

Public Document Pack



SOUTH (INNER) AREA COMMITTEE

Meeting to be held in Tenants Hall, Acre Close, Middleton, LS10 4HX on
Wednesday, 8th February, 2012 at 6.30 pm

MEMBERSHIP

Councillors

| | | |
|-------------------|---|----------------------|
| D Congreve | - | Beeston and Holbeck; |
| A Gabriel (Chair) | - | 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

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|---------|------|---------------|---|---------|
| 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 Head of Governance Services 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 - 11TH JANUARY 2012</p> <p>To confirm as a correct record the minutes of the meeting held on 11th January 2012.</p> | 1 - 6 |
| 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 | Beeston and Holbeck; City and Hunslet; Middleton Park; | | <p>SOUTH EAST HEALTH AND WELLBEING PARTNERSHIP PROGRESS UPDATE</p> <p>To receive and consider a report from the Health and Wellbeing Improvement Manager providing an update on activity being undertaken by the South East Health and Wellbeing Partnership.</p> <p>(Council Function) (5 mins presentation / 5 mins discussion)</p> | 7 - 14 |
| 9 | Beeston and Holbeck; City and Hunslet; Middleton Park; | | <p>LEEDS JOINT STRATEGIC NEEDS ASSESSMENT AND AREA PROFILES</p> <p>To receive and consider a report from the Director of Public Health updating the Area Committee on the refresh of the Leeds Joint Strategic Needs Assessment and the emerging priorities for this area.</p> <p>(Council Function) (5 mins presentation / 5 mins discussion)</p> | 15 - 24 |
| 10 | Beeston and Holbeck; City and Hunslet; Middleton Park; | | <p>CHILDREN & YOUNG PEOPLE'S SUB-GROUP REPORT</p> <p>To receive and consider a report from the Assistant Chief Executive (Planning, Policy and Improvement) providing details of a proposal to establish an Inner South Children and Young People's Working Group, including terms of reference, and outlining some of the benefits of working in partnership and forward planning for provision in future years.</p> <p>(Council Function) (5 mins presentation / 5 mins discussion)</p> | 25 - 34 |

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| 11 | Beeston and Holbeck; City and Hunslet; Middleton Park; | | <p>WELLBEING REPORT</p> <p>To receive and consider a report from the Assistant Chief Executive (Planning, Policy and Improvement) updating Members on both the capital and revenue elements of the Area Committee's wellbeing budget, advising Members of the small grants approved since the last meeting and inviting Members to determine the capital and revenue proposals detailed within the report.</p> <p>(Executive Function) (5 mins presentation / 5 mins discussion)</p> | 35 - 52 |
| 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> | 53 - 100 |
| 13 | | | <p>DATE, TIME AND VENUE OF NEXT MEETING</p> <p>Wednesday, 21st March 2012 (St Matthew's Community Centre, St Matthew's Street, Holbeck, LS11 9NR)</p> <p>(Meeting to commence at 6.30pm.)</p> <p>MAP OF TODAY'S VENUE</p> <p>Tenants Hall, Acre Close, Middleton, LS10 4HX</p> | |

Agenda Item 6

SOUTH (INNER) AREA COMMITTEE

WEDNESDAY, 11TH JANUARY, 2012

PRESENT: Councillor G Driver in the Chair

Councillors J Blake, D Congreve,
K Groves, E Nash and A Ogilvie

47 Election of Chair

RESOLVED – That Councillor Driver be appointed Chair of the South (Inner) Area Committee for the duration of this meeting.

48 Chair's Opening Remarks

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

The Area Committee wished to pass on their best wishes to Councillor Gabriel, following her recent ankle operation.

49 Declarations of Interest

There were no declarations of interest.

50 Apologies for Absence

Apologies for absence were submitted by Councillors Davey, Gabriel and Iqbal.

51 Minutes - 8th November 2011

RESOLVED – That the minutes of the meeting held on 8th November 2011 be approved as a correct record.

52 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.

On this occasion there were no matters raised by members of the public in attendance at the meeting.

53 South and Outer East Locality Team Service Level Agreement Performance Update

The Locality Manager (South and Outer East Leeds) submitted a report which provided an update on performance against the Service Level Agreement between the South (Inner) Area Committee and South East Environmental Locality Team.

Appended to the report was a summary of performance information for the service.

The Chair welcomed to the meeting, Tom Smith, Locality Manager (South and Outer East Leeds), to present the report and respond to Members' questions and comments.

The key areas of discussion were:

- Acknowledgement of recent improvements in relation to street cleansing.
- Identifying areas in need of leaf clearing and targeting resources more effectively.
- Clarification sought regarding street cleansing in ALMO estates – The Area Committee was informed that discussions were taking place with colleagues in housing with a view to resolving some ongoing operational issues.
- Litter in commercial areas (particularly shopping districts and parades) remained a significant concern.
- Concern about litter discarded by motorists on Dewsbury Road – it was advised that a low number of fixed penalty notices had been issued in relation to littering and there was a need to improve the visibility of staff responsible for issuing these notices.
- Positive impact of developing job satisfaction and responsibility within teams, particularly in relation to sickness levels.
- The need to develop closer working arrangements with local community groups and organisations.

RESOLVED – That the contents of the report and appendices be noted.

54 Developing a Locality Approach between Leeds City Council Services and Neighbourhood Police Teams / Police Community Safety Officers (PCSOs)

The Director of Environment and Neighbourhoods submitted a report which provided an overview of progress to develop greater joined up working arrangements between locality based City Council services and Neighbourhood Police Teams / PCSOs.

The following information was appended to the report:

- Safer Leeds Executive – Protocol to support local working between Leeds City Council Environmental Services and Police Community Support Officers (PCSOs)
- Contact details and key work being undertaken.

Tom Smith, Locality Manager (South and Outer East Leeds), presented the report and responded to Members' questions and comments.

The key areas of discussion were:

- Support for the proposal to utilise PCSOs as witnesses in environmental enforcement action.
- Concern that the positive relationship built by PCSOs with the community could be threatened if it was perceived that their role was changing to take a more direct role in enforcement.

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That the progress made to develop greater joined up working within localities between LCC services and Neighbourhood Police Teams / PCSOs be noted.
- c) That areas of closer working on local environmental priorities be fed back to local tasking arrangements to progress.

55 Leeds Citizen Panel in Support of Locality Working

The Assistant Chief Executive, Customer Access and Performance submitted a report which outlined the progress being made to create and manage a new and enlarged Leeds Citizens' Panel that would form an important tool for the Council and partners' consultation activity.

Appended to the report was an update on recent progress in the development and management of the Leeds Citizens' Panel.

Chris Dickinson, Area Improvement Manager, presented the report and responded to Members' questions and comments.

The main areas of discussion were:

- Challenges associated with establishing a Panel that accurately reflected the make-up of the city.
- The need to ensure that the Panel engaged with individuals that were unable to respond electronically to consultations.
- Concerns about consultation fatigue.
- The role of the Corporate Consultation Manager and the need for broader management in overseeing consultations.

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That an update report highlighting the recruitment process and levels of engagement be submitted to the February Area Committee meeting.

56 Capital Receipts Incentive Scheme Report to Executive Board

The Assistant Chief Executive (Customer Access and Performance) submitted a report in relation to the Capital Receipt Incentive Scheme that received approval at the Executive Board meeting on 12th October 2011.

Appended to the report was a copy of the Executive Board report on Capital Receipts Incentive Scheme, considered at the meeting held on 12th October 2011.

Tom O'Donovan, Area Improvement Manager, presented the report.

RESOLVED – That the contents of the Executive Board report on the Capital receipts Incentive Scheme be noted.

57 Localism Act 2011

The Assistant Chief Executive (Customer Access and Performance) submitted a report which outlined the main elements of the Localism Act which will be of direct relevance to Area Committees.

Tom O'Donovan, Area Improvement Manager, presented the report and responded to Members' questions and comments.

Members expressed concern at the way that the coalition government was rolling out elements of the Localism Act. It was felt that the delivery of schemes that set out to exclude well established processes and effective local groups involving elected members would suffer from a lack of connectivity and would have a detrimental effect on the quality of work currently in place. It was stated that Councillors should play an integral role in this process going forward.

RESOLVED –

- (a) That the contents of the report be noted
- (b) That an update report containing a breakdown of activity across the inner south area of Leeds be submitted to a future Area Committee meeting.

58 Wellbeing Report

The South East Area Leader submitted a report which updated Members on both the capital and revenue elements of the Area Committee's Wellbeing budget, provided details of variations to previous decisions for approval, advised the Area Committee of the Small Grants approved since the last

meeting and invited Members to determine a revenue proposal, as detailed within the report.

Details of capital and revenue projects agreed to date were appended to the report for Members' information.

Gavin Forster, Area Officer, presented the report.

The key areas of note were:

- The change in wellbeing revenue balance from that highlighted at the December meeting.
- The process to reduce the under spend on the Middleton capital budget to zero through the use of ward based initiative funding was agreed and actioned.

RESOLVED –

- (a) That the contents of the report and appendices be noted.
(b) That the following decision be made in relation to the wellbeing funding proposal which had been submitted for determination at the meeting:

- SLATE Furniture Store – SLATE Volunteer Team – £4,186 (revenue) (£1,395 from each Ward) – Approved.

59 A Summary of Key Work

The South East Area Leader submitted a report which detailed work by the Area Management Team on key priorities in the inner south area of Leeds since the last Area Committee meeting.

The following information was appended to the report:

- Minutes of Area Chairs' Forum held on 5th September 2011
- Report on Welfare Reform and other supporting information considered by the Area Chair's Forum on 3rd November 2011
- Minutes of Environmental Sub-Group held on 7th October 2011
- Minutes of South East Leeds Health and Wellbeing Partnership held on 24th November 2011
- Minutes of Beeston Hill and Holbeck Regeneration Partnership Core Group held on 30th September 2011
- Minutes of Beeston, Holbeck and Hunslet Neighbourhood Improvement Board held on 18th November 2011.

Gavin Forster, Area Officer, presented the report.

One Member emphasised the need to progress works at Hunslet library. Councillor Ogilvie agreed to provide an update on this.

RESOLVED – That the contents of the report and appendices be noted.

Draft minutes to be approved at the meeting
to be held on Wednesday, 8th February, 2012

60 Dates, Times and Venues of Future Meetings

Wednesday, 8th February 2012
(Tenants Hall, Acre Close, Middleton, LS10 4HX)

Wednesday, 21st March 2012
(St Matthew's Community Centre, St Matthew's Street, Holbeck, LS11 9NR)

(Meetings to commence at 6.30pm.)

(The meeting concluded at 7.55pm)



Report author: Baksho Uppal – SE health and wellbeing improvement manager

Tel: 247 5685 or mob:07891 273845

Report of: South East Area Health and Wellbeing Partnership

Report to: Inner South Area Committee

Date: Wednesday 8th February 2012

Subject: South East Health and Wellbeing Partnership Progress Update

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|--|---|
| Are specific electoral Wards affected? If relevant, name(s) of Ward(s): | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | Beeston & Holbeck City & Hunslet Middleton Park |
| Are there implications for equality and diversity and cohesion and integration? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the decision eligible for Call-In? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

Summary of main issues

1. The area health and wellbeing partnerships provide a local strategic forum and network, ensuring that partnerships between local area committees, NHS Leeds and Clinical Commissioning Groups are maintained and strengthened, as well as ensuring that plans are clearly aligned to citywide and local priorities. Key programmes of work being supported and prioritised by the South East health and wellbeing partnership are outlined along with progress.
2. The joint strategic needs assessment (JSNA) and middle super output area (MSOA) health area profiles for 2011/12 have recently been published. The key health issues these outline are to be taken into account by the health and wellbeing partnership in determining future priorities for the inner south area.

Recommendations

1. Members of the area committee to note progress being made on addressing health inequalities within inner south through the work of the area health and wellbeing partnership.
2. Members to consider area health profile findings and shape local priority setting and service delivery.

1 Purpose of this report

- 1.1 To provide an update for the Area Committee on activity being undertaken by the south east area health and wellbeing partnership.
- 1.2 To share with the Area Committee members, middle super output area (MSOA) health profiles developed by NHS Leeds. To highlight key evidence and provide an understanding of significant issues relating to health and wellbeing of those living in the inner south area.

2 Background information

- 2.1 The area health and wellbeing partnerships provide a local strategic forum and network, ensuring that partnerships between local area committees, NHS Leeds and Clinical Commissioning Groups are maintained and strengthened, as well as ensuring that plans are clearly aligned. They also facilitate opening up of information and networks to ensure that local views and needs from particular parts of the city and communities of interest are integral to citywide strategies and plans. The interdependency between different agencies is recognised and better outcomes for communities can be achieved by working together in a more productive way.
- 2.2 The partnerships use evidence from NICE (national institute for clinical excellence) and, more locally, joint strategic needs assessment (JSNA) area profiles to spread good practice from localities to the rest of the city and ensure successful implementation of citywide programmes in localities. The MSOA area health profiles for 108 neighbourhoods in Leeds were recently completed and are being used to inform both the updated joint strategic needs assessment and the area health and wellbeing partnerships.
- 2.3 Four overarching priorities from the area locality based health and wellbeing programme were identified last year and continue to be applied across all three area partnerships.
 - Ensure commissioned services and local service delivery better meets needs of communities living in deprived neighbourhoods.
 - Ensure translation of citywide priorities into actions at a local level.
 - Reduce health inequalities gap between deprived communities and the rest of Leeds through strengthening partnerships, building health capacity and maximising resources.
 - Improved communication channels and community engagement through locality partnership arrangements.
- 2.4 City priorities plan for 2011 to 2015 has also now been endorsed and the following are the agreed priorities and headline indicators in brackets that the area partnerships will be taking into account in setting their future focus:
 - Help protect people from the harmful effects of tobacco (reduce the number of adults over 18 that smoke).
 - Support more people to live safely in their own homes (reduce the rates of emergency admissions to hospital and to residential care homes).

- Give people choice and control over their health and social care services (increase the proportion of people with long term conditions feeling supported to be independent and manage their condition).
- Make sure that people who are the poorest improve their health the fastest (reduce the differences in life expectancy between communities and in healthy life expectancy within communities).

3 Main issues

- 3.1 The South East area health and wellbeing partnership has undertaken its annual review of activity under these overarching priorities and is now in the process of determining future priorities for 2012/13.
- 3.2 The focus over the last year has been on developing a multi agency referral scheme (**MARS**). The aim of this was to increase access to and take up of preventative services through the development of a universal checklist that could be used opportunistically within targeted neighbourhoods or targeted population groups. A pilot was undertaken in Belle Isle and evaluated with reports presented to both the health improvement board and locality working programme board, with a view to endorsing and rolling out this approach through key local health related programmes such as infant mortality.
- 3.3 **Early Diagnosis and Intervention of Lung Cancer** was another key programme. The focus of this was to reduce high levels of lung cancer related deaths through early screening. The programme which was set up to offer free walk in screening facilities for people over 50 who have had a cough for 3 weeks to get an x-ray done in the 2 centres in Middleton and Seacroft. Materials used for marketing included postcards, posters on the back of buses, beer mats and pharmacy bags, as well as presentations to local groups. Self referral rates have fluctuated over the course of the year, but have averaged between 50 and 60 per week recently. Peaks in these rates appear to coincide with stories in the local press. Overall St Georges has been more heavily used with almost 1,000 chest x-rays performed so far. To date, 14 cases of lung cancer have been diagnosed through these self-referral chest x-rays which is approximately 1%. The programme has been running for a year and the decision is to extend to May 2012 to engage further the target group.
- 3.4 **Reducing Alcohol Related Community Safety Issues** is another theme. The following gives a snapshot of the work taking place under this theme.
- reducing high intensive users (HIUs) of hospital services through a multi agency support package. Focus is on people who have attended A & E on 5 or more occasions. 5 GP practices (2 of which are in inner south) are to take part in phase one.
 - raising awareness of key services has been done through sharing with various agencies a local Leeds directory. Services having also joined up to provide reciprocal training to their staff teams bringing together linked agendas including alcohol and domestic violence.
 - to progress activity around community engagement, awareness raising and addressing social norms the group have put together a bid for funding to Drinkaware. Additional to this has been involvement in wider promotion through

alcohol awareness week and plans to evaluate effectiveness of approaches is taking place in preparation for next year.

- the capacity building work undertaken by trading standards in Middleton is being extended to run until July 2012 with a continued focus on underage sales, encouraging reporting via community newsletters. The team is also looking to deliver some sessions in schools and through local events inviting people to become health champions. Following findings in the area health profiles proposals to extend the scheme to cover Belle Isle North are also underway.
- developing a cumulative impact policy for the area has been put on hold pending new legislation next year. In the meantime sessions are to be run for staff and separately for Councillors and community members on 'making a good representation' at licensing panel. Also discussions are taking place led by trading standards with new retailers in the area to try and restrict opening hours for alcohol.
- improve workforce health with major retailers has been taken forward through local workshops with small retailers and a virtual network established for Middleton.
- addressing under age drinking and anti social behaviour is another theme for the group. A successful project the police are running in Rothwell and Morley is to be rolled out to inner south areas starting with Middleton, which entails a referral process with letters being sent to parents.

3.5 Communications/Community Engagement

- The portal www.wellbeingleeds.com now up and running was developed by partners to provide staff and local residents with an umbrella site for Leeds health and wellbeing activity. Further index categories are continuously being added as more agencies become aware and see the benefit of connecting. A marketing strategy is being developed which includes using 'lifechannel' screens in GP practices and providing access to GPs on their own home pages. Enhancing usage by council services is also being explored.
- **Citizens panel** development is still underway. The Council are currently undertaking recruitment process for panel members. The health and wellbeing questionnaire for this is in draft form and will be shared shortly with partners for their views. Resources for managing the analysis have now been confirmed by NHS Leeds and it is hoped the first survey will run in 2012.
- The **standardised local health and wellbeing questionnaire** developed by our team in South for staff to use at local community engagement events can now be accessed through the Councils 'talking point' system. The evaluation of findings from the first year of the trial of the questionnaire was well received by the ASC equality performance group, as well as being used by NHS colleagues as part of the qualitative feedback for the JSNA. Other teams across the city are now using this to engage with targeted communities such as BME communities in Hyde Park. In South the area management teams are to use it at their events and with local groups to gain feedback on local needs. The intention will be that the partnership could annually consider feedback from the qualitative feedback as well as quantitative data.

3.6 For 2012/13 the following priorities have also been agreed by the partnership:

- **Community Capacity Building Programme** – the focus of which is to engage local

people interested in learning more about their health and wellbeing and sharing and cascading messages to their family and friends through becoming local volunteer health champions.

- **Improved Referral Pathways between commissioners and providers** is another area that the partnership recently agreed they wish to work on to prepare for changes taking place within public health and GP commissioning responsibilities.
- Finally the partnership are supporting the **Transformation Programme** – with a focus on establishing integrated health and social care teams initially in 3 demonstration sites. The area chosen in south by the Leeds South and East Leeds clinical commissioning group is Garforth and Kippax. Once the model has been developed it will gradually be rolled out across the city. The key outcome is to predict using GP practices data potential people in need of future long term care and undertake some early intervention prevention support. A full report on this programme will be shared with area committees at a future meeting.

3.7 The **MSOA health area profiles** have been analysed by staff and key messages emerging for inner south will be taken into account by the area health and wellbeing partnership in agreeing future programmes. See separate paper.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The south east partnership in determining their objectives have engaged key partners and considered both local and citywide emerging priorities. These are reviewed on an annual basis with the support of area committee health champions.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 The focus for the partnership has been to address health inequalities and tackle causes of premature mortality through local programmes.

4.3 Council Policies and City Priorities

4.3.1 The partnerships work directly contributes to the city wide health and wellbeing priorities of reducing smoking and tackling health inequalities through addressing the needs of the poorest the fastest.

4.4 Resources and Value for Money

4.4.1 Much of the work has been to add value and enhance existing programmes and to look at ways of doing things differently within existing resources.

4.5 Legal Implications, Access to Information and Call In

4.5.1 None.

4.6 Risk Management

4.6.1 None.

5 Conclusions

- 5.1.1 The work of the south east area health and wellbeing partnership has successfully demonstrated the benefits of collaborative working. The approach has been one of early intervention and prevention through developing new ways of working and improving communications and community engagement.

6 Recommendations

- 6.1.1 Area Committee members note progress being made by the SE health and wellbeing partnership.

7 Background documents

- 7.1.1 MSOA health area profiles and city priority plan 2011 to 2015.

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Report of: The Director of Public Health

Report to Inner South Area Committee

Date: Wednesday 8th February 2012

Subject: Joint Strategic Needs Assessment and Area profiles

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| Are specific electoral Wards affected? If relevant, name(s) of Ward(s): | <input checked="" type="checkbox"/> Yes Beeston & Holbeck City & Hunslet Middleton Park |
| Are there implications for equality and diversity and cohesion and integration? | <input checked="" type="checkbox"/> Yes |
| Is the decision eligible for Call-In? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number: | <input checked="" type="checkbox"/> No |

Summary of main issues

1. The Leeds Joint Strategic Needs Assessment (JSNA) is presently being updated and includes within it 108 Middle Super Output Area (MSOA) profiles and profiles for each Area Committee and each Clinical Commissioning Group. It will be the primary document for agreeing the Joint Health and Well Being Strategy for the City.
2. Each Area Committee is broken down into MSOAs. An MSOA is a geographic area designed to improve the reporting of small area statistics in England and Wales. The minimum population for an MSOA is 5000.
3. Cross Cutting themes are emerging across all the key data sets: Wider programmes that impact on health and well being; a focus on prevention programmes; Early identification programmes; Increased awareness; Secondary prevention programme; Increasingly move towards having a holistic focus; Impact assessment in terms of inequalities in health.
4. With the exception of Beeston, Parkside and Cross Flatts all MSOAs have higher mortality rates than that of Leeds overall with a wide variation in the issues affecting the population health and well being. This is detailed in the appendix of telling the tale of

two MSOAs – the most affluent MSOA which is Beeston, Parkside and Cross Flatts, and the most deprived which is Middleton and Westwoods.

5. Cancers and Chronic Obstructive Pulmonary disease are the priority conditions in relation to health and wellbeing needs for the area. These are strongly associated with socio-economic disadvantage and lifestyle behaviours, in particular smoking.

Recommendations

- 5.1. That the Area Committee considers the prioritisation of action in line with the diverse needs within the population.
- 5.2. While recognising all but one of the 10 MSOAs have higher mortality rates than that of Leeds overall that further considerations are given to the MSOA profiles showing most significant health and wellbeing issues which are Middleton and Westwoods; Holbeck; West Hunslet and Hunslet Hall; City Centre; Belle Isle North; Cottingley and Beeston.
- 5.3. That consideration is given to the lead roles of different agencies in terms of addressing these needs.

1 Purpose of this report

- 1.1 The purpose of this paper is to update the Inner South Area Committee on the emerging priorities for this area flowing from the refresh of the Leeds JSNA.

2 Background information

- 2.1 The Health & Social Care Bill gives the JSNA a central role in the new health and social care system. It will be at the heart of the role of the new Health and Well Being Boards and is seen as the primary process for identifying needs and building a robust evidence base on which to base local commissioning plans. It provides an objective analysis of local current and future needs for adults and children, assembling a wide range of quantitative and qualitative data, including user views. In future Local Authorities and CCGs will each have an equal and explicit obligation to prepare the JSNA, and to do so through the Health and Wellbeing Board. There is a new legal obligation on NHS and Local Authority commissioners to have regard to the JSNA in exercising their relevant commissioning functions.
- 2.2 Public Health in the Local government paper published December 2011 makes it clear Local Authorities should decide which services to prioritise based on local need and priorities. This should be informed by the JSNA. It also states the need to engage local communities and the third sector more widely in the provision of public health and to deliver best value and best outcomes.
- 2.3 The profiles are in line with the new guidance now published.
- 2.4 The first JSNA for Leeds was published in 2009. Two of the key gaps in the original JSNA were having more locality level data and ensuring qualitative data was included of local people's views. For the 2012 refresh each of the core data sets will include local people's views. There has also been the development of Locality Profiling for different geographies. Middle Super Output Area Profiles (108), Area Committee Profiles (10) and Clinical Commissioning Group (3) and planned development of General Practice Profiles (113).

3 Main issues

- 3.1 In February 2012 an analysis of the overall priorities for Leeds from all of the data and qualitative information within the JSNA will be produced within an Executive Summary of the JSNA. For the city of Leeds across all the areas covered within the JSNA there are some emerging cross cutting themes:
- **Wider programmes that impact on health and well being** – focus on children, impact of poverty, housing, education , transport etc.

- **Prevention programmes** – focusing on smoking, alcohol weight management, mental health, support.
- **Early identification programmes** – NHS Health Check/Lung Cancer; risk, early referral for wider support.
- **Increased awareness** – e.g. of symptoms of key conditions, or agencies/information.
- **Secondary prevention programme** – effective management in relation to health and social needs.
- **Increasingly move towards having a holistic focus** – e.g. rather than a long specific disease pathways, focusing instead on the person and their needs
- Impact assessment in terms of inequalities in health.

3.2 The Area Committee profile details information about the population within the area, wider factors that affect health taken from the Neighbourhood Index; GP prevalence data with a focus on long term conditions and healthy lifestyle; mortality data; alcohol admissions data and adult social care data.

3.3 Key issues for Inner South Area Committee:

3.3.1 The health and wellbeing of the population within the Inner South Area Committee boundaries is widely variable. Just over 20% of the population of Inner South live in the 10% most deprived areas nationally, and a similar proportion of the population live in the least deprived areas. This means that 56% of the Leeds deprived population live in this area. It indicates the size of the challenge, given the most deprived populations experience the highest levels of ill health and death and also live with unhealthy lifestyles.

3.3.2 In order to prioritise action within the Inner South Area there needs to be an understanding at a smaller geography level. The profiles of the 10 MSOAs within the Inner South Area are all different - the detail of each is within their MSOAs profiles.

3.4 Priority Areas:

3.4.1 **City Centre, Hunslet Green and Thwaite Gate:** has the highest under 75 (premature) death rates for both men and women combined. For men this is over twice the Leeds average and significantly higher than even people living in the most deprived areas of Leeds. This is by far the highest early death rate, with cancers being the main cause of death for females and circulatory disease for men. This is despite over 70 % of the population being students and young people living well. The remainder of the population are the cause for concern including vulnerable people and deprived neighbourhoods with relatively high levels of smoking, obesity and poor diet. Although this area is ranked 14 on the Neighbourhood index, it is ranked 1 for both health and community safety and 4 for the housing domain. These have a significant impact on the overall ranking.

3.4.2 It is an area of mixed tenure. Purpose built flats account for 42% of the stock and terraced housing for a further 30%. 42% of properties are classified in Council Tax bands A and B, and 49% in Bands C and D. The ALMO owns a significant number of homes in the area. Leeds Federated Housing Association is also active – particularly in the Arthingtons area.

- 3.5.1 **Middleton and Westwoods:** has the highest prevalence of Coronary Heart Disease (CHD); and obesity in the Inner South Area. It has the second highest prevalence of smoking and for hospital admissions that are directly caused and attributable to alcohol. High levels of obesity and the second highest premature mortality rate for both sexes combined.
- 3.5.2 This area has levels of recorded Chronic Obstructive Pulmonary Disease (COPD) - a disease of the lungs associated with deprivation and smoking - that are twice the levels of the average for Leeds. These figures are related to the high percentage of those on GP records recorded as smokers in this area.
- 3.5.3 Diabetes is often under-recorded by GPs however this MSOA has levels of recorded diabetes that are higher than the Leeds average. This shows that GPs are identifying diabetes but modelled prevalence show that there would be expected to be others as yet undiagnosed. Diabetes Type 2 is strongly associated with obesity, other lifestyle factors, certain ethnic groups and deprivation.
- 3.5.4 In the Neighbourhood Index it scores lower than average for all the indicators. The population is predominantly White British and the age breakdown shows a higher than average proportion of children and young people. 55% of households are renting from the local authority (through an ALMO) and 32% are in owner occupation. Terraced housing accounts for 50% of the stock and semi-detached properties for a further 29%. 90% of properties are classified in Council Tax Band A.
- 3.6.1 **Holbeck:** is the area with the highest levels of hospital admission that are related or directly caused by alcohol. Men are much more likely to be admitted than women. It should be noted that Holbeck is ranked 8 for Community Safety in the neighbourhood index. There are links between alcohol misuse and crime and disorder. This area has the highest levels of premature death in males and has the third highest levels of early death for men and women combined. COPD and CHD rates are higher than the Leeds average. Other causes for concern are housing (ranked 2) and education (ranked 10).
- 3.6.2 The area has a diverse ethnic and cultural population with 17% of people coming from BME communities (predominantly Pakistani). 8% of the population are Muslim. 35% of households are in owner-occupation, 35% are renting from the local authority (through an ALMO), and 16.5% are renting from private landlords. Terraced housing (much of it back to back houses) accounts for 62% of the stock and purpose built flats for a further 20%. 71% of properties are classified in Council Tax band A.
- 3.7.1 **Belle Isle North:** has the highest level of recorded COPD. Significantly this area has the highest levels of smoking in Inner South. It also ranks 2 for economic activity in the Neighbourhood Index. Poverty and smoking are factors associated with this disease.
- 3.7.2 Obesity rates and admissions for alcohol related conditions are high and rates of CHD are much higher than the Leeds average.

- 3.7.3 The population is predominantly White British and the age breakdown shows a much higher than average proportion of children and young people. 50% of households are renting from the local authority (through an ALMO), 27% are in owner-occupation and a further 15% are renting from a housing association or other registered social landlord. Semi-detached housing accounts for 42% of the stock, terraced housing for 32% and purpose built flats for a further 20%. 84% of properties are classified in Council Tax Band A.
- 3.8.1 **Cottingley:** A health needs assessment was produced in 2010/11 using Acorn data for Cottingley. The Health ACORN Data (2009) profile predicts that 10.5% of the Cottingley population suffer with existing health problems and that 77% will suffer with future health problems.
- 3.8.2 The Acorn Data profile for Cottingley suggests that Cottingley is a deprived neighbourhood where individuals have sedentary lifestyles and consume a poor diet, containing a high amount of fast food with a limited amount of fruit and vegetables. Cottingley is an urban estate where there is a higher than average prevalence of smokers.
- 3.8.3 Looking in more detail, it can be estimated that within the Cottingley population; 52.4% are smokers; 19.9% of the population are classed as obese and there are higher than average levels of arthritis, asthma, high blood pressure, people who have had a heart attack and those with depression.
- 3.8.4 According to the 2001 census, 96% of the Cottingley population is White British, the majority being Christian. Two thirds of the properties in Cottingley are social rented property with only one third owner occupied. More than half of households in the area have no car.
- 3.9.1 **Beeston Hill:** has the highest level of GP recorded diabetes. This is a disease associated with obesity, deprivation and certain ethnic groups. The area has a diverse ethnic and cultural population with 40% of people coming from BME communities predominantly from Pakistan. Over 30% of the population are Muslim.
- 3.9.2 The premature death rate for cancers in women is higher than the Leeds average (for men it is the average for Leeds) yet recorded case of cancer by GPs is much lower than the Leeds average. This indicates that for a variety of reasons women with cancers are presenting late and are less likely to have curative treatment. Life expectancy for people with cancer who present when symptoms are more advanced and for people living in more deprived communities is reduced. The above average level of smoking in the MSOA suggests many cancers are potentially preventable.
- 3.9.3 The population age distribution has a very dissimilar profile to the standard profile for Leeds. There is a much larger proportion of children than is normal for Leeds with residents aged between 25 and 45. The proportion of older people is unusually small.

3.9.4 The Neighbourhood Index scores lower than Leeds for all indicators but most notably for housing, low income, and education. 41.5% of households are in owner-occupation while 26% are renting from private landlords. Terraced housing (much of it back to back houses) accounts for almost 80% of the stock and 93% of properties are classified in Council Tax Band A.

3.9.5 **A summary of one of the least deprived areas:**

Beeston – Parkside and Cross Flatts is within the least deprived areas of Leeds. In the neighbourhood index it is below average on all indicators. It has the highest life expectancy for males and females within Inner South Leeds. It has lower Alcohol specific admissions than the Leeds average and lower alcohol attributable admissions. Appendix A gives a comparison between two of these MSOAs across the spectrum of described need.

3.9.6 Appendix A also provides a picture of the most deprived area in inner south which is Middleton and Westwoods.

3.9.7 Appendix B outlines some of the work currently being supported by health practitioners in the MSOA areas with significant health needs.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 A qualitative data library has been established to include all consultations over the last two years. Over 100 items have been analysed and interwoven within the JSNA data packs to give a view of the local people. A large stakeholder's workshop to share emerging findings and consult on how to ensure Leeds produces a quality JSNA was held in September.

5 Equality and Diversity / Cohesion and Integration

5.1.1 An Equality Impact Assessment will be carried out in February on the produced documentation and process prior to being published.

6 Council policies and City Priorities

6.1.1 The JSNA has already been used to inform the State of the City report and will be the key document for developing the future Joint Health and Well Being Strategy for the City.

7 Conclusions

7.1.1 In order to tackle the inequalities present within the area committee, agreed action across partner agencies are required.

- The NHS (and in the future Clinical Commissioning Groups) to reduce numbers of people living with preventable ill health and people dying prematurely, whilst reducing the gap between communities.

- The Local Authority to lead (with support from the NHS) helping people to live healthy lifestyles, make healthy choices and reduce health inequalities.
- The Local Authority to lead improvements in the wider factors which affect health and wellbeing and health inequalities including housing, income, employment and education.

8 Recommendations

- 8.1 That the area committee considers the prioritisation of action in line with diverse needs within the population.
- 8.2 That further considerations is given to the MSOA profiles for Inner South Leeds in line with the present actions taking place within this area.
- 8.3 That next steps include the local Neighbourhood Improvement Boards to consider health data findings and explore ideas for cross organisational action.

Tale of 2 MOSA's Affluent MSOA compared to most deprived MSOA

| Inner South Area Committee | Population | Life Expectancy | Existing Future Health Problems | Future Problems | Smoking Prevalence | CHD Prevalence | Population Type | BME | Educational Attainment | Children in Workless Households | Claiming Job Seeker Allowance |
|--|--|--------------------------------|---------------------------------|-----------------|-----------------------------------|---------------------------------|---------------------|---------|--|---------------------------------|-------------------------------|
| Beeston Parkside and Cross Flatts | 8,302. Above the Leeds average for 30 – 34 year olds and 0 – 4 year olds. Below the Leeds average for 20 – 24 year olds. | Male 78.91 Female 80.96 | 13.1% | 5.3% | 26.2% 26,538 / 100,000 DSR | 3.3% 2,758 / 100,000 DSR | Comfortably off | 10.19 % | 40.91% at key stage 4 60.27% at key stage 2 | 342 23% | 250 4.75% |
| Middleton and Westwoods | 7,809 Above the Leeds average for 0 – 19 year olds. Below the Leeds average for 20 – 39 year olds and 50 – 64 year olds. | Male 73.60 Female 77.04 | 26.5% | 66.3% | 37.7% 39,599 / 100,000 DSR | 4.3% 4,210 / 100,000 DSR | Struggling families | 3.4% | 25.64% at key stage 4 61.61% at key stage 2 | 716 41.32% | 400 8.71% |

Appendix B

Inner South Area Committee MSOA Profiles – current activity

| MSOA | Issue | Current/Potential Action | Who |
|---|---|---|--|
| City Centre, Hunslet Green and Thwaite Gate | Highest under 75 (premature) death rates for both men and women combined with cancers being the main cause of death for females and circulatory disease for men. | NAEDI – lung education and access to early detection – walk in Xray service at St Georges | Steph Jorysz – NHS Leeds |
| Middleton and Westwoods | Highest prevalence of Coronary Heart Disease (CHD); and obesity. Second highest prevalence of smoking and hospital admissions caused and attributable to alcohol | Addressing Alcohol and related community safety concerns - working group established focussing on LS10/11. NAEDI – lung education and access to early detection – walk in Xray service at St Georges Smokefree homes project Healthy living service activity Middleton is currently a demonstration site for childhood (extending to family) obesity. | Bash Uppal and Gerry Shevlin - LCC Steph Jorysz – NHS Leeds Gemma Mann – NHS Leeds NHS Leeds via Health for All Alison Cater/Jan Burkhardt – NHS Leeds |
| Holbeck | Highest levels of hospital admission that are related or directly caused by alcohol. Highest levels of premature death in males | NAEDI lung cancer - education and access to early detection Addressing Alcohol and related community safety concerns - working group established focussing on LS10/11. Healthy Living service activity | Steph Jorysz – NHS Leeds Bash Uppal and Gerry Shevlin - LCC NHS Leeds via Health for All |
| Belle Isle North | Highest level of recorded COPD and the highest levels of smoking | NAEDI lung cancer education and access to early detection Smokefree homes programme to be extended to cover this area Healthy Living voluntary community and faith sector activity | Steph Jorysz – NHS Leeds Gemma Mann – NHS Leeds NHS Leeds via Health for All |
| Beeston Hill | Highest level of GP recorded diabetes. High level of premature deaths due to cancer in women | NAEDI lung cancer education and access to early detection Healthy Living voluntary community and faith sector activity | Steph Jorysz – NHS Leeds NHS Leeds (Steph Jorysz/Midy Grewal) via Health for All and Hamara |

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

Report to South Leeds (Inner) Area Committee

Date: Wednesday 8th February 2012

Subject: Children & Young People's Sub-group Report

| | | |
|--|---|--|
| Are specific electoral Wards affected? If relevant, name(s) of Ward(s): | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Beeston & Holbeck City & Hunslet Middleton Park | |
| Are there implications for equality and diversity and cohesion and integration? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the decision eligible for Call-In? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number: | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Summary of main issues

This report has been compiled in response to a request from the Inner Area Committee to market test provision for elements of support for Children & Young People in the Inner Area. The purpose of this 'test' would be to throw open the opportunity to the whole sector to bid for funds for activities that address identified need in the area. Following a review of the operation of the Outer South Children and Young People's Working Group which was established in 2008, it is believed that the efficient operation of such a development in the Inner Area will require a similar vehicle to coordinate the delivery. The Area Improvement Manager has held talks with Extended Services colleagues to explore the potential for establishing an Inner South Children and Young People's Working Group. The group would be Chaired by the Area Committee Childrens Champion and be constituted in line with the draft Terms of Reference attached at **Appendix 1**.

The proposed 'Working Group' would focus on the needs of local Children and Young People plus the professional requirements of those who work with those children in the Inner South Area of Leeds.

The group would undertake tasks including:

- Review current provision of out of schools activities for Children and Young People across the Inner Area
- Develop a coordinated programme of joint activities that offer best value for money and achieve the best service provision for children and young people in the Inner South.
- Set priorities based on clear evidence.
- Link citywide strategic direction and local implementation through joint working.
- Work along side and feed into the current strategic arrangements in the Inner South area through the Beeston, Holbeck & Hunslet and Middleton & Belle Isle Neighbourhood Improvement Boards.
- Share good practice and establish improved working in line with the 'Locality Working' agenda.
- Inform the Area Committee Business Plan in relation to Children and Family issues.

The Area Committee is asked to agree the formation of this group and agree the Terms of Reference.

Recommendations

Members of the Inner South Area Committee are requested to:

1. Note the contents of the report.
2. Agree to establish an Inner South Children and Young People's Working Group
3. Agree the Terms of Reference for the Inner South Children and Young People's Working Group
4. Agree to receive a further report to the March meeting that addresses funding issues in this sector that might be considered by the Children & Young People Working Group.

1.0 Purpose of this report

This report seeks to provide:

- 1.1 Details of a proposal to establish an Inner South Childrens and Young Peoples Working Group, including Terms of Reference.
- 1.2 An outline of some of the benefits of working in partnership and forward planning for provision in future years.

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, identified in the Area Committee Business Plan.
- 2.2 In line with its priorities the Area Committee have previously provided funding for various projects to address issues around children and young people. Members recently asked officers to explore how the opportunity to access Wellbeing funding might be made available to a wider audience of providers through a transparent process.
- 2.3 The Outer South the Children & Young People's Working Group has been established for a number of years and on behalf of the Area Committee it has been coordinating the use of an amount of Wellbeing funding to provide universal provision in its area. It is felt that this model provides an appropriate and tested way to engage with partners to review, plan and implement a coordinated programme of activities that will address identified need in the three Wards of the Inner South Area Committee.
- 2.4 The recent development of Neighbourhood Improvement Boards (NIB) has a focus on addressing need. The Children & Young Peoples Working Group would provide a forum to look at cross boundary working to maximise the impact of projects on young people and help inform the work of the NIB.
- 2.5 There are a range of providers delivering services to the benefit of local communities in the Inner South area. These are both statutory and voluntary sector, with differing criteria for attendance and type of provision. One of the key activities of the working group will be to map out this provision to highlight gaps and then target appropriate work.
- 2.6 With the recent developments around the Localism Act, a number of work strands could support the work of the group and enhance the opportunities for young people. For example the opportunities around the community first funding pots could add value to schemes already in development. The nature of the community first panels makes it possible for further duplication of provision, which is to be avoided given the limited resources available. The Children & Young peoples Working Group would be able to

provide up to date information to the panels to better advise them on the projects already operating, thus further enhancing the scope of the funding and the levels of engagement.

3.0 Childrens & Young Peoples Working Group

- 3.1 The proposed 'Working Group' would focus on the needs of local Children and Young People plus the professional requirements of those who work with those children in the Inner South Area of Leeds.
The group would undertake tasks including.
- Review current provision of out of schools activities for Children and Young People across the Inner Area
 - Develop a coordinated programme of joint activities that offer best value for money and achieve the best service provision for children and young people in the Inner South.
 - Set priorities based on clear evidence.
 - Link citywide strategic direction and local implementation through joint working.
 - Work along side and feed into the current strategic arrangements in the Inner South area through the Beeston, Holbeck & Hunslet and Middleton & Belle Isle Neighbourhood Improvement Boards.
 - Share good practice and establish improved working in line with the 'Locality Working' agenda.
 - Inform the Area Committee Business Plan in relation to Children and Family issues.
- 3.2 The establishment of a working group would assist the monitoring of services provided to children in the area. It would also enable the more effective targeting of the limited funding that Inner South Area Committee (and others) has available to support such services.
- 3.2.1 A working group could help reduce duplication of services and produce better value for money. This proposal would deliver the benefits of 'Integrated Locality Working' and increase the transparency of provision and funding arrangements. The working group would be also be effective in adding weight to any partnership bids for external funding or training.
- 3.3 The Area Support Team would provide administrative support and co-ordinate the proposed 'Working Group meetings for the Inner South Area.
- 3.3.1 The aim of this joint working is get a greater level of provision at better value for money. Partnerships with voluntary and community sector organisations will open access to other funding streams which could be applied for and used to support this programme.
- 3.4 Complimentary funding streams might include Awards for All, NHS Leeds and the West Yorkshire Police Community Trust.

4.0 Timescale and Proposed Activities

- 4.1 Provision across the sector for children and young people in Inner South by Cluster Services, Youth Service, Sport Development and the voluntary sector is currently delivered and supported through core provision and some supplementary funding.

4.2 When approved the working group can be established in the coming months and work to be in a position to coordinate services in 2012/2013. This timescale would allow the mapping of current services to be developed and decisions made to provide a joined up programme of activities to children & young people in Inner South Leeds.

5.0 Outcomes and Benefits

5.1 It is anticipated that a fully coordinated programme of activities for a range of ages will have a high impact on service provision for children and young people across the Inner South.

5.2 Children and young people taking part in the activities will build their confidence, experience new activities and gain new skills. The diversionary activities for the older age group will have a positive impact on reducing anti social behaviour and associated activities.

5.3 Evidence from the Outer South scheme, demonstrates the potential of how coordinated mapping, across partners can inform future working. If this approach can be resourced and adopted consistently across activities and boundaries in Inner South, then it will enable future planning to take account of gaps in provision and seek to address them. Further, there is great potential to maximise the GIS technology for example, to overlay Anti Social Behaviour and associated data to inform the debate in greater detail where areas of concern are identified.

5.4 If implemented the working group will address the following:

- Provide added value to the Department for Children, Schools and Families Activities Grant resource, being routed through Clusters for vulnerable children and young people support
- Add value to the work of the Clusters, their partner organisations and their local delivery arrangements
- Support joint-working and sustainability by reinforcing existing networks and reducing duplication of activity contract arrangements, monitoring and evaluation
- Target co-ordinated activity delivery, based on the of evidence of 'need' and data collection
- Eliminate competition between partner organisations ensuring that processes and priorities are clear
- Make direct links between the Area Committee Business Plan and the Children's and Young People's Plan and priorities
- Contribute to the work of The South Wedge Leadership Group
- Provide access to the Breeze Culture Network and necessitate as a statutory duty, partner's uploading concise data to the Breeze and Family Hub websites
- Provide evidence that will inform future sustainable models of partnership work

6.0 Corporate Considerations

6.1 Consultation and Engagement

6.1 Projects are developed to address priorities in the Area Committee Business Plan. The production of this proposal is informed by Local Councillors and local residents. The aim of this change in local arrangements aims to allow for a more needs led approach based on local intelligence and utilisation of specific service providers.

6.2 Equality and Diversity / Cohesion and Integration

6.2.1 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

6.2.2 A light touch Equality Impact Assessments is carried out for all projects.

6.3 Council Policies and City Priorities

6.3.1 This proposal and any projects arising from this report will contribute to target and priorities set out in the following council policies:

- Vision for Leeds
- Children and Young Peoples Plan
- Health and Well being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

6.4 Resources and Value for Money

6.4.1 Resource implications will be an amount of staff time around the setting up and initial meetings of the group.

6.5 Legal Implications, Access to Information and Call In

6.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are eligible for Call In.

6.5.2 There are no key or major decisions being made that would be eligible for Call In.

6.5.3 There are no legal implications as a result of this report.

6.6 Risk Management

6.6.1 Any projects funded through Well being budget complete a section identifying risks and solutions as part of the application process.

7.0 Conclusions

- 7.1 The creation of a working group that focuses on providing a more cost effective and streamlined process, addressing the needs of children & young people in the Inner South area, would link in to a range of the current locality working practices. The information sharing and mapping of service would facilitate a more targeted approach both to funding allocation and project planning. With the successes shown in the Outer South Area pilot scheme, confidence is high that this type of group would enhance the effectiveness of the current locality working models currently being implemented in Inner South.

8.0 Recommendations

- 8.1 Members of the Inner South Area Committee are requested to:
1. Note the contents of the report.
 2. Agree to establish an Inner South Children and Young People's Working Group
 3. Agree the Terms of Reference for the Inner South Children and Young People's Working Group
 4. Agree to receive a further report to the March meeting that addresses funding issues in this sector that might be considered by the Children & Young People's Working Group

Background Documents

Well-being Report, 21st June 2011
Well-being Report, 21st September 2011
Well-being Report, 8th November 2011

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Appendix 1

Inner South Children and Young People's Working Group

Terms of reference

1.) Purpose

The Children and Young People's Working Group brings together representatives from the statutory and community and voluntary sector who work with and for children and young people, their families and carers in the Inner South. By working together the group will support, coordinate and monitor partner's respective delivery arrangements, positively impacting the lives of children and young people in the Inner South.

2.) Guiding operating principles

Meetings: three meetings a year.

Links: The group should proactively seek to establish links with other service providers that will benefit its work.

Status: The group shall act on behalf of the Inner Area Committee.

Governance: the meeting will be administered by Area Support Team.

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.

3.) Functions

1. Review current provision for Children and Young People across the Inner Area
2. Develop a coordinated programme of joint activities that offer best value for money and achieve the best service provision for children and young people in the Inner South.
3. Set priorities based on clear evidence.
4. Link citywide strategic direction and local implementation through joint working.
5. Share good practice and establish improved working in line with the 'Locality Working' agenda.
6. Inform the Area Committee Business Plan in relation to Children and Family issues.

4) Membership

Membership should include the following:

- Chair and Children's Champion as nominated by Inner South Area Committee- Cllr Angela Gabriel
- Youth Service Managers– St Clair Brown (Beeston) and Georgina Bright (Middleton Park).
- Extended Services Cluster Manager- JESS Cluster – Maggie Hartley

Appendix 1

- Extended Services Cluster Manager – Middleton Cluster – Joanne Hainsworth
- Extended Cluster Manager – Beeston & Cottingley – Helen Moorby
- Sports Development Team – Everton Whatley
- Police Inspectors– Insp. Jon Aldred – Holbeck / Insp. Yvette Hammill - Rothwell
- Third Sector Representative - VAL
- The Breeze Team
- Area Support Team

Chair: The Chair of the Group shall be a Ward Councillor as nominated by the Inner South Area Committee. The Chair shall be the Children's Champion for the Area Committee.

DRAFT

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

Report to South Leeds (Inner) Area Committee

Date: Wednesday 8th February 2012

Subject: Wellbeing Report

| | |
|--|--|
| Are specific electoral Wards affected? If relevant, name(s) of Ward(s): | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Beeston & Holbeck City & Hunslet Middleton Park |
| Are there implications for equality and diversity and cohesion and integration? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the decision eligible for Call-In? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

Summary of main issues

This report seeks to provide Members with:

1. Confirmation of the 2010/11 carry forward figure and 2011/12 revenue allocation.
2. An update on both the revenue and capital elements of the Well being budget.
3. Details of revenue funding for consideration and approval
4. Details of revenue projects agreed to date (Appendix 1)
5. Details of capital projects agreed to date (Appendix 2)
6. Members are also asked to note the current position of the Small Grants Budget

Recommendations

Members of the Inner 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 Well being revenue projects already agreed as listed in Appendix 1.
- d) Note the Well being capital projects already agreed as listed in Appendix 2.
- e) Consider the project proposals detailed in 4.0
- f) Note the Small Grants situation in 5.0

1.0 Purpose of this report

This report seeks to provide:

- 1.1 Confirmation of the 2010/11 carry forward figure and the 2011/12 revenue allocation
- 1.2 An update on both the revenue and capital elements of the Well being budget.
- 1.3 A summary of all revenue and capital projects agreed to date
- 1.4 Details of projects that require approval
- 1.5 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.
- 2.2 Well being funding cannot be paid retrospectively. An application form must be submitted and approved by the Area Committee before activities or items being purchased through Well being funding are completed or purchased.

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

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 from 2010/11 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 **£285,816.13** has already been committed from the 2011/12 Well being Revenue Budget as listed in **Appendix 1**. This leaves a balance yet to be committed of **£114,411.87**.

3.3 Ring fencing

3.3.1 At the June 2011 Area Committee Wellbeing funds were ring fenced to the following schemes.

| | Beeston & Holbeck | City & Hunslet | Middleton Park | Total |
|-------------------------|------------------------------|---------------------------|-----------------------|-------------------|
| 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 |
| Total | £33,500.00 | £27,500.00 | £26,000.00 | £87,000.00 |

3.3.2 Applications that come forward under each of these ring-fences will be highlighted as such within the outline of each scheme under section 4.0.

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 an overspend of **£300**

3.4.2 Members are asked to note the capital allocation by Ward (detailed in **Appendix 2**). 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 | £230,951.99 | £232,120.28 | £240,551.42 |
| Balance | £2,381.34 | £1,213.03 | 0.00 |

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 3.2.4.

4.2 Members are asked to note that the deadline for receipt of completed application forms is five weeks before an Area Committee to allow for processing the necessary paperwork.

- 4.3 Members are asked to note that the projects presented for consideration in section 4.4 require more funds than are currently available to the Middleton Park Ward. If all of the projects are supported, either £12,630.91 (12 month option) or £4,479.91 (6 month option) will need to be committed out of the Middleton Park Ward 2012/2013 allocation. This is conditional on Executive Board approval of the 2012/2013 revenue budget and any carry forward from 2011/12.

Members are asked to consider the following projects:

- 4.4 **Project Summary:** Hunslet Club Vocational training
Name of Group or Organisation:
Total Project Cost: £30,980
Amount proposed from Well Being Budget 2011/2012: £30,980 (Revenue)
(£10,326.66 from each Ward)
Wards Covered: All three wards

The project aim is to offer vocational training in plumbing, joinery, bricklaying, plastering, car mechanics, bike mechanics, hairdressing and beauty therapy after school hours to students from South Leeds between years 10 and 12. The courses will be nationally accredited and have points attached to them, the points will go towards GCSE results.

48 young people will be trained in weekly 2hr sessions for 39 weeks leading to nationally recognised qualifications. In light of the NEET figures in the Inner South area being of concern, this project will have a dramatic impact on 48 young people at a local venue that has a track record of training leading to apprenticeship schemes.

The aim is to place 75% of the young people in to a minimum 6month apprenticeship scheme with a local employer to further enhance the skills and readiness for work. Local employers already signed up to the scheme include KW Builders, Sharman Shaw Exhibitions, Sigma Joinery, Kerr Interiors, White Rose Scaffolding, O'Coy Barbers and Pit Stop Motors, with more relationships being developed.

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

This proposal supports the Area Committee action to 'Increase the number of adults and those with barriers to learning engaged in education, training or employment' in the Learning theme.

- 4.5 **Project Summary:** Outreach worker
Name of Group or Organisation: Middleton Elderly Aid
Total Project Cost: £5,974.76
Amount proposed from Well Being Budget 2011/2012: £5974.76 (Revenue)
Wards Covered: Middleton Park ward

The purpose of this project is to continue and expand their outreach work with older people, to build on their pilot in 2010/11, and successes gained in 2011/12, to develop in areas not fully engaged with particularly the Sissons, Westwoods, Throstles and Thorpes areas. The outreach work will continue to carry out home visits and refer residents on and support them to receive appropriate allowances, get A Care Ring in their homes, referrals to other agencies e.g. for minor repairs, referral to Social Services, referral to

Fire Service for fitting of smoke alarms, referral to aids and adaptations. In addition the outreach worker will develop new social activities e.g. coffee mornings in these additional areas.

The funding requested is to meet most of the salary costs for the worker. If this project is approved Middleton Elderly Aid will meet a slight shortfall on salary costs, meet any shortfall if the salary increases during the year and employer costs.

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

This project will assist in achieving the action 'Take action to support more people to access services which enable them to live at home; for example Care & Repair and Self Care programmes' in the Area Delivery Plan's Health & Wellbeing theme.

4.6 Project Summary: Youth provision

Name of Group or Organisation: St. Lukes Cares

Total Project Cost: £56,602

Amount proposed from Well Being Budget 2012/2013: £56,602 (twelve months) or £28,301 (six months) (Revenue)

Wards Covered: All three wards

The aim of this project is to provide a mix of youth activities for young people aged 8 – 12 years. The mix of sessions include open access activities for young people from various centres ('static sessions'), open access activities from the St. Lukes Cares youth bus ('mobile sessions'), and invite-only young leader programmes (The young leader and life skills programme is targeted at young people at risk of criminal and anti-social behaviour and aimed at getting them to change their lifestyles and become positive leaders in their local community.) The sessions of one and a half hours are run weekly and are the foundation on which St. Lukes Cares offers and signposts young people to further activities, programmes and courses whilst providing support to their families where appropriate. In delivering the sessions, St Lukes Cares will work in partnership and co-ordination with the Youth Service and other voluntary sector providers to avoid duplication and ensure the best use of resources.

The proposed mix of provision in each Ward is the same as that approved by the Area Committee for delivery in 2011/12:

Beeston & Holbeck Ward

1 static session in Cottingley

1 static session at Beeston Village Community Centre

1 urban Bar (Malvern Road) session (open access) (jointly funded with City & Hunslet Ward

1 Urban Bar session (invite only young leader course) (jointly funded with City & Hunslet Ward)

City & Hunslet Ward

1 mobile session in Brett Gardens

1 mobile session in the Leasowes and Telfords

1 static session in the Balmorals (invite only young leader programme)

1 urban Bar (Malvern Road) session (open access) (jointly funded with Beeston & Holbeck Ward

1 Urban Bar session (invite only young leader course) (jointly funded with Beeston & Holbeck Ward)

Middleton Park Ward

1 mobile/static session in the Brooms

1 mobile/static session in The Clearings

1 mobile/static session in Manor Farms

For Middleton Park Ward, sessions will be run from the St. Lukes Cares youth bus for half of the year, with sessions operating at the Youth Hub for the other half of the year.

This application is for funding for this project is suggested for the full year 1st April 2012 to 31st March 2013. However, given the discussions regarding the development of the Children and Young Peoples Working Group, Members are asked to consider an interim six months arrangement:

| | 12 months £ | 6 months £ |
|--------------------|------------------------|-----------------------|
| Beeston & Holbeck: | 18,564 | 9,282 |
| City & Hunslet: | 21,736 | 10,868 |
| Middleton Park | 16,302 | 8,151 |
| Total | £56,602 | £28,301 |

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

This proposal supports the action 'Enable more people to become involved in sport and culture by providing better quality and wider ranging activities and facilities' in the Culture theme and the action 'Support the youth services in delivery of programmes of activities across the area, including diversionary activities and ensure a joined up approach with 3rd sector' in the Thriving Places theme

5.0 Small Grants Approvals

5.1 Since the last Area Committee in January no small grants have been approved.

6.0 Corporate Considerations

6.1 Consultation and Engagement

6.1.1 Projects are developed to address priorities in the Area Committee Business Plan. The production of this plan is informed by Local Councillors and local residents. All projects developed are in consultation with Elected Members and local communities. Approval for any contribution from the Well being budget is secured at Area Committee.

6.2 Equality and Diversity / Cohesion and Integration

6.2.1 Community groups submitting a project proposal requesting funding from the Well being budget have an equal opportunities policy and as part of the application process, complete a section outlining which equality groups the project will work with and how equality and cohesion issues have been considered.

- 6.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.
- 6.2.3 A light touch Equality Impact Assessments is carried out for all projects.

6.3 Council Policies and City Priorities

6.3.1 The projects outlined in this report contribute to target and priorities set out in the following council policies:

- Vision for Leeds
- Children and Young Peoples Plan
- Health and Well being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

6.4 Resources and Value for Money

6.4.1 Resource implications will be that the remaining balance of the Well being Budget for capital will be reduced as a result of any projects funded.

6.5 Legal Implications, Access to Information and Call In

6.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are eligible for Call In.

6.5.2 There are no key or major decisions being made that would be eligible for Call In.

6.5.3 There are no legal implications as a result of this report.

6.6 Risk Management

6.6.1 This report provides an update on work in the Inner South and therefore no risks are identifiable. Any projects funded through Well being budget complete a section identifying risks and solutions as part of the application process.

7.0 Conclusions

7.1 The report provides up to date information on the Area Committee's Well being Budget.

8.0 Recommendations

- 8.1 Members of the Inner 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) Approve the changes outlined in 3.2
 - c) Note the revenue amounts for 2011/12 as outlined in Appendix 1.
 - d) Note the Well being capital projects already agreed as listed in Appendix 2.
 - e) Consider the project proposals detailed in 4.0
 - f) Note the Small Grants update in 5.0

Background Documents

Well Being Report, 21st June 2011
Well Being Report, 21st September 2011
Well Being Report, 8th November 2011
Well Being Report, 11th January 2012

**Inner South Wellbeing Budget
2010 - 2012**

| Budget | 2011 / 2012 | | B&H | C&H | MP |
|--------------|--------------------|--------------------|--------------------|--------------------|------------|
| | 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 |
| | Accruals not spent | £867.50 | £687.50 | | |
| TOTAL | £401,095.50 | £139,031.26 | £145,033.72 | £116,163.02 | |

| Projects rolled forward from 2010/11 (Accruals) | Committed | Paid |
|---|-------------------|--------------------|
| LCC Beeston village centre activities | | £ 1,080.00 |
| Holbeck Health and Well Being Project | | £ 441.25 |
| Central Leeds Cricket Club | £ 1,413.00 | |
| Women's Health Matters | | £ 1,935.51 |
| Domestic Violence Project | £ 2,289.48 | |
| Leeds City Credit Union | | £ 5,000.00 |
| Communication & Consultation Budget | £ 54.00 | |
| Belle Isle Credit Union | | £ 5,000.00 |
| Environment Commissioning Pot | £ 1,002.02 | |
| broomfields | | £ 540.09 |
| Health & Wellbeing Commissioning Pot | £ 790.00 | |
| Coolingley Teatime Club | | £ 4,052.43 |
| Stops Fund | £ 440.00 | |
| I Love south leeds | £ 1,000.00 | |
| TOTAL | £ 6,988.50 | £ 18,049.28 |

| Projects rolled forward from 2010/11 | Committed | Paid |
|--------------------------------------|-------------------|--------------------|
| broomfields | £ 300.05 | |
| festival 2011/12 | £ - | £ 14,000.00 |
| St Lukes cares | | £ 9,908.00 |
| south leeds super stars | £ 1,172.73 | £ 7,827.27 |
| TOTAL | £ 1,472.78 | £ 31,735.27 |

| b&h | c&h | MP |
|-------------|-------------|------------|
| £ 100.00 | £ 100.00 | £ 100.05 |
| £ 4,000.00 | £ 4,000.00 | £ 6,000.00 |
| £ 4,954.00 | £ 4,954.00 | |
| £ 3,000.00 | £ 3,000.00 | £ 3,000.00 |
| £ 12,054.00 | £ 12,054.00 | £ 9,100.05 |

| Project | Delivery Organisation | 2011/2012 Revenue Costs | | | | | | | Outcomes |
|--|----------------------------|-------------------------|-------------|-------------|-------------|-------------|-------------|-------------|---|
| | | Approved | B&H | C&H | MP | Actual | Committed | Balance | |
| 2010/11 Rolled forward projects | South East Area Management | £ 33,208.05 | £ 12,054.00 | £ 12,054.00 | £ 9,100.05 | £ 31,735.27 | £ 1,472.78 | £ 0.00 | Various |
| St.Lukes Cares - youth activities | St Lukes Cares | £ 53,248.00 | £ 17,940.00 | £ 19,552.00 | £ 15,756.00 | £ 26,624.00 | £ 26,624.00 | £ - | To target challenging young people aged by setting up specialist programmes to engage them in positive activities |
| This project focuses on both outreach work and targeted work out of the mobile youth bus. The project works with young people across all three of the inner wards. | | | | | | | | | |
| Youth Service - youth activities | LCC Youth Service | £ 12,514.00 | £ 7,047.00 | £ 5,467.00 | | | | £ 12,514.00 | To target challenging young people aged 13+ by setting up specialist |

**Inner South Wellbeing Budget
2010 - 2012**

| Project | Delivery Organisation | 2011/2012 Revenue Costs | | | | | | | Outcomes |
|---|-----------------------|-------------------------|------------|------------|-------------|-------------|------------|-------------|--|
| | | Approved | B&H | C&H | MP | Actual | Committed | Balance | |
| A range of programmes to engage challenging young people aged 13+, who are at risk or involved in crime /ASB living in the Beeston & Holbeck and City & Hunslet areas. | | | | | | | | | programmes to engage them in positive activities. To address the historical tensions that exist between white youngsters in the Disraeli/Brett Garden and the Asian youngsters living around Hamara Centre and to bring these two groups together. |
| re'new - work in Middleton Development and enhance local community groups and individuals whilst supporting local infrastructure groups such as The Middleton Regeneration Board. | re'new | £ 26,950.00 | | | £ 26,950.00 | £ 13,671.65 | | £ 13,278.35 | Establishment of key working relationships to make partnership working effective and to promote commitment to the areas regeneration among these individuals and their agencies. Development of a committed partnership working at a neighbourhood level. Development of a strategy and a vision for the neighbourhood |
| Middleton Elderly Aid - outreach worker Employment of an outreach worker to support local older people | MEA | £ 5,000.00 | | | £ 5,000.00 | £ 2,500.00 | | £ 2,500.00 | additional support provided to older residents to increase confidence and support networks. |
| Off road bikes Funding was provided to provide bikes to target issues associated with illegitimate use of motorbikes | West Yorkshire Police | £ 2,964.00 | £ 988.00 | £ 988.00 | £ 988.00 | | | £ 2,964.00 | Reduction in off road bike offences. Reduction in fear of crime amongst South Leeds residents. |
| Cottingley Health and Wellbeing Group - make a difference funding to support the development of the group and facilitate activities t benefit the community of Cottingley | NHS Leeds | £ 3,013.00 | £ 3,013.00 | | | | £ 3,013.00 | £ - | Establishment of a series of local partnership services that benefit the local community |
| Job search support/capacity building/environmental improvement days Provide intensive support to three community groups/consortia, supporting St Matthews Community Centre on developing their improvement and feasibility plans, linking in volunteers to support Cottingley in Bloom to establish the impact of their work, review their current position and help them | Leeds Ahead | £ 4,500.00 | £ 3,000.00 | £ 1,500.00 | | | £ 4,500.00 | £ - | increased support to enable people to apply for jobs. |
| Investment ready partnership To support the work of the consortium to be investment ready | Aspire | £ 3,400.00 | £ 1,133.00 | £ 1,134.00 | £ 1,133.00 | | | £ 3,400.00 | provide an investment ready partnership to facilitate joint working |

**Inner South Wellbeing Budget
2010 - 2012**

| Project | Delivery Organisation | 2011/2012 Revenue Costs | | | | | | | Outcomes |
|---|----------------------------|-------------------------|-------------|------------|------------|------------|------------|-------------|---|
| | | Approved | B&H | C&H | MP | Actual | Committed | Balance | |
| Radio Asian Fever To provide full-time Community Radio, which is not for profit and benefits the local communities. To provide free training for local radio enthusiasts, community members, students and volunteers. | Radio Asian Fever | £ 5,000.00 | | £ 5,000.00 | | £ 5,000.00 | | £ - | Provided efficient and targeted training opportunities for the community. Provide facilities with greater access and thereby interaction with the elder and disabled members of the community, women and young people |
| Kidz Klub - in LS11 Delivering a number of young people's activities in Beeston & Holbeck ward. | Kidz Klub | £ 5,677.00 | £ 2,839.00 | £ 2,838.00 | | | £ 5,677.00 | £ - | By encouraging children to stay in school, work hard and value education and the education system. Encouraging children to look after their surroundings and their communities. Breaking down divisions in society and divisions of territory, race and ethnicity that can exist in the inner city areas. |
| Beeston Festival 2011 - additional funding This funding is required to fully deliver the 2011 festival | Beeston Festival Committee | £ 2,000.00 | £ 1,000.00 | £ 1,000.00 | | £ 2,000.00 | | £ - | Strong community event in the heart of the community, bringing together local people and building community spirit |
| Holbeck Gala 2011 - additional funding This funding is required to fully deliver the 2011 festival | Holbeck Gala Committee | £ 1,000.00 | £ 500.00 | £ 500.00 | | | | £ 1,000.00 | Strong community event in the heart of the community, bringing together local people and building community spirit |
| Small Grants Provision of a small grants fund for small scale community based projects meeting Area Delivery Plan priorities. | South East Area Management | £ 23,000.00 | £ 12,000.00 | £ 6,000.00 | £ 5,000.00 | £ 5,648.37 | £ 1,000.00 | £ 16,351.63 | Voluntary and community groups supported through grant aid. Increased range of community activity. Increased community participation. Increased community pride. Delivery of Area Delivery Plan priorities. |
| Skips To provide skips for community use. | South East Area Management | £ 8,000.00 | £ 3,000.00 | £ 3,000.00 | £ 2,000.00 | £ 1,320.00 | £ 110.00 | £ 6,570.00 | Community groups undertake clean-ups. Improved streetscene in local neighbourhoods. Increased community pride. |
| Communications Budget A budget to enable effective communication and consultation on Area Committee issues in the Outer South. | South East Area Management | £ 9,000.00 | £ 3,000.00 | £ 3,000.00 | £ 3,000.00 | £ 562.60 | | £ 8,437.40 | To provide newsletters, Questionnaires, Promotional material. Increased awareness of the Outer South Area Committee. Improved consultation that can inform local projects and plans. Public participation in projects / plans. |

**Inner South Wellbeing Budget
2010 - 2012**

| Project | Delivery Organisation | 2011/2012 Revenue Costs | | | | | | | Outcomes |
|--|----------------------------|-------------------------|------------|------------|------------|----------|------------|-------------|---|
| | | Approved | B&H | C&H | MP | Actual | Committed | Balance | |
| Festivals 2012 Funding to support the community festivals in 2012 | South East Area Management | £ 17,000.00 | £ 5,500.00 | £ 5,500.00 | £ 6,000.00 | | | £ 17,000.00 | Strong community event in the heart of the community, bringing together local people and building community spirit |
| Environmental budget To support environmental initiatives to target issues | South East Area Management | £ 15,000.00 | £ 5,000.00 | £ 5,000.00 | £ 5,000.00 | | | £ 15,000.00 | Cleaner neighbourhoods and improved environmental appearance. |
| Community Safety Budget To support NPT to deliver community safety initiatives | South East Area Management | £ 15,000.00 | £ 5,000.00 | £ 5,000.00 | £ 5,000.00 | | £ 9,995.00 | £ 5,005.00 | Reduce crime and fear of crime through initiatives such as target hardening, smartwater and operations tackling underage drinking and ASB |
| Community Sports 2012 Delivery of a range of summer sports activities for all over the school holidays | Community Sports Team | £ 4,600.00 | £ 1,534.00 | £ 1,533.00 | £ 1,533.00 | | £ 4,600.00 | £ - | Summer activities for young people across the Outer South area. More young people involved in activities over the school holidays. Reduction in complaints of anti social behaviour in the area over the holidays |
| Wednesday in the woods Family activities run at 3 parks in Inner South. | Health for All | £ 2,855.00 | £ 713.75 | £ 713.75 | £ 1,427.50 | | £ 2,855.00 | £ - | The project encourages community cohesion within South Leeds supporting families from different neighbourhoods to interact with each other. |
| Christmas Hampers Provides Christmas hampers of seasonal food for financially deprived families in South Leeds | Fayre Care for Christmas | £ 1,500.00 | £ 500.00 | £ 500.00 | £ 500.00 | £ 750.00 | | £ 750.00 | An increased sense of belonging and pride in local neighbourhoods that help to build cohesive communities |
| ASHA Pre-School Providing additional pre-school provision in Beeston & Holbeck. | ASHA | £ 4,762.00 | | £ 4,762.00 | | | £ 4,762.00 | £ - | additional pre-school places for the Inner South area |
| Middleton Circus lights Hire of Christmas Trees, lights and decorations communities in Middleton | Leeds Lights | £ 1,430.00 | | | £ 1,430.00 | | £ - | £ 1,430.00 | Develop community pride through festive activities and provide an attractive town centre that increases footfall and supports businesses. |
| Victims of Crime Fund Support target hardening work for victims of crime in inner south. | Victim Support | £ 2,500.00 | £ 833.33 | £ 833.33 | £ 833.34 | | | £ 2,500.00 | Reduction in the fear of crime and repeat offences through target hardening work. |
| Belle Isle Christmas Lights Hire and Installation of lights / motifs in Belle Isle | Leeds Lights | £ 1,860.00 | | | £ 1,860.00 | | £ - | £ 1,860.00 | Develop community pride through festive activities and provide an attractive town centre that increases footfall and supports businesses. |

**Inner South Wellbeing Budget
2010 - 2012**

| Project | Delivery Organisation | 2011/2012 Revenue Costs | | | | | | | Outcomes |
|---|------------------------|-------------------------|-------------|-------------|-------------|-------------|-------------|--------------|--|
| | | Approved | B&H | C&H | MP | Actual | Committed | Balance | |
| Priority Neighbourhood Worker Implement the Neighbourhood Improvement approach for Cottingley | Health for All | £ 6,349.08 | £ 6,349.08 | | | £ 1,049.18 | | £ 5,299.90 | One worker to help progress NIP projects. Increased social capital through capacity building of small groups and the voluntary sector. |
| Cottingley Sphinx Improvements Funding the delivery of improvement works on the site of the recently demolished Sphinx pub in Cottingley | Aire Valley Homes | £ 2,000.00 | £ 2,000.00 | | | | | £ 2,000.00 | This scheme has both capital and revenue elements to allow the successful landscaping works. i.e. a large greenspace improvement for the benefit of local residents |
| South Leeds Youth Theatre Sessional staff to engage young people in a theatre based project | South Theatres Leeds | £ 6,800.00 | £ 2,092.31 | £ 3,923.07 | £ 784.62 | | | £ 6,800.00 | Young people performing and watching at a large scale performance venue Continuing long standing arts provision in the area. |
| Friday Night Project | Friday Night Project | £ 1,500.00 | | | £ 1,500.00 | | £ 1,500.00 | £ - | <ul style="list-style-type: none"> • Increased access to leisure services for young people aged 8-18 years old between 6-9pm on a Friday evening when ASB in the area is known to be at it's highest • To increase Breezecard membership as all young people will use the Breezecard to register on to the programme • To increase access to the leisure centre facilities and engagement in physical activity • Regular attendance of up to 70 young people per session |
| SLATE Volunteer Team | SLATE | £ 4,186.00 | £ 1,395.00 | £ 1,395.00 | £ 1,395.00 | | | £ 4,186.00 | |
| TOTAL | Projects agreed | £ 285,816.13 | £ 98,431.47 | £ 91,193.15 | £ 96,190.51 | £ 90,861.07 | £ 66,108.78 | £ 128,846.28 | |
| | Balance | £115,279.37 | £ 40,599.79 | £ 53,840.57 | £ 19,972.51 | | | | |

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| INNER SOUTH AREA WELL BEING BUDGET POSITION - September 2011 | |
|---|--------------------|
| Capital programme budget for 2004/05 to 2010/11 | £700,000.00 |
| Projects Approved between 2004/05 to 2011/12 | Total |
| Total spend | £700,300.00 |
| Total Budget | £700,000.00 |
| Total Available spend | -£300.00 |
| Beeston & Holbeck | |
| 2005 | |
| Dewsbury Road Verges | £30,300.00 |
| Holbeck Day Centre Gardens | £2,000.00 |
| M621 Holbeck Moor Subway | £2,500.00 |
| Cottingley Welcome Signs | £2,200.00 |
| Pleasants Environmental Improvements | £5,000.00 |
| Clarksfield Allotments - Fencing | £4,200.00 |
| New Beverley Muga | £7,500.00 |
| 2006 | |
| Normantons Kickabout Area | £9,500.00 |
| Hunslet Nelson Cricket Club | £6,533.33 |
| Cottingley Vale Shops | £57,100.00 |
| 2007 | |
| Beeston Community Football Project | £10,000.00 |
| 2008 | |
| Clarksfield Allotments - Access | £1,100.00 |
| Leedselevenfm | £6,000.00 |
| Beeston Village Community Centre - Phase 1 | £18,000.00 |
| Southleigh A Frame | £700.00 |
| 2009 | |
| Beeston Village Community Centre - Phase 2 | £9,000.00 |
| South Leeds Community Radio | £500.00 |
| Clarksfield Allotments - Disabled Toilet | £597.66 |
| Cardinals Litterbins | £800.00 |
| 2010 | |
| Hunslet Nelson - Cricket Carpet | £2,166.00 |
| St Luke's Cares - Fire Safety | £2,276.00 |
| HFA - Community IT Service | £4,979.00 |
| Holbeck bin yards | £45,000.00 |
| Cottingley Sphinx | £3,000.00 |
| Total spend | £230,951.99 |
| Total Budget | £233,333.33 |
| Available spend | £2,381.34 |
| | |

| INNER SOUTH AREA WELL BEING BUDGET POSITION - September 2011 | |
|---|--------------------|
| | |
| Capital programme budget for 2004/05 to 2010/11 | £700,000.00 |
| Projects Approved between 2004/05 to 2011/12 | Total |
| | |
| Total spend | £700,300.00 |
| Total Budget | £700,000.00 |
| Total Available spend | -£300.00 |
| | |
| Projects Approved between 2004/05 to 2011/12 | Total |
| | |
| City & Hunslet | |
| 2005 | |
| M621 Holbeck Moor Subway | £2,500.00 |
| St Luke's Cares - Unity House | £6,400.00 |
| Belvederes Gate It Project | £2,000.00 |
| Beeston Hill Binyards - Phase 1 | £43,000.00 |
| New Beverley Muga | £7,500.00 |
| 2006 | |
| Ingleton Place Environmentals | £10,100.00 |
| Hunslet Nelson Cricket Club | £6,533.33 |
| South Leeds Sports Centre - Knee Rail Fencing | £3,000.00 |
| Street Signs Refurbishment - Phase 1 | £7,000.00 |
| Beeston Hill Binyards - Phase 2 | £13,231.29 |
| Street Signs Refurbishment - Phase 2 & 3 | £6,500.00 |
| 2007 | |
| Leedselevenfm | £6,000.00 |
| Street Nameplates - Beeston | £21,300.00 |
| Litterbin at Maud Avenue | £400.00 |
| 2008 | |
| Hunslet Methodist Church | £4,000.00 |
| Old Cockburn Improvement Project | £304.00 |
| Leasowe Alleygating | £4,400.00 |
| South Leeds Community Radio | £500.00 |
| Clarkesfield Allotments - Disabled Toilet | £597.66 |
| Hamara Rooftop Garden | £10,070.00 |
| Hunslet Nelson - Cricket Carpet | £2,167.00 |
| St Luke's Cares - Fire Safety | £2,276.00 |
| HFA - Community IT Service | £1,412.00 |
| Hunslet Library | £70,529.00 |
| Cherry road | £400.00 |
| Total spend | £232,120.28 |
| Total Budget | £233,333.33 |
| Available spend | £1,213.05 |

| INNER SOUTH AREA WELL BEING BUDGET POSITION - September 2011 | |
|---|--------------------|
| Capital programme budget for 2004/05 to 2010/11 | £700,000.00 |
| Projects Approved between 2004/05 to 2011/12 | Total |
| Total spend | £700,300.00 |
| Total Budget | £700,000.00 |
| Total Available spend | -£300.00 |

| Middleton Park | |
|--|--------------------|
| 2005 | |
| Manor Farms Community House | £19,800.00 |
| Middleton Park Signs | £10,800.00 |
| Hopewell View Methodist Hall Refurbishment | £5,900.00 |
| Central Middleton Fencing | £19,000.00 |
| Middleton Park Benches & Bins | £6,100.00 |
| 2006 | |
| Belle Isle Foundation Roller Shutters | £15,200.00 |
| Hunslet Nelson Cricket Club | £6,533.33 |
| BITMO - Former Housing Office Renovations | £30,000.00 |
| Throstle Recreation Ground Improvements | £14,000.00 |
| 2007 | |
| William Gascoigne Play Area | £10,464.03 |
| Middleton Elderly Aid Building Improvements | £10,000.00 |
| South Leeds Youth Hub Improvements | £30,000.00 |
| 2008 | |
| Leedselevenfm | £3,000.00 |
| Middleton Leisure Centre - signage | £4,100.00 |
| 2009 | |
| Virtual Babies at Cockburn High School | £3,525.00 |
| Middleton Circus Christmas Lights | £4,463.40 |
| Cranmore & Raylands CC | £25,000.00 |
| South Leeds Community Radio | £500.00 |
| Sissons Road Alleygating | £710.00 |
| Hunslet Parkside RLFC Minibus | £8,000.00 |
| Clarksfield Allotments - Disabled Toilet | £597.66 |
| Manorfield Hall - flooring and signage | £3,330.00 |
| Middleton Circus Christmas Tree - additional funding | £1,000.00 |
| Hunslet Nelson - Cricket Carpet | £2,167.00 |
| Litterbins - Helston Walk | £800.00 |
| Middleton Elderly Aid - Gardening Equipment | £625.00 |
| HFA - Community IT Service | £4,937.00 |
| WBI deposit | -£7,219.09 |
| Total spend | £233,333.33 |
| Total Budget | £233,333.33 |
| Available spend | £0.00 |

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Report author: Gavin Forster
Tel: 2474310

Report of Area Leader – South East Leeds

Report to South Leeds (Inner) Area Committee

Date: Wednesday 8th February 2012

Subject: A Summary of Key Work

| | |
|--|--|
| Are specific electoral Wards affected? If relevant, name(s) of Ward(s): | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Beeston & Holbeck City & Hunslet Middleton Park |
| Are there implications for equality and diversity and cohesion and integration? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the decision eligible for Call-In? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

Summary of main issues and corporate governance considerations

1. This report details a range of activities taking place within the Inner South Leeds Area, some of which are dealt with in greater detail elsewhere on the agenda.

Recommendations

2. The Area Committee is asked to note the contents of the report and make comment as appropriate.

1.0 Purpose of Report

- 1.1 To bring to Members' attention in a succinct fashion, brief details of the range of activities with which the Area Support Team are engaged based on the Area Committee Business Plan priorities, that are not addressed in greater detail elsewhere on this agenda. It provides opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.

2.0 Background Information

- 2.1 Members will recall at the June 2011 Area Committee, a revised title and format for this report was introduced based on proposed changes to the Leeds Initiative partnership and planning framework for the city and in an effort to be more focused on current priorities.

3.0 Area Chairs Forum

- 3.1 The minutes from the meeting held on Monday 11th November 2011 were agreed at the Area Chairs Forum on the 13th January and are attached for Members information (**Appendix 1**)

4.0 Updates by theme: Children & Families

- 4.1 Joseph Priestley College Update
Sally Blunt (Deputy Principle at Leeds City College), will be attending the 21st March 2012 meeting to provide a further update on the merger.

5.0 Updates by theme: Safer Stronger Communities Board

5.1 Environmental Delegation

- 5.1.1 At the 11th January Area Committee meeting, Members were provided with a 6 month review of the SLA, a further update will be provided at the 21st March meeting which will address the development of SLA2.

5.2 Inner South Environmental Sub-Group

- 5.2.1 Minutes of the 16th December meeting are attached at **Appendix 2**. The last meeting of the Inner South Environmental Sub-Group was planned for 13th January. Due to the closeness of meetings and the Christmas period it was felt appropriate to cancel that meeting. The next meeting of the group is Friday 17th February 2012.

5.3 Community Clean Ups Protocol

- 5.3.1 Of late a number of local community groups have asked for support in delivering community clean-ups. To manage expectations and set out deliverable timescales, a protocol for clean ups has been drafted. The Locality Team in particular needs reasonable timescales for planning and to organise support. The Environmental Sub Group has discussed and agreed that the attached draft protocol for clean ups should be

submitted to the Area Committee for approval. The draft protocol is attached as **Appendix 3** for comment.

5.4 Community Safety

5.4.1 A full update on Community Safety was presented at the September meeting. The following updates cover significant projects ongoing in the Inner South Area.

5.5 Burglary

5.5.1 Burglary across Leeds is reducing and remains relatively low in Inner South. There were 6,045 recorded burglary dwelling offences between April and December 2011 - down 6% (390 fewer offences) on the same period last year. Results for Q3 show a 29.3% improvement (741 fewer victims) when compared to the same period last year.

5.5.2 December saw the lowest recorded burglary count in last ten years and the best performing month for over ten years. City and Holbeck year to date offences are DOWN 9.6% (80 fewer offences) on the same period last year. All three Inner South wards remain outside the top 8 strategic localities of concern across the city as can be seen on the Ward Risk Matrix at **Appendix 4**.

5.5.3 A workshop was held in September and an action plan has been drafted. The final version will be shared with Members in due course. The key activity that has taken place to sustain the low levels of burglary includes Neighbourhood Policing Teams and Aire Valley Homes sharing details of burglary victims enabling housing officers to routinely follow up with visits to offer practical support. As part of a funded 'Darker Nights' initiative timer switches were distributed and burglary reduction advice to local residents in South Leeds hotspots. PCSO visits to offer practical advice to reduce risk of victimisation are also being carried out across the Division. Members will recall that wellbeing funding has been allocated to Rothwell NPT to distribute crime reduction products and give burglary reduction advice to local, vulnerable residents in Middleton Park ward. This work is due to commence in the next month.

5.5.4 Key actions to be delivered in the next quarter include developing a pilot project to identify and support/divert young people who are on the edge of the criminal justice system and at high risk of becoming involved in burglary. A project is being developed through the Rothwell Crime and Grime meeting to set up "No Cold Calling zones" that aim to reduce salespeople approaching vulnerable people in their homes and can also help to reduce people becoming victims of distraction burglars and rogue traders. Although the project was initiated in the Rothwell group, it is anticipated that the project will be delivered across South Leeds.

5.6 Dispersal Order

5.6.1 Members have been advised that a Dispersal Order has come into force from 15th December 2011 to 14th June 2012. The Order gives Police officers and PCSOs the power to disperse groups and to remove people under the age of 16 to their home address in order to reduce the persistent and significant ASB being experienced by residents. The Order covers an area of Beeston Hill that spans both City & Hunslet and

Beeston & Holbeck wards. The Order has been publicised locally by the NPT. The Beeston Crime and Grime meeting will review the progress of the Order at its meeting in April and Members will be updated accordingly.

6.0 Updates by theme: Health and Wellbeing

6.1 The South East Health and Well being partnership met on the 26th January 2012. Minutes from the meetings will be presented at a future meeting

6.2 A full report on Health & Wellbeing is presented as a separate item on this agenda.

7.0 Updates by theme: Housing & Regeneration

7.1 Holbeck phases 1, 2 and 3

7.1.1 Chevin Housing Association have confirmed that due to the fact that the HCAs Affordable Homes Programme was significantly oversubscribed this project to develop 39 new, affordable homes has had to be withdrawn. Alternative options for the use of this site are currently being considered.

7.2 Holbeck Phase 4

7.2.1 Work to the long term empty properties in the Crosby's are very close to completion. They will be advertised for letting purposes in late January with a view to actual letting towards the end of January / early February.

7.2.2 Work is due to commence on the Crosby Binyards. This will tie in with the letting of the properties at the end of January.

7.3 Beverleys

7.3.1 Chevin Housing Association's contractors are on site developing 55 affordable homes. Works are still expected to be completed by summer 2012.

7.4 Garnets

7.4.1 The regeneration of the Garnets area has been ongoing for some time. The original intention was to regenerate the Garnets area through a process of clearance and building new affordable housing. The properties included in the clearance scheme were 15 – 67 Garnet Place, 16 - 70 Garnet Grove, 17 – 71 Garnet Grove and 18 – 72 Garnet Terrace. Unfortunately, due to funding constraints, it was necessary to rescope the project and some properties will now remain. Unfortunately, the second phase of the demolition which was due to be completed at the end of November 2011 has had to be rescheduled till January 2012 due to a problem with the electricity disconnections. We expect the demolition of the remaining clearance properties to be completed by the end of March 2012.

7.4.2 With regard to the remaining council owned properties on the Garnets, the Council are in the process of surveying these properties with a view of bringing these properties up to

'Decency Standards' and re-letting them as soon as possible in the new year. In addition, we are exploring options with regard the treatment of the cleared land and a ballot paper was distributed. Although there was only a small response there is now an active Residents Group which was attended by over 20 residents and stakeholders at the last meeting held on 22nd September 2011. The residents have been very helpful to by raising their concerns and issues and the hope is that they will continue to engage with the Council to help influence the future of the area.

7.4.3 Work on the Garnet's properties will follow on from those on the Crosby's and is expected to be completed by the end of the financial year. The remaining 8 empty properties in Council ownership will be refurbished and brought back into use during 2012/13.

7.5 Middleton Sites 1,2 & 3 (Thorpe Road)

7.5.1 Proposals to develop 129 new homes to be constructed on the above sites (plus 2 smaller infill sites) in Middleton have been brought forward by Sanctuary Housing Association as part of their affordable housing programme. Proposals for a mixture of 2, 3 and 4 bed homes including 10 bungalows for older people have been supported in principle by Middleton Regeneration Board and will be subject to an application for full planning permission within the next few months. Sanctuary will be undertaking local consultation prior to submission of the planning application. Timescales for construction have yet to be confirmed.

8.0 **Integrated Locality working**

8.1 Cottingley

8.1.1 At the September meeting of the Inner South Area Committee, members approved the Priority Neighbourhood Worker (PNW) project on the basis of 2 days a week to develop a programme of work and to establish a Neighbourhood Improvement Plan in Cottingley Hall. The proposal involves sharing the resource of the Outer South Priority Neighbourhood Worker.

8.1.2 The focus of this work will be to develop an action plan and support the development of the TRAC Committee. This support will involve supporting officers of the residents group and directing them to appropriate training courses. This is intended to enhance the residents ability to carry out their roles on the committee and be better able to represent the community. The group have found it difficult to access courses in the past so through close working the PNW appropriate courses have been identified for them to attend.

8.1.3 In January 2012 an audit of skills and training needs was completed with the committee members and a document detailing information on training opportunities was produced. Referrals were then made to training providers.

8.1.4 The courses were offered at a reduced fee as a result of several applications to a bursary scheme and the remaining funding was provided by Aire Valley Homes.

8.1.5 Committee members have signed up to the following training:

- Building a budget
- Finding Funding
- Key messages and how to use them
- Introduction to developing a volunteer programme
- Emergency First Aid
- Chairing Skills
- A guide to writing risk assessments
- Publicity –writing words that people want to read
- Creating better flyers and leaflets
- Minute taking

The Courses will be taking place over January, February and March.

8.1.6 On 4th January a meeting was arranged with a trainer from Voluntary Action Leeds to consider training around working together as a committee. This was identified by the Committee members as an area that the group needed to develop.

8.1.7 An AGM is planned for March 2012 and by way of preparation the group have been advised to arrange a meeting to look at how to plan for and conduct an AGM.

8.1.8 The Steering Group membership for the Neighbourhood Improvement Plan (NIP) is being developed and the PNW is looking at ways of bringing the different stands of work within Cottingley together around March 2012. This will include the “The Closer Communities Project” and “Health and Wellbeing Group”. To support the development of the NIP an Area Profile and mapped activities planned for 2012 has been drawn up.

8.1.9 Cottingley multi agency group

8.1.10 The group continues to oversee the implementation of the action plan. The weekly environmental audits continue to identify issues which need to be resolved by the appropriate service. The Cottingley Arms has been demolished and the site is due to be landscaped. Improvements to the shopping area including improved lighting, additional bins and painting of the floor are being progressed. These environmental improvements are due to be discussed at the January meeting of TRAC. A number of repairs to the footpaths on the estate are due to be carried out during February. This intensive piece of work is due to complete in March at which time the NIP will come fully into operation.

8.2 Beeston, Holbeck & Hunslet Neighbourhood Improvement Board

8.2.1 The most recent meeting of the core group took place on 16th December, minutes of this meeting are attached **Appendix 5**.

8.2.2 The full board met on the 13th January 2012, the minutes of the meeting will be presented to a future meeting.

8.3 Middleton Regeneration Board / Neighbourhood Improvement Board

8.3.1 The final meeting of the Regeneration board was held on 10th January 2012 with the first meeting of the expanded Neighbourhood Improvement Board will be held on the 21st February 2012. The minutes of these future meetings will be presented to the Area Committee.

8.4 Connecting communities

8.4.1 The next stage of the project involves getting building on the success of the funding process by enhancing the skills of the community at large. A series of training courses have been developed, which all of the community in Belle Isle are welcome to attend.

| Community Training sessions | Date and Venue | Deliverer |
|---|---|--------------------------|
| Community Lunch Support and Advice session | Thursday 9th February 12.2pm BIFC | Project Team |
| Effective Publicity | Saturday 25th February BIFC 10-12noon | John Baron (HfA) |
| Successful Marketing | Thursday 8th March 5.30-7.30 BIFC | TBC John Barron |
| Managing your Meetings | Saturday 31st March 2012 BIFC 10-12noon | Leeds Tenants Federation |
| Understanding your environment – recycling | Thursday April 19th 5.30-7.30 BIFC | John Devine – LCC |
| | Bank Holiday | |
| Applying for small Grants | Saturday 12th May BIFC10-12noon | VAL (Fit for Funding) |
| Managing Void Properties | Tbc | BITMO |
| Understanding How your Council works | Tbc | tbc |

8.5 Middleton Park Strategic Advisory Group

8.5.1 The most recent meeting of the Middleton Park SAG was 23rd November, minutes are attached as **Appendix 6**.

8.6 Ward Member Briefings

8.6.1 Member briefings at Ward level are now a regular feature of our engagement with Local Councillors in Beeston and Holbeck Ward and Middleton Park Ward. The meetings provide an opportunity for the team to brief Members on issues directly affecting their

Ward. It is also a chance to consider developments such as any new Government policy as well as giving members an invaluable face to face opportunity to talk to area staff. This approach has brought progress on a range of topics such as wellbeing projects and youth provision. It is hoped to put in place similar arrangements for City & Hunslet Ward Members.

8.7 Citizen's Panels

8.7.1 The January Inner South Area Committee received a report on the development of citizens panels. Members sought reassurances that following further recruitment the panel composition would accurately reflect the local community and asked for a further update. **Appendix 7** outlines the proposed recruitment process. Further updates will be provided at future Inner South Area Committee meetings.

8.8 The Olympic Torch Route

8.8.1 The Olympic Torch travels through Leeds on Sunday the 24th and Monday the 25th of June. The main event to celebrate the torch coming to Leeds will be held at Temple Newsam on the evening of the 24th of June. This event will be ticketed and is intended as a celebration of sport and achievement in the city.

8.8.2 The route will take the torch to Headingley, Potternewton, Harehills and Richmond Hill on the 24th June and through Hunslet, Beeston, the John Charles Centre and then on to Morley on the 25th June.

8.8.3 The Council is planning to have a fortnight celebration of sport across the city for the two weeks prior to the torch coming to Leeds.

8.8.4 The torch route and other activities will be promoted across the city and arrangements will be made to provide information through the usual channels such as the local media local clubs, schools and community groups.

8.9 Groundwork Leeds - Proposal to submit and Expression of interest to the Big Lottery Fund - Beeston and Holbeck Living Sustainably

8.9.1 The Big Lottery Communities Living Sustainably Fund is planning to invest between £500,000 and £1,000,000 in up to ten communities to support activities for up to five years.

8.9.2 The aim of the funding is to provide an opportunity for communities to work together to access further resources and support so that they become more sustainable and resilient both during and after the period of the funding.

8.9.3 Application to the fund is initially via an expression of interest which, if successful, will secure £10,000 of funding to develop a project delivery plan. Expressions of interest have to be submitted by 31.01.12. Up to 30 partnerships will receive funding to develop their plan for submission by 04.06.12.

- 8.9.4 Having considered the opportunity and sought additional guidance from our national office – who have a role in the dissemination of good practice information – Groundwork is submitting the necessary Expression of Interest for the Beeston and Holbeck area.
- 8.9.5 It is clear from the guidance issued that successful applications will need to reflect a broad based partnership of community, voluntary, private and public sector organisations. Groundwork has identified a number of activities it could develop/deliver in conjunction with partners. Due to the number of Groundwork Trusts that are likely to be involved in submitting bids nationally, we are proposing that Voluntary Action Leeds undertake the role of coordinating partner whilst Groundwork will work closely with all potential partners to develop the bid. We have already identified a number of partners and secured their in-principle support. These include:
- Leeds City Council Regeneration, Climate Change and Locality Management Teams.
 - Aire Valley Homes
 - Leeds Federated
- 8.9.6 We are also discussing the involvement of other key local organisations who work together as the Aspire Group. It is important to note that at this stage the Big Lottery are most interested in understanding the potential of each bid and that detailed development work is not expected to take place until individual expressions of interest are approved by the end of February 2012.
- 8.9.7 If asked to develop a project delivery plan we will organise a number of structured discussions with potential partners to clarify the role they can play in the programme. We envisage that an important part of this process would be working with the Neighbourhood Improvement Board to shape the delivery plan and develop a role in the delivery of a successful plan.
- 8.9.8 In terms of outputs and outcomes the programmes objectives are that:
- The target community becomes better prepared for environmental challenges and longer term environmental change and able to make improvements to live more sustainably.
 - Vulnerable people within the community affected by the impacts of climate change are enabled to make greener choices to help improve their quality of life.
 - The community maximises the use of their assets and resources to create new economic opportunities and live more sustainably.
 - Communities have a greater understanding of their natural resources and the opportunities to use them efficiently.
- 8.9.9 Further updates will be provided to the Area Committee at appropriate time through the process.

9.0 Corporate Considerations

9.1 Consultation and Engagement

9.1.1 Projects are developed to address priorities in the Area Committee Business Plan. The production of this plan is informed by Local Councillors and local residents. All projects developed are in consultation with Elected Members and local communities. Approval for any contribution from the Well being budget is secured at Area Committee.

9.2 Equality and Diversity / Cohesion and Integration

9.2.1 Community groups submitting a project proposal requesting funding from the Well being budget have an equal opportunities policy and as part of the application process, complete a section outlining which equality groups the project will work with and how equality and cohesion issues have been considered.

9.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

9.2.3 A light touch Equality Impact Assessments is carried out for all projects.

9.3 Council Policies and City Priorities

9.3.1 The projects outlined in this report contribute to targets and priorities set out in the following council policies:

- Vision For Leeds
- Children and Young Peoples Plan
- Health and Well being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

9.4 Resources and Value for Money

9.4.1 There are no resource implications as a result of this report.

9.5 Legal Implications, Access to Information and Call In

9.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are eligible for Call In.

9.5.2 There are no key or major decisions being made that would be eligible for Call In.

9.5.3 There are no legal implications as a result of this report.

9.6 Risk Management

9.6.1 This report provides an update on work in the Inner South and therefore no risks are identifiable. Any projects funded through Well being budget complete a section identifying risks and solutions as part of the application process.

10.0 Conclusions

10.1 The report provides up to date information on key work areas of the Area Committee.

11.0 Recommendations

11.1 The Area Committee is asked to:

- a) note the contents of the report and make comment as appropriate

Background documents

Area Committee Summary of Key Work Report, 11th January 2012

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**Area Chairs Forum
Monday 11th November 2011
Committee Room 4, Civic Hall**

Attendance:

Councillors: P. Gruen (Chair), G. Hyde, G. Hussain, G. Wilkinson, K. Parker, A. Gabriel, J. Akhtar, G. Latty, D. Blackburn

Officers: J. Rogers, R. Barke, S. Mahmood, J. Maxwell, B. Logan

Minutes: S. Warbis

Officers attending for specific items: J. Wildman, S. Carey, J. Harwood, M. Lund, C. Dickinson, J. Lane, A. McMaster

| Item | Description | Action |
|-------------|---|---------------|
| 1.0 | Apologies | |
| 1.1 | Cllr. T Hanley | |
| 2.0 | Minutes and Matters Arising | |
| 2.1 | The minutes of the previous Area Chairs Forum meeting on 5 th September 2011 were agreed as an accurate record. | |
| 2.2 | <u>2.5 of previous minutes – Land Ownership Issues and Responsibilities</u> Various discussions have taken place between ALMOs, Environmental Services, Area Teams and other agencies and work is progressing to tackle outstanding issues. | |
| 3.0 | Implications of the Welfare Reform Bill | |
| 3.1.1 | Steve Carey, Chief Officer Revenues and Benefits, attended to present a report on welfare reforms. | |
| 3.1.2 | Some changes to the housing benefit scheme have already been implemented but there will also be a raft of changes to the benefits system over the next 3 years and officers are currently preparing for these changes. | |
| 3.1.3 | Changes to housing benefit introduced in April 2011 affect the private rented sector and include the loss of excess benefit where actual rents are cheaper than the Local Housing Allowance (LHA) Rate, capping of LHA at 4 bedroom house rate and reductions to LHA rates. Existing cases are protected until January 2012 when an estimated 9,500 families in Leeds will see their housing benefit reduced. | |
| 3.1.4 | Work is being done with private landlords to address this issue. One suggestion is for landlords to agree to reduce their rents in return for receiving direct payments of housing benefit. Whilst some landlords may see the advantage of this, it may be less viable for the larger properties. | |
| 3.1.5 | A Shared Accommodation Rate (SAR) is currently applied to single claimants up to the age of 25 limiting the amount of housing benefit that can be claimed to around £61 per week. From January 2012 this will apply to single claimants up to the age of 35 meaning over 1,500 tenants in Leeds between the age of 25 and 35 will see their housing benefit reduced from £99.92 to around £61.50. | |
| 3.1.6 | The implications of changes to housing benefit will mean a large number of people having to move out of 1 bedroom properties into bed-sits or shared accommodation, and also families in 5 bedroom properties having to move into | |

| | | |
|--------|--|--|
| | 4 bedroom properties. The benefit service is already handling cases for concerned customers and is receiving referrals from councillors and MPs and this caseload is likely to increase dramatically in January. | |
| 3.1.7 | There may be some funding from central government to address benefit reductions but this will inevitably be targeted and will not cover all cases. | |
| 3.1.8 | In April 2013 council tax benefit will end and will be replaced by localised schemes to be operated by councils. Funding for these schemes has been reduced by 10% and councils will have to fund any overspend. There is likely to be protection in place for pensioners and other vulnerable groups to address any reduction in support. | |
| 3.1.9 | Universal credit is to be introduced to simplify the benefits system and is intended to make sure that people are always better off in work than on benefits. Policies relating to this are still being designed however aspects will be introduced in October 2013 with the full transition being completed in 2017. | |
| 3.1.10 | It is intended that claims will be made electronically, payments will be made monthly in arrears and will be made directly to the claimant. | |
| 3.1.11 | A cap on housing benefits will be applied to tenants living in properties deemed too large for their needs and is likely to affect around 7,000 tenants in Leeds. Although work is taking place to encourage tenants to relocate to appropriate sized properties it will not be possible to resolve all cases by April 2013 when changes will be implemented. | |
| 3.1.12 | The Disability Living Allowance (DLA) will be replaced by Personal Independence Payments for claimants between 16 and 64 which the Department for Work and Pensions (DWP) estimates will lead to a reduced benefit expenditure of £2.1bn. | |
| 3.1.13 | LHA rates are currently determined using evidence from landlords in the private sector. From April 2013 the consumer price index will be used instead which may mean that there will be a gap between actual rents and benefit levels leading to a reduction in the affordable housing stock. | |
| 3.1.14 | A report is being taken to Executive Board outlining the potential implications of welfare reform. Officers are developing strategies to mitigate the effects of changes to the welfare system but there will be an impact for a significant number of people in Leeds. | |
| 3.2 | Jill Wildman, Director of Housing Services East North East Homes Leeds, attended to present a report on the effects of welfare reform for the Leeds ALMOs and BITMO. | |
| 3.2.1 | 22,300 tenants will be affected by changes to benefits which will come into effect between 2013 and 2017. Currently £60 million in Housing Benefit is paid directly to ALMO and BITMO rent accounts. | |
| 3.2.2 | Benefits will be paid directly to the tenant, and customers will be responsible for managing their own benefits. Not all claimants currently have bank accounts and there may be issues for customers who are financially excluded and do not have sound financial literacy skills. There is a move towards a paperless system which will impact on customers who don't have computers or computer skills. | |
| 3.2.3 | There will be a substantial increase in the amount of income that will need to be collected by the ALMOs / BITMO. Benefits will be paid to claimants in arrears on a monthly basis which will impact on the performance in rent collection. | |
| 3.2.4 | The DWP is considering allowing 5-10% of vulnerable customers to have housing benefit paid directly to ALMOs / BITMO although there is currently no definition of vulnerable. There are concerns that certain customers may not | |

| | | |
|------------|---|--------------|
| | view paying their rent as a priority which will have an impact on income collection, arrears, collection costs, legal costs and evictions. | |
| 3.2.5 | A lot of support will be needed to manage these changes for customers which may mean an increased staff resource is required and training will be required to re-skill staff regarding new legislation and processes. | |
| 3.2.6 | It is estimated that 7,500 ALMO / BITMO tenants will be affected by changes to benefits due to occupying accommodation that is deemed too large for their needs. Demand will be high for tenants wishing to downsize and there are concerns over the volume of requests and also the availability of suitable properties, particularly 1 bedroom properties. | |
| 3.2.7 | An ALMO / BITMO welfare reforms action plan has been developed and was appended to the report. Work is ongoing to gather impact data for customers and housing stock at a more local level to gauge the likely impact on different neighbourhoods. | |
| 3.3 | The reports were welcomed by the forum and it was agreed that it would be appropriate for them to be taken to future Area Committee meetings as well as arranging briefings for the various party groups. | SC JW |
| 3.3.1 | Area Chairs confirmed that they were getting increasing numbers of calls from concerned and confused tenants and expressed concerns over the ability of the welfare rights teams to cope with the increased level of queries and likely appeals. It was stressed that relevant officers needed to be preparing to provide the relevant advice that would be needed. | |
| 3.3.2 | Concerns were raised over the logistics of dealing with over 7,000 people who would no longer be able to afford the rents on properties of the size they occupied. It was mentioned that the DWP are carrying out work to gauge the implications on the ground and that LCC officers are in contact with the DWP during this process. It was mentioned that the bill was still progressing through parliament and that there may be caveats added to cover issues such as adapted properties. Options were also being considered to alleviate the impact of the reforms such as phasing in some of the changes. | |
| 3.3.3 | The ALMOs are expecting a big impact on residents, and prospective residents, of the maisonette and multi-storey flat stock. Data is being collected to assess where the impact is likely to be the greatest. It was mentioned that some of the 7,000 plus tenants affected would find a way to pay increased costs and therefore the overall impact for the ALMOs is uncertain. | |
| 3.3.4 | It was raised that the impact of these changes may be increased in future years if house prices and rent increases are not matched by increases to benefit payments. | |
| 3.3.5 | The question was raised as to how these changes would impact on the choice based lettings system. Area Chairs were assured that work was ongoing between the ALMOs and the Environment and Neighbourhoods department to deal with issues affecting lettings. | |
| 3.3.6 | Concerns were raised over the increased demand that would be placed on services at a time where staffing numbers and resources are decreasing. | |
| 4.0 | Draft Area Committee Report on the Localism Bill | |
| 4.1 | Jane Harwood, Corporate Policy and Performance Officer, attended to present a report on the Localism Bill seeking comments on the report and approval for a report to be taken to the 10 Area Committees. A further report will be taken to the corporate Leadership Team taking account of comments from members. | |

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| 4.2 | There have been significant amendments to the Localism Bill as it has progressed through parliament and officers have been keeping a close watch on changes and guidance as it has been issued. | |
| 4.3 | A series of papers are being drafted relating to specific aspects of the bill such as Neighbourhood Planning, Community Right to Challenge and Assets of Community Value. | |
| 4.4 | Questions were raised as to which bodies could develop Neighbourhood Plans or bid for community assets. Although there are definitions as to what constitutes a representative group, in theory any group could be involved if correctly constituted. Any group can bid for an asset of community value. | |
| 4.5 | It was mentioned that it would be challenging to secure funds for Neighbourhood Plans in order to put them in place quickly. | |
| 4.6 | It was also mentioned that there was still a duty of best value to be applied and that social value versus value for money would still be a consideration in assessing bids for assets and services. The bill will give people the right to challenge how services and assets are run, and the local authority will be able to accept or reject these challenges. | |
| 4.7 | It was agreed that the paper should be taken to the Area Committees with officers in locality teams to make amendments to cover local issues. | JH / Area Leaders |
| 5.0 | Community Engagement Strategic Approach | |
| 5.1 | Matt Lund, Corporate Consultation Manager, attended to present a report on the Community Engagement Framework and request that a report be taken to the 10 Area Committees. | |
| 5.2 | A lot of community engagement work has been carried out in the past but this has not always been done in a consistent and coordinated way. The council could be open to legal challenges if engagement has not been carried out effectively when making key decisions. | |
| 5.3 | The Strategic Planning and Policy Board (SPPB) agreed in the summer of 2011 that a new framework was required to guide community engagement and take into account the current financial pressures, the evolving locality working and partnership arrangements and to meet the council value of "working with communities". | |
| 5.4 | There is a need to build officer skills, improve the culture of co-ordinating engagement and improve governance methods so that appropriate monitoring can be implemented. | |
| 5.5 | It was agreed that a report should be taken to the February round of Area Committee meetings. | ML / Area Leaders |
| 6.0 | Citizens' Panel Update | |
| 6.1 | Chris Dickinson, Area Management Officer, attended to present a report outlining progress on the development of the Leeds Citizens' Panel. | |
| 6.2 | The Citizen's Panel will be an efficiency tool for carrying out consultation in Leeds. Recruitment is taking place which will ensure that panel members will be representative of the population at Area Committee level as well as at city level and it will be possible to interpret results from consultation at an Area Committee level. | |
| 6.3 | Recruitment to the panel has been promoted through various means and good progress is being made in populating the panel. | |

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| 6.4 | The panel will not be used to replace local consultation, but will be able to provide benchmark setting and may be helpful in setting priorities in areas, developing the Area Committee business plans, and helping to focus the targeting of wellbeing priorities. | |
| 6.5 | It was suggested that the panel could be used to identify the "what" in an area, but that more local and focused consultation could be used to draw out the "why". | |
| 6.6 | By consulting on a city wide basis and drilling down information gathered to Area Committee level, we will have the ability to compare views within areas from a consistent perspective. | |
| 6.7 | It is the intention to set up a calendar of consultation for the panel to ensure that the process does not become overburdening. Feedback to panel members will also be built in to encourage people to remain involved. | |
| 6.8 | Comments were made that the panel would only be effective if it was truly representative. Efforts need to be made to make sure that the panel is not made up of only active citizens who are involved in local consultation anyway. It was hoped that efforts would be made to involve ordinary, less prominent people, particularly those who are less articulate locally. | |
| 6.9 | Area Chairs were informed that efforts were being made to avoid contacting established groups when recruiting to the panel. Representation is being monitored as the panel is growing and action will be taken to target specific groups if they appear to be underrepresented. | |
| 6.10 | Comments were made as to how representative the panel could be when it only included approximately 1% of the population. | |
| 6.11 | It was stressed that the development of the panel would not mean that previous good practice, learning and models of engagement would be lost. | |
| 6.12 | It was agreed that a report be taken to the 10 Area Committees in the December cycle of meetings, with a further report to accompany the Community Engagement Strategy report to Area Committees in February. | CD |
| 7.0 | Luncheon Clubs Mapping / Budget Update and Findings from User Group Consultations | |
| 7.1 | Jason Lane, Assistant Commissioning Manager, attended to present a report outlining feedback on the 2011-12 grant application process and report on progress on involving Area Management teams in future grant management. | |
| 7.2 | Research has been carried out with users and coordinators on the makeup of the luncheon club members and the way that the clubs are run and their experience of the application process. | |
| 7.3 | The main impact of the luncheon clubs on it's members relates to social experiences rather than relating to food or nutritional issues. | |
| 7.4 | Attempts are being made to link up the various luncheon clubs to enable them to provide support to each other and share good practice. | |
| 7.5 | Although conclusions have been drawn in the report that grant funding would benefit from being locally administered, in order to avoid disruption to the service it has been recommended that the grant process for 2012-13 be administered within Adult Social Care. The grant application deadline has been moved forward to allow Area Staff to observe the process. | |

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| 7.6 | Meetings will be taking place with the Area Leaders at the end of the month with a view to assess the feasibility of administering the process locally for 2013-14. | |
| 8.0 | Community First Programme | |
| 8.1 | Anne McMaster, Leeds Initiative Partnerships, attended to present a report on the government Community First Programme. | |
| 8.2 | The Community First Programme aims to provide small amounts of funding to small groups in targeted areas. To access funds each targeted ward would need to set up a community first panel to administer the funding. | |
| 8.3 | Wards have been identified by central government with specific amounts of funding being made available to each ward. This is new money from the government, but there is a stipulation that funding is matched. | |
| 8.4 | Comments were raised as to how the specific wards had been earmarked for funding as some areas that seem appropriate have been missed out. It was restated that the wards had been identified by central government and it was agreed that the rationale provided by the Community Development Foundation be circulated to Area Chairs. | AM / SW |
| 8.5 | It was commented that this funding would be hard to spend due to the time required to set up community first panels. It was also noted that the funding was spread over 4 years. | |
| 9.0 | Land Ownership Issues | |
| 9.1 | This item was dealt with in matters arising from the previous meeting. | |
| 10.0 | Any Other Business | |
| 10.1 | <u>Area Teams</u> Appointments have been made to posts within the Area Teams and the structures will be stabilising over the coming weeks. | |
| 10.2 | <u>Environmental Delegation</u> Comments were asked of Area Chairs as to how the Environmental Delegation was working in their area. Favourable comments were received on the performance so far including "happy with progress", "moving in the right direction", "no complaints at the moment". | |
| 10.3 | Some comments were made about the ability to influence changes not being fully in place at the moment, and that links with the Environmental sub-groups could be strengthened. | |
| 10.4 | <u>Review of Community Facilities</u> Cllr Gabriel informed the forum that she had attended one meeting of the programme board and that work is being undertaken to assess usage and costs associated with each community centre. This information will be shared with Area Chairs when available for their comments. | |
| 10.5 | <u>Area Chairs Forum Papers</u> It was agreed that hard copies of papers for future meetings will be provided to Area Chairs. | SW |
| 10.6 | <u>Capital Receipts Incentive Scheme</u> James Rogers informed the forum that a paper would be going to Area Committee meetings in December outlining the proposed scheme. | |
| 11.0 | Date of Next Meeting | |
| 8.1 | 13 th January 2012, 10am, Committee Room 4, Civic Hall. | |



Inner South Environmental Sub-Group
Friday 16th December 2011
10.00 a.m.
Cottingley Community Centre

| ATTENDANCE | |
|-------------------------|--------------------------|
| Councillor Adam Ogilvie | Ward Councillor |
| Councillor Geoff Driver | Ward Councillor |
| Tom Smith | Locality Manager |
| Tom O'Donovan | Area Improvement Manager |
| Phil Staniforth | Parks and Countryside |
| Steve Ross | Area Support Team |

| 1.0 | Welcome and Introductions | ACTION |
|------------|---|--------------------|
| 1.1 | Cllr. Adam Ogilvie welcomed everyone to the meeting. | |
| 2.0 | Apologies | |
| 2.1 | Cllr. Mohammed Iqbal, Gavin Forster, Ben Singer and Kris Nenadic. | |
| 3.0 | Minutes of the last meeting and matters arising | |
| 3.1 | The minutes of the last meeting were agreed as a true record. | |
| 3.2 | Community engagement: list of community group meetings to be sent to Tom Smith. | SR/Cllr. Driver |
| 4.0 | Service Level Agreement | |
| 4.1 | Tom Smith tabled the draft Inner South Area Committee performance report. | TS |
| 4.2 | He explained that as there is still not enough appropriate data to show whether outcomes are being achieved, the report focuses on inputs. The results of the NI 195 surveys are currently being analysed. The report focuses on case studies; the next report in March is to have more data. | |
| 4.3 | Capacity days are being used for responding to complaints/issues. | |
| 4.4 | The mechanical street cleaning crews are liaising better with the enforcement officers. | |
| 4.5 | A lot of work is being carried out in priority neighbourhoods. Targeted, intensive work e.g. in Beeston Hill has been very worthwhile and has been sustained so far. Cllr Iqbal had been involved with the Clean Beeston Campaign. | |
| 4.6 | Cllr Driver said that generally the area was cleaner however there were some issues at New Forest Village. Although the roads had not yet adopted, Cllr Driver asked for some areas to be tackled e.g. communal areas, hedges near football field, near St. Georges | |

| | | |
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| | Centre. Also the new public park needs to be kept clean although the landowners' responsibility. | |
| 4.7 | Phil Staniforth to provide an update on progress of talks with consortium of developers to the next meeting. | PS |
| 4.8 | Cllr Driver said that enforcement is vital. Successful prosecution for tipping in one of the drying areas on Cottingley helps to mobilise the community. Successful prosecutions need to be publicised. Need to ensure drying areas cannot be tipped in so easily. | |
| 4.9 | Tom Smith said that the cleaning rotas and maps need to be updated. The services needs additional resources for information management. Updated street lists to be provided on CDs. | TS |
| 5.0 | Ginnel project update | |
| 5.1 | All 48 priority ginnels have been inspected/monitored. Half needed action and have been / are being cleaned. | |
| 5.2 | Mapping – now have database showing all Highways' adopted ginnels. Information to be shared about proposed priority levels for proactive or reactive action. Top priority ginnels will have to be cleaned every six months. Cllr Driver said it was important to contact community groups about what can be achieved. | TS |
| 5.3 | Community payback: Locality Team may use for reactive rather than proactive work. There are different models for how people on community payback are supervised. Community payback to be on a future agenda. | SR |
| 5.4 | AVHL will pay community payback to clear ginnels on AVHL estates – need to link in with AVHL about this. Possible LCC-wide agreement with community payback. | |
| 5.5 | Possibly community payback element could be funded by wellbeing funding, working with Locality Team/Parks & Countryside/Aire Valley Homes. | TPO |
| 6.0 | Winter contingency arrangements | |
| 6.1 | In future if there is bad weather, the default position will be that street cleaning staff who cannot carry out their normal duties will support Highways on snow clearance off footpaths and gritting in priority areas. | |
| 7.0 | Service Level agreement 2012/13 | |
| 7.1 | SLA 2 is to be signed off at the June/July round of Area Committee meetings. | TS |
| 8.0 | Protocol for clean ups | |
| 8.1 | When there is a big piece of work needed for e.g. community clean ups, Locality Team needs time to organise support. Need to get principles in place to allow time for better planning. Draft of protocol for clean ups was agreed for submission to the Area Committee. | SR/TPO |

| | | |
|-------------|---|-------------|
| | | |
| 9.0 | Future agenda items | |
| | Community engagement plans – April meeting Fleet procurement – February meeting Enforcement – review of regulatory services – February meeting Community payback – April meeting | } TS |
| 10.0 | Any Other Business | |
| | None | |
| 11.0 | Date and time of next meeting | |
| 11.1 | <ul style="list-style-type: none"> Friday 17th February – 12 noon Dewsbury Road One Stop Centre | All to note |

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Draft protocol for community clean ups

Introduction

The Area Committee will support community clean ups where residents take the lead in cleaning up their neighbourhood. Support for such initiatives is already provided with the well established community skips scheme and joint arrangements also exist with AVHL. Because of increased demand by Members and residents for this type of provision a protocol is being developed to deal with these requests.

The aim of this protocol is to ensure that these requests are dealt with in a timely co-ordinated way to maximise residents' 'ownership' of solutions to problems in the environment and to add value to residents who volunteer their time to cleaning up their communities. This approach meets the Integrated Locality Working design principles in particular:

“ Engage communities in a way that supports residents in develop local priorities, holding services to account, enabling them to do more for themselves and developing a sense of pride and belonging in their local neighbourhood.”

Requests for support for community clean ups will be handled within this protocol by the Area Support Team, Customer Access and Performance and by the Environmental Services Locality Manager within the budget/resources available.

Protocol for handling requests

1. The proposed clean up must have the support of at least one Elected Member for the Ward concerned.
2. A minimum of 3 weeks is needed between the request and the proposed time for the clean up.
3. Area Support Team will deal with requests and obtain information about the clean up as detailed on the attached sheet. The clean up must be of a communal/public area.
4. The Environmental Services Locality Manager is to decide what support is appropriate and can be provided and on days available e.g.:
 - a. loan of equipment e.g. litterpickers, hi vis jackets
 - b. support from path/street mechanical sweepers
 - c. vehicle to collect bags at end of clean up
 - d. environmental enforcement action to support the clean up.
5. The decision about the support to be provided is to be made within the overall aim of responding to residents' wishes and supporting Locality working.
6. The Environmental Services Locality Team is to keep a record of what is provided for each request.
7. Area Support Team to be responsible for responding to requests for skips (following current protocol for sending request to appropriate Ward Councillors)

8. Area Support Team will be responsible for liaising with the residents' group for publicity about the clean up e.g. producing flyers, press releases (if needed).
9. Area Support Team will liaise as appropriate with Elected Members and Environmental Services Locality Manager to monitor and review this protocol.

Community Clean ups: checklist

| | |
|---|--|
| Date of request | |
| Name of group | |
| Contact address | |
| Contact phone number | |
| Contact email | |
| Name of person making request | |
| Area to be cleaned | |
| Proposed date/time for clean up (what flexibility in date/time?) | |
| How many people likely to be involved | |
| Clean up agreed with Ward Councillor – name and date | |
| Support needed e.g. | |
| – Skips | |
| – Litter pickers | |
| – Rubbish bags | |
| – Hi vis jackets | |
| – Rubbish bags to be collected | |
| – Path/Street sweeping | |
| – Environmental enforcement | |
| Support discussed and agreed with Environmental Services Locality Manager | |
| Involvement of other services/liase with other services as appropriate e.g. AVHL, Parks and Countryside | |
| Publicity produced: | |
| – Flyers | |
| – Press release | |

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Ward Risk Matrix

| Ward | Jan-11 | Feb-11 | Mar-11 | Apr-11 | May-11 | Jun-11 | Jul-11 | Aug-11 | Sep-11 | Oct-11 | Nov-11 | Dec-11 | 12 Month Total | Colour Key |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------|--|
| Hyde Park & Woodhouse | Very High Concern | Very High Concern | Very High Concern | Very High Concern | Very High Concern | Some Concern | Very High Concern | Very High Concern | Very High Concern | Very High Concern | Very High Concern | Very High Concern | 567 | Very High Concern High Concern Some Concern Low Concern Strategic Area |
| Bramley & Stanningley | Very High Concern | High Concern | Very High Concern | Very High Concern | Very High Concern | Some Concern | Very High Concern | Very High Concern | Very High Concern | Very High Concern | Very High Concern | Very High Concern | 476 | |
| Armley | Very High Concern | High Concern | Very High Concern | Very High Concern | Very High Concern | Some Concern | Very High Concern | Very High Concern | Very High Concern | Very High Concern | Very High Concern | Very High Concern | 461 | |
| Headingley | Very High Concern | High Concern | Very High Concern | Very High Concern | Very High Concern | Some Concern | Very High Concern | Very High Concern | Very High Concern | Very High Concern | Very High Concern | Very High Concern | 455 | |
| Kirkstall | Very High Concern | Very High Concern | Very High Concern | Very High Concern | Very High Concern | Some Concern | Very High Concern | Very High Concern | Very High Concern | Very High Concern | Very High Concern | Some Concern | 435 | |
| Burmantofts & Richmond Hill | Very High Concern | Very High Concern | Very High Concern | Very High Concern | Very High Concern | Some Concern | Very High Concern | Very High Concern | Very High Concern | Very High Concern | Very High Concern | Some Concern | 431 | |
| Gipton & Harehills | High Concern | Low Concern | High Concern | High Concern | High Concern | Some Concern | High Concern | High Concern | High Concern | High Concern | High Concern | Some Concern | 393 | |
| Killingbeck & Seacroft | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Very High Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 382 | |
| Chapel Allerton | Very High Concern | High Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 361 | |
| Farnley & Wortley | Some Concern | High Concern | High Concern | Low Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Very High Concern | Some Concern | Some Concern | 353 | |
| Temple Newsam | Some Concern | High Concern | High Concern | High Concern | High Concern | Some Concern | Some Concern | Some Concern | Low Concern | Some Concern | Some Concern | Some Concern | 325 | |
| Cross Gates & Whinmoor | Some Concern | Some Concern | Some Concern | Some Concern | Very High Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 300 | |
| Pudsey | High Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Very High Concern | Some Concern | Some Concern | Some Concern | Some Concern | 294 | |
| Weetwood | High Concern | High Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Low Concern | Some Concern | 282 | |
| Moortown | High Concern | Some Concern | Low Concern | Low Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 273 | |
| Roundhay | Some Concern | Low Concern | High Concern | Some Concern | Very High Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 262 | |
| Calverley & Farsley | Some Concern | Some Concern | Low Concern | Low Concern | Low Concern | Low Concern | Low Concern | Low Concern | Low Concern | High Concern | Some Concern | Low Concern | 256 | |
| Horsforth | Some Concern | Some Concern | High Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 207 | |
| Beeston & Holbeck | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 206 | |
| City & Hunslet | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 203 | |
| Adel & Wharfedale | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 186 | |
| Middleton Park | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 182 | |
| Alwoodley | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 170 | |
| Morley North | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 146 | |
| Guiselley & Rawdon | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 117 | |
| Morley South | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 115 | |
| Otley & Yeadon | Some Concern | High Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 115 | |
| Garforth & Swillington | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 112 | |
| Rothwell | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 97 | |
| Harewood | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 95 | |
| Ardsley & Robin Hood | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 79 | |
| Kippax & Methley | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 78 | |
| Wetherby | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | Some Concern | 59 | |

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**Minutes of the
Beeston, Holbeck & Hunslet Neighbourhood Improvement Board
Core Group**

**Dewsbury Road One Stop Centre
2.00pm on Friday 16th December 2011**

| Attendees | Apologies |
|--|------------------------|
| Cllr Angela Gabriel (AG) Chair Shaid Mahmood (SM) – Area Leader Matthew Walker (MW) – Leeds Federated HA Tom O’Donovan (TPO) – Area Improvement Manager | Steve Williamson (SW). |

| Item | Introduction & Apologies | Action |
|-------------|--|---------------|
| 1.0 | <ul style="list-style-type: none"> Councillor Gabriel welcomed everyone to the meeting. | |
| 2.0 | <p>Minutes of the Board 18th November & Core Group 30th September 2011.</p> <ul style="list-style-type: none"> Approved. | |
| 3.0 | <p>Matters Arising</p> <ul style="list-style-type: none"> The membership of the Core Group was confirmed as: Cllr Angela Gabriel Chair Shaid Mahmood – Area Leader Tom O’Donovan – Area Improvement Manager Matthew Walker Steve Williamson A verbal update was given on the emerging sub boards. A report was presented to the H&R Board seeking support to the establishment of area-based sub-boards that will report into the main Strategic Partnership Boards. The report provided an overview of the principles that would underpin the establishment of the sub-boards, which it is anticipated will be the subject of an Executive Board report due for consideration in the New Year. Principles included: Membership of the sub-boards will need to be genuinely cross-sector but recognise the potential for conflicts of interest within private sector organisations or between member bodies of the sub-boards; As a starting point membership is proposed to include at least: <ul style="list-style-type: none"> 1 x Ward Member from each Council ward covered by the sub-board* Member of Parliament for constituency(s) covered by the sub-board 2 x private sector representatives Homes and Communities Agency representative | |

| | | |
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| | <p>Third Sector representative 2 x investors/land owners</p> <ul style="list-style-type: none"> • Each sub-board will also be able to determine more locally appropriate membership according to its agenda – this could include for example Registered Providers that are active in the area; • Sub-boards will also have the option to invite co-optees onto the sub-board to undertake specific pieces of work, as required. • Terms of reference for each sub-board will need to be agreed by the main Housing & Regeneration Board. • Further detail was awaited. | |
| 4.0 | Terms of Reference | |
| | <ul style="list-style-type: none"> • It was reported that several places on the board remained vacant. Work would continue to appoint to the groups vacant. TPO to check community representatives and their availability for meetings. | TPO |
| 5.0 | Agenda Planning for NIB Meeting | |
| | <ul style="list-style-type: none"> • Progress on ERDF. It was agreed to invite Al Garthwaite to give an update on this item. | AG |
| | <ul style="list-style-type: none"> • Localism Act. It was noted that several strands of this were currently being introduced. These would have a direct impact on the area and it was important that the board had a grasp on the key aspects of the act. In particular the Holbeck residential area had been included in the bid for Neighbourhood Planning Pilots. It was felt that the relationship between this work and the local planning function needed exploring and understanding. The introduction of Community First was also mentioned in relation to the Beeston & Holbeck and City & Hunslet Wards. The former Holbeck OP day Centre was mentioned as a possible facility that might form part of a Community Assets transfer. The proposed Neighbourhood Pride initiative was raised, it was noted that further information was required. | TPO |
| | <ul style="list-style-type: none"> • NEET – Jobs & Skills item for next agenda. Explore local jobs focus for PFI. Follow up from board on moves to link City College, Extended Services & Jobs & Skills to address NEET issues. | TPO |
| | <ul style="list-style-type: none"> • PFI – Discussion following report to board. Issues such as Member involvement and update to a future board by the PFI provider to be followed up. | TPO/GC |
| | <ul style="list-style-type: none"> • Cross Boundary Work – Cottingley update discussed. Programme across Inner & Outer area to be developed. Consider Holbeck as next project. Timetable required. | TPO |
| | <ul style="list-style-type: none"> • Colin Mawhinney to be contacted to explore contribution of his section to | TPO |

| | | |
|----------|--|---------------------|
| | this work. | |
| | | |
| | <ul style="list-style-type: none"> The following agenda was agreed | |
| | ERDF update | AG |
| | Localism Act - as listed above. | Various |
| | Jobs & Skills | JH |
| | | |
| 6 | Any Other Business | |
| | <ul style="list-style-type: none"> Future meeting to review information on Infant Mortality Future agenda Childrens Services update. Ward based information required from Clusters. ASB update to a future meeting | BU MH/JA |
| | | |
| 7 | Dates of Future Meetings | |
| | <ul style="list-style-type: none"> 10th Feb – 2pm@ Dewsbury Road One Centre - Conference Room 30th March – 9am@ Dewsbury Road One Centre - Conference Room 1st June – 2pm@ Dewsbury Road One Centre - Conference Room | |

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Middleton Park SAG
 Wednesday 23rd November 2011
 10.00pm
 Conference Room
 Dewsbury Road One Stop Centre

| ATTENDANCE | |
|------------------------------|---------------------------|
| Councillor Jack Dunn (Chair) | Ward Councillor |
| Councillor Geoff Driver | Ward Councillor |
| David Morgan | Parks & Countryside |
| Graeme Ashton | Parks & Countryside |
| Eileen Hallas | Friends of Middleton Park |
| Nick Rose | Friends of Middleton Park |
| Joanne Hainsworth | Middleton Cluster Manager |
| Maggie Hartley | JESS Cluster Manager |
| Gavin Forster | Area Management Team |

| 1.0 | Welcome and Introductions | ACTION |
|------------|---|---------------|
| 1.1 | Everyone was welcomed and introductions were made. | |
| 2.0 | Apologies | |
| 2.1 | Cllr Adam Ogilvie, Anne Chadwick, Sean Flesher, Kris Nenadic, Shaid Mahmood | |
| 3.0 | Minutes & Matters Arising | |
| 3.1 | Minutes approved as a true record of the last meeting. | |
| 3.2 | 4.7 – walking trails were mentioned but the friends of group highlighted the proposal that is currently being looked at by P&C for a ‘trim trail’. This is being looked at but the main focus in the initial stages of the works is around the usage and improvement to the existing walking and cycling route, with their links to the bridleway network. In the same way as West Leeds Country Park, the wider links from the park will be looked at to join up some of the other local greenspaces. The trim trail being suggested is close in design to the equipment in Cross Flatts Park and would propagate the message of health and fitness. Further updates on this will be provided in due course. | |
| 3.3 | Re: John Charles Centre – the recent Schools cross country event was very successful and linked well with the park. A representative was due to attend the meeting. They will be invited again for the next meeting. | GF |
| 3.4 | There is currently a walking group running out of JCCS that links to a similar scheme being run out of Middleton Leisure centre. | |
| 3.5 | Confirmation that this group is acting as a support structure to the friends of group to address any needs that are restricting them from delivering their events. | |
| 4.0 | Update on Capital works | |
| 4.1 | The centre has mostly been demolished with construction to begin | |

| | | |
|------------|---|--|
| | in the next week. The landscaping preliminaries and compound setting up have started. | |
| 4.2 | <p>Due to the scale of the works it is proposed that all updates on the works will be provided to the public via a noticeboard in the park. After some discussion it was felt that there are a number of opportunities to pass this information out to the community:</p> <ul style="list-style-type: none"> • Through the AMT community mailing list • Through the parent network in each of the clusters • South Leeds Community Radio • South Leeds Life website | |
| 4.3 | P&C are developing a teaching pack that can be used by schools to engage better with the surroundings of the park. There are a number of routes this can be used in but may need to be supported by P&C staff. | |
| 4.4 | <p>The next 3 months will focus on the development of the following:</p> <ul style="list-style-type: none"> • Landscaping works to start • Path improvements • Building works ongoing | |
| 4.5 | Longer term there are plans to fully develop the eco-trail and the heritage trail. | |
| 4.6 | Confirmation given that the 'ownership' of the site compound will be the contractors until the project is fully signed off. This means any damage to the site will have to be covered as part of the contractors insurances. | |
| 4.7 | Discussions around safety and the attitudes towards the park. It seems that the police are promoting young people to use the park over being on the streets. This in itself causes problems . As this is a large issue the group agreed to discuss this further at the next meeting with the relevant agencies in attendance. | |
| 5.0 | Current programme barriers | |
| 5.1 | <p>Significant issues:</p> <ul style="list-style-type: none"> • Publicity What are the current networks that can be tapped in to, allowing the message to get out further? • Contacts with excluded groups Where is the best starting point for reaching groups that don't currently assess the park? <p>Through discussions the following groups/opportunities were identified:</p> <ul style="list-style-type: none"> • Middleton Community group website – publicity – Lisa.huntley@renew-leeds.co.uk • The Hub – promotion of events but also access to young people – Leon.reed@leeds.gov.uk • South Leeds Life website - http://southleedslife.wordpress.com/ • NIPS in Outer South – Promotion of events and links to wider communities – Nicky.greening@leeds.gov.uk • Hamara Centre - Promotion of events and links to wider communities - admin@hamara.co.uk • Email mailing list through AMT – steve.ross@leeds.gov.uk <p>To support this promotion there could be some work to be carried out around</p> | |

| | | |
|------------|---|---|
| | <p>the development of a south Leeds Parks group, this was developed in the past and could work well to promote all of the different parks in the area.</p> <p>Training – currently working with a number of further education providers such as: Leeds City College – delivering hands on working and some of the survey work. BTCV – supporting and NVQ</p> <p>-Need to identify links with Leeds Building College – Cllr Driver confirmed he was on the board and would be happy to provide links to appropriate staff. GA to email GD for info.</p> <p>Coburn 6th form college do have an allotment etc in the school and NACRO have an allotment on Dewsbury road – Joanne Hainsworth can link in to this work.</p> <p>Engagement needed with young people to engage with them more effectively. This could be best carried out through engagement with the Youth Service. This should be arranged as a specific meeting on this topic with Satbinder Soor(Senior Youth Officer) & Leon Reed(the HUB).</p> <p>Educational Pack – P&C have drafted up a document that can be used by schools and groups to have a more informative experience within the park. This pack can be distributed far and wide when completed. The current proposal is to have staff visit the local schools and work through the pack as they will be more likely to regularly access the park. Further discussion is required to arrange the specifics of how this can be rolled out effectively to all of the schools in South East.</p> <p>Dog Wardens – need to confirm their role in the park and the most effective way of engaging with them.</p> <p>PCSO's – due to the safety concerns in the park stronger links need to be made to effectively. With safety being the main item on the next agenda this item will be discussed in more detail then.</p> | <p>GA</p> <p>GA</p> <p>GA</p> |
| 6.0 | Action for next meeting | |
| | <ul style="list-style-type: none"> • Safety came out as the main issue to focus on, at the next meeting relevant officers will be asked to attend and look to identify actions to address safety related issues. • The education pack to be distributed to all group members to see what other opportunities there are to spread the knowledge as wide as possible • Communication routes and contact details to be passed to GA to facilitate information sharing. • Local events that are planned to be passed to GA to include on cycle of engagement | <p>GF</p> <p>GA</p> <p>ALL</p> <p>ALL</p> |
| 8.0 | AOB | |
| | Very important to include the industrial archaeology of the area in | |

| | | |
|------------|--|--|
| | future plans there is great potential in the wealth of history in the park. P&C confirmed that this would be included and already works around the horse gin and the holt will form part of the capital works. | |
| 9.0 | Date of Future Meetings | |
| 9.1 | <p>Future meeting dates:</p> <ul style="list-style-type: none"> • TBC with Cllr Ogilvie | |

Background:

As part of a process of developing the Leeds Citizens' Panel, a report was presented to the Area Chairs forum in November and the ten Area Committees in the December round of meetings.

This matters arising note summarises and provides clarification on the main issues raised across the ten area committee meetings. Further information has also been provided on specific issues to individual area committees on request.

Please also see the information on latest recruitment progress and the application form in the accompanying Appendices.

Issues Raised at December Round of Area Committees

1. How will you ensure that the Citizens' Panel will be representative of local people?

Most Area Committees have rightly highlighted the importance of ensuring representation, and expressed concern that local demographics might not be represented on the final panel.

Ensuring that panel membership is representative of age, gender and ethnicity at the Area Committee level is a key design principle of the programme and has been built into the recruitment process.

We have used latest population estimates to set demographic targets at Area Committee and have systems in place to track our progress against these.

The appendix illustrates the current recruitment progress, with around a third of the desired total membership recruited to date. It also contains the recruitment questionnaire, to show what information we are asking members to tell us about themselves, to help manage representation and inform analysis of future consultations.

2. What will you do if you have gaps in local representation?

Most Area Committees have asked for details of how gaps in local representation will be filled. Some have encouraged us to contact particular groups or organisations as part of the recruitment process. We welcome this local knowledge.

Phase 1 of recruitment which began in Oct 2011 has yielded around 2150 new members out of a target of 6000 through low cost recruitment from existing council and partner mailing lists and local media outlets. Phase 2 will focus on postal recruitment at the household level and through , which is expected to fill much of the remaining gaps and reach groups with lower internet coverage. Phase 3 of the recruitment process will target the individual gaps in each of the 10 areas of the city and may require us to work directly through local groups and organisations who represent specific sections of the community.

3. Equality and Diversity

The report states that there are no specific equality considerations, but this has been challenged by three area committees.

We should have made it clear that a stage one equality review (screener form) was completed and published which highlighted that the Citizens' Panel represents good practice and that a full Equality Impact Assessment would not be required. Follow the weblink below to see the details of this equality review:

4. How much is the Citizens' Panel going to cost? Is it value for money?

Some Area Committees have expressed strong commitment and support for the Citizens' Panel as a means of providing consistent and cost effective engagement, while others have questioned whether the proposed cost savings will be realised.

The Panel is intended to be a cost effective replacement for a number of major surveys the council is committed to for performance monitoring and service development. The Business Case for the Panel has always been that recruitment and use of the Panel must be at least cost-neutral compared to these surveys.

Although the process is ongoing, it is estimated that c£15K of existing budget will be used to complete the initial recruitment of the panel. The bulk of this will be print, postage and data capture of recruitment forms. All expenditure is set against allocated budget within Customer Access and Policy.

We currently expect to be able to show significant like-for like savings, for example:

Recruitment of the Panel c£15K + Delivery of equivalent to 2009 Residents Survey c£6K
= c£21K

Against

Cost of 2009 Residents Survey (3400 face to face interviews) £64K

Saving = c£43K

Clearly, the more existing surveys and other consultations that are transferred to the Panel, the more savings can be shown, particularly in materials costs, due to a combination of relatively high response rates and online response from a proportion of Panel members.

5. How does the Citizens' Panel link to existing community engagement activity undertaken by Area Committees?

There were a number of questions about the how we will link the Citizens' Panel to existing programmes of engagement such as Community Leadership Teams in ENE

The Citizens' Panel should add value to local engagement activity as the responses provided from surveys will provide a good starting point for developing a wider programme of engagement which can target areas where greater detail on local opinion is required.

6. How will the Citizens' Panel be used to support the development of Area Business Plans?

There was general support for using evidence from Citizens' Panel consultations to inform annual Area Business Plan review process, as the Residents Survey has done in the past, without placing any extra resource requirements on Area Committees. Further work will be undertaken with Area Management to map how a calendar of engagement specifically links to the 5 Leeds Initiative priorities and what analysis and reporting can be produced at the Area Committee level.

7. The Citizens' Panel and Wellbeing Fund priorities

The recommendation that the use of the Citizens' Panel be taken up to support the identification of Wellbeing fund priorities attracted a number of concerns from elected members.

It should be noted that the Citizens' Panel is not intended to be a decision making mechanism in its own right. Its true value will lie in the way that it helps to measure local opinions on a

range of issues which can be used to inform decision making through existing and appropriate processes.

We recognise Area Committees will need to use their own judgment about how the findings of Citizens' Panel can aid in this process. This recommendation has therefore been withdrawn.

8. What issues will be part of the calendar of consultation?

There were a range of comments and questions received about the thematic content of Citizens' Panel surveys.

To date the following requests to consult the Panel have been received:

- 'Residents Survey' equivalent to capture agreed Business Plan / City Priority Plan indicators
- Health and Wellbeing Survey
- Anti-Social Behaviour consultation
- Environmental Services consultation
- Harmonious Communities consultation
- Parks and Countryside survey

These consultations are owned by the originating service, or partner, and usual approval and governance procedures apply.

Next Steps

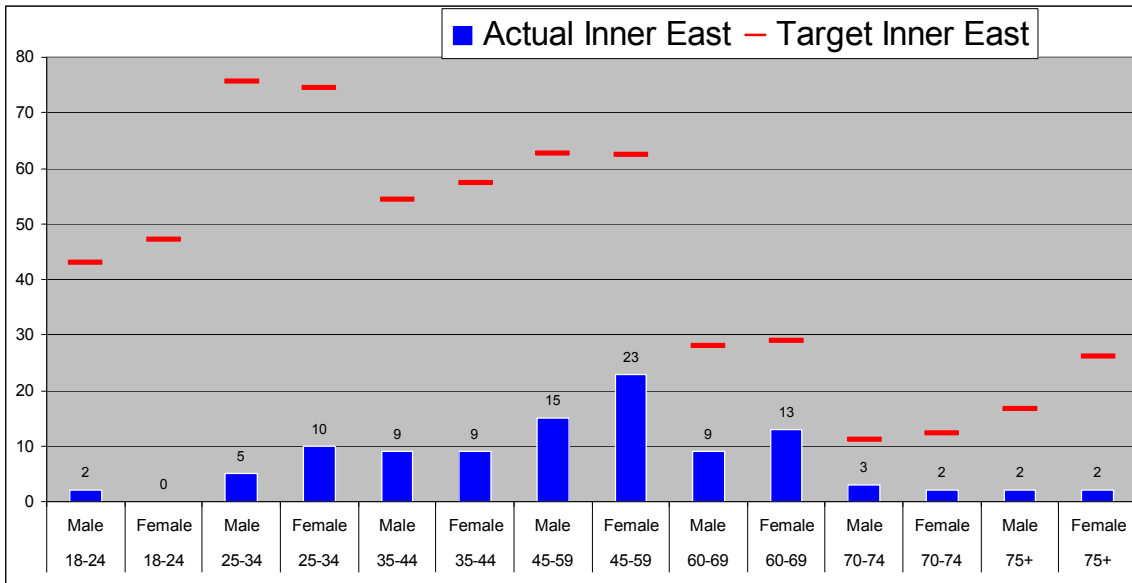
- Identify recruitment gaps at the Area Committee level. Confirm how recruitment to these gaps will be addressed.
- Further develop the calendar of consultation for the Panel.
- Area Management to develop more detailed information on the opportunities for the Panel consultations to supply useful evidence to support Area Business Plan development.

Appendix 1 – Recruitment profile progress as of 12 January 2012
Overall city-level recruitment progress

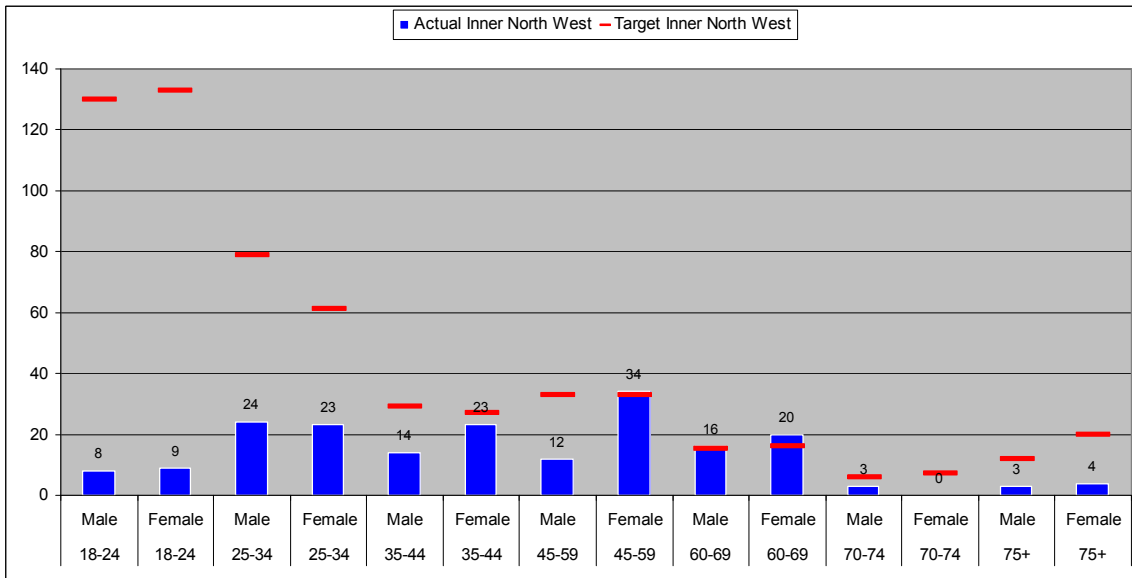
| | Count | % of Total Target | | |
|--------------------|------------------|--------------------------|---------------------|--------------------|
| Total Recorded: | 2158 | 36.0% | No. of Emails: | 1957 (90.7%) |
| | | Total | Target | % of Target |
| Age Groups: | 18-24 | 55 | 912 | 6.0% |
| | 25-34 | 311 | 1262 | 24.6% |
| | 35-44 | 437 | 1036 | 42.2% |
| | 45-59 | 600 | 1301 | 46.1% |
| | 60-69 | 456 | 680 | 67.0% |
| | 70-74 | 75 | 272 | 27.6% |
| | 75+ | 93 | 536 | 17.3% |
| | TOTAL | 2027 | 6000 | 33.8% |
| Gender: | Female | 1057 | 3065 | 34.5% |
| | Male | 965 | 2935 | 32.9% |
| | TOTAL | 2022 | 6000 | 33.7% |
| Ethnicity: | White | 1680 | 5505 (91.8%) | 30.5% |
| | Mixed Race | 28 | 82 (1.4%) | 34.0% |
| | Asian | 57 | 277 (4.6%) | 20.6% |
| | Black | 34 | 88 (1.5%) | 38.8% |
| | Other | 33 | 48 (0.8%) | 68.2% |
| | TOTAL | 1832 | 6000 | 30.5% |
| Area Committee: | Inner East | 106 | 600 | 17.7% |
| | Inner North East | 296 | 600 | 49.3% |
| | Inner North West | 197 | 600 | 32.8% |
| | Inner South | 148 | 600 | 24.7% |
| | Inner West | 142 | 600 | 23.7% |
| | Outer East | 255 | 600 | 42.5% |
| | Outer North East | 183 | 600 | 30.5% |
| | Outer North West | 277 | 600 | 46.2% |
| | Outer South | 252 | 600 | 42.0% |
| | Outer West | 206 | 600 | 34.3% |
| | TOTAL | 2062 | 6000 | 34.4% |
| | | Total | % of Returns | |
| Long Term Illness: | Yes | 355 | 16.5% | |
| | No | 1689 | 78.3% | |
| | No Response | 114 | 5.3% | |
| Faith: | Buddhist | 15 | 0.7% | |
| | Christian | 1091 | 50.6% | |
| | Hindu | 10 | 0.5% | |
| | Jewish | 38 | 1.8% | |
| | Muslim | 27 | 1.3% | |
| | Sikh | 14 | 0.6% | |
| | No Religion | 666 | 30.9% | |
| | Other | 71 | 3.3% | |
| | No Response | 226 | 10.5% | |
| | TOTAL | 2158 | | |

Progress against age/gender targets by Area Committee (numbers not % shown)

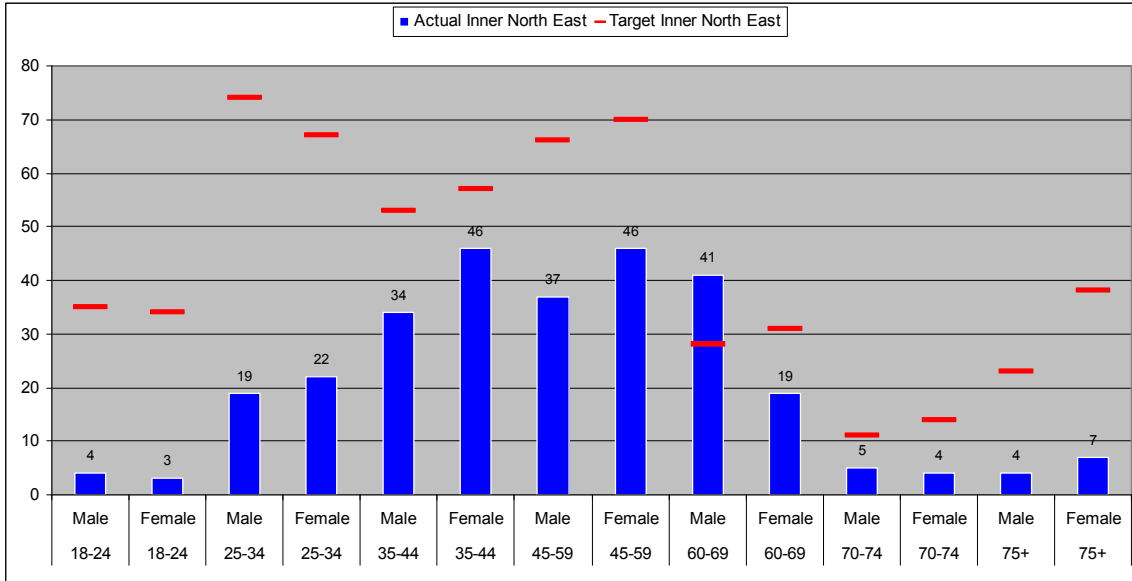
Inner East



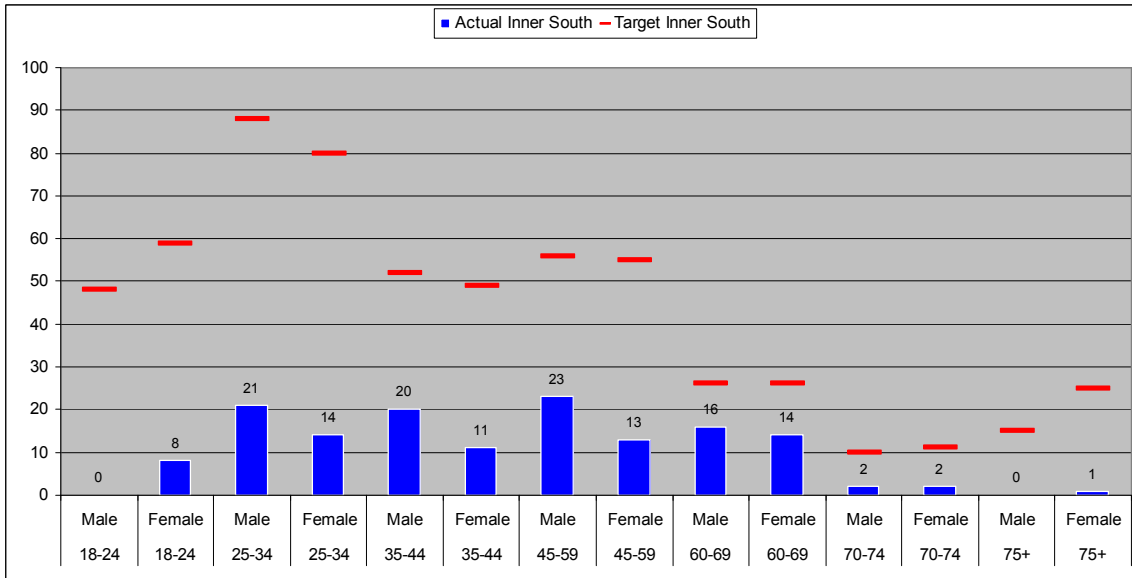
Inner North West



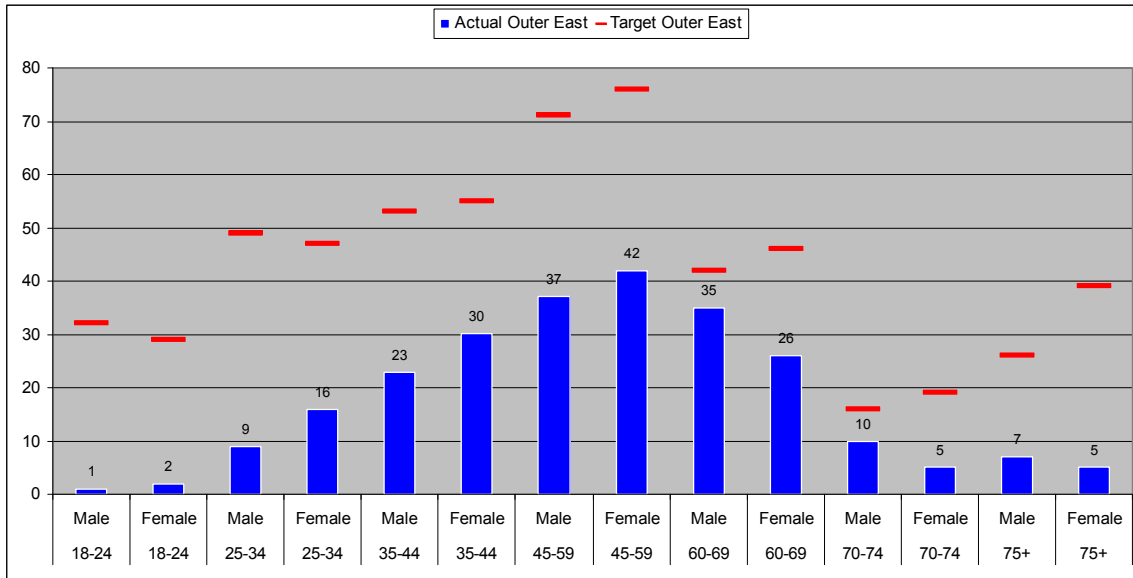
Inner North East



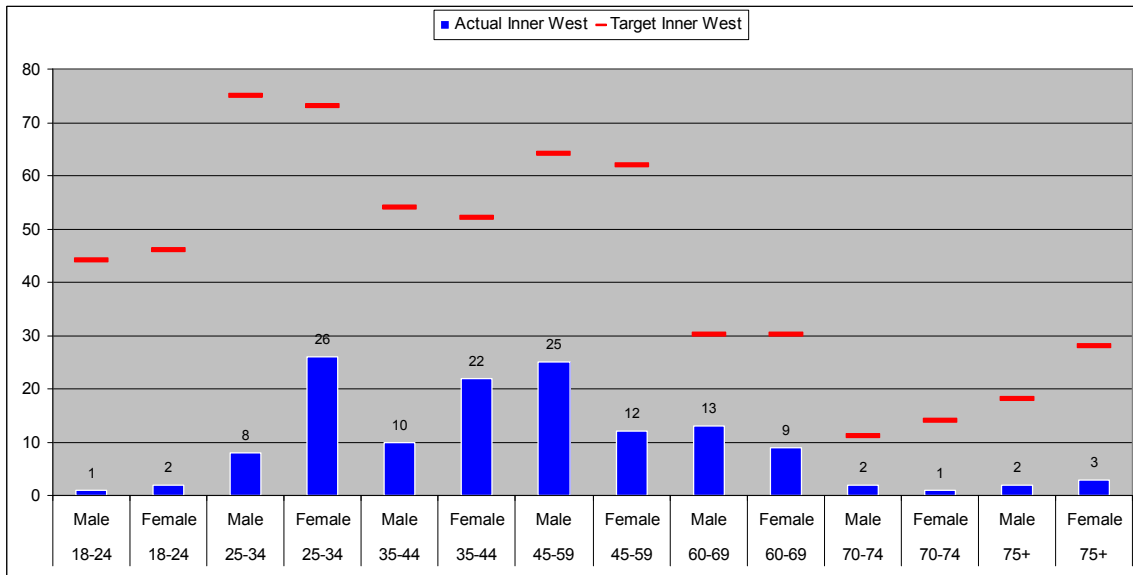
Inner South



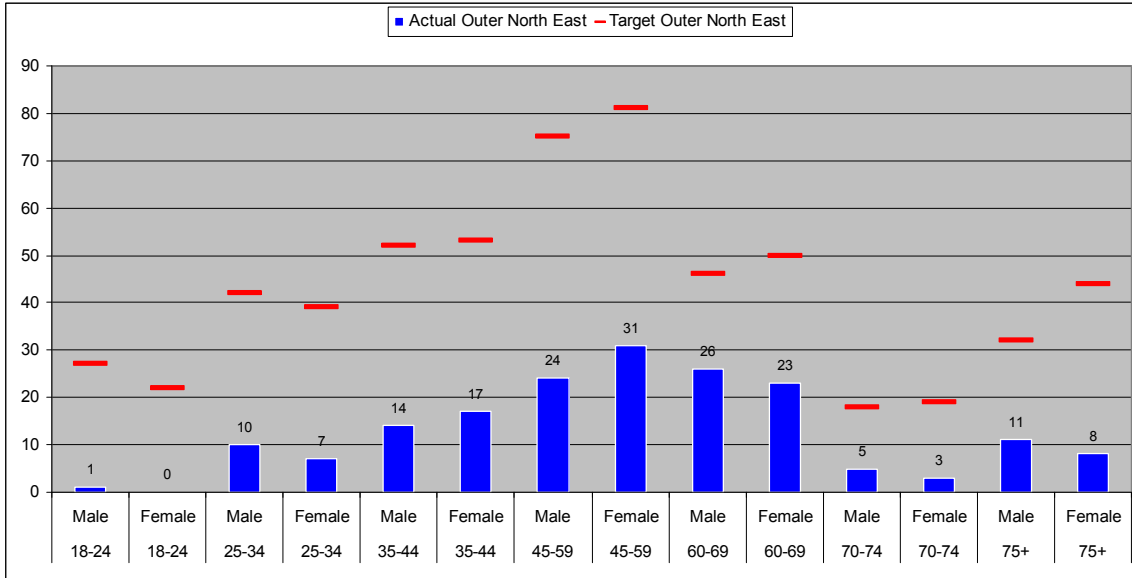
Outer East



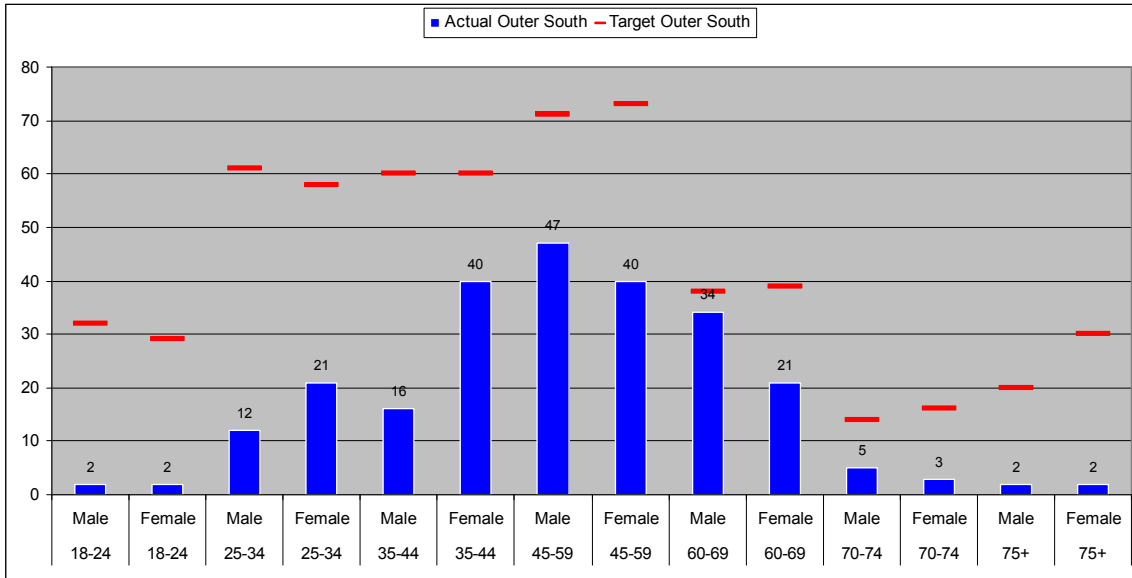
Inner West



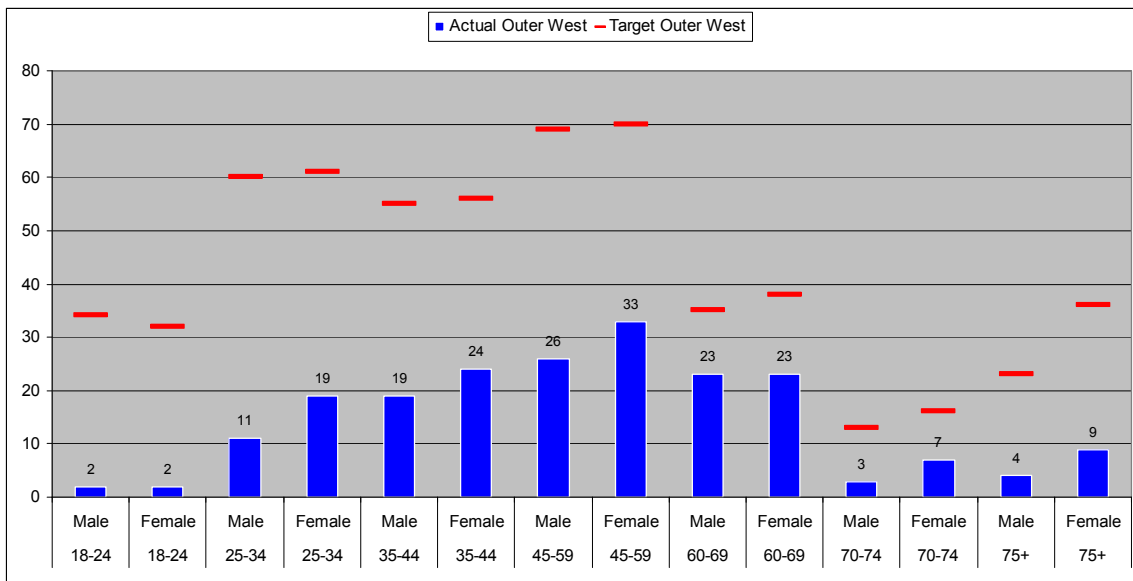
Outer North East



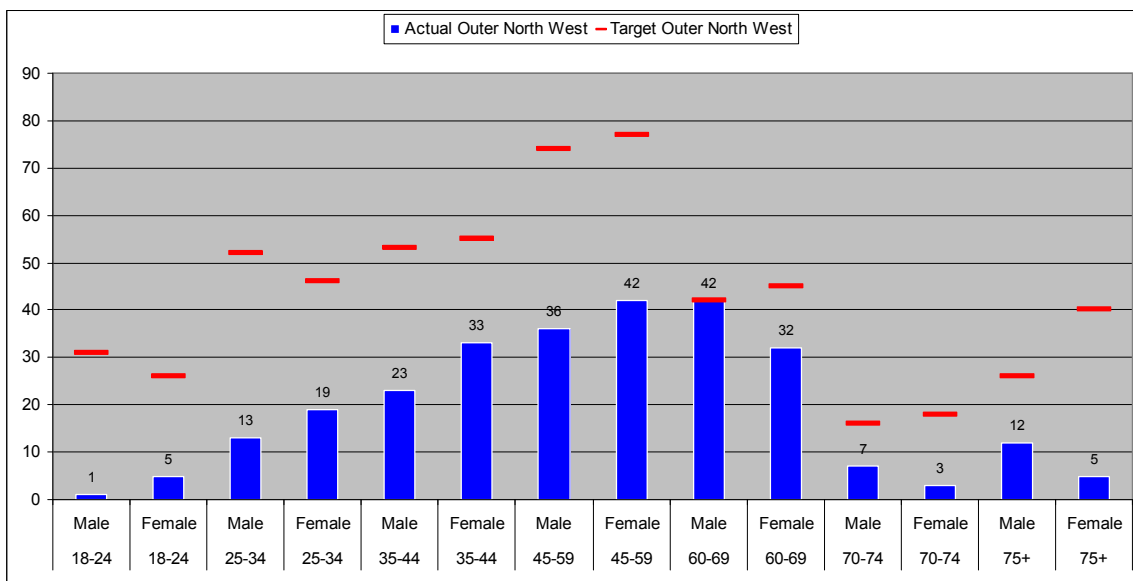
Outer South



Outer West

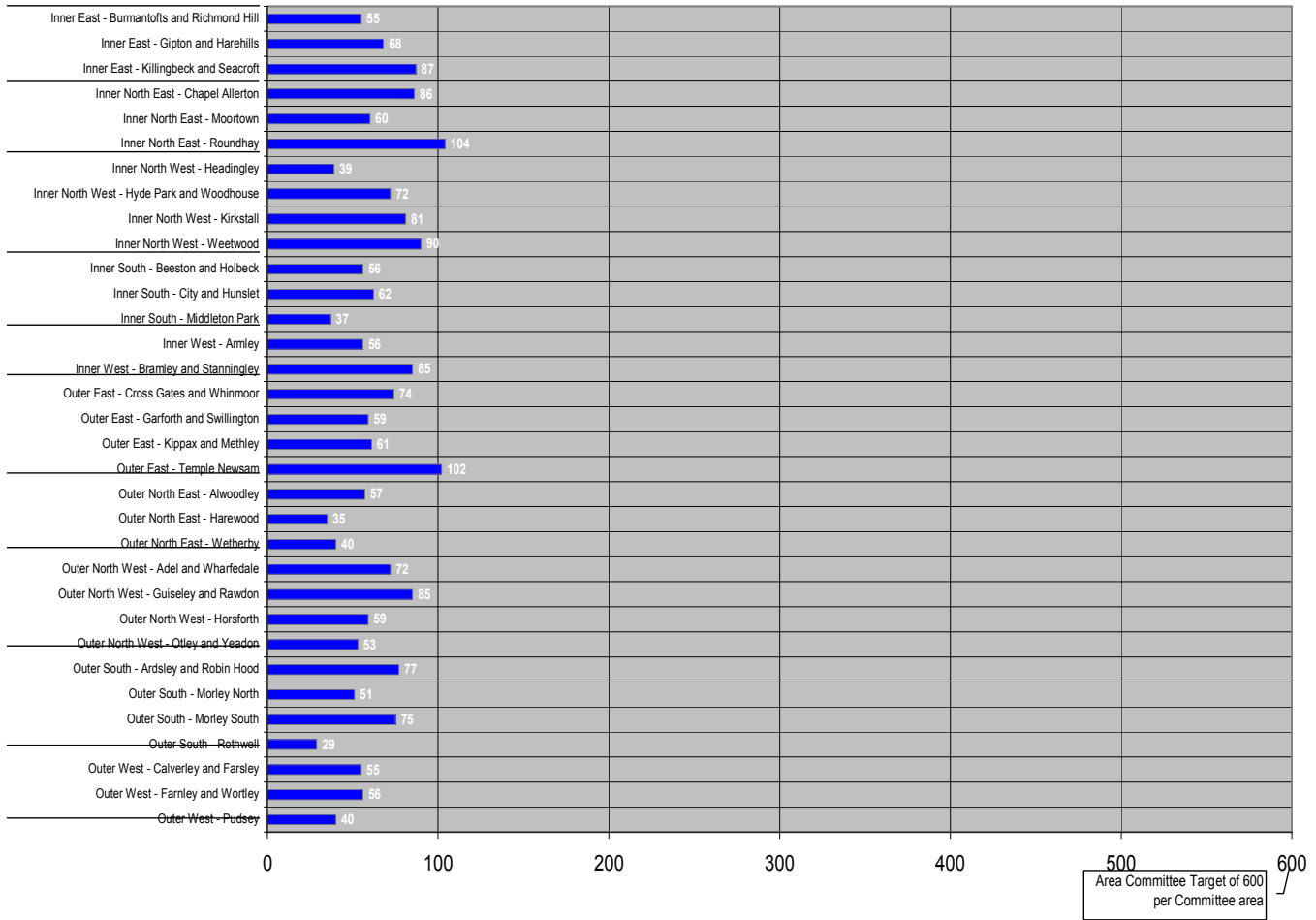


Outer North West



Overall return (numbers of members to date) by ward

Returns by Ward



Appendix Two – Recruitment questions



Make a difference and get involved Joining the new Citizens' Panel for Leeds

By filling in this form you are telling us you are interested in joining the new Leeds Citizens' Panel.

We need to know some things about you to make sure the Citizens' Panel members come from a wide range of backgrounds.

By asking you for this information once now, you save time and we save public money by not having to ask every time you take part in the panel. We want to make sure the Citizens' Panel has representatives from people of different ages, backgrounds and from different places in Leeds. We analyse the results of the surveys you take part in, we also use this information to see if different groups of people have different views and experiences.

We will keep your information safe in line with the Data Protection Act. Your contact details and personal information will be held securely by Leeds City Council and will not be shared with other organisations. What you tell us now, and when you take part in Citizens' Panel surveys and discussions, is in confidence and will only be used to send you information about the panel and other ways to get involved. Four questions are mandatory and must be completed to join the panel. The rest of the questions are voluntary, but it will help us to know as much about you as you feel comfortable with.

1. Getting in touch with you

Please tell us how we can contact you about the Citizens' Panel in future:

A. Tick your Title

Miss Mrs Ms Mr Other

Please write in below

B. First Name

C. Surname

An email address we can send surveys and information about the panel to

E. Postal address

House/Flat number Street

Town/District

Postcode

* You need to tell us this to be able to join the Citizens' Panel

F. Telephone numbers we can contact you on about the panel

Main

Alternative

G. Please tell us how you heard about the new Leeds Citizens' Panel

- Poster/Leaflet In an email I received Through Twitter
- On Leeds City Council Website At a meeting or event Through Facebook or similar social media
- On the NHS Leeds website Word of Mouth In a local newspaper eg the Y
- In the About Leeds newspaper Through my workplace Other (Please write in below)

Record 2



2. About you

A. Are you: Male Female

* You need to answer A & B to be able to join the Citizens' Panel*

B. What is your date of birth? (DD/MM/YYYY) --

C. Please tick one option that best describes your ethnic background
* You need to tell us this to be able to join the Citizens' Panel*

White

- British
- Irish
- Any other White background
(Please write in below)

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Kashmiri
- Any other Asian background
(Please write in below)

Other Ethnic Group

- Chinese
- Arab
- Gypsy/Traveller
- Any other background
(Please write in below)

D. Do you have any long term illness, health problem or disability that limits your daily activities?

Yes No (if No, please go to E)

If Yes how would you describe your type of impairment?

(Tick all that apply to you)

- Physical Impairment
(such as a wheelchair to get around and/or difficulty using your arms)
- Sensory Impairment
(such as being blind/having a serious visual impairment or being deaf/having a serious hearing impairment)
- Mental Health Condition
(such as depression or schizophrenia)
- Learning Disability
(such as Down's syndrome or dyslexia) or cognitive impairment (such as autism or head injury)
- Long standing illness or health condition
(such as cancer, diabetes, chronic heart disease or epilepsy)

Record 2



From time to time we will be asking Citizens' Panel members their view on local health services, therefore, it will help us to know which GP you are registered with. We will never pass on any comments you make in surveys or discussions directly to your GP, unless you ask us to do so.

E. Which GP are you registered with?

Surgery Name

I'm not registered with a GP

F. Please tick one box that best describes your current employment situation?

- Employed full-time (More than 30 hours per week)
 Employed part time (less than 30 hours per week)
 Looking after home/family
- Retired
 Self employed
 Unemployed and seeking work
- Unable to work due to long term sickness or disability
 Student/full time education
 Government apprentices training scheme
- Other (Please write in)

G. Please tick one box that best describes your religion or belief

- Buddhist
 Christian
 Hindu
 Jewish
 Muslim
 Sikh
 No Religion
 Other (Please write)

H. Please tick one box that describes your sexual orientation

- Hetrosexual/Straight
 Lesbian/Gay Woman
 Gay man
 Bisexual
 Prefer no

I. Do you consider yourself to be a carer? (A carer is someone who, without payment, provides help and support to a friend, neighbour or relative who could not manage otherwise because of frailty, illness or disability)

- Yes
 No

J. Do you have a particular need to complete surveys in a different way? Please tell us below

- Large Print
 Audio CD
 Other (Please write in below)
- Braille
 Audio Tape

3. About your household

A. Who usually lives in your household, including yourself? Children = age 16 or younger

- 1 adult no children
 1 adult with 1 or more children
 Other - (Please write in below)
- 2 adults, no children
 2 adults with 1 or more children

B. Do you:

- Own your own home (with or without a mortgage)
 Rent from a housing association
- Rent from Leeds City Council
 Live with family
- Rent from a private landlord
 Other (Please write in below)

Record 2



C. Is the place you live:

- A detached house or bungalow
 A room/rooms
- A semi-detached house or bungalow
 Caravan, mobile home or houseboat
- A terraced/end of house or bungalow
 Some other kind of accommodation
- A flat or maisonette

4. About your interests

A. As well as the consultations we will be sending to everyone on the Citizens' Panel, we may also ask panel members with particular interests to take part in targeted surveys and discussion groups. Please tick any issues that especially interest you:

- Children and Young People
 Health and Wellbeing
 Local environment
- Community safety and crime
 Social Services
 Housing and Improving neighbourhoods
- Education
 Leisure and/or culture
 Other (Please write in)

What will happen now?

Thank you for completing this form. If a place is available on the Citizens' Panel we will send you a membership pack including your unique ID number. This might take a few weeks from you returning your information.

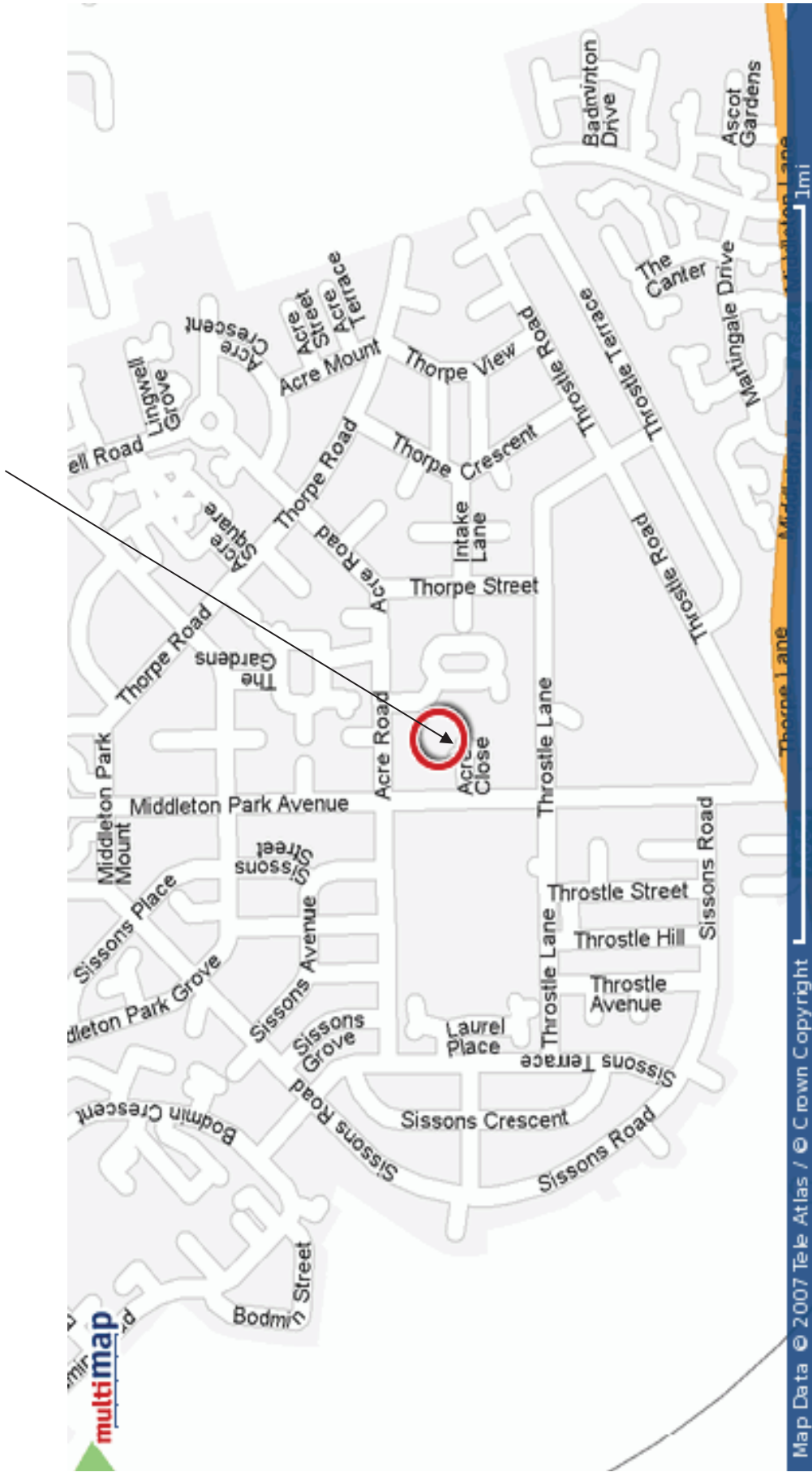
Shortly after this you will receive the first opportunity to take part in a Citizens' Panel consultation.

However, if we get too many people of the same background wanting to join, we'll select some people at random to join the panel straight away.

If you aren't selected at this stage, we will still get in touch to ask you if it's okay to keep your details on a waiting list for up to two years, to replace people that leave the panel. If you don't want to do this, just let us know. We will keep in touch and send you updates on the Citizens' Panel while you are on the waiting list.

For more information visit www.leeds.gov.uk/citizenspanel, email citizenspanel@leeds.gov.uk or leave us a message on 0113 247 4610

Tenants Hall, Acre Close, Middleton, LS10 4HX



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