



**WEST (INNER) AREA COMMITTEE**

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**Meeting to be held in Armley One Stop Centre,  
Stocks Hill, Armley, Leeds 12 on  
Tuesday, 23rd June, 2009 at 5.00 pm**

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**MEMBERSHIP**

Councillors

J Harper	- Armley;
A Lowe	- Armley;
J McKenna	- Armley;
D Atkinson	- Bramley and Stanningley;
T Hanley	- Bramley and Stanningley;
N Taggart	- Bramley and Stanningley;

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**Agenda compiled by:  
Governance Services Unit  
Civic Hall  
LEEDS LS1 1UR**

**Maria Lipzith  
247 4353**

**Area Manager: Steve Crocker  
Tel: 395 0966**

## **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			<b>ELECTION OF CHAIR 2009/2010 (COUNCIL FUNCTION)</b>	1 - 4
2			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></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>	
3			<b>APOLOGIES FOR ABSENCE</b>	
4			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></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><b>RESOLVED</b> – 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>	

Item No	Ward	Item Not Open		Page No
5			<p><b>LATE ITEMS</b></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>	
6			<p><b>DECLARATION OF INTERESTS</b></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>	
7			<p><b>OPEN FORUM / COMMUNITY FORUMS</b></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>It is also intended to submit under this item for information/discussion purposes the minutes of the local community forum meeting. The following set of minutes are enclosed:</p> <p>(a) Armley Community Forum meeting held on 19<sup>th</sup> May 2009.</p>	5 - 8
8			<p><b>MINUTES - 9TH APRIL 2009</b></p> <p>To confirm as a correct record the attached minutes of the meeting held on 9<sup>th</sup> April 2009.</p>	9 - 18

Item No	Ward	Item Not Open		Page No
9	Armley; Bramley and Stanningley;		<p><b>CO-OPTees TO THE INNER WEST AREA COMMITTEE (COUNCIL FUNCTION)</b></p> <p>To consider a report by the Director of Environment &amp; Neighbourhoods to approve the appointment of co-optees to support the work the West Inner Area Committee.</p>	19 - 20
10	Armley; Bramley and Stanningley;		<p><b>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES (COUNCIL FUNCTION)</b></p> <p>To consider a report by the Chief Democratic Services outlining the Appointment Procedure Rules and requesting confirmation of the nominees to work with the Outside Bodies identified in Appendix 2 attached to the report.</p>	21 - 32
11	Armley; Bramley and Stanningley;		<p><b>INNER WEST AREA COMMITTEE WELL-BEING FUND (EXECUTIVE FUNCTION)</b></p> <p>To consider a report by the Director of Environment &amp; Neighbourhoods to update members on the current amount of capital and revenue funding committed and available via the Area Committee Well-Being Budget for wards in the Inner West area. The report also seeks approval for new and continuing projects commissioned by the Area Management Team.</p>	33 - 60
12	Armley; Bramley and Stanningley;		<p><b>AREA MANAGER'S REPORT (EXECUTIVE FUNCTION)</b></p> <p>To consider a report by the Director of Environment &amp; Neighbourhoods informing Members of the progress against the Leeds Strategic Plan and the Inner West Area Delivery Plan.</p>	61 - 84

Item No	Ward	Item Not Open		Page No
13	Armley; Bramley and Stanningley;		<p><b>COMMUNITY SAFETY ISSUES - UPDATE FOR INNER WEST LEEDS (COUNCIL FUNCTION)</b></p> <p>To consider the attached report of the Director of Environment and Neighbourhoods and to receive an update from NPT Inspector Mark Bownass regarding community safety issues within the Inner West Leeds area over the past eight weeks and to inform the Area Committee on the protocol between Leeds City Council and West Yorkshire Police in relation to the deployment of Police Community Support Officers (PCSO's).</p>	85 - 88
14	All Wards;		<p><b>NEIGHBOURHOOD WARDENS - RESTRUCTURE PROPOSALS (EXECUTIVE FUNCTION)</b></p> <p>To note a report submitted by the Director of Environment &amp; Neighbourhoods to inform Members of proposals to delete the existing Neighbourhood Wardens staff structure currently located within the Regeneration Service and the creation of new Community Environment Officer posts in Environmental Services, subject to consultation outcomes.</p>	89 - 98
15	Armley; Bramley and Stanningley;		<p><b>CCTV (2008/2009) ANNUAL REPORT (EXECUTIVE FUNCTION)</b></p> <p>To consider a report by the Director of Environment &amp; Neighbourhoods highlighting 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.</p>	99 - 112

Item No	Ward	Item Not Open		Page No
16	Armley; Bramley and Stanningley;		<p><b>ANNUAL REPORT - PARKS AND COUNTRYSIDE SERVICES IN WEST INNER LEEDS (COUNCIL FUNCTION)</b></p> <p>To receive and consider a report by the Director of City Development which examines the opportunities to develop the relationship between the Parks and Countryside service and the West Inner Area Committee.</p>	113 - 126
17	Armley; Bramley and Stanningley;		<p><b>AREA COMMITTEE ROLES FOR 2009/2010 (EXECUTIVE FUNCTION)</b></p> <p>To receive a report from the Director of Environment &amp; Neighbourhoods which details the area function schedules and roles for 2009/2010 as agreed by the Executive Board on 17<sup>th</sup> June 2009.</p>	127 - 204
18	Armley; Bramley and Stanningley;		<p><b>INNER WEST AREA DELIVERY PLAN 2008/2011 - UPDATE REPORT (EXECUTIVE FUNCTION)</b></p> <p>To consider a report by the West North West Area Manager to inform Members of the proposed updates to the contents and format of the Area Delivery Plan (ADP) for 2009-2012 and provides an overview of how the ADP links with the Leeds Strategic Plan.</p>	205 - 232
19			<p><b>DATES OF FUTURE MEETING OF WEST INNER AREA COMMITTEE</b></p> <p>Wednesday, 23<sup>rd</sup> September 2009 at 5.00 p.m. Intake High School</p> <p>Wednesday, 21<sup>st</sup> October 2009 at 5.00 p.m. Armley One Stop Shop</p> <p>Wednesday, 9<sup>th</sup> December at 5.00 p.m. Stanningley Rugby Club</p> <p>Wednesday, 17<sup>th</sup> February 2010 at 5.00 p.m. Armley Health Centre</p> <p>Wednesday, 14<sup>th</sup> April 2010 at 5.00 p.m. Stanningley Rugby Club</p>	

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Originator: Maria Lipzith

Tel: (0113) 247 4353

**Report of the Chief Democratic Services Officer**

**West (Inner) Area Committee**

**Date: 23<sup>rd</sup> June 2009**

**Subject: Election of Chair 2009/10**

**Electoral Wards Affected:**  
**Armley**  
**Bramley & Stanningley**

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 Recommendations**

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

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### **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.<sup>1</sup>

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

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

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

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# Agenda Item 7



Environments & Neighbourhoods  
West Leeds Area Management

## Armley Community Forum

Date: 19<sup>th</sup> May 2009

**Present:** Cllr Harper(Chair), Cllr A Lowe, Cllr McKenna, H D Boutle, W Gregg, E Bowes, JK & JP Newsome , B & K Draper, M Bruce, A Willis, D Peck, B Holmes, G Atack, I Penman, J Waste, E Egan, J Gill, Wyn Jones (LCC), Mark Mills (LCC), Sally Dalton, M Hardcastle, D Smith, Mr & Mrs Richmond, F H Smyth , J Ramell , C Way (LCC), A Lamb, B & M Guthrie, P Kempster, J Ford, W Anderson, E & B Rayworth, S Charlton (LCC) , H Gardiner, West Yorkshire Police reps

		ACTION
<b>1.00</b>	<b>Welcome</b>	
1.01	Cllr Harper welcomed everyone to the meeting	
<b>2.00</b>	<b>Apologies</b>	
2.01	Mr Bruce, Mrs. Lend, Mr & Mrs Stead, Mr & Mrs Maynard, Dawn Newsome.	
<b>3.00</b>	<b>Minutes of the last meeting</b>	
3.01	5.01 – Third bullet point - A correction of the word ‘disposal’ which should read ‘dispersal’.	
3.02	Eighth bullet point – There were 3 incidents and 2 were reported to the Police.	
3.03	The Minutes of the last meeting were agreed as a true record.	
<b>4.00</b>	<b>Voting For Co-Optees for Area Committee and Armley Forum</b>	
4.01	Sarah Charlton informed the meeting that nominations had been received for:  Armley Forum Chair – Cllr Harper Armley Forum Vice Chair – Hazel Boutle Armley Forum Treasurer – Morgan Pugh Area Committee Co-Optees – Hazel Boutle and Morgan Pugh	
4.02	Cllr Harper thanked the meeting for the nominations, which were all agreed, and for electing her as Chair.	
<b>5.00</b>	<b>Community Safety Update and Tension Monitoring – Local Policing Team</b>	
5.01	Sgt John Glennon attended the meeting and gave an update on: <ul style="list-style-type: none"> <li>• Operation Abbreviate – this operation has been ongoing for 18 months and focuses on drug misuse and prostitution around the high rise blocks in New Wortley, initially concentrating on the Clydes. There has been a total of 128 arrests throughout the process</li> </ul>	
5.02	<ul style="list-style-type: none"> <li>• Operation Impact – This work focuses on the Wythers area and is being carried out in 4 phases. The first phase involved giving preventative crime advice in the community through the neighbourhood policing teams. This was carried out in early May and there was 9 arrests. The second phase works in particular with vulnerable victims including domestic violence and race hate crime victims. The third phase will be drugs action and lastly a vehicle initiative looking at all types of vehicle crime.</li> </ul>	
5.03	<ul style="list-style-type: none"> <li>• Operation Champion – A 2 day crime prevention and awareness operation was carried out on the Aviaries and Salisburys. Over 300 door chimes were given out to residents which Police hope will reduce the sneak in burglary rates.</li> </ul>	
5.04	<ul style="list-style-type: none"> <li>• Two crack house closures have been carried out recently for dealing Class A drugs. This had made a significant difference to the local communities.</li> </ul>	

5.05	<ul style="list-style-type: none"> <li>• Cedars Dispersal Order – This has been running for 3 months. Feedback from residents has been that an improvement has been noticed. Extra resources have been brought in to enforce the order.</li> </ul>	
5.06	<ul style="list-style-type: none"> <li>• Capture Houses – These are houses that are set up by the Police to tempt criminals, and include desirable goods such as laptops. The goods are trackable and when they are stolen the Police can trace the goods very quickly to the person who has stolen them.</li> </ul>	
5.07	<ul style="list-style-type: none"> <li>• June 8<sup>th</sup> – 14<sup>th</sup> will be a force wide drugs initiative.</li> </ul>	
5.08	<ul style="list-style-type: none"> <li>• Vehicle Crime – There has been a slight increase recently, however, some arrests have been made.</li> </ul>	
5.09	<ul style="list-style-type: none"> <li>• Statistics show that burglary and violent crime are down on last year, with anti social behaviour levels staying about the same.</li> </ul>	
5.10	<ul style="list-style-type: none"> <li>• Concern was raised about parked cars at Nancroft Crescent causing an obstruction for bin wagons and emergency vehicles. Police to follow up.</li> </ul>	<b>Police</b>
5.11	<ul style="list-style-type: none"> <li>• Grasmere - the issue of young people hanging around outside the sheltered housing was mentioned and was also raised at the PACT meeting. Police to follow up.</li> </ul>	<b>Police</b>
5.12	<ul style="list-style-type: none"> <li>• Armley Moor – reports of drinking during the day and evenings within the DPPO area. The Police noted that they would now be patrolling this area during the daytime as well as evening. The issue of signage about the DPPO was also raised, Sarah Charlton to follow up.</li> </ul>	<b>Police Area Management</b>
<b>6.00</b>	<b>West Leeds Gateway – Mark Mills</b>	
6.01	Mark Mills introduced himself as being a Project Manager from the City Projects Office working on the West Leeds Gateway.	
6.02	One of the key sites for the West Leeds Gateway work is 2 Branch Road (Mikes Carpets). Work has been ongoing for some time on this site which Leeds City Council is looking to acquire. It is a key location in Armley and should be a feature building which enhances the area, unfortunately it is not doing this at the moment.	
6.03	A number of alternative uses are being investigated including a possible enterprise centre which would include supported accommodation for start up businesses or small businesses. Other options include niche retail outlets and a restaurant facility.	
6.04	Mark will attend future forum meetings to give updates on the development of the West Leeds Gateway work.	
6.05	A question was raised about the issue of parking at 2 Branch Road. Mark noted that it was on a good public transport route and that if part of the building was used for restaurant use much of this custom would be in the evening when more parking was available locally.	
<b>7.00</b>	<b>Streetlighting – Ian Moore</b>	
7.01	Ian Moore introduced himself as being the streetlighting PFI contract manager from Leeds City Council. This project involves the replacement of over 51,000 streetlights around the city. A company called SEC are the delivery partners on this contract and have already replaced 34,000 streetlights.	
7.02	Work on replacing streetlights in Armley is due to start in late summer and will include the replacement of 3,200 lighting columns. The new lighting is a white light, not the traditional orange glow that is familiar in Leeds. There is less light pollution as the light is more focussed which often means that overall fewer columns are required.	
7.03	The replacement columns may be located in the same place that the old columns	

	were or may be in new locations. Each household will receive a leaflet through their door 2 weeks before the work starts, this will include a contact number for anyone with queries or concerns. The locations of the new columns will be marked on the footpath with a white mark. Following this a new column will be installed but the old column will not be removed until the new column is working. All footpaths will be reinstated to the same standard as prior to the new column being installed.	
<b>8.00</b>	<b>Townscape Heritage Initiative – Wyn Jones</b>	
8.01	Wyn Jones introduced himself as the Project Officer for the Townscape Heritage Initiative which is a 5 year project within the Armley Conservation Area which covers most phases of the town's development from the 17 <sup>th</sup> to the 20 <sup>th</sup> century. It will strengthen the heart of the town by repairing and replacing the shop frontages to commercial properties and reviving the Town Moor. This will help to complement the work planned under the Town and District Centres scheme, which focuses on improvements to public realm surrounding the THI targeted shops frontages. Shopkeepers will have to make a financial contribution towards the scheme if they wish to be involved	
8.02	A question was asked about maintenance of the rear of the shops, some of which are in poor condition. It was noted that enforcement are aware of this issue and are looking into it.	
<b>9.00</b>	<b>AOB</b>	
9.01	A question was asked about when the leisure centre was closing. Cllr Harper explained that it was due to close in July for 10 months whilst the new centre is being built.	
9.02	Anybody over the age of 60 who can play an instrument is welcome to attend the Citizens Orchestra held on Mondays between 3 and 5pm at the Interplay theatre building on Armley Ridge Road. Anyone who would like more information on this can contact Harry Hamer on 07976 900621.	
9.03	D Boutle noted that there were a number of locations where Highways cones and signage is being left on site after Highways work has finished. Anybody who wants to report similar issues can do so on 0113 222 44407.	
9.04	Armley Branch Road – consultation has been completed on the proposal to put up an 'access only' sign. The scheme is due to be approved by the end of May.	<b>Highways</b>
9.05	Hall Lane- Highways are looking into putting double yellow lines on the corners.	<b>Highways</b>
9.06	Strawberry Lane Field of Dreams – Work is due to start on this in the summer, all local residents will receive a letter explaining what works will be carried out.	
9.07	Church Road/ Coach Road – issue around parking outside the autistic society.	
9.08	A cul de sac sign has been ordered for half way up Station Road.	
9.09	Flowers for Armley – anyone wishing to put together a hanging basket can do so on Saturday 30 <sup>th</sup> May at Armley Moor.	
9.10	The next Area Committee meeting is on the 23 <sup>rd</sup> June, 5pm at Armley One Stop Centre	
<b>10.00</b>	<b>Date &amp; time of next meeting</b>	
10.01	<b>Tuesday 16<sup>th</sup> June, 7pm, Armley One Stop Shop</b>	

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## WEST (INNER) AREA COMMITTEE

THURSDAY, 9TH APRIL, 2009

**PRESENT:** Councillor J Harper in the Chair

Councillors T Hanley, A Lowe and  
N Taggart

Co-optees Hazel Boutle - Armley Forum  
Morgan Pugh - Armley Forum  
Stephen McBarron – Bramley & Stanningley Forum

### 79 **Apologies for Absence**

Apologies for absence were received on behalf of Councillor D Atkinson and Councillor J McKenna.

### 80 **Declaration of Interests**

The following interests were declared at the meeting:

Councillor J Harper declared a personal interest in her capacity as Chair of the West Leeds Gateway Stakeholders' Advisory Group (Agenda Item 14 – Area Manager's Report - Minute 89 refers).

Councillor Lowe declared a personal and prejudicial interest in her capacity as a Director of West North West Leeds Homes (Agenda Item 9 – Well-Being Budget (Appendix 1 – Application for funding Neighbourhood Wardens) – Minute 84 refers). The Councillor left the room and took no part in the discussion or vote thereon.

### 81 **Open Forum / Community Forums**

The Chair gave notice that in accordance with the Area Committee Procedure Rules, there was provision for an Open Form session of up to 10 minutes at each ordinary meeting of an Area Committee in order to allow members of the public an opportunity to ask questions or to make representations on any matter which fell within the remit of the Area Committee.

The Chair introduced John Barber from the New Wortley Tenants Association, together with two other local residents who addressed the meeting regarding their concerns over the continued funding of the Neighbourhood Wardens post for the area. Concern was also expressed that should this post be deleted there would be a distinct increase in anti-social behaviour in the New Wortley area. It was reported that the present Neighbourhood Warden was a dedicated officer who was doing an excellent job and had gained a great deal of respect in the area. It was also reported that the Neighbourhood Warden had recently been hospitalised after an incident which occurred while dealing with an issue in the area.

The Chair also read out a letter received from a constituent who had been helped in the past by the Neighbourhood Warden to overcome adversity as he had been homeless and a drug addiction. Through the dedicated help and guidance he had received from the Neighbourhood Warden he had now been clean from drug addiction for the last 14 months and was now working his way towards becoming an accountant.

The West North West Area Manager reminded the meeting that there was an application for funding this particular post on today's agenda. He reported that a restructuring of the wardens service was now underway and that there would still be 23 core funded posts citywide in addition to those funded by Area Committees and the ALMOs. The posts would in future be managed by the Environmental Action Teams and tackling issues of environmental crime but they would still be based in specific neighbourhoods. The Members expressed their concerns at the way these posts were now going to be administered and that funding had to be taken from their Well-Being Budget in order to fund such a vital post for the West Inner Leeds area.

The Chair requested that West Inner Area Management Team convey this Area Committee's best wishes for a speedy recovery to the Neighbourhood Warden and that flowers be sent on their behalf to the Warden.

A copy of the minutes of the Armley Community Forum meeting held on 17<sup>th</sup> February 2009 were also attached for Members' information.

**RESOLVED -**

- (a) That the minutes of the Armley Community Forum meeting held on 17<sup>th</sup> February 2009 be noted.
- (b) That the West Inner Area Management Team convey the Area Committee's best wishes for a speedy recovery via a get well card and flowers to be sent to the Neighbourhood Warden.

**82 Minutes - 12th February 2009 and Any Matters Arising**

Minute 68 – Inner West Well-Being Fund Update

Referring to Resolution (b)(iv) regarding the Planting at Henconner Lane Roundabout application for funding, the West Inner Area Management Officer informed the meeting that they were now hoping to get this application through on capital funding.

**RESOLVED** – That the minutes of the meeting held on 12<sup>th</sup> February 2009 be confirmed as a correct record.

**83 Community Safety Issues - Update for Inner West Leeds**

Inspector Mark Bownass introduced the report and then introduced Detective Inspector Simon Atkinson who gave a DVD presentation on the use of capture houses and cars within the division.

The Detective Inspector informed the meeting that within West North West Leeds that the Pudsey, Rodley, Bramley and Armley areas had been identified as one of the hot spot areas on crime and that the majority of

Council houses and private dwelling had suffered from crime. Offenders were gaining access through unsecured windows and doors to steal electrical equipment such as laptops and play stations and on occasions were taking car keys and stealing the occupants cars. The Officer went on to explain how capture houses were being set up and the functions placed inside, some items which were stolen had tracking devices which meant the offenders could be tracked down within hours of committing a burglary on the capture houses. A similar device was also used on capture cars. It was also reported that 70 to 80% of burglars were tested for drugs as many of the burglaries committed were carried out to pay for their addiction. The Detective Inspector informed the meeting that the Police Authority do try to work with these people to get them off their drug habit.

The Detective Inspector informed the meeting that they would like to set up capture houses and capture cars within the West Inner and West Outer area at one time and they hoped that the Area Committee would support a future application for capital funding to buy this equipment for this area because at the moment the equipment was being passed from wedge to wedge.

In brief, the main issues raised were:

- Members noted that there were a considerable number of people with a drug habit and a clear need to ensure that these drug addicts get access to detox programme much quicker as at present it takes six to eight weeks to get on a detox programme.
- How much would the proposed equipment cost each Area Committee? It was reported that the equipment would cost approximately £4,000 for each area but that eventually the cost would pay for itself in the quick capture of stolen goods.
- The issue of racist intent had recently been raised at an ALMO Area Panel meeting as Black and Asian people were being targeted by local white youths and it was noted that the Police Authority were very supportive in curtailing racism in the area. The meeting were informed that they do have Multi Agency Hate Crime meetings to try and combat the issue of hate crime. At present they were trying to get an education awareness programme established and were trying to get a link with local schools in the area.

Inspector Bownass and Gill Hunter, Area Community Safety Officer (West Leeds) also gave an update on Operation Champion which took place on the 19<sup>th</sup>/20<sup>th</sup> March 2009 on the Aviaries in Armley; a Dispersal Order in the Cedars and an update on the Police and Community Together meetings in the Inner West area.

The Chair thanked officers for their attendance.

**RESOLVED** – That the report and presentation be noted.

Note: Councillor N Taggart joined the meeting at 9.50 a.m. during consideration of the above item.

Draft minutes to be approved at the meeting  
to be held on Tuesday, 23<sup>rd</sup> June 2009.

#### 84 Inner West Area Committee Well-Being Fund Update

The Director of Environment and Neighbourhoods submitted a detailed report updating Members on the latest position with regard to the revenue and capital Well-Being Budget for Wards in the Inner West area for 2008/2009 and 2009/2010 municipal year.

Alison Pickering presented the report and, together with Steve Crocker, West North West Area Manager responded to various questions and comments.

Members expressed their concern that the Area Committee were now being expected to provide funds through the Well-Being Budget for skips on allotments due to the shortage of money. Members requested that this issue be monitored as the price for the supply of skips on allotments should be included in the amount of money the allotment owners pay for the rent of those allotments.

#### **RESOLVED –**

- (a) That the financial status of the Well-Being Budget as detailed in paragraph 3.0 of the submitted report, be noted.
- (b) That the following decisions be taken in respect of the applications for funding from the:

#### **Revenue Budget for 2009/2010**

- (i) Neighbourhood Wardens – Approved £41,287.
- (ii) Police Off Road Motorcycle Scheme – Approved £1,497 and, subject to appropriate funds being available, approval be given for £1,497 (2010/2011 & 2011/2012).
- (iii) West Leeds Sports Development Programme – Approved £6,000
- (iv) Worklessness Project – Approved £40,000.
- (v) Town Centre Manager – Approved £20,000.
- (vi) I Love West Leeds – Approved £24,000.
- (vii) Summer 2009 Bands in Parks – Approved £1,200.
- (viii) Armley Helping Hands Community Development Scheme - £7,823.

#### **Capital Budget for 2009/2010**

- (i) Henconner Roundabout – Approved £1,500.
  - (ii) Operation Argus – Thermal Image Cameras – Approved £2,250 and that an update report be submitted in six months.
- (c) That the budget and the list of Small Grants since the last meeting as set out in Paragraph 5.2 be noted.
  - (d) That the allocation of monies towards small grants and skips be deferred to the next meeting in order that an update can be provided on the allocation of skips to allotments within the West Inner area.

Note: Councillor N Taggart declared a personal interest in Resolution (b)(i) above in his capacity as an Area Panel Member for West North West Leeds Homes.

## **85 Leeds Housing Strategy**

The Housing Strategy and Commissioning Section submitted a report to give Area Committee Members an overview of the emerging Leeds Housing Strategy and links to the Inner West Leeds area and to ask the Area Committee if there were any specific issues they might want to see in the Housing Strategy in relation to their particular area.

In brief, the main issues discussed were:

- The urgent need for quality decent rented housing to be provided by local authorities. Members expressed their concern that the waiting list for Council properties was unsatisfactory as people were unable to afford mortgages under the present financial climate.
- The need to replenish and update the Council's housing stock as it was getting older and there was a clear need for more decent social housing. Concern was expressed that young people and families were being forced into living with their relatives/parents due to the lack of affordability and the infrequency of vacancies for decent Council housing.
- The need to charge economic money for Council house rent especially for young mothers on their own with children.
- The need to employ efficient contractors to build top quality houses that will last for a number of years.

### **RESOLVED -**

- (a) That the report be noted.
- (b) That any further feedback on the above item should be referred to the West North West Area Manager.

## **86 Residual Waste Treatment Project: Update and Communication and Community Engagement Strategy**

The Board considered a report by the Executive Project Manager, Head of Performance and Communications (Environmental Services) describing the current status of the Residual Waste Project in order to update Members about the project and to consult with the Area Committees on the proposed communication and community engagement strategy for Residual Waste Treatment PFI project.

Tim Smith, Environmental Services presented the report and gave an overview of the bids received, the future timetable and communication and community engagement planning. Members were also informed that there would be further formal consultation process during the planning application stage.

In brief, specific reference was made on the following issues:

- In the specification does it allow for end to end service?

Draft minutes to be approved at the meeting  
to be held on Tuesday, 23<sup>rd</sup> June 2009.

In response the officer informed the meeting that the specification does not include an end to end service.

- Clarification on why Leeds only recycles certain elements of waste. Members were concerned that some plastics do not get recycled in Leeds as the treatment seemed to be about the disposal of items that Leeds does not recycle.
- Members were informed that the bidders were flexible in terms of changes in recycling and in bringing in new technology to either reduce waste or recycle more.
- Concern was expressed that the Pontefract Lane site would be entered via a brand new road and would the new centre have an effect on the sight line. In response, the Officer informed the meeting that this matter would be taken into consideration during the planning process stage.
- Clarification was sought on what consultation process had taken place for the Council waste transfer station at Evanston Avenue, Kirkstall. In response, the Officer informed the meeting that all of the bidders had preferred the use of the Evanston Avenue site for use of the Council waste transfer station for the West of the city. The Committee were assured that the consultation process would take place before the pre-planning stage.

West Inner Members requested that they be included in the consultation process for the Evanston Avenue site.

The Chair thanked the officer for his attendance.

**RESOLVED** - That the current status of the Residual Waste PFI project and the bids recently received be noted.

## **87 Fuel Poverty Reduction Target Support**

Consideration was given to a report and appendices submitted by the Fuelsavers Team – Health and Environmental Action Services seeking support for actions and targets to be established at a local level to eradicate Fuel Poverty in the City in line with Leeds Affordable Warmth Strategy 2007 to 2016.

Appended to the report were copies of the following documents for the information/comment of the meeting:

- Appendix 1 – Fuel Poverty (Calculated) by Area Management Team Wedges and Area Committee Areas in 2008.
- Appendix 2 – Calculated Fuel Poverty v Ethnicity 2008.
- Appendix 3 – Perceptual Fuel Poverty by Ward Base Year 2006.
- Appendix 4 – A copy of a letter sent to the Chief Executive regarding the Local Area Agreement and how vital this element of the new performance framework will be for tackling fuel poverty in the city.

Alan Jones, Hets – Fuelsavers gave an extensive overview of the report and responded to Members' questions and comments.

Members welcomed the report as this was about vulnerable people, especially the elderly as people were still dying due to being cold in the 21<sup>st</sup> century. The Area Committee also felt that they would consider a Well-Being fund submission for the sum of £3,000 towards a city wide aerial thermal survey at a future meeting but there was currently no revenue funding available.

In brief, specific reference was made on the following issues:

- The need to get voluntary sector organisations to sign up to the local guidance and code of practice.
- The need to get information out and one of the places suggested was to provide information through schools.

The Chair thanked the Officer for his attendance.

**RESOLVED -**

- (a) That the report and appendices be noted.
- (b) That this Area Committee would consider agreeing, setting and integrating local targets into plans when appropriate to do so.
- (c) That approval be given to financial resource allocation to support actions that lead to more people coming to grant support, such as aerial or ground based thermal imaging and or door-to-door contact mechanisms.
- (d) That this Area Committee would consider a proposal for Well-Being Fund submission for the sum of £3,000 towards a city wide aerial thermal survey but at present no funding was available for this.

Note: Councillor N Taggart left the meeting at 11.00 a.m. during consideration on the above item.

**88 Town Centre Manager Update**

Consideration was given to a report submitted by the West North West Area Manager providing an update on the Town Centre Manager's progress, priorities and work programme and proposals for revitalising Armley Town.

Nigel Conder, Town Centre Manager gave an extensive overview of the report and informed the meeting that it had been a challenging five months. One of the initiative wanted was the implementation of a Business Forum but it had proved difficult to get the businesses on Town Street to attend Business Forum meetings, although he had not given up as he was still trying to get a many businesses to attend.

The Chair informed the meeting that one of the issues raised at the Business Forum meeting was that the Council should supply litter bins for cigarette stubs, but it was suggested that shops should provide their staff with a portable ashtray as they must take responsibility for cleanliness outside of their premises.

Members felt there was a need for a flagship store on Town Street but it was also felt that there were still many shops to attract local shopping in the area. The only issue still outstanding was the lack of parking.

The Town Centre Manager informed the meeting that he would like to look at safety issues on Town Street and an initiative had been arranged for 15<sup>th</sup> April 2009 in conjunction with the Police, Wardens and the Environment Agency to carry out a clean up day.

The Chair congratulated Nigel Condor on the work he had already carried out.

**RESOLVED** – That the contents of the report be noted.

**89 Area Manager's Report**

The Area Committee received a detailed report by the Director of Environment and Neighbourhoods to inform Members of progress on a number of projects in Inner West Leeds as determined by the Area Delivery Plan 2008/2011, which in turn, was governed by the Area Committee's functions and roles as agreed by the Executive Board at its meeting in July 2008.

Steve Crocker, West North West Area Manager gave an brief update on the report and responded to Members' questions and comments.

Members noted that a feedback report would be submitted to the next meeting in relation to the Integrated Money Advice Pilot scheme.

**RESOLVED** – That the contents of the report be noted.

**90 Participatory Budgeting on the Broadlea Estate - 12 Month Review**

The West North West Area Manager submitted a detailed report in order to brief Members on the progress, achievements and challenges currently facing the Broadleas estate and to provide an overview of the partnership working approach which was currently in operation.

**RESOLVED** – That the report be noted.

**91 Broadleas Neighbourhood Improvement Priority Area - 12 Month Review**

The West North West Area Manager submitted a detailed report in order to brief Members on the progress, achievements and challenges currently facing the Broadleas estate and to provide an overview of the partnership working approach which was currently in operation.

**RESOLVED** – That the report be noted.

**92 Dates, Times and Venues of Area Committee Meeting 2009/2010**

The Chief Democratic Services Officer submitted a report which requested Members to give consideration to agreeing the dates, times and venues of their Area Committee meetings for the 2009/2010 municipal year.



The report highlighted clashes between the North West Inner Area Committee which convenes on the same day and that this may cause a problem for officers presenting reports as they may be expected to attend both the West (Inner) and North West (Inner) Area Committee meetings.

It was established that the majority of West (Inner) Area Committee meetings should now convene on Wednesdays at 5.00 p.m. with the exception of the first meeting being convened on Tuesday, 23<sup>rd</sup> June 2009.

**RESOLVED** - That the following dates be approved for meetings of the West (Inner) Area Committee in the 2009/2010 municipal year to take place at various venues across the inner west area of Leeds at 5.00 p.m.

Tuesday, 23<sup>rd</sup> June 2009, Wednesday, 23<sup>rd</sup> September 2009, Wednesday, 21<sup>st</sup> October 2009, Wednesday, 9<sup>th</sup> December 2009, Wednesday, 17<sup>th</sup> February 2010, Wednesday, 14<sup>th</sup> April 2010.

(The meeting concluded at 12.15 p.m.)

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Originator: Alison Pickering

Tel: 0113 395 1968

**Report of the Director of Environment & Neighbourhoods**

**West Inner Area Committee**

**Date:** 23<sup>rd</sup> June 2009

**Subject:** Co-optees to the Inner West Area Committee

<p><b>Electoral Wards Affected:</b> <b>Armley</b> <b>Bramley &amp; Stanningley</b></p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p><b>Specific Implications For:</b></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 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**

This report requests members to:

- approve the appointment of co-optees onto the Inner West Area Committee

**1.0 Background**

- 1.1 Under Article 10 of the Constitution, there is provision for Area Committees to appoint up to 5 non-voting co-opted members to support the work of the Committee. Co-opted members can participate in debates but have no voting rights.
- 1.2 Inner West Area Committee members have supported local representatives to represent the area and to contribute expertise and experience to the Committee's deliberations, for example through their involvement in business, the voluntary sector, with young people, with faith organisations or people with a disability.
- 1.3 The Inner West Area Committee has been served recently by 3 co-optees, Hazel Boutle and Morgan Pugh representing Armley ward and Stephen McBarron representing Bramley and Stanningley ward.
- 1.4 Given that no co-opted member can be appointed for a period beyond the next Annual Meeting of the Council, this report seeks ratification of those co-optees recently elected through the community forums of Armley and Bramley and Stanningley wards.

The co-optees are as follows:

<b>Name of Co-optee</b>	<b>Representing</b>	<b>Body to which elected</b>
Hazel Boutle	Armley Common Right Trust and West Leeds Environmental Network	Co-optee to Inner West Area Committee and Vice Chair of Armley Forum.
Morgan Pugh	Armley Helping Hands	Co-optee to Inner West Area Committee and Treasurer of Armley Forum.
Stephen McBarron	Landseers neighbourhood, Bramley.	C-optee to Inner West Area Committee and Vice Chair of Bramley and Stanningley Forum.
Stephen Longley	Rosfields neighbourhood, Bramley	C-optee to Inner West Area Committee

## **2.0 Recommendations**

2.1 Inner West Area Committee members are asked to:

- approve the appointment of the above mentioned co-optees to support the work of the Area Committee.

## **Background Papers**

None



Originator: Maria Lipzith

Tel: 0113 247 4353

**Report of the Chief Democratic Services Officer**

**West Inner Area Committee**

**Date:** 23<sup>rd</sup> June 2009

**Subject:** Local Authority Appointments to Outside Bodies

**Electoral Wards Affected:**  
**Armley**  
**Bramley & Stanningley**

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 are 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 Rules<sup>1</sup> that have been adopted by Full Council. The procedure addresses previous concerns raised by Elected Members relating to proportionality; introduces appointment categories; and 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 22<sup>nd</sup> 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 holder<sup>2</sup> 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.

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<sup>1</sup> This Procedure is now incorporated into the Council's Constitution

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

- 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.
- 3.4 Elected Members<sup>3</sup> 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 Management 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 three appointment to be made – to ALMO West Inner Area Panel and Bramley Sure Start.

##### **(a) West/North West Homes ALMO – West Inner 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.

There are four Area Panels in the West North West area which cover the following areas:-

- Outer West – Calveley and Farsley, Pudsey and Farnley and Wortley
- Inner West – Bramley and Stanningley and Armley
- Outer North West – Guiseley and Rawdon, Otley and Yeadon, Adel and Wharfedale and Horsforth
- Inner North West – Weetwood, Headingley, Kirkstall and Hyde Park and Woodhouse

Each Area Panel will work to Terms of Reference and a Code of Conduct.

Each Area Panel will consist of:

- One Board Director
- Two local Ward members

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<sup>3</sup> 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

- Six Tenants

The remit of the Area Panels is wide and encompasses several service areas. Area Panels will have a number of functions, ranging from monitoring services, influencing their design and being consulted on policy changes and making recommendations on change to these to the main Board.

Each Area Panel will be responsible for a budget which will cover:

- Support for tenants groups
- Support for community groups
- Local environmental budgets
- Local Community safety budgets

These are annual appointments, and the Council's current representatives are **Councillor Jim McKenna and Councillor Neil Taggart.**

#### **(b) Bramley Sure Start**

Surestart is a national/local Government initiative aimed at giving every young child the best possible start in life. The Surestart Children's Centres concept is that providing integrated education with childcare, family support and health services are key factors in achieving good outcomes for children and parents.

The following services are offered to children under five and their families:

- Education and Childcare
- Family Support and Outreach work
- Child and Family Health Services
- Links to Job Centres and Training Providers

This is an annual appointment, and the Council's current representatives are **Councillor Neil Taggart and Mr S McBarron (Co-optee).**

#### **(c) 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 J McKenna**
- Area Children's Partnership – **Councillor A Lowe**
- Area Health and Social Care Partnership – **Councillor J Harper**
- Area Employment, Enterprise and Training Partnership – **Councillor T Hanley**

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

## **5.0 RECOMMENDATIONS**

- 5.1 The Area Committee is asked to confirm the nominees to work with the Outside Bodies 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

## 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 nominee<sup>1</sup>) 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.

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<sup>1</sup> 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 holder<sup>2</sup> 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 Members<sup>3</sup> 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

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

<sup>3</sup> 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 holder<sup>4</sup> 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 Members<sup>5</sup> 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.

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

<sup>5</sup> 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 (West Inner)**

Outside Body	No of Places	Review Date	No of places to review	Current appointees	Cllr Y/N	Review Period	Group
ALMO West Inner Area Panel	2	Jun-09	1	Jim McKenna	Y	Annual	Lab
		Jun-09	1	Neil Taggart	Y	Annual	Lab
Bramley Poors Allotment Trust	1	Jun-12		Neil Taggart	Y	3 Years	Lab
Bramley Sure Start	2	Jun-09	1	Neil Taggart	Y	Annual	Lab
			1	Mr S McBarron	N		
WNW Divisional Community Safety Partnership	1	Jun-09	1	Jim McKenna	Y	Annual	Lab
Children Leeds West Partnership	1	Jun-09	1	Alison Lowe	Y	Annual	Lab
WNW Health and Social Care Partnership	1	Jun-09	1	Janet Harper	Y	Annual	Lab
WNW Education, Employment and Training Partnership	1	Jun-09	1	Ted Hanley	Y	Annual	Lab
	9		8		8		

Number of places	9
Places held pending review	9
Places currently filled beyond June 09	1
Number of places to fill	8

Number of Members in the Committee Area

Percentage of Members on the Committee

Notional Places Allocated

Labour	100	8
Liberal Democrat	0	0
Conservative	0	0
Total		8

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**Report of the Director of Environment and Neighbourhoods**

**Inner West Area Committee**

**Date: 23<sup>rd</sup> June 2009**

**Subject: Inner West Area Committee Well-Being Fund Update**

**Electoral Wards Affected:**  
**Armley**  
**Bramley & Stanningley**

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

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 provides details of the amount of well-being capital and revenue funding available for the financial year 2009-2010, and an update on commitments already made. Members are asked to note this information, comment on any new applications and consider them for approval.

**1.0 Purpose of This Report**

1.1 This report seeks to update members on the current amount of capital and revenue funding committed and available via the Area Committee Well-Being Budget for wards in the Inner West area. It seeks approval for new and continuing projects commissioned by the Area Management Team.

**2.0 Well-Being Budget 2009/10**

2.1 The Well-Being budget available for projects in 2009/10 has been calculated as follows:

Revenue Allocation 09/10	£153,450
Revenue carry forward from 08/09	£ 14,212
<b>Total Revenue</b>	<b>£167,662</b>

Capital Allocation 09/10	£ 72,512
Capital carry forward from 08/09	£ 41,600
<b>Total Capital</b>	<b>£114,112</b>

2.2 The revenue projects already agreed for 2009/10 are detailed at Appendix 1. A total of £143,307 has been spent to date leaving a total remaining revenue budget of **£24,355**.

2.3 The capital project agreed for 2009/10 is detailed at Appendix 2. A total of £2,250 has been spent to date leaving a total remaining of **£111,862**.

### 3.0 New applications for Well-Being Funding

#### 3.1 Revenue

The following revenue applications have been received for this Area Committee, detailed information regarding each application is attached as Appendices 3 - 7.

3.2 At the April Area Committee it was agreed that a decision on small grants and skips budgets would be deferred until the June Area Committee pending further detail on how the skips budget was allocated in 2008/09. This detail is attached at Appendix 3.

Project Title	2009-10	2010-11	2011-12	Appendix
Small Grants	£10,000			
Skips	£2,500			3
Bramley Elderly Action Independent Living Project	£9,000			4
Intergenerational Event	£2,500			5
Friday Night Project	£2,000			6
New Wortley Community Centre	£5,000			7
<b>TOTAL</b>	<b>£31,000</b>			

3.2 If the above proposals were supported, the Well-Being revenue budget would be **£6,645 over allocated** in 2009/10.

#### 3.3 Capital

The following capital applications have been received for this Area Committee, detailed information regarding each application is attached at Appendices 6 - 12.

Project Title	2009-10	2010-11	2011-12	Appendix
Youth Mobile	£15,000			8
Capture House	£4,000			9
Haleys Field Allotments and	£20,000			10

Fencing				
Alleygating Project	£4,382			11
Alert Boxes	£15,000			12
<b>TOTAL</b>	<b>£58,382</b>			

3.4 If the above proposals were supported, the remaining Well-Being capital budget for allocation in 2009/10 would be **£53,480**.

#### **4.0 Small Grants**

4.1 A total budget of £10,000 was approved for small grants in 2008/09.

4.2 At the April Area Committee it was reported that there was a balance of £2,448 remaining for small grant allocation which was carried forward into 2009/10. The following small grants have been approved since the April Area Committee:

<b>Small Grants</b>	
<b>Organisation</b>	<b>Amount</b>
Armley Fun day	£500
Flowers for Armley	£500
Sloppy Slippers	£1000
<b>Total</b>	<b>£2,000</b>

4.3 There is a balance of £448 remaining for small grants.

#### **5.0 Update on Previous Well-being Funded Applications**

5.1 The Area Committee approved £20,000 capital funding for Moorside Community Association in October 2008 to provide a small all weather sports pitch. Further to this, consultation with the local community has revealed that the community favoured a community allotment space. Before any designs for a community allotment can be drawn up the issue of Japanese Knotweed on one part of the site needs resolving. Parks and Countryside have carried out a site visit and will provide costs for the treatment of the problem. It is envisaged that it would be possible to develop a community allotment on one part of the site, away from the Japanese Knotweed which will take a total of 3 years to treat.

#### **6.0 Implications for Council Policy and Governance**

6.1 Well-Being projects support the actions contained in the Inner West Area Delivery Plan. Ward Members have been consulted on the Inner West Area Delivery Plan for 2008-11 and on the projects commissioned to deliver improvements to the area. The Area Delivery Plan contributes to the priorities of the Departmental, Council and Corporate Plans by aiming to create better neighbourhoods and confident communities.

## **7.0 Legal and Resource Implications.**

7.1 The financial resource implications of well-being projects will be processed through the Area Management's well-being budget. Staff resources will be provided by Area Management and partner agencies.

## **8.0 Conclusions**

8.1 The well-being fund provides financial support for key projects in the Inner West Area.

## **9.0 Recommendations**

9.1 The Area Committee is asked to:

- a) note the financial status of the Well-Being Budget, capital and revenue.
- b) comment upon and approve where appropriate requests for funding for large and small grants.

## **Background Papers**

- No background papers

**Breakdown of Revenue Spend**

Table 1: Revenue spend by theme 2009/10

<b>Project Name</b>	<b>Project Details</b>	<b>Amount Approved (£)</b>	<b>Delivery Organisation</b>
<b>Culture</b>			
West Leeds Sports Development Programme	A series of events to encourage active participation in sport	£6,000	Leeds City Councils Community Sports Officer
I Love West Leeds	Delivery of the I Love West Leeds Festival	£24,000	Interplay
Summer 2009 Bands in Parks	Delivery of summer concerts in parks	£1,200	Parks & Countryside
	<b>Total Culture</b>	<b>£31,200</b>	
<b>Enterprise and Economy</b>			
Town Centre Manager	To support traders and businesses in Pudsey and Armley Town Centre	£20,000	Leeds Ahead
	<b>Total Enterprise and Economy</b>	<b>£20,000</b>	
<b>Environment</b>			
Henconner Roundabout	Plant and maintain Henconner Roundabout	£1,500	Parks & Countryside
	<b>Total Environment</b>	<b>£1,500</b>	
<b>Health and Wellbeing</b>			
Armley Helping Hands Community Transport Scheme	Support community transport scheme	£7,823	Armley Helping Hands
	<b>Total Health and Wellbeing</b>	<b>£7,823</b>	
<b>Thriving Places</b>			
Worklessness Project	Employment of worker to support families in Wythers and Fairfields community	£40,000	Jobs & Skills
Neighbourhood Wardens	To continue the neighbourhood warden service in New Wortley, Wythers and Fairfields	£41,287	Area Management
Police Off Road Motorcycle Scheme	Leasing of 2 off road motorbikes	£1,497	West Yorkshire Police
	<b>Total Thriving Places</b>	<b>£82,784</b>	
	<b>TOTAL APPROVED:</b>	<b>£143,307</b>	

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**Breakdown of Capital Spend**

Table 1: Capital spend by theme 2009/10:

<b>Project Name</b>	<b>Project Details</b>	<b>Amount Approved (£)</b>	<b>Delivery Organisation</b>
<b>Thriving Places</b>			
Operation Argus Thermal Image Camera	Thermal image camera to detect cannabis farms	£2,250	West Yorkshire Police
	<b>Total Thriving Places</b>	<b>£2,250</b>	
		<b>£2,250</b>	
	<b>TOTAL APPROVED:</b>		

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**Area Committee Well-being Fund – Project Proposal**  
**Inner West Area Committee**

**Appendix 3**

**Project Name:** Community Skips Budget

**Lead Organisation:** Area Management Team

**Project Delivery - How will the project be delivered? (list any partners involved in the project):** This budget is for the cost of community skips.

**Project Summary (include a brief description of the main activities, why the project is needed and links to key priorities):**

This project is to fund the cost of applications for community skips.

At the April Area Committee a request was made by the Area Committee for further information on how the budget was spent in 2008/09. This information is detailed below.

A total of 20 skips were funded from the skips budget and 5 from the small grants budget.

- 3 skips were funded for use on allotments
- New Wortley Champion – 4 skips
- Broadleas Action Day – 3 skips
- Bardens Clean Up – 3 skips
- Armley Champion – 5 skips
- Ganners Action Day – 2 skips
- Armley Champion – 1 skip
- Armley clean up – 4 skips

**Outcomes (summarise the main outcome/output/benefit the project will achieve):**

- To support the cost of community skips in Inner West.

**Project Cost. Please indicate How much the project will cost? (List all partners and their contributions)**

£2,500 Well Being Revenue funding from Inner West Area Committee

**Identify which geographic areas will benefit:**

Bramley and Stanningley and Armley

**How much Well Being Funding is sought and breakdown between capital and revenue)**

£2,500 revenue

**Approved**

Date

**Not Approved**

Date

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**Area Committee Well-being Fund – Project Proposal**  
**Inner West Area Committee**

**Appendix 4**

**Project Name: The Inner West Home Support Service**

**Lead Organisation: Bramley Elderly Action (BEA)**

**Project Delivery - How will the project be delivered? (list any partners involved in the project):**

In partnership with Armley Helping Hands and Stanningley & Swinnow Live At Home Scheme, Bramley Elderly Action will help local older people by providing a Home Support service across the inner West Leeds area.

This service will be delivered through:

- Opening a drop-in at a vacant unit in Bramley Shopping Centre – this prominent location will also be used by other local agencies (e.g. Bramley Credit Union and Bramley Library) to contact the increasing number of people that use the centre.
- Staffed surgeries across the area – held in a range of locations including Strawberry Lane Community Centre and Atlanta Street Complex.
- Telephone contact – promoted by all three Neighbourhood Network Schemes, with referrals from individuals and agencies e.g. Leeds Mental Health Trust, West North West Homes, Leeds Social Services, PCSO's.
- Home visits – for people unable to access the service otherwise.

**Project Summary (include a brief description of the main activities, why the project is needed and links to key priorities):**

**Brief description of the main activities:**

The Inner West Leeds Home Support Service will supplement the support provided by all three neighbourhood Network Schemes operating within the Inner West. This will be done in a range of ways including:

- help with suitable rehousing and home improvements,
- arranging for home security and heating improvements,
- increasing access to benefits and grants,
- help with debt management and access to Bramley Credit Union
- publicising scams, liaising with PCSO's,
- locating and signposting to trusted tradespeople.

**Why the project is needed:**

Over the last three years, BEA's Home Support Service has helped people to be suitably and safely housed. In this time we have compiled considerable evidence of the need for the service.

From discussions with our sister schemes across the area we believe there is an additional need across the area and that the Inner West Leeds Home Support Service would supplement the good work already being done.

**Links to key priorities:**

The project links to the Inner West Area Delivery Plan (ADP) under the Health & Well Being and Stronger Communities themes and the key indicators that this project would deliver are as follows:

- **Improved psychological, mental health, and learning disability services for those who need it, by providing the Neighbourhood Network Schemes with**

additional capacity to enable more older people to receive the support they need to live independently at home.

- **Reduce the number of people who are not able to adequately heat their homes** by reducing the number of people in fuel poverty e.g. through increasing the uptake of grants, energy saving devices, modifications and by helping people to get suitably rehoused.
- **Increase financial inclusion in deprived areas** by working with the Bramley Credit Union to improve financial inclusion e.g. by co-ordinating and staffing the use of the Bramley Shopping Centre drop-in.
- **Reduce crime and fear of crime** by providing people with a range of information, ideas and equipment to keep their homes secure.

**Outcomes (summarise the main outcome/output/benefit the project will achieve):**

Please see above.

In addition, we believe that by making the service Inner West wide, we will increase the impact and quality of the service, as well increase the sustainability of the work. It should also expand and develop working partnerships between the participating agencies.

**Project Cost. Please indicate how much the project will cost? (List all partners and their contributions)**

- The total cost of the project is approximately £30,000 this includes a full time salary, office, admin, management and other add ons.
- Up to the 31<sup>st</sup> May, BEA's Home Support service was part funded by Garfield Weston Foundation. BEA is currently funding the service from reserves. We have identified the Safer Homes Fund as a potential future funder.
- BEA, Armley Helping Hands and Stanningley & Swinnow Live at Home Scheme will provide a range of 'payments-in-kind' such as additional staff time / meetings space and management.

**Identify which geographic areas will benefit:**

Bramley & Stanningley Ward and the Armley Ward

**How much Well Being Funding is sought and breakdown between capital and revenue)**

Revenue:

530 hours of Home Support Workers time @ £17 (salary plus add ons) = £9,000

**Who will be in receipt of the financial order. (name of the organisation and contact details)**

Bramley Elderly Action,  
230 a Stanningley Road  
Leeds.

**Approved**

Date

**Not Approved**

Date

**Area Committee Well-being Fund – Project Proposal**  
**Inner West Area Committee**

**Appendix 5**

**Project Name:** Bramley For All Ages – Intergenerational Event

**Lead Organisation:** Bramley Elderly Action and the West North West Area Management team.

**Project Delivery - How will the project be delivered? (list any partners involved in the project):**

The following organisations would work together to develop an intergenerational event:

Bramley Elderly Action, West North West Area Management Team, Raynville Primary School, Holly Bush Primary School, Bramley Primary School, Intake High School, BARCA, the Extended School Services, Bramley Library, Neighbourhoods For All Ages. The above have already signed up to Bramley For All Ages, residents groups, faith organisations and any other partner that shares our aims.

**Project Summary (include a brief description of the main activities, why the project is needed and links to key priorities):**

Bramley For All Ages was formed by a broad range of local agencies at an event to celebrate the First European Day of Solidarity between the Generations (29<sup>th</sup> April 2009). At the event we agreed it was agreed that BEA would lead on developing a Bramley wide alliance to deliver this vision and to improve intergenerational relations across the area.

We have adopted the title of Bramley For all Ages in recognition of the citywide forum (Neighbourhoods For All Ages) that has a track record of developing intergenerational practice across the city. Bramley For All Ages has strong links with this forum through BEA's representation on the Neighbourhood's For All Ages steering group.

Following the success of the event to celebrate the First European Day of Solidarity between the Generations BEA agreed to co-ordinate two further events. These events will again act as intergenerational taster sessions as well as planning events to further develop Bramley For All Ages.

A Well Being Grant would support the development and co-ordination of an intergenerational event.

**Outcomes (summarise the main outcome/output/benefit the project will achieve):**

The project links to the Inner West Area Delivery Plan (ADP) under the Stronger Communities theme and the key indicators that this project would deliver are as follows:

- **Improved Community Engagement and Understanding** as local people from different backgrounds and of all ages will meet and engage in activities
- **An increased sense of belonging** and pride in local neighbourhoods that help to build cohesive communities

Potential benefits include:

**Short term** – Improved community cohesion and understanding as local people meet

each other, find out more about their community, and how they can be involved.

**Long term**

Stronger community which is confident and resilient and more empowered to speak its voice on matters affecting the community.

**Project Cost. Please indicate how much the project will cost? (List all partners and their contributions)**

£2,500 revenue.

**Identify which geographic areas will benefit:**

Bramley and to a lesser degree adjacent areas

**How much Well Being Funding is sought and breakdown between capital and revenue)**

£2,500 revenue

**Approved**

Date

**Not Approved**

Date

**Area Committee Well-being Fund – Project Proposal**  
**Inner West Area Committee**

**Appendix 6**

**Project Name:** Friday Night Project

**Lead Organisation:** Out of School Activities Team

**Project Delivery - How will the project be delivered? (list any partners involved in the project):** The project will be delivered by Leeds Youth Service in conjunction with Barca Leeds to get the maximum usage from the vehicle.

**Project Summary (include a brief description of the main activities, why the project is needed and links to key priorities):**

The Friday Night Project provides activities in sports, arts and crafts, music and dance to young people aged 8-18 years of age on a Friday night. Our aim is to encourage young people to engage in activities encouraging an active lifestyle and a safe place to socialise. It runs on a Friday evening at a time when anti-social behaviour in the area is reported as at its highest and aims to reduce this by providing an alternative place to go. The funding being sought from the Well Being Fund would be used to fund the activities; currently the core staffing and venue costs are being provided as an "in kind" contribution from project partners.

**Outcomes (summarise the main outcome/output/benefit the project will achieve):**

- Regular attendance by up to 70 young people per session
- Overall membership of approximately 500 young people by the end of the first year
- Increased access to positive arts, physical and cultural activities by young people
- Reduction in youth anti social behaviour and offending
- To increase Breezecard membership as all young people will use the Breezecard to register on to the programme
- Signposting of young people into appropriate support services ie Careers advice, Sexual Health information, Connexions Personal Advisors
- Increased uptake across the partner agencies' services as young people are made aware of the range of activities available to them in the locality

**Project Cost. Please indicate How much the project will cost? (List all partners and their contributions)**

Total Cost - £32,310 made up of:

£10,810 in kind from partners

£1,000 – West North West Homes

£3,000 – Positive Activities for Young People (funding decision being made on 09/06/09)

£15,500 – LS Cash (funding application being made by the young people attending the project, decision being made summer 2009)

£2,000 – Wellbeing application

**Identify which geographic areas will benefit:**

Bramley and Stanningley and Armley

**How much Well Being Funding is sought and breakdown between capital and revenue)**

£2,000 revenue

**Approved**

Date

**Not Approved**

Date



**Area Committee Well-being Fund – Project Proposal**  
**Inner West Area Committee**

**Appendix 7**

**Project Name:** Community Development Worker/Centre Manager for New Wortley Community Centre. September 2009 – January 2010

**Lead Organisation:** New Wortley Community Association, 40 Tong Road

**Project Delivery - How will the project be delivered? (list any partners involved in the project):**

The project will be delivered by the New Wortley Community Association

**Project Summary (include a brief description of the main activities, why the project is needed and links to key priorities):**

To continue the employment of a Community Development Worker/Centre Manager for New Wortley Community Centre to ensure the development of services and programmes of activities and to manage the daily operation of the centre for agencies and service users.

**Outcomes (summarise the main outcome/output/benefit the project will achieve):**

Community Development Worker/ Centre Manager

To secure the continuation of a community facility providing a Community Café and After School Club and other services to a community in the bottom 10% of neighbourhoods in the country.

The continuation of this post will secure the continued use and availability of the centre and current services ( particularly the After School Club (ASC) and the Community Café) for use by local people and agencies, together with the development of additional programmes of activity and services to meet the needs of the local community.

Over the past year NWCC has been successful in continuing to operate without the support of large scale grant funding with the exception of the Centre Manager's salary which has been funded by Inner West Area Committee. The Community Café is thriving and supports the salaries of the Chef and two Kitchen Assistants plus also contributing to the main utility costs of the centre. Through increased use of the centre by paying customers and services and the continued success of the café the centre is slowly moving towards sustainability.

Current activities delivered include:

Residents meetings, ward member surgeries, West Leeds Gateway Regeneration consultation meetings, Job shop, Volunteer Project, Gardening project. Base for Operation Champion in July 2008. New Opportunity days delivered by Learning Partnerships.

Future Activities

To continue to work with key partners and local people to plan, develop and deliver high quality neighbourhood management services for the local community and enable local people community groups and organisations to build their capacity, confidence and skills training.

To ensure the smooth running of the centre and development of projects with the New Wortley Community Association, key partners and local organisations.

To recruit, support and develop training for volunteers.

To support the further development of the Community Café and After School Club which are already moving towards social enterprise status.

To provide complimentary activities to those provided by the new Children's Centre at Castleton Primary School.

New Wortley Community Centre has recently formed part of the Community Centre Consortium for Inner West Leeds (other centres include Wyther Community House, Fairfield, Moorside Community Centre and the Heights, which is seeking funding via a Tudor Trust application to be made later in 2008).

**Project Cost. Please indicate How much the project will cost? (List all partners and their contributions)**

£10,000 total cost until January 2010.

An application for £5,000 has been submitted to the ALMO Area Panel which will make a decision on 22<sup>nd</sup> June.

Longer term funding is being sought through a Community Centre Consortia bid.

**Identify which geographic areas will benefit:**

Armley

**How much Well Being Funding is sought and breakdown between capital and revenue)**

£5,000 revenue

**Approved**

Date

**Not Approved**

Date

**Area Committee Well-being Fund – Project Proposal**  
**Inner West Area Committee**

**Appendix 8**

**Project Name:** Youth Mobile

**Lead Organisation:** Youth Service

**Project Delivery - How will the project be delivered? (list any partners involved in the project):** The project will be delivered by Leeds Youth Service in conjunction with Barca Leeds to get the maximum usage from the vehicle.

**Project Summary (include a brief description of the main activities, why the project is needed and links to key priorities):**

The mobile provision is used to work with young people out on the streets to give them a focal point to meet youth workers. The mobile provision has been running for a number of years and works extremely well.

In previous years the mobile has been leased, however this application is for the capital costs to purchase the mobile outright. This unit has recently been refitted so is in good condition.

All of work with the mobiles is in specific areas and is targeting specific groups. The mobiles seek also to respond to local issues in the area. Community safety, Councillors and Police also inform us of any areas where the mobile provision may make an impact. The mobiles are designed to work in any community and are self sufficient with high quality resources. The staff on the mobiles are all fully trained.

**Outcomes (summarise the main outcome/output/benefit the project will achieve):**

- Engagement with increased numbers of young people
- Increased access to services for “hard to reach” young people
- High profile/quality street work
- Compliments existing programmes in the area
- Over 1000 young people will benefit over a 12 month period

**Project Cost. Please indicate**

**How much the project will cost? (List all partners and their contributions)**

£15,000 Well Being capital funding from Inner West Area Committee

**Identify which geographic areas will benefit:**

Bramley and Stanningley and Armley

**How much Well Being Funding is sought and breakdown between capital and revenue)**  
£15,000 capital

**Approved**  
Date

**Not Approved**  
Date

**Area Committee Well-being Fund – Project Proposal**  
**Inner West Area Committee**

**Appendix 9**

**Project Name:** Capture House Project

**Lead Organisation:** West Yorkshire Police

**Project Delivery - How will the project be delivered? (list any partners involved in the project):** The project will be delivered by West Yorkshire Police based on most recent evidence of criminal activities.

**Project Summary (include a brief description of the main activities, why the project is needed and links to key priorities):**

North West Leeds and in particular West Inner NPT area has one of the highest burglary rates in West Yorkshire. Criminals are well aware that in an area that has a dense housing population there will be a high number of attractive consumer goods to steal including flat screen TV's, laptops, mobile phones, PDA etc. This project will help reduce burglary by targeting the criminal. Other tactics used by West Yorkshire Police and partners are awareness campaigns, target hardening, using The Crime Opportunity Profiling of Streets initiative to provide crime prevention advice and property marking.

This project is intended to make criminals wary about coming into the West Inner NPT area of North West Leeds area to commit burglary. The intention is to increase the likelihood of criminals getting caught, additionally intelligence will be gathered about where stolen items are being sold and investigations undertaken on these locations. Part of the media strategy for this project will be to publicise widely the successes of this initiative.

This project will require:

- an asset (laptop or other such desirable item),
- tracking device and laptop to track the asset
- furniture to make the house look occupied,
- cameras and lighting to ensure that good quality evidence is gathered
- smart water to assist in evidence gathering

Once the capture house is activated it will then be moved to another location as it is likely that this house will not be breached again as the burglar caught will tell other criminals where this capture house is.

Where possible items will be recycled and reused, however, eventually criminals will come to identify the furniture and set up so items will have to be renewed or swapped with other divisions.

This initiative has already been piloted in the Division and has secured a number of successes.

The cost of setting up one capture house is approximately £4,000 (made up of the cost of

furniture, smart water, cameras, trackable asset). This project will aim to have 2 capture houses set up in West Inner NPT area of North West Leeds Division and funding is sought for 1 at a cost of £4,000. West Yorkshire Police will secure a further £4,000 from it's own funds, partner agencies and private sponsors.

**Outcomes (summarise the main outcome/output/benefit the project will achieve):**

- The establishment of a capture house project
- An increased conviction rate for burglaries in Inner West

**Project Cost. Please indicate**

**How much the project will cost? (List all partners and their contributions)**

£4,000 Well Being capital funding from Inner West Area Committee

**Identify which geographic areas will benefit:**

Bramley and Stanningley and Armley

**How much Well Being Funding is sought and breakdown between capital and revenue)**

£4,000 capital

**Approved**  
Date

**Not Approved**  
Date

**Area Committee Well-being Fund – Project Proposal**  
**Inner West Area Committee**

**Appendix 10**

**Project Name:** Haleys Field Allotment Toilets and Fencing

**Lead Organisation:** Parks & Countryside

**Project Delivery - How will the project be delivered? (list any partners involved in the project):** The project will be delivered by Leeds City Councils Parks & Countryside Service

**Project Summary (include a brief description of the main activities, why the project is needed and links to key priorities):**

This project is for the installation of a fully accessible toilet at Haleys Field Allotments. The allotment association currently have no facilities on site and this will allow a wider range of individuals to use the allotments. The cost of the installation has been quoted as £17,500.

New fencing around the site will increase the site security and will complement the installation of new gates which Parks and Countryside are installing. The cost of installing the fencing is £3,710, £2,500 of which is from this application the remainder will be covered by Parks and Countryside.

**Outcomes (summarise the main outcome/output/benefit the project will achieve):**

- Installation of fully accessible toilet
- Installation of new fencing to make the site secure

**Project Cost. Please indicate**

**How much the project will cost? (List all partners and their contributions)**

£20,000 Well Being capital funding from Inner West Area Committee

**Identify which geographic areas will benefit:**

Bramley and Stanningley

**How much Well Being Funding is sought and breakdown between capital and revenue)**

£20,000 capital

**Approved  
Date**

**Not Approved**  
Date



**Project Name:** Alleygating Project

**Lead Organisation:** Safer Leeds

**Project Delivery - How will the project be delivered? (list any partners involved in the project):** By Safer Leeds

**Project Summary (include a brief description of the main activities, why the project is needed and links to key priorities):**

Alleygating has been used across Leeds as a crime reduction tool aimed at reducing access to the rear of properties to prevent the occurrence of crime and Anti-Social Behaviour (ASB), in particularly acquisitive crime; domestic burglary, robbery, vehicle crime and criminal damage.

Two areas within West Leeds have been referred for alleygating and fencing, as both sites have experienced persistent crime and ASB. One site requires traditional steel alleygates, the other requires a substantial wooden fence. The sites are: The footpath at the rear of Aston Drive, Bramley and the opening into Houghley Gill woods from the end of a new-build private estate at Wyther Park Hill.

#### Astons Footpath

The footpath at the rear of Aston Drive and Aston Terrace has been the location for incidences of crime and anti-social behaviour for several years and various attempts have been made to have the footpath closed for many years.

The aim of the project is to restrict access to properties backing onto this footpath by erecting alleygates either end and giving keys to the residents of these said properties so that they may access the rear of their properties, should they need to carry out any maintenance work to the perimeter of them.

2 Black powder coated, steel alleygates and fence panels will be erected either end of the footpath designated for closure. Each gate and fence panel will be approximately 2m in height and shall have a master key locking mechanism built into them so that only designated keys operate the gates. The key will be numbered in accordance with the master key system in operation and managed by Safer Leeds and each property will be able to request a key to access the secured footpath. Members of the public will be unable to have spare copies of the key cut unless they come through Safer Leeds first. Safer Leeds will then provide additional keys if necessary.

#### Wyther Park Hill

Wyther Park Hill is a new-build private estate on the periphery of the Houghley Gill woodland site. The end of this estate has been left open to allow access for residents into the woods, but unfortunately all the opening has created is an access and exit point for criminals and gangs of congregating youths, leading to a number of recent burglaries, criminal damage and anti-social behaviour.

In keeping with the perimeter fencing already erected within this site, wooden panelled fencing will be erected across the said opening and to the rear of a low perimeter wall next to the end property so that there is no point by which to escape to and from the woodland area.

**Outcomes (summarise the main outcome/output/benefit the project will achieve):**

- Reduction in the occurrence of crime, particularly acquisitive crime and anti-social behaviour
- Reduction in the fear of crime amongst local residents

**Project Cost. Please indicate**

**How much the project will cost? (List all partners and their contributions)**

£4,382 capital funding

**Identify which geographic areas will benefit:**

Bramley and Stanningley and Armley

**How much Well Being Funding is sought and breakdown between capital and revenue)**

£4,382 capital funding

**Approved**  
Date

**Not Approved**  
Date

**Area Committee Well-being Fund – Project Proposal**  
**Inner West Area Committee**

**Appendix 12**

**Project Name:** Alert Boxes

**Lead Organisations:** Leeds Ahead

**Project Delivery - How will the project be delivered? (list any partners involved in the project):**

By the Town Centre Manager in conjunction with West Yorkshire Police and local businesses.

**Project Summary (include a brief description of the main activities, why the project is needed and links to key priorities):**

The Alert Box is a form of Electronic Business / Neighbourhood Watch that enables neighbours in a business or residential area to either forewarn or request help from each other, by simply pressing a button. Engaging the business community to be a part of the solution in reducing crime, the fear of crime and anti-social behaviour.

The 'Warning' setting is for low level incidents and lets neighbouring traders know if there is a situation causing concern, i.e. someone trying to pass counterfeit money, suspicious activity, known troublemakers in the parade etc. Thus improving awareness and communication to prevent incidents.

The 'Help Button' setting is for higher level incidents where assistance is required and that the emergency services may need to be called. i.e. personal safety, medical and fire problems etc. Again improving awareness, communication and witness information to assist the emergency services.

The likelihood of a situation starting or escalating is reduced as individuals concerned are aware that neighbouring retailers are observing them. Additional street signage, window stickers and seeing the Alert box on the wall will further help to deter criminals. The box is simple and easy to use and requires no ongoing maintenance.

**Outcomes (summarise the main outcome/output/benefit the project will achieve):**

- Reduce crime and diminish the fear of crime
- Reduction in theft and shoplifting
- Reduction in calls to Police
- Provide a catalyst for establishing Business Watch Schemes
- Promote greater communication between the public and the Police
- Strengthen the bonds uniting the communities involved
- Create an atmosphere where different communities feel safe and able to work together
- Educate young people regarding ASB and shoplifting
- The reduction in gang related crime reported

**Identify which geographic areas will benefit:**

Armley

**Project Cost . Please indicate how much the project will cost. (please list all partners and their contributions)**

£15,000 capital

**How much Well Being Funding is sought and breakdown between capital and revenue)**

£15,000 capital



Originator: Alison Pickering

Tel: 395 1968

## Report of the Director of Environment and Neighbourhoods

**To: Inner West Area Committee**

**Date: 23<sup>rd</sup> June 2009**

**Subject: Area Managers Report**

<p><b>Electoral Wards Affected:</b>                  Armley                  Bramley &amp; Stanningley</p> <p><input checked="" type="checkbox"/> Ward Members consulted                  (referred to in report)</p>	<p><b>Specific Implications For:</b></p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input 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

The purpose of this report is to inform members of progress against Leeds Strategic Plan and the Inner West Area Delivery Plan.

#### 1.0 Purpose of This Report

1.1 This report informs Members of the progress against Leeds Strategic Plan and the Inner West Area Delivery Plan.

#### 2.0 Background Information

2.1 The Area Delivery Plan is the delivery of the Leeds Strategic Plan in the Inner West area. This report identifies progress against the themes of the Leeds Strategic Plan. Appendix 1 provides a more detailed account of progress against actions in the Area Delivery Plan for 2008/09.

#### 3.0 Main Issues

##### 3.1 Environment

3.1.2 Field of Dreams

3.1.3 In April 2007 St Bartholomew's Primary School, Armley, applied to the People's Millions, Big Lottery, for a grant to create an informal community garden on

designated public space adjacent to St. Bartholomew's Primary School. The application was successful and they were awarded £79,930.

- 3.1.4 Parks and Countryside are due to commence works shortly, and it is envisaged that the scheme will be completed by August.

## **3.2 Thriving Communities**

- 3.2.1 The Impact of the Recession on Inner West Leeds.

- 3.2.2 The impact of the recession is now starting to feed through to unemployment levels. In Leeds as a whole the Job Seekers allowance register increased by 23,281 in April 2009 up by 10,806 on April 2008. The top 10 occupations involved in people losing jobs are:

1. Warehousing
2. Retail
3. Office assistants
4. Van drivers
5. Customer care
6. Laborers
7. Joiners
8. Process and plant workers
9. Cleaners
10. Packers

- 3.2.3 In April 2009 3693 vacancies were notified in Leeds, a decrease of 45% on April 2008. The top ten vacancies in Leeds currently are in:

1. Care assistants
2. Sales reps
3. Telephone sales
4. Cleaners
5. Other sales occupations
6. Security
7. Call centres
8. Customer care
9. Office assistants
10. Retail

- 3.2.4 In Inner West Leeds the number of unemployed job seekers allowance claimants has doubled between May 2008 and April 2009 from 1077 to 2044. For Armley ward the rate of unemployment is now 7.1% and in Bramley 4.8% as against a Leeds figure of 4.3% (source Leeds Economy Bulletin Spring 2009). Alongside this from August 2008 figures there were 1345 claimants of Incapacity Benefits in Armley (8% of working age population) and 1225 in Bramley and Stanningley (7.5% of working age population). From these same figures there were 490 Lone Parent claimants in Armley (3% of working age population) and 420 in Bramley and Stanningley (3% of the working age population).

- 3.2.5 The number of investment enquiries coming to the Council has also fallen sharply in Inner West over the last five quarters, from 100 industrial enquires to 46, from 51 office enquiries to 32, from 55 retail enquiries to 35 and 42 land enquiries to 13.
- 3.2.6 A number of local companies have announced redundancies for example Heidelberg in Bramley with the loss of 20 jobs. On the positive side there have been examples of new jobs such as at Elite group (over 200 new jobs in the past 12 months) and Tesco store in Bramley that now employs 180 staff.
- 3.2.7 With increased numbers of people looking for work Job Centre Plus have introduced additional support when people first become unemployed. This includes:
- One to one coaching
  - 1 day provider led seminars
  - Access to discretionary funds for “one off” cash help to improve an individual’s immediate job prospects
  - Three Week work trials
- 3.2.8 And for those unemployed for 6 months:
- £1000 recruitment subsidy for employers to employ someone from the JSA register and access to in work training up to £1500 through Train to Gain funding
  - Work focussed training
  - Work focused volunteering
  - Help for customers starting in self employment £50 per week for individuals over 25)
- 3.2.9 The Government’s Future Jobs Fund has recently been announced – this aims to provide 18-24 year olds on 12 month job seekers allowance with 150,000 new jobs nationally in a Community Task Force, in the Care sector, Retailing and other sectors. The subsidy unit cost will be £6500 for every job of 25 hrs of more created. The funding will last 18 months. Local Authorities, including Leeds, are being tasked to work with partners to submit proposals to a bidding process by end June 2009, with the first jobs being available in October 2009.
- 3.2.10 Within West and North West Leeds a number of schemes are now helping people get into employment. The A2E worklessness programme is now operational through advisors based in Fairfield Community Centre, New Wortley Community Centre, Strawberry Lane, Hollybush and Wyther Community House. A second scheme – the Inner West Leeds worklessness pilot match also now commenced. The scheme is known as “4 Families” will work with a number of families and individuals on the New Wortley, Fairfield and Wyther estates to help get people back into the workforce. If this model is successful the plan will be to roll it out within Leeds. The West Area Committee is joint funding this project (hence the greater coverage in Inner West than anywhere else in the City). Inner West is the only area committee to support this type of work – a far sighted decision given the impact of the recession locally.
- 3.2.11 Worklessness Pilot

- 3.2.12 The aim of the pilot is to reduce worklessness amongst a number of targeted neighbourhoods across the city, which are Halton Moor, Osmondthorpe, Gipton and New Wortley. In Inner West the areas covered will be New Wortley, the Wythers and the Fairfields, due to an injection of funding from the Inner West Area Committee. The pilot will offer intensive wrap around support to identified families/ individuals to encourage them to address the barriers they face in moving into and staying in work. The pilot is a new person-centred approach to address the needs of individuals and to work in partnership with a broad spectrum of statutory and voluntary sector service providers.
- 3.2.13 The proposed approach aims to coordinate activity in the neighbourhoods and is intended to demonstrate that there are efficiencies to be achieved by effectively joining up services and responding to the individual needs of people. The pilot will establish a network of Family Mentors to work across the target neighbourhoods to utilise a wide range of sources of support personalised to the needs of the individuals. The support will cover a wide range of elements dependent on individual needs; from signposting to partner organisations to personal development plans and wrap round support.
- 3.2.14 The project has recruited six new members of staff, an Administrator, two Family Mentors who are currently in post, one of which is in Julie Baird who is working in the Inner West area, with the remaining Family Mentors due in post shortly.
- 3.2.15 The project location in Inner West is New Wortley Community Centre, but also linking in with BARCA on the Wythers, Fairfield Community Centre, Jobs and Skills, Hollybush Primary School and St Bartholomew's Primary School. Some outreach work has been undertaken to meet local agencies in order to inform them about the project and to get new referrals. Referrals are starting to come into the project with 17 to date across the programme areas.
- 3.2.16 Integrated Money Advice Pilot
- 3.2.17 Work is underway to roll out an integrated money advice pilot to be run in two areas in Leeds involving a coordination of services from multiple partners. The areas chosen for the first pilots are South Seacroft followed by Armley.
- 3.2.18 Partners would include: LCC Welfare Benefits and Rights, Debt Advice Agencies, Housing ALMO's, Social Care, NHS PCT, LCC Corporate Debt Team, Leeds City Credit Union, Customer Services One Stop Centres and Contact Centre, Energy Advice. A report on financial inclusion, the credit crunch and debt, money advice services in Leeds is also a separate item on this agenda.
- 3.2.19 The South Seacroft pilot commenced in February and is ongoing; the Armley pilot is due to start at the end of June. The pilot has also been extended to include the Fairfield neighbourhood in response to incorporating the third priority neighbourhood in Inner West as part of the Local Area Management Plan (LAMP) work. A report will be taken to the Narrowing the Gap group in autumn which will outline the findings of the pilots.

### 3.2.20 Jobs and Skills Update



### 3.2.21 Fairfield Community Centre

3.2.22 Jobs and skills have established a jobshop session (every Thursday am), even though numbers are still quite low they have increased over the past two months. They attended the 'Your Communities Your Priorities event to promote Jobs and Skills services and network with other agencies working in the area and they are working in partnership with 4Families to support workless families in the area.

### 3.2.23 New Wortley Community Centre

3.2.24 Due to demand two members of staff now cover the jobshop at the New Wortley Community Centre, which runs every Wednesday 10-12pm and 1-3pm. They are working in partnership with 4Families to support workless families in the area. In addition to working in partnership with Accent Housing and Lovell's on a social housing project on the Farrow Estate which will not only create new housing association properties but opportunities for apprenticeships, short placements and jobs. These opportunities are for local people only. The project will also support small local businesses such as the local sandwich shop which the contractors will use on a regular basis.

### 3.2.25 Strawberry Lane Community Centre

3.2.26 Jobshops and IT provision sessions are now running two days per week. WWW (Work Well West) is a session running every Thursday offering support from four agencies who support people with mental health issues back into employment. Partners are Jobs and Skills, Stocks Hill Day Centre, Working Minds and Leeds Mind Dove Services. Jobs and Skills are also continuing with the established jobshop session at Armley One Stop Shop.

### 3.2.27 Hollybush Annexe

3.2.28 An increase in the Adult Learning offer has attracted new people to the centre, for example they now run a conversation club which is an ideal setting for people who have confidence issues or who are returning to learning or the labour market after a long period of time. All Adult Learning classes are full and have a waiting list. The jobshop provision which runs every Thursday is now covered by two members of staff due to demand.

### 3.2.29 Wyther Community House

3.2.30 The jobshop was introduced just over a month ago (every Friday pm); they are now in discussion with BARCA to look at changing this session to another day. They are working in partnership with 4Families to support workless families in the area.

### 3.2.31 Neighbourhood Wardens

3.2.32 There are four Neighbourhood Wardens working in Inner West funded through Neighbourhood Renewal Fund, Safer Stronger Communities Funding, Area

Committee and West North West Homes Leeds funding. The wardens are based on the Wyther estate, Broadlea, Fairfield, and New Wortley area.

3.2.33 Warden report – a full report on the future proposals for neighbourhood wardens is presented elsewhere on this agenda.

3.2.34 Recently, the Wardens, have been involved in:

- Supporting Clean Up Days in the Clydes and Bruces
- Supporting the Wyther Action Day, particularly the local community in clean-up activities
- Delivering the SmartWater initiative and supporting Operation Impact in the Wyther estate
- Supporting the Chill Out Night Café in New Wortley in trying to divert young people into activities.
- Undertaking a leaflet drop in the Lincrofts regarding the ginnel closure, and across Armley promoting the 'Your Communities Your Priorities' event
- Supporting the 'Street Clear Up' on Armley Town Street
- Attending at the 'Your Communities Your Priorities' event
- Supporting a clean-up in the ginnels on the Clydes and Bruces
- Supporting Probation in clearing gardens in New Wortley
- Undertaking a leaflet drop in relation to needle awareness.
- Supporting the Dreamscheme in the Wyther in taking a number of young people bowling.
- Support to clear the Blue Bell Woods.

### 3.3 Stronger Communities

#### 3.3.1 Community Centres

3.3.2 There are five community centres in Inner West, these being Moorside Community Centre, New Wortley Community Centre, Fairfield Community Centre, Strawberry Lane/ St. Batholomew's Centre and Wyther Community House. All of these are leased to independent organisations who manage the centres via their management committees. The exceptions are Strawberry Lane/ St Batholomew's Centre, which is vested with Environments and Neighbourhoods Directorate of Leeds City Council and Wyther Community House, which is managed by West North West Homes Leeds. The Heights Centre, which although located in Outer West, is part of the Inner West Community Centre Consortia group and is close to the Armley ward boundary.

3.3.3 The community centres are a valuable asset in engaging with residents in deprived communities. They offer many services and facilities, as well as being a local focus from which partner agencies can deliver initiatives, such as worklessness and health. However within the next 12 months most of the community centres (with the exception of Strawberry Lane/ St Batholomew's) will run out of funding. Consequently a Community Centre Consortia group has been convened to address the impending funding issues and deliver a more sustainable management model.

- 3.3.4 To date a proposed business model has been drawn up as to how the community centres can be managed. This involves a lead organisation taking responsibility for managing the centres and co-ordinating the day to day running (recruitment, legal issues such as health and safety, organisation of staff etc.), which will free up community centre staff and volunteers to engage with local people and to develop and deliver programmes of work. A similar model exists in Huddersfield and has proved to be very successful; a visit by the Community Centre Consortia group has taken place.
- 3.3.5 To address the lack of funding bids have been submitted to a consortia of funding organisations including the Tudor Trust, HBOS, and the Getty Foundation. The bid seeks funds to finance key staff, maintenance and capital issues for a three year period. The bid is at Stage 1 and if successful will move to Stage 2 with a final decision being made in early 2010. Verbal feedback from two of the funding organisations has so far been positive, funds from all three funding organisations is required to secure the £500,000 needed over the three years.
- 3.3.6 New Wortley Community Centre
- 3.3.7 Interim funding for the Community Development Worker/ Centre Manager was secured in October 2008 from the Inner West Area Committee and NHS Leeds (formerly Primary Care Trust). This amounts to £20,000, and will ensure the continuation of services until September 2009. A further bid for interim funding has been submitted to the Area Panel of West North West Homes Leeds for £5,000 to continue to fund the centre manager's post until January 2010. If this is unsuccessful, as noted above funding is only secured until September 2009.
- 3.3.8 Strawberry Lane Centre/ St Bartholomew's Centre
- 3.3.9 Strawberry Lane/St Bartholomew's centre is the only directly managed centre in Inner West Leeds. This centre is fully occupied by Armley Helping Hands and Park Lane College respectively with a small area currently occupied by Jobs and Skills.
- 3.3.10 Moorside Community Centre
- 3.3.11 Moorside continues to provide services to the local community. Although funding has been provisionally allocated for the installation of a sports pitch the community association wanted to undertake public consultation to clarify local need in the new year. This consultation is now complete and the consensus from the community is that a garden area would be more beneficial. This will engage both old and young residents in learning the benefits of growing their own food. Further investigation into this is ongoing.
- 3.3.12 Wyther Community House
- 3.3.13 The Community Development worker has been working extensively with partners to develop a range of projects that specifically target the needs of the locality. Regular events are now held with the unpaid service team, which have led to improvements both to the centre but also to the estate as a whole.

- 3.3.14 Extended Services has successfully secured funding through PAYP to deliver a graffiti and media project, which has linked into the Community Cohesion work.
- 3.3.15 A Youth Sub-Group is being developed to co-ordinate and develop youth activities in the Wyther.
- 3.3.16 Fairfield Community Centre & Fairfield LAMP
- 3.3.17 The centre has recently played host to two large community engagement events. Area Management Team's 'Your Communities, Your priorities' event, which gave the residents of Bramley the opportunity to have their input in the revision of the Area Delivery Plans for Inner West. They also hosted West North West Homes' 'Credit Crunch Event', which gave advice and support to local people in these difficult financial times.
- 3.3.18 Through joint working with NHS Leeds a regular Tea Dance event is now being held at the centre, this will provide light exercise for those who may not be able to get out though their normal week.
- 3.3.19 The Community Cafe is going from strength to strength with three older people luncheon clubs being supported through outside catering. The developments are ongoing to set up the catering arms as a social enterprise which will hopefully provide healthy affordable meals to more and more local people
- 3.3.20 Community Engagement
- 3.3.21 Partnership events – themed discussions
- 3.3.22 Under the new arrangements for Area Committees to scrutinise partnership working, the first themed event with Inner West Area Committee took place in September around the theme of Children and Young People.
- 3.3.23 The second themed event took place in October around the theme of Community Safety, with a particular focus on drugs. December's themed event prior to the Area Committee focused on business and economy.
- 3.3.24 A review of the outcomes and performance to date of the themed meetings took place at the February Area Committee and it was agreed to pilot the health themed meeting through the Bramley and Armley Forums, after the 'Your Community Your Priorities' events. The outcomes of these events will be discussed at a future Area Committee meeting.
- 3.3.25 'Your Community - Your Priorities'
- 3.3.26 The 'Your Community Your Priorities' community engagement events follow on from last year's 'What's the Big Idea' community engagement events and were held on dates when there would normally have been a community forum. The Bramley event, 26<sup>th</sup> March, was held from 4.00pm-8.00pm at the Fairfield Community Centre and the Armley event, 21<sup>st</sup> April, was held from 4.30pm-8.00pm at Armley-One-Stop-Centre.

The marketplace style layout included stands reflecting the ADP themes, including Jobs and Skills, Environment, Community Safety, Older People & Health, Children and Young People. Each service was able to consult visitors on their key priorities to implement the Leeds Strategic Plan and Inner West Area Delivery Plan in 2009/10.

3.3.27 The Area Management Team prepared a stand which displayed information about projects that have been funded by the Area Committee and with which the Area Management Team have been closely involved. A system of theme prioritisation was also trialled through this event. This involved residents completing a questionnaire, there were also 'take action' cards for residents to record issues and face-to-face discussions at the themed stands with partners.

3.3.28 It was important to attract as many people as possible to the 'Your Community - Your Priorities' community engagement events to ensure a representative range of views are heard from all parts of the community especially, for instance, young people. The events were promoted well in advance and enhanced with extra attractions, including locally provided musical entertainment by the children from both Bramley Primary School and Castleton Primary School, and refreshments. The musical entertainment was very well received and a popular element of the events.

3.3.29 The Armley event was held on the same day and venue as the Armley Forum to maximise on numbers attending. Fifty eight people attended the event in Armley, and out of these twenty three completed the questionnaires, and seven people filled in a take action card. On average between 30-45 attend the monthly Armley Forum.

3.3.30 The following partners attended the Armley ADP event:

1. Highways,
2. Leeds Ahead,
3. Environmental Services( Education),
4. Interplay,
5. Community Safety,
6. Neighbourhood Warden,
7. Police,
8. Fire Service,
9. Development,
10. Highways,
11. City Projects,
12. Youth Service,
13. Armley Leisure Centre,
14. Town Centre Manager
15. BARCA Leeds

3.3.31 The Bramley event was held on the same day as the Bramley Forum to maximise numbers, but at a different venue. On average between 15-25 people attend the Bramley Forum. Twenty people attended the event, and out of these ten completed the questionnaires. The following partners attended the Bramley event:

1. Highways,
2. Youth Service,

3. WNWHL,
4. Jobs and Skills,
5. Extended Services,
6. Interplay, Streetscene,
7. Community Safety,
8. Neighbourhood Warden,
9. Police and
10. BARCA Leeds

### 3.3.32 **Community Cohesion Project**

3.3.33 In September 2008, The Chief Regeneration Officer produced a paper for the Stronger Communities Strategic Outcomes Group proposing the delivery of a Cohesion and Integration Pilot Programme. The paper acknowledged that much good work on cohesion at neighbourhood level had taken place across the city, but identified the need for a more focussed and targeted approach within certain areas to improve cohesion and community relations.

3.3.34 Area Management Teams (AMT's) were each asked to identify a suitable neighbourhood on their patches to undertake the pilots. These were : -

- Chapeltown and Harehills IMPaCT Area in North East Leeds
- Middleton in South Leeds
- Armley in West Leeds

3.3.35 The paper outlined the need to pilot and evaluate different interventions in different neighbourhoods in order to build effective community relations, and to gain an improved understanding of how to measure and improve cohesion at the local level.

3.3.36 The Area Management Team are leading on this piece of work and have set up a steering group made up of representatives from West Yorkshire Police, Leeds Voice, West North West Homes Leeds, Safer Leeds, Stop Hate UK, Extended Services and the Armley Town Centre Manager, to take this project forward.

3.3.37 The steering group identified four priority areas to focus activity within Armley, these being the Wythers, Moor Top, Cedars, New Wortley and the Clydes. The Wythers has been identified as the first target neighbourhood. The methodology for identifying the key cohesion issues is being developed through a cohesion audit, which is nearing completion. This has required a detailed demographic information gathering exercise, and additional, more qualitative information from key local partners.

3.3.38 It is important that work delivered through this project is embedded into existing structures, namely:

- The Wyther Improvement Group (WIG)
- New Wortley Local Area Management Plan (LAMP)
- West Leeds Multi-Agency Hate Crime Focus Group
- West Inner Crime and Grime Tasking Meeting

3.3.39 The Area Management Team will report progress on this project to future Area Committee meetings.

### **3.4 Enterprise and Economy**

- 3.4.1 Armley Town Street Town and District Centre Regeneration Scheme (TDC) and Townscape Heritage Initiative (THI).
- 3.4.2 Progress to Phase 2 of the Armley Town Centre improvement scheme is now underway. Presently this includes working with local businesses and the appointed contractor with regard to the public realm works. This scheme seeks to improve the vitality and viability of Armley town centre for workers, residents and visitors, reverse the physical decline and increase the popularity of the area as a desirable place to work and shop. It will also contribute to improving the general appearance of Armley town centre and is an element of the West Leeds Gateway Regeneration Programme (WLGRP).
- 3.4.3 The works include resurfacing pavements, replacing kerbs, street furniture and public art. SEC will install the Heritage style lighting columns, and there will be hanging basket brackets to at least four columns on Town Street. It is envisaged that on site works will commence in July and completed by November of this year.
- 3.4.4 The Townscape Heritage Initiative has recently been launched. It is located within the Armley Conservation Area which covers most phases of the town's development from the 17<sup>th</sup> to the 20<sup>th</sup> century. It will strengthen the heart of the town by repairing and replacing the shop frontages to commercial properties and reviving the Town Moor. This will help to complement the work planned under the Town and District Centres scheme, which focuses on improvements to public realm surrounding the THI targeted shops frontages. Two THI officers have been appointed; Jessica Ashton and Wyn Jones, Wyn Jones will cover the Armley THI scheme.
- 3.4.5 West Leeds Gateway Update
- 3.4.6 The West Leeds Gateway is one of the city's key regeneration initiatives aimed at narrowing the gap between the most disadvantaged people and communities in West Leeds and the rest of the city. The council's case for focusing on West Leeds lies not only in the area's high levels of deprivation but also in the realistic opportunities for sustainable intervention by the council and other agencies which will ensure that West Leeds is well positioned to take advantage of anticipated future economic growth in Leeds and across West Yorkshire.
- 3.4.7 Informal consultation on the AAP with key stakeholders and Council Departments prior to formal 6 week deposit is now scheduled to be carried out May-June 2009. The 6 week formal deposit (consultation) will now take place from September 2009. Submission to Secretary of State is expected by 29 January 2010 followed by the Public Inquiry in May 2010. If these timescales are maintained, this will result in the Adoption of the Plan sometime in August 2010. The Strategic Delivery & Investment Plan will form part of the AAP (as an appendix) and is scheduled to be presented to the WLG Programme Board in June 2009 for approval.
- 3.4.8 A new West Leeds Gateway Stakeholders' Advisory Group has been set up, which seeks to establish a more strategic and focused remit capable of aligning the social

and economic priorities for West Leeds, in particular, worklessness, skills development and neighbourhood management with the physical work programme.

3.4.9 Two meetings have been held, the first meeting was held on the 3<sup>rd</sup> February and the second on the 7<sup>th</sup> April. Work to align the social and economic priorities with the physical workprogramme, governance arrangements and Terms of Reference is underway.

3.4.10 Town Centre Manager Update

3.4.11 Shop Local Armley

3.4.12 It was decided by the businesses at the Business Forum that they did not want a dedicated launch day for this campaign. It was felt that a constant flow of information on an ongoing and growing approach would be more effective. In implementing this approach laminated 'Shop Local' posters have been produced and distributed to the businesses in Armley. Many of the shops are displaying them. Promotional material is being printed and this will be distributed once all the merchandise is ready to go. The Town Centre Manager will then promote this initiative at local events and press coverage on the day that the merchandise is distributed. Merchandise includes, printed 'Shop Local' environmentally friendly shopping bags, car stickers, badges, fridge magnets and t-shirts. All will display our 'Shop Local' logo and slogan.

3.4.13 In conjunction with the 'Shop Local' initiative, the Town Centre Manager intends to run a loyalty card scheme with the help of participating retailers. This will involve members of the public collecting from participating retailers a reward card. The proposals for this scheme are still being developed.

3.4.14 Town Street Clear Ups

3.4.15 The Town Street Clear Ups have proven to be a big success in bringing together the multi-agencies. The 'Street Clear Ups' were designed to raise awareness to members of the public and businesses on various issues covering a wide range of topics. The focus has moved onto in some instances looking at enforcement matters. It is felt that members of the public and businesses have been very supportive.

3.4.16 There has been a significant improvement in many of the problem areas, with fly tipping, general grime. The area is now much improved in cleanliness with all shopkeepers aware of their responsibilities. The Environmental Action Team, Neighbourhood Wardens Community Pay Back scheme, and the Police have been very helpful in offering advice and support with issues arising. There has been a focus on clearing graffiti, and litter dropping, especially cigarette butts. At the last 'Clear Up' day there were mounted officers and the Neighbourhood Police Team made 24 stops, with 1 arrest and a CID 8 for possession of cannabis, 8 tickets, 4 summons and 2 drivers were suspended and had their vehicles seized. This was done in conjunction with the Taxi Licensing Enforcement officer. There are still issues with the Designated Public Place Order which is being tackled. The next 'Clear Up' is planned for the 23<sup>rd</sup> June.

## **3.5 Culture**



### 3.5.1 Summer Bands

3.5.2 The following summer bands have been booked:

- Tenderloin Ragtime Orchestra to perform at Armley Moor on Wednesday 22 July as part of the Armley Fun Day 2pm - 4pm
- Stanley Newmarket Colliery Band to perform at Bramley Park on Sunday 14 June 2.30pm - 4.30pm
- Linthwaite Band to perform at Bramley Park on Sunday 28 June 2.30pm - 4.30pm
- Knottingley Silver Band to perform at Armley Moor on Sunday 21 June 2.30pm - 4.30pm

3.5.3 The preparation work for Armley Fun Day is currently underway. As is the organisation of activities that will enhance the Summer Band performances on the 21<sup>st</sup> June, this may include fairground rides for small children, a healthy eating van selling jacket potatoes and healthy drinks, fruit juices etc and a dog show.

### 3.5.4 Street Athletics Event

3.5.5 Sport and Active Recreation Community Sports and partners organised a Street Athletics event on the Monday 8th June, at the Wyther Park Community House between 3.30pm -8.30pm. Street Athletics is an Athletics Showcase where people aged 8-19 years old can take part in a 60m sprint as well as other activities including an agility challenge, street caged football music, healthy BBQ, men's health information and general community information, market style stalls with games and information on young peoples services in the area. Darren Campell and Linford Christie will be attending the main event in July and will be involved in starting the sprint races. Every participant will be invited to the main event at Leeds Thomas Danby College in July 2009.

### 3.5.6 I Love West Leeds

3.5.7 The 'I Love West Leeds' Festival has got through to the final of the Regeneration and Renewal magazine awards for 2009, the only project in Leeds to do so. Jane Earnshaw the Festival Director, Area Management Team and some of the local people and services who help make it happen each year are meeting the judges on 17th June at Interplay in Armley.

3.5.8 'I love West Leeds' is now in its 5th year and has grown each year and now reaches an audience of 10,000 and had 3800 local residents taking part in projects last year.

3.5.9 "Regeneration isn't only about building houses, environmental improvements and offering training and employment opportunities it is about building communities. What better way to build communities than to bring residents and businesses together to celebrate and create, use their imaginations and have fun? ILWL does this in spades, and I hope it continues getting bigger and better over time" Taken from a letter of support from a West Leeds resident.

### **3.6 Transport**

#### **3.6.1 Leeds Core Cycle Network**

3.6.2 Leeds City Council is developing designs for a network of core cycle routes in Leeds that will improve conditions for cyclists and encourage cycling as a way of getting around. Each route will be signed and use a combination of cycle lanes, tracks, quiet roads and junction improvements to link to housing, Leeds city centre, schools, employment sites, parks and greenspace, and the wider bridleway and cycle route network. The proposed Core Cycle Network builds on existing facilities and will also be complimented by other improvements. The proposed Leeds Core Cycle Network include the following:

1. East Middleton Spur
2. Leeds Station to Universities
3. Middleton to City Centre
4. Adel Spur
5. Cookridge to City Centre
6. North Morley Spur
7. Scholes to City Centre
8. Rothwell to City Centre
9. Chapel Allerton to City Centre
10. Bramley to City Centre
11. Farnley to City Centre
12. Garforth to City Centre
13. South Morley to City Centre
14. A64 York Road Corridor Improvements
15. Alwoodley to City Centre
16. Wyke Beck Valley
17. Penda's Way

### **3.7 Children and Young People**

3.7.1 A draft role description for the 'Children and Young People's Champion' has been co-developed with Cllr Chastney (as Deputy Executive Lead Member for Children's Services) and agreed by Cllr Golton for further discussion and finalising. Views are welcomed from the Area Committee on the draft role description. Please see Appendix 2.

### **3.8 Internal Audit**

3.8.1 The Council's Internal Audit has reviewed Area Committee Controls. In January 2009 Audit completed a report and action plan with recommendations relating to governance arrangements, partnership working, risk management and Well-being procedures.

3.8.2 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.

- 3.8.3 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.

#### **4.0 Implications for Council Policy and Governance**

- 4.1 The Area Delivery Plan for Inner West is administered through the West North West Leeds Area Management Team.
- 4.2 Well-Being projects develop from Inner West's Leeds Area Delivery Plan and through consultation with Area Committee members. The plan helps to fulfill the Council's Corporate Plan objectives by aiming to create better neighbourhoods and confident communities.

#### **5.0 Legal and Resource Implications**

- 5.1 In order to meet the Area Committee's functions, funding is supplied via Well Being budgets and the Community Centres Budget.
- 5.2 In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council Departments mainstream budgets, and external partner agencies e.g. the Police and Primary Care Trust, which is in turn reflected by the fact that the Area Committee's role here is to influence, develop and consult. However, wellbeing funding has resourced some projects here e.g. area based regeneration schemes and conservation area reviews.

#### **6.0 Conclusions**

- 6.1 The functions and roles of the Area Committee aim to:
- Improve the quality and value for money of Council service delivery
  - Improve the quality of democracy and find new ways to facilitate citizen participation in local government through the development of links between Ward Members and their communities.
  - To co-ordinate policy and service delivery between the local service providers.

#### **7.0 Recommendations**

- 7.1 Inner West Area Committee members are invited to:
- note the contents of the report and comment on any aspect of the matters raised
  - suggest items for inclusion on future agendas

## **Background Papers**

Executive Board Report July 2008.

**Inner West Area Committee - Area Delivery Plan 2008 - 11**

**Leeds Strategic Plan Theme - Stronger Communities**

**Theme leads: Area Management Team; Cllr Atkinson**

**LSP Strategic Outcomes**

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

**Actions**

Improvement Priorities	National Indicators (up to 35)/Leeds Performance Indicator	Baseline	Ref No.	Action 2008/09	Who responsible	Resources	Outcome	PROGRESS AGAINST ACTION
								Q4 08/09
An increased number of local people engaged in activities to meet community needs and improve the quality of life for local residents.	NI 6 Participation in regular volunteering. NI 110 Young people's participation in positive activities.		H1	Deliver Participatory Budget Scheme In Broadleas neighbourhood & evaluate.	West AMT. WNW Homes	Well being Funding & Area Panel Funds from WNW Homes	Environmental improvements and increased community capacity leading to more cohesive neighbourhoods.	Participatory Budgeting Scheme near completion, three of the four schemes have been completed, with the fourth scheduled for August. An evaluation report was taken to the Inner West Area Committee April 09. Young people's participation in positive activities audited for area - significant number of children taking part in after school and holiday activities in the area. Friday Night Project at the Armley Leisure Centre supported by Extended Services, with a Tuesday Night Group in New Wortley, a Wednesday Night Group in the Wythers and a Monday Night and Wednesday Night projects in the Fairfield.
			H2	To deliver an intergenerational/celebrating diversity event in Armley ward.	West AMT and partner agencies	Well being Funding & Area Panel Funds from WNW Homes	Improved community capacity and community engagement.	The cultural diversity event, 'Spring Together', took place on Saturday 21st March at Strawberry Lane/ St Bartholomew's Centre. The event involved a wide range of organisations, communities and all age groups from the community living in and around Armley. Armley Helping Hands, Leeds Voice, Area Management and Healthy Living Network Leeds co-ordinated the event. It is estimated that it attracted 600-700 people, who participated in activities such as 5-a-side football, mask making, henna hand painting, tight rope walking, face painting and gardening, and a Russian puppet show, Sikh Drummers and the Fire Service displays, with food from around the world.

P09-77

Improvement Priorities	National Indicators (up to 35)/Leeds Performance Indicator	Baseline	Ref No.	Action 2008/09	Who responsible	Resources	Outcome	PROGRESS AGAINST ACTION
								Q4 08/09
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.	NI 4 Percentage of people who feel they can influence decisions in their locality.		H3	Continued support and development of community forums and resident associations	West AMT and community representatives		Greater involvement of local people in influencing decision making.	The Armley and Bramley Forums continue to take place, involving and informing local people about local projects and schemes and service delivery to enable greater involvement in decision making processes. Parents from Bramley now participating in Children's Centre Board meetings as full members, increasing their participation in local decision making in Children's Services. Also each school in cluster has parent governors on governing bodies. Two community engagement events have taken place, 'Your Community Your Priorities', one in Bramley and one in Armley.
			H4	Continued support and development of viable community centres in deprived neighbourhoods.	West AMT and partner agencies.	Fundraising from partner agencies Community Assocs	To secure the viability of local community venues which act as resource centres and delivery points for local services and activities.	Community Centre Consortium - To date a proposed business model has been drawn up as to how the community centres can be managed. This involves a lead organisation taking responsibility for managing the centres and co-ordinating the day to day running (recruitment, legal issues such as health and safety, organisation of staff etc.), which will free up community centre staff and volunteers to engage with local people and to develop and deliver programmes of work. To address the lack of funding bids have been submitted to a consortia of funding organisations including the Tudor Trust, HBOS, and the Getty Foundation. The bid seeks funds to finance key staff, maintenance and capital issues for a three year period.
			H5	To continue the LAMP and NIP activity in 'hot spot' neighbourhoods, involving local residents and partner agencies.	All Partner Agencies	all Partner Agencies	Improved community capacity and community engagement. Local people feel they have a greater voice and influence in their neighbourhoods	Local Area Management Plans are delivered through multi-agency partnerships to address need in deprived neighbourhoods continues in the Fairfield, Wyther and New Wortley neighbourhoods. A Neighbourhood Improvement Plan is being developed for the Broadleas. Progress updates are reported to the Inner West Area Committee.
Enable a robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services	NI 7 Environment for a thriving third sector.		H5	To commission £10,000 for small grants to voluntary and community groups.	West AMT	£10K WB Fund	Increased sustainability of community groups	A Small Grant budget was approved and monies spent for 2008/09. The Well Being Fund report submitted to the Inner west Area Committee provides detail on approvals.

Improvement Priorities	National Indicators (up to 35)/Leeds Performance Indicator	Baseline	Ref No.	Action 2008/09	Who responsible	Resources	Outcome	PROGRESS AGAINST ACTION
								Q4 08/09
An increased sense of belonging and pride in local neighbourhoods that help to build cohesive	NI 1 Percentage of people who believe people from different backgrounds get on well together in their local area. Develop local indicator around		H6	To commission £2,500 for skips	West AMT. WNW Homes	£2.5K WB Fund	Increased pride in the environment and improved community cohesion and sustainability of local neighbourhoods.	A Skips budget was approved and monies spent for 2008/09. The Well Being Fund report submitted to the Inner west Area Committee provides detail on approvals.

Improvement Priorities	National Indicators (up to 35)/Leeds Performance Indicator	Baseline	Ref No.	Action 2008/09	Who responsible	Resources	Outcome	PROGRESS AGAINST ACTION
								Q4 08/09
help to build cohesive communities	Develop local indicator around the prevention of all forms of violent extremism.		H7	Develop opportunities in which young people from different backgrounds can join in and mix together.			One off activity completed by March 2009, leading to improved community cohesion within neighbourhoods.	Children from all estates from Bramley benefited from holiday playscheme in partnership with BARCA. This was funded by Inner West Area Committee and was successful in bringing together children from different communities that would not otherwise intergrate. Joint activities between primary school children moving up to the new Swallow Hill school promoting better community cohesion in the area.
			H8	Prevent, identify and respond to community tensions through Neighbourhood Mgmt Tasking and Reporting (Race Hate Crime) within communities through Neighbourhood Wardens and Community Forums.	Community Safety Locality Co-ord, MATS, Community Forums. LAMPs	SOA Deprivation indices	Reduction in tension and improved cohesion within neighbourhoods.	Community Cohesion project set up to look at community cohesion in Armley. A steering group has been established and work is underway to complete an audit in the Wythers area. Progress reports will be submitted to the Inner West Area Committee.



# Children Leeds

## The Role of the Area Committee Children and Young People's Champion

### Introduction

A report to the Council's Executive Board in July 2008 detailed the proposed role for Area Committees. In the appendix to this - 'Area Committee Roles for 2008/09' - the role of Committees in supporting locally the delivery of the Leeds Children and Young People's Plan was outlined. This document highlighted the role for members to work as 'champions for children's services and act to influence where appropriate'. It proposed that 'area committees also have specific strategic theme related champions' providing a clear link between the area committee and (in this case) the wider children and young people's agenda.

Then, following from this, in the November/December 2008 cycle of meetings Area Committees received papers on-

- **The Children and Young People's Plan 2009-14 and the development of local priorities for action**
- **Revised Children's Services arrangements for more effective locality working with families**

The papers recommended that area committees nominate an Elected Member -where they had not done so already - to work with the Locality Enabler to take forward the developments outlined in these papers. The 10 Area Committees nominated one Children's Champion for each area. The Champions for April 2009-March 2010 are now confirmed as –

### South

Inner - Angela Gabriel (Lab)  
Outer – Bob Gettings (MBI)

### North East

Inner – Richard Harker (Lib Dem)  
Outer – Alan Lamb (Cons)

### West

Inner – Alison Lowe (Lab)  
Outer – Mick Coulson (Lab)

### North West

Inner – Penny Ewens (Lib Dem)  
Outer - John Bale (Cons)

### East

Inner – Vonnice Morgan (Lab)  
Outer – Tom Murray (Lab)

## Appendix 2

It was agreed that work would be done to further discuss the role and develop a role description so that members, officers, and partners were provided with clarity on its purpose and function.

### **The role of the Executive Member for Children's Services**

Leeds City Council has an Executive Lead Member (ELM) for Children's Services – Cllr Stewart Golton – as designated under section 19(1) of the Children Act 2004. The ELM has a strategic function in respect of local authority children services in the same way as functions are exercised by other members of the Executive. He/she provides leadership across a range of local authority children's services and through engagement with partners. The ELM exercises these functions within a framework of accountabilities established under the local authority's constitution and is held to account in doing so through the local authority's scrutiny process. The ELM cannot exercise decision-making functions in relation to other agencies in the public, private, voluntary, community, or faith sectors. However, he/she works with these agencies through partnership arrangements so that together services effectively improve outcomes for and address the needs of children and young people in the local area.

The local authority may make arrangements for the ELM to share aspects of these responsibilities with other members of the Executive or other elected members provided that the ELM maintains an effective overview and overall political accountability for the full range of local authority children's services. Councillor Golton is currently supported by the following Lead Members for Children's Services:

- Councillor Ben Chastney (also Deputy Executive Member for Children's Services)
- Councillor John Bale

Leeds also has a separate Executive Lead Member for Education, Councillor Richard Harker, who works closely with the Executive Lead Member for Children's Services. Councillor Harker is currently supported by the following Lead Members for Education:

- Councillor Penny Ewens
- Councillor Alan Lamb

### **Purpose of the Area Committee Children's Champion**

- To promote commitment to the wider children and young people's agenda through the active engagement of elected members, local authority children's services, and local partners.
- To increase understanding of the needs of children and young people and the issues and barriers they encounter in their daily lives
- To help change attitudes and behaviors to address the stigma and exclusion that children and young people can experience
- To contribute to the raising of standards and ensuring that we are ambitious for our children and young people

The role of the children's champions does not involve any formalised decision-making responsibilities or accountabilities (other than the expectation of regular reporting to the relevant Area Committee, with support from the Locality Enabler). However, it is a key influencing and advocacy role that is likely to evolve and develop as more is learnt about how it can impact positively on children and young people's lives. Key features of what is and isn't involved initially are:

## Appendix 2

### **What is the role of the Area Committee Children's Champion?**

1. To be a focal point for Children's Services issues
2. To be a focal point for engagement with the ELM for Children's Services
3. To support and where appropriate contribute to processes that promote accountability of children's services locally.
4. To champion the participation of children and young people, parents and carers
5. To be informed about and help to promote the positive work of children's services
6. To help bridge the gap between the city-wide and the local context for elected members
7. To work with the Locality Enabler to influence and shape area delivery plan priorities in the context of the city's CYPP 2009-14 and cluster business plans
8. To work with those in children's services locally to ensure that those priorities are shared, understood and being delivered.
9. To work with small groups of elected members to probe relevant local children's services issues
10. To work with the Locality Enabler to shape regular Children's Services agenda items of interest to members
11. To know the priorities and issues of extended services clusters in the area and to support their development
12. To champion the effective integration (partnership working) of children's services.

### **What isn't the role of the Area Committee Children's Champion?**

1. Not the area committee expression of the Executive Lead Member as articulated under section 19(1) of the Children's Act 2004.
2. Does not exercise decision making functions in relation to other bodies, e.g. voluntary, community, faith sector.
3. Has no delegated powers from the ELM for Children's services
4. Is not the corporate carer role – although both could be done by the same individual if its feasible.
5. Does not have political responsibility for education services, social services, health services, interagency cooperation
6. Has no decision making powers
7. Does not performance manage services

### **Links to the Executive Lead Member for Children's Services**

To support information sharing and a coordinated approach to the work of member champions across the city, it is envisaged that the member champions will meet at appropriate intervals during the year with the Executive Lead Member for Children's Services, with support for the meeting(s) from within the Director of Children's Services Unit.

The regularity and nature of these meetings will be discussed with all the Children's Champions before further guidance is provided.

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Originator: Gill Hunter

Tel: 2243200

## Report of the West Leeds Area Manager

### Inner West Area Committee

Date: 23<sup>rd</sup> June 2009

Subject: Community Safety Issues, Inner West Leeds

<p><b>Electoral Wards Affected:</b></p> <p><b>Armley</b> <b>Bramley and Stanningley</b></p> <p>Ward Members consulted</p> <p><input type="checkbox"/></p>	<p><b>Specific Implications For:</b></p> <p>Ethnic minorities <input type="checkbox"/></p> <p>Women <input type="checkbox"/></p> <p>Disabled people <input type="checkbox"/></p> <p>Narrowing the Gap <input 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>

## 1.0 Purpose Of This Report

- 1.1 This report introduces Inspector Mark Bownass from West Yorkshire Police who will give an update on Community Safety Issues in Inner West Leeds over the past eight weeks, and provides the Area Committee with information on the protocol between Leeds City council and West Yorkshire Police in relation to the deployment of Police Community Support Officers (PCSO's).
- 1.2 Inspector Bownass will also provide an update on the Dispersal Order in the Cedars, Operation Impact targeting crime in Inner West, and NHW initiative at Intake school, along with the DVD relating to criminal justice system. Also the police progress made with the Friday night project, and an update of Op Abbreviate.

## 2.0 Protocol between Leeds City Council and West Yorkshire Police

- 2.1 The protocol sets out the day –to–day working methods and practices of the PCSO's deployed in the Council's area
- 2.2 170 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.

- 2.3. 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.
- 2.4. 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).
- 2.5. 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.
- 2.6. 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.
- 2.7. 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.
- 2.8. 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.

- 2.9. 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.
- 2.10. 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.

### **3.0 Background Information**

- 3.1 The North West Divisional Community Safety Partnership is responsible for delivering actions to reduce crime and disorder in the West Wedge. It is made up of representatives from key statutory agencies.

### **4.0 Main Issues**

- 4.1 Community Safety is one of the priority areas for the Area Committee. Regular reports are received from West Yorkshire Police on key issues and activity in the Inner West Area.

### **5.0 Implications For Council Policy And Governance**

- 5.1 Tackling crime and disorder and addressing the fear of crime is a top priority for the citizens of Leeds as evidenced by previous consultation undertaken on a citywide and local level.
- 5.2 The citywide community safety partnership, Safer Leeds, has identified a number of key priority themes for 2008 – 2011 these are:
- Creating safer environments by tackling crime;
  - Improving lives by reducing the harm caused by substance misuse;
  - Supporting victims and reducing the risk of victimisation;
  - Reducing offending and managing offending behaviour;
  - Improving community confidence and public satisfaction;

Locally delivered actions will contribute to these priorities. In addition Operation Champion has been rolled out throughout the city and will be targeting hot spot areas by Police division.

### **6.0 Legal And Resource Implications**

6.1 The West Area Management Team includes an officer with specific responsibilities for Community Safety who co-ordinates activity and acts as the link officer with West Yorkshire Police.

## **7.0 Conclusions**

6.1 Crime and Community Safety is a priority for the Area Committee, and a representative from West Yorkshire Police, North West Division, attends the Inner West Area Committee meetings to provide a regular update on key issues.

## **8.0 Recommendations**

8.1 Members are asked to note the update from West Yorkshire Police

8.2 Support proposal for a Dispersal Order to assist the police in tackling Anti-social Behaviour and associated crime on the Cedars in Armley.

## **Background Papers**

- Police and Local Authorities Consultation Document for the dispersal of Groups and the removal of under 16s from the area. Section 30 Anti-Social Behaviour Act 2003 .





Originators: Sue Wynne & Rory Barke  
Tel: (0113)2145865

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

**Inner West Area Committee**

**Date: 23<sup>rd</sup> June 2009**

**Subject: Neighbourhood Wardens – Restructure Proposals**

Electoral Wards Affected:	Specific Implications For:						
<input checked="" type="checkbox"/> All Wards	<table> <tr> <td data-bbox="750 772 1157 817">Equality and Diversity</td> <td data-bbox="1157 772 1340 817"><input checked="" type="checkbox"/></td> </tr> <tr> <td data-bbox="750 840 1157 884">Community Cohesion</td> <td data-bbox="1157 840 1340 884"><input checked="" type="checkbox"/></td> </tr> <tr> <td data-bbox="750 907 1157 952">Narrowing the Gap</td> <td data-bbox="1157 907 1340 952"><input checked="" type="checkbox"/></td> </tr> </table>	Equality and Diversity	<input checked="" type="checkbox"/>	Community Cohesion	<input checked="" type="checkbox"/>	Narrowing the Gap	<input checked="" type="checkbox"/>
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**

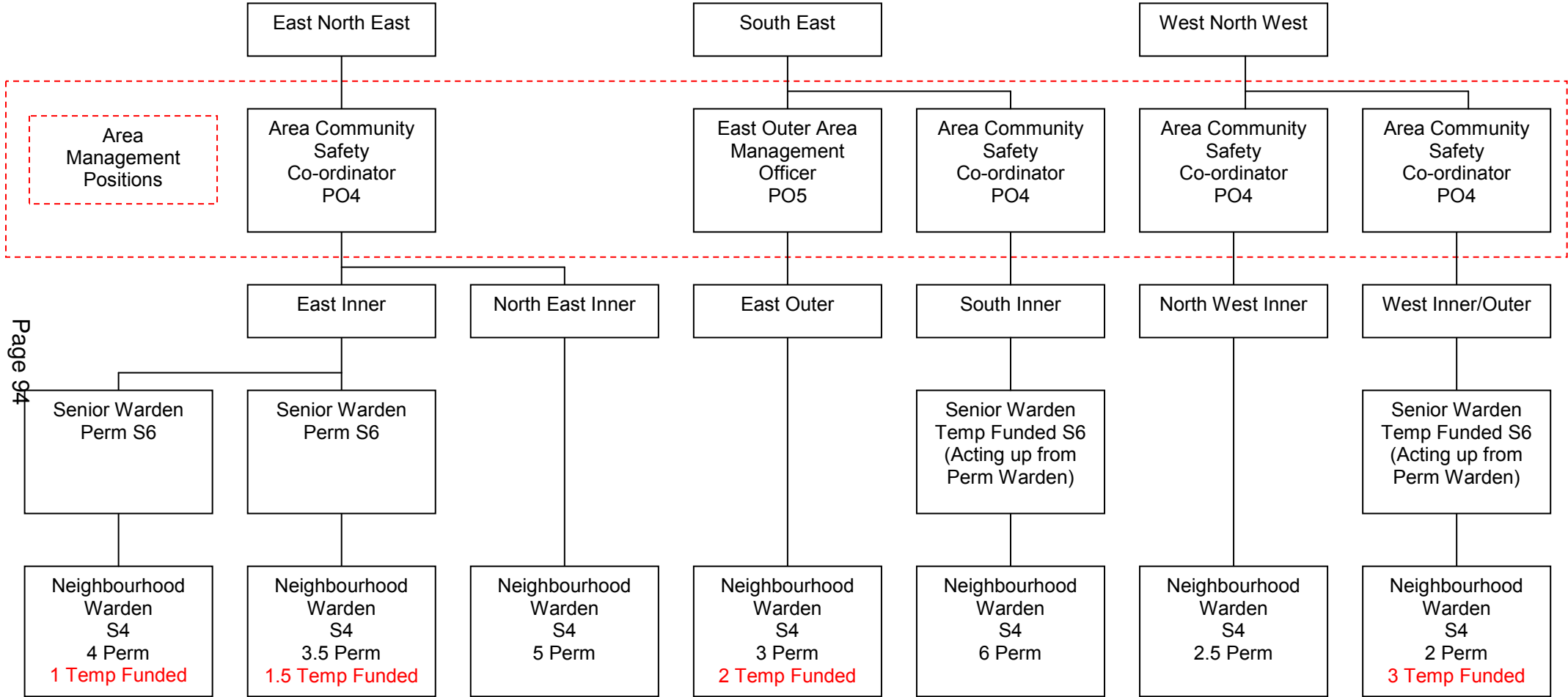
27. Members of the area committee are asked to note the content of this report for their information.

## **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**

<b>DIVISION:</b> Environmental Services	<b>SECTION:</b> HEAS
<b>POST TITLE:</b> Community Environment Officer	<b>SCALE:</b> <b>B3/C3 (S4/6)</b>
	<b>POST REF NO:</b>
<b>POST (S) TO WHICH DIRECTLY RESPONSIBLE:</b>	
EAT Manager/Neighbourhood Manager	<b>GOQ:</b> <b>N</b>
<b>POST (S) FOR WHICH DIRECTLY RESPONSIBLE:</b> None	
<b>CUSTOMER CARE AND EQUAL OPPORTUNITIES</b>	
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.	
<b>PURPOSE OF JOB:</b>	
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.	
<b>RESPONSIBILITIES:</b>	
<b>A.    <u>At B3</u></b>	
<b>1</b>	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.
<b>2</b>	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.
<b>3</b>	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.



Originator: Derek Whitehouse

Tel: 395 0806

## Report of The Director of Environment and Neighbourhoods Directorate

Meeting: Inner West Area Committee

Date: 23<sup>rd</sup> June 2009

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

### Electoral Wards Affected:

Armley  
Bramley & Stanningley

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 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 West Committee areas there are currently only 4 public space surveillance CCTV cameras:

<b>Camera Location</b>	<b>Ward</b>
Branch Rd	Armley
Theaker Lane	Armley
Carr Croft	Armley
Armley Ridge Road	Armley

### **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
<b>Quarter 1</b>	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.
<b>Quarter 2</b>	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.
<b>Quarter 3</b>	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.
<b>Quarter 4</b>	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 on 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 West 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.





# Leeds

CITY COUNCIL

Originator: Sean Flesher

Tel: 3957451

## Report of The Director of City Development

**Meeting:** West Inner Area Committee

**Date:** 23<sup>rd</sup> June 2009

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

### Electoral Wards Affected:

Armley  
Bramley & Stanningley

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 examines the opportunities to develop the relationship between the Parks and Countryside service and the West 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 West 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 West Inner Area Committee:

<b>Asset</b>	<b>Quantity</b>
Community park	7
Playing Pitches:	
Football	15
Rugby League	7
Rugby Union	1
Bowling greens	5
Playgrounds	6
Multi-use games areas	3
Skateparks	1

#### 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).

<b>Gender</b>	<b>%</b>
Male	32
Female	68

<b>Age Profile</b>	<b>%</b>
20-39	42
40-59	35
60+	23

<b>Ethnicity</b>	<b>%</b>
White	98
BME	2

- 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 lower 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 4 million each year from residents, and 81% either walk or cycle to the park. The average across the city is 60%, so this represents a higher 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. 51% 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 West Inner Area Committee:

		Welcoming Place	Healthy, Safe, Secure	Clean, Well Maintained	Sustainability	Conservation / Heritage	Community Involvement	Marketing	Meets Standard?
Site	Year Assessed								
Armley Park	2007								Yes
Bramley Falls Wood Park	2005								No
Bramley Park	2005								No
Gotts Park	2007								No
Ley Lane	2005								No
Rodley Park Recreation Ground	2006								No
Stanningley Park	2007								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 is 1 park identified that meets the Leeds Quality Park Standard in the area. There are 6 parks that therefore do not meet the standard. 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:

- Bramley Fall Wood Park has seen signage installed along with a relocated and improved play area as well as the creation of a bridleway route
- Bramley Park play area has been improved along with the installation of benches and fencing
- The general landscaping at Gotts Park has been improved through fresh planting
- Stanningley Park rose garden has been refurbished alongside drainage improvements
- Rodley Park will see a scheme of improvements to drainage during 2009

**Playing Pitches**

3.14. The resident survey in 2006 allowed respondents to rate sport facilities in parks. The results show that 28% rate facilities as either 'very good', or 'good', with 8% 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
Bramley Park	6 grass pitches, changing rooms	2010-13	Pitches changing rooms extension and refurbishment
Stanningley Park	5 grass pitches and changing rooms	2010-13	Pitches require urgent drainage and changing rooms require extension and refurbishment
Bramley Falls	4 grass football pitches, and changing rooms	2010-13	Recent drainage works undertaken. Changing rooms require refurbishment.
West Leeds Rugby League	1 rugby pitch	2013 +	
Armley Park	2 grass football pitches	2013 +	Pitches in reasonable condition
Coal Hill Lane	5 grass pitches		Leased to club. Pitch drainage

- 3.16. In addition, a bid has been submitted for pitch improvements at Moorfield Recreation Ground with a total project value of £125k.

***Fixed Play***

- 3.17. The resident survey in 2006 allowed respondents to rate facilities for children and their parents. The results show that 30% rate facilities as either 'very good', or 'good', with 12% rating them as 'very poor'.
- 3.18. In terms of fixed play, 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
A2	Support the delivery of the summer Bands concerts.	The programme of summer band concerts continues to receive resources support from Parks and Countryside
E8	To work towards 'Green Flag' or similar status for a park in Inner West Leeds.	Armley park has attained and held its Leeds Quality Park status. This award is based upon the Green Flag Award criteria

### **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 – <i>new indicator</i>	N/A – <i>new indicator</i>	N/A – <i>new indicator</i>	N/A – <i>new indicator</i>

## 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
<b>Parks and Green Space Strategy:</b> There are issues arising from implementing the strategy and undertaking actions identified.	✓	✓	✓	Quarter 1 2009
<b>Fixed play review:</b> 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
<b>Outdoor Bowls Strategy:</b> a 'towards an outdoor bowls strategy' document has been drafted that seeks to address the following: <ul style="list-style-type: none"> <li>• Analysis of supply and demand</li> <li>• Management arrangements</li> <li>• Financially sustainable provision</li> <li>• Promoting access</li> </ul>		✓	✓	Consultation process to commence early in 2009.
<b>Service plan:</b> 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
<b>Performance reporting:</b> 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
<b>Residents survey:</b> 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
<b>Playing Pitch Strategy review:</b> there is currently a £19 million programme in development to improve playing pitches and facilities.	✓		✓	Quarter 2 2009
<b>Rights of way improvement plan:</b> 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

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

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Originator: Liz Jarmin

Tel:

## Report of The Director of Environment and Neighbourhoods

**Meeting: Inner West Area Committee**

**Date: 23<sup>rd</sup> June 2009**

**Subject: Area Committee Roles for 2009/10**

<p><b>Electoral Wards Affected:</b>                  Armley                  Bramley &amp; Stanningley</p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p><b>Specific Implications For:</b></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 17<sup>th</sup> 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 17<sup>th</sup> June 2009.

#### 2.0 MAIN POINTS

2.1 The Area Committee Roles for 2009/10 (Area Functions) were agreed by the Executive Board on 17<sup>th</sup> 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 An 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 list:**

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

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

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

<b>GOVERNANCE</b>
<b>DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:</b>
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.

<b>MANAGEMENT AND CO-ORDINATION</b>				
<b>PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:</b>				
<b>TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:</b>				
<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.			
<b>LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:</b>				
Council Constitution Local Government Act 2000 Area Delivery Plans				

<b>HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES</b>		
<b>Citywide Budget For Service / Function 09/10</b>		
		<b>£000s</b>
<b>Net Revenue Budget</b>		<b>3,225</b>
<b>Net Capital Budget (incl. unallocated spend to 31/03/09)</b>		<b>2,120</b>
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	
<b>Net Budget 2009/10</b>	<b>5,345</b>	
<b>DESCRIPTION OF WHAT THE BUDGET REPRESENTS:</b>		
Revenue and Capital allocations to the Area Committees.		
<b>DESCRIPTION OF THE FORMULA USED FOR APPORTIONING BUDGET ACROSS DIFFERENT AREAS:</b>		
Continuation of previously agreed formula based on population and deprivation in each area.		
<b>REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:</b>		
Based on formula used previously and agreed by Executive Board.		
<b>DETAIL OF ANY SIGNIFICANT SERVICE / BUDGET VARIATIONS ACROSS THE CITY:</b>		
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
<b>Net Revenue Budget</b>	Base budget for 09/10	<b>2,046,570</b>	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	<b>1,178,621</b>	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	<b>3,225,191</b>	<b>412,813</b>	<b>244,127</b>	<b>314,729</b>	<b>291,358</b>	<b>254,005</b>	<b>505,818</b>	<b>400,282</b>	<b>308,883</b>	<b>180,801</b>	<b>312,375</b>
<b>Net Capital Budget</b>	Base budget for 09/10	<b>1,000,000</b>	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	<b>1,119,600</b>	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	<b>2,119,600</b>	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

<b>FUNCTION:</b>	<b>Community Centres</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
<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>	
<b>OVERVIEW OF RESOURCES:</b>	
<p>72 community centres city wide Managed by Regeneration Service Caretaking, cleaning, lettings, surveying and maintenance provided by Corporate Property Management Service</p>	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
<p>List of centres and management arrangements with data sheets and budget information, Lettings and Pricing policy.</p>	
<b>EXECUTIVE MEMBER:</b>	
<p>Cllr Les Carter – Environment and Neighbourhoods</p>	
<b>RESPONSIBLE OFFICERS:</b>	
<p>DIRECTOR: Neil Evans CHIEF OFFICER: Stephen Boyle LEAD OFFICER FOR FUNCTION SCHEDULE: Sue Wynne</p>	

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

<b>GOVERNANCE</b>
<b>DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:</b>
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.
<b>PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:</b>
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.
<b>HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:</b>
(E.g. formal and informal arrangements, frequency)
Mid year and year end update on portfolio and budgets. Reports as required on key issues affecting centres in the committee’s area.



<b>MANAGEMENT AND CO-ORDINATION</b>	
<b>PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2008/09:</b>	
<b>TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:</b>	
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.
<b>LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:</b>	
Facilities Management staff ensure that relevant legislation is followed when operating and maintaining public buildings.	
<b>LINKS TO OTHER CITY COUNCIL SERVICES:</b>	
Community space in other council buildings complements the space available in community centres.	
<b>LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:</b>	
Support the delivery of a number of community based services provided by the council and other partners.	

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

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

<b>HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES</b>		
<b>Citywide Budget For Service / Function 09/10</b>		
<b>£000s</b>		
<b>Net Revenue Budget</b>	<b>3,127</b>	
<b>Net Capital Budget</b>		
<b>Key Funding Sources</b>		
	<b>£000s</b>	<b>%</b>
<b>Funding Provider</b>		
LCC	<b>3,712</b>	
Income from Charges		
LCC – other Council Services	<b>-243</b>	
External bookings and office use	<b>-297</b>	
<b>Net Operational Costs</b>	<b>3,172</b>	
Other( Non Operational Centres & Overhead)	<b>-45</b>	
Other		
<b>Net Budget</b>	<b>3,127</b>	
<b>DESCRIPTION OF WHAT THE BUDGET REPRESENTS:</b>		
Revenue costs associated with the operation of the community centres.		
<b>DETAIL OF ANY NON CONTROLLABLE ELEMENTS:</b>		
Provision of insurance cover and liability Non-controllable capital asset charges. These elements cannot be effectively monitored or controlled at an area level.		
<b>DESCRIPTION OF THE FORMULA USED FOR APPORTIONING BUDGET ACROSS DIFFERENT AREAS:</b>		
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		
<b>REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:</b>		
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.		
<b>DETAIL OF ANY SIGNIFICANT SERVICE / BUDGET VARIATIONS ACROSS THE CITY:</b>		
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
<b>Resource Availability</b>												
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
<b>Net Revenue Budget</b>	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 1<sup>st</sup> 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

<b>FUNCTION:</b>	<b>Neighbourhood Wardens</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
<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>	
<b>OVERVIEW OF RESOURCES:</b>	
<p>28 Neighbourhood Wardens and 2 Senior Wardens. Managed locally by Area Management teams.</p>	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
<p>Regular reports from Area Management Teams on performance and deployment.</p>	
<b>EXECUTIVE MEMBER:</b>	
<p>Cllr. Les Carter</p>	
<b>RESPONSIBLE OFFICERS:</b>	
<p>DIRECTOR: Neil Evans CHIEF OFFICER: Stephen Boyle LEAD OFFICER FOR FUNCTION SCHEDULE: Sue Wynne</p>	

<b>OUTCOMES AND PERFORMANCE INFORMATION</b>
<p><b>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</b></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>
<b>GEOGRAPHY &amp; FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:</b>
(E.g. SOA, ward, quarterly, yearly)
Area Management Area Quarterly

<b>GOVERNANCE</b>
<b>DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:</b>
<p>This covers overseeing revenue budgets, operational arrangements.</p> <p><b>PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:</b></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>
<b>HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:</b>
<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>

<b>MANAGEMENT AND CO-ORDINATION</b>	
<b>PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:</b>	
<b>TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:</b>	
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.
<b>LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:</b>	
Staff ensure that relevant legislation and priorities set out in the Area Delivery Plan for each Area Committee are followed.	
<b>LINKS TO OTHER CITY COUNCIL SERVICES:</b>	
Close links with other Council services particular in multi agency crime and grime operations (Operation Champion) and Environmental Action Teams.	
<b>LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:</b>	
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)	

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

<b>Net Revenue Budget</b>	<b>704</b>
<b>Net Capital Budget</b>	

**Key Funding Sources**

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

**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
<b>Resource Availability</b>												
<b>No of Wardens</b>		30	9.5	2.75	4.5	0.75	2.5	0	7	0	1	2
<b>Net Revenue Budget</b>	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

<b>FUNCTION:</b>	<b>CCTV</b>
------------------	-------------

### 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**

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

**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
<b>Resource Availability</b>												
<b>Number of cameras</b>		129	5	2	19	4	11	0	75	7	4	2
<b>Net Revenue Budget</b>	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

<b>FUNCTION:</b>	<b>Neighbourhood Management Co-ordination</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b> 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.	
<b>OVERVIEW OF RESOURCES:</b> 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.	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b> 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).	
<b>EXECUTIVE MEMBER:</b> Cllr Les Carter	
<b>RESPONSIBLE OFFICERS:</b> DIRECTOR: Neil Evans CHIEF OFFICER: Stephen Boyle LEAD OFFICER FOR FUNCTION SCHEDULE: Liz Jarmin	



<b>OUTCOMES AND PERFORMANCE INFORMATION</b>	
<b>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</b> Links to a range of strategic plan outcomes and improvement priorities apart from those which are explicitly related to the city as a whole.	
<b>GEOGRAPHY &amp; FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:</b> Quarterly progress and monitoring reports to be collated by service. Annual report to be produced for Area Committee Members.	
<b>GOVERNANCE</b>	
<b>DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:</b> 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.	
<b>MANAGEMENT AND CO-ORDINATION</b>	
<b>PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:</b>	
<b>TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:</b>	
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.
<b>LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:</b> Local Government White Paper Local Government Act 2000 – well being powers Sustainable Communities Five Year Plan (2005)	
<b>LINKS TO OTHER SERVICES:</b>  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**

	<b>£000s</b>	<b>%</b>
Safer and Stronger Communities Fund	<b>751</b>	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
<b>Resource Availability</b>												
<b>SSCF Net Revenue Budget</b>	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

<b>FUNCTION:</b>	<b>Community Engagement</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
Overview of local engagement activities linked to improvement of local services and Area Delivery Plan priorities.	
<b>OVERVIEW OF RESOURCES:</b>	
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.	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
Area based community engagement plan to be produced setting out minimum standards including:	
<ul style="list-style-type: none"><li>• Community profile – update of local intelligence twice a year with information about local stakeholders and how to reach local communities</li><li>• 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</li><li>• Additional activities with particular neighbourhoods and communities linked to Area Delivery Plan priorities</li><li>• Annual report to Area Committees and Executive Board to give overview of progress.</li></ul>	
<b>EXECUTIVE MEMBER:</b>	
Cllr Les Carter	
<b>RESPONSIBLE OFFICERS:</b>	
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.

### **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

<b>FUNCTION:</b>	<b>Community Greenspace</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
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.	
<b>OVERVIEW OF RESOURCES:</b>	
Community parks are managed and maintained by the Parks and Countryside service.	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
Leeds Quality Park (LQP) assessments for assessed sites Residents' perception information from Satisfaction Surveys (2004, 2005, 2006)	
<b>EXECUTIVE MEMBER:</b>	
Cllr John Procter – Leisure	
<b>RESPONSIBLE OFFICERS:</b>	
DIRECTOR: Jean Dent CHIEF OFFICER: Martin Farrington LEAD OFFICER FOR FUNCTION SCHEDULE: Mike Kinnaird	
<b>OUTCOMES AND PERFORMANCE INFORMATION</b>	
<b>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</b>	
This service has direct and indirect links to a number of strategic Plan outcomes	
<b>IMPROVEMENT PRIORITIES:</b>	
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.	
<b>GEOGRAPHY &amp; FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:</b>	
(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

<b>FUNCTION:</b>	<b>PCSOs, Neighbourhood Policing Teams and Multi Agency Crime and Grime Operations</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
<ul style="list-style-type: none"><li>• Co-ordination of Neighbourhood Policing Teams linked to political wards each with an NPT Inspector and PCSOs.</li><li>• The aim is to contribute to the reduction of Crime and Disorder (including ASB) by providing a visible presence on the street.</li><li>• PCSO's provide reassurance to communities through high visibility patrols and improved public contact.</li><li>• Crime and grime issues are tackled through local tasking arrangements where partnership activity is co-ordinated.</li></ul>	
<b>OVERVIEW OF RESOURCES:</b>	
<ul style="list-style-type: none"><li>• Dedicated NPT Inspectors</li><li>• 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.</li><li>• Resources across partner agencies linked to neighbourhood management tasking arrangements.</li><li>• The provision of a range of services, via uniformed patrols of PCSOs to reassure, reduce anti social behaviour and the fear of crime</li><li>• 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.</li><li>• 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.</li></ul>	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
<ul style="list-style-type: none"><li>• Quarterly report prepared in each police division on PCSOs.</li><li>• Annual themed Community Safety Area Committee Report.</li><li>• Information on activity undertaken is available through the Area Community Safety Co-ordinators at area management level.</li></ul>	
<b>EXECUTIVE MEMBER:</b>	
Les Carter	
<b>RESPONSIBLE OFFICERS:</b>	
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"> <li>• WYP have management responsibility for PCSO and NPTs</li> <li>• Multi agency operations and neighbourhood management taskings jointly managed by WYP and Area Management</li> <li>• Central support and co-ordination in Safer Leeds</li> </ul>

**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 31<sup>st</sup> March 2010.

## Area Committee Roles – 2009 / 10

<b>FUNCTION:</b>	<b>Environmental Action Teams</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b> 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.	
<b>OVERVIEW OF RESOURCES:</b> 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.	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b> 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.	
<b>EXECUTIVE MEMBER:</b> Councillor Steve Smith	
<b>RESPONSIBLE OFFICERS:</b> DIRECTOR: Neil Evans CHIEF OFFICER: Andrew Mason LEAD OFFICER FOR FUNCTION SCHEDULE: Graham Wilson	
<b>OUTCOMES AND PERFORMANCE INFORMATION</b>	
<b>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</b> 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	
<b>IMPROVEMENT PRIORITIES:</b> Business improvement priorities will focus on using good quality information to deliver better outcomes.	
<b>GEOGRAPHY &amp; FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:</b>	
The teams are aligned with area management areas. Quarterly performance reviews will be conducted by the service.	

**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

<b>FUNCTION:</b>	<b>Street Cleansing</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
Mechanical sweeping of adopted carriageways and footpaths, manual litter picking and litter bin emptying.	
<b>OVERVIEW OF RESOURCES:</b>	
Current resources across the city are	
<ul style="list-style-type: none"><li>• 17 compact suction pavement sweepers</li><li>• 10 medium carriageway suction sweepers</li><li>• 2 large carriageway suction sweepers</li><li>• 51 manual de-littering staff</li><li>• 10 Litter patrol teams ( litter bin emptying +shop front sweeping + supporting de-littering staff)</li></ul>	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
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.	
<b>EXECUTIVE MEMBER:</b>	
Councillor Steve Smith	
<b>RESPONSIBLE OFFICERS:</b>	
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

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

<b>FUNCTION:</b>	<b>Local Children and Young People's Plans</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b> 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.	
<b>OVERVIEW OF RESOURCES:</b> 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.	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b> 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.	
<b>EXECUTIVE MEMBER:</b> Councillor S Golton - Children's Services	
<b>RESPONSIBLE OFFICERS:</b>	
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
<b>Improving outcomes</b>								
<b>1</b>	Improving outcomes for Looked After Children			✓		✓	✓	✓
<b>2</b>	Improving attendance and reducing persistent absence from school				✓	✓	✓	✓
<b>3</b>	Improving early learning and primary outcomes in deprived areas		✓		✓	✓	✓	✓
<b>4</b>	Providing places to go and things to do	✓	✓	✓		✓		
<b>5</b>	Raising the proportion of young people in education or work	✓	✓		✓	✓	✓	
<b>6</b>	Reducing child poverty	✓	✓	✓		✓	✓	✓
<b>7</b>	Reducing teenage conception		✓		✓	✓	✓	✓
<b>8</b>	Reducing the need for children to be in care			✓	✓		✓	✓
<b>Working together better</b>								
<b>9</b>	Strengthening safeguarding		✓	✓	✓	✓	✓	✓
<b>10</b>	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
<b>All Children and Young People:</b>								
<b>1</b>	Are safe and secure	✓	✓	✓	✓	✓	✓	✓
<b>2</b>	Are safe and supported in stronger communities	✓	✓				✓	✓
<b>3</b>	Are helped to narrow the gap			✓			✓	✓
<b>4</b>	Are thriving in learning		✓		✓	✓	✓	✓
<b>5</b>	Are safe and supported in stronger families	✓	✓	✓	✓	✓	✓	✓
<b>6</b>	Enjoy life and have places to go and things to do	✓	✓			✓		✓
<b>7</b>	Make the right choices	✓	✓			✓		✓
<b>8</b>	Make a good start		✓		✓	✓	✓	✓
<b>9</b>	Are supported by excellent, integrated working.		✓	✓	✓	✓		✓



## Area Committee Roles – 2009 / 10

<b>FUNCTION:</b>	<b>Health and Wellbeing</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
<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>	
<b>OVERVIEW OF RESOURCES:</b>	
Resources to deliver Health and Wellbeing improvement priorities within the Leeds Strategic Plan	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
(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)	
<b>EXECUTIVE MEMBER: Councillor Peter Harrand</b>	
<b>RESPONSIBLE OFFICERS:</b>	
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

<b>FUNCTION:</b>	<b>Conservation Area Reviews</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>  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.	
<b>OVERVIEW OF RESOURCES:</b>  The work is being undertaken by the Sustainable Development Unit within the City Development Directorate	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>  A quarterly written update on progress	
<b>EXECUTIVE MEMBER:</b> Cllr Andrew Carter, Development	
<b>RESPONSIBLE OFFICERS:</b> 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**

<b>£000s</b>	
<b>Net Revenue Budget</b>	<b>115.5</b>
<b>Net Capital Budget</b>	<b>Nil</b>

**Key Funding Sources**

<b>Funding Provider</b>	<b>£000s</b>	<b>%</b>
LCC	<b>115.5</b>	100
<b>Net Budget</b>	<b>115.5</b>	<b>100</b>

**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
<b>Service Standards and Performance</b>												
<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
<b>Resource Availability</b>												
Percentage of budget allocation			0	14	12	26	0	10	0	14	10	14
<b>Net Revenue Budget</b>	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

<b>FUNCTION:</b>	<b>Regeneration Projects &amp; Programmes</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
<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>	
<b>OVERVIEW OF RESOURCES:</b>	
<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&amp;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>	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
<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>	
<b>EXECUTIVE MEMBER:</b>	
<p>Councillor Andrew Carter (Development) Councillor Les Carter (Neighbourhoods and Housing)</p>	
<b>RESPONSIBLE OFFICERS:</b>	
<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

<b>FUNCTION:</b>	<b>Grounds Maintenance</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>  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.	
<b>OVERVIEW OF RESOURCES:</b>  The above services are currently delivered on behalf of the Council by two grounds maintenance contractors.	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b> <ul style="list-style-type: none"><li>• Service delivery specification i.e. how the service will be delivered on a day to day basis and the outcome expected.</li><li>• Contractors annual Service Improvement Plan</li></ul>	
<b>EXECUTIVE MEMBER:</b> Councillor James Monaghan	
<b>RESPONSIBLE OFFICERS:</b> 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

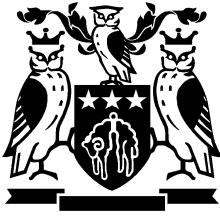
**Contract duration**

- 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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Originator: Alison Pickering

Tel: 395 1970

**Report of the West North West Leeds Area Manager**

**Report to; Inner West Area Committee**

**Date: 23<sup>rd</sup> June 2009**

**Subject: Inner West Area Delivery Plan 2008 – 2011**

**Electoral Wards Affected:**

Armley  
Bramley and Stanningley

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**

The report informs Members of the proposed content and format of the Area Delivery Plan (ADP) for 2009/10 – 2011/12. The report provides detail of how the ADP will link with the Leeds Strategic Plan (LSP).

Members are asked to approve the draft plan.

**1.0 Purpose Of This Report**

1.1 The report seeks to inform Members of the proposed updates to the contents and format of the Area Delivery Plan (ADP) for 2009-2012. (See Appendix A). The report provides an overview of how the ADP links with the Leeds Strategic Plan. Members are asked to comment upon and approve the contents of the draft updated plan.

**2.0 Background Information**

2.1 The 'Corporate Planning Framework – A One Council Approach' September 2007 states that ADPs would set out how an area contributes to achieving strategic outcomes and improvement priorities set out in the Leeds Strategic Plan.

**3.0 Main Issues**

3.1 At the Inner West Area Committee meeting last year it was agreed that the ADP for 2008–2011 would be developed following the headings contained within the Vision for

Leeds and be a local expression of the city's commitment to the Leeds Strategic Plan. The themes of the ADP are:

- Culture
- Enterprise and Economy
- Learning
- Transport
- Environment
- Health and Wellbeing
- Thriving Places
- Harmonious Communities

3.2 Leeds has chosen 35 national indicators out of a possible 198 as key issues for the Authority.

3.3 There have been major changes to the local and national environment since the development of the Area Delivery Plan 2008-11 last year, in particular the impact of the recession, worklessness and community cohesion. This plan incorporates the local approach to tackling some of these issues.

#### 4.0 Progress to date

4.1 The Area Committee identified Members with an interest and the availability to act as champions for the specific themes of the Area Delivery Plan, and to act as a 'champion' of that theme. At previous Area Committee meetings Members agreed to pilot the principle of utilising a combination of future area forums and Area Committees to brief members on partnership working and progress on the delivery of the ADP in Inner West Leeds.

4.2 Themes adopted by Members were as follows:

<b>Partnership Theme</b>	<b>Champion</b>	<b>Lead Partnership Agency</b>
<b>Stronger Communities</b>	Cllr Denise Atkinson	Leeds Voice
<b>Culture</b>	Cllr Neil Taggart	Arts and Regeneration Team
<b>Enterprise and Economy</b>	Cllr Ted Hanley	West North West Education, Employment and Training Partnership
<b>Environment</b>	Cllr Neil Taggart	Environment Action Team/ West Leeds Environmental Network
<b>Health and Wellbeing</b>	Cllr Janet Harper	NHS Leeds and Adult Services LCC Partnerships
<b>Thriving Places</b>	Cllr Jim McKenna	West North West Divisional Community Safety Partnership
<b>Learning and Young People</b>	Cllr Alison Lowe	Children Leeds West
<b>Transport</b>	Cllrs Harper and McKenna	Leeds Bradford Corridor group

#### 4.3 Updating the Area Delivery Plans

4.4 The 'Your Community Your Priorities' community engagement events of this year followed on from last year's 'What's the Big Idea' community engagement events. The marketplace style layout included stands reflecting the ADP themes, including Jobs and Skills, Environment, Community Safety, Older People & Health, Children and Young People. Each service was able to consult visitors on their key priorities to implement the Leeds Strategic Plan and Inner West Area Delivery Plan in 2009/10. A system of theme prioritisation was also trialled through this event. This involved residents completing a questionnaire, there were also 'take action' cards for residents to record issues and face-to-face discussions at the themed stands with partners. The outcomes of which will be used to inform the updates for 2009/10.

4.5 Since the last Area Committee meeting the Area Management Team have met with local service providers to gain their input in delivering against key local improvement priorities.

4.6 At the September Area Committee meeting there will be a more detailed covering report and a resident friendly summary for circulation in publicly.

#### **5.0 Implications For Council Policy and Governance**

5.1 Members have been full consulted and involved in the process of collecting information regarding the Area Delivery Plan.

5.2 The Area Management Team and its partners will be responsible for driving forward the delivery of the Area Delivery Plan.

#### **5.0 Legal and Resource Implications**

5.1 There are no specific legal implications, however resource implications will be accommodated by the Well-being Budget and the Area Management Team and its partners.

#### **6.0 Conclusions**

6.1 The new planning framework within which the ADP sits will provide a more coherent and effective planning process. In turn, the role of the ADP will be strengthened as a tool to steer actions in the Inner West area over the period 2008/9 – 2010/2012.

#### **7.0 Recommendations**

7.1 The Area Committee is asked to comment upon and agree the updates to the content of the Area Delivery Plan 2008-12.

#### **Background Papers**

**Inner West Area Committee: Inner West Area Delivery Plan 2008/9 – 2010/11  
(26<sup>th</sup> June 2008)**

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**Inner West Area Committee - Area Delivery Plan 2008/11**

**Leeds Strategic Plan Theme - Culture**

**Theme leads: Area Management Team**

**Theme Member Champion :** Cllr Taggart

**LSP Strategic Outcomes**

P1 Increased participation in cultural opportunities through engaging with all our communities.

**CYPP Priorities**

Places to go, things to do

**Actions**

Local Improvement Priorities	Ref No.	Performance Indicator - how we will measure success	Actions			Partnership lead	Resources	Performance Monitoring and Current Year Actions/Achievements					
			2009/10	2010/11	2011/12			Progress Against PI Target			Qtr 1-2 Achievements	Qtr 3-4 Planned Actions	
								Baseline	Target	Current			
Enable more people to become involved in sport and culture by providing better quality and wider ranging activities and facilities.	A1	NI 11: Engagement in the Arts . NI 9: Use of public libraries.	Support the delivery of the Love West Leeds Festival, Breeze events, Armley Fun Day, Bramley Carnival and other community groups in West Leeds.	Support the delivery of the I Love West Leeds Festival, Breeze events, Armley Fun Day, Bramley Carnival and other community groups in West Leeds.		Interplay Theatre Company, Armley Common Rights Trust, Bramley Elderly Action.	Well being Funding £24K plus Arts Council England Funding						
	A2		Support the delivery of the Summer Bands concerts.			City Development	Wellbeing funding £1,200						
	A3		Support the delivery of the 'Out of School' activities pilot to improve participation of all pupils.			Extended Services	Armley Cluster						
	A4		Support the delivery of Sports Programme 2009/10 in inner west wards.			Extended Services. Sport & Active Recreation Community Sports Development Officer	Wellbeing funding £6,000						
	A5	NI 8: Adult participation in sport and active recreation.	Increased numbers of adults accessing local facilities to take part in sport and active recreation.	Increased numbers of adults accessing local facilities to take part in sport and active recreation. Opening of new Armley Leisure Centre.		Local leisure and sports facilities, Community Centres and Community Sports Development Officer.							
	A6		Undertake feasibility study for new facilities in Moorside/ Ganners neighbourhood and raise finance.			Moorside Community Association & Inner West AMT	Wellbeing funding £20,000						

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Leeds Strategic Plan Theme - Enterprise and Economy

Theme leads: West North West Employment, Education and Training Partnership (WNWEET)

Theme Member Champion Cllr Hanley

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

CYPP Priorities

NEET Child Poverty Outcomes for looked after children

Local Improvement Priorities	Ref No.	Performance Indicator - how we will measure success	Actions			Partnership lead	Resources	Performance Monitoring and Current Year Actions/Achievements					
			2009/10	2010/11	2011/12			Progress Against PI Target			Qtr 1-2	Qtr 3-4	
								Baseline	Target	Current	Achievements	Planned Actions	
Reduce the number of unoccupied business premises in Armley Town Centre and support the continued regeneration of Bramley Shopping Centre. Reduce the number of businesses who relocate out of the area.	B1	NI 172: Percentage of small businesses in an area showing employment growth (continued)	Establish and co-ordinate business initiatives in Armley to help reinvigorate local trade and encourage visitors to the area. Develop a business plan that will ensure the sustainability of the post after the second year. Support local businesses to sustain trade.	The Town Centre post is fully operational and self funded		Leeds Ahead.	Well Being funding to support post in 1st year						
	B2	NI 182: Satisfaction of business with local authority regulation services	Co-ordinate and manage business forums. Monitor and ensure that statutory bodies respond to business feedback.	Implement a programme of varying training, support and advice for businesses that will assist them in improving their business.		Leeds Ahead.							
	B3		Link the local high schools to business activity in a range of creative and innovative ways that ensure businesses both support the curriculum and develop a more employable local skilled workforce. Strengthen employee partnerships and work with businesses to identify training and work opportunities for local people.	Engage businesses in the monitoring and implementation of LCC ADP's .		Leeds Ahead Jobs and Skills							
Increase the number of new businesses in the West Leeds Gateway Area	B4	NI 171: New business registration rate	Develop the West Leeds LEGI catalyst centre as a hub for new business support. Further investigations to progress the development of a new and innovative Business Support Centre.	Open a new and innovative Business Support Centre .		BARCA - Leeds, Leeds Ahead & Regeneration.							

Local Improvement Priorities	Ref No.	Performance Indicator - how we will measure success	Actions			Partnership lead	Resources		Performance Monitoring and Current Year Actions/Achievements				
			2009/10	2010/11	2011/12				Progress Against PI Target			Qtr 1-2 Achievements	Qtr 3-4 Planned Actions
									Baseline	Target	Current		
Increase the number of local people in receipt of Incapacity Benefit accessing training and employment	B5	NI152: working age people on out of work benefits.	Re-engage those on health related benefits into work.	Increased no of local people on Incap Benefit accessing employment.		Jobs and Skills, LCC, in partnership with Leeds Mental Health Employment Consortium.							
Delivery of improved Town and District Centre in Armley	B6	NI 175 Access to services and facilities by public transport, walking and cycling.	In the District Centre of Armley implement the public realm works as part of the Town and District Centre Scheme and the group repair improvements as part of the Townscape Heritage Initiative.			WNW Area Mgmt Team, & City Projects.	T&DC funding and THI initiative						
Develop Leeds Industrial Museum at Armley Mills as an improved visitor attraction and economic driver for the District Centre and Gateway area	B7	NI 10: Visits to museums and galleries	Continue with feasibility study to determine way forward for the museum complex development; the redisplay of the collections and the complementary uses possible within the site.	Seek political and community consensus on way ahead and funding opportunities		Museums service at LCC, City Development and local community							

**Leeds Strategic Plan Theme - Learning**

**Theme leads: Children Leeds West Partnership**

**Theme Member Champion** Cllr Lowe

**LSP Strategic Outcomes**

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

**CYPP Priorities**

Early Learning Outcomes in Deprived Areas Outcomes for Looked After Children Persistent absence

NEET Teenage Conception Places to go, things to do

**Actions**

Local Improvement Priorities	Ref No.	Performance Indicator - how we will measure success	Actions			Partnership lead	Resources	Performance Monitoring and Current Year Actions/Achievements				
			2009/10	2010/11	2011/12			Progress Against PI Target			Qtr 1-2 Achievements	Qtr 3-4 Planned Actions
								Baseline	Target	Current		
Enhance the skill level of the workforce to fulfil individual and economic potential	C1	NI 163 Proportion of population aged 19-64 for males and 19-59 for females qualified to at least Level 2 or higher.	Develop a West Leeds location for Leeds Building College.			Education Leeds		70.60%	75.60%			
Improve learning outcomes for all 16 year olds, with a focus on narrowing the achievement gap	C2	NI 78 Reduction in number of schools where fewer than 30% of pupils achieve 5 or more A*-C grades at GCSE and equivalent including GCSEs in English and Maths. NI102: Achievement gap between pupils eligible for free school meals and their peers achieving the expected level at Key Stages 2 and 4.	Focus on learning outcomes for Key Stage 4 and 16 year olds -analyse level of engagement in most vulnerable groups and widen opportunities and access to Extended Services provision. Support the development of the Swallow Hill High School and the academy at Intake High School.			Schools and Extended Services, Children Leeds West		13* Schools	2* schools			

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Local Improvement Priorities	Ref No.	Performance Indicator - how we will measure success	Actions			Partnership lead	Resources		Performance Monitoring and Current Year Actions/Achievements					
			2009/10	2010/11	2011/12				Progress Against PI Target			Qtr 1-2 Achievements	Qtr 3-4 Planned Actions	
									Baseline	Target	Current			
Increase the proportion of vulnerable groups engaged in education, training or employment	C3	NI 117: 16-18 yr old who are not in education, training or employment (NEET). NI 106: □ Young people from low income backgrounds progressing to higher education	Support the work of BARCA in delivering NEET work in Inner West.			BARCA Leeds	A2E Funding.		9.10%	7.8%*				
Improve participation and early learning outcomes for all children, with a focus on families in deprived areas	C4	NI152: working age people on out of work benefits.	Develop work with Children's Centres through the Clusters and develop family support and transfer arrangements from the Children's centres to school.			Local leisure and sports facilities, Community Centres and Community Sports Development Officer.								

**Leeds Strategic Plan Theme - Transport**

**Theme leads: City Development Directorate**

**Theme Member Champion** Cllr Harper, Cllr McKenna

**LSP Strategic Outcomes**

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

**CYPP Priorities**

Places to go, things to do

**Actions**

Local Improvement Priorities	Ref No.	Performance Indicator - how we will measure success	Actions			Partnership lead	Resources	Target	Performance Monitoring and Current Year Actions/Achievements				
			2009/10	2010/11	2011/12				Progress Against PI Target			Qtr 1-2 Achievements	Qtr 3-4 Planned Actions
									Baseline	Target	Current		
Deliver and facilitate a range of transport proposals for an enhanced transport system, including cycling and walking	D1	NI 167 (Congestion - average journey time per mile during the morning peak). Possible MAA (possibly add 167 or 177). Increase no of cycle trips to the city centre at peak times. NI 176 working age people access to employment by public transport (and other specified modes).	Connect people across West Leeds and to and from Bradford in a safe and sustainable manner. Investigate evening public transport opportunities.	Investigate the potential for new rail halts in Armley and Bramley.		Transport Policy Team, Metro, AMT			4 mins 5 secs*	4 mins 20 secs*			
	D2		Develop a plan for encouraging cycling along canal tow path. Support investigations into improved cycle routes and links to local facilities.	Deliver a Priority Lane for High Occupancy Vehicles (HOVs) from HMP Armley up to 2 Branch Road.		Inner West AMT, City Development & Highways.							
Improve the condition of the streets and transport infrastructure by carrying out a major programme of maintenance and improvements.	D3	NI 169 (Non-principal classified roads where maintenance should be considered). NI5: Overall/general satisfaction with local area. NI 175 access to services and facilities by public transport, walking and cycling.	Deliver Town & District Centre improvements.	Explore the possibility of a one way traffic system in Armley.		Highways. City Development and Inner West AMT WNWHL			12%	10%			

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**Leeds Strategic Plan Theme - Environment**

**Theme leads: Local Tasking Partnerships; Environment Action Teams & Wardens**

Theme member champion Cllr Taggart

**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

**CYPP Priorities**

Places to go, things to do

**Actions**

Local Improvement Priorities	Ref No.	Performance Indicator - how we will measure success	Actions			Partnership lead	Resources	Performance Monitoring and Current Year Actions/Achievements				
			2009/10	2010/11	2011/12			Progress Against PI Target			Qtr 1-2 Achievements	Qtr 3-4 Planned Actions
								Baseline	Target	Current		
Increase the amount of waste reused and recycled and reduce the amount of waste going to landfill.	E1	NI 192 % Household Waste sent for re-use, recycling and composting	Roll Out of Brown Compost Bins, and where feasible ensure households all have green bins. Evaluate progress with composting initiative and success of recycling initiative. Evaluate the amount of waste going to landfill.	Continued Roll out of brown bins. Evaluate progress with composting initiative and success of recycling initiative		Streetscene	Core	Litter 30.26%* Detritus 11%	33.94%* 10%			
Address neighbourhood problem sites; improve cleanliness and access to and quality of green spaces.	E2	NI 195 Improved street and environmental cleanliness.	Cast & Pride Teams to continue in inner wards. Monthly inspections of estates by ALMO & x2 walkabouts per year. Review schedules, frequency and timetables.	Evaluation and audit of specific neighbourhoods.		Streetscene.	Core	9%*	8%*			

Local Improvement Priorities	Ref No.	Performance Indicator - how we will measure success	Actions			Partnership lead	Resources	Performance Monitoring and Current Year Actions/Achievements					
			2009/10	2010/11	2011/12			Progress Against PI Target			Qtr 1-2 Achievements	Qtr 3-4 Planned Actions	
								Baseline	Target	Current			
Percentage of parks and countryside sites assessed internally that meet the Green Flag Criteria	E3		Enforcement via EAT of hot spot areas. To target enforcement activity where fly-tipping and envt crime are a blight on the neighbourhood. To enforce action re tidiness of bin yards and investigate opportunities to improve hotspot bin yards. Tackle noise nuisance.			EAT, ALMO, Streetscene.	Core						
	E4		Champion events to be held 1 per LAMP area.			Partner Agencies	Partner Agencies						
	E5	Percentage of parks and countryside sites assessed internally that meet the Green Flag Criteria	To work towards 'Green Flag' or similar status for parks in Inner West Leeds, in Gotts Park, Bramley Falls, Armley Park, Bramley Park, Stanningley Park and Rodley Park.			Parks and Countryside and Friends of Groups							
	E6		To assist with the delivery of improvements to Armley Moor, Moor Top and Hill Top. Armley			Parks & Countryside and Armley Common Right Trust							

**Leeds Strategic Plan Theme - Health and Wellbeing**

**Theme leads: WNW Health & Wellbeing Partnership**

Theme Member Champion Cllr Harper

**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

**CYPP Priorities**

Child Poverty	Teenage conception	Early Learning in Deprived Areas
Places to go, things to do	Reducing need for Children in Care	

**Actions**

Local Improvement Priorities	Ref No.	Performance Indicator - how we will measure success	Actions			Partnership Lead	Resources	Performance Monitoring and Current Year Actions/Achievements				
			2009/10	2010/11	2011/12			Progress Against PI Target			Qtr 1-2 Achievements	Qtr 3-4 Planned Actions
								Baseline	Target	Current		
Reduction in the number of people who smoke.	F1	Develop additional local indicator around narrowing the gap between most deprived 10% SOAs and rest of Leeds. NI 120 All-age all cause mortality rate	Monitor All Age All Cause Mortality (AAACM) and identify triggers for action. Develop a no. of initiatives including non-smoking days.			NHS Leeds.		682.00 per 100,000*	628.00 per 100,000*			
	F2	(target disaggregated to focus on narrowing the gap between the 10% most deprived SOAs and the Leeds average). NI 123: Stopping smoking	To deliver community development work in the Wyther neighbourhood addressing health, education, training and employment opportunities.	To evaluate programme and determine future course of action.		NHS Leeds, BARCA-Leeds, AMT & local community.	40K from PCT. Community Development Worker from BARCA-Leeds. WNWHL. Env't Health.					
Reduce rate of increase in obesity and raise physical activity for all	F3	NI 57 Children & Young People's participation in high-quality PE and sport. NI 55: Obesity in primary school age children in Reception. NI 55: Obesity in primary school age children in Reception	Increase the number of healthy schools in Leeds. Improve the levels of fitness through the engagement of pupils in active out of schools activities. Secure and improve community access to sports facilities on school sites.			NHS Leeds, Education, Extended Services & Head Teachers of local primary and high schools.						

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Local Improvement Priorities	Ref No.	Performance Indicator - how we will measure success	Actions			Partnership Lead	Resources	Performance Monitoring and Current Year Actions/Achievements					
			2009/10	2010/11	2011/12			Progress Against PI Target			Qtr 1-2 Achievements	Qtr 3-4 Planned Actions	
								Baseline	Target	Current			
	F4		Support the 'Fresh and Fruity' campaign to be delivered via Healthy Living Network Leeds.	Evaluate the success of the campaign.		NHS Leeds, Community Health Educators & HLN Leeds							
Embed a safeguarding culture for all.	F5	Either APA dataset indicator: KIGS CH39: Children looked after per 10,000 population aged under 18 Or No. of looked after children and young people.	Ensure appropriate & responsive info sharing process at cluster and wedge level. Monitor and evaluate the Communication Plan.			1. Extended Services Advisor with Communications Worker. 2. Extended Schools Cluster.							
	F6		Increase understanding of safeguarding throughout local Cluster arrangements, including impact of domestic violence.			Children Leeds West and Extended Services.							
	F7		Promote and embed the levels of need and service response.			Children Leeds West and Integrated Process Co-Ordinator.							
Personalised Joined up support for all	F8	Moving towards integration through roll out of Common assessment Framework. NI133 Timeliness of social Care packages following assessment (all adults)	Embed Common Assessment Framework in all appropriate services/agencies throughout the west wedge. To review and monitor the local impact of the roll out of Common Assessment Framework.			Integrated Process Co-Ordinator.							
Improved psychological, mental health, and learning disability services for those who need it.	F9	NI 58 Emotional and Behavioural health of looked after children	Identification and promotion of appropriate family counselling services throughout the wedge.			Children's West Partnership with Family Support Sub-Group. Head of Children's Centre Services. (HOCCS)							

Local Improvement Priorities	Ref No.	Performance Indicator - how we will measure success	Actions			Partnership Lead	Resources	Performance Monitoring and Current Year Actions/Achievements				
			2009/10	2010/11	2011/12			Progress Against PI Target			Qtr 1-2 Achievements	Qtr 3-4 Planned Actions
								Baseline	Target	Current		
	F10	VSB 12 Effectiveness of children and adult mental health services	Provision of co-ordinated, appropriate parenting/ family support throughout the wedge.			Children's West Partnership with Family Support Sub-Group. Head of Children's Centre Services. (HOCCS)						
	F11	NI 139 The extent to which older people receive the support they need to live independently at home.	Support to Armley Helping Hands and Bramley Elderly Action to sustain provision.			Armley Helping Hands , Bramley Elderly Action & Local Social Support Team & LCC		29.50%	No Place survey			

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**Leeds Strategic Plan Theme - Thriving Places**

**Theme leads: Strategic Landlord, /WNW Homes, West North West Employment, Education and Training Partnership (WNWEET), Divisional Community Safety Partnership**

**Theme member champions : Cllr McKenna**

**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

**CYPP Priorities**

Early Learning Outcomes in deprived areas	Teenage conception	Persistent absence
NEET	Reducing the need for children to be in care	Child Poverty
Outcomes for looked after children	Places to go, things to do	

**Actions**

Local Improvement Priorities	Ref No.	Performance Indicator - how we will measure success	Actions			Partnership Lead	Resources	Performance Monitoring and Current Year Actions/Achievements					
			2009/2010	2010/11	2011/12			Progress Against PI Target			Qtr 1-2 Achievements	Qtr 3-4 Planned Actions	
								Baseline	Target	Current			
Increase the number of "decent homes"	A5	NI158 % Decent Homes.	Submit bid for funding for Group Repair Facelift Scheme.	Implement Face Lift Scheme.		Regeneration & Env Health	Regional Housing Bid						
Increase the number of affordable homes	A6	NI 154 Net additional homes provided. NI 155 (number of affordable homes delivered (gross)).	Support affordable housing developments in Inner West, including Mistress Lane, Highfield Gardens, Silver Royd Hill, Evelyn Place and Fairfields.	Develop an element of affordable housing as part of the regeneration of the New Wortley neighbourhood, Armley.		Partnership of Strategic Landlord, Firebird, WNW Homes, West AMT & City Projects.	Northern Housing Challenge. Bradford CHT, Accent. WNW Homes.	NI 154 0 NI155 0	NI154 At least 6800 after year 2* NI155 800				
	G3		Develop a strategy to improve social, economic and physical improvements to Leeds Bradford Corridor and West Leeds Gateway.	Evaluate outcomes and the successes of the West Leeds Gateway Board, Stakeholder Advisory Group meeting and the Strategic Delivery & Investment Plan .		West Leeds Gateway Board & Stakeholder Advisory Group and Leeds Bradford Corridor Group.							
Reduce the number of people who are not able to adequately heat their homes	G4	NI 187 Tackling fuel poverty - people receiving income based benefits living in homes with a low energy efficiency rating	Deliver an Affordable Warmth event in each ward in partnership with the Older People's networks.			Fuel Poverty Unit, Armley Helping Hands, Bramley Elderly Action, Envnt Health		7.90% (SAP<35) 34.59% (SAP>=65)	5.85%* 38.12%*				

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Local Improvement Priorities	Ref No.	Performance Indicator - how we will measure success	Actions			Partnership Lead	Resources	Performance Monitoring and Current Year Actions/Achievements					
			2009/2010	2010/11	2011/12			Progress Against PI Target			Qtr 1-2 Achievements	Qtr 3-4 Planned Actions	
								Baseline	Target	Current			
Increase financial inclusion in deprived areas	G5	LAA EDE 12 - No. of people with a bank account in SOAs in the 10% most deprived in the country for the Income Domain	Continue to promote and expand Leeds City Credit Union and Bramley Credit Union in deprived neighbourhoods. Support the delivery of the Inner West Debt Advice Pilot.	Evaluate the outcome of the West Leeds Debt Advice Pilot.		Leeds Debt Forum Credit Unions. Area Mgmt Team, City Development (Economic Development).							
Reduce offending	G6	NI 30 Re-offending rate of prolific and priority offenders. NI 18: Adult re-offending rates for those under probation supervision	Use of Information sharing protocol to address problematic offenders. Multi-Agency Prolific and Priority Offenders meeting working to deliver Offender Mgmt Programme.			Police. WNWHL, PCT, Neighbourhood Wardens.		The cohort on which targets are set for this target are set annually. The baseline and target for 2010/11 will be agreed as part of the annual review for 10/11.	-17%				
Reduce the harm from drugs and alcohol to individuals and society	G7	NI 40 Drug users in effective treatment NI 38: Drug-related (Class A) offending. NI 39: Rate of Hospital Admissions per 100,000 for Alcohol Related Harm. NI 42: Perceptions of drug use or drug dealing as a problem	To deploy a Thermal Image Camera in the West Inner area of Leeds to detect cannabis farms which are set up in domestic-dwellings and to assist in apprehending suspects.	To work with Pub Watch and Trading Standards to reduce access to alcohol by minors.		Police, BARCA-Leeds. Trading Standards. WYP.	Well Being Funds £2,250	2939	3028*				
Reduce anti-social behaviour	G8	N 24 Satisfaction with the way the police and local council dealt with anti-social behaviour	Continuation of work undertaken by Youth Work Partnership, in particular early intervention work. Offer family support. Agencies to work within schools, and establish a single point for contact on anti-social behaviour in every school.	Audit of Hot Spot neighbourhoods re perception of ASB.		Police. ASB Panel. YIP. YS & BARCA Leeds. Children Leeds West							



Local Improvement Priorities	Ref No.	Performance Indicator - how we will measure success	Actions			Partnership Lead	Resources	Performance Monitoring and Current Year Actions/Achievements				
			2009/2010	2010/11	2011/12			Progress Against PI Target			Qtr 1-2 Achievements	Qtr 3-4 Planned Actions
								Baseline	Target	Current		
Reduce worklessness across the city with a focus on deprived areas	G9	NI 152 working age people on out of work benefits. NI 153 working age people claiming work benefits in the worst performing neighbourhoods. NI 150 Adults in contact with mental health services in employment. NI 151: Overall Employment rate (working-age)	Find opportunities for those unemployed to work with businesses and gain skills and training. Deliver the Worklessness Pilot in New Wortley, Wythers and the Fairfields neighbourhoods. Work in SOAs to engage and signpost people into training. Deliver jobsearch activities through a number of delivery sites. Work with offenders and substance misusers to engage them into work. Provide an adult learning facility to support first steps back into work.			Jobs and Skills.	Access to Employment Funding & £40k Wellbeing funding	11.20%	0.6 percentage point reduction to 10.6%*			
Reduce crime and fear of crime	G10	NI 16 Serious acquisitive crime rate. NI 120 Assaults with injury crime rate	Reducing serious, violent and acquisitive crime, reducing drug offending and the harm that drugs can cause, reducing ASB, offender management, and improving quality of life and looking at how to increase satisfaction levels through the Police Strategy. Support the delivery of the Safety Central objectives.			Police. BARCA-Leeds, West Yorkshire Fire and Rescue.		NI 116 27 (rate per 1000 population) NI120 8 (rate per 1000 population)	NI 116 25.8 rate per 1000 population* 4.7% reduction on baseline NI120 7.5 rate per 1000 population* 6% reduction on baseline			
Develop extended services, using sites across the city, to improve support to children, families and communities	G11	NI 88 Number of Extended Schools.	To ensure the Extended Services Clusters in Inner West are delivering the full core offer of childcare, parental support, out of school activities, access and signposting to other services and access to school facilities.	To ensure the Extended Services Clusters in Inner West are delivering the full core offer of childcare, parental support, out of school activities, access and signposting to other services and access to school facilities.		Extended Services Clusters.						

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**Leeds Strategic Plan Theme - Harmonious Communities**

**Theme leads: Area Management Team**

Theme member champion - Cllr Atkinson

**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

**CYPP Priorities**

Early Learning Outcomes in deprived areas      Teenage conception      Persistent absence

NEET      Reducing the need for children to be in care      Child Poverty

Outcomes for looked after children      Places to go, things to do

**Actions**

Local Improvement Priorities	Ref No.	Performance Indicator - how we will measure success	Actions			Partnership lead	Resources	Performance Monitoring and Current Year Actions/Achievements					
			2009/10	2010/11	2011/12			Progress Against PI Target			Qtr 1-2 Achievements	Qtr 3-4 Planned Actions	
								Baseline	Target	Current			
An increased number of local people engaged in activities to meet community needs and improve the quality of life for local residents.	H1	NI 6 Participation in regular volunteering. NI 110 Young people's participation in positive activities.	Evaluate the outcomes of the Participatory Budget Scheme in the Broadleas.	Deliver Participatory Budget Scheme in Inner West.		AMT and partners.	Well being Funding & Area Panel Funds from WNW Homes						
	H2		To develop Parent Ambassadors within the Clusters to support new parents and provide advise and signpost to activities.			Extended Services.							
	H3		Increase the level of engagement with young people with local services.			BARCA Leeds & Youth Service							
	H4		To deliver an intergenerational/celebrating diversity event in Bramley & Stanningley ward. Accessing hard to reach groups, both young people and those aged over 45 years.			AMT and partner agencies.							

Local Improvement Priorities	Ref No.	Performance Indicator - how we will measure success	Actions			Partnership lead	Resources	Performance Monitoring and Current Year Actions/Achievements					
			2009/10	2010/11	2011/12			Progress Against PI Target			Qtr 1-2 Achievements	Qtr 3-4 Planned Actions	
								Baseline	Target	Current			
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.	H5	NI 4 Percentage of people who feel they can influence decisions in their locality.	Continued support and development of community forums in Armley and Bramley, ensuring representation and diversity. Investigate web based approaches and resident panels.			AMT and community representatives.		73.70%	No Place Survey				
	H6		Continued support and development of viable community centres in deprived neighbourhoods. Development of Community Centre Consortium to address the funding issues and deliver a more sustainable management model.			AMT and partner agencies.	Fundraising from partner agencies Community Assocs						
	H7		To continue the LAMP and NIP activity in New Wortley, Wyther, Fairfield and Broadleas, involving local residents and partner agencies. Develop team neighbourhood action oriented work to improve neighbourhoods and LAMP and NIP plans.	To evaluate improvements and perceptions in the neighbourhoods		All Partner Agencies	All Partner Agencies						
Enable a robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services	H8	NI 7 Environment for a thriving third sector.	To commission £10,000 for small grants to voluntary and community groups.	Evaluate impact of community group activities on community capacity and cohesion.		AMT	£10,000 Wellbeing funding						
An increased sense of belonging and pride in local neighbourhoods that help to build cohesive communities.	H9	NI 1 Percentage of people who believe people from different backgrounds get on well together in their local area. Develop local indicator around the prevention of all forms of violent extremism.	To commission £2,500 for skips to support community initiatives.			AMT	£2.5K WB Fund	73.70%	No Place Survey				

Local Improvement Priorities	Ref No.	Performance Indicator - how we will measure success	Actions			Partnership lead	Resources	Performance Monitoring and Current Year Actions/Achievements				
			2009/10	2010/11	2011/12			Progress Against PI Target			Qtr 1-2 Achievements	Qtr 3-4 Planned Actions
								Baseline	Target	Current		
	H10	NI 2: Percentage of people who feel that they belong to their neighbourhood. NI 13: Migrants' English language skills and knowledge. NI 23: Perceptions that people in the area treat one another with respect and consideration.	Deliver the Armley Community Cohesion project.			AMT, Safer Leeds						
	H11		Prevent, identify and respond to community tensions through Neighbourhood Mgmt Tasking and Reporting (Race Hate Crime) within communities through Neighbourhood Wardens and Community Forums.			Community Safety Locality Co-ord, MATS, Community Forums. LAMPs						

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## Glossary of Terms

<b>Term</b>	<b>Description</b>
AMT	Area Management Team
CYPP	Children and Young People
Dev	Development Department
EAT	Environmental Action Teams
WNWH	West North West Homes
LCC	Leeds City Council
P&C	Parks and Countryside
T&DC Funds	Town and District Centre Funds
Vol & Comm Groups	Voluntary and Community Groups
WBF	Well Being Fund
WYP North West Division	West Yorkshire Police

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