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SOUTH (INNER) AREA COMMITTEE

Meeting to be held in Former Beeston Library, St Anthony's Drive, Leeds, LS11 8AB on
Tuesday, 21st June, 2011 at 6.30 pm

MEMBERSHIP

Councillors

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

Agenda compiled by:
Guy Close
Governance Services Unit
Civic Hall
LEEDS LS1 1UR
Tel: 24 74356

South East Area Leader:
Shaid Mahmood
Tel: 22 43973

A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

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

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

A G E N D A

| Item No | Ward | Item Not Open | | Page No |
|---------|------|---------------|---|---------|
| 1 | | | <p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Chief Democratic Services Officer at least 24 hours before the meeting.)</p> | |
| 2 | | | <p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p> <p>No exempt items or information have been identified on this agenda.</p> | |

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| 3 | | | <p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p> | |
| 4 | | | <p>DECLARATIONS OF INTEREST</p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p> | |
| 5 | | | <p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p> | |
| 6 | | | <p>MINUTES - 24TH MARCH 2011</p> <p>To confirm as a correct record the minutes of the meeting held on 24th March 2011.</p> | 1 - 8 |
| 7 | | | <p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p> <p>(10 mins discussion)</p> | |

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| 8 | All Wards; | | <p>NOTIFICATION OF APPOINTMENT OF AREA COMMITTEE CHAIR FOR 2011/12 AND REVISIONS TO AREA COMMITTEE PROCEDURE RULES</p> <p>To receive a report from the Chief Officer (Democratic and Central Services) formally notifying Members of the appointment of Councillor G Latty as Chair of North West (Outer) Area Committee, and advising on revisions in respect of the Area Committee Procedure Rules.</p> <p>(Council Function) (2.5 mins presentation / 2.5 mins presentation)</p> | 9 - 16 |
| 9 | All Wards; | | <p>AREA COMMITTEE ROLES FOR 2011/12</p> <p>To receive and consider a report from the Assistant Chief Executive (Planning, Policy and Improvement) providing the Area Committee with a summary of the Area Functions and Priority Advisory Functions for 2011/12.</p> <p>(Executive Function) (5 mins presentation / 10 mins discussion)</p> | 17 - 88 |
| 10 | Beeston and Holbeck; City and Hunslet; Middleton Park; | | <p>INNER SOUTH AREA COMMITTEE BUSINESS PLAN 2011-12</p> <p>To receive and consider a report from the South East Area Leader presenting a proposal to replace the Area Committee's Area Delivery Plan with a new annual Business Plan.</p> <p>(Executive Function) (5 mins presentation / 5 mins discussion)</p> | 89 - 94 |
| 11 | Beeston and Holbeck; City and Hunslet; Middleton Park; | | <p>SOUTH INNER AREA COMMITTEE WELLBEING BUDGET</p> <p>To receive and consider a report from the South East Area Leader presenting details of proposed projects and activities to deliver local actions relating to the agreed themes and outcomes of the Area Delivery Plan (ADP).</p> <p>(Executive Function) (5 mins presentation / 10 mins discussion)</p> | 95 - 102 |

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| 12 | Beeston and Holbeck; City and Hunslet; Middleton Park; | | <p>A SUMMARY OF KEY WORK</p> <p>To receive and consider a report from the South East Area Leader detailing work by the Area Management Team on key priorities in the inner south area of Leeds since the last Area Committee meeting.</p> <p>(Executive Function) (5 mins presentation / 5 mins discussion)</p> | 103 - 118 |
| 13 | All Wards; | | <p>DELEGATION OF ENVIRONMENTAL SERVICES UPDATE</p> <p>To receive and consider a report from the Director of Environment and Neighbourhoods providing an update on progress towards the delegation of certain environmental services to Area Committees, as well as information relating to the current review of street cleansing services.</p> <p>(Council Function) (5 mins presentation / 10 mins discussion)</p> | 119 - 124 |
| 14 | Beeston and Holbeck; City and Hunslet; Middleton Park; | | <p>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</p> <p>To receive and consider a report from the Chief Officer (Democratic and Central Services) on Local Authority Appointments to Outside Bodies.</p> <p>(Council Function) (5 mins presentation / 5 mins discussion)</p> | 125 - 140 |

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| 15 | | | <p>DATES, TIMES AND VENUES OF FUTURE MEETINGS</p> <p>Wednesday, 21st September 2011 (Leeds Civic Hall, Leeds, L1 1UR)</p> <p>Tuesday, 8th November 2011 (Belle Isle Family Centre, St John and Barnabas Church, Belle Isle Road, Leeds, LS10 3PG)</p> <p>Wednesday, 11th January 2012 (Leeds Civic Hall, Leeds, LS1 1UR)</p> <p>Tuesday, 7th February 2012 (To be confirmed)</p> <p>Wednesday, 21st March 2012 (To be confirmed)</p> <p>(All meetings to commence at 6.30 pm.)</p> <p>MAP OF TODAY'S VENUE</p> <p>Former Beeston Library, St Anthony's Drive, LS11 8AB</p> | |

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Agenda Item 6

SOUTH (INNER) AREA COMMITTEE

THURSDAY, 24TH MARCH, 2011

PRESENT: Councillor A Gabriel in the Chair

Councillors J Blake, P Davey, K Groves,
E Nash and A Ogilvie

69 Chair's Opening Remarks

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

70 Declarations of Interest

Councillor Groves declared an interest in agenda item 9, Inner South Wellbeing Budget, in her capacity as a Member of Middleton Elderly Aid. On the basis that the interest was prejudicial, she withdrew from the meeting during the consideration of the item and did not vote. (Minute No. 80 refers)

Councillor Ogilvie declared a personal interest in agenda item 9, Inner South Wellbeing Budget, in his capacity as a Director of South Leeds Community Radio. (Minute No. 80 refers)

Councillors Blake and Gabriel declared a personal interest in agenda item 9, Inner South Wellbeing Budget, in their capacity as Members of Health for All. (Minute No. 80 refers)

71 Apologies for Absence

Apologies for absence were submitted by Councillors Congreve, Driver and Iqbal.

72 Minutes - 9th February 2011

RESOLVED – That the minutes of the meeting held on 9th February 2011 be confirmed as a correct record.

73 Matters Arising from the Minutes

Minute No. 36 – Proposed Merger for Joseph Priestley College

The Chair welcomed to the meeting, Sally Blunt, Principal of Joseph Priestley College, and Peter Roberts, Principal of Leeds City College, to provide a brief update on recent developments in relation to the proposed merger involving Joseph Priestley College and Leeds City College.

Members were advised that today was the final day of the consultation process. The colleges had undertaken joint working which included a decision to retain the 3 sites at Beeston, Morley and Rothwell. It was reported that discussions had taken place with South Leeds Youth Hub to discuss support for young people in the area. Reference was made to the current financial climate and the need to explore other sources of funding. The Principal of Joseph Priestley College reported that she was hopeful that the merger would be finalised on 1st August 2011. The Area Committee requested further updates, particularly in relation to the skills agenda and partnership working.

74 Open Forum

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

The Area Committee was informed that the waiting restrictions at New Princess Street, Holbeck, had now been completed.

It was reported that discussions with Tesco's to develop a site in Holbeck, were still ongoing.

Local residents expressed concern about disabled access at today's venue, South Leeds Youth Hub, and the need for improved signage. One local resident felt there was a need for the Youth Hub to acknowledge the contribution of, Merlyn Rees, a former Member of Parliament for Leeds South.

Al Garthwaite informed the Area Committee about the website, South Leeds Life, which provided local residents with information about news and events in Holbeck, Beeston, Cottingley, Hunslet, Belle Isle and Middleton. For further information please visit www.southleedslife.wordpress.com

75 Introduction of Tom Riordan, Chief Executive, Leeds City Council

The Chair reported that, unfortunately, due to other commitments, Tom Riordan, Chief Executive, Leeds City Council, was unable to attend this evening's meeting of the South (Inner) Area Committee.

76 Early Diagnosis and Intervention to Lung Cancer

The South East Health and Wellbeing Improvement Manager submitted a report which presented details of work underway to reduce the high levels of lung cancer deaths within the inner south area of Leeds.

The Chair welcomed to the meeting, Dr Matt Callister, Consultant Respiratory Physician at St James's University Hospital, and Bash Uppal, South East Health and Improvement Manager, to present the report and respond to Members' questions and comments.

Further information and guidance in relation to early lung cancer detection in Leeds was circulated to the Area Committee. Members were informed that information had been forwarded to gp's surgeries and health centres. The Area Committee was encouraged to distribute the information to local community groups and organisations.

RESOLVED – That the report and information appended to the report be noted.

77 Bus Quality Contract Scheme for West Yorkshire

A report of the Bus Development Team at Metro was submitted which provided the Area Committee with proposals for a Quality Bus Contract Scheme for West Yorkshire and the associated public consultation process.

The Chair welcomed to the meeting Louise Porter and Neale Wallace, West Yorkshire Passenger Transport Executive, to present the report and respond to Members' questions and comments.

In brief summary, the key points of discussion were:

- Confirmation that, subject to no legal challenge, phased implementation of the Quality Bus Contract Scheme could take place in 2013.
- Concern that Metro had promised a bus service from Dewsbury Road to Belle Isle, around the time that the John Charles Centre for Sport was built, and this had not been delivered. It was agreed that Metro would provide a response to the Area Committee on this issue.
- Members highlighted the need for improved services connecting local communities, particularly between Beeston / Middleton to Belle Isle.
- Concern about anti-social behaviour on some bus services. It was reported that under the Bus Quality Contract Scheme, there would be a more co-ordinated response to these types of issues.

RESOLVED –

- (a) That the report and information appended to the report be noted; and
- (b) That the Area Committee supports proposals to introduce a Bus Quality Contract Scheme.

78 Voluntary Sector Sports provision in the Inner South Area

A report of the Sport and Recreation Service was submitted which outlined the role of the Sport Development Team in supporting voluntary sector sports clubs in the inner south area.

The following information was appended to the report:

- A summary of the new Sportivate scheme

- List of sports providers in the inner south area.

The Chair welcomed to the meeting, Sue Doherty, Senior Community Sports Officer, Learning and Leisure, to present the report and respond to Members' questions and comments.

The Area Committee discussed the need to be provided with further information in relation to links with extended services clusters and targeted outreach work.

RESOLVED –

- (a) That the report and information appended to the report be noted; and
- (b) That Ward Member meetings be arranged to consider the issues identified above.

79 Dog Control Orders - Phase Two

The Director of Environment and Neighbourhoods submitted a report on proposals to introduce further Dog Control Orders in the City.

The Chair welcomed to the meeting, Simon Frosdick, Business Development Manager, Parks and Countryside Service, to present the report and respond to Members' questions and comments.

In brief summary, the key points of discussion were:

- There was a suggestion that friends of groups be added to the list of groups to be consulted. One Member suggested that the consultation list be forwarded to Ward Members.
- Concern about the lack of Dog Enforcement Officers, particularly in terms of tackling the issue of dog fouling. It was advised that Police Community Support Officers (PCSOs) had powers to issue fixed penalty notices for dog fouling.
- There was a need for improved signage at Multi Use Games Areas (MUGAs) – The Business Development Manager reported that this issue was being addressed.

RESOLVED – That the contents of the report be noted.

80 Inner South Wellbeing Budget

The South East Area Leader submitted a report which contained details of proposed projects and activities to deliver local actions relating to the agreed themes and outcomes of the Area Delivery Plan (ADP).

Keith Lander, Deputy Area Manager, presented the report.

In brief summary, the main highlighted points were:

- The Area Committee emphasised the importance of greater Member involvement in projects, particularly in view of the current financial climate and demands on the Council's budget.
- The Area Leader discussed conducting a review of the process for allocating wellbeing funding to groups and organisations.
- The Chair thanked, Steve Ross, South Leeds Area Management, for his hard work, particularly in terms of recent work undertaken in tackling the unusually high volume of wellbeing applications that had been submitted.

RESOLVED –

- (a) That the report and information appended to the report be noted;
 (b) That the following decisions be made in relation to applications for wellbeing funding:

- St Luke's Cares – youth activities
 Beeston and Holbeck Ward: £17,940 approved
 City and Hunslet Ward: £19,552 approved
 Middleton Park Ward: £15,756 approved
- Youth Service – youth activities
 Beeston and Holbeck Ward: £7,047 approved
 City and Hunslet Ward: £5,467 approved
 (Subject to funding only being allocated towards locally based trips and activities.)
- Re'new – work in Middleton Park Ward: £26,950 approved
- Middleton Elderly Aid – outreach worker – £5,000 approved from Middleton Park Ward
- West Yorkshire Police – off road bikes – £2,964 approved (£988 split equally from each of the three Inner South Wards), subject to receiving further information in relation to a similar scheme which it was believed had been funded by the Area Committee, particularly around usage of the bikes.)
- Cottingley Health and Wellbeing Group – Make a Difference – £3,013 approved from Beeston and Holbeck Ward
- Leeds Ahead – job search support / capacity building for community groups / environmental improvement days – £4,500 approved (£3,000 from Beeston and Holbeck Ward and £1,500 from City and Hunslet Ward)
- Aspire to succeed: investment ready partnership – £3,400 approved from the Enterprise and Economy pot (£1,133 from each of the three Inner South Wards), to include representation from a Ward Member, Councillor Groves.
- Radio Asian Fever – £5,000 approved from the City and Hunslet Ward
- Aire Valley Homes – Manor Farms (Newhall Road garages site) – £9,333 declined
- Kidz Klub – Kidz Cklub in LS11 – £5,677 approved (£2,839 split equally from Beeston and Holbeck and City and Hunslet Wards)

- South Environmental Action Team – tape recording equipment – £1,661 declined (£554 split equally from each of the three Inner South Wards).
- (c) That £8,200 be allocated to Holbeck street nameplates rather than £8,000 incorrectly referred to in the Wellbeing Budget Report at the February Area Committee meeting.

81 Actions and Achievements report

The Area Committee considered a report from the South East Area Leader which updated Members on the actions and achievements of the Area Management Team since the Area Committee meeting in January 2011.

The following information was appended to the report:

- Minutes of South Leeds Children Leadership Team held on 26th January 2011
- Minutes of South East Health and Wellbeing Partnership held on 27th January 2011
- Briefing paper for Elected Members on 2011 Census.

Keith Lander, Deputy Area Manager, presented the report.

In brief summary, the key highlighted points were:

- The Chair reminded the Area Committee that census day was on 27th March 2011. Specific support and guidance sessions were planned for residents of south Leeds if they needed help filling in the census form. The Area Leader emphasised the importance of completing the form, particularly in terms of the impact on Government funding for the area.
- The Chair thanked Keith Lander for his valued contribution to the work of the Area Committee and support to Members. It was reported that Keith would no longer be regularly attending future meetings of the Area Committee in his new role.
- The Area Leader provided a brief update regarding ongoing work to develop Cross Flatts Forum.

RESOLVED – That the report and information appended to the report be noted.

82 Dates, Times and Venues of Area Committee Meetings 2011/12

The Chief Democratic Services Officer submitted a report which requested Members to give consideration to agreeing the dates, times and venues of their meetings for the 2011/12 municipal year.

One Member raised concern that the report was weighted in favour of meetings taking place at various venues across the inner south area, as

opposed to the Civic Hall, Leeds, which it was felt was more accessible for Members and the public.

RESOLVED – That the following meeting dates be approved for 2011/12 to take place at to take place at various venues across the inner south area of Leeds at 6.30pm.

Tuesday 21st June 2011, Wednesday 21st September 2011, Tuesday 8th November 2011, Wednesday 11th January 2012, Tuesday 7th February 2012 and Wednesday 21st March 2012

(The meeting concluded at 8.35 pm.)

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Originator: Gerard Watson

Tel: (0113) 39 52194

Report of the Chief Officer (Democratic and Central Services)

South (Inner) Area Committee

Date: Tuesday, 21st June 2011

Subject: Notification of Appointment of Area Committee Chair for 2011/2012 and Revisions to Area Committee Procedure Rules

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

Ward Members consulted (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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

Executive Summary

This report is submitted to formally notify Members of the appointment made by Council at its Annual Meeting on the 26th May 2011 to the position of North West (Outer) Area Committee Chair, whilst also advising of the revisions agreed at the same meeting in respect of the Area Committee Procedure Rules.

1.0 Purpose Of This Report

1.1 The purpose of this report is to formally notify Members of the appointment of Councillor G Latty to the position of North West (Outer) Area Committee Chair for the 2011/2012 municipal year which was made by Council at its Annual Meeting on 26th May 2011. In addition, the report explains the amendments made to Area Committee Procedure Rules 5 and 6.7, also approved at the Annual Meeting of Council, which respectively relate to the annual election of Area Committee Chairs and those items of business which an Area Committee shall consider.

2.0 Background Information

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

2.2 Paragraph 5 of the Area Committee Procedure Rules, attached as appendix 1, details the process by which Chairs of the Area Committees are elected. This revised process was approved by Council at its Annual Meeting on 26th May 2011 and requires that any appointments made to a position of Area Committee Chair by full Council is reported to the relevant Area Committee.

2.3 Paragraph 6.7 of the Area Committee Procedure Rules, attached as appendix 2, details the agenda items which Area Committees shall consider.

3.0 Main Issues

3.1 Appointment of Chair for 2011/2012

3.2 At its Annual Meeting on 26th May 2011, Council appointed Councillor G Latty to the position of North West (Outer) Area Committee Chair for the 2011/2012 municipal year.

3.3 In line with Area Committee Procedure Rule 5.11, any appointments of Area Committee Chairs made by Council are required to be formally reported to the relevant Area Committee.

3.4 Amendments to Area Committee Procedure Rule 5 – Election of Chair

3.5 At its Annual Meeting on 26th May 2011, Council approved a revised Area Committee Procedure Rule 5, which deals with the election of Area Committee Chairs. The revised Procedure Rule is attached as appendix 1, however, for ease of reference the key provisions are detailed below:-

- Each political Group¹ with Members elected within an Area Committee area may put forward a nomination from amongst Members on the Area Committee to Chair the Area Committee. An Independent Member may also put forward a nomination, with all nominations being notified to the Head of Governance Services 1 clear working day prior to the issue of the Summons for the Annual Council Meeting.
- Following the closure of nominations, and before the Annual Council Meeting, Area Committees will meet to agree the election of Chair for the forthcoming Municipal Year. The Chair will be elected by overall majority and by those Members eligible to do so and present at the meeting. All agreed appointments will be reported to the Annual Council Meeting.
- Where an overall majority of votes cannot be obtained, or it is not possible for the Area Committee to meet in advance of the Annual Council Meeting, the Annual Council Meeting will appoint the Chair.
- Where the Annual Council Meeting is required to appoint the Chair and there is more than one nomination, the Chair will be elected by overall majority of votes cast by those Members of the Area Committee present at the Council meeting.

¹ A nomination from a political group must be forwarded by a Whip

If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.

- Where an overall majority of votes cannot be obtained by votes cast by those Members of the Area Committee present at the Council meeting, the vote will be widened to include all Members of Council. The nominee with the overall majority of votes cast by Members of Council will be appointed as the Chair.
- Where it has not been possible to hold a meeting of the Area Committee and the Annual Council Meeting is required to consider an unopposed nomination for the position of Chair, the unopposed nominee will be elected by the Council.

3.6 Amendments to Area Committee Procedure Rule 6.7 – Agenda Items

3.7 At the 2011 Annual Meeting, Council approved the inclusion of the Area Chairs' Forum minutes within Area Committee Procedure Rule 6.7, which details those items of business which an Area Committee shall consider. The revised Procedure Rule is attached as appendix 2.

4.0 RECOMMENDATIONS

The Area Committee is requested to note the following:-

- (a) That Councillor G Latty was elected as Chair of the North West (Outer) Area Committee for the duration of the 2011/2012 municipal year by Council at its Annual Meeting on 26th May 2011;
- (b) The revised arrangements for the annual election of Area Committee Chairs, as approved by Council on the 26th May 2011 and as reflected within the amended Area Committee Procedure Rules; and
- (c) The revision to Area Committee Procedure Rule 6.7, as approved by Council on the 26th May 2011, which now requires the minutes from the Area Chairs' meetings to be formally considered by Area Committees.

Background Papers

Area Committee Procedure Rules

Schedules 6 and 7 of the Annual Meeting of Council – 26th May 2011

Report to General Purposes Committee entitled, 'Annual Review of the Constitution' – 17th May 2011

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Extract from the Area Committee Procedure Rules**5.0 ELECTION OF CHAIR**

- 5.1 The Chair of each Area Committee will be elected, from amongst the City Councillors eligible to serve on that Committee.
- 5.2 Each political Group¹ with Members elected within an Area Committee area may put forward a nomination from amongst Members on the Area Committee to Chair the Area Committee. An Independent Member may also put forward a nomination.
- 5.3 All nominations must be notified to the Head of Governance Services 1 clear working day prior to the issue of the Summons for the Annual Council Meeting. The Head Of Governance Services will give appropriate notice to whips and Independent Members of this deadline.
- 5.4 Following the closure of nominations, and before the Annual Council Meeting, Area Committees will meet to agree the election of Chair for the forthcoming Municipal Year.
- 5.5 The Chair will be elected by overall majority of first votes cast by those Members eligible to do so and present at the meeting, the member presiding at the meeting will have no second or casting vote. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.
- 5.6 All agreed appointments will be reported to the Annual Council Meeting.
- 5.7 Where an overall majority of votes cannot be obtained, or it is not possible to convene, or hold, a meeting of the Area Committee, or, for any other reason a decision is not possible in advance of the Annual Council Meeting, the Annual Council Meeting will appoint the Chair.
- 5.8 Where it has not been possible to hold a meeting of the Area Committee and the Annual Council Meeting is required to consider more than one nomination for the position of Chair, the Chair will be elected by overall majority of votes cast by those Members of the Area Committee eligible to do so and present at the Council meeting. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.
- 5.9 Where an overall majority of votes cannot be obtained by votes cast by those Members of the Area Committee eligible to do so and present at the Council meeting, the vote will be widened to include all Members of Council. The nominee with the overall majority of votes cast by members of Council will be appointed as the Chair of the Area Committee.

¹ A nomination from a political group must be forwarded by a Whip

- 5.10 Where it has not been possible to hold a meeting of the Area Committee and the Annual Council Meeting is required to consider an unopposed nomination for the position of Chair, the unopposed nominee will be elected by the Council.
- 5.11 Where Council has made an appointment of Chair of an Area Committee the decision will be reported to the relevant Area Committee.

Agenda Items

6.7 Area Committees shall consider the following business:

- appeals against refusal of inspection of documents;
- exclusion of public;
- late items;
- declarations of interest if any;
- apologies for absence;
- open forum;
- consideration of the minutes of the last meeting;
- consideration of the minutes of the Area Chairs' Forum;
- issues arising from the Committee's Area Delivery Plan;
- appointments to outside bodies;
- reports from Outside Bodies; and
- additional matters set out on the agenda for the meeting.

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Originator: Sarn Warbis

Tel: 39 50908

Report of The Assistant Chief Executive (Planning, Policy and Improvement)

South Leeds (Inner) Area Committee

Date: Tuesday 21st June 2011

Subject: Area Committee Roles for 2011/12

Electoral Wards Affected:

All

Ward Members consulted (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

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

Executive Summary

This report presents the Area Committee with a summary of their Area Functions and Priority Advisory Functions for 2011/12. The majority of functions delegated in 2010/11 remain unchanged. The exception to this is the delegation of environmental functions which is dealt with in a separate report to Area Committees.

1.0 Purpose Of This Report

1.1 To provide the Area Committee with a summary of the Area Functions and Priority Advisory Functions for 2011/12.

2.0 Background Information

2.1 In March 2011 the Executive Board agreed revisions to the Area Committee function schedules which included changes to the functions relating to Street Cleansing and Environmental Enforcement Services. These executive arrangements were subsequently approved by full council on 26th May 2011. The Area Functions are included in the Council's Constitution (Part 3, section 3C), these are updated annually and presented to each of the 10 Committees.

2.2 This report does not propose any changes to the Terms of Reference for Area Committees or to their relationship to the Executive Board and its Members for 2011/12.

3.0 Main Issues

- 3.1 In 2010/11 Area Committees and service managers across the Council, delivered a programme of local service delegations across a wide range of service areas. The implementation of these has been taking place throughout the year.
- 3.2 This report does not propose any significant alterations to the number or scope of Area Functions delegated to Area Committees in 2010/11. The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009, this approval was rolled forward to 2010/11 and is also being rolled forward to 2011/12 with amendments only to environmental delegations.
- 3.3 A summary of the delegated functions and priority advisory functions for Area Committees for 2011/12 can be found at **Appendix 1**.
- 3.4 Detail of the delegated functions and priority advisory functions for Area Committees for 2011/12 can be found at **Appendix 2** and **Appendix 3**.
- 3.5 Currently the operating context for the delegated functions is unclear. The Vision for Leeds will be launched this summer, the City Priority Plans are in development and it is not clear which indicators Leeds will report on to central government. Locality working operating arrangements are also evolving and therefore revisions may need to be made to the agreed function schedules during 2011/12.
- 3.6 In addition, in order to assess the effectiveness of Area functions, a review will be undertaken in 2011/12 involving Area Committee Members, the responsible Service function leads and Locality Teams.
- 3.7 The review will aim to identify progress to implement the functions; gain a better understanding in practical terms of how Area Committees can support service change and delivery at local level; gain an understanding of the challenges and opportunities they have encountered, and begin to understand how we can make the functions more realistic and deliverable moving forward. The review will also seek to identify further service areas where delegated powers could be assigned to the Area Committees in future.

4.0 Implications For Council Policy and Governance

- 4.1 The work described in this report and the recommendation fits with existing Council policy and governance arrangements. Area Committees' Executive Functions are exercised concurrently by Area Committees, the Executive Board and by Directors under the officer delegation scheme (executive functions).
- 4.2 Decisions taken by Area Committees, in relation to executive functions, remain subject to call in.
- 4.3 Officers will provide proper advice and support to Area Committees and their Chairs to ensure that delegated Executive Functions continue to be exercised in accordance with the Area Committee Procedure Rules.

5.0 Legal and resource implications

- 5.1 The budgets to deliver services included in the 2010/11 Area Functions, were agreed by Full Council on 23rd February 2011.
- 5.2 Any proposed changes to resources relating to Area Functions would need to be made in consultation with the relevant service Director/Chief Officer(s) and with the agreement of the Area Committee and Executive Board, where appropriate.
- 5.3 There are no new resource or legal implications arising from the proposed extended priority advisory functions of the Area Committees.

6.0 Conclusions

- 6.1 In March 2011 the Executive Board agreed revisions to the Area Committee function schedules which included changes to the functions relating to Street Cleansing and Environmental Enforcement Services. These executive arrangements were subsequently approved by full council on 26th May 2011. The Area Functions are included in the Council's Constitution (Part 3, section 3C), these are updated annually and presented to each of the 10 Committees.
- 6.2 Other than those relating to environmental services there are no significant changes proposed to the Area Functions delegated to Area Committees in 2010/11.
- 6.3 In order to assess the effectiveness of Area functions, a review will be undertaken in 2011/12 involving Area Committee Members, the responsible Service function leads and Area Teams.

7.0 Recommendations

- 7.1 The Area Committee is asked to:
 - a) Note the contents of the report and approved Area Functions and Priority Advisory Functions for 2011/12 as detailed in appendices 1,2 and 3.

Background Documents:

- Area Committees Terms of Reference
- Council Constitution
- Area Committee Roles for 2010/11, 21st June 2010

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| | |
|--|---|
| Well-Being Schedule | |
| Function | |
| To promote and improve the economic, social and environmental well-being of the Committee's area. | To take decisions about, and monitor activity relating to the use of the annual capital and revenue allocation to each Committee. |

| | |
|--|--|
| Area Functions Schedule | |
| Function | |
| Community Centres | <p>In relation to each community centre identified by the Director of Environment and Neighbourhoods as within the Committee's area, to:</p> <ul style="list-style-type: none"> • oversee controllable revenue budgets, operational arrangements and the use of the centres; • agree and implement a schedule of charges and discounts for directly managed centres; • make asset management and investment proposals to ensure the portfolio is sustainable and meets local needs. |
| CCTV | To maintain an overview of the service in the Committee's area and receive regular information about it. |
| Neighbourhood Management Co-ordination | <p>In relation to the Committee's area:</p> <ul style="list-style-type: none"> • to agree priority neighbourhoods (through the approval of the Area Delivery Plan); and • to agree and monitor Neighbourhood Improvement Plans for the Committee's area. |
| Street Cleansing & Environmental Enforcement Services: | To develop and approve annual Service Level Agreements to achieve as a minimum, the service standards set by Executive Board. Via the Service Level Agreement, to determine the principles of deployment of the available resources by: |
| <ul style="list-style-type: none"> • Litter bin emptying • litter picking and associated works • Street sweeping and associated works | |

| | |
|---|---|
| <ul style="list-style-type: none"> • Leaf clearing • Dog Controls (fouling, straying, dogs on leads, dog exclusions) • Fly tipping enforcement • Enforcement of domestic & commercial waste issues • Litter-related enforcement work • Enforcement on abandoned & nuisance vehicles • Overgrown vegetation • Highways enforcement (placards on streets, A boards, cleanliness) • Graffiti enforcement work • Proactive local environmental promotions | <ul style="list-style-type: none"> • the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered) • The agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality. <p>To be responsible for monitoring and reviewing the delegated activities in relation to the service outcomes specified in the SLA.</p> <p>To be responsible for negotiating amendments to the SLA with service providers to accommodate unforeseen events or patterns of service failure, during the course of theSLA.</p> |
|---|---|

Priority Advisory Functions

| Role | Summary |
|---|---|
| Community Engagement | Each Committee will agree a local community engagement plan based on an agreed template to ensure consistency across the city. Information on how Area Committees have delivered on their community engagement plans, will be included in an annual report to the Executive Board, which outlines achievements from the previous year to deliver the Area Delivery Plans, and future priorities. |
| Community Greenspace | <p>This covers 73 community parks vested with the Parks and Countryside Service. These include a wide variety of recreation facilities, sports pitches, play areas, formal and informal horticultural features.</p> <p>Area Committees will influence the development and use of community parks and be consulted about proposals for the development and use of them, for example proposals for refurbishment and installation of new play equipment.</p> |
| PCSOs, Neighbourhood Policing Teams and Multi Agency Crime and Grime Operations | This covers the deployment of PCSOs, the work of Neighbourhood Policing Teams (which are now aligned to ward and Area Committee boundaries) and multi agency crime and grime initiatives to tackle local priorities and hot spots. The arrangements enable staff to work more closely together on the ground and improve consultation with and reporting arrangements to the Area Committees. |
| Highways Maintenance | Area Committees will be asked to comment on annual and forward programme of planned maintenance of local roads, on traffic management proposals affecting local roads and minor maintenance schemes to keep highway safe. |
| Local Children and Young People Plans | <p>Area Committees will continue to influence the strategic direction of actions within the area delivery plan in relation to the 5 Every Child Matters outcomes and local need.</p> <p>The committees will have a local democratic oversight, demonstrated by endorsing the plan and local priorities identified within it. Committees will have a monitoring function, ensuring the 5 Every Child Matters outcomes and the improved integration of children's services are embedded as part of the delivery objectives of the Children Leeds Area</p> |

| | |
|---|---|
| | Partnership expressed through Area Delivery plans and extended service cluster plans. |
| Health and Well Being. (including Adult Social Care) | As part of their responsibility to promote local well being, Area Committees have an important role in helping to improve health and tackling health inequalities by ensuring coordinated and focused activity across Council services and with key partners such as the Leeds PCT at the local level. Adult Services and the PCT are organising their resources to work more effectively at a local level helping Area Committees through regular reporting arrangements to influence local priorities and action, and monitor the health and well-being targets linked to the Leeds Strategic Plan. |
| Area Based Regeneration Schemes and Town and District Centre Projects | Also consistent with the promotion of well-being, Area Committees will have a role in relation to influencing, assisting and endorsing key aspect of area based regeneration schemes and town and district centre projects. They will be supported in this by officers in the Regeneration Service. |
| Conservation Area Reviews | This function covers a programme of reviews in 17 designated conservation areas commencing 2008/09 – to 2010/11. In each case to assess its special character, to propose any changes to its boundary and to make proposals for its management. Area Committees agreed reviews in these areas and ward members have been directly involved in consultation work. |
| Advertising on Lampposts | <p>Function is suspended until April 2012</p> <p>The council had agreed a 15 year contract for the installation of advertising on lamp posts in 2008. A 20% share of the income generated from this contract was due to come back to Area Committees to support local priorities. However, in February 2009 the company awarded the contract went in to administration. During the liquidation process, the hoardings on lamp posts were sold to a new company, City-ads Leeds, who will operate a much reduced service on an interim basis until a more permanent arrangement is put in place.</p> <p>A new company to deliver this contract was due to be selected through a competitive tender process, with the contract commencing around December 2011. The delay in tendering for the renewal of the contract is to enable the advertising market to recover from the</p> |

| | |
|--|---|
| | <p>economic downturn and thereby yield the Council (and Area Committees) with the best possible financial return.</p> <p>City-ads is a fledgling business, aspiring to build their advertising portfolio against an extremely difficult economic backdrop for the industry. An income share arrangement has been agreed but the returns are not expected to be significant. Initial indications are that the Council will receive around £300 per quarter, rising to around £1,000 per quarter as the business grows over the next 12months.</p> <p>It was therefore agreed that this function is suspended until April 2012 when a new contractor has been agreed, as the administrative costs of dividing the limited income that will be received to each of the 10 committees, is highly likely to outweigh the actual return that each committee will receive.</p> |
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Area Committee Roles for 2011/12

Area Functions

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

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



Area Functions Information – 2011/12

| | |
|---|---------------|
| Area Well Being Budgets | Pages 3 - 6 |
| Community Centres | Pages 7 - 12 |
| CCTV | Pages 13 - 18 |
| Neighbourhood Management Co-ordination | Pages 19 – 21 |
| Street Cleansing & Environmental Enforcement Services | Pages 22 - 22 |

Area Functions Information – 2011 / 12

| | |
|---|--|
| FUNCTION: | Area Well Being Budgets – Capital and Revenue Allocations |
| DESCRIPTION | |
| HEADLINE INFORMATION: | |
| Well being budgets delegated to Area Committees to support local priorities. | |
| OVERVIEW OF RESOURCES: | |
| Annual Revenue and Capital allocation for each Committee area. Officer support from Area Management Teams. | |
| TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL: | |
| Regular reports to Area Committees on allocations, project approvals, monitoring of spend and activity. | |
| EXECUTIVE MEMBER: | |
| Cllr Peter Gruen | |
| RESPONSIBLE OFFICERS: | |
| DIRECTOR: James Rogers | |
| CHIEF OFFICER: Kathy Kudelnitzky | |
| LEAD OFFICER FOR FUNCTION SCHEDULE: Beth Logan | |

| |
|---|
| OUTCOMES AND PERFORMANCE INFORMATION |
| <p>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</p> <p>Area Delivery Plans cover local priorities for well being spend and these are linked to the Leeds Strategic Plan outcomes and improvement priorities.</p> <p>The specific indicators that relate to this function are currently unclear because the operating context is in transition :</p> <ul style="list-style-type: none"> ▪ the Vision for Leeds is about to be launched ▪ the City Priority Plans are in development ▪ it is not clear which indicators Leeds will report on to Central Government ▪ the new Locality Working operating arrangements and focus are just evolving ▪ it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements <p>It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.</p> |

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

| | | | | |
|--|--|--|---|--|
| MANAGEMENT AND CO-ORDINATION | | | | |
| PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12: | | | | |
| TYPE AND DETAIL OF PROPOSED ARRANGEMENTS: | | | | |
| <table border="1"> <tr> <td>Centrally Managed Service With Management Contacts for Each Area</td> <td></td> </tr> <tr> <td>Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination</td> <td>Area Management Teams provide support to enable effective administration of well being budgets in each area. Some central technical support /co-ordination particularly in relation to financial management.</td> </tr> </table> | Centrally Managed Service With Management Contacts for Each Area | | Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination | Area Management Teams provide support to enable effective administration of well being budgets in each area. Some central technical support /co-ordination particularly in relation to financial management. |
| Centrally Managed Service With Management Contacts for Each Area | | | | |
| Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination | Area Management Teams provide support to enable effective administration of well being budgets in each area. Some central technical support /co-ordination particularly in relation to financial management. | | | |
| LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS: | | | | |
| <p>Council Constitution Local Government Act 2000 Area Delivery Plans</p> | | | | |

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES

Citywide Budget For Service / Function 2011 / 12

| | |
|---------------------------------------|--------------|
| | £000s |
| Net Revenue Budget | 2,794 |
| Net Capital Budget unallocated | 190 |

| Key Funding Sources | | |
|--|--------------|---|
| Funding Provider | £000s | % |
| LCC: | | |
| Revenue Base | 1,797 | |
| Capital Base | 0 | |
| Unallocated Revenue carried forward from 10/11 | 997 | |
| Unallocated Capital carried forward from 10/11 | 190 | |
| Net Budget 2011/12 | 2,984 | |

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

Revenue and Capital allocations to the Area Committees.

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

Formula revised in 2010/11, formula based on population and deprivation in each area.

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

Based on formula agreed by Executive Board.

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

Reflects population and deprivation characteristics of different areas.

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

| | | City Wide | East | | North East | | North West | | South | | West | |
|---------------------------|--------------------------------------|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | | Inner | Outer | Inner | Outer | Inner | Outer | Inner | Outer | Inner | Outer |
| Net Revenue Budget | Base budget for 11/12 | 1,796,570 | 261,760 | 185,220 | 161,810 | 112,000 | 215,580 | 160,940 | 224,520 | 183,790 | 136,710 | 154,240 |
| | Carry forward from 10/11 | 1,017,071 | 118,892 | 75,699 | 110,335 | 85,461 | 17,310 | 251,402 | 175,708 | 30,459 | 32,911 | 118,894 |
| | Total available to allocate 11/12 | 2,813,641 | 380,652 | 260,919 | 272,145 | 197,461 | 232,890 | 412,342 | 400,228 | 214,249 | 169,621 | 273,134 |
| Net Capital Budget | Base budget for 11/12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Unallocated carry forward from 10/11 | 191,300 | 0 | 0 | 0 | 0 | 26,400 | 79,700 | 0 | 72,200 | 200 | 12,800 |
| | Total available to allocate 11/12 | 191,300 | 0 | 0 | 0 | 0 | 26,400 | 79,700 | 0 | 72,200 | 200 | 12,800 |

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Notes:

- The revenue well being base budget allocation reflects a 0% inflationary uplift on last year's figures
- 'Carry forward from 10/11' represents the balance of what was not actually spent in 10/11. In some cases Area Committees may have already made allocations against this amount and spend will take place in 11/12.
- The 'total available to allocate' revenue figures represent the amounts for Area Committees to allocate to local priorities over the course of the year (assuming that none of the carry forward amount is already allocated). As in previous years, it is assumed that not all the allocation will be actually spent within the financial year. For budget management purposes it is assumed that £250k will be carried forward into the next financial year. This will be monitored by Officers in Environment and Neighbourhoods over the course of the year
- The ACW capital programme has no base budget in 2011/12 and the remaining funding still to allocate is £191,300.
- The value of schemes which are committed but have remaining funding on them amount to £816K. Approximately 82 schemes.

Area Functions Information – 2011/12

| | |
|---|--------------------------|
| FUNCTION: | Community Centres |
| DESCRIPTION | |
| HEADLINE INFORMATION: | |
| <p>Responsibility for a portfolio of community centres vested with Regeneration Service. This covers overseeing revenue budgets, operational arrangements and the use of the centres, agreeing and implementing a schedule of charges and discounts for directly managed centres and making asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.</p> | |
| OVERVIEW OF RESOURCES: | |
| <p>71 community centres city wide of which 47 are directly managed, four of which are closed, and 24 leased to a third party organisation, one of which is closed. Managed by Regeneration Service Caretaking, lettings, surveying and maintenance provided by Corporate Property Management Service Cleaning provided by Building Agency (Property Maintenance)</p> | |
| TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL: | |
| <p>List of centres and management arrangements with data sheets and budget information, Lettings and Pricing policy.</p> | |
| EXECUTIVE MEMBER: | |
| <p>Cllr Peter Gruen</p> | |
| RESPONSIBLE OFFICERS: | |
| <p>DIRECTOR: Neil Evans CHIEF OFFICER: Bridget Emery LEAD OFFICER FOR FUNCTION SCHEDULE: Trudie Canavan</p> | |

| |
|--|
| OUTCOMES AND PERFORMANCE INFORMATION |
| <p>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</p> <p>Harmonious Communities</p> <p>The specific indicators that relate to this function are currently unclear because the operating context is in transition :</p> <ul style="list-style-type: none"> ▪ the Vision for Leeds is about to be launched ▪ the City Priority Plans are in development ▪ it is not clear which indicators Leeds will report on to Central Government ▪ the new Locality Working operating arrangements and focus are just evolving ▪ it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements <p>It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.</p> |
| <p>IMPROVEMENT PRIORITIES:</p> <p>HM-1a An increased number of local people engaged in activities to meet community needs and improve the quality of life for local residents</p> <p>HM-1b An increase in the number of local people that are empowered to have a greater voice and influence over local decision making and a greater role in public service delivery</p> <p>HM-2a Enable a robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services</p> <p>HM-2b An increased sense of belonging and pride in local neighbourhoods that help to build cohesive communities</p> |
| <p>GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:</p> <p>(E.g. SOA, ward, quarterly, yearly)</p> <p>Annual survey – resident perception of neighbourhood and local facilities</p> <p>Data sheets for each centre updated at least annually</p> |

| |
|--|
| GOVERNANCE |
| <p>DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:</p> <p>This covers maintaining an overview of controllable revenue budgets, operational arrangements and the use of the centres, agreeing and implementing a schedule of charges and discounts for directly managed centres and developing asset management and investment proposals to a range of funding sources to ensure the portfolio is sustainable and meets local needs.</p> <p>PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:</p> |

Ward members are involved in discussions about significant changes to particular centres. Proposals on significant issues which affect one or more centres in a Committee's portfolio are then subject to a report to the Area Committee. Some Area Committees have established sub-groups, where more detailed discussions on the management of the local portfolio can take place.

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

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

Mid year and year end update on portfolio and controllable budgets.
Reports as required on key issues affecting centres in the committee's area.

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

| | |
|---|--|
| Centrally Managed Service With Management Contacts for Each Area | |
| Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination | Facilities Management (caretaking, maintenance, lettings) is provided by a central team in Corporate Property Management. Cleaning is provided by Building Agency (Property Maintenance) Co-ordination, technical support and budget management is provided by a central team in Regeneration. Local support, management of day to day issues, development of proposals and consultation is undertaken by staff in each of the Area Management Teams. |

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

Facilities Management staff ensure that relevant legislation is followed when operating and maintaining public buildings.
Corporate and Service Asset Management Plans

LINKS TO OTHER CITY COUNCIL SERVICES:

Community space in other council buildings complements the space available in community centres.
A range of other Council services – Children's Services, Adult Social Care, Jobs and Skills deliver activity and/or occupy office space within community centres.

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Support the delivery of a number of community based services provided by the council and other partners, this includes a number of schools.

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

| |
|---|
| ANY KEY CURRENT / FUTURE ISSUES FOR AREA COMMITTEE TO BE AWARE OF REGARDING SERVICE / FUNCTION |
| Lettings and Pricing Policy to be reviewed during 11-12. Budget detail is complicated and some elements have a time lag e.g. utilities costs therefore caution is required when looking at budget information at any point in time. Corporate Property Management are responsible for repairs and maintenance of buildings and securing funding to address backlog maintenance. |

| | | |
|---|--------------|---------------|
| HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES | | |
| Citywide Budget For Service / FUNCTION IN 2011 / 12: | | |
| | | £000s |
| Net Revenue Budget | | £3,156 |
| Net Capital Budget | | |
| Key Funding Sources | | |
| Funding Provider | £000s | % |
| LCC | 3665 | 116.1% |
| Income from Charges | | |
| LCC – other Council Services | -161 | -5.1% |
| External bookings and office use | -209 | -6.6% |
| Net Operational Costs | 3295 | 104.4% |
| Other(Non Operational Centres & Overhead) | -139 | -4.4% |
| Other | | |
| Net Budget | 3,156 | 100.0% |

| |
|--|
| DESCRIPTION OF WHAT THE BUDGET REPRESENTS: |
| Revenue costs associated with the operation of the community centres. |
| DETAIL OF ANY NON CONTROLLABLE ELEMENTS: |
| Provision of insurance cover and liability Non-controllable capital asset charges The CPM management charge consists of a fixed annual fee NNDR These elements cannot be effectively monitored or controlled at an area level. |

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

Budgets apportioned based on actual revenue figures for centres in each area, based on the previous years running costs. These are adjusted through the budget setting process to account for changes in the portfolio and operating costs of each centre.

The CPM management charge is allocated to community centres as a proportion to their overall spend on staff and running costs. Centres with higher operational costs will therefore attract a higher proportion of the management fee. If Centre A's staffing and running costs represent 5% of the total community centre budget then they will attract 5% of the management fee. If Centre B's running costs represent 10% of the total community centre budget then they will attract 10% of the management fee. This would continue until the full 100% has been allocated.

A backlog maintenance budget has been established for all Council assets. This budget is prioritised according to individual service requirements and local needs. Area Committees should ensure that backlog maintenance issues are prioritised locally and fed through to CPM through existing procedures.

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

Suits this function and allows monitoring of costs for individual centres.

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

Budgets for each centre depends on size, usage and income. There are therefore significant variations between budgets from centre to centre.

Time lag in receiving meaningful information on budgets centres by centre due to nature of charges (e.g. utility bills) and income.

Seasonal fluctuations affect budgets e.g. utility costs higher in second part of year.

AREA COMMITTEE BREAKDOWN – Community Centres

| | | City Wide | East | | North East | | North West | | South | | West | |
|------------------------------|----------------------------|-----------|---------|---------|------------|--------|------------|---------|---------|---------|--------|--------|
| | | Total | Inner | Outer | Inner | Outer | Inner | Outer | Inner | Outer | Inner | Outer |
| Resource Availability | | | | | | | | | | | | |
| Community Centres | Directly Managed | 47 | 11 | 7 | 2 | 3 | 3 | 3 | 6 | 8 | 1 | 3 |
| | Managed by Community Orgs. | 24 | 1 | 5 | 1 | 1 | 3 | 2 | 2 | 5 | 3 | 1 |
| Net Revenue Budget | Net Budget for 11/12 | 3,295,090 | 923,580 | 325,980 | 225,370 | 84,480 | 337,040 | 391,130 | 246,690 | 607,320 | 81,160 | 72,340 |
| | Mid year progress | | | | | | | | | | | |
| | Year end outcome | | | | | | | | | | | |

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Notes: 1 Covers centres in the Regeneration service portfolio as of 1st May 2010.
The six closed centres are due to be demolished or sold in 11-12.

Area Functions Information – 2011/12

FUNCTION:

CCTV

HEADLINE INFORMATION:

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

- Provide 24 hour 365 days a year monitoring of CCTV in areas of operation.
- Contribute to reducing the fear of crime by facilitating the apprehension and prosecution of offenders and assisting in preventing and aiding detection of crime committed in public areas where CCTV in areas of operation.
- Liaise with Area Management/Divisional Community Safety Partnerships and Neighbourhood Policing Teams on multi-agency operations.
- The Private Security Industry Act ensures that all CCTV staff are security vetted, trained and licensed by the Security Industry Authority (SIA)

OVERVIEW OF RESOURCES:

25 CCTV operators are employed to carry out the 24/7 operations. There are currently 239 Public Space CCTV cameras across the city. 'Leedswatch' also have a sharing agreement with Urban Traffic Control (UTC) who can utilise the 'Leedswatch' cameras for highways related matters and likewise 'Leedswatch' can utilise the UTC cameras in relation to the reducing the fear of crime by facilitating the apprehension and prosecution of offenders and assisting in preventing and aiding detection of crime. Cameras and the majority of costs are related to fixed cameras and staffing.

TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:

'Leedswatch' produce a weekly CCTV report which is sent out to Ward Members, Enforcement, ASBU, Area Management and West Yorkshire Police. The service has now recently due to European legislation upgraded from an analogue recording system to a digital recording system. Approval has also been given to enter into a partnership with Leeds Passenger Transport Executive (METRO) and 'Leedswatch' and METRO share the CCTV control room facility.

EXECUTIVE MEMBER:

Councillor Peter Gruen

RESPONSIBLE OFFICERS:

DIRECTOR: Neil Evans

CHIEF OFFICER: Simon Whitehead

LEAD OFFICER FOR FUNCTION SCHEDULE: Wayne Clamp

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

Environment

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

Thriving Places

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

Harmonious Communities

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

The specific indicators that relate to this function are currently unclear because the operating context is in transition :

- the Vision for Leeds is about to be launched
- the City Priority Plans are in development
- it is not clear which indicators Leeds will report on to Central Government
- the new Locality Working operating arrangements and focus are just evolving
- it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements

It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

Public Space surveillance CCTV has to comply with Human Rights Legislation, Data Protection Act and the Private Security Industries Act 2001 which requires all 'Leedswatch' CCTV operators must be Security Industry Authority (SIA) trained and Licensed. All operators must also comply with the Leedswatch Codes of Practice.

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

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

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

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

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

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

Formal reports are provided to Area Management on a 6 monthly basis.

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Crime and Disorder Reduction Partnership – Safer Leeds Executive and Safer Leeds Board.

GOYH – Home Office

Leedswatch have CCTV links to METRO, Bradford, Wakefield, Huddersfield and Calderdale Local Authorities and share images with Urban Traffic Control, Land Drainage and Peace and Emergency Planning.

CONTRACT / COMMISSIONING

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

Leedswatch have SLA's in place for all CCTV installations within Area Management, ALMO's, West Yorkshire Police.

A 5yr BT Contract for CCTV Fibre Provision.

A CCTV Contract expandable up to a maximum of 4 yrs for CCTV Installations and Maintenance expires in October 2011 and the procurement of a new contract has commenced.

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES

Citywide Budget For Service / Function 2011 / 12

| £000s | |
|---------------------------|--------------|
| Net Revenue Budget | 1,368 |
| Net Capital Budget | |

| Key Funding Sources | | |
|---------------------|--------------|-----|
| Funding Provider | £000s | % |
| LCC | 1,176 | 86% |
| LPSA Reward Fund | 192 | |
| Net Budget | 1,368 | |

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

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

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

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

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

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

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

AREA COMMITTEE BREAKDOWN – CCTV

| | | City Wide | East | | North East | | North West | | South | | West | |
|------------------------------|-------------------|-----------|--------|--------|------------|--------|------------|-------|---------|--------|--------|--------|
| | | | Inner | Outer | Inner | Outer | Inner | Outer | Inner | Outer | Inner | Outer |
| Resource Availability | | | | | | | | | | | | |
| Number of cameras | | 129 | 5 | 2 | 19 | 4 | 11 | 0 | 75 | 7 | 4 | 2 |
| Net Revenue Budget | Budget for 11/12 | 1,367,590 | 53,000 | 22,640 | 202,460 | 45,240 | 116,670 | | 790,120 | 73,430 | 42,290 | 21,940 |
| | Mid year progress | | | | | | | | | | | |
| | Year end outcome | | | | | | | | | | | |

Notes:

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

Area Functions Information – 2011/12

| | |
|--|---|
| FUNCTION: | Neighbourhood Management Co-ordination |
| DESCRIPTION | |
| HEADLINE INFORMATION: Identification of priority neighbourhoods across Leeds that require more intensive resources to drive service improvements and better local outcomes. This includes improving the co-ordination of key services across the council and local partners and piloting new ways of working. | |
| OVERVIEW OF RESOURCES: Neighbourhood Improvement Plans cover dedicated resources for neighbourhood management work as agreed by the Area Committees together with any partner agency contributions and/or dedicated funding from any other source. | |
| TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL: Priority neighbourhoods agreed through Area Delivery Plans. Neighbourhood Improvement Plans for each individual area to be agreed and monitored by Area Committee. Area Committees to give thematic approval of any locally available budgets for neighbourhood improvement work. | |
| EXECUTIVE MEMBER: Councillor Peter Gruen | |
| RESPONSIBLE OFFICERS: DIRECTOR: James Rogers CHIEF OFFICER: Kathy Kudelnitzky LEAD OFFICER FOR FUNCTION SCHEDULE: Beth Logan | |

| |
|--|
| OUTCOMES AND PERFORMANCE INFORMATION |
| <p>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</p> <p>The specific indicators that relate to this function are currently unclear because the operating context is in transition :</p> <ul style="list-style-type: none"> ▪ the Vision for Leeds is about to be launched ▪ the City Priority Plans are in development ▪ it is not clear which indicators Leeds will report on to Central Government ▪ the new Locality Working operating arrangements and focus are just evolving ▪ it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements <p>It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.</p> |
| <p>GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:</p> <p>Quarterly progress and monitoring reports to be collated by service. Annual report to be produced for Area Committee Members.</p> |

| |
|---|
| GOVERNANCE |
| <p>DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:</p> <p>Area Committees will oversee all neighbourhood management programmes in their area. This covers a responsibility for approving areas to be included in Area Delivery Plan, approving Neighbourhood Improvement Plans, monitoring progress annually and agreeing thematic priorities for any locally available funding.</p> |

| | | | | |
|---|---|--|---|---|
| MANAGEMENT AND CO-ORDINATION | | | | |
| <p>PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:</p> <p>TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:</p> <table border="1"> <tr> <td>Centrally Managed Service With Management Contacts for Each Area</td> <td></td> </tr> <tr> <td>Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination</td> <td>Directly through or in partnership with Area Management Teams. Centrally based team in Regeneration Service provides support, co-ordination and policy development.</td> </tr> </table> <p>LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:</p> <p>Local Government White Paper Local Government Act 2000 – well being powers Sustainable Communities Five Year Plan (2005) Leeds Strategic Plan LCC Business Plan</p> | Centrally Managed Service With Management Contacts for Each Area | | Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination | Directly through or in partnership with Area Management Teams. Centrally based team in Regeneration Service provides support, co-ordination and policy development. |
| Centrally Managed Service With Management Contacts for Each Area | | | | |
| Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination | Directly through or in partnership with Area Management Teams. Centrally based team in Regeneration Service provides support, co-ordination and policy development. | | | |

LINKS TO OTHER SERVICES:

Links to range of council and partner services, particularly environmental, community safety, health, youth, jobs and skills.

ANY KEY CURRENT / FUTURE ISSUES FOR AREA COMMITTEE TO BE AWARE OF REGARDING SERVICE / FUNCTION**HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES****Citywide Budget For Service / Function 2011 / 12****£000s****Net Revenue Budget****0****Net Capital Budget****0****Key Funding Sources****£000s****%**

Area Functions Information – 2011/12

| | |
|------------------|--|
| FUNCTION: | Street Cleansing & Environmental Enforcement Services |
|------------------|--|

The Street Cleansing & Environmental Services delegation is under review with service level agreements due to go to Area Committee meetings in the September cycle.

Below is the summary schedule as agreed by Executive board on 30th March 2011 and approved by full council on 26th May 2011.

| | |
|--|---|
| <p>Street Cleansing & Environmental Enforcement Services:</p> <ul style="list-style-type: none"> • Litter bin emptying • litter picking and associated works • Street sweeping and associated works • Leaf clearing • Dog Controls (fouling, straying, dogs on leads, dog exclusions) • Fly tipping enforcement • Enforcement of domestic & commercial waste issues • Litter-related enforcement work • Enforcement on abandoned & nuisance vehicles • Overgrown vegetation • Highways enforcement (placards on streets, A boards, cleanliness) • Graffiti enforcement work • Proactive local environmental promotions | <p>To develop and approve annual Service Level Agreements to achieve as a minimum, the service standards set by Executive Board. Via the Service Level Agreement, to determine the principles of deployment of the available resources by:</p> <ul style="list-style-type: none"> • the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered) • The agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality. <p>To be responsible for monitoring and reviewing the delegated activities in relation to the service outcomes specified in the SLA.</p> <p>To be responsible for negotiating amendments to the SLA with service providers to accommodate unforeseen events or patterns of service failure, during the course of the SLA.</p> |
|--|---|

Area Committee Roles for 2011/12

Priority Advisory Functions

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

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



Other Area Committee Roles – 2010/11

| | |
|--|---------------|
| Community Engagement | Pages 3 - 6 |
| Community Greenspace | Pages 7 - 10 |
| PCSOs, Neighbourhood Policing Teams and Multi Agency Crime and Grime Operations | Pages 11 - 16 |
| Highways Maintenance | Pages 17 – 19 |
| Local Children and Young People Plans | Pages 20 – 25 |
| Health and Wellbeing (Including Adult Social Care) | Pages 26 – 29 |
| Conservation Area Reviews | Pages 30 – 34 |
| Area Based Regeneration Schemes and Town and District Centre Projects | Pages 35 – 38 |
| Advertising on Lampposts | Pages 39 – 39 |

Area Committee Roles – 2011/12

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

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

Harmonious Communities

IMPROVEMENT PRIORITIES:

The specific indicators that relate to this function are currently unclear because the operating context is in transition :

- the Vision for Leeds is about to be launched
- the City Priority Plans are in development
- it is not clear which indicators Leeds will report on to Central Government
- the new Locality Working operating arrangements and focus are just evolving
- it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements

It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.

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

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

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

Annual report to Area Committees.

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

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

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

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

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

Area Committees to agree plan and consider annual report.

Ward Members directly involved in ward/neighbourhood based activities.

HOW / WHEN WOULD THE FUNCTION REPORT TO AREA COMMITTEES:

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

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

Other specific reports/updates as required during the year.

MANAGEMENT AND CO-ORDINATION

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Key partners are Voluntary Community and Faith Sector, WY Police and NHS Leeds.

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

It is proposed that Area Function schedule is reviewed as part of a wider review of Area Committee delegations.

The operating context is currently undergoing a significant transition.

- The City Priority Plans are in development
- The Locality Working arrangements are evolving
- The local and national strategic context for the delivery of this area of work is changing, as new strategies are expected from Central Government and locally the political leadership have to determine their approach to existing Government requirements.

In this context it is clear that the Area Function Schedules should be reviewed. It is proposed that this should happen over the next few months as part of wider review of Area Committee delegated functions.

New Function Schedules will then be agreed which reflect national and local priorities, current operating context and Members understanding and priorities.

Corporate Priority Plans and Government emphasis on Empowerment – White Paper Summer 08

Participatory Budgeting work currently underway in two areas of Leeds (Inner West, Outer South).

BUDGET / RESOURCES INFORMATION

Area Committees and partners allocate specific budgets and staff resources for community engagement activity.

Area Management Teams seek partner contributions to local engagement activities.

Area Committee Roles – 2011/12

| | |
|---|-----------------------------|
| FUNCTION: | Community Greenspace |
| DESCRIPTION | |
| HEADLINE INFORMATION: | |
| <p>Community parks vested with the Parks and Countryside Service. These include a wide variety of recreation facilities, sports pitches, play areas, formal and informal horticultural features, etc.</p> | |
| OVERVIEW OF RESOURCES: | |
| <p>Community parks are managed and maintained by the Parks and Countryside service.</p> | |
| TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL: | |
| <p>Leeds Quality Park (LQP) assessments for assessed sites Residents' perception information from Satisfaction Surveys (2006, 2009) A perspective on the 600 community events each year, along with the 50 volunteer groups affiliated with parks and green space and an equal number of 'in bloom' groups. The multi-skilled role of site based gardeners in acting as a positive presence and point of liaison with the local community. This is in addition to dealing with routine maintenance and issues as they arise, and assisting colleagues in other parks and green spaces across the city. A perspective on any developments that have taken place or are planned, along with future investment requirements.</p> | |
| EXECUTIVE MEMBER: | |
| <p>Cllr Adam Ogilvie – Leisure</p> | |
| RESPONSIBLE OFFICERS: | |
| <p>DIRECTOR: Martin Farrington CHIEF OFFICER: Richard Mond LEAD OFFICER FOR FUNCTION SCHEDULE: Mike Kinnaird</p> | |

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

This service has direct and indirect links to a number of strategic plan outcomes outlined in the service plan.

The specific indicators that relate to this function are currently unclear because the operating context is in transition :

- the Vision for Leeds is about to be launched
- the City Priority Plans are in development
- it is not clear which indicators Leeds will report on to Central Government
- the new Locality Working operating arrangements and focus are just evolving
- it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements

It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.

IMPROVEMENT PRIORITIES:

The Parks and Green Space Strategy has a priority to attain Green Flag standard for all community parks by 2020. The £3.7 million parks renaissance programme has had significant impact on delivering improvements to community parks. However, less than a third of the city's community parks were included in this programme and work is ongoing to identify the funding requirement to bring all community parks to the minimum acceptable standard identified within the Green Flag criteria.

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

Ward members (and community groups) are consulted about proposals for the development and use of community parks, for example proposals for refurbishment, installation of new play equipment, etc. Ward members often chair or attend 'friends of groups or 'in-bloom' groups.

Area Committee involvement sought where proposals impact on more than one site within a Committee's portfolio.

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

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

Ward members are involved in discussions about the development and use of community parks.

Proposals on significant issues which affect one or more community parks in a Committee's portfolio are also subject to a report to the Area Committee.

Annual update/progress report to Area Committees.

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12 :

The management of community parks is focussed on encouraging participation and community use of facilities along with promoting opportunities for volunteering. Operational management of day to day issues (user liaison, horticultural work, and general maintenance etc.) is provided by site based teams in Parks and Countryside. These teams are supported by the professional services of a central workshop, countryside rangers, event co-ordination team, public rights of way team, horticultural nursery, forestry team, and training section (amongst others).

The service maintains a flexible approach to deploy resources and expertise across the city as and when required to meet operational requirements and budget targets as well as to ensure the successful completion of projects.

Development of proposals and consultation is undertaken by technical team who undertake co-ordination, operational support and budget management.

A report that provides an overview of the service, sets out some of the challenges faced along with key performance management initiatives will be presented to Area Committees in summer 2011. The report will aim to continue the positive 'way forward' for delivering the extended role of the Area Committee ensuring that the benefits of this approach are secured. In particular the reports set out at an area level progress made in attaining Leeds Quality Park standard for community parks. It will also set out investment need for playing pitches and fixed play along with progress made in this regard.

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

| | |
|---|---|
| Centrally Managed Service With Management Contacts for Each Area | Park based horticultural staff are supported by their peers in other parks across the city and professional and/or technical central services |
| Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination | |

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Police
NHS Leeds

CONTRACT / COMMISSIONING

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

Concessions (e.g. ice cream, hot food, etc.)
Specialised play installation services as and when required.

Area Committee Roles – 2011/12

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

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

Environment

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

Thriving Places

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

Harmonious Communities

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

The specific indicators that relate to this function are currently unclear because the operating context is in transition :

- the Vision for Leeds is about to be launched
- the City Priority Plans are in development
- it is not clear which indicators Leeds will report on to Central Government
- the new Locality Working operating arrangements and focus are just evolving
- it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements

It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.

IMPROVEMENT PRIORITIES:

Environment

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

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

Thriving Places

Create safer environments by tackling crime.

Reduce offending by managing offending behaviour better.

Improve lives by reducing the harm caused by substance misuse.

Reduced bullying and harassment.

Harmonious Communities

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

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

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

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

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

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

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

Annual themed Community Safety Area Committee Report

MANAGEMENT AND CO-ORDINATION**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

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

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

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

The specific indicators that relate to this function are currently unclear because the operating context is in transition :

- the Vision for Leeds is about to be launched
- the City Priority Plans are in development
- it is not clear which indicators Leeds will report on to Central Government
- the new Locality Working operating arrangements and focus are just evolving
- it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements

It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Crime and Disorder Reduction Partnership

GOYH – Home Office

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

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

Organisations, Youth Offending Teams, Enforcement Area Action Teams, Youth

Services, Anti Social Behaviour Unit

CONTRACT / COMMISSIONING

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

The deployment of match funded PCSOs is subject to an annually agreed Contract between Leeds City Council and West Yorkshire Police effective until 31st March 2012.

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES**Citywide Budget For Service / Function 2011/12****£000s****Net Revenue Budget****1,516****Net Capital Budget****Key Funding Sources**

| Funding Provider | £000s | % |
|-------------------------|--------------|----------|
| LCC | 1,516 | 100 |
| Net Budget | 1,516 | |

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:**DESCRIPTION OF THE FORMULA USED FOR APPORTIONING BUDGET ACROSS DIFFERENT AREAS:****REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:**

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

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

AREA COMMITTEE BREAKDOWN – PCSOs

| | | City Wide | East | | North East | | North West | | South | | West | |
|------------------------------|--------------------|-----------|---------|---------|------------|---------|------------|---------|---------|---------|--------|---------|
| | | | Inner | Outer | Inner | Outer | Inner | Outer | Inner | Outer | Inner | Outer |
| Resource Availability | | | | | | | | | | | | |
| Number of PCSO | | 170 | 20 | 20 | 15 | 15 | 19 | 20 | 15 | 20 | 11 | 15 |
| Net Revenue Budget | Budget for 2011/12 | 1,515,920 | 178,344 | 178,344 | 133,758 | 133,758 | 169,426 | 178,344 | 133,758 | 178,344 | 98,089 | 133,758 |
| | Mid year progress | | | | | | | | | | | |
| | Year end outcome | | | | | | | | | | | |

Area Committee Roles – 2011/12

| | |
|---|-----------------------------|
| FUNCTION: | Highways Maintenance |
| DESCRIPTION | |
| HEADLINE INFORMATION: Responsibility for keeping highway safe for all users and carrying out planned maintenance. Providing modern and reliable street lighting, traffic management systems for safe travel and managing road space to avoid congestion and disruption. | |
| OVERVIEW OF RESOURCES: Resources to deliver highways maintenance programme | |
| TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL: Consultation with Ward members on planned maintenance programme and traffic management schemes. | |
| EXECUTIVE MEMBER: Cllr. Richard Lewis | |
| RESPONSIBLE OFFICERS: DIRECTOR: Martin Farrington CHIEF OFFICER: Gary Bartlett LEAD OFFICER FOR FUNCTION SCHEDULE: Helen Franklin | |

| | |
|---|--|
| OUTCOMES AND PERFORMANCE INFORMATION | |
| LINK TO LEEDS STRATEGIC PLAN OUTCOMES: | |
| Primarily:- TR1 – Increased accessibility and connectivity through investment in a high quality transport system and through influencing others and changing behaviours. | |
| Also:- | |
| TP-1 (reduce crime through changed behaviours – link to improved street lighting) | |
| ENV-1 (respond to climate change – link to management of highway drainage and green space) | |
| HW-1 (promoting healthy life styles – link to provision of walking and cycling networks) | |
| EE-1 (supporting business – link to ensuring road network managed to facilitate the transport needs of business) | |
| The specific indicators that relate to this function are currently unclear because the operating context is in transition : | |
| <ul style="list-style-type: none">▪ the Vision for Leeds is about to be launched▪ the City Priority Plans are in development▪ it is not clear which indicators Leeds will report on to Central Government | |

- the new Locality Working operating arrangements and focus are just evolving
- it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements

It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.

IMPROVEMENT PRIORITIES:

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

City wide annual survey of road and pavement condition

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

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

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

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

Reporting / consultation primarily via Ward Members as per current arrangements

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

CONTRACT / COMMISSIONING

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

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

Area Committee Roles – 2011/12

FUNCTION:**Local Children and Young People's Plans****DESCRIPTION****HEADLINE INFORMATION:**

The Leeds Children and Young People's Plan 2011-15 seeks to provide an effective response to complex legislative changes in health, education and social care, and increased demand for social care and health services.

Above all else working at a locality level is the strategy to help services to work with communities to drive sustainable improvement.

The local expression of the Children and Young People Plan will largely be seen in the plans of clusters of schools, children centres and their partners. The Leeds Children's Trust Board has confirmed requirements for a minimum partnership standard; this includes Elected Member(s) representation on the cluster partnership 'governance' group. The Director of Children's Services will also nominate a member of his leadership team to act as a Local Authority Partner for each cluster to:

- enable the cluster partnership to connect to the Local Authorities priorities and ambitions
- broker opportunities for the cluster partnership to achieve its ambitions and be effective in the locality.

The cluster partnerships have been asked to prioritise action to improve NEET, school attendance and looked after children indicators. These 3 obsessions have been chosen because they are powerful "can openers" that provide a way to tackle the complex issues affecting the most vulnerable. Rapid progress on these indicators will have a "knock on" effect in other areas.

To support planning, a multi-agency team of facilitators have been trained in a problem solving and action orientated methodology called outcomes based accountability (OBA). This capacity is being offered to cluster partnerships across the city to encourage coherent, structured conversations which lead to action plans against which partners can hold one another accountable.

OVERVIEW OF RESOURCES:

Operating within the context of the new Children's Trust Board, resources remain with partners and providers, the role of the Children and Young Peoples Plan being to influence the use of those resources, often collectively, to meet the needs of children and young people more effectively, thereby improving outcomes.

TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:

The Children's Services Directorate will sustain a commitment to provide Area Committees with 2 standard performance reports per year. The reports will be developed following comments made by elected members in the last cycle and to link with the new Children and Young People Plan. Reports will also provided to the Area Committee with an overview of the actions being undertaken by the cluster partnerships.

EXECUTIVE MEMBER:

Councillor Judith Blake

RESPONSIBLE OFFICERS:

DIRECTOR: Nigel Richardson

CHIEF OFFICER: Mariana Pexton

LEAD OFFICER FOR FUNCTION SCHEDULE: Ken Morton

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

Vision ...By 2030 Leeds is the best city in Britain

Leeds is a child friendly city

Minimise the effects of poverty on children and families

IMPROVEMENT PRIORITIES:

| 5 outcomes | 11 priorities (3 starting points highlighted in bold italics are points 1,3 and 4) | 15 Key indicators & baselines (4 starting points highlighted in bold and italics are points 1,3,4 and 5) |
|--|---|--|
| Are safe from harm | 1. Help children to live in safe and supportive families 2. Ensure that the most vulnerable are protected | 1. Number of looked after children- 1,434 January 2011 2. Number of children and young people with child protection plans- 778 at January 2011 |
| Do well in learning and have the skills for life | 3. Improve behaviour, attendance and achievement) 4. Increase numbers in employment, education or training 5. Support children to be ready for learning 6. Improve support where there are additional health needs | 3. 16-18 NEET is 8.2% (average monthly figure for November-January 2009/10) 4. Primary school attendance 94.3% (half terms 1-4, 09/10 academic year) 5. Secondary attendance: 91.6% (half terms 1-4, 09/10 academic year) 6. Foundation stage threshold- 53% in 09/10 academic year 7. 5+ A*-C GCSE inc E&M- 50.6% in 09/10 academic year 8. KS2 L4+ E&M- 74% in 09/10 academic year 9. Level 3 qualifications at 19. 44.2% in 08/09 academic year 10. The number of a) children b) families accessing short breaks- baseline to be identified |
| Choose healthy lifestyles | 7. Encourage activity and healthy eating 8. Promote sexual health | 11. Obesity levels at year 6 (age 11) 21%, 09/10 12. Teenage pregnancy- 49.8% per 1,000 15-17 year olds, June 2009 |
| Have fun growing up | 9. Provide play, leisure, culture and sporting opportunities | 13. Number of CYP engaged in high quality, school PE & Sport- 81%, 09/10 academic year. Work on wider indicators for this priority is ongoing. |
| Are active citizens who feel they have voice & influence | 10. Reduce crime and anti-social behaviour 11. Increase participation, voice and influence | 14. Proportion of 10-17 year olds offending- 2023 young people with 1 or more offence in 09/10 which is 2.7% 15. C&YP influence in a) school b) the community - 70% and 56% reporting at least a fair amount of influence. Work on additional measures of engagement is ongoing. |

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

2 performance reports per year to each area committee.
Interim and year end report from each cluster partnership.
Annual review of citywide children and young people's plans.

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

The area committee will provide support and challenge to ensure that local partnership arrangements are effectively contributing to city priorities and that city priorities and strategies are influenced by local needs.

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

Local members, within their designated corporate roles would act as champions for children's services and act to influence where appropriate.

Each Area Committee will be asked to nominate a Corporate Carer to sit on the Council's Corporate Carer Group. This Group, established by the Council in 2006, helps elected members fulfil their responsibilities as 'corporate parents' for those children in the care of the authority (looked after children). It does so by providing performance, monitoring and broader information about the services provided for looked after children in Leeds. By having an elected member from each Area Committee on this group it ensures representation across the city and a link between each Area Committee and wider issues relating to looked after children. This in turn helps contribute to the high priority being given to improving outcomes for looked after children.

There are also elected members who have been acting as Children's Champions for each area committee who sit on the current area based Children Leeds partnerships. It is intended to review these arrangements in the context of the new locality Leeds Initiative arrangements. If it is determined that Area Committees will nominate 'thematic champions' to support these new locality arrangements, then a 'champion' will be identified for each of the area based Children Leeds partnerships.

It is anticipated that the 5 Children Leeds partnerships will move to the 3 area model and align with the new locality Leeds Initiative arrangements.

All cluster governance groups will be expected to include at least one elected member (it might be more appropriate for 2 places in larger clusters). The nomination process for elected members will be agreed through the Member Management Committee.

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

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

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

A minimum of 2 reports outlining progress against key indicators will be made available to each Area Committee.

The nominated Corporate Carer representative for each Area Committee will be given a regular suite of data about the looked after children cohort in their area.

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011/12:

The Director of Children’s Services is responsible for the strategic management and leadership of children’s services but does not have day-to-day operational management responsibilities for all the key children’s services e.g. schools, health services, police.

The LCC Children’s Services Directorate is undertaking a programme of significant change. During the transition to new structural arrangements during 2011/12 the Directorate has established a small locality support service on an interim basis to:

- Support members of the Children’s Services Leadership team to take on the role of Local Authority Partner in each cluster partnership;
- Provide each Area Leader with a contact through which they can engage cluster partnerships and cluster managers;
- Support Area Leaders with some capacity to develop ‘wedge leadership teams and wedge development and improvement teams’ and priority programmes of action
- To seek support from the new arrangements being established through Area Leaders in meeting the priorities of the Children and Young People Plan.
- Provide elected members engaged with clusters partnerships with support until Local Authority Partners are established for each cluster partnership;
- Provide support and challenge to cluster chairs and managers;
- Ensure engagement with area based partnerships e.g. area health partnerships.

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

| | |
|--|--|
| <p>Centrally Managed Service With Management Contacts for Each Area</p> | <p>Interim locality support service on behalf of the Director of Children’s Services. Local Authority Partners for each cluster partnership to be nominated from the Children’s Services Leadership team by September 2011. The structure of the new Children’s Services Directorate will include area management roles managing targeted child protection and complex needs services.</p> |
| <p>Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination</p> | |

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

The Leeds Children and Young People's Plan 2011-15 – one of 5 connected and interdependent priority plans within the Leeds Initiative framework.

Child Poverty Strategy

Current education, childcare, adoption legislation.

The Children Act 2004

LINKS TO OTHER CITY COUNCIL SERVICES:

The Children Services Directorate will continue to link to other Council services through the further development of cluster partnerships and in support of the programme of change instigated through the Councils Area Leaders.

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Other Public Sector Services, e.g. health and police, are partners within the local Children Leeds partnerships and cluster partnerships and therefore have an active part in achieving the outcomes within the local plan. Children's Services will build on these relationships whilst recognising that the capacity of some partners to engage at a cluster level is limited. It is anticipated that new 'wedge' arrangements supporting integrated locality working will provide the framework to deliver priority programmes.

CONTRACT / COMMISSIONING

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

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

- Demographic pressures - school places, childcare places, raising the participation age, social care, health service referrals.
- School Improvement – a more limited role for the Local Authority in an improvement model which focuses upon school led improvement and institutional autonomy (academies / trusts) and less on the Authority as a provider of school improvement services.
- More radical ways of working are needed for universal youth work and proposals are being considered that promote integrated universal services for young people delivered in localities with strong leadership by area committees and with effective partnerships between the statutory, private and voluntary sector, to ensure that maximum services are delivered directly to young people for less cost.
- Integration with Health services with particular emphasis on maternity to 5 year old services initially.
- Intensive family support - new commissioning arrangement (from October 2011) based around the 3 area model.

Area Committee Roles – 2011/12

| | |
|--|-----------------------------|
| FUNCTION: | Health and Wellbeing |
| DESCRIPTION | |
| HEADLINE INFORMATION: | |
| <p>Health and well-being: the Council in partnership with NHS Leeds is required to play a lead role in improving health and tackling health inequalities for the people of Leeds including the delivery of high quality health and social care services. The Director of Adult Social Services in conjunction with the Director of Public Health holds accountability for these actions, by ensuring coordinated and focused activity across Council and public health services and with key partners such as, Practice Based Commissioners and the Leeds Community Healthcare NHS Trust.</p> <p>The new Health and Wellbeing City Priority Plan (2011-15) outlines strategic priorities which are to be reflected in delivery through local health and wellbeing plans. The plan emphasises the need to reduce health inequalities for the whole population of Leeds. The need for action to be visible and effective at the local level is acknowledged by the Council and its partners. Area Committees will play a key role in influencing local priorities and action, and monitoring the health and well-being related targets linked to the Leeds Citywide Plan.</p> <p>Adult Social Care and NHS Leeds will support Area Committees and the locality health and wellbeing partnerships in this work via the three locality health improvement managers (jointly funded by NHS Leeds and Leeds city Council). Adult Social Care and NHS Leeds Public Health will also liaise both directly and indirectly (through Healthy Leeds) with key partners and services to present regular reports on the outcomes being achieved at the local level and seeking member's views, through Member Health Champions on priorities and action plans.</p> | |
| OVERVIEW OF RESOURCES: | |
| Resources to deliver Health and Wellbeing improvement priorities within the Leeds Strategic Plan | |
| TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL: | |
| (E.g. service plan, development plan, service standards, action plan, local priorities Relevant Service Plans Health and Wellbeing Citywide Priority Plan 2011-2015 NHS Leeds Local Delivery Plan and World Class Commissioning Programmes (e.g. Staying Healthy, Partnerships, Health Inequalities, Infant Mortality) | |
| EXECUTIVE MEMBER: | |
| Councillor Lucinda Yeadon | |

RESPONSIBLE OFFICERS:

DIRECTORS: Sandie Keene and Ian Cameron

CHIEF OFFICER: Brenda Fullard

LEAD OFFICER FOR FUNCTION SCHEDULE: Janette Munton

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

Over the next four years we will focus on delivering and monitoring the following strategic outcomes:

Outcome 1: Across the whole of the Leeds population healthy life expectancy will continue to rise

Outcome 2: In four years time the widening of the health inequalities gap will have halted

Outcome 3: The people of Leeds live healthy, safe and independent lives

IMPROVEMENT PRIORITIES:

To achieve our strategic outcomes our priorities in the city plan are to deliver the following themes over the next 4 years:

- Increase healthy behaviour and healthy lifestyles
- Improve the social determinants of health
- Transform health and social care services

Key Indicators are:

- Smoking cessation
- Reduce admissions to hospital and care
- Improved choice and independence

Details of key actions are currently being consulted on and will be endorsed by the Health Improvement Board at their meeting in July 2011.

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

SOA level – citywide

Quarterly and annually

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

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

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

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

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

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

We are seeking to agree arrangements between the Council and NHS Leeds through the Health Improvement Board on joint reporting mechanisms for the health and well-being theme. The health and wellbeing locality partnerships are likely to continue providing reports to each Area Committee on at least an annual basis, and more frequently, as required, for those area committees covering SOA's with greatest health inequality indices.

MANAGEMENT AND CO-ORDINATION**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:**

City Council co-ordination accountability – Directors of Adult Social Services and Public Health and co-ordinated via the Health Improvement Board. Joint arrangements with NHS Leeds and other key stakeholders are to be established through the newly formed Health and Wellbeing Shadow Board. However, in the interim existing arrangements will continue under the Leeds Partnership and the Joint Strategic Commissioning Board under the aegis of the partnership.

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

| | |
|---|---|
| Centrally Managed Service With Management Contacts for Each Area | Managed within Health and Wellbeing Board and Locality Health and Wellbeing Partnerships etc) |
| Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination | |

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

Health and Well Being City Priority Plan (draft pending final endorsement)

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

Area Committee Roles – 2011/12

| | |
|--|----------------------------------|
| FUNCTION: | Conservation Area Reviews |
| DESCRIPTION | |
| HEADLINE INFORMATION: | |
| <p>A programme to (1) review existing conservation areas; in each case to assess its special character, to propose any changes to its boundary and to make proposals for its management. (2) propose new conservation areas with similar appraisal/management plans. All to be the subject of public consultation before becoming operational.</p> | |
| OVERVIEW OF RESOURCES: | |
| <p>The work is being undertaken by the Sustainable Development Unit within the City Development Directorate</p> | |
| TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL: | |
| <p>A quarterly written update on progress</p> | |
| EXECUTIVE MEMBER: | |
| <p>Cllr Richard Lewis</p> | |
| RESPONSIBLE OFFICERS: | |
| <p>DIRECTOR: Martin Farrington</p> | |
| <p>CHIEF OFFICER: Steve Speak</p> | |
| <p>LEAD OFFICER FOR FUNCTION SCHEDULE: Phil Ward</p> | |

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

Please see SDU Service Plan 2010-11

IMPROVEMENT PRIORITIES:

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

Quarterly reporting

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

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

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

Quarterly written report

MANAGEMENT AND CO-ORDINATION**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

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

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

Of the 16 agreed conservation area reviews for the 2008/9 financial year, Morley Town and Morley Dartmouth Park is still outstanding and on-going into the 20011/12 financial year. This requires further consultation and is hoped to be completed in the 2011/12 financial year.

Conservation areas which are still outstanding from the 2009/10 financial year are Guiseley Town and Guiseley Park Gate (due to be amalgamated in the Guiseley Conservation Area, and to be completed in the first quarter of 2011/12) and Thorp Arch Trading Estate (subject to on-going discussions).

Of the 9 reviews commissioned this financial year, none has been completed due to outstanding issues with Equality Impact Screening. Six are programmed to be completed in the first quarter of 2010-11, namely Aberford, Bramhope, Rawdon Low Green, Rawdon Little London, Rawdon Littlemoor and Woodlesford. The remaining outstanding conservation areas from the 2010/11 financial year are Horsforth Cragg Hill and Woodside (subject to a delegation to Council and a report in response due to be discussed at Executive Board in June 2011), Yeadon (requires further consultation) and Rawdon Cragg Wood (requires further consultation).

The relevant Area Committee is aware of the required extensions for each conservation area.

There is the opportunity for Area Committees to fund a continuation of the programme beyond 31 March 2011 to review further designated conservation areas and to consider new ones. Currently funding has been agreed for the review/designation of 3 conservation areas: Scholes, Shadwell and Tranmere Park. Discussions continue over further commissions for the year. There is an indication that a further "mini appraisal" may be funded for the central part of the existing Headingley Conservation Area.

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES**Citywide Budget For Service / Function 11/12****£000s****Net Revenue Budget****23.0****Net Capital Budget****Nil****Key Funding Sources**

| Funding Provider | £000s | % |
|-------------------------|--------------|------------|
| LCC | 23.0 | 100 |
| Net Budget | 23.0 | 100 |

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

Revenue funding for salaries, on-costs and supplies.

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

Agreed costings of between £3k and £8k dependent on size of each area and whether community group directly involved with the work

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

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

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

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

AREA COMMITTEE BREAKDOWN – Conservation Area Reviews

| | | City Wide | East | | North East | | North West | | South | | West | |
|--|-------------------|-----------|-------|-------|------------|--------|------------|--------|-------|-------|-------|-------|
| | | | Inner | Outer | Inner | Outer | Inner | Outer | Inner | Outer | Inner | Outer |
| Service Standards and Performance | | | | | | | | | | | | |
| <i>Number of completed CA reviews</i> | Target for 11/12 | | 0 | 0 | 0 | 8 | 0 | 2 | 0 | 0 | 0 | 1 |
| | Mid year progress | | | | | | | | | | | |
| | Year end outcome | | 0 | 0 | 0 | 8 | 0 | 2 | 0 | 0 | 0 | 1 |
| Resource Availability | | | | | | | | | | | | |
| Percentage of budget allocation | | | | | | | | | | | | |
| Net Revenue Budget | Budget for 11/12 | | 0 | 0 | 0 | 12,000 | 0 | 11,000 | 0 | 0 | 0 | 0 |
| | Mid year progress | | | | | | | | | | | |
| | Year end outcome | | 0 | 0 | 0 | 12,000 | 0 | 11,000 | 0 | 0 | 0 | 0 |

Area Committee Roles – 2011/12

| | |
|---|---|
| FUNCTION: | Regeneration Projects & Programmes |
| DESCRIPTION | |
| HEADLINE INFORMATION: | |
| <p>The Regeneration Programmes teams' primary function is to respond to the Council's Narrowing the Gap agenda through the development and implementation of housing investment and major regeneration programmes across Leeds. This includes maximising major opportunities for growth and prosperity that all citizens of Leeds can share.</p> <p>Priority area based programmes include East Leeds, Aire Valley, South and West Leeds and the Leeds Bradford Corridor. Other projects include the PFI housing scheme in Beeston Hill and Holbeck and Little London, the Town and District Centre schemes operating across 17 neighbourhoods, the Chapeltown Corridor, and Townscape Heritage Initiative Schemes in Chapeltown, Armley and Lower Kirkgate.</p> | |
| OVERVIEW OF RESOURCES: | |
| <p>The service is resourced through mainstream staffing and revenue budgets of the Council (and Bradford MDC in relation to the Leeds Bradford Corridor), private sector investment and in some areas with additional match funding secured e.g. T&DC schemes through the ALMO's, Town Councils in some cases, and the Heritage Lottery Fund (currently Armley and Chapeltown with Lower Kirkgate to be added subject to a successful funding bid at the end of 2011).</p> <p>Procurement of the PFI scheme, including staffing costs, land assembly, feasibility and specialist advisor input is funded through the Council. PFI Credits are provided by central government to attract private sector investment in works and services over a 20-30 year period.</p> | |
| TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL: | |
| <p>Reports and briefings will be provided to engage, consult and inform Members at key stages of project and programme development and delivery i.e. start up, initiation, delivery, closure and evaluation.</p> | |
| EXECUTIVE MEMBER: | |
| <p>Councillor Richard Lewis (Development) Councillor Peter Gruen (Neighbourhoods and Housing)</p> | |
| RESPONSIBLE OFFICERS: | |
| <p>DIRECTOR: Neil Evans CHIEF OFFICER: Christine Addison LEAD OFFICER FOR FUNCTION SCHEDULE: Franklin Riley</p> | |

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

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

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

The specific indicators that relate to this function are currently unclear because the operating context is in transition :

- the Vision for Leeds is about to be launched
- the City Priority Plans are in development
- it is not clear which indicators Leeds will report on to Central Government
- the new Locality Working operating arrangements and focus are just evolving
- it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements

It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.

IMPROVEMENT PRIORITIES:

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

Regeneration Programmes operates on a city-wide basis in priority regeneration areas.

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

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

Responsibilities to include;

Influencing:

- programme development and delivery arrangements

Assisting:

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

Endorsing:

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

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

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

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

Through approved governance structures and as part of the normal cycle of Board meetings.

Where appropriate or requested, additional briefings or reporting will take place as part of the Area Committee planned cycle of meetings. Briefings to ward members will also be provided on an individual, ward basis or through another consultative vehicle such as the Chapeltown and Armley Heritage Action Groups which are chaired by ward members.

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:

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

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

| | |
|---|---|
| Centrally Managed Service With Management Contacts for Each Area | Undertaken by the Chief Regeneration Programmes Officer or Programme Managers on behalf of the Director of Environment & Neighbourhoods. |
| Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination | Liaison between Locality Working and Regeneration Programmes will take place at all staff levels as appropriate to the project, programme or service. |

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

Leeds City Council Business Plan
 Regeneration Service Plan
 Leeds Housing and Regeneration City Priority Plan
 Local Development Framework and Core Strategy
 Regional Economic Strategy 2006-2015
 Leeds Renaissance Framework
 Area Delivery Plans

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Arms Length Management Organisations (ALMO's)
 NHS Leeds
 Environment Agency
 HCA

CONTRACT / COMMISSIONING

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

The following commission may be undertaken:
 Architectural Design Services - for physical design and survey work (e.g. landscaping).
 Highway Design Services - for physical design and survey work (e.g. highways improvements).
 Strategic Asset Management - for land transactions and valuations.
 Legal and Democratic Services - for conveyancing and legal agreements with third parties.

Area Committee Roles – 2011/12

FUNCTION:

Advertising on Lampposts

Advertising on Lampposts

Function is suspended until April 2012

The council had agreed a 15 year contract for the installation of advertising on lamp posts in 2008. A 20% share of the income generated from this contract was due to come back to Area Committees to support local priorities. However, in February 2009 the company awarded the contract went in to administration. During the liquidation process, the hoardings on lamp posts were sold to a new company, City-ads Leeds, who will operate a much reduced service on an interim basis until a more permanent arrangement is put in place.

A new company to deliver this contract was due to be selected through a competitive tender process, with the contract commencing around December 2011. The delay in tendering for the renewal of the contract is to enable the advertising market to recover from the economic downturn and thereby yield the Council (and Area Committees) with the best possible financial return.

City-ads is a fledgling business, aspiring to build their advertising portfolio against an extremely difficult economic backdrop for the industry. An income share arrangement has been agreed but the returns are not expected to be significant. Initial indications are that the Council will receive around £300 per quarter, rising to around £1,000 per quarter as the business grows over the next 12months.

It was therefore agreed that this function is suspended until April 2012 when a new contractor has been agreed, as the administrative costs of dividing the limited income that will be received to each of the 10 committees, is highly likely to outweigh the actual return that each committee will receive.

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Originator: Sarah Gill

Tel: 3951654

Report of the South East Area Leader

South Leeds (Inner) Area Committee

Date: Tuesday 21st June 2011

Subject: Inner South Area Committee Business Plan 2011-12

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

Executive Summary

This report announces the proposal to replace the Area Committee's Area Delivery Plan (ADP) with a new annual Business Plan that would outline local priorities and actions for the Inner South. The report explains the context for introducing a new business plan; including changes to the city and council planning and partnership framework and reviewing the ADP format. A draft structure for the new plan is presented for Members to approve and ask the Area Management Team to continue development of the plan.

1.0 Purpose of This Report

- 1.1 This report proposes to replace the Area Committee's Area Delivery Plan with a new annual Business Plan.
- 1.2 The report presents a structure for the new business plan for Members to comment on and for the Area Committee to approve its development.

2.0 Background Information

- 2.1 In 2008, the Leeds Strategic Plan brought together the themes in the existing Vision for Leeds and Local Area Agreement, to provide an integrated framework for partners to tackle city wide priorities. To translate city wide priorities and outcomes to local improvement priorities, the Area Committee approved a three year Area Delivery Plan in June 2008. This was refreshed in June 2009 and March 2010.

2.2 The Area Committee require a plan for 2011 to set out their key priorities for the year, demonstrating their link to city wide policies, and provides a framework for the spending of the Well being Budget.

3.0 Main Issues

3.1 City and Council Changes to Planning and Partnership Framework

3.1.1 Changes are being implemented to the partnership framework of the Leeds Initiative and the planning framework for the city in response to the new government programme, including:

- Central Government removing many of its requirements and delegating more flexibility to local areas.
- Abolition of Yorkshire Forward, the Regional Development Agency.
- Reforms to the NHS through the health white paper 'Equity and excellence – liberating the NHS'.
- The Comprehensive Spending Review setting challenging public service funding reductions.

3.1.2 These changes to the city and council planning and partnerships framework have been progressed over the past few months. In particular an approach to ensure the partnerships structures, strategic plans and performance management arrangements all dovetail into an effective system for delivering real changes across the city. Work is progressing to update the Vision for Leeds, the Council Business Plan and replace the Leeds Strategic Plan with new city wide partnership plans. They are being developed to reflect the current financial context by focusing on a smaller number of priorities for the city and council. These priorities will be supported by action plans and be measured through a small number of indicators. Any future local Area Committee plan will have to take into account and reflect these changes.

3.1.3 The proposed partnership framework for Leeds Initiative will consist of a main board, five strategic partnerships and a wider network of supporting partnerships and independent partnership activity to deliver the aims of what will be the Vision for Leeds 2011-2030. The five strategic partnerships with the lead role for developing policy and strategy across each theme and driving the delivery of the new City Priority Plans are:

- Health and Well being Board
- Children and Families Board
- Safer and Stronger Communities Board
- Sustainable economy and culture Board
- Housing and Regeneration Board

3.1.4 The new partnership framework and Vision for Leeds 2011-30 will be presented to the Executive Board and Full Council in July for approval. This will provide a lead for the Area Committee business plan.

3.2 Inner South Area Delivery Plan 2008-2011

3.2.1 Over the three years, the ADP format was considered over complicated, and the actions and outcomes it captured as being too inclusive of partner services that are monitored elsewhere. In addition, the performance monitoring information required was often not available at area levels.

3.2.2 With the changes outlined in 3.1, it is timely that the Area Delivery Plan has now reached the end of its third year. The limitations identified with the old plan make it prudent for Members to adopt an alternative format for 2011.

3.3 Community Engagement Plan

3.3.1 Since 2009, the Area Committee approved an annual Community Engagement Plan for the Inner South. This was in addition to an Area Delivery Plan. As a Priority Advisory Function of the Area Committee, Community Engagement work will continue to play a key role in work undertaken in 2011.

3.3.2 To ensure community engagement is embedded and recognised in all aspects of the Area Committee work it is recommended that community engagement planning and actions are included in the new business plan rather than a separate plan.

4.0 **Proposed Business Plan 2011**

4.1 In light of the changes city wide and the limitations of the ADP outlined above, it is proposed that the Area Committee adopt an annual Business Plan as the document that frames its priorities and actions for the Inner South. A draft structure for a new Business Plan is outlined at **Appendix 1**.

5.0 **Implications For Council Policy and Governance**

5.1 The themes in the proposed Business Plan will mirror the themes and priority outcomes at a city wide level and also reflect the delegated functions and priority advisory functions.

6.0 **Legal and Resource Implications**

6.1 As outlined in the Function Schedule 2011/12, the Well being budget delegated by Executive Board is used to finance projects which meet the needs of the Area Delivery Plan or its successor. Members of the Area Committee are keen that wherever possible the use of well being brings in additional match funding to the area.

7.0 **Conclusions**

7.1 The Area Committee requires a document that sets out its key priorities for the year and that links to city wide policies and provides a framework for the spending of the Well being Budget locally.

7.2 The new business plan would support and contribute to changes already being put in place for the planning framework at a city wide level and continue to illustrate how Area Management Team will support partnerships and local services in this process and continue to champion the role of the Area Committee.

7.3 The new business plan would be another step forward in the increasing role and influence of the Area Committee but further work is needed to strengthen the performance monitoring information available at area level. A draft structure for a business plan is outlined at Appendix 1.

8.0 Recommendations

8.1 The Area Committee are asked to:

- a) Note the contents of this report
- b) Agree to an annual Business Plan replacing the ADP and incorporating the Community Engagement Plan.
- c) Agree to the structure and content outlined in Appendix 1.
- d) Agree to the Area Management Team continuing to develop a Business Plan for the Inner South Area Committee and to provide an update to the next meeting.

Background Papers

- Area Committee Report, Area Delivery Plan 2008-11 – Annual Refresh, 24th March 2010
- Area Committee Report, Community Engagement, 10th February 2010
- Executive Board Report, Proposed Changes to the Leeds Initiative Partnership and the City Planning Framework, 15th December 2010.

Inner South Area Committee Business Plan 2011/12

Contents

1. Executive Summary

- Summary of document for circulation and promotion of Area Committee's priorities.

2. Chairs Foreword

- Introduction to document, including role of Area Committee, public engagement and number of meetings a year.
- Area Committee dates

3. Functions of the Area Committee

- Delegated Functions – key aims in 2011 e.g. Environmental Services, Community Centres, CCTV, Well being,
- Priority Advisory Roles

4. Well Being Budget

- Summary of 2010/11 spend, what the outputs and outcomes of that spend were.
- Leverage secured.
- 2011/12 budgets
- Long term objectives (projects becoming self-sufficient).

5. Ward Profiles

- Description of each ward (geographical, community capacity)
- Socio-economic/demographic summary
- Assets (Schools, main council facilities, main non council facilities)
- Priority Neighbourhoods
- Key priorities in each ward (including development/regeneration plans, local issues and challenges)

6. Priorities and Actions for 2011/12

7. Priority Neighbourhoods

8. Partnership and Integrated Working

- How integrated locality working and integrated services will be achieved
- List partnership, and their purpose, Member Champions, tasking groups, sub-groups.

9. Community Engagement

- Incorporate the community engagement strategy into the business plan rather than having it as a separate plan.

10. Commitment to Equalities and Cohesion

11. Monitoring Arrangements and Promotion of Area Committee Achievements

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Originator:
Thomas O'Donovan
Tel:0113 395 1655

Report of the South East Area Leader

South Leeds (Inner) Area Committee

Date: Tuesday 21st June 2011

Subject: South (Inner) Area Committee Well-Being Budget

| | |
|---|--|
| <p>Electoral Wards Affected:</p> <p>Beeston & Holbeck City & Hunslet Middleton Park</p> <p><input checked="" type="checkbox"/> Ward members consulted (referred to in this report)</p> | <p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p> |
|---|--|

| | | | | | |
|------------------|--------------------------|--|-------------------------------------|--|--------------------------|
| 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

This report seeks to provide Members with:

- a) confirmation of the 2011/12 revenue allocation
- b) the current position on the Well being Budget.
- c) details of revenue projects for consideration and approval.

Members are also asked to note the current position of the Small Grants Budget.

1.0 Purpose of this report

1.1 The report provides:

- Confirmation of 2011/12 revenue budget
- An update on both the revenue and capital elements of the Area Committee's budget.
- Details of projects that require approval.
- An update on the Small Grants budget.

2.0 Background information

2.1 Each Area Committee has been allocated a Well being Budget which it is responsible for administering. The aim of this budget is to support the social,

economic and environmental well being of the area by using the funding to support projects that contribute towards the delivery of local priorities.

3.0 Well being Budget Position

Members should note the following points: -

3.1 Revenue funding 2010/11

3.1.1 The approved revenue budget for 2010/11 was £255,761 with a carry forward amount £130,369.00. The total commitment for the year 2010/11 was £386,130.00 meaning the remaining balance of £53,568.07 was carried forward.

3.2 Revenue funding available for 2011/12

3.2.1 The revenue budget approved by Executive Board for 2011/12 is **£224,520.00**.

3.2.2 **Appendix 1** shows a carry forward figure of **£175,708.00** (which is split between the three wards) this includes the remaining balance from last year and projects funded last year and not fully spent at the end of the financial year.

3.2.3 Therefore the total amount of revenue funding available to the Area Committee for 2011/12 is **£ 400,228.00**.

3.2.4 The Area Committee is asked to note that **£192,777.71** has already been allocated from the 2010/11 Well being Revenue Budget as listed in **Appendix 1**. This leaves a balance yet to be committed of **£207,450.29**.

3.3 Ring fencing

3.3.1 The following proposals are based on last year's allocations. The balance will allow funding for targeted locality working to be carried out in line with themes currently being developed by Leeds Initiative.

3.3.2 These proposals do not take in to account any of the funding proposals submitted later in this report for consideration. Also, at the March meeting members were invited to allocate revenue funding to the capital pot (£3,634 per ward) to rectify the overspend arising from the 10% budget reduction. This has not yet been actioned as discussions are currently ongoing between Area Management and Finance to further explore and monitor this issue.

| Proposals | Beeston & Holbeck | City & Hunslet | Middleton Park | |
|-----------------------------------|-------------------|-------------------|-------------------|--------------------|
| Available funding per ward | £72,963.31 | £84,587.34 | £49,899.64 | £207,450.29 |
| Small grants | £12,000.00 | £6,000.00 | £5,000.00 | £23,000.00 |
| Skips | £3,000.00 | £3,000.00 | £2,000.00 | £8,000.00 |
| Communications budget | £3,000.00 | £3,000.00 | £3,000.00 | £9,000.00 |
| Festivals 2012 | £5,500.00 | £5,500.00 | £6,000.00 | £17,000.00 |
| Environmental budget | £5,000.00 | £5,000.00 | £5,000.00 | £15,000.00 |
| Community Safety Budget | £5,000.00 | £5,000.00 | £5,000.00 | £15,000.00 |
| Totals | £33,500.00 | £27,500.00 | £26,000.00 | £87,000.00 |
| Balance | £39,463.31 | £57,087.34 | £23,899.64 | £120,450.29 |

3.4 Capital funding available for 2010/11

3.4.1 Of the **£700,000** capital funding allocated to the Area Committee for 2004/10 a total of **£700,300** has been committed to date leaving a balance of **-£300**

3.4.2 Members are asked to note the capital allocation by Ward. The spend broken down by Ward is as follows:

| | Beeston & Holbeck | City & Hunslet | Middleton Park |
|--------------------------|-------------------|----------------|----------------|
| Total Allocation 2004-11 | £233,333.33 | £ 233,333.33 | £ 233,333.34 |
| Allocation to date | £227,952.00 | £231,720.30 | £240,551.42 |
| Balance | £5,381.33 | £1,613.03 | -£7,218.08 |

4.0 Wellbeing Projects for approval

4.1 It is possible that some of the projects in **Appendix 1** may not use their allocated spend. This could be for several reasons including the project no longer going ahead, the project not taking place within the dates specified in the funding agreement or failure to submit monitoring reports. Due to this the final revenue balance may be greater than the amount specified in 3.3.2.

4.2 Members are asked to consider the following projects:

4.3 **Project Title:** Summer Multi-Sports Camp

Name of Group or Organisation: Community Sports

Total Project Cost: £7,200

Amount proposed from Well Being Budget 2010/2011: £4,600 revenue (**£1,533 from each Ward**)

Ward Covered: Beeston & Holbeck, City & Hunslet and Middleton Park

Project Summary: Community Sports (part of LCC's Sport and Active Recreation Service) aim to provide a week of sport and recreation activities in summer 2011 at John Charles Centre for Sport. This will be for 50 – 100 young people aged 8 – 12 years old of all abilities from Inner South Leeds. The purpose of the camp is to encourage young people at an early age to become physically active through sport and active recreation with a view to their lifelong participation.

Community Sports will be working in partnership with Extended Services, Schools, Schools Sports Partnerships, local sports clubs, the Youth Service and other youth organisations/agencies in the area. The project also aims to raise the profile of voluntary sector sports clubs in the community.

The remainder of the costs are being met by Extended Services and by 'in kind' costs by John Charles Centre for Sport. Participants will be charged £3.50 per day or £14 for the week.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

This project will assist in achieving the 'Enable more people to become involved in sport and culture by providing better quality and wider ranging activities and facilities' priority in the Area Delivery Plan's Culture theme.

- 4.4 **Project Title:** Wednesdays in the Woods (summer activity programme)
Name of Group or Organisation: Health for All
Total Project Cost: £2,855
Amount proposed from Well Being Budget 2010/2011: £2,855 revenue (£1,427.5 Middleton Park Ward, £713.75 from Beeston & Holbeck and City & Hunslet)
Ward Covered: Beeston & Holbeck, City & Hunslet and Middleton Park
Project Summary: Health for All aim to run Wednesdays in the Woods – this is a summer outdoor activity programme for families (predominantly with children aged 0 – 13 years) from across Inner South Leeds. The events are held on four Wednesdays in August (two events in Middleton Park, one at Cottingley Primary School and one at Cross Flatts Park). They hope that 600 people will attend the events (approximately 300 families). Activities will include sports, arts and crafts, dance and music. One of the intended outcomes is to increase families' use of public parks and greenspaces. The events will be advertised widely. There is a charge of £1 per event for each family.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

This project will assist in achieving the 'Enable more people to become involved in sport and culture by providing better quality and wider ranging activities and facilities' priority in the Area Delivery Plan's Culture theme and by bringing families together from different communities in activities in greenspaces will also contribute to the harmonious communities and environment themes.

- 4.5 **Project Title:** Christmas Hamper Distribution
Name of Group or Organisation: Fayre Care for Christmas
Total Project Cost: £3,000
Amount proposed from Well Being Budget 2010/2011: £1,500 revenue (£500 from each Ward)
Ward Covered: Beeston & Holbeck, City & Hunslet and Middleton Park
Project Summary: Fayre Care for Christmas provides Christmas hampers of seasonal food for financially deprived families in South Leeds (inner and outer South). They intend to distribute 100 hampers at a total cost of £3,000; they have already received a grant of £990 and in addition to this application to the Area Committee and aim to raise funds by selling second hand goods at local events and car boot sales. Referrals are made via health, social services and early years colleagues. The qualifying criteria are that that the family is resident in south Leeds and has at least one child.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

This project will assist in achieving the 'an increased sense of belonging and pride in local neighbourhoods that help to build cohesive communities' priority in the Area Delivery Plan's Harmonious Communities theme.

- 4.6 **Project Title:** Asha Pre-School
Name of Group or Organisation: ASHA Neighbourhood Project
Total Project Cost: £4,762
Amount proposed from Well Being Budget 2010/2011: £4,762 revenue
Ward Covered: City & Hunslet

Project Summary: ASHA Neighbourhood Project is converting their ten place crèche to a ten place pre-school which open in September 2011. Children accessing the pre-school will be three and four year olds who are eligible for free nursery entitlement. The aim of this project is to upgrade their current provision so that they can become a pre-school. There is a need for more nursery education grant funded places in the area.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

This project will assist in achieving the 'Improve participation and early learning outcomes for all children, with a focus on families in deprived areas' priority in the Area Delivery Plan's Learning theme.

5.0 Small Grants Approvals

5.1 There have been four small grant approved since the last Area Committee meeting.

| Project | Delivery organisation | £ |
|----------------------------|------------------------------|----------|
| Hanging Baskets | Beeston in Bloom | 1,000.00 |
| Health and Wellbeing Event | Mariners Resource Centre | 500.00 |
| South Leeds Youth Theatre | Youth Theatres Leeds | 435.00 |
| Annual Camp Residential | 7th Leeds Boys Brigade | 500.00 |

6.0 Implications for Council Policy & Governance

6.1 There are no specific implications for Council Policy and Governance associated with this report.

7.0 Legal & Resource Implications

7.1 Legal implications as a result of this report will be reflected in any subsequent Funding Agreements and Contracts to tender that arise from projects funded from the Well being Budget.

7.2 Resource implications will be that the remaining balance of the Well being Revenue and Capital Budget will be reduced as a result of any projects funded.

8.0 Recommendations

8.1 Members of the Outer South Area Committee are requested to:

- a) Note the contents of the report.
- b) Note the position of the Well being Budget as set out at 3.0
- c) Note the ring fence revenue amounts for 2010/11 as set out at 3.3.
- d) Consider the project proposals detailed in 4.0
- e) Note the Small Grants situation in 6.0

Background Reports

- South (Inner) Area Committee – wellbeing report, 24th March 2011

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Appendix 1

| Committed Funding 2011-12 | | | | |
|---|--------------------|--------------------|--------------------|--------------------|
| | | B&H | C&H | MP |
| Total Allocation | £224,520.00 | £74,840.00 | £74,840.00 | £74,840.00 |
| Carry forward | £175,708.00 | £64,191.26 | £70,193.72 | £41,323.02 |
| Budget (Allocation + Carry forward) | £400,228.00 | £139,031.26 | £145,033.72 | £116,163.02 |
| | | | | |
| Projects from 2010/11 | | B&H | C&H | MP |
| LCC Beeston village centre activities | £1,080.00 | £1,080.00 | | |
| Holbeck Health and Well Being Project | £441.25 | £441.25 | | |
| Central Leeds Cricket Club | £1,413.00 | | £1,413.00 | |
| Women's Health Matters Domestic Violence Project | £4,224.99 | £1,408.33 | £1,408.33 | £1,408.33 |
| Leeds City Credit Union | £5,000.00 | £2,500.00 | £2,500.00 | |
| Communication & Consultation Budget | £54.00 | £18.00 | £18.00 | £18.00 |
| Belle Isle Credit Union | £5,000.00 | | | £5,000.00 |
| Environment Commissioning Pot | £1,002.02 | £1,002.02 | | |
| Health & Wellbeing Commissioning Pot | £790.00 | | | £790.00 |
| Thriving Places Commissioning Pot | £9,908 | £4,954.00 | £4,954.00 | |
| Cottingley Teatime Club | £4,920.00 | £4,920.00 | | |
| Skips Fund | £440.00 | £220.00 | £110.00 | £110.00 |
| St Lukes cares | £9,908.30 | £4,954.30 | £4,954.00 | |
| | | | | |
| TOTAL | £44,181.56 | £21,497.90 | £15,357.33 | £7,326.33 |
| | | | | |
| Projects approved for 2011/12 | | B&H | C&H | MP |
| Reconciliation figure | £330.15 | 110.05 | 110.05 | 110.05 |
| South Leeds Superstars [agreed in principle] | £9,000.00 | £3,000.00 | £3,000.00 | £3,000.00 |
| St.Lukes Cares - youth activities | £53,248.00 | £17,940.00 | £19,552.00 | £15,756.00 |
| Youth Service - youth activities | £12,514.00 | £7,047.00 | £5,467.00 | |
| re'new - work in Middleton | £26,950.00 | | | £26,950.00 |
| Middleton Elderly Aid - outreach worker | £5,000.00 | | | £5,000.00 |
| West Yorkshire Police - off road bikes | £2,964.00 | £988.00 | £988.00 | £988.00 |
| Cottingley Health and Wellbeing Group - make a difference | £3,013.00 | £3,013.00 | | |
| Leeds Ahead - job search support/capacity building/environmental improvement days | £4,500.00 | £3,000.00 | £1,500.00 | |
| Aspire - investment ready partnership | £3,400.00 | £1,133.00 | £1,134.00 | £1,133.00 |
| Radio Asian Fever | £5,000.00 | | £5,000.00 | |
| Kidz Klub - in LS11 | £5,677.00 | £2,839.00 | £2,838.00 | |
| Beeston Festival 2011 - additional funding | £2,000.00 | £1,000.00 | £1,000.00 | |
| Holbeck Gala 2011 - additional funding | £1,000.00 | £500.00 | £500.00 | |
| Harmonious Communities Commissioning Pot (Community Festivals) | £14,000.00 | £4,000.00 | £4,000.00 | £6,000.00 |
| TOTAL spend 2011-12 | £148,596.15 | £44,570.05 | £45,089.05 | £58,937.05 |
| | | | | |
| Total Commitments | £192,777.71 | £66,067.95 | £60,446.38 | £66,263.38 |
| | | | | |
| Available | £207,450.29 | £72,963.31 | £84,587.34 | £49,899.64 |

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Report of the South East Area Leader

South Leeds (Inner) Area Committee

Date: Tuesday 21st June 2011

Subject: A Summary of Key Work

Electoral Wards Affected:
 Beeston & Holbeck

 City & Hunslet

 Middleton Park

Ward members consulted (referred to in this report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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

Executive Summary

At the last Area Committee Members were advised of the possible revision to the format of this report. In an effort to be more focused on current priorities the report has been renamed a summary of key work.

The report will detail work carried out by the Area Management Team on key priorities in the Inner South Leeds Area since the last Area Committee, not dealt with elsewhere on the agenda.

1.0 Purpose of this report

1.1 To bring to Members' attention in a succinct fashion, details of work which the Area Management Team are engaged based on current priorities and that are not addressed in elsewhere on this agenda. It provides opportunities for further questioning or the opportunity to request more detailed reports to future meetings.

2.0 Background information

2.1 Members will recall at the March 2010 Area Committee; a new format for this report was introduced based on the Area Delivery Plan themes and priorities. Ward Members confirmed priorities for 2010/11 at ward member briefing meetings and the 2010/11 Area Delivery Plan was approved at the June 2010 Area Committee.

2.2 Leeds Initiative is currently consulting on changes to their partnership framework and the planning framework for the City. By the September Area Committee meeting it is expected that there will be new themes for city wide priorities. These will be reflected

in the structure of partnership groups. In the meantime the report format has been amended to reflect these coming changes.

3.0 Thematic Champions and Area Partnerships

- 3.1 Work in developing the new city planning framework includes agreeing a new Vision for Leeds 2011-30, City Priority Plans 2011-15, and Council Business Plan 2011-15.
- 3.2 It is proposed that the City Priority Plans will aim to identify the key outcomes and priorities to be delivered by the council and its partners over the next 4 years, replacing the Leeds Strategic Plan and previous thematic plans.
- 3.3 The following is a list of the partnership groups in the South East Wedge:
- South East Divisional Community Safety Partnership
 - South Health & Well-Being Partnership
 - Children Leeds South Partnership
 - South Leeds Enterprise, Employment and Training Partnership (SLEET)
- 3.4 Previously, the Area Committee has nominated a Member representative to participate in the work of these partnerships and act as the 'Champion' the link between the partnership and the Area Committee. This nominating role is now covered as part of the Appointment to Outside Bodies as outlined in the separate report to this meeting.

4.0 Updates by theme: Sustainable Economy & Culture

4.1 South Leeds Employment, Enterprise and Training Partnership (SLEET)

- 4.1.1 To further strengthen links between the SLEET group and the Inner South Area Committee, the minutes from the meeting are circulated to the Area Committee. The most recent minutes were presented at the last meeting.

4.2 Investment Partnership South Leeds (IPSL)

- 4.2.1 The Investment Strategy is currently being amended prior to the launch event on the 25th June (invites have been sent to all members in South Leeds).
- 4.2.2 The event on the 25th June will include a presentation of the process to date and the key elements of the Investment Strategy including the priorities identified. There will also be an opportunity for attendees to ask questions of a panel of representatives including public, private and community representatives.

- 4.2.3 The next step is to create an action plan from the Investment Strategy.

4.3 Community Centres Sub Committee

- 4.3.1 The Inner South Community Centres Sub Committee last met on 4th October 2010 and the following was reported "Further to previous Area Committee meetings, a meeting of the Inner South Community Centre Sub Committee was held with one Elected Member attending. There was a discussion about various practical issues in relation to some community centres". The minutes of that meeting are attached for information at **Appendix 1**. The next meeting will be timetabled to take place following this Area Committee.

4.3.2 Outlined below is a list of last years Area Committee representatives on the Community Centres Sub Committee.

| | |
|-------------------|---------------------|
| Beeston & Holbeck | Cllr Angela Gabriel |
| City & Hunslet | Cllr Patrick Davey |
| Middleton Park | Cllr Geoff Driver |

4.3.3 Members are asked to confirm; their annual nominations to the sub committee, the chair of the group, and approve the Terms of Reference outlined in **Appendix 2**.

5.0 Updates by theme: Children & Families

5.1 Children Leeds South Leadership Team

5.1.1 To further strengthen links between the Children Leeds South Leadership Team and the Inner South Area Committee, the minutes from the meeting are circulated to the Area Committee. The most recent minutes were presented at the last meeting.

6.0 Updates by theme: Safer Stronger Communities

6.1 South East Environment Action Team (EAT)

6.1.1 The Team received 1132 requests for service between 16/3/11 and 31/5/11 in Inner South:

| Issue | No. of issues |
|---------------------------|---------------|
| Domestic Waste | 451 |
| Commercial Waste | 309 |
| Noise Nuisance | 216 |
| Littering cases | 84 |
| Highways Issues | 51 |
| Empty/nuisance properties | 21 |

6.1.2 36% of these cases were identified proactively by officers whilst out on patrol, allowing the team to resolve environmental issues before they impact further on the community and result in complaints.

6.1.3 96% of customer complaints were responded to within the service target of 5 working days.

6.1.4 Within this period 139 legal notices were issued. 79 of these were fixed penalty notices issued for littering and dog fouling. A further 21 cases have been reported to legal Services for prosecution in the coming months.

6.1.5 Successful prosecutions were taken for:

- Resident of Padstow Avenue – Noise Nuisance, fine of £350 with £507 costs
- Resident of Woodlea Mews – Leaving wheelie bin on footpath despite several warnings, fine £175 with £442 costs.
- Dropping cigarette litter in city centre – fine of £350 and £429 costs

- 6.1.6 Officers from the Environmental Action Team took part in the Manor Farms day of action. Their intervention resulted in 14 untidy gardens being cleared. This will be followed up by weekly patrols of the estate to identify and resolve local environmental issues.
- 6.1.7 The owner of the derelict garage site on Dewsbury Road/Envoy Street has been contacted and is now in the process of clearing and renovating the site. This area has been a long standing eyesore and its improvement welcomed.
- 6.1.8 Officers are working with the NPT to target persons weighing in scrap metal at local waste dealers. People who visit the sites to sell scrap will be asked to produce relevant documentation and receipts. Enforcement action will be taken against unauthorised traders.

7.0 Updates by theme: Safer Stronger Communities Board

7.1 Divisional Community Safety Partnership (DCSP)

- 7.1.1 The Operation of the DCSP is being reviewed in light of developments in locality working across the city and wedge. The Tasking meetings, Hate Crime MARAC and Burglary group will continue as usual. Elected Members and in particular the Community Safety Champion will be consulted as future arrangements are developed. A full review of Community Safety activity for 2010/11 will be presented to the Committee at its September meeting and this will include an update on DCSP arrangements.

7.2 Leeds Anti Social Behaviour Team

- 7.2.1 In January 2010, Leeds City Council, West Yorkshire Police and partners agreed to undertake a comprehensive review of partner agency protocols and processes to improve responses and tackle ASB effectively. A dedicated, full time, multi skilled process review team was drawn from LCC, Leeds ALMOs, and West Yorkshire Police to conduct the review.
- 7.2.2 Following the review, the new Leeds Anti Social Behaviour Team was launched on the 4th April 2011. The multi-agency team is split into three areas, South, East, and West, and each is managed by an ASB Manager and Team Supervisor.
- 7.2.3 The South Team comprises of a range of agencies including Aire Valley Homes, BITMO, ASBU/Offender Management, West Yorkshire Police, Fire and Rescue Service and Victim Support. The South team is based in a central location at Landmark Court, in the Beeston area of Leeds, and comprises:
- 9 ASB Case Officers – made up of ALMO/BITMO/former ASBU staff
 - 2 full time and 2 part time Police Link Officers
 - 1 Officer from the Arson Task Force
 - 1 Victim Support Officer
 - 1 part time Admin Officer
- 7.2.4 All ASB Cases will now be managed from 'cradle to grave' within the team by an assigned ASB Case Officer. The ASB Officers will cover areas based on Leeds City Council Wards. The new Anti Social Behaviour Team will enable a multi agency, problem solving approach to investigate and resolve problems of ASB at the earliest

opportunity. The will continue to work closely with area teams to tackle ASB, and improve estates and community safety across all tenure types. Members of the public can contact the team by using the Contact Centre Number – 0113 2224402

7.3 Burglary

7.3.1 Burglary remains a high priority for the city. However, Members are advised that the Inner South has seen reductions in burglary during the last year. The following table illustrates the number of burglaries in each ward and the ranking out of 33 wards in the city.

| Ward | Number of burglaries | Rank out of 33 wards |
|---------------------|-----------------------------|-----------------------------|
| Beeston and Holbeck | 223 | 19th |
| City and Hunslet | 190 | 20th |
| Middleton Park | 185 | 22nd |

7.4 Operation Champion

7.4.1 In light of the proposed delegation of some Environmental Services to the Area Committee, an assessment on the role of Operation Champion and similar initiatives and their relation to the delegation is under consideration.

7.5 Off road bikes

7.5.1 At the March Area Committee funding was provided from all three wards (total £2,964, £988 per ward) to fund the continuation of the Off-road bikes provision. The recent changes in how the traffic response teams are located within the Police authority have had an effect on the delivery of this project. The Off-road bikes teams have been moved to be a central authority resource rather than divisional asset. This change means that there is less control and no locally designated officers. At the last Area Committee funds were approved for this project to enhance the local resource, to this end negotiations have taken place to reallocate staff etc to the division. Discussions with staff have taken place and approvals are close to being confirmed with a full resolution in place by June 2011.

7.6 Inner South Alcohol Project

7.6.1 The Inner South Alcohol Project has developed its draft action plan to tackle a range of alcohol and community safety issues in Inner South Leeds. The plan covers 7 main areas, below is a summary of the key points though it should be noted that all the areas are being further developed:

7.6.2 Reducing high intensive users of hospital services – to include a case conference approach to dealing with people who present at A&E more than 3 times in a year with alcohol related injuries.

7.6.3 Community engagement and awareness – supporting local communities to challenge/support problem drinking, report under age sales and make representations to licensing panel when applications for licences are received.

- 7.6.4 Addressing related ASB issues – building on a pilot that has begun in the Inner South area to inform parents when young people are found drinking and to offer support from agencies in dealing with the issue.
- 7.6.5 Support to address related domestic violence – Identifying ways to ensure that domestic violence victims/perpetrators are able to access support to reduce harmful drinking.
- 7.6.6 Licensing and policy – Exploring ways to limit the amount of licensed premises in an area through a Cumulative Impact Policy or imposing licensing conditions. This will include a workshop for Members, agencies and communities on how to make good representations to the Licensing Panel.
- 7.6.7 Business activity – Working with businesses to show corporate responsibility in supporting the health of their workforce. Also includes looking for business support to finance local initiatives for example increasing services for drinkers.
- 7.6.8 Tackling impacts on children & young people – looking at ways that messages about alcohol can be conveyed to young people.
- 7.6.9 The group will meet again in July to finalise the action plan and to review progress made.

7.7 Environmental Coordination Sub Group

7.7.1 The Environmental Coordination Sub Group met on 6th June 2011. The main points of discussion were:

- Progress on the delegation of environmental services to the Inner South Area Committee
- Role of volunteers in keeping areas clean
- Binyards in the Harlechs and Woodviews areas
- Problem of litter near shopping parades
- Issues with litterbins
- Various hotspot areas where action needs to be taken
- Issues with ginnels and action to be taken
- Progress on partnership projects – the Cardinals, Manor Farm and Cottingley

7.7.2 Listed below are last years Area Committee representatives on the Environmental Coordination Sub Group.

| | |
|-------------------|---------------------|
| Beeston & Holbeck | Cllr Adam Ogilvie |
| City & Hunslet | Cllr Mohammed Iqbal |
| Middleton Park | Cllr Geoff Driver |

7.7.3 The Chair of the Environmental Coordination Sub Group will be the Inner South Environmental Champion for 2011/12. This could possibly develop into a significant role in supporting the delegation of environmental services across the South East. Work will include monitoring the service level agreement (SLA) and working with the new locality manager and the Environmental Champions for Outer South and Outer East areas.

7.7.4 Members are asked to confirm; their annual nominations to the sub group, the chair of the group, and approve the Terms of Reference outlined in **Appendix 3**.

7.8 Manor Farms

7.8.1 Following on from the success of the scheme on the Cardinals estate a similar methodology has been utilised on the Manor Farms estate (Middleton Park Ward). Work was initiated with a successful 'Super Saturday' clean-up, bringing together a range of services and the local community. The day cleared eight skips of rubbish from the estate along with a series of small scale improvements such as ginnel clearance and painting of hand rails etc. This positive partnership working arrangement will continue with a series of walkabouts in the next 6 months to monitor the estate and meetings will be arranged with service providers around the worklessness concerns on the estate also.

7.9 Middleton

7.9.1 The following is a summary received from re'new of their work in Middleton as part of the Middleton Regeneration Partnership.

7.9.2 Middleton Community Group - re'new have supported the local group to develop its first ever community newsletter, which will be posted to each household and uploaded to the community website and other sites for information.

7.9.3 Middleton Day – re'new have been working with 3 local volunteers from the community and the local community groups to help shape the first Middleton Gala for 2011. A wide variety of performances and information stands will be available for all the community to enjoy. Lots of local agencies like Middleton Railway, FOMP and Middleton Equestrian centre have been working closely to help develop what is hoped to be a great family day out.

7.9.4 6 local people have been booked on to a neighbourhood food safety course, to enable them to participate and manage the community BBQ at the Gala. This is a recognized qualification and will enable them to do similar work in the future. It is hoped that by attending the training together will increase community confidence and improve community cohesion in this area. Further neighbourhood learning programmes are being developed for the rest of the year.

7.9.5 Re'new worked with the Friday Night Project, a group of 8-10 young people to design the publicity for Middleton Day.

7.9.6 Neighbourhood Index (NI) – re'new have worked closely with LCC to produce a neighbourhood summary and comparison between the two MSOAs in the Ward. This information will be used to help inform the development of a series of neighbourhood plans for the area.

7.9.7 Neighbourhood Planning – re'new have started the process of developing a series of neighbourhood plans for the area. Discussions are taking place with key lead agencies about specific domains, i.e. Health, community safety, to begin pull together further local intelligence to be considered alongside the NI data. Once the areas are identified, it is envisaged that local people will be invited to help shape the neighbourhood plan(s). The priorities plan will need refreshing over the coming months to reflect this activity.

- 7.9.8 Middleton Regeneration Board – re’new have secured a new member to the Board from LCC’s regeneration service. This is an important connection to the work that we are trying to deliver in 2011-12.
- 7.9.9 Library Service – re’new are working closely with the Library service to determine the best service provision possible for Middleton. Work to develop a community awareness programme is currently being formulated to help increase community understanding of what the Library service offers. This work will compliment the neighbourhood planning work and contribute to addressing success rates at foundation stage as well as increasing numeracy and literacy skills within the community. The Library service will be visiting all community groups, schools, youth projects, partnership meetings etc, to help raise awareness locally.
- 7.9.10 Middleton Community Network – recruitment is still low standing at some 37 members. A further recruitment drive is planned to take place at the Gala. Work to develop the network is being considered to include community groups and not just individual community members. These members have been contact with a view to meeting up and developing a community project of their own.
- 7.10 Belle Isle
- 7.10.1 Re’new have worked closely with LCC, BITMO and Health for All to develop a detailed delivery plan for the recently awarded Connecting Communities funding, which is to increase community engagement, develop new and existing community groups and increase community confidence in Belle Isle. A community fund of £10k is to be used to work with communities to develop sustainable community led projects. Due to unforeseen contractual issues, there has been a delay in starting this contract. Activity is hoped to commence in June 2011.
- 7.11 Belle Isle Partnership
- 7.11.1 Improving services in Belle Isle - To date re’new has worked with local ward members, LCC and BITMO to help formulate a Partnership in the area. Several meetings have taken place at which we have identified who the key agencies are that we will work with to help shape our priorities plan. 2 Wider partnership meetings have taken place at which details of what services, when and where are being delivered in the area has been shared. This will help identify gaps in services and inform the future of our work.

8.0 Updates by theme: Health and Wellbeing

8.1 Multi Agency referral Scheme (MARS)

- 8.1.1 The MARS scheme trial is to be undertaken in Belle Isle to assess benefits of having a common referral checklist and to further enhance integrated locality working with a wide range of professionals supporting residents to access preventative services to improve their health and wellbeing. The trial will run from 23rd May through to end of July for a period of eight weeks. Findings will be presented back to the locality working programme board who are the sponsors for the initiative.

9.0 Updates by theme: Housing & Regeneration

9.1 Beeston Hill & Holbeck Regeneration - Single Regional Housing Pot Funded Acquisition and Demolition Programme Progress Update

9.2 Holbeck phases 1, 2 and 3

- 9.2.1 Purchase of the final privately owned property was completed in March, 2011. Preparations are underway for the demolition of the remaining block of 8 properties. It is anticipated that the site will be cleared by July/August, 2011.
- 9.2.2 Chevin Housing Association has confirmed their intention to provide 39 new, quality affordable homes on the site as part of their development programme for 2012/13, subject to the availability of funding and planning approval. .
- 9.2.3 The Council has agreed to provide a temporary area of greenspace on the cleared site. Soil has been brought onto the site and wildflower seed has been sown recently. The area has been landscaped to raise the meadow area above the footpath routes to try and stop cars driving across the site and also to clearly mark out the footpaths.
- 9.2.4 The scheme will be funded from savings to the programme arising from the withdrawal of funding from the Holbeck phase 4 scheme.

9.3 Holbeck Phase 4

- 9.3.1 As previously noted, the Council has now withdrawn from this scheme. Estimates of costs are being prepared with a view to improving the empty properties to the Decent Homes Standard so that they may be brought back into use under the management of Aire Valley Homes. Proposals to undertake the work are subject to formal approval.
- 9.3.2 Proposals to make improvements to a number of bin yards in the former target area are also subject to formal approval.

9.4 Beverleys

- 9.4.1 Chevin Housing Association has recently received formal approval from the Government Office for road closures on the site. This has enabled the commencement of remediation works to the site which are currently ongoing. It is expected that the development of 55 affordable homes will be completed by summer 2012.

9.5 Garnets

- 9.5.1 Demolition of the first 20 properties has been completed. It is anticipated that a further 56 properties will be demolished over the coming months. However, this cannot take place until alternative accommodation can be identified for 5 remaining residents. Officers are working closely with Aire Valley Homes and Leeds Federated Housing Association to progress this.
- 9.5.2 The Council's Executive Board has recently approved proposals to undertake a property swap with Leeds Federated Housing Association who currently own 15 properties which are due to be demolished. This means that LFHA will take ownership of a number of properties within the Garnets area which have been acquired by the Council for demolition and bring them back into use.

9.5.3 Officers have been working closely with The Garnets Community Group to ensure that they are engaged with the work ongoing to regenerate the area. A member of the community has now volunteered to take the role of Chair of the Group and officers have supported her in the preparation of a newsletter which is due to be distributed to homes in the area shortly. Options will be presented in the newsletter for temporary greenspace provision on the cleared site. Residents will be asked to indicate their preference but are advised that funding to provide a wildflower meadow similar to that in Holbeck is not currently available and costs would need to be met by the group raising funds locally or seeking other donations.

10.0 Implications for Council Policy and Governance

10.1 No specific issues are identified.

11.0 Legal and Resource Implications

11.1 No specific issues are identified

12.0 Recommendations

- 12.1 The Inner South Area Committee is requested to:
- (a) note the contents of this report
 - (b) confirm nominations of Ward Councillors to the Community Centres Sub Committee
 - (c) nominate the Chair of the Community Centres Sub Committee
 - (d) consider and agree the terms of reference for the Community Centres Sub Committee
 - (e) confirm nominations of Ward Councillors to the Environmental Coordination Sub Group
 - (f) nominate the Chair of the Environmental Coordination Sub Group
 - (g) confirm the Chair of the Environmental Coordination Sub Group as the Environmental Champion.
 - (h) consider and agree the terms of reference for the Environmental Coordination Sub Group

Background Reports

- Inner South Area Committee actions and achievements report 24 March 2011
- Executive Board Report, Proposed Changes to the Leeds Initiative Partnership and the City Planning Framework 15th December 2010

PRESENT: Councillors: Gabriel
Officer: Trudie Canavan, Steve Ross, Malcolm Fisher & Sarah May
APOLOGIES: Councillors Davey and Driver

ACTION

1. Purpose of Community Centres Sub Committee

The purpose of the CCSC is to discuss any key strategic and building based issues which effect the portfolio community centres delegated to Inner South Area Committee.

2. Inner South Community Centres Action Plan

Each action outlined in the action plan was discussed. A summary of any issues raised is as follows:

Maintenance – concerns raised about how maintenance work is programmed and prioritised. For example, the recent backlog work undertaken at St Matthews Community Centre – the User Committee at the facility weren't consulted with regards to what work was to go ahead, the caretaker chose colours for the carpet and the decoration and the way in which the work is programmed also needs to be looked at as decorating was undertaken and then work on the electrics which marked the walls.

Promotion / Marketing – it was felt that better signage needs to be put outside community centres to encourage use and make people aware of what the building is. This was specifically highlighted for St Matthews and Watsonia Pavilion.

TC

Pricings & Lettings Policy – Area Committee endorsed policy went live from 1st October 2010. Delays in new database going live due to technical difficulties and the volume of the applications which have been received into the lettings office. Once database is up and running, this will allow a much more streamlined and quicker process of lettings applications.

Building specific issues:

Middleton Skills Centre – Issues around payment for office space at the facility for Crossroads and NACRO. Adult Social Care will no longer be the sponsoring department for these services. Costs for office space to be drawn up and discussed further with organisations.

St Matthews C.C. – Feasibility study undertaken on building to look at improving use of space and attracting new types of users to facility. SM to distribute copies of the plans to the group.

SM

Holbeck Youth Centre – Health for All will be added on to the rental support programme. This will mean their ability to pay the rent on the facility will be assessed on an annual basis and the maximum they will pay is up to 10%

of their full market rental valuation.

Watsonia Pavilion – questions raised about the amount of lettings fees which users are paying. This will be looked into and fed back to Councillor Gabriel. The boiler is also being left on by user groups, which is a potential fire hazard. Groups to be reminded that this needs to be switched off. Still awaiting for business plan for Tiger 11 to take over the facility. Some confusion if Tiger 11 have already submitted this to Neil Charlesworth for a community asset transfer rather than taking the centre on through a standard community centres lease. TC to double check what the status is with Neil Charlesworth and feedback.

TC

SM

TC

3. Frequency of Meetings

It was agreed that meetings would take place on a six monthly basis. The venue for the meetings would either be Dewsbury Road One Stop Centre or Civic Hall. Minutes of future sub committee meetings would be appended to the Actions & Achievements report which is presented at Inner South Area Committee.

**NEIGHBOURHOODS AND HOUSING DEPARTMENT
INNER SOUTH COMMUNITY CENTRE SUB COMMITTEE
TERMS OF REFERENCE**

Overview

This group has been established to oversee and manage the portfolio of Neighbourhoods & Housing community facilities in the Inner South area.

The work of this committee will seek to improve the quality of service provided, taking into account the needs of communities, other facilities available, capital and revenue resources available and longer term sustainability considerations.

Specific responsibilities

- Review caretaking arrangements and any specific requirements for effective centre operation
- Consider possible future management arrangements for centres including the leasing of facilities to community organisations
- Provide a consultation mechanism for the review of a lettings policy for centres including charging arrangements
- Undertake a comprehensive area based review programme and oversee changes to the portfolio of centres to ensure that the portfolio of community centres is financially sustainable over the longer term and:
 - *Is suitable for the intended purpose*
 - *In good condition*
 - *Accessible by the intended customer base*
- Consider the rationalisation of Neighbourhoods & Housing community centres and look at other community facilities within the area and see how these may better serve the localities needs
- Discuss any funding that may be available to improve or enhance community facilities within the area and prioritise repairs / improvements of community facilities in the locality

Membership of the Committee

Councillor Angela Gabriel – Beeston & Holbeck

Councillor Patrick Davey – City & Hunslet

Councillor Geoff Driver – Middleton Park

Officer(s)

South Area Management Team – Chief Executives

South Area Buildings Manager – Democratic & Central Services

Chair: The Chair of the Group shall be a Ward Councillor as nominated by the Inner South Area Committee.

The Chair should rotate on an annual basis.

Equality: The group will ensure that equality, diversity, community cohesion and community safety issues are considered in the development and delivery of the project.

Terms: The terms of reference will be reviewed on an annual basis.

Amended at the Area Committee 21 June 2011

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Inner South Leeds Area Committee
Environmental Co-ordination Sub Group
Terms of Reference

Name: Environmental Co-ordination Sub Group

Aim: The aims and objectives of the group are to:

- Influence key priorities in relation to the services delivered
- Monitoring of performance and delivery of services
- Provide a forum for consultation
- Review the Business Plan in relation to environmental issues

Function: To support the development of services that address environmental issues in line with local needs within the Inner South Leeds Area.

These services include:

- Litterbin provision
- Community skip provision
- Ginnel Maintenance
- Environmental, neighbourhood clean ups
- Recycling facilities
- Educational activities on litter and recycling
- Dog Warden Services
- Environmental Enforcement Action
- High quality green spaces provision
- Schemes to improve cleanliness and target sites of environmental concern

Membership: Membership should include the following organisations/ agencies:

- South East Locality Manager.
- Inner South Leeds Area Management Team
- Inner South Leeds Ward Councillors – 1 Member from each electoral Ward
- Streetscene South Area Manager
- Environmental Action Team Officer
- Aire Valley Homes
- Parks and Countryside – Parks Operation Manager

Chair: The Chair of the Group shall be a Ward Councillor as nominated by the Inner South Area Committee, who will also act as the Environmental Champion.
The Chair should rotate on an annual basis.

Meetings: meetings will be held every month or as and when required.

Status: The group shall be an operational arm of the Inner South Leeds Area Committee.

Equality: The group will ensure that equality, diversity, community cohesion and community safety issues are considered in the development and delivery of the project.

Links: The group should seek to establish links with other environmental service providers.

Terms: The terms of reference will be reviewed on an annual basis.

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Originator: Andy Beattie

Tel: 24 76141

Report of the Director of Environment & Neighbourhoods

South Leeds (Inner) Area Committee

Date: Tuesday 21st June 2011

Subject: Delegation of Environmental Services Update

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

Executive Summary

Following input from Area Chairs, the Service Level Agreements (SLAs) will now be submitted for approval in September rather than June/July. The appointment of the Environmental Locality Managers has provided the capacity to look at street cleansing services objectively and in more detail than previously. As a result two pieces of work have emerged, one being a short-term service evaluation and the other a longer term, fundamental review of street cleansing services.

Other work is currently ongoing to prepare for the delegation, including:

- Overlay of the refuse collection schedules with those of street cleansing;
- Discussion with other services/organisations around land vesting issues; and
- Investigating local equipment storage and disposal points options to minimise downtime.

It is the intention to present information on resource provision verbally at the Area Committee, following work to realign budgets to the new team configurations.

1.0 Purpose Of This Report

1.1 This report provides the Area Committee with an update on progress towards the delegation of certain environmental services to Area Committees, as well as information relating to the current review of street cleansing services.

2.0 Background Information

2.1 Work has been ongoing with Members and Area Committees since late 2010 on achieving the successful delegation of certain environmental services in 2011.

2.2 Services included in the proposed delegation are:

- Street cleansing (mechanical and manual);
- Leaf clearing;
- Litter bin emptying;
- Dog warden services;
- Littering & flytipping regulation;
- Domestic & commercial waste (storage & transportation issues);
- Highways enforcement (abandoned & nuisance vehicles, A-boards on pavements, mud on roads and placards on street furniture);
- Graffiti enforcement; and
- Overgrown vegetation controls.

2.3 Area Committee workshops have been held, in January and March, to involve Members in the development of Service Level Agreements (SLA), through which the delegated services will be delivered at a local level. The workshops also provided an opportunity for Members to consider current service schedules and activity, in terms of meeting the need of local areas. A further workshop is planned for Members of the Inner South Area Committee on **Monday 18th July 10am-1pm**, Civic Hall.

2.4 In April appointments were made to the new Environmental Locality Manager roles, the following officers are now in post and will be responsible for the delivery of services through the approved Service Level Agreements:

South East – Andy Beattie (Tom Smith from October 2011)

West North West – Jason Singh

East North East – John Woolmer

2.5 Induction sessions were held in late May for new Members elected at the recent local election, to introduce them to Area Committees, locality working and the proposed environmental services delegation.

3.0 Main Issues

3.1 Following further consideration and input from Area Committee Chairs, a decision has been made to continue work on the SLAs, for approval by Area Committees in September, for reasons provided below.

3.2 At the April Area Chairs' meeting a number of Chairs expressed their support for the delegation of services to be done properly and not rushed through just to meet the original timescale of June/July.

3.3 The appointment of the Environmental Locality Managers has provided the capacity to look at street cleansing services objectively and in more detail than previously. This, together with the feedback from local community forums, environmental sub groups and the earlier Member workshops, has proved beneficial in identifying issues to be addressed in order to be confident of the deliverability of future street cleansing functions, as recorded in the SLA. The Locality Managers have been looking closely at operational aspects of street cleansing, especially with regard to resources and capacity to deliver scheduled work and have the flexibility to respond to unplanned but urgent work when the need arises.

3.4 As a result of the Locality Manager's initial considerations, two pieces of work have emerged, one being a short-term service evaluation and the other a longer term, fundamental review which could potentially lead to a radical overhaul of street cleansing services.

3.5 Short-term Review

The review will assess the existing scheduled services in terms of their deliverability within the resource capacity currently available, with a focus on achieving a satisfactory standard of cleanliness rather than prescriptive inflexible fixed periodic cleansing cycles. It is intended that this will result in a better understanding by all parties of what is expected to be delivered through the SLAs.

It is also intended that this review will identify a flexible resource to be available to respond to ad hoc, or planned but significant street cleansing matters/events, as well as Member/public referrals, without impacting on scheduled cleansing activities.

The review will be completed by the end of June, with the outcomes being shared with Members at the next round of Area Committee workshops to take place in July.

3.6 Long-term Review

This review will take approximately 6-12 months dependent upon the issues raised and will be a more significant fundamental review which will include a redesign of street cleaning services and changes to current operational arrangements. This will also coincide with work now being commenced to review existing and future fleet requirements and future procurement of a new fleet contract to be in place from 2012. It is intended that Members will be kept fully up to date with the progress of this review through Area Committee reports and Environment Sub-group meetings.

It is anticipated that the review outcomes and subsequent service change programme will be completed by the next municipal year (2012/13) when the Area Committee's year two SLA will take effect, reflecting the new ways of working.

4.0 **Other current & future work.**

4.1 Work is underway to overlay refuse collection schedules with the current street cleansing programme, in order to achieve more effective co-ordination of services. It is anticipated that this work will be completed by June and be incorporated with the street cleansing review outcomes to deliver a more efficient and effective service within the resource capacity available. A similar piece of work will take place regarding the current grounds maintenance schedules.

- 4.2 There is much to do to improve upon the use and deployment of the current resource on street cleansing. The issue of localising equipment storage and disposal points to minimise travel and downtime; the additional supervision to improve general attendance and productivity and the full attention of managers and staff on street cleansing rather than being drawn towards refuse collection services will all improve the impact of the current level of resource.
- 4.3 Discussions with other services/organisations around land vesting issues are being progressed by the Area Leaders. Discussions are taking place with partners such as the ALMOs to ensure at the very least that good co-ordination exists between the estate caretaker roles and the Locality Teams (when created in July). In addition, the possibility of transfers of land ownership to the majority land owner in areas where the picture is confused is being pursued.

Meetings have been arranged, and are currently taking place with the respective organisations/parties to discuss land vesting issues. An update on progress of these discussions will be given at the Area Committee meeting.

- 4.4 We are keen to identify and connect with any local capacity through residents associations and other locally active groups in terms of their potential to contribute to promoting responsible behaviour and to assist in clean-ups or cleanliness monitoring & reporting in their areas. Connections into 'Community Payback' as another potential avenue to increase service delivery are being pursued. A positive dialogue is being maintained with WY Police regarding the use of PCSOs to help regulate local environmental cleanliness as a part of their day to day work.
- 4.5 The restructuring of Environmental Services, including Waste Management is coming to an end in terms of agreeing the new structure and recruiting to the new roles created. This is due for completion by July, from when the additional significant supervisory capacity that will benefit street cleansing services will be in place. Also at that time, the separation of refuse services and street cleansing will allow staff and managers to fully dedicate their time to one area alone, which has been an issue for street cleansing services as refuse has taken the greater priority over time.

5.0 Implications For Council Policy and Governance

- 5.1 The Council's Constitution has been amended, approved at Executive Board in March and ratified at the Annual Council meeting held on 26th May, to include the environmental services delegation within the Area Committee Function Schedule.
- 5.2 Amendments have also been made to the Area Committee Procedure Rules to make allowance for the decision making powers being devolved to Committees, which will run concurrent to the same authority given to the Director of Environment & Neighbourhoods.
- 5.3 The proposed delegation of environmental services to Area Committees will significantly contribute towards the Stronger Leeds section of the new Safer & Stronger Communities Plan 2011-15. By delivering services at an Area Committee level, the priority to '*ensure that local neighbourhoods are clean*' will be much more achievable.

6.0 Legal and Resource Implications

- 6.1 At this point in time there are no financial or resource implications. It is the intention to present information on resource provision verbally at the Area Committee, following work to realign budgets to the new team configurations.

7.0 Recommendations

7.1 The Area Committee is asked to note the contents of the report and the intention to submit, for approval, a full Service Level Agreement to its September meeting.

8.0 Background Papers

- Briefing Note of Proposed Delegation of Elements of Streetscene Services, 18th October 2010
- Actions & Achievements report – 4th January 2011 Area Committee
- Delegation of Environmental Services, 31st January 2011
- Actions & Achievements report – 24th March 2011 Area Committee
- The Executive Board report 'Delegation of Executive Functions in Relation to Street Scene Management to Area Committees' 30th March 2011

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Originator: Guy Close

Tel: (0113) 24 74356

Report of the Chief Officer (Democratic and Central Services)

South (Inner) Area Committee

Date: Tuesday 21 June 2011

Subject: Local Authority Appointments to Outside Bodies

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

Ward Members consulted
 (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

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

Executive Summary

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

1.0 Purpose of this Report

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

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

2.0 Background

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

- 2.2 Attached at Appendix 1 is the agreed Appointment Procedure Rules¹ that have been adopted by Full Council. The procedure addresses previous concerns raised by Elected Members relating to proportionality; introduces appointment categories; and places responsibility for appointment clearly with Elected Members both through this Committee and the Member Management Committee.
- 2.3 The Member Management Committee has responsibilities for Council Appointments to Outside Bodies and for exercising decision making in the following areas:
- Considering requests from all Outside Organisations seeking Elected Member representation
 - Determining the category of appointment which will govern which Committee will make the appointments
 - Making Elected Member appointments to Outside Bodies within the Strategic and Key Partnership category.
- 2.4 Full Council has agreed that due to the large number of organisations seeking Council representation, appointments within the Community and Local Engagement Category will be considered and approved by Elected Members serving on the relevant Area Management Committee.
- 2.5 In July 2004 the Member Management Committee met to consider allocation of appointments to each Area Committee. Attached at Appendix 2 are those that have been determined should be made by this Area Committee.
- 2.6 One of the delegated Member appointment functions which Area Committees had previously been asked to exercise was making Elected Member appointments to the Boards of Housing Management Arms Length Management Organisations. However, on the recommendation of the Executive Board, the Member Management Committee at its meeting on 22nd December 2006 resolved that in future appointments to the re-structured ALMO Boards (down from 6 to 3, with smaller numbers of Directors) would be made by the Member Management Committee itself, hence these appointments no longer appear in the schedule of appointments at Appendix 2.

3.0 The Appointment Procedure - Community and Local Engagement Category

- 3.1 The Area Committee must first consider whether it is appropriate for an appointment to be of a specific office holder² either by reference, if this is available, to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.
- 3.2 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Area as a whole.

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

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

- 3.3 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 3.4 Elected Members³ will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 3.5 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.
- 3.6 Area Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.

4.0 Appointments 2011/12

Belle Isle Elderly Winter Aid

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

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

Belle Isle Tenant Management Organisation (BITMO)

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

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

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

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

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

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

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

These are annual appointments and the Council's current representative are Councillors Blake and Groves.

Holbeck Elderly Aid

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

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

Middleton Elderly Aid

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

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

ALMO Inner South Area Panel

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

The Area Panels have two main roles.

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

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

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

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

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

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

District or Area – Based Partnerships

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

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

These are:

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

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

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

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

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

The Committee’s current designated partnership representatives, or ‘ champions ’, are as follows:

- Divisional Community Safety Partnership – Councillor Groves
- Area Children’s Partnership – Councillor Gabriel
- Area Health and Social Care Partnership – Groves
- Area Employment, Enterprise and Training Partnership – Councillor Driver.

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

5.0 Recommendation

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

Background Papers

Appointment Procedure Rules - Appendix 1 (attached)

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APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

Body/Person with authority to
change the document

Full Council

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

1.0 Scope

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

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

- 2.1 The Head of Governance Services will maintain a list of all Outside Bodies to which the Council appoints an Elected Member.
- 2.2 Each year the Member Management Committee will review the list of notified Outside Bodies and will determine whether the Council should make/continue to make an appointment to those bodies.
- 2.3 Determination will be based on one or more of the following criteria being met:
 - the proposed appointment is a statutory requirement;
 - the proposed appointment would be consistent with the Council's policy or strategic objectives; and/or
 - the proposed appointment would add value to the Council's activities.
- 2.4 Requests from an Outside body to make an appointment received after such an annual review will be referred to the relevant Director who will:
 - Provide advice on whether the Outside Body meets one or more of the criteria in Rule 2.3; and;
 - Identify the Lead Officer to work with the appointed Member should an appointment be made to the Strategic and Key Partnerships category.
- 2.5 Such requests will then be referred to the Member Management Committee for determination by reference to the same criteria.

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

3.0 Determination of how an Appointment should be made

- 3.1 Where an organisation is deemed to have met one or more of these criteria, the Member Management Committee will allocate it into one of the following categories.
- **Strategic and Key Partnerships** – participation contributes to the Council's strategic functions, priorities and community leadership role.
 - **Community and Local Engagement** – not necessary to fulfil strategic or key partnership role but, nonetheless, beneficial in terms of leading, engaging and supporting the community from an area or ward perspective
- 3.2 Where an Outside Body has been categorised as **Strategic and Key Partnership**, appointment to it will be made by the Member Management Committee.
- 3.3 Where an Outside Body has been categorised as **Community and Local Engagement**, appointment to it will be made by the appropriate Area Committee.
- 3.4 Where it is not clear as to which particular Area Committee should make an appointment, the Member Management Committee will refer the request to the relevant Area Committee Chairs who will determine which is the appropriate Area Committee to make the appointment. This will be reported to the next meeting of the Area Committee.

4.0 The Appointment Procedure

Strategic and Key Partnerships

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

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

³ Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any

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such circumstances vacancies will be notified to the Member Management Committee and agreement sought as to whether the vacancy will be filled.

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

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

Community and Local Partnerships

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

allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

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

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

Appointments to Outside Bodies Procedure Rules

replacements) runs for the municipal year, ending at the next Annual Council Meeting.

- 4.11 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.
- 4.12 Area Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.
- 4.13 The Director of Resources will have Delegated authority to make an appointment where an organisation requires an appointment prior to the next meeting of the relevant Area Committee, subject to all Members of that Area Committee being consulted on the proposals.
- 4.14 That any instances of this delegation being used be reported to the next meeting of the relevant Area Committee.

Support for Elected Member Appointees To External Organisations

Lead officer: A lead officer will be identified by the relevant Director for all relevant appointments in the Strategic and Key Partnerships category .

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

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

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

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

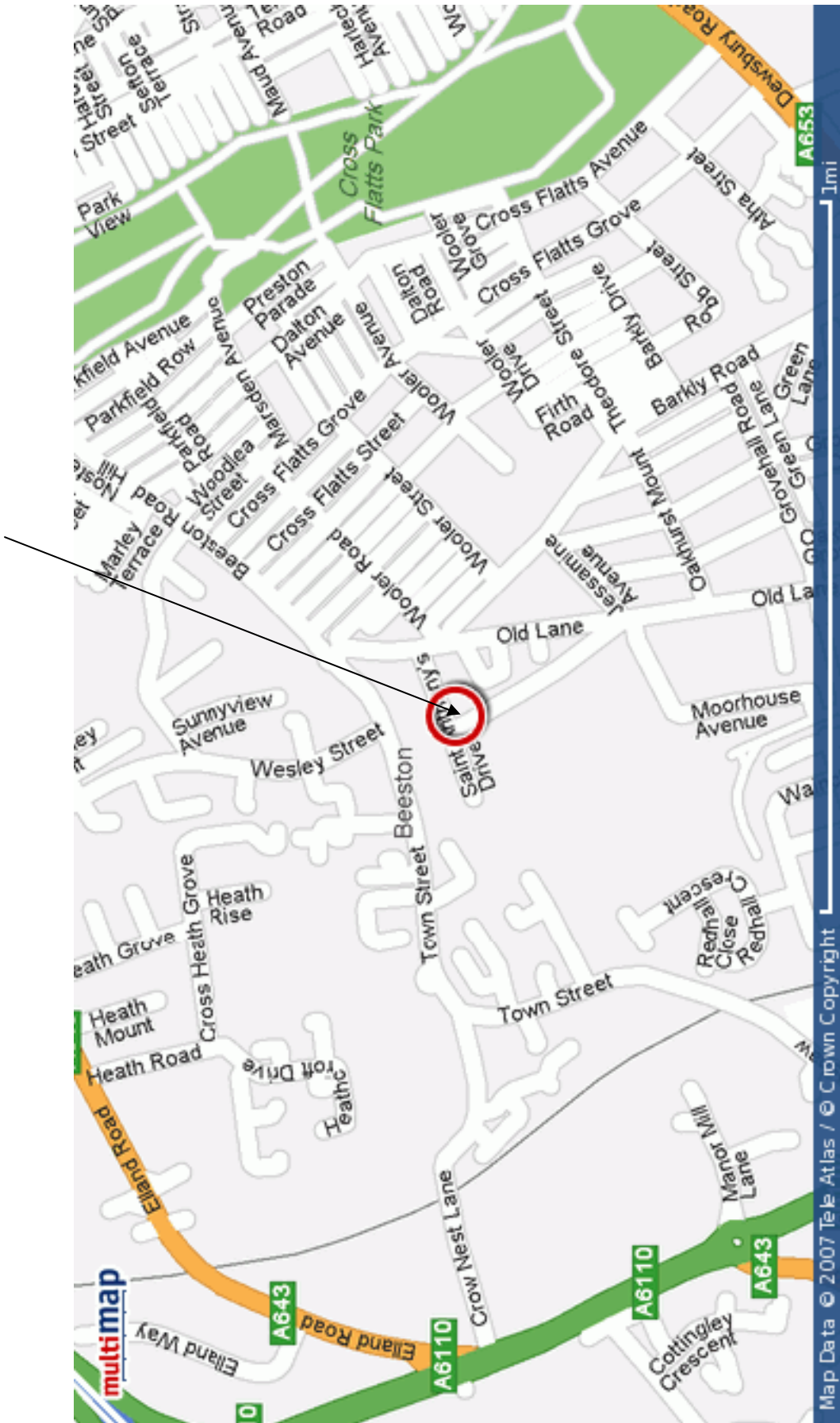
| Outside Body | Charity /Trust | No of Places | Review Date | No of places to review | Current appointees | Clr Y/N | Review Period | Group |
|--|----------------|--------------|-------------|------------------------|--------------------|---------|---------------|-------|
| Belle Isle Elderly Winter Aid | Yes | 1 | Jun-11 | 1 | Judith Blake | Y | Annual | Lab |
| Belle Isle Tenant Management Organisation (BITMO) | No | 2 | Jun-11 | 2 | Judith Blake | Y | Annual | Lab |
| | | | Jun-11 | | Kim Groves | Y | Annual | Lab |
| Holbeck Elderly Aid | Yes | 1 | Jun-11 | 1 | Adam Ogilvie | Y | Annual | Lab |
| Middleton Elderly Aid | No | 1 | Jun-11 | 1 | Kim Groves | Y | Annual | Lab |
| Inner South ALMO Area Panel Valley Homes Leeds Aire | No | 2 | Jun-11 | 2 | Mohammed Iqbal | Y | Annual | Lab |
| | | | Jun-11 | | Adam Ogilvie | Y | Annual | Lab |
| District Community Safety Partnership | No | 1 | Jun-11 | 1 | Kim Groves | Y | Annual | Lab |
| Area Children's Partnership | No | 1 | Jun-11 | 1 | Angela Gabriel | Y | Annual | Lab |
| Area Health and Social Care Partnership | No | 1 | Jun-11 | 1 | Kim Groves | Y | Annual | Lab |
| Area Employment, Enterprise and Training Partnership | No | 1 | Jun-11 | 1 | Geoff Driver | Y | Annual | Lab |
| | | 11 | | 11 | | 11 | | |

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

| | | | | |
|---|---|--|-----|---------------------------|
| Number of Members in the Committee Area | 9 | Percentage of Members on the Committee | | Notional Places Allocated |
| Labour | 9 | | 100 | 11.00 |
| Liberal Democrat | 0 | | 0 | 0.00 |
| Conservative | 0 | | 0 | 0.00 |
| <i>Other to list</i> | | | | |
| Total | 9 | | | 11 |

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