandalism and anti-social behaviour and also assists in helping people to feel safer when visiting parks and greenspaces.

In common with all parks authorities and services, the introduction of CCT in 1988 saw workforces and practices radically altered, which resulted in the demise of the traditional park keeper role. As commented on in many recent research studies and the ODPM Green Spaces Better Places report regarding the future of parks and greenspaces and their management, this issue of a 'presence' in parks is a key one in allowing the public to feel safe, and undoubtedly the more that the public use our parks and greenspaces, the safer they will feel and eventually become.

- 2.2 The role of the Parkswatch officers is to provide a visitor service function in addition to taking a lead role in protecting the environment, preservation of heritage and greenspaces, dealing with issues of access, and a range of anti-social activities.

The Parkswatch service operates throughout the week working core hours that start at 10am and finish at 10pm. In order to cover these hours, the staff work a rolling shift

pattern of four days on and four days off, although these arrangements can be changed to meet specific needs as they arise, as is often the case when carrying out joint operations with the Police. The service is currently reviewing the existing communication links with the public wishing to report incidents that need attention, and these links are to be improved to ensure there is an operator available to speak to the public during the core operating hours of between 10am and 10pm.

2.3 The effectiveness of the Parkswatch service is demonstrated by the following results achieved during the 2003/04 financial year :

- 2405 incidents logged.
- Information from 615 incidents passed to the Police for attention and intelligence gathering.
- 32 specific incidents passed to Graffiti Removal for attention.
- 20 incidents regarding juveniles passed on to ASBT and Youth Service.
- 81 recovered motorbikes of which 10 were taken by the Police, 12 were burnt out and 59 abandoned. Parks staff removed motorbikes from the latter two elements.
- 50 arrests.
- Active presence and enforcement has ensured that areas of land previously abused and misused are now being used for recreational purposes - such as the Skelton Lake nature reserve, Post Hill at Pudsey and Plane Tree Hill near the airport at Yeadon.
- CCTV equipment installed on the Parks Watch motorbikes has provided valuable visual and audio information on anti-social behaviour besides intelligence on such problems as burnt out cars in woods, tethered horses, graffiti and vandalism in hard to reach areas.
- Numerous commendations from members of the public, ward members and through press reviews.
- Mention in the DEFRA White Paper on the Use of Motorised Vehicles on Public Rights of Way as a model of good practice for work with Killingbeck Police

### 3.0 FUNDING ARRANGEMENTS

3.1 The core Parkswatch service comprises of one supervisor and two full time patrol staff to cover all parks and greenspaces in the City, and there is provision in the Parks and Countryside base budget for this service. This service essentially provides for one officer on duty per shift.

3.2 Additionally, the Parkswatch service was funded by a number of CIT priorities budgets as outlined below.

<b>Mostly South Inner Area Cttee Expired</b>	CIT 4 & 10. (City, Holbeck, Beeston, Middleton and Hunslet) September 3 <sup>rd</sup> 2004
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<b>North West Outer and part of Inner Area Cttee Expired</b>	CIT 1, 7 & 13 (Otley, Aireborough, Cookridge and Horsforth) September 3 <sup>rd</sup> 2004
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<b>North Outer and part West Inner Area Cttee Expired</b>	CIT 2 . (Armley, Wortley and Bramley) September 30 <sup>th</sup> 2004
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- 3.3 Although these CITs have been very supportive of the services provided, we have experienced recruitment and retention problems due to the short term nature of the staffing contracts. The success of the Parkswatch service relies on the calibre of the officers employed, and it is difficult to recruit to such posts when they are short term in nature. The resources expended on training and protective clothing and equipment is also wasted when staff leave after a short time due to insecurity of their employment.
- 3.4 The 2004/05 budget contained a centrally held contingency sum of £200k for additions to the Parkswatch service. This funding has now been released and has been added to the £95k base budget.

However, in order to provide a city wide service of 10 staff, 2 in each wedge, a budget of £495,880 is required. This budget provides for full training, equipment, and agency cover during sickness and holidays so that the service is provided 365 days a year. The budget will also provide for an improved telephone answering service and call out facilities to support the team of Parkswatch officers.

- 3.5 In order to provide the City wide service a further £200k is required. Discussions have taken place between Executive Members and Area Committees are asked to consider allocating £20k per annum from their Wellbeing budgets towards the provision of this service.

Committees are also asked to consider allocating this annual funding for a period of 5 years so that the problems described in paragraph 3.3 regarding short term contracts can be avoided, thereby ensuring a continuity of service to communities.

#### **4.0 RECOMMENDATION**

- 4.1 Members are asked to note the work of the Parkswatch service and to agree to contribute £20k per annum from Wellbeing budgets for a period of 5 years commencing on 1<sup>st</sup> April 2005.



**LEEDS**  
CITY COUNCIL

<b>AGENDA ITEM NO.:</b>
Originator: S Butler
Tel:0113 2478186

**REPORT OF THE: Chief Planning and Development Services Officer**

**MEETING: Inner North-West Area Committee**

**DATE : October 14<sup>th</sup> 2004**

**SUBJECT :PROPOSED PROTOCOL FOR CONSULTATION WITH AREA COMMITTEES  
ON PLANNING MATTERS**

**Electoral Wards Affected :**

Headingley  
Hyde Park and Woodhouse  
Kirkstall  
Weetwood

**Specific Implications For :**

Ethnic Minorities   
Women   
Disabled People

<b>Executive Function</b> <input type="checkbox"/>	<b>Council Function</b> <input checked="" type="checkbox"/>	<b>Eligible for Call In</b> <input type="checkbox"/>	<b>Not eligible for Call In (details contained in the report)</b> <input type="checkbox"/>
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**PURPOSE OF REPORT**

The purpose of this report is to present the proposed Protocol for Consultation with Area Committees on Planning matters and to invite comments and views through the Area Committee process.

**BACKGROUND**

It is suggested that the most significant advance arising from the establishment of Area Committees will be realised through improved consultation at the earlier preliminary stages of development proposals, when the opportunity to shape the impact of community benefits arising from the development are likely to be most negotiable. The proposed Protocol for Consultation with Area Committees on Planning matters seeks to identify an approach that maximises the opportunity to increase community engagement on the most significant development proposals in a way that does not overwhelm the participants or the support structures. The proposed arrangements are additional to the existing systems for publicity, notification and consultation on planning matters.

**RECOMMENDATION**

Members are requested to give their views through the Area Committee meeting or direct to the Chief Planning and Development Services Officer by the 31<sup>st</sup> of October.

# LEEDS CITY COUNCIL : DEVELOPMENT DEPARTMENT

## PROPOSED PROTOCOL FOR CONSULTATION WITH AREA COMMITTEES ON PLANNING MATTERS

### BACKGROUND

The Terms of Reference for Area Committees include the following provision in regard to planning matters.

*"To consider and respond to consultations on planning briefs and frameworks and on major development proposals affecting the Committee's area."*

The purpose of this draft protocol is to inform Area Committees of the Development Department's proposals in respect of the matters on which Area Committees should be consulted and the arrangements that Area Committees might wish to put into place to facilitate timely responses on consultations.

Comments are invited by 31<sup>st</sup> October 2004. Work will proceed on arrangements for implementation throughout the consultation period.

### CONTEXT

Ward Councillors are already consulted on Planning Briefs and Frameworks, and are notified of new planning applications in their Ward. There is an established scheme of delegation for dealing with planning applications that results in the most significant planning applications being determined by one of the Council's Plans Panels.

All planning applications are subject to publicity and representations may be made by organisations or individual citizens. Many thousands of representations are already received and taken into account. Since May 2003, the Council has exercised the facility for public speaking at Plans Panel meetings when planning applications are considered.

The planning service operates to strict timescales according to Government Best Value Performance Indicators. Consultation on planning applications needs to operate within this context. Failure to meet the Government's targets leads to loss of resources to the City Council and potential for intervention by Government in the handling of planning applications.

It is suggested that the most significant advance arising from the establishment of Area Committees will be realised through improved consultation at the earlier preliminary stages of development proposals, when the opportunity to shape the impact of community benefits arising from the development are likely to be at their most negotiable.

The remainder of this draft protocol has regard to this context and sets out in some detail the matters on which it is proposed to consult Area Committees to supplement the existing arrangements for publicity and consultation on planning matters.

## **PLANNING BRIEFS AND FRAMEWORKS**

Planning Briefs or Frameworks are prepared for a relatively small number of significant development sites. They are intended to guide development and are a material consideration when subsequent planning applications are considered.

It is anticipated that Area Committees (or their nominated representatives) will wish to comment on the briefs before they are approved as planning guidance.

## **MAJOR PLANNING APPLICATIONS**

The City Council deals with more than 8000 planning applications each year. Clearly, it is impracticable for Area Committees to consider all of these applications. However, some 300 to 400 are expected to be "major" applications, relating to the largest and most significant developments in the City. It is proposed to consult Area Committees on all major planning applications. These are defined as:

*"For dwellings, a major development is one where the number of dwellings to be constructed is 10 or more. Where the number of dwellings to be constructed is not given in the application, a site area of 0.5 hectares or more will be used as the definition of a major development.*

*For all other uses, a major development is one where the floorspace to be built is 1,000 square metres or more, or where the site is 1 hectare or more."*

The Government target for deciding major planning applications is 13 weeks, as distinct from 8 weeks for all other types of planning application. Since these are normally the most significant planning applications affecting a community, and since the timescales within which the Council seeks to deal with such applications are less compressed than for relatively minor applications, there will be more opportunity for consultation with Area Committees, provided that appropriate arrangements can be put into place.

However, it should be noted that decisions on major applications are generally made by the regulatory Plans Panels, and the timescales for responses are less extensive than the 13 week target suggests. A report may be presented to a Plans Panel as little as four to five weeks after deposit.

## **PRE-APPLICATION PROPOSALS**

Often, but not always, major planning applications are preceded by pre-application enquiries. It is this type of enquiry that represents the most significant opportunity for innovation and expansion in community engagement on planning issues. Some pre-application enquiries may, at the request of the developer, remain confidential for commercial or other reasons. However, early community involvement is increasingly encouraged by the Council and the Government, and many developers recognise its value. Where the developer agrees, or can be persuaded, it is anticipated that Area Committees will be consulted on pre-application enquiries for major developments.

## **LOCAL DEVELOPMENT FRAMEWORK**

The context against which planning decisions are made is the Development Plan. The existing Plan (The Leeds Unitary Development Plan) will be replaced, in due course, by Local Development Frameworks as a result of major changes to the planning system.

Precise timescales and some procedural details are not yet known. However, policies and plans within the Local Development Framework will require consultation. Further details will be provided in due course but it can be stated at this stage that it is intended to consult Area Committees on Local Development Framework documents.

## **PRACTICAL CONSIDERATIONS**

Given the range of issues that will be considered by the formal meetings of Area Committees, it is suggested that detailed consideration of planning briefs or applications, at full Area Committee meetings may present difficulties. All or most consultations will, of necessity, be time limited. It is, perhaps, inevitable that the timescales within which planning briefs, applications or pre-application enquiries need to be considered will not mesh well with meeting cycles for Area Committees. Consequently, Area Committees may wish to establish a sub-group of nominated representatives, empowered to comment on planning issues on behalf of the Area Committee.

## **OFFICER ATTENDANCE AT AREA COMMITTEES**

In common with other Departments, the Development Department has nominated a Chief Officer to attend and support each of the Area Committees. The Chief Officers are:-

NORTH EAST	Ian Andrews
WEST	Paul Stephens
NORTH WEST	Paul Brook
EAST	Jean Dent
SOUTH	Steve Speak

Within Planning Services, a lead officer has been nominated to assist each Chief Officer on planning matters. The lead planning officers are likely to attend Area Committees when planning issues appear on the Agenda. They will also serve, on a day to day basis, as an informed and empowered point of contact on all planning issues in the area. The lead planning officers are:

NORTH EAST	David Newbury	Tel: 247 2026
WEST	Martin Sellens	Tel: 247 8213
NORTH WEST	Christine Naylor	Tel: 247 8020
EAST	Jayshree Patel	Tel: 247 8028
SOUTH	John Redding	Tel: 247 8156

## **PLANNING OBLIGATIONS AND COMMUNITY BENEFITS**

Planning obligations are negotiated in regard to a number of key policy areas. In some cases, the planning obligations may take the form of a commuted sum, sometimes in lieu of on-site provision of planning objectives. Provision or improvement of greenspace is a frequent example.

Whilst there are constraints on how commuted sums can be spent, there is often a significant degree of local discretion. Area Committees will be consulted on spending priorities for available planning obligation funds.

## CONCLUSION

There are significant and substantial opportunities to improve community representation and engagement in planning matters through the establishment of Area Committees.

Consultation at early stages of major development proposals is likely to be particularly beneficial. However, it should be noted that consultation periods need to be time limited. This draft protocol suggests ways in which an effective balance can be reached.

The draft is for consultation purposes and has been forwarded to all Councillors. In addition, Area Managers have been consulted and asked to co-ordinate the collective views of Area Committees. Comments are invited by 31<sup>st</sup> October 2004. Please forward your comments to:

[ian.andrews@leeds.gov.uk](mailto:ian.andrews@leeds.gov.uk) or to:

Ian Andrews  
Chief Planning and Development Services Officer  
The Leonardo Building  
2 Rossington Street  
LEEDS  
LS2 8HD

IAN ANDREWS  
Chief Planning and Development Services Officer  
8 September 2004



**REPORT TO:** Inner North-West Area Committee

**REPORT OF:** Acting Director, Neighbourhoods and Housing Department

**DATE:** 14<sup>th</sup> October 2004

**SUBJECT: Inner Area Committee Well-Being Budget 2004 / 05**

**Electoral Wards Affected :**

Headingley  
Hyde Park and Woodhouse  
Kirkstall  
Weetwood

**Specific Implications For :**

Ethnic Minorities   
Women   
Disabled People

**Executive Function**  4 **Council Function**  **Eligible for Call In**  **Not eligible for Call in**   
(details contained in the report)

**1.0 Purpose of this Report:**

This report seeks to:

- a) Provide Members with a current position statement on the Well-Being Budget.
- b) Provide Members with information at Appendix One on the status of projects funded through the CIT budgets from 2003/04 that take effect in 2004/05.
- c) Set out for Members consideration at Appendix Two a series of costed options for the allocation of the Well-Being Budget.

**2.0 Background**

2.1 At its last meeting the Area Committee noted the final allocations of **£202,729** revenue funding for 2004/05 financial year and **£394,196** capital funding over three financial years from 2004/05 to March 31<sup>st</sup> 2007.

2.2 Members should note the following points:-

- § A number of projects were funded through CIT budgets in 2003/04 to take effect in 2004/05. Information on the current status of the projects is detailed in Appendix One.
- § The revenue funding is for 2004/05 only and therefore not only should this be committed as soon as possible but every effort should be made to ensure that ideally the funding is actually spent by March 31<sup>st</sup> 2005, as there is as yet no

guarantee that the allocation can be rolled over into the following financial year although this has been raised centrally.

- § The Area Committee agreed a Sub – Committee of one Member per ward be formed to consider suggested projects that might be commissioned by the them.
- § At its previous meeting the Committee agreed that £10,000 be ring-fenced for a Well-Being Small Grant Fund and at the last meeting four small grants were approved totalling £1,517.90. A total of **£8,482.10** is therefore remaining in the fund.
- § The budget for community skips has been incorporated into the Well-Being budget. So far this year £2,500 has been spent. The total figure allocated for the year is £4,000, although this could be increased should the Committee wish.
- § The Area Committee also noted that for 2005/06 funding allocations will be based on an approved Area Delivery Plan.

2.3 The following are the eight priority themes agreed by the Area Committee that ideally the 2004/05 Well-Being Budget should be allocated against:-

- § Cleansing related streetscene improvements
- § Improving the standard of roads and footpaths
- § Enhancing the streetscape and the environment
- § Protecting and supporting vulnerable people
- § Maintaining community assets that are deemed to be valuable
- § Tackling antisocial behaviour by young people
- § Improving facilities for young people to use
- § Addressing issues linked to shared housing

### **3.0 Well-Being Costed Options**

3.1 Attached at Appendix Two for consideration, following consultations with Members, service providers and other agencies, are, wherever possible, costed options for projects that meet the priority themes and are able to have resources allocated to them in this financial year.

3.2 Members should also note the following projects which Parks & Countryside have proposed as schemes that they would like to develop, but as yet there is no funding identified.

Beckett Park – new play area

Beckett Park - multi-use games area

Kendal / Consort area – improve playground facilities

Burley Park – new youth facility within the park

### **4.0 Recommendations**

Members of the Inner North-West Area Committee are requested to:

- 4.1 Note the current budget position of the Well-Being Budget as set out at 2.1
- 4.2 Note the project details of the CIT funded projects as outlined in Appendix One.
- 4.3 Consider and agree which of the options listed at Appendix Two should be commissioned by this Committee.



APPENDIX ONE

**Former CIT Priorities Budget Projects**

<b>Organisation</b>	<b>Amount of funding</b>	<b>Description</b>	<b>Position</b>
Voluntary Action Leeds	£33,000	Funding Officer	Project ongoing – subject of separate report
Development Department	£35,000	Planning Officer	Project ongoing – subject of separate report
Development Department	£20,750	Butcher Hill Shops – Refurbishment	Project completed.
Care and Repair Target Hardening.	£5,000	Target groups: Older people (identified via neighbourhood networks) single parents, asylum seekers, BME communities.	Project completed.
West Yorkshire Police	£5,000	Student Burglary Awareness	Project completed



**LEEDS**  
CITY COUNCIL

<b>AGENDA ITEM NO.:</b>
Originator: John Bracewell
Tel: 2144837

**REPORT OF:** Acting Director, Neighbourhoods and Housing Department

**MEETING:** Inner North-West Area Committee

**DATE :** October 14<sup>th</sup> 2004

**SUBJECT :** Local linkages to the Area Committee and proposed consultation

**Electoral Wards Affected :**

Headingley

Hyde Park and Woodhouse

Kirkstall

Weetwood

**Specific Implications For :**

Ethnic Minorities

Women

Disabled People

**Executive  
Function**

**Council  
Function**

**Eligible  
for Call In**

**Not eligible for Call In  
(details contained in the report)**

## 1.0 Purpose of this Report

1.1 The purpose of this report is to:-

- i). Clarify the ward forums and other sub-groups that will have a formal link back into this Area Committee.
- ii). Propose that the Area Management Team undertakes to support development of the Area Committee's priorities for 2005/06 with some targeted consultation work.

## 2.0 Background

2.1 At its last meeting on September 24<sup>th</sup> Members agreed to defer a report on formal links with the Area Committee through ward based forums or other recognised sub-groups, and on potential targeted or general consultation with the wider public. This report seeks to bring back proposals for Members' further consideration.

## 3.0 Recognised sub-groups of the Area Committee

3.1 It is proposed that the five groups listed below have the capacity to link into the Area Committee. Where some of these have been non-operational during the transition between Community Involvement Teams and Area Committees these will be reactivated as soon as possible and cover, where appropriate, the new enlarged boundaries of the Committee's area.

3.2 The groups with Chairs in brackets are:-

§ Planning (to be confirmed)

- § Transport (Councillor Jennings)
- § Headingley Centre Strategy Group (Councillor Golton)
- § Headingley Stadium Group (Councillor Illingworth)
- § Community and Higher Education Forum (Councillor Hamilton)

**3.3** In terms of methods of feeding information through for the Area Committee's attention there are a number of possible options such as:-

- § Regular meetings between officers from the Area Management Team and a nominated member or members of the relevant sub-group.
- § Reports and/or presentations from one or more sub-group on a regular basis to the Area Committee.
- § "Key messages", i.e. a summary of relevant points from each meeting being reported to the Area Committee.

Members of the Area Committee are asked to agree their preference for how they are informed of relevant issues using one of the above methods, or an alternative one, and to request that the groups themselves also indicate their preference.

#### **4.0 Ward based forums**

**4.1** The following forums are proposed to also operate as recognised forums linked to the Area Committee:-

- § Hawsworth Wood Forum (Councillor Illingworth)
- § Headingley Forum (to be confirmed)
- § Hyde Park and Woodhouse Forum as a continuation of the SRB5 Forum (to be confirmed)
- § Kirkstall and Burley Forum (Councillor Minkin)
- § Weetwood Forum (to be confirmed)

The Headingley Forum is the only one that has not previously existed and it is recommended that its establishment is dependent on wide enough local residents' support.

**4.2** It is proposed that methods of feedback to the Area Committee are similar to those suggested for the recognised sub-groups above at 3.3.

#### **5.0 Consultation with particular groups**

**5.1** A separate report on this agenda identifies that work is beginning in earnest to compile an Area Delivery Plan for 2005 / 2006. One of the requirements for this Plan is that it has been the subject of a level of consultation with residents and recognised organisations and groups, especially the voluntary and community sector that is so active in this committee's area. But there are some groups of people in the area whose voice is not always heard loudly for a variety of reasons, sometimes because they do not or are unable to engage in significant numbers with voluntary and community organisations.

**5.2** It is therefore proposed that the Area Management Team targets consultation on what priorities should be included within the Area Delivery Plan for 2005 / 06 on four particular groups within outer North-West Leeds:-

- § Young people
- § Older people

§ Disabled people

§ BME groups

**5.3** The consultation will be undertaken through visits to appropriate institutions between November and February so that any feedback can be included in the final Area Delivery Plan that comes to this Committee at its meeting towards the end of February .

## **6.0 Recommendations**

**6.1** The Area Committee is requested to:-

- a). Agree the sub-groups at 3.0 that are recognised by this Committee and the methods through which issues are brought to the Committee's attention.
- b). Agree the ward based forums at 4.0, noting that the Headingley Forum depends on enough local residents' support for its establishment.
- c). Agree that on behalf of this Committee the Area Management Team undertakes targeted consultation work with the four groups identified at 5.2 to help contribute to the development of the Area Delivery Plan for next year as well as with existing voluntary and community groups.
- d). Agree that a regular review of all the forums and sub-groups is reported at least annually to the Area Committee.



**LEEDS**

CITY COUNCIL

AGENDA  
ITEM NO:

Originators: Thomas O'Donovan  
Telephone: 214. 4839

**REPORT TO:** Inner North-West Area Committee

**REPORT OF:** Acting Director, Neighbourhoods and Housing Department

**DATE:** 14<sup>th</sup> October 2004

**SUBJECT: Inner Area Committee Action Plan 2004/05**

**Electoral Wards Affected :**

Headingley  
Hyde Park and Woodhouse  
Kirkstall  
Weetwood

**Specific Implications For :**

Ethnic Minorities   
Women   
Disabled People

<b>Executive Function</b>	<input type="checkbox" value="4"/>	<b>Council Function</b>	<input type="checkbox"/>	<b>Eligible for Call In</b>	<input type="checkbox"/>	<b>Not eligible for Call in</b> (details contained in the report)	<input type="checkbox"/>
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**1.0 Purpose of this Report:**

This report seeks to:

- a). Provide Members with an action plan of initiatives to be delivered this year.

**2.0 Background**

2.1 At the last Area Committee the following eight priority themes were agreed for 2004/2005:-

- § Cleansing related streetscene improvements.
- § Improving the standard of roads and footpaths.
- § Enhancing the streetscape and the environment.
- § Protecting and supporting vulnerable people.
- § Maintaining community assets that are deemed to be valuable.
- § Tackling antisocial behaviour by young people.
- § Improving facilities for young people to use.
- § Addressing issues linked to shared housing.

2.2 The Area Committee requested an Action Plan of current programmes and proposed new activities that are to be delivered in the last six months of this year. The Action Plan, grouped by priority theme, is attached as Appendix One.

**3.0 Recommendations**

Members of the Inner North-West Area Committee are requested to:

3.1 Note the Action Plan.

## ACTION PLAN – INNER AREA

### PRIORITY THEME:

#### 1. “CLEANSING RELATED STREETSCENE IMPROVEMENTS”

#### INNER AREA

Dept/org	Action	Target	Target area
Streetscene	Proposals to be circulated.		

### PRIORITY THEME:

#### 2. “IMPROVING THE STANDARD OF ROADS AND FOOTPATHS”

Dept/org	Action	Target	Target area
Highways			Improve roads and footpaths in the area.
Highways	Traffic calming, Queenswood Drive	Action completed by 31 <sup>st</sup> March 2005	Kirkstall Ward
Highways	Canal cycle route, route signing	Action completed by 31 <sup>st</sup> March 2005	Kirkstall Ward
Highways	Puffin Crossing, Abbey Walk	Action completed by 31 <sup>st</sup> March 2005	Kirkstall Ward
Highways	Keep Clear marks, Kirkstall Road-Benfield road	Action completed by 31 <sup>st</sup> March 2005	Kirkstall Ward
Highways	Pedestrian facilities at traffic signals – Clarendon Rd/ Moorland Rd	Action Completed by 31 <sup>st</sup> march 2005	Hyde Park & Woodhouse Ward
Highways	Cycle lane- Clay Pit Lane	Action Completed by 31 <sup>st</sup> march 2005	Hyde Park & Woodhouse Ward
Highways	Puffin Crossing, Lovell Park	Action completed by 31 <sup>st</sup> March 2005	Hyde Park &

	Rd/Grafton St		Woodhouse Ward
Highways	Pelican Crossing refurbishment to meet Disability Discrimination Act – A58, Sheepscar St/ Holdroyd st, A61, Sheepscar St/ Barwick St	Action completed by 31 <sup>st</sup> March 2005	Hyde Park & Woodhouse Ward
Highways	Zebra Crossing, Victoria Road	Action completed by 31 <sup>st</sup> March 2005	Headingley ward
Highways	Review of Traffic Calming, Victoria Road	Action completed by 31 <sup>st</sup> March 2005	Headingley ward
Highways	Inbound bus lane, Otley Road – awaiting transport planning details		Headingley ward
Highways	Crossing aids – Grove Lane	Action completed by 31 <sup>st</sup> March 2005	Headingley ward
Highways	TRO St Michael's O/S Cricket school	TRO obtained by 31 <sup>st</sup> March 2005	Headingley ward
Highways	Residents parking – The Turnways and Greysheils Avenue	Action completed by 31 <sup>st</sup> March 2005	Headingley ward
Highways	Signing – Stadium Car Parks	Action Completed by 31 <sup>st</sup> March 2005	Headingley ward
Highways	Traffic signals – Cardigan Road	Action completed by 31 <sup>st</sup> March 2005	Headingley ward
Highways	Puffin crossing, Weetwood lane	Action completed by 31 <sup>st</sup> March 2005	Weetwood ward
Highways	TRO Becket Park and Lawns hall Close	TRO obtained by 31 <sup>st</sup> March 2005	Weetwood ward
Highways	PFI works- Lawnswood school		Weetwood ward

**PRIORITY THEME:**

**3. "ENHANCING THE STREETScape AND THE ENVIRONMENT"**

<b>Dept/org</b>	<b>Action</b>	<b>Target</b>	<b>Target area</b>
Groundwork	Bulb Bonanza	Allocation of bulbs to local groups for planting in public spaces. Begins Oct 2004 ends Nov 2004 repeated 2005.	Area wide
Groundwork	Alexandra Park informal play area	To create a new play area. Began April 2004 ends March 2005.	Burley Hyde Park and Woodhouse Ward
Groundwork	Community Design Service	Groundwork Team engaging local people in local environmental improvements.	Area wide
Groundwork	Artlink Garden	To create a new outdoor space with plants etc. Began April 2004 ends March 2005.	Burley Hyde Park and Woodhouse Ward



<b>Dept/org</b>	<b>Action</b>	<b>Target</b>	<b>Target area</b>
Community Safety	Hawthorn Wood Community Clean-up	Community clean-ups also securing fencing to 3 properties.	Hawthorn Wood (SRB) Single Regeneration Budget area
University of Leeds	Recycling of office waste	To improve the management of office waste. New recycling containers are provided on the University campus for plastics, cans, glass and also additional paper recycling containers.	University Campus
Leeds University and CALM (Community Action at Leeds Metropolitan)	"Up your street"	Urban regeneration initiative seeks to improve the visual environment and better relations between students and local residents.	Burley and Hyde Park area

**PRIORITY THEME:**

**4. “PROTECTING AND SUPPORTING VULNERABLE PEOPLE”**

Dept/Org	Action	Target	Target area
Care & Repair	Home Security Improvements	Home security improvements undertaken up to the value of £120.00.	Headingley, Hyde Park & Woodhouse, Kirkstall and Weetwood
Social Services- Neighbourhood Net Work Schemes- Caring Together in Woodhouse and Little London, Hawksworth Older People’s support (HOPS), Older Active People.	The schemes provide a variety of services to older people.	Information and advice. Social activities and groups. Health promotion activities. Home security / small DIY. Volunteer opportunities. Befriending. Home visits and assessment of needs. Supported shopping Gardening. Help with transport. Lunch clubs. Education on service available.	Hyde Park & Woodhouse, Kirkstall. There is currently a gap in the far Headingley area however there is interest from local small voluntary groups to develop a scheme in the area.

<b>Dept/Org</b>	<b>Action</b>	<b>Target</b>	<b>Target area</b>
Social Services PCT	Extra care housing	Looking at sites for 'extra care housing' which provides housing for older people with more care than provided by sheltered housing but less than if in residential home.	Area wide
Social Services Primary Care Trust	LIFT scheme	Looking at a development around the 'Kirkstall Hub' to improve service provision for the inner city.	Kirkstall
Social Services and Leeds NW Primary Care Trust	Community Rapid Response Team	Supporting older vulnerable people in the community.	North West Leeds
Leeds community Safety	Little London police overtime	Additional Police overtime to tackle ASB in multi storey blocks + wider LRF area.	Little London (SRB)
Leeds Community Safety	Neighbourhood wardens	Warden provision	1 x Little London 1 x Burley 1 x Hawksworth Wood
Leeds Community Safety	Match funded PCSOs	PCSO match funded provision.	2 x Little London/ Woodhouse 2 x Headingley

<b>Dept/Org</b>	<b>Action</b>	<b>Target</b>	<b>Target area</b>
Leeds Community Safety	BRIL <u>Pro-active</u> target hardening	Target hardening of properties before a burglary occurs – funded via SRB.	Little London, Burley and Hawksworth Wood (SRB)
Leeds Community Safety	Distribution of Student Drugs information booklet	Make drugs information available and relevant to student population.	Burley / Hyde Park / Headingley / Universities
Leeds Community Safety	Freshers Period	Multi agency work to provide crime prevention information to Freshers and Interns.	Increase crime prevention information to student population and reduce crime amongst target population.
Leeds Community Safety	Operation Walksafe	Targeting of Police patrols to robbery hotspots.	Reduce robberies amongst target population.
Leeds Community Safety (LCS)	CCTV Camera	Reduce crime and the fear of crime.	Headingley and Hawksworth Wood
Education Leeds	ESOL programme – full time provision at DFC	Asylum Seekers and Refugees needing additional language support.	Targeted learners
Parks and Countryside	Parkswatch	City-wide service to patrol parks and open spaces.	City-wide

**PRIORITY THEME:**

**5. "MAINTAINING COMMUNITY ASSETS THAT ARE DEEMED TO BE VALUABLE"**

<b>Dept/Org</b>	<b>Action</b>	<b>Target</b>	<b>Target area</b>
Development	To finalise a scheme for Royal Park Primary School and appoint design consultants.	To finalise design by March 2004.	Ward specific
Parks & Countryside	Phased internal assessment of all our parks based on the Green Flag criteria to use as benchmark performance standards.	All staff involved with Green Flag initiative.	Across Leeds
Parks and Countryside	Kirkstall Abbey Heritage Lottery Fund – works ongoing.	All park users and visitors.	Primarily local residents and visitors across Leeds and the region.
Parks and Countryside	Site protection measures around Woodhouse Moor.	Prevent crime and fear of crime around Woodhouse Moor.	Woodhouse Moor area.

**PRIORITY THEME:**

**6. "TACKLING ANTI-SOCIAL BEHAVIOUR BY YOUNG PEOPLE"**

<b>Dept/Org</b>	<b>Action</b>	<b>Target</b>	<b>Target Area</b>
Youth Offending Team	Reparation project Saturday group.	Offenders making goods (bird-boxes, flower tubs,etc.) which get distributed to older people, homes.	Whole area
Youth Offending Team	Young people with substance use (including alcohol) issues receive intensive support on leaving custody.	Staff in post from October and project goes live from then.	Whole area
Youth Offending Team	Serious young offender to be supervised for a minimum of 25hrs per week and upto 12 hours a day – electronic tagging order for up to a year.	Commencement 1 <sup>st</sup> October 2004	City-wide
Leeds Community Safety	Little London police overtime	Additional Police overtime to tackle ASB in multi storey. blocks + wider LRF area.	Little London (SRB)
Education Leeds	Anti Social Behaviour and Community Safety – Fusion Project 12 month programme of study support activity out of hours for an identified cohort of students.	Six high Schools city wide of which City of Leeds is in the NW wedge.	Year 8 students

**PRIORITY THEME:**

**7. “IMPROVING FACILITIES FOR YOUNG PEOPLE TO USE**

<b>Dept/Org</b>	<b>Action</b>	<b>Target</b>	<b>Target area</b>
Education Leeds	DJ and Music Technology – Saturday morning programme.	Learners 14 –19 Development of basic music skills.	Woodhouse, Hyde Park and Little London areas.
Education Leeds	Stepping Stones project for children in public care Innovative ICT programme using high quality equipment and facilities Basic ICT skills provided for carers through link with Joseph Priestley.	Targeted learners 3 – 19 and their carers.	Any care provider / home in NW.
Education Leeds	Provision of surplus computer equipment 15 computers to each centre.	All learners – to assist in after school clubs.	Woodsley Road
Education Leeds	Summer/Easter /other Saturday or after hours programmes/ GCSE revision programme.	Various groups according to programme.	All NW schools and particular target groups.

Youth Service – see separate paragraph on Committee agenda

**PRIORITY THEME:**

**8. "STUDENT HOUSING"**

<b>Dept/Org</b>	<b>Action</b>	<b>Target</b>	<b>Target area</b>
Development – Planning Officer	'To Let' boards. Submit direction to the ODPM to restrict the display of 'To Let' boards.	Removal of concentration of 'To Let' boards.	Headingley Ward and areas within Kirkstall, Weetwod and Hyde Park and Wood house.
Development – Planning Officer and ASHORE Project Group	Prepare procedure notes for the Development. Control Officer to use. Analyse appeal decisions.	Resist developments that increase student accommodation.	ASHORE Boundary as defined on the UDP Review. proposal map
Environmental Health Team	Shared Housing Action Plan	47% of the action points have been completed, 19% are ongoing, 10% have not progressed and 24% of the action points are in progress as permanent activity. The plan is currently being reviewed and should be complete by November 2004.	Headingley