



**WEST (INNER) AREA COMMITTEE**

---

**Meeting to be held at Stanningley Rugby League Club, Coal Hill Drive, Leeds LS13 1PA  
on Wednesday, 20th October, 2010 at 5.00 pm**

---

**MEMBERSHIP**

Councillors

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

Co-opted Members

Hazel Boutle	- Armley Community Forum
Eric Bowes	- Armley Community Forum
Roland Cross	- Bramley and Stanningley Community Forum
Stephen McBarron	- Bramley and Stanningley Community Forum

---

**Agenda compiled by:  
Mike Earle  
Governance Services Unit  
Civic Hall  
LEEDS LS1 1UR  
Tel: 22 43209**

**Acting West North West Area Manager:  
Jason Singh  
Tel: 33 67858**

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

Item No	Ward	Item Not Open		Page No
3			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
4			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
5			<p><b>DECLARATION OF INTERESTS</b></p> <p>To declare any personal / prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
6			<p><b>OPEN FORUM</b></p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p><b>MINUTES - 8TH SEPTEMBER 2010</b></p> <p>To confirm as a correct record the attached minutes of the meeting held on 8<sup>th</sup> September 2010.</p>	1 - 8
8			<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p style="text-align: center;"><b><u>EXECUTIVE BUSINESS</u></b></p>	

Item No	Ward	Item Not Open		Page No
9			<p><b>WELLBEING FUND 2010/11 - UPDATE REPORT</b></p> <p>To receive and consider the attached report of the Director of Environment and Neighbourhoods.</p>	9 - 16
10			<p><b>AREA MANAGER'S REPORT</b></p> <p>To receive and consider the attached update report of the Director of Environment and Neighbourhoods.</p>	17 - 24
11			<p><b>INNER WEST COMMUNITY CENTRES CONSORTIUM - UPDATE REPORT</b></p> <p>To receive and consider the attached report of the Business Facilities and Social Enterprise Manager.</p> <p style="text-align: center;"><b><u>COUNCIL BUSINESS</u></b></p>	25 - 36
12			<p><b>HEALTH AND ENVIRONMENTAL ACTION SERVICE - UPDATE REPORT</b></p> <p>To receive and consider the attached report of the Director of Environment and Neighbourhoods.</p>	37 - 48
13			<p><b>GROUNDS MAINTENANCE CONTRACT - UPDATE REPORT</b></p> <p>To receive and consider the attached report of the Chief Environment Services Officer.</p>	49 - 56
14			<p><b>STREETSCENE SERVICES - DELEGATION TO AREA COMMITTEES</b></p> <p>To receive and consider the attached report of the Director of Environment and Neighbourhoods.</p>	57 - 62
15			<p><b>DATES, TIMES AND VENUES OF FUTURE MEETINGS</b></p> <p>Wednesday 15<sup>th</sup> December 2010, Strawberry Lane Community Centre, <b><u>4.00pm</u></b>  Wednesday 16<sup>th</sup> February 2011, Stanningley Rugby Club, <b><u>5.00pm</u></b>  Wednesday 6<sup>th</sup> April 2011, Strawberry Lane Community Centre, <b><u>5.30pm</u></b></p>	

Item No	Ward	Item Not Open		Page No
			MAP OF TONIGHT'S VENUE	

# Agenda Item 7

## WEST (INNER) AREA COMMITTEE

WEDNESDAY, 8TH SEPTEMBER, 2010

**PRESENT:** Councillor J Harper in the Chair  
Councillors T Hanley, A Lowe and N Taggart  
Co-optees Hazel Boutle, Armley Forum  
Eric Bowes, Armley Forum  
Roland Cross, Bramley and Stanningley Community Forum  
Stephen McBarron, Bramley and Stanningley Community Forum

### 20 Chair's Opening Remarks

The Chair welcomed everyone to the September meeting of the West (Inner) Area Committee held at the Strawberry Lane Community Centre, Strawberry Lane, Leeds 12. She particularly welcomed Roland Cross, Co-opted Member, Bramley and Stanningley Community Forum to his first meeting.

### 21 Exempt Information - Exclusion of the Press and Public RESOLVED -

That the public be excluded from the meeting during consideration of the following parts of the agenda designated as 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 public were present there would be disclosure to them of exempt information so designated as follows:-

- a) Appendix 3 to the report referred to in Minute 31 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the information contained therein relates to the financial and business affairs of a particular person (including the authority holding that information). It was considered that the public interest in maintaining the exemption outweighs the public interest in disclosing this information as the market valuation of office space within its community centres was confidential between Leeds City Council and the client user.

### 22 Declaration of Interests

There were no declarations of interest made at the meeting.

### 23 Apologies for Absence

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

## 24 Minutes - 22nd June 2010

### RESOLVED-

- a) That the minutes of the previous meeting held on 22<sup>nd</sup> June 2010 be confirmed as a correct record.
- b) That in respect of Minute numbers 6, 8, and 9, the recommendations be ratified.

## 25 Matters Arising from the Minutes

- a) Chair's Opening Remarks (Minute 2 refers)  
Clare Wiggins, Area Management Officer, informed the meeting that a letter of good wishes had been sent to Councillor D Atkinson.
- b) Children's Services – Area Committee Performance Report (Minute 7b refers)  
Clare Wiggins, Area Management Officer, informed the meeting that she had written to two Head teachers of local schools inviting them to attend the October Area Committee meeting and was currently awaiting a reply.

Following discussions with Amanda Jackson, Children's Services, who was present at today's meeting, it was decided to defer the head teachers attendance until the December Area Committee meeting by which time the results of the attainment analysis should be known.

- c) Minutes – Community Forum Meetings (Minute 8 refers)  
Clare Wiggins, Area Management Officer, informed the meeting that a letter had been sent to Stephen Longley and Morgan Pugh thanking them for their past services as Co-optees on the Area Committee.
- d) Wellbeing Fund 2010/11 (Minute 10 refers)  
Clare Wiggins, Area Management Officer, informed the meeting that in relation to the CCTV – Broadlees Roundabout project, a more detailed report on this issue would be submitted to the October meeting.

She also informed the meeting that two small grant applications had now been paid to Armley Fun Day and Armley Common Rights Trust Hanging Baskets. Hazel Boutle confirmed that this payment had been received.

Jason Singh, Acting West North West Area Manager took the opportunity of bringing the Area Committee up to date on the recent Council's changes to the revenue and capital allocations, together with details of the Wellbeing monies. He agreed to e mail the specific details to the Area Committee for their retention/information.

It was confirmed that Executive Board had approved a change in the rationale for the allocation of Wellbeing funding from 25/75% (deprivation/population) to 50/50 with immediate effect. The Area Committee, however, should be mindful that the approval was not



unanimous and may therefore be subject to further challenge at full Council on 15<sup>th</sup> September 2010.

e) Appointments to Outside Bodies 2010/11 (Minute 16 refers)

Stuart Robinson informed the meeting that Bramley Sure Start had now been officially wound up as an organisation and would be removed from the appointments to outside bodies schedule.

Councillor T Hanley referred to the ALMO appointments and took the opportunity of raising his concerns with regards to a West North West ALMO Board meeting he had attended on 3<sup>rd</sup> September 2010 where discussions had taken place in relation to a 2.1 million overpayment which had occurred within the ALMO'S capital structure.

At the request of the Chair, Councillor A Lowe in her capacity as a Director of West North West Homes ALMO, updated the meeting on progress and it was noted that the Council's Asset Management team were currently in discussions with the Chief Executive of West North West Homes.

f) Dog Control Orders (Minute 18 refers)

Clare Wiggins, Area Management Officer, informed the meeting that Dog Control Wardens had attended the recent round of forums.

(Councillor T Hanley and Stephen McBarron joined the meeting at 5.10pm during discussions of the item relating to Children's Services – Area Committee Performance Report)

## 26 Minutes - Community Forum Meetings

A copy of the minutes of the Armley Community Forum meetings held on 15<sup>th</sup> June 2010 and 20<sup>th</sup> July 2010, together with the minutes of the Bramley and Stanningley Community Forum meeting held on 29<sup>th</sup> July 2010 were also attached for Members' information.

**RESOLVED** – That the minutes of the Armley Community Forum meetings held on 15<sup>th</sup> June 2010 and 20<sup>th</sup> July 2010, together with the minutes of the Bramley and Stanningley Community Forum meeting held on 29<sup>th</sup> July 2010 be received and noted.

## 27 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 public an opportunity to ask questions or to make representations on any matter which fell within the remit of the Area Committee.

There were no issues raised on this occasion.

## 28 **Community Safety Issues, Inner West Leeds**

The West North West Leeds Area Manager submitted a report on Community Safety issues in Inner West Leeds.

Police Inspector Sue Disley presented the report and provided the meeting with an update on Community Safety issues and crime trends in Inner West Leeds since the last Area Committee meeting. In general, crime had reduced in the Inner West area over the last 4 week period compared with the same period in 2009. Last week there was a successful activation of the capture house equipment which resulted in 3 arrest for burglary in the Armley area.

The Police and Anti-social Behaviour Unit are pursuing four anti-social behaviour orders through the courts for nominal's causing problems in the dispersal area of Little Scotland area in Armley. A funding bid from the Proceeds of Crime Funding had been submitted for £2,500 to work in partnership with Christ Church Youth project to develop targeted diversionary activities.

A community engagement event had been arranged for Saturday 18<sup>th</sup> September 2010 at Armley Mosque 11.00 -1500 to raise awareness of services available to the local community. There are also on going operations.

Appended to the report was a copy of a document entitled 'Operation Champion – 29<sup>th</sup> to 30<sup>th</sup> July 2010 – Wythers Evaluation of Activities' for the information/comment of the meeting.

In addition to the presentation, Gill Hunter, Area Community Safety Co-ordinator, Environment and Neighbourhoods also gave an update on current issues.

Arising from discussions, it was noted that the Area Committee would be receiving more detailed figures in relation to Operation ADULATE at the next meeting in October 2010.

The on-going problem of eastern European people drinking on Armley Town Street was referred to and the Area Committee were keen to resolve this issue by the possible introduction of a viable project between the Council and West Yorkshire Police. In addition, the increase of eastern European families living with in Armley was causing some tensions due to culture and lifestyle differences. The police and partner agencies were working with existing residents and the Slovakian communities to resolve these.

The Acting West North West Area Manager responded and agreed to follow up this suggestion with a report back on progress at the next meeting in October 2010.

The Chair thanked Inspector Sue Disley and Gill Hunter for their attendance.

**RESOLVED-** That the contents of the report and the update provided by the West Yorkshire Police be noted and welcomed.

Draft minutes to be approved at the meeting  
to be held on Wednesday, 20th October, 2010

## 29 **Acting Area Manager's Report**

The Director of Environment and Neighbourhoods submitted a report informing Members of progress against the Leeds Strategic Plan on a number of projects in the West Inner Leeds area, as determined by the Area Delivery Plan 2009-11.

Jason Singh, Acting West North West Area Manager and Clare Wiggins, Area Management Officer presented the report and responded to Members' queries and comments.

In addition to the report and at the request of the Chair, Bill Graham, the new Business Facilities and Social Enterprise Manager attended the meeting and introduced himself to the Area Committee. It was noted that the Area Committee would receive a more detailed presentation on the Business Facilities and Social Enterprise Manager plan to make the social enterprises at the community centres increase sales, turnover and run more efficiently at the next meeting in October 2010.

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

- the concerns expressed about the cuts in Council funding and the job losses at the Leeds Citizens Advice Bureau
- clarification of the specific details in relation to the treatment of Japanese Knotweed on Armley Moor  
*(Clare Wiggins, Area Management Officer responded and agreed to look into this issue further with a report back on progress to the Area Committee prior to the 20<sup>th</sup> October 2010 deadline)*
- to welcome the proposal to have a Community Centre Open Day in October half term week in partnership with Aramark and the LAMP Partnership
- a request for a breakdown of Wellbeing spend by ward for 2010/11  
*(Jason Singh, Acting West North West Area Manager responded and agreed to follow up this issue for consideration at the October meeting)*
- a request to send Roland Cross details of Area Committee roles/co-optee roles  
*(Clare Wiggins, Area Management Officer responded and agreed to follow up this issue)*

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

## 30 **Community Engagement Programme Update**

The Director of Environment and Neighbourhoods submitted a report providing a summary of the progress made in delivering a programme of community engagement in the inner west area.

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

Specific reference was made to the Area Web pages referred to in Section 3.3 of the report and the omission of the Area Committee's Co-opted Members details on the website. The Acting West North West Area Manager responded and agreed to rectify this omission.

**RESOLVED-**

- a) That the contents of the report be noted.
- b) That this Committee notes the scope and content of the West North West Area Management Team's Community Engagement Programme.
- c) That this Committee welcomes the use of the Citizens Panel as part of a wider tool for community engagement.

**31 Community Centres Report**

The Director of Environment and Neighbourhoods submitted a report providing information in relation to the management of Community Centres in the inner west area.

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

- Budget v actual = income for each centre in Inner West (Appendix 1 refers)
- Breakdown of the controllable budgets delegated to each centre in the Committee's portfolio (Appendix 2 refers)
- Inner West Market Rental Assessment information – Exempt under 10.4 (3) (Appendix 3 refers)

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

It was noted that following the publication of the agenda, the Executive Summary had been revised by the report author. The Acting West North West Area Manager agreed to e mail the revised wording to the Area Committee for their information/retention.

Discussion ensued on the contents of the report and the appendices. The Area Committee noted that an action plan on Community Centres would be brought back to a future meeting for consideration.

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That the proposals relating to Community Centres within the West Inner portfolio be approved in accordance with the report now submitted.

**32 West Leeds Enterprise Centre**

The LEGI Programme Manager submitted a report providing information on the costs and achievements of the West Leeds Enterprise Centre project as part of the Sharing the Success programme.

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

- West Leeds Enterprise Centre Clients (Appendix 1 refers)
- West Leeds Enterprise Centre Client Case Studies (Appendix 2 refers)

Simon Brereton, Programme Manager LEGI, City Development presented the report and responded to Members' queries and comments.

Specific reference was made to the following issues;-

- clarification as to whether or not the project had been successful in West Leeds
- to welcome the fact that the project had given people who lived in a deprived area an opportunity of starting a new business
- clarification as to whether or not a cost benefit analysis had been undertaken in relation to the nineteen new businesses
- the need to focus more on BME communities with the aim of introducing one to one contact and supporting the challenges of those communities who work in isolation

**RESOLVED-** That the contents of the report and appendices be noted and welcomed.

### **33 Health and Wellbeing update report**

The Health and Improvement Manager submitted a report providing background information about health and wellbeing partnerships and how initial priorities have been developed.

Appended to the report was a copy of the West North West Partnership Plan for the information/comment of the meeting.

Tim Taylor, Health and Improvement Manager presented the report and responded to Members' queries and comments.

The Committee noted and welcomed that Mr Taylor had completed a mapping exercise of statutory and voluntary health provision in Inner West.

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

- the need to focus on mental health issues within Inner West and acknowledge that it was a major problem in that area
- the need to work together on major cross-cutting health issues and introduce an MOT health check for all
- the need to reflect on the importance of employment/wealth issues within the report

**RESOLVED-** That the contents of the report and appendices be noted and welcomed.

### **34 Children's Services Performance Report**

The Interim Director of Children's Services submitted a report providing the Area Committee with various Children's Services performance data disaggregated at Area Committee or Ward level.

Amanda Jackson, Locality Enabler and Mike Brown, Children's Services presented the report and responded to Members' queries and comments.

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

- to acknowledge that Children's Services were making progress in making Leeds a safe place for children
- clarification over the reasons for an increase in the seven day period for initial assessments
- the need for a Member of the Area Committee to meet with a Pregnancy Co-ordinator in Bramley  
*(Councillor N Taggart responded and agreed to fulfil this role on behalf of the Committee)*

Amanda Jackson made specific reference to the results of the attainment analysis which should be known later in the year. As reported earlier, she confirmed that it would be wise to defer the attendance of two Head teachers until the December Area Committee.

**RESOLVED**-That the contents of the report and appendices be noted and welcomed.

### **35 Dates, Times and Venues of Future Area Committee Meetings**

That the following arrangements be noted:-

Wednesday 20<sup>th</sup> October 2010, 17.00, Stanningley Rugby Club  
Wednesday 15<sup>th</sup> December 2010, 16.00, Strawberry Lane Community Centre  
Wednesday 16<sup>th</sup> February 2011, 17.00, Stanningley Rugby Club  
Tuesday 5<sup>th</sup> April 2011, 17.30, Strawberry Lane Community Centre

(The meeting concluded at 7.05pm)



## Report of the Director of Environment and Neighbourhoods

### Inner West Area Committee

Date: 15<sup>th</sup> October 2010

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

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

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity	<input checked="" type="checkbox"/>
Community Cohesion	<input checked="" type="checkbox"/>
Narrowing the Gap	<input checked="" type="checkbox"/>

Council  
Function

Delegated Executive  
Function available  
for Call In

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

## Executive Summary

This report provides details of the amount of well-being capital and revenue funding available for the financial year 2010-2011, and an update on commitments already made. Members are asked to note this information, comment on any new applications and consider them for approval.

### 1.0 Purpose of This Report

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

### 2.0 Well-Being Revenue Budget 2010/11

2.1 Members are advised that there has been agreement to change the rationale for the allocation of well-being revenue funding from 25:75 (deprivation/population) to 50:50. The current well-being allocation for Inner West Area Committee is £153,450 for 2010/11. Under the new rationale, the allocation increases to £155,732.

2.2 The Well-Being budget available for projects in 2010/11 has been calculated as follows:

Revenue Allocation 10/11	£155,732
Revenue carry forward from 09/10	£10,279.47
<b>Total Revenue Budget</b>	<b>£166,011.47</b>
<b>Total remaining for 2010/11</b>	<b>£805.47</b>

### 3.0 Well-Being Capital Funding 2010/11

3.1 At the June meeting Members were advised that an additional allocation of £20,000 would be injected into the Area Committee Well-being Capital Programme for 2010-11. Members are advised that this has now being withdrawn.

3.2 At the last meeting Members were informed that the proposed 10% reduction in the capital well-being budget allocation would not be implemented. This decision has now been reversed and the 10% reduction will now take effect as follows:

Capital Allocation 10/11	£0
Capital carry forward from 09/10	£28,400
<b>Total Capital Budget 2010/11 (including 10% cut)</b>	<b>£28,400</b>

3.3 There have been no new Capital project applications received in 2010/11. This leaves a balance of **£28,400**.

### 4.0 New applications for Well-Being Funding

4.1 At the June Area Committee capital funding for a CCTV camera on the Broadleas was approved. The Committee requested that Leeds West North West Homes meet the cost of the revenue funding. The ALMO Area Panel In June agreed to contribute 50% of the annual revenue costs. Therefore an application to Area Committee to meet the remaining 50% revenue costs for 2011-12 has been submitted and is attached at Appendix 2.

4.2

Project Title	2010-11	2011-12	Appendix
Broadleas CCTV revenue costs	£0	£1,964*	1
<b>TOTAL</b>	<b>£1,964</b>		

\* This project will have revenue implications in future years if the Area Committee wish to see it continue.

### 5.0 Small Grants and Skips

5.1 A total budget of £6,863 is available for small grant allocation in 2010-11. The following grants have been approved since April:



<b>Small Grants</b>	
<b>Organisation</b>	<b>Amount</b>
Armley Tourist Board	£500
ARmley Womens Group	£500
Raynville Primary School	£500
Interplay	£350
Bramley Parochial Church Council	£500
Leeds Esprit Gymnastics Club	£500
Armley Counselling Service	£500
Armley Community Fun Day	£500
Armley Common Rights Trust	£500
Irish Arts Foundation	£500
New Wortley Community Association	£500
<b>Total</b>	<b>£5,350</b>

5.2 There is a balance remaining of **£1,513** for small grants.

5.3 A total budget of £1,544.35 was made available for skips in 2010-11. Five skips have been funded leaving a balance remaining of **£994.35**.

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

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

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

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

7.2 A breakdown of spend by Ward is attached at Appendix 3.

## **8.0 Conclusions**

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

## **9.0 Recommendations**

9.1 The Area Committee is asked to:

- a) note the financial status of the Well-Being Budget, capital and revenue.
- b) comment upon and approve where appropriate requests for funding for revenue, as detailed at section 4 above.

## **Background Papers**

- No background papers

**Breakdown of Revenue Spend**

Table 1: Revenue spend by theme 2010/11

<b>Project Name</b>	<b>Project Details</b>	<b>Amount Approved (£)</b>	<b>Delivery Organisation</b>
<b>Culture</b>			
I Love West Leeds	Delivery of the I Love West Leeds Festival	£25,000	Interplay
West Leeds Sports Development Programme	A series of events to encourage active participation in sport	£6,000	Leeds City Council Community Sports Officer
Armley Christmas Lights Event	To fund a one off event to promote local business and celebrate the lights switch on	£2,000	Leeds Ahead
	<b>TOTAL</b>	<b>£33,000</b>	
<b>Enterprise &amp; Economy</b>			
Town Centre Manager	To support traders and businesses in Pudsey and Armley Town Centre	£25,000	Leeds Ahead
Armley Branch Credit Union Sustainability	To enable opening for 1 year	£10,000	Credit Union
	<b>TOTAL</b>	<b>£35,000</b>	
<b>Harmonious Communities</b>			
Community Centres	New post of Business Facilities Manager and supporting three Community Centres in Inner West Priority Neighbourhoods	£75,680	BARCA - Leeds
Refugee Week Exhibition	Working with a school to offer learning opportunities about refugee and asylum issues	£2,220	Integrate
Edinburghs Dispersal Order	To fund 6 month staffing to Police the dispersal order	£4,809	West Yorkshire Police
	<b>TOTAL</b>	<b>£82,709</b>	
<b>Thriving Places</b>			
Police Off Road Motorcycle Scheme	Leasing of 2 off road motorbikes	£1,497	West Yorkshire Police
Breeze Friday Night Project	To fund the continuation of this project	£7,000	Positive Activities for Young People
Small Grants Fund	For applications of up to £500 by community groups	£5,000	Area Management
Skips Fund	For applications from community groups	£1,000	Area Management
	<b>TOTAL</b>	<b>£14,497</b>	
	<b>TOTAL APPROVED:</b>	<b>£165,206</b>	

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

**Project Name:** CCTV – Broadleas Roundabout

**Lead Organisation:** Environments & Neighbourhoods, Community Safety

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

The Area Committee has agreed to fund the capital cost of installation of a CCTV camera on the Broadleas.

Leeds West North West Homes Area Panel have agreed to contribute 50% of the revenue funding for this camera, to pay for monitoring and maintenance. This application is for the remaining 50% of the revenue costs.

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

- Reduce instances of anti-social behaviour and criminal damage within the Broadleas.
- Enhanced community safety (and perception of safety);
- Promote business confidence.
- Camera monitored 24 hours per day 365 days a year.

**Project Cost. Please indicate**

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

- Total annual revenue cost £3,928
- This application is for 50% funding of **£1,964 revenue per annum**
- Contribution from Leeds West North West Homes to meet the remaining 50% costs of £1,964

**Identify which geographic areas will benefit:**

Bramley & Stanningley

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

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

Derek Whitehouse - 3950806

**Inner West - Breakdown of Well - Being spend by ward**

Appendix 3

**Armley**

Project Name	Date approved	Amount Approved Revenue	Amount approved Capital
Town Centre Manager	17.02.2010	£25,000.00	£0.00
New Wortley Community Garden	22.06.2010	£0.00	£1,200.00
Credit Union Armley Branch	22.06.2010	£10,000.00	£0.00
Armley Christmas Lights	22.06.2010	£2,000.00	£0.00
Aviary Street Project	17.02.2010	£0.00	£22,000.00
DPPO	17.02.2010	£0.00	£1,200.00
I Love West Leeds	17.02.2010	£12,500.00	£0.00
Community Centre Consortium	14.04.2010	£37,840.00	£0.00
Dispersal order	22.06.2010	£4,809.00	£0.00
Friday Night Project	22.06.2010	£3,500.00	£0.00
Fuelsavers	17.02.2010	£0.00	£1,500.00
Off Road Bikes	17.02.2010	£748.50	£0.00
Sports Development	17.02.2010	£3,000.00	£0.00
Refugee Week Exhibition	14.04.2010	£1,110.00	£0.00
		<u>£100,507.50</u>	<u>£25,900.00</u>

**Bramley & Stanningley**

Project Name	Date approved	Amount Approved Revenue	Amount approved Capital
I Love West Leeds	17.02.2010	£12,500.00	£0.00
Community Centre Consortium	14.04.2010	£37,840.00	£0.00
Friday Night Project	22.06.2010	£3,500.00	£0.00
Bramley Security Radios	17.02.2010	£0.00	£3,660.00
Fairfield CC Improvements	17.02.2010	£0.00	£850.00
Bramley Improvement Project	17.02.2010	£0.00	£8,730.00
Broadleas CCTV	17.02.2010	£0.00	£23,130.00
Fuelsavers	17.02.2010	£0.00	£1,500.00
Off Road Bikes	17.02.2010	£748.50	£0.00
Sports Development	17.02.2010	£3,000.00	£0.00
Refugee Week Exhibition	14.04.2010	£1,110.00	£0.00
		<u>£58,698.50</u>	<u>£37,870.00</u>

This page is intentionally left blank



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

**To: Inner West Area Committee**

**Date: 20<sup>th</sup> October 2010**

**Subject: Area Managers Report**

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

**Executive Summary**

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

**1.0 Purpose of This Report**

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

**2.0 Background Information**

2.1 The Area Delivery Plan is the delivery of the Leeds Strategic Plan in the Inner West area. This report identifies progress against the themes of the Leeds Strategic Plan.

**3.0 Main Issues**

**Culture**

3.1 The work of the Town Centre Manager in Armley has included developing a proposal with Leeds Ahead to install 'Art in Unusual Spaces'. The proposal includes interactive installations in two or three units for between four and six months and will

be commencing during October. The aim is to utilise vacant units, promote access to the arts and increase footfall on Armley Town Street.

- 3.2 Planning for the Armley Christmas lights switch on is underway. The risk assessment and traffic plan are now in place and a range of entertainment has been planned. Unfortunately, at this stage, no traders have been willing to contribute financially to the celebrations.
- 3.3 Community Sports Development delivered sports programmes over the school summer holidays, with 518 young people involved in the scheme. Activities took place at schools, leisure centres and sports clubs within Inner West. The activities included Leeds United coached sessions, trips to Yeadon Tarn, cricket, rugby and multi sports camps. The deadline for applications for the West Leeds Coaching Scholarship is 1<sup>st</sup> October. This will offer four young sport leaders in West Leeds the opportunity to enhance their sporting qualifications by providing a 12 month coaching scholarship. It aims to provide both financial and professional support for candidates by helping them to achieve recognised sporting qualifications and accessing professional mentoring opportunities. It is envisaged that the scheme will then enable communities to benefit from new coaching skills.
- 3.4 Armley Leisure Centre is launching a 'Back to Net' initiative with Sport England Netball. This is currently being advertised, particularly targeting young women and is due to be launched in November.
- 3.5 The Museums Service and City Projects team are currently looking at ways to revitalise Armley Mills. Initiatives have been put in place to increase attendance. A Conservation Management Plan has been drawn up and is at consultation draft stage. The plan identifies opportunities for its protection and enhancement and can inform any future proposals for the site. It will provide clear guidelines for the testing and evaluation of new development proposals or for material changes to the site. It will help inform appropriate uses for existing buildings, aid the preparation of long-term conservation programmes for the site and identify areas of neglect, and inform day-to-day decisions with regard to maintenance. Following on from the Conservation Management Plan, a development prospectus will be prepared in January 2011 for Armley Mills and Dunkirk Hill.
- 3.6 Over the summer holidays, Leeds Industrial Museum worked with several schools and delivered a series of workshops to teach children about science, technology and engineering. The museum also provided a week of family learning activities during July as part of the I Love West Leeds festival.
- 3.7 The new Community Gallery at Armley Mills has been named 'The MillSpace' and was opened in July as part of the 'I Love West Leeds Festival'. The gallery is hosting an artist in residence programme, currently showing work by local Armley artist Casey Orr entitled 'Wool'. The gallery has been used so far with local school and community groups. The programme for the gallery is guided by a steering group of local key arts people who are interested in making the wider museum as accessible and culturally creative and inspirational as it can be.



## **Enterprise and Economy**

- 3.8 The Inner West area now has a new Business Facilities and Social Enterprise Manager (BFSEM) – Bill Graham – employed through BARCA Leeds under the Community Centres Consortium. A separate report on this agenda outlines the progress to date and future plans.
- 3.9 It should also be noted that four previously vacant units on Armley Town Street have now either been occupied or are about to be occupied. This includes proposals for a New Wortley Community Shop to be opened at no. 38 Town Street. The details of this proposal are included in the Inner West Community centres Consortium update report from elsewhere on this agenda.
- 3.10 The Economic Policy Team have been working in Inner West with partners including West Leeds Debt Forum, Leeds City Credit Union Ltd, Bramley Credit Union Ltd and NHS Leeds Health Improvement Team to organise a ‘Break the Chains of Debt’ event in Bramley on Saturday 23<sup>rd</sup> October. This will feature the Credit Union incentive of £20 when people open an account and use it to save.
- 3.11 The Armley Credit Union, which has been supported this year by the Area Committee, continues to grow. In quarter 2 (between 1<sup>st</sup> July and 30<sup>th</sup> September) there were 94 new adult members and 7 new child members.

### Town Centre Manager (TCM) update

- 3.12 A business event will hopefully take place in the New Year, once planning approvals are in place for the Morbaine development. In the meantime, the TCM is preparing a promotional flyer to distribute to potential businesses.
- 3.13 The Armley Business Forum is sustaining reasonable attendance levels and adopting a more proactive approach to town centre issues. The Forum’s request for an increased Police presence on Armley Town Street has been noted and Police support has notably improved.

## **Transport**

- 3.14 Many of the schemes proposed for Inner West are on hold due to funding shortages. However, on Armley Town Street, works to install traffic calming measures, including carriageway narrowing, speed tables and speed cushions, started on site in August 2010 and are due to be completed in early October 2010. The works aim to reduce vehicle speeds and recorded injury accidents on a road which is currently rated as no.1 on the Council’s ‘Lengths for Concern’ document.

## **Environment**

- 3.15 The Armley Action Days which previously took place weekly are currently being reviewed and partners are considering the level of resources they can commit to this type of operation. 33 fixed penalty notices were issued in relation to littering in Inner West between April and September 2010. Domestic and commercial waste and noise issues have also been tackled with legal notices being served where appropriate.

- 3.16 The TCM will be developing the Keep Armley Tidy campaign in the New Year, in conjunction with local primary schools.
- 3.17 Streetscene Services are commencing a pilot scheme in West Leeds to review street cleaning services as part of the Streetscene Change Programme. The programme covers a range of issues agreed at the end of the industrial action in November 2009 and in particular the move to more 7 day a week street cleaning arrangements across the city. The intention is to transfer Street Cleansing staff on to a 4\*3 shift pattern from their current standard five day working week. This will mean although fewer staff will be in place, they will be available seven days per week to tackle environmental hotspot areas. It is envisaged that this will be particularly useful in the town and district centres such as Armley to tackle litter from take-away and drinking establishments.
- 3.18 The West North West Area Management Team are assisting in Streetscene Services in reviewing current cleansing frequencies to identify which areas need more regular attention. This work involves mapping out current levels of service provision and resource deployment and will be an essential building block of the enhanced delegation approach envisaged. This work will be completed in the next few months and will be instrumental in helping Members to understand the current service provision in their area and how that can be changed moving forward. Streetscene Services will be briefing Members as the pilot develops and further details will be reported to the Area Committee in due course.

### **Health & Wellbeing**

- 3.19 The West North West Health & Well-being partnership meets bi-monthly to address priority issues in the area, including alcohol related health issues, excess winter death, dementia and NHS healthchecks. GP data on patients that are regularly admitted to A&E (5-10 times p/a) is currently being collected. Work is being done to identify these patients and refer them to treatment services. The NHS healthcheck for 40-74 year olds is being rolled out city-wide, starting with GP surgeries in the most 10% most deprived SOAs. It will be offered by all GPs by 2012. Other healthy lifestyle initiatives including training local people how to cook healthy meals, walk trainer groups and health promotion courses offered in schools under the Change4life programme are currently being developed across West North West. Evaluation of the schools based programmes has shown that parents responded well to health messages delivered by children.
- 3.20 Dementia services are being developed in libraries in Inner and Outer West.
- 3.21 NHS Leeds are leading on a health needs assessment in New Wortley through the LAMP. This aims to map provision of activities and identify gaps in services and facilities, with a particular focus on health provision. It will be achieved through detailed consultation with local residents and partners. This detailed work will be complimented by the mapping work which has been undertaken to highlight healthy lifestyle interventions for West North West provided by the statutory, voluntary and private sectors.
- 3.22 NHS Leeds also planned and delivered two Winter Wellbeing Pick-up events, one on 15<sup>th</sup> September at the Feel Good Factor in Chapeltown and one on 17<sup>th</sup> September at the Public Health Resource Centre in Armley. Approximately 50 professionals attended to pick up their own resources, advice, toolkit and network with other service

providers. The figures were relatively high compared with the usual attendance of 60 people accessing the centres each month. The events provided information, advice and support to agencies wanting to develop their own winter wellbeing events for the people they work with, including a toolkit for planning an event. Approximately 30 professionals attended. Those attending will be contacted in autumn 2010 to identify how the information they obtained has been used and to explore how many people have benefited from the information provided.

### **Thriving Communities**

- 3.23 A detailed community safety update report will be presented to the Area Committee in December.
- 3.24 In order to assist the enforcement of the Armley Designated Public Places Order (DPPO), posters have been prepared in community languages including Czech, Latvian, Lithuanian, Polish, Russian and Slovak to explain the DPPO rules. Following early efforts to educate people on the DPPO restrictions, the scheme has now moved into an enforcement phase to tackle persistent offenders. In future, the Police will provide figures on numbers of fixed penalty notices issued as the project moves into the enforcement phase.
- 3.25 Further to discussions at the last Area Committee regarding concerns about drinking on Armley Town Street, the Area Management team have met with Police, Town Centre Manager, Extended Services and Slovakian families. The meeting was supported by a translator. The partners have agreed a number of actions to address this issue.
- 3.26 The Area Committee agreed support for the Edinburghs dispersal order in Armley, at its June 2010 meeting, to tackle crime and ASB. Actions include enforcement through the development of 5 Anti-social Behaviour Orders for nominals who have failed to engage with agencies. Two signpost workers based at Bell Vue police station are working with identified problematic families in this area developing interventions. A West Yorkshire Police Community Trust application has been put forward by Christ's Church Youth Project to deliver targeted intervention to young people in this area.
- 3.27 Operation Abbreviate continues to target issues in relation to drugs and sex workers with partner agencies in the New Wortley area. Additional resources include funding of £9000 from West North West Homes Leeds, which has been used to fund an 18 ½ hour post from early September. The 12 month post is managed by BARCA to target sex workers and problematic drug users in the community and explore relevant support and intervention initiatives.
- 3.28 Two sessions were held in September at Swallow Hill targeting year 6 pupils with police ASB staff, West Yorkshire Fire Service and Youth Services. The sessions aimed to raise awareness of issues effecting and influencing young people such as ASB, drugs, alcohol and promoted local activities that young people can get involved with such as the Friday Night Project based at the Lazer Centre.
- 3.29 There has been joint working between the Police and Trading Standards regarding the sale of alcohol to minors, particularly in Armley, due to the high numbers of alcohol related hospital admissions. There are plans for a training session for owners of licensed premises regarding good practice of the sale of alcohol.

## **Harmonious Communities**

- 3.30 The Community Centres Consortium update report elsewhere on this agenda provides information on the priority neighbourhoods of Fairfields, New Wortley and the Wythers. The Fairfields is benefiting from Aramark, an American catering company based in Leeds, who are supporting the community centre with volunteers to help with clean ups and offering mentoring for local people to develop skills in catering, accounts, administration and businesses planning. This is part of their corporate social responsibility agenda.
- 3.31 The CCTV scheme for the Broadleas is being progressed utilising funding from the Area Committee and ALMO Area Panel. It has been confirmed that the scheme will need planning permission and this will be submitted once the Area Committee has confirmed its revenue funding.
- 3.32 At the Community Safety Divisional Partnership, the estate was highlighted as a hotspot for criminal damage. The Youth Inclusion Programme is hoping to develop a programme of activities during October half term, subject to funding.
- 3.33 The Police and partners delivered a community engagement event at Armley Mosque on 18th September. The event was to raise awareness and encourage the local community to access LCC and other services, including career opportunities and to foster good relationships between the local community. Over 200 people attended the event throughout the day. The intention is that this event will build on a cohesive community improve knowledge and awareness of services particularly as this area has a diverse community.

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

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

## **5.0 Legal and Resource Implications**

- 5.1 In order to meet the Area Committee's functions, funding is supplied via Well Being budgets and the Community Centres Budget.

## **6.0 Conclusions**

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

## **7.0 Recommendations**

- 7.1 The Inner West Area Committee is asked to
- note the contents of the report and comment on any aspect of the matters raised
  - suggest items for inclusion on future Area Manager's reports

### **Background Papers**

none

This page is intentionally left blank



Originator: Bill Graham  
Tel: 07581 - 532536

**Report of Business Facilities & Social Enterprise Manager**

**Report to Inner West Area Committee**

**Date: 20<sup>th</sup> October 2010**

**Subject: Inner West Community Centres Consortium Update**

**Electoral Wards Affected:**

Armley  
Bramley and Stanningley

Ward Members consulted (referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function	<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"/>
------------------	--------------------------	--	-------------------------------------	--	--------------------------

**Executive Summary**

The purpose of this report is to outline the plans to make the Community Centres in the Inner West Priority Neighbourhoods increase sales, turnover and run more efficiently to ensure their long-term sustainability.

**1.0 Purpose Of This Report**

1.1 To look at the sustainability options to ensure the Community Centres in the Inner West Priority Neighbourhoods run more efficiently and remain open in the long-term.

**2.0 Background Information**

2.1 There are five community centres in Inner West, these being Moorside Community Centre, New Wortley Community Centre, Fairfield Community Centre, Strawberry Lane/ St. Bartholomew's Centre and Wyther Community House. These are leased to independent organisations who manage the centres via their management committees with the exception of Strawberry Lane/ St Bartholomew's Centre and Wyther Community House. Strawberry Lane/ St Bartholomew's Centre is vested with Environments and Neighbourhoods Directorate of Leeds City Council and Wyther Community House is managed by West North West Homes Leeds. The Heights

Centre, which although located in Outer West, is part of the Inner West Community Centre Consortia group and is close to the Armley ward boundary.

- 2.2 The community centres are a valuable asset in engaging with residents in deprived communities. They offer many services and facilities, as well as being a local focus from which partner agencies can deliver initiatives, for example to tackle worklessness and health issues. Consequently a Community Centre Consortia group was convened by Area Management to address the impending funding issues and deliver a more sustainable management model.
- 2.3 To date the Community Centres Consortium has developed a business model to consider how the community centres can be managed. This involves a lead organisation taking responsibility for managing the centres and co-ordinating the day to day running (recruitment, legal issues such as health and safety, organisation of staff etc.), which will free up community centre staff and volunteers to engage with local people and to develop and deliver programmes of work. A similar model exists in Huddersfield and has proved to be very successful; a visit by the Community Centre Consortia group has taken place.
- 2.4 To address the lack of funding, bids to external funding organisations have been submitted, including a recent application to the Hardship Fund. Unfortunately these applications have been unsuccessful. In view of this, an application was made to the Inner West Area Committee for funding towards a Business Facilities & Social Enterprise Manager to cover the three community centres within the three priority neighbourhoods in Inner West (New Wortley, Fairfields & Wythers), and a pot of funding to help address any issues or gaps in funding between the three community centres.
- 2.5 Since the February Area Committee meeting, the Area Management Team have met with BARCA Leeds, there has been a Community Centre Consortium meeting and subsequent to this the Area Management Team and BARCA Leeds have met with representatives from each of the Community Centres (New Wortley, Fairfields, Wythers) to discuss the BARCA bid and confirm the allocations that were put in the original application. In view of this the Area Management Team has therefore made necessary revisions to the running costs and financial assumptions on which the bid was initially based.
- 2.6 Each centre had originally included **£7,200** for caretaking and cleaning salaries, this gave a total of **£21,600**. However, each centre felt there was greater need for an administration worker rather than a caretaker, therefore it was proposed that after taking out cleaning salaries for each of the centres, the remaining portion of the £21,600 (originally kept for caretaker's salary) be used to fund an administration worker to cover all three centres with an even split of hours for each. This person is employed by BARCA – Leeds. Each Centre felt volunteers would be able to carry out the role of a caretaker.
- 2.7 The total amount approved by Area Committee was **£75,680.32**, of which **£41,500** has been set aside for the Business Facilities & Social Enterprise Manager (this includes the salary and on-costs), the Business Facilities & Social Enterprise Manager was appointed in July 2010 on a 12 month contract. This leaves **£34,180.32**, to cover the cleaning and admin salary of **£21,600**, leaving a total of **£12,580.32** to provide additional revenue support to the centres.



- 2.8 Subsequent to the February Area Committee, further meetings have taken place which has resulted in a re-calculation of the original costings and therefore funding shortfalls for the three community centres. This means that the approved Well Being funds will not cover the funding shortfall. This is a key area of work for the Business Facilities & Social Enterprise Manager to work on.
- 2.9 The Fairfields Community Centre and New Wortley Community Centre have been in receipt of large amounts of funding in previous years. These funding streams have now come to an end.
- 2.10 The impact of this is clear at Fairfields where in 2008/ 09 there were 7 posts (employees) working a total of 160 hours per week (approx). Now there are 2 part time catering jobs and a cleaner working a total of 50 hours per week.
- 2.11 Impact in terms of turnover is also stark, at Fairfield the turnover in 2007/08 was £128,000 where as in the current year from April 2010 projected turnover will be £36,000.
- 2.12 A similar situation exists at New Wortley Community Centre, turnover in 2007/08 was £140,000, where as the current year projected turnover is £55,000. In 2008, 2 full time staff and 4 part time staff were employed working a total of 110 hours per week with a wage bill of £75,000, and now the centre employs 1 full time and 3 part time staff working a total of 65 hours per week, this amounts to a wage bill of £30,000.
- 2.13 The Wyther Community House had been used by BARCA for a number of years as a base to develop community activity in the area. Unfortunately, the building has not lent itself to a useful community building and attendance by residents has been low.
- 2.14 West North West Homes Leeds is currently considering the options for the future of the Community House. This includes consideration of converting the property back into social housing, selling the property as is, and retaining as a Community House and working with agencies to try to bring back into use. A decision on the future will be made at their November 2010 Services and Investment Committee. Consultation has been undertaken with Ward Members and is currently underway with residents. Their views will be used to inform the final decision.
- 2.15 As a result alternative venues are being looked at such as The Venerable Bede Church and Lazer Centre as a base to offer services and activities to the Wythers community. Wyther Community House offered a base for a girls group and a mums group. Both have now relocated to the Venerable Bede Church. It also served as a base for community development led by BARCA - Leeds who have now moved out and are based at Fairfields Community Centre.

### **3.0 Main Issues for Resolution**

#### **Staffing**

- 3.1 Both New Wortley & Fairfields employ mainly part time staff, neither has a centre manager and simple functions such as answering the phone can be problematic, as staffing levels can be erratic.
- 3.2 The Fairfield Community Partnership currently employ 2 part time catering staff, working 20 hours each. They are assisted by a dedicated volunteer in the kitchen. There is a cleaner (10 hours) and there are some volunteers who help on an adhoc

basis. The Business Facilities & Social Enterprise Manager has organised a BEST worker to look after the gardens.

- 3.3 At New Wortley Community Centre there is 1 full time catering manager (35 hours), 2 part time catering staff (10 hours each) and a cleaner (10 hours). There are some dedicated kitchen volunteers who work on specific days, the community shop is run on a volunteer basis, and some office administration is organised by a volunteer. BEST have organised a worker to look after the gardens. On occasion there may be a BEST office assistant and a BEST placement in the kitchen. The probation service have also used the centre for offender placements.

### **Financial Management**

- 3.4 The Financial Management System at Fairfields is satisfactory, whilst at New Wortley there is room for improvement and plans are in place to address these issues.

### **Usage**

- 3.5 Both community centres have the capacity to deliver additional activities to utilise their space and resources. The Business Facilities & Social Enterprise Manager is exploring different avenues of increasing usage at each community centre. Please see attached a timetable for both New Wortley and Fairfield showing their current provisions (appendix 1).

### **Funding Gap**

- 3.6 When taking into account income and expenditure at New Wortley Community Centre there is a funding gap of £1500 - £2000 per month. At Fairfields the figure is closer to £1000 per month. This position has remained static for the past 6 months, and this is now becoming more apparent as external funding has ended. The Business Facilities & Social Enterprise Manager is looking at ways of reducing this shortfall and has discussed plans to reduce the shortfall at the most recent Community Centres Consortium meeting.

### **Community Centre Management Boards**

- 3.7 Fairfields Community Centre have a very strong active board with a good mixture of local residents and business professionals who deal with the problems they face in a very transparent and open way. With regards to the New Wortley Management Board, there is scope for some development to enable it to deliver a positive change in the area. West North West Homes have offered to support the Management Board by delivering training on the roles of a Management Committee and support them on how to apply for funding.

### **Communication**

- 3.8 The Business Facilities & Social Enterprise Manager feels that communication with the local community could be improved. From advertising events to the services offered, the community centres often struggle to get the message they want to get out effectively.

## **4.0 Proposed Areas for Development**

### **Communications and Publicity**

- 4.1 The Business Facilities & Social Enterprise Manager is introducing regular newsletters, improving general marketing, trying to improve the delivery of leaflets and expanding social media interaction via Facebook to engage with the local community better. Marketing campaigns are taking place to publicise activities and the café to people outside the Fairfields and New Wortley to try and develop a wider customer base. Options are being looked into to improve signage at both sites. Promotional material, flyers and posters will be distributed in both the local areas. Please refer to appendix 2.

### **Opportunities for Income**

- 4.2 There are some excellent income generating components at both Community Centres. Listed below are the key income generators.

#### **Room Hire**

- 4.3 New Wortley generates room hire from H3Plus who hire the main hall for a couple of hours every week paying approx £1,500 every 6 months to put on an elderly heart fitness class, patients are referred by GPs. A few more of these would be very profitable, and putting this type of class into an area of high deprivation would be beneficial. There is additional room hire income from Leeds City Council for meetings, private parties and other groups. Rental is paid by BARCA – Leeds for the development work being organised from the venue, and in October a drugs programme funded by BARCA will start paying income via rent and through the café with a food voucher scheme to help people with drug related problems.
- 4.4 At Fairfields Community Centre, room hire is paid by BARCA for the development work and Youth Service, There is additional room hire from private groups, organisations such as Leeds City Council for meetings, and from private parties.
- 4.5 Room hire banners are being prepared for both sites to advertise the space available.

#### **Community Shop**

- 4.6 New Wortley is generating an income of approx £500 per month through the community shop which is located within the New Wortley Community Centre. The shop is open when the centre is open 9am – 3pm, this is staffed by volunteers. This is additional income with little associated extra cost.
- 4.7 The possibility of opening a high street shop is being explored. However, there are other associated costs with this. The Business Facilities & Social Enterprise Manager has negotiated the possibility of a shop on Armley Town Street, this will be rent free for 6 months. There is no need to sign a lease and there is a possibility of qualifying for a 90% discount on rates because it will be a charity shop. New Wortley Community Centre is a registered charity.
- 4.8 If a shop was opened on Armley Town Street, this would run in conjunction with the current shop based in the community centre. The shop on Town Street would initially be staffed by volunteers, with one volunteer being the shop manager. The Community Centre does have a volunteer with retail management experience. The idea would be

to ask for donations from local community centres, as well as trying to source supplies from other social enterprises. The Community Centre would need to purchase fixtures and fittings for the shop, decorate internally and design some shop frontage. The shop would also be a high street presence for the Community Centres and help promote events at the centres on Armley Town Street. There are currently 2 charity shops trading close by on Town Street taking approx £700- £1000 per week.

### **Café / Outside Catering**

- 4.9 The Business Facilities & Social Enterprise Manager believes the social enterprises at each centre are not profitable at the moment, and some development is required in terms of management skills and marketing. The catering at both Community Centres is the key income earner. There needs to be more focus on exploring further catering opportunities at both Community Centres and it could be more beneficial to run both catering units as one.
- 4.10 Fairfields – have started to sell breakfasts/ lunches to the major building site next door, this is generating useful extra income and there is potential to increase this income because the developers have asked the café if they would like to sell breakfast/lunch at other development sites across Leeds. The catering staff have responded positively to suggestions to expand the business and there is a feeling of real progress being made here.
- 4.11 There may be an opportunity to increase the number of luncheon clubs in partnership with Bramley Elderley Action, in particular Swinnow and Stanningley may be looking to using Fairfields in the near future.
- 4.12 New Wortley – run a café 8am – 2pm Monday till Saturday. The café is experimenting with Saturday opening to increase turnover. Profit margins on some food items are not high enough, so they are looking at increasing prices on certain menu items. The Catering Manager is looking at purchasing supplies cheaper and limiting the range of food and drink on offer to higher margin good sellers.
- 4.13 The Business Facilities & Social Enterprise Manager is exploring ways of increasing luncheon clubs. Currently there is one luncheon club and this is a weekly contract with Armley Helping Hands.

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

- 5.1 The work that has been carried out in the Priority Neighbourhood areas has helped to meet the Council's objectives of narrowing the gap; improving community cohesion and regenerating deprived areas.

### **Member Consultation**

- 5.2 Relevant Ward Members have been consulted on the works of the Community Centres Consortium and the Area Committee through regular updates.

## **6.0 Legal and Resource Implications**

- 6.1 There have been no legal implications arising out of the work in the Priority Neighbourhood Areas. Resource implications have revolved in the main around Officer time, and in the case of the community centres financial support from the Area Committee's Wellbeing budget.

## **7.0 Equality Considerations**

- 7.1 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. This work will be incorporated within the community centre action plans as they are developed.

## **8.0 Conclusions**

- 8.1 The centres could be promoted under a unified banner by rationalising any promotional / marketing costs. The aim being, to encourage and develop businesses at the centres which could include catering, room hire, and even the possibility of launching businesses such as the Community Shop and Employment Agencies.
- 8.2 The centres could run a more uniform set of services. Centres could run a single reception site manned 9am – 5 pm. This could handle all phone calls to centres/ handle centre bookings and remotely open buildings without the need for someone to be on site. Caretaking and cleaning services could be shared between the sites.
- 8.3 Another possible option is to explore Community Assets. These could be transferred to the organisation responsible for managing them. This would allow the organisation to raise funding to pay for the infrastructure needed to improve the centres. However this approach can be very time consuming and costly.

## **9.0 Recommendations**

- 9.1 Inner West Area Committee members are invited to:  
Note the contents of the report and comment on any aspect of the matters raised.

## **Background Papers**

**None**

**Appendix 1:** Timetables showing Community Centre weekly usage.

**Appendix 2:** Artwork for social enterprises and newsletters.

This page is intentionally left blank

# FAIRFIELD COMMUNITY CENTRE ROOM LETTINGS

	HALL	BOARD ROOM	CONSULTATION
<b>Monday</b>	Barca Youth Group 6-8pm 8-12 Years		
<b>Tuesday</b>	Tea Time Club (Starting Oct) 3.15-5pm  Bingo 7-9pm		
<b>Wednesday</b>	Barca Youth Group 7-9pm 13-19 Years		
<b>Thursday</b>	Participate 1-3pm	Bramley Credit Union 10-12pm  Burley Lodge 12-3pm	
<b>Friday</b>	Lunch Club 11-1pm	Gents Group 10-12pm	
<b>Saturday</b>			
<b>Sunday</b>			

# NEW WORTLEY COMMUNITY CENTRE ROOM LETTINGS


	HALL	COMPUTER ROOM	OFFICE
<b>Monday</b>			
<b>Tuesday</b>	<b>Chill Out Cafe Youth Service 6.30-8.30pm</b>		<b>Barca Drug Project worker 2pm – 6pm Starting Oct</b>
<b>Wednesday</b>		<b>Job Club Club 10am – 3pm</b>	<b>Barca Drug Project worker 2pm – 6pm Starting Oct</b>
<b>Thursday</b>	<b>Cardio Exercise Class (GP Referrals) 1.30pm -3.30pm Luncheon Club 11.30-1.30 Youth Council from 4pm</b>	<b>History Club (starting 30<sup>th</sup> Sept) 10 am - Midday</b>	<b>Barca Drug Project worker 2pm – 6pm Starting Oct</b>
<b>Friday</b>	<b>Jumble Sale (1 Friday a month)</b>		<b>Barca Drug Project worker 2pm – 6pm Starting Oct</b>
<b>Saturday</b>	<b>Tabletop sale (1<sup>st</sup> Saturday of every month)</b>		
<b>Sunday</b>			



**Fairfield Community Centre**  
Fairfield Terrace, LS13 3DU

# ROOMS AVAILABLE TO HIRE

Ideal for Meetings, Groups and Parties  
For more information contact  
0113 255 5759



**Support your local community centre**

**New Wortley Community Centre**



Have a **CUPPA** and a **CHAT**

Surf the **INTERNET** **FREE** access here

English **BREAKFAST** only **£3.00!**

**Come in and be part of New Wortley**

**New Wortley Community Centre**

# ROOMS AVAILABLE TO HIRE

Ideal for Meetings, Groups and Parties  
For more information contact  
0113 279 3466



**Support your local community centre**

This page is intentionally left blank



Originator: Mark Dolman

Tel: 2476362

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

**Inner West Area Committee**

**Date: 20<sup>th</sup> October 2010**

**Subject: Reporting Health & Environmental Action Service activities to the area committees.**

**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**

**Following consultation and feedback from area committees and sub-groups, appendix 1 is a revised version of the Health & Environmental Action Services activity report first presented to members in January of this year. Information is now presented at ward level and includes some data mapping. The aim of the report is to provide members with information about the scope and activities of our service with particular focus on enforcement action and the work of the Environmental Action Teams aligned to strategic outcomes.**

**1.0 Purpose Of This Report**

To provide information for members on the demand for services provided by the Health & Environmental Action Service (HEAS) with particular focus on the enforcement activities undertaken by the Environmental Action Team (EAT) and Highways & Environmental Enforcement (HEE) team. The report known as the 'HEAS Activity Report' (appendix 1) was first introduced to members in January and the subsequent feedback has been integrated into a revised report which now provides data at ward level. This particular report is a half year report for 2010-2011 as it was agreed that reports would be produced on a 6 monthly basis.

## **2.0 Background Information**

HEAS has been operational since May 2008 when it was created out of the former Enforcement Division and Environmental Health Division. Part of its remit is to consider how best to report on its activities and maintain effective communication with area committees particularly in relation to locality working. Mindful of this Graham Wilson the Head of Environmental Action & Parking produced a pilot report for North West inner area committee in February 2009 which was well received. It subsequently created a lot of interest and enquiries from a number of other area committees who felt this sort of information would be valuable to them. Consequently the attached report was developed to present information that would be interesting to members and encourage debate about the nature and demand for our services.

## **3.0 Main Issues**

The report gives a brief description of the work undertaken by teams within HEAS and outlines the scope and demand for our services in the West North West management area.

Information has been grouped according to the strategic outcome that a teams activities most significantly contributes to. Data is provided in relation to service requests, fixed penalty notices, enforcement notices, premises inspections, private sector housing inspections, licenses issued, homes improved and adapted.

The report must be read with a health warning in that it relies heavily on service request (SR) volumes to demonstrate the demand for particular services. In reality its not feasible to draw accurate conclusions about the productivity of teams based on SR's alone because we're not comparing like with like. The notion of SR's is a broad one, ranging from requests for telephone advice that take little time to process to complaints that may take months to investigate and resolve. Consequently there is a wide variation between the type of job undertaken by teams and the time taken to complete each job, neither of which are reflected by counting SR's. Nevertheless SR's do provide a useful indication of the types of issues that are most commonly dealt with in different areas.

The report currently provides information not just on teams involved in crime and grime issues but also on the work of some of our city wide teams such as food, health and safety, housing regulation and regeneration etc There are a number of ongoing projects that have been instigated to review the councils provision of services in light of the difficult economic climate that now exists. In particular these include locality working and the regional provision of regulatory services. The findings from both will shape future provision and could result in significant changes in the orientation of services which will need to be reflected in future issues of this report.

In the meantime information in the report as well as feedback received from members via area committees and/or sub groups will be taken into consideration and used in tasking reviews as well as to shape the drafting of next years service plan. Additionally the report will be used to inform locality working and facilitate communication between members, area management and relevant Health and Environmental Action Service functions. The latter being particularly important in the times of change that we inevitably face over the coming months.

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

None

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

None

#### **6.0 Conclusions**

HEAS collects and has access to a wealth of data. Conscious of the need for a relatively concise report we've had to be fairly selective about the information that has been included and how it is presented. The revised format has been developed as a result of feedback from members following presentation of the initial report earlier in the year.

#### **7.0 Recommendations**

Members are asked to note and consider the information provided within the attached report (appendix 1) in order to facilitate decisions about work priorities as part of the intensive neighbourhood management process. Of particular interest is likely to be the work of the EAT's whose staff include the newly appointed Community Environment Officers and Community Environment Support Officers who's posts are partly funded through the area committees.

#### **Background Papers**

Appendix 1 - please see the attached "***Health and Environmental Action Service activity report West North West Management Area April 2010- September 2010***"

This page is intentionally left blank

The Health and Environmental Action Service (HEAS) is part of Environmental Services and is responsible for a diverse range of functions including enforcement of over 100 Acts of Parliament, extensive private sector housing regeneration with programmes, adaptations to private sector homes, food safety and health & safety in commercial premises, pollution control of air, land and water, Houses' in Multiple Occupation (HMO) licensing, and regulation of the private rented sector to name but a few. The aim of this report is to give a flavour of the services we offer and the demand for those services as well as the outcomes we achieve which contribute to the local strategic partnerships vision for Leeds.

The service is divided into 3 sections with the broad responsibilities listed below.

### **Pollution Control & Housing**

- Housing regeneration – group repair, empty homes and home assistance loans
- Housing regulation – HMO and selective licensing, landlord accreditation and the condition of private rented homes
- Pollution control – noise and air pollution, permitted commercial processes, landfill site monitoring.
- Aids & adaptations to the homes of people with disabilities

### **Commercial & Business Support**

- Food Safety - food premises inspections, scores on the doors and healthy eating interventions
- Infectious disease control
- Health & safety in the workplace
- Affordable warmth - home energy efficiency improvements, health through warmth and fuel poverty initiatives
- Pest control

### **Parking & Environmental Action**

- Parking
- Highways & Environmental Enforcement (HEE) – fly tipping, highways issues, waste carrying
- Environmental Action Team's (EAT) \* 3 – littering, drainage, dog fouling, waste storage, graffiti

### **Scope of the report**

To facilitate service delivery each of the above sections are organised into teams. It is the activity of these teams which forms the basis for the presentation of information in this report. However to make the information more user friendly, headings and groupings in the report contain a blend of outputs from different teams and where possible have been aligned to strategic themes rather than the HEAS organisational structure.

Its also worth noting that whilst a significant proportion of service requests are in effect 'complaints' the definition is much wider than that and includes requests for: advice, registrations, licences, training, planning consultations, scientific surveys, sampling as well as pro-active inspections and stop and search interventions and others.

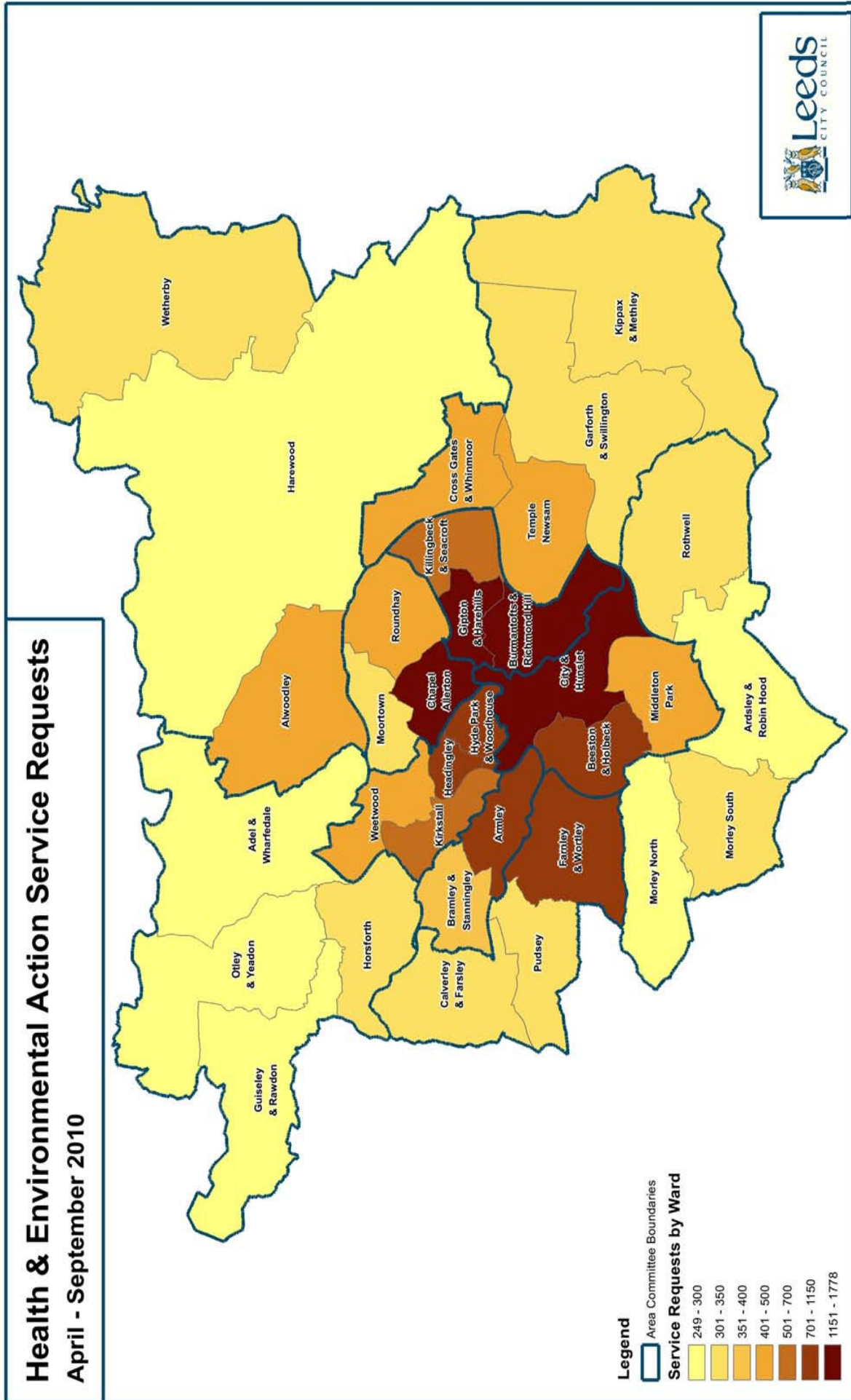
This first table shows the requests for service made to all teams and reflects the level of demand for our services by the public, other departments and external agencies.

**Service requests received by the Health and Environmental Action Service (April 2010-September 2010)**

Table 1 TEAM	Inner West		Outer West		Inner North West			Outer North West					
	Armley	Bram & Stan'ley	Calverley Farsley	Farnley Wortley	Pudsey	Head-ingley	Hyde Park Woodhouse	Kirkstall	Weetwood	Adel/Wharf	Guiseley Rawdon	Horsforth	Otley Yeadon
Landlord Accreditation	2	0	1	0	1	9	8	5	2	0	1	0	0
Food Safety	6	9	9	4	6	7	4	9	3	1	8	8	10
Highways and Environmental Enforcement	19	13	34	12	3	8	8	81	12	7	34	11	22
Houses in Multiple Occupation	27	8	2	2	0	208	159	64	33	0	1	1	0
Health and Safety	7	5	4	2	6	4	2	6	3	4	5	7	10
Air Pollution	0	1	1	10	1	0	1	0	1	14	1	5	4
Commercial noise and Environmental Protection	38	26	38	43	35	39	44	27	29	11	33	43	53
Pest Control	31	29	39	56	36	17	17	43	36	34	21	37	24
Private Rented Sector Housing	46	6	4	7	6	30	47	20	12	0	10	1	3
Rentokil	66	42	60	58	50	19	53	53	52	42	41	68	30
WEST EAT*	660	222	111	496	167	532	535	316	238	130	118	124	118
<b>Totals</b>	<b>902</b>	<b>361</b>	<b>303</b>	<b>690</b>	<b>311</b>	<b>873</b>	<b>878</b>	<b>624</b>	<b>421</b>	<b>243</b>	<b>273</b>	<b>305</b>	<b>274</b>

**\*EAT – Environmental Action Team**





REF : 2010 : 073 : 003

PRODUCED BY NEIGHBOURHOOD SERVICES, LEEDS CITY COUNCIL  
 This map is based upon the Ordnance Survey's Digital Data with the permission of the Controller of Her Majesty's Stationery Office  
 © Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings © Crown Copyright. All rights reserved. Leeds City Council O.S. Licence No. 100019567 (2010)

**The work areas in this section contribute to the strategic objective:**

- *Cleaner, greener and more attractive neighbourhoods through effective environmental management and changed behaviours*

**Service requests dealt with by the West Environmental Action and Highways & Environmental Enforcement teams (April 2010-September 2010)**

Table 2 Job type	Inner West		Outer West		Inner North West			Outer North West					
	Armley	Bram & Stan'ley	Calverley Farsley	Farnley Wortley	Pudsey	Head-ingley	Hyde Park Woodhouse	Kirkstall	Weetwood	Adel/Wharf	Guiseley Rawdon	Horsforth	Otley Yeadon
Bonfires	5	8	9	9	3	4	6	3	5	3	5	1	3
Chimney smoke	0	0	0	0	0	0	0	0	1	1	3	0	0
Commercial waste	11	7	5	10	8	9	23	8	2	1	5	6	1
Domestic waste	140	33	6	181	15	59	43	31	15	3	7	15	4
Drainage	16	11	10	10	8	12	18	10	9	19	6	12	6
Emissions	0	1	0	1	0	0	0	0	0	0	0	0	0
Flyers	0	0	0	0	0	4	1	1	0	0	0	0	0
Flyposting	0	0	1	0	2	9	41	2	0	0	0	1	1
Flytipping	104	13	11	40	7	36	35	25	5	7	7	9	8
Highways	33	13	7	16	10	16	7	16	16	10	20	9	15
Housing	6	7	1	1	4	5	5	6	7	4	6	2	1
Litter	37	13	8	11	6	7	14	15	3	1	5	10	1
Noise	178	100	41	114	74	204	217	166	108	44	53	40	62
Nuisance	25	3	7	9	6	12	14	6	4	8	2	4	4
Odour	0	0	0	3	1	0	1	3	2	0	0	0	3
Overgrown vegetation	69	13	8	11	11	14	36	16	38	29	9	11	7
Rodents	4	2	5	4	4	11	2	3	1	1	2	0	1
Vehicle	4	0	18	0	0	2	5	54	4	2	18	9	16
Waste in gardens	49	11	2	90	8	138	79	31	29	3	3	8	4
<b>Totals</b>	<b>681</b>	<b>235</b>	<b>139</b>	<b>510</b>	<b>167</b>	<b>542</b>	<b>547</b>	<b>396</b>	<b>249</b>	<b>136</b>	<b>151</b>	<b>137</b>	<b>137</b>

**Notices served by the West Environmental Action and Highways & Environmental Enforcement teams  
(April 2010-September 2010)**

TEAM	Inner West		Outer West		Inner North West			Outer North West					
	Armley	Bram & Stan'ley	Calverley Farsley	Farnley Wortley	Pudsey	Head-ingley	Hyde Park Woodhouse	Kirkstall	Weetwood	Adel/Wharf	Guiseley Rawdon	Horsforth	Otley Yeadon
Boarding Up's	0	0	0	0	0	0	0	0	0	0	0	0	0
Commercial waste	7	1	18	3	4	4	8	65	1	4	21	4	23
Detrimental properties	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic waste	84	28	0	160	3	35	11	7	0	0	0	1	1
Drainage	4	4	2	1	1	5	0	2	0	10	0	0	0
Highways	7	1	0	1	2	4	5	0	1	0	1	0	2
Intruder alarms	2	0	0	0	1	0	0	0	0	1	1	0	0
Littering	0	0	0	0	0	2	0	0	0	0	0	0	0
Rodents	3	0	0	0	0	0	1	1	0	0	0	0	1
Statutory nuisance	11	6	0	1	2	10	8	5	3	0	0	1	2
<b>Totals</b>	<b>118</b>	<b>40</b>	<b>20</b>	<b>166</b>	<b>13</b>	<b>60</b>	<b>33</b>	<b>80</b>	<b>5</b>	<b>15</b>	<b>23</b>	<b>6</b>	<b>29</b>

**Fixed Penalty Notices issued by the West Environmental Action and Highways & Environmental Enforcement teams  
(April 2010-September 2010)**

TEAM	Inner West		Outer West		Inner North West			Outer North West					
	Armley	Bram & Stan'ley	Calverley Farsley	Farnley Wortley	Pudsey	Head-ingley	Hyde Park Woodhouse	Kirkstall	Weetwood	Adel/Wharf	Guiseley Rawdon	Horsforth	Otley Yeadon
Dog fouling	1	0	4	0	1	0	0	0	0	0	0	0	0
Domestic waste	1	0	0	1	0	1	1	1	0	0	0	0	0
Littering	24	9	5	4	5	7	12	17	7	0	2	7	2
Commercial waste	1	2	2	0	0	0	0	0	0	0	0	0	2
<b>Totals</b>	<b>27</b>	<b>11</b>	<b>11</b>	<b>5</b>	<b>6</b>	<b>8</b>	<b>13</b>	<b>18</b>	<b>7</b>	<b>0</b>	<b>2</b>	<b>7</b>	<b>4</b>

### The work areas in this section contribute to these strategic objectives:

- Reducing health inequalities through the promotion of healthy life choices and improved access to services
- Improving the quality of life through maximising the potential of vulnerable people by promoting independence, dignity and respect
- Enhancing safety and support for vulnerable people through preventative and protective action to minimise risks and maximise wellbeing

### Adaptations to homes to support independent living

The agency consults with disabled people to identify the housing options, including re-housing and/or adaptations, which are most appropriate for their circumstances. Many of the works provided, such as grab rails, handrails, ramps, showers and lifts make a major contribution to a reduction in falls, especially by older people. A total of 480 adaptations were completed across the City between April and September 2010.

Table 5 Function	Inner West		Outer West		Inner North West			Outer North West					
	Armley	Bram & Stan'ley	Calverley Farsley	Farnley Wortley	Pudsey	Head ingley	Hyde Park Woodhouse	Kirkstall	Weet wood	Adel/ Wharf	Guiseley Rawdon	Horsforth	Otley Yeadon
Adaptations	17	17	8	15	17	5	6	15	8	7	10	10	16

### Health & Safety

We protect people's health and safety by ensuring risks in the workplace are properly controlled. This is achieved through a program of risk based inspections, education and investigation of accidents. The aim of the latter is to call to account negligent employers and send out a clear message that they must meet their legislative obligations and make their workplaces safe.

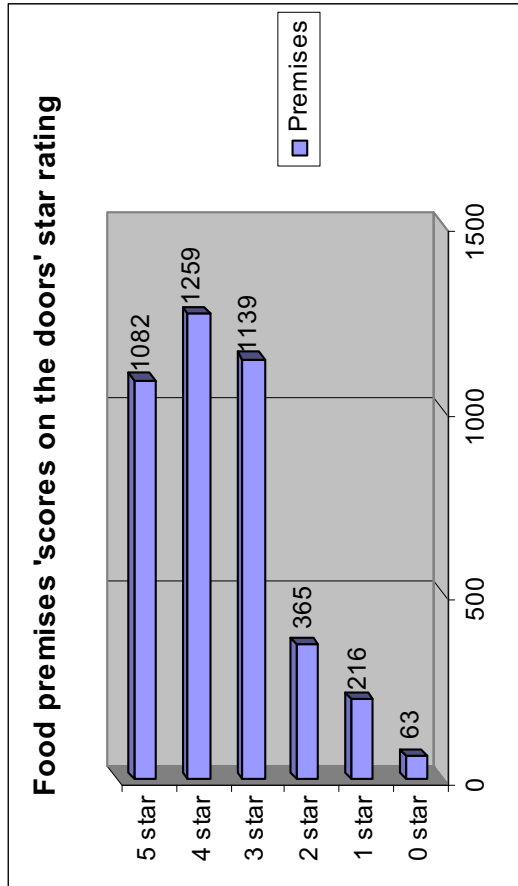
Table 6 Function	Inner West		Outer West		Inner North West			Outer North West					
	Armley	Bram & Stan'ley	Calverley Farsley	Farnley Wortley	Pudsey	Head ingley	Hyde Park Woodhouse	Kirkstall	Weet wood	Adel/ Wharf	Guiseley Rawdon	Horsforth	Otley Yeadon
Inspections	12	14	28	12	20	16	13	8	12	7	19	24	68
Investigations	1	0	6	2	1	1	4	4	2	2	4	3	5

### Food safety & disease control

Our aim is to ensure that all food produced, prepared or sold in Leeds is safe to eat and will not cause ill health. This is facilitated by programmed inspections and supplemented by a portfolio of activity to encourage businesses to raise food hygiene standards “scores on the doors” has been particularly effective in this respect.

The monitoring and reporting of infectious disease notifications in the city provides essential information to aid disease control, equally important is the work done in investigating particular cases of gastrointestinal illness which may indicate problems with the food or water supply to the City. Detection of other sources of gastrointestinal illness is afforded by the food and water sampling programmes. The Animal Health function concerns itself with enforcement of disease control and welfare provisions of the food animals at farms, livestock markets and during transit.

Function	Inner West		Outer West		Inner North West			Outer North West					
	Armley	Bram & Stan'ley	Calverley Farsley	Farmley Wortley	Pudsey	Headingley	Hyde Park Woodhouse	Kirkstall	Weetwood	Adel/Wharf	Guiseley Rawdon	Horsforth	Otley Yeadon
Premise inspections	51	38	37	34	45	22	24	23	16	16	29	43	57
Animal health visits	1	1	1	3	3	0	0	1	0	5	4	1	6



The scheme displays a star rating for food businesses based on a food hygiene inspection. Ratings awarded range from 5 stars for excellent to 0 stars for very poor. Businesses selling or producing low risk food are not included in the scheme. Although it is voluntary for food businesses to display the award all ratings can be viewed on the internet at:

<http://www.scoresonthedoors.org.uk>

Currently 4,124 premises are rated

## Housing regulation

Includes management and promotion of the Leeds Landlords' Accreditation Scheme, enforcement of Housing Act powers and controls over Houses in Multiple Occupation (HMOs) which can present higher risks to the occupants for example in terms of fire safety. Major changes introduced in the Housing Act include the introduction of licensing of all HMOs, selective licensing in areas of low demand or with severe ASB issues and generally addressing poor housing conditions which are known to have an adverse impact on health.

Most of our housing regulation work is to identify and remove category 1 hazards from properties and where possible encourage owners to bring their properties up to the decent homes standard. As such we are more active in areas with high numbers of pre 1919 properties and Houses in Multiple Occupation. The latter being particularly abundant in the inner north west area, which is reflected in table 8 below.

Table 8 Function	Inner West		Outer West		Inner North West			Outer North West					
	Armley	Bram & Stan'ley	Calverley Farsley	Farnley Wortley	Pudsey	Headingley	Hyde Park Woodhouse	Kirkstall	Weetwood	Adel/Wharf	Guiseley Rawdon	Horsforth	Otley Yeadon
Single homes inspected	3	1	2	1	2	4	5	0	2	0	1	0	1
HMO's* inspected	21	2	0	0	0	303	156	44	31	0	1	1	0
Accreditation inspections	1	1	0	0	1	3	4	8	1	0	0	0	0

48

\* HMO's – Houses in multiple occupation

## Empty Properties

The ward figures below are to the end of July 2010 and show the number of empty properties of all types and tenures that have been empty for longer than 6 months. By way of comparison City & Hunslet has the highest concentration of empty properties with 1,320. The total for the City as a whole is 8,725. If we exclude ALMO, registered social landlord, student accommodation and second homes the figure for the City falls to 5,891 – unfortunately ward by ward figures aren't available for this narrower definition.

Table 9 Function	Inner West		Outer West		Inner North West			Outer North West					
	Armley	Bram & Stan'ley	Calverley Farsley	Farnley Wortley	Pudsey	Headingley	Hyde Park Woodhouse	Kirkstall	Weetwood	Adel/Wharf	Guiseley Rawdon	Horsforth	Otley Yeadon
Properties empty for more than 6 months	330	138	171	174	165	270	388	200	225	158	262	183	209



Originator: Stephen Smith

Tel: 77293

**Report of Chief Environment Services Officer**

**Report to Inner West Area Committee**

**Date: 20<sup>th</sup> October 2010**

**Subject: GROUNDS MAINTENANCE UPDATE REPORT**

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

**Executive Summary**

In July 2010 the Council's Executive Board gave approval for the procurement of a new grounds maintenance contract with a revised start date from 1<sup>st</sup> March 2011 to 1<sup>st</sup> January 2012. A draft specification has now been prepared incorporating feedback from ALMO tenants, Highways and Transportation services and the Area Committees.

Engaging with the Parish and Town Council's has also been raised as an issue through Area Committees and the Grounds Maintenance Scrutiny Inquiry carried out between August and December 2009. The revised procurement timetable reflects the process to engage with Parish and Town Council's.

It is recommended that the contents of the report are noted.

## **1.0 Purpose Of This Report**

- 1.1 To advise members of the progress to date with the procurement of a new grounds maintenance contract to start 1/1/2012.
- 1.2 To advise members of the revision to the contract start date from 01/03/2011 to 01/01/2012.
- 1.3 To advise members of several key issues that have emerged to date that have influenced the approach taken to the procurement and shape of the contract.

## **2.0 Background Information**

- 2.1 The Grounds Maintenance procurement strategy is currently being overseen by a Grounds Maintenance Programme Board chaired by the Chief Environmental Services Officer, and made up of the Chief Executive Officers from the three ALMOs and BITMO, the Highways Asset Manager for Highways and Transportation along with other key stakeholders including Strategic Landlord, Procurement Unit and Parks and Countryside. The programme board is supported by a project team made up of representatives from the four clients, procurement, environmental services and parks and countryside.
- 2.2 Looking forward, the proposals to monitor the performance of the appointed contractor will also seek to engage and actively involve the various clients so that they can feedback to their various stakeholder groups in a positive way and reflect that their interests are being represented and upheld. ALMO tenants and Town and Parish Council representatives will be encouraged to have a far greater role in the monitoring of the grounds maintenance services.
- 2.3 In overall terms the new contract will deliver the following grounds maintenance functions:
  - Amenity grass in residential areas including roadside verges, grass around sheltered areas and other areas some of which are on “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 – this is particularly in rural areas and at road junctions and bends, and is cut to maintain road safety standards.
  - Shrub and rose beds at various sites within the city.
  - Primary networks – typically grass verges and central reservations surrounding motorway and other key junctions.
  - Hedge maintenance

## **3.0 Main Issues**

### **Progress to Date**

- 3.1 The procurement strategy approach adopted to date has sought to engage and incorporate the views of the various clients whilst at the same time promoting a consistent approach to grounds maintenance across the city.
- 3.2 Below is the summary of the consultation work carried out by the clients which has been used to develop the contract specification and the contract structure

## **4. Consultation Arrangements and Feedback**

- 4.1 As part of the procurement process the four clients have undertaken a range of customer consultation activities. These are summarized below with key findings:



## 4.2 ALMO and BITMO Boards

Consultation has taken place with customers through a variety of methods including newsletter articles, attendance at Resident and Tenant Group meetings, satisfaction surveys and a number of focus groups.

The issues that have been raised through the consultation process have been considered by the Project Team and include:

- Clarity on how customers could report problems
- Feedback when complaints are received
- Effective action when complaints are received
- Publish 'Service Standards' that are easy to obtain and understand
- Mapping of all sites needs to be up to date
- Monitoring needs to be consistent
- Financial penalties need to be imposed on the contractor
- Modern and suitable equipment needs to be used
- Litter picking needs to be undertaken prior to grass cutting

## 4.3 Area Committees

A report was presented to all ten Area Committees in September/October 2009 and in summary identified five key issues.

### (i) Mapping of Sites

The current Grounds Maintenance mapping database has been developed over the life of this contract and now accurately records the areas of land assigned to the individual ALMOs and Highway and Transportation Services that they have authorised to be serviced. Land will only be varied in or out of the contract with the approval of the appropriate client. Current systems allow the contract monitoring team to determine whether any other identified areas of land are in Council or private ownership and will ensure that the mapping database used for the new contract is up to date.

Where land is in private ownership every effort is made to identify the owner and encourage them to maintain the land. Where ownership is not clear and more work will be done to ensure that the mapping database is as up to date as possible and maintained throughout the life of the next contract.

### (ii) Contract Specification

A number of issues were raised including the possibility of collecting grass cuttings, the ability to vary the number of cuts in certain areas, the removal of cuttings from highways and footways after works have been carried out. The soft market testing exercise carried out in 2009 suggested that this option would significantly increase unit rates. Contractors that responded have indicated that grass collection would be approximately 33% more expensive.

### (iii) Contract Structure

The report to Area Committees recommended that one city wide integrated contract represents the opportunity to get best value. In the main this was agreed to but some comments were made on the role of Town and Parish Councils. The agreed contract structure will provide Parish and Town Councils with an opportunity to tender for the grounds maintenance work in their areas.

#### **(iv) Contract Monitoring**

Various comments were made including the need to ensure more consistent monitoring and the deduction of payment for unsatisfactory or uncompleted work. A more robust and consistent contract monitoring procedure is being developed for the new contract.

#### **(v) Contract Mobilisation**

A general desire to ensure a longer lead in period than was allowed for the current contract. The revised procurement timetables allows for a mobilisation period of 17-20 weeks

### **4.4 Leeds Citizens' Panel**

1,000 members of Leeds Citizen's Panel were consulted by Highways and Transportation to gather views from a range of residents in relation to grounds maintenance and grass cutting across Leeds. Questions were asked about the quality and frequency of services. 542 responses were received. The key areas for consideration from the consultation and the actions taken in preparation for the new contract are as follows:

	Summary	Response:
i	Consider clearing of footpaths after work has been done and/or collecting grass clippings.	The revised contract will test the market capability and the impact on affordability of collecting grass clippings during the mowing operation. The value of this operation will be assessed during contract evaluation.
ii	Verges adjacent to rural roads require more attention.	The grass verges of rural roads have been reviewed and remapped. The revised contract will include the trimming of a minimum 1m wide verge on all rural roads
iii	Overall respondents disagreed to an increase in Council Tax to provide an enhanced service	This suggests that respondents recognise the financial implications of improving the service and value for money will continue to be a key consideration during the tender process.

The feedback from the consultation process to date has been used to influence the contract specification and contract structure.

## **5 Environment and Neighbourhoods Scrutiny Board**

- 5.1 Between August and December 2009 the Environment and Neighbourhoods Scrutiny Board carried out a review of the procurement process currently being followed and a report outlining the Board's recommendations along with the response of the Executive Board Member for Environmental was presented to Executive Board on the 10/03/2010.
- 5.2 Although the inquiry raised similar issues to those identified in the client consultation, it also concentrated on the approach that the Council will take to 'orphan sites' in the new contract. Orphan sites are those where ownership within or outside the Council

can not easily be determined. In the majority of cases these sites impact on the visual amenity of an area and it is in the public interest to maintain them.

- 5.3 Orphan sites continue to be identified as the grounds maintenance database is improved, however the addition of such sites to the schedule of works within the Grounds Maintenance Contract continues to provide additional financial pressure to the clients. As the maintenance of these areas is within the public interest it is proposed that these are corporately funded and added to the database
- 5.4 In considering the way forward for the service consideration has been given to the options of either a traditional 'input' based specification where works and frequencies are clearly specified or an 'output' based specification where less prescription is given and more emphasis is placed on desired outcomes – e.g. 'maintain all grassed areas to a certain standard throughout the growing season' with no reference to numbers of cuts to be carried out in a given period or frequency. An 'input' based specification is the strongly recommended option as this gives far greater certainty as to the works being carried out and when and also enables far greater clarity from a contractor performance management and payment perspective.

## **6. Contract Duration**

- 6.1 The current contract was originally let as a three year contract with the option to extend by an additional three years in one year increments. The soft market testing exercise carried out in 2009 suggests a longer term contract with the ability to extend again by one year increments provides the potential to receive lower unit cost quotes and therefore better value in the long term. It is recommended that a five year contract package be advertised with the opportunity to extend for a further five years in 1 year increments.

## **7. Contract Structure**

- 7.1 As part of the current procurement exercise an option appraisal process was carried out to assess the contract packages available to deliver the grounds maintenance services from 01/03/2011. Two option appraisal workshops were held, facilitated by the Corporate Risk Management team; representatives from the four main clients were involved in the workshops along with representatives from Parks and Countryside, the procurement unit and Environmental Services.
- 7.2 The outcome of the workshops was to recommend the procurement of a city wide contract covering all aspects of grounds maintenance being delivered by one contractor across the city. This was felt to represent not only the most cost effective approach to providing grounds maintenance services but also the one that gives the greatest clarity and accountability in terms of performance from a contractor perspective and ease and ability of monitoring from a client/stakeholder perspective. It is anticipated that there will be strong interest in such a contract. The most recent information regarding interest from the market is the result of the soft market testing done at the end of last year. Fourteen companies returned the documentation, out of which we assessed nine to be capable of delivering a contract of this size.

## **8. Revised Procurement Timetable**

- 8.1 The current contract ends on 28/02/2011 however concern has been raised about the risks associated with having a new contract starting on the same day as the start of the grass cutting season.
- 8.2 In view of this, it is proposed to extend the current contract until 31/12/2011 with the contract award date around August 2011. This will allow a generous mobilisation

period and a contractor handover at a point in the horticultural calendar when maintenance activity is reduced. The new contractor will have the opportunity to become established and fully resourced to start the grass cutting season on 01/03/2012.

8.3 The key dates and stages of the revised procurement timetable can be summarised as follows:

- Sept 2010 - seek confirmation of Parish & Town Council's involvement
- Oct 2010 - evaluation of returns
- Oct/Nov - report findings to Programme Board
- Dec 2010 - publication of OJEU (Official Journal of the European Union) advert inviting expressions of interest
- Late January 2011 - return of completed PQQs (Pre Qualification Questionnaire) documentation
- February 2011 - PQQ evaluation
- March 2011 - tenders invited
- June 2011 - tenders returned
- June/July 2011 - tender evaluation
- August 2011- contract award
- 1<sup>st</sup> January 2012 - contract start

This approach allows a mobilisation period of 17-20 weeks and for any other contract handover issues (such as T.U.P.E) to be resolved before the start of the grass cutting season.

## **9. Parish and Town Councils**

9.1 Throughout the life of the current contract a small number of Town and Parish Councils have expressed interest in becoming more closely involved in the delivery of grounds maintenance services within their areas. In response to the report to Area Committees ( September 2009 ) and as part of the Environments and Neighbourhoods Scrutiny review this issue has again been raised as to the practicality of allowing local council areas to be identified as separate areas of land that would then give interested Town and Parish Councils the ability to bid to carry out works within their area.

9.2 Although the initial option appraisal exercise recommended a city wide contract, subsequent consultation with Parish and Town Councils and Area Committees has suggested that Parish and Town Councils should have the opportunity to bid for grounds maintenance work within their areas.

9.3 At its meeting on 22/07/2010 the Executive Board agreed to the recommendation to advertise the Grounds Maintenance contract on the basis of a city wide contract with the option to allow Parish and Town Councils to tender for work within their areas.

9.4 To progress this issue all parish and Town Councils were written to on the 02/08/2010 asking them to confirm their expression of interest to be included in the provision of grounds maintenance services. Within the letter two options were offered

- (i) Parish and Town Councils to be given the opportunity to be involved in the competitive process and formally bid for the provision of grounds maintenance services within their areas

- (ii) For Local Councils that do not wish to be involved in the competitive process, have the opportunity to be part of the formal monitoring process

The closing date for expressions of interest was 13/08/10 although this has now been extended to 13/09/10 to allow local councils to have the decision approved through their formal processes.

11 responses have been received from Parish and Town Councils, 10 of which have identified option 2 as the preferred option and two have identified option 1 ( 2 Parish Councils have identified option 1 and 2)

- 9.5 The next stage of the process is give a formal presentation to those Parish and Town Councils that have registered and interest. The presentation has been arranged for Wednesday 22/09/10 and will cover options 1 and 2 in more detail covering the tendering process, tender specification and monitoring procedure. It will also provide local council representatives an opportunity to ask questions and fully understand the options.

## **10. Contract Monitoring and Administration**

- 10.1 Over the life of the current contract, monitoring and administration arrangements have improved through the commitment of the various clients. And it has been agreed that contract monitoring arrangements for the new contract need to build on the good work already done to ensure a consistent approach that holds the successful contractor to account and achieves the standards of service that is required. In response to the consultation exercises mentioned above, there is also a strong desire to look at how key stakeholders such as ALMO/BITMO tenants and representatives from interested Town and Parish Councils can contribute to the contract monitoring and contractor feedback arrangements.
- 10.2 New contract monitoring arrangements are being developed that will involve a team approach with all Clients taking part in monitoring to ensure that they can see at first hand the performance levels in their area. Staff carrying out monitoring activities will then take part in regular meetings with the contractor where performance is discussed and payment authorised. Staff from Environmental Services will organise the overall structure of meetings and also undertake the monitoring on behalf of Highways and Transportation. ALMOs and BITMO will also be working with groups in their areas to provide and receive feedback on contractor performance.

## **11. The Executive Board Report July 2010**

- 11.1 A report was prepared for the Council's Executive Board seeking approval to progress with the procurement of a new grounds maintenance contract. The report presented on 22/07/2010 made five recommendations all of which were approved,
  - i. The contract administration and monitoring arrangements as set out in the report.
  - ii. That the contract be advertised on the basis of one, single city-wide contract with the option to require a variant bid to allow interested Parish or Town Councils to tender for work within their areas..
  - iii. That a contract be advertised for five years with the option to extend for up to a further five years.
  - iv. That Executive Board agree to extending the contract with Glendale and ATM until 31/12/2011 subject to the issue of a transparency notice.

- v. That a contingency sum of £60K in year 1 (financial year 2012/2013), £20K year 2 onwards, be allocated to enable any future orphan sites identified to be properly maintained.

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

The procurement of the new contract is being delivered using the Councils Delivering Successful Change methodology and is overseen by a Grounds maintenance Programme Board.

## **13.0 Legal and Resource Implications**

Resources to progress the procurement of the new contract have been provided by the four clients with support from Environment and Neighbourhoods and Procurement'.

## **14.0 Conclusions**

The progress to date with the procurement of a new grounds maintenance contract is on schedule with the procurement timetable to have a new contract in place starting on 1<sup>st</sup> January 2012.

## **15.0 Recommendations**

- 15.1 Members to note the contents of this report



Originator: Andrew Mason  
Tel: 3952860

**Report of: The Director of Environment and Neighbourhoods**

**Area Committee: West Inner Area Committee**

**Date: 20<sup>th</sup> October 2010**

**Subject: Briefing Note on Proposed Delegation of Elements of the Streetscene Service**

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

**Executive Summary**

At the meeting of Area Committee Chairs on 6<sup>th</sup> August 2010 it was agreed, following discussion, that a further report be prepared looking at the potential to increase the delegation for a range of Streetscene services to Area Committees, which in turn would make them more accountable and responsive to the needs of localities and the aspirations of local people and local Elected Members.

Area Committee Chairs were broadly in favour of the move to increase delegation but were keen to point out that this should be via “real” action being taken, and not merely a token delegation based on the increased ability to influence service delivery but without any real ability to change or shape it.

A further briefing note was presented to Area Chairs on the 8<sup>th</sup> October, which they supported. They agreed to the content of the note and asked that further work is undertaken by Officers, to clarify and provide more detail to committees on how the delegation will work in practice. This included the provision of robust intelligence to support the allocation of resources and provide a baseline position at the local level.

Area Committees are asked to note the contents of the attached briefing note. A more detailed report will be prepared for Area Committees later in the municipal year.

## **Briefing Note Presented to Area Chairs 8<sup>th</sup> October 2010 on the Proposed Delegation of Elements of the Streetscene Service to Area Committees**

### **1. Current Position**

- 1.1 Streetscene Services currently form part of Environmental Services and provide a range of environmental services to the City of Leeds. Within Streetscene are the refuse and recycling collection service along with services such as street cleaning, gully cleansing, fly tip removal etc. For the purposes of this note and the proposed delegation refuse and recycling collection services are excluded from the scope, whereas street cleaning and other ancillary services are included within the scope.
- 1.2 It is also accepted that within Streetscene services (excluding refuse and recycling collection) a number of activities do not lend themselves sensibly to discussions on greater delegation, and included within this would be those services provided to the city centre and also those provided on a city-wide basis such as the primary network team and gully cleansing activities etc. Even excluding the aforementioned activities, the scale of resource that is the subject of this discussion is still significant. In 2010/11 the annual revenue budget for all services within scope is approximately £6.2m and comprises 138 FTE's plus relevant machinery and equipment etc.
- 1.3 Whilst it is suggested that there is a clear argument for excluding some services from any potential delegation, other services within scope clearly have the opportunity to be influenced by local choice and local circumstances. Such services include:
- Mechanical street cleaning
  - Manual street cleaning
  - Litter bin emptying
  - Graffiti removal teams
  - Fly tip removal teams

### **2. How Could it Work?**

- 2.1 It was acknowledged at the discussion on the 6<sup>th</sup> of August that delegation of responsibility for services to Area Committees would need to be done on a needs-lead basis and that Elected Members/Area Committees would also need significant support to help them with their role and responsibilities in this regard. At this stage, it is proposed that on an annual basis each Area Committee (it is recommended that the Area Committee Environmental Sub-Group is used) negotiates a Service Level Agreement with Streetscene Services in terms of the range and methodology by which services are deployed in their area. In discussing and agreeing the Service Level Agreement it is intended that summary information will be provided to assist in that debate, such information to include:-
- Current service resources and how they are deployed on the ground
  - Current operating arrangements e.g. cleansing frequencies etc.
  - Area-based service requests over the preceding year
  - Complaint data broken down by complaint type



- Customer perception survey information e.g. residents surveys

It is also proposed that the above information is complemented by empirical, survey based data that robustly records and reports on actual conditions on the ground.

2.2 Moving forward it is recommended that Area Committees be given fuller and more regular data on local environmental quality to assist them in their role, and a number of options have been considered and are proposed for discussion.

i) Enhanced NI 195 Data

The Council currently collects, on a city-wide basis, data on cleanliness levels via national indicator NI195. As outlined, the indicator is collected at a city-wide level only and is statistically unreliable at areas below the city-wide level, even at the wedge or Area Committee level the data cannot be regarded as robust. Nevertheless, there is the potential to increase the annual sample size and as a consequence produce data that is capable of interpretation at a more local level.

ii) DLEQS Surveys

District Local Environmental Quality Surveys (DLEQS) is a district version of a National Environmental Quality Survey, designed by the Keep Britain Tidy group. Leeds has experience of working with this survey over a number of years and it is accepted as a robust and relevant indicator of local environmental quality. The DLEQS methodology is similar to that for NI 195 but covers a wider range of issues than simply cleansing, for example weeds, staining of surfaces, condition of street furniture, fly-tipping, fly-posting and the condition of grassed areas etc. As such, whilst the survey is more intense and intensive from a labour input perspective, it does provide real and robust local environmental quality data that can be better used to assess service effectiveness both from an outcome and also from an input perspective. It is recommended that if the DLEQS route were to be followed this should be pursued on the basis of producing information on a regular basis at the Area Committee footprint level. There is currently some in-house capacity within LCC to produce this, though probably not on the scale that would be required, and there may be some resource implications if this route were to be followed.

iii) An LCC Version of the DLEQS Model

Whilst the DLEQS model is a nationally agreed approach locally derived versions can be produced and monitored locally. It is not clear from our analysis of this option why we would pursue a variant to the DELQS model in terms of the additional benefits it would bring. At the same time producing a DLEQS variant will require additional work both in terms of survey planning and also data interpretation.

2.3 Of the 3 options set out above, option 2 (the DLEQS survey model) is recommended as the best and most appropriate vehicle to report at an Area Committee level, such that Area Committees can fully understand how services are performing in their area and also how they can be amended to reflect local priorities and deliver outcomes on the ground. The DLEQS model, whilst fundamentally being a data repository, is also capable of producing visual

representation of survey data and comparing that to accepted benchmarks and norms. Visual representations of the DLEQS approach will be provided to Elected Members as part of the discussion on this issue.

### **3. Other Issues**

3.1 In considering the issues outlined within this report Members also need to be aware of other issues that can potentially impact on any final decision taken, these are set out briefly below:-

- Within Environment and Neighbourhoods, work is currently going on to look at how a wider range of locality based services including the work done by Environmental Action Teams (EATs) and Environmental Enforcement can be made more accountable to area based structures and reflect the wider locality working agenda. This work is looking at operational and management structures and is likely to see groupings based on the existing wedge based structure that currently operates within area management and the (EATs). A verbal update on this issue will be given at the meeting on the 8<sup>th</sup> October.
- Street cleaning services are currently being reviewed as part of the Streetscene Change Programme. The programme covers a range of issues agreed at the end of the industrial action in November 2009 and in particular the move to more 7 day a week street cleaning arrangements across the city. This work involves mapping out current levels of service provision and resource deployment and will be an essential 'building block' of the enhanced delegation approach envisaged. This work will be completed in the next few months and will be instrumental in helping Members to understand the current service provision in their area and how that can be changed moving forward.
- INM funding has recently been completely removed from a range of street cleaning services and has resulted in service reductions on the ground. Further decisions on service levels/budgets may also be necessary in response to the Comprehensive Spending Review announcement in late October. Central to the issue is ensuring that resources are deployed on the ground in response to service need and that where it can be demonstrated that it is necessary resources should be moved, if needs be, from one Area Committee area to another.

### **4. Conclusions**

4.1 This note sets out the range of Streetscene services that could potentially be delegated to the Area Committees.

4.2 The note also sets out an approach to data collection and reporting that will allow Area Committees to set out a clear plan for service delivery in their area and negotiate a Service Level Agreement which can be monitored throughout the year.

4.3 The note also sets out a range of issues that are currently relevant to this work and that need to be considered in relation to any decision and action plan around changes/implementation.

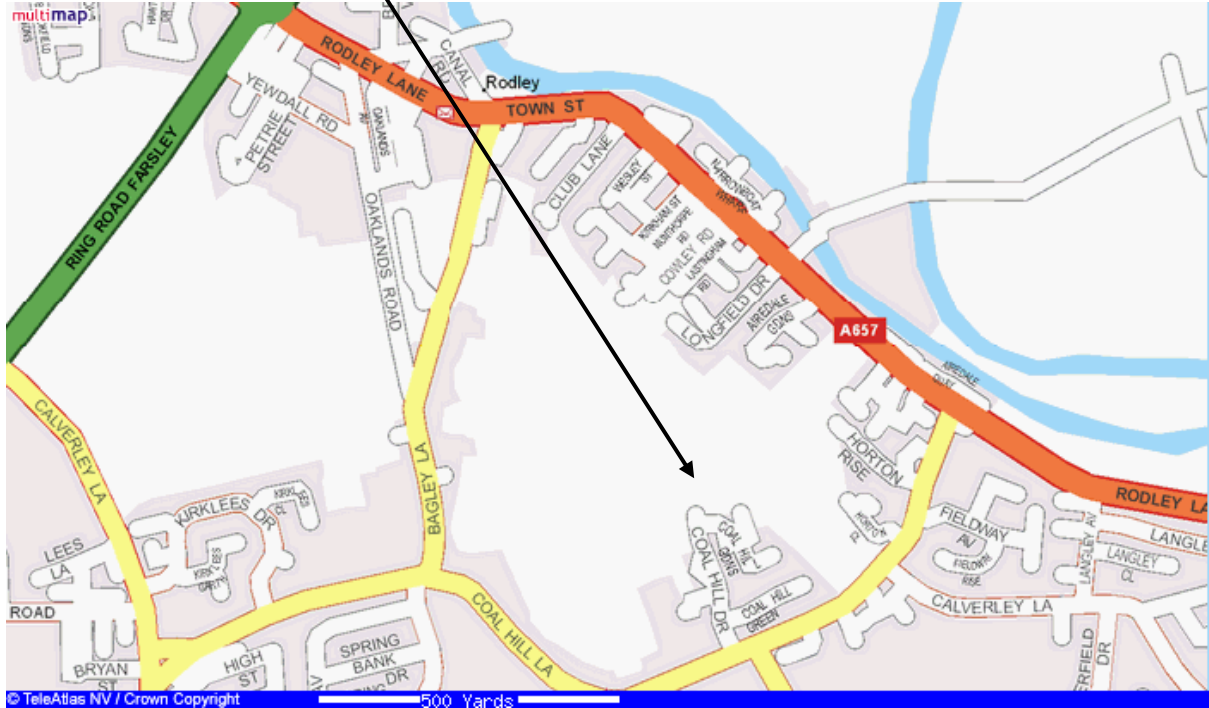
## **5. Recommendations**

5.1 Area Committee Chairs are asked to note the contents of this report and to agree to the following:-

- That the scope of services to be delegated includes those set out at paragraph 1.3 and excludes refuse and recycling collection services.
- That further information on service and resource levels on an Area Committee basis is shared with Members once it is compiled.
- That the process of producing DLEQS monitoring data as a tool for assessing service performance be commenced.

This page is intentionally left blank

Stanningley Amateur Rugby Football Club, Coal Hill Drive, Leeds, LS13 1PA



This page is intentionally left blank