



WEST (OUTER) AREA COMMITTEE

**Meeting to be held in Pudsey Civic Hall,
Dawson's Corner, Pudsey, Leeds LS28 5TA (Map attached)
On Friday, 16th October, 2009 at 2.00 pm**

MEMBERSHIP

Councillors

A Carter	-	Calverley and Farsley;
J Marjoram	-	Calverley and Farsley;
F Robinson	-	Calverley and Farsley;
M Coulson	-	Pudsey;
J Jarosz	-	Pudsey;
R Lewis	-	Pudsey;
A Blackburn	-	Farnley and Wortley;
D Blackburn	-	Farnley and Wortley;
A Parnham	-	Farnley and Wortley;

Co-optees

Howard Bradley	-	Youth Representative
Rev Kingsley Dowling	-	Faith Representative
Liz Navin-Jones	-	Business Representative

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

**Maria Lipzith
2474353**

**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>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>	
5			<p>APOLOGIES FOR ABSENCE</p>	
6			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p> <p>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) Farnley & Wortley Community Forum held on 11th June 2009. (b) Pudsey & Swinnow Community Forum held on 21st September 2009. (c) Tyersal Community Forum meeting held on 23rd September 2009. 	1 - 10

Item No	Ward	Item Not Open		Page No
7			<p>MINUTES AND ANY MATTERS ARISING - 11TH SEPTEMBER 2009</p> <p>To confirm as a correct record the attached minutes of the meeting held on 11th September 2009.</p>	11 - 18
8			<p>WEST NORTH WEST ALMO - AREA PANEL MINUTES</p> <p>To note the minutes of the Outer West Area Panel meeting held on 12th August 2009.</p>	19 - 28
9	All Wards;		<p>STREET SCENE GROUNDS MAINTENANCE FUTURE PROCUREMENT STRATEGY - PROCUREMENT STRATEGY UPDATE REPORT (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>	29 - 34
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>	35 - 60

Item No	Ward	Item Not Open		Page No
11	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>	61 - 66
12	All Wards;		<p>NHS FOUNDATION TRUST (COUNCIL FUNCTION)</p> <p>The Patient and Public Support Services NHS Leeds submitted a report seeking Members' views on the consultation being undertaken by Leeds Teaching Hospitals NHS Trust (LTHT) about its application to become an NHS Foundation Trust.</p>	67 - 88
13	All Wards;		<p>CONSULTATION ON DAY CARE SERVICES FOR OLDER PEOPLE (COUNCIL FUNCTION)</p> <p>To note a report and appendices by the Chief Officer of Support & Enablement, Adult Social Care on the consultation on day care services for older people and to make a response as part of the consultation process, agreed by Executive Board.</p>	89 - 114

Item No	Ward	Item Not Open		Page No
14	Calverley and Farsley; Farnley and Wortley; Pudsey;		<p>OUTER 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 Outer West area. The report also seeks approval for new projects commissioned by the Area Management Team.</p>	115 - 122
15			<p>WEST OUTER AREA COMMITTEE FORWARD PLAN FOR 18TH DECEMBER 2009</p>	123 - 124
16			<p>DATE, TIME AND VENUE OF NEXT MEETING</p> <p>Friday, 18th December 2009 at 2.00 p.m. (Venue to be confirmed)</p> <p>MAP OF TODAY'S MEETING</p> <p>Pudsey Civic Hall, Dawson's Corner, Pudsey, Leeds 28</p>	125 - 126

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Farnley and Wortley Forum

Date: 11 June Lower Wortley Methodist Church

Apologies: Cllr A Blackburn

1.0 Previous Minutes:

1.1 Minutes were agreed as a correct record. No matters arising.

2.0 Police Issues / Community Safety

2.1 Unfortunately, the police did not attend the forum on this occasion

3.0 Housing WNW ALMO

3.1 Housing issues were dealt with as part of the Gambles Tenant & Residents Association meeting which occurred before the forum.

3.2 Cllr Blackburn stated that he has asked the police to not arrange PACT meetings on the same nights as forums where possible.

A resident requested the possibility of more police patrols on the estate. Residents raised their concerns about the number of burglaries in the area recently.

3.3 The issue of small attendances at PACT meetings was discussed, and queries made about how well publicised they are. Cllr D Blackburn stated that he was aware of the fact that the police had no additional budget to publicise these events.

4.0 Implementation of Brown Bins

4.1 Roger Foyle of Streetscene introduced himself, and asked the meeting if they thought the brown bins were worthwhile, the prevailing response to which was affirmative.

4.2 Roger pointed out that the brown bins are designed to take waste (garden) out from the black bins, in order to reduce landfill and create compost.

4.3 A resident asked if communal collection points could be arranged, as not each home will fill their bin monthly. Roger informed the meeting that, where current communal areas for black and green bins are in use, this could be looked into.

A resident raised the query of boxes being put into green bins whole at Gamble Hill Croft, thus reducing the space available for others. R Foyle to get a letter (reminder) sent to residents to squash their waste.

4.4 A resident asked how residents who don't have a brown bin or green recycle etc (those who live near steps) should dispose of waste. R Foyle said that unfortunately waste (brown bin) could not be put into bags (collection) as they ruin the load, ie it would be seen as contaminated. However, Roger did say that if these people contact Streetscene they can collect free of charge: the no is 2224406.

4.5 Cllr Blackburn asked when Roger envisaged the roll out of brown bins to those who can have them (space / garden). Roger confirmed that the department is currently nearing the end of the roll out.

Action

Sam Woodhead

R Foyle

4.6 A resident asked if there is anything in a binman's contract stating that they can't wheel a bin. Roger confirmed that there is nothing to that effect in their contracts, however the binman who stated this to the resident probably meant that the contract states they cannot wheel a bin an unreasonable distance.

5.0 New Council Telephone Numbers

5.1 Nicola Grosvenor introduced herself to the meeting. Nicola told the meeting that the 0845 numbers for the council had gone, due to the fact that many people had inclusive telephone packages which meant that they were having to pay for what should be free phone numbers.

5.2 A more memorable no (2224444) has been set up for members of the public to contact the council.

5.3 Nicola left copies of the new numbers.

6.0 Grot Spot Areas

6.1 No issues were raised.

7.0 Tension Monitoring

7.1 No issues were raised.

8.0 AOB

8.1 A resident raised the issue of people who live alone in flats only getting the standard 25% discount on council tax when it is cheaper to provide service in one place. Cllr Blackburn stated this was government legislation.

8.2 A resident asked why two contractors are needed to cut the grass. Other residents stated that one was needed for the flat areas and one for the hills. Cllr Blackburn stated that it would probably have been better if each ALMO had prepared their own contract to pick up on differences in land.

8.3 A resident asked about the five trees on Wicks roundabout and why the roundabout had no sponsorship to make it attractive. Cllr D Blackburn to pursue this matter with the appropriate department.

**Cllr
Blackburn**

Pudsey & Swinnow Forum

Date: 21st September 2009

Present: Cllr Jarosz (Chair), John Rider, Denise Rider, Nigel Conder (town centre manager), PCSO Mick Cox, PCSO Kelly Simister, J Stardy, W Adams, T Naughton, M Key, R Bennett, C Stevens, N Carr, M Gregory, B Young, A Prince, Gavin Forster (WNWAMT), Cllr Coulson, C Myers

- | 1.0 | Welcome & Apologies | Action |
|------------|---|---------------|
| 1.1 | Cllr Jarosz welcomed everyone to the meeting, Apologies received from Cllr Lewis & J Prince | |
| 2.0 | Minutes & Matters Arising | |
| 2.1 | The minutes of the last meeting were agreed as an accurate record. | |
| | Matters arising included: <ul style="list-style-type: none">• Bus station to begin on site at the end of October• The play area at Swinnow moor is progressing well | |
| 3.0 | Nigel Conder – Town Centre Manager (TCM) | |
| 3.1 | Currently there are a few different TCM related schemes running in Pudsey, the main one being the Shop local reward card scheme that works around the premise that for each participating shop in Pudsey you purchase, you get a stamp, once you get 6 stamps you get entered in to a monthly draw for £50 vouchers to be used in Pudsey shops. | |
| 3.2 | <ul style="list-style-type: none">• Currently aware of issues around kids in and around the shops, the police are aware and trying to deal with it.• Looking to develop a 'Keep Pudsey tidy campaign'.• The teddy bears picnic that was set up in the park was a great success and hopefully the attendance can be mirrored at future events.• The market seems to have reduced in the number of attending stall holders, NC and Cllr Coulson are investigating this with LCC markets team.• The Christmas celebration event is planned for the 20th November, this will include the lights switch-on, based in the leisure centre car park• Nigel is busy trying to increase the footfall of people in to the area through marketing in a wider area.• 7 new businesses have been set up in Pudsey in the last 2 months, now only 2-3 empty units | |

Questions:

- Parking issues raised in light of the changes to the bus station. Nigel and Cllr Coulson confirmed that there would be some changes to the available parking to restrict the amount of people using the local car parks as a cheap way of getting in to Leeds. This will mean that some of the parking in the leisure centre will become shorter stay.
- Church lane is an issue, so need to bring the plans to a future meeting to show that this has been addressed GF
- Bargain City is a major problem in the way that it is pushing the boundary of what is classed as their land. Nigel has investigated it and the issue is being addressed by LCC. Updates at a future meeting. NC
- Nigel confirmed that the majority of the traders own 40cm in front of each of their properties. This mean that there can be some leakage on to the pavement but not to the levels that Bargain City is currently doing. Some of this leakage is a good thing for the area and makes the area feel more vibrant.
- Crawshaw school was highlighted as a major problem with regards to road safety. GF to email LCC Highways about the Problem, also need to contact the school about a potential education project to minimise the risk of accidents. GF
- Currently a scheme running around primary schools to reduce the speed limit down to 20mph, is this same idea being looked at for high schools? GF to investigate GF
- PCSO Cox to look at he potential of patrols and fixed penalty notices for parking infringements around the school at peak times.

3.3 Apparently the moor used to have a football pitch on it but there were a number of complaints from local residents and the goal ends were removed. Phil confirmed that the consultations suggest that a mini soccer pitch would be a good idea.

4.0 Pudsey Parking Strategy – Tim Dixon

4.1 Unfortunately Tim was unable to attend the meeting so the information he was going to hand out will be posted out to all on the mailing list in the interim before the next meeting.

5.0 Crime and Community Safety Update – PCSO's Cox & Simister

5.1 In the past month the crime figures are as follows:

- 9 damage to motor vehicles, 7 linked and 1 person was arrested for it along with assault
- 9 criminal damage – the Pudsey area is very large and this figure is relatively low. 2 people were arrested .
- Arson – 2 street bins, couple of names but no arrests
- Burglary – 7 2 sneak ins through open windows and doors. Will reduce when the weather changing. 3 arrests, staff have moved shifts to allow

for full coverage 24hrs, and also going round low key ie with hats but not Hi-vis jackets.

- 8 bogus call attempts. 1 old lady got burgled by using 'can I test our water'. Make sure that if someone comes to your door they show id if you are not sure if legitimate, call the police 999 rather than 0845 60 60 606 as it is a crime in progress.

- 4 sheds have been broken in to but will reduce in the coming months as the weather is changing and no-one wants to buy a lawn-mower in November.

- 7 theft from motor vehicles , 2 of which were unlocked.

- 3 theft of motor vehicles, 2 arrested as were sitting in the vehicle.

5.2 - The black bull is going to re-open, it took 2 years to get it shut, the reapplication has very tight guidelines, no sport, no back door, no music, no live events, no outside drinking, on a thurs, fri & sat security staff have to be present onsite

- The supervisor has to be vetted by the police and confirming the expectations of the future running of the establishment.

- There will be a zero tolerance approach to under 21's, no ID no in.

- looking for it to be a real ale pub not an 'offers' bar.

- it was the first pub in Leeds to be closed down in this way so the process will be much faster than the first time round.

5.3 - Purses are being targeted in the Pudsey centre area. But no one is reporting the crime so it is not showing up as a hotspot and the at this time. Please get the message out as reports need to come in to allow the police to action things.

- currently some issues of thefts from Boots and B&M, the shops are not reporting them either due to small value of each item, Nigel asked if the police could attend the business forum to advise the shops on what should be done to help them.

- kids know that its difficult to prosecute so they try and get away with more and more.

- Dinner times are a problem and PCSO's looking to engage more effectively with the parents to try and minimise the effects at the moment

- The park was raised as a problem due to the way that the kids are damaging the surfacing under the play equipment, CCTV not a direct option due to costings but being looked at as part of the bus station development

- Armley has shop alert boxes, Nigel hoping to get some of these in Pudsey too but the scheme needs to be proven in Armley first

- A resident asked if it was still a legal requirement to have lights on bicycles? PCSO Cox confirmed it is under - Road Vehicles Lighting Regulations 1989

- PACT meetings still ongoing and engaging with a range of communitiy members. Raising issues about cars been broken into for 20p and a big spate of blue disabled drivers passes which can fetch up to £500.

6.0 AOB

6.1 The bin strike is in to its 3rd week and not really any sign of stopping.

6.2 Parking strategy will be discussed by leaflet and responses by post

6.3 Community and city pride awards information was handed out

7.0 Time and Date of Next Meeting

7.1 The next meeting will take place Monday 9th November, 7.30pm at Swinnow Community Centre.

DRAFT

TYERSAL COMMUNITY FORUM MINUTES
Wednesday 23RD September 2009

Present: Cllr Jarosz (Chair), Cllr Richard Lewis, Cllr Mick Coulson, Rebecca Boon (WNW Area Management), PCSO Dave Woodhouse, PCSO Anzer Hamid (West Yorkshire Police) Linda McHale (Youth Service LCC), Steve Monks (Highways, City Development), Ross Langford (NHS Leeds), I. Punt, B. Crawshaw, Derek Wilson, D. Hellawell, J. Artist, K.J. Burns, G. Kedzior, Tom O'Donovan, T. Wilson, L. .Allen, J. Romans, V. Warren, G. Stephenson, W. Stephenson, H. Loftus, Sheila Hogg, J.Nicholson, C. Metcalf, Neil Ruddy, M. Knowlzon, M. Cording, K. Scholes, E. Forster.

ACTION

1.0 WELCOME

1.1 Cllr Jarosz welcomed everyone to the meeting.

2.0 APOLOGIES

Apologies were received from PC Emma Jackson, Margaret McKean, Derek Crowe.

3.0 MINUTES OF THE LAST MEETING

3.1 The minutes of the last meeting were agreed as a true record.

4.0 MATTERS ARISING

4.1 Item 4.1 - Problems re Flagstones. A local resident raised the issue of the flagstones. The fact that the problem is over 2 years old and therefore cannot be rectified is not the case. Correspondence exists between both parties within the 2 year period stating that the issue can be addressed. Steve Monks to speak on the subject as part of the agenda.

Steve Monks.

4.2 Tyersal Close, pot holes have been mended.

4.3 5, Tyersal Road, issues at this house remain, but agencies are working with the owner to resolve them.

EAT

4.4 A local resident asked a question ' What rights exist regarding parking across a drive-way ? PC Woodhouse stated it is an offence for which a ticket can be issued.

WYP

5.0 UPDATE ON PLANNED MANAGEMENT CHANGES OF THE NHS.

5.1 Ross Langford spoke to the forum re proposed changes to the management structure of the NHS Trust in Leeds. Full consultation will start on 30th September with a launch at the Rose Bowl building behind Civic Hall in Leeds.

5.2 Currently a Trust runs all hospitals in Leeds. This will change to a Foundation Trust which is similar to how a building society is run.

5.3 There will be a board of newly elected governors to sit alongside a Board of Directors. Both work together to manage the hospitals.

- 5.4 The new Foundation Trust will give more freedom from central government, a more flexible approach to management, be able to introduce incentives for staff, borrow money which the current NHS cannot do, and develop strategies and services on a more individual basis.
- 5.5 The NHS is not being privatised, it will be more open and public and care will remain free at the point of delivery.
- 5.6 The NHS Foundation Trust will be divided up into 'Constituencies'. In outer west Leeds the constituency will include the wards Pudsey, Armley, Farnley and Wortley and Beeston and Holbeck. Cllrs expressed concern that Beeston and Holbeck was included and would be feeding back their objection at the launch event.
- 5.7 Governors are elected from the public and have an advisory role, assisting the directors. A person can only be a governor of 1 trust.
- 5.8 Timescale for consultation:
- 12 weeks consultation starting 1st October- 24th December
 - Jan – Oct 2010 analysis, publication and plan of action from feedback.
 - October 2010 submit application to the Department of Health.
 - In 2011, if accepted, then a Foundation trust will be launched.
- 5.9 Copies of Consultation documents will be placed in Library, Tyersal Social Club, and Tyersal Primary School. Documents will also be posted out to those on the Tyersal Forum mailing List.
- 5.9.1 Local ward members expressed concern that there seemed to be many changes to the NHS in Leeds, but this did not necessarily translate into improved services.
- 6.0 UPDATE FROM WEST YORKSHIRE POLICE - PCSO Dave Woodhouse and PCSO Anzer Hamid attended.**
- 6.1 A local resident raised the persistent problem of a local resident obstructing access to his driveway. Police stated that it was illegal and it will be investigated. Often there was a problem with the police attending the scene as soon as possible, the police assured the resident they would do their best. In the meantime such incidents must be phoned in so that a full log can be kept and history gathered. More diaries will be delivered.

6.2 **Local Police Priorities –**

Crime – A few thefts from motor vehicles in last 2 weeks

ASB - Nuisance behaviour from young people around the shops.

A young person riding up and down the ginnel has been issued with a S59 warning which means that in future the vehicle can be seized.

Bus shelter at the bottom of Tyersal Road is in a poor condition following vandalism. Cllr Jarosz to report to Metro.

**Cllr
Jarosz**

Dear Cllr Jarosz,

Further to our telephone conversation this morning,

To confirm the above shelter was re-glazed by our contractors yesterday morning at approx 11.00 am.

If I can be of any further help on this matter please let me know.

*Kind Regards,
Tracy*

*Tracy Cairns
Metro
West Yorkshire Passenger Transport Executive*

Bike nuisance – 1 bike has recently been seized.

Donkeys on Tyersal Grove- please report if this problem re-occurs.

Speeding Vehicles on Tyersal Road remains a problem. Traffic Police to attend.

6.3 Police advised everybody to ensure their properties were secure with the on set of darker nights. Please user timer switches to turn lights on to give the impression that the house is occupied.

7.0 **HIGHWAYS – Steve Monks**

7.1 Steve Monks clarified what Highways was responsible for. This included, construction and re-surfacing of roads, repair of potholes, some damaged grass verges and winter maintenance.

7.2 Local resident at 69, Tyersal Chase reported that the entrance to his driveway was severely damaged and he had paid for his own repair. Steve Monks stated that such problems should be reported to the help line as 96% of all reported cases are visited within 24 hours.

7.3 Tyersal Walk will be reconstructed before the end of the year.

7.4 Pot holes are often patched several times if the road is scheduled for reconstruction before the end of the year.

7.5 Local residents reported that the end of Tyersal Crescent adjacent to 136 was still an issue with overgrown trees planted on grass verges causing problems to people walking by. Verges had also not been cut and were attracting fly-tipping. Steve Monks to investigate if this can be attended to under Highways.

**Steve
Monks**

7.6 The problem of damaged flagstones at Tyersal Court still exists and requires a solution. Steve Monks was keen for the matter to be resolved successfully and to move forward from recent complaints regarding this matter. Steve Monks to investigate what can be done.

**Steve
Monks**

7.7 Untidy land at Tyersal Walk (at junction of Tyersal Grove) where a house has been demolished remains an issue. To refer to enforcement team.

EAT

8.0 YOUTH SERVICE – Linda McHale.

- 8.1 The current Youth Club are exploring having 2 clubs one for 16yrs and below and one for over 16 years. This is to address the different needs of the young peoples groups. Nos of young people attending are increasing.
- 8.2 There has been a burglary at the Youth Club and equipment has been taken. Believed to be an inside job. The Tyersal Residents Club have been very helpful in fitting additional security locks to the club. The Young People are grateful.
- 8.3 There has been some bad behaviour at the club with paint being thrown at the outside walls. This problem had been rectified and an apology made.
- 8.4 The young people are to make a bid to LS Cash in order to buy equipment for the club. An electrician is to come and look at the lights.
- 8.5 Successful trips had been made to Lightwater Valley and the canal with youth clubs from New Wortley, Farnley and Wortley and Tyersal joining together. This had proved very successful.

9.0 A.O.B

- 9.1 Parks and Countryside to do a presentation to the Young at Heart Club on October 5th at 1pm. The forum asked if they could do a presentation to the forum at the next meeting. To request their attendance.
- 9.2 Next PACT Meeting 28.10.09

**R. Boon
P&C**

10.00 Update on consultation re roundabout at Tyersal Crescent. - RB

- 10.01 R. Boon updated the meeting.
30 questionnaires had been delivered with 22 responses received.
13 would like a smaller roundabout, 8 would **not** like a smaller roundabout.
9 people own part of the roundabout, 12 have no ownership.
Nobody would like/are able to contribute to the cost of the improvements.
Discussions with Highways and Metro are taking place to assess the feasibility of this project.

11.00 DATE OF NEXT MEETING – 11TH NOVEMBER 2009

Agenda Item 7

WEST (OUTER) AREA COMMITTEE

FRIDAY, 11TH SEPTEMBER, 2009

PRESENT: Councillor D Blackburn in the Chair

Councillors A Blackburn, M Coulson, J Jarosz,
R Lewis, A Parnham and F Robinson

CO-OPTEEES Reverend Kingsley Dowling – Faith Representative
Howard Bradley – Youth Representative

20 Chair's Opening Remarks

The Chair welcomed everyone to the September meeting of the West (Outer) Area Committee held in Farnley Park Hall, Hall Lane, Leeds 12.

21 Apologies for Absence

Apologies for absence were received on behalf of Councillor A Carter and Councillor J Marjoram.

22 Declaration of Interests

The following personal interests were declared:-

- Councillor D Blackburn in his capacity as a member of a governing body for West Leeds Country Park (Agenda Item 9)(Minute 27 refers), and as a Governor of Lower Wortley Primary School (Agenda Item 15)(Minute 33 refers)
- Councillor A Blackburn in her capacity as a Director of Groundwork Leeds (Agenda Items 9 and 15)(Minutes 27 and 33 refer), and as a Director of West North West Homes (Agenda Item 11)(Minute 29 refers)
- Councillor M Coulson in his capacity as a member of Pudsey in Bloom (Agenda Item 9)(Minute 27 refers)
- Reverend Kingsley Dowling in his capacity as Vice-Chair of Governors of Lower Wortley Primary School (Agenda Item 15)(Minute 33 refers)

23 Open Forum

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

Draft minutes to be approved at the meeting
to be held on Friday, 16th October, 2009

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.

24 Minutes of the Previous Meeting

RESOLVED – That, subject to the following amendments, the minutes of the meeting held on 10th July 2009 be confirmed as a correct record:-

- to the deletion of Councillor R Lewis from the attendance list
- Local Authority Appointments to Outside Bodies (Minute 8 refers) – ALMO West Inner Area Panel should have read 'ALMO West Outer Area Panel'

25 Matters Arising from the Minutes

a) Community Safety Issues – Outer West Leeds (Minute 13 Refers)

Councillor F Robinson referred to the recent spate of hanging baskets being stolen from outside shop premises in the Calverley and Pudsey areas and enquired on the latest position.

Gill Hunter, Area Community Safety Co-ordinator responded and informed the meeting that there had not been any further developments in relation to this issue. She stated that it was imperative for shopkeepers and for members of the public to report these thefts to the police.

26 Outer West Area Panel Minutes

RESOLVED – That the minutes of the Outer West Area Panel meeting held on 10th June 2009 be noted.

27 Annual Report - Parks & Countryside Services in West Outer Leeds

The Director of City Development submitted a report which examined the opportunities to develop the relationship between the Parks and Countryside Services and the West Outer Area Committee.

Phil Staniforth, Senior Area Manager, City Development 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:-

- the summary table outlined in 3.12 of the report in relation to community parks assessed in the West Outer Area Committee area, and the fact that Tyresal Park showed an out of date outcome as significant improvements had been made to the park since 2005 and the last assessment was undertaken in 2008.
(The Senior Area Manager responded and outlined the current consultation exercise for the playground renovation, which would involve discussions with Ward Members, prior to the commencement of the procurement exercise. He agreed to come back to the meeting on the results for 2008 Leeds Quality Park Assessment for Tyresal Park in due course)
- clarification of the funding in relation to the bid for development for New Wortley Recreation Ground
- the need to congratulate staff in Parks and Countryside in relation to the recent judging for Yorkshire in Bloom
- advice sought on the arrangements regarding Farsley in Bloom to be held on 1st October 2009, together with identifying a contact person from Parks and Countryside
(The Senior Area Manager responded and agreed to consult with his colleague, Richard Gill, in relation to this forthcoming event)
- the need for officers to address the issue regarding the payment of grant monies to Yorkshire in Bloom groups with the aim of reducing VAT charges where applicable
(The Senior Area Manager responded and agreed to discuss this issue with the Chief Recreation Officer, with a report back to the Committee)
- clarification of the actions in relation to supporting the provision of site based gardeners in Tyresal and Wortley

RESOLVED –

- a) That the content of the report be noted.
- b) That Members of the Area Committee be encouraged to communicate their priorities for community green space improvements via the Outer West Area Management Officer.

28 Community Safety Issues - Outer West Leeds

The Director of Environment and Neighbourhoods submitted a report introducing Inspector Richard Cawkwell from West Yorkshire Police who provided the Area Committee with information on crime trends, partnership initiatives and future joint projects between Leeds City Council and West Yorkshire Police in Outer West Leeds.

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

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In addition to the above report, a copy of a document entitled 'West Yorkshire Police – North West Leeds Division – Serious Acquisitive Crime Summary West Outer' was submitted for the information/comment of the meeting.

In summary, Inspector Cawkwell updated the meeting on the following specific issues within Outer West Leeds:-

- Priority crime, covering vehicle crime and theft from vehicles
- Robbery, with reference to minor street robbery
- Burglary, with reference to 'breaking and entering' and stealing motor vehicles
- Anti-social behaviour issues

Gill Hunter, Area Community Safety Co-ordinator informed the meeting that she had emailed Members of the Area Committee inviting them to a 'Crime and Grime' conference in Nottingham on 24th/25th September 2009.

In concluding, Inspector Cawkwell outlined satisfaction survey statistics in relation to members of public interviewed within the Outer West Area on the joint work undertaken by the Council and the Police around anti-social behaviour issues.

The Committee also noted that the Area Community Safety Co-ordinator had received a very positive response to the DPPO on Farsley Town Street and that it was anticipated that the Licensing Committee would be considering a report on the implementation of the DPPO in early October.

Councillor R Lewis referred to the summary document circulated by the Police and sought clarification as to why the figures for Swinnow had not been included.

Inspector Cawkwell responded and agreed to look into this issue with a view to circulating the missing information to the Area Committee.

The Chair thanked Inspector Cawkwell and Gill Hunter for their attendance and contribution to the meeting.

RESOLVED – That the content of the report and supporting documents, together with the update provided by the West Yorkshire Police, be noted.

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

The Director of Environment and Neighbourhoods submitted a report highlighting the services provided by Leeds City Council Community Safety CCTV to demonstrate the effectiveness of the service in reducing the fear of

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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 Outer West Area Committee (Appendix 1 refers)
- Legal implications regarding public open space surveillance CCTV (Appendix 2 refers)

Derek Whitehouse, CCTV Co-ordinator 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:-

- clarification of the CCTV camera angles/range and on the prosecution evidence
- the need for this Area Committee to record its appreciation of the excellent work being undertaken within this area

RESOLVED –

- a) That the content of the report and appendices be received and noted.
- b) That Members of the Area Committee be requested to inform the Area Community Safety Co-ordinator, on a regular basis, of the deployment of mobile CCTV to areas of concern within Outer West.
- c) That further update reports on CCTV in the West Outer area be submitted on a six-monthly basis.

30 Residual Waste Treatment PFI Project Update and Presentation

The Head of Waste Management submitted a report providing an update on the programme of communications activity supporting the Residual Waste Treatment PFI project and the opportunity to view the power point presentation and supporting materials to be distributed to the public.

Andrew Lingham, Senior Project Manager (Waste Strategy) presented the report and responded to Members' queries and comments.

In addition to the above report, a copy of a leaflet entitled 'The City's Waste Solution – Your Questions Answered' was circulated for the information/comment of the meeting.

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

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

- a view expressed that officers had taken on board the comments and improvements raised by Elected Members at previous Group meetings
- the need for the leaflet to be made more user friendly with larger print (*The Senior Project Manager (Waste Strategy) responded and agreed to look into this issue*)
- clarification of the protocol around the collection of ash and the disposal arrangements relating to landfill
- clarification of the consultation process undertaken with members of the public and the need for the department to look at displaying models of the strategy within public open buildings e.g. Leeds Art Gallery etc (*The Senior Project Manager (Waste Strategy) responded and agreed to look into this issue*)

RESOLVED –

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

31 Conservation Area Reviews - Progress Report Update

The Director of Development submitted a report updating Members on the current progress of the reviews of the Pudsey and Calverley conservation areas and to establish where the reviews of Farsley and Woodhall Hills would fit within the conversation area review programme for 2009/2010.

Matthew Bentley, Community Conservation Officer 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 welcome the fact that the conservation area reviews were having a positive impact towards the appearance of a number of take-away establishments within the Outer West area
- the need for more information to be supplied to ward members, for future reference, in relation to an area identified within Farnley and Wortley that was currently going the process of getting a village design statement

RESOLVED –

- a) That the content of the report be noted.
- b) That this Committee notes the project and its targets, as outlined in the report.

Draft minutes to be approved at the meeting
to be held on Friday, 16th October, 2009

- c) That this Committee supports the recommendation to possibly assist in providing information on groups and meeting rooms of the area when they are required.
- d) That a vote of thanks be conveyed to Mr Bentley for his attendance and contribution to the meeting.

32 Outer West Area Committee Well-Being Function

The Director of Environment and Neighbourhoods submitted a report updating Members on the current amount of capital and revenue funding available via the Area Committee Well-being budget for wards in the Outer West area. The report also sought approval for new projects commissioned by the Area Management Team.

Clare Wiggins, Outer West Area Management Officer presented the report and responded to Members' queries and comments.

Detailed discussion ensued on the content of the report.

RESOLVED –

- a) That the following decisions be taken in respect of the applications for funding:-

Capital

- i) 20 mph traffic calming measures for Old Farnley (Whincovers and Cobdens/ Dragons areas) – Approve the 50% split of both schemes from the capital funding previously agreed in April 2008
 - ii) Outer West Leaf Blower – Approved £3,700 (capital)
- b) That Members of the Area Committee be requested to inform the Outer West Area Management Officer of any specific schemes in relation to the remaining capital balance of £15,000 set aside for each Outer Ward.
 - c) That in relation to the request for implementing 20 mph zones for Wellstone Avenue and Tyresal, the West North West Area Manager be requested to follow up this issue with a report back at the next meeting.
 - d) That the budget and list of Small Grants since the last meeting, as set out in paragraph 4.1 of the submitted report, be noted.
 - e) That the financial status of the Wellbeing budget, both capital and revenue, as outlined in paragraph 4.5 of the submitted report, be noted.

33 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 Outer West Area Delivery Plan.

Draft minutes to be approved at the meeting
to be held on Friday, 16th October, 2009

Steve Crocker, West North West Area Manager, and Clare Wiggins, Outer West Area Management Officer presented the report and responded to Members' queries and comments.

Detailed discussion ensued on the content of the report.

RESOLVED –

- a) That the content of the report be received and noted.
- b) That this Committee notes, with sadness, the recent death of Dr Bill Pullen, the Head Teacher at Farnley Park High School, and wishes to place on record their sincere appreciation for his past services to the Area Committee and the Farnley area.
- c) That in relation to the refurbishment programme of the public toilets in Pudsey, this Committee requests this issue to be given priority status and for health officials to be involved within the process.

34 West Outer Area Committee Forward Plan for October 2009

RESOLVED – That the Forward Plan of proposed items for the next meeting be received and noted.

35 Dates, Times and Venues for Future West Outer Area Committee Meetings

RESOLVED –

- a) To note the following arrangements:-

Friday, 16th October 2009
Venue: To be considered

Friday, 18th December 2009
Venue: To be considered

Friday, 29th January 2010
Venue: To be considered

Friday, 26th March 2010
Venue: To be considered

(All meetings to commence at 2.00 p.m.)

- b) That in relation to the 29th January 2010 meeting, this Committee welcomes the kind offer from Councillor M Coulson to investigate holding the meeting at Safety Central.

(The meeting concluded at 4.05 pm.)



**MINUTES
OUTER WEST AREA PANEL MEETING
5.30pm at Westfield House
Wednesday 12th August 2009**

Attendees:

Area Panel Members

Kevin Sharp (Chair)
Brian Falkingham (Vice Chair)
Margaret Rimington
John Willshaw
Cynthia Ramsden

Officers:

Sharon Guy – Neighbourhood Housing Manager Wortley
Lee Wright - Customer Involvement Manager
Graham Little – Environmental Services Manager
Mick Parker - Housing Services Manager
Claire Smith - Tenancy Enforcement Officer
James Petrie – Neighbourhood Planner
Mary Kerr – Administration Officer (Minutes)

Action

1.0 Apologies for Absence:

1.1 Councillor Richard Lewis, Councillor Joseph Marjoram, Derrick Armitage.

2.0 Minutes of the Previous Meeting Held on 10th June 2009:

2.1 The minutes of the previous meeting were **agreed** as a true record.

3.0 Matters Arising:

3.1 Arising from Item 3.1 Customer Involvement

Stephen Towler stated he has approached Armley Juniors to enquire if a young person would be interested in coming to observe the meeting in the hope of encouraging them to join as a panel member.
There has been no response received to date.

Arising from Item 4.2 Walkabouts / Tenant Inspections

KS asked whether the meeting had taken place.
SG enquired who was meant to attend the meeting.
KS commented it was meant to be arranged with PP, SG, ST and Tenancy Enforcement.
SG said as far as she is aware the meeting has not taken place. SG to chase up.

SG

Arising from Item 5.0 Environmental Issues

A query was raised regarding the figures given for tree maintenance.
GL went over this and clarified the figures given are correct.

Arising from Item 6.1 Capital Programme Update

JW enquired if there was any capital works planned to be done on the Heights estate and RL enquired the same regarding the Waterloo Estate.

RM sent notification that at the present time there are no capital works planned on the Heights Estate or to the properties on the Waterloo Estate.

Arising from Item 6.2 Area Panel Update

May 2008 Bids

- AP17 – Heights East and West fencing bid
KS enquired if the price of the fencing has been reduced due to less meterage.
JP mentioned the price could be +/- £1000.00 as there is not much difference (about 50mtrs) between the original meterage and the new meterage. This also depends on the cost of steel prices.

October 2008 Bids

- APO5 – Tarmacing over the cobblestones at Brookleigh
KS stated that the cost for doing this work seems quite high.
JP explained the cobblestones once taken out needed to be removed from site and this also included pining. JP has a breakdown of the costs. This is to be presented to panel at the October meeting.
- APO133 – Removal of outhouses on Farrowes
JP mentioned due to the need to arrange a meeting with the leaseholders in this scheme, this has been placed on hold.

JP

JP

Arising from Item 6.3 Area Panel Bids

May 2009 Bids

- AP2-09 Notice board for Neighbourhood Action in Farnley
KS mentioned when this bid was initially presented to the panel the funding required was for £1500.00. Panel members felt this cost was high for a notice board and requested for other quotes to be given.
JP presented this bid in June with a cost of £695.00. Panel members approved this amount. Panel were informed that due to an error by the admin of the company approached an incorrect quote was given. The delivery and installation price had been omitted. The correct quote should have read £1200.00. JP enquired if panel members could approve the extra funding required which would total £505.00.
KS enquired if the panel members would like other quotes to be gained or would the extra funding be approved.
Panel members **approved** the extra £505.00 funding required.

Arising from Item 7.1 Cohesion & Diversity Team

KS enquired what are the team hoping to achieve through the two events to be held. LW said the aim for these events is to bring different age groups together within the Outer West Area.

4.0 Customer Involvement

4.1 Update

LW went over the report and the following points were noted.

Recognition and Funding of Tenant & Residents Associations

To date 9 of the 10 TRA's within the Outer West area have successfully met the criteria and have been awarded an Annual Support Grant totalling £1,575.00

between them.

The 10th TRA has posted the form but has not been received to date.

LW commented that a new Tenant and Residents Group is in the process of applying for recognition and funding. This will be the Whingate Tenant and Residents Group.

Diverse Community Fund

This has now been launched.

This new initiative is aimed at enabling and encouraging TARA's and Area Reps to increase involvement of the diverse communities they represent. Groups can bid for a grant up to a maximum of £500 to carry out new activities or projects which meet the funds aims.

Customer Training Programme

Meetings are being held with training providers and other partners to put together a Customer Training programme based on the priorities identified from the survey.

The first part of the training programme is to run from mid September to the end of November 2009.

Tenant Inspection Programme

A review of the Tenant Inspection process across all areas has taken place.

Meetings of Tenant Inspectors took place in March and April and their recommendations are now being implemented.

These seek to expand the areas that are inspected, introduce an element of Mystery Shopping and ensure that activities are spread amongst all Tenant Inspectors.

A tenant and residents inspection will be taking place on the 13th August 2009.

Members were asked to note the contents of this report.

The contents of this report were noted.

4.2 Walkabouts / Tenant Inspections

SG went over this and the following points were noted.

16 walkabouts/tenant inspections were planned for Wortley but due to staff shortages only 12 were done.

15 walkabouts/tenant inspections were planned for Pudsey of which all were completed.

Tenant inspectors who did the walkabouts/tenant inspections were Brenda Mann - Calverly, Chris Wilkes – Daleside Road & Swinnow and Joyce Ives - Farsley.

SG mentioned that two more took place on Brook Lane and Stonecliffe's but will need to inform at next meeting who did those inspections as they have not been included on the list.

SG

4.3 Community Partnership Agreements

JP went over the Community Partnership Agreements and the following points were noted.

A meeting regarding the CPA's will be held next Friday which will enable some results to be seen.

Litter / Rubbish

Improve estates cleanliness – A Junior Warden scheme is being looked into to be rolled out over all ALMO's. Update will be given when available.

Education, Raise Awareness – Kevin Bradbury team to deliver brief and assist in marketable delivery of education.

JP

Car Parking

Legal process being sought, therefore all car parking is on hold until clarification is received.

JP met with Councillor Carter who has mentioned the possibility of match funding car parking schemes pending on the outcomes of our investigations and whether the scheme is viable or not.

Update to be given at next area panel meeting.

JP

Decency

There was no information to update.

Address Under Representation

Increase the number of tenants under 45 consulted – New methods of communication for all tenants who have emails and text.

Increase the number of BME customers consulted – RM and JP to correlate tenant information and work on a visit programme.

LW stated that more progress had been made regarding the above but has not been reflected here.

A Diversity Forum is planned in the near future.

JP to clarify and inform area panel members of the update.

JP

5.0 Environmental Issues

5.1 GL went over the report and the following points were noted.

Grounds Maintenance

A survey to seek customer views in regard to the grounds maintenance service group has now commenced and the results of this are due to be available by the 20th August 2009.

The proposals arising from the above consultations have suggested the following:

- Reduce height of cut from 2" to 1"
- Remove the enhanced specification from sheltered complexes and cut all sites to the same frequency
- Cut grassed areas a minimum of 13 times each year with option for 2 additional cuts if budgetary resources permit
- Cut shrub beds a minimum of twice a year (specification may only be once with option for a second cut)
- Assess costs for removal of clippings from sites
- Explore possibility of specific equipment being utilised, eg, cylinder mowers in place of rotary to improve quality.

GL enquired if the panel members agreed with the specifications reflected.

Panel members agreed.

Estate Maintenance

GL went over the charts and explained them in detail.

Targeted environmental works will be undertaken by the Environmental Estate Caretaking Teams in the Outer West Panel Area. This is proposed to commence on the 17th August.

Due to lack of resources the aim is to spend a week focusing on the really bad areas to improve them. This will be done as a trial for now.

The Housing Office will follow up with inspections after completion of areas.

GL mentioned that a week is being planned for Wortley area. SG will be providing the areas to be done.

Once the work has been completed the Inspectors will go out to grade the work.

Feedback will be given at the next meeting of the success.

GL

A question was raised about how the grading system is done.
KS mentioned it is worked on a numerical system from 0 – 3.
0 – Perfect, 1 – Good, 2 – Fair and 3 – Poor.
KS enquired what will be brought to the next panel meeting.
GL said could do one that reflects August and October (before and after) as that will make it easier.
It is hopeful that the HUB will be working by October.

Building Cleaning

GL mentioned that Gamble Hill Grange has a low quality standard. To improve this an extra mobile team will be placed there to help bring it up to standard with the other buildings.

Tree Maintenance

The current expenditure for the Outer West area is as follows:

Orders since June	Total Expenditure to date
Pudsey - £1,448.00	£ 3,422.00
<u>Wortley - £4,629.92</u>	<u>£ 8,132.84</u>
Total = £6,077.92	£11,554.84

The total expenditure to date for the ALMO to date is £81,479.22 which leaves a balance of £84,000.78.

Performance Report Environmental and Estate Management.

10% sample check of Communal Cleaning (flats / offices) – this was a cause for concern but GL stated that due to staff absence this was not able to be completed.

% of Complaints responded to within 10 days – this result of action required was due to the relevant information not being dealt with on time causing late responses.

Environmental Schemes / Groundwork

GL mentioned the Environmental Services team are presently involved in:-

Identification of the 3rd masterplan area on the Bawn Estate – proposals to be developed for July to September 2009. This will include the Nutting Grove area.

Progression of funding bids to support Junior Warden Youth projects on the Bawn and Gamble Hill Estates.

JW enquired what is the Junior Warden Youth Project.

GL stated it is to teach the youth to be more environmental focused.

Members were asked to note the contents of this report.

The contents of this report were noted.

6.0 Revenue and Capital Expenditure

6.1 Capital Programme Update

KS mentioned that RM will be giving a list for the October meeting of the proposed schemes to be done.

6.2 Area Panel Update

April 2009

- AP14-09 - Increasing the car parking area facilities on Bawn Approach
The value for this bid is £26,889.00.
JP mentioned this scheme is still **on hold**.

RM

- AP18-09 - To provide car parking at Tong Drive
The value for this bid is £15,000.00.
JP mentioned this scheme is still **on hold**.
- AP30-09 – Fencing New Street Grove
This work has been started with a proposed completion date of the 14th August.

June 2009

- AP75-09– Pathways on The Gardens
This work has been completed.
A consultation will be carried out enquiring from the residents if they are satisfied with the works that have been done.

JP

6.3 Area Panel Bids

August 2009 Bids

- AP12-09 - Conservatory to be installed on Rycroft Green
The value for this bid is for £15,999.00.
BF declared an interest and left the room while this bid was discussed.
This bid was a resubmission where changes were made that would be suitable for the scheme to proceed. The concerns and queries raised by officers and panel members were noted and rectified in the design.
The concern was raised about if this is passed it could open up for other bids to come in for the same thing.
A response was given that each application would need to be judged for its merits.
A query was raised who would benefit from this being done. Would it be used by the other blocks in the area.
The reply given was that this was a sheltered scheme so would benefit the residents of the block.
JP to send a copy of the design to panel members.
This bid was **approved**.
- AP16-09 - Fencing to be placed around Gamble Hill Croft & Grange
The value for this bid is £24,622.00 for minimal individual fencing (as close to the blocks as possible) or £42,633.00 for fencing (including a grassy area).
This bid was resubmit with the two options mentioned above.
The panel members felt that fencing off the two blocks would not achieve any purpose.
This bid was **refused**.
- AP21-09 – Removal of free standing canopies at Gamble Hill Grange and Croft
The value for this bid is £1,500.00.
The panel felt that removing the free standing canopies would not achieve the bidders proposal to deter the youth from congregating at the entrance.
This bid was **refused**.
- AP89-09 – Demolition and removal of bin stores to rear of 163 – 173 Heights Drive
KS and JW declared an interest and left the room while this bid was discussed.
JP mentioned he has visited the site in question and spoken to the residents who have said they do not want these removed.
The residents take good care of these bin stores and they are well used.

JP

There are bin stores further down however which are in a bad state of disrepair therefore believes incorrect information was provided initially. This bid was **refused** due to the information provided.

- AP94-09 – Provision of fencing to the front of Claremont Grove
The value for this bid is £4,500.00.
The bidder states he would like this to be fenced off due to dogs fouling on the grass area and also restrict access to unwanted visitors.
JP mentioned that he feels there are other options that can be enforced besides fencing this off.
SG stated that fencing this area off will not really achieve any purpose due to there being many access routes in this area. Panel members agreed.
This bid was **refused**.
- AP95-09 – Removal of flags, provision of bollards and placement of signage to Greenside
The value for this bid is £865.00.
The original bid was to remove all the flags and tarmac due to flags being constantly broken due to vehicles going over them. This bid was amended with the bidders permission to include the removal and replacement of flags underpinning them where needed, the placement of bollards to prevent vehicular access and signage to inform visitors of their obligation to parking and access.
This bid was **approved**.
- AP96-09 – Supply and fit metal handrails on the Gamble Hill Estate.
The value for this bid is £3,727.00.
This bid is for handrails to be placed on numerous areas of the estate where there is consistent pedestrian use. This scheme would also enable residents who have varying levels of disability to use them.
JW enquired if the cost included repairs to the steps that are damaged.
JP said no as feels handrails would be sufficient to enable the residents to use the steps. The steps themselves would be a maintenance issue.
This bid was **approved**.
- AP112-09 – Funding for the Armley Juniors Project
The value for this bid is £5,000.00.
A query was raised as to where the other funding given is from.
£1,900.00 was match funded and £1,000.00 was raised through a variety of in house activities giving a total of £2,900.00.
The panel members stated they would like to see a report of how the previous funding approved in May 2008 has benefited this project.
It was requested that GB could attend the October meeting to provide the area panel members with the information required.
It was mentioned that there was information given that had been omitted when presenting this bid.
MK to send this information out to all panel members.
This bid was **approved**.
- AP115-09 – Funding for Multiple Tenant Training Sessions
The value for this bid is £2,000.00.
LW declared an interest and left the room while this bid was discussed.
Panel members would like updates and evidence will need to be provided of how the funding has assisted the training sessions.
This bid was **approved**.

MK

LW

- AP132-09 – Funding for improvements to the walkways around the Gamble Hill multi storey blocks

The value for this bid is £23,500.00.

This has been match funded from the Environmental budget to the value of £23,500.00.

The original total for this bid was £47,000.00.

Due to cost funding to do the walkways by Gamble Hill Grange is being requested.

It was mentioned that there are 98 tenants and 1 leaseholder in this block.

This bid was **approved**.

KS requested a final figure for the bids that have been approved this meeting.

A total of **£51,726.00** was given as being approved this meeting.

KS mentioned that a meeting is to be arranged regarding a query on fencing and car parking bids as with the current budget this is not able to be done via area panels.

7.0 Any Other Business

7.1 Election of Chair and Terms of Reference

The Terms of Reference was given to all panel members for their information.

SG said there had been only one expression of interest for the position of Chair to the Area Panel.

The expression of interest had been received from KS.

SG enquired if the panel members present had any objections or were in approval of KS being the Chair for this area panel.

All panel members present agreed for KS to stand as Chair.

7.2 ASB

CS mentioned there were 15 active ASB cases and 27 cases had been closed for the Pudsey area.

CS gave an overview of the various issues that are covered as ASB cases. These are items such as Noise Nuisance, Rowdy Behaviour, Drug Dealing, Foul & Abusive Language, Criminal Damage, Cultivation, Pets/Animal nuisance, Physical Violence/Assault and many other issues.

CS went on to state that if the Tenancy Enforcement Team are unable to resolve the issue then it will be passed to ASB unit. Majority of the time the team have been able to resolve issues thereby saving costs and legal fees.

CS mentioned there were 15 active ASB cases and 27 cases had been closed for the Pudsey area. There were 21 active ASB cases and 129 cases had been closed for the Wortley area.

A question was raised regarding what is Cultivation.

CS said it is when the perpetrators grow cannabis in their properties.

KS enquired regarding the Sexuality incident and has this been dealt with.

CS stated she will find out and feed back.

CS mentioned that they are still having a lot of trouble gaining access to do Gas Services in properties.

A comment was made about how would a problem with a motor bike going through multi storey blocks be dealt with causing noise nuisance.

CS said an officer from the Fire Station has the authority to seize the bikes.

MP gave an overview regarding the information that is received by themselves from the police.

KS enquired if copies of this could be sent out for future meetings.

The following points were noted.

CS

April

- ❖ Burglary
Calverly area and the Gamble Hill Estate had the highest amount of burglaries and car break ins.
- ❖ Damage and ASB
There have been 40 cases of ASB and 12 cases of Damage.
Nutting Grove Terrace had 15 incidents of damage and ASB. These were due to fires being started under the archways and other issues.

July

- ❖ There were not many problems in the Outer West area this time.
- ❖ There were 39 incidents of vehicle crime in Wortley area. Some of the areas used to fall under Wortley but now fall under Armley so more for Inner West.

MP enquired if the panel members would like this information on a regular basis.
KS stated yes as it would help the panel members to ensure correctly prioritising the Area Panel bids according to areas where needed most.

MP

KS enquired why are the bids being looked over by Claire Warren before they are presented to the panel.
SG said she will enquire from CW and inform KS.

SG

8.0 Date, Time and Location of Next Meeting

8.1 Wednesday 14th October 2009
5.30pm (5.00pm – Refreshments)
Westfield Chambers

Signed.....

Date.....

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Originator: Phil Rigby/
Stephen Smith
Tel: 395 1093

Report of the Chief Environmental Services Officer

Outer West Area Committee

Date: 16th October 2009

Subject: **STREET SCENE GROUNDS MAINTENANCE FUTURE PROCUREMENT STRATEGY
PROCUREMENT STRATEGY UPDATE REPORT**

Electoral Wards Affected:
ALL

Ward Members consulted (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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

1.01 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

- 2.01 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.
- 2.02 The new procurement arrangements are aimed at taking into account the recommendations of the Environment and Community Scrutiny Board 2005 inquiry into previous arrangements.
- 2.03 In addition, relevant officers are attending the Environment & Neighbourhoods Scrutiny Board Working Group on the Grounds Maintenance Service.
- 2.04 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

- 3.01 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.
- 3.02 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.
- 3.03 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.
- 3.04 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 PROJECT STRUCTURE AND GOVERNANCE

- 4.01 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
- 4.02 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

- 4.03 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.
- 4.04 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.
- 4.05 The Project Board will approve actions at key stages of the procurement process.

5.00 CONSULTATION PROCESS

- 5.01 All parties (3 ALMOs, BITMO and Highways) have undertaken consultation with stakeholders with regards to the content of a future Grounds Maintenance service.
- 5.02 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
- 5.03 All ALMOs have also provided updates on the progress and consultation process to their SMTs and / or Boards.
- 5.04 Highways have also undertaken a thorough survey making use of the City Council's Citizen Panel.

6.00 OUTLINE SPECIFICATION / SCOPE OF WORKS

- 6.01 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.

6.02 **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.

6.03 **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.

6.04 **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.

6.05 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.

6.06 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.

7.00 PROCUREMENT TIMETABLE – KEY DATES

7.01 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

8.00 RECOMMENDATION

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

8.02 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.

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Originator: Liz Jarmin
Tel: 3950647

Report of The Director of Environment and Neighbourhoods Directorate

Meeting: Outer West Area Committee

Date: 16th October 2009

Subject: Community Centres Report (all area committees)

<p>Electoral Wards Affected:</p> <p>ALL</p> <div style="border: 1px solid black; display: inline-block; padding: 2px; margin-top: 10px;">√</div> Ward Members consulted (referred to in report)	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>
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Council Function	<input type="checkbox"/>	Delegated Executive Function available for Call In	<input checked="" type="checkbox"/>	Delegated Executive Function not available for Call In Details set out in the report	<input type="checkbox"/>
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Executive Summary

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 will focus 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 Council's 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 Outer 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
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 Outer 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 Outer West Area is attached at appendix 4.

3.9.2 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.

3.9.3 **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. Subsidy is provided to organisations leasing centres through income forgone to the Council. In Outer West the following organisations benefit from this programme:

- Lower Wortley Community Association – 100% subsidy £19,000

4.1.2 The subsidy is based on a market rental assessment of the property. 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, this will go live on the 1 October 2009.

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 Outer West Area Committee Community Centres Portfolio

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

Area Committee – Outer West 2009/10			Budgets			
Centres	Ward	Status	Controllable	Non-controllable	Income	Total Net Budget
Swinnow CC	Pudsey	Leased Out	£0	£6,990	£0	£6,990
Calverley Institute	Calverley & Farsley	LCC Managed	£21,210	£41,620	£7,500	£55,330
Westroyd Annexe	Pudsey	Leased Out	£4,000	£590	£0	£4,590
Lower Wortley	Farnley & Wortley	To be Leased	£310	£2,740	£0	£3,050
Total			£25,520	£51,940	£7,500	£69,960

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 £69,960 actual expenditure to 31st July 2009 is £4,028. 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 Outer 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. The main changes in the Outer West portfolio include:

- 6.2.1 **Calverley Mechanics Institute** – The Outer West Area Committee has agreed to fund this directly leased centre the amount of £6,078 in order to carry out improvements to the centre, specifically around the supper room and stage. The room is currently used by a local playgroup, and theatrical groups. Improvements to the centre will include re-decoration and new flooring, which will hopefully allow more users to have full use of the centre, and encourage new users.
- 6.2.2 **Swinnow Community Centre** – this leased centre had until recently no management committee to run it. Thanks to Area Management's intervention, and the holding of an open day to publicise the centre's existence, new users for the centre, along with a management committee have been found. In addition, to aid the sustainability of the centre, the Outer West Area Committee have recently agreed funding for the centre which will enable refurbishment of the kitchen and two new radiators to be installed. This will enable the centre to be run as a luncheon club, and hopefully encourage more vulnerable users such as older people's and toddlers groups to use the centre.
- 6.2.3 **Lower Wortley Community Centre** – Lease negotiations are continuing with the Lower Wortley Community Association. Approval has been granted to offer an internal repairing and insuring lease to the group rather than the standard lease which requires lessees to be responsible for external repairs also. This is due to the external fabric of the building being grade II listed and the cost of listed repairs may financially disadvantage the group.

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

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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

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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
OUTER WEST											
LOWER WORTLEY CC (TO BE LEASED)	31373	£0	-£523	£310	£0	£310	-£591	£0	£0	£310	-£591
SWINNOW CC (LEASED)	85471	£0	£231	£0	£0	£0	£256	£0	£0	£0	£256
CALVERLEY INST WESTROYD	89134	£9,720	£1,244	£11,390	£100	£21,210	£2,254	-£7,500	-£2,036	£13,710	£218
ANNEXE(LEASED)	89138	£0	£0	£4,000	£68	£4,000	£68	£0	£0	£4,000	£68
TOTAL OUTER WEST		£9,720	£952	£15,700	£1,035	£25,520	£1,987	-£7,500	-£2,036	£18,020	-£49

NON CONTROLLABLE COSTS											
OUTER WEST	Mgt Fee 166 87	NDR	Insurance		Capital		Non Controllable maintenance costs(CPM)		Net Non Controllable 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	
OUTER WEST											
LOWER WORTLEY CC (TO BE LEASED)	£50	£0	£0	£0	£0	£0	£2,690	£0	£2,740	£0	
SWINNOW CC (LEASED)	£0	£0	£0	£0	£5,760	£0	£1,230	£0	£6,990	£0	
CALVERLEY INST WESTROYD	£2,880	£3,790	£0	£0	£25,270	£0	£9,680	£0	£41,620	£4,077	
ANNEXE(LEASED)	£590	£0	£0	£0	£0	£0	£0	£0	£590	£0	
TOTAL OUTER WEST	£3,520	£3,790	£0	£0	£31,030	£0	£13,600	£0	£51,940	£4,077	

Annual Budget / Income Estimates	
Budgeted Expenditure	Net Budget Income
£27,880	£0
£4,590	£360
£32,830	£360
	Below excludes capital and maintenance budgets which are
	£20,380
	£4,590
	£25,330

Net Overall Budget - Controllable + Non Controllable	
Budget 2009-10	Actual To 31/07/2009
£3,050	-£591
£6,990	£256
£55,330	£4,295
£4,590	£68
£69,960	£4,028

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CORPORATE PROPERTY MANAGEMENT

Community Centre Building Maintenance Expenditure/ Status Briefing

Background

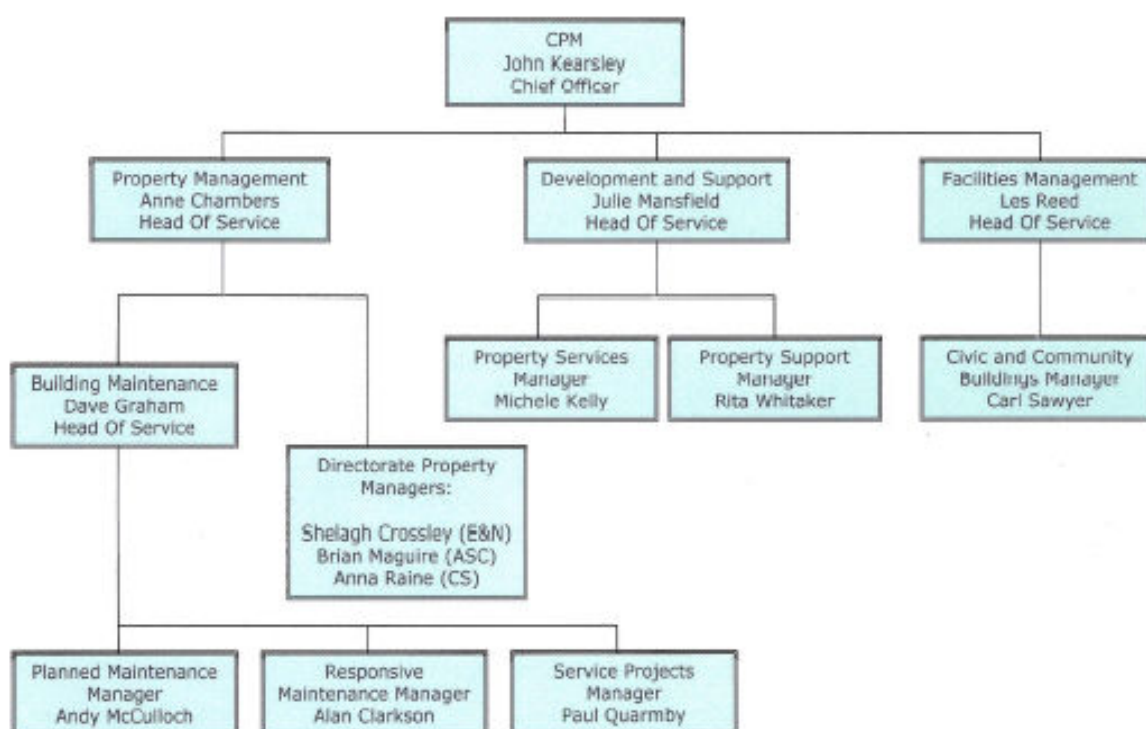
- 1 Corporate Property Management (CPM) was set up in January 2008 under the Council Change Programme as part of the development of the new Corporate Landlord arrangements, it is a Service within the Resources Directorate.
- 2 CPM is responsible for assets which are used for service provision e.g. community 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 transferred 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
Outer West	Calverley Mechanics	General report/refurbish roof and parapets to make fully watertight	£ 3,000					
		Missing pointing to small areas all over exterior walls. Rear boiler area req's complete repointing				£ 40,000		
		Replace all remaining original windows (34no)		£ 2,500				
		Replace vinyl flooring to stage area			£ 12,000			
		General pointing works to whole exterior						
			£ 3,000	£ -	£ 2,500	£ 52,000	£ -	
			£ 57,500.00					

Total	£ 57,500.00
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Originator: Michelle Anderson
and Phil Charlton

Tel: 0113 24 78089

Report of the Director of Environment & Neighbourhoods

Outer West Area Committee

Date: 8th October 2009

Subject: Round 6 PFI Lifetime Neighbourhoods for Leeds Update

Electoral Wards Affected:
ALL

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 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 Outer 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

None



Originator: Ross Langford

Tel: 0113 2066785

Report of Patient and Public Support Services NHS Leeds

Report to Outer West Area Committee

Date: 16th October 2009

Subject: NHS Foundation Trust

<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 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

Members are asked to consider how they wish to respond to the consultation being undertaken by Leeds Teaching Hospitals NHS Trust about its application to become a Foundation Trust.

1.0 Purpose Of This Report

The purpose of the report is to seek Council Members' views on the consultation being undertaken by Leeds Teaching Hospitals NHS Trust (LTHT) about its application to become an NHS Foundation Trust.

2.0 Background Information

NHS Foundation Trusts are a new type of organisation, they are not-for-profit, public benefit corporations. They are part of the NHS and must meet national healthcare standards. They continue to provide services to patients on the basis of need and not ability to pay.

LTHT in the process of developing its application for this important change and the consultation is a way of getting stakeholder views about how the organisation will be run in the future. LTHT is required by section 35(5) of the National Health Service Act 2006 to undertake formal consultation with the staff, patients, the public and stakeholder bodies.

3.0 Main Issues

A full consultation document sets out the full range of issues involved in the Trust's application. A copy is attached at Annexe A.

The main issues are the ones arising as proposals in the consultation document. These proposals will inform the Trust's drafting of its new constitution. Monitor, the independent Foundation Trust Regulator, publishes a model core constitution. The Trust's draft constitution, based on this model core, will set out the legal framework for FT status, including provisions for:

- Membership
- Constituencies
- Board of Governors
- Board of Directors
- Elections

4.0 Implications for Council Policy and Governance

Section 9(4) of the National Health Service Act 2006 requires the aspirant Foundation Trust to appoint one or more Governors from qualifying local authorities (local authority for an area which includes the whole or part of an area specified by the Trust as the area for its public constituency). In this case the City of Leeds is a qualifying authority as it includes 9 public constituencies.

Member Consultation

This paper forms the basis of member consultation. LTHT has asked to attend all Area Committee meetings during the consultation period and has undertaken to provide speakers and presentations to other local groups such as neighborhood forums, parish or town council meetings, etc.

5.0 Legal and Resource Implications

6.0 Conclusions

The process LTHT is working through is an extended one, with three stages overseen by Yorkshire & Humber Strategic Health Authority, the Department of Health, and Monitor.

The exact timescale for the change will vary depending on how quickly approval is given at different parts of the process. The table below shows the approximate time frames.

Oct - Dec 2009	12 week formal public consultation on governance proposals
Spring 2010	Trust publishes its response to feedback given during the 12-week consultation
October 2010	Formal application submitted to the Department of Health
Spring 2011	Earliest date when the Trust could be authorised to become a Foundation Trust

8.0 Recommendations

Members are recommended to note the request for feedback on consultation. There are mechanisms for providing feedback through Officers (the Chief Executive has received a request to consider providing an Appointed Governor to the Trust's shadow Council of Governors). The Trust is also seeking feedback directly in writing or through the Trust website.

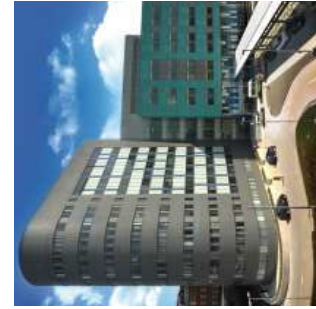
your hospitals your say

The Leeds Teaching Hospitals **NHS**
NHS Trust



foundation trust
consultation document

October 2009



St James's University Hospital

Terms used in this leaflet

NHS Trust The name for an NHS organisation that manages one or more hospitals

NHS Foundation Trust The name for an NHS organisation that manages one or more hospitals as not-for-profit public benefit corporation with Members (like the Co-op)

Board of Directors The members of the Trust Board who lead an NHS organisation and who take collective responsibility for achieving the organisation's aims; the Board is made up of Non-Executive and Executive Directors.

Non-Executive Directors Directors who have expertise, not necessarily within the NHS but who bring a beneficial perspective from their outside experience. They are drawn from the catchment area served by an NHS Trust and sit on the Board of Directors. Their role is to ensure the Trust is performing well by providing an internal challenge.

Chairman The senior Non-Executive post in the organisation, who leads the organisation's Board in setting the strategic direction. The Chairman makes sure the Board takes proper decisions to achieve the Trust's aims.

Executive Directors The most senior managers in an NHS organisation. They have special responsibility for areas such as finance, medical and nursing staff, but they also have collective responsibility to work together as members of the Board with Non-Executives across all areas of the Trust.

Chief Executive The senior Executive Director who is responsible for all aspects of the work of the Trust, including leadership, management of resources and performance management of objectives. The Chief Executive has personal responsibility for the quality and safety of services.

Governors Members of an NHS Foundation Trust who are elected to represent the interests of Foundation Trust Members, patients and the public.

Members People who choose to join because they have an interest in the Foundation Trust; they elect Governors.

Primary Care Trusts The NHS bodies who use money allocated by The Government to buy health services such as hospital care, mental health services and GP services for their local community. They are also responsible for improving public health in the area.

Monitor The independent regulatory body created by Parliament to hold Foundation Trusts accountable for delivering efficient and effective health care.

This consultation document can be downloaded from www.leadsth.nhs.uk. It can be made available in Braille, large print and minority ethnic languages on request.



Seacroft Hospital



Wharfedale Hospital, Otley



Leeds Dental Institute



Leeds General Infirmary (LGI)



Chapel Allerton Hospital

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“The staff’s patience, care and attention means I can go home a more confident mum”

*Bianca Mason (mum) babies Freya and Annabelle
with Jayne Wagstaff (midwife)*



section 1

introduction

Thank you for taking time to consider Leeds Teaching Hospitals plans to become an NHS Foundation Trust. This document explains the reasons why we would like to take this step and asks for your feedback on some important questions that need to be answered during this consultation.

The questions in this document are about key aspects of these changes and we would like your views so that we can make decisions properly informed by your feedback. Staff from our hospitals will be out and about talking to local groups and answering as many questions as possible during a 12-week consultation period beginning on 1 October 2009 and running until 24 December 2009.

NHS Foundation Trusts are a new type of organisation. They are not-for-profit, public benefit corporations. They are part of the NHS and must meet national healthcare standards. They continue to provide services to patients on the basis of need and not ability to pay. However, they are more independent of Government than NHS Trusts so that they can more effectively become part of the local community.

Your views are very important to us as the main benefit from becoming a Foundation Trust is to ensure the Board of Directors is better connected to the community we serve. Please take the opportunity to respond to the consultation using the form provided or by writing or e-mailing us to say what you think.

We want to use the new arrangements that come about as a result of being a Foundation Trust to plan our future in partnership with you. This is an exciting time to be part of our hospitals. We are aiming to use the opportunity presented by Foundation Trust status to make sure that improvements and changes we make are well understood and supported by the people who use our services.

We look forward to hearing from you with feedback on our ideas, on the questions set out in this document and on any other aspect of our proposals. We will consider all the responses sent to us, analyse them and make decisions based on them and the other information available to us. We will publish our conclusions before the end of March 2010.

At the moment we are directly accountable to the Secretary of State for Health. In future, if we become a Foundation Trust, we would be regulated by Monitor, the independent body created by Parliament to oversee Foundation Trusts. We will also be run differently and will be more accountable to local people who can become Members and Governors of the Foundation Trust.

We are in the process of developing our application for this important change and our consultation is a way of getting your views about how the organisation will be run in the future.



Maggie Boyle, Chief Executive

Mike Collier CBE, Chairman

why are we applying to become a foundation trust

In summary, as a Foundation Trust we will have greater freedom to develop services to suit the needs of our local community. We would be operating under different arrangements that encourage and reward improved performance.

We will be more accountable to the local community and less to Whitehall. One way in which this will happen is by the setting up of a Council of Governors to work with the Board of Directors. Governors will be elected by local Members to represent their views and those of other people in Leeds and the region beyond.

As a Membership organisation, we will also actively seek the views of our Members who will mostly be drawn from local people, patients and staff. We believe that this will help us to become more responsive to local needs and wishes.

We will be able to invest any surplus money we make, either by working more efficiently or by disposing of unused assets, into improving services. We can also borrow money within the private sector to invest in new services or facilities.

The Government would like all NHS Trusts to be on their way to becoming Foundation Trusts by the end of 2010. Although they are not required to follow directions from the Secretary of State for Health, Foundation Trusts still follow the same ethos as all NHS Trusts – to provide and develop services for NHS patients according to NHS values, principles and standards and with the same NHS systems of inspection in place to ensure quality.

As a Foundation Trust we will be able to design and plan our services differently. This means we can tailor local services to the needs of local people.

We would be known as Leeds Teaching Hospitals NHS Foundation Trust. Our Members will play a crucial role in electing representatives (called Governors) to work closely with our Board of Directors in ensuring our hospitals provide the best health care and represent the views of Members

Do you think the proposed name properly represents the organisation?

The Board of Directors and the Governors will work together to make sure we perform well, ensure we fulfil our statutory duties as an organisation and ensure our Members' views are represented. It will be the Board's role to manage the hospitals and the Governors' role to hold them to account. The Board of Directors and the Council of Governors will report back to Members about achievements, improvements and any problems.

"Thankyou for the generosity and kindness of the staff I have met during my stay in hospital"

*Jill Collinson, Guiseley
Sian Reed (Health Care Assistant)*

section 3

our plans for the future

We plan to use the changes involved in being a Foundation Trust to help us achieve our vision for success. Health care is changing to meet the expectations of the people who use it. It is also clear that efficiency will be increasingly important as the NHS faces up to the same challenges as other sectors of the economy.

We will rise to the challenge set by consumers who want ever higher quality services which are also good value for public money. We aim to bring local people into the network of knowledge and experience that drives change and improvement.

Our strategic goals are:

- ◆ **Achieve excellent clinical outcomes**
- ◆ **Improve the way we manage our business**
- ◆ **Become the hospital of choice for patients and staff**

Excellent health services - we will use the views of patients and carers, as well as health professionals to develop our services and drive up quality. There is lots of evidence to show that as a result we will improve clinical outcomes and reduce costs. We will maintain and extend the wide range of health care we provide, from regular hospital services to very skilled and specialist services available regionally and nationally.

Expert staff - we already have a professional and expert workforce, dedicated people who work together in multidisciplinary teams providing very specialist care. We will become more efficient by developing our staff to work in new ways and improving our systems, for example the better use of information technology between health agencies.

Teaching, research and development - we plan to make the most of the excellent partnerships we have with higher education to provide teaching for healthcare professionals and to inspire world-class research and development projects.

Local partnerships for change - hospital care is only part of the mix of health services required to meet people's expectations of the NHS. We will work positively with NHS Leeds - the organisation that plans and funds health services in Leeds - to ensure we do the best we can for the city and beyond. The direction for the NHS is clearly set out in national policy. We will try to be at the leading edge of this change by collaborating with NHS Leeds to provide high quality care in settings that are closer to people's homes and communities.

Health care environment - when people come into hospital we want to care for them in exceptional clinical facilities. As we move forward we aim to have the best possible accommodation so that we can move out of older buildings which are expensive to maintain and are less fit for purpose.

In summary, we know that improving quality is the highest priority and that we can do this best by engaging properly with the people who can influence this - NHS staff, patients, carers and the organisations who work with us. Achieving Foundation Trust status is an important step in this process because it will give us the right structures and relationships.

Do you have any suggestions you think we should take into account as part of our vision and goals?

"Great positive change with new hospital refurbishments"

Cameron Tippie with Kevin Somers



benefits of being a foundation trust

We believe that NHS Foundation Trust status will help us deliver the highest quality health care to people who use our services. We continuously strive to improve patient care, but we know we need to do this even more effectively and faster.

As an NHS Foundation Trust we are still part of the NHS, but will have more freedom to run our own affairs at a local level. For example, although we must comply with national standards, we can decide how we do that, by developing new ways of working and to reflect local needs and priorities.

NHS Foundation Trusts are controlled locally so they are able to respond more readily to the needs of patients and the local community. We will have more flexibility in how resources are used and greater opportunities to get investment in new and improved facilities and equipment which will really make a difference to patients and staff.

As a Foundation Trust we will:

- ◆ **ask the views** of our members to help us design and plan services
- ◆ **tailor our services** to make them more responsive to local people's needs by making them more accessible, more convenient and more appropriate for the communities we serve
- ◆ **support patient choice** more effectively by using patient views to shape how, when and where we provide services

- ◆ **involve local communities** and other partners in the overall governance of the organisation and its development
- ◆ **seek different sources of income** and have greater freedom to decide how we spend it
- ◆ **retain financial surpluses** at the end of each financial year which we can reinvest in patient services
- ◆ **strengthen our contractual arrangements** with other organisations (including other NHS organisations) to ensure these are legally binding, bringing greater security and ensuring continuity of services
- ◆ **use our research** more effectively for the benefit of local patients and clinicians
- ◆ **work more closely** with other bodies such as social care organisations, local businesses and other health care partners

Overall, it puts us in a stronger position to improve services at our hospitals and ensure they are designed around the needs of local patients and the public.

“Achievement of foundation status means more freedom and independence for the Trust”

Ramnath Subramaniam (Consultant Paediatric Urologist)

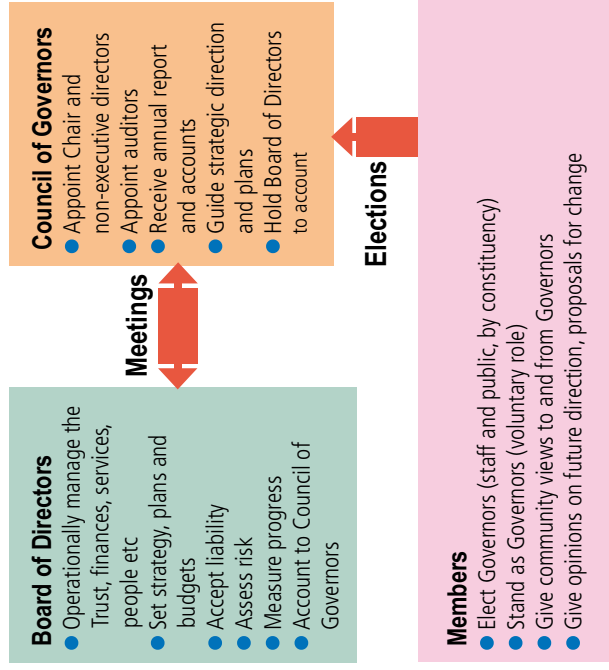
section 5

what the changes will mean

Foundation Trusts have different structures to existing NHS Trusts. The new arrangements focus on relationships between three main groups:

- ◆ **Members**
- ◆ **Council of Governors**
- ◆ **Board of Directors**

The diagram shows how they relate to each other and outlines their main roles:



We believe most of our staff will want to join as Members automatically, but they can opt out if they want.

Do you support the proposal that staff Members automatically become Members unless they choose to opt out?

The role of Members

After we are approved as a Foundation Trust, our Members will have a number of important opportunities or responsibilities including:

- ◆ **voting in elections** to appoint Governors representing Members and the public
- ◆ **acting as an ambassador** of the Trust
- ◆ potentially (by choice) **standing for election** to the Council of Governors
- ◆ **participating in events**, surveys, focus groups etc
- ◆ **engaging in consultations** and discussions about significant or key issues
- ◆ **giving feedback** on services, long term plans and ideas
- ◆ **helping to recruit** more Members

“Our new wing provides excellent facilities, resources and patient care”

David Buchanan (Senior Research Haematology Nurse)
Ann Ewing (Sister Haematology)



what the changes will mean

The benefits of Membership

Membership is free of charge and you are under no obligation to join. You will not receive better or faster treatment as a member but there are many benefits. If you do join, you can give as much or as little time as you like.

As a member you will receive

- ◆ **A free members' newsletter.** It will contain health information and advice direct from our doctors and nurses, as well as valuable information about the hospitals and what's going on in the NHS
- ◆ **Invitations to exclusive members' events.** These could include health fairs where you can come and get your blood pressure checked to open evenings with some of our health experts
- ◆ **A chance to have your say** by taking part in surveys about our hospitals or letting the Governors who represent you and other Members know your views
- ◆ **The opportunity to vote in elections** to the Council of Governors – or stand for election yourself if you would like to become a Governor

It's up to you how involved you want to be. We value any of your input. We're proud of our hospitals but we know they can be even better with your help. All you need to do is to take the step of joining us as a Member.

Although we are not yet a Foundation Trust we can still begin to recruit people who are interested in becoming Members. They will act in a 'shadow' capacity until we are approved as a Foundation Trust. During this time, we will still keep people up to date and ask for views about key developments.

Who can be a member?

Membership of our Trust will be open to the people who fall into one of the following two groups and who have an interest in its development and well being:

- ◆ People aged over 16 who live locally, and people who have used or who may need to use our services
 - ◆ People who are employed by us
- We are proposing that the minimum age for Membership is 16; however we know that young people take a keen interest in health matters and we aim to develop a way of involving younger people through schools and other activities.

Do you agree with the minimum age of 16 for Members?

The area that we serve includes the city of Leeds (see map on page 10) and because we are a Trust providing many specialist services our area extends to much of Yorkshire and the Humber region. Anyone in these areas can join as a member. In addition, people who live further away but who might use specialist services provided by the Trust can also become Members.



Mark Morrell (Porter)

Jon Pickett (Portering Supervisor)

what the changes will mean

“The hospital is great, spacious and relaxing”

Enid Dring with Faye Sweeney (Radiographer)

Membership and representation

We will recruit Members who represent the diversity of the populations and patient groups served by our hospitals. Members will be represented within the Trust by Governors. In order to do this practically, Members will be grouped into geographical constituencies to elect local Governors who can be in regular touch.

Even breaking down the city-wide area and beyond into constituencies does not guarantee effective liaison with all groups. We know there are some which, for a variety of reasons, are seldom heard because they do not find it easy to make links with formal organisations.

Please let us know if you have any suggestions for groups that meet this description and if you have any ideas for effective ways to communicate with them.

We will try to make sure our Membership fairly represents different groups and health interests. We will do this by recruiting for Members in populations or areas that may be under-represented or through channels such as specific health groups.

Governors

Foundation Trusts have a Council of Governors to represent the views of Members and work closely with the Board of Directors. The Council will comprise of a number of Governors who are either **elected** or **appointed**. We are asking for your views about our proposed structure.

Composition of the Council of Governors

We are proposing that the Council of Governors will consist of a Chair and 35 Governors. At least 51% of the Council of Governors must be drawn from and elected by public Members. The rest of the Council will be drawn from staff Members and Governors appointed in agreement with local organisations that we work with.

Do you think this is the right number of Governors? Are there too few or too many?

Once elected, Governors will normally hold office for up to three years (although they can resign at any time) and they will be able to run for re-election.

Is this the right term of office for Governors? Please let us know if you think there are parts of the local community or partner organisations that are not represented?

The Council of Governors will meet regularly in public and in support of these meetings there will be good two way communications between Members, Governors and the Board of Directors.

The Council of Governors are required to act in the best interests of the Trust. They have some statutory duties including:

- ◆ **Receiving** the Trust's annual reports and accounts
- ◆ **Appointing** (and if necessary, removing) the Chair and Non-Executive Directors
- ◆ **Deciding** the remuneration and allowances, and the other terms and conditions of office, of the Chair and the other Non-Executive directors
- ◆ **Approving** the appointment of the Chief Executive
- ◆ **Appointing** and, if appropriate, removing the auditor
- ◆ **In addition**, in preparing the NHS Foundation Trust's "forward plan", the Board of Directors must have regard to the views of the Council of Governors.

what the changes will mean

We are proposing they will also:

- ◆ Act as advocates for the Trust
- ◆ Act as a link between the Members and the Trust, represent Members' views during discussions about the development of the organisation and its services
- ◆ Represent the views of the Trust back to Members
- ◆ Give feedback to the Board of Directors on business and financial plans
- ◆ Recruit new Members, induct and train them and devise a Membership strategy
- ◆ Support the Trust's public consultation process for service changes
- ◆ Participate in visits and the inspection of Trust services

Do you think these Governor roles will help us to deliver health care effectively?

Elections will be run in the latter stages of the Foundation Trust authorisation process by an external organisation to ensure they are democratic and fair. The governing body will run in shadow form at first and will officially take up its role once the Trust is approved as a Foundation Trust.

Elected Governors

Governors who represent Members of the public, patients and staff will be elected from the Membership by other Members. Anyone who wants to become a Governor can nominate themselves if they are a Member of the Trust.

Hospital staff

There will be dedicated staff Governors who will represent the interest of our staff. Staff Governors will be elected from four groups (or constituencies):

- ◆ **Medical and dental staff electing 1 governor**
- ◆ **Nursing and midwifery staff electing 2 governors**
- ◆ **Other clinical staff electing 1 governor**
- ◆ **Non-clinical staff electing 1 governor**

Staff Governors will assist the Trust in developing its services and to ensure representation from those who have immediate responsibility for patients, their care and the hospital environment.

Do you think these are the right groups for staff constituencies?

We are also interested in your views about whether in elections people who volunteer regularly at any of our hospitals should be treated as Members of staff, electing a staff governor, or whether they should be treated as Members of the public electing public Governors.

Should volunteers be regarded as Members of staff?



“Working together as a team makes it easier to provide a more efficient service”

Louise Allott (Staff Nurse) left
Jo Jackson (Ward Clerk) centre
Sharna Matthew (Student Nurse) right

section 5

what the changes will mean

Patients and Members of the public

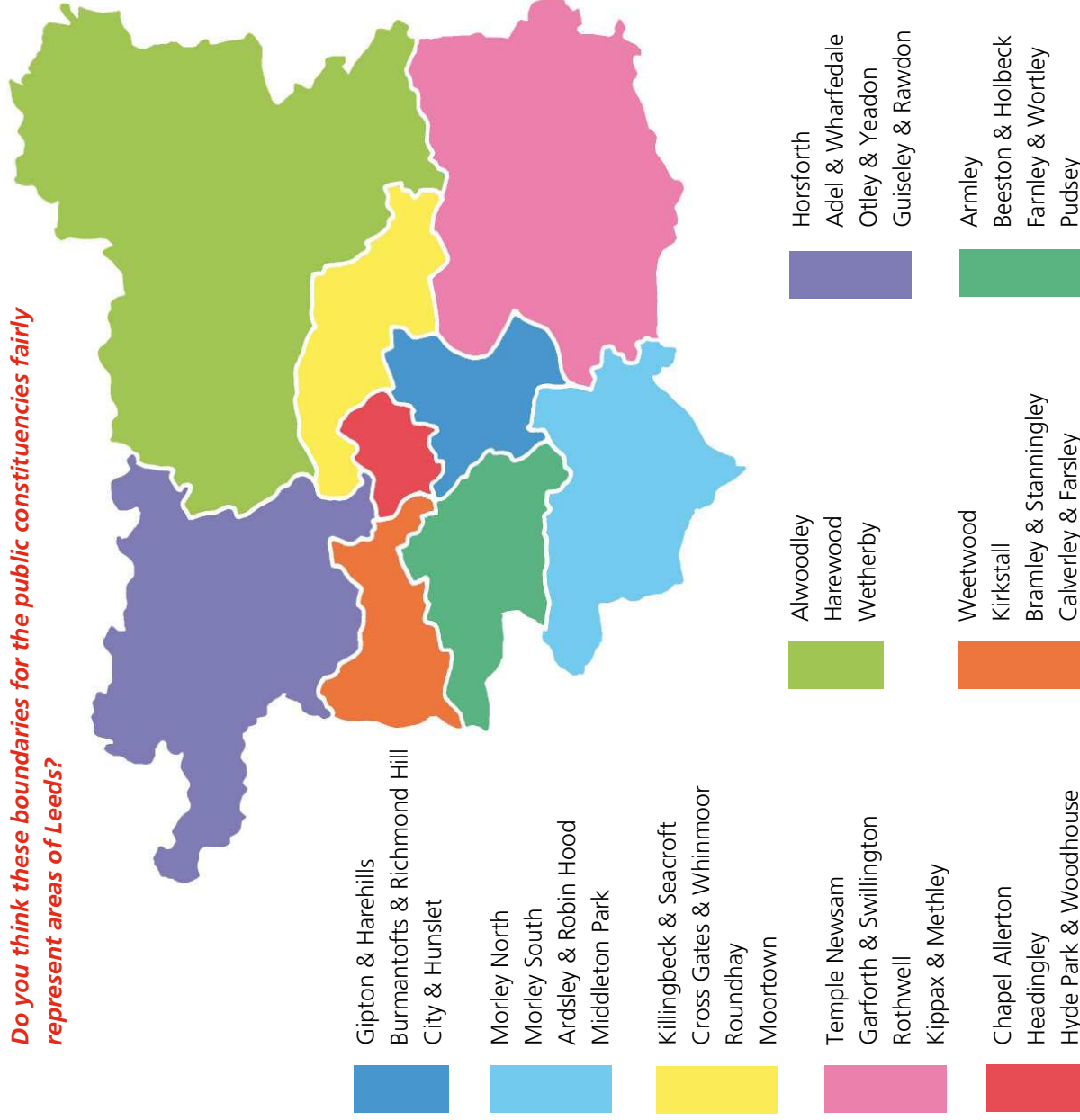
Public Governors will form the largest group on the Council of Governors – this will be written into our constitution to ensure patients and local people always have the majority. Public Governors will be elected from groups (or constituencies) formed by more than one local authority ward.

There will be 9 constituencies in Leeds each electing 2 Governors.

Public Governors from Leeds will represent around 70% of our patients and the public who live in the immediate area served by the Trust for whom we are the local general hospital as well as a specialist hospital.

The map shows the way the constituency boundaries are drawn (they follow local authority electoral ward boundaries but include more than one ward in each constituency). Our constituencies will be made up of the following wards:

Do you think these boundaries for the public constituencies fairly represent areas of Leeds?



what the changes will mean

There will also be constituencies outside Leeds as we are a major Trust with regional and national specialities:

- ◆ **1 constituency** covering people outside Leeds in the wider Yorkshire and Humber area, electing 2 Governors
 - ◆ **1 constituency** covering the rest of England electing 1 governor
- Public Governors from outside Leeds will represent some 30 % of our patients who come from outside the immediate area for which the Trust provides specialist services

Do you think this is the right number of public constituencies and Governors?
Do you think there are parts of the local community or partner organisations that are not represented?

Do you think we should have separate groups specifically representing patients? If so, how might we break them down into smaller groups?

Appointed Governors

Some Governors will be appointed to the Council and will not have to stand for election. Appointed Governors will represent our partners:

- ◆ **NHS Leeds (Leeds Primary Care Trust)**
 - 1 appointed governor to represent the organisation that is our main health community partner

- ◆ **Leeds City Council** - to represent our main non-NHS local health community partners
- ◆ **Leeds University Medical and Dental Schools** - to represent teaching and research interests

We are required to have representatives from these bodies. In addition we may also appoint other Governors. We are proposing to appoint Governors representing:

- ◆ **Leeds Metropolitan University**, as one of our partners in the education sector
- ◆ **Leeds Partnerships NHS Foundation Trust**, as health partners providing services for people with mental health and learning disabilities
- ◆ **Leeds Chamber of Commerce** - 1 appointed governor to bring additional expertise from the strong commercial sector in Leeds and to foster links with the business community
- ◆ **Voluntary sector representation** - 1 appointed governor to represent voluntary groups in the city
- ◆ **Yorkshire Forward** - the regional development agency - 1 appointed governor to represent the interests of the organisation leading wider economic and social development in the region
- ◆ **The hospitals' Staff Side Council** - 1 appointed governor to (the Chair) to represent

Do you think these proposals for appointed Governors are right?



"Everyone was very pleasant. It took us longer to get here than we had to wait for our appointment"

Margaret Lumby and Brenda Foster

what the changes will mean

In summary, the structure of Governors we are proposing is below:

Elected Public Governors (Public)

- 18 public Governors** from 9 constituencies representing Leeds residents and patients who use our general hospital services as well as some specialist services; constituencies will be made up of groups of neighbouring local authority electoral wards
- 2 public Governors** from the Yorkshire and the Humber region representing residents and patients outside Leeds who may need to use our specialist regional services
- 1 public Governor** from the rest of England representing residents and patients who may need to use our specialist national services

Appointed Governors

- 9 appointed Governors** one Governor representing each of the following organisations:
 - NHS Leeds (Leeds Primary Care Trust)
 - Leeds City Council
 - Leeds University
 - Leeds Metropolitan University
 - Leeds Partnerships NHS Foundation Trust
 - Leeds Chamber of Commerce
 - Voluntary sector organisations in the city
 - Regional Development Agency
 - Staff Side Council (Chair)

Elected Staff Governors

- 1 governor** representing medical and dental staff
- 2 governors** representing nursing and mid-wifery staff
- 1 governor** representing other clinical staff
- 1 governor** representing non-clinical staff

Restrictions on Governors

There are legal restrictions that apply to people who wish to become Governors. We are proposing that people can not become a Governor if any of the following apply:

- ◆ Convicted of any offence with a sentence of imprisonment (whether suspended or not) for a period of more than 3 months
- ◆ Bankrupt and not discharged
- ◆ Subject to a Sex Offender Order
- ◆ Convicted of assault against a member of NHS staff
- ◆ Subject to any order restricting access to NHS staff or premises
- ◆ Currently a full member of the Trust Board of Directors
- ◆ Dismissed from an NHS post for performance or behavioural reasons in the last two years
- ◆ Currently a member of the Local Authority Scrutiny Committee
- ◆ No longer a Member of the Trust
- ◆ Currently Governor of another Foundation Trust (people can be Members of more than one FT but may only be a governor on one FT)

"The beautiful surroundings take you away from a clinic setting"

Duncan Brier
(Health Care Support Worker)

Do you agree with these restrictions on who can become a Governor?

what the changes will mean

Board of Directors

The Board of Directors will be made up of Non-Executive Directors and Executive Directors and will include a Chairman and a Chief Executive. Non-Executive Directors will be in the majority. The current Chair and Non-Executive Directors will continue in their current posts when we are approved as a Foundation Trust. Once their term of office ends, future appointments will be made by the Council of Governors.

The role of the Trust Board of Directors will be similar to its current role which is to take overall responsibility for plans and actions intended to deliver our goals. Its main duties are:

- ◆ Set the organisation's strategic aims, ensure the necessary financial and human resources are in place
- ◆ Set and maintain the organisation's values and standards, ensure obligations to patients, the local community and the Secretary of State are met
- ◆ Take collective responsibility for adding value to the organisation by directing and supervising work to achieve the organisation's aims
- ◆ Provide leadership within a framework of prudent and effective controls which enable risk to be assessed and managed
- ◆ Review management performance

Do you agree with our proposals for the Board of Directors?

Role of Chairman

The Trust Chairman will lead both the Board of Directors and the Council of Governors. This important role will link the two bodies. The Chairman's role is to provide overall leadership and direction ensuring the complementary roles of Directors and Governors support the Trust's strategic aims.

Transitional Arrangements

We want to ensure there is no disruption to services when we transfer from one set of management arrangements to another. We propose the transitional arrangements that best ensure a smooth transfer are:

- ◆ Current chair and Non-Executive directors will be appointed to the Foundation Trust Board of Directors for a minimum period of 12 months and until the end of their period of appointment as a maximum – (in accordance with legislation)
- ◆ The current Chief Executive and Executive Directors will be appointed to the Board of the Foundation Trust (in accordance with legislation)
- ◆ Elections for a Shadow Council of Governors will happen in 2010 to be supervised by a fully independent and accredited organisation.

Do you agree with our proposed transitional arrangements?

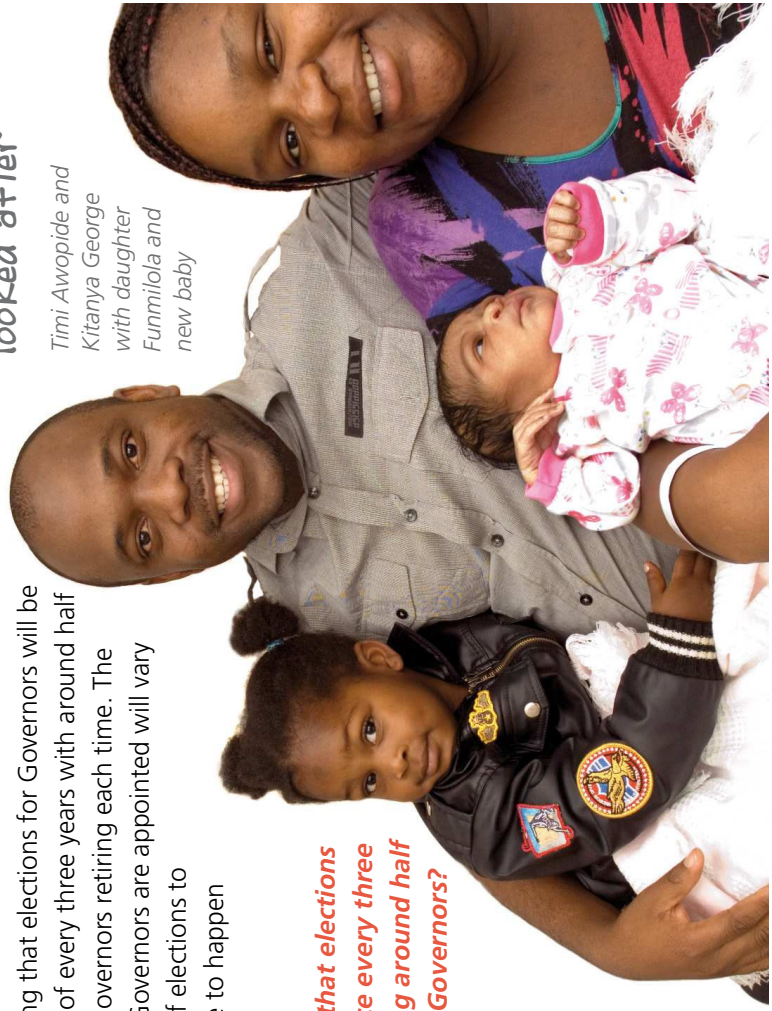
Elections

We are proposing that elections for Governors will be held in two out of every three years with around half of the elected Governors retiring each time. The length of time Governors are appointed will vary at the first set of elections to enable this cycle to happen in future years.

Do you agree that elections should be twice every three years, involving around half of the elected Governors?

"We were well looked after"

Timi Awopide and Kitanya George with daughter Fumilola and new baby



section 6

your say

There will be many ways to find out more about our plans to become a Foundation Trust, including this consultation document and other information leaflets.

We will hold public open meetings and various other events - look out for details on our website and in the local media.

We will attend as many meetings of organised groups as we can manage during the three month consultation period. If you are involved with a group and would like to invite us to attend to explain our proposals, please contact the Communications Team by e-mail public.relations@leedsth.nhs.uk or by telephone on **0113 2064098**, or write to:

**Communications Team
Leeds Teaching Hospitals
1st Floor Trust Headquarters
St James's University Hospitals
Beckett Street
Leeds LS9 7TF**

The answers to questions we are asking in this consultation document will feed into our new rules (Foundation Trust constitution) so that we take full account of local opinions as we become a Foundation Trust.

Please use the response form to say what you think about the specific questions highlighted on the pages you have just read. If you want to make any other comments you can also use the form opposite to do so.

If you would prefer to do this online please use the following link:
www.leedsth.nhs.uk/consultation

The exact timescale for the change will vary depending on how quickly approval is given at different parts of the process. **The table below shows the approximate time frames:**

Oct - Dec 2009	12 week formal public consultation on governance proposals
Spring 2010	Trust publishes its response to feedback given during the 12-week consultation
October 2010	Formal application submitted to the Department of Health
Spring 2011	Earliest date when the Trust could be authorised to become a Foundation

Becoming a member

Use the form on our web site:

www.leedsth.nhs.uk/Membership or complete and post the attached Membership form using the reply paid envelope enclosed with this leaflet, otherwise send to:

**Patient and Public Support Services
Trust Headquarters
St James's University Hospital
Beckett Street
Leeds LS9 7TF**

Or send an email to public.relations@leedsth.nhs.uk with your full name, title, postal address, date of birth and details of your ethnicity, these are not essential but will help us to ensure our Membership is representative. We'll reply to you to complete the registration.

To receive a hard copy of our application form call **0113 206 6785** and we'll send a form out to you.



"Easy access and good facilities for mums"

Zada Miah and Rushih Miah
with son Hafiza and
daughter Shakil

Response form *Please tick*

Overall, do you support our plans to become a Foundation Trust?

Yes No Any comment (please write on a separate sheet if you need to):

Do you think the proposed name properly says what we are about? [page 3]

Yes No Any comment:

Do you have any suggestions you think we should take into account as part of our vision? [page 4]

Yes No Any comment:

Do you support the proposal that staff Members automatically become Members unless they choose to opt out? [page6]

Yes No Any comment:

Do you agree with the minimum age of 16 for Members? [page7]

Yes No Any comment:

Please let us know if you know of any 'seldom heard' (or hard to reach) groups and tell us about any effective ways to communicate with them. [page 8]

Yes No Any comment:

Do you think we have the right number of Governors? Please let us know if you think there are parts of the local community or partner organisations that are not represented? [page 8]

Yes No Any comment:

Is 3 years the right term of office for Governors? [page 8]

Yes No Any comment:

Do you think our proposals for Governor roles will help us to deliver health care? [page 9]

Yes No Any comment:

Do you think these are the right groups for staff constituencies? [page 9]

Yes No Any comment:

Should volunteers be regarded as Members of staff? [page 9]

Yes No Any comment:

Do you think these boundaries for the public constituencies fairly represent areas of Leeds? [page 10]

Yes No Any comment:

Is this the right number of public constituencies? [page 11]

Yes No Any comment:

Do you think we should have separate groups specifically representing patients? If so, how might we should break them down into smaller groups? [page 11]

Yes No Any comment:

Do you think our proposals for appointed Governors are right? [page 11]

Yes No Any comment:

Do you agree with these restrictions on who can become a Governor? [page 12]

Yes No Any comment:

Do you agree with our proposals for the Board of Directors? [page 13]

Yes No Any comment:

Do you agree with our proposed transitional arrangements? [page 13]

Yes No Any comment:

Do you agree that elections should be twice every three years, involving around half of the elected Governors? [page 13]

Yes No Any comment:

Application to become a Foundation Trust Member

If you would prefer to do this online you can do so at: www.leedsth.nhs.uk/Membership

Title:
 First Name:
 Surname:
 Full address:

 Postcode:

Date of Birth

Age (years)
 Gender M F

Home telephone number:
 Mobile telephone number:

e-mail address **(this is the most effective way for us to contact you)**:

Any special information requirements, e.g. other languages, Braille, etc

Your ethnicity

- A White**
- British
 - Irish
 - Any other white background
- B Mixed**
- White and Black Caribbean
 - White and Black African
 - White and Asian
 - Any other mixed background

- C Chinese or other ethnic group**
- Chinese
 - Any other ethnic group

- D Black or Black British**
- Caribbean
 - African
 - Any other Black background

- E Asian or Asian British**
- Indian
 - Pakistani
 - Bangladeshi
 - Kashmiri
 - Any other Asian background

Have you selected 'Any other ... background'? Please give us more details so that we can better understand your needs:

Membership Interests (please tick any that apply)

- Open meetings and open days
 - Surveys, Workshops and Focus Groups
 - Volunteering
 - Fundraising
 - Consider standing for Membership of the Council of Governors
 - Help develop better information for patients and carers
 - Help to recruit more Members
 - Be consulted on any changes to the constitution
 - Help develop patient information
 - Be consulted on any changes to the constitution
 - Help develop patient information
- Other (please give details):

Health interests (please tick any areas in which you have a particular interest)

- Cancer
- Heart disease
- Children's health
- Men's Health
- Women's Health
- Older People's health and care
- Diabetes
- Surgical services
- Renal medicine
- Respiratory medicine
- Other (please give details)

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- Please tick here if you do not want to be enrolled automatically as a supporter or Member of the Trust when it changes to an NHS Foundation Trust
 - Please tick here if you would like to receive more copies of this form
 - NHS Foundation Trusts are required to publish a publicly available register of members. Please tick here if you do not want your name to appear on
- If there is a reply paid envelope with this leaflet please use it to return the consultation response form and / or the Membership application form. If there is no reply paid envelope please contact us on 0113 206 6785 or use a stamp to send it to Patient and Public Support Services at the address shown above (on the inside back cover). Thank you.**

"Caring for the people of Leeds and beyond past, present and future"

Matrons - Sue Dodman, (left)
Helen Christodoulides (centre)
and Kath Oddy (right)

If you would like more copies of this leaflet or a less detailed summary version, or if you would like more copies of the membership application form please contact:

**Patient and Public Support Services
Trust Headquarters
St James's University Hospital
Beckett Street
Leeds
LS9 7TF**

or send an email to
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Originator: Lynda Bowen

Tel: 0113 2478545

Report of Chief Officer of Support & Enablement, Adult Social Care

Meeting: Outer West Area Committee

Date: 16th October 2009

Subject: Consultation on day services for older people

Electoral Wards Affected:
ALL

Ward Members consulted (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

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

EXECUTIVE SUMMARY

This report presents the Area Committee with a copy of the Executive Board Report, appended (appendix A).

Members of the Area Committee are asked to note the report, and consider if they wish to make a response as part of the consultation process, agreed by Executive Board.

Purpose of This Report

1. The Executive Board appended forms the basis of this report and presents the Area Committee with proposals for consultation on day services for older people.
2. The Executive Board report outlines the following:
 - Provides an update on the implementation of Day Services strategy agreed by Executive Board in July 2008
 - Proposals for developing Dementia, day respite and re-ablement services in each of the 3 Area Management Areas.
 - To embark upon a period of Consultation with local people on changes to the day services delivered from 6 day centres across the city

3. The Executive Board report agreed a period of consultation. The purpose of this report is to request the Area Committee, if they wish, to contribute to the consultation.

Recommendations

4. Members of the Area Committee are asked to:
 - Note and consider the report appended
 - Consider any response they wish to make as a part of the consultation

Background Papers

Executive Board Report 22nd July 2009. From Day Centres to Day Services: Responding to the needs and preferences of older people



Report of the Director of Adult Social Care Services

Executive Board

Date: 22nd July 2009

Subject: From Day Centres to Day Services: Responding to the needs and preferences of older people.

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Eligible for Call In

Not Eligible for Call In
(Details contained in the re

1.0 Executive Summary

- 1.1 Building on the reports to the Executive Board in July and November 2008, this report describes how the strategy for day services for older people is developing and sets out proposals for the implementation of the final phase of the strategy.
- 1.2 Whilst previous reports have set out in some detail the policy context and vision which underpin the strategy, there have been further developments since November which further strengthen the direction of travel already endorsed by the Executive Board. In particular the Executive Board received a report in December 2008 describing the conclusions of the Independence, Well-Being and Choice Inspection and approved the action plan in response to the recommendations made by CSCI. The Inspector concluded that there was an immediate need to modernize and transform traditional social care services in Leeds.
- 1.3 This report must be read together with the following report on the agenda in respect of the future vision and way forward for Neighbourhood Network schemes in the city. The proposals in this report make way for a strengthened position of Neighbourhood Networks to be the primary response to engage older citizens in social, community and well-being initiatives and identifies a more specialized role for Local Authority provision.
- 1.4 The proposals set out in this report provide the detail for the Councils response to that recommendation and describe a service strategy which builds on the specialist

strengths and expertise within the current service, which are valued by people who use those services, carers and partner agencies.

1.5 The proposals provide an equivalent level of specialist service in each of the three Area Management areas, and complement the universal provision provided in the main by the voluntary, community and faith sector. The strategy for day services consist of:

- Universal Services
- Specialist Dementia Care
- Specialist Reablement
- Day Respite Care
- Minority Ethnic Elders Services

1.6 The report describes how these proposals have built on recent consultation, notably with carers whilst developing the Leeds Carers Strategy and through the evaluation of the successful Partnerships for Older People (POPPS) pilot, which demonstrated the effectiveness of new models of dementia care. Finally, the report describes how partnership working with City Development will provide the opportunity for both universal and reablement services to be delivered from a network of well-being / leisure centres, which opens the opportunity for further innovation in the future.

1.7 The report asks the Executive Board to endorse the strategy and proceed to implementation through an established process of group and individual consultation with current service users.

2.0 Background information

2.1 In July 2008 Executive Board agreed a strategy for reshaping older people's day services to provide greater opportunities for older people to receive more personalised services with an enhanced range and quality of community based activities.

2.2 In November 2008 Executive Board received a progress report, and agreed the re provision of day centres at Farfield, Leeds 28; The Willows at Horsforth; Pendas Way at Crossgates; and Richmond Hill Day Centre.

2.3 The report in November 2008 noted that savings made from re provision were to be re-invested within older people's services, and locality plans were to be drawn up for delivering newly shaped day services. The report specified that progress updates would be given to members, as the changes progressed.

2.4 This report provides the next stage of these updates, focusing on the outcomes from the re provision of the 4 Day Centres and the vision and next steps for the future rollout of this strategy. The report shows linkages between strategies, and supports the development of expanding the provision of direct payments and universal services including neighbourhood networks.

3.0 Re provision of Farfield, Pendas Way, Willows, Richmond Hill November 2008

3.1 Extensive consultation was undertaken with those attending the four day centres, both prior to and subsequent to the submission of the Executive Board report in November 2008. Alternative plans were made with each person attending, considering carefully what activities they enjoyed, where they lived, their travel arrangements, and their friendship groups. Each person was offered an alternative Day Care service.

- 3.2 In November / December 2008 service users were transferred from the four day centres to their preferred alternative venue. Because of the generally low occupancy at other day centres, all people were able to be offered their place of preference, and moved with their friends.
- 3.3 Staff from care management teams and the day services centres worked closely to ensure the transfer was well planned and incorporated each individuals care and support needs.
- 3.4 Staff were transferred with service users, thus ensuring there was continuity of Care. Day centres receiving new attendees provided a range of opportunities for people to socialize and integrate into the activity programme. As a result of this highly personalised process, service users concerns and disruption were kept to an absolute minimum.

4.0 Reinvestment in Services for Older People

- 4.1 In line with the proposals in the Executive Board report of November 2008, savings of £300,000 from the re provision of day services have been invested in other services for older people.
- 4.2 Particularly important has been the investment in personal budgets and direct payments. Re-providing the 4 day centres has released funding for people to access direct payments. Consequently over the last year, instead of being allocated a specific number of days attendance at a particular day centre; older people are able to access a cash budget from which they choose how, when and where their assessed care needs and leisure time will be spent.
- 4.3 This is what people have told us about how their choice to have a personal budget has affected their lives:

Laura's Story - *Laura's was finding it very lonely on her own. She hadn't really many friends or a particular social activity that she enjoyed. Laura felt that a day centre wasn't for her and that she would rather look at social groups near to where she lived. After a talk with the nearby Over 55 club, she felt she would like to join some of the social groups they had to offer. She also joined the local Methodist Church Luncheon club and later went on to consider a Direct Payment to fund a personal assistant to enable her to have support to go out at the weekends..*

- 4.4 Further funding has been reinvested in developing a new model of service. A reablement service has been set up in 3 day services centres. Reablement consists of an intensive assessment and programme of support for 8 weeks aiming at improving level of motivation and independence, including Occupational Therapy advice. As a result of reablement services, people have been able to regain independent living skills, and aspire to and achieve better quality lives. Satisfaction surveys from service users evidence strong support for this service.

Cecil's Story - *Cecil was becoming isolated and confused. Whilst attending the day centre, he was assessed and spent the eight-week programme exercising and improving his mobility with help and support from the OT. Cecil had neglected his personal care but regained motivation to shave and care for himself. Staff discovered Cecil was a great fisherman and missed fishing trips with his friend. The increased confidence in himself and his mobility means he can arrange fishing trips and no longer feels isolated.*

Julie's Story – Instead of attending day services, Julie uses her direct payment for day trips or saves up and goes to the theatre in London or trips to Chester zoo etc.

John's Story – John used to attend a day centre, but now has direct payments and has employed a personal assistant. He gets help with trips to the shop including help to choose and buy computers and gadgets – his passion! As he was an engineer previously, his personal assistant helps him to attend air shows and bike shows and assists him with his gardening.

4.5 A further investment in day services has seen the creation of 9 new outreach worker posts – three in each of the Area Management Team areas. These new members of staff were appointed in May 2009 and work alongside people attending Day Centres for reablement sessions; advising and supporting people to identify and take up alternative activities within their local communities once their 8 week reablement period has been completed.

5.0 Current Day Services

5.1 Leeds City Council provides 21 day centres for older people. The centres have functions as follows:

- 1 Peripatetic Centre (1 day per week)
- 4 Specialist Dementia Care
- 12 Generic Day Care (including 3 reablement units)
- 2 Dual Generic / Dementia Care
- 2 Specialist BME Centres

There are a variety of opening times for centres with some operating an 'extended day' (7am – 7pm) and some open at weekends

5.2 All of the centres operating specialist dementia services have at least 75% occupancy, with two thirds having more than 87% occupancy, and one centre overcommitted at almost 105% occupancy.

5.3 These attendance figures contrast with those for "generic" day centres. In these centres, occupancy and attendance figures have fallen, month on month over a three year period. Occupancy has fallen in some centres to as low as 37.2% of capacity. Only one centre has an occupancy of more than 80%.

5.4 Nine centres (i.e. almost 50% of the total number of centres) have an average of less than 60% occupancy, with about half of the 9 centres being used at less than 50% of total capacity. These figures are from the period January to March 2009, and include actions taken to reduce by 4 centres last year.

5.5 When considering weekend attendances, no generic centre is operating at more than 75% occupancy, with the average attendance over the 9 centres, at less than 50% capacity. This reducing attendance must be set against significant increases in direct payments. This information is summarised in Appendix 1. Full information is available for each centre.

5.6 The 21 day centres for older people in Leeds were built predominantly during the 1970's and 1980's. The buildings have variable standards and some have had no significant refurbishment since they were built. One day care service operates from a municipal building rather than a dedicated centre (Otley). Day centres in Leeds have usually one or two meeting rooms, leading to limitations with activity options. Programmed activities tend to take place in the larger room, with a smaller room set

aside for quieter activities. Centres provide varied and to a certain extent uncoordinated provision, and not currently in response to any planned demand / profile of the needs of the city.

- 5.7 Some people travel a considerable distance for a day centre placement and some attend up to three centres on different days.
- 5.8 In recent years there has been an increasing utilisation of alternative day opportunities assisted by the continued development of thriving third sector organisations which include neighbourhood networks. This has created significant expansion of community facilities, groups and activities which have grown up or expanded in response to this increase in demand.. These have become increasingly the first choice for people who might otherwise in the past have asked to attend a Local Authority centre. This now provides impetus for a further phase of change for day services, strongly supported by the Independence , Well-Being and Choice Inspection final report, recommended that “The Council should extend the range and choice of services by reconfiguring and modernizing traditional buildings based services”.

6.0 Strategy for day services

- 6.1 The Executive Board Reports of July and November 2008 and the action plan in relation to the Independence wellbeing and Choice Inspection, endorsed by Executive Board in December 2008 all highlighted the need for the Local Authority to develop and focus on specialist day services. These are:

- Universal Services
- Specialist Dementia Care (reablement and long-term support for people with moderate and severe dementia or functional mental health problems)
- Specialist Reablement (including well-being and day respite)
- Day respite care (providing support for carers)
- Minority Ethnic Elders Services (Apna in Headingley, Frederick Hurdle in Chapeltown)

The Executive Board reports noted the further work required to develop the longer term strategy to ensure the correct balance of supply for specialist centres.

- 6.2 Each Area Management Area should have a Centre for Dementia Services and Centre for Well-Being Services (Reablement). Each of these centres should offer a common range of services and activities, supported by satellite centres to ensure sufficient coverage for the population. These services are further set out on the maps in Appendices 2, 3 and 5.
- 6.3 In arriving at the proposed model, a review of existing day services provision was undertaken. This included a review of the location, structural condition, size, facilities and usage of each of the day centres, and the proximity of other centres within easy accessible and traveling distance.

Day Services – The Universal Offer

- 6.4 Older people and their carers do not need to have eligible social care needs to gain support. There is now a significant range of widely available supportive social care services to meet their needs, which are available without an assessment. These were detailed in the July 2008 Executive Board report listing such resources as

dementia cafes, peer support networks, neighbourhood networks and local community groups and clubs.

- 6.5 Over the last 10 years, Neighbourhood Networks in particular have become a significant complementary service to that provided by local authority day services. Many networks have thriving community activities which are locally based and, in the main, accessible to large numbers of older people. A survey of over 1000 older people who use these services shows the significant part that the successful networks play in the positive well-being of these older people. An accompanying report on this agenda indicates how more equitably distributed and additional investment could further enhance these opportunities.
- 6.6 The publication of the National Strategy “Putting People First” (10th December 2007) heralded the transformation of the Social Care System. Local Authorities are challenged to ensure that “universal services”(leisure, sport, libraries, parks, learning etc) are accessible to everyone and that separate, segregated social care services are therefore minimized.
- 6.7 The development of the innovative Holt Park Well-being centre in partnership with City Development and the Health Service will see new day time opportunities particularly in respect of reablement, and will in due course become a significant venue for delivery of further innovative services.
- 6.8 The “Partnership for Older People Prevention Services” (POPPS) pilot in Leeds evidenced excellent outcomes for older people with dementia. Services have been planned and delivered in partnership with older people and their carers. Health and Social Care have united with Voluntary Sector partners to develop a whole system response to need. Key elements of the service have included:
- Resource Centres (the development of traditional residential care to include early intervention, respite, day service and outreach in partnership with the Health Service).
 - Specialist Day Respite Centres (fulfilling a vital function for carer respite, stimulating environment and socialisation)
 - Voluntary Sector Networks (including for dementia, a network of dementia cafes)
- 6.9 The developments listed above have been combined with a review of National Policy and evidence of successful outcomes for Older People. This review recommends that statutory social care provision should consist of a smaller number of specialist day care services; with the voluntary and community sector providing ‘universal’ services including a wide variety of social activities designed to improve physical and emotional well being. The services listed above show that Leeds is well positioned to respond positively to this agenda.

Day Services: A Core Offer for those with Eligible Social Care Needs

- 6.10 People with eligible social care needs are provided with advice, support and guidance in relation to the exercise of their right to a direct payment. We anticipate that in future, many more people will wish to exercise this option at least in part. Other people, particularly those with specialist needs in relation for example to dementia or reablement, will choose to have their care provided in venues capable of offering such specialist care.
- 6.11 The models below allow the service to be developed on sites where current occupancy is greatest, reflecting service users choices and preferences; and where buildings are

most modern and well-suited to their purpose.

- 6.12 Where changes to centres are proposed the model has carefully considered how these can be minimized and phased in, to avoid unnecessary disruption for service users and staff.

Dementia Services

- 6.13 Appendix 2 shows the proposed sites of the Dementia Resource Centres and Day Respite Centres. The resource centres at The Green, Middlecross and Siegen Manor build on the POPPS model of integrated care. The centres are well placed to respond to the challenge of the national and local dementia care strategy, delivering improved outcomes for service users. It is proposed, however, that their role is extended, and they become more intrinsically networked and linked to the other day centres in their area.
- 6.14 It is recommended that Day Respite Services are initially identified to support the resource centres by Laurel Bank (South) and Calverlands (West & North West). There is currently no day respite dementia facility in the East but in due course Wykebeck is considered an appropriate resource to fulfill this function.

Reablement / Well-being Services

- 6.15 The final position on the siting of well-being / reablement services will depend on the final outcomes of joint working with City Development through the potential locating of well-being centres across the city. However, proposals are made which will ensure one major centre (hub) per area management area with appropriate satellite supporting centres.
- 6.16 The agreement by the Department of Health to proceed to outline business case to develop and build a £32 million Well-Being Centre creates a significant opportunity for a new reablement centre in the West & North West area. When built this will accommodate services currently provided from Queenswood Drive and Radcliffe Lane Day Centres. Prior to the development of this, the main centre for this area is proposed to be Burley Willows.
- 6.17 Appendix 3 identifies the potential development of specialist reablement services across the city. As can be seen in the South Area, Firthfield Day Service is identified as the 'hub' supported by Rose Farm and Springfield Day Services. These services will be developed pending the opportunity to establish a well-being centre in the South of the city. Arrangements for the East Area will include Lincoln Fields and Wykebeck as the identified reablement day services, and both Directorates are working together to review the option for a well-being service for the East Area. These developments will be the subject of a further Executive Board Report in due course.
- 6.18 All of the identified reablement centres will need to develop and change their services, to meet customers individual needs and requirements. This will need flexibility over attendance times, transport arrangements, menus of options for care, opportunities for volunteering, learning, and greater participation in the life of the local community.

Specialist BME Services

- 6.19 The specialist services for BME communities, although providing day services are Apna and Frederick Hurdle. These centres are restricted by both their remits and their current governance arrangements. Each has the potential to

become a more flexible resource for particular cultural groups, but management and opening arrangements may need to be further developed or expanded.

- 6.20 Previous negotiations with community groups suggest that centres that are open for longer periods, and which allow not just older people, but people of all ages to use the centres would be welcomed. These options will be explored as part of the consultation process recommended in this report.

Carers

- 6.21 People who have informal caring responsibilities for older people (i.e. people who are “carers”) may themselves need support and services. A high proportion of people who are currently attending day services, in particular dementia care services, attend so that carers may have time to themselves. The Carers Strategy emphasizes the need for carers to be able to access such services – and this review provides for day services to further develop this facility for carers. In both Well-Being / reablement and in dementia services – carer respite will be a high priority service.

7.0 Achieving the Change

- 7.1 Achieving the model of provision outlined in Section 7 will have implications for most day centres, principally a redefinition of their existing roles and purpose.
- 7.2 The review of existing day service centres has identified appropriate options on the basis of careful evaluation of location, attendance and available alternative options for service users. In addition, it has been recognized that increased investment in universal service provision, particularly that provided by Neighbourhood network schemes will better reflect the patterns of actual choice people are now making.
- 7.3 Some of the day centre buildings will no longer be required within the new model, and the indicative planning assumptions suggest that the centres listed in Table 1 will be those for which a role is not identified. Some of these centres could be used for other purposes including community asset transfer. Options for each centre will be reviewed during the consultation phase. Day Service provision will continue to be offered to all current users of these services, as the capacity within the existing service is sufficient.

Table 1

Day Centre	Ward
Bramley Lawn	Bramley & Stanningley
Doreen Hamilton	Burmantofts & Richmond Hill
Holbeck	Beeston & Holbeck
Otley	Otley
Woodhouse	Hyde Park & Woodhouse
Naburn Court	Crossgates & Whinmoor

- 7.4 As part of the ongoing service review and consultation further consideration will be given to opening times and weekend opening. The priority will be to match the needs and wishes of people who use services, and carers with the most efficient use of the resource. This is demonstrated in Appendix 4.

8.0 Communication and Consultation

- 8.1 The proposals attached in this respect require consultation with existing service users. The Directorate has a successful record in managing change through the activities undertaken last year and will reuse this format for the proposed changes.
- 8.2 It is recognised that there may be anxiety with existing day service users through the period of uncertainty and change. This will be managed in partnership with carers and relatives, and with the support of outreach workers to participate in taster sessions to try alternative services or to put together an individually tailored package of stimulating and varied day activities and to maintain existing friendship groups. The tailoring of day activity packages for each individual is designed to lead to better health and social outcomes for everyone with assessed day care needs, including existing day centre users.
- 8.3 The consultation plan is attached at Appendix 6. It is proposed that this could commence following members decisions and be completed within 3 months. Subject to this timescale being achieved, the outcome of the consultation and final recommendations flowing from that will be reported to the Executive Board in November 2009.
- 8.4 In addition to the focus on service user needs, consultation will also take place with staff and trade unions. It is likely that a review of staff roles and responsibilities will be required which may lead to amendments in staff structure in the future. Any changes resulting from this will be managed through the 'Managing Workforce Change' Procedures.

9.0 Equalities Impact Assessment

- 9.1 An Equality Impact Assessment has been undertaken. As a result, individual assessments have been identified as essential to ensure care, support and equalities issues can be fully addressed. Advocates will be appointed if a service user has no one to act in their best interests, and translators are available for those whose first language is not English.
- 9.2 Human Resources will oversee the restructuring of staff structure to ensure a fair and equitable process and that arrangements take account of equality needs of staff.
- 9.3 The overall impacts of the proposals are positive in that they implement the objectives of the personalization strategy by tailoring services to those with needs which are insufficiently met within a day centre.

10.0 Implications For Council Policy and Governance

- 10.1 The content of the report is consistent with the policy direction of the Council agreed by the Executive Board in November 2008 and contained in the Independence, Well Being and Choice Action Plan presented in December 2008. These proposals are also consistent with improvement priorities and the Local Area Agreement / Leeds Strategic Plan, notably the priority to offer greater choice and control to people who use services and increase the number of people utilizing direct payments and individual budgets. Secondly these proposals make a significant contribution to the priority to increase the number of people supported to live at home, through increased investment in reablement services.

- 10.2 The need to specifically modernize buildings based services was a stated outcome of the “Independence, Well-Being and Choice” Inspection of Social Care Services in 2008. The proposals contained within this report and the action plan agreed by Members in December 2008 are consistent with the action plan produced as a response to the inspection. Successful delivery of the proposal will be a positive contribution to improving performance assessment, and the achievement of an Inspection Action Plan objective. Our program of reform will be kept under review in the light of anticipated national policy developments and the changing expectations of older people in Leeds.
- 10.3 The proposals in this report impact on service user need across all wards in the Council.

11.0 Legal and Resource Implications

- 11.1 Benchmarking data which compares the City with a group of 25+ local authorities indicates that Leeds spends a disproportionately high level of resource on day services for Older People. The figures for occupancy raise questions about the extent of value for money currently being achieved and strongly indicates the potential for change to deliver greater effectiveness and value.
- 11.2 The full year effect of these proposals will allow for further investment in Direct Payments, assist with any affordability gap in relation to the development of Holt Park Wellbeing Centre together with the provision of additional investment in universal services, especially Neighbourhood Networks.

12.0 Summary and Conclusion

- 12.1 This report has provided an update on the first stage of the reprovision of day services for older people. The report has detailed how resources have been released from the first phase of reprovision have been used to augment remaining provision, provide more choice and control via direct payments and provide some additional investment into targeted universal provision.
- 12.2. This report sets out the continually falling average occupancy levels in all but one day centre (Wykebeck) and outlines proposals for addressing this issue which are also compatible with the Councils’ implementation of Putting People First; wider government policy and local priorities in the Leeds Strategic Plan
- 12.3 These proposals include consolidation of the future remit, function and opening times of existing day centres. The proposals develop a model for day services which will harmonise the reprovision rollout with proposals for the development of equitable Neighbourhood Network provision and with the emergence and building of “Well-Being” Centres within the 3 areas of Leeds. The report further considers the Leisure and Active Recreation Service Review, and promotes an approach that enables the Council to support and develop a more extensive, more flexible model for varied and personalize day services in the future.
- 12.4 Specifically the report outlines proposals for developing a core offer of Dementia, Resource Centre and day respite services in each of the 3 Area Management Areas.
- 12.5 The proposals also includes additionally establishing a reablement and well-being service in each of the Area Management areas, using existing resources at present, but transforming these services alongside the development of WellBeing Centres as this becomes possible. Opportunity is being developed at Holt Park. Six Buildings are

identified as not being required for this delivery programme. The report details how the Council could disinvest in these buildings and utilize the equivalent cash sum to reinvest in more resources for self directed support and for investment in targeted universal services..

12.6 The model proposed would therefore provide, at no extra cost to the Council, greater and more varied opportunities and activities for older people; a plan to allow the city council to progress on two major national strategies; would harmonise with other Council plans and strategies; and perhaps most importantly to allow the day services to have a clear focus and future direction to allow the service to proceed in developing individualized, high quality services that people utilising individual budgets will increasingly wish to purchase and enjoy.

13.0 Recommendations

Members are requested to:

13.1 Note the positive implementation of actions agreed in 2008 to reprovide 4 centres.

13.2 Note the positive opportunities to develop future services alongside officers in City Development and partners in the Voluntary Sector.

13.3 Agree the strategy for the development of specialist dementia and reablement services as set out in Section 7

13.4 Agree the proposed consultation concerning recommendations for change to the day services base in the city, including changed weekend opening.

13.5 Agree to receive a future report on the outcome of the consultation and containing final recommendations for the delivery of the strategy which will be provided in November 2009.

Background Documents Referred to in this report

1. Older People Day Services: Service Improvement Plan – 16th July 2008

[http://democracy.leeds.gov.uk/Published/C00000102/M00003682/AI00013022/\\$OlderPeopleReport070708.docA.ps.pdf](http://democracy.leeds.gov.uk/Published/C00000102/M00003682/AI00013022/$OlderPeopleReport070708.docA.ps.pdf)

2. Older People Day Services: Service Improvement Plan – 5th November 2008

[http://democracy.leeds.gov.uk/Published/C00000102/M00003378/AI00015581/\\$OPDayServicesReport271008.docA.ps.pdf](http://democracy.leeds.gov.uk/Published/C00000102/M00003378/AI00015581/$OPDayServicesReport271008.docA.ps.pdf)

3. Putting People First – A Shared Vision and Commitment to the Transformation of Adult Social Care

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_081118

4. Independence, Wellbeing and Choice Inspection of Adult Social Care

[http://democracy.leeds.gov.uk/Published/C00000102/M00003379/AI00016147/\\$InspectionofAdultSocServsOPEN241108.docA.ps.pdf](http://democracy.leeds.gov.uk/Published/C00000102/M00003379/AI00016147/$InspectionofAdultSocServsOPEN241108.docA.ps.pdf)

5. Living Well with Dementia – A National Dementia Strategy

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_094058

6. Every Carer Counts – Carer’s Strategy for Leeds 2009 – 2012

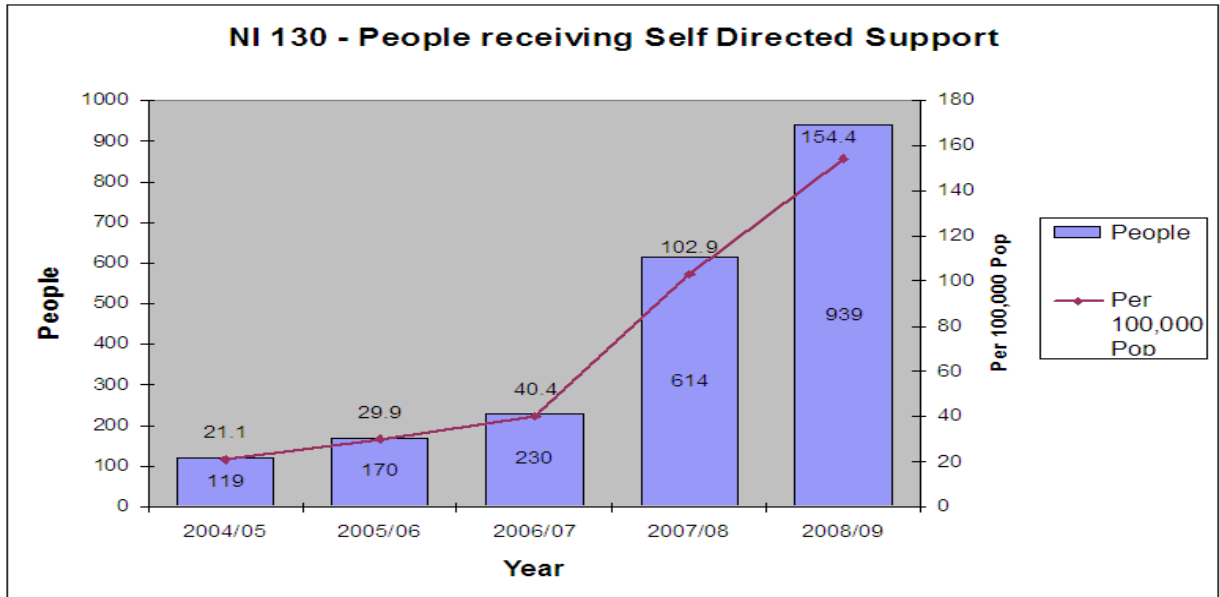
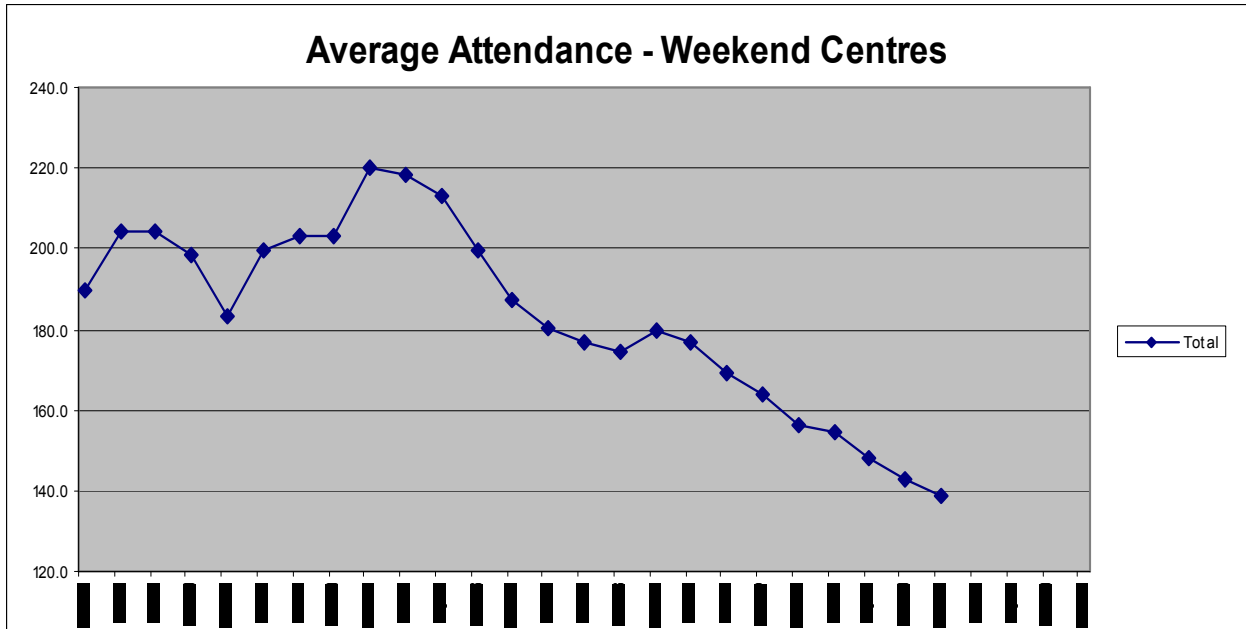
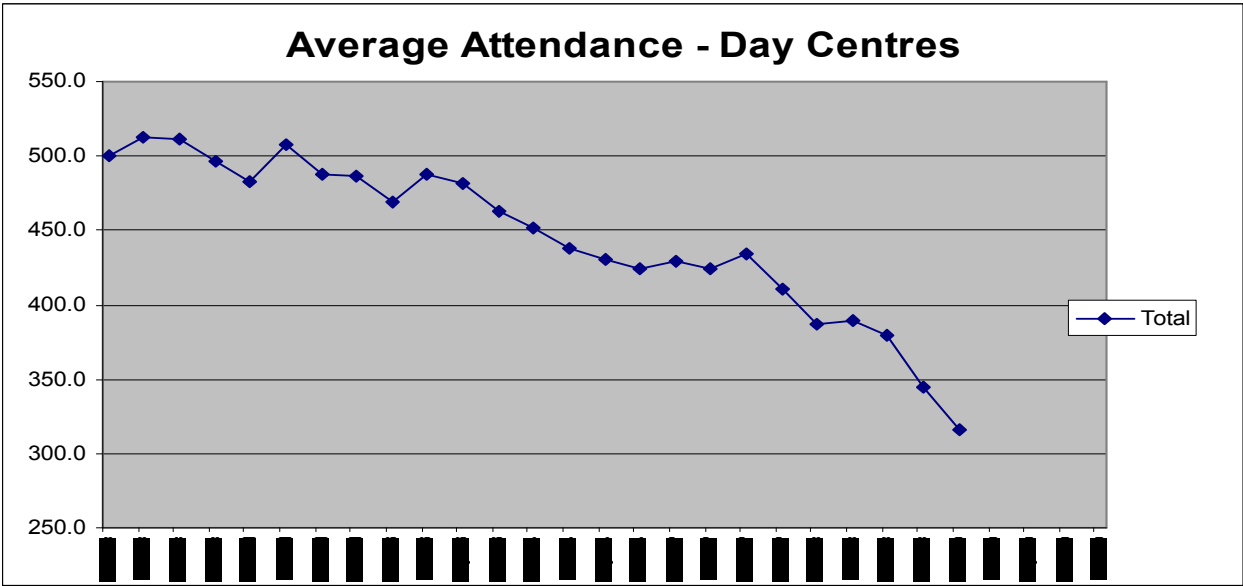
<http://www.leedsinitiative.org/lsp/>

7. Fair Access to Care Services Framework

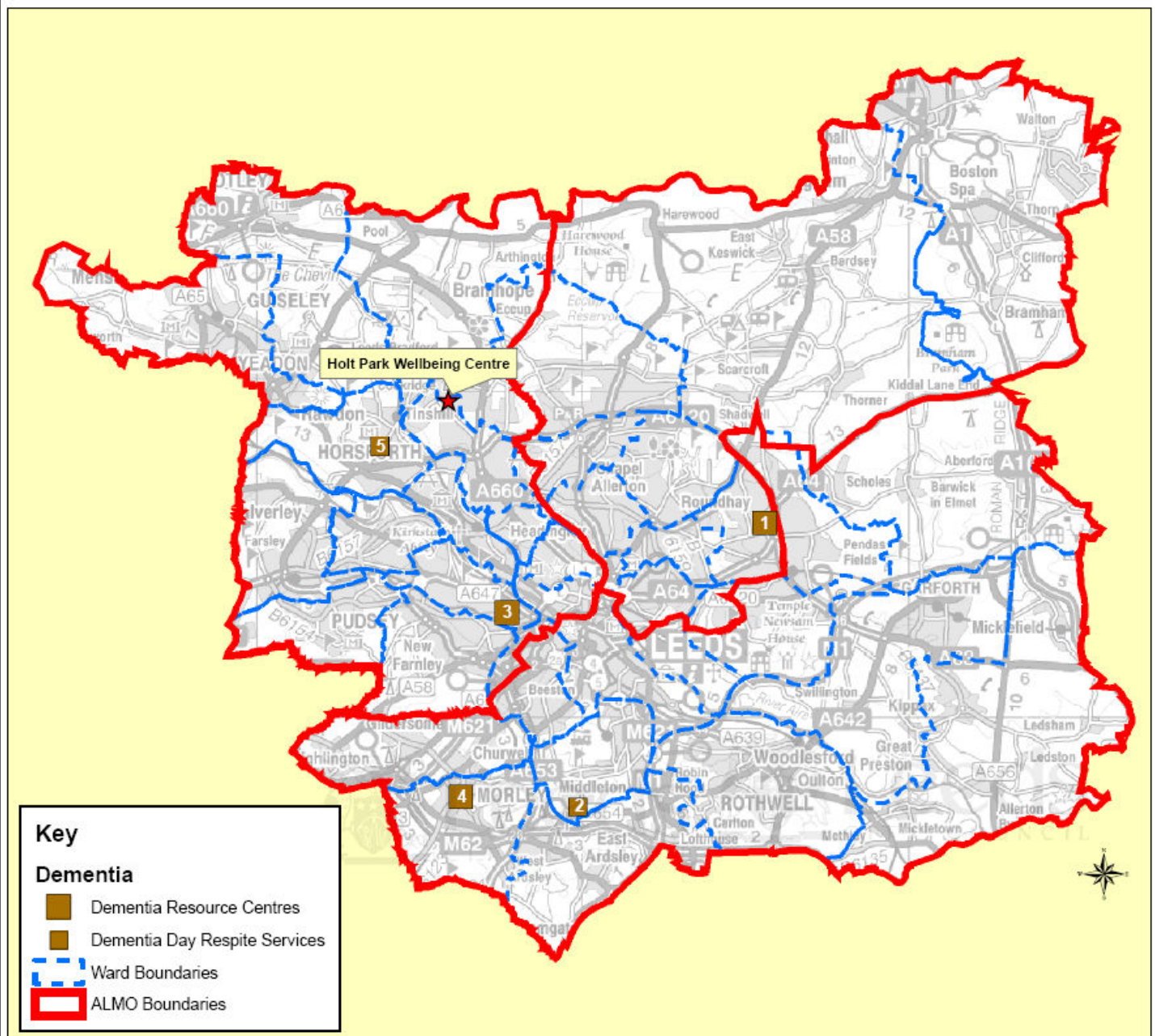
http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4009653

8. 2008 Survey of Views of Older People who are Neighbourhood Network Scheme Members

<http://www.opforum.webeden.co.uk/cgi-bin/download.cgi>



DEMENTIA RESOURCE CENTRES AND DEMENTIA DAY RESPIRE SERVICES



Key	Address	Ward
1	The Green Day Centre Seacroft Green Seacroft Leeds LS14 6JL	Killingbeck & Seacroft
2	Laurel Bank Day Centre 100 Middleton Park Avenue Middleton Leeds LS10 4HY	Middleton Park
3	Middlecross Day Centre Simpson Grove Armley Leeds LS12 10G	Armley
4	Siegen Manor Day Centre Wesley Street Morley Leeds LS27 9EE	Morley South
5	Calverlands Day Centre Church Lane Horsforth LS18 5LA	Horsforth

REABLEMENT / WELLBEING SERVICES



Key	Address	Ward
1	Rosefarm Day Centre Cornwall Crescent Rothwell Leeds LS26 0RA	Rothwell
2	Burley Willows Day Centre 19 Willow Garth Burley Leeds LS4 2HE	Hyde Park & Woodhouse
3	Firthfields Day Centre Conisborough Lane Garforth Leeds LS25 2LR	Garforth & Swillington
4	Queenswood Day Centre 244 Queenswood Drive Headingley LS6 3ND	Kirkstall
5	Springfield Day Centre Cottingley Drive Beeston Leeds LS11 0JP	Beeston & Holbeck
6	Wykebeck Valley Day Centre Wykebeck Valley Road Osmondthorpe Leeds LS9 6PB	Gipton & Harehills
7	Radcliffe Lane Day Centre Radcliffe Lane Pudsey Leeds LS28 8AB	Pudsey
8	Lincoln Fields Day Centre Cromwell Street Eurmantofts Leeds LS9 7SG	Burmantofts & Richmond Hill



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Appendix 4 - Day services capacity in alternative centres.

MONDAY TO FRIDAY SERVICE

Centre	Address and Ward	No. of days service affected	Centre's daily capacity	Average daily attendance	No. of service user sessions needed for reprovision of service in full	Possible alternative centre(s)	Service user sessions available in alternative centre(s)	Comments
Bramley Lawn	Rossefield Approach, Bramley Leeds 13 Bramley & Stanningley Ward	4	30	14	56	Radcliffe Lane, Pudsey, Leeds 28	76	In the light of local needs and geography it should be considered whether there is a need for some smaller scale reprovision to serve the Bramley-Armley area. A Neighbourhood Networks partnership might be a potential provider. In 2008 Bramley Lawn took service users from Farfield.
Doreen Hamilton	Rookwood Road Leeds 9 Burmantofts & Richmond Hill Ward	5	30	16	80	Lincolnfields Cromwell St, Leeds 9 Rose Farm, Rothwell, Leeds 26	93	In 2008 Doreen Hamilton took a small number of service users from Richmond Hill.
Holbeck	Holbeck Moor Road Holbeck Leeds 11 Beeston & Holbeck Ward	4	35	13	52	Springfield, Cottingley Drive, Leeds 11	58	

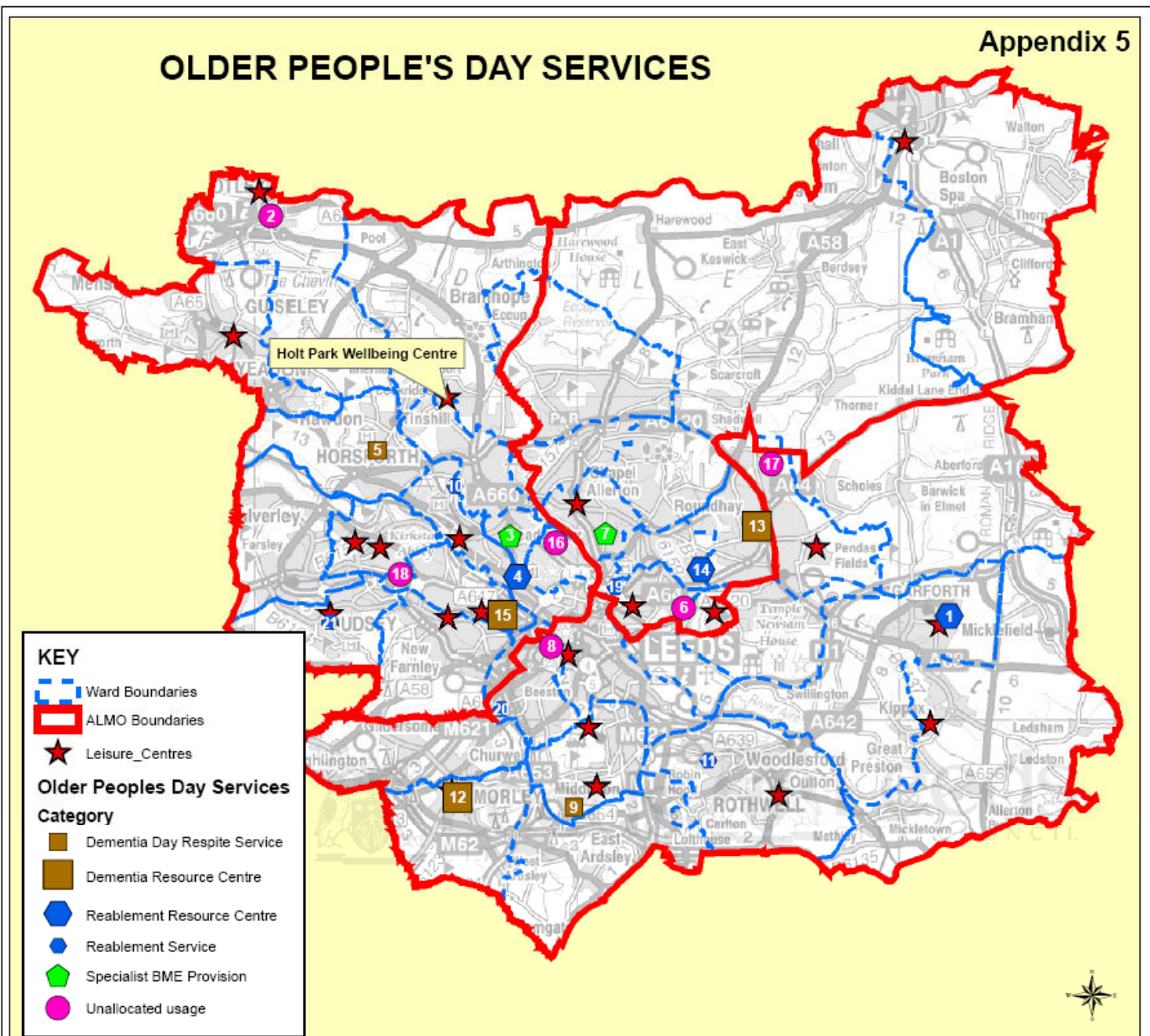
Holbeck Enablement service	Holbeck Moor Road Holbeck Leeds 11 Beeston & Holbeck Ward	1	12	10	10	Springfield, Cottingley Drive, Leeds 11	12	Enablement service will be relocated to Springfield by creating an enablement day there. This does not cause significant impact on service users as this is a short term service.
Naburn Court	Naburn Approach Whinmoor Leeds 14 Cross Gates & Whinmoor Ward	5	35	16	80	Wykebeck Valley, Gipton, Leeds 9 Firthfields, Conisborough Lane, Garforth, Leeds 25	85	Naburn Court covers a large area in outer N East and there is no other mainstream centre in that area. The possibility of limited reprovision could be explored, for example in the context of the Seacroft integrated services work.
Calverlands	Church Lane, Horsforth Leeds 18 Horsforth Ward	3	35	19	57	Queenswood Drive, West Park, Leeds 6 Burley Willows, Willow Approach, Leeds 4	75	The mainstream service at Calverlands will be consolidated to make way for relocation of the specialist dementia service from Woodhouse which currently does not provide an appropriate geographical location. Calverlands already provides 2 days dementia service. In 2008 Calverlands took service users from the Willows.

Woodhouse and Calverlands dementia services	Woodhouse Moor Leeds 6 Hyde Park & Woodhouse Ward	9	15	14	126	Calverlands	140	The Woodhouse dementia service will transfer to Calverlands which will become a full time 7 day, 20 place dementia service.
Otley	Otley Civic Centre, Otley, Leeds 21 Otley and Yeadon Ward	1	35	16				This is the one remaining part of what was the Peripatetic Unit. This arrangement does not cater for older people with complex needs because of the limited facilities. It is proposed that alternative arrangements will be worked out with service users making use of Self Directed Support arrangements on an individual or group basis.
Totals					461		539	

Notes

1. This schedule shows how the available capacity in alternative centres can be matched to the level of service currently provided in the centres identified as surplus. In reality the way the capacity will be used may not follow this pattern. The emphasis will be on making the most appropriate arrangement for the individual service user.
2. Figures are from Adult Day Care Resources Report – January - March '09 Quarter
3. Mainstream services (i.e. not dementia or enablement services) are the focus of the consolidation and services listed are mainstream unless otherwise stated.
4. 'Service user sessions': the figure is calculated by multiplying 'No. of days service affected' by 'Average daily attendance'.

OLDER PEOPLE'S DAY SERVICES



Key	Address	Ward	Category
1	Firthfields Day Centre Conisborough Lane Garforth Leeds LS25 2LR	Garforth & Swillington	Reablement Resource Centre
2	Day Centre Otley Civic Centre 4 Cross Green Cross Green LS21 1HD	Otley & Yeadon	Unallocated usage
3	Apna Grove Villas 80/82 Cardigan Road Headingley LS6 3BJ	Headingley	Specialist BME Provision
4	Burley Willows Day Centre 19 Willow Garth Burley Leeds LS4 2HE	Hyde Park & Woodhouse	Reablement Resource Centre
5	Calverlands Day Centre Church Lane Horsforth LS18 5LA	Horsforth	Dementia Day Respite Service
6	Doreen Hamilton Day Centre 129 Rookwood Road Osmondthorpe Leeds LS9 0LX	Burmantofts & Richmond Hill	Unallocated usage
7	Fredrick Hurdle Day Centre Reginald Terrace Chapelallerton Leeds LS7 3EZ	Chapel Allerton	Specialist BME Provision
8	Holbeck Day Centre Holbeck Moor Road Holbeck LS11 90L	Beeston & Holbeck	Unallocated usage
9	Laurel Bank Day Centre 100 Middleton Park Avenue Middleton Leeds LS10 4HY	Middleton Park	Dementia Day Respite Service
10	Queenswood Day Centre 244 Queenswood Drive Headingley LS6 3ND	Kirkstall	Reablement Service
11	Rosefarm Day Centre Cornwall Crescent Rothwell Leeds LS26 0RA	Rothwell	Reablement Service
12	Siegen Manor Day Centre Wesley Street Morley Leeds LS27 9EE	Morley South	Dementia Resource Centre
13	The Green Day Centre Seacroft Green Seacroft Leeds LS14 6JL	Killingbeck & Seacroft	Dementia Resource Centre
14	Wykebeck Valley Day Centre Wykebeck Valley Road Osmondthorpe Leeds LS9 6PB	Gipton & Harehills	Reablement Resource Centre
15	Middlecross Day Centre Simpson Grove Armlay Leeds LS12 10G	Armlay	Dementia Resource Centre
16	Woodhouse Day Centre Pennington Place Woodhouse Leeds LS6 2JP	Hyde Park & Woodhouse	Unallocated usage
17	Naburn Court Day Centre Naburn Approach Whinmoor Leeds LS14 2DF	Cross Gates & Whinmoor	Unallocated usage
18	Bramley Lawn Day Centre Rossefield Approach Bramley Leeds LS13 3RG	Bramley & Stanningly	Unallocated usage
19	Lincoln Fields Day Centre Cromwell Street Burmantofts Leeds LS9 7SG	Burmantofts & Richmond Hill	Reablement Service
20	Springfield Day Centre Cottingley Drive Beeston Leeds LS11 0JP	Beeston & Holbeck	Reablement Service
21	Radcliffe Lane Day Centre Radcliffe Lane Pudsey Leeds LS28 8AB	Pudsey	Reablement Service



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Appendix 6 – Consultation Plan

To ensure a positive approach and outcome for changing day services, the following plan will be followed when consulting key groups of people and ensuring that their views are heard and responded to.

Elected Members (July onwards)

Elected members across the city will be involved in the proposed consultations. It is important to recognize that consultations do not only include Councillors on whose ward the day centre is based. People travel some distance to attend a day centre and Councillors in neighbouring wards may be equally interested in proposed changes, for example:

- A centre in their ward is likely to receive a number of people transferred from another centre.
- People living in their ward are travelling to a day centre in another ward that is affected by the changes.

Proposed method of consultation

- Members Workshop
- Day Services “hotline” telephone number.
- Briefing note for all members on the aims and objectives and outcomes of the changes at each centre.

Service Users

Service users may have attended a day services centre for a considerable length of time. Some may have moved already after a previous centre closure. Service users may have strong friendship and be fearful of the impact of the proposed changes on their lives. Some may not be able to make their own decisions, or may need 1:1 help in understanding the proposed changes.

Proposed consultation methods:

- Each service user attending a day centre and who, under the proposed changes will need to move will have a named outreach worker in the care management team.
- Each service user will have 1:1 meetings to establish their preferred choices and options for change.
- Service users who are not under Mental Capacity Act, able to make their own decisions, will have an advocate offered to assist and support them in their decision making.

- Service users or their advocates will discuss key people in their lives (family / friends / personal assistants) when they would wish to be included in helping them to their change plans.
- Service Users will be encouraged to make change plans with their friends.
- Service users and their carers will be given every opportunity to attend different centres and activities for taster sessions to assist them in their decision making.
- Service users to have a dedicated telephone helpline.
- Service users will have a written change plan in place before any changes are made to their service. Any changes will be confirmed and planned with the service users.

Staff (9th July Onwards)

With service configuration, there is a risk of staff at the centres on which change is developing to be disadvantaged compared to their colleagues in services whose role or function was not under review. To be equitable, it is proposed that once service users have settled into their new activity programmes, that a full staffing restructure is undertaken with all day services staff.

- Early discussions with the unions will be undertaken to outline and agree a structure, process and job descriptions.
- Meeting with the managers of day services to agree interim management of the service during the transition phase.
- Ensuring staff are fully involved in the consultation arrangements and they are freed up for them to attend meetings.
- Ensuring HR support is available to assist and advise staff who may need guidance on mapping out and understanding how the proposed changes may impact on their individual working arrangements.

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Originator: Rebecca Boon

Tel: 0113 395 1970

Report of the Director of Environment and Neighbourhoods

Outer West Area Committee

Date: 16th October 2009

Subject: Outer West Area Committee Well-Being Budget

Electoral Wards Affected:

Calverley & Farsley
Farnley & Wortley
Pudsey

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council
Function

Delegated Executive
Function available
for Call In

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

Executive Summary

The report updates Members on the current amount of capital and revenue funding committed and available via the Area Committee Well-being budget for wards in the Outer West area. Where appropriate it seeks approval for new projects commissioned by the Area Management Team.

1.0 Purpose Of This Report

1.1 The 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 Outer West area. It seeks approval for new projects commissioned by the Area Management Team.

2.0 Background Information

As detailed at the April 3rd committee meeting at the beginning of the financial year the allocations for 2009/10 were:

- Revenue: £ 176,570
- Capital £ 90,626

2.1 The balance for 2009/10 including well-being projects agreed at the September 2009 Area Committee and any carry forward is therefore:

- Revenue: £ 2,760.24
- Capital: £ £42,656.52

3.0 Main Issues

3.1 Two applications for well being funding have been made for this area committee (see appendices 1-2 attached).

3.2 At April 2009 Area Committee, it was agreed that, of the remaining capital balance, £15,000 would be set aside for each Outer West ward to spend on capital projects deemed appropriate by ward Members. The amount of capital funding remaining per ward is:

- Pudsey £ 8,021.17
- Farnley and Wortley £ 8036. 17
- Calverley and Farsley £ 6333. 07

4.0 Small Grants and Skips Budget.

4.1 Since the last Area Committee the following small grants have been approved :

PROJECT	COST
Litter Bin for Lowtown, Pudsey	£350.00
Environmental Fun day event at Farnley reservoir	£500.00
Total small grants approved 2009/10	£850.00

4.2 From a total allocation of £12,783.75 for small grants there remains £8,433.75 for the remainder of 2009/10.

4.3 Since the last Area Committee no skips have been requested

4.4 From a total allocation of £2,825.00 for skips, there remains £2,132.00 for 2009/10.

4.5 It should be noted that, to date, the amount of funding remaining if the applications for wellbeing funding are agreed at this Area Committee, along with the allocations for small grants, skips and communications will be:

- Revenue minus £1,239.76
- Capital £ 42,656.52

5.0 Budget Pressures for 2009/10

- 5.1 This limited revenue and capital funding available will impact on the ability of the Area Management Team to deliver projects set out in the Area Delivery Plan. However, every effort is made to maximize resources through joint commissioning or funding of projects with partners.

6.0 Implications for Council Policy and Governance

Member Consultation

- 6.1 Well being projects are derived from West Leeds Area Management's Area Delivery Plan and developed via consultation with Area Committee Members. This plan helps to fulfill the Council's Corporate Plan objectives 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 via the Area Committee's Well-being budget. Staff resources will be provided by Area Management and partner agencies.

8.0 Conclusions

- 8.1 The projects outlined in this report 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

9.0 Recommendations

- 9.1 The Area Committee is asked to:
- a) comment upon and, where appropriate, approve funding from the Well-being budget (see appendices 1-2);
 - b) note the small grant approvals set out in paragraph 4.1.

Background Papers:
none

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

Project Name: Christmas Attractions in Pudsey

Lead Organisation: LCC Events Team; City Development

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

The project will be delivered by the Events Team within City Development.

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

There is an established Christmas lights 'switch-on' event in Pudsey which includes features such as fireworks displays and celebrity appearances.

It is suggested that the Area Committee could contribute £2,000 (revenue) to provide additional attractions at this event. This would assist in raising the profile of the town centre and compliment the physical regeneration proposals which will bring about longer term improvements.

The attractions could include additional fireworks, in-crowd performers, higher profile celebrity appearance and a brass band performance. The details would be decided by the Lights committee.

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

- Improved image for Pudsey

Identify which geographic areas will benefit:

Pudsey

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

City Development are already committed to providing the Christmas lights and some attractions, including the firework displays. The Outer West Area Committee could improve the range of activities and attractions available and facilitate a more impressive fireworks display. The extra funding sought is £2,000.

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

£2,000 (revenue) is sought from the Outer West Area Committee.

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

Contact:
Alex Webb
Events Team
1st Floor, Leeds Town Hall
The Headrow
Leeds

0113 247 8197

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

Project Name: Christmas Attractions in Farsley

Lead Organisation: LCC Events Team; City Development

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

The project will be delivered by the Events Team within City Development.

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

There is an established Christmas lights 'switch-on' event in Farsley which includes features such as fireworks displays and celebrity appearances.

It is suggested that the Area Committee could contribute £2,000 (revenue) to provide additional attractions at this event. This would assist in raising the profile of the town centre and compliment the physical regeneration proposals which will bring about longer term improvements.

The attractions could include additional fireworks, in-crowd performers, higher profile celebrity appearance and a brass band performance. The details would be decided by the Lights committee.

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

- Improved image for Farsley

Identify which geographic areas will benefit:

Farsley

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

City Development are already committed to providing the Christmas lights and some attractions, including the firework displays. The Outer West Area Committee could improve the range of activities and attractions available and allow a more impressive firework display. The extra funding sought is £2,000.

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

£2,000 (revenue) is sought from the Outer West Area Committee.

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

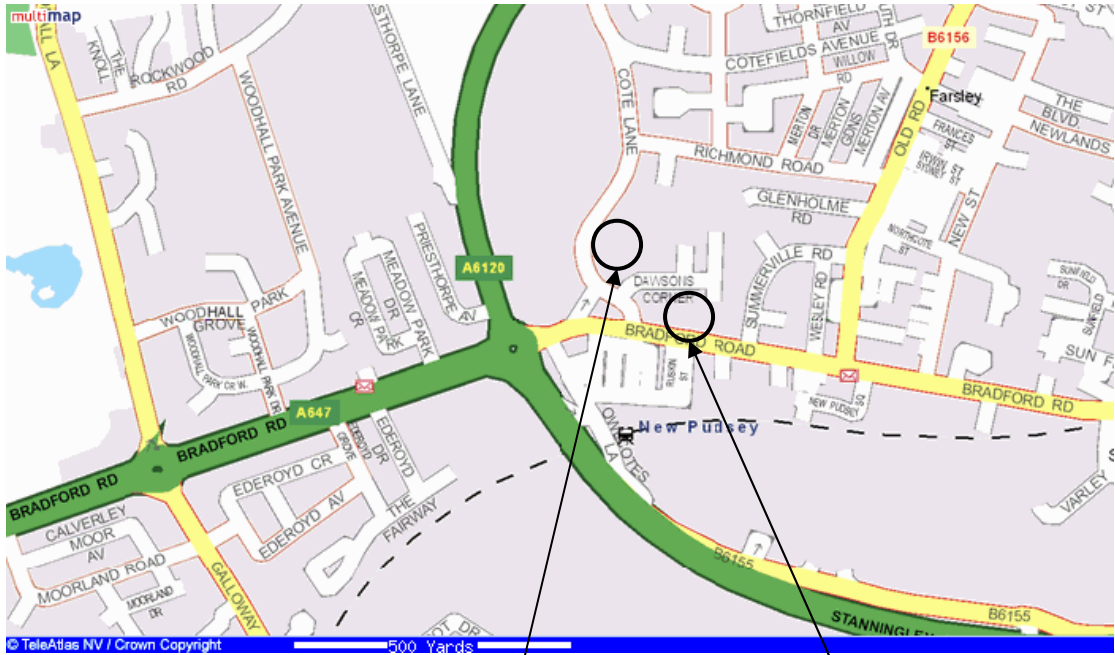
Contact:
Alex Webb
Events Team
1st Floor, Leeds Town Hall
The Headrow
Leeds

0113 247 8197

Outer West Area Committee
Forward Plan for December 2009

1. Area Delivery Plan 6 month update report
2. EAT 6 monthly update
3. Streetscene 6 monthly update
4. Locality Index
5. Neighbourhood Wardens report
6. Wellbeing report
7. Community Engagement Programme Update
8. Community Safety annual report
9. Year of the Volunteer
10. Area Manager's report
11. WNWHL report (restructure)
12. Forward plan for February 2010

Agenda Item 16



Pudsey Civic Hall
Dawsons Corner

Pudsey Police
Station

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