



WEST (INNER) AREA COMMITTEE

**Meeting to be held in Armley One Stop Centre,
2 Stocks Hill, Armley, Leeds LS12 1UQ (Map attached) on
Wednesday, 21st October, 2009 at 5.00 pm**

MEMBERSHIP

Councillors

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

Co-opted Members

Hazel Boutle	- Armley Forum
Stephen Longley	- Bramley & Stanningley Community Forum
Stephen McBarron	- Bramley & Stanningley Community Forum
Morgan Pugh	- Armley Forum

**Agenda compiled by:
Governance Services Unit
Civic Hall
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**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			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Chief Democratic Services Officer at least 24 hours before the meeting)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

Item No	Ward	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p>APOLOGIES FOR ABSENCE</p>	
5			<p>DECLARATION OF INTERESTS</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>	
6			<p>OPEN FORUM / COMMUNITY FORUMS</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 meetings. The following sets of minutes are enclosed:</p> <ul style="list-style-type: none"> (a) Armley Community Forum held on 15th September 2009. (b) Bramley & Stanningley Community Forum held on 24th September 2009. 	1 - 6

Item No	Ward	Item Not Open		Page No
7			<p>MINUTES AND ANY MATTERS ARISING - 8TH SEPTEMBER 2009</p> <p>To confirm as a correct record the attached minutes of the meeting held on 8th September 2009.</p>	7 - 16
8	Armley; Bramley and Stanningley;		<p>INNER WEST AREA COMMITTEE WELL-BEING BUDGET (EXECUTIVE FUNCTION)</p> <p>To consider a report by the Director of Environment & Neighbourhoods to update Members on the current amount of capital and revenue funding available via the Area Committee Well-being Budget for Wards in the Inner West area. The report also seeks approval for new projects commissioned by the Area Management Team.</p>	17 - 34
9	Armley; Bramley and Stanningley;		<p>AREA MANAGER'S REPORT (EXECUTIVE FUNCTION)</p> <p>To consider a report by the Director of Environment & Neighbourhoods informing Members of the progress against the Leeds Strategic Plan and the Inner West Area Delivery Plan.</p>	35 - 46
10	All Wards;		<p>COMMUNITY CENTRES (EXECUTIVE FUNCTION)</p> <p>To consider a report by the Director of Environment & Neighbourhoods on the management of Community Centres.</p>	47 - 72

Item No	Ward	Item Not Open		Page No
11	All Wards;		<p>STREETSCENE GROUNDS MAINTENANCE FUTURE PROCUREMENT STRATEGY - PROCUREMENT STRATEGY UPDATE (COUNCIL FUNCTION)</p> <p>To consider a report by the Chief Environmental Services Officer to update Members on actions and progress on the Procurement process for the provision of Grounds Maintenance from 1st March 2011 and to seek Area Committee views and input on the development of the specification and consultation process.</p>	73 - 78
12	All Wards;		<p>ROUND 6 PFI UPDATE (COUNCIL FUNCTION)</p> <p>To note a report by the Director of Environment & Neighbourhoods to update the Area Committee on the principles of the Round 6 Lifetime Neighbourhoods for Leeds (LNL) project. Further information on the project scope and specific proposals relating to the Outer West area, remain subject to approval but will be circulated as appendices prior to the Area Committee meeting.</p> <p>(Appendix 1 & 2 to follow).</p>	79 - 84
13			<p>DATE, TIME AND VENUE OF NEXT MEETING</p> <p>Wednesday, 9th December 2009 at 5.00 p.m. (Venue to be confirmed)</p> <p>MAP OF VENUE FOR THE MEETING</p> <p>Armley One Stop Centre, 2 Stocks Hill, Armley, Leeds LS12 1UQ</p>	85 - 86

Agenda Item 6



Environments & Neighbourhoods
West Leeds Area Management

Armley Community Forum

Date: 15th September 2009

Present: Cllr Janet Harper, Sarah Charlton (WNWAMT), H Boutle, E Bowes, W Anderson, A Paul, Simon Clark, B Holmes, D Smith, F Smythe, B & S Richmond, I Penman, C Way, B & M Guthrie, P Kempster, C Bateson, Erik Egan, E & B Rayworth, J Ramell, A Willis, M Bruce, D Stead, M Stead, B & K Draper, Gary Atack, Morgan Pugh, Emma Bearman, Gayle Elvidge, John Battle MP.

		ACTION
1.00	Welcome	
1.01	Cllr Harper welcomed everyone to the meeting	
2.00	Apologies	
2.01	Jean Holdsworth, Bill Gregg, Cllr McKenna.	
3.00	Minutes of the last meeting	
3.01	The Minutes of the last meeting were agreed as a true record. By way of correction, point 5.06 should have read "alcohol is seized", not "ceased".	
4.00	Matters arising	
4.01	Heather Halliwell to provide feedback at the next forum on the drama project that she had secured a place on.	
4.02	Armley Leisure Centre: Simon Clark to continue attending forums. The old end should be demolished within the next 4 weeks. The wall backing onto the apartments and binyard will be taken down by hand to avoid damage. The houses in the Cedars area are getting a lot of dust. Unfortunately, not a great deal can be done to minimise this and so residents are pre-warned that this may get worse over the next couple of weeks.	
4.03	Litter issues were raised on Armley Town Street, Councillor Harper informed members that the bin strike is still ongoing. John Battle MP raised concerns about the bin strike, e.g. rat problems if the issue is not resolved soon.	
4.04	A resident raised the issue of noise on Station Road again – taxi's and buses are revving their engines late in the evening. Rollinson's sent their apologies and said they have spoken to their drivers. The resident stated these issues are still ongoing and has been keeping a diary of events. Councillor Harper agreed to take this further.	Cllr Harper
5.00	Police update	
5.01	Points discussed were Pudsey Open Day, the Armley PACT meeting, and the current shortage of sergeants. Helen Sergeant will shortly be replaced and a further sergeant will be joining the team.	
5.02	Operation Alphamstone has seen alcohol being confiscated from young people on Friday and Saturday nights, the idea being to prevent them from becoming drunk and disorderly and causing vandalism etc.	
5.03	A further operation has seen off-road bikes and mounted officers working with local people to help combat burglary with such measures as ensuring keys are not left visible downstairs. The operation is also linked to Armley Prison and issues surrounding drugs being smuggled into the facility.	
5.04	Operation Allport is another burglary initiative targeting the top ten nominals. Recorded burglaries have gone down this week from 25 to 7.	
5.05	The Dispersal Order has come to an end for the moment but will hopefully be re-	

	commencing shortly. The Friday Night youth scheme will be continuing to deliver its provision from the LAZER Centre until the sports centre opens.	
5.06	Residents were urged to report any issues to the police and Inspector Bownass encouraged anyone who would like to volunteer as a Special in the Neighbourhood Police Team to contact himself.	
5.07	There is an Armley Day Of Action on 16 th September.	
5.08	Off licences will be shop checked.	
5.09	Quad bikes have been a problem and residents need to get registration numbers when reporting them. There is a team of off-road bike police on the case and a direct phone number that residents can ring to report incidents (noted on the list of useful numbers circulated).	
5.10	Other issues were speeding cars at night and burnt out cars on Ley Lane. Speed bumps were requested for the Nancrofts.	
5.11	It was noted that Strawberry Lane open space is currently on alcohol watch.	
5.12	Posters of the police team will be distributed to local facilities like doctors, dentists, library etc.	
5.13	Alcohol issues among young people were also raised, and police will be liaising with the Youth Service on health awareness work for young people, with alcohol awareness taking place on 19 th September. One resident raised the issue of alcohol and young people around Christ Church.	
5.14	One resident asked whether the DPPO covers Mistress Lane. Residents also requested more signs.	
6.00	Bake, Make and Grow Festival – Emma Bearman	
6.01	This festival takes place on Sunday 4 th October. Also, the Armley Calendar is back this year. The young people's project is funded by the Armley Tourist Board to encourage young people into diversionary activities off the streets and engage them in making, baking and growing food.	
7.00	Safety Central – Gayle Elvidge	
7.01	Safety Central is intended to aid co-working between agencies on fire awareness issues, and increase fire safety messages. It is led by West Yorkshire Fire and Rescue Service, working in partnership with local agencies, organisations and communities. The Safety Central building is being developed on the grounds of the disused Bramley Fire Station in Leeds, re-using the station shell in its construction, and incorporating a variety of sustainable features. The centre will offer a range of facilities and services to support the delivery of safety awareness initiatives across West Yorkshire including: <ul style="list-style-type: none"> • A state of the art training facility • Flexible conference facilities • Accessible meeting rooms • Space for exhibitions, events and activities 	
7.02	There will be a launch on 19 th October. Young people in the locality are doing artwork for the launch and learning about fire safety and road safety. Residents are welcome to contact Safety Central to arrange evening tours of the new facilities.	
7.03	The building is also available for groups involved in the health, safety and wellbeing agenda and high risk groups.	
8.00	Town Centre Heritage Meeting – Cllr Harper	
8.01	Councillor Harper asked for people to come forward to represent this group. Eric	

	Bowes put himself forward to represent Armley Forum on this group. The next meeting is 20 th October 6.00pm.	
9.00	AOB	
9.01	John Battle MP addressed members of the forum and opened debate.	
9.02	There is a Macmillan Nurses event on 25 th September 7.00pm.	
9.03	Regarding the Stanningley Road pedestrian crossing near Christ Church, Highways have said they will do the survey.	
9.04	Construction of speed bumps on Theaker Lane should begin 5 th October.	
9.05	Regarding the crossings on Canal Road, a scheme has been identified and funding is being sought.	
9.06	The Whingate 20mph zone is now in effect.	
9.07	There is a public meeting at Armley Grange on 24 th September.	
9.08	Anyone with street lighting issues is to email them to Janet Harper.	
9.09	Regarding alert boxes, there has been a 40% drop in crime on Armley Town St.	

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Bramley & Stanningley Community Forum
Eric Atkinson Centre, Wellington Gardens. Bramley, Leeds

Date: Thursday 24th September 2009

Present: Stephen McBarron (Chair), J B Quimby, John Lockett, Stephen Longley, B Miller, K Miller, Marian Houseman, Geoff Houseman, A Silson, S Withers, E & B Rayworth, P Miles, M Tyson, S Roberts (West North West Homes), PCS0799 Goldthorpe (West Yorkshire Police), Alison Pickering (Area Management Team)

1.0 WELCOME

Stephen McBarron chaired the meeting in the absence of Councillor Atkinson who is still recovering. He welcomed everyone to the meeting and best wishes were sent to Councillor Atkinson.

1.1 **APOLOGIES** – Cllr Hanley, Cllr Atkinson and Cllr Taggart,

2.0 MINUTES OF THE LAST MEETING

- 2.1 3.1 – Survey on Leeds Bradford Rd - Residents feels it is more urgent than indicated in the minutes of the last meeting.
- 2.2 5.4 - The comments were passed on and any future ideas would be welcome. AP also outlined the ways in which Bramley Bands in the Park had been advertised. Members of the forum noted in response that not everyone has access to the internet, there are no local papers, would like the noticeboards to be used to advertise events, members did not see any promotional information in the parks and could information be publicised in local community centres.
- 2.3 5.5 – Street lighting opposite 17 Horton Rise, Rodley – Residents stated that there is in fact no street lighting in this location.
- 2.4 5.6 - The footpath between the Owl Pub and Rodley Park is in terrible order and has been for the last two years.
- 2.5 5.7 - The road behind the church at Rodley is private land. Residents would like this area adopted by the Council.
- 2.6 5.8 - The blocked drains at Wesley Terrace have been referred.
- 2.7 5.10 – Landseer Way was misspelt. It has been arranged for the street of the Landseer estate be de-littered every two weeks.

3.0 Bramley Care Homes

- 3.1
- Why are they closing down? What are they going to do with the property?
 - Residents felt not enough information was known about their services or what alternatives will be provided?
 - Consultation on the closures finishes on Wednesday 30th September.
 - Residents felt the process in accessing the day care facilities was difficult.
 - What is the good for Bramley out of all of this?
 - The residents voted on the number of residents who were in favour of the closures. There was a unanimous vote against the closure of Bramley Lawns day Care Centre.

4.0 Adrian Stockholme - Police

4.1 Adrian provided the following feedback on crimes rates in the area.

- Crime rates are steady but it was noted that there had been a raise in the number of people going round trying doors on an evening so residents must make sure that they keep their doors locked.
- It was suggested due to the dark nights, residents should leave a light on each night, making sure it's a different light each night.

4.2 Haughton Rise - a tool box was left there. It was requested a street light should be located in this area. Residents don't feel a light would draw in young people anymore than are already there.

4.3 First Bus – residents would like someone from First Bus to attend the Bramley Forum. Issues over cleanliness, routes and gaps in routes were raised.

AMT

4.4 Bonfire night 2008 – 6 PCSO's & PC's were in the area. Riots vans were brought on to solve the problem with young people in the area. Will there be any additional staff for this year? What resources are LCC and WYP putting in place for this year? Is the bonfire event happening this year? Residents feel issues arise after the bonfire when local people/ families have dispersed.

AMT

5.0 Stuart Roberts WNWHL – Fuel Poverty Project – Rossefields & Snowdens

5.1 A community project for the Rossefields & Snowdens estate is being planned, they are looking to extend the mains gas network to all of the off-gas areas, all WNWHL properties will be connected and all private homes will be offered a free-of-charge connection. Further to this private home owners/private landlords will be offered assistance to install gas central heating and installation measures, free of charge or with grant funding to help with costs. Provision for tenants to have central heating installed will be from March 2010. All residents will be offered benefit checks.

**WNW
HL**

5.2 The project is to future proof the residents in the area which gives them an alternative to expensive heating. They will be sending a letter round to all the tenants to let them know what is available to them. This is available for private and ALMO residents. Electricity is very expensive and is why this scheme is underway. All they are doing is putting the provision in.

5.3 Residents are planning to have an open forum (probably in Nov) at the band club in Bramley.

6.0 A O B

6.1 The lack of Councillors attending the meeting was noted. It was felt that more people would attend if the Councillors attended.

6.2 The work on the road near Morrisons has been completed

6.3 Stephen Longley wants an agenda item on all future forums to update on the AC discussions.

AMT

6.4 Stephen McBarron suggested posters advertising the meeting on 26th November could be displayed on Bramley Shopping Centre noticeboard and forwarded to Akbar Khan for display at Bramley NHMO. SM would be happy to distribute A5 flyers leading up to the next meeting.

AMT

Dates of meetings in 2009 - 26th November

Agenda Item 7

WEST (INNER) AREA COMMITTEE

WEDNESDAY, 9TH SEPTEMBER, 2009

PRESENT: Councillor N Taggart in the Chair
Councillors D Atkinson, T Hanley, J Harper,
A Lowe and J McKenna

Co-optees Hazel Bouttle – Armley Forum
Stephen Longley – Bramley and
Stanningley Community Forum
Stephen McBarron – Bramley and
Stanningley Community Forum
Morgan Pugh – Armley Forum

18 Chair's Opening Remarks

The Chair welcomed everyone to the September meeting of the West (Inner) Area Committee held at the Stanningley Amateur Rugby Football Club, Coal Hill Drive, Leeds 13. On behalf of the Area Committee, he welcomed back Councillor D Atkinson following her recent illness.

19 Late Items

In accordance with his powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair admitted to the agenda the following late items of business:-

- Bramley and Stanningley Community Forum – minutes of a meeting held on 30th July 2009 (Agenda Item 6(b))(Minute 22 refers)
- Consultation on day services for older people (Minute 30 refers)

The items were late due to the fact that they were not received in time to allow the documents to be produced for the normal agenda release deadline.

In addition to the above late items of business, a copy of a document entitled 'Operation Champion – 22nd to 24th July 2009 Pudsey Evaluation of Activities' was circulated as supplementary information (Agenda Item 10)(Minute 27 refers)

In relation to the late item of business regarding the consultation on day services for older people, the Committee wished to place on record their strongest objections to this report being late. The issue was discussed at the Executive Board meeting on 22nd July 2009, which had allowed officers plenty of time to prepare a report for this meeting. The reason for lateness also prevented proper consultation on this very important issue.

(Councillor D Atkinson joined the meeting at 5.10 pm during discussion of the above item)

20 Apologies for Absence

There were no apologies reported at the meeting.

21 Declaration of Interests

The following personal interests were declared:-

- Councillor N Taggart in his capacity as Governor of Bramley Primary School, as a member of Stanningley Amateur Rugby Football Club, and as an Area Panel Member of West North West Homes (Agenda Item 9)(Minute 26 refers)
- Councillor A Lowe in her capacity as a Director of West North West Homes; as a member of Leeds Citizens' Advice Bureau and as a member of Leeds Credit Union (Agenda Item 9)(Minute 26 refers)
- Councillor D Atkinson in her capacity as a Trustee of Stanningley Amateur Rugby Football Club and as a member of Leeds Credit Union (Agenda Item 9)(Minute 26 refers)
- Councillor T Hanley in his capacity as a Director of Bramley Elderly Action (Late Item)(Minute 30 refers)
- Councillor J McKenna in his capacity as an Area Panel Member of West North West Homes; as a Governor of Christ the King Primary School and as part-time care worker at Strawberry Lane Community Centre for Armley Helping Hands (Agenda Item 9 and Late Item) (Minutes 26 and 30 refer)
- Councillor J Harper in her capacity as Chair of the Leeds Gateway Stakeholders' Advisory Group (Agenda Item 9)(Minute 26 refers)
- Morgan Pugh in his capacity as an Area Panel Member of West North West Homes (Agenda Item 9)(Minute 26 refers)
- Stephen Langley in his capacity as an Area Panel Member of West North West Homes (Agenda Item 9)(Minute 26 refers)

22 Open Forum / Community Forums

The Chair gave notice that in accordance with the Area Committee Procedure Rules, there was provision for an Open Forum 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.

On this occasion, no issues were raised.

A copy of the minutes of the following Forum meetings were submitted/ circulated for the information and comment of the meeting:-

- a) Armley Community Forum meeting held on 21st July 2009
- b) Bramley and Stanningley Community Forum meeting held on 30th July 2009

In relation to the minutes of the Armley Community Forum meeting held on 21st July 2009, Alison Pickering, West North West Area Management, informed the meeting that in relation to the Heather Halliwell/Youth Music Theatre UK project issue, the £300 agreed by the Forum to support this project would come from Ward Members' MICE monies.

RESOLVED –

- a) That the minutes of the Armley Community Forum meeting held on 23rd June 2009 be noted.
- b) That the minutes of the Bramley and Stanningley Community Forum meeting held on 30th July 2009 be noted.

23 Minutes of the Previous Meeting

RESOLVED – That the minutes of the meeting held on 23rd June 2009 be approved as a correct record.

24 Matters Arising from the Minutes

- a) Open Forum/Community Forums (Minute 5 refers)

At the request of the Chair, Mr Houseman of Horton Rise, Rodley, updated the meeting on the lack of progress since the last meeting regarding the poor state of the footways in Rodley which were now badly in need of refurbishment.

Following discussions, the Committee acknowledged the need for the footpath maintenance works to be included within the Highways work programme. It was agreed to invite an officer from the Highways division to discuss this issue at the meeting in October 2009.

- b) Open Forum/Community Forums (Minute 5 refers)

Morgan Pugh, Armley Forum, raised the Hayley Fields Allotments issue and arising from discussions, the Committee noted that, apart from the wellbeing fund, other sources of funding were now available for the provision of toilets for allotments within the Armley and Bramley and Stanningley Wards.

- c) Open Forum/Community Forums (Minute 5 refers)

Alison Pickering, West North West Area Management, referred to the issue regarding the extensive work that was needed to be carried out on the blocked drains in the Rodley area.

She sought specific details of house numbers from Mr Houseman and it was agreed that they both would discuss this issue at the conclusion of the meeting.

25 Inner West Area Committee Well-Being Fund

Referring to Minute 9 of the meeting held on 23rd June 2009, the Director of Environment and Neighbourhoods submitted a report 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 sought approval for new and continuing projects commissioned by West North West Area Management.

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

- Breakdown of Revenue Spend by Theme 2009/10 (Appendix 1 refers)
- Breakdown of Capital Spend – Capital Spend by Theme 2009/10 (Appendix 2 refers)
- Area Committee Wellbeing Fund – Project Proposal Inner West Area Committee - Bramley Festive Lights (Appendix 3 refers)

Alison Pickering, West North West Area Management presented the report and responded to Members' queries and comments.

Detailed discussion ensued on the content of the report and appendices.

In summary, specific reference was made to the following issues:-

- the need for officers to process and complete capital expenditure schemes as soon as possible to avoid unnecessary delays i.e. toilets at Hayleys Field
- the need for officers to support Moorside Tenants and Residents Association (TARA) Community Centre to address the Japanese Knotweed problem at the rear of the building

RESOLVED –

- a) That the financial status of the Well-Being Budget, both capital and revenue, as outlined in Appendices 1 and 2 of the submitted report be noted.
- b) That this Committee notes that as a result of £20,000 capital funding being returned from the Moorside Community Centre Sports Project, a revised total of £83,480 remained within the Wellbeing Capital budget.
- c) That the following decisions be taken in respect of the applications for funding from the:-

Capital Budget

- (i) Bramley Festive Lights – Approved £1,957, subject to Ward Members being supplied with specific details of the scheme prior to the next meeting of the Area Committee
- d) That this Committee notes that MICE monies would be used to fund festive lights for 2009 within the Armley and Bramley and Stanningley wards and that the West North West Area Manager be requested to forward a copy of the protocol relating to the funding of festive lights to the Chair for his attention.
- e) That the budget and the list of Small Grants since the last meeting as set out in paragraph 4.2 of the submitted report be noted.
- f) That the update on previous Well-Being Funded applications relating to the Moorside Community Association as set out in paragraph 5.1 of the submitted report be noted.

26 Area Manager's Report

The Director of Environment and Neighbourhoods submitted a report informing Members of the progress against the Leeds Strategic Plan and the Inner West Area Delivery Plan.

Steve Crocker, West North West Area Manager presented the report and responded to Members' queries and comments.

Detailed discussions ensued on the content of the report.

In summary, specific reference was made to the following issues:-

- to note and welcome that the rate of increase in respect of unemployment was slowing down in Inner West Leeds
- the need for Armley Ward Members to receive a briefing in relation to the acquisition of 2 Branch Road, within West Leeds Gateways Regeneration Programme
- the need for a presentation to be made by Diana Holmes, West Leeds Enterprise Centre on the specific work of the centre to a future meeting of the Area Committee
- to note and congratulate offices on the progress being made in relation to the pending planning application at Fairfields, Bramley

RESOLVED –

- a) That the contents of the report and appendices be received and noted.
- b) That arrangements be made for a presentation to be made by Diana Holmes, West Leeds Enterprise Centre on the specific work of the centre to a future meeting of the Area Committee.

- c) That the West North West Area Manger be requested to arrange a briefing for the Armley Ward Members in relation to the acquisition of 2 Branch Road, within the West Leeds Gateway Regeneration Programme.
- d) That this Committee notes that a report on Neighbourhood Wardens and the new protocol in relation to Community Centres would be submitted to the October Area Committee meeting for consideration.

(During discussion of this item Councillor J Harper and Councillor N Taggart indicated that they were Members of Plans Panel (West) and could possibly be considering matters on the Fairfields item at a later date in that capacity. They both stated that they would remain in the meeting to listen to and take part in the discussion of this issue. In order to avoid any perception of pre-determination, both Councillors Harper and Taggart agreed that they would not be bound by any discussion taken at the meeting when issues from this matter came before Plans Panel (West) for determination, but would consider all representations and viewpoints presented at the planning meeting before reaching a conclusion based on the merits of the case)

27 Community Safety Issues - Inner West Leeds

The West North West Leeds Area Manager submitted a report which updated the meeting on Community Safety issues in Inner West Leeds since the last meeting.

Police Inspector Bownass presented the report and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

- Operation Alness – this was an operation working in partnership with the prison service to disrupt drugs and mobile phones being smuggled into Armley prison. Officers from the NPT, roads policing, off road bikes, mounted and the Yorkshire and Humber roads policing teams were involved working with the prison staff and the prison's dog section
- Operation Alphamstone –this was a city wide operation which was two fold. The first was involving designated NPT staff who were to patrol the hot spot areas seizing alcohol off children/youths between 5.00 pm and midnight on a Friday and Saturday. The names of the youths were then forwarded to Youth services for intervention by health teams and also to ASB officers. The second phase of the operation was to target those selling the alcohol
- Operation Abbreviate – this was an operation held in New Wortley to target prostitution and drugs. The operation was to be extended into a secondary operation within City and Holbeck to tackle prostitution on both sides
- Operation Alport – this was an operation to target rising burglaries across the West Inner and West Outer areas. NPT officers, mounted officers, CID and roads policing were working in hot spot areas targeting known offenders. Officers were working until 4.00 am from

the late-turn teams and officers from the early turn would commence duty at 4am, thereby providing a 24/7 cover for a week

- Operation Adjacent – this was an operation to target offenders in the DPPO areas of West Inner and Outer. Dedicated patrols would be involved from 9.00 pm until 2.00 am

In addition to the above presentation, Gill Hunter, Area Community Safety Co-ordinator circulated a copy of a document entitled 'Operation Champion – 22nd to 24th July 2009 Pudsey Evaluation of Activities' for the information/comment of the meeting.

Detailed discussion ensued on the content of the report, presentation and supporting information in relation to 'Operation Champion'.

In summary, specific reference was made to the following issues:-

- the need for further funding to be made available in relation to Alert Boxes and to promote this issue as widely as possible within Inner West
- the concerns expressed about drinking by Romanian and Polish people on Armley Town Street which was leading to shoplifting and for the police to look at engaging interpreters in this regard with a view to tackling this problem

RESOLVED –

- a) That the contents of the report and supporting information on 'Operation Champion', together with the update provided by the West Yorkshire Police be noted.
- b) That the West North West Area Manager be requested to include a request for funding for Alert Boxes within the Wellbeing Report for consideration at the next meeting in October 2009.

28 CCTV (2008/2009) Annual Report - Leeds City Council Community Safety CCTV Service in Inner West Leeds

The Director of Environment and Neighbourhoods submitted an annual report 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.

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

- Financial breakdown of CCTV cameras for Inner West Area Committee (Appendix 1 refers)
- Legal implications regarding public space surveillance CCTV (Appendix 2 refers)

Jason Singh, West North West Area Management presented the report and responded to Members' queries and comments.

Detailed discussion ensued on the content of the report and appendices.

In summary, specific reference was made to the following issues:-

- the need for officers to address a number of globes that were missing from cameras located on the Armley Town Street/Branch Road/Tiger Lane
- the need for a further report on additional data for CCTV in the West Inner area around quality images, legal proceedings etc to be submitted to a future meeting with a view to assisting the Area Committee in identifying crime hot-spots that would benefit from additional CCTV cameras being installed within Armley and Bramley and Stanningley Wards
- clarification of the equality considerations in relation to access to members of the public into the CCTV control room, which was not allowed for security reasons, and the need for the Area Committee to undertake a site visit in this regard
- clarification of the Community Cohesion Action Plan.

Jason Singh responded and agreed to consult with Derek Whitehouse, CCTV Co-ordinator on the specific issues raised, with a view to reporting back the specific detail to Members of the Area Committee.

RESOLVED –

- a) That the content of the report and appendices be received and noted.
- b) That a further report on additional data for CCTV in the West Inner area around quality images, legal proceedings etc be submitted to a future meeting with a view to assisting the Area Committee in identifying crime hot spots that would benefit from additional CCTV cameras being installed within Armley and Bramley and Stanningley wards.

(Councillor D Atkinson left the room at 6.30 pm at the conclusion of the above item)

29 Residual Waste Treatment PFI Project

Members of the Area Committee received a report and presentation by the Head of Waste Management providing an update on the programme of communications activity supporting the Residual Waste Treatment of PFI project and the opportunity to view the PowerPoint presentation and supporting materials to be distributed to the public.

The following officers were in attendance who responded to Members' queries and comments:-

Susan Upton, Head of Waste Management
Andrew Lingham, Senior Project Manager (Waste Strategy)

Draft minutes to be approved at the meeting
to be held on Wednesday, 21st October, 2009

Detailed discussion ensued on the content of the report and presentation.

In summary, specific reference was made to the following issues:-

- clarification of the sites chosen and the mechanism behind the bidding process
- the history behind Kirkstall Forge
- the difficulties encountered by the boundary problems and the optimistic target in achieving planning permission by 2011
- clarification of the key facilities and the need to address transport issues with much work to be undertaken within this area

RESOLVED –

- a) That the content of the report and presentation be received and noted.
- b) That a vote of thanks be conveyed to Mrs Upton and Mr Lingham for their attendance and contribution to the meeting.

(Councillor A Lowe left the room at 7.00 pm at the conclusion of the above item)

30 Consultation on Day Services for Older People

The Director of Adult Social Services submitted a report on proposals for consultation on day services for older people.

Appended to the report was a copy of the Executive Board report entitled 'From Day Centres to Day Services: Responding to the Needs and Preferences of Older People' considered at the Executive Board meeting held on 22nd July 2009 for the information/comment of the meeting.

In addition to the above documents, a copy of a PowerPoint presentation on 'Day Services Consultation' was circulated as supporting information.

Lynda Bowen, Adult Social Services presented the report and responded to Members' queries and comments.

The purpose of the report was to:-

- explain about the proposals and decision making process for day services;
- listen to the views of the Area Committee;
- record the Committee's concerns as part of the consultation process;
- offer the meeting more time, if needed, to further discuss their circumstances.

Detailed discussions ensued on the content of the report and supporting documents.

In summary, specific reference was made to the following issues:-

- clarification of the referral process and the reasons why referrals were reducing in numbers
- clarification of the philosophy behind specialist dementia services being segregated
- the reasons behind the downward trend of people attending day centres resulting from changes in political structure within the Council
- clarification as to what messages employees at day centres had been given on communicating with Elected Members
- reference to discussions undertaken at the Scrutiny Board (Adult Social Care) meeting held on 9th September 2009 in relation to Members concerns that Social Workers were stopping day services referrals
- clarification of the dates of the consultation process
- clarification of the protocol of Elected Members' visits
- the views expressed that Neighbourhood Networks were not addressing the problem and that day centres were needed and important

RESOLVED –

- a) That the content of the report and supporting documents be noted.
- b) That the above views be fed into the consultation process on day services for older people.

31 Date, Time and Venue of Next West Inner Area Committee Meeting
Wednesday, 21st October 2009 at 5.00 pm at Armley One Stop Centre,
Stocks Hill, Armley, Leeds, LS12 1UQ

(The meeting concluded at 7.50 pm)



Report of the Director of Environment and Neighbourhoods

Inner West Area Committee

Date: 21st October 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
Total Revenue	£167,662

Capital Allocation 09/10	£ 72,512
Capital carry forward from 08/09	£ 41,600
Capital funding returned from the Moorside games area project (see item 5.1)	£ 20,000
Total Capital	£134,112

2.2 The revenue projects already agreed for 2009/10 are detailed at Appendix 1. A total of £165,307 has been spent to date leaving a total remaining revenue budget of **£2,355**.

2.3 The capital projects agreed for 2009/10 are detailed at Appendix 2. A total of £52,589 has been spent to date leaving a total remaining of **£81,523**.

3.0 New applications for Well-Being Funding

3.1 Revenue

There have been no new applications for Well-Being funding.

3.2 Capital

The following capital application have been received for this Area Committee, detailed information regarding this application is attached at Appendix 3.

Project Title	2009-10	2010-11	2011-12	Appendix
Alert Boxes	£6,000			3
TOTAL	£6,000			

3.4 If the above proposals were supported, the remaining Well-Being capital budget for allocation in 2009/10 would be **£75,523**.

4.0 Small Grants and Skips

4.1 A total budget of £10,000 was approved for small grants in 2009/10. At the June Area Committee it was reported that there was a balance remaining from 2008/09 of £448, giving a total budget for 2009/10 of £10,448. However there was actual only one small grant approved for Armley Counseling Service, the remaining are still pending approval.

4.2 There have been no further small grants approved since the September Area Committee.

4.3 Therefore there is a balance of **£9,948** remaining for small grants.

4.4 A budget of £2,500 was approved for skips at the June Area Committee. There is a balance remaining of **£2,240**.

5.0 Update on Previous Well-being Funded Applications

- 5.1 Youth Service Mobile Provision - Further to the update in the June Area Committee Wellbeing report, Youth Service have investigated the possibility of purchasing a brand new mobile provision and found that it is more cost effective and more economical to purchase a brand new mobile instead of purchasing the current mobile being used in Inner West. Youth Service are applying for match funding from LS Cash through a group of young people, for the amount of £29,000. This would pay for the other half of the actual vehicle for all conversions inside, this then allows for £6,000 running costs, which will pay for Torre Road to manage the vehicle and for running costs for one year.
- 5.2 Youth Service are awaiting the outcome of the Ls Cash bid which they have submitted. They will be in a position to order the new vehicle by Christmas and hopefully take delivery before the end of the financial year as it will take a while to order it and get it converted.
- 5.3 Sikh Temple Improvements – The Sikh Temple have been revising their plans for the refurbishment works. They would like to use the £10,000 that was allocated to them as part of their Phase 1 works, which will see the refurbishment of the internal dwellings. Phase 2 funding has not been secured yet, this phase seeks to extend the existing facilities.

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) note and approve the updates in the updates on previous Well-Being Fund applications section, paragraph 5.0-5.3.

- c) 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

Project Name	Project Details	Amount Approved (£)	Delivery Organisation
Community Safety			
Police Off Road Motorcycle Scheme	Leasing of 2 off road motorbikes	£1,497	West Yorkshire Police
	TOTAL COMMUNITY SAFETY	£1,497	
Young People			
Friday Night Project	Friday Night Project for 8 – 18 year olds	£2,000	Out of School Activities Team
	TOTAL YOUNG PEOPLE	£2,000	
Environment			
Henconner Roundabout	Plant and maintain Henconner Roundabout	£1,500	Parks & Countryside
	TOTAL ENVIRONMENT	£1,500	
Community Development			
West Leeds Sports Development Programme	A series of events to encourage active participation in sport	£6,000	Leeds City Councils Community Sports Officer
Worklessness Project	Employment of worker to support families in Wythers and Fairfields community	£40,000	Jobs & Skills
Town Centre Manager	To support traders and businesses in Pudsey and Armley Town Centre	£20,000	Leeds Ahead
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
Armley Helping Hands Community Transport Scheme	Support community transport scheme	£7,823	Armley Helping Hands
Neighbourhood Wardens	To continue the neighbourhood warden service in New Wortley, Wythers and Fairfields	£41,287	Area Management
Community Skips	Skips for community use	£2,500	Area Management
Small Grants	Small Grants of up to £500 available for community and voluntary groups	£10,000	Area Management
Intergenerational Event	A Bramley based intergenerational event	£2,500	Bramley Elderly Action
New Wortley Community Centre	Funding for the salary of the community centre manager	£5,000	New Wortley Community Association
	TOTAL PARTNERSHIP WORKING	£160,310	
	TOTAL APPROVED:	£165,307	

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Breakdown of Capital Spend

Table 1: Capital spend by theme 2009/10:

Project Name	Project Details	Amount Approved (£)	Delivery Organisation
Thriving Places			
Operation Argus Thermal Image Camera	Thermal image camera to detect cannabis farms	£2,250	West Yorkshire Police
Total Thriving Places		£2,250	
Community Safety			
Capture House	Establishment of a capture house	£4,000	West Yorkshire Police
Alleygating Project	Alleygating of Astons footpath and Wyther Park Hill footpath	£4,382	Safer Leeds
Alert Boxes	30 alert boxes installed in businesses in the centre of Armley	£10,000	Leeds Ahead
Total Community Safety		£18,382	
Enterprise and Economy			
Festive Lights	The installation of four festive light facilities in Bramley.	£1,957	Leeds Lights
Total Community Safety		£1,957	
Environment			
Haleys Field Allotments – toilet and fencing	The installation of a disabled toilet and new fencing	£15,000	Parks & Countryside
Total Environment		£15,000	
Young People			
Youth Mobile	To pay for the purchase of a Youth Mobile for West Leeds	£15,000	Youth Service
Total Young People		£15,000	
TOTAL APPROVED:		£52,589	

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

Appendix 3

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.

Since the installation of 30 Alertboxes on Town Street there has been a marked decrease in the number of offences committed in relation to retail crime and other related issues the area has.

Some of the results are listed below.

- Anti-social behaviour has decreased
- Retailers feel they have a better relationship with the police and council
- Retailers feel more secure
- They have better communications with other businesses and neighbours.
- Reduced the fear of isolation

On the back of the success of the pilot scheme we are now looking to deploy further boxes throughout Town Street and bring in businesses on Branch Road. Although problems still persist they are in no way as prevalent as they were before the boxes were deployed. Results of the evaluation which was carried out are attached as Appendix 4.

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)

£6,000 capital

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

£6,000 capital



West Yorkshire Evaluation 2009

AlertBox

Electronic Neighbourhood Watch



Overview

AlertBox enables people at work or at home to communicate instantly with their immediate community when personal safety issues or crime is of concern.

*The electronic neighbourhood watch networks – or **'electronic villages'** are established by the police, local authorities, either individually or in partnership.*

Networks are scalable, re-deployable, accountable and rapid to establish.

Results are sustainable.



Benefits

AlertBox networks are a preventative measure which:

- Empowers the community to be a part of the solution in reducing crime and the fear of crime
- Improves relationships between communities.
- Stimulates the emergence of local champions who establish 'watch' schemes and provide information to the police
- Breaks down barriers and penetrates hard-to-access areas
- Generates a substantial increase in witness statements which facilitates quicker and better detection rates

The community is sent a strong message – *'things have changed'*

Partners

- **West Yorkshire Constabulary**
- **Leeds City Council**
- **Leeds Ahead**



Results

Community Perception of Crime	<i>down</i>	55%
Fear of isolation	<i>down</i>	90%
Fear of anti-social behaviour	<i>down</i>	80%
Relationship with the Council partnership	<i>up</i>	65%
Relationship with the police	<i>up</i>	60%
Relationship with neighbours	<i>up</i>	70%
Community that have been responded to		100%
Community that has responded to neighbours		95%

Quotes

Leeds Ahead

Nigel Conder - Town Centre Manager

“We have had the Alertbox in place now for only a short while and its impact has been significant. Although it is very early on in the schemes introduction. This scheme has indeed proven itself and as the Town Centre Manger I believe it is a step in the right direction of what we are trying to achieve. One of the main goals as far as Armley is concerned is to try and reduce ASB and retail crime. This initiative has gone a long way to helping with this. The systems are easy to install and the staff at Alertbox have been very helpful with any questions we have.”

Leeds City Council

Gill Hunter – Community Safety Co-ordinator

“Alertbox will be instrumental in assisting local traders on Armley Town street to reduce crime associated with businesses and also foster community spirit amongst local traders. A main feature of Aletbox is in the simplicity of the design which enables staff to discreetly communicate with each other whenever they see a potential problem developing. We are excited that Armley is the first area in Leeds to obtain Alertbox and believe that it will be a valuable contribution to our partnership approach to reduce crime and the fear of crime on Armley Town street.”

West Yorkshire Police

Mark Bownass – Inspector

“Although the box is not a substitute for 999, if there is a crime in progress or the owners are in fear, it allows members of the shop keeping community to support each other, and provide peace of mind as well as working with us”.

Leeds City Council

John Birkenshaw – Crime Reduction Manager

“We welcome innovative new technology in the fight against crime and the initial evaluation of this project looks extremely pleasing.”

Community Feedback

**C.O.S
Superdrug
Boots**

**A Good idea, neighbours are helping each other
It makes us all more aware and has decreased shop lifting
Makes us aware of groups or people in the shop or
outside.**

**Babies Needs
Dysons
AK Food**

**Excellent.
AlertBox has brought shops together
AlertBox enables us to communicate with neighbours at a press of a
button. Brilliant!**

**Armley Convenience Store AlertBox has helped when we have used it. Excellent response
Jamal**

**An excellent idea it makes us more secure. It works people respond,
we are not alone.**

**Ultimate Tanning
Goldwyns Opticians
Opal Hair and Beauty
Coral Book Makers
Mr Chippy**

**Excellent idea, makes is aware of what's going on.
If you need help its there and makes me feel safe.
It makes me feel secure and lets you know what's going on.
It makes staff feel more secure.
I get less hassle from problem customers. Knowing that we have the
AlertBox has definitely helped.**

**Cash Generator
Sommerfield
Teddy's Amusements**

**Good idea, Makes me feel safe.
Its very good for the smaller stores.
Alertbox has made it a safer place to work. Knowing that when you
press the alarm you will get a response.**

Frozen Value

**It makes me feel more confident, and communicates with our
neighbours instantly.**

Armley Post Office

**A very good ides, we have had immediate help- at the press of a
button.**

Further Information

For further information please contact

**AlertBox Ltd,
23d Horseshoe Park,
Pangbourne,
Berkshire,
RG8 7JW**

**Kam Kanda
Commercial Manager
kkanda@alertbox.co.uk**

www.alertbox.co.uk

**T 0870 240 1970
F 0118 984 4344**



Report of the Director of Environment and Neighbourhoods

To: Inner West Area Committee

Date: 21st October 2009

Subject: Area Managers Report

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

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.

3.0 Main Issues

Thriving Communities

Jobcentre Plus Latest Response to the Economic Downturn

Backing Young Britain

3.1 Backing Young Britain is a national cross-government campaign to encourage employers to do everything possible to give every young person the help they need to

find a job, training or work skills and experience. They are being asked to commit to at least one of the following initiatives:

- Become a volunteer mentor for school or university leavers to help them find their feet in the job market
- Provide work experience places, volunteering places or a work trial to help young people learn about work, make contacts and fill in their CV
- Offer an internship for a graduate
- Create a new internship for 18 year olds and non-graduates to give them a chance to prove themselves
- Provide an apprenticeship for 16-24 year olds
- Join a Local Employment Partnership to make sure job vacancies are advertised to local unemployed people
- Bid for one of the 100,000 jobs for young people in the Governments Future Jobs Fund

Latest register information

- 3.2 Last month 5,862 people left the JSA register. The number of people making new claims to benefit was 5,917. This is a positive trend and shows that the gap between the two figures is narrowing.

Young Persons Guarantee

- 3.3 The budget announced a guaranteed offer of a job, work-focused training, or meaningful activity to all 18 to 24 year olds before they have reached the 12 month stage of a claim to Jobseekers Allowance (JSA).
- 3.4 The guaranteed offer will consist of:
- New jobs created through the Future Jobs Fund
 - Support to move into an existing job in a key employment sector
 - Work-focused training
 - A place on a Community Task Force, delivering real help within their local community
- 3.5 The guarantee will be in place from early 2010 with some jobs on the Future Jobs Fund starting as early as October this year.

Future Jobs Fund

- 3.6 The Future Jobs Fund, worth £1.2 billion to the end of March 2011, aims to create 150,000 new jobs for young people and/or those living in an unemployment hotspot. The Future Jobs Fund will be administered by the Government, with Local Authorities and others bidding into it against key criteria:
- The jobs will be real jobs, lasting at least 6 months for 25 hours a week and paying at least national minimum wage
 - Additional jobs that would not have happened without the Future Jobs Fund
 - The work undertaken must be of benefit to the local community

- 3.7 It is very pleasing to note that Kirklees, Calderdale, Leeds and Wakefield Local Authorities have all been successful in their bids to the Future Jobs Fund.

New Help for Jobseekers from 6 April 2009

Newly Unemployed Offer

- 3.8 Personal Advisers will provide flexible, responsive and targeted support to meet the needs of individuals, helping their personal journey back into work. Personal Advisers will offer help from a range of options following first interview which includes:

- One hour group information session
- One to one coaching session
- One day Provider led seminar
- One day specialist Provider led seminar for Professional/Executive customers
- Access to the Adviser Discretion Fund providing one-off cash help to improve an individual's immediate job prospects
- Day one eligibility to Work Trials

Six month offer

- 3.9 Customer's age 25+ who remain unemployed for 6 months will be offered additional help, including an increase in the number of Personal Adviser interviews at this stage and making available some new options including:

- £1,000 recruitment subsidy to employers and access to in-work training support up to £1500 through Train to Gain
- Work focused training
- Work-focused volunteering options
- Help for customers starting their own business or starting a self-employed job

Rapid Response Service

- 3.10 The Rapid Response Service (RRS) provides a range of services to support employers and individuals affected by redundancy. Job centre Plus work with the employer and our partner organisations to tailor the support. Job Centre Plus have strengthened and expanded this service:

- To every individual losing their job through redundancy or the economic downturn
- To provide information about other jobs within the labour market, match redundant workers to known vacancies, help them draw up CVs, improve their job search skills and provide general information about benefits and making a claim
- Nationally, the funding for this service has doubled from April 2009 to £12m.

- 3.11 In addition the Response to Redundancy provision, administered by the Learning & Skills Council, offers a package of support including jobsearch, employability training and the opportunity to refresh or learn new skills. This provision also acts as the access point to the Rapid Response Fund for training which aims to offer funding for training where it cannot be funded through existing provision.

Local Employment Partnerships (LEP)

- 3.12 Job Centre Plus have had a magnificent response to LEP from employers in Leeds, with over 1040 employers now signed up to offering work opportunities for our most disadvantaged customers. From 6 April 2009 LEP's opened up their recruitment programmes to the newly unemployed.

Mortgage Relief

- 3.13 The benefit system has changed to help people with mortgages to stay in their homes; under the previous rules people losing their jobs only got help with mortgage costs up to £100,000 after 39 weeks of being unemployed. From January 2009 this was brought forward to 13 weeks, and the capital amount increased to £200,000.

Labour Market Information

- 3.14 The Leeds JSA register has increased to 24,461 in August 2009, up by 10,296 (72.7%) on August 2008. The average weekly intake of new JSA claims is running at 1,115, 25.3% higher than 12 months ago. Current analysis of the top occupations being sought by customers new to the JSA register are:

- Other goods handling and storage occupations
- Sales and retail assistants
- General office assistants/clerks
- Van Drivers
- Labourers in process and plant operations
- Cleaners, domestics
- Labourers in building and woodworking trades
- Packers, bottlers, canners, fillers
- Customer care occupations
- Bar staff

- 3.15 As of February 2009, there were 30,540 Employment Support Allowance and Incapacity Benefit Customers and 9,670 Lone Parents receiving Income Support in Leeds.
- 3.16 People claiming Jobseeker's Allowance are usually required to attend their nearest Jobcentre every two weeks to talk about what they have been doing to find work and discuss any further help they may need/require.
- 3.17 Most people who lose their jobs only spend a short time looking for work before they find a new one, and this has continued to be the case despite the economic downturn. Of the people who left the register in August 2009 53.4% had been unemployed for less than 3 months. For those who do not, further help is provided through our Personal Advisers and a range of employment and training opportunities available through our Employability provision (see Annex 1).
- 3.18 In August 2009 6,299 vacancies were notified in Leeds, an increase of 2,487 (65.2%) on July 2009. However this was a decrease of 1,065 (14.5%) on August 2008.

3.19 Current analysis of the top 10 notified vacancies within Leeds are:

- Customer care occupations
- Sales representatives
- Care assistants and home carers
- Heavy goods vehicle drivers
- Cleaners, domestics
- Sales related occupations
- Market research interviewers
- Kitchen and catering assistants
- General office assistants/clerks
- Security guards and related occupations

3.20 In August 2009 there were 5 employers who notified redundancies in Leeds. The figures below represent the YTD notified figures for the number of customers who have been or are expected to be made redundant by sector in Leeds. These are officially notified redundancies or redundancies notified through employer contacts in Leeds and may not represent the complete picture of redundancies in the area.

3.21

Leeds	
Sector	Total
Call Centre	197
Construction	140
Distribution	70
Education	152
Engineering	60
Finance	14
Legal Services	24
Leisure/travel	19
Manufacturing	238
Other	71
Retail	21
Telecomms/post	176
Grand Total	1182

4 Families West Area Update – Worklessness Pilot

3.22 There are two Family Mentors working in the Inner West area, covering the Farifields, Wythers and New Wortley neighbourhoods. Through referrals to date they have worked with sixty two people. Of these, two people have gained employment, one in New Wortley and one in Wythers neighbourhood. There has been approximately six offered intensive family support, this will increase shortly due to new referrals that have come in.

3.23 The Data Sharing pilot with the Department of Work and Pensions has identified eight lone parents in New Wortley area; they have been invited to monthly coffee mornings.

- 3.24 There are weekly surgeries starting from the 9th Oct 09 at Fairfield Community Centre on a Wednesday and the Wyther House on a Tuesday, with staff available to take new referrals. There is also a clothes swapping event to be held on Friday 9th October 2009 12.30-3.00pm at Wyther House.
- 3.25 There are staff available daily at New Wortley Community Centre with a specific surgery on Thursdays in conjunction with an organisation called Working Links who have funding to assist people back into work.
- 3.26 The Family Mentors have worked with a variety of agencies and these include:
- Castleton Children's Centre
 - Libraries
 - West North west Homes
 - Neighbourhood Street Wardens
 - Armley Annex
 - Local Churches
 - Voluntary Organisations
 - Local Schools
 - Job Centre Plus
 - Working Links

Integrated Money Advice Pilot

- 3.27 Work has been underway to roll out an integrated money advice pilot in two areas in Leeds involving a coordination of services from multiple partners. The areas chosen for the first pilots are South Seacroft (which commenced in February and is ongoing), followed by Armley.
- 3.28 Partners include: LCC Welfare Benefits and Rights, Debt Advice Agencies, Housing ALMO's, Social Care, NHS Leeds, LCC Corporate Debt Team, Leeds City Credit Union, Customer Services One Stop Centres and Contact Centre, Energy Advice.
- 3.29 Leeds Citizens Advice Bureau (CAB) has been funded to provide 'Debt First Aid' training to front line staff across the different partner groups. Debt First Aid is a new training programme developed by Leeds CAB to provide very basic understanding and advice to staff on how to approach an individual who contacts them with money and debt problems. To date 87 front line intermediary staff from the following organisations have received this training; Leeds City Credit Union, Seacroft and Armley Leeds City Council One Stop Centres, Children Centre Staff, Wardens, Money Advice Volunteers, Housing Benefit Welfare and Benefit Home Visit Officers, Family Outreach Workers, Fuelsavers, Wildfire at Barnados, WY Police, National Loan Shark Team.
- 3.30 The mailing for Armley started on 30th June, and will include 28,000 households from Bramley to Lower Wortley. It is anticipated that the mailing will be conducted over a maximum period of 19 weeks. A report will be taken to the Narrowing the Gap group in autumn which will outline the findings of the pilots.

Environment

Field Of Dreams - Strawberry Lane Open Space

- 3.31 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.
- 3.32 Parks and Countryside have completed the main infra-structure items, inclusive of decorative fencing and entrance bollards, completion of an additional path, completion of a play area on which floor games will be painted, installation of benches and litter bins and two notice boards. An order of 10,000 daffodil bulbs and 6,000 croci have been place in addition to apple and pear trees and fruit bushes. There has been a little vandalism to the notice boards but this has been rectified. A launch is being planned.

Bin Strike Action

- 3.33 The current bin strike is causing concern regarding the build up of rubbish in certain areas. The Neighbourhood Wardens and LCC staff are endeavouring to report any areas of concern.

Harmonious Communities

Community Cohesion

- 3.34 The Area Management Team set out the approach that Leeds City Council is taking towards Community Cohesion at the June Area Committee meeting. The approach being 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.
- 3.35 Within West North West the area in which this approach is being implemented is Armley, and presently the focus is on the Wythers neighbourhood. The Area Management Team are leading on this piece of work and have set up a steering group to take this piece of work forward.
- 3.36 Work in the Wythers neighbourhood has recently been supplemented by COGS: Communities & Organisation: Growth & Support. COGS is a small training, development and action research consultancy organisation. They have been funded by Leeds City Council to support the work being undertaken in Armley and Middleton, specifically to undertake some qualitative research to help inform interventions. Work on this is currently underway.
- 3.37 The qualitative piece of work, being lead by COGS, is being undertaken through the Wyther Improvement Group to ensure that partners are engaged and involved in this piece of work. The Area Management Team will report progress on this project to the Wyther Improvement Group and future Area Committee meetings.

Intergeneration Work

- 3.38 Bramley For All Ages is an alliance of local organisations committed to improving intergenerational relations across the area. Bramley Elderly Action (BEA) have received a £2,500 Well Being Grant to support the co-ordination of two Bramley For All Ages taster / planning events.
- 3.39 The first event is scheduled for November at Bramley library. The event will involve people writing in groups / pairs with the finished pieces being used in future publicity for Bramley For All Ages. We are working with the library to ensure a broad representation at the event including secondary school children. At this event they will float the idea of a large scale Bramley For All Ages singing event in March, possibly leading towards the formation of a Bramley For all Ages Choir.
- 3.40 To help with these events, BEA is currently recruiting a part time Intergenerational Development Worker (16 hours per week until April 2010). The worker will also deliver a pilot Computer Buddies programme (with funding from Older Better, Leeds City Council Adult Social Care) and a Befriending Scheme (with funding from the Home Office's Safer Homes Fund).

New Wortley Local Area Management Project (LAMP) Group

- 3.41 The New Wortley residents have developed a community action plan. It has been produced following consultation with the local community with the objective of informing both residents and external agencies on residents' priorities for their local area.
- 3.42 The community plan was brought to the New Wortley LAMP meeting in September and partners were taken through the priorities and actions noted in the community plan for consideration at a future meeting. Of the key issues that emerged from the consultation day, there was concern about further demolition in the estate. Along with concern that the Neighbourhood Warden Service may be discontinued. It was felt that all residents are in favour of keeping them, as Anti Social Behaviour has reduced considerably since their introduction to the estate.
- 3.43 The New Wortley Community Plan was officially launched on the 11th September by MP Hilary Benn.
- 3.44 Fairfields Local Area Management Project (LAMP) Group
- 3.45 Fairfield Community Partnership have been successful in being granted funding to increase the capacity of the centre through the installation of a partition wall. This would create a new room that can be leased out and increase the amount of funds they can generate. Funding was secured from Awards For All and will pay for the creation and furnishing of the room.
- 3.46 At the recent AGM two new local residents were voted on to the board of directors, meaning that local people now have even more of an impact on how the partnership is run and what work is delivered to make a difference on the estate.

- 3.47 The LAMP group have continued to meet regularly and have been involved in the arrangement of two events that seek to engage with a range of community members. The first event was held in the summer holidays and was a 'European cultural day'. The event was organised with the Polish Speakers Group on the estate and also the Polish Centre in Chapeltown. The event was based around a meal that was cooked as a joint effort between the partnerships chef and a lady from the Polish Speakers Group. The day was a resounding success as over 90 people attended with a mix of local people and others from around the city interacting and having fun.
- 3.48 The second day is planned for the 28th October and is a 'Winter Well-being' event. This brings together partner agencies to help older people to cope in the winter months. Activities will include a slipper swap and advice surgeries from the such partners as the Neighbourhood Police, Fire Safety, Care & Repair, Bramley Elderly Action, Fuelsavers and Wheatfield's Hospice.
- 3.49 Wyther Local Area Management Project (LAMP) Group
- 3.50 NEET workers operating from the Wyther House have been inundated and have a waiting list, alternatively numbers have been very low at the surgeries held by Jobs and Skills, this is mirrored in their outreach work too.
- 3.51 The current focus of Wyther Improvement Group partners is to support the community cohesion work and the qualitative research being undertaken in the local area.
- 3.52 Community Centres
- 3.53 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.
- 3.54 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.
- 3.55 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.

- 3.56 To address the lack of funding a bid to support the five community centres of New Wortley, Fairfield, Moorside, Wyther Community House, and the Heights has been submitted to four organisations who were interested in the initial bid. The organisations are Lankelly Chase, HBOS, Porticus UK and Tudor Trust. These have only recently been submitted and it is hoped that a response will be heard by the end of September.
- 3.57 A bid is also being drafted to the Hardship Fund which has recently been launched by central government to help voluntary sector organisations who are feeling the effects of the economic downturn through the reduction in charitable donations and the reduction in local business undertaken through them. BARCA-Leeds are the lead organisation, with support from Area management Team, in making this bid for the partnership of community centres most affected in inner west Leeds.
- 3.58 The bid is to support the delivery of much needed services in four community centres of New Wortley, Fairfield, Little London and Wyther Community House. This is in response to £16.9M released by the government to assist local groups who have not been able to secure funding/charitable donations due to the credit crunch. The bid is for £164K to secure the posts of four Community Development Workers and funding for activities from each of the venues.

Enterprise and Economy

Armley Town Street Town and District Centre Regeneration Scheme (TDC) and Townscape Heritage Initiative (THI).

- 3.59 Progress to Phase 2 of the Armley Town Centre improvement scheme is now underway, with works on site. 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).
- 3.60 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 works will be completed by November of this year.
- 3.61 The businesses effected so far have expressed no concerns or complaints to the Town Centre Manager or the contractor, other than they are very pleased with the way it looks.

Christmas / TDC Celebrations

- 3.62 The Town Centre Manager is looking at the feasibility of organising a large Christmas celebration on Armley Town Street in early December. This would be a joint celebration of the Christmas light switch on and the opening of the Town and District Centre scheme. It is envisaged that it will be a large scale event that will require the closure of part of Town Street. Meetings have been held with Metro and First Bus.

Both stated that they have no concerns over any road closures proposed, and provided some useful information and advice.

Townscape Heritage Initiative (THI)

- 3.63 The Townscape Heritage Initiative (THI) is located within the Armley Conservation Area which covers most phases of the town's development from the 17th to the 20th 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.
- 3.64 All of the target properties have been informed of the general THI grant situation. This has resulted in some additional interest in the THI grant scheme from property owners who have not previously expressed an interest.
- 3.65 In order to agree grant percentages property revaluations and estimated scheme costs are currently being revised which should enable the THI Monitor to confirm grant figures by mid-October 2009. A Shop Front Design guide is also going to be submitted to the THI Monitor by mid August.

Transport

- 3.66 A number of issues have been raised in Rodley by local residents regarding the condition of the footpaths. Highways have met with the local residents in Rodley to review the issues and concerns raised by the local residents.
- 3.67 There are approximately 13,000 street lengths within the city boundary and Highways have a limited budget with which to maintain the streets. In accordance with our Policy Statement and Plan, all streets are inspected on an annual basis to gather information on condition and use. From this information Highways develop a list of planned works on a ward by ward basis, the streets are listed in order of priority i.e. those streets Highways feel are most in need of repair are at the top of the list. There is a consultation process where Highways invite Ward Councillors to consider the lists. In this years consultation document Highways are proposing six schemes in the Bramley and Stanningley Ward, at a cost of around £233,000.

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.



Leeds
CITY COUNCIL

Originator: Liz Jarmin

Tel: 3950647

Report of The Director of Environment and Neighbourhoods Directorate

Meeting: Inner West Area Committee

Date: 21st October 2009

Subject: Community Centres Report

<p>Electoral Wards Affected:</p> <p>ALL</p> <p><input checked="" type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input 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

The management of Community Centres became a delegated function of area committees in 2006-07. The portfolio of centres to be managed by the Area Committees was created by the transfer of centres from the former Neighbourhoods and Housing and Learning and Leisure Directorates. The sponsoring service is currently the Regeneration Service. There are currently 71 centres across the city, 24 of which are leased out to voluntary organisations while 47 are directly managed by the council.

This report provides a position statement on progress to implement this delegation focusing on the following key areas; budgets, property management and maintenance, rental support and pricing and lettings policy, issues associated with the local portfolio of the Committee and the development of local action plans .

The area committee is asked to comment on and agree the issues covered in this report.

1.0 Purpose Of This Report

1.1 This report provides:

- A service overview and outline of the role of Area Committees in relation to this delegated function
 - Service budget information – revenue and capital
 - A briefing note on the new Corporate Property Management service (CPM)
 - An update on the implementation of the pricing and lettings policy and database.
 - Proposals regarding rental support to voluntary and community organisations
 - Area specific information including annual budget forecasts for each of the centres in section 6 of this report

2.0 Background Information

2.1 The Community Centres delegated function forms part of Leeds City Council's constitution, which provides the framework within which the council conducts its business and makes decisions. The constitution describes who is responsible for making decisions and how decisions are taken.

2.2 Service Description

The service includes a portfolio of centres across the city. Revenue budgets associated with the operation of the Community Centres are delegated to Area Committees to manage. Non-controllable costs such as capital asset charges, buildings insurance, business rates and CPM management fees are not managed by Area committees, but these budgets are reported on a regular basis. Maintenance budgets are now managed centrally by Corporate Property Management.

2.3 Description of Delegated Function

A report to Executive Board in March 2006, set out the proposed delegated function for the Council's Community Centres to be implemented by the 10 Area Committees. A full version of the delegated function is attached at appendix 1, in summary it includes the following responsibilities:

- To make investment decisions from their own Well Being budgets and make applications for capital from the Councils Major Maintenance Fund in the normal way.
- Area committees be given the responsibility for setting charges and discounts for centres in their area within a common framework, and agree a schedule of charges for implementation.
- Capital receipts – for a proportion of any receipt arising from the disposal of a community centre to be retained by Area Committees to address category 1 (immediate) and 2 (essential) backlog maintenance on other Community Centres within the same area.
- Revenue budgets associated with the operation of Community Centres. Further information on this element of the delegation is included in sections 3 and 6 of this report.

2.4 In addition, Area Management Teams on behalf of the Area Committees, were given responsibility for the following functions:

- Liaising with users, user groups, Members and Area Committees on issues relating to centres in their area

- Developing proposals for re-shaping the portfolio
- Developing capital schemes and funding packages
- Monitoring the service level agreement for centres in their area and capital and revenue budgets
- Ensuring that leases and licenses are in place and reviewed periodically
- Developing, implementing and overseeing the administration of a new schedule of pricing and discounts for centre usage

3.0 General Issues

3.1 The transfer of Community Centres from three former service areas to the Regeneration Service has taken place over the last three years. This has involved considerable work in aligning budgets and operational requirements, and understanding the resulting financial position and implications for services moving forward, so reporting on these issues has not been possible until recently.

3.2 Good progress has been made in moving the service from a position where it was operating beyond the budget provision by identifying operating inefficiencies and closing underused and poorly maintained Centres. However, it is acknowledged that further work is required to realise the full extent of this delegated function and thereby empower Area Committees to take a leading role in utilising their community assets to better meet local needs.

3.3 Budgets

Fixed budgets for each centre have now been finalised for 2009/10 and work has commenced on setting the 2010/11 budgets. This has to date been difficult to achieve due to the complexity of bringing together different service budgets, and insufficient historical information on actual expenditure. However, budget estimates for 2009-10 have now been established, based on the close monitoring of expenditure in 2008-09.

3.4 The total Community Centres budget for 2008-09 was £3,006,660. In 2009/10 the total budget for the whole service has increased slightly to £3,127,150. This is mainly to enable the service to meet rising operational costs. A summary of budgets for the Inner West Area Committee for 2009/10 is included at section 6 of this report, with a more detailed breakdown provided at appendix 2.

3.5 Controllable and Non-Controllable Budgets

The Community Centres budget contains various budgets headings, some of which are controllable by Area Committees, and some which are not. The table below outlines the overall budget for the service highlighting which of the two categories headings fit in to:

Budget Heading	Controllable £,000	Non- Controllable £,000	Total £,000	Notes
Caretakers	£1,109		£1,109	
Premises	£717		£717	
Supplies & Services	£15		£15	Licenses and telephones
Income (internal)	-£243		-£243	LCC depts.
Income (external)	-£341		-£341	
Management Fee		£242	£242	CPM
NNDR (business rates)		£198	£198	
Insurance		£26	£26	
Capital charges		£1,082	£1,082	
CPM Maintenance budget		£321	£321	Budgets now devolved to CPM
Grand Total	£1,257	£1,870	*£3,127	

* Overheads budget for central recharges and support e.g. legal / professional fees, are not included within this budget.

3.5.1 The budgets that sit within the controllable category relate to the operational budgets which have been delegated to the Area Committees, these include; caretaking, supplies and services, premises costs and income. The non-controllable budgets are managed by CPM finance, and include; capital charges, business rates, insurance and CPM service management costs. Actual expenditure against the budget estimate for both controllable and uncontrollable headings will be reported to Committees.

3.5.2 Appendix 2 of this document provides a breakdown of the controllable and non-controllable budgets for the Inner West Area Committee.

3.6 Revenue Budgets

It was agreed in the 2006 Executive report that revenue savings made from delegated Community Centres budgets should be retained by Area Committees to reinvest in their local portfolio within the approved Council budget allocations.

3.6.1 Prior to commencing the transfer of Community Centres to Area Teams / Committees in 2006, the city's Community Centres had been operating at a substantial deficit against the agreed budget allocation.

3.6.2 Officers have been working with local Members to identify operating inefficiencies which have enabled the actual costs to run Community Centres to now balance against the approved budget. Savings that have contributed achieving this position include:

- Sale of the Pakistani centre and transfer of the lease for the Bangladeshi Community Centres (Inner East)

- Reduction in caretaking at Harehills Place (Inner East), Mandela Centre (Inner North East), key holding St Gabriels (Outer South),
- Closure of Wyther (Inner West) and transfer of Greenhill Community Centres to adult services (Outer West)

3.6.3 Due to the negative budget position across the portfolio, it has not been possible to delegate individual budgets to Area Committees until now. But with effect from 1st April 2009, Area Committees will retain net revenue savings made across their local portfolio within the agreed annual allocation.

3.6.4 Officers will continue to work with Area Committees to identify revenue savings which will improve the efficiency of the service and provide better value for money. These savings will be protected for use in the year following that which they are achieved e.g. savings made in 2009/10 will be available to spend in 2010/11. The amount of revenue savings that will be available for Area Committees will be confirmed on completion the budget closure procedures (June 2010). This is to enable finance staff to deal with any overspends within the local portfolio and to ensure that budgets balance.

3.6.5 The ability to retain revenue savings will provide Area Committees with additional resources to deliver on their investment priorities, as identified within their local action plans or Area Delivery Plan. Revenue improvements which the Area Committee could consider include:

- Providing transitional support to local voluntary groups wishing to take on the management responsibility of local centres to deliver local services
- Increase the use of local centres by:
 - Making internal improvements e.g. painting / decoration, to make the centres more appealing to potential users
 - Replacement / upgrade of equipment
 - Support to local organisations to enable them to deliver more services from community facilities which improve usage and/or attract new users and address local priorities
 - Training and advice to user groups and / or organisations leasing centres to improve their business planning skills and engender a more entrepreneurial culture across the portfolio which supports income generation and sustainability

3.7 Income

At present all community centre income is used to directly offset expenditure against each centre. In order to support Area Committees to generate income to improve their local portfolio, it is proposed that a new procedure is put in place from 1st April 2010, which enables Area Committees to retain all new income.

3.7.1 This new procedure is currently being worked through with finance officers and the details will be brought back to Area Committees in the January cycle of meetings.

3.8 Capital Budgets

A ring-fencing arrangement for capital receipts arising from the disposal of community centre assets was agreed by Executive Board in 2006 and was incorporated into the Capital Strategy and Asset Management Plan 2007-08. This allows for up to 100% of the receipt to be retained by Area Committees to address category 1 (immediate) and 2 (essential) backlog maintenance on other Community Centres within the same area.

- 3.8.1 Area Committee proposals will need to be supported by an individual business case which should be compiled prior to finalising the sale of the asset, for consideration by the Asset Management Board (AMB). Proposals with a total value of less than £100k, require AMB support and final approval by the Director of Resources. Proposals for more than £100k require Executive Board approval. Further advice will be provided to Area Committees to develop their proposals on a case by case basis.

3.9 Corporate Property Management (CPM)

The CPM Service, Resources Directorate, was formally established on 1 January 2008 and is responsible for building maintenance of all Council buildings and miscellaneous land (except schools and ALMO housing property) and provides facilities management for community centres. All revenue maintenance budgets have been consolidated to form a corporate building maintenance budget which has been managed by CPM since 1 April 2009. As a result, the need to undertake the repair maintenance of community centres will no longer be part of the delegated function for Area Committees. A briefing note outlining the role of CPM is attached at appendix 3.

- 3.9.1 CPM deal with three different types of building issues:

- Facilities Management – day to day running of centres
- Maintenance - Responsive and planned building works using both revenue and capital
- Implementation of refurbishment work all on LCC owned buildings to improve service delivery, mostly funded by Services.

3.9.2 Maintenance – Responsive and Planned revenue budget.

Responsive maintenance – repairs should be raised with the on site caretaker, or Area Buildings Manager where this is not possible, and they will then be reported to the CPM Helpdesk for action. Responsive maintenance would include emergency repairs e.g. broken windows, building security, electrical failure, flooding etc.

Planned Maintenance – CPM will undertake planned maintenance on an annual basis e.g. electrical, asbestos and legionella testing and monitoring, gas servicing etc as well as a planned programme of repairs eg decorating, structural repairs etc.

Backlog maintenance, capital budget – Larger scale works to bring the centre up to required standards / meet government legislation e.g. replacement of a roof, DDA compliance etc. In order to address this issue Area Management Teams are asked to prioritise community centres for backlog maintenance works, as well as identifying the future of centres as part of their Asset Management Plans. This will enable work to be prioritised for inclusion in the CPM annual maintenance

programme. Consultation with Area Committees will take place through the development of local action plans (outlined in section 7) to feed in to this process.

A schedule of current backlog maintenance for centres in the Inner West area is attached at appendix 4.

3.9.3 CPM is currently developing a programme of planned maintenance works for the city which will be brought to the first cycle of Area Committee meetings in 2010/11. This will be accompanied by a schedule of maintenance works undertaken within each Area Committee portfolio over the previous 12 months.

3.9.4 **Refurbishment** - works identified by Area Committees to make improvements which do not form part of normal maintenance arrangements, e.g. reconfiguration of internal spaces to increase usage, upgrading equipment or fittings – kitchens etc, require a budget to be identified prior to work commencing. Processes are in place to implement improvements / refurbishments to Community Centres, and advice will be provided to Area Committees on a case by case basis.

4. Rental Support

4.1 Rental Support for Leased Out Centres

A rental support programme to leased centres is currently administered by the Regeneration Service through an annual assessment process and is based on a market rental assessment of the property. Subsidy is provided to organisations leasing centres through income forgone to the Council. In Inner West the following organisations benefit from this programme:

- Sandford Community Centre (BARCA) – 90% subsidy £8,460, rent payable £940
- Fairfields Partnership Company – 90% subsidy £12,465, rent payable £1,385

Rental support subsidy awarded in Inner West total - £20,925 in 2009/10.

4.1.2 It is proposed that moving forward, funding decisions to support groups leasing LCC owned community centres is devolved to the Area Committees (timescales to be agreed with each AC).

4.1.3 Assessment criteria will be developed to ensure there is a consistent approach applied across the city, which links to the development of services which meet community need as identified in the Area Delivery Plan.

4.2 Rental Support for Users of Office Accommodation

Historically, voluntary and community organisations occupying office space in Community Centres have done so informally, and space has been provided free of charge. This needs to be addressed through a formal lease or license agreement and, in accordance with audit commission guidance, groups are required to move towards paying a fair contribution for the space they occupy. Future rental changes will be assessed through a market rental assessment, which may result in some groups being asked to pay charges which they do not have the resources to pay for and require continuing support.

- 4.2.1 The Executive Board report of March 2006 specifies that Rental Support Agreements are put in place for organisations that are providing community services from Community Centres which meet local priorities. It is proposed that a city wide Rental Support scheme is developed for implementation from 1 October 2010 by Area Committees. This will enable a full market rental assessment to be undertaken for all centres in the portfolio.
- 4.2.2 All existing users of office accommodation will be notified in October 2009 that changes to the current arrangements will apply from 1st October 2010. A rental support scheme which assesses how the organisation is meeting the identified needs of local people and affordability will then be developed and implemented.
- 4.2.3 It is proposed that organisations that do not meet the new criteria for support, will move to a three year transitional arrangement from 1st October 2010. Payment of the full market rental will then commence at 35% in year 1, 65% in year 2 and 100% in year 3.
- 4.2.4 Existing arrangements / charges will apply until the new scheme is implemented.
- 4.2.5 A small task group will be established to work through the proposals which will be reported to Area committees in early 2010.

5 Pricing and Lettings Policies

Area Committees have played a key role in developing local pricing and lettings policies for centres within their areas. All policies have now been agreed across the city and consultation has taken place with users.

- 5.1 Due to the different discounts being offered by committees, it has been necessary to develop a new lettings database that can accommodate the variable charges that will be applied. The new database has now gone live after completing a test period to 30 September 09.
- 5.2 Area Committees will be required to clearly display the pricing schedule in every centre where the policy applies. Guidance was issued to Area Teams in July 2009 on the procedures that need to be followed to undertake this task.

6.0 Inner West Area Committee Community Centres Portfolio

The Community Centres portfolio for Inner West, alongside the total budget allocation for 2009/10 is outlined below:

Area Committee – Inner West 2009/10			Budgets			
Centres	Ward	Status	Controllable	Non-controllable	Income	Total Net Budget
Sandford CC	Bramley & Staningley	Leased Out	£60	£13,200	£940	£12,320
Stawberry Lane	Armley	LCC Managed	£71,750	£39,350	£24,920	£86,180

Fairfields	Bramley & Staningley	Leased Out	£3,920	£8,440	£1,390	£10,970
New Wortley	Armley	Leased Out	£0	£0	£0	£0
Total			£75,730	£60,990	£27,250	£109,470

A full breakdown of the estimated budget vs actual expenditure to 31st July 2009 for each of the centres within the portfolio is attached at appendix 2.

- 6.1 For 2009/10 the total net revenue budget is £109,470 actual expenditure to 31st July 2009 is £10,804. Efficiency savings made against this budget in 2009/10 will be retained by the Committee for 12 months commencing 1st April 2010. Budget reports will be provided twice a year.

6.2 Issues for Inner West Area Committee Portfolio

In 2008/09 work was undertaken by the Regeneration Service to improve the way in which centres operate across the city. This has led to more effective service delivery, and improved efficiency in some centres.

- 6.3 The key issues being faced by a number of community centres in Inner West are around resources and funding to sustain the delivery of provision. Within the next 3-6 months a number of critical funding streams will come to an end in New Wortley and Fairfields. Consequently a Community Centre Consortia group has been convened to address the impending funding issues and deliver a more sustainable management model. More detail on the Community Centre Consortia Group can be found on this agenda in the Area Manager's Report.

7.0 Further Roles and Responsibilities of the Area Committee

Action plans will be developed for all local centres by the Area Management Teams. The plans will be a useful tool to inform Area Committee decisions on the management of Centres. Issues that Area Committees may want to consider in the development of these plans include:

- using performance information to identify occupancy levels, services delivered and efficiency savings;
- development of marketing strategies to promote centres to users who do not access them currently;
- robust investment proposals which feed in to and influence the forward work programme of the central investment budget
- rationalisation of centres so that resources can be directed at those most used;
- developing proposals for asset transfer, through sale or lease, to voluntary / community / faith groups who are better equipped to deliver services that meet local need.

- 7.1 To assist in the development of action plans and to ensure that issues relating to local centres are properly considered, Area Committees may wish to consider establishing a community centre sub-committee involving appropriate Area Management Officers, the CPM Area Buildings Manager and the lead Member with responsibility for Community Centres. In some areas this is already happening and has proved to be an effective way of building local capacity and understanding of local centre issues.

8.0 Performance Management and Reporting

8.1 Baseline Position and key targets for the Service

Area Committees will receive Mid year and year end budget update reports. Reports on key issues affecting centres in the committee's area will be provided as and when required.

- 8.2 Corporate Property Management will provide buildings investment information to Area Committees a minimum of once a year. This information will be provided to Area Committees early 2010/11.

- 8.3 Reports will be available on the level of bookings in each centre, potential income and level of waived fees. This will enable area committees to identify centres that

are well / under used etc which can help inform future management and development plans.

8.4 Reporting Arrangements

Performance will be reported to area committees twice a year, at the Sept and January committee cycles.

8.5 Elected members can further enhance their consultative and influencing role through ward based meetings with Area Management Officers who meet regularly with finance and CPM.

9.0 Equality Considerations

There is a perception that some centres are only accessible to some sections of the community. All centres need to demonstrate that they comply with the Council's equality commitments. This applies to both directly managed centres and leased centres. Advice and guidance and appropriate monitoring procedures need to be developed and implemented to better address this issue. It is proposed to complete this work and make information available to Area Committees in June 2010.

10.0 Implications for Council Policy and Governance

The community centre issues detailed in this report comply with agreed Council policy and governance arrangements.

11.0 Consultation

Members and centre users have been consulted on the delegation of community centres for a number of years. However, due to the complexity of bring budgets together from a number of different service areas, it has not been possible to report on budgets specific information for individual centres until very recently. Discussion has also taken place with the 10 Area Chairs, Area Management Teams and colleagues from Corporate Property Management (CPM) in compiling this report.

12.0 Legal and Resource Implications

The Community Centres delegated function allows the Area Committees to retain revenue savings which are made within the financial year, to enable them to deliver on their investment priorities, as identified within their local action plans or Area Delivery Plan.

13.0 Conclusions

This reports sets out the current position regarding Community Centres in the Inner West Area. Good progress has been made to better understand the operational, budgetary and maintenance issues affecting all of the Community Centres within the portfolio. This will be built upon as the delegation is implemented over the next twelve months so that a greater understanding of the needs of each centre and its users is established. The development of local action plans and the provision of improved performance management information, which will be available from April 2010 when the new lettings database is implemented, will enable a more robust, effective and sustainable service to be developed in the longer term.

14.0 Recommendations

The Inner West Area Committee is asked to agree the content of this report and to comment on any issue raised.

Background Papers

Executive Board Community Centres report (March 2006)

Executive Board Delegated Functions Report 2009/10 (June 2009).

Area Functions Information – 2009 / 10

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

OUTCOMES AND PERFORMANCE INFORMATION
LINK TO LEEDS STRATEGIC PLAN OUTCOMES: Harmonious Communities
IMPROVEMENT PRIORITIES: 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
GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:
(E.g. SOA, ward, quarterly, yearly) Annual survey – resident perception of neighbourhood and local facilities Data sheets for each centre updated at least annually

GOVERNANCE
DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS: 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.
PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY: 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.
HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:
(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.

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

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

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

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

AREA COMMITTEE BREAKDOWN – Community Centres

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

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

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

ENVIRONMENTS & NEIGHBOURHOODS (AREA MANAGEMENT SCHEDULES 2009-10)

CONTROLLABLE COSTS

WEST & NORTH WEST		Caretakers 166 85		Premises 166 86		Supplies & Services		Total Controllable Operational Costs		Total Controllable Operational Income		Net Controllable Operational Costs	
		Budget 2009-10	Actual To 31/07/2009	Budget 2009-10	Actual To 31/07/2009	Budget 2009-10	Actual To 31/07/2009	Budget 2009-10	Actual To 31/07/2009	Budget 2009-10	Actual To 31/07/2009	Budget 2009-10	Actual To 31/07/2009
INNER WEST													
SANDFORD C.C.(LEASED)	31234	£0	£0	£60	£144	£0	£0	£60	£144	£-940	£-313	£-880	£-169
STRAWBERRY LANE	31384	£43,430	£12,112	£28,320	£2,307	£0	£0	£71,750	£14,419	£-24,920	£-27,141	£46,830	£-12,722
FAIRFIELD CC (LEASED)	85465	£0	£37	£3,920	£5	£0	£3,116	£3,920	£3,158	£-1,390	£-6,926	£2,530	£-3,768
NEW WORTLEY(LEASED)	85467	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-859	£0	£-859
TOTAL INNER WEST		£43,430	£12,149	£32,300	£2,456	£0	£3,116	£75,730	£17,721	£-27,250	£-35,239	£48,480	£-17,518

NON CONTROLLABLE COSTS

	Mgt Fee 166 87		NDR		Insurance		Capital		Non Controllable		Net Non Controllable	
	Budget 2009-10	Actual To 31/07/2009	Budget 2009-10	Actual To 31/07/09	Budget 2009-10	Actual To 31/07/2009	Budget 2009-10	Actual To 31/07/2009	Budget 2009-10	Actual To 31/07/2009	Budget 2009-10	Actual To 31/07/2009
INNER WEST												
SANDFORD C.C.(LEASED)	£10	£19	£0	£0	£0	£0	£13,190	£0	£0	£0	£13,200	£19
STRAWBERRY LANE	£9,660	£1,880	£4,470	£4,462	£430	£0	£18,250	£0	£6,540	£0	£39,350	£6,342
FAIRFIELD CC (LEASED)	£580	£0	£0	£0	£0	£0	£5,840	£0	£2,020	£353	£8,440	£353
NEW WORTLEY(LEASED)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
TOTAL INNER WEST	£10,250	£1,899	£4,470	£4,462	£430	£0	£37,280	£0	£8,560	£353	£60,990	£6,714

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	Net Overall Budget	
	Budget	Actual To
	2009-10	31/07/2009
INNER WEST		
SANDFORD C.C.(LEASED)	£12,320	£-150
STRAWBERRY LANE	£86,180	£-6,380
FAIRFIELD CC (LEASED)	£10,970	£-3,415
NEW WORTLEY(LEASED)	£0	£-859
TOTAL INNER WEST	£109,470	£-10,804

Annual Budget / Income Estimates		
Budgeted Expenditure	Budgeted Income	Net Budget
Below excludes capital and maintenance budgets which are devolved to other services		
£70	£-940	£-870
£86,310	£-24,920	£61,390
£4,500	£-1,390	£3,110
£0	£0	£0
£90,880	£-27,250	£63,630

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CORPORATE PROPERTY MANAGEMENT

Community Centre Building Maintenance Expenditure/ Status Briefing

Background

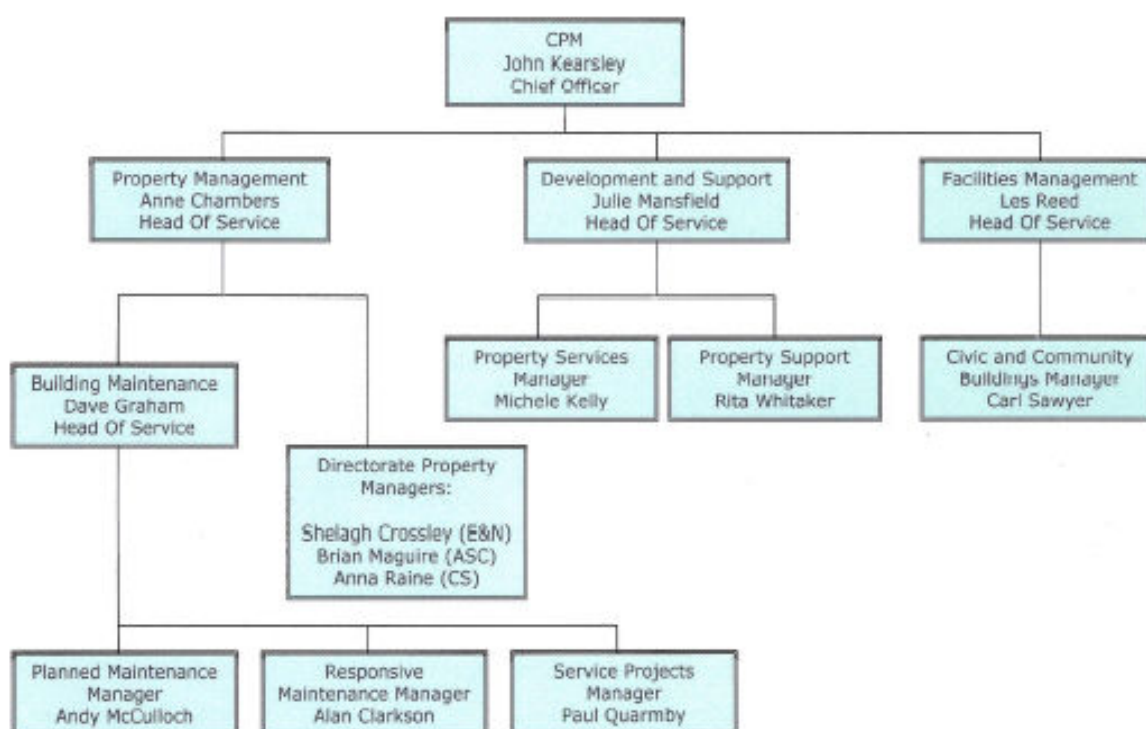
- 1 Corporate Property Management (CPM) was set up in January 2008 under the Council Change Programme as part of the development of the new Corporate Landlord arrangements, it is a Service within the Resources Directorate.
- 2 CPM is responsible for assets which are used for service provision e.g. community centres, libraries, residential homes, leisure centres etc and staff accommodation e.g. offices, depots etc. The following assets are outside the CPM remit and are the responsibility of other Council Services – Highways (roads and paths); Parks and Countryside (parkland, public open spaces; recreation grounds, though CPM is responsible for the buildings within these areas); Education Leeds – schools and ALMO's – Council housing.
- 3 Area Committees should not have noticed any major changes to the provision they received in 2008 as the CPM structure was created and people appointed to posts. The property teams of the former City Services, Learning and Leisure, Social Services and Development Department along with some external appointments have come together to aim to provide a professional, co-ordinated approach to looking after property.

Main Points

- 1 CPM has been structured into three definite areas:
 - Property Management – looking after buildings through planned maintenance, responsive repairs or project work and is responsible for the entire CPM building maintenance budgets, revenue and capital.
 - Facilities Management – providing cleaning/ caretaking, contract monitoring e.g. fire equipment and window cleaning, hiring out rooms in community centres i.e. continuing to provide the service that Area Committees have previously enjoyed.
 - Development and Support – first point of contact for all building and facilities related enquiries via a Helpdesk, Quality Assurance, lease/ licence information, energy information etc.

Continued/...

2 CPM Organisational Structure



- 3 All community centres will have the relevant health and safety planned maintenance works carried out as standard and a programme of other planned maintenance works is being developed. Responsive repairs are initiated as has previously been the case by the caretaker of the building or any member of Area Management contacting the Helpdesk (0113 2243847). These works will be undertaken from the CPM budgets.
- 4 If any Area Committees wish to explore the feasibility of any specific building project then a member of Area Management should complete a Feasibility Request Form including an indication of funding available for the works and return to Anne Chambers (Appendix 1).
- 5 Occasionally Members are contacted by members of the public who have noticed damage, security breaches etc to centres, or indeed any other Council building, out of office hours. If this is judged to be an absolute emergency that needs immediate attention ie make safe and secure, the Standby Out of Hours Service can be contacted on 3760499, the permanent repair will take place later. Most issues though can normally be dealt with during office hours.



Continued/...

6 Building Maintenance budget spend 2008/09Revenue

East and North East Area Management Team

Inner East	£84,710	
Inner North East	£21,535	
Outer North East	£9,390	£115,635

South and Outer East Area Management Team

Inner South	£23,570	
Outer South	£33,310	
Outer East	£62,650	£119,530

West and North West Area Management Team

Inner North West	£34,705	
Outer North West	£31,270	
Inner West	£3,180	
Outer West	£8,920	£78,075

** Meanwood Community Centre roof work was funded through the Revenue budget.

Capital

<u>Community Centre</u>		<u>Expected Completion</u>	<u>Cost</u>
Firthfields	Windows	Complete	£6,000
St Matthews	Roof	Complete	£14,000
Woodhouse	Roof, DDA and Basement	5 June 2009	£51,740
Mandela	Roof	Complete	£55,000

7 Budget 2009/10

CPM will continue to assess the maintenance requirements of community centres in conjunction with Area Management and ascertain priority works for buildings using both Capital and Revenue. There will be particular emphasis



on making centres more energy efficient as well as reducing the backlog maintenance and continuing to identify community groups who would wish to take responsibility for managing and maintaining their own centres.

Continued/...

- 8 To monitor work which is carried out at community centres, regular bi-monthly management meetings take place between Area Management and CPM to raise any outstanding property/ facility issues. The representative for CPM is Carl Sawyer, Civic and Community Buildings Manager, who passes on any building maintenance issues to the relevant Building Maintenance team. This meeting is also the forum to discuss plans for reducing backlog maintenance at centres.

Finally, Area Committees are responsible for managing community centres and this report details the changes to building maintenance due to the creation of CPM. It should be noted however, that CPM has responsibility for all Council buildings, as detailed in Background point 2 and if Members have any maintenance queries on any other Council buildings or miscellaneous land in their area, then they can be communicated either through the building user eg Libraries, the Helpdesk in the case of responsive repairs, or directly to Anne Chambers.

A handwritten signature in black ink that reads "Anne Chambers." The signature is written in a cursive style.

Anne Chambers
Head of Property Management

Backlog Maintenance: Category A centres due to transfer to E & N (November 2007) Phase 2

Area	Community Centre	Maintenance works	Year one 2007/08	Year two 2008/09	Year three 2009/10	Year Four 2010/11	Year Five 2011/12	Comments	
Inner West	Strawberry Lane CC	Replace 200 sq/m damaged roof felt/insulation		£ 30,000				PPM project?	
		Roof security measures		£ 10,000				PPM project?	
		Replace lobby vinyl floor covering			£ 500				
		Replace int man hole Gents WC			£ 500				
		Prevent vandal access to the site installation of New Fence				£ 25,000			PPM project ?
		£ 66,000.00	Totals	£ -	£ 40,000	£ 26,000	£ -	£ -	

Total	£ 66,000.00
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Originator:	Stephen Smith
Tel:	0113 247 4249

Report of the Chief Environmental Services Officer

Inner West Area Committee

Date: 21st October 2009

Subject: Grounds Maintenance Future Procurement Strategy

<p>Electoral Wards Affected:</p> <p>City wide</p>	<p>Specific Implications For:</p> <p>Ethnic minorities <input type="checkbox"/></p> <p>Women <input type="checkbox"/></p> <p>Disabled people <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 To provide Area Committees with an update on actions and progress on the Procurement process for the provision of Grounds Maintenance from 1 March 2011 and to seek Area Committee views and input on the development of the specification and consultation process.

2.0 Background Information

2.1 Current arrangements with Glendale and ATM have now been extended to their maximum point that is to the end of February 2011. New arrangements are to be put into place from March 2011 and to this end a Project Team and Project Board meet on a regular basis to shape procurement arrangements for the implementation of a new contract from 1 March 2011.

2.2 The new procurement arrangements are aimed at taking into account the recommendations of the Environment and Community Scrutiny Board 2005 inquiry into previous arrangements.

2.3 In addition, relevant officers are attending the Environment & Neighbourhoods Scrutiny Board Working Group on the Grounds Maintenance Service.

2.4 The ALMOs are involved in all stages of the process and Members will be aware that recent ALMO inspection reports have featured numerous comments on Grounds Maintenance.

3.0 Procurement Strategy Approach

- 3.1 This procurement exercise is aimed at providing a mechanism to deliver a Grounds Maintenance service to the various 'clients' who are West North West Homes Ltd, Aire Valley Homes Ltd, East North East Homes Ltd, Belle Isle Tenant Management Organisation (BITMO) and also highways and transportation.
- 3.2 The input from customers within the client base is of high importance into the proposed procurement strategy and the consultation carried out thus far by the clients is covered in more detail later in this report.
- 3.3 A report outlining the overall position and procurement approach will be presented to Executive Board. The views of various stakeholders, including Area Committees, will be fed in to that report.
- 3.4 This procurement exercise will provide a contract that delivers the following grounds maintenance functions:-
- Amenity Grass in residential areas – this includes roadside verges, grass around sheltered accommodation, other areas, some of which are on Yorkshire in Bloom judging routes
 - Rough cut grass – this includes grass in urban or rural areas requiring less maintenance than amenity grass
 - Sight line Grass on highways – typically in rural areas at road junctions and bends and are cut as a road safety measure
 - Shrubs and Rose Beds at various sites within the City-
 - Primary Networks – typically grass verges and central reservations surrounding motorway and junctions, traffic sensitive dual carriageways

4.0 Implications For Council Policy And Governance

- 4.1 The project governance arrangements consist of a Project Team with a number of key tasks:-
- a) Development of a specification to use for tendering purposes
 - b) Construction of an appropriate and agreed pricing matrix and mechanism
 - c) Development of mapping of the location of sites included within the proposed contract
 - d) Development of a robust contract management and monitoring strategy
- 4.2 In achieving the above the Project Team will ensure the following:-
- a) That appropriate and adequate resources are made available from the various clients and service areas of the Council.
 - b) That clear and precise requirements should be included within the tender documentation in order to address the nature, scope and extent of contract specification requirements as referred to in 4.01
 - c) That bidding organisations will be required to demonstrate their ability to deliver the requirements and how these will be evaluated
 - d) That a robust contract management and monitoring framework is identified and implemented

- 4.3 The Project Team is made up of representatives of each of the ALMOs, BITMO, Highways Streetscene, Parks and Countryside, Procurement Unit and reports progress on a regular basis to the Project Board.
- 4.4 The Project Board meets on a monthly basis, is Chaired by the Chief Environmental Services Officer and has senior representation from the various clients plus other Council services including Strategic Landlord, Procurement Unit and Parks and Countryside.
- 4.5 The Project Board will approve actions at key stages of the procurement process.

5.0 Legal And Resource Implications

- 5.1 All parties (3 ALMOs, BITMO and Highways) have undertaken consultation with stakeholders with regards to the content of a future Grounds Maintenance service.
- 5.2 West North West Homes Ltd, Aire Valley Homes Ltd and East North East Homes Ltd representatives have advised that they have used the following mechanisms for consultation.
- Newsletter article
 - Residents and Tenants Groups
 - Sheltered Property Tenants
 - Stakeholder / Staff Focus Groups / Sounding Boards
 - Surveys undertaken
- 5.3 All ALMOs have also provided updates on the progress and consultation process to their SMTs and / or Boards.
- 5.4 Highways have also undertaken a thorough survey making use of the City Council's Citizen Panel.
- 5.5 The Project Team have carried out a large amount of work considering and reviewing the current contract specification. Details of this including the major changes from the current contract arrangements are shown below:-
- a) **Frequency of Cuts**
Frequency visits have been specified to 13 cuts per year to 25mm as the base specification, with the opportunity for clients to increase services at contract rates where required and assuming an appropriate notice period has been given.
- Amenity Cut**
- b) Amenity cut – was 50mm height, now reduced to 25mm for an enhanced cutting service city-wide.
- c) **Enhanced grass**
Enhanced grass 32 cuts have been removed and replaced with a more general standard, 13 cuts at 25mm, variable by clients with appropriate formal notice
- d) **Shrub Beds**
Horticultural training standard specified for shrub and rose bush teams

Shrub bed pruning and maintenance visits - frequency increased from 1 to 2 visits per year, and additional visits reduced from 3 to 2 visits.

- e) **Rough and Sight Line grass**
Frequency reduced from 3 cuts per year to one to 100mm cut, with option for additional cuts at contract rates as required. Rough grass (Linear) left at 3 cuts.
- f) **Hedges**
Scope of works defined in details and to be cut twice yearly in May and September.
- g) **In Bloom areas**
Frequency of cuts to be varied to accommodate In Bloom areas judging calendars - previously delivered by a separate contract. This work to be at standard amenity grass contract rates.
- h) **Primary networks (formerly motorway junctions in separate contract)**
To be included and frequency reduced from 8 to 4 cuts, with option for clients to increase. This section now includes certain high speed roads which were formerly mapped as amenity grass (examples being Stanningley Bypass, Weetwood Ring Road, A63 Selby Road).

The above reflects the base standards agreed by the clients and has been shared with customers in some focus events, as an example a focus event in June 2009 with Aire Valley Homes. Where possible the opportunity to maximise the scope for flexibility and incorporation of local needs into the specification will be implemented as well as addressing feedback from ALMO Audit Commission Inspections.

5.6 **Approach to pricing of cut frequency**

Agreement has been reached by the 4 clients that the base specification around the number of cuts should be as outlined in a) to h) in 6.02 above. So in terms of the tenderers pricing the requirements it is proposed that this will be for 13 cuts to 25mm for Amenity and Enhanced grass, as an example.

However, in the tender process we can take the opportunity for bidders to also price for a specification requiring 14 and 15 cuts and for the collection of arising / clippings. By doing this then the Council and clients (ALMOs and Highways) will be in possession of all available opportunities / options prior to the evaluation of submissions.

5.7 **Current Provider consultation process**

Both current providers (Glendale and ATM) are to be contacted in order to obtain feedback from them in terms of what works well and potentially what are the areas for improvement or what lessons can be learned. The results will then be considered in the development of the new procurement arrangements. This task will be undertaken in early October 2009.

5.8 **Market Testing Event**

As part of the Procurement Strategy and pre procurement process the Project Team is also undertaking a soft market testing exercise in order to test and verify adequate interest within the market sector to deliver the outline proposals of the ALMOs and Highways in regards to the proposed Grounds Maintenance service.

This process will also obtain an indicative costs based on the level of service that can be used as a pre contract estimate. This work is planned to be carried out in the month of October 2009.

5.9 Mapping review of sites

As part of the arrangements for the new procurement all clients including the ALMOs and Highways have and continue to made a concerted effort through redirection of available resources in order to ensure that the data that is used to map site locations within the tender documentation is as current as possible in order to provide bidders with a comprehensive pricing document.

This will allow for potential bidders to submit as accurate as possible tendered price for evaluation purposes and also aspire to minimise the scope for site variations in and out at the contract. It should however be noted that is unlikely to be 100% at all times and the need to vary matters will be required, but in such cases a mechanisms will be agreed to manage the incorporation of any new site locations.

5.10 Contract Management and Monitoring Process

Consideration is being given to how this process is carried out and structured within the new procurement arrangements. The key essential is that all parties / clients to the contract are able to undertake this role in a common and consistent manner providing confidence that in the event of being required to deal with any allegations of unsatisfactory performance matters that an appropriate structure and process is in place to address matters consistently and with the appropriate supporting audit trail should it be necessary.

6.0 Procurement timetable- key dates

6.1 The key dates/stages can be summarised as follows:

- By end October 2009 – Project Board approval of strategy and chosen option
- November 2009 – February 2010 – preparation of tender documentation
- November 2009 – formal procurement process starts with OJEU published
- November 2009 – end January 2010 – pre qualification questionnaire process concluded leading to tender shortlist
- March 2010 - Project Board approval to tender shortlist and tender documentation
- April 2010 – Tenders invited from shortlist of companies.
- April 2010 – early September 2010 – Tenders submissions received and detailed evaluation process undertaken on price, affordability and qualitative factors including site visits.
- September 2010 – Project Board approval of tender evaluation process.
- October 2010 – Contract Award, lead in TUPE etc
- November 2010 – March 2011 – Contract Mobilisation process

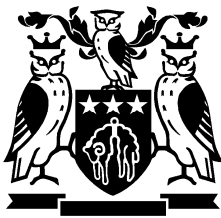
7.0 Recommendations

7.1 Area Committees are asked to note the content of this report.

7.2 Area Committees are invited to provide comments on the outline proposals particularly around the development of specification and the consultation process undertaken by the clients.

Background Papers

None.



Report of the Chief Regeneration Officer

Inner West Area Committee

Date: 21st October 2009

Subject: Round 6 PFI Lifetime Neighbourhoods for Leeds Update

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

Executive Summary

The purpose of this report is to update the Area Committee on the principles of the Private Finance Initiative (PFI) Round 6 Lifetime Neighbourhoods for Leeds (LNL) project in advance of the formal consultation between November and December 2009.

The Lifetime Neighbourhoods for Leeds project seeks to strengthen existing neighbourhood regeneration strategies by focusing on the provision of high quality homes and services for older people (55+). It acknowledges the crucial role played by older people in building and maintaining sustainable cohesive communities and their beneficial impact on the economy, social activities and family life.

In July 2009 the Homes and Communities Agency (HCA) approved the Expression of Interest (EoI) and requested submission of an Outline Business Case (OBC). All proposals are also subject to detailed consultation with ALMO Boards and affected tenants and residents and approval of the Outline Business Case (OBC) by the Homes and Communities Agency (HCA). It is currently anticipated that the OBC will be submitted in late autumn 2009 with approval gained by spring 2010.

The Lifetime Neighbourhoods for Leeds project has the potential to make a significant positive impact on communities across the City and contribute to key national, regional and local policy drivers including area based regeneration and place making, the provision of sustainable and affordable housing, the modernisation of care and support services and the promotion of independence and wellbeing.

1.0 Purpose of this Report

- 1.1 The purpose of this report is to provide information and to update the Area Committee on the principles of the Round 6 Lifetime Neighbourhoods for Leeds (LNL) project. Further information on the project scope and specific proposals relating to the Inner West area, remain subject to approval but will be circulated as appendices prior to the Area Committee Meeting.
- 1.2 All proposals are also subject to consultation with other stakeholders including ALMO Boards and affected tenants and residents and approval of the Outline Business Case (OBC) by the Homes and Communities Agency (HCA). It is currently anticipated that the OBC will be submitted in late autumn 2009 with approval gained by spring 2010.
- 1.3 The Committee is asked to note the principles of the project and the consultation plan at appendix 2.
- 1.4 The Committee is asked to advise the Project Team on any further stakeholders whom may need to be included as part of the consultation process.

2.0 Background Information

2.1 Introduction

- 2.1.1 The Lifetime Neighbourhoods for Leeds project seeks to strengthen existing neighbourhood regeneration strategies by focusing on providing a mix of high quality affordable Lifetime Homes and Extra Care Services for older people (55+).
- 2.1.2 **Lifetime Homes** are designed to make life as easy as possible for as long as possible. They provide accessible and adaptable accommodation for everyone, from young families to older people and individuals with a temporary or permanent physical impairment. Many planning policies already require the Lifetime Homes standard in new developments.
- 2.1.3 **Extra care housing** delivers a new kind of lifestyle for older people: they enjoy the independence of their own homes, but with security and an appropriate level of support. Residents are encouraged to participate in on-site activities that promote fitness and wellbeing, and relatives have peace of mind knowing that the older members of their families have 24-hour access to assistance if they need it.
- 2.1.4 The Lifetime Neighbourhoods for Leeds project is responding to a need for quality, modern homes aligned to a range of local supported services and facilities to enable independent living and to give older people the choice to remain in their homes. It acknowledges the crucial role played by older people in building and maintaining sustainable cohesive communities and their beneficial impact on the economy, social activities and family life.
- 2.1.5 The project focuses on the impact that delivering transformational change in services and housing for older people can make to the long term sustainability of local neighbourhoods.
- 2.1.6 The project is closely aligned with existing regeneration activity in EASEL, West Leeds Gateway/Leeds Bradford Corridor, South Leeds and Town & District Centres, the

Leeds Affordable Housing Strategic Partnership (LAHSP) and NHS Leeds' LIFT programme.

- 2.1.7 An important ambition in the project is to deliver housing with minimal environmental impact and to reduce fuel poverty. Therefore, as part of the project the Council is aiming to build all new houses, where possible, to meet the **Code for Sustainable Homes Level 5**.

Code Homes are built to the standards set in the Code for Sustainable Homes (the Code). They are more energy and water efficient, produce fewer carbon emissions and are better for the environment. Code Homes also encourage their owners to live a more sustainable lifestyle and are built in a more efficient way, using materials from sustainable sources. This creates less waste and also means Code homes have lower running costs.

There are nine categories in the Code covering energy, water, the materials used in the home through to health and wellbeing and pollution with points assigned to each category.

2.2 Outcomes

Lifetime Neighbourhoods for Leeds will aim to:

- Transform housing, health and social care services in Leeds, enabling people to live independently in their own homes for as long as possible;
- Provide affordable homes and extra care options as an alternative to residential care;
- Promote independence and choice and make a contribution to developing harmonious and cohesive communities in which older people play an integral part;
- Replace existing stock, in particular bed-sits, that are no longer fit for purpose;
- Provide a modern alternative to residential care and hospital based care;
- Support the move away from day centre and clinic provision of social and health care to delivering care in community facilities closer to home;
- Improve the quality of life of older people through providing a range of housing options, care and support services;
- Try and prevent premature admission to residential care;
- Provide training and sustainable employment opportunities linked to the contract throughout its duration and beyond; and
- Strengthen the use of local organisations throughout the project's supply chain, contributing to the sustainability of local employment markets.

3.0 **Main Issues**

3.1 Key Progress:

November 2008:

- Expression of Interest (EoI) submitted to Homes and Communities Agency (HCA).

January 2009:

- In response to a request from the HCA, LCC 'scaled-back' proposals.
- Involved some compromise on city-wide ambition of the EoI.

July and August 2009:

- HCA approved scaled back EoI and request submission of Outline Business Case (OBC);
- Project scope revisited;
- Briefings with Council's Corporate Leadership Team, Leaders of the Council and the Lead Member for Neighbourhoods and Housing on the revised scope;
- Stage 1 site checks commissioned for all proposed sites;
- Older Persons Housing Market Assessment completed by Outside UK which indicates broad support for proposals and areas for refinement of OBC;
- HCA's PFI Team visited Leeds for an OBC development meeting on 19 August 2009.

3.2 Outline Business Case

From September the focus for the Round 6 Project Team (Regeneration/PPPU/Partners) has been to further refine the project scope. At Appendix 1 a list of the agreed sites to date is attached. The team will continue to work on identifying other suitable 'reserve' sites to mitigate against any issues that may arise in terms of site suitability. Please note the sites specific to your area.

Work continues by Round 6 Project Team to develop the OBC with the intention of submitting to HCA in late autumn 2009.

3.3 Communication Plan

See Appendix 2 for an overview of the stakeholder consultation approach.

Between September and November 2009 (following approval by HCA of the revised scope) the key tasks will be around consultation and negotiation on site specific proposals with wider stakeholders including:

- Area Committees;
- ALMO Chief Officers and Boards;
- Older Peoples Reference Groups;
- Affected tenants and residents.

Subject to the consultation and prior to submission of the OBC detailed reports on the full scope and proposals of the project will be presented to:

- Round 6 Strategic Client Team;
- PFI Project Board;
- Council's Corporate Leadership Team;
- Council's Executive Board.

The Round 6 PFI Lifetime Neighbourhoods for Leeds Project Team will attend the December/January Area Committee meeting to provide Members with further programme details of the project scope including specific sites, numbers of units, types etc.

4.0 Implications for Council Policy and Governance

4.1 Adult Social Care

The project links well with the on-going review of residential care by Adult Social Care (Cordis Bright). The provision of new Extra Care schemes as part of this project will also assist with the modernisation of day care services.

4.2 Wider Sheltered Housing Strategy

The Round 6 Project Team are also committed to supporting the development of a wider strategy for sheltered housing stock to pick up issues not dealt with as part of this programme, particularly bed-sits, in conjunction with Housing Strategy & Solutions Group, Affordable Housing Team and ALMOs;

Options/suggestions likely to include:

- Conversion of further suitable sheltered schemes to Extra Care;
- Conversion of adjoining bed-sits to 1-bed units;
- Closure and inclusion of sites in Affordable Housing Strategic Partnership;
- Re-classification of some sheltered units as general needs stock.

5.0 Legal and Resource Implications

5.1 Legal Implications

The legal and contractual requirements by which the Contractor and the City Council shall adhere to in delivering the required works and services as part of the Round 6 Project are documented in the PFI Project Agreement. This is a binding document developed as part of the procurement process which integrates all of the project financial and technical components and establishes each party's contractual obligations and responsibilities. It leads to better planning of the work and greater cooperation between the partners, thereby limiting potential disputes or speeding up the settlement of any misunderstanding / complaint.

5.2 Resource Implications

The Resource Plan for the OBC and subsequent procurement of the project is being developed as part of the PID (Project Initiation Document), this will clearly identify the roles and responsibilities for the key project team members. This will be aligned with the resource requirements for the Little London, Beeston Hill & Holbeck PFI project to monitor the use of resources across both projects to ensure they are used effectively.

The financial elements for the procurement are currently being developed in conjunction with the client based on experience gained on previous projects and experience to date in developing the EOI and OBC. In developing the project plan and programme for the procurement this will further inform the level of financial commitment required to deliver the Round 6 Project.

6.0 Conclusions

- 6.1 The Lifetime Neighbourhoods for Leeds project seeks to strengthen existing neighbourhood regeneration strategies by focusing on the provision of high quality homes and services for older people (55+). It acknowledges the crucial role played by older people in building and maintaining sustainable cohesive communities and their beneficial impact on the economy, social activities and family life.
- 6.2 The Lifetime Neighbourhoods for Leeds project has the potential to make a significant positive impact on communities across the City and contribute to key national, regional and local policy drivers including area based regeneration and place making, the provision of sustainable and affordable housing, the modernisation of care and support services and the promotion of independence and wellbeing.
- 6.3 In July 2009 the Homes and Communities Agency (HCA) approved the Expression of Interest (EoI) and requested submission of an Outline Business Case (OBC).
- 6.4 The project team continues to work on refining the project proposals and scope.
- 6.5 All proposals are subject to consultation with ward members, ALMO Boards and affected tenants and residents and approval of the Outline Business Case (OBC) by the Homes and Communities Agency (HCA). Following approval by HCA of the revised scope, the key tasks will be around consultation and negotiation on site specific proposals with a wide range of stakeholders. It is currently anticipated that the OBC will be submitted in autumn 2009 with approval gained by spring 2010.

7.0 Recommendations

- 7.1 The Committee is asked to note the principles of the Round 6 Lifetime Neighbourhoods for Leeds (LNL) project.
- 7.2 The Committee is asked to note that all proposals are also subject to consultation with other stakeholders including ALMO Boards and affected tenants and residents and approval of the Outline Business Case (OBC) by the Homes and Communities Agency (HCA).
- 7.3 The Committee is asked to note the further project details at appendix 1 and to note the principles of the project the consultation plan at appendix 2.
- 7.4 The Committee is asked to advise the Project Team on any further stakeholders whom may need to be included as part of the consultation process.

Background Papers

PFI Round 6 Submission of Interest Report to Executive Board 5th November 2008

Armley One Stop Centre, 2 Stocks Hill, Armley, Leeds LS12 1UQ

