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SOUTH (INNER) AREA COMMITTEE

Meeting to be held in Former Beeston Library, St Anthony's Drive, Leeds, LS11 8AB on
Tuesday, 23rd June, 2009 at 6.30 pm (Map attached)

MEMBERSHIP

Councillors

D Congreve	-	Beeston and Holbeck;
A Gabriel	-	Beeston and Holbeck;
A Ogilvie	-	Beeston and Holbeck;
P Davey	-	City and Hunslet;
M Iqbal	-	City and Hunslet;
E Nash	-	City and Hunslet;
J Blake	-	Middleton Park;
D Coupar	-	Middleton Park;
G Driver	-	Middleton Park;

Agenda compiled by:
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Acting Area Manager:
Keith Lander
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A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

There are certain functions that are defined by regulations which can only be carried out at a meeting of the Full Council or under a Scheme of Delegation approved by the Full Council. Everything else is an Executive Function and, therefore, is carried out by the Council's Executive Board or under a Scheme of Delegation agreed by the Executive Board.

The Area Committee has some functions which are delegated from full Council and some Functions which are delegated from the Executive Board. Both functions are kept separately in order to make it clear where the authority has come from so that if there are decisions that the Area Committee decides not to make they know which body the decision should be referred back to.

A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p>ELECTION OF CHAIR 2009/10</p> <p>To elect a Chair for the 2009/10 municipal year.</p> <p>(Council Function) (2.5 mins presentation / 2.5 mins discussion)</p>	1 - 4
2			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded.)</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Chief Democratic Services Officer at least 24 hours before the meeting.)</p>	

Item No	Ward	Item Not Open		Page No
3			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p> <p>No exempt items or information have been identified on this agenda.</p>	
4			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
5			<p>DECLARATIONS OF INTEREST</p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	

Item No	Ward	Item Not Open		Page No
6			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
7			<p>MINUTES - 2ND APRIL 2009</p> <p>To confirm as a correct record the minutes of the meeting held on 2nd April 2009.</p>	5 - 10
8			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p> <p>(10 mins discussion)</p>	
9	Beeston and Holbeck; City and Hunslet; Middleton Park;		<p>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</p> <p>To consider a report of the Chief Democratic Services Officer on Local Authority Appointments to Outside Bodies.</p> <p>(Council Function) (2.5 mins presentation / 5 mins discussion)</p>	11 - 24
10	Beeston and Holbeck; City and Hunslet; Middleton Park;		<p>AREA DELIVERY PLAN 2008-11 - ANNUAL REFRESH</p> <p>To receive and consider a report from the South East Area Manager presenting a refresh of the Area Delivery Plan 2008-11 for Members' approval.</p> <p>(Executive Function) (5 mins presentation / 5 mins discussion)</p>	25 - 60

Item No	Ward	Item Not Open		Page No
11	Beeston and Holbeck; City and Hunslet; Middleton Park;		<p>WELL-BEING FUND - 2009/10 PROPOSALS</p> <p>To receive a report from the Director of Environment and Neighbourhoods which updates Members on both the capital and revenue elements of the Committee's Well-being budget, advises Members of the Small Grants approved since the last meeting and invites Members to determine the capital and revenue proposals detailed within the report.</p> <p>(Executive Function) (5 mins presentation / 5 mins discussion)</p>	61 - 78
12	All Wards;		<p>NEIGHBOURHOOD WARDENS - RESTRUCTURE PROPOSALS</p> <p>To receive and consider a joint report of the Chief Officers for Regeneration and Health and Environmental Action Services on the restructuring proposals for the Neighbourhood Warden service.</p> <p>(Executive Function) (5 mins presentation / 5 mins discussion)</p>	79 - 88
13	Beeston and Holbeck; City and Hunslet; Middleton Park;		<p>ANNUAL REPORT - FOR PARKS AND COUNTRYSIDE SERVICE IN SOUTH INNER AREA COMMITTEE</p> <p>To receive and consider a report from the Director of City Development which examines the opportunities to develop the relationship between the Parks and Countryside service and the South Inner Area Committee.</p> <p>(Council Function) (5 mins presentation / 10 mins discussion)</p>	89 - 102

Item No	Ward	Item Not Open		Page No
14	Beeston and Holbeck; City and Hunslet; Middleton Park;		<p>CCTV (2008/2009) ANNUAL REPORT - FOR LEEDS CITY COUNCIL COMMUNITY SAFETY CCTV SERVICE IN INNER SOUTH AREA COMMITTEE</p> <p>To receive and consider a report from the Director of Environment and Neighbourhoods highlighting the services provided by the Council's Community Safety CCTV Team.</p> <p>(Executive Function) (5 mins presentation / 5 mins discussion)</p>	103 - 118
15	Beeston and Holbeck; City and Hunslet; Middleton Park;		<p>AREA COMMITTEE ROLES FOR 2009/10</p> <p>To receive a report from the Director of Environment and Neighbourhoods detailing the area function schedules and roles for 2009/2010 as agreed by the Executive Board on 17th June 2009.</p> <p>(Executive Function) (2.5 mins presentation / 2.5 mins discussion)</p>	119 - 196
16	City and Hunslet; Middleton Park; Various;		<p>EMERGING PROPOSALS FOR THE NEW GENERATION TRANSPORT (NGT) SCHEME: CURRENT POSITION AND PUBLIC CONSULTATION</p> <p>To receive and consider a report on the development of the New Generation Transport scheme for Leeds.</p> <p>(Council Function) (5 mins presentation / 5 mins discussion)</p>	197 - 208
17	Beeston and Holbeck; City and Hunslet; Middleton Park;		<p>ACTIONS AND ACHIEVEMENTS REPORT</p> <p>To receive and consider a report from the Director of Environment and Neighbourhoods which provides Members with an overview of the range of activities currently taking place within the inner south area of Leeds.</p> <p>(Executive Function) (5 mins presentation / 5 mins discussion)</p>	209 - 224

Item No	Ward	Item Not Open		Page No
18			<p>DATES, TIMES AND VENUES OF FUTURE MEETINGS</p> <p>Wednesday 23rd September, 2009 (Building Blocks, Maud Avenue, Leeds, LS11 7DD)</p> <p>Tuesday 3rd November, 2009 (Belle Isle Family Centre, St John and Barnabas Church, Belle Isle Road, Leeds, LS10 3PG)</p> <p>Thursday 7th January, 2010 (Venue to be advised)</p> <p>Wednesday 10th February, 2010 (Venue to be advised)</p> <p>Thursday 25th March, 2010. (Venue to be advised)</p> <p>(All meetings to commence at 6.30 pm).</p> <p>MAP OF TODAY'S VENUE</p> <p>Former Beeston Library, St Anthony's Drive, Leeds, LS11 8AB</p>	



Originator: Guy Close

Tel: (0113) 247 4356

Report of the Chief Democratic Services Officer

South (Inner) Area Committee

Date: 23rd June 2009

Subject: Election of Chair 2009/10

Electoral Wards Affected:

Beeston and Holbeck
City and Hunslet
Middleton Park

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council
Function

Delegated Executive
Function available
for Call In

Delegated Executive
Function not available for
Call In Details set out in the
report

Executive Summary

This report is submitted to remind Members of the arrangements for the annual election of the Committee Chair.

The nomination(s) received will be reported at the meeting and Members will be requested to elect from amongst themselves a Committee Chair for the 2009/10 municipal year.

1.0 Purpose Of This Report

1.1 The purpose of the report is to explain the arrangements for the annual election of the Chairs of the Area Committees.

2.0 Background Information

2.1 Article 10 of the Council's Constitution sets out the composition, functions and role of Area Committees.

2.2 Paragraphs 10.7 and 10.8 of Article 10 deal with the appointment (election) of Chairs of the Area Committees. It states that the Chairs of Area Committees will be appointed (elected) by the Area Committees themselves.

3.0 Main Issues

3.1 The Area Committee Procedure Rules, also contained in the Council's Constitution, detail the process whereby Chairs' are appointed (elected). For ease of reference the provisions are reproduced below. It is important to note :-

- That, with the exception of Independent Members, all nominations have to be submitted via the respective Group Whips;
- That all nominations have to be received by the Chief Democratic Services Officer no later than one clear working day before the first meeting of the Area Committee at which the election will take place.

3.2 The nominations for Chair will be notified to Members at the meeting by the named Governance Services Officer on the front of this agenda.

4.0 Recommendation

Members are requested to elect from amongst themselves an Area Committee Chair for the 2009 /10 municipal year.

Area Committee Procedure Rules

(Extract)

5.0 APPOINTMENT OF CHAIR

- 5.1 Each Area Committee will elect its own Chair, from amongst the City Councillors eligible to serve on that Committee.
- 5.2 Each Party Group with Members elected within an Area Committee area may put forward a nomination from amongst its Members on the Area Committee to Chair the Area Committee. An Independent Member may also put forward a nomination.
- 5.3 A nomination must be forwarded to the Chief Democratic Services Officer no later than 1 clear working day before the first meeting of the Area Committee (after the Annual Council meeting) each year.¹
- 5.4 The Chief Democratic Services Officer will ensure that nominations and the appointment of the position of Chair are dealt with at the Committee's first meeting of the municipal year.
- 5.5 The Chair will be appointed by overall majority of votes cast by those Members eligible to do so and present at the meeting. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration, and the vote repeated.
- 5.6 Where an overall majority of votes cannot be obtained the Council will appoint a Chair.

Background Papers

- Article 10 – Area Committees
- Area Committee Procedure Rules.

¹ A nomination from a Party Group must be forwarded by the Whip of that Group.

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Agenda Item 7

SOUTH (INNER) AREA COMMITTEE

THURSDAY, 2ND APRIL, 2009

PRESENT: Councillor A Gabriel in the Chair

Councillors J Blake, D Congreve, P Davey,
G Driver, M Iqbal and E Nash

74 Chair's Opening Remarks

The Chair welcomed all in attendance to the April meeting of the South (Inner) Area Committee

75 Late Items

The Chair admitted to the agenda supplementary information about the well-being budget and proposed commissioning approach (Minute No. 84 refers) and the minutes of the Aire Valley Homes Board Meeting held on 3rd February 2009 (Minute No. 85 refers).

76 Declarations of Interest

Councillors Blake and Gabriel declared a personal interest in agenda item 10 'Priority Neighbourhood Development Worker' due to being Trustees of Health For All. (Minute No. 82 refers).

Councillors Blake and Gabriel declared a personal interest in agenda item 12 'Area Committee Well-being Budget (Nos. 21 and 28 of the report)' due to being Trustees of Health For All. (Minute No. 84 refers).

Councillor Driver declared a personal interest in agenda item 12 'Area Committee Well-being Budget (No. 25 of the report)' due to being a Board Member of Leeds Groundwork Trust (Minute No. 84 refers).

(Councillor Davey joined the meeting at 6.34 pm during the consideration of this item).

77 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Coupar and Ogilvie.

78 Minutes - 11th February 2009

RESOLVED – That the minutes of the meeting held on 11th February 2009, be confirmed as a correct record.

79 Open Forum

Draft minutes to be approved at the meeting
to be held on Tuesday 23rd June 2009

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chairman allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee.

A representative of Cottingley TRAC raised concern that it would cost a reported £40k to provide fencing around the travellers' site on the Cottingley estate. The Area Manager acknowledged concern about the cost and agreed to explore the possibility of pursuing alternative options.

80 Teenage Pregnancy

The Locality Commissioner: Teenage Pregnancy and Parenthood submitted a report which provided the Area Committee with information about the Teenage Pregnancy and Parenthood Strategy's focus on reducing teenage conceptions in hotspot wards in the inner south area of Leeds.

The Chair welcomed to the meeting the following officers:

- Shaid Mahmood, Locality Enabler, Children's Services; and
- Jenny Midwinter, Teenage Pregnancy Co-ordinator.

Members were advised that teenage pregnancy was a complex issue associated with a large range of risk factors. It was pointed out that Members had a particularly important role in delivering strong messages to young people and partner agencies. A key event was taking place on 30th April to raise the profile of the issue with a broad range of local stakeholders. Elected Members were invited to attend.

The following key areas were also discussed:

- Links with infant mortality.
- Work being undertaken with young mothers in the inner east area of Leeds.
- The virtual baby project and the difference of opinion amongst professionals about its effectiveness.
- Concern about the high proportion of teenage pregnancies in the LS10 area and the need to identify women at risk earlier.
- Opportunities for joined up working, especially in terms of planning events and activities.

(Councillor Nash joined the meeting at 6.45 pm during the consideration of this item).

RESOLVED –

- (a) That the contents of the report be noted;
- (b) That reducing teenage conceptions be included as a priority in the Area Delivery Plan; and

Draft minutes to be approved at the meeting
to be held on Tuesday 23rd June 2009

(c) That a copy of the agreed action plan for reducing teenage conceptions in the inner south area of Leeds be submitted to a future meeting of the Area Committee.

81 Residual Waste Treatment Project: Update and Communication and Community Engagement Strategy

The Executive Project Manager / Head of Performance and Communications (Environmental Services) submitted a report which updated Members on the current status of the Residual Waste Treatment PFI project and sought Members' feedback on the proposed strategy for communication and community engagement.

The Chair welcomed to the meeting Andrew Mason, Chief Environmental Services Officer and Tom Smith, Head of Performance Management and Service Improvement, to respond to Members' questions and comments.

The Head of Performance Management and Service Improvement, presented the report. He advised the Committee that the current bidders for the contract were proposing a range of technologies at various sites. Members were advised that the key purpose of the report was to seek Members' feedback on the proposals for communication and community engagement.

The Area Committee considered the proposals for communication and community engagement. In response to Members' concerns, it was advised that:

- The Council had taken a neutral position on the choice of site and technology. Officers made clear that there had been transparency with regard to the four sites in the Aire Valley that had been identified.
- There were currently bids on three different sites and the reference site, which was in the Council's ownership, was one of them.

The following key areas were also discussed:

- Concern about the potential for development in the Parnaby and Westbury area and the affect on the local community.
- The need for consultation with local community groups and forums, particularly Voice of Holbeck and Beeston Forum.
- Types of 'thermal treatment', including incineration, pre-heating and heating in a closed vessel.
- Clarification about the planning application at Kirkstall Road site (*It was agreed that a report back on this issue would be provided*).
- Concern about whether local residents were being consulted or told.
- Concern about the affect of development on recycling rates.
- The need to provide households with brown and green recycling bins.
- Further work needed to encourage composting.

RESOLVED – That the contents of the report be noted.

82 Priority Neighbourhood Development Worker

The South East Area Manager submitted a report which outlined a proposal to continue funding a Priority Neighbourhood Development Worker to support the Neighbourhood Improvement Plan (NIP) process and future community engagement events.

Sheila Fletcher, Area Management Officer, presented the report and provided a brief overview of the work undertaken and costs involved to continue funding a Priority Neighbourhood Development Worker. It was reported that the recommendation was to fund the post for two years from July 2009, not August 2009, as had been stated in the report. One Member suggested that the increase in salary costs detailed under 4.1 of the report be in line with employees of Leeds City Council.

RESOLVED – That the Area Committee approves two years of funding for a Priority Neighbourhood Development Worker to be employed by South Leeds Health For All, subject to the increase in salary costs detailed under 4.1 of the report being in line with employees of Leeds City Council and annual Executive Board approval of the delegated Well-being budget.

83 Mobile Youth Provision

The South East Area Manager submitted a report which outlined a proposal to continue funding mobile youth provision for a further year from July 2009.

Sheila Fletcher, Area Management Officer, presented the report and provided a brief overview of current provision and associated costs for 2009/10.

RESOLVED – That the Area Committee approves a further 12 months funding for mobile youth provision to be delivered by St Luke's Cares from July 2009 – July 2010, subject to further discussions with the service provider and ward members and annual Executive Board approval of the delegated Well-being Budget.

84 Area Committee Well Being Budget

The Director of Environment and Neighbourhoods submitted a report, which updated Members on both the capital and revenue elements of the Committee's Well-being budget, advised the Committee of the Small Grants approved since the last meeting and invited Members to determine the capital and revenue proposals, as detailed within the report.

The Area Committee considered the proposed approach to earmark funds against the Area Delivery Plan (ADP) priority themes. A guide for Members' consideration was circulated as supplementary information.

Following a brief discussion relating to the proposals for Well-being funding, which had been submitted to the meeting for determination, it was

RESOLVED –

(a) That the report and information appended to the report which includes the available balance of the Area Committee's revenue and capital Well-being budgets, be noted;

(b) That the Small Grant proposals approved since the last meeting of the Area Committee, be noted;

(c) That the following decision be made in relation to the large grant application which had been submitted for determination at the meeting:-

- **Fayre Care for Christmas – £1,500 (£500 from Beeston and Holbeck, City and Hunslet and Middleton Park wards) – Approved;**

(c) That the following decisions be made in relation to the Well-being funding proposals which had been submitted for determination at the meeting:-

- **South East Area Management – Middleton Enterprise, Employment and Economic Development – Partnership Projects – £2,500 (2009/10 Revenue Budget) – Approved;**
- **Belle Isle Family Centre – Belle Isle Think Family Activities – £10,500 (2009/10 Revenue Budget) – Approved;**
- **Health For All – Old Beeston Library – £5,000 (2009/10 Revenue Budget) – Approved;**
- **Beeston Festival – £3,000 (2009/10 Revenue Budget) – Approved;**
- **St Luke's Cares – Mobile Youth Provision – £35,260 (2009/10 Revenue Budget) – Approved in principle, subject to further discussions with the service provider and ward members;**
- **Health For All – Priority Neighbourhood Development Worker – £33,684 (2009/10 Revenue Budget) – Approved, subject to the increase in salary costs detailed under 4.1 of the report being in line with employees of Leeds City Council;**
- **Hunslet Methodist Church – Warm Welcome – £4,000 (2009/10 Capital Budget) – Approved;**
- **Middleton Extended Services – Virtual Baby Project – £3,525 (2009/10 Capital Budget) – Approved;**
- **Groundwork Leeds – Belle Isle Environmental Project – £8,197 (2009/10 Capital Budget) – Deferred to receive further information;**
- **Middleton Park FC – Cranmore and Raylands Community Centre – £25,000 (2009/10 Capital Budget) – Approved;**
- **Leeds Lights – Middleton Park Circus Christmas Lights – £4,463.04 (2009/10 Capital Budget) – Approved;**
- **Health For All – Old Beeston Library – £9,000 (2009/10 Capital Budget) – Approved.**

(d) That more detailed work and options be undertaken by the Area Management Team to develop the proposed commissioning approach.

85 Area Manager's Update Report

Draft minutes to be approved at the meeting
to be held on Tuesday 23rd June 2009

The Committee considered a report from the South East Area Manager which updated Members on the work of the Area Management Team since the last meeting.

In brief summary, the key areas of discussion were:

- Clarification about lease arrangements for community centres referred to under 4.2 of the report. *(It was agreed that a further update would be provided).*
- Regeneration of Beeston Hill and Holbeck PFI scheme and options for future development.
- The need for signs to be displayed in Holbeck regeneration area.
- Opportunities for sponsorship in Holbeck regeneration area.

The Chair reported that it was Dave Richmond's last South (Inner) Area Committee before he left his post to take up employment at Rotherham Council. Members expressed their gratitude to Dave for his hard work and contribution to the Committee's work.

RESOLVED – That the contents of the report be noted.

(Councillor Driver left the meeting at 8.18 pm during the consideration of this item).

86 Dates, Times and Venues of Area Committee Meetings 2009/10

The Chief Democratic Services Officer submitted a report which requested Members to give consideration to agreeing the dates, times and venues of their meetings for the 2009/10 municipal year.

One Member suggested re-arranging the meeting on Thursday 17th December, 2009 to take place on Thursday 7th January, 2010.

RESOLVED – That the following dates be approved for meetings of the South (Inner) Area Committee in the 2009/10 municipal year to take place at various venues across the inner south area of Leeds at 6.30pm

Tuesday 23rd June 2009, Wednesday 23rd September 2009, Tuesday 3rd November 2009, Thursday 7th January 2010, Wednesday 10th February 2010, Thursday 25th March 2010.

(The meeting concluded at 8.28 pm).



Originator: Guy Close

Tel: (0113) 247 4356

Report of the Chief Democratic Services Officer

South (Inner) Area Committee

Date: 23rd June 2009

Subject: Local Authority Appointments to Outside Bodies

Electoral Wards Affected:

Beeston and Holbeck
City and Hunslet
Middleton Park

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council
Function

Delegated Executive
Function available
for Call In

Delegated Executive
Function not available for
Call In Details set out in the
report

Executive Summary

This report outlines the procedures for Council appointments to outside bodies, and the Committee is requested to consider and appoint to those bodies listed at Appendix 2 to the report.

1.0 Purpose of this Report

1.1 This report outlines the Area Committee's role in relation to Elected Member Appointments to Outside Bodies and asks the Committee to:

- Agree the nominations to those organisations which fall to the Committee to make an appointment to.

2.0 Background

2.1 In April 2004 Full Council agreed that in future Elected Member appointments to Outside Bodies should be undertaken by a constituted body of Elected Members and that appointments to all outside bodies should, where appropriate, be made with due regard to proportionality within the law.

2.2 Attached at Appendix 1 is the agreed Appointment Procedure Rules¹ that have been adopted by Full Council. The procedure addresses previous concerns raised by Elected Members relating to proportionality; introduces appointment categories; and

¹ This Procedure is now incorporated into the Council's Constitution

places responsibility for appointment clearly with Elected Members both through this Committee and the Member Management Committee.

2.3 The **Member Management Committee** has responsibilities for Council Appointments to Outside Bodies and for exercising decision making in the following areas:

- Considering requests from all Outside Organisations seeking Elected Member representation
- Determining the category of appointment which will govern which Committee will make the appointments
- Making Elected Member appointments to Outside Bodies within the Strategic and Key Partnership category.

2.4 Full Council has agreed that due to the large number of organisations seeking Council representation, appointments within the Community and Local Engagement Category will be considered and approved by Elected Members serving on the relevant Area Management Committee.

2.5 In July 2004 the Member Management Committee met to consider allocation of appointments to each Area Committee. Attached at Appendix 2 are those that have been determined should be made by this Area Committee.

2.6 One of the delegated Member appointment functions which Area Committees had **previously** been asked to exercise was making Elected Member appointments to the Boards of Housing Management Arms Length Management Organisations. **However**, on the recommendation of the Executive Board, the Member Management Committee at its meeting on 22nd December 2006 resolved that in future appointments to the re-structured ALMO Boards (down from 6 to 3, with smaller numbers of Directors) would be made by the Member Management Committee itself, hence these appointments no longer appear in the schedule of appointments at Appendix 2.

3.0 The Appointment Procedure - Community and Local Engagement Category

3.1 The Area Committee must first consider whether it is appropriate for an appointment to be of a specific office holder² either by reference, if this is available, to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.

3.2 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Area as a whole.

3.3 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.

² For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member

- 3.4 Elected Members³ will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 3.5 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.
- 3.6 Area Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.

4.0 Appointments 2009/10

- 4.1 This year there are appointments to be made to the following groups: Belle Isle Elderly Winter Aid, Belle Isle Tenant Management Organisation, Holbeck Elderly Aid, Middleton Elderly Aid and the ALMO Inner South Area Panel.

Belle Isle Elderly Winter Aid

Belle Isle Elderly Winter Aid is a registered charity (701895), founded in 1986. Their aim is to assist older people to remain living in their homes for as long as possible. This is done by providing activities and services to address the issues and problems, which older people say affect their quality of life and their ability to manage to maintain independence and continue to live at home.

This is an annual appointment and the Council's current representative is Councillor Coupar.

Belle Isle Tenant Management Organisation (BITMO)

In 1991, Leeds City Council established the Belle Isle North Estate Management Board (EMB) in partnership with local tenants. The EMB only managed the north of Belle Isle - which benefited with investment via the Estate Action programme in the late 1980s and early 1990s. The southern half of the estate remained largely unimproved and required major improvements. The consultation and the subsequent creation of the six ALMOs in Leeds began a debate about the future of the EMB, and of the future of the whole of the Belle Isle area.

From the time that the estate was built until the 1980s Belle Isle had been one area. In 1984 the Council decentralised the housing service, and created a larger number of smaller community based housing management areas. This led to the creation of the Belle Isle North and Belle Isle South housing areas. It had always been the hope of

³ Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

the EMB to bring together the north and south parts of Belle Isle back into one housing area.

Over a period of five years, a group of tenants on the Belle Isle Estate worked towards tenant management for the whole area. The formation of the Belle Isle Group (B.I.G.) led to the eventual serving of a 'Notice to Manage' and the establishment of the Belle Isle Tenant Management Organisation (BITMO).

In order to achieve full TMO status the organisation had to consult with local residents, and make sure that the local community was in support of the idea. The result of the ballot that took place showed that 94% of the people who voted were in favour of local Tenant Management. Consequently, the unification of the estate and the creation of the new organisation took place in October 2004.

Belle Isle Tenant Management Organisation is the biggest Tenant Management Organisation outside London, and is responsible for more than 2000 homes and employs 32 members of staff.

These are annual appointments and the Council's current representatives are Councillors Blake and Coupar.

Holbeck Elderly Aid

Holbeck Elderly Aid is a registered charity (1075934) working with older people (60+) in the community. Its aims are to promote independent living, improved quality of life and prevention of social isolation. The charity is one of the Neighbourhood Network schemes for older people.

This is an annual appointment and the position is currently vacant.

Middleton Elderly Aid

Middleton Elderly Aid is a registered charity (1100601) which supports the older adult residents of Middleton, to enable them to live safely and independently in their own homes. The charity provides social activities, such as luncheon clubs, trips and outings and home services, including handyperson jobs, gardening, etc.

This is an annual appointment and the Council's current representative is Councillor Blake.

ALMO Inner South Area Panel

Although the appointments to the ALMO Board of Directors are now made by the Member Management Committee (see Paragraph 2.6), the Area Committee appoints to the ALMO Area Panels.

The Area Panels have two main roles.

- Ensuring that the organisation is providing a good service to its customers; and
- Delivering environmental and community safety schemes that benefit its customers.

The panels have a wide responsibility that is set out in their Terms of Reference including:

- Business and Delivery Plans
- Tenant Inspections
- Performance
- Tenant Participation
- Tenancy Management
- Repairs and Improvements
- Lettings
- Tenant Satisfaction
- Staffing; and
- Service Development

Although generally the panels will be monitoring and measuring the organisation's performance across these headings they will, in time, get involved in more detailed work such as:

- Consulting on contracts for Grounds Maintenance and Repairs
- Recommending priorities for inclusion in Business Plan
- Leading a tenant Inspection
- Developing strategies for Hard to Reach Groups
- Be involved in deciding how to enforce tenancy conditions
- Participating in contract evaluation
- Making recommendations for Local Lettings Policies
- Recommending changes in service delivery; and
- Getting involved in induction of new staff.

These are annual appointments and the Council's current representatives are Councillors Nash and Ogilvie.

District or Area – Based Partnerships

In November 2008, the Council's Member Management Committee agreed that Member appointments to District and area – based partnerships should be categorised under the Appointments to Outside Bodies Procedure Rules (see Appendix 1) as 'Community and Local Engagement' appointments, to be made by the relevant Area Committee. For governance and administration purposes, it has been decided to review these appointments annually, and details of this Committee's current appointments are set out later in the report.

At present, there are a number of area based partnership groups established as part of Leeds Initiative – the local strategic partnership.

These are:

- Divisional Community Safety Partnerships
- Area Children's Partnerships
- Area Health & Social Care Partnerships
- Area Employment Enterprise and Training Partnerships

There are three of each of these theme based district partnership groups for the City, all broadly co-terminus with the three Area Management wedges of Leeds City Council. The exception to this is the Area Children's Partnerships, where there are to be five, corresponding to the former five Area Management wedges across the City.

These partnership groups have requested that each Area Committee in their patch nominate a local elected Member representative (or 'champion') to participate in the work of the partnership and act as the link between the partnership and the Area Committee.

Local, area - based partnerships make an important contribution in determining the local actions that can be taken to support the delivery of the strategic outcomes and improvement priorities set out in the Leeds Strategic Plan. The broad commitments and actions of these local partnerships are captured in each Area Committee's Area Delivery Plan (ADP), and they are accountable to the Area Committees for these commitments. The accountability and feedback to Area Committees will be through the regular monitoring reports on each ADP and through an annual report from the partnership group to each Area Committee. The Area Management Teams will support local Member involvement and facilitate Member representatives to raise any issues at their Area Committee as appropriate. It is further proposed that the minutes of all such partnership meetings are available to all Area Committee Members.

There is an expectation that Area Committee representatives will share their knowledge and intelligence of the area, to help shape and determine the priorities and action plans of the partnerships, ensuring they are complimentary and supportive of the Area Committees' ADPs. Direct participation by elected Members on these local partnerships will strengthen the role of Members and their voice as 'community champions' within our partner agencies, and overcome any perceived 'democratic deficit' there may have been. Elected Members participation will also help build the links between local partnership working and the work of the Council through the Area Committees.

The Committee's current designated partnership representatives, or 'champions', are as follows:-

- Divisional Community Safety Partnership – Councillor Blake;
- Area Children's Partnership – Councillor Gabriel;
- Area Health and Social Care Partnership – Councillor Coupar; and
- Area Employment, Enterprise and Training Partnership – Councillor Driver.

Members are requested to review the above appointments, and to re-appoint, or appoint a new Member, in respect of each Partnership.

5.0 Recommendation

- 5.1 The Area Committee is asked to confirm the nominees to work with the Outside Bodies and the four District or area-based Partnerships identified in the Schedule at Appendix 2, having regard to the Appointment Procedure Rules outlined in this report and detailed at Appendix 1.

Background Papers

Appointment Procedure Rules - Appendix 1 (attached)

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APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

1.0 Scope

- 1.1 These Procedure Rules relate to those external organisations and partnerships (referred to as *Outside Bodies*) which have requested the Council to appoint an Elected Member (or suitable nominee¹) to them
- 1.2 For the avoidance of doubt, these Procedure Rules do not apply to appointments to Joint Committees/authorities which are reserved to Council. These are listed separately in Part Three (Section 1) of the Constitution - Responsibility for Local Choice Functions.
- 1.3 Additionally it is recognised that, often at a local level, individual Elected Members may be personally approached to attend meetings of a variety of organisations in their personal capacity rather than in their capacity as a Councillor. Such instances are not covered within the scope of these Procedure Rules

2.0 Determination of Outside Bodies to which an Appointment should be Made

- 2.1 The Chief Democratic Services Officer will maintain a list of all Outside Bodies to which the Council appoints an Elected Member.
- 2.2 Each year the Member Management Committee will review the list of notified Outside Bodies and will determine whether the Council should make/continue to make an appointment to those bodies.
- 2.3 Determination will be based on one or more of the following criteria being met:
 - the proposed appointment is a statutory requirement;
 - the proposed appointment would be consistent with the Council's policy or strategic objectives; and/or
 - the proposed appointment would add value to the Council's activities.
- 2.4 Requests to make an appointment received after such an annual review will be similarly referred to the Member Management Committee for determination by reference to the same criteria.

3.0 Determination of how an Appointment should be made

- 3.1 Where an organisation is deemed to have met one or more of these criteria, the Member Management Committee will allocate it into one of the following categories.
 - **Strategic and Key Partnerships** – participation contributes to the Council's strategic functions, priorities and community leadership role.

¹ Which shall include an appointment of an individual, who is not an elected member, made upon the nomination of an elected member when such a nomination is a requirement of statute and/or the Trust Deed of a registered charity.

Appointments to Outside Bodies Procedure Rules

- **Community and Local Engagement** – not necessary to fulfil strategic or key partnership role but, nonetheless, beneficial in terms of leading, engaging and supporting the community from an area or ward perspective
- 3.2 Where an Outside Body has been categorised as **Strategic and Key Partnership**, appointment to it will be made by the Member Management Committee.
- 3.3 Where an Outside Body has been categorised as **Community and Local Engagement**, appointment to it will be made by the appropriate Area Committee.
- 3.4 Where it is not clear as to which particular Area Committee should make an appointment, the Member Management Committee will refer the request to the relevant Area Committee Chairs who will determine which is the appropriate Area Committee to make the appointment. This will be reported to the next meeting of the Area Committee.

4.0 The Appointment Procedure

Strategic and Key Partnerships

- 4.1 The Member Management Committee will first consider whether it is appropriate for an appointment to be of a specific office holder² either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Member Management Committee. Such appointments will then be offered on this basis.
- 4.2 Nominations will then be sought for the remaining places. The Member Management Committee should have regard to a Member's current interests prior to making any appointment. The Member Management Committee will have regard to the principle of securing an overall allocation of places which reflects the proportion of Members from each Political Group on the Council as a whole.
- 4.3 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 4.4 Elected Members³ will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Member Management Committee and agreement sought as to whether the vacancy will be filled

² For example it may be considered necessary or otherwise appropriate to appoint a specific Executive Board Member

³ Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

- 4.5 A vacancy occurring during the municipal year will normally be referred to the Member Management Committee for an appointment to be made, having regard to the principles as described above.
- 4.6 The Assistant Chief Executive (Corporate Governance) will have Delegated authority to make an appointment in the following circumstances:
- (i) where an appointment has been agreed by the Member Management Committee as a Whips nominee and the appropriate group Whip subsequently submits a nomination;
 - (ii) where a group Whip wishes to replace a Member previously approved by the Member Management Committee with another Member of the same group; and/or
 - (iii) where an organisation requires an appointment prior to the next meeting of the Member Management Committee, subject to this appointment being agreed by all Members of the Member Management Committee.

That any instances of this delegation being used be reported to the next meeting of the Member Management Committee

Community and Local Partnerships

- 4.7 The Area Committee will first consider whether it is appropriate for an appointment to be of a specific office holder⁴ either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.
- 4.8 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the area as a whole.
- 4.9 Elected Members⁵ will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 4.10 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 4.11 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.

⁴ For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member

⁵ Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

Appointments to Outside Bodies Procedure Rules

- 4.12 Area Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.
- 4.13 The Assistant Chief Executive (Corporate Governance) will have Delegated authority to make an appointment where an organisation requires an appointment prior to the next meeting of the relevant Area Committee, subject to all Members of that Area Committee being consulted on the proposals.
- 4.14 That any instances of this delegation being used be reported to the next meeting of the relevant Area Committee

Support for Elected Member Appointees To External Organisations

Lead officer: A lead officer will be identified by the Chief Democratic Services Officer in consultation with the relevant Director for all relevant appointments in the Strategic and Key Partnerships category .

This officer will work closely with the appointed Member(s) to provide briefings and support. Further advice will also be offered by the Chief Finance Officer and/or the Chief Officer (Legal Licensing and Registration) as appropriate.

Briefings: For organisations in the Community and Local engagement category, a lead officer will not be allocated unless the Director and/or relevant Executive Member for the service area deem that this will be beneficial. However, the representative may still seek support and briefings from Council officers.

Induction: Partner/external organisations are expected to provide an induction into their affairs for newly appointed Council representatives. In the case of Strategic and Key Partnership Category appointments it is the lead officer's responsibility to ensure that an induction is arranged.

Area Committee Appointments to Outside Bodies (South Inner) - Appendix 2

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Cllr Y/N	Review Period	Group
Belle Isle Elderly Winter Aid	Yes	1	Jun-09	1	Debra Coupar	Y	Annual	Lab
Belle Isle Tenant Management Organisation (BITMO)	No	2	Jun-09	2	Debra Coupar	Y	Annual	Lab
			Jun-09		Judith Blake	Y	Annual	Lab
Holbeck Elderly Aid	Yes	1	Jun-09	1	Vacancy	Y	Annual	Lab
Middleton Elderly Aid	No	1	Jun-09	1	Judith Blake	Y	Annual	Lab
Inner South ALMO Area Panel Aire Valley Homes Leeds	No	2	Jun-09	2	Elizabeth Nash	Y	Annual	Lab
			Jun-09		Adam Ogilvie	Y	Annual	Lab
District Community Safety Partnership	No	1	Jun-09	1	Judith Blake	Y	Annual	Lab
Area Children's Partnership	No	1	Jun-09	1	Angela Gabriel	Y	Annual	Lab
Area Health and Social Care Partnership	No	1	Jun-09	1	Debra Coupar	Y	Annual	Lab
Area Employment, Enterprise and Training Partnership	No	1	Jun-09	1	Geoff Driver	Y	Annual	Lab

11

11

11

Number of places	11
Places held pending review	11
Places currently filled beyond	0
Number of places to fill	11

Number of Members in the Committee Area	9
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Percentage of Members on the Committee	
--	--

Notional Places Allocated	
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Labour	9	100	11.00
Liberal Democrat	0	0	0.00
Conservative	0	0	0.00
<i>Other to list</i>			
Total	9		11

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Report of the South East Area Manager

South East (Inner) Area Committee

Date: 23rd March 2009

Subject: Area Delivery Plan 2008-11 – Annual Refresh

Electoral Wards Affected:
Beeston & Holbeck
City & Hunslet
Middleton Park

Ward members consulted
(referred to in this report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function	<input type="checkbox"/>	Delegated Executive Function available for Call In	<input checked="" type="checkbox"/>	Delegated Executive Function not available for Call In Details set out in the report	<input type="checkbox"/>
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Executive Summary

This report presents a refresh of the Area Delivery Plan (ADP) 2008-11 to ensure that priorities and actions meet with current local needs. It explains the context for the plan including its links to the Leeds Strategic Plan and actions planned relating to responsibilities delegated to Area Committee by the Executive Board, both around Council functions and partnership working.

Purpose of this report

1. This report presents a refresh of the Area Delivery Plan 2008-11 for approval.
2. It explains the context for the plan including its links to the Leeds Strategic Plan and actions planned relating to responsibilities delegated to Area Committee by the Executive Board, both around Council functions and partnership working.
3. The report presents the Inner South area priorities around which the work of the Area Management Team will be focused in 2009/10 on behalf of the Area Committee (see appendix A for the revised ADP and the shaded column for the Inner South priorities).
4. The Area Committee is asked to comment on the refresh.
5. It is important to note that the ADP is a live document. Actions will be added to it as the year progresses; for example through issues raised at ward member meetings and project proposals that come forward for Wellbeing budget.

Background

6. The Area Committee will recall previous reports giving information on the development of the Leeds Strategic Plan (LSP). This sets out the Council's priorities for Leeds for the next three years and what the Council will do itself and in partnership with others to deliver these priorities.
7. The Leeds Strategic Plan brings together the themes in the existing Vision for Leeds, Local Area Agreement and Regeneration Plan, to provide an integrated framework geared to tackling neighbourhood needs and priorities. The Area Delivery Plan 2008-11 was agreed by the Area Committee in June 2008, this plan has been refreshed as part of an annual review to ensure that priorities and actions meet with current needs.
8. Following an audit of actions in the 2008/09 plan, and considering the feedback from resident consultation, a number of changes are proposed to develop a more robust plan for 2009/10. The refresh of the plan has been undertaken with service managers and partners who have put forward suggestions to update and revise the plan to meet current conditions and strategic priorities. The 2009/10 plan translates the city-wide local improvement priorities in the Leeds Strategic Plan to specific priorities relevant to the Inner South.
9. A full report to update progress against the Area Delivery Plan will be provided to the September Area Committee.

Delegated functions

10. The Executive Board agreed a number of recommended changes to Area Committee responsibilities and working arrangements at their meeting in November 2007 and changes to the constitution took effect following May 2008. There is an increase in the range and number of service and function responsibilities the Area Committee now have which include:

- Community engagement and facilities
- Community safety
- Environment (e.g. green and open spaces, Streetscene, environmental action teams)
- Children and young people (e.g. youth services)
- Adult social care and healthier communities
- Regeneration and development including neighbourhood management coordination and management of Safer Stronger Communities Funds monies to support an Intensive Neighbourhood Management approach)

11. The ADP reflects these additional responsibilities presented within the themes of the Strategic Plan. It includes any priority actions the Area Committee may want to progress relating to these responsibilities, including priorities that can be assisted in achievement through the Well Being Fund that the Area Committee administer.

Area Partnerships and developing local actions

12. The Area Delivery Plan will be the local expression of the Leeds Strategic Plan and therefore it will be a partnership document, and partners are involved in putting it together. This is a development from previous ADPs which have concentrated primarily on local priorities linked to delegated council services which the Area Committee have influence over.
13. This builds on the move away from District Partnerships to thematic based area partnerships set up under the umbrella of the Leeds Institute, with increasing accountability and direct links to Area Committees.
14. The following is a list of the partnership groups in the south east area:
- South East Divisional Community Safety Partnership
 - South Health & Social Care Partnership (to be established in 2009)
 - Children Leeds South East Partnership
 - South Leeds Enterprise, Employment and Training Partnership (SLEET)
15. The ADP refresh begins to make clearer which partnership will be responsible for reporting performance against which ADP priority. The area committee have nominated a Member representative to participate in the work of these partnerships and act as the link between the partnership and the area committee. A separate report to this meeting outlines this further and requests that the Area Committee confirm these nominees.
16. In addition, the area committee have identified Members to act as champions for the specific themes of the ADP. Members are asked to confirm if they wish to continue in their role as theme champion. This role falls outside of the Appointment to Outside Bodies as outlined in the separate report to this meeting.
17. The ADP will continue to include local priorities and actions as identified by elected members and residents through local engagement activity, including the allocation of well-being funds. Where these do not naturally sit within a themed partnership, the ADP will make clear which service will report progress to the Area Committee on that particular action.

18. The Area Management Team will work with members through their individual ward member meetings on further actions they would like to see included in the plan. Where these are ward specific actions, progress will also be reported at ward member meetings and included in Actions and Achievements reports at every Area Committee meeting rather than wait for the 6 month ADP review.
19. It is generally acknowledged that there is a need to develop a simpler, more user-friendly and accessible document or “charter” for household distribution. It is suggested that this could set out service standards and priorities for action that can be easily understood and monitored. Along with a calendar of local engagement opportunities the “charter” could be delivered to every household. In this way it is felt that the understanding of the work of the area committees, local councillors and public service providers can be better understood and held accountable to local residents. In effect this will be the resident-friendly version of the ADP.

Community Engagement

20. The Area Committee has a community engagement strategy which is based around a cycle of ward events. The aim is to create opportunities for local people to influence service planning and ensure that residents are informed of how their views have been listened to and what will be delivered as a result.
21. Two community engagement events have been held so far in Middleton and Beeston which provided an opportunity for residents to comment on the Area Delivery Plan. Similar consultation will be undertaken at the Hunslet festival. The Area Management Team will soon begin planning for the autumn community engagement activity that will be undertaken to inform the 2010/11 ADPs and service planning.

Implications for Council Policy and Governance

22. The priorities for the Area Delivery Plan mirror the priorities of the Leeds Strategic Plan. This will enable local interpretations of the priority outcomes for the area to be developed and delivered against. Actions in the plan were formulated based on consultation with key stakeholders in the local area.

Legal and Resource Implications

23. The Well-Being budget delegated by Executive Board is used to finance projects which meet the objectives of the Area Delivery Plan, which links to the delivery of Leeds Strategic Plan outcomes. Members of the Area Committee are keen that wherever possible the use of well-being brings in additional match funding to the area.
24. The Area Management Team will be responsible for organising and co-ordinating community engagement activity from within their existing resource and use of well – being funds where agreed.

Conclusions

25. The Area Delivery Plan refresh sets out the key priorities for 2008 - 2011 for Inner South East Leeds.

26. The focus of the refresh is on actions to be delivered and developed during 2009/10, for which the Area Committee will expect progress reports and performance information from the relevant partnership or service.
27. The Area Management Team will support partnerships and local services in this process and continue to champion the role of the Area Committee through the ADP.
28. The refreshed ADP represents another step forward in the increasing role and influence of the Area Committee but further work is needed in the year ahead to strengthen the performance monitoring information available at area level for the outcomes in the ADP.
29. The introduction of a resident friendly version of the ADP through a “charter” will be a significant step in improving the transparency and accountability of local services and promoting the role of the Area Committee and elected members in influencing local services and holding them to account.

Recommendations

30. The Area Committee is requested to;
 - a) Approve the annual refresh of the ADP 2008-11
 - b) Note the intention to use ward member meetings to bring forward and track any new local actions that relate to the agreed priorities
 - c) Note the continued connectivity with the annual cycle of ward based engagement events
 - d) Note the intention to provide a 6-month review of performance against the agreed ADP priorities at the September meeting
 - e) Agree the proposal that a charter be developed as the public facing, resident friendly version of the ADP
 - f) Confirm Member nominees to act as champions for the specific themes of the ADP.

Background papers

South (Inner) Area Committee - Area Delivery Plan 2008/11, 24th June 2009

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South East (Inner) Area Committee - Area Delivery Plan 2008 - 11

Leeds Strategic Plan (LSP) Theme - Culture

Theme Champion: Cllr Iqbal

LSP Strategic Outcomes

- P1 Increased participation in cultural opportunities through engaging with all our communities.
- P2 Enhanced cultural opportunities through encouraging investment and development of high quality facilities of national and international significance

Actions

Local Improvement Priorities (as set out in the LSP)	Ref	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who is responsible	Resources	
Enable more people to become involved in sport and culture by providing better quality and wider ranging activities and facilities.	A1	To improve the facilities and range of sporting and cultural activities available in Community Centres across Inner South East Leeds	NI 8 Adult participation in sport.	Area Committee Community Centres portfolio - ongoing meetings of the Inner South CC Sub Ctee and implementation of CC action plan to improve condition and running arrangements of delegated centres	Implementation of Community Centres Action Plan to improve condition and running arrangements of delegated centres		Youth Service / AMT	E&N/ WBF	
	A2			Support to be provided to other facilities not part of the Area Committee portfolio	Support to be provided to other facilities not part of the Area Committee portfolio		AMT	WBF	
	A3			Undertake pilot project to look at utilising space within Libraries for community use and link to work being undertaken on Area Committees community centres portfolio	Undertake pilot project to look at utilising space within Libraries for community use and link to work being undertaken on Area Committees community centres portfolio		AMT/Libraries service	Core	
	A4	Increase resident participation in attending and organising community events across the Inner South East which promote neighbourhood and activities within them		Small grants to be provided to support sporting and cultural activities	Small grants to be provided to support sporting and cultural activities		AMT	AMT	WBF
	A5			Promotion of current / upcoming sport and cultural activities via Area Management publications - NIP newsletters, AC newsletter	Promotion of sport and cultural activities via Area Management publications - NIP and area committee newsletters and promotional material		AMT	AMT	WBF
	A6				Provide WBF where necessary to support the range of South Leeds festivals and galas		AMT	AMT	WBF

Local Improvement Priorities (as set out in the LSP)	Ref	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who is responsible	Resources	
	A7	To improve the facilities and condition of parks, sports pitches and open spaces to encourage greater use by residents		Area Well Being capital funding allocated towards outdoor improvement projects - Beeston Community Football Scheme (£10k) and William Gascoigne Play Area (£10k)	Support outdoor improvement projects such as play area and sports pitches including the development of 3 pitches in land adjacent to Hugh Gaitskell primary School Beeston		Park and Countryside	WBF	
	A8				Support Parks & Countryside to develop Middleton Park to its full potential.		Park and Countryside	Core	
	A9					Source external funding and creative ways of utilising S106 funds and non PFI capital receipts to support environmental improvements that complement regeneration activity.		BHHRPB	TBC
	A10				Working in schools /local venues deliver coaching courses, football coaching to develop multicultural teams within Inner South			Hamarai/PAYP /Youth Saervice	
	A11				Deliver the re-engage programme with the Leeds Rhinos and coaching in schools by Leeds United			Education Leeds/St Luke's	
	A12				Through Physical Activity Working Group, look at co-ordinated planning on holiday programme events, promotion and transport issues			Sports Development Unit	
	A13				Work to increase engagement with young people in libraries - work to be carried out with agencies such as Youth Service			Leeds Library & Information Unit	
	A14				Provision of free guidance to young people in developing their skills in music and film making at Studio 12 Base Unit at Beeston Library			Leeds Library & Information Unit	
	A15				National year of reading - a series of events and activities will be going on throughout the year in community libraries			Leeds Library & Information Unit	

South East (Inner) Area Committee - Area Delivery Plan 2008 - 11

Leeds Strategic Plan Theme - Enterprise and Economy

Theme leads: Jobs, Enterprise & Training Partnership (SLEET)

Theme Champion Cllr Davey

LSP Strategic Outcomes

- P1 Increased entrepreneurship and innovation through effective support to achieve the full potential of people, business and the economy
- P2 Increased international competitiveness through marketing and investment in high quality infrastructure and physical assets, particularly in the city centre

Action

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who is responsible	Resources
Increase innovation and entrepreneurial activity across the city.	B1	Boost prosperity in our most deprived neighbourhoods by the creation of new businesses, enterprise and jobs.		Support South Leeds Health For All (SLHFA) with development of proposals and implementation of Catalyst Centre Project	Support Health For All, South (HFA) with development of proposals and implementation of Catalyst Centre Project		HFA/AMT	LEGI
	B2			Signpost and promote SLHFA's Social Enterprise Solutions project to provide support to Social enterprise projects operating in Inner South Leeds to become more sustainable and profitable			HFA/AMT	
	B3			Leeds Ahead will support new business start ups and social enterprises as part of the LEGI programme			Leeds Ahead	
	B4			Inventors Club and business and patents service to be provided from Libraries			Leeds Library & Information Service	

B5		Support and assist promotion of Tiger 11 Development Trust and the refurbishment of the former Hillside Primary School building to create a community enterprise centre	Awaiting info from Al Garthwaite		TBC
B6	Support residents through the economic downturn in developing skills and training for employment		Set aside £3k WBF from each ward to support planned actions within the SLEET partnership	SLEET	WBF
B7			Ensure that initiatives within the LEGI programme and other initiatives are linked and maximised to promote enterprise particularly in the most deprived areas.	Enterprise Leeds	LEGI
B8	Regeneration of rundown neighbourhood centres.	Support the Holbeck Urban Village regeneration programme	Through the Holbeck Urban Village Inclusion Strategy we will improve perceptions of the area, investor confidence and community pride by remediating and landscaping brownfield and other land which will support the delivery of established regeneration objectives and add value to existing and future projects and plans.	BHHRP	TBC
B9			Support planned actions within the MEED plan	AMT	TBC
Facilitate the delivery of major developments in the city centre to enhance the economy and support local employment					

B10		Aire Valley Team to continue to provide support to and implement the following:- major job growth in AV over 10-15 years (20,000 jobs +), jobseeker support via Employment Access Team, business support - direct and via signposting to other agencies, Park& Ride proposal and proposed waterfront improvements including new footbridges	Aire Valley Team to continue to provide support to and implement the following:- major job growth in AV over 10-15 years (20,000 jobs +), jobseeker support via Employment Access Team, business support - direct and via signposting to other agencies, Park& Ride proposal and proposed waterfront improvements including new footbridges (recreation/leisure opportunities).		AVT	ERDF / SLHFA
B11			Address environmental degradation in areas undergoing physical regeneration and support social inclusion through the development of an area based and community focussed environmental improvement project		BHHRP	S106 funds/regen community chest funding
B12			Enable the unemployed and other local residents to have an active stake in the delivery of the environmental improvements through a dedicated training and skills programme		Groundwork and AVH	Groundwork and AVH
B13		Increased vitality of businesses in the regeneration areas and other retail centres across the Inner South	Support effective marketing of businesses and services to promote the area and attract investment		AMT/ BHHRP and SLEET/MEED	TBC
B14	Increase communications, marketing and business support activities to promote the city and area to attract investment.		Support private and public investment into retail centres.		BHHRP/MEED	Core

South East (Inner) Area Committee - Area Delivery Plan 2008 - 11

Leeds Strategic Plan Theme - Learning

**Theme leads: Children Leeds Partnership
Theme Champion Cllr Driver**

LSP Strategic Outcomes

P1 Enhance skills of the current and future workforce through fulfilling individual and economic potential and investing in learning facilities

Action

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
Enhance the skill level of the workforce to fulfil individual and economic potential	C1	Enhance the skill level of residents and the workforce in inner SE to fulfil individual and economic potential and developing skills	NI 163 Working age population qualified to at least level 2 or higher. NI 164 Working age population qualified to at least level 3 or higher.	Work with South Leeds Education, Employment & Training partnership (SLEET) to develop a comprehensive action plan to target skills levels in workforce and link to LSC targets	South Leeds Education Employment & Training Partnership have developed neighbourhood plans which are currently being implemented across 5 areas - Belle Isle, Middleton, Cottingley, Hunslet and Beeston & Holbeck		SLEET	WBF commissioning pot
	C2				Set aside £1,000 from the WBF in each ward to commission activities developed by SLEET. Cross reference B6		SLEET	WBF
Improve learning outcomes for all 16 year olds, with a focus on narrowing the achievement gap	C3	Increase the number of activities commissioned that support the provision of study support activities in High Schools in the inner SE		Deliver alternative curriculum programmes within school day	Set aside £5,000 WBF from each ward to commission activities identified in the cluster action plans to improve learning outcomes.		AMT	WBF

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
	C4			Leeds Ahead will be working as part of the SLEET partnership to reduce worklessness by brokering engagement with employers on a variety of fronts, including employability skills, work placements, world of work, interview skills etc.	Leeds Ahead will be working as part of the SLEET partnership to reduce worklessness by brokering engagement with employers on a variety of fronts, including employability skills, work placements, world of work, interview skills etc.		SLEET/Leeds Ahead	WBF commissioning pot/ Leeds Ahead
	C5			Explore funding streams to pilot out of school education in vocational training				
Improve learning outcomes and skill levels for 19 year olds	C6		NI 80 Achievement of level 3 qualifications by the age of 19	Will come from the SLEET action plan once completed.	South Leeds Education Employment & Training Partnership have developed neighbourhood plans which are currently being implemented across 5 areas - Belle Isle, Middleton, Cottingley, Hunslet and Beeston & Halwood			WBF commissioning pot
Increase the proportion of vulnerable groups engaged in education, training or employment	C7	Increase number of activities commissioned that support the provision of alternative curriculum activities in inner SE so that there is an increased number of young people engaged in positive activity.	NI 117 16-18 year old who are not in education, training or employment (NEET)	Identify gaps in provision for vulnerable groups and pilot new provision - both informal and formal	Support the provision of alternative curriculum activities in inner south east.		Children's Services	WBF commissioning pot/ Leeds Ahead

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
	C9	Increase the number of adults and those with barriers to learning engaged in education, training or employment.			South Leeds Education Employment & Training Partnership have developed neighbourhood plans which are currently being implemented across 5 areas - Belle Isle, Middleton, Cottingley, Hunslet and Beeston & Holbeck		SLEET	SLEET/WBF commissioning pot
	C10				Support extended services provision and Adult and Family Learning programmes, increasing marketing and uptake of activities. Encourage and support community groups delivering targeted activities.		Children's Services	SLEET/WBF commissioning pot
Improve participation and early learning outcomes for all children, with a focus on families in deprived areas	C11	Enhance the skill level of residents and the workforce in inner SE to fulfil individual and economic potential and developing skills	DCFS Statutory targets	Influence agencies to target priority neighbourhoods and assist in promotion and signposting to training and learning initiatives	South Leeds Education Employment & Training Partnership have developed neighbourhood plans which are currently being implemented across 5 areas - Belle Isle, Middleton, Cottingley, Hunslet and Beeston & Holbeck		SLEET	Children's Services budget/WBF commissioning pot
	C12			Financial literacy resources for children and young people through Count Me In scheme in all libraries			Library Service	

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
	C13			Summer reading challenge 'Team Reads' to be rolled out in Summer to ensure primary school age children are encouraged to keep reading throughout summer	Summer reading challenge 'Quest Seekers' to be rolled out in Summer to ensure primary school age children are encouraged to keep reading throughout summer		Library Service	Core
	C14			Bookcrawl for very young children, to be rolled out across all libraries - encourages young children and their parents/carers to join a library and keep coming back acquiring posters and certificates in recognition of their achievements			Library Service	
	C15			Libraries offer free jobseeker advice sessions e.g CV writing			Library Service	

South East (Inner) Area Committee - Area Delivery Plan 2008 - 11

Leeds Strategic Plan Theme - Transport

Theme leads: C

Theme Champion Cllr Nash

LSP Strategic Outcomes

P1 Increased accessibility and connectivity through investment in high quality, integrated transport influencing others and changing behaviours

Action

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
Deliver and facilitate a range of transport proposals for an enhanced transport system.	D1	Promote initiatives for healthy and environmentally friendly methods of transport particularly for local school run and journeys	NI 167 (Congestion - average journey time per mile during the morning peak). Possible MAA (possibly add 167 or 177).	Liaise with highways traffic engineers about priority parking issues in the area			AMT	
	D2			Deliver travel plans to 90% of schools	Deliver travel plans to 90% of schools		Development Dept	Core
	D3			Bus lane: Dewsbury Road/Beeston Ring Road on site				
	D4	Less cars used in "school run"			Support initiatives to promote cycling networks in inner south east.		AMT	Core
	D5				Support Walking Bus initiatives in local schools		Road Safety	Core

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
	D6	Improve connectivity to the city centre and other destinations			We will improve a range of walking and cycling routes to improve connectivity to the city centre and other destinations for the communities of Beeston Hill, West Hunslet and Holbeck Urban Village		BHRP	TBC
Improve the quality, use and accessibility of public transport services in Leeds.	D7		NI 177 Local bus passenger journeys originating in the authority area.	Liaise with bus operators (METRO) regarding the provision of services/facilities on behalf of local residents			AMT	Core
	D8			Complete improved bus routes for numbers 2 and 12			METRO	Core
Improve the condition of the streets and transport infrastructure by carrying out a major programme of maintenance and improvements.	D9	Improved condition of the roads in the inner south	NI 169 (Non-principal classified roads where maintenance should be considered).	Liaise with Members, residents and AMT about the planned maintenance programme	Delivery of annual and forward programme of planned maintenance on local roads, traffic management schemes and minor maintenance schemes to keep highways safe.		Highways	Core
				Communicate streets of concerns raised by residents groups to highway maintenance, feed back into those groups			AMT	
	D10							

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
	D11	Successful completion of the PFI lighting programme		Southern Electric Company (SEC) to implement PFI street lighting replacement programme to schedule	Southern Electric Company (SEC) to implement PFI street lighting replacement programme to schedule		SEC	PFI
Improve road safety for all our users, especially motor cyclists and pedal cyclists.	D12	Improve safety on the road and pavements in the inner south	NI 47 (people killed or seriously injured in road traffic accidents).	Promote Speed Indicator Devices (SIDs) as a local road safety option to local groups	Promote Speed Indicator Devices (SIDs) as a local road safety option to local groups		AMT	Core
	D13				Deploy salt bins in snow and ice weather conditions in hot-spot areas		City Dev	Core

South East (Inner) Area Committee - Area Delivery Plan 2008 - 11

Leeds Strategic Plan Theme - Environment

**Theme leads: Local Tasking Partnerships; Environment Action Teams
Theme Champion Cllr Ogilvie**

LSP Strategic Outcomes

- P1 Reduced ecological footprint through leading the response, influencing, mitigating and adapting to environmental and climate change.
- P2 Cleaner, greener and more attractive city through effective environmental management and changed behaviours.

Action

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
Increase the amount of waste reused and recycled and reduce the amount of waste going to landfill.	E1	Reduction in amount of waste sent to landfill from schools and cleaner neighbourhoods.	NI 192 Household Waste Recycled and composted.	Roll out of and promotional activity to increase awareness of garden waste collection programme	Litter education and recycling programmes, especially with schools.		Streetscene	City Services
	E2	Reduction in the amount of garden waste sent to landfill.	NI 192 Household Waste Recycled and composted.	Improve/increase 'Bring Sites' recycling facilities	Improve /Increase Bring Sites recycling facilities.		Streetscene	City Services
Reduce emissions from public sector buildings, operations and service delivery and encourage others to do so.	E3	Improved energy efficiency in LCC community buildings in inner south Leeds	NI 185 CO2 reduction from local authority operators	All LCC community buildings to get energy efficiency ratings	All LCC community buildings to get energy efficiency ratings		Dev Dept	Core
	E4			Energy Guardian Scheme researched and action plan developed to promote to users/employees in community buildings	South AMT to nominate Energy Guardian and cascade to users of Dewsbury Road One-Stop Centre		AMT	Core

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
	E5			Driver awareness training: Route planning and research into fuel efficient LCC fleet services	South AMT to purchase and pilot shared cycle usage and facilities		AMT	TBC
Address neighbourhood problem sites; improve cleanliness and access to and quality of green spaces.	E6	Improved environmental appearance of inner south east.	NI 195 Improved street and environmental cleanliness.	Inner South Environmental Coordination Group to develop solutions to tackle environmental problems	Inner South Environmental Coordination Group to develop solutions to tackle environmental problems. Set aside £1,000 from each ward to implement activities developed by this group.		AMT	Core/WBF commissioning pot
	E7			Leeds Ahead to broker volunteers from business to support the improvement of green spaces in inner south	Leeds Ahead to broker volunteers from business to support the improvement of green spaces in inner south		Leeds Ahead	TBC
	E8			Target the Environmental Action Teams to tackle grotspts across inner south including the additional resources for Intensive Neighbourhood Management (INM) areas of inner south - enforcement officers, flytipping, misuse of binyards and recycling bins, windblown litter, overgrown gardens and minor wall and fencing repairs.	Environmental Action Teams to deliver targeted enforcement activity where flytipping, misuse of binyards and environmental crime are a blight on neighbourhoods.		EATS/ AMT	SSCF in INM areas. WBF commissioning pot. Core

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
	E9			Co-ordination of intensive clean ups of identified hotspots for rubbish removal and through Operation Champions	Co-ordination of intensive clean ups of identified hotspots for rubbish removal and through Operation Champions			WBF commissioning pot
	E10				Set aside £8,000 for the purchase of community skips to support clean-ups		AMT	WBF commissioning pot
	E11			Support provided to 'In Bloom' and 'Friends of' groups across Inner South Leeds	Support provided to 'In Bloom' and 'Friends of' groups across Inner South Leeds			WBF
	E12			Binyards - continuation of phase 2 of capital improvement programme in Beeston Hill				
	E13			Binyards - Implementation of innovative ways to tackle binyard problems via Operation Champion	Binyards - Implementation of innovative ways to tackle binyard problems			Core
	E14			Conservation Area Reviews - Area Committee to be provided with an overview of local conservation areas and prioritise programme of reviews (where appropriate)				

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
	E15			Physical improvement projects to neighbourhood problem sites - Groundwork to undertake greenspace masterplanning exercise for Middleton	Masterplan developed. Improvement works to take place around Middleton Circus area.		AMT/AVHL	AVHL/Groundwork
	E16	Significant improvement in the quality and cleanliness of open spaces and streetscene of priority neighbourhoods.			Review and implement methods of sustaining levels achieved within priority neighbourhoods taking into account the fall-out of SSCF funding in 2010		INM Steering Group	Core
	E17				Allocate £15k well-being fund to support activity for the continuation of the rolling programme of NIPs. Cross reference H1		AMT	WBF
	E18				Priority Neighbourhood Development Worker, through NIP process to positively engage residents and businesses and support the community cohesion of neighbourhoods.		AMT	WBF
Undertake actions to improve our resilience to current and future climate change.	E19	Support the provision of allotments across inner south east.	NI 188 (adapting to climate change)		Support the provision of allotments and grow your own initiatives across inner south east, including links to older people or unused spaces.		AMT/Parks & Countryside	Parks & Countryside
	E20	Reduction in number of inefficiently heated homes.			Promote home insulation grants and work		Environmental health	Environmental health

South East (Inner) Area Committee - Area Delivery Plan 2008 - 11

Leeds Strategic Plan Theme - Health and Wellbeing

Theme leads: Health & Social Care Partnership

Theme Champion Cllr Coupar

LSP Strategic Outcomes

- P1 Reduced health inequalities through the promotion of healthy life choices and improved access to services
- P2 Improved quality of life through maximising the potential of vulnerable people by promoting independence, dignity and respect
- P3 Enhanced safety and support for vulnerable people through preventative and protective action to minimise risks and wellbeing

Action								
Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
Reduce premature mortality in the most deprived areas	F1	Reduce premature mortality and increase life expectancy	NI 121 Mortality rate from circulatory diseases at ages under 75. All Age, All Cause Mortality(AAAC) target	Increase in the number of physical activity opportunities and access to affordable healthy food choices in Holbeck	Support the findings of the Holbeck Health Needs Assessment and the Holbeck Health and Well-Being Group to coordinate the development of a wide variety of community physical opportunities and activities to increase access to healthy food choices.		Joanne Davis, PCT	WBF commissioning pot, PCT
	F2			Encourage use of new Choose and Book service through computers in partnership with NHS	Encourage use of new Choose and Book service through computers in partnership with NHS		Leeds Library & Information Unit	Core
	F3			Palliative care project to be developed at Middleton Library in partnership with PCT				
	F4				Set aside £3,000 from the WBF in each ward to commission activities in the cluster action plans to tackle health inequalities.		AMT	WBF commissioning pot, PCT

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
Reduce health inequalities in infant mortality	F5				Support the implementation plan for reducing health inequalities in infant mortality x ref F4		Susan Blundell PCT	WBF commissioning pot, PCT
Reduction in the number of people who smoke.	F6	Greater public awareness of the dangers of smoking and a reduction in the number who smoke.		Implementation of Smoke Free homes pilot in Beeston Hill area	Complete		PCT	PCT
	F7			Pilot smoking cessation project for young people in the inner south area	Programme of initiatives to be developed in Holbeck including cessation programme for pregnant women		Joanne Davis, PCT. Susan Blundell, PCT	PCT
	F8			Develop a programme of initiatives including non-smoking days.	see above. This is a multi-faceted project with lots of community based events. The initiative is working in schools, with midwives, voluntary sector, children's centres, GPs			WBF commissioning pot, PCT
Reduce rate of increase in obesity and raise physical activity for all.	F9	Improved health and well-being of residents in inner south Leeds	NI 57 Children & Young People's participation in high-quality PE and sport.	Continuation of the inactive Children programme and DAZL sessions in South Leeds and develop DAZL dance leaders programme further	Duplicated below		Community Sports Officer	PCT
	F10			Development of physical activity programmes at various community sites and link to festivals, summer programmes and after school clubs	Development of physical activity programmes at various community sites and linked to festivals, summer programmes and after school clubs		LCC Sports Development	Core Sports Dev
	F11			Deliver South Leeds Olympics event over summer as part of South Leeds Festival	Deliver South Leeds Olympics event over summer as part of I love South Leeds Festival		AMT	WBF commissioning pot for the I love South Leeds Festival

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
Reduce teenage conception and improve sexual health.	F12			Continue to develop a programme of non traditional sports and active recreation activities such as cheer leading, street dance, orienteering, BMX, trampolining, dodgeball and skateboarding	Continue to develop a programme of non traditional sports and active recreation activities such as cheer leading, street dance, orienteering, BMX, trampolining, dodgeball and skateboarding		Schools Sports Partnership	TBC
	F13			Training sessions to be undertaken with local community organisations	X ref G10		PCT	PCT
	F14			Development of 2 local walking groups, one in Holbeck and Beeston led by trained volunteer walk leaders	Development of local walking group in Beeston led by trained volunteer walk leaders		PCT	PCT
	F15				Promote and support the "Change for Life " programme			PCT/WBF commissioning pot
	F16	Improved facilities.		Support improvements to sports facilities across inner south east	Support improvements to sports facilities across inner south east		AMT / Parks & Countryside	P&C
	F17		NI 112 Under 18 conception rate.	Increase the number of young people friendly surgeries in the worst 10% SOAs and promote the locations of these surgeries, increase the number of C card points and additional training for PSHE teachers in sexual health matters	Allocate £3,000 well-being fund from each ward to support the implementation of cluster action plans and effective programmes to reduce teenage pregnancy levels and sexual health matters. X REF f4		AMT	WBF commissioning pot
	F18			Pilot of the sexual health /substance misuse risk and resilience model in a school cluster area in inner south	Deliver the Risk and Resilience project in Beeston & Holbeck to deliver work to improve sexual health outcomes.		Cluster steering group	PCT / WBF commissioning pot
	F19			Develop and deliver effective programmes to reduce teenage pregnancy levels			Cupboard project/cluster steering group	WBF commissioning pot

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
Increase the number of vulnerable people helped to live at home.	F20	People are able to live independently in their own homes longer.	NI 141 No. of vulnerable people achieving independent living. NI 136 People supported to live independently through social services (all ages).	Support provided to groups who help vulnerable people via locally based organisations or through provision at Area Committee Centres	Support provided to groups who help vulnerable people via locally based organisations or through provision at Area Committee Centres		Social Services / PCT / AMT	Core / WBF
	F21			Support Neighbourhood Network schemes to develop initiatives including gardening schemes, shopping & volunteer support.			AMT/PCT	Core/WBF

South East (Inner) Area Committee - Area Delivery Plan 2008 - 11

Leeds Strategic Plan Theme - Thriving Places

Theme leads: SLEET, Divisional Community Safety Partnership

Cilrs Blake, and Gabriel

LSP Strategic Outcomes

- P1 Improved quality of life through mixed neighbourhoods offering good housing options and better access to services and activities
- P2 Reduced crime and fear of crime through prevention, detection, offender management and changed behaviours
- P3 Increased economic activity through targeted support to reduce worklessness and poverty

Action							
Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	
Increase the number of "decent homes"	G1	All homes warm & in good condition which contributes towards improved health & well-being of communities.	NI 158 % Decent Homes.	Carry out decent homes improvements across AVH and BITMO estates in inner south east.	Carry out decent homes improvements across AVH and BITMO estates in inner south east.	AVH, BITMO	Decent Homes funding.
	G2			Support the implementation of the Beeston Hill & Holbeck housing PFI regeneration project	Support the implementation of the Beeston Hill & Holbeck housing PFI regeneration project	AMT	WBF
	G3	Increase in the number of homes warm & in good condition which contributes towards improved health & well-being of communities.			Promote loan service for vulnerable people for improvements to homes in the owner occupier sector.	Env Health	TBC
	G4				Support the Healthy Housing Solutions programme to tackle infant mortality	Susan Blundell	PCT
Reduce the number of people who are not able to adequately heat their homes	G5	Increased number of affordable homes.	NI 154 Number of homes provided NI155 number of affordable homes delivered - gross	Monitor progress of the affordable housing strategy with particular reference to selected sites in inner south.	Monitor progress of the affordable housing strategy with particular reference to selected sites in inner south	Env & Neighrds dept	Core
	G6	All homes warm & in good condition which contributes towards improved health & well-being of communities.	NI 187 Tackling fuel poverty - people receiving income based benefits living in homes with a low energy efficiency rating	Carry out decent homes improvements so that all properties meet the required SAP rating.	Carry out decent homes improvements so that all properties meet the required SAP rating.	AVH, BITMO	Decent Homes funding.
	G7	Reduction in the number of older people in fuel poverty.		Develop a targeted fuel poverty programme in co-operation with Elderly Action Groups.	Implement the fuel poverty and "health for warmth" schemes particularly targeting priority neighbourhoods.	Environmental Health	Core

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
Increase financial inclusion in deprived areas	G8	Reduction in the number of people in financial difficulties.	LAA EDE 12 - No. of people with a bank account in SOAs in the 10% most deprived in the country for the Income Domain.	Through community engagement activities increase information provided to residents of south Leeds on financial inclusion and support available	Through community engagement activities increase information provided to residents of south Leeds on financial inclusion and support available		AMT	WBF
	G9			Support of credit union activities across inner south Leeds and further promotion of the assistance they can provide.	Support the Financial Inclusion project and promote the expansion of Leeds City Credit Union branches.		AMT/PCT	Core
Reduce crime and fear of crime	G10	Create safer environments in the inner south by tackling crime.	NI 16 Serious acquisitive crime rate. NI20 Assaults with injury crime rate. NI 15 Serious violent crime rate	Support the INM funded Neighbourhood Safety Liaison Project to undertake crime reduction projects with local residents, positive activities with young people (including a motorbike project), support for victims of crime or anti-social behaviour and oversee the implementation of Operation Champion in INM areas of inner south	Support the INM funded Neighbourhood Safety Liaison Project to undertake crime reduction projects		Community Safety Co-coordinator	INM
	G11				Set aside £25,000 from the WBF to commission community safety activities - targeting hotspot crime to be identified through the DCSP action plan/Neighbourhood Tasking			WBF
	G12			Through Neighbourhood Tasking, identify and deploy suitable situational crime prevention measures in key locations using a targeted approach	Through Neighbourhood Tasking, identify and deploy suitable situational crime prevention measures, particularly burglary, in key locations using a targeted approach		Community Safety Co-coordinator	WBF commissioning pot/ AVHL Area Panel funding where appropriate
	G13			Truancy sweeps to reduce truancy and the links to crime - ASBUs links with Ed Leeds to engage young people into education and the use of parenting contracts and parenting orders	Truancy sweeps to reduce truancy and the links to crime - ASBU's links with Ed Leeds to engage young people into education and the use of parenting contracts and parenting orders		Education Welfare Team	WBF commissioning pot/E&N
	G14	Support victims of crime and reduce the risk of victimisation		Deliver activities to increase victim's confidence in the reporting of hate crimes, improvement of service responses to deal with victims of hate crime and improve service responses to deal with perpetrators of hate crime	Deliver activities to increase victim's confidence in the reporting of hate crimes, improvement of service responses to deal with victims of hate crime and improve service responses to deal with perpetrators of hate crime			WBF commissioning pot

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
	G15				Support the city-wide Domestic Violence Strategy, including raising public awareness and the continued implementation of the MARACs - multi-agency risk assessment conference in inner south Leeds		WYP	Safer Leeds
Reduce offending	G16	Reduce repeat offending and manage offending behaviour in inner south Leeds	NI 30 Re-offending rate of prolific and priority offenders	Develop early interventions to prevent young people becoming involved in crime such as diversionary youth schemes, including Friday Night Project at South Leeds Sports Centre, Mobile Youth provision and detached youth work sessions			Youth Service	E&N
	G17			Share local intelligence and multi-agency problem solving around prolific offenders through Neighbourhood Management Tasking			West Yorkshire Police/tasking	WYP
	G18			Make referrals to specialist agencies such as Signpost other intensive family support projects.			Munaf Patel, Signpost	DCSF
	G19	Improve the quality of life for people in inner south Leeds by reducing the harm from drugs and alcohol	NI 40 drug users in effective treatment. NI 30 Alcohol related admission rates	Through Operation Champion develop effective communication and public information mechanisms to carry prevention messages to promote a culture of responsible drinking.	Through Operation Champion develop effective communication and public information mechanisms to carry prevention messages to promote a culture of responsible drinking.			Community Safety Co-ordinator
Reduce anti-social behaviour	G20	Reduction in underage drinking.		Through Neighbourhood Management Tasking develop the over 21 scheme with local shops	Through Neighbourhood Management Tasking develop the over 21 scheme with local shops particularly in inner south Leeds.		Community Safety Co-ordinator	E&N / WBF commissioning pot
	G21	Reduction in anti-social behaviour involving young people.		Continue to use a range of tools for tackling ASB and damage. Eg. ABOs, ABC orders, dispersal orders, parenting classes or orders. Crack house closures and powers in the Cleaner Neighbourhoods and Environment Act, as part of a package of responses to local issues	This is the day job!		Youth Service/Community Sector Providers	WBF
	G22	Improve community confidence and public satisfaction with how agencies deal with anti-social behaviour.		Continue with targeted rolling programme of neighbourhood crime and grime initiatives such as Operation Champion	The continuation of a rolling programme of neighbourhood crime & grime initiatives including Operation Champion and single days of multi-agency action		Community Safety Co-ordinator	E&N / WBF commissioning pot
	G24			Mainstream INM funded Signpost project to continue working with families to reduce incidents of anti-social behaviour			Munaf Patel	SSCF

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
	G25			Continue to actively promote community safety messages and increase awareness of crime prevention and community safety services	Continue to actively promote community safety messages and increase awareness of crime prevention and community safety services			WBF commissioning pot
	G26			Neighbourhood wardens to work in targeted neighbourhoods to provide reassurance, carry out crime reduction projects, organise community clean-ups and take part in joint community safety /environmental work with other agencies	Neighbourhood wardens to work in targeted neighbourhoods to provide reassurance, carry out crime reduction projects, organise community clean-ups and take part in joint community safety /environmental work with other agencies			Core/WBF commissioning pot
Reduce worklessness across the city with a focus on deprived areas	G27	Reduction in the number of unemployed people on benefits in inner south Leeds.	NI 153 working age people claiming out of work benefits in the worst performing neighbourhoods. NI 150 Adults in contact with mental health services in employment.	Provide information, advice and signposting to various local employment provision such as job shops, job centres and colleges. Further actions to be developed by SLEET	Provide information, advice, guidance and signposting to various local employment provision such as job shops, job centres and colleges. Further actions to be developed by SLEET			Core
	G28	Increased access to school facilities for community provision.	NI 88 Number of Extended Schools.	Develop partnerships with extended services to enable use of school facilities for youth work			Extended Services Cluster Coordinators	

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Leeds Strategic Plan Theme - Harmonious Communities

Theme leads: Area Management Team

Theme Champion Cllr Gabriel

LSP Strategic Outcomes

- P1 More inclusive, varied and vibrant neighbourhoods through empowering people to contribute to decision making and delivering local services
- P2 Improved community cohesion and integration through meaningful involvement and valuing equality and diversity

Action

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
An increased number of local people engaged in activities to meet community needs and improve the quality of life for local residents.	H1	Improved environmental appearance of neighbourhoods and greater sense of community pride.	NI 6 Participation in regular volunteering. NI 110 Young people's participation in positive activities.	Area Committee funded Priority Neighbourhood Development Worker project to engage with the community and assist with delivery of activities to meet community needs in targeted neighbourhoods through the roll out of a programme of Neighbourhood Improvement Plans (NIPS)	Area Committee funded Priority Neighbourhood Development Worker project to engage with the community and assist with delivery of activities to meet community needs in targeted neighbourhoods through the roll out of a programme of Neighbourhood Improvement Plans (NIPS) supported £15,000 well-being funds		AMT / SLHFA	WBF
	H2			Develop Breeze as a brand "Breeze South" include work with extended schools clusters (Summer Chill) Breeze offer	Develop Breeze as a brand "Breeze South" include work with extended schools clusters (Summer Chill) Breeze offer		Positive Activities for Young People (PAYP)	Core
	H3			Provide a broad range of activities by all organisations Programmes on evenings / weekends at YP locations (Youth Clubs/School sites/sport centres) and identify gaps in provision	Provide a broad range of activities by all organisations on evenings and weekends at youth clubs, schools sport centres etc...		Youth Service / St Luke's	TBC

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
An increase in the number of local people that are empowered to have a greater voice and influence over local decision making and a greater role in public service delivery.	H4			Provide young people with activities in their neighbourhoods across inner south through a mobile youth provision	Provide young people with activities in their neighbourhoods across inner south through mobile youth provision funded through well-being funds		AMT / St Luke's	WBF
	H5			Provide small grants up to £1,000 to support Area Committee priorities and address community needs	Provide small grants up to £1,000 to support Area Committee priorities and address community needs		AMT	WBF
	H6			Priority Neighbourhood Development Worker & ALMO to maintain support to and develop sustainability of current resident and community groups	Priority Neighbourhood Development Worker & ALMO to maintain support to and develop sustainability of current resident and community groups		AMT/ SLHFA /Aire Valley Homes	WBF
	H7				Encourage 'in bloom' activities to increase participation in communities.		AMT	WBF
	H8	Greater involvement of local people in influencing decision making.	NI 4 Percentage of people who feel they can influence decisions in their locality.	Facilitate two community engagement/ celebration events per ward per year	Implement the Area Committee's community engagement framework supported by £12,000 WBF		AMT /Leeds Ahead	WBF / business sponsorship
	H9			Provide support at community festivals and carry out promotional activities to raise awareness of Area Committees	Provide support at community festivals and carry out promotional activities to raise awareness of area committees		AMT	WBF
	H10			Development of thematic Area Committee events to link into thematic sub partnerships and encourage greater public participation				

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
	H11			Area Committee newsletter to be produced on a quarterly basis to be distributed to key contacts and locations	Develop a translation of this area delivery plan as a resident friendly and accessible document or "charter" for household distribution to promote the work of the area committee		AMT	Core
	H12			Produce a 'Living in South Leeds' page for About Leeds, Council's Civic Newspaper to promote and highlight work of Area Committee / Area Management	Produce a 'Living in South Leeds' page for About Leeds, Council's Civic Newspaper to promote and highlight work of Area Committee / Area Management		AMT	Core
	H13			Develop Youth Forums across the area and an action plan for Children & Young People's participation in decision making within South Leeds	Develop Youth Forums across the area and an action plan for Children & Young People's participation in decision making within South Leeds		The Cupboard Project / Children's Leeds South	TBC
	H14			Beeston Hill Youth Forum to join together to develop joint approach and expand Youth Forum to Middleton and Belle Isle			Youth Service / Hamara / Middleton Youth Inclusion Project	
	H15				Commission the WBF to meet the priorities identified by residents through community engagement events.		AMT	WBF
	H16				Set aside WBF for ward based projects.	Set aside WBF for ward based projects.	AMT	WBF

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
Enable a robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services	H17	Increased sustainability of voluntary organisations.	NI 7 Environment for a thriving third sector.	Commission voluntary and community sector organisations (VCS) to deliver Area Well Being funded schemes to achieve Area Committee priorities and address community needs	Commission voluntary and community sector organisations (VCS) to deliver Area Well Being funded schemes to achieve Area Committee priorities and address community needs		AMT	Core/WBF
	H18			Leeds Ahead will work with partners to promote case studies of engagement by Leeds Ahead businesses across inner south to encourage positive profiling of the area			Leeds Ahead	
	H19	Increased sustainability of businesses in inner south Leeds			Progress the development of a business forum to generate local business opportunities and links to local, district & citywide support networks.		Leeds Ahead/	Core / WBF
An increased sense of belonging and pride in local neighbourhoods that help to build cohesive communities	H20	Encourage inner south Leeds to take up opportunities to participate to promote community confidence and cohesion	NI 1 Percentage of people who believe backgrounds get on well together in their local area.	Fund and deliver I Love South Leeds Festival, incorporating a mixture of sporting and musical activities	Fund and deliver I Love South Leeds Festival, incorporating a mixture of sporting and musical activities		AMT	WBF

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
	H21			Continue to develop and implement the intelligence assessment and respond to community tensions, ensuring partners work closer with and within the communities where the greatest risks have been identified.	Through neighbourhood tasking, continue to develop and implement the intelligence assessment and respond to community tensions, ensuring partners work closer with and within the communities where the greatest risks have been identified.			WBF
	H22			Support the development of "tackling extremism" delivery action plan, including local arrangements for identifying and supporting individuals and communities	Deliver training to frontline workers to identify individuals who could be vulnerable to extremist messages		Prevent officer	WBF/Safer Leads/Prevent
	H23			Support the development of a south east wedge wide multi-agency community cohesion plan			AMT / Leads Voice	
	H24				Undertake a focused and targeted approach to improve cohesion and community relations in Middleton to identify key cohesion issues that need to be addressed		Community Safety Coordinator/ Cohesion steering group	Core
	H25				Undertake a Participatory Budgeting exercise in Middleton Park ward as part of the wider cohesion pilot		Gerry Shevlin	WBF, AVH, WYP

Local Improvement Priorities	Ref No.	Inner South East ADP Priority	Performance Indicator - how we will measure success	Action Planned for 2008/09	Action Planned for 2009/10	Action Planned for 2010/11	Who responsible	Resources
	H26			Support the implementation of a 10 year social and physical regeneration strategy for Middleton and Intensive Neighbourhood Management funded scheme for Re'new to provide neighbourhood management support for this project	Support the implementation of a 10 year social and physical regeneration strategy for Middleton and Intensive Neighbourhood Management funded scheme for Re'new to provide neighbourhood management support for this project		renew	INM/WBF
	H27			Develop a cultural exchange programme with Young People from across inner south wards			Youth Service / Hamara / St Luke's	

Originator: Sheila
Fletcher/Steve Ross

Tel: 3951652

Report of the South East Area Manager

South (Inner) Area Committee

Date: 23rd June 2009

Subject: Well-Being Fund – 2009/10 Proposals

<p>Electoral Wards Affected:</p> <p>Beeston & Holbeck City & Hunslet Middleton Park</p>	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>
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Council Function	<input type="checkbox"/>	Delegated Executive Function available for Call In	<input checked="" type="checkbox"/>	Delegated Executive Function not available for Call In Details set out in the report	<input type="checkbox"/>
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Executive Summary

This report recommends a rationale for the 2009/10 well-being revenue allocation to introduce an approach to the commissioning of activities linked to outcomes identified in the approved Area Delivery Plan (ADP).

The report also presents a number of applications for use of well-being for approval and an update on both the revenue and capital well-being fund expenditure.

Purpose of this Report

1. The purpose of this report is to agree a rationale for the 2009/10 Well-Being Fund allocation based on:
 - a. the continuation of a dedicated Small Grants Fund;
 - b. the continuation of ward-based pots to support/help Members progress appropriate local schemes in their neighbourhoods;
 - c. the earmarking of remaining funds against the ADP priority themes to enable activities to be commissioned by the Area Management Team and monitored by the Area Committee.

The report also seeks approval for a number of applications for well-being funds.

Funding Available for 2009/10

2. The Area Committee has been allocated £247,860 well-being revenue for 2009/10. There is an uncommitted carry forward balance of £89,423 2008/09, giving a total available to spend of £337,284.
3. In addition, the Area Committee has well-being capital allocation for 2009/10 of £109,400
4. Also available to Elected Members in 2009/10 is a Ward Based Initiatives capital allocation of £40,000 per ward. It is understood that this will be managed centrally, separate from well-being, although opportunity exists to mix and match funding within the restraints of capital funding.

Wellbeing (Revenue) Allocation

5. The following sections set out the proposed split of the revenue budget available for 2009/10.

Small Grants Scheme

6. In line with previous years, it is proposed to set aside £23,000 to enable the Small Grants Fund to continue for 2009/10. Appendix 1 details a breakdown of this by ward.

Ward-based Pots

7. It is proposed that ward-based pots will continue to operate. The purpose of these pots is to allow ward members to bring forward and support local activities/actions which they feel are important and worthy of support. There is particular opportunity to match contributions with Ward Based Initiative capital money. At its last meeting on 2nd April, the Area Committee indicated their support for setting aside the carry forward balance from the 2008/09 allocation for the delivery of ward based projects.
8. The revenue allocation for 2009/10 will be £82,620 per ward plus any unspent balances left over from 2008/09. This works out as:

Beeston & Holbeck Ward	£119,950
City & Hunslet Ward	£96,648
Middleton Park Ward	£121,087

Themed Commissioning

9. The Area Committee has approved an Area Delivery Plan (ADP) for 2008-11. This sets the priorities for the Area Committee and begins to set out actions for the local area. The ADP will be the local delivery plan for the Leeds Strategic Plan and so is based on the same strategic themes and outcomes.
10. At its meeting on 2nd April, the Area Committee agreed to further work to be undertaken by the Area Management Team to develop the proposed commissioning approach to the allocation of the Well-Being Fund. Members are requested therefore to consider splitting the 2009/10 revenue well-being fund as shown in table 1 below: **Members are asked to note that they have already agreed to fund a significant amount of funding from the 2009/10 allocation; this is taken account of in the following suggestions.** Appendix 1 provides a detailed breakdown by ward of the proposed split. Appendix 2 sets out previously approved and proposed activity to be commissioned.

Table 1

ADP Priority Theme (link back to the Leeds Strategic Plan)	Example outcomes/issues covered	Proposed allocation	Projects and funding already approved
Thriving Places	Activity identified through the Divisional Community Safety Partnership and Neighbourhood Tasking such as reducing crime/fear of crime, tackling ASB crime prevention measures, support for Operation Champions	25,000	
Environment	Activity identified through the Environmental Coordination Group Hire of community skips,	11,000	
Harmonious Communities	Increase in people engaged in community engagement activities to influence decision making and service planning. Increase in community pride and sense of belonging. For example delivering the Community Engagement Framework, NIPs, Priority Development Worker, mobile youth provision, support to a range of South Leeds Festivals	27,000	Priority Neighbourhood Development worker Mobile youth provision I love South Leeds Festival
Learning	Activity identified in the cluster plans and Children Leeds partnership	9,000	
Health & Wellbeing	Activity identified through the cluster plans/Health & Well-Being partnership, for example tackling health inequalities, infant mortality and teenage pregnancy	9,000	
Enterprise & Economy	Activity identified in the SLEET action plan. For example better skilled school leavers, reducing worklessness	9,000	

11. Where it is suggested in the Area Delivery Plan that well-being funding is needed to deliver the action, the Area Committee is requested to allow officers in the Area Management Team to commission activities to tackle these priorities. The Area Committee can be assured of regular progress reports so that they can track achievement of actions in the ADP. An example of this could be actions arising through Neighbourhood Tasking such as target hardening measures to tackle burglary hotspots. The advantage of commissioning is that it allows officers to take a strategic approach and work with organisations and departments where possible to commission funds for them to deliver an Area Delivery Plan focused project. Ward members still have the option of advising constituents who are requesting funding that they will be able to apply for funding from the ward based pots.

12. **Wellbeing (capital) allocation**

The capital allocation for 2009/10 is £109,400. The allocation for each ward for 2009/10 is £36,466 plus any unspent balances brought forward from 2008/09 and less projects already approved at the April Area Committee meeting. This works out as:

Beeston & Holbeck Ward	£32,550
City & Hunslet Ward	£82,685
Middleton Park Ward	£21,176

Monitoring Role of the Area Committee

13. If the suggested commissioning approach is agreed, it is proposed the Area Committee take on a monitoring role to ensure that the use of well-being funds is helping to achieve the agreed ADP priority outcomes. The Area Committee will be provided with regular progress reports on well-being spend by activity/project so that they can be confident that the budget is being used how they intended it to be. This will allow the Area Committee to closely scrutinise the progress of organisations and directorates who have been commissioned in delivering against the relevant actions in the ADP.
14. It is proposed that the distribution of the commissioning pot between the various themes is reviewed and as appropriate the Area Committee make virements between headings. This would be based on monitoring of ADP outcomes and where it was felt resources needed shifting across to address under-achievement or match funding opportunities.

Small Grants Update

15. Members are asked to note the following applications made to the Area Committee for a small grant. The applications were submitted to the Area Management office in between Area Committee meetings. The application were processed in the usual way by seeking approval (or not) from all Elected Members of the area Committee. The position below is correct at the time of writing and excludes any applications which had been received after this report had been written or were received prior to the report being written but which had not been assessed by officers as yet before being circulated to Elected Members.

Small Grants: position since February area committee				
Project title	Organisation	Ward(s) affected	Amount	Approved or awaiting to be determined
Fitness Trail	Friends of Cross Flatts Park	B&H/C&H	1,000	Approved
Hunslet Boys and Girls Club – disabilities sports sessions	Sport Development Unit	B&H/C&H/MP	500	Approved
Holbeck Gala 2009	Holbeck Gala Management Committee	B&H/C&H	1,000	Approved
Hunslet Community Gala	Hunslet Festival	C&H/MP	1,000	Approved
Hanging baskets	Beeston in Bloom	B&H/C&H	1,000	Approved

Approval of new applications

16. Below is a list of the proposals received as grant applications for the 2009/10 revenue and capital budget. (A summary of each project is provided in appendix 3). Members are requested to note that the Operation CASAC project for £5,000 revenue was received as a grant application, however if Members agree the commissioning approach and earmarking of funds to the Thriving Places theme of the ADP it is proposed that this project is funded from this pot managed by the Community Safety Coordinator through the burglary sub-group.

Project Title	Organisation	Total proposal from Revenue £	Proposed revenue spend in 2009/10 by Ward		
			B&H £	C&H £	MP £
Beeston Old Library Youth Group	Youth Service	1,800	1,800		
Leasowe Alleygating Scheme	Safer Leeds	110*		110*	
Additional gardens	Middleton Elderly Aid	3,910			3,910
Belle Isle Garden Scheme	Belle Isle Elderly Winter Aid	2,125			2,125

Middleton Regeneration Partnership	Re'new	8,000			8,000
Friday Night Project – South Leeds	Out of School Activities	3,000	1,500	1,500	
Middleton Friday Night Project	Out of School Activities	3,000			3,000
Bright Ideas – CCTV for Middleton Circus	West Yorkshire Police/Area Management Team	25,000* (Note: revenue over five years)			5,000*
Operation CASAC 2009	West Yorkshire Police	£5,000	2,500	2,500	
Photocopier – contribution to rental charge	Area Management Team	2,483	828	828	828
Totals		49,428	6,628	4,938	22,863

*Revenue element of capital scheme. Scheme is summarised in capital schemes section in Appendix 3.

Project Title	Organisation (proposed to be commissioned)	Proposal from Capital £	Proposed capital spend in 2009/10 by Ward		
			B&H £	C&H £	MP £
Leasowe Alleygating Scheme	Safer Leeds	5,539		5,539	
Old Cockburn Centre Renovation Project	Joseph Priestley College	4,350		4,350	
Bright Ideas – CCTV for Middleton Circus	West Yorkshire Police/Area Management Team	9,000			9,000
Totals		18,889		9,889	9,000

Recommendations

17. The Area Committee is requested to;
 - a. approve the proposed commissioning approach and allocation of the Area Committee's well-being funds for 2009/10 to themes of the Area Delivery Plan as set out in Appendix 1 & 2;
 - b. consider the applications for well- being funds (revenue and capital) as listed above and summarised in Appendix 3;
 - c. ratify the well-being applications that were approved in principle subject to confirmation of the well-being fund allocation by Executive Board at the meeting on 2nd April 2009;

Background papers

South (Inner) Area Committee - Area Committee Well-being budget, 2nd April 2009

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Inner South Area Committee Well-being budget

Appendix 1

Revenue - position at June 2009

		B & H Ward	C & H Ward	Middleton Park Ward
	2009/10	2009/10	2009/10	2009/10
	£	£	£	£
Total allocation for 2009/10 (includes carry forward balance from 2008/09)	337,284	119,550	96,648	121,087
Projects previously approved for 2009/10	161,731	50,712	50,430	60,589
Balance	175,553	68,838	46,218	60,498
Proposed allocation to ADP Themes				
Thriving Places	25,000	10,000	10,000	5,000
Environment	11,000	4,000	4,000	3,000
Harmonious communities	27,000	9,000	9,000	9,000
Learning	9,000	3,000	3,000	3,000
Health and Well being	9,000	3,000	3,000	3,000
Enterprise and Economy	9,000	3,000	3,000	3,000
Total commissioning pot	90,000	32,000	32,000	26,000
Small Grants	23,000	12,000	6,000	5,000
Total	113,000	44,000	38,000	31,000
Balance	62,553	24,838	8,218	29,498

Proposals to Ward pots

Beeston Old Library Youth Group	1,800	1,800		
Leasowe Alleygating (revenue element)	110		110	
Middleton Elderly Aid	3,910			3,910
Belle Isle Elderly Winter Aid	2,125			2,125
Friday Night Project - South Leeds	3,000	1,500	1,500	
Middleton Friday Night Project	3,000			3,000
Middleton Regeneration Partnership	8,000			8,000
Bright Ideas - CCTV for Middleton Circus (revenue element - £25K over five years)	5,000			5,000
Operation CASAC 2009	5,000	2,500	2,500	
Photocopier - contribution to rental charge	2,483	828	828	828
Total	29,428	6,628	4,938	22,863
Outstanding balance	33,125	18,210	3,280	6,635
		B&H	C&H	MP

Inner South Area Committee Well-being budget**Appendix 2**

		BH	CH	MP
ADP themes				
Thriving places				
Community safety activities to be commissioned	25,000	10,000	10,000	5,000
Harmonious Communities				
NIPs	15,000	5,000	5,000	5,000
Priority Neighbourhood Development Worker (already approved)	33,864	11,288	11,288	11,288
St Luke's Cares - Youth Bus (already approved)	35,260	11,753	11,753	11,753
I Love South Leeds 2009 (Total amount: £42K) (already approved)	32,000	10,667	10,667	10,667
Community consultation	12,000	4,000	4,000	4,000
Total Harmonious Communities	128,124	42,708	42,708	42,708
Environment				
Environmental Co-ordination Group to commission activities	3,000	1,000	1,000	1,000
Community skips	8,000	3,000	3,000	2,000
Total Environment	11,000	4,000	4,000	3,000
Learning				
Activities to be commissioned identified in cluster plans	9,000	3,000	3,000	3,000

Health and well being

Activities to be commissioned identified through cluster plans/Health & Well-being partnership

9,000 3,000 3,000 3,000

Enterprise & Economy

Activity identified in the SLEET action plan

9,000 3,000 3,000 3,000

Small Grants

23,000 12,000 6,000 5,000

Total

214,124 77,708 71,708 64,708

WELL BEING FUND APPLICATIONS

The following projects were received as grant applications.

Name of Project: Beeston Old Library Youth Group

Name of group or organisation: Youth Service

Total Project Cost: £10,285

Amount proposed from well-being: £1,800

Amount proposed to be spent in 2009/10: £1,800

Ward(s) covered: Beeston and Holbeck

Summary of project: This project is to establish a youth session, one evening per week, 6.00 – 9.00 p.m at the former Beeston library - now Beeston Village Community Centre, aimed particularly at young people aged 13 – 19 years. The project will work with young people on issues around anti-social behaviour, gang crime, community cohesion, weapons awareness and engage them in positive activity that will enable them to achieve accreditations. Provided that funding is obtained, the sessions are planned to run from 1st July 2009 to 31st March 2010. This application is to pay hire charges at the centre for 3 hours a week for 40 weeks.

Area Delivery Plan themes and action plan priorities: This project specifically contributes towards the Area Delivery Plan themes of:

- Thriving communities, particularly the improvement priority of 'reduce anti-social behaviour
- Harmonious communities, particularly the improvement priorities of 'An increased number of local people engaged in activities to meet community needs and improve the quality of life for local residents' and 'An increased sense of belonging and pride in local neighbourhoods that help to build cohesive communities'.

Comment: The Youth Service will be contributing £5,485 in staff costs (3 staff) towards running the sessions and are applying to Positive Activities for Young People for £3,000 funding for activity costs.

Recommend: Take into consideration the project proposal, and the funding available in the well-being budget for 2009/10.

Name of Project: Additional gardens

Name of group or organisation: Middleton Elderly Aid

Total Project Cost: £3,910

Amount proposed from well-being: £3,910

Amount proposed to be spent in 2009/10: £3,910

Ward(s) covered: Middleton Park

Summary of project: Middleton Elderly Aid (MEA) provides a 'basic' garden maintenance service for older people who cannot maintain their gardens themselves. The service covers hedge trimming, grass cutting, general weeding and cutting back of bushes and branches. The service covers most of the Middleton area of Middleton Park Ward and residents are charged an hourly rate for two gardeners. There is more demand for a gardening service than can be met within current capacity. The funding applied for would enable MEA to employ an additional 2 labourers and an additional gardener on a part time basis for 4 months and this would enable them to bring in an additional 25 gardens into the scheme that would receive three visits during July to September.

Area Delivery Plan themes and action plan priorities: This project specifically contributes towards the Area Delivery Plan themes of:

- Health and wellbeing, particularly the action to 'Explore development of Gardening Scheme for Inner South Leeds to primarily benefit elderly people
- Environment, particularly the strategic outcome of 'Cleaner, greener and more attractive city through effective environmental management and changed behaviours.'

Comment: The gardening scheme was supported with well-being funding in 2008/09. Middleton Elderly Aid is purchasing some gardening equipment (lawnmower, strimmer, hedge trimmer) with funding raised from plant sales.

Recommend: Take into consideration the project proposal, and the funding available in the well-being budget for 2009/10.

Name of Project: Belle Isle Garden Scheme

Name of group or organisation: Belle Isle Elderly Winter Aid

Total Project Cost: £2,125

Amount proposed from well-being: £2,125

Amount proposed to be spent in 2009/10: £2,125

Ward(s) covered: Middleton Park

Summary of project: Belle Isle Elderly Winter Aid provides a 'basic' garden maintenance service for older people who cannot maintain their gardens themselves. The service covers the Belle Isle area of Middleton Park Ward. The funding applied for would enable the service to bring in 15 -20 people into the scheme by offering a subsidy for initial clearance work for overgrown gardens which could then be brought into the regular garden maintenance scheme. In addition funding would be used to fund 5 hours a week of the Service Support Worker who visits new clients for the garden service, assesses work to be done, deals with any issues, prepares work sheets for the gardens and from this year will collect garden fees in advance (from those clients who want this) so that residents do not have to pay money to gardeners on their door step.

Area Delivery Plan themes and action plan priorities: This project specifically contributes towards the Area Delivery Plan themes of:

- Health and wellbeing, particularly the action to 'Explore development of Gardening Scheme for Inner South Leeds to primarily benefit elderly people
- Environment, particularly the strategic outcome of 'Cleaner, greener and more attractive city through effective environmental management and changed behaviours.'

Comment: The gardening scheme was supported with well-being funding in 2008/09.

Recommend: Take into consideration the project proposal, and the funding available in the well-being budget for 2009/10.

Name of Project: Middleton Regeneration Partnership

Name of group or organisation: re'new

Total Project Cost: £10,850

Amount proposed from well-being: £8,000

Amount proposed to be spent in 2009/10: £8,000

Ward(s) covered: Middleton Park

Summary of project: This proposal is for funding to support further development work of the Middleton Regeneration Partnership during 2009/10 including raising awareness and promoting engagement within Middleton of progress being made. This includes:

- Development and updating of dedicated website to showcase activities and success in Middleton including as links to other useful information e.g. after school clubs, summer holiday activities.
- Consultation events/fun days/galas
- Community calendar to be produced for 2010
- Production and distribution of a newsletter
- Production of billboard posters/street publicity
- 1 study tour for the Regeneration Partnership Board including training, travel and refreshment costs.

Area Delivery Plan themes and action plan priorities: This project specifically contributes towards the Area Delivery Plan themes of:

- Harmonious communities: 'An increase in the number of local people that are empowered to have a greater voice and influence over local decision making and a greater role in public service delivery,' and 'An increased number of local people engaged in activities to meet community needs and improve the quality of life for local residents.'

Comment: Applications have been made to re'new and to Aire Valley Homes to cover part of the costs of this project. Decisions are expected in July. In addition, £5,000 has been requested from the carry forward of unspent SSCF funds from 08/09, subject to confirmation of the carry forward. Members are requested to consider seeking further information in relation to the study tour in terms of the purpose of this.

Recommend: Take into consideration the project proposal, the funding available in the well-being budget for 2009/10 and the levels of expected match-funding.

Name of Project: Friday Night Project - South Leeds

Name of group or organisation: Out of School Activities Team

Total Project Cost: £8,650

Amount proposed from well-being: £3,000

Amount proposed to be spent in 2009/10: £3,000

Ward(s) covered: Beeston & Holbeck and City & Hunslet

Name of Project: Friday Night Project – Middleton

Name of group or organisation: Out of School Activities

Total Project Cost: £8,108

Amount proposed from well-being: £3,000

Amount proposed to be spent in 2009/10: £3,000

Ward(s) covered: Middleton Park

Summary of projects: This proposal is for funding to continue the Friday Night Project (FNP) which provides a diverse range of sports and creative activities for young people in Inner South Leeds on Friday evenings at the South Leeds Sports Centre and at the Middleton Leisure Centre. There is a junior session for 8 – 13 years and a senior session for 12 – 19 years. The funding, if approved by Members, would be to contribute to staff costs for the FNP at the South Leeds Sports Centre and to meet part of the costs of hiring the facilities at the Middleton Leisure Centre. As well as increasing youth provision, the project also aims to reduce anti social behaviour and encourages young people to be active

and healthy. Young people are also signposted to appropriate support services. Young people pay £1 to attend each week.

Up to 130 young people attend the FNP at the South Leeds Sports Centre and up to 80 young people attend the Middleton FNP. The partners running the project hope to increase these numbers by working closely with the youth service and detached youth work teams who will be going out at the same time as the senior sessions and promoting the Friday Night Project to young people.

The agencies that provide staff including 'in kind' contributions include the Sports Centre, Leisure Centre, LCC's Youth Service, Out of School Activities Team, The Cupboard and St. Luke's Cares NACRO, Leeds Federation Housing Association, and Health For All (Leeds).

Area Delivery Plan themes and action plan priorities: This project specifically contributes towards the Area Delivery Plan themes of:

- Culture: Enable more people to become involved in sport and culture by providing better quality and wider ranging activities and facilities
- Health and Well being: Reduced health inequalities through the promotion of healthy life choices and improved access to services
- Thriving communities: Reduce anti-social behaviour
- Harmonious communities: Provide a broad range of activities by all organisations identify gaps in provision.

Comment: The Area Committee has contributed funding for the Friday Night Project at the South Leeds Sports Centre in 2008/9.

Recommend: Take into consideration the project proposal, and the funding available in the well-being budget for 2009/10.

Name of Project: Operation CASAC 2009

Name of group or organisation: West Yorkshire Police

Total Project Cost: £5,000

Amount proposed from well-being: £5,000

Amount proposed to be spent in 2009/10: £5,000

Ward(s) covered: Beeston & Holbeck and City & Hunslet

Summary of project: This proposal is for funding to provide security target hardening for up to 50 vulnerable victims of domestic burglary in hot spot areas in Beeston & Holbeck and City & Hunslet Wards. The funding would enable the Holbeck Neighbourhood Policing Team to refer suitable burglary victims free referral for target hardening following reassurance visits. The aim is to reduce the number of repeat burglary victims. The target hardening would include improved door locks, reinforcement bars, door chains, spy holes and window locks.

Area Delivery Plan themes and action plan priorities: This project supports the Thriving Communities theme, particularly the improvement priority 'Reduce crime and fear of crime'.

Comment: This project was received as a grant application, however if Members agree the commissioning approach and earmarking of funds to the Thriving Places theme of the ADP (as set out in the cover report) it is proposed that this project is funded from this pot managed by the Community Safety Coordinator through the burglary sub-group.

Recommend: take into consideration the project proposal, and the funding available in the well-being budget for 2008/09 and anticipated budget for 2009/10.

Summary of capital proposals

Name of Project: Leasowe Alleygating Scheme

Name of group or organisation: Safer Leeds

Total Project Cost: £5,539 (Capital) and £110 (revenue)

Amount proposed from well-being: £5,539

(Capital) and £110 (revenue) **Amount proposed to be spent in 2009/10:** £5,539 (Capital) and £110 (revenue)

Ward(s) covered: City and Hunslet

Summary of project: This proposal is to provide alleygates and additional fencing to secure access to the footpath between Leasowe Garth and Leasowe Close. The proposed alleygating is one of a number of measures taken to tackle the persistent anti-social behaviour in the area with action being taken by the West Yorkshire Police, Aire Valley Homes and the Anti Social Behaviour Unit. Residents in 38 properties have been consulted about the alleygating proposal and of the 23 responses, 21 have been in favour with 2 opposed.

The capital costs include the costs of providing and fixing the alleygates and new external letterboxes. (The houses face on the path to be alleygated and therefore new letterboxes will be provided for the rear of the houses which face on to Leasowe Road which is the main road.) Residents will be provided with 2 keys for the alleygates. Revenue costs of £110 are included; this is to allow 1 annual maintenance visit and two repair callouts.

Area Delivery Plan themes and action plan priorities: This project supports the Thriving Communities theme, particularly the action to 'Through Neighbourhood Tasking, identify and deploy suitable situational crime prevention measures in key locations using a targeted approach'

Comment: Additional policing patrols have been carried out in the area funded by Aire Valley Homes and the Area Committee. Planning permission and a gating order are being sought for this project.

Recommend: Take into consideration the project proposal and the funding available in the well-being budget for 2009/10.

Name of Project: Old Cockburn Centre Renovation Project

Name of group or organisation: Joseph Priestley College

Total Project Cost: £9,200

Amount proposed from well-being: £4,350

Amount proposed to be spent in 2009/10: £4,350

Ward(s) covered: City and Hunslet

Summary of project: This proposal is to help renovate and enhance the grounds around the Old Cockburn Centre (Primrose Lane). The work includes clearing the site, repairing existing hard landscape features including pergola, repaving old shed base, creating a new seating area, create a wild life area and plant flower beds, rockery and vegetable plots. The grounds will be accessible to and used by members of the local community College staff and learners.

The funding applied for is for capital costs of materials. The work will be carried out by Joseph Priestley College horticulture students, SiLC learners and Foundation Studies students, and young offenders.

Area Delivery Plan themes and action plan priorities: This project supports the:

- Learning theme, particularly the strategic outcome of 'Enhance skills of the current and future workforce through fulfilling individual and economic potential and investing in learning facilities
- Environment theme, particularly the improvement priority to address neighbourhood problem sites
- Stronger communities theme, particularly the improvement priority of 'An increased sense of belonging and pride in local neighbourhoods that help to build cohesive communities.

Comment: The college is also applying for £2,850 from Biff award to cover the full costs of the initial renovation and support ongoing maintenance.

Recommend: Take into consideration the project proposal, and the funding available in the well-being budget for 2009/10.

Name of Project: Bright Ideas – CCTV for Middleton Circus

Name of group or organisation: West Yorkshire Police

Total Project Cost: £22,000 (capital) and £25,000 (revenue – over five years)

Amount proposed from well-being: £9,000 (capital) and £25,000 (revenue)

Amount proposed to be spent in 2009/10: £9,000 (capital) and £5,000 (revenue)

Ward(s) covered: Middleton Park

Summary of project: This proposal is to install a CCTV camera at Middleton Circus. The aim is to tackle anti-social behaviour, vandalism, tackle drugs and alcohol abuse and reduce crime and the fear of crime. The intelligence gained will enable better directed policing of the area. Reducing the fear of crime should lead to the increased use of local facilities and shops.

The funding applied for is a contribution to the capital costs of installing the CCTV and to pay for all the revenue costs for five years.

Area Delivery Plan themes and action plan priorities: This project supports the:

- Thriving communities theme, particularly the improvement priority 'Reduce crime and fear of crime'.
- Environment theme, particularly the improvement priority to address neighbourhood problem sites
- Stronger communities theme, particularly the improvement priority of 'An increased sense of belonging and pride in local neighbourhoods that help to build cohesive communities.'

Comment: The balance of the capital funding comes from Middleton Bright Ideas (£10,000) and is subject to resident support for this project at Decision Day on 11th July 2009. In addition there is an application to Aire Valley Homes for capital funding. Members are also requested to consider the use of mobile CCTV units deployed in conjunction with the police and LCC Community Safety CCTV Management. Members should note that this project, if approved, requires the in principle commitment of revenue funding of £5,000 a year for five years.

Recommend: Take into consideration the project proposal, and the funding available in the well-being budget for 2009/10.



Report of Chief Officers for Regeneration and Health and Environmental Action Services

South (Inner) Area Committee

Date: 23 June 2009

Subject: Neighbourhood Wardens – Restructure Proposals

Electoral Wards Affected:	Specific Implications For:	
All Wards	Equality and Diversity	<input checked="" type="checkbox"/>
	Community Cohesion	<input checked="" type="checkbox"/>
	Narrowing the Gap	<input checked="" type="checkbox"/>

Council Function

Delegated Executive Function available for call in

Delegated Executive Function not available for Call In Details set out in the report

Executive Summary

This report is provided for information to all the council’s area committees for information. The report provides members with information about the restructuring proposals for the Neighbourhood Warden service. These proposals are currently out for consultation with the staff affected and the Trade Unions. Essentially the proposal is to delete the existing Neighbourhood Warden staff structure and to create new Community Environment Officer posts in Environmental Services. It is proposed that the deployment of the Community Environment Officer posts will continue to be agreed with Area Committees with the initial deployment reflecting the reduced number of posts and in the longer term reflecting the Area Committee and HEAS service priorities. Area committees will be asked to consider deployment issues soon after the restructure is implemented in the autumn.

Purpose of report

1. The purpose of this report is to propose the deletion of the existing Neighbourhood Wardens staff structure currently located within the Regeneration Service and the creation of new Community Environment Officer posts in Environmental Services, in the Environment and Neighbourhoods Directorate.
2. The report sets out the above proposals for information to the council's area committees and for the purposes of staff and trade union consultations. Subject to the consultation outcomes, this will form the basis of a report to the Director for a delegated decision on the restructure proposals to enable implementation from the beginning of September 2009.

Background

3. Neighbourhood Warden posts were established incrementally over the last eight years with significant support from external funding streams. The key responsibilities of the wardens are to engage with local communities, provide a visible uniformed presence in communities to offer public reassurance and deal with community safety and environmental issues.
4. A number of changes have taken place since the service was first established. The most significant of these changes have been:-
 - the move by a number of services to locality working and the introduction of neighbourhood management
 - changes in other services with related and aligned functions including the establishment of Neighbourhood Policing Teams and Environmental Action Teams, and
 - the expiry of Neighbourhood Renewal Funding which has contributed to meeting service costs.
5. Key benefits of the service have been the ability to engage effectively with local elected members and communities and provide a responsive service to meet their needs and the support and involvement of wardens in multi-agency tasking teams to deliver improved outcomes in target neighbourhoods.
6. Changes to the operational focus of the service and the staffing structure are required to address the impact of the above changes. This provides the opportunity to more appropriately position the service to make an effective contribution to cross service and partnership working to successfully deliver joined up services at the neighbourhood level. The existing staffing numbers are no longer sustainable in light of significant reductions in external funding and a more flexible staff resource is required that can be effectively deployed across a smaller number of neighbourhoods that experience the highest incidence of deprivation and the poorest environmental conditions.
7. Reductions in external funding have also affected the Environmental Action Teams with a relatively small number (8) of Technical Officer posts in these teams no longer being funded from 2010.

Main issues

Existing Neighbourhood Warden Structure

8. The Neighbourhood Warden Service is managed from within the 3 Area Management teams within the Regeneration Service. There are currently 30 posts shown on the structure. In addition, there are 7.5 posts which supplement the core service funded through Area Committees and ALMOs. Management arrangements vary between areas, being either by Area Community Safety Co-ordinators, Area Management Officers or Senior Wardens. The current structure overview is provided at Appendix A.
9. Each Neighbourhood Warden is assigned to a specific area and carries out uniformed patrols within that area, making contact with local people and identifying issues which need addressing. Wardens' deal with three main areas:-
 - **Environmental**
Reporting fly tipping, graffiti, abandoned vehicles, vandalism, damage to street lighting and street furniture; arranging and contributing to community clean ups; awareness initiatives with local schools and community groups; contributing to environmental enforcement initiatives.
 - **Crime / Anti Social Behaviour**
Providing a visible uniformed presence within an area; supporting victims of crime and anti-social behaviour; involvement in preventative initiatives such as property marking and security advice; liaising with Police, PCSOs and ASB officers regarding problem areas and individuals.
 - **Community Support**
Acting as a link for the community with service providers; encouraging community and residents groups and assisting with planned activities; facilitating and publicising community events and youth diversionary activities in association with local partners; enabling access to relevant support groups and organisations.

Operational Focus

10. The Neighbourhood Warden posts were established in 2001 prior to the introduction of neighbourhood policing and the increased emphasis on fighting environmental crime. Considerable additional resource is now available to provide a responsive service to address locality specific crime and community safety issues through the Neighbourhood Policing Teams that include both police officers and police community support officers. As the locality focused resource to address these issues has grown the focus of the warden's day to day work has been largely refocused to dealing with environmental issues.
11. Since the establishment of the service, the Council has developed a more proactive approach to environmental enforcement issues. This work is now co-ordinated and delivered through the Health and Environmental Action Service in Environmental Services. It is proposed that the new posts are line managed through this service to provide professional support and line management.

Locality Focus

12. The link to a specific locality has resulted in a number of benefits. Post-holders have developed a detailed knowledge and understanding of the local area and the network of relationships within communities and with service providers and elected members. This has enabled a positive contribution to be made to tasking operations and neighbourhood management.
13. It is proposed to maintain this locality focus and target this to the most deprived neighbourhoods which have the greatest incidence of environmental issues. The posts would provide a visible presence in the community, identifying and addressing priority issues and helping to deliver on environmental issues within Neighbourhood Improvement Plans.
14. Deployment of the Community Environment Officer posts will continue to be agreed with Area Committees with the initial deployment reflecting the reduced number of posts and in the longer term reflecting the Area Committee and HEAS service priorities. Area committees will be asked to consider deployment issues soon after the restructure is implemented.

Job Description

15. The job description for the new Community Environment Officer posts reflects the above change in focus. It specifies the locality focus but also expects the role to progress from a reporting role to one which can also resolve issues using legal powers and other tools. The scale of the post is considered appropriate to the level of responsibility and has been assessed by the Job Evaluation Team. The revised job description is attached at Appendix C. It not only complements the job descriptions currently existing within the Environmental Action Teams but also includes many elements of similarity to the Technical Officers as well as to that created for Neighbourhood Wardens.

Number of posts

16. The existing 30 core posts are currently funded through 3 streams, LCC base budget, NRF Transitional Grant and LPSA Reward Grant. There is a fall in funding from £594k in 2008/9 to £397k in 2009/10 to no grant in 2110/11 reflecting the expiry of NRF Transitional Grant and LPSA Reward Grant.
17. The proposed changes are to delete the existing posts from the structure and create 23 Community Environment Officer posts. This will have the effect of reducing the total number of core staff to 23. All Community Environment Officer appointments will be made to the City rather than to a single specific area.
18. The net effect of the proposal is the loss of 7 posts from the structure. This would enable costs to be reduced by £186k from £763k to £577k per annum.
19. The 7.5 temporary posts are funded from Area Committee Well-being grant and contributions from ALMOs. The total cost of these posts is £231k. The above structure may be supplemented by Area Committees through the use of well-being funding.

Trade union consultation

20. A formal consultation programme is to be undertaken with staff and trade unions from the beginning of June. This allows for consultation on the proposals and the new job descriptions. The outcome of the consultation process will be summarised and reflected in the final report seeking approval to the proposed structure.

Financial Implications

21. External income of £397k in relation to the funding of posts will expire on 31 March 2010. In subsequent years, the inflationary pressures on the service will need to be managed through vacancies or through savings and efficiencies in the service, across the Environment and Neighbourhoods directorate and the Council.
22. The new structure is proposed to position the service so that reliance on external grant funding is significantly reduced and provides a flexible staffing resource to deliver an increasingly responsive programme of environmental services in the most disadvantaged neighbourhoods.

Recruitment

23. The proposed recruitment process will be in accordance with Appendix 12 of the Council's Recruitment and Selection Code of Practice. This will be fully detailed once approval has been secured to the restructure proposals.
24. As there is considerable overlap between the job descriptions for the new Community Environment Officer post and the existing Technical Officer post, it is proposed that the initial ring fencing proposals include the existing Neighbourhood Warden post-holders and 8 Technical Officers who have recently been placed into managing workforce change redeployment procedures as their posts will not be funded from March 2010.

Accommodation issues

25. Existing accommodation will need to be reviewed in light of the proposed new staffing. Any additional costs will need to be met from existing budgets.

Equality Impact Assessment

26. An Equality Impact Assessment will be undertaken during this process in line with the Council guidance.

Recommendations

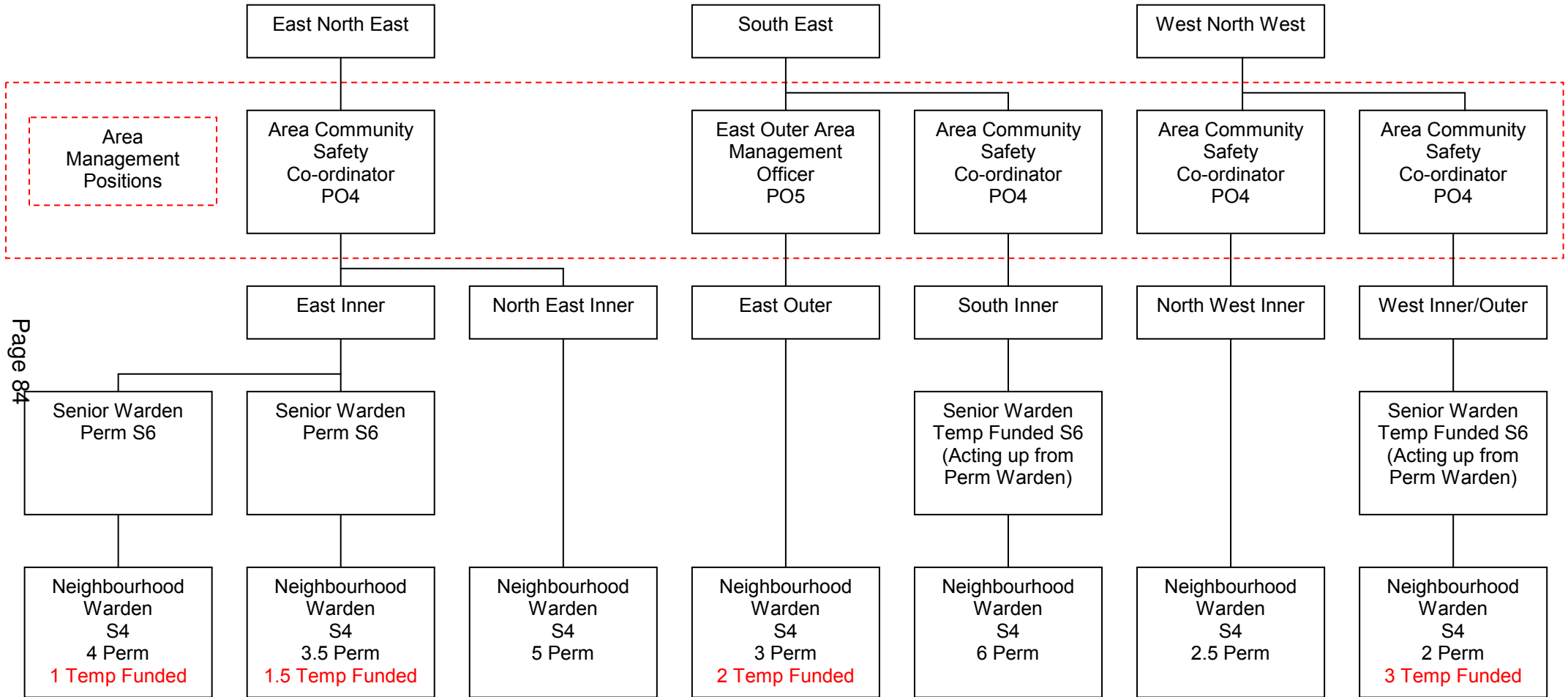
27. Members of the area committee are asked to note the content of this report for their information.

Background papers

None

Appendix A

Neighbourhood Warden Line Management Structure – April 2000



**JOB DESCRIPTION AND PERSONAL DETAILS
(ALL POSTS ARE OPEN TO JOB SHARE)
Environment and Neighbourhoods Directorate**

DIVISION: Environmental Services	SECTION: HEAS
POST TITLE: Community Environment Officer	SCALE: B3/C3 (S4/6)
	POST REF NO:
POST (S) TO WHICH DIRECTLY RESPONSIBLE:	
EAT Manager/Neighbourhood Manager	GOQ: N
POST (S) FOR WHICH DIRECTLY RESPONSIBLE: None	
CUSTOMER CARE AND EQUAL OPPORTUNITIES	
To support and abide by the policies and practices of both the Council and the Directorate with regard to Customer Care and Equal Opportunities strategies and their respective Action Plans.	
PURPOSE OF JOB:	
To assist the Environmental Action Teams (EAT) and Neighbourhood Managers to improve the quality of the environment in locally agreed priority areas. The post will be highly visible in the community and will address cleaner and greener issues. The post will be working intensively within relatively small well defined area/s. They will work with, and for, the community to improve the area, using a range of techniques including enforcement processes. A proactive approach to solving environmental problems in a sustainable way is important, based upon local information, established needs and the environmental aspects of Neighbourhood Improvement Plans.	
RESPONSIBILITIES:	
A. <u>At B3</u>	
1	Carry out regular high visibility uniformed patrols, undertaking checks of hot spot areas and void properties, and using legislation and communication to improve the local environment for members of the public and businesses at all times.
2	Communicate with residents, businesses and members of the public about environmental issues in a well defined locality. Contribute to environmental aspects of Neighbourhood Improvement Plans and other local initiatives. Signpost facilities and relevant service providers. Conduct presentations at resident meetings, schools, sheltered housing complexes, clubs and groups etc. on a range of environmental and local issues.
3	Attend locality meetings, such as local tasking and multi-agency groups, providing information on service provision and contributing to solutions to local problems.

- 4 Provide assistance to ward members on local environmental issues and activities. Provide proactive solutions to issues identified at a local level, acting as a point of liaison for the EAT.
- 5 Investigate and resolve service requests relating to Environmental issues. Use all available statutory and non-statutory measures to resolve issues, which may include the use of; Notices (including fixed penalty notices); prosecutions; warnings; informal advice; education; and imaginative solutions to solve problems
- 6 Follow up cases to ensure that required actions are properly complied with in the relevant timescales and the preparation of cases for prosecution when appropriate, with support
- 7 Under the guidance of more senior officers, ensure that accurate interpretation of legislation, guidance and relevant technical information occurs in order to maintain consistency of decision making and action
- 8 Act as a professional witness and attend court when requested.
- 9 Obtain local knowledge and an understanding of the issues which affect the community in the specified working areas by developing and maintaining a close relationship with local residents, community groups, the police, ward members and representatives of the local community.
- 10 Liaison with partnership organisations and involvement in coordinated activities with partners.
Become involved in individual and co-ordinated activities, alongside partnership agencies, designed to reduce environmental problems.
- 11 Report environmental problems such as vandalism to street lighting and street furniture, fly tipping etc to relevant service providers. Report incidents of graffiti, particularly offensive and / or racist graffiti and arrange for its removal. To initiate and support investigations aimed at identifying and prosecuting perpetrators of these crimes.
- 12 Facilitate litter collection and removal of dumped rubbish, vermin, abandoned cars etc. Report or remove drug paraphernalia e.g. syringes and needles. Facilitate community clean ups and environmental initiatives, involving local people and other organisations as appropriate.
- 13 To accurately record information using databases and other systems and provide accurate information, including technical reports.
- 14 To undertake all work in compliance with the Council's health and safety policy
- 15 Adhering to established procedures in relation to financial and Council rules.
- 16 Any other similar duties commensurate with the responsibilities and grade of the post.

At C1: as above plus

- To occasionally contribute to the development and improvement of processes and procedures, such as quality assurance, customer care, service delivery etc

- To interpret legislation, procedural and policy guidance and relevant technical information accurately and consistently
- Have direct involvement in developing individual team members as appropriate
- Independently liaise with partnership organisations

At C3: as above plus

- To investigate and work on more complicated cases through to resolution
- To provide detailed technical reports about individual or area issues.
- To assist with the development and improvement of processes and procedures, such as quality assurance, customer care, educational programmes, briefing materials, service delivery etc.
- To assist other staff in preparation of their cases.

BEHAVIOURAL

1 The postholder must:

- seek the trust of others and be trusted by them
- be honest about their activities
- be respectful of others and to colleagues
- Cooperate with colleagues
- Be transparent in their actions
- Show confidence in their role
- Demonstrate a positive approach to their duties and colleagues
- Be prepared to support colleagues achieve the strategic outcomes

SOCIAL CONDITIONS:

The postholder will communicate with all levels of staff, members of the public and external agencies.

The postholder will work as part of a team and will be expected to work with team members. You will also be required to work alone whilst fulfilling field or office based tasks.

Officers will need to show a passion and commitment to work with the public, businesses and partners, in both supporting and enforcement roles, in order to improve the quality of life for citizens of Leeds

ECONOMIC CONDITIONS:

The salary of the post is B3/C3. Progression through the scales will lead to higher level duties and responsibilities and will be determined by the principles of the HEAS Technical Officer progression scheme subject to a satisfactory record of experience and performance at the previous grade.

20 days (plus 3 in lieu of “bank holiday Tuesday” agreement) annual leave (rising to 21 at C1 and

above) and 5 additional days after 5 years Local Government service plus statutory Bank Holidays.

37 hour working week, Monday to Friday. The postholder should be willing to work flexible hours to meet service requirements. There may be an occasional requirement for additional hours to be worked (compensated).

Car Use Allowances - if this postholder or post meets the criteria for essential car user status the corresponding allowance plus mileage will be paid whilst the postholder provides and maintains a vehicle for business use. Casual car user mileage is payable in accordance with local conditions of service.

There is a voluntary contributory Superannuation Scheme which is deducted at a rate dependent upon your salary and is currently in the range of 5.9% to 6.5% of the salary.

Period of notice - 4 weeks.

Other conditions in accordance with the provisions of the scheme of Conditions of Service of the National Joint Council for the Local Government Services as adopted or amended by the Council.

PROSPECTS:

Opportunities for advancement may occur when posts become vacant and are advertised in the Council's Vacancies Bulletin.

LOCATION:

The appointment is to the Council; therefore an employee can be required to work at any relevant office and area to fulfil the duties. The majority of our buildings have wheelchair access.



Leeds
CITY COUNCIL

Originator: Sean Flesher

Tel: 3957451

Report of The Director of City Development Directorate

Meeting: South (Inner) Area Committee

Date: 23rd June 2009

Subject: Annual Report – for Parks and Countryside Service in South Inner Area Committee

<p>Electoral Wards Affected: Beeston & Holbeck City & Hunslet Middleton Park</p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>
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Council Function	<input checked="" type="checkbox"/>	Delegated Executive Function available for Call In	<input type="checkbox"/>	Delegated Executive Function not available for Call In Details set out in the report	<input type="checkbox"/>
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Executive Summary

Write a brief summary of this report:

This report examines the opportunities to develop the relationship between the Parks and Countryside service and the South Inner Area Committee.

It demonstrates how the service contributes to outcomes in the Leeds Strategic Plan.

It provides an area profile of key assets and sets out at an area level progress made in attaining Leeds Quality Park standard for community parks. It provides analysis for the area from the 2006 residents survey. It also sets out improvements needed for playing pitches and fixed play along with progress made in this regard.

It provides a perspective on actions contained in the area delivery plan as well as planned community engagement activities.

It sets out a programme of activities in 2009 including strategic developments, performance reporting, service planning and the forthcoming residents survey.

1.0 Purpose of this Report

- 1.1. This report examines the opportunities to develop the relationship between the Parks and Countryside service and the South Inner Area Committee arising from the Area Committee Roles for 2008/09 report agreed at the July 2008 Executive Board.
- 1.2. It provides an overview of the service and sets out some of the challenges faced along with key performance management initiatives. In addition it seeks to provide a positive 'way forward' for delivering the extended role of the Area Committee ensuring that the benefits of the revised roles are secured.
- 1.3. In particular it sets out at an area level progress made in attaining Leeds Quality Park standard. It also sets out investment need for playing pitches and fixed play along with progress made in this regard.

2.0 Background Information

Service Description

- 2.1. Leeds City Council has one of the largest fully inclusive local authority Parks and Countryside services, managing almost 4,000 hectares of parks and green space.
- 2.2. This includes seven major parks, 167 community parks and recreation grounds and 383 acres of local green space, which include 144 playgrounds and 500 sports facilities ranging from skateboard parks to golf courses, and which play host to 600 events annually. We also manage a nursery which produces over 4 million bedding plants each year, 96 allotment sites, almost 800km of PROW, and 156 nature conservation sites, as well as 22 cemeteries and three crematoria.

Description of Delegated Function/Enhanced role

- 2.3. The Executive Board report in July highlighted "a new proposed enhanced role for Area Committees in relation to ... community green space ... where they will have increased influencing, developmental and consultative responsibilities." The report defined community green space as follows:

This covers 73 community parks vested with the Parks and Countryside Service. These include a wide variety of recreation facilities, sports pitches, play areas, formal and informal horticultural features. Area Committees will influence the development and use of community parks and be consulted about proposals for the development and use of them, for example proposals for refurbishment and installation of new play equipment.

Role and Responsibilities of the Area Committee

- 2.4. The appendix to the Executive Board report set out the practical arrangements for how the enhanced role for Area Committees would be fulfilled, and can be summarised as follows:
 - Area Committees would receive reports on significant issues affecting one or more community parks and continue to be updated on progress

- Area Committee involvement sought where matters impacting on community parks are of a more strategic nature
- 2.5. Where developments are less significant and only impact on a single site, then Ward Members and community groups will continue to be consulted on the proposals. It is important to note that briefings and meetings with 1 or often more ward members takes place on a routine basis to discuss individual schemes as well as issues in that ward. For example, if a facility is proposed on a site, consultation takes place with residents, community groups, members and other stakeholders about the detail of the proposal. There are no plans to replace these activities, indeed there may be scope to develop them further.

Contributing to Delivery of the Leeds Strategic Plan Targets and Outcomes

- 2.6. The Parks and Countryside service contributes to many of the strategic outcomes. These are set out below along with the contribution made (in italics).
- **Culture** - Increased participation in cultural opportunities through engaging with all our communities:
 - *providing Local parks as venues for local events and sporting activities*
 - **Culture** - Enhanced cultural opportunities through encouraging investment and development of high quality facilities of national and international significance:
 - *Community Park improvements through Parks Renaissance*
 - *achieving and retaining 6 Green Flag awards*
 - *seeking to investigate the feasibility of developing a city centre park*
 - *entry to the RHS Chelsea Flower Show*
 - **Enterprise and the Economy** - Increased entrepreneurship and innovation through effective support to achieve the full potential of people, business and the economy. Increased international competitiveness through marketing and investment in high quality infrastructure and physical assets, particularly in the city centre.
 - *good quality green spaces can make an important contribution to regeneration and enhance the image of a neighbourhood*
 - *good quality green spaces help to raise property values and build business and community confidence*
 - *providing parks as major visitor attractions*
 - **Learning** - Enhance skills of the current and future workforce through fulfilling individual and economic potential and investing in learning facilities.
 - *RHS Chelsea Flower Show*
 - *Careerships for staff: enabling staff to climb the horticultural career ladder*
 - *Career changers programme: giving mature horticultural college students the opportunity to join the organisation on sandwich courses, part-time or summer work*

- *Kinaesthetic Learning Programme (KLP): enabling school children a less academic and more practical route to education (now part of the national Vocational Learning Programme)*
- *Apprentice Programme – enabling (predominantly) young people to learn a craft e.g. foresters*
- *Providing operational training: to IIP and national technical standards*
- **Learning** - ...investing in learning facilities - Improve participation and early learning outcomes for children from the most deprived areas.
 - *'The Magical Gardens Project' has led to open spaces outside children's centres being transformed into 'wild worlds' for children to explore*
 - *Parks and green spaces can provide outdoor classrooms and thus a valuable resource for education, covering many subjects for all ages and abilities*
- **Transport** - Increased accessibility and connectivity through investment in a high quality transport system and through influencing others and changing behaviours.
 - *Green gateways (e.g. Wykebeck Valley Way, The Limes, Kippax, Transpennine Trail, and Harland Way and development of the West Leeds Country Park)*
 - *Public Rights of Way (PROW) network (and links with cycling routes)*
- **Environment** - Reduced ecological footprint through responding to environmental and climate change and influencing others.
 - *The role of Parks and green spaces in adapting to Climate Change by reducing temperature in dense urban environments and reducing surface runoff of rain water*
 - *Minimising impact on the environment by green waste recycling*
 - *Promoting biodiversity by active management of local sites in line with national performance targets*
- **Health and Wellbeing** - Reduced health inequalities through the promotion of healthy life choices and improved access to services. Improved quality of life through maximising the potential of vulnerable people by promoting independence, dignity and respect.
 - *General benefits of parks and green spaces to health, fitness and wellbeing*
 - *Health walks*
 - *Ranger led activities*
 - *Outdoor recreation opportunities including fixed play, playing pitches, bowling greens and golf courses*
 - *Allotment provision*
- **Thriving Places** - Improved quality of life through mixed neighbourhoods offering good housing options and better access to services and activities.
 - *In the Leeds Annual Survey 2007, respondents ranked parks and open spaces as the 5th most important factor in making somewhere a good place to live*
- **Thriving Places** - Reduced crime and fear of crime through prevention, detection, offender management and changed behaviours.

- *Providing diversionary activities (BMX, skateparks, MUGAs, teenzones, etc.) for young people*
- *ParksWatch team with the aim of providing a safe parks and green space environment for the community to enjoy*
- **Harmonious Communities** - More inclusive, varied and vibrant communities through empowering people to contribute to decision making and delivering local services.
 - *Consultation through residents' surveys, multi-agency meetings, community forums, attendance at Area Committee meetings,*
 - *Consultation on specific projects and schemes (e.g. the Parks Renaissance Programme, Positive Activities for Young People, Water Safety, etc.)*
 - *involving volunteers and Friends of groups on the design for and physical implementation of a wide range of site improvements.*
- **Harmonious Communities** - Improved community cohesion and integration through meaningful involvement and valuing equality and diversity.
 - *Support for 'In Bloom' groups*
 - *Work with Friends of / tree wardens / other volunteers / etc*
 - *Promoting community cohesion through activities and events*

3.0 The Service at Area Committee Level

Area Profile of the Service

- 3.1. The following table summarises community green space assets managed by Parks and Countryside in the South Inner Area Committee:

Asset	Quantity
Community park	6
Playing Pitches:	
Football	27
Rugby League	2
Rugby Union	0
Bowling greens	13
Playgrounds	16
Multi-use games areas	5
Skateparks	2

Area based Service Priorities and contributions to the Area Committee's Area Delivery Plan

Context

- 3.2. The 2006 Parks and Countryside survey showed that the service attracts almost 60 million visits each year from Leeds' residents alone, and that approximately 90% of these are regular park users. These range from anybody using a park for informal recreation (e.g. walking, observing nature) to people who take part in formal activities (e.g. football clubs, conservation volunteers or to attend events). The user surveys also evidenced that 8m visits are made to our green space by Young People (12-19) compared to

3.5m by Children (5-11), however, the majority of the 'play' facilities were provided for younger age groups. The Council is now seeking to address the imbalance between children's and youth facilities by investing in BMX tracks and skateparks.

- 3.3. The use of this information has been a key contributor to many successful funding bids, for example the service has made significant progress in implementing the Parks Urban Renaissance programme utilising £3.7m for improvements to 21 community parks during 2005/09. There are several outdoor recreation projects (mainly playing pitches) that are in development which have either secured the total amount of funding required for the delivery of the project or bids have been submitted or are being prepared to secure the match funding. £7.8 million has been secured, with £3.2 million which although not formally secured subject to the technical assessment of the bids submitted/under preparation have the potential to be successful. During the period 2004 – 2008, the service was successful in securing £2.6 million funding for fixed play improvements, and from 2009 – 2010, £1.6 million has been secured, including £800k through the Big Lottery Fund.

Community Parks

- 3.4. Analysis from the 2006 resident survey has been carried out relevant to community parks in the area (listed later in paragraph 3.12).

Gender	%
Male	29
Female	71

Age Profile	%
20-39	34
40-59	40
60+	26

Ethnicity	%
White	92
BME	8

- 3.5. The gender profile is in line with results for the whole of the city and generally consistent with previous surveys that show a greater number of female visitors. There is a higher proportion of people in the sample from black and minority ethnic communities.
- 3.6. The total number of visits to community parks in the area is 1.2 million each year from residents, and 92% either walk or cycle to the park. The average across the city is 60%, so this represents a very high proportion who adopt healthy means to get to the park. The top 5 reasons for visiting are as follows:
- Get some fresh air (55%)
 - For a walk (50%)
 - Enjoy the beauty of the surroundings (33%)

- Enjoy flowers / trees (31%)
 - See birds and wildlife (26%)
- 3.7. Respondents were also given opportunity to give their views on the overall impression of the park. 57% were 'very satisfied' or 'satisfied', with 15% dissatisfied. Issues will be addressed through implementation of the Parks and Green Space Strategy.
- 3.8. The residents survey is being repeated in 2009, and more detailed analysis for the area will be presented when available.
- 3.9. The Parks and Green Space Strategy was approved at Executive Board in February 2009 and sets out the vision and priorities to 2020. One of the key proposals contained in the strategy is the aspiration for all community parks to meet the Green Flag standard for field based assessment by 2020. The Green Flag Award Scheme represents the national standard for parks and green spaces. It has been developed around eight key criteria as follows:
- **A welcoming place** - how to create a sense that people are positively welcomed in the park
 - **Healthy, safe & secure** - how best to ensure that the park is a safe & healthy environment for all users
 - **Clean & well maintained** - what people can expect in terms of cleanliness, facilities & maintenance
 - **Sustainability** - how a park can be managed in environmentally sensitive ways
 - **Conservation & heritage** - the value of conservation & care of historical heritage
 - **Community involvement** - ways of encouraging community participation and acknowledging the community's role in a park's success
 - **Marketing** - methods of promoting a park successfully
 - **Management** - how to reflect all of the above in a coherent & accessible management plan or strategy and ensure it is implemented
- 3.10. A local key indicator has been included in the Leeds Local Area Agreement in order to 'improve the quality and sustainability of the built and natural environment', namely the percentage of Parks and Countryside sites assessed that meet the Green Flag Standard. This is a key measure of progress for the Parks and Green Space Strategy. Progress for this indicator is set out in more detail in section 4.0.
- 3.11. This indicator includes an assessment of each community park which is of particular relevance to engaging more effectively with Area Committees. The assessments are undertaken by officers who have received training in the Green Flag Award from the scheme managers the Civic Trust. In Leeds we have developed this process as the 'Leeds Quality Parks' scheme.

3.12. The following table provides a summary of community parks assessed in the South Inner Area Committee:

Site	Year Assessed	Welcoming Place	Healthy, Safe, Secure	Clean, Well Maintained	Sustainability	Conservation / Heritage	Community Involvement	Marketing	Meets Standard?
Cranmore Recreation Ground	2006								No
Cross Flatts Park	2007								No
Holbeck Moor	2006								No
Hunslet Lake	2007								No
Hunslet Moor	2006	This site has never been assessed							
Penny Pocket Park	2005								No

Notes

Key:

Meets Leeds Quality Park Standard on average for this key criteria	
Below Leeds Quality Park Standard on average for this key criteria	

3.13. From this table, there are no parks identified that meet the Leeds Quality Park Standard in the area. The table also indicates the 'year assessed', which in some cases was 2005. It is therefore worth noting the improvements to community parks during the intervening period as follows:

- Holbeck Moor has seen the installation of a Trim Trail and signage along with improvements to landscaping and annual bedding displays
- Hunslet Moor has had general landscape improvement works undertaken

Playing Pitches

- 3.14. The resident survey in 2006 allowed respondents to rate sport facilities in parks. The results show that 57% rate facilities as either 'very good', or 'good', with 3% rating them as 'very poor'.
- 3.15. Work has been undertaken to set out aspirations within the area that support the outcomes of the Playing Pitch Strategy as follows:

Site	Current position	Timescale	Comments
South Leeds Sports Centre	3 grass rugby league pitches	2010-13	Pitch drainage, Changing rooms
Pepper Road	3 grass football pitches	2010-13	Pitch drainage.
Hunslet Parkside	2 grass rugby league and changing rooms	2010-13	Pitches require regrading
Cottingley Pitches	2 grass football pitches	2013 +	Pitch drainage
Town Street Rec	1 grass football pitch	2013 +	
Cross Flatts Park	2 grass football pitches	2010-13	Pitches drainage
Holbeck Moor	1 grass football pitch	2013 +	Pitch drainage
Hunslet Moor	1 grass football pitch	2013 +	
Beza Street Rec	1 grass football pitch	2013 +	
Sharpe Lane Belle Isle	2 grass football pitches	2013 +	Pitch drainage
Sharpe Lane St Peters	2 grass football pitches	2013 +	Pitch drainage
Throstle Rec	1 grass football pitch	2013 +	
Blenkinsop Field	1 grass football pitch	2013 +	
Leasowe Road	1 grass football pitch	2013 +	

- 3.16. In addition, work with a project value of £55k has been completed at Hunslet Nelson Changing Rooms for the purchase and installation of portacabin changing. Funding has also been secured with a project value of £100k for the development of 3 pitches on land adjacent to Hugh Gaitskell Primary School - Beeston St Anthony's.

Fixed Play

- 3.17. The resident survey in 2006 allowed respondents to rate facilities for children and their parents. The results show that 41% rate facilities as either 'very good', or 'good', with 11% rating them as 'very poor'.
- 3.18. Work has been undertaken to set out refurbishment requirements over a 10 year rolling programme in support of the outcomes of the Fixed Play Strategy. The average cost of a new playground is currently about £120k; Multi-use games areas and skateparks are slightly cheaper on average at about £90k each.

Links to Area Delivery Plan

- 3.19. The following table summarises actions identified in the Area Delivery Plan and a commentary from a service perspective.

Ref.	Action	Comments
	Area Well Being capital funding allocated towards outdoor improvement projects - Beeston Community Football Scheme (£10k). Trim Trail and fencing installation works have been undertaken using Intensive Neighbourhood Management funds to Holbeck Moor	Planning consent has been secured for stage 1 of the Beeston Community Football Scheme and work is expected to commence on site in July 2009
	Support provided to 'In Bloom' and 'Friends of' groups across Inner South Leeds	The service continues to provide dedicated officer support to local in bloom groups
	Physical improvement projects to neighbourhood problem sites - Groundwork to undertake greenspace masterplanning exercise for Middleton	The service has provided input to the master planning exercise

Customer and community engagement

- 3.20. Close liaison with community and ward members is already in existence, utilising a variety of mechanisms, e.g. consultation through residents' surveys, multi-agency meetings, community forums, attendance at Area Committee meetings, consultation on specific projects and schemes (e.g. the Parks Renaissance Programme, Positive Activities for Young People, Water Safety, etc.), as well as involving volunteers and Friends of groups on the design for and physical implementation of a wide range of site improvements.
- 3.21. There is also a residents survey planned for Spring 2009 using a national methodology to 35,000 households, including adults, children and young people. The results of this will be reported at area committees.

4.0 Performance Management and Reporting

Baseline Position and key targets for the Service

4.1. The following table highlights key performance indicators relevant to the service.

PI Code	Description	2007/08 Actual	2008/09 Target	2009/10 Target	2010/11 Target
LKI-GFI / CP-PC50 / EM38	The percentage of parks and countryside sites assessed internally that meet the Green Flag criteria (amended for 2007-08)	17%	19%	21%	23%
LKI-PCP 22	Overall user satisfaction with Parks and Countryside (from the user survey)	N/A	N/A	7	
NI 197	Improved local biodiversity – active management of local sites	N/A – new indicator	N/A – new indicator	N/A – new indicator	N/A – new indicator

5.0 Programme of Activities for 2009

5.1. This section sets out planned activities during 2009 for which the Area Committee is proposed to be included.

Description	Inform	Consult	Influence	Timescale
Parks and Green Space Strategy: There are issues arising from implementing the strategy and undertaking actions identified.	✓	✓	✓	Quarter 1 2009
Fixed play review: an assessment of refurbishment costs over a 10 year basis has recently been undertaken and Area Committees will help to establish priorities for location and investment.	✓		✓	Quarter 2 2009
Outdoor Bowls Strategy: a 'towards an outdoor bowls strategy' document has been drafted that seeks to address the following: <ul style="list-style-type: none"> • Analysis of supply and demand • Management arrangements • Financially sustainable provision • Promoting access 		✓	✓	Consultation process to commence early in 2009.
Service plan: this will be published in March 2009 and provides important links to addressing strategic outcomes. There is opportunity for Area Committees to be involved in helping address key issues and challenges identified	✓		✓	Quarter 1 2009
Performance reporting: principally relating to Leeds Quality Parks and the results from the 2008 assessments. These can be reported relevant to each Area Committee, and there is opportunity to help prioritise investment action in community parks to achieve the standard.	✓		✓	Quarter 1 2009
Residents survey: this will be conducted in 2009 to 35,000 households including adults, young people and children. Analysis of the results can be presented at an area level and inform discussion at Area Committee.	✓			Quarter 3 2009
Playing Pitch Strategy review: there is currently a £19 million programme in development to improve playing pitches and facilities.	✓		✓	Quarter 2 2009
Rights of way improvement plan: this is relevant in that the rights of way network provides important links to community green space and promotion of outdoor recreation activities.	✓			

6.0 Equality Considerations

- 6.1. The Parks and Countryside service has recently been assessed as meeting level 4 of the Equality Standard. Equality Impact Assessments are undertaken as part of the service planning portfolio adopted by the service.

7.0 Implications for Council Policy and Governance

- 7.1. The proposals set out how the Executive Board requirements can be met by taking a more proactive approach to involve and engage Area Committees in matters relating to community parks

8.0 Legal and Resource Implications

- 8.1. The body of the report identifies resource implications with particular reference to community parks, playing pitches and fixed play facilities in the area.

9.0 Conclusions

- 9.1. Community green space contributes in many ways to the delivery of the Leeds Strategy Plan. They provide places for relaxation, escape, exercise and recreation. They bring communities together and make a positive contribution to the local economy, education, improve public health and well-being, and generally make a better place to live, work and visit.
- 9.2. Improvements to community parks, fixed play and playing pitches remain a priority, and there already has been investment made to deliver improvements along with further schemes identified. Issues are being addressed through the Parks and Green Space Strategy along with implementation of the Fixed Play Strategy and Playing Pitch Strategy.
- 9.3. Community engagement remains a key activity for the service with regular correspondence, attendance at meetings and briefings, along with more formal consultation principally through the residents survey to 35,000 households to take place again in 2009.
- 9.4. A programme of activities is planned for which updates and reports can be provided to the area committee to help inform, consult and influence community green space management.

10.0 Recommendations

- 10.1. That the Area Committee communicate their priorities for community green space improvements.

Background Reports

Report Title	Date
Area Committee Roles for 2008/09	Executive Board, July 2008
Leeds Strategic Plan 2008-11	Full Council, July 2008
Leeds Annual Survey 2007	
Parks and Greenspace Strategy	Executive Board, February 2009
Fixed Play Strategy	Executive Board, September 2002
Local Area Agreement	Full Council, July 2008
Playing Pitch Strategy	Executive Board, October 2003



Originator: Derek Whitehouse

Tel: 395 0806

Report of The Director of Environment and Neighbourhoods Directorate

Meeting: South (Inner) Area Committee

Date: 23 June 2009

Subject: CCTV (2008/2009) Annual Report – for Leeds City Council Community Safety CCTV Service in Inner South Area Committee

<p>Electoral Wards Affected: Beeston & Holbeck City & Hunslet Middleton Park</p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>	
<p>Council Function <input type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input checked="" type="checkbox"/></p>	<p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>

Executive Summary

This is an annual report prepared by Leeds City Council's Community Safety CCTV service that provides a monitoring service of public space surveillance cameras (i.e. fixed CCTV cameras in open spaces across Leeds), 24 hour per day, 365 day per year. The service also provides two mobile CCTV vans for deployment within communities across Leeds.

The purpose of public space CCTV is to reduce crime and the fear of crime by facilitating in the apprehension and prosecution of offenders and assisting in the prevention and detection of crime committed in public areas in Leeds. It is a Public Safety 'tool' which is extremely popular among the public of Leeds.

1.0 Introduction & purpose of report

- 1.1 This report sets out to highlight the services provided by Leeds City Council Community Safety CCTV to demonstrate the effectiveness of the service in reducing the fear of crime and facilitating the apprehension and detection of offenders in areas covered by both mobile and fixed CCTV cameras.
- 1.2 The two mobile CCTV units are deployed in conjunction with the police and other council enforcement services in relevant 'hot spots' throughout Leeds area. They are regarded as an invaluable tool in the prevention and detection of crime.

2.0 Background

2.1 Service Description

- 2.1.1 Leeds City Council Community Safety CCTV is currently in a transition period of moving into new premises and upgrading the current analogue video recording system to a new state of the art digital recording system.
- 2.1.2 A suitable site has been identified and work is being undertaken in procuring a bespoke digital CCTV recording system.
- 2.1.3 Leeds City Council Community Safety CCTV work in partnership with council enforcement departments, emergency planning, Urban Traffic Control (UTC) and police.
- 2.1.4 Approval has been given to expand existing partnerships to include the Leeds Passenger Transport Executive (Trading as METRO) and negotiations are at an advanced stage for METRO to share the new CCTV control room. METRO already monitor over 300 CCTV cameras throughout West Yorkshire at rail and bus stations and the partnership will provide an opportunity for cost savings.
- 2.1.5 Public CCTV in Leeds is strictly controlled by a Code of Practice and operating procedures to comply with the following legislation:
1. The 'Data Protection Act'
 2. Human Rights legislation
 3. Regulation of Investigatory Powers Act (RIPA)
 4. The Private Security Industry Act 2001.
- 2.1.6 The Private Security Industry Act ensures that all CCTV staff are security vetted, trained and licensed by the Security Industry Authority (SIA)
- 2.1.7 Leeds was the first local authority to receive accreditation to operate and listen to the police national digital communication system (radio) known as Airwave, which has proven to be an effective tool. It enables CCTV operators to record valuable evidence at incidents prior to police arrival and direct the police to suspects.

- 2.1.8 CCTV work closely with council enforcement and emergency planning departments and the police to tackle crime and anti social behaviour in 'hot spot' areas and provides valuable and irrefutable evidence to support the prosecution of offenders.
- 2.1.9 The CCTV control room is also equipped with Automatic Number Plate Recognition (ANPR), an excellent criminal intelligence tool when it is used with CCTV to obtain evidence and intelligence about criminal activities throughout the city.
- 2.1.10 Two mobile CCTV vans equipped with ANPR and police radios are deployed in conjunction with the police into 'hot spot' areas that are not covered by fixed CCTV cameras.

2.2 Description of Delegated Function / Enhanced role

- 2.2.1 CCTV provides reassurance to the public and helps reduce crime, the fear of crime and assist in detecting crime in areas covered by CCTV. .
- 2.2.2 The service works in partnership with the police and other council services to target crime and anti social behaviour. They also work closely with Area Management, Divisional Community Safety Partnerships (DCSPs) and Neighbourhood Policing Teams (NPTs) on multi-agency operations.
- 2.2.3 30 CCTV operators monitor over 300 cameras across Leeds with a further 4 mobile CCTV operators making a total of 34, to carry out the 24/7 operations every day of the year.
- 2.2.4 The police provide dedicated CCTV liaison officers to support each of the three police divisions and other law enforcement agencies in Leeds. The liaison officers have the responsibility for viewing images of crime and public disorder for evidential purposes.
- 2.2.5 Other relevant council departments have dedicated CCTV liaison officers to obtain CCTV evidence to support council prosecutions.
- 2.2.6 Currently there are 244 council owned public space surveillance CCTV cameras and in addition operators have access to 70 UTC CCTV cameras through an existing partnership agreement. There is likewise a reciprocal agreement allowing them access the public space CCTV cameras.
- 2.2.7 Leeds City Council Community Safety CCTV contributes to many partnership led initiatives e.g. NPT activity, ANPR operations, ASBU activity etc. CCTV contributes to the overall crime reduction and reassurance agenda at area level through Divisional Community Safety Partnerships (DCSP) and information on CCTV activity is available through Area Community Safety Co-ordinators and Area Management.
- 2.2.8 The service produces a weekly CCTV report which is sent to Ward Members, Enforcement, ASBU, Area Management and West Yorkshire Police.

2.3 Role and Responsibilities of the Area Committee

- 2.3.1 Public Space surveillance CCTV has to comply with various legal issues as previously outlined within the report such as Human Rights Legislation, Data Protection Act, RIPA and all CCTV operators must be Security Industry Authority (SIA) security vetted, trained and licensed to operate the cameras. All operators must also comply with the Leeds City Council Community Safety CCTV Codes of Practice.
- 2.3.2 Area Committees, where appropriate, have approved and financed successful installation of public space surveillance CCTV cameras. The installation of such cameras can never be considered a stand alone option in the fight against crime and they must be considered as part of a local strategy to address crime and disorder and allaying the fear of crime. The installation of CCTV systems is a long term investment which requires continued financial support (revenue).
- 2.3.3 Where Area Committees have provided revenue funding for specific CCTV cameras the amount of funding for the provision of such cameras has now changed. Previously Area Committees funded the full revenue cost of monitoring and maintenance of the cameras, that funding has now been amended so that Area Committees only provide 50% of such funding. The full revenue cost (where applicable) of the provision of BT circuits will still be funded by Area Committees.
- 2.3.4 The change in the funding of the monitoring and maintenance of public space surveillance CCTV cameras means that for future installations Area Committees will have to seek other partners in sharing the revenue costs, as Leeds City Council Community Safety CCTV do not have any budget to jointly fund any future installations.
- 2.3.5 Area Committees may wish to consider developing or enhancing CCTV coverage in specific areas to tackle crime and disorder, providing that the full financial support (both capital and revenue) to fund such projects if deemed appropriate to do so.
- 2.3.6 Area Committees may wish to consider influencing the deployment of the mobile CCTV vans in specific highlighted 'hot spot' areas. This can be addressed via the Area Community Safety Co-Ordinators relevant Neighbourhood Policing Team Inspector, other council departments, and Leeds City Council Community Safety CCTV Management.
- 2.3.7 Area Committees will, through area management, be able to access information about any proposed joint operations in advance and may wish to advise on specific issues they wish to see tackled during the operations.

2.4 Contributing to Delivery of the Leeds Strategic Plan Targets and Outcomes

- 2.4.1 The service is contributing to the delivery of Leeds Strategic Plan via
1. Council Business Plan 2008-2011
 2. Area Delivery Plans
 3. Safer Leeds Annual Plan
 4. Divisional Community Safety Partnership Plans
 5. Safer Leeds Service Plan
 6. Crime & Disorder Act 1998
- 2.4.2 The service contributes to the delivery of other council departmental strategic plans such as ASBU, Enforcement, Peace and Emergency Planning, Land Drainage, Licensing, Security Services, Planning Department, Highways, ALMO's and Area Management.
- 2.4.3 The service has links to other public sector partner services such as the 'Safer Leeds' Crime and Disorder Reduction Partnership Executive Board and the Government Office for Yorkshire and the Humber (GOYH).
- 2.4.4 Leeds City Council Community Safety CCTV have CCTV links to METRO, Bradford, Wakefield, Huddersfield and Calderdale local authorities and share images with Urban Traffic Control, Land Drainage and Peace & Emergency Planning.

3.0 The Service at Area Committee level

3.1 Area Profile of the Service

- 3.1.1 The CCTV control room has been security accredited to utilise the police digital communication system known as Airwave. The ability to listen and react to police radio transmissions has proved to be effective in the fight against crime. This facility allows operators to react quickly to record images where cameras are located and this assists the police and other council departments in obtaining relevant evidence in all areas including identified 'hot spots' as an example in relation to crime, enforcement and anti social behaviour issues.
- 3.1.2 Within the CCTV control room additional police equipment is housed regarding Automatic Number Plate Recognition (ANPR) which is an excellent criminal intelligence tool.
- 3.1.3 Within the Inner South Committee areas there are currently 47 public space surveillance CCTV cameras and 14 additional CCTV cameras at Kirkgate market:

Camera Location	Ward
Idas 1	City & Hunslet
Idas 2	City & Hunslet
Cookridge St	City & Hunslet
Westgate	City & Hunslet
Albion St / Headrow	City & Hunslet
Headrow / Lands Lane	City & Hunslet
New Briggate	City & Hunslet
WY Playhouse - South	City & Hunslet
Albion Place / Albion St	City & Hunslet
Commercial St	City & Hunslet
Briggate	City & Hunslet
Vicar Lane	City & Hunslet
Boar Lane / Briggate	City & Hunslet
Bond Street	City & Hunslet
Commercial St	City & Hunslet
Clay Pit Lane Car Park	City & Hunslet
Great George St	City & Hunslet
Woodhouse Lane	City & Hunslet
Millgarth	City & Hunslet
West St Car Park East	City & Hunslet
West St Car Park West	City & Hunslet
Dortmund Square	City & Hunslet
WY Playhouse North	City & Hunslet
Neville St	City & Hunslet
Meadow Lane Car Park	City & Hunslet
Kendall St	City & Hunslet
42 The Calls	City & Hunslet
Amouries Way	City & Hunslet
Rose Wharf	City & Hunslet
Langtons Wharf	City & Hunslet
High Court	City & Hunslet
Call Lane	City & Hunslet
York Street	City & Hunslet
Millennium Square 1	City & Hunslet
Millennium Square 2	City & Hunslet
Millennium Square 3	City & Hunslet
Millennium Square 4	City & Hunslet
Templar St	City & Hunslet

Manor Farms Rise	Middleton Park
Manor Farms Drive	Middleton Park
Manor Farms Grove	Middleton Park
Manor Farms Road	Middleton Park
Clarendon Way	City & Hunslet
Clay Pit Lane	City & Hunslet
Merrion Way	City & Hunslet
Bridge St / Templar Street	City & Hunslet
Crown Point	City & Hunslet
Market Cameras	City & Hunslet
Vicar Lane	City & Hunslet
Vicar Lane Central	City & Hunslet
Vicar Lane Kirkgate	City & Hunslet
Ludgate Hill	City & Hunslet
Back New York St	City & Hunslet
Row 5	City & Hunslet
Row 2	City & Hunslet
Game Row	City & Hunslet
Row H Top	City & Hunslet
Row E	City & Hunslet
Row A Top	City & Hunslet
Row H Bottom	City & Hunslet
Row F	City & Hunslet
Row A Bottom	City & Hunslet

3.2 Area based Service Priorities and contributions to the Area Committee's Area Delivery Plan for 2009 / 2010

3.2.1 Leeds City Council Community Safety CCTV camera operators have the ability to respond to any incidents that the police are attending as a result of monitoring the police digital communications system (Airwave). This allows evidence to be obtained as the incident is ongoing. This is reacting to 'hot spots' using the police communications system.

3.2.2 There is also the ability to monitor identified 'hot spots' by selecting appropriate cameras in such areas seeking relevant evidence of known or suspected incidents of crime.

3.2.3 'Hot spots' are identified via various formats;

- Crime Reduction Partnerships
- Residents Groups
- Community Groups
- Tasking meetings

- Vehicle Crime Sub Group
- Drugs and Robbery Sub Group
- Robbery Analysis Group
- Transit Robberies Group
- Acquisitive Serious Crime Group
- Information provided to elected councillors

3.2.4 All incidents involving arrests or incidents of special interest are circulated on a weekly basis to all relevant partners and interested parties, to inform them of activity in their specific area and emerging 'hot spots'.

3.2.5 Partners provide information to Leeds City Council Community Safety CCTV to enable them to proactively monitor known 'hot spots' and places of significant interest, thus securing mutual objectives.

3.3 Customer and community engagement

3.3.1 Strong partnership working underpins the activity of the Safer Leeds Partnership in making Leeds a safer place to live and work. Leeds City Council Community Safety CCTV is actively involved with all partners (internal and external) in 'Operation Champion'.

3.3.2 Leeds City Council Community Safety CCTV control room is situated in a secure environment and cannot actively engage directly with the community at its workplace; however the mobile CCTV vans are deployed at partnership community events (including the annual 'Face the People' event).

3.3.3 Communities place an active role in influencing the installation of CCTV cameras and the deployment of the mobile CCTV vans through partnership meetings, residents groups, Neighbourhood Policing Team meetings or by speaking directly to Councillors.

3.3.4 When seeking to fund a new CCTV installation or additional cameras, community consultation is undertaken to support the process. CCTV must be regarded as part of an overall strategy in the prevention and detection of crime and allaying the fear of. It cannot be used as a stand alone tool, but one that complements activity of other agencies and the police.

3.3.5 Leeds City Council Community Safety CCTV Codes of Practice have been approved by the council Legal Services and are reviewed annually. They provide a legal framework for third parties and individuals to make subject access requests of recorded images.

4.0 Performance Management and Reporting

4.1 Baseline Position and key targets for the Service

4.1.1 Leeds City Council Community Safety CCTV supports the aim of the 'Safer Leeds' Crime & Disorder Reduction Partnership which is 'To secure sustainable reductions in crime and disorder and address the fear of crime in Leeds.'

4.1.2 As a department we are committed in working within the national framework to deliver improvements and change at a local level via:

- Effective Leadership
- Visible and constructive accountability
- Intelligence-led business processes
- Effective and response delivery structure
- Engagement with the communities and
- Staff having appropriate skills and knowledge

4.1.3 'Safer Leeds' has a statutory duty to produce a partnership plan which is aligned with other planning cycles such as the Leeds Area Agreement which supports the delivery of Public Service Agreements (PSA's) relating to crime reduction, community safety and substance misuse.

4.1.4 The Leeds Strategic Plan (LSP) 08 – 11 / Council Business Plan highlight the need for 'reduced crime and fear of crime through prevention, detection, offender management and changed behaviour.

4.1.5 Leeds City Council Community Safety CCTV contributes to these plans by providing evidenced based information to partners about the scale and nature of crime, disorder and harm drugs and alcohol abuse working towards:

1. Creating safer environments by tackling crime
2. Improving lives by reducing the harm caused by substance misuse
3. Supporting victims and reducing the risk of victimisation
4. Reducing offending and managing offending behaviour
5. Improving community confidence and public satisfaction

4.1.6 All incidents involving arrests or incidents of special interest are circulated on a weekly basis to all relevant partners,

4.1.7 CCTV is a front line service which supports partners by providing evidence to support their own performance indicators. A weekly CCTV incident reports is provided to partners and interested parties to inform them of activity and emerging 'hot spots'.

Other Outcomes for the Area Committee area

- 4.2.1 CCTV is used on a daily basis to reduce crime and the fear of crime by facilitating in the apprehension and prosecution of offenders and assisting in the prevention and detection of crime committed in public areas in Leeds. CCTV Operators receive daily intelligence briefings about highlighted areas of concern and emerging 'hot spots'.
- 4.2.2 Mobile CCTV vans are deployed throughout the city on a daily basis working alongside Neighbourhood Policing Teams in 'hot spots' and other areas of interest in areas where there is no CCTV coverage.

4.3 Reporting Arrangements

- 4.3.1 The service provides weekly reports to all relevant partners and an annual report is provided to all Area Committees.
- 4.3.2 Area Committee members are able to influence the deployment of the mobile CCTV vans within the community through their Local Area Community Safety Co-ordinators and Neighbourhood Policing Team Inspectors. Local Area Community Safety Co-ordinators and Neighbourhood Policing Inspectors are responsible for deployment of the mobile CCTV vans within their area.

5.0 Programme of Activities 2009 / 2010

Period /Year	Description	Role of Area Committee
Quarter 1	Deployment of mobile CCTV vans.	To be informed of deployment by Area Community Safety Co-ordinator and Local NPT.
	Gathering evidence of crime and anti social behaviour in 'hot spot' areas not covered by CCTV cameras.	To be updated by Area Community Safety Co-ordinator's and NPT Inspectors.
Quarter 2	Deployment of mobile CCTV vans.	To be informed of deployment by Area Community Safety Co-ordinator and Local NPT.
	Gathering evidence of crime and anti social behaviour in 'hot spot' areas not covered by CCTV cameras.	To be updated by Area Community Safety Co-ordinator's and NPT Inspectors.

Quarter 3	Deployment of mobile CCTV vans.	To be informed of deployment by Area Community Safety Co-ordinator and Local NPT.
	Gathering evidence of crime and anti social behaviour in 'hot spot' areas not covered by CCTV cameras.	To be updated by Area Community Safety Co-ordinator's and NPT Inspectors.
Quarter 4	Deployment of mobile CCTV vans.	To be informed of deployment by Area Community Safety Co-ordinator and Local NPT.
	Gathering evidence of crime and anti social behaviour in 'hot spot' areas not covered by CCTV cameras.	To be updated by Area Community Safety Co-ordinator's and NPT Inspectors.

6.0 Implications for Council Policy and Governance

6.1 The proposals outlined within this report have no implications on Council Policy as the proposals are in accordance with agreements and existing policies.

7.0 Legal and Resource Implications

7.1 As previously mentioned within the report, Leeds City Council Community Safety CCTV is strictly controlled by a Code of Practice outlining the operating procedures in accordance with relevant legislation.

7.2 Legislation that the department has to conform to:

1. 'Data Protection Act'
2. Human Rights legislation
3. Regulation of Investigatory Powers Act (RIPA)
4. The Private Security Industry Act 2001.

8.0 Equality Considerations

8.1 Access to members of the public into the CCTV control room is not allowed or security reasons.

- 8.2 The Service Plan plays a key role in contributing to the delivery of the Equality and Diversity Strategy, the Community Cohesion Action Plan, and meeting the requirements in order to achieve Level 4 of the Equality Standard.
- 8.3 An internal staff equality action group was established with the Community Safety department in January 2008 to ensure equality issues are embedded with all activities. Equality and diversity is championed within the CCTV service by the CCTV Co-ordinator who is also a member of Staff Action Working Group (SWAG).
- 8.4 Equality, Diversity and Cohesion considerations are integrated into the mainstream planning and monitoring process – actions and objectives with equality, diversity and cohesion dimension are highlighted within the service plan. Colleagues responsible for the delivery of specific equality actions within the plan are required to maintain an overview of progress and report back as part of the Service Planning monitoring process.

9.0 Any Other Considerations

- 9.1 Leeds City Council Community Safety CCTV services are strictly controlled under the Data Protection Act for the purpose of crime prevention, detection and allaying the fear of crime including environmental crime and cannot be used for any other purpose. The service acts as the council CCTV single point of contact for all matters pertaining to CCTV and all enquiries are directed to the CCTV Coordinator.
- 9.2 CCTV is an emotive issue; however the public of Leeds, on the whole, are supportive of the Council's use of this technology to reduce crime and the fear of crime. The cameras have a proven track record as a key strategy in crime prevention and detection and allaying the fear of crime.
- 9.3 The cost of a single CCTV camera system costs in the region of £22,500 (Capital) and on average continuous annual revenue costs are £4,500 per year. Annual revenue costs cover the cost of the BT line rental, electrics, monitoring and maintenance of the system, but do not include any insurance for damage to the system e.g. motor vehicle collision or vandalism. Costs for each additional camera are the same as the installation cost of a single camera.

10.0 Conclusions

- 10.1 Community CCTV is a vital component of any crime prevention or reduction strategy. There have been a number reviews into the impact of CCTV covering issues such as displacement and whether it assists in the detection of crime and apprehension of offenders. The evidence from such reviews varies depending on where and how it is used, the type of crime committed and quality of the images captured by the camera. However overall they support the use of CCTV.

- 10.2 Leeds City Council Community Safety CCTV provides very high quality that are of evidential value and it has long been recognised as a centre of best practice within the field of Public Space Surveillance CCTV.
- 10.3 During 2006/2007 it provided vital evidence which led to over 3,000 arrests for offences ranging from anti social behaviour to murder and during the period from April 2008 to March 2009 it has provided evidence leading to 3,033 arrests throughout the Leeds.
- 10.4 The mobile vans have been involved in various joint multi agency operations and initiatives with the police and other enforcement agencies. These have led to the arrest of 152 people, 2323 intelligence person stop checks and 375 vehicle stop checks throughout the Leeds Area.
- 10.5 There has been no formal evaluation of the Leeds City Council Community Safety Public CCTV System; however an indication of how popular the system is can be measured by the number of compliments received each month during the past year. There has been a total of 20 letter compliments recorded for the service during the past 12 months.
- 10.6 At the annual 'Face the People' event conducted by the 'Safer Leeds' Crime & Disorder Reduction Partnership involving a range of high school students aged between 11 and 16 years revealed that the three major factors that made them feel safe in their neighbourhood was:
- 1) Uniform police patrols
 - 2) CCTV
 - 3) Neighbourhood Watch
- 10.7 People have different views on public surveillance, but overall CCTV is popular with the public and there is an insatiable demand for CCTV in Leeds. The public have grown to accept CCTV as part of their daily lives and its removal would likely cause a public and political backlash because it provides them reassurance and makes them feel safe.
- 10.8 During early 2008 it was decided to remove a private funded CCTV scheme from a Business Park in the Leeds 11 area because of the lack of financial contribution from the businesses.
- 10.9 Prior to the cameras being installed there were high levels of crime and immediately after installation crime dropped significantly. On removal of the system, crime again increased significantly by a massive 65% within 3 months. This has led to the commissioning of a consultants report to look at replacing the CCTV on the estate.
- Crime figures rose by 65%
 - May & June 2008 significantly higher
 - Burglary Other and theft offences increased
 - 11 of the 16 streets experienced a rise in recorded crime.

- 10.10 Area Committees are able to influence how CCTV as part of an overall crime prevention and reduction strategy is used within their area. They can ensure that the mobile CCTV vans are deployed to known crime and anti social behaviour 'hot spots'. The local Area Community Safety Co-ordinators and the NPT Inspectors will on request of Area Committees make representation to tasking groups to ensure their wishes are taken into account.
- 10.11 Area Committees may wish to ensure that appropriate reporting mechanisms are in place to highlight 'hot spots' within the community to local NPTs. The NPTs also need to ensure that there is a reciprocal line of communication back to the Area Committees and other council departments such as ASBU and enforcement services to ensure that CCTV both fixed and mobile, are effectively used.
- 10.12 Committee members can influence the installation of additional CCTV cameras in appropriate 'hot spot' crime areas if appropriate, subject to funds being made available.

11.0 Recommendations

11.1 The Area Committee is asked to:

- a) Note the report and make any comments
- b) Request the deployment of mobile CCTV to areas of concern via local Tasking Groups and Neighbourhood Policing Teams
- c) Receive further update reports 6 monthly.

Background Papers

None

12.0 Appendix 1

12.1 Financial Cost breakdown for Inner South Area Committee

- 12.1.1 Leeds City Council Community Safety CCTV have previously charged Area Committees who have agreed to fund the installation of public space surveillance CCTV cameras for monitoring, maintenance, power and BT supply to cameras.
- 12.1.2 There has now been a review of the charges to be levied by Leeds City Council Community Safety CCTV.
- 12.1.3 Previously the revenue charges which were made related to the provision of a fibre network (BT), provision of power (YEDL), monitoring and maintenance of the CCTV camera system.
- 12.1.4 The charges levied related to the Service Level Agreement between the Area Committee and Leeds City Council Community Safety CCTV.
- 12.1.5 As an example some Area Committees when cameras have been installed signed a contract with BT themselves rather than be recharged the cost of this by Leeds City Council Community Safety CCTV where appropriate. In other instances some Area Committees do not have any such contract and that charge is re-charged on an annual basis. This charging process has not changed.
- 12.1.6 No charge will now be made in relation to the power supply of cameras.
- 12.1.7 The charge which will now be made in relation to the monitoring of the CCTV cameras will be reduced by 50% (previously this was £1,000 per camera location and this has now been reduced to £500 per camera location).
- 12.1.8 The charge for the maintenance of the cameras will also be reduced by 50% the same as the charge for monitoring of cameras (previously this was £1,000 per camera location and this also has now been reduced to £500 per camera location).
- 12.1.9 Annual revenue costs however do not include any insurance to cover the cost of damage to the camera system as a result of a collision by a motor vehicle or vandalism. There are no known charges.**

13.0 APPENDIX 2

13.1 Legal Implications regarding public space surveillance CCTV

13.1.1 Until 1 March 2000 there was no statutory governance of CCTV surveillance of public areas when the Data Protection Act 1998 came into force. The act provides clear standards for the processing, storage and access of images of individuals caught by CCTV cameras.

13.1.2 The standards are based on the following eight Data Protection Principles that specify data must be;

- fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than is necessary
- processed in accordance with individuals' rights;
- secure;
- not transferred to countries without adequate protection
-

13.1.3 The Information Commissioner has the power to issue Enforcement Notices where there has been a breach of one or more of the Data Protection Principles. An Enforcement Notice would set out the remedial action that the Commissioner requires to ensure future compliance with the requirements of the Act. In the case of CCTV, the Information Commissioner takes into account the extent to which the users of such surveillance equipment have complied with the CCTV Code of Practice (see below) when determining whether they have met their legal obligations.

13.1.4 The CCTV images at Leeds City Council Community Safety CCTV are retained for 31 days in line with Data Protection Act legislation. Therefore, this is the period of time that stored images can be viewed by partners for evidential purposes for the prevention and detection of crime. All requests to view CCTV images are auditable to show compliance with Data Protection and Human Rights legislation and the strict Codes of Practice adopted by the service.

13.1.5 The Human Rights Act 1998 highlights that surveillance systems are subject to strict statutory controls and any images that do not comply with those controls could lead to them been excluded as evidence in a court of law.



Originator: Liz Jarmin

Tel: 3950647

Report of the Director of Environment and Neighbourhoods

Meeting: South (Inner) Area Committee

Date: 23 June 2009

Subject: Area Committee Roles for 2009/10

<p>Electoral Wards Affected:</p> <p>Beeston & Holbeck Middleton City & Hunslet</p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>	
<p>Council Function <input type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input checked="" type="checkbox"/></p>	<p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>

EXECUTIVE SUMMARY

This report presents the Area Committee with details of their area function schedules and roles in relation to these service areas for 2009/10. The attached report and appendices were agreed by the Executive Board on 17th June 2009 and include details of further enhanced roles of Area Committee responsibilities from this year onwards.

1.0 PURPOSE OF THIS REPORT

1.1 To report to the Area Committee their Area Function schedules and roles for 2009/10 as agreed by the Executive Board on 17th June 2009.

2.0 MAIN POINTS

2.1 The Area Committee Roles for 2009/10 (Area Functions) were agreed by the Executive Board on 17th June 2009.

2.2 Area Committees have been receiving regular reports on the progress of devolved responsibilities in relation to the agreed delegated functions and other roles for 2008/09 over the past 12 months.

2.3 There are two newly defined responsibilities for the Area Committees in 2009/10 for Grounds Maintenance and Project and Programmes, these are included in appendix 2 of this report.

2.4 A full updated copy of the delegated functions are attached for 2009/10 at appendix 1 and with other roles for 2009/10 attached at appendix 2.

3.0 RECOMMENDATIONS

3.1 The Committee is asked to note the contents of this report.

Background papers:

Area Committees Terms of Reference
Council Constitution

Area Committee Roles for 2009/10

Area Functions

Note: This gives details of functions delegated to the Area Committees.

A related document gives details of services where Area Committees have an enhanced role in influencing, developmental and consultative responsibilities.



Area Functions Information – 2009/10

Area Well Being Budgets	Pages 3 - 6
Community Centres	Pages 7 - 11
Neighbourhood Wardens	Pages 12 - 16
CCTV	Pages 17 – 23
Neighbourhood Management Co-ordination	Pages 24 - 28

Area Functions Information – 2009 / 10

FUNCTION:	Area Well Being Budgets – Capital and Revenue Allocations
DESCRIPTION	
HEADLINE INFORMATION:	
Well being budgets delegated to Area Committees to support local priorities.	
OVERVIEW OF RESOURCES:	
Annual Revenue and Capital allocation for each Committee area. Officer support from Area Management Teams.	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
Regular reports to Area Committees on allocations, project approvals, monitoring of spend and activity.	
EXECUTIVE MEMBER:	
Cllr Les Carter	
RESPONSIBLE OFFICERS:	
DIRECTOR: Neil Evans	
CHIEF OFFICER: Stephen Boyle	
LEAD OFFICER FOR FUNCTION SCHEDULE: Liz Jarmin	

OUTCOMES AND PERFORMANCE INFORMATION
LINK TO LEEDS STRATEGIC PLAN OUTCOMES:
Area Delivery Plans cover local priorities for well being spend and these are linked to the Leeds Strategic Plan outcomes and improvement priorities.

GOVERNANCE
DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:
Taking of decisions and monitoring of activity relating to utilisation of well being budgets within the framework of the Council's Constitution and in accordance with Local Government Act 2000.

MANAGEMENT AND CO-ORDINATION				
PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:				
TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:				
<table border="1"> <tr> <td>Centrally Managed Service With Management Contacts for Each Area</td> <td></td> </tr> <tr> <td>Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination</td> <td>Area Management Teams provide support to enable effective administration of well being budgets in each area. Some central technical support /co-ordination particularly in relation to financial management.</td> </tr> </table>	Centrally Managed Service With Management Contacts for Each Area		Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Area Management Teams provide support to enable effective administration of well being budgets in each area. Some central technical support /co-ordination particularly in relation to financial management.
Centrally Managed Service With Management Contacts for Each Area				
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Area Management Teams provide support to enable effective administration of well being budgets in each area. Some central technical support /co-ordination particularly in relation to financial management.			
LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:				
Council Constitution Local Government Act 2000 Area Delivery Plans				

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES		
Citywide Budget For Service / Function 09/10		
		£000s
Net Revenue Budget		3,225
Net Capital Budget (incl. unallocated spend to 31/03/09)		2,120
Key Funding Sources		
Funding Provider	£000s	%
LCC:		
Revenue Base	2,046	
Capital Base	1,000	
Unallocated Revenue carried forward from 08/09	1,179	
Unallocated Capital carried forward from 06/09	1,120	
Net Budget 2009/10	5,345	
DESCRIPTION OF WHAT THE BUDGET REPRESENTS:		
Revenue and Capital allocations to the Area Committees.		
DESCRIPTION OF THE FORMULA USED FOR APPORTIONING BUDGET ACROSS DIFFERENT AREAS:		
Continuation of previously agreed formula based on population and deprivation in each area.		
REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:		
Based on formula used previously and agreed by Executive Board.		
DETAIL OF ANY SIGNIFICANT SERVICE / BUDGET VARIATIONS ACROSS THE CITY:		
Reflects population and deprivation characteristics of different areas.		

AREA COMMITTEE BREAKDOWN – Area Well Being Budgets – Capital and Revenue Allocations

		City Wide	East		North East		North West		South		West	
			Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
Net Revenue Budget	Base budget for 09/10	2,046,570	296,600	220,690	176,980	143,220	219,440	203,800	247,860	207,960	153,450	176,570
	Carry forward from 08/09	1,178,621	116,213	23,437	137,749	148,138	34,565	302,018	152,422	100,923	27,351	135,805
	Total available to allocate 09/10	3,225,191	412,813	244,127	314,729	291,358	254,005	505,818	400,282	308,883	180,801	312,375
Net Capital Budget	Base budget for 09/10	1,000,000	125,900	113,300	90,800	73,500	112,600	104,600	109,400	106,700	72,600	90,600
	Unallocated carry forward from 08/09	1,119,600	238,900	46,900	50,700	145,400	194,500	115,800	73,000	141,000	76,800	36,600
	Total available to allocate 09/10	2,119,600	364,800	160,200	141,500	218,900	307,100	220,400	182,400	247,700	149,400	127,200

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Notes:

- The revenue well being base budget allocation reflects a 2% inflationary uplift on last year's figures
- 'Carry forward from 08/09' represents the balance of what was not actually spent in 08/09. In some cases Area Committees may have already made allocations against this amount and spend will take place in 09/10.
- The 'total available to allocate' revenue figures represent the amounts for Area Committees to allocate to local priorities over the course of the year (assuming that none of the carry forward amount is already allocated). As in previous years, it is assumed that not all the allocation will be actually spent within the financial year. For budget management purposes it is assumed that £250k will be carried forward into the next financial year. This will be monitored by Officers in Environment and Neighbourhoods over the course of the year.

Area Functions Information – 2009 / 10

FUNCTION:	Community Centres
DESCRIPTION	
HEADLINE INFORMATION:	
<p>Responsibility for a portfolio of community centres vested with Regeneration Service. This covers overseeing revenue budgets, operational arrangements and the use of the centres, agreeing and implementing a schedule of charges and discounts for directly managed centres and making asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.</p>	
OVERVIEW OF RESOURCES:	
<p>72 community centres city wide Managed by Regeneration Service Caretaking, cleaning, lettings, surveying and maintenance provided by Corporate Property Management Service</p>	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
<p>List of centres and management arrangements with data sheets and budget information, Lettings and Pricing policy.</p>	
EXECUTIVE MEMBER:	
<p>Cllr Les Carter – Environment and Neighbourhoods</p>	
RESPONSIBLE OFFICERS:	
<p>DIRECTOR: Neil Evans CHIEF OFFICER: Stephen Boyle LEAD OFFICER FOR FUNCTION SCHEDULE: Sue Wynne</p>	

OUTCOMES AND PERFORMANCE INFORMATION
LINK TO LEEDS STRATEGIC PLAN OUTCOMES:
Harmonious Communities
IMPROVEMENT PRIORITIES:
<p>HM-1a An increased number of local people engaged in activities to meet community needs and improve the quality of life for local residents</p> <p>HM-1b An increase in the number of local people that are empowered to have a greater voice and influence over local decision making and a greater role in public service delivery</p> <p>HM-2a Enable a robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services</p> <p>HM-2b An increased sense of belonging and pride in local neighbourhoods that help to build cohesive communities</p>
GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:
(E.g. SOA, ward, quarterly, yearly)
<p>Annual survey – resident perception of neighbourhood and local facilities</p> <p>Data sheets for each centre updated at least annually</p>

GOVERNANCE
DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:
<p>This covers overseeing revenue budgets, operational arrangements and the use of the centres, agreeing and implementing a schedule of charges and discounts for directly managed centres and making asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.</p>
PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:
<p>Ward members are involved in discussions about significant changes to particular centres. Proposals on significant issues which affect one or more centres in a Committee’s portfolio are then subject to a report to the Area Committee.</p>
HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:
(E.g. formal and informal arrangements, frequency)
<p>Mid year and year end update on portfolio and budgets.</p> <p>Reports as required on key issues affecting centres in the committee’s area.</p>

MANAGEMENT AND CO-ORDINATION	
PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2008/09:	
TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:	
Centrally Managed Service With Management Contacts for Each Area	
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Facilities Management (caretaking, cleaning, maintenance, lettings) is provided by a central team in Corporate Property Management. Co-ordination, technical support and budget management is provided by a central team in Regeneration. Local support, management of day to day issues, development of proposals and consultation is undertaken by staff in each of the Area Management Teams.
LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:	
Facilities Management staff ensure that relevant legislation is followed when operating and maintaining public buildings.	
LINKS TO OTHER CITY COUNCIL SERVICES:	
Community space in other council buildings complements the space available in community centres.	
LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:	
Support the delivery of a number of community based services provided by the council and other partners.	

CONTRACT / COMMISSIONING
DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:
Service Level Agreement with Facilities Management in place for caretaking, cleaning, facilities management and lettings

ANY KEY CURRENT / FUTURE ISSUES FOR AREA COMMITTEE TO BE AWARE OF REGARDING SERVICE / FUNCTION
Lettings and Pricing Policy being agreed by all Area Committees for implementation in 2008/09 – 2009/10 Budget detail is complicated and some elements have a time lag e.g. utilities costs therefore caution is required when looking at budget information at any point in time. Corporate Property Management are responsible for repairs and maintenance of buildings and securing funding to address backlog maintenance.

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES		
Citywide Budget For Service / Function 09/10		
£000s		
Net Revenue Budget	3,127	
Net Capital Budget		
Key Funding Sources		
	£000s	%
Funding Provider		
LCC	3,712	
Income from Charges		
LCC – other Council Services	-243	
External bookings and office use	-297	
Net Operational Costs	3,172	
Other(Non Operational Centres & Overhead)	-45	
Other		
Net Budget	3,127	
DESCRIPTION OF WHAT THE BUDGET REPRESENTS:		
Revenue costs associated with the operation of the community centres.		
DETAIL OF ANY NON CONTROLLABLE ELEMENTS:		
Provision of insurance cover and liability		
Non-controllable capital asset charges.		
These elements cannot be effectively monitored or controlled at an area level.		
DESCRIPTION OF THE FORMULA USED FOR APPORTIONING BUDGET ACROSS DIFFERENT AREAS:		
Budgets apportioned based on revenue figures for centres in each area, adjusted each year to account for changes in the portfolio and operating costs of each centre.		
Backlog maintenance budget for the city will be prioritised according to service requirements and local needs		
REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:		
Suits this function and allows monitoring of costs for individual centres.		
Any revenue savings generated in year can be re-invested into other community facility priorities within the same area.		
DETAIL OF ANY SIGNIFICANT SERVICE / BUDGET VARIATIONS ACROSS THE CITY:		
Budget for each centre depends on size, usage and income. There are therefore significant variations between budgets from centre to centre.		
Time lag in receiving meaningful information on budgets centres by centre due to nature of charges (e.g. utility bills) and income.		
Seasonal fluctuations affect budgets e.g. utility costs higher in second part of year.		

AREA COMMITTEE BREAKDOWN – Community Centres

		City Wide	East		North East		North West		South		West	
		Total	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
Resource Availability												
Community Centres	Directly Managed	50	11	7	2	3	5	4	8	8	1	1
	Managed by Community Orgs.	22	1	4	1	1	2	3	0	4	3	3
Net Revenue Budget	Net Budget for 09/10	3,172,020	893,450	337,650	187,790	89,990	371,150	431,120	170,480	510,960	112,520	66,910
	Mid year progress											
	Year end outcome											

Notes: 1 Covers centres in the Regeneration service portfolio as of 1st May 2009.

2 Centres which are being / have been disposed of and ones which are anticipated to be added to the portfolio from other services are not included in these figures

Area Functions Information – 2009 / 10

FUNCTION:	Neighbourhood Wardens
DESCRIPTION	
HEADLINE INFORMATION:	
<p>30 Neighbourhood Wardens deployed in specific areas which 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 environmental and community safety issues. Area Committees will continue to oversee local budgets and operational arrangements and links to area delivery plan priorities. The function schedule reflects the current deployment of wardens across the City.</p>	
OVERVIEW OF RESOURCES:	
<p>28 Neighbourhood Wardens and 2 Senior Wardens. Managed locally by Area Management teams.</p>	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
<p>Regular reports from Area Management Teams on performance and deployment.</p>	
EXECUTIVE MEMBER:	
<p>Cllr. Les Carter</p>	
RESPONSIBLE OFFICERS:	
<p>DIRECTOR: Neil Evans CHIEF OFFICER: Stephen Boyle LEAD OFFICER FOR FUNCTION SCHEDULE: Sue Wynne</p>	

OUTCOMES AND PERFORMANCE INFORMATION
<p>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</p> <p>SO: Environment IP: Address neighbourhood problem sites, improve cleanliness and access to and quality of green spaces NI: 195</p> <p>SO: Thriving Places IP: Create safer environments by tackling crime. NI: 24</p> <p>SO: Harmonious Communities IP: Increase the sense of belonging and pride in local neighbourhoods that help to build cohesive communities. NI: 1</p>
GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:
(E.g. SOA, ward, quarterly, yearly)
Area Management Area Quarterly

GOVERNANCE
DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:
<p>This covers overseeing revenue budgets, operational arrangements.</p> <p>PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:</p> <p>Ward members are involved in discussions about significant changes to Warden service in their areas. Proposals which affect the deployment of Wardens overall in an area are subject to a report to the Area Committee.</p>
HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:
<p>(E.g. formal and informal arrangements, frequency)</p> <p>Regular updates to Area Committees from Area Management Teams on deployment / service priorities. Half yearly update on outputs and service status.</p>

MANAGEMENT AND CO-ORDINATION	
PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:	
TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:	
Centrally Managed Service With Management Contacts for Each Area	
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Operational management, local support, development of proposals from within Area Management teams. Budget management, recruitment, training, service planning is co-ordinated centrally within the Regeneration Division.
LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:	
Staff ensure that relevant legislation and priorities set out in the Area Delivery Plan for each Area Committee are followed.	
LINKS TO OTHER CITY COUNCIL SERVICES:	
Close links with other Council services particular in multi agency crime and grime operations (Operation Champion) and Environmental Action Teams.	
LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:	
Close links with other agencies (particularly the West Yorkshire Police) about tackling hotspots of crime and anti-social behaviour and close links with a range of partners particularly in multi agency crime and grime operations (Operation Champion)	

CONTRACT / COMMISSIONING
DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:
SLAs with RSLs Information sharing protocol with West Yorkshire Police

ANY KEY CURRENT / FUTURE ISSUES FOR AREA COMMITTEE TO BE AWARE OF REGARDING SERVICE / FUNCTION

NRF Transitional Grant and LPSA Reward Grant have been secured for 09/10. This funding is at a significantly reduced level to NRF Transitional Grant secured for 08/09. A full service restructure is to take place between May and September 09 to address the budget shortfall and to realign the service with the Health and Environmental Action Teams.

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES

Citywide Budget For Service / Function 09/10

£000s

Net Revenue Budget	704
Net Capital Budget	

Key Funding Sources

Funding Provider	£000s	%
LCC	277	39.5
NRF / LPSA	397	56.5
RSLs	30	4
Net Budget	704	100

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

Staffing and equipment costs for neighbourhood wardens.

DESCRIPTION OF THE FORMULA USED FOR APPORTIONING BUDGET ACROSS DIFFERENT AREAS:

Pro rata per location of Neighbourhood Wardens.

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

Suits this type of function

DETAIL OF ANY SIGNIFICANT SERVICE / BUDGET VARIATIONS ACROSS THE CITY:

AREA COMMITTEE BREAKDOWN – Neighbourhood Wardens

		City Wide	East		North East		North West		South		West	
			Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
Resource Availability												
No of Wardens		30	9.5	2.75	4.5	0.75	2.5	0	7	0	1	2
Net Revenue Budget	Budget for 09/10	704,110	222,968	64,543	105,617	17,603	58,676	0	164,292	0	23,470	46,941
	Mid year progress											
	Year end outcome											

Notes: Figures reflect current deployment of Wardens.
Does not include additional Wardens funded through local Area Committee and ALMO contribution

Area Functions Information – 2009 / 10

FUNCTION:	CCTV
------------------	-------------

HEADLINE INFORMATION:

Leedswatch provides a monitoring service for public space surveillance cameras covering open spaces across Leeds. The CCTV control room is staffed and cameras are recorded 24 hours per day, 365 days a year. The service also provides two mobile CCTV vans for deployment within communities across Leeds.

- Provide 24 hour 365 days a year monitoring of CCTV in areas of operation.
- 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.
- Liaise with Area Management/Divisional Community Safety Partnerships and Neighbourhood Policing Teams on multi-agency operations.
- The Private Security Industry Act ensures that all CCTV staff are security vetted, trained and licensed by the Security Industry Authority (SIA)

OVERVIEW OF RESOURCES:

34 CCTV operators are employed to carry out the 24/7 operations. There are 385 Public Space CCTV cameras across the city (including Urban Traffic Control cameras) and the majority of costs are related to fixed cameras and staffing.

TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:

Leedswatch produce a weekly CCTV report which is sent out to Ward Members, Enforcement, ASBU, Area Management and West Yorkshire Police. The service is currently in a transition period of moving into new premises and upgrading to a digital recording system. It is hoped that this enhancement will be complete by March 2009. Approval has also been given to enter into a partnership with Leeds passenger Transport Executive (METRO). Negotiations are at an advanced stage for Metro to share the new CCTV control room facility.

EXECUTIVE MEMBER:

Councillor Les Carter

RESPONSIBLE OFFICERS:

DIRECTOR: Neil Evans

CHIEF OFFICER: Simon Whitehead

LEAD OFFICER FOR FUNCTION SCHEDULE: John Birkenshaw

OUTCOMES AND PERFORMANCE INFORMATION**LINK TO LEEDS STRATEGIC PLAN OUTCOMES:****Environment**

Cleaner, greener and more attractive city through effective environmental management and changed behaviours.

Thriving Places

Reduced crime and fear of crime through prevention, detection, offender management and changed behaviour.

Harmonious Communities

Improved Community cohesion and integration through meaningful involvement and valuing equality and diversity.

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

(E.g. SOA, ward, quarterly, yearly)

Leedswatch produce a weekly CCTV report which is sent out to Ward Members, Enforcement, ASBU, Area Management and West Yorkshire Police.

GOVERNANCE**DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

Public Space surveillance CCTV has to comply with Human Rights Legislation and data Protection Act and all CCTV operators must be Security Industry Authority (SIA) trained and Licensed. All operators must also comply with the Leedswatch Codes of Practice.

There is no scope for devolved governance arrangements in terms of determining the target areas for CCTV due to the nature of the function.

Area Committees will, through area management, be able to access information about joint Operations (e.g. ASBU operations) in advance having been informed of the chosen target areas and advise on specific issues they wish to see tackled during the operations.

PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:

Liaison with Leedswatch Management concerning operations and co-ordinated jointly by the Area Community Safety Co-ordinator and the relevant Neighbourhood Policing Team Inspector.

HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:

(E.g. formal and informal arrangements, frequency)

Formal reports are provided to Area Management on a quarterly basis.

MANAGEMENT AND CO-ORDINATION**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2008/09:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

Centrally Managed Service With Management Contacts for Each Area	The function is managed by Leedswatch – coordination through Liaison with Leedswatch Management concerning operations and co-ordinated jointly by the Area Community Safety Co-ordinator and the relevant Neighbourhood Policing Team Inspector.
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	

LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:

Council Business Plan 2008-2011
 Leeds Strategic Plan 2008-2011
 Area Delivery Plans
 Safer Leeds Annual Plan
 Divisional Community Safety Partnership Plans
 Safer Leeds Service Plan
 Crime & Disorder Act 1998

LINKS TO OTHER CITY COUNCIL SERVICES:

Leedswatch work closely with ASBU, Enforcement, Peace & Emergency Planning, Land Drainage, Licensing, Security Services, Planning Department, Highways, ALMO's, Area Management Teams.

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Crime and Disorder Reduction Partnership – Safer Leeds Executive and Safer Leeds Board.
 GOYH – Home Office
 Leedswatch have CCTV links to Metro, Bradford, Wakefield, Huddersfield and Calderdale Local Authorities and share images with Urban Traffic Control, Land Drainage and Peace and Emergency Planning.

CONTRACT / COMMISSIONING**DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:**

Leedswatch have SLA's in place for all CCTV installations within Area Management, ALMO's, West Yorkshire Police.
 A 5yr BT Contract for CCTV Fibre Provision.
 A CCTV Contract expandable up to 5 yrs for CCTV Installations and Maintenance.

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES**Citywide Budget For Service / Function 09/10****£000s****Net Revenue Budget****1,305****Net Capital Budget****Key Funding Sources**

Funding Provider	£000s	%
LCC	1,305	100
Neighbourhood Renewal Fund		
Net Budget	1,305	

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

Staffing, Premises, Supplies and Services, travel and reallocations excluding maintenance.

DESCRIPTION OF THE FORMULA USED FOR APPORTIONING BUDGET ACROSS DIFFERENT AREAS:

Apportionment has been made on the number of camera in each area, with the exception of £92k BT line rental which has been made on the basis of actual costs.

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

Delegated budgets account for most fixed costs apart from city wide and centralised functions.

DETAIL OF ANY SIGNIFICANT SERVICE / BUDGET VARIATIONS ACROSS THE CITY:

AREA COMMITTEE BREAKDOWN – CCTV

		City Wide	East		North East		North West		South		West	
			Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
Resource Availability												
Number of cameras		129	5	2	19	4	11	0	75	7	4	2
Net Revenue Budget	Budget for 09/10	1,305,450	50,590	21,670	193,310	43,310	111,170		753,990	70,060	40,370	20,980
	Mid year progress											
	Year end outcome											

Notes:

1. This year the area management function schedule has been compiled using current information from BT Redcare. Only cameras that are managed and maintained by LCC are included in the schedule, this is a change from previous years where a distinction between costs for LCC cameras and other (rechargeable) cameras could not be made.

Area Functions Information – 2009 / 10

FUNCTION:	Neighbourhood Management Co-ordination
DESCRIPTION	
HEADLINE INFORMATION: Identification of priority neighbourhoods across Leeds that require more intensive resources to drive service improvements and better local outcomes. This includes improving the co-ordination of key services across the council and local partners and piloting new ways of working.	
OVERVIEW OF RESOURCES: Neighbourhood Improvement Plans cover dedicated resources for neighbourhood management work. This includes Safer Stronger Community Fund (SSCF) allocations in eligible neighbourhoods and other specific resources agreed through the Area Committee.	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL: Priority neighbourhoods agreed through Area Delivery Plans. Neighbourhood Improvement Plans for each individual area to be agreed and monitored by Area Committee. Area Committees to give thematic approval of any locally available budgets for neighbourhood improvement work (e.g. SSCF, Area Committee Well Being).	
EXECUTIVE MEMBER: Cllr Les Carter	
RESPONSIBLE OFFICERS: DIRECTOR: Neil Evans CHIEF OFFICER: Stephen Boyle LEAD OFFICER FOR FUNCTION SCHEDULE: Liz Jarmin	

OUTCOMES AND PERFORMANCE INFORMATION	
LINK TO LEEDS STRATEGIC PLAN OUTCOMES: Links to a range of strategic plan outcomes and improvement priorities apart from those which are explicitly related to the city as a whole.	
GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION: Quarterly progress and monitoring reports to be collated by service. Annual report to be produced for Area Committee Members.	
GOVERNANCE	
DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS: Area Committees will oversee all neighbourhood management programmes in their area. This covers a responsibility for approving areas to be included in Area Delivery Plan, approving Neighbourhood Improvement Plans, monitoring progress annually and agreeing thematic priorities for any locally available funding.	
MANAGEMENT AND CO-ORDINATION	
PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:	
TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:	
Centrally Managed Service With Management Contacts for Each Area	
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Directly through or in partnership with Area Management Teams. Centrally based team in Regeneration Service provides support, co-ordination and policy development.
LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS: Local Government White Paper Local Government Act 2000 – well being powers Sustainable Communities Five Year Plan (2005)	
LINKS TO OTHER SERVICES: Links to range of council and partner services, particularly environmental, community safety, health, youth, jobs and skills.	

ANY KEY CURRENT / FUTURE ISSUES FOR AREA COMMITTEE TO BE AWARE OF REGARDING SERVICE / FUNCTION

Some of this work reliant on targeted central Government funding which is not likely to be available to Leeds in the future.

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES

Citywide Budget For Service / Function 09/10

£000s

Net Revenue Budget

751

Net Capital Budget

0

Key Funding Sources

	£000s	%
Safer and Stronger Communities Fund	751	100

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

This is the 2009/10 allocation available to Leeds for Intensive Neighbourhood Management Work.

DESCRIPTION OF THE FORMULA USED FOR APPORTIONING BUDGET ACROSS DIFFERENT AREAS:

Only areas which fell within the 3% most deprived SOAs nationally were eligible for funding under the Intensive Neighbourhood Management scheme. Target areas were selected and agreed with Government Office for Yorkshire and the Humber to comply with SSCF programme guidance in the context of the Leeds Local Area Agreement. Resource allocations to areas broadly reflect the number of SOAs within the 3% most deprived within each target area. There are seven target areas.

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

Funding was apportioned in this way as it was in line with the requirements of funders and also enabled Leeds to target its most deprived neighbourhoods.

DETAIL OF ANY SIGNIFICANT SERVICE / BUDGET VARIATIONS ACROSS THE CITY:

As outlined above only seven areas were eligible to receive INM funding.

AREA COMMITTEE BREAKDOWN – Neighbourhood Management Co-ordination

		City Wide	East		North East		North West		South		West	
			Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
Resource Availability												
SSCF Net Revenue Budget	Budget for 09/10	751,000	270,000		135,000		53,000		240,000		53,000	
	Mid year progress											
	Year end outcome											

Notes: 1 Figures shown are SSCF contributions to Intensive Neighbourhood Management Work in eligible neighbourhoods.
 2 Well Being and partner agency contributions agreed locally and part of Neighbourhood Improvement Plans.

Area Committee Roles for 2009/10

Other Roles

Note: This gives details of services where Area Committees have an enhanced role in influencing, developmental and consultative responsibilities.

A related document gives details of functions delegated to the Area Committees.



Other Area Committee Roles – 2009/10

Community Engagement	Pages 3 - 5
Community Greenspace	Pages 6 - 9
PCSOs, Neighbourhood Policing Teams and Multi Agency Crime and Grime Operations	Pages 10 - 13
Environmental Action Teams	Pages 14 – 16
Street Cleansing	Pages 17 – 20
Highways Maintenance	Pages 21 – 23
Local Children and Young People Plans	Pages 24 - 29
Health and Wellbeing (Including Adult Social Care)	Pages 30 – 33
Conservation Area Reviews	Pages 34 – 38
Area Based Regeneration Schemes and Town and District Centre Projects	Page 38 - 42
Grounds Maintenance	Page 43 - 46
Advertising on Lampposts	Page 47

Area Committee Roles – 2009 / 10

FUNCTION:	Community Engagement
DESCRIPTION	
HEADLINE INFORMATION:	
Overview of local engagement activities linked to improvement of local services and Area Delivery Plan priorities.	
OVERVIEW OF RESOURCES:	
Local engagement activities delivered primarily through Area Management teams. Allocations of Well Being resources agreed by Area Committees. Local partner inputs e.g. Police, PCT, Leeds VOICE.	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
Area based community engagement plan to be produced setting out minimum standards including:	
<ul style="list-style-type: none">• Community profile – update of local intelligence twice a year with information about local stakeholders and how to reach local communities• Calendar of planned communication and engagement activities - including information in About Leeds for all households, minimum of one ward based engagement event per annum linked to priority setting and themed discussions at Area Committees• Additional activities with particular neighbourhoods and communities linked to Area Delivery Plan priorities• Annual report to Area Committees and Executive Board to give overview of progress.	
EXECUTIVE MEMBER:	
Cllr Les Carter	
RESPONSIBLE OFFICERS:	
DIRECTOR: Neil Evans	
CHIEF OFFICER: Stephen Boyle	
LEAD OFFICER FOR FUNCTION SCHEDULE: Rory Barke	

OUTCOMES AND PERFORMANCE INFORMATION**LINK TO LEEDS STRATEGIC PLAN OUTCOMES:**

Harmonious Communities

IMPROVEMENT PRIORITIES:

HM 1a – Increased number of people engaged in activities to meet community needs and improve quality of life

HM 1b – Increase in number of local people empowered to have greater voice and influence over local decision making and greater role in public service delivery

HM 2a – Enable robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services

HM 2b – Increase sense of belonging and pride in neighbourhoods

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

(E.g. SOA, ward, quarterly, yearly)

Annual report to Area Committees.

Information to be disaggregated to ward/neighbourhood level as appropriate.

Performance Indicators currently collated at City Wide level through annual survey.

GOVERNANCE**DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

Area Committees responsible for overseeing and monitoring the work of the Area Management Teams in relation to local engagement activities.

PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:

Area Committees to agree plan and consider annual report.

Ward Members directly involved in ward/neighbourhood based activities.

HOW / WHEN WOULD THE FUNCTION REPORT TO AREA COMMITTEES:

Community Engagement Plan to be considered by Area Committee alongside Area Delivery Plan.

Annual report setting out progress and future priorities along with summary of information about engagement work of other key services and local partners.

Other specific reports/updates as required during the year.

MANAGEMENT AND CO-ORDINATION

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Area Management teams lead on range of community engagement work in partnership with other services and local partners. Area Management teams and central team provides support to other consultation and engagement activities undertaken by the Council and partners.
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LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:

Leeds Strategic Plan, Council Business Plan, Equality Standard, Compact for Leeds, Parish and Town Council Charter

LINKS TO OTHER CITY COUNCIL SERVICES:

Strong links to many council services as the majority of services undertake engagement and consultation activities with a locality dimension. Key links to other Regeneration Teams, Corporate Communications Team and Equalities Team.

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Key partners are Voluntary Community and Faith Sector, Police and PCT.

ANY KEY CURRENT / FUTURE ISSUES FOR AREA COMMITTEE TO BE AWARE OF REGARDING SERVICE / FUNCTION

Government emphasis on Empowerment – White Paper Summer 08
Participatory Budgeting work currently underway in two areas of Leeds (Inner West, Outer South).

BUDGET / RESOURCES INFORMATION

Area Committees and partners allocate specific budgets and staff resources for community engagement activity.
Area Management Teams seek partner contributions to local engagement activities.

Area Committee Roles – 2009 / 10

FUNCTION:	Community Greenspace
DESCRIPTION	
HEADLINE INFORMATION: 73 community parks vested with the Parks and Countryside Service. These include a wide variety of recreation facilities, sports pitches, play areas, formal and informal horticultural features, etc.	
OVERVIEW OF RESOURCES: Community parks are managed and maintained by the Parks and Countryside service.	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL: Leeds Quality Park (LQP) assessments for assessed sites Residents' perception information from Satisfaction Surveys (2004, 2005, 2006)	
EXECUTIVE MEMBER: Cllr John Procter – Leisure	
RESPONSIBLE OFFICERS: DIRECTOR: Jean Dent CHIEF OFFICER: Martin Farrington LEAD OFFICER FOR FUNCTION SCHEDULE: Mike Kinnaird	
OUTCOMES AND PERFORMANCE INFORMATION	
LINK TO LEEDS STRATEGIC PLAN OUTCOMES: This service has direct and indirect links to a number of strategic Plan outcomes	
IMPROVEMENT PRIORITIES: The service is implementing the Parks Urban Renaissance programme utilising £3.7m for improvements to 21 community parks during 2005/09. However, less than a third of the city's community parks have been included within this programme and work is ongoing to identify the funding requirement to bring all community parks to the minimum acceptable standard identified within the Green Flag criteria.	
GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION: (E.g. SOA, ward, quarterly, yearly)	

Performance Indicator (reported annually): *The percentage of parks and countryside sites assessed internally that meet the Green Flag criteria*

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

Area committees influence the development and use of community parks and are consulted about proposals for the development and use of community parks, for example proposals for refurbishment, installation of new play equipment, etc.
Executive Member involvement in sensitive/contentious issues.
Development of major policy and proposals through Executive Board.

PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:

Ward members (and community groups) are consulted about proposals for the development and use of community parks, for example proposals for refurbishment, installation of new play equipment, etc.
Area Committee involvement sought where proposals impact on more than one site within a Committee's portfolio.

HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:

(E.g. formal and informal arrangements, frequency)

Ward members are involved in discussions about the development and use of community parks.
Proposals on significant issues which affect one or more community parks in a Committee's portfolio are also subject to a report to the Area Committee.
Regular update/progress reports to Area Committees.

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:

Operational management of day to day issues (user liaison, horticultural work, event management, and general maintenance, etc.) is provided by area based teams in Parks and Countryside.

Area based teams are supported by the professional services of a central workshop, countryside and access team, forestry team, training section and quality assurance unit (amongst others).

The service maintains a flexible approach to enable resources and expertise from an area to be brought across to another area when required to ensure the successful completion of projects.

Development of proposals and consultation is undertaken by staff in each of the area management teams, with support in the form of co-ordination, technical support and budget management being provided by a central team in Parks and Countryside.

A report that provides an overview of the service and sets out some of the challenges faced along with key performance management initiatives has been prepared and will go to the June 2009 round of Area Committees. The report seeks to provide a positive 'way forward' for delivering the extended role of the Area Committee ensuring that the benefits of the revised roles are secured. In particular it sets out at an area level progress made in attaining Leeds Quality Park standard for community parks. It also sets out investment need for playing pitches and fixed play along with progress made in this regard.

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

Centrally Managed Service With Management Contacts for Each Area	Park based horticultural staff are supported by professional and/or technical central services
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	

LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:

- Vision For Leeds
- Cultural Strategy
- The Parks and Greenspace strategy
- Fixed Play Strategy
- Playing Pitch Strategy
- Leeds Forest Strategy
- Rights of Way Improvement Plan (and statutes relating to PROW)
- Every Child Matters
- The emerging Physical Activity Strategy
- Leeds Childhood Obesity Prevention and Weight Management Strategy 2006 - 2016
- Older Better A strategy to promote a healthy and active life for older people in Leeds 2006–2011
- The Leeds Health and Wellbeing Plan 2005 -2008

LINKS TO OTHER CITY COUNCIL SERVICES:

Community access at other P&C managed Greenspace complements the recreational/educational/conservation opportunities available in community parks. P&C work with schools in community parks and other sites to provide an environmental education resource.

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Police
Primary Care Trusts

CONTRACT / COMMISSIONING**DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:**

Concessions (e.g. ice cream, hot food, etc.)

Area Committee Roles – 2009 / 10

FUNCTION:	PCSOs, Neighbourhood Policing Teams and Multi Agency Crime and Grime Operations
DESCRIPTION	
HEADLINE INFORMATION:	
<ul style="list-style-type: none">• Co-ordination of Neighbourhood Policing Teams linked to political wards each with an NPT Inspector and PCSOs.• The aim is to contribute to the reduction of Crime and Disorder (including ASB) by providing a visible presence on the street.• PCSO's provide reassurance to communities through high visibility patrols and improved public contact.• Crime and grime issues are tackled through local tasking arrangements where partnership activity is co-ordinated.	
OVERVIEW OF RESOURCES:	
<ul style="list-style-type: none">• Dedicated NPT Inspectors• Dedicated 5 PCSOs per ward with an additional 3 in the Richmond Hill and Burmantofts Ward and an additional 2 in the Gipton and Harehills Ward.• Resources across partner agencies linked to neighbourhood management tasking arrangements.• The provision of a range of services, via uniformed patrols of PCSOs to reassure, reduce anti social behaviour and the fear of crime• Pre planned days of action to tackle crime and grime in targeted areas based on need as determined by Police based National Intelligence Model, co-ordinated locally by Area Community Safety Co-ordinators and relevant NPT Inspector.• Operations are supported financially through the normal day to day operational resources of those taking part with some additional funding available through Safer Leeds to provide promotional and publicity material plus some help with skips and venue hire, where required.	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
<ul style="list-style-type: none">• Quarterly report prepared in each police division on PCSOs.• Annual themed Community Safety Area Committee Report.• Information on activity undertaken is available through the Area Community Safety Co-ordinators at area management level.	
EXECUTIVE MEMBER:	
Les Carter	
RESPONSIBLE OFFICERS:	
DIRECTOR: Neil Evans	
CHIEF OFFICER: Stephen Boyle / Simon Whitehead	
LEAD OFFICER FOR FUNCTION SCHEDULE: Paula Gardner / Rory Barke	

OUTCOMES AND PERFORMANCE INFORMATION**LINK TO LEEDS STRATEGIC PLAN OUTCOMES:****Environment**

Cleaner, greener and more attractive city through effective environmental management, victim support and changed behaviours.

Thriving Places

Reduced crime and fear of crime through prevention, detection, offender management and changed behaviour.

Harmonious Communities

Improved Community cohesion and integration through meaningful involvement and valuing equality and diversity.

IMPROVEMENT PRIORITIES:**Environment**

Address neighbourhood problem sites; improve cleanliness and access to and quality of green spaces.

Improve the quality and sustainability of the built and natural environment.

Thriving Places

Create safer environments by tackling crime.

Reduce offending by managing offending behaviour better.

Improve lives by reducing the harm caused by substance misuse.

Reduced bullying and harassment.

Harmonious Communities

Enable a robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services.

Increase the sense of belonging and pride in local neighbourhoods that help to build cohesive communities.

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

(E.g. SOA, ward, quarterly, yearly)

- Annual themed report to Area Committee
- DCSP Strategic Performance Framework – 6 monthly review
- Neighbourhood management tasking meetings
- Safer Leeds Executive Report – quarterly
- Information is produced after each operation which shows the activities and outputs carried out by each agency. This information is available through the Area Community Safety Co-ordinator within Area Management

GOVERNANCE**DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

- NPTs and PCSOs managed by West Yorkshire Police (WYP)
- Multi agency crime and grime meetings intelligence led by WYP but with involvement and influence by Area Committee of Council services (linked through Area Community Safety Co-ordinators).
- Area Committees can advise on specific issues they wish to see tackled during the operations

PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:

- Through invitation and involvement at multi agency operation pre briefs
- Area Community Safety Co-ordinators to act as link officers between Council and NPT Inspectors for influencing PCSO activity

HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:

(E.g. formal and informal arrangements, frequency)

Annual themed Community Safety Area Committee Report

MANAGEMENT AND CO-ORDINATION**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

Centrally Managed Service With Management Contacts for Each Area	
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	<ul style="list-style-type: none"> • WYP have management responsibility for PCSO and NPTs • Multi agency operations and neighbourhood management taskings jointly managed by WYP and Area Management • Central support and co-ordination in Safer Leeds

LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:

- Council Business Plan 2008-2011
- Leeds Strategic Plan 2008-2011
- Area Delivery Plans
- Divisional Community Safety Partnership Performance Framework 2008-2011
- Section 17 Crime and Disorder Act 1998

LINKS TO OTHER CITY COUNCIL SERVICES:

PCSOs routinely link with street wardens and environment teams. Participation is variable depending on the nature of the target areas and the problems therein.

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Crime and Disorder Reduction Partnership

GOYH – Home Office

Multi agency operations and NPTs engage in partnership with a range of partners such as:

West Yorkshire Fire Service, Arson Task Force, Arms Length Management

Organisations, Youth Offending Teams, Enforcement Area Action Teams, Youth Services, Anti Social Behaviour Unit

CONTRACT / COMMISSIONING**DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:**

The deployment of match funded PCSOs is subject to an agreed Contract between Leeds City Council and West Yorkshire Police effective until 31st March 2010.

Area Committee Roles – 2009 / 10

FUNCTION:	Environmental Action Teams
DESCRIPTION	
HEADLINE INFORMATION:	
<p>The EATs are responsible for a range of neighbourhood related enforcement activities including noise nuisance, waste in gardens, overgrown vegetation, littering, placards, A-boards, graffiti, waste from domestic and commercial bins, drainage, pest control etc. The teams carry out the enforcement and preventative work, rather than the litter picking, waste collection etc role. The teams are based in 3 locations, co-terminus with area management areas.</p>	
OVERVIEW OF RESOURCES:	
<p>Each team comprises approximately 20 staff and will deal with reactive and proactive work within each area. Close links with Neighbourhood wardens and NPTs are maintained.</p>	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
<p>Area Committees have received a paper discussing proposals on how interaction between the Committees and the teams can take place. Each Area Committee has agreed a set of actions to facilitate this. An Area Champion has been chosen for each Area management Area to relay information between HEAS and Area Committees.</p>	
EXECUTIVE MEMBER:	
Councillor Steve Smith	
RESPONSIBLE OFFICERS:	
DIRECTOR: Neil Evans	
CHIEF OFFICER: Andrew Mason	
LEAD OFFICER FOR FUNCTION SCHEDULE: Graham Wilson	
OUTCOMES AND PERFORMANCE INFORMATION	
LINK TO LEEDS STRATEGIC PLAN OUTCOMES:	
<p>The work contributes to many of the SOCs, but the key ones affected are: Cleaner, greener and more attractive. Health & Wellbeing – healthy life choices and protecting against risks Reduced fear of crime</p>	
IMPROVEMENT PRIORITIES:	
<p>Business improvement priorities will focus on using good quality information to deliver better outcomes.</p>	
GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:	
<p>The teams are aligned with area management areas. Quarterly performance reviews will be conducted by the service.</p>	

GOVERNANCE**DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

Lead/Exec Member involvement in contentious issues
 Several aspects of service rely on external funding and hence have external finance and performance reporting requirements

PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:

Each Area Committee has now determined the best way to link with the EATs.

MANAGEMENT AND CO-ORDINATION**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

Centrally Managed Service With Management Contacts for Each Area	
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Locally managed service with significant support from central support and co-ordination. A service manager and deputy will be available for each team.

LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:

A range of statutory requirements and legislation impact on the work of this service.

LINKS TO OTHER CITY COUNCIL SERVICES:

Street scene operations, other environmental health services, community safety, regeneration, housing, highways, ALMOs, building control, legal, licensing (not exhaustive list)

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Trading standards, env agency, highways agency, police, statutory undertakers, duty bodies (not exhaustive list)

Area Committee Roles – 2009 / 10

FUNCTION:	Street Cleansing
DESCRIPTION	
HEADLINE INFORMATION:	
Mechanical sweeping of adopted carriageways and footpaths, manual litter picking and litter bin emptying.	
OVERVIEW OF RESOURCES:	
Current resources across the city are	
<ul style="list-style-type: none">• 17 compact suction pavement sweepers• 10 medium carriageway suction sweepers• 2 large carriageway suction sweepers• 51 manual de-littering staff• 10 Litter patrol teams (litter bin emptying +shop front sweeping + supporting de-littering staff)	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
Guideline schedule of street cleaning. NI 195 measure of environmental cleanliness. (From April 2008 replaces BV199). Please note that the NI 195 information is done citywide and not at an area level. The citywide information can be reported at area committees which is why we are trying to introduce DLEQS Environmental Protection Act Code of Practice - zoning information and responsibilities. Service Plan – Service plans have not been presented at Local Levels as they are service specific and not localised. However, work has been carried out to reflect in the Area Delivery Plan, NIPs etc, what services Streetscene can offer at a local level.	
EXECUTIVE MEMBER:	
Councillor Steve Smith	
RESPONSIBLE OFFICERS:	
DIRECTOR: Neil Evans	
CHIEF OFFICER: Andrew Mason	
LEAD OFFICER FOR FUNCTION SCHEDULE: Stephen Smith	

OUTCOMES AND PERFORMANCE INFORMATION**LINK TO LEEDS STRATEGIC PLAN OUTCOMES:**

To create a Cleaner, Greener and more Attractive city through effective environmental management and changed behaviour.

IMPROVEMENT PRIORITIES:

- To address neighbourhood problem sites
- To improve cleanliness and access to and the quality of green spaces.

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

(E.g. SOA, ward, quarterly, yearly)

Subject to funding availability it is proposed to carry out DLEQS surveys at the medium SOA level to provide a measure of environmental quality and identify problem areas. This information will be used to achieve the most efficient allocation of resources. NI195 reports every 4 months with an annual report every 12 months. The worst 3% SOA currently have specific DLEQS surveys done as part of the INM programme funded through NRF

GOVERNANCE**DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

Local oversight of Street Cleaning functions – mechanical sweeping of adopted highways, footpaths and carriageways. Manual de-littering of adopted footpaths, litter bin emptying.

PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:

- Ward members will be involved in discussions about service developments (priority areas).
- Area Committee sub-groups established to improve elected member involvement in service development and delivery
- Regular update/progress reports to Area Committees.
- Proposals on significant issues and or changes to service to be presented to Area Committees as formal reports.

HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:

(E.g. formal and informal arrangements, frequency)

- NI 195 results collated every 4 months and reported annually in a formal report.
- DLEQS surveys have been carried out annually in the worst 3% SOAs and the information reported annually as part of the INM programme
- Service Delivery Issues – reported as and when required both formally and informally

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

Centrally Managed Service With Management Contacts for Each Area	X
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	

LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:

- Vision for Leeds to create a cleaner, greener and safer city and contribute towards narrowing the gap.
- Environmental protection Act – obligation to keep the streets clean and free from litter
- Key objective is to become the Cleanest City in Europe by 2020

LINKS TO OTHER CITY COUNCIL SERVICES:

- EPA Code of Practice on Street Litter and Refuse – Streetscene Service provide the link with all services within the Council that have a responsibility for land and keeping it clean and litter free.
- Links with other service areas within Environmental services i.e., waste strategy, refuse collection, gully emptying, graffiti removal, fly-tip removal, public convenience cleaning, needle picking, grounds maintenance, Intensive Neighbourhood Management, environmental enforcement, environmental health.
- Links to other Council Services – ALMOs, parks and Countryside Highway Services.
- PEPU

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

- West Yorkshire Police – operation champion
- West Yorkshire Fire and Rescue Services – operation champion
- West Yorkshire Probation Service

CONTRACT / COMMISSIONING

DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:

Streetscene Services carry out this function on behalf of Highways Services who have the statutory responsibility for the highways across the city.

ANY KEY CURRENT / FUTURE ISSUES FOR AREA COMMITTEE TO BE AWARE OF REGARDING SERVICE / FUNCTION

These services are currently provided seven days per week.
Current operational boundaries are not co – terminus with area management wedge or ward boundaries. Any redevelopment of the service to match these boundaries may incur short to medium term costs

Area Committee Roles – 2009 / 10

FUNCTION:	Highways Maintenance
DESCRIPTION	
HEADLINE INFORMATION:	
<p>Responsibility for keeping highway safe for all users and carrying out planned maintenance. Providing modern and reliable street lighting, traffic management systems for safe travel and managing road space to avoid congestion and disruption.</p>	
OVERVIEW OF RESOURCES:	
<p>Resources to deliver highways maintenance programme</p>	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
<p>Consultation with Ward members on planned maintenance programme and traffic management schemes.</p>	
EXECUTIVE MEMBER:	
<p>Cllr. Andrew Carter</p>	
RESPONSIBLE OFFICERS:	
<p>DIRECTOR: Jean Dent CHIEF OFFICER: Gary Bartlett LEAD OFFICER FOR FUNCTION SCHEDULE: Helen Franklin</p>	
OUTCOMES AND PERFORMANCE INFORMATION	
LINK TO LEEDS STRATEGIC PLAN OUTCOMES:	
<p>Primarily:- TR1 – Increased accessibility and connectivity through investment in a high quality transport system and through influencing others and changing behaviours.</p>	
<p>Also:-</p>	
<p>TP-1 (reduce crime through changed behaviours – link to improved street lighting)</p>	
<p>ENV-1 (respond to climate change – link to management of highway drainage and green space)</p>	
<p>HW-1 (promoting healthy life styles – link to provision of walking and cycling networks)</p>	
<p>EE-1 (supporting business – link to ensuring road network managed to facilitate the transport needs of business)</p>	

IMPROVEMENT PRIORITIES:

Primarily TR-1c, Improve the condition of the streets and transport infrastructure by carrying out a major programme of maintenance and improvements.

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

(E.g. SOA, ward, quarterly, yearly)

Annual survey on Streetscene/Streetscape.

GOVERNANCE**DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

- Commenting on annual and forward programme of planned maintenance of local roads
- Commenting on traffic management proposals affecting local roads
- minor maintenance schemes to keep highway safe.

PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:

Ward members comment in writing to Highways or have a meeting to express their views.

- Service comes under the Chief Officer, Highways and Transportation, of City Development
- Executive member involvement in sensitive and contentious issues including maintenance programme.
- Highway Policy and Plan approved by Executive Board

HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:

Reporting / consultation primarily via Ward Members as per current arrangements

MANAGEMENT AND CO-ORDINATION**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

Centrally Managed Service With Management Contacts for Each Area	Highway Maintenance planned programme of works, major design and construction schemes and traffic management schemes undertaken by the Chief Officer Highways & Transportation after consultation with Ward Members.
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	

LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:

- Highways ensure compliance with Highways Act, Traffic management Act, Traffic Signs and Regulation, Road Traffic act, Road traffic Regulations Act and Health and Safety Act.
- Highway Maintenance Policy and Plan
- Central Government Guidelines on management of highway network.

LINKS TO OTHER CITY COUNCIL SERVICES:

- Street Scene services, Park & Countryside, Housing, Transport services.

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Bus companies, Utilities, Emergency services, and Highway Agency of DfT.

CONTRACT / COMMISSIONING**DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:**

Service Level agreement with transport services for maintenance of fleet. Highways fleet is used by the depots to deliver highway maintenance function and winter service.

Area Committee Roles – 2009 / 10

FUNCTION:	Local Children and Young People's Plans
DESCRIPTION	
HEADLINE INFORMATION: Development and review of local area actions, as an integral part of the area delivery plan, which will identify and drive local priorities, and inform and influence the citywide Children and Young People's Plan of the Children Leeds Partnership. Partnership actions within the ADP will predominantly be taken from extended services cluster plans. Responsibility for performance monitoring to achieve identified citywide and local priorities and realise the 5 Every Child Matters outcomes.	
OVERVIEW OF RESOURCES: Operating within the context of the Children's Trust Arrangements, resources remain with partners and providers, the role of the Children and Young Peoples Plan being to influence the use of those resources, often collectively, to meet the needs of children and young people more effectively, thereby improving outcomes.	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL: The area delivery plan, will provide information at area committee level. The plans are formulated and shaped by the use of local data and intelligence and discussion with councillors and include localised action plans within the framework of the children and young people plan priorities. The development and review of these plans, through partnership with local partners and stakeholders will ensure an increased ability to secure improvements to local services impacting on children, young people and their families, with reporting and performance monitoring provided at a meaningful local level for area committees.	
EXECUTIVE MEMBER: Councillor S Golton - Children's Services	
RESPONSIBLE OFFICERS:	
DIRECTOR:	Rosemary Archer
CHIEF OFFICER:	Mariana Pexton
LEAD OFFICER FOR FUNCTION SCHEDULE:	Amanda Jackson

OUTCOMES AND PERFORMANCE INFORMATION**LINK TO LEEDS STRATEGIC PLAN OUTCOMES:**

Improved outcomes for children and young people, the vision being all children and young people in Leeds to be happy, healthy, safe, successful and free from the effects of poverty.

This vision informs the planning and work of the Director of Children's Services Unit. The vision is at the centre of what we do, leading us to improve the lives of children and young people of Leeds.

Specific priorities identified within the CYPP as a means of improving outcomes are attached as an annex.

IMPROVEMENT PRIORITIES:

Specific priorities identified within the CYPP as a means of improving outcomes are attached as an annex.

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

(E.g. SOA, ward, quarterly, yearly)

Annual review of citywide and local children and young people's plans.

Resident perception annual survey.

Participation events / feedback.

Extended Services Cluster plans

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

The Children and Young People's Plan and ADP outlines the key priorities for the five wedge based Children Leeds Partnerships which are part of the Leeds children's trust arrangements.

The Children's Trust approach is based on a strategic commissioning model, with the Director of Children's Services Unit forming the core strategic commissioning unit working with key children's service providers both within and outside the council.

The Director of Children's Services Unit has set an accountability and integration framework to ensure a coherent approach to service planning and accountability and delegation arrangements for council services. The unit coordinates all performance information from within existing departments using the corporate framework and is currently developing a fully integrated performance management system as part of the structure for children's services.

The committee will have a local democratic oversight, demonstrated by endorsing the area delivery plan and local priorities identified within it.

The committee will have an additional monitoring function, ensuring the 5 ECM outcomes and the improved integration of children's services e.g. as with the Breeze Youth Promise, are embedded as part of the delivery objectives of the wedge based Children Leeds Partnership and Area Delivery plans for the Area Committee.

PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:

Local members, within their designated corporate roles would act as champions for children's services and act to influence where appropriate. Each area committee has nominated a 'children's champion' who will be a strong link to the area committee and the Children Leeds Partnership.

There would also be other specific roles such as Corporate Parent, or for example, where members are involved in children's centres, act as school governors or as members of ALMO boards or regeneration boards.

HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:

(E.g. formal and informal arrangements, frequency)

There will be regular reporting to the area committee, in a number of forms. The new role for members of strategic theme champion within area committees, will allow a regular and consistent update of ongoing activities, with the provision of regular reports and presentations to the area committee regarding local progress in improving outcomes. Additionally there may be informal arrangements in place with ward councillors regarding specific ward related issues.

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:

The Director of Children's Services Unit is responsible for the strategic management and leadership of children's services but does not have day-to-day operational management responsibilities for the key children's services. Operational management for council run services, for example Early Years and Youth Services, are delivered and managed by the relevant Chief Officer. These Chief Officers, along with providers such as Education Leeds, Leeds Primary Care Trust and the voluntary sector, together with the Director of Children's Services form the Children's Services Leadership Team, which operates within the context of the wider children's trust arrangements.

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

Centrally Managed Service With Management Contacts for Each Area	Undertaken by Chief Officers on behalf of the Director of Children's Services
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Locality Enablers, on behalf of the Director of Children's Services, coordinate and influence the work of partners in the development of local partnership plans.

LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:

The Children and Young Peoples Plan
The Children Act 2004
Education and Inspections Act
The Childcare Act.
Every Child Matters Agenda – the 5 outcomes
The National Service Framework (NSF) for Children, Young People and Maternity Services
The Five Year Education Strategy
The Ten Year Childcare Strategy
Choosing Health
Youth Matters
Care Matters
The Ten Year Youth Strategy - Aiming High
The Children's Plan

The CYPP supports the 'Vision for Leeds' and the Local Area Agreement through recognizing how improvements in these strategic aims will benefit the lives of children and young people in Leeds.

LINKS TO OTHER CITY COUNCIL SERVICES:

City Council Services e.g. Social Care, are partners within the local Children Leeds partnerships and therefore have an active part in achieving the outcomes within the local plan. Increasingly this relationship is reaching into other less obvious areas, such as housing, which impact significantly on outcomes for children and young people.

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Other Public Sector Services, e.g. health and police, are partners within the local Children Leeds partnerships and therefore have an active part in achieving the outcomes within the local plan. This is particularly the case for those partners named as 'relevant partners' such as police and probation. Representatives of the area Local Safeguarding Children's Board and also the Area Management Board (Education) are also members of the local Children Leeds partnership. Wherever appropriate Children Leeds partners will work within other partnership arrangements – notably the District Community Safety Partnership.

CONTRACT / COMMISSIONING**DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:**

Some partners, including council services, will act in the role of provider/commissioner. The agreement acknowledges and places on record a *leadership* role for the specific area of work being undertaken by the partner on behalf of the Director of Children's Services. It provides for the leadership of, and a framework for, securing effective partnership working to develop new strategies, initiatives, pilots or projects as required. The Agreement document will form an appendix to the Service Improvement Plan/Business Plan of the partner service / agency.

ANY KEY CURRENT / FUTURE ISSUES FOR AREA COMMITTEE TO BE AWARE OF REGARDING SERVICE / FUNCTION

Further discussion will be required in 2009 / 10 with Area Committees to take consideration of legislative changes through the apprenticeships, skills, children and learning bill.
Emerging post 14 requirements – area implications.
The Leeds Inclusive Learning Strategy – area implications

Appendix to Local Children and Young People's Plan Function Schedule.

Our immediate priorities		Priority for children	Priority for parents	Priority for services	Priority for inspectors	National priority	Leeds Strategic Plan priority	Narrowing the gap
Improving outcomes								
1	Improving outcomes for Looked After Children			✓		✓	✓	✓
2	Improving attendance and reducing persistent absence from school				✓	✓	✓	✓
3	Improving early learning and primary outcomes in deprived areas		✓		✓	✓	✓	✓
4	Providing places to go and things to do	✓	✓	✓		✓		
5	Raising the proportion of young people in education or work	✓	✓		✓	✓	✓	
6	Reducing child poverty	✓	✓	✓		✓	✓	✓
7	Reducing teenage conception		✓		✓	✓	✓	✓
8	Reducing the need for children to be in care			✓	✓		✓	✓
Working together better								
9	Strengthening safeguarding		✓	✓	✓	✓	✓	✓
10	Enabling integrated working		✓	✓	✓	✓		✓

Our long term ambitions.		Priority for children	Priority for parents	Priority for services	Priority for inspectors	National priority	Leeds Strategic Plan priority	Narrowing the gap
All Children and Young People:								
1	Are safe and secure	✓	✓	✓	✓	✓	✓	✓
2	Are safe and supported in stronger communities	✓	✓				✓	✓
3	Are helped to narrow the gap			✓			✓	✓
4	Are thriving in learning		✓		✓	✓	✓	✓
5	Are safe and supported in stronger families	✓	✓	✓	✓	✓	✓	✓
6	Enjoy life and have places to go and things to do	✓	✓			✓		✓
7	Make the right choices	✓	✓			✓		✓
8	Make a good start		✓		✓	✓	✓	✓
9	Are supported by excellent, integrated working.		✓	✓	✓	✓		✓

Area Committee Roles – 2009 / 10

FUNCTION:	Health and Wellbeing
DESCRIPTION	
HEADLINE INFORMATION:	
<p>Health and well-being: the Council is required to play a key role in improving health and tackling health inequalities for the people of Leeds including the delivery of high quality social care services. The Director of Adult Social Services holds accountability for these actions, by ensuring coordinated and focused activity across Council services and with key partners such as NHS Leeds. (especially the neighbourhood public health team) Practice Based Commissioners and the new “arms length” NHS Leeds Community Care services. The new Health and Wellbeing Partnership Plan (2009-12) emphasises the need for action to be visible and effective at the local level. Area Committees will play a key role in influencing local priorities and action, and monitoring the health and well-being related targets linked to the Leeds Strategic Plan. The Healthy Leeds Partnership, working through Leeds initiative, has already organised workshops in each of the three administrative areas to lay the ground for local health and wellbeing partnerships.</p> <p>Adult Social Care will support Area Committees and the developing local partnerships in this work by appointing three locality health improvement managers (jointly funded by NHS Leeds) to take up post during the summer. Adult Social Care will also liaise both directly and indirectly (through Healthy Leeds) with key partners and services to present regular reports on the outcomes being achieved at the local level and seeking member’s views on priorities and action plans.</p>	
OVERVIEW OF RESOURCES:	
Resources to deliver Health and Wellbeing improvement priorities within the Leeds Strategic Plan	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
(E.g. service plan, development plan, service standards, action plan, local priorities Service Plans Health and Wellbeing Partnership Plan 2009-2012 NHS Leeds Local Delivery Plan and World Class Commissioning Programmes (e.g. Partnerships, Health Inequalities, Infant Mortality)	
EXECUTIVE MEMBER: Councillor Peter Harrand	
RESPONSIBLE OFFICERS:	
DIRECTOR: Sandie Keene	
CHIEF OFFICER: John England	
LEAD OFFICER FOR FUNCTION SCHEDULE: John England	

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

Reduced health inequalities through the promotion of healthy life choices and improved access to services.

Improved quality of life through maximising the potential of vulnerable people by promoting independence, dignity and respect.

Enhanced safety and support for vulnerable people through preventative and protective action to minimise risks and maximise wellbeing.

IMPROVEMENT PRIORITIES:

1. Reduce premature mortality in the most deprived areas
2. Reduction in the number of people who smoke
3. Reduce alcohol related harm
4. Reduce rate of increase in obesity and raise physical activity for all
5. Reduce teenage conception and improve sexual health.
6. Improve the assessment and care management of children, families and vulnerable adults.
7. Improve psychological, mental health, and learning disability services for those who need it
8. Increase the number of vulnerable people helped to live at home
9. Increase the proportion of people in receipt of community services enjoying choice and control over their daily lives
10. Improve safeguarding arrangements for vulnerable children and adults through better information, recognition and response to risk

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

(E.g. SOA, ward, quarterly, yearly)

The City Council and NHS Leeds are working on a joint performance management system for these priorities

SOA level – citywide

Quarterly and annually

GOVERNANCE**DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

The primary focus should be the outcomes, improvement priorities and targets within the Strategic Plan relating to health and well-being.

PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:

Through the Area Delivery Plan, and by working with key partners such as the Leeds PCT and Practice Board Commissioning Groups. The Area Committee role is one of influence, and an important conduit for the early identification of health priorities for the local area.

HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:

(E.g. formal and informal arrangements, frequency)

We are seeking to agree with NHS Leeds on joint reporting mechanism for the health and well-being theme. How this will happen will depend in part on how the local health and wellbeing partnerships developed but it is likely that there will be reports to each Area Committee on at least an annual basis, and more frequently, as required, for those area committees covering SOA's with greatest health inequality indices.

MANAGEMENT AND CO-ORDINATION**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:**

City Council co-ordination accountability – Director of Adult Social Services co-ordinated via the Health and Well-being Strategic Leadership Team. Joint arrangements with Leeds PCT and other key stakeholders are through the Healthy Leeds Partnership and the recent formation of the Joint Strategic Commissioning Board under the aegis of the partnership.

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

Centrally Managed Service With Management Contacts for Each Area	Delivery structures under development, drawing from the Children's Services model.
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	

LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:

Health and Well Being Strategy (under development)

LINKS TO OTHER CITY COUNCIL SERVICES:

The health and well-being theme within the Strategic Plan has links to all five Directorates within the Council. There is a particularly strong link with Children's Services, as many of the specific targets relate to children and young people. However the outcomes we are working to achieve in the medium to long term relate to the whole population.

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Leeds PCT and Health Service Trusts. Adult Social Care works closely with a range of public sector partners including West Yorkshire Police, Department for Work and Pensions, West Yorkshire Passenger Transport

Area Committee Roles – 2009 / 10

FUNCTION:	Conservation Area Reviews
DESCRIPTION	
HEADLINE INFORMATION: A programme to review 16 designated conservation areas; in each case to assess its special character, to propose any changes to its boundary and to make proposals for its management.	
OVERVIEW OF RESOURCES: The work is being undertaken by the Sustainable Development Unit within the City Development Directorate	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL: A quarterly written update on progress	
EXECUTIVE MEMBER: Cllr Andrew Carter, Development	
RESPONSIBLE OFFICERS: DIRECTOR: Jean Dent, City Development CHIEF OFFICER: Steve Speak, Chief Strategy & Policy Officer LEAD OFFICER FOR FUNCTION SCHEDULE: Richard Taylor, Conservation Team Leader, SDU	

OUTCOMES AND PERFORMANCE INFORMATION**LINK TO LEEDS STRATEGIC PLAN OUTCOMES:**

Please see SDU Service Plan 2009-10

IMPROVEMENT PRIORITIES:

To produce up-to-date conservation area boundaries, appraisals and management plans

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

Quarterly reporting

GOVERNANCE**DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

Review of conservation areas.
Ward members directly involved in consultation process.
Area committee overview and financial support through previously agreed well being allocations.

HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:

Quarterly written report

MANAGEMENT AND CO-ORDINATION**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

Centrally Managed Service With Management Contacts for Each Area	Centrally managed by SDU, with contacts in each Area
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	

ANY KEY CURRENT / FUTURE ISSUES FOR AREA COMMITTEE TO BE AWARE OF REGARDING SERVICE / FUNCTION

Opportunity for Area Committees to fund a continuation of programme beyond 31 March 2009 to review remaining designated conservation areas and to consider new ones. Currently funding has been agreed for the review/designation of 14 conservation areas.

Of the 16 agreed conservation area reviews for the 2008/9 financial year, four were carried over into the 2009/10 financial year;

- Rothwell as it was to be reviewed in conjunction with Oulton
- Morley as it was to be reviewed with Morley: Dartmouth Park
- Wetherby as it was to be produced in line with a Shop-front design guidance.
- Boston Spa as it is to be subdivided into Boston Spa and Thorp Arch and longer was required for the consultation process.

These reviews are all currently underway and are on track to be completed during the 2009/10 financial year. The extension of these review was agreed with the relevant Area Committee Officer.

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES

Citywide Budget For Service / Function 09/10

£000s	
Net Revenue Budget	115.5
Net Capital Budget	Nil

Key Funding Sources

Funding Provider	£000s	%
LCC	115.5	100
Net Budget	115.5	100

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

Revenue funding for salaries, on-costs and supplies.

DESCRIPTION OF THE FORMULA USED FOR APPORTIONING BUDGET ACROSS DIFFERENT AREAS:

Agreed costings of between £6k and £8k dependent on size of each area and whether community group directly involved with the work

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

Consistency, fairness and need for budgets to be in place at start of programme to allow temporary staff to be engaged

DETAIL OF ANY SIGNIFICANT SERVICE / BUDGET VARIATIONS ACROSS THE CITY:

Variations as shown in table below result from previous decisions taken by the Area Committees

AREA COMMITTEE BREAKDOWN – Conservation Area Reviews

(Please complete as relevant for service/function)

		City Wide	East		North East		North West		South		West	
			Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
Service Standards and Performance												
<i>Number of completed CA reviews</i>	Target for 09/10		0	2	2	4	0	2	0	2	2	2
	Mid year progress											
	Year end outcome			2	2	2		2			2	2
Resource Availability												
Percentage of budget allocation			0	14	12	26	0	10	0	14	10	14
Net Revenue Budget	Budget for 09/10		0	16,000	14,000	29,500	0	12,000	0	16,000	12,000	16,000
	Mid year progress											
	Year end outcome											

Area Committee Roles – 2009 / 10

FUNCTION:	Regeneration Projects & Programmes
DESCRIPTION	
HEADLINE INFORMATION:	
<p>The Projects and Programmes' teams primary function is to respond to the Council's Narrowing the Gap agenda through the development and implementation of major physical regeneration programmes across Leeds. This includes maximising major opportunities for growth and prosperity that all citizens of Leeds can share.</p> <p>Area based programmes include EASEL and Aire Valley in the East, West Leeds Gateway, South Leeds, Chapeltown Corridor, Leeds and Bradford Corridor and the Town and District Centre schemes operating across 17 neighbourhoods. Other projects include PFI housing schemes in Beeston Hill and Holbeck and Little London and the Lifetime Neighbourhoods for Leeds Extra Care scheme and the Chapeltown and Kirkstall JSC schemes funded under LIFT.</p>	
OVERVIEW OF RESOURCES:	
<p>The service is resourced through mainstream staffing and revenue budgets of the Council (and Bradford MDC in relation to the Leeds Bradford Corridor), private sector investment and in some areas with additional match funding secured TD&C schemes) through the ALMO's and Town Councils in some cases and the Heritage Lottery (Armley and Chapeltown only).</p> <p>Procurement of the PFI schemes, including staffing costs, land assembly, feasibility and specialist advisor input is funded through the Council. PFI Credits are provided by central government to attract private sector investment in works and services over a 20-30 year period.</p>	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
<p>Reports and briefings will be provided to engage, consult and inform Members at key stages of project and programme development and delivery i.e. start up, initiation, delivery, closure and evaluation.</p>	
EXECUTIVE MEMBER:	
<p>Councillor Andrew Carter (Development) Councillor Les Carter (Neighbourhoods and Housing)</p>	
RESPONSIBLE OFFICERS:	
<p>DIRECTOR: Neil Evans CHIEF OFFICER: Stephen Boyle LEAD OFFICER FOR FUNCTION SCHEDULE: Christine Addison, Head of City Projects</p>	

OUTCOMES AND PERFORMANCE INFORMATION**LINK TO LEEDS STRATEGIC PLAN OUTCOMES:**

Thriving Places: Improved quality of life through mixed neighbourhoods offering good housing options and better access to services and activities/

Harmonious Communities: More inclusive, varied and vibrant communities through empowering people to contribute to decision making and delivering local services.

IMPROVEMENT PRIORITIES:

Thriving Places: Increase the number of 'decent homes', increase the number of affordable homes; develop extended services, using sites across the city to improve support to children, families and communities.

Harmonious Communities: Increase the sense of belonging and pride in local neighbourhoods that help to build cohesive communities.

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

(E.g. SOA, ward, quarterly, yearly)

Projects and Programmes operate on a city-wide basis in priority regeneration areas.

Local performance information will be provided to Area Committees at key points in the life cycle of the projects, where this takes place within and/or impacts on the Committees' areas i.e. start up, delivery, closure, evaluation. The timing of this will vary between individual projects and programmes.

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

Each programme will have its own approved governance structure. Area functions will operate within that structure in order to influence key actions and decisions.

PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:

Responsibilities to include;

Influencing:

- programme development and delivery arrangements

Assisting:

- consultation on project proposals
- monitoring of key milestones (via Area Management re TD&C)
- equality impact assessments
- risk management (to resolve issues and offer guidance)
- project evaluations (to assess local impact and realisation of benefits)

Endorsing:

- scope of project and business plans
- locally based communication plans
- project closures prior to Programme Board sign off.

Practical arrangements to ensure Area Committees are able to fulfil the responsibilities will be dealt by way of regular reports, briefings/presentations and consultation.

HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:

(e.g. formal and informal arrangements, frequency)

Through approved governance structures and as part of regular (as part of normal cycle of Board meetings).

If appropriate, Area Committees may consider setting up a time limited sub-group in order to effectively take forward specific projects or areas of work relating to local major regeneration programmes. This group would then report back to the Area Committee at agreed intervals.

Where appropriate or requested, additional briefings or reporting will take place as part of the Area Committee planned cycle of meetings.

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:

The Director of Environment & Neighbourhoods is responsible for the strategic management and leadership of Environment & Neighbourhoods incorporating Regeneration Services. Operational management for Regeneration Service is led by the Chief Regeneration Officer (CRO).

Arrangements for 2009/10 will be via Area Management who will act as the 'client' and led by the Area Managers who report to the CRO.

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

Centrally Managed Service With Management Contacts for Each Area	Undertaken by Chief Officer and Head of City Office on behalf of the Director of Environment & Neighbourhoods.
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Head of City Projects, Head of East Office and Area Managers (T&DC) on behalf of Chief Officer.

LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:

Leeds Housing Strategy 2005/06 to 2009/10.
Regional Spatial Strategy 2004 – 2016
Local Development Framework and Core Strategy
Cohesion and Integration priorities and delivery plan 2008-2011.
Regional Economic Strategy 2006-2015
Leeds Renaissance Framework
Leeds Strategic Plan 2008 - 2011
Area Delivery Plans

LINKS TO OTHER CITY COUNCIL SERVICES:

Planning & Development; Highways; Democratic & Legal; Asset Management; Economic Services, Design Services, Culture & Leisure, Housing Strategic Landlord, Procurement.

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Arms Length Management Organisations (ALMO's)
NHS Primary Care Trust
Environment Agency
HCA
Yorkshire Forward

CONTRACT / COMMISSIONING

DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:

Commissioning of SDA re design work including highway designs (T&DC); asset management (surveying work).

Area Committee Roles – 2009 / 10

FUNCTION:	Grounds Maintenance
DESCRIPTION	
HEADLINE INFORMATION: To provide a range of grounds maintenance services to all identified Highways Services and ALMO land across the authority. The services include grass cutting, shrub and rose bed maintenance and hedge maintenance.	
OVERVIEW OF RESOURCES: The above services are currently delivered on behalf of the Council by two grounds maintenance contractors.	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL: <ul style="list-style-type: none">• Service delivery specification i.e. how the service will be delivered on a day to day basis and the outcome expected.• Contractors annual Service Improvement Plan	
EXECUTIVE MEMBER: Councillor James Monaghan	
RESPONSIBLE OFFICERS: DIRECTOR: Neil Evans CHIEF OFFICER: Andrew Mason LEAD OFFICER FOR FUNCTION SCHEDULE: Stephen Smith	

OUTCOMES AND PERFORMANCE INFORMATION**LINK TO LEEDS STRATEGIC PLAN OUTCOMES:**

Environment: To create a clean, green and attractive city through effective environmental management and changed behaviour.

IMPROVEMENT PRIORITIES:

- To improve cleanliness and access to and the quality of green spaces

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

(E.g. SOA, ward, quarterly, yearly)

No local performance information available. Highways grassed areas and shrub beds are monitored after each service on a random sample basis, city wide. ALMO assets are monitored by the individual ALMOs.

GOVERNANCE**DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

Environmental Services currently has the contract administration function for these contracts which it carries out on behalf of the three ALMOs and Highways Services. The grounds maintenance services include grass cutting, shrub and rose bed maintenance and hedge maintenance.

PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:

- Regular client/contractor meetings take place to address both operational and financial issues relating to the delivery of the contracts. Members will be advised of the schedule of these meetings and through Environmental Services Officers, will have the opportunity to raise issues about the delivery of the grounds maintenance contracts.
- The current contracts for grounds maintenance will end in 2011. Where appropriate Members will be given the opportunity to comment on the development of new specifications and contract packaging.

HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:

(E.g. formal and informal arrangements, frequency)

- Environmental Services could report to Area Committees on an agreed frequency to include contractor performance against the contract specification.
- Unmapped grassed areas identified through Environmental Services for variation into/out of the contract by agreement with the appropriate client

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:

Environmental Services currently has the contract administration function for this contract which it carries out to all identified Highways Services and ALMO land across the authority.. The services include grass cutting, shrub and rose bed maintenance and hedge maintenance.

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

Centrally Managed Service With Management Contacts for Each Area	Environmental Services is responsible for the overall contract administration for the city wide delivery of grounds maintenance services. Service provision for each area is defined within a fixed contract.
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	

LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:

- Vision for Leeds to create a cleaner, greener and safer city and contribute towards closing the gap
- Environmental Protection Act – Code of Practice on street litter and refuse

LINKS TO OTHER CITY COUNCIL SERVICES:

- Streetscene Services –grounds maintenance services delivered in accordance with the tender specification will ensure that pavements are kept clear of grass cuttings and litter on grass verges and shrub beds is removed before servicing.
- Highways Services – responsible for ensuring that all adopted highways are maintained in a safe condition and look clean and tidy

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Three ALMOs that currently manage the Council's housing stock

CONTRACT / COMMISSIONING**DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:**

There are currently two contractors in place to provide grounds maintenance services across the authority on behalf of the Council:

- Glendale Grounds Management LTD – amenity/enhanced grass cutting, shrub/rose bed maintenance and hedge maintenance.
- ATM – rough cut/sight line grass, motorway junctions and ‘In Bloom’ judging routes grass verges

Contract duration

- Glendale – contract awarded March 2005 initially for three years and now extended by a further three years until February 2011
- ATM – contract awarded February 2008 for one year and now extended by a further year until February 2010 with an option to extend by a further year until February 2011

Advertising on Lampposts

The council had agreed a 15 year contract for the installation of advertising on lampposts. A 20% share of the income generated from this contract, was due to come back to Area Committees to support local priorities. However, in February of this year the company awarded the contract went in to administration. The council have since been advised by a company called Redbus that they have concluded a transaction to effectively buy the StreetBroadcast business out of administration. The effect of this on the street lighting advertising contract for Leeds still needs to be determined.

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Report of the New Generation Transport team (City Development)

South (Inner) Area Committee

Date: 23 June 2009

**Subject: Emerging proposals for the New Generation Transport (NGT) Scheme:
Current position and Public Consultation**

<p>Electoral Wards Affected: City & Hunslet Middleton Park</p> <p>Plus various others throughout the City</p>	<p>Specific Implications For:</p> <p>Ethnic minorities <input type="checkbox"/></p> <p>Women <input type="checkbox"/></p> <p>Disabled people <input checked="" type="checkbox"/></p>
<p>Council Function <input checked="" type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input type="checkbox"/></p>
	<p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>

Executive Summary

The report outlines progress on the development of the New Generation Transport scheme for Leeds, and updates Members on the ongoing consultation process.

1.0 Purpose Of This Report

- To inform Members of the current position on the development of the New Generation Transport (NGT) scheme
- To provide Members with details of the second phase of the consultation process which commenced on the 8th June

2.0 Background Information

Metro and Leeds City Council are working in partnership to develop a bus-based rapid transit system for Leeds known as New Generation Transport (NGT). The project management board consists of senior officers from both organisations. The NGT scheme represents a major investment in the City of Leeds aimed at providing a high quality transport system to support the ongoing growth of Leeds' economy, to improve the local environment and relieve congestion. It aims, along with other transport and public transport measures, to provide a step change in the way public transport operates within the City.

Following the withdrawal of funding for the Leeds 'Supertram' in November 2005 by the Secretary of State for Transport, Leeds and Metro were encouraged by the Department for Transport to consider more economical and flexible bus based systems rather than a tram network. The New Generation Transport "NGT" scheme is being developed in response to this advice. The aim is to provide a new, high quality transport system to transport people into Leeds City Centre and along key radial routes. Dedicated lanes and priority at junctions would make journeys from park and ride sites at the City's edge and key destinations faster and more reliable.

The vehicle options for NGT are at the evaluation stage and have not been finalised. The Project Team's preferred option is electric Trolleybuses with rubber tyres powered by overhead wires (sometimes referred to as 'Light Trams'). This gives the mode closest to a Tram with a significant cost savings and advantage of more flexible use. The next best and low cost options of diesel – electric hybrid buses and high quality diesel buses with the latest low emission technology are also being appraised under central government NATA (New Approach to Appraisal) guidelines.

£250 million has been allocated to the scheme in the Regional Funding Allocation. This figure, supplemented by the required 10% local contribution will allow for the initial development of a core 3 line network at an overall cost in the order of £280 million. A Major Scheme Business Case is in preparation for submission to the Department for Transport in autumn 2009. With DfT approval the process would move forward to a Transport and Works Act submission in 2010 and a Public Inquiry in 2011. Subject to DfT approvals construction could start on site in late 2013, with services commencing in 2015 at the earliest

The attached plan shows the proposed routes being developed which incorporate a central loop around the City Centre and the three radial routes:

- North Leeds through Headingley along the A660 to a park and ride site at Bodington
- South Leeds through Hunslet to a park and ride site at Stourton
- East Leeds to St James's Hospital

There is also scope for future extensions and alignments to the Easel and Aire Valley areas as well as west Leeds, although these do not form part of the current funding allocation and design work.

3.0 NGT Strategic Fit

Early on in the development of the NGT proposals there was a need to demonstrate how the scheme fits into the wider strategic context for Leeds. A technical piece of work was therefore commissioned to consider existing and future transport needs in Leeds, based on existing data sources. This analysis considered the main radial road and rail routes into Leeds and recommended the appropriate type of transport intervention required on each route in order to address existing and future problems. These interventions included a combination of NGT, enhanced bus services, TramTrain and improvements to the rail network across the City and City region. This work has clearly demonstrated the strategic case for a rapid transit system to serve the routes identified and has been "signed off" by the Department for Transport.

A summary document, entitled “Investing in Public Transport - A Framework for Leeds” which sets out the findings of this technical strategic fit work has now been prepared for use in stakeholder discussions in the run-up to the Major Scheme Business Case submission. Copies of this document will be available at the meeting.

4.0 The South Route

The South route leaves the City Centre Loop at the junction of Boar Lane with Briggate and crosses the river at Leeds Bridge before passing through a redesigned junction with Hunslet Road and Meadow Lane. It then turns left onto Bowman Lane and along the northern side of the Brewery site, where some land-take of the existing car park would be required (this is being taken into account in the early pre-application development discussions for the site). The line then passes Clarence Dock (with a stop for the Royal Armouries) on Chadwick Street before cutting a new NGT only route through vacant industrial land and car park areas to South Accommodation Road. The route then takes advantage of a segregated section carriageway to the east of Hunslet Road (originally reserved for the Tram), and then on under the new Inner Ring Road viaduct. Just after the viaduct the line would cross Hunslet Road to the west side. This offline section on Hunslet Road will run in existing highway grass verges and redundant highway carriageway.

At a point in front of St Joseph’s Primary School the line diverts through a landscaped area and part of the school car park (which will be relocated), onto Whitfield Way and Whitfield Square before running through the District Centre in front of the Job Centre Plus and library. This area, while still adopted Highway, is pedestrianised and the opening up for NGT only is recognised as a sensitive issue. It is the preferred option however for a number of reasons:

- Better journey times and reliability for NGT (compared to continuing on Hunslet Road)
- A more direct link to the Hunslet District Centre and to a greater number of residential dwellings, which offers a real opportunity to help rejuvenate this part of the District Centre
- The alternative option running adjacent to Hunslet Road would partially remove an existing landscape buffer creating significant environmental disbenefit to the residents of Whitfield Way

The Morrisons store, whilst an important local facility, has in effect turned its back on this part of the District Centre. In order to overcome this problem and mitigate the impact of NGT through this area and provide a safe and attractive environment for all users, a ‘shared space’ area is envisaged. This would comprise of improved surfacing, tree planting & landscaping with a focus on good urban design to create a high quality plaza and NGT stop. Part of the NGT project advisor team includes an Urban Design team whose remit is to reduce the impact of NGT through mitigation measures and improving the design quality of the whole scheme. NGT vehicles would be limited a low maximum speed (15kph) through such ‘shared space’ areas and appropriate options for restraint measures to prevent other vehicles gaining access are being considered. Throughout the NGT scheme the proposed shared space areas will be designed on a site by site basis and also in accordance not only with good practice and the emerging LCC Street Design Guide but taking into account the needs of more vulnerable and disabled users, by for example the use of low kerbs, tactile strips, and pedestrian ‘safe’ areas with clear delineators that can be followed by the blind

and partially sighted. The NGT team will be consulting with various internal and external Access groups and the intention is to set up a Working Group involving such interests – this approach was very successful under the previous Supertram scheme in identifying access issues and the means to resolve them.

The preferred option alignment continues from the District Centre onto Church Street, and then heading south again onto Balm Road over the railway bridge. At this point NGT would divert down the embankment to run along disused railway sidings, across Pepper Road (at level), continuing alongside the railway to just before the large gyratory forming Junction 7 of the M621. This gyratory would be crossed to gain access to the designated Park and Ride site at Stourton just south of the motorway junction. The P&R facility would be clearly visible from the motorway and accessed directly by vehicles from the junction so as to be as attractive for commuters and other visitors to Leeds.

The north bound alignment follows the same route with journey times from the Stourton P&R estimated to be approximately 11 minutes in the peak period.

5.0 Public Engagement on the proposed scheme

A two-stage approach to public engagement on the NGT project is being implemented. The first phase in late 2008 concentrated on high level issues and has been completed. A more detailed phase 2 consultation on the specific scheme proposals along each of the routes started on the 8th June this year.

Phase 1 of NGT public engagement commenced with a series of public exhibitions held jointly with the Transport for Leeds project in Leeds City Centre in November 2008. The purpose of these exhibitions was to raise awareness of the emerging NGT proposals and to seek feedback from the public on certain key attributes of the scheme. The exhibitions were extremely well attended with over 1,000 people visiting over a four day period.

In addition an NGT leaflet and questionnaire was distributed at the public exhibitions for people to complete during the event or to be taken away and returned via a freepost envelope. Consultation packs (containing a leaflet, questionnaire and freepost envelope) were also made available at a number of public libraries and One Stop Shops along the proposed NGT routes.

An NGT project website was also launched in November 2008 to provide general information about the project and to provide an online facility for people to complete the NGT questionnaire. The NGT website can be found at www.ngtmetro.com. Work is now ongoing to further develop the NGT website which will include the provision of project updates, useful links and downloadable versions of key project reports.

The key findings of the first stage of public consultation can be summarised as follows:

- Over 95% of respondents thought that public transport in Leeds could be improved;
- The improvements that respondents most wanted to see were: more reliable services, cheaper fares, more frequent services, more bus lanes and less crowded services;

- 85% of respondents thought that bus vehicles could be improved and on-board information was the most commonly suggested measure. Over one third of the sample also asked for cleaner and more environmentally friendly vehicles; and
- There was a positive response to the NGT proposals and respondents welcomed the fact that they involve high quality public transport improvements and Park and Ride. The issue of quality was important and the results show a desire for a scheme that is more than a 'typical bus'.

The full analysis of the NGT questionnaires has now been made available to the public through the NGT website.

The current second phase of the public engagement involves more extensive public consultation along the proposed routes and is aimed at raising awareness of the scheme amongst local residents. This major twelve week consultation phase started on June 8th this year and will include high profile events along the three routes and City Centre – see table below. A large trailer has been hired that will be fully manned and will display various information panels. This trailer will visit set locations for periods of two to four days at a time. An information leaflet and questionnaire have been produced, copies of which will be available at the meeting.

In addition there is scope for the NGT team to attend other planned community events in order to inform and take comments from residents, local workers and businesses and any other interested parties. Representatives of the NGT team have already met with Members in City & Hunslet Ward.

NGT Summer 2009 Consultation Events

ROUTE	VENUE	DATES	TIMES
SOUTH	Penny Hill Centre	Thurs 18 – Sat 20 June 2009	Thurs: 12:00 – 20:00 Fri: 10:00 – 18:00 Sat: 11:00 – 16:00
NORTH	St Chad's Centre	Thurs 25 – Sat 27 June 2009	Thurs: 12:00 – 20:00 Fri: 10:00 – 18:00 Sat: 11:00 – 16:00
HEADINGLEY	St Columba's Church	Mon 29 – Tues 30 June 2009	Mon: 12:00 – 20:00 Tues 10:00 – 16:00
CITY CENTRE	Victoria Gardens	Weds 1 – Sat 4 July 2009	Wed: 12:00 – 18:00 Thurs: 10:00 – 20:00 Fri: 10:00 – 18:00 Sat: 11:00 – 16:00
HYDE PARK	Cinder Moor (Woodhouse Moor)	Thurs 9 – Sat 11 July 2009	Thurs: 12:00 – 20:00 Fri: 10:00 – 18:00 Sat: 11:00 – 16:00
EAST	St James's Hospital (Nightingale PH)	Thurs 16 July – Sat 18 July 2009	Thurs: 12:00 – 20:00 Fri: 10:00 – 18:00 Sat: 11:00 – 16:00

The consultation events have been publicised by a variety of means. Teams went out in the week preceding the events and on the days themselves handing out leaflets in the locality to businesses and passers-by. Posters have been posted in prominent public locations and community venues. Various community groups have been informed through the 'Leeds Voice' umbrella group and LCC Equality team, with adverts in the local press. The trailer itself will be highly visible from passing pedestrians and motorists with clear NGT branding. Email alerts with an attached flyer are being used to inform Business contacts as well as community groups / resident networks established by the Area Teams and Ward Members. Where required or requested such groups will be offered the chance for separate briefings. The consultation process has been designed in accordance with the guidelines set out in the adopted Local Development Framework document 'Statement of Community Involvement.'

The NGT Project Team is also undertaking specific consultation with the public transport operators and a city centre open business seminar has been arranged for the 9th July.

The NGT team would welcome the views of Committee Members at this stage on any further public consultation that they consider is appropriate. It should be noted that the NGT team envisage a period of ongoing consultation, both formal and informal with residents, business and interested parties from this point onwards leading up to the Transport and Works Act submission in spring 2010 and the Public Inquiry in 2011.

6.0 Implications For Council Policy And Governance

The scheme is in line with the following headline Council objectives set out in the Strategic Plan: improving the local economy for the benefit of all residents; improving connectivity for local neighbourhoods; providing a sustainable environment; and engaging local people in decisions about their neighbourhood.

The NGT proposals are being incorporated within the emerging Local Development Framework and Area Action Plans.

7.0 Legal and Resource Implications

A joint LCC and Metro project team is developing the scheme, with a Project Board consisting of senior officers at Directorate level from both organisations meeting on a regular basis.

Scheme development costs are currently being met jointly by Metro and Leeds City Council, but once the Major Scheme Business Case is approved by the Department for Transport a significant proportion of scheme costs will become rechargeable to the Department.

8.0 Recommendations

Area Committee Members are asked to:

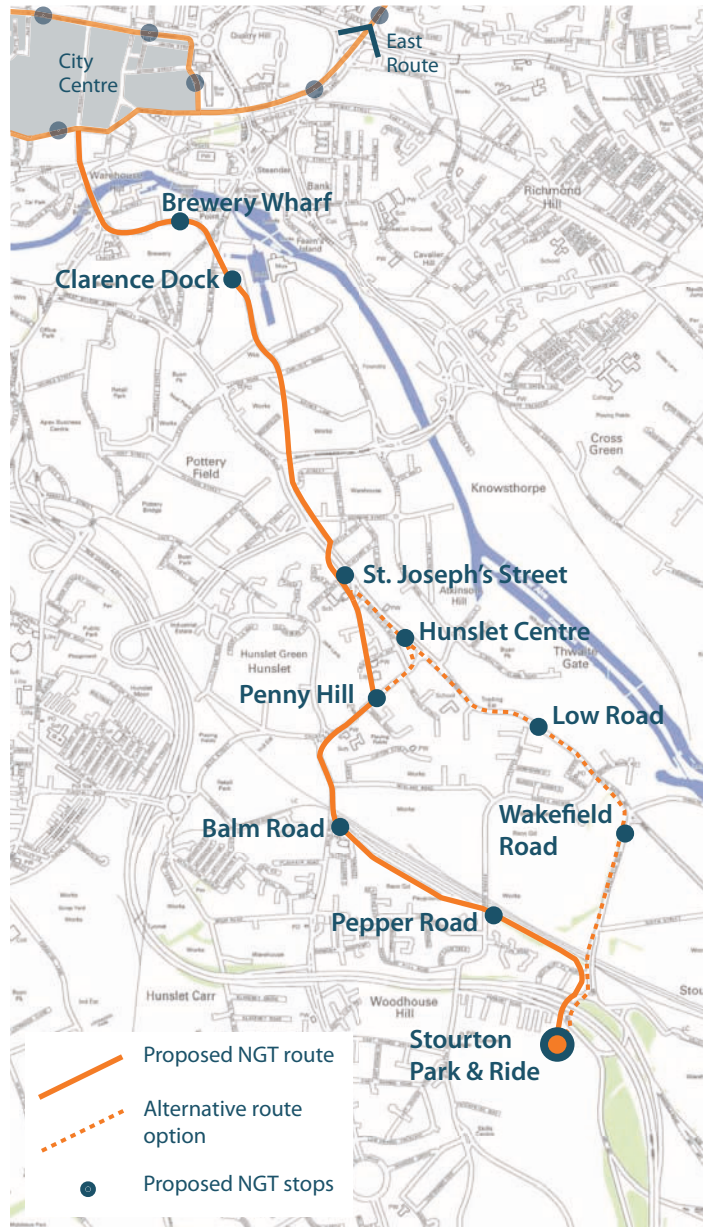
- Note the contents of this report and in particular the on going public consultation on the New Generation Transport scheme

- Provide feedback to the Project Team on the preferred form and content of future consultations with the Committee
- Provide any general feedback on the overall scheme, preferred route alignment, potential impacts and required mitigation measures.

Background papers

None

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Originator: Sarah May / Sheila
Fletcher

Tel: 22 43040

Report of the South East Area Manager

Meeting: South (Inner) Area Committee

Date: Tuesday 23rd June 2009

Subject: Actions and Achievements Report

<p>Electoral Wards Affected:</p> <p>Beeston & Holbeck City & Hunslet Middleton Park</p> <p><input checked="" type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input checked="" type="checkbox"/></p> <p>Narrowing the Gap <input checked="" type="checkbox"/></p>	
<p>Council Function <input type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input checked="" type="checkbox"/></p>	<p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>

EXECUTIVE SUMMARY

This report provides Members with an update on actions and achievements of the Area Management Team relating to priorities and work of the Area Committee since the Area Committee meeting in April 2009. It also provides information on current ongoing projects. A full report to update on progress against the Area Delivery Plan will be provided to the September Area Committee.

PURPOSE OF THIS REPORT

1. This report provides an update on the actions and achievements of the Area Management Team since the last Area Committee meeting. The Area Committee are requested to note the change of the subject title of this report from Area Manager's report to better reflect its purpose.

AREA DELIVERY PLAN

2. A separate report is presented to this meeting on the refresh of the Area Delivery Plan 2008-11.

ENVIRONMENT

3. The Inner South Environmental Co-ordination and Task Group has co-ordinated two intensive clean ups as set out below in paragraph 4. Members are invited to suggest specific locations these intensive clean-ups which involve various agencies working in partnership to tackle particular problem areas.

Clean ups

4. The Environmental Pride Team, Aire Valley Homes and Neighbourhood Wardens have participated in two intensive clean-ups covering the Flaxtons and Greenmounts, in April and Cottingley in June. The teams have also worked on environmental issues for the Holbeck Operation Champion in April and the Hunslet Operation Champion in May.
5. During April and May the neighbourhood wardens organised five community clean-ups. Two were held in Beeston and one in Holbeck, A further two were held in Hunslet one of which was held in conjunction with Leeds Federated housing.
6. During April the wardens continued to work alongside the agency team in the clearance of the bin yards. The wardens have continued to help other agencies with various projects these include working with the Hamara Centre to educate local youths about taking pride in their community and a project with Groundwork to promote re-cycling facilities in Beeston.

HARMONIOUS COMMUNITIES

7. **Priority Neighbourhood Development Worker**

Following on from the last Area Committee meeting, an update report has been produced by the Priority Neighbourhood Development Worker. The section below briefly summarises outcomes of this work in priority neighbourhoods.

• **West Granges & Winroses**

A garden competition was launched to establish a Belle Isle in Bloom Group. A plant give away and Gardener's question time took place before the last community group meeting to promote the competition and proved very popular.

A Neighbourhood Watch has been established in the Blakeney's area of the NIP with 4 local residents volunteering to act as co-ordinators for the area. The first meeting was held on the 28th May.

A booklet was produced and distributed to service providers in the area outlining activities for Young People.

Belle Isle Gala is taking place in June at Windmill School.

• **Garnets & Woodviews**

Work is underway with Aire Valley Homes, Leeds Federated Housing Association and Special Regeneration Team are to hold a public meeting and consult with residents to establish a tenants and residents group. Consultation has been undertaken and 8 residents have expressed an interest in forming a group. A local resident who is interested in youth provision in the area has been linked to an existing youth group to encourage the extension of this provision to the Garnets.

• **Northcotes & Greenmounts**

The second tenants and residents meeting was held in May and better attended than the first. Representatives from the local sports centre and local youth project attended alongside the Police and Aire Valley Homes.

- **Cardinals**

Work in establishing a community group is progressing. The first meeting of the steering group has been held and a date has been set for the first public meeting. Work has been done to link Beeston Juniors Football Club to Leeds Met Sports Development Course to establish a programme of support for the club.

- **Holbeck in Bloom**

Holbeck in Bloom group are holding a Beetle Drive and plant sale over the last weekend in May. Work is underway to recruit volunteers from the university to help out at this event.

- **CAD Beeston**

Support work is continuing with CAD Beeston. A leaflet drop of the area has increased new residents attending the meeting.

Community Engagement

8. The Area Committee has made a commitment to empower local people to have a greater voice and influence over local decision making and a greater role in public service delivery. This is an identified priority in the current Area Delivery Plan and is integral to the objectives of establishing Area Committees.
9. On 9th May a community engagement event branded “Have Your Say” took place in Beeston at the newly refurbished former library, now a community facility. The purpose of the event was to inform residents of the priorities of the council and its partners and give them the opportunity to comment. A range of partner organisations attended to present their actions for the coming year. Alongside this, other fun activities were organised, such as face-painting, free refreshments, football and bird-box making. Residents were encouraged to put their ideas and views forward by entering them into a free-prize draw. Prizes were donated by businesses and included tickets to watch Leeds Rhinos, a signed Leeds Carnegie rugby shirt, vouchers for £40 at Strada restaurant, £15 for Wagamama’s restaurant, £20 at Tesco, and Lush bath products.
10. The event was advertised by a flyer that was delivered to around 6,000 homes in Beeston by a private distributor. Posters were also displayed in the local library and shops. 107 attendees signed in on the day and 65 comment cards were filled in. The completed cards and comments residents made to staff meant that a total of 97 issues were raised. The majority of these were environmental concerns. 13 issues were deemed to be urgent and have been sent to relevant services to be addressed. Feedback has been sent to residents who filled in the cards.
11. The event planned for City & Hunslet ward at the Royal Armouries was postponed as partners were not able to participate in the event. The Area Management Team are therefore having a stall at the Hunslet Festival on 27th June to give local people the opportunity to comment on local priorities.
12. In line with the Area Committee’s community engagement framework, the Area Management Team will begin planning shortly for the community engagement activity in the Autumn. Members will be contacted shortly to agree dates and venues. It is recognised that there needs to be increased emphasis on engagement in conjunction with partners to ensure that community engagement is fully reflected in the Area Delivery Plan and helps inform the service planning of our council colleagues and partner organisations. Work is underway corporately to secure commitment to this approach and timescale.

13. It is proposed that the Area Management Team publish a calendar of events so that our partners and service colleagues, as well as local residents are aware of opportunities to get involved. An early calendar of area committee community engagement events, with an indication of their format and objectives, would help others plan their own consultation and engagement activity, help with the planning process and help drive out duplication and perceptions of consultation overload.

Middleton Bright Ideas – Participatory Budgeting

14. The results from the consultation with local residents identified four main areas for projects to be developed. These were: parks, activities for children/young people, CCTV and sports provision. All of these are being developed into project proposals. Further proposals have been asked for from a range of local agencies. The closing date for applications was 10th June 09. Local people will then be invited to a Decision Day on 11th July to vote for the project they want to see funded.

The Youth Bus

15. A meeting took place between St Luke's Cares and the Area Management Team in early June to discuss the operation of the youth bus across Inner South Leeds and how the statutory youth service mobile provision is working alongside St Luke's. The Youth Service and St Luke's have met to discuss the operation of the two buses across the area and have ensured that there is no duplication of service and both vehicles do not cover the same area on the same night. St Luke's have moved their provision from a Friday evening to a Thursday evening as many young people are attending the Friday Night Project at Middleton Leisure Centre and South Leeds Sports Centre. St Luke's have reported a low attendance of young people accessing the service in the Parkwoods area of Beeston. Members are asked to comment whether they wish the service to continue in the area or whether it should be relocated to another part of the ward.
16. The latest update report received covers March and April 2009; the points below outline the main facts and figures:

667 young people accessed the youth bus over March and April. 31 of these were new users and the remaining 636 were young people who had accessed the service previously.

In the Middleton Park Ward, 214 young people aged 8 – 19 years in the neighbourhoods of Manor Farms, Belle Isle and Sissons/Throstles accessed the youth bus.

283 young people accessed the youth bus in the City and Hunslet Ward when it visited Hunslet Moor, the Arthingtons and Balmorals.

In Beeston and Holbeck Ward, 170 young people aged 8 -19 years accessed the youth bus when it visited the Cottingley, Parkwoods and Holbeck neighbourhoods.

As usual, activities provided from the bus included: football, cricket, rugby, basketball, rounders, dodge ball; there were also squash and snacks, music, DVDs, art and jewellery making. In addition Connexions information and information about services were provided.

St. Lukes Cares delivered activities from the Youth Bus in partnership with Groundwork, The Friday Night Project, Urban Bar, Church of the Nazarene and Crossroads Project.

I Love South Leeds Festival

17. The I Love South Leeds launch event took place on Thursday 28th May at The Hunslet Club. The event provided organisations commissioned with delivering projects the chance to talk to young people and get them signed up to participate in the festival activities. There were also performances from some of last year's winners of Junior Superstar and Turn It Up competitions. The advertising for the festival on the back of buses running through Inner South Leeds was also launched on the 28th May. This will appear on buses for a month from week commencing 22nd June.
18. An activities booklet promoting the festival has been produced and distributed to schools, various community venues and young people on the festival mailing list. I Love South Leeds Festival activities will also be listed within the summer activities booklet which will go to every school pupil in the South Leeds Area.
19. Work is underway to plan the 'Celebrate South Leeds' event at the end of the I Love South Leeds Festival. This will give young people who have participated in the festival an opportunity to perform for the community. Certificates and goody bags will also be presented to all young people who have taken part in the festival.

CULTURE

Community Centres

20. Following on from the Area Manager's report presented to Area Committee in April, Joseph Priestley College has decided not to take on the lease for Old Cockburn Centre. This is due to the college's planned future use of the facility and the running costs associated with operating the building. They will still use the centre for classes which they currently provide from the site on a key holding basis and charged a letting fee for.
21. The Cupboard Project's move to Holbeck Youth Centre is progressing and a handover date of the facility has been set for 30th June. Cupboard are currently exploring funding sources to cover costs of renovation work to the facility to transform the building into a media and music centre for young people.

THRIVING PLACES

Beeston Hill and Holbeck PFI Scheme

22. The Council is now in detailed competitive dialogue with the two remaining bidders for the contract to build new council housing and refurbish existing council housing as part of the PFI housing regeneration of Beeston Hill and Holbeck. Regenter and Sustainable Communities for Leeds (SC4L) are refining their proposals that were originally submitted in October 2008 in readiness for an interim submission of final proposals in August and an anticipated final tender submission in October 2009. Planning approvals will be required for a range of the proposed work following which a financial close to the procurement exercise is expected by April 2010.
23. The current phase of procurement, with a manageable number of consortia involved, has a requirement for community and stakeholder engagement in the development of the project. Consultation is an essential part of appropriate proposals being brought forward, drawing on local knowledge and responding to local concerns and is also a

means through which planning applications for development and improvement of land can be fully justified.

24. The consortia have been provided with comprehensive briefings regarding key stakeholders, other ongoing projects and service issues in the project area and have been invited to follow these up with their own enquiries, managed by the Council's PFI Communications Manager with the Area Management Team. These discussions with stakeholders will be within the confidential and commercial context of bidders' emerging proposals for the overall PFI contract, but it is the expectation that each consortia will consider how the project can be delivered in complement to other Council and stakeholder activities and wider regeneration aspirations.
25. In May both bidders presented their design and refurbishment proposals as work in progress to City and Hunslet & Beeston and Holbeck Ward Members for input and feedback.
26. The Community Advisory Group (CAG) which was established to provide a specific and focused means of engagement for bidders with local community representatives is also undertaking design workshops with each bidder. A workshop on external works and environmental design was held in May and a new build design workshop on 20 June. These are opportunities for CAG and ward members to feed back their views directly to the bidding consortia which will be required to demonstrate how these have been taken into account in their proposals. The bidders will also be presenting their proposals to the wider community at a series of consultation events throughout July. This is a relatively short window for consultation reflecting the constraints of the PFI process but will cover a range of venues, times and days of the week to ensure maximum potential for local people to attend. Dates and venues are currently being confirmed but ward members will be notified when these are finalised. A newsletter giving an update on the PFI project, revisions to its scope and wider regeneration and community news has been distributed throughout the Beeston Hill & Holbeck PFI areas.

Beverleys acquisition and demolition progress

27. Of the 131 properties within the target area of this scheme 130 are currently within council ownership. This leaves just 1 owner, a private landlord, who has not yet agreed to sell voluntarily to the council. Formal approval to make a CPO has now been secured and the owner notified by letter of the council's intention. Work is ongoing in an attempt to reach agreement with this owner which will hopefully avoid the need to compulsorily purchase the property. One AVH tenant remains but this family are due to move out imminently to take up an alternative tenancy they have already accepted. Two phases of demolition have taken place to date, in total 39 properties. Demolition of the remaining properties, excluding a block of 6 containing the outstanding acquisition, is due to take place over the coming months. Outline planning approval for the sites' redevelopment was secured at plans panel on 12th March.

Holbeck acquisition and demolition progress

28. Of the 102 properties within the target area of this scheme 100 are currently within council ownership. A further owner has agreed to sell to the council with the purchase due to complete as soon as the property to which the family are to be rehoused is ready for occupation. This leaves just 1 owner of commercial premises who has not yet agreed to sell voluntarily to the council. While this owner is not averse to the council's proposals for regeneration of the area he is still seeking replacement premises for his hot food takeaway business. In addition alternative premises are being sought for the leaseholder of a council owned sandwich shop/café within the target area.

29. Demolition has not yet started within this area due the pepper-potted location of residents who were still awaiting rehousing until very recently. It is anticipated that the first phase of demolition will commence later in the year.
30. A consultation event was held in Holbeck on 16 May to give stakeholders the opportunity to comment on redevelopment proposals for the cleared site. A consultation report will be available in due course.
31. An option appraisal on a further potential phase of acquisition and demolition is currently underway. Of the 20 properties affected it has been established that at least 2 are empty. Contact has been made with 12 households in the area and all have expressed support for demolition. It is anticipated that a recommendation will be made to the Councils Executive Board at its meeting on 22nd July.

The Garnets acquisition and demolition progress

32. An option appraisal on 112 type 2 back to back properties in the Garnets area commenced with a residents survey in January 2009. A report was subsequently considered by the Council's Executive Board at its meeting on 13th May and a recommendation for the acquisition and demolition of the 112 properties within the target area was approved. On 14th May letters were hand delivered to notify residents of the council's intention and since that time council officers have been working to make personal contact with all residents directly affected to give them advice on rehousing and the compensation package to which they may be entitled. Formal offers to purchase will be made to owners once independent valuations have been undertaken.
33. Households not directly affected by the demolition proposals have also received a hand delivered letter which advises them of the council's intentions and gives them the opportunity to complete a questionnaire with their views on the regeneration of the area as a whole. Results of this survey are expected to be available in August. Officers of Aire Valley Homes, Leeds Federated Housing Association and the council intend to work together to facilitate and support the establishment of a community group with the aim of enhancing the long term sustainability of the area.

Middleton Regeneration

34. The action plan for Middleton Enterprise, Employment and Economic Development Group (MEEED) has been approved by the Middleton Regeneration Board in May. The actions outlined in the plan predominantly focus on interventions or projects that will be operational over the next three years. These are currently being implemented by all organisations that are signed up to the action plan and over arching strategy. Three key partnership projects have also been developed as part of the action plan – Reach Out Research, Beat the Credit Crunch event and Jobs & Family Learning Fair. The Reach Out Research has already been carried out with 890 properties being visited, with 140 completed questionnaires being returned, over a two week period to speak to local people around employment, training and enterprise opportunities such as setting up their own business. This information will be used to further develop the action plan. The next partnership project taking place will be the Best the Credit Crunch event on Saturday 4th July, on the field outside Middleton Leisure Centre.
35. Re-New have set up a website for the Middleton Regeneration Partnership which is live but also still in development. The website publicises the work of the Partnership and recently shows the banners which have been put up on lampposts along the main Middleton Park Avenue and Circus shops. The banners have been funded by Aire

Valley Homes, made by young people with Groundwork on the theme of 'Our Middleton'.

36. Re-New are bringing partners together on a themed basis in order to address key issues and priorities outlined in the strategy for which a draft action plan has been drawn up. The first themed meeting called 'Middleton Matters' took place on Community Safety.
37. The Affordable Housing consultation plan is being developed and aims to go live in July. Environmental and Community facilities have been integrated into the wider master plan for Middleton. The housing market assessment is due to be presented to the Board which in turn will inform the housing plan.
38. Consultation by Parks and Countryside has started on the new park proposals which will be reported to the Board in July.
39. The PCT have identified Middleton as a pilot area to develop work around obesity and healthy weight. A range of partners are also to develop a pilot project to address alcohol consumption issues including issues related to ASB and crime incidents in the City.

Intensive Neighbourhood Management (INM)

40. The INM programme is in the last year of the 4 year programme. As a result of the Safer Stronger Communities Fund invested in INM areas and services co-ordinating delivery at a neighbourhood level, significant improvements have been made in reducing deprivation in the south Leeds INM areas. The following is a summary of final activity in the programme for 2008/09 managed by the Area Management Team.
 - **Environmental Emergency/ Contingency Fund.** A recycling site off Rowland Road (Beeston Hill) has been improved to bring it up to standard LCC requirements, including provision of an appropriate range of bins for different types of recycling and improved signage. In addition to this, funding was used to demolish and open up a bin yard in the Recreations area of Holbeck. The front and rear walls were demolished and a new concrete floor installed.
 - **Neighbourhood Safety Team.** A Neighbourhood Safety Liaison Officer has been appointed and started work in April 09. Her role will be to support residents experiencing crime/ASB across all 9 SOAs. She will support the delivery of Operation Champion in those areas and will oversee the spending of the resource budget. To date she has supported several local residents experiencing issues around ASB, domestic violence and hate crime.

Neighbourhood Wardens

41. The Neighbourhood Wardens have continued to work alongside the N.P.T. This includes regular patrols with the PCSOs. The Wardens have also worked evenings and weekends to combat the problem of ASB in the area. During May the wardens worked on a joint project with CASAC and the police to target harden areas of Cross Flatts due to a high increase in the amount of burglaries in the area.

Operation Champion

42. In March, Operation Champion took place in Beeston Hill. The operation focussed on environmental issues around the Bismarcks/Disraelis area and crime and anti-social behaviour issues around the Woodviews, Harlechs and Maud Avenue.

Environmental issues

- 4 empty properties were secured, litter picking carried out on Brett Gardens, Coupland Place and Malvern Road. 3 visits by the Environmental Action Team to noise nuisance offenders and removal of bulky waste/cutting back carried out on properties in Bismarcks, Disraelis, Waverleys and Normantons.

Crime issues

- An estimated £50,000 dried cannabis was found stored in bin bags in a loft on Burlington Road and Harlech Road. 751 Cannabis plants were recovered. An 18 year old male was arrested for possession with intent to supply. 60 Ecstasy tablets, 19 bags of cannabis, 29 steroid tablets were seized. A drugs warrant was carried out on Brompton Row and amphetamine and cannabis seized. 40 properties in the Woodviews have been referred to CASAC to have door bars and mortice locks fitted. ASB visits were carried out on Maud Avenue, Bromptons, Bude Road, Sefton Avenue, Woodviews and Harlechs. 46 children were spoken to during the truancy sweep; 5 were returned to school and further investigation is ongoing regarding the remaining 41 children.

Community engagement

- Two school - gate consultations were carried out to identify local issues. A total of 40 people were surveyed at Cross Flatts Primary and New Bewerley School. 600 information packs were delivered containing information about the Green Doctor, crime reduction advice and contact numbers for partner agencies.

43. In April, Operation Champion was carried out in Holbeck, it focussed on activity to tackle the prostitution issues around Meynell Heights and surrounding streets.

Environmental issues

- 900 properties were offered a bulky waste collection in Balms, Cross Ingram Close, Shafton Lane, Ingram Road, Willoughby Terrace. A community clean up was organised in Meynells, Gaitskells and Ninevehs where 2 skips were provided for residents to remove bulky waste. The Environmental Action Team visited 4 noise nuisance offenders in the area. The EAT also visited the second-hand shop next to the Bull's Head and served notice on the owner of the shop to prohibit putting furniture on the footpath. Neighbourhood Wardens, Environmental Pride and 2 Teams of estate caretakers cleared all hedges from the former Kwik Save site. Notice also served on owner of Waggon and Horses pub to clear all refuse from car park. These sites had been identified as problem areas for prostitution, so the removal of the overgrown shrubbery will help to reduce that activity in the area.

Crime issues

- a tenancy sweep was carried out in Meynell Heights to gather information about the reports of prostitution taking place in and around the area. There are already 10 cases being looked at by the Anti Social Behaviour Unit. A warning was issued to one resident and 1 person was referred to CRI (a drug treatment and support service).

Community Engagement

- a school gate consultation was carried out at Ingram Road Primary School involving 32 residents. 500 newsletters were delivered. Fire safety crews carried out a talk to children at Ingram Road Primary School.

44. In May, Operation Champion took place in Hunslet. It focussed on gathering information about ASB in the Hemingways and surrounding streets. Due to staff being on annual leave, the results are still being collated and will be reported in the next Action and Achievements report in September.

Police Community Support Officers

45. As part of the functions delegated to Area Committees, PCSOs were listed as one of the community safety focused services where area committees would have increased influencing, development and consultative responsibilities. Members are asked to refer to appendix 1 which outlines the protocol and general work schedule relating to the deployment of PCSOs as agreed between Leeds City Council and West Yorkshire Police Authority. Members are asked to note that area committee member influence is particularly referred to in points 4 and 5, references to the Area Delivery Plan in point 7 and communication in point 8.

Leeds City Credit Union

The Area Committee are aware of the financial difficulties facing the Leeds City Credit Union and have indicated their support for the retention of the credit union facility provided from the Dewsbury Road One Stop Centre. Corporate discussions are ongoing and further information will be presented to the area committee at their meeting in September.

Other issues

Area Committee Controls

47. The Council's Internal Audit has reviewed area committee controls. In January 2009, Internal Audit completed a report and action plan with recommendations relating to governance arrangements, partnership working, risk management and well-being procedures.
- A citywide task group, with officers from the three Area Management Teams and Regeneration Resources, have addressed the recommendations relating to the Well-Being Fund in order to streamline processes and improve accountability and transparency. Consequently a new range of standardised application forms, guidance for applicants and funding agreements have been produced for small grants, large projects and commissioned activity. In addition monitoring expenditure and payment of funding are now more compliant with LCC's financial regulations. Should Members wish to see the new forms and guidance etc; the Area Management team can make these available.
48. Further work will be undertaken to develop a shared risk register for Area Management; produce area profiles to help inform local priorities and needs, support the move towards a commissioning framework for local resources; and ensure that local governance arrangements for partnership work are consistent.

Implications for Council Policy and Governance

49. No specific issues are identified.

Legal and Resource Implications

50. No specific issues are identified

Recommendations

51. The Committee is asked:
- a) To note the contents of this report.

Background papers

None

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LEEDS CITY COUNCIL
("The Council")

-AND-

WEST YORKSHIRE POLICE AUTHORITY
("The Authority")

PROTOCOL

AND

**GENERAL WORK SCHEDULE
Relating to PCSO Deployment in Leeds**

1. This document is a working document which forms the basis of the relationship between the Authority and the Council in regard to the day-to-day working methods and practices of PCSOs deployed in the Council's area.
2. 170 PCSOs will work from Wards within the Council and be posted to a Neighbourhood Policing Team subject only to any over-riding operational or other requirement of the Chief Constable of West Yorkshire. There will be a minimum of 5 PCSOs posted per ward, the allocation schedule to be updated by the Authority and provided to the Council on a monthly basis.
3. Designated PCSOs will normally work a 37 hour week on the basis of a published annual rota, agreed at Force level, which it is intended will give operational cover on each agreed working day in order to maximise accessibility and visibility at key times of demand. Any period of sickness or other unavoidable absence that exceeds a period of four weeks will be notified to the Council, and long-term absence will be the subject of review of necessity. PCSOs will be deployed singly unless a dynamic risk assessment dictates otherwise. Where necessary, the Council will work at local level to identify suitable, accessible locations

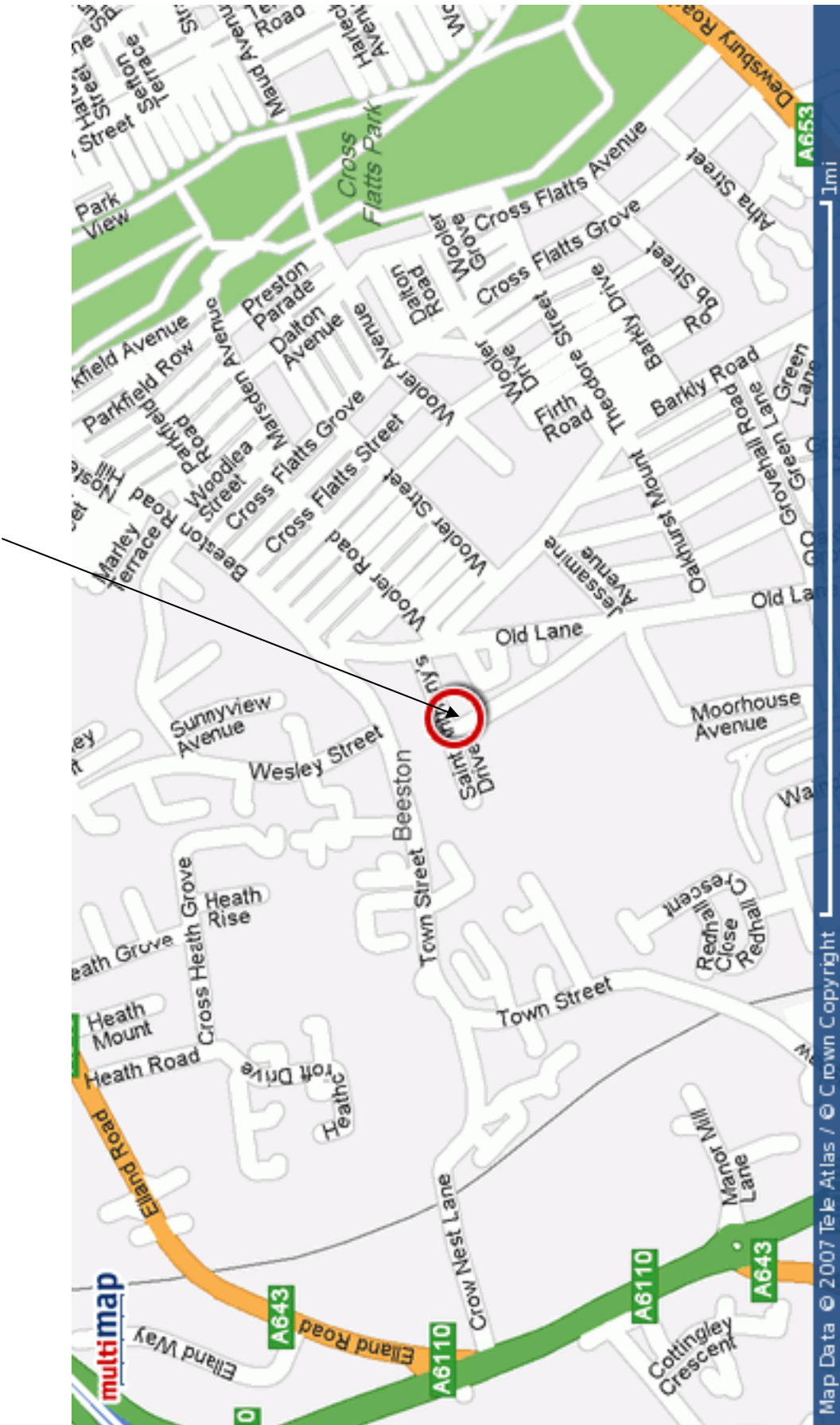
for PCSOs to take comfort breaks in order to retain their visible deployment in their allocated area.

4. The fundamental role of a PCSO is to contribute to the policing of neighbourhoods, primarily through highly visible patrols with the purpose of reassuring the public; tackling anti-social behaviour in public places; being accessible to communities and partner agencies working at a local level. The emphasis of this role and the powers required to fulfil it could vary from neighbourhood to neighbourhood and a current and more comprehensive description is contained in the relevant West Yorkshire Force policy. The PCSO role is one of engagement as opposed to enforcement. To this end their deployment will be targeted to ensure the maximum benefit is gained (e.g. deployment in hotspot locations on an intelligence-led basis; the intelligence may include soft intelligence such as community and Elected Member information, and data from the Council and other agencies).
5. The Authority will provide a standard set of performance data on a quarterly basis for the Neighbourhood Policing Teams regarding PCSO activity. There shall be performance meetings at Area Management level on a quarterly basis between the Area Management Team (bringing any issues from Elected Members) and the relevant Neighbourhood Policing Team Chief Inspector/Inspector, and at district level between the Head of Service (Community Safety), the Safer Leeds Commissioning Team and the Community Safety Chief Inspector or Inspector. Each NPT Inspector will report annually on PCSO activity to their respective Area Committee.
6. PCSOs will not routinely be deployed outside the designated Ward during normal duty time except and unless required to be otherwise deployed by the Chief Constable as aforesaid. The police will however notify the Council of any significant deployment outside their normal ward area and in advance if possible. It is envisaged that this would happen only in response to a serious operational need.
7. The basis for deployment of PCSOs to the Council's priorities will be in the first instance through neighbourhood joint tasking arrangements, and will also support any localised neighbourhood priority areas identified within the Area Delivery Plan. This will take account of the information from the Divisional Community Safety Partnership and its sub-groups. They will thus be capable of making a joint assessment of the priorities in the area and how they will be addressed, including consideration of the deployment of joint resources including PCSOs.

8. The Council's single point of contact with the Authority at Divisional level in relation to PCSO deployment will be the relevant Neighbourhood Policing Team Chief Inspector/Inspector. The Authority's single point of contact at Divisional level with the Council in relation to PCSO deployment will be the Area Community Safety Coordinator. This is to avoid any communication confusion and ensure the direct transmission of agreed information. At District level the single point of contact within Community Safety is between the Head of Service (Community Safety) and the Inspector.
9. The Authority will seek to ensure that any media or press coverage attributable to the match-funded PCSOs will be notified to the Council Press Office and Community Safety. If the coverage pertains to the match-funding agreements, the release will be agreed between the Authority and the Council. In urgent cases either party may act independently but will seek to ensure that the other is notified as soon as possible. Please note that there is a term in the main agreement which states that neither party shall make any press announcements or publicise this Agreement in any way without the written consent of the other party.
10. Any dispute between the Authority and the Council relating to deployment and employment of PCSOs shall be dealt with following the Dispute Resolution Procedure as set out in the main agreement.

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Former Beeston Library, St Anthony's Drive, Leeds, LS11 8AB



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