



WEST (INNER) AREA COMMITTEE

**Meeting to be held in Stanningley Rugby League Club, Coal Hill Drive, Leeds, LS13 1PA on
Tuesday, 13th September, 2011 at 5.00 pm**

MEMBERSHIP

Councillors

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

Co-opted Members

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

**Agenda compiled by:
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**West North West Area Leader: Jane
Maxwell
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A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

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

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

A G E N D A

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

Item No	Ward	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
5			<p>DECLARATION OF INTERESTS</p> <p>To declare any personal / prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
6			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p>MINUTES - 22ND JUNE 2011</p> <p>To confirm as a correct record the minutes of the meeting held on 22nd June 2011.</p>	1 - 8

Item No	Ward	Item Not Open		Page No
8			<p>AREA CHAIRS' FORUM MINUTES</p> <p>To consider the report of the Assistant Chief Executive (Planning, Policy and Improvement) formally notifying Members that the minutes of Area Chairs Forum meetings will be brought to Area Committee meetings as a regular agenda item, and to give a brief overview of the Area Chairs Forum meetings.</p>	9 - 16
9			<p>MINUTES - COMMUNITY FORUM MEETINGS</p> <p>To receive for information purposes the minutes of the following Community Forum meetings:</p> <p>Bramley and Stanningley Community Forum Meeting – 29th July 2011 Armley Community Forum Meeting – 19th July 2011</p>	17 - 22
10			<p>MINUTES - ALMO INNER WEST AREA PANEL</p> <p>To receive for information purposes the minutes of the ALMO Inner West Area Panel meeting held on the 13th June 2011.</p>	23 - 28
11	Armley; Bramley and Stanningley;		<p>WELLBEING FUND BUDGET REPORT</p> <p>To consider the report of the Deputy Chief Executive providing information on the Area Committee Wellbeing funding that has been allocated in the Inner West area, whilst also detailing the small grant applications received since the last Area Committee meeting.</p> <p>(Executive Function)</p>	29 - 34

Item No	Ward	Item Not Open		Page No
12	Armley; Bramley and Stanningley;		<p>THE MAJOR BENEFITS AND ADDED VALUE OF CAPITAL WELLBEING FUNDING IN WEST NORTH WEST LEEDS</p> <p>To consider the report of the West North West Area Leader providing details in respect of the added value of Wellbeing funding for capital projects. The report also describes how the capital Wellbeing budget in the West North West has been spent, for what purpose and the benefits gained from its expenditure</p> <p>(Executive Function)</p>	35 - 50
13	Armley; Bramley and Stanningley;		<p>AREA UPDATE REPORT</p> <p>To consider the report of the Deputy Chief Executive informing Members of the progress made against the Area Management Team's work programme and locality priorities.</p> <p>(Executive Function)</p>	51 - 60
14	All Wards;		<p>DELEGATION OF ENVIRONMENTAL SERVICES - SERVICE LEVEL AGREEMENT</p> <p>To consider the report of the Director of Environment and Neighbourhoods present to the Area Committee, for approval, a final version of the Service Level Agreement (SLA) through which the work of the Environmental Locality Team will be steered over for the remainder of the 2011/ 12 municipal year.</p> <p>(Executive Function)</p> <p><i>(Please note that several appendices referred to in the SLA document, due to their size, have been supplied to the Councillors and the co-optees of the Committee in CD format. Further copies can be requested from the report author)</i></p>	61 - 96

Item No	Ward	Item Not Open		Page No
15	Armley; Bramley and Stanningley;		<p>COMMUNITY SAFETY</p> <p>To consider the report of the North West Divisional Community Safety Partnership providing an opportunity for West Yorkshire Police and Community Safety to inform the Committee on crime trends, partnership initiatives and future joint projects between Leeds City Council and West Yorkshire Police in West Leeds.</p> <p>(Council Function)</p>	97 - 102
16	Armley; Bramley and Stanningley;		<p>SOLAR PHOTOVOLTAIC PANEL SCHEME</p> <p>To consider the report of the Director of Environment and Neighbourhoods presenting details of the solar photovoltaic (PV) panel initiative.</p> <p>(Council Function)</p>	103 - 110
17	Armley; Bramley and Stanningley;		<p>HOUSES IN MULTIPLE OCCUPATION - PLANNING WORKSHOPS</p> <p>To consider the report of the Director of City Development informing of three planning workshops to be held in relation to the production of a new supplementary planning document (SPD) which addresses the growth and management of houses in multiple occupation (HMO) concentrations.</p> <p>(Council Function)</p>	111 - 116
18	Bramley and Stanningley;		<p>CONSULTATION ON EXPANSION OF PRIMARY SCHOOL PROVISION FOR SEPTEMBER 2013</p> <p>To consider the report of the Director of Children's Services intending to ensure that Members are fully briefed on the proposals being brought forward in response to rising demand for reception places city wide and are able to comment upon them.</p> <p>(Council Function)</p>	117 - 120

Item No	Ward	Item Not Open		Page No
19			<p>DATE, TIME AND VENUE OF NEXT MEETING</p> <p>Wednesday, 19th October 2011 at 5.00 p.m. (Venue to be confirmed)</p> <p>MAP OF TODAY'S VENUE</p> <p>Stanningley Rugby League Club, Coal Huil Drive, Leeds, LS13 1PA.</p>	

Agenda Item 7

WEST (INNER) AREA COMMITTEE

WEDNESDAY, 22ND JUNE, 2011

PRESENT: Councillor D Atkinson in the Chair

Councillors T Hanley, J Harper, A Lowe
and J McKenna

CO-OPTEEES: Hazel Boutle, Armley Forum
Eric Bowes, Armley Forum
Stephen McBarron, Bramley and
Stanningley Community Forum

1 **Chair's Opening Remarks**

The Chair welcomed all in attendance to the first West (Inner) Area Committee meeting of the new municipal year and thanked Cllr Harper for her contribution as Chair to the Area Committee over the last twelve months.

2 **Declaration of Interests**

Cllr Lowe declared a personal interest in relation to Agenda Item 19- Future Working Between West North West Homes and Area Committees as she is a Director of West North West Homes ALMO.

3 **Apologies for Absence**

Apologies were received from Cllr Taggart.

4 **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.

5 **Minutes - 5th April 2011 and 17th May 2011**

RESOLVED – That the minutes of the meetings held on 5th April 2011 and 17th May 2011 be confirmed as a correct record.

6 **Matters Arising from the Minutes**

There were no matters arising from the minutes

7 **Minutes - Community Forum Meetings**

A copy of the minutes of the Armley Community Forum meetings held on 15th March 2011, 19th April 2011 and 17th May 2011, together with the minutes of the Bramley and Stanningley Community Forum meetings held on 14th April 2011 and 31st May 2011 were attached for Members' information.

Draft minutes to be approved at the meeting
to be held on Wednesday, 7th September, 2011

Members enquired how many people had been fined for on street drinking within the Designated Public Places Order (DPPO) area on Armley Town Street. In response, Gill Hunter, Community Safety Co-ordinator and Nigel Conder, Town Centre Manager undertook to follow this matter up with the Police.

RESOLVED – That the minutes of the Armley Community Forum meetings held on 15th March 2011, 19th April 2011 and 17th May 2011, together with the minutes of the Bramley and Stanningley Community Forum meetings held on 14th April 2011 and 31st May 2011 be received and noted.

8 Notification of Appointment of Area Committee Chair for 2011/12 and Revisions to Area Committee Procedure Rules

The Chief Officer (Democratic and Central Services) submitted a report on the appointment of Area Committee Chair for 2011/2012 and revisions to Area Committee Procedure Rules.

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

- Extract from the Area Committee Procedure Rules (Appendix 1 refers)
- Agenda Items (Appendix 2 refers)

RESOLVED –

- a) That the contents of the report and appendices be noted;
- b) That the Area Committee notes the following specific issues identified within the report:-
 - that Councillor D Atkinson was elected as Chair of the West (Inner) Area Committee for the duration of the 2011/2012 municipal year by Council at its Annual Meeting on 26th May 2011;
 - the revised arrangements for the annual election of Area Committee Chairs, as approved by Council on the 26th May 2011 and as reflected within the amended Area Committee Procedure Rules; and
 - the revision to Area Committee Procedure Rule 6.7, as approved by Council on the 26th May 2011, which now requires the minutes from the Area Chairs' meetings to be formally considered by Area Committees

9 Teenage Pregnancy

The Director of Children's Services submitted a report informing and updating the meeting on performance and action taken towards the reduction of teenage conceptions in the Inner West Area of the City.

Lisa Banton, Children's Services presented the report and responded to Members' queries and comments.

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

- Bramley has twice the teenage pregnancy rate of Leeds overall. Tailored support measures are being put into place to address this.
- Multiagency working has been shown to be successful in reducing teenage pregnancy rates elsewhere.
- The importance of supporting young people in the transition time whilst they are leaving care as this is a vulnerable time for them in terms of teenage pregnancy.
- That officers circulate a larger version of appendix 1 to the submitted report, so that it was more legible.

RESOLVED –

- a) That the content of the report be noted.
- b) That the proposed initiatives outlined be endorsed in accordance with the report now submitted.
- c) That this Committee requests partners receiving funding from the Area Committee to be required to support and evidence their engagement with vulnerable groups such as Looked After Children and offer a no cost provision where possible.
- d) That approval be given to a structured, regular reporting system for teenage pregnancy updates via cluster partnerships, west leadership team meetings and annual reports to Inner and OT
- e) That Members be requested to attend cluster partnership meetings to increase strategic support for teenage pregnancy.

10 Delegation of Environmental Services

Referring to Minute 82 of the meeting held on 14th March 2011, the Director of Environment and Neighbourhoods submitted a report on an update on progress towards the establishment of a new locality based Environmental Service and its delegation to Area Committees, including relevant information relevant information relating to the current review of street cleansing services.

Jason Singh, Environmental Locality Manager for West North West presented the report and responded to Members' queries and comments.

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

- The importance of communication with the public so that they are aware of services available to them, and how to make contact regarding those services.
- That the Inner West Area Committee co-optees should be invited to the member workshop on 15th July.
- That provision should be made within the Environmental Services budget for publicity and communications around service provision.
- That an Environment Sub Group had been established for Inner West, consisting of Cllr Hanley and Cllr Harper, to consider the detail of this work.

RESOLVED- That the contents of the submitted report be noted, and to note that a full Service Level Agreement will be submitted to the September meeting of the Area Committee for approval.

11 Minutes - ALMO Area Panel

RESOLVED – That the minutes of the ALMO West Inner Area Panel meeting held on 11th April 2011 be received and noted.

12 Appointment of Co-optees 2011/12

The West North West Area Leader submitted a report which sought approval for the annual appointment of Co-opted Members to the West (Inner) Area Committee, in accordance with Article 10 of the Constitution, which states that there was provision for the Area Committee to appoint up to five non-voting co-opted members to support the Area Committee.

RESOLVED - That Hazel Boutle and Eric Bowes (Armley Forum) and Stephen McBarron (Bramley & Stanningley Forum) be appointed as non-voting co-opted members on the West (Inner) Area Committee for the 2011/2012 municipal year. Members noted that the election for the second Bramley & Stanningley Forum co-optee would take place at the July Forum.

13 Local Authority Appointments to Outside Bodies

The Chief Officer (Democratic and Central Services) submitted a report which outlined the procedure relating to local authority appointments to outside bodies and invited Members to consider making appointments to those outside bodies detailed within the report.

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

- Appointment to Outside Bodies Procedure Rules (Appendix 1 refers)
- Appointments Schedule (Appendix 2 refers)

Members noted that Bramley Surestart no longer existed and Councillor Hanley requested an update on the Area Employment, Enterprise and Training Partnerships, as he had not received any requests for involvement with this group.

Clare Wiggins, North West Area Management, informed the Area Committee that a letter had been received from Cllr J Blake, Executive Member for Children's Services, seeking a nomination from each Area Committee for the Corporate Carers Group.

RESOLVED –

- (a) That the report and information appended to the report be noted;
- (b) That approval be given to the following Outside Body appointments being made for the 2011/2012 municipal year:

ALMO West Inner Area Panel – Councillor J McKenna and Councillor N Taggart
Divisional Community Safety Partnership – Councillor J McKenna
Area Children’s Partnership – Councillor A Lowe
Area Health and Wellbeing Partnership – Councillor J Harper
Area Employment, Enterprise and Training Partnership – Councillor T Hanley
Bramley Pools Allotment Trust – Cllr N Taggart

(c) That Cllr N Taggart be the West (Inner) Area Committee representative for the Corporate Carers Group.

14 Area Committee Roles for 2011/12

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report presenting the meeting with a summary of Area Functions and Priority Advisory Functions for 2011/12.

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

- A summary of the delegated functions and priority advisory functions for Area Committees for 2011/12 (Appendix 1 refers)
- Details of the delegated functions and priority advisory functions for Area Committees for 2011/12 (Appendix 2 and 3 refers)

Clare Wiggins, West North West Area Management presented the report and responded to Members’ queries and comments.

RESOLVED - That the summary of approved Area Functions and Designated Priority Functions for the 2011/12 municipal year, as appended to the report be noted.

15 Inner West Area Committee Wellbeing Fund Update 2011/12

The Director of Environment and Neighbourhoods submitted a report updating the Area Committee on the amount of wellbeing capital and revenue funding available for the financial year 2011-12 and an update on commitments already made.

Clare Wiggins, West North West Area Management presented the report and responded to Members’ queries and comments.

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

- The amount of money that would be appropriate to award as small grants in the current economic climate
- The disappointment of the Area Committee regarding the condition of the Hayleysfield Allotment Toilets, as these were funded by the Area Committee.

RESOLVED –

- a) That the contents of the report be noted.
- b) That this Committee notes the financial status of the capital and revenue streams of the Inner West Well-Being Budget in accordance with the report now submitted.

16 Community Safety Issues, Inner West Leeds

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

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

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

- The CCTV system on the Broadleas was now operational. Members were invited to see the new CCTV system control at Middleton.
- An update was provided with regard to current work to reduce problems with metal theft crime which is an ongoing system. Members were informed of the joined up working which is currently being done to address these problems.

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

17 Area Progress Report

The West North West Area Leader submitted a report detailing work by the Area Management Team and partners on key priorities in the inner west area of Leeds since the last Area Committee meeting.

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

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

- The I Love West Leeds Festival – the concert at the Bramley Baths had sold out, and another date had been added.
- Members were informed that the Fairfields Action Day was to be held on Friday 24th June 2011.

RESOLVED- That the contents of the report be noted.

18 Town Centre Management Update

The Armley Town Centre Manager submitted a report providing an update on current issues facing Armley town centre and actions that were planned by the Town Centre Manager (TCM) to address these issues and improve the vitality and viability of Armley town centre.

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

- Armley Events 2011 (Appendix 1 refers)
- Armley Budget 2011-2012 (Appendix 2 refers)
- Empty Units – Town Street Armley (Appendix 3 refers)

Nigel Conder, Armley Town Centre Manager presented the report and responded to Member's queries and comments.

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

- The number of charity shops in the area, and the effect that these have on the area.
- Due to the success of the Keep Armley Tidy Scheme, it was being rolled out to other schools.
- The possibility of future involvement of Mary Portas, Queen of Shops with the Armley Town Centre.

During consideration of this item, Cllr Atkinson left the meeting. Cllr Hanley assumed the Chair.

RESOLVED- That the contents of the report and appendices be noted

19 Future working between West North West homes Leeds and Area Committee

The Chief Executive of West North West Homes Leeds (WNWhL) submitted a report outlining the purpose of WNWhL involvement in Area Committees, and to explore ways of making that involvement as meaningful and productive as possible.

Michael Parker, West North West homes Leeds presented the report and responded to Member's queries and comments.

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

- Possible ways of securing future development of social housing and self build opportunities in the area, particularly the possibility of developers entering into long lease arrangements with Councils.
- Steve McBarron invited the officer from WNWhL to the Housing Forum for Bramley.

RESOLVED –

- a) That the contents of the introductory report be noted.
- b) That this Committee notes that West North West homes Leeds would provide a six monthly update to Area Committee of progress with areas of mutual interest.
- c) That a report on future increases of Social Housing to the area be brought to a future meeting of the Area Committee.

20 Children's Services Performance Report

The Director of Children's Services submitted a report providing Area Committees with an update of key data relating to education for the academic year 2009-10; and November 2010 NEET and Not Known data. The report also provided details of recent key inspections that have taken place across Children's Services and provided an update on the development of the new Children and Young People's Plan 2011-2015.

Izabella Atraszkiewicz, Children's Services presented the report and responded to Members' queries and comments.

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

- The current performance of Swallow Hill High School and Leeds West Academy
- The progress of transformation of Swallow Hill High School into an Academy

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

21 Date, Time and Venue of Next Meeting

Wednesday 7th September 2011 at 5.00pm Strawberry Lane Community Centre.

(The meeting concluded at 7.32 p.m.)

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

Report to Inner West Area Committee

Date: 13th September 2011

Subject: Area Chairs Forum Minutes

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" 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. This report formally notifies members of the decision made by full council that Area Chairs Forum minutes should be considered by Area Committees as a regular agenda item at future Area Committee meetings.
2. The report also includes background information regarding the Area Chairs Forum meetings.

Recommendations

3. The Inner West Area Committee is asked to note the contents of the report and to consider the minutes from the Area Chairs Forum meetings at this and future Area Committee Meetings.

1 Purpose of this report

- 1.1 The purpose of this report is to formally notify Members that the minutes of Area Chairs Forum meetings will be brought to Area Committee meetings as a regular agenda item, and to give a brief overview of the Area Chairs Forum meetings.

2 Background information

- 2.1 Area Chairs Forum meetings take place on a bi-monthly basis and are chaired by the Deputy Leader of Council and Executive Member for Neighbourhoods, Housing and Regeneration.
- 2.2 Meetings are attended by the ten Chairs of the Area Committees, the Assistant Chief Executive (Planning, Policy & Improvement), the three Area Leaders and the Neighbourhood Services Co-ordinator in Leeds Initiative.
- 2.3 Agenda items focus on issues relating to services delegated to Area Committees, future delegations of services, locality working and any other issues that can be influenced by, or have an impact on, Area Committees.

3 Main issues

- 3.1 Following recommendations by the General Purposes Committee, full council approved on 26th May 2011 that minutes of the Area Chairs Forum meetings should be considered by Area Committees, and that this should be a regular agenda item for Area Committee meetings.
- 3.2 Area Chairs Forum minutes will only be available to be considered by Area Committees once they have been agreed as an accurate record by the subsequent Area Chairs Forum meeting.
- 3.3 The scheduled Area Chairs Forum meeting dates for 2011 / 12 are:
 - Friday 17th June 2011, 10:00am – 12:00pm
 - Monday 5th September 2011, 10:00am – 12:00pm
 - Friday 11th November 2011, 9:00am – 11:00am
 - Friday 13th January 2012, 10:00am – 12:00pm
 - Friday 2nd March 2012, 10:00am – 12:00pm
- 3.4 Attempts will be made to include Area Chairs Forum minutes in papers issued prior to Area Committee meetings, however due to some tight deadlines between meetings, it may be necessary to table the minutes at certain Area Committee meetings.

4 Recommendations

- 4.1 The Inner West Area Committee is asked to note the contents of the report and to consider the minutes from the Area Chairs Forum meetings at this and future Area Committee Meetings.

5 Background documents

5.1 Minutes of the Full Council Meeting held on 26th May 2011

5.2 Council Constitution

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**Area Chairs Forum
Wednesday 17th June 2011
Committee Room 4, Civic Hall**

Attendance:

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

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

Minutes: S. Warbis

Officers attending for specific items: D. Lynch, A. Clifford, M. Tynan, J. Lane, M. Phillott

Item	Description	Action
1.0	Apologies	
1.1	Cllr. Denise Atkinson.	
2.0	Minutes and Matters Arising	
2.1	The minutes of the previous Area Committee Chairs meeting on 11 th May 2011 were agreed as an accurate record.	
2.2	<u>1.7 of previous minutes – Youth Service Update</u> James Rogers informed Area Chairs that meetings have taken place with Cllr Blake and Nigel Richardson to review the proposals regarding the Youth Service. Cllr Blake and James Rogers will be attending the Children’s Services leadership team meeting to move this forward.	
2.3	<u>2.9 of previous minutes – Environmental delegation</u> Regarding the proposal to pilot the new Service Level Agreement (SLA) in one Area Committee area, it was agreed that Cllr Hussain would speak to officers in Environmental Services to move this forward.	Cllr Hussain Helen Freeman
3.0	Delegation of Environmental Services to Area Committees	
3.1	Helen Freeman attended to provide an update on the Environmental Services Delegation. Concerns were raised that there had only been a 60% attendance by Members at the series of workshops regarding the delegation, with some Members not having attended any workshops. Cllr Gruen proposed to send out reminders to Councillors on the importance of attending these events.	Cllr Gruen
3.2	It was agreed that the SLA needs to give accurate and honest information about the frequencies of services and that there needs to be a way of tracking and reporting where services have been missed. Helen Freeman stated that there was a commitment to deliver the SLA, that some frequencies may change to allow additional capacity that can be directed by Area Committees.	
3.3	A discussion took place around proposed cycles for mechanical cleansing services and the need to avoid certain areas regularly being scheduled for a weekend service, when there were problems with on street parking. Various options were discussed and it was agreed that these would be discussed further during future Members workshops.	Helen Freeman
3.4	Helen Freeman stated that there would be the capacity to tweak the schedules to take account of local knowledge and information regarding particular local issues and practicalities. Local co-ordination would manage potential clashes between services such as refuse collection and street cleaning.	

3.5	The issue was raised of land ownership and the work being carried out to address responsibilities for maintenance and remedial service provision. It was stated that there had been good co-operation with the ALMOs to address this issue and that early discussions had taken place with Education and Parks & Countryside. James Rogers stated that he was having discussions with the Directors responsible for Children's Services and Parks & Countryside regarding this matter. It was agreed that the Chairs Forum would receive an update on progress in this area at it's September meeting.	Area Leaders
3.6	An update report on the delegation is going to all Area Committees in the June / July cycle of meetings. Appointments within the restructure were almost complete for the team managers and supervisors operating in the areas, with internal changes due to go live on 1 st July. Information will be provided to Area Committee Members when the details have been finalised.	Helen Freeman
3.7	Questions were raised regarding the SLA and how issues of concern regarding performance would be dealt with. It was stressed that the delegation is a strategic partnership rather than a client / contractor relationship. There is a commitment to perform and there needs to be joint work to iron out any problems that may arise. Work is being carried out to minimise the downtime of operatives due to travel between sites, including a review of tipping points and looking at the types of vehicles being used and the possibility of increased compression of waste on vehicles.	
3.8	Work is being carried out to establish baselines for performance and a breakdown of budgets. When this is available another meeting with Area Chairs will be arranged.	Helen Freeman
3.9	Milestone dates are as follows: <ul style="list-style-type: none"> o Update report to Area Committees June / July o Member Workshops 11th – 22nd July o SLA to Area Committees in September 	
4.0	Future Options for Long-Term Residential and Day Care Services for Older People	
4.1	Anna Clifford and Michele Tynan attended for a discussion regarding the proposals outlined in papers circulated to the meeting. The issue of residential and day care services had previously been brought to the Area Committee Chairs meeting in December 2010 and a report had been taken to Area Committees in the February 2011 cycle of meetings.	
4.2	The implications of the Southern Cross situation was raised, with the impact in Leeds not felt to be as great as in other areas of the country. There are a number of other viable private providers in Leeds, as well as the services provided directly by Leeds City Council.	
4.3	The quality of private provision was also raised, particularly in light of the recent BBC Panorama program. It was stressed that the issues highlighted by Panorama were very much the exception, and that there is a programme to monitor private care provision as well as the services provided by LCC.	
4.4	Long term strategy planning is taking place, looking at both complex and basic needs, to reshape the market to meet the emerging demand. There will be a 33% increase of over 85 year olds by 2024 and there is a need to review existing LCC and private provision to make sure it is able to meet the demand.	
4.5	Michele Tynan explained that Adult Social Care were currently in week 5 of a 12 week consultation of service users and family carers. The consultation also includes stakeholders such as the voluntary sector and parish councils. There has also been a series of road-shows, and other consultative methods, to ensure that older people outside of care, and representative groups are included in the	

	consultation process.	
4.6	There is a commitment for Adult Social Care to discuss the options with all 99 elected Members, with discussions having taken place with 29 members already.	
4.7	Findings from the consultation exercise will be taken to the LCC Executive Board on 7th September 2011.	
5.0	2011/12 Annual Luncheon Club Grant	
5.1	Jason Lane and Mark Phillott attended to discuss the possibility of moving the administration of the small grant fund for luncheon clubs to a more local level so as to better reflect local issues and priorities. Liaison is already taking place with the Area Leaders regarding the pros, cons and practicalities of localising this process.	
5.2	Currently luncheon club funding is a responsive grant process, relying on luncheon clubs to make funding applications. This can lead to certain areas of the city receiving a greater proportion of available funding than areas where fewer applications are made. The grant process is being looked at to determine if the current central system is the best way forward, or whether there are advantages to localising the process. Discussions with luncheon club organisers and attendees concerning current grant processes and information gathering regarding clubs is planned to take place over the summer.	
5.3	Work is also being carried out to look at some of the health impacts of luncheon clubs and to improve awareness of which clubs are functioning well and which clubs are experiencing difficulties. This work would also encourage a networking approach for luncheon clubs to share information, knowledge and otherwise support each other.	
5.4	Area Chairs were clear that they were happy to see a move to a more local management of this grant, however they would not support a virtual delegation of the process. Chairs agreed that there needed to be more engagement to encourage applications and saw that Area Committees could be involved in tackling inequality across the areas.	
5.5	It was agreed that this issue should be brought back to a future meeting, with details of budgets, a mapping of the current provision, and relevant planning proposals.	Jason Lane
6.0	Area Support Team Roles	
6.1	The Area Leaders gave a presentation on the proposed roles for the Area Support Teams and tabled a document outlining their specific responsibilities. This information has been provided to staff, although job descriptions have yet to be circulated. There has already been a 20% reduction in Area Management staffing due to vacancies not being filled, and the proposed roles are designed to maximise the staff resource moving forward to support locality working. The proposed draft structure has 6 x PO5 posts, 13 x PO2 posts and 9 x SO1/2 posts.	
6.2	The PO5 posts will lead and manage local and city wide programmes, getting under the skin of issues and will be unburdened of Area Committee administration tasks. They will have responsibility for rolling out best practice across the area teams.	
6.3	The PO2 posts will be the key contact point for Area Committees and Members, and will provide the Area Committee support role. They will also be the key link with communities and the delegated services, providing initial support for services as new delegations are implemented.	

6.4	The SO1/2 posts will support the Area Committees, administer the well-being fund and maintain connections with frontline services and communities.	
6.5	Currently informal consultation with staff is ongoing which has been generally positive. This will be followed by job evaluation of the roles and formal consultation and it is envisaged that implementation will happen in the Autumn.	
6.6	Some Area Chairs raised concerns that the new structure could become overstretched, particularly as delegations increase and pressures increase on staff. It was pointed out that all partners and services were looking at locality working and would have a responsibility to play their part in the process. Area Team staff would assist services with the move to locality arrangements, using their experience to facilitate the transition, but services would then become better organised to operate at a local level themselves. It was suggested that services' budgets need to be utilised to support locality working arrangements.	
6.7	It was felt that the Area Committees needed to be able to influence the way that services are delivered, regardless of whether services have been delegated. It was suggested that the Area Chairs and Area Committees would be able to shape services through the PO5 officers.	
6.8	It was agreed that member briefings needed to be arranged on the proposed structures of the Area Support Teams.	Area Leaders
7.0	Any Other Business	
7.1	The minutes of the Area Chairs Forum meetings will now be taken to Area Committee meetings once they have received approval.	
7.2	Cllr Gruen expressed an intention to attend various Area Committee meetings. James Rogers stated that he would also be attending all 10 Area Committees before the end of March and would also be spending a half day with each of the three Area Teams.	
8.0	Date of Next Meeting	
8.1	5 th September 2011, 10am, Committee Room 1, Civic Hall.	

Bramley & Stanningley Community Forum

Date: 29th July 2011

Present: Stephen McBarron (chair), Cllr Ted Hanley, Cllr N Taggart, S May (Minutes), PC R Ishaq, PCSO R Bell, S White, L McDermott, A Shaw, M Millward, B Coutts, S Withers, B Doughton, P Simpson, J Jose, J Lockett, S Longley, B & K Miller, J Quimby, M Tyson, R Cross, P Marshall, S Marshall, B Hunt

Apologies: Cllr Atkinson, J Preston, K Ritchie, N Gibson, M Bell, J & M Houseman

1.0 WELCOME

- 1.1 Stephen McBarron welcomed everyone to the meeting.
- 1.2 SMc explained that the Police feedback originally at agenda item 3 would be brought forward to be agenda item 2 as a specific issue had been added to the agenda at short notice and would be discussed first.

2.0 Police Feedback, combined PACT meeting

- 2.1 SMc started by requesting no names mentioned during discussions; names have already been passed to the Police and Housing Officers.
- 2.2 A resident of the Landseer Estate has been drug dealing openly on the estate. Residents reported that people and vehicles are coming and going, day and night. Lighting, locks and doors are being broken. The problem has gone on for at least 15 months.
- 2.3 Tesco Security do not stop the problem when incidents occur in their car park.
- 2.4 PCSO Bell will raise this issue with Sgt Glennon of the Leeds Anti Social Behaviour (LASBU), particularly as a resident noted that the issue had been reported but so far not dealt with.
- 2.5 NPT have investigated some previous reports in this area but need stronger intelligence to take further action such as search warrants. Residents were urged to speak to the Police if they have any information.
- 2.6 PC Ishaq asked those who are concerned about speaking to the Police, to call Crimestoppers anonymously, or speak to Housing Officers.
- 2.7 SMc asked for any further issues for the Police.
- 2.8 Moorside Community Centre thanked the Police particularly the Pudsey Police who have provided bicycles for use at the centre.
- 2.9 A resident reported that specific people have moved into the Henleys and ASB levels have risen. The Police asked for specific details.
- 2.10 Cllr Hanley noted that residents must ring the Police if they have an issue, ring 999 or the non emergency telephone number. The Police offer a good service but they do need information to be able to keep the service up. If residents do not want to contact the police, they can speak to Cllr Hanley or Cllr Taggart who will be able to help.
- 2.11 PCSO R Bell gave some crime statistics to the group for Bramley & Stanningley between 1st June – 28th July 2011.
- 2.12 Burglary – 58 – average 1 a day
 - Theft from motor vehicles – 15
 - Theft of motor vehicles – 7
 - Burglary others (sheds etc...) - 32
 - Theft from persons - 3
 - Drugs (warrants / Stop and Searches) - 13
 - Racial hate - 2

Action

**PC
Ishaq**

**PCSO
RB**

**PC
Ishaq**

2.13 Burglary is a key priority for this area. The Police are offering extra hours/overtime to officers, stop and searches are ongoing. However the trends seem to be that burglaries are going down. CASAC are working with the Police in specific streets throughout Bramley and Rodley. Sneak ins are the biggest problem, opportunist burglaries.

2.14 Q) Are Neighbourhood Watch Signs available?

A) They are short supply but it may be possible to acquire some and PCSO Bell will try.

PCSO
Bell

3.0 Election of the Second Co-Optee.

3.1 Each candidate briefly spoke to the group about what they felt they could bring to the role and a ballot was held.

3.2 Roland Cross was elected as Second Co-Optee to the Area Committee.

4.0 Youth Service

4.1 Vince Foster gave an update of the work of the Youth Service in the area between April and June.

4.2 The three priorities of Youth Service at present is focusing on Attendance, NEET young people (not in education, employment or training) and reducing the number of looked after children.

4.3 Enhanced provision at Bramley Community Centre is on a Tuesday, between 30 and 40 young people attend to do confidence and communication projects. At a recent Herd Farm residential at Eccup Reservoir NEET young people spent time doing courses which lead to qualifications enabling access to college courses.

4.4 A group of young people performed music at Bramley Carnival.

4.5 The mobile provision paid for by the Area Committee has been providing Young People with activities to stop them hanging around. Also a young club is held on a Friday at Bramley Community Centre and on Wednesday at the Fairfield Community Centre.

4.6 Q) Where is the mobile provision on the Ganners Estate?

A) VF will let the group know the exact location for the next meeting. It is on a Friday at 7pm – 9.30pm. The provision will move on if there are no young people present.

4.7 The Youth Service would like any feedback for the best use of the mobile provision so please do feedback to Vince (vince.foster@leeds.gov.uk; 0113 247 5656).

4.8 The LAZER Centre has an extensive programme of activities for young people aged 8 plus (usually the provision is 11 – 19) please let any young people know about it. The details are all on the Breeze website; including a youth café, an allotments project, a motorbike programme and lots more.

4.9 Q) Could you tell us more about the allotments project at the LAZER centre and can residents volunteer?

A) This is a project working with Groundwork looking at raised flowerbeds, vegetable patches and a community garden. Volunteers are always welcome to share knowledge about gardening etc... Please contact Vince if you would like to volunteer for this, or any project.

VF

5.0 20 mile per hour zone

5.1 Gurdip Bahi spoke to the group about the 20mph zone.

5.2 The area identified were the Ganners and Landseers; there was some consultation in the past but funding was had been cut. DfT have put forward relaxed requirements for these types of schemes meaning that costs can come down and schemes will progress. Schemes can use speed limit reductions and not be as reliant on features on the roads. This will be fully confirmed in September 2011. If the relaxation of DfT is delayed then it will delay LCC.

- 5.3 All schemes have been prioritised and zones identified, plans of the zone areas were shown and are available by contacting Gurdip (Gurdip.bahi@leeds.gov.uk).
- 5.4 Q) What if residents don't want the 20mph?
A) 80% of residents consulted were in favour of the schemes as a whole. Individual features may not have been wanted. It is particularly wanted round schools. With the relaxed approach to this from DfT, features will only be used where wanted such as at the site of accidents and outside schools.
- 5.5 Q) Can any of this money be used on potholes?
A) This is specifically money for reducing casualties and making speed reductions using speed limits rather than features.
- 5.6 Q) Will there be more consultation?
A) Yes there will, following the official confirmation of the relaxation from DfT) first to members at Area Committee and then to residents.
- 5.7 A resident pointed out that at a previous consultation there were mistakes made about the leaflet drop. GB agreed this should not happen again.
- 5.8 Q) How are the areas chosen?
A) Leeds City Council and the Police keep a 5 year rolling record of accidents in residential areas throughout the whole of Leeds. This information is then used to determine the areas which are targeted initially.
- 5.9 Cllr Taggart noted that this scheme is about safety and sending a strong message to motorists.

6.0 A O B

- 6.1 There are now plants in Rodley Park as discussed at previous meetings however they are quite disappointing. Cllr Hanley is trying for more plants.
- 6.2 Cllr Hanley is looking into the planning application on Horton Rise.
- 6.3 Funding for 8 additional grit bins was approved by the Area Committee, Locations agreed for these additional grit bins area as follows.
 1. Westover View, Bramley (outside house no 2)
 2. Beecroft Close Bramley
 3. Horsford View Bramley
 4. Newlay Lane – near Leeds/Bradford junction
 5. Garages directly behind TESCO park
 6. Coal Hill Green (between no 63 & 88)
 7. Ivy Gardens (outside no 19)
 8. Coal Hill Gardens
- 6.4 St Margaret's Church at Moorside on the junction with Ganners Way there is a pot hole which has been reported. SMay to look into progress.
- 6.5 A resident asked if the grit bin at Ganners Shops could be padlocked with the key held at the Residents Committee? There are children using the grit as a sand, Cllr Hanley agreed to look into it.
- 6.6 Moorside Community Centre are holding a Community Together event. The idea came from a 9 year old. The event will have biking, barbecue, a Bouncey Castle etc.. 6th August 1 – 5pm
- 6.7 There is a new group the Friends of Bramley Park set up. The group is open to all, please join us! The next meeting is on Wednesday 10th August at 7.30 at the Bowling Pavilion in the park off Moorfield. Contact Marie Millward for further information, email beautifulbramley@gmail.com or via telephone 07773384372. A facebook page is coming in the future and there is currently a weblog, information is on the Bramleydom web forum also.
- 6.8 The meeting about the War Memorial held a few weeks ago was poorly attended by Cllr's, unfortunately there was an issue with invitations. Cllr Hanley noted that the issue of the war memorial has been going on for 3 years. Norah Gibson will be able to update the group.

Cllr
Hanley
Cllr
Hanley

SMay

Cllr
Hanley

NG

6.9 Kirkstall Forge Railway is not ended, an announcement about funding is likely this year.

7.0 Next meeting

29th September 2011

Eric Atkinson Centre, Wellington Gardens,
off Waterloo Lane,
Bramley

Armley Community Forum
Date: 19th July 2011
Present:

Cllr Janet Harper (Chair), D Boutle, Hazel Boutle, B Holmes, B Davies, X Chevillard, Cllr J McKenna, W Anderson, M Pugh, E Bowes, H Gardiner, D Peck, B & K Draper, F Smyth, S Richmond, MT & MS Hogg, Cllr Alison Lowe, E Hey, E Meadowcroft, E & B Rayworth, M Robinson, R & M Bruce, H ShieldsT Maynard, K Lemm, Claire Copley (WNW Locality), B Mason, G ShawJ Mistry, J Ramell, R Pecker, A Horsley, J Parkinson, D & M Stead, Sohail Effendi (WNW Area Management)

Apologies:

None

		ACTION
1.00	Welcome	
1.01	Cllr Janet Harper welcomed everyone to the meeting.	
2.00	Previous minutes / matters arising	
2.1	Previous minutes were agreed as an accurate record.	
3.00	Police - Crime update – Inspector Mark Bownass	
3.1	MB attended the meeting and stated that letters been sent out informing of a survey to be carried out by the police to improve the police service in the area.	
3.2	An environmental audit has been carried out in the area and target hardening will be carried out through CASAC.	
3.3	Mounted Police have been out doing rounds in the area	
3.4	Complaints about street drinking by some eastern Europeans have been dealt with and individuals cautioned.	
3.5	Burglaries have gone down in Armley compared to last year, however, unfortunately the problem has moved on to other areas.	
3.6	Responding to the off road motor bikes issue raised by a resident, MB stated that 85 bikes were confiscated crushed last year.	
3.7	Future PACT meeting dates. 1 st August 2011 12 th September 2011 7 th November 2011 2 nd January 2012 Meetings are held at Armley One Stop Centre, Stocks Hill, Armley. From 7:00.p.m.	
4.0	Environmental Services – Claire Copley	
4.1	CC attended from the West North West Locality Team to explain about recent changes.	
4.2	The team dealing with enforcement of environmental issues and the street scene services that covers the West North West area are now one team, called West North West Locality team. The head of the West North West Locality is Jason Singh (locality manager). Working along side Jason, Rachel McCormack is the Service Manger for the area and Claire Copley Team Manager.	
4.3	The Councillors and the Department are working on a service level agreement that will set out what level of service the area can expect from this new service.	
4.4	These changes will hopefully allow the team to respond, in a more stream line manner to environmental concerns. They are also hoping to engage more with the Armley community to focus the work of the regulatory team on their environmental concerns. There will be a named officer for the area who will take a lead on environmental issues for the Armley ward. The team look forward to working with the community and if anyone would like to discuss any issues please call 0113 2476519.	

5.0	Transport Planning Update – Mark Robinson	
5.1	The Leeds Core Cycle Network (LCCN) is a network of 17 routes designed to help encourage cycling to work and for leisure purposes. Four routes are now complete and funding has now been allocated for a further route between Ledgard Way on the A647 and The Headrow in Leeds City Centre.	
5.2	Consultation on outline designs took place in June 2009 and an amended outline drawing is printed overleaf. Detailed designs are also nearing completion and will be available later in the summer.	
5.3	Given that the Armley Forum does not meet again until the Autumn the officer want to highlight the existence of these proposals now and invite comments. Anybody wishing to have further input can also be added to a mailing list to receive detailed designs when available.	
5.4	Time pressures associated with deadlines to spend external funding mean that construction will need to commence in late Autumn. Therefore it is important to identify issues as early as possible.	
5.5	Right turn onto Armley Road (see A on drawing) There is currently no legal way for cyclists travelling westbound on Armley Road (east of the railway bridge) to turn right onto A647 Armley Road. This would enable westbound cyclists to avoid Armley Gyratory. It is therefore proposed to widen a short section of the footway on the A647 (shown light blue on the drawing) enough to enable westbound cyclists to share the footway with pedestrians as far as a safe crossing point. A cut-through in the central island on the A647 is also proposed so that cyclists can cross it in two stages.	
5.6	Shared-use footway on Wellington Road (see B on drawing) This wide section of footway is already well used by cyclists to link between the canal and city centre. The proposal is to legitimise this use. Currently sight-lines at junctions with the side roads are bad for both pedestrians and cyclists and this scheme proposes to build-out the footways at the junctions to both improve sight-lines and reduce the speed of vehicles turning left off Wellington Road. In addition there will some footway widening and repositioning of sign poles. This will form part of the link between Armley and the City Centre and provide access to the Towpath Cycle Route.	
5.7	Other sections of the route are to be used largely without change. Once complete the route will be signed and promotional leaflets produced.	
5.8	If you would like to make comments or be sent further information please email mark.x.robinson@leeds.gov.uk or call 0113 3951470 or write to Mark Robinson, City Development, The Leonardo Building, 2 Rossington Street, Leeds, LS2 8HD	
6.0	Any Other Business	
6.1	It was reported that the wall at the back of Aviary Road (mentioned in previous minutes) has now collapsed. SE to follow up with Chris Way	SE / CW
6.2	A resident reported that a gate on Station Road put up to stop people parking in front of the garage has collapsed. Cllr Harper agreed to visit the site	Cllr Harper
6.3	David Boutle gave the good news that the Theaker Lane pot holes (raised at previous meetings) have been repaired.	
6.4	Cllr McKenna asked for Town Centre Managers telephone number to be included at the back of the forum Agenda. SE to action this.	SE
7.0	Dates of Meetings in 2011	
7.1	20th September 18 th October 15 th November 20 th December	

**MINUTES OF THE
INNER WEST AREA PANEL MEETING**
held on
Monday 13th June 2011
5.30 pm, at Westfield Chambers

Attendees:

Area Panel Members:

Andrew Liptrot	AL
John Aubery	JA
Hugh Morgan Pugh	HMP
Harry Shields	HS
David Higgott	DH
Graham MacDonald	GMD
James Granger	JG
Jenny (Zeniada) Holt	JH
Jean Paxton	JP

Officers:

Akbar Khan – Area Performance Manager Bramley/Armley	AK
Mick Parker – Neighbourhood Performance Manager	MP
Marie-Pierre Dupont – Neighbourhood Planner	MPD
Rebecca Mell – Investment Planning Manager	RM
Evelyn Gaughan – Customer Involvement Support Officer	EG
Margaret Houchen – Minutes	MH

Guest Speakers:

Phil Charlton – Project Manager, Environment and Neighbourhoods	PC
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1.0 Apologies for Absence

1.1 Apologies were received from Cllr Janet Harper, John Willshaw, Dave Lawrence, and Francesca Harris

1.2 A warm welcome was extended to everyone at the meeting by AL. Phil Charlton, guest speaker was also welcomed to the meeting.

1.3 For the benefit of the Panel, introductions were given.

2.0 Minutes of the Meeting Held on 11th April 2011

2.1 The minutes were accepted as true record of the meeting.

3.0 Matters Arising

3.1 Item 5.5.2 of previous minutes: Margaret Houchen confirmed that she has received four expressions of interest regarding a visit to the Contact Centre. The panel members who are interested in attending are, John Willshaw, John Aubery,

Action

James Granger and Jean Paxton.

MP to action.

MP

- 3.2 Panel Bid: AP05-2001: In answer to his question, AL was informed that Morrison FS did not assist with the leasing of a television.

4.0 Solar PV Scheme

- 4.1 Phil Charlton introduced himself and spoke of his role within the Sustainable Development Unit, of Leeds City Council. He provided a summary of the Background, Project Structure and Benefits, of the Briefing Note (previously circulated to Area Panel Members).

The Panel Members were asked if they had any questions.

- 4.1.1 JA asked where the panels are to be sited, and was advised that it will be on the roof of each property.
- 4.1.2 JG mentioned the 25 year ongoing maintenance of the systems by the Special Purpose Vehicle (SPV), but wondered who would be responsible for the cleaning and servicing of the solar panels. He was advised that this would also be down to the SPV.
- 4.1.3 JA enquired if tenants have a say in whether or not they wish to have these panels on their roof, and in addition, he asked if having solar panels would amount to free electricity being available at specific times. PC informed the meeting that as long as there is some sunshine or daylight, power will be generated by the solar panels. Furthermore, everyone who agrees to have the panels installed will have a representative come to the home, to discuss the best use of solar panels and of the energy saving issues. There is the potential, he added, for a household to save £100 per year on electricity.
- 4.1.4 In answer to DH's question, PC advised him that solar panels will not be installed on any roof that is in a poor condition.
- 4.1.5 JG asked if having a solar panels fitted to a property would have an impact on the bidding process. It was thought that it might be a possibility.
- 4.1.6 As GMD resides in part of the Wythers , which form part of the proposed areas for inclusion, he enquired of the timescale for the solar panels to be fitted. PC said that he hopes for this area to be completed by the end of March 2012. However, the orientation, condition of roof, state of network, and customer agreement to have the solar panels installed, are all factors that decisions will be based on.
- 4.1.7 MP enquired of the type of properties that will be considered for solar panels. He was informed by PC that the multi-storey flats will be used as a secondary option for power to the lifts, only if there has not been a full take up of all those properties for inclusion in the scheme.
- 4.1.8 AL was informed by PC that should they wish to do so; tenants can still switch electricity suppliers as before (prior to the fitting of solar panels).

- 4.1.9 PC confirmed that if a tenant uses more power than that generated by the solar panels on his/her home, then that tenant will be charged by the electricity supplier in the normal way.
- 4.1.10 GMD enquired of the situation with an electricity metre, when the solar panel energy is in use. PC said he believes that the metre actually stops, but that he could not be completely sure. He will, therefore, make enquiries and provide feedback. **PC**
- 4.1.11 DG made reference to electricity being more expensive through the day, and he asked how the solar panel energy will be affected by this. Both PC and AL replied that with any electricity bill, there are different rates and usage, and the first units used are charged at a different rate to those used as later on within the quarter. It is for this reason that agents attend the properties where tenants wish to have the solar panels installed, so that they can discuss best electricity usage with the tenant/s. However, PC added that the price paid for electricity, before the panels were ever installed, remains the same.
- 4.1.12 MP said he believes that there could be implications with the Right To Buy of freehold properties. PC agreed that in such circumstances it may be that the solar panel system will have to be removed, due to legal implications.
- 4.1.13 JG enquired of the backup, should any of the companies go bankrupt. PC advised that this is covered under the Roof Access Agreement.
- 4.1.14 HS asked who is actually funding this initiative. PC said that the government are the ones who are encouraging the Solar PV Scheme.
- 4.1.15 HMP asked if spot checks will be carried out to make sure that the panels are working. PC agreed that checks will be carried out, though these will not be spot checks as such.
- 4.1.16 In answer to his question, MP was informed that Rebecca Mell is on the Project Team for the Solar PV Scheme, and that Dean Evans and Stuart Roberts will be involved with the consultation events.
- 4.1.17 MP requested a full list from PC, of the proposed areas for inclusion for the whole ALMO. **PC**
- 4.1.18 EG requested that she please be made aware of any positives that the scheme is likely to bring to both customers and WNWhL.
- 4.1.19 JG asked why it is that the House of Commons is now questioning such a scheme. PC replied that the scheme is something the government wants on a domestic scale, and not large scales such as for farms, etc. What is more, the government is providing a limit of £430m for the funding of the solar panel scheme, and this will be allocated on a 'first come – first served' basis.
- 4.1.20 PC informed the meeting that a report will be going to the Board, very shortly.
- 4.1.21 RM to provide updates on progress to the Area Panels. **RM**

5.0 Customer Involvement

5.1 Update

5.1.1 A summary of the report was provided by EG, and she advised that the Customer Involvement Strategy is now completed, and has been approved by the Board. EG reported that WNWhL is to seek re-accreditation with TPAS.

5.1.2 EG made reference to paragraph 4.0 of the report as being positive, with WNWhL staff achieving 100% attendance at TRA meetings, when invited. JA enquired of the period that this report covers, as no member of staff attended the meeting in April 2011.

5.1.3 Work is still continuing on developing a Tenant Scrutiny Body, which is still in the early stages.

The Panel noted the contents of the report.

5.2 Local Performance Framework

A summary of the report was provided by AK. He also advised of the new performance measures that have been added to the framework, and the removal of two measures.

5.2.1 The performance measure of visiting the tenant within 5 days to advise them what they need to do, when terminating their property, has been reworded and the 5 day timescale removed.

5.2.2 An explanation of the performance areas highlighted in red was given by AK. He mentioned that the drop in performance had been due in part to the loss of three officers to the Leeds Quest Team. However, he now has a full, so is expecting to see performance improve.

5.2.3 Bramley housing office is very much on track with performance. However, the increase in footfall has meant that it is taking longer to serve customers.

5.2.4 HS enquired of the source of figures for Armley for the walkabouts, as there have been no walkabouts for March through to June. Therefore, his view is that performance should be at 20% and not 100%, as reported.

AK to liaise with HS.

AK

5.2.5 JH enquired if everyone should be in receipt of a Tenancy Agreement, as she has never received one.

AK to action.

AK

5.2.6 When tenants become secure tenants, JP enquired if they are informed. She added that she has been in her current property for two years and has never been informed.

AK to action.

AK

5.2.7 MP confirmed that with the exceptions of a tenant has been given notice to quit, or an extension granted on their introductory tenancy, they are in effect secure tenants.

He asked AK to make tenants aware on the third visit, that they are effectively secure tenants.

There were no further questions arising from the report.

The Panel noted the contents of the report.

6.0 Revenue and Capital Expenditure

6.1 Decency Update and Capital Investment 2010/11

A summary of the report and appendices was provided by RM.

- 6.1.1 She advised that owing to the problems encountered with Morrison FS, some of the schemes will now start towards the end of July 2011, and not earlier, as hoped.
- 6.1.2 DH asked of the term 'decency' and of what it covers. RM explained and added that schemes that come under the decency heading include doors and windows, new kitchens and bathrooms.
- 6.1.3 JG enquired of the areas of work that come under the heading of adaptation work, of which RM explained.
- 6.1.4 AL made the request for RM for the adaptation scheme work information to be more detailed.

RM

There were no further questions.

The Panel noted the contents and the updates of the report.

6.2 Area Panel Bids

6.2.1 AP21-2011: To install some bollards to prevent vehicular access to the grassy field in New Wortley

Total estimated cost: £1,600.00 (to be funded from Revenue).

- 6.2.2 AL enquired of the amount of bollards required, and was advised that it will amount to 100.
- 6.2.3 HS felt that the bid is mainly to stop the Travellers from parking and causing a problem on the field. MPD agreed that this problem is being investigated in more detail.
- 6.2.4 In answer to AL's question, MPD informed him that 80% of the tenants living near the field are in fact Council tenants, and that the bollards will be of benefit to a lot of residents who live close by.
- 6.2.5 Whilst JG said that he does not agree with the bid in principle, he did feel that wooden bollards would not stop the Travellers. MPD advised him that concrete bollards pose more problems than wooden ones. In particular, snowy conditions and compensation claims of people being unaware and having bumped into them. She assured the Panel that the wooden bollards are stronger.

HS thought it to be a good bid and one that is worthwhile.

- 6.2.6 AK mentioned that a lot of Travellers go onto the British Gas field, and that British Gas would like to join with WNWhL, with a part-funding initiative.
- 6.2.7 MPD confirmed that the field is very large and will not stop the Travellers. However, Groundwork have been approached to see if there is anything else that can done to solve the problem.

The bid was agreed by the Panel by a majority vote.

7.0 Any Other Business

7.1 Terms of Reference

7.1.1 AL advised the Panel Members that the Terms of Reference have been provided for information.

7.1.2 The Terms of Reference are to be reviewed after the Board's AGM, later in the year, and AL said that this may mean changes regarding Board Directors being allowed to sit on specific Panels.

7.2 Area Panel Code of Conduct

Provided to the Panel for information and AL requested for Panel members to bring any questions that they may have, to the next Panel Meeting.

7.3 Mears Conduct

JG spoke of his concerns regarding the gas service provided by Mears. He added that they are failing appointments, and that some of the operatives are rude.

As requested by AL, RM agreed to take further details from JG, and to bring this to the attention of Paul Elliott.

RM

7.4 Average Length of a Tenancy

In answer to an earlier question put forward by AL, MP said that he believes that six years is the average length of a tenancy of WNWhL.

8.0 Date, Time and Location of Next Meeting

8.1 Monday 8th August 2011, at 5.30 pm, The Board Room, Westfield Chambers.

8.2 Future scheduled meetings: 10th October and 12th December 2011 (to be held at the same time and venue).



Report author: Clare Wiggins

Tel: 336 7864

Report of Deputy Chief Executive

Report to Inner West Area Committee

Date: 13th September 2011

Subject: Well-Being Fund Budget Report

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Armley, Bramley & Stanningley	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" 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

1. This report seeks to update Members on the capital and revenue funding committed via the Area Committee Well-Being Budget for wards in the Inner West area in financial year 2011/12.

Recommendations

2. The Committee is asked to:
 - note the funding decisions that have been made for the financial year 2011/12.
 - note the approvals for small grants and skips given since the last Area Committee.

1 Purpose of this report

- 1.1 The purpose of this report is to provide Members with information on the Area Committee Well-being funding that has been allocated in Inner West and also provides details of small grant applications received since the last Area Committee.

2 Background information

- 2.1 At the April 2011 meeting Members were informed of a reduced revenue well-being allocation for the Inner West Area Committee of £136,710 for the financial year 2011/12. The allocation has been based on the 2010/11 formula of 50% population and 50% disadvantage.
- 2.2 There is no new well-being capital allocation for 2011/12.

3 Main issues

- 3.1 Following the Special Area Committee meeting held in May the total budget of £136,710 was committed to the projects detailed below, therefore there is no funding remaining for this financial year.
- 3.2 The list of projects funded for 2011/12 are detailed below:

Project Title	Organisation	2011-12	Armley	Bramley & S'ley
Summer Bands in Parks 2011	Town Centre Manager (Leeds Ahead)	£1,200	✓	✓
Town Centre Manager	Leeds Ahead	£23,000	✓	
I Love West Leeds Festival	I Love West Leeds	£18,000	✓	✓
Holiday Sports Provision	Leeds City Council Sports Development	£3,563	✓	✓
Armley Sports Project	Youth Service	£1,656	✓	
Armley Community Fun Day	Armley Common Rights Trust	£1,500	✓	
Business Development Manager	Community Centre Consortium via BARCA	£41,000	✓	✓
Small Grants Budget	Area Management Team	£5,500	✓	✓
Skips Budget	Area Management Team	£800	✓	✓

Lazer Centre and Friday Night Project	Youth Service	£2,000	✓	✓
Litter Bins	Streetscene/ Parks & Countryside	£691	✓	✓
Bramley Baths	Sport and Active Recreation	£37,800		✓
Total		£136,710	£62,533	£74,177
Balance Remaining for 2011/12		£0		

3.3 Small Grants

The following small grants have been approved since the last Area Committee:

Bicycle Reparation Scheme	Leeds Youth Offending Service	£250
Wythers Wheelie Bin Stickers	Area Management	£250
Leeds Gathering	Irish Arts Foundation	£500
Wortley Football Club Storage Containers	Wortley Football Club	£500

There is £2,350 remaining for small grants in 2011/12.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The Area Committee has previously been consulted on the projects detailed within the report.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 All Well-being funded projects are considered prior to their submission to Area Committee for their impact on Equality and Diversity and Cohesion and Integration.

4.3 Council Policies and City Priorities

4.3.1 Projects submitted to the Area Committee for funding support are assessed to ensure that they are in line with Council and City priorities. Area Management's work programme contributes at a local level to the themes contained in the:

- Vision for Leeds
- Leeds Strategic Plan
- Health and Wellbeing City Priorities Plan
- Children and Young People's Plan

- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

4.4 Resources and Value for Money

- 4.4.1 Programmes of work outlined in this report are resourced in the main by Area Management staff and where relevant their partners which in turn provides value for money.
- 4.4.2 In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via Well Being budgets.
- 4.4.3 In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council Departments main stream budgets, and external partner agencies e.g. the Police and Primary Care Trust, which is in turn reflected in the fact that the Area Committee's role here is only to influence, develop and consult. However, on occasion, wellbeing funding has resourced some projects related to its roles, e.g. conservation area reviews.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 This report is the report of the Area Leader for West North West Leeds who has delegated responsibility to action decisions in accordance with Area Management's work programme in accordance with part 3 of the Council's Constitution in relation to Area Committee Functions.
- 4.5.2 This report is not confidential, neither is it, or part of it exempt.
- 4.5.3 This report is eligible for call in.

4.6 Risk Management

- 4.6.1 Risk implications and mitigation are considered on all well-being applications.

5 Conclusions

- 5.1 The report outlines potential projects through the Area Committee's Well-Being budget. These are projects which assist in the work programme of the Area Management Team. The report outlines the budget remaining for the Area Committee's use for the rest of the financial year.

6 Recommendations

- 6.1 Members are asked to note the position of the Well-being budget
- 6.2 Note the small grant approvals detailed at 3.3.

7 Background documents

- 7.1 Well-Being report to the Special Meeting of the Inner West Area Committee – 17th May 2011.

7.2 Inner West Area Committee Well-being Fund update – report to 5th April 2011 meeting.

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Report of West North West Area Leader

Report to Inner West Area Committee

Date: 13th September 2011

Subject: The Major Benefits and Added Value of Capital Well Being Funding in West North West Leeds

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):all West North West wards	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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

1. This report is provided in response to a request at a recent Area Leader’s meeting to explore the added value of Well-being funding for capital projects. It describes how the capital Well-being budget in the West North West (WNW) has been spent, for what purpose and the benefits gained from its expenditure.
2. A breakdown of the list of capital schemes supported by the Inner West Area Committee since 2004 is attached at Appendix 1. Consolidated figures for each of the four WNW Area Committees are attached at Appendix 2. A budget of almost £2.4m has been spent on 203 projects across WNW. Within the Inner West area, nearly £472,000 has been spent on 51 projects.
3. Area Committee Well-being funding across WNW has levered in approximately £3.2m internal funding and £5.6m external funding, enabling projects to proceed. Within Inner West specifically, Area Committee Well-being capital funding has levered in £98,800 internal funding and £3,228,000 from external sources.

Recommendations

To note the contents of the report.

1 Purpose of this report

- 1.1 This report is provided in response to a request by Councillor Gruen at a recent Area Leader's meeting to explore the added value of Well-being funding for capital projects. It describes how the capital Well-being budget in the West North West has been spent, for what purpose and the benefits gained from its expenditure

2 Background information

- 2.1 When Area Committees were established in 2004, they were provided with revenue and capital budgets to improve local service provision and support local projects. Revenue budgets have been delegated to Area Committees each year whilst capital funding was initially provided as a three year funding stream (2004/5 – 2006/7) and then as an annual allocation from 2007/8 until 2009/10. There was no further capital budget allocation in 2010/11 or 2011/12. Capital funding can be used for development of or refurbishment of local authority owned buildings or property or community assets.

3 Main issues

- 3.1 Within West North West, an estimated £8.8m additional funding has been attracted as match funding for capital works. This figure does not include in-kind contributions from volunteers or officer time from Leeds City Council core services which would increase this value. Many of these projects simply would not have taken place without the Area Committee capital budget being available and targeted against local priorities.
- 3.2 Across West North West there are numerous examples of the Area Committee leveraging in funding from both Council departments and external sources. The Area Committee and match funding has helped to implement planned local actions and assisted Council departments and partners in service improvements and delivering local projects. The wide range of capital funded projects have helped to:
- develop community capacity
 - address community safety issues
 - enhancing town and district centres
 - improve the environment, green spaces and parks
 - enhance community assets
 - deliver highways repairs and improvements and parking schemes and encourage sustainable transport schemes
- 3.3 Outlined below are a range of projects funded through Area Committee capital budgets across West North West to deliver these improvements. Although this is not a comprehensive list, it highlights the range and breadth of schemes that have been delivered and explains the benefits of the schemes. A full list of capital projects supported in Inner West can be found at Appendix 1.

Developing Community Capacity

3.4 Area Committee funds have been used to develop community capacity, for example:

- The Inner North West Area Committee provided £19,000 towards the refurbishment of Sandford Road play area in Kirkstall. The Guilbert and Sandfords Residents Association led the community consultation for the design of the scheme and secured £129,000 Big Lottery Bid. The project was completed in 2010 and replaced the toddlers' play facilities; created basketball youth space and provided attractive landscaped areas. The local community played a key role in the success of the project and developed their skills in community leadership and fundraising through their involvement.
- The Lower Wortley Road improvement scheme in Outer West provided physical improvements to the street scene to regenerate the area and improve community safety and the perception of safety. Area Committee funding of £28,000 was utilised to enable the scheme to go ahead with nearly £3m capital programme funding.
- In Inner West, the Area Committee fully funded a scheme to restore the horse trough and village pump and repair railings to improve the appearance of Bramley Town Street and the promotion and preservation of Bramley's history.

Community Safety

3.5 Community safety issues continue to be a priority across West North West. Area Committee funding has been utilised to deliver a number of initiatives to improve community safety and has enabled or enhanced partner agencies' schemes, for example:

- The reduction of crime and the fear of crime continues to be a priority for West North West and in 2009 the Inner and Outer North West Area Committees jointly funded the Capture House Initiative. The Outer North West contributed £2,500 and the Inner North West £6,000 to the initiative. The Capture House project used Police surveillance and trackable assets to secure high profile arrests in neighbourhoods where burglary reduction is a priority.
- Inner and Outer West Area Committees have both contributed £25,000 to support the development of Safety Central in Bramley. The old Bramley Fire Station was transformed into fire and community safety headquarters and a regional state of the art visitor centre to promote fire and community safety to young people. This almost £3m scheme was attracted into West North West Leeds, partly due to Area Committee funding.
- The Outer West Area Committee contributed £4,700 to a gating scheme at Pembroke Road, Pudsey to combat anti-social behaviour and criminal activity. This was match funded by Community Safety.

Enhancing Town & District Centres

3.6 The West North West has benefited from several improvement schemes through the Town & District Centre (T&DC) Regeneration Programme, such as Otley, Yeadon, Guiseley, Armley, Pudsey and Farsley. In addition the Area Committees have contributed funds from their Well-being capital budgets to enhance these schemes and deliver other improvements, for example:

- The Outer North West contributed £20,000 towards Otley Market Place T&DC Regeneration scheme. The remainder of the total cost of the scheme of £220,000 was provided by the Town & District centre Regeneration Scheme. The scheme included the installation of five CCTV cameras, the lifting, cleaning and re-laying of the stone setts in the historic market place and the installation of new street furniture including benches, directional finger posts, an information board, bins, bollards and cycle racks. The scheme has helped to improve and enhance Otley town centre as a shopping destination and visitor attraction and provided much needed improvements for the area.
- The Pudsey T&DC scheme delivered the refurbishment of the market, car park improvements, architectural lighting to the town hall, installation of a bus lay-by to reduce congestion and installation of artwork to the leisure centre. The Outer West Area Committee has contributed £10,000 capital funding to enhance the overall scheme by part funding the bus lay-by along with £10,000 T&DC funding and £20,000 Local Transport Plan funding.
- The Inner North West Area Committee provided the critical final contribution of £45,000 for a project totalling £65,000 which provided improvements to the Woodsley Road district centre. The aim of this scheme was to promote the shopping area on this road as a vibrant, attractive local centre and resulted in road resurfacing, introduction of a Traffic Regulation Order and replaced street lighting. The money also improved pedestrian access, hanging baskets, benches and other features to the central area and green space improvements adjacent to a nearby car park recently brought back into LCC ownership

Improving the Environment, Green Spaces and Parks

3.7 A number of schemes which have improved the environment across West North West have been supported through Area Committee capital funding, for example:

- Bin yards create a number of problems in the Inner North West and Inner West as they often accumulate waste and provide hiding places for criminal activity. The Inner North West Area Committee has been systematically investing in capital improvements to bin yards to lower walls which make them easier to clean and less attractive to criminal activity. In Inner West, a scheme on the Fairfields estate in Bramley was delivered through £55,000 from the Safer and Stronger Communities Fund and £15,000 Area Committee funding.
- The Outer North West Area Committee provided £20,000 of funding towards environmental and access enhancements in Chevin Forest Park. High visitor pressure on the car parks meant that two in particular were in need of re-surfacing with a more durable surface. A wheelchair access ramp had

already been built from Surprise View car park but an improved section was needed to connect this to two new disabled parking bays. Minor re-surfacing was required at Lower Shawfield car park to also provide better wheelchair access. The project was undertaken by Parks & Countryside in partnership with local voluntary groups.

- The refurbishment of Tyersal Park play area was delivered by Parks & Countryside following an award of £80,000 from the Children's Big Lottery Fund and £20,000 from the Outer West Area Committee. The Area Committee funding allowed the scheme to be developed to a high specification and stimulating play equipment provided.
- Environmental improvements to Rodley towpath have been undertaken using Outer West Area Committee funding of £11,000. This was supported by match funding of £25,500 from Ward Based Initiative, Highways, British Waterways and Section 106 funding.

Enhancing Community Assets

3.8 Area Committee funds have been used to support and develop community assets across the West North West, particularly in priority neighbourhoods, for example:

- The Inner North West Area Committee provided £100,000 of Well-being capital funding in support of Headingley Development Trust's efforts to refurbish the former Headingley Primary School to run as a social enterprise. This investment was matched by a further £500,000 loan from Leeds City Council and £500,000 of grant funding provided by Adventure Capital Fun, making the project the largest capital scheme in Inner North West. A key element of the scheme was the successful community asset transfer which resulted in the community centre provision moving from the Headingley Community Centre on North Lane to the New HEART (Headingley Enterprise and Arts) Centre. Refurbishments to the former school were completed in January 2011 and the new HEART Centre now provides training and meeting rooms, enterprise catalyst space, and a café and provides Leeds City Council's community centre provision for the area.
- In 2007, the Outer North West Area Committee contributed £20,000 towards a £376,000 construction project that created a large extension and link to the Grade II listed building of St Margaret's Church in Horsforth. The new building provided much needed community facilities for the area incorporating large and small meeting rooms, an office, and a large kitchen with modern facilities and toilets with access for the disabled and baby changing facilities.
- The Outer West Area Committee provided funding of just over £7,000 for the refurbishment of Swinnow Community Centre. In developing a business plan to make the centre well used and financially viable, the centre's management committee identified three key areas that need improvement to reduce running costs and increase usage 1) repair and replace windows, 2) refurbish the floor to increase the potential range of users and 3) repairs to external lighting to improve safety.
- In Inner West, a community garden was planned and designed by Fairfield Tenants & Residents Association at the entrance to their neighbourhood close

to shops. It contains a sculpture of two people set amidst shrubbery, flowers and seating with walkways through the garden leading into the estate. The garden compliments housing development taking place to improve the estate and the refurbishment of the local Fairfield Community Centre.

Highways and Sustainable Transport Schemes

3.9 A number of highways schemes, parking improvements and projects to enhance sustainable transport have been supported in all areas across West North West, for example:

- The Outer North West Area Committee provided £1,900 towards the construction of a new cycle shelter within St Peter and Paul Primary School grounds in Yeadon. The project tied in with the construction, by Sustrans, of a new cycle path along the disused railway tracks in the area. By providing a bike shelter, more children have been encouraged to travel to school by bike, giving the additional benefit of improving the health of children as well as reducing congestion on local roads. The project cost £3,900 in total with the remainder of the funding provided by Sustrans.
- 20 mph zones have been introduced to the Dragons area of Wortley and Whincovers area of Farnley to address issues of speeding and improve safety. The Outer West Area Committee provided just over £20,000 and this was match funded by Highways.
- Significant highways repairs took place in Armley and Bramley funded through the Inner West Area Committee Well-being capital budget. Roads were targeted which had been prioritised by Highways for attention.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The projects referred to in this report have been developed through consultation with elected Members, partner agencies and local communities.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 All Well-being funded projects are required to demonstrate how they promote equality and diversity. There are many examples of Well-being funding being used to promote community cohesion and integration.

4.3 Council Policies and City Priorities

4.3.1 All capital Well-being funded projects are developed in accordance with Council Policies and City Priorities.

4.4 Resources and Value for Money

4.4.1 Those applying for Well-being funding are required to provide evidence of comparable estimates for the work proposed to be undertaken. Of particular note, is the level of match funding levered in by the Area Committee funding across a range of projects in West North West.

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no legal implications arising from this report. This report is eligible for call in.

4.6 Risk Management

4.6.1 There are no particular risk management issues arising from this report. However, Well-being funding applicants are required to highlight any potential risks associated with their project and measures that would be taken to mitigate against them. In addition, when the Area Committee commissions schemes, the Area Management Team works with the Council department, partner agency or local community group to identify any potential risks and solutions.

5 Conclusions

5.1 This report has provided an overview of Well-being capital expenditure across West North West; Appendix 1 illustrates the schemes completed in the Inner West Area since 2004. It has highlighted the range of projects that have been supported and the level of funding that has been levered in from within the Council and from external sources. Although no new capital funding has been allocated since 2009/10, Area Committees are able to continue to support capital schemes through their revenue budgets. However, given the pressure on their revenue budgets it is unlikely that the capital projects on the scale that have previously been delivered will be possible in the foreseeable future. This will impact on the level of match funding that can be attracted.

6 Recommendations

6.1 Members are asked to note the content of this report.

7 Background documents

7.1 None

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Inner West

Year	Wellbeing Ref.	Scheme No.	Scheme title	Total Cost	Area Committee funding	LCC match funding	External match	Benefits
2004/5	IW/04/01/L	01875/WEI/OO1	Armley (Raynvvilles) Road Repairs (Highways)	61.5	61.5	0.00	0.00	Repairs to roads in an area in serious decline, improved the street scene of the neighbourhood and enhanced the area which is through road to Bramley.
	IW/04/02/L	01875/WEI/OO2	Bramley - Stanningley Road Repairs (Highways)	51.9	51.9	0.0	0.0	Repairs to roads in an area in serious decline, improved the street scene of the neighbourhood within community and enhanced the area. Removal of an eyesore and health and safety risk blighting the community. Reduction in the cost of security sheeting on the property. Reduction in vandalism and illegal dumping of rubbish. The land will brought back within the control of Leeds City Council and the West Leeds Gateway Regeneration area for re-development in the future.
	IW/04/24/L	01875/WEI/OO3	Demolition Of New Wortley Liberal Club	29.5	29.5	0.0	0.0	
2005/6	IW/0421/L	01875/WEI/OO4	Sculpture and Community Garden - Fairfield Estate	14.0	5.0	0.0	9.0	Community garden planned and designed by Fairfield Tennants & Residents Association at the entrance to their neighbourhood close to shops and which faces a main road leading into the area. contain a sculpture of 2 people set amidst shrubbery, flowers and seating with walkways through the garden leading into the estate. The garden will compliment the work already planned for the neighbourhood through the programmed improvements to the houses by Leeds West Homes and the refurbishment of the local Fairfield Community Centre.
	IW/04/22/L	01875/WEI/OO5	Armley Binyard Improvements	14.5	2.0	0.0	12.5	Cleaner safer environment - better use of the yards for hanging out washing, creating play areas, growing own plants and vegetables. Reduction in crime - fear of people hiding in the yards or making use of the yard for drug taking or exchanges. Health improvements – discourage the dumping of waste products both organic or material. Desire to live in the area – reduce turnover of residents moving in or out of the area. Spirit of community – encouraging community engagement, and literally breaking down barriers which prevent community cohesion.
	IW/04/07/L	01875/WEI/OO6	The Piggeries' - Rossfield Estate	30.0	10.0	0.0	20.0	Creation of a pocket park with ball wall space for children to play with. A welcome addition to the estate. The seating area and paths to give a nice environment for the elder members of the community to walk and sit, giving an increased sense of community spirit for the estate.
	IW/04/30/L	01875/WEI/OO7	Armley Lazer Centre Motorbike Project (L&L)	15.0	15.0	0.0	0.0	work with local young people on motorbike safety plus work with citywide groups local yp to make modest contribution for fuel. School term time delivery to be based on accredited alternative curriculum programmes linked with other accredited courses. Charges to be made to schools to be re-invested into project. Priority to West schools. Saturdays school term time and evenings – for use by local young people (hours to be negotiated with consideration for local residents. Key link to Community safety in area and re-engagement of excluded yp into education
	IW/04/31/L	01875/WEI/OO8	Pudsey Weetwood Community Cycle Scheme	3.4	2.0	0.0	1.4	Positive public perception as a whole is also increased by the use of bike patrols due to the visible benefits of bikes i.e. more regular patrols and also patrols that can realistically catch up with and challenge congregating antisocial groups, often on bikes, who make off from officers deployed on foot or in cars. Thus helping to reduce crime and the fear of crime within our inner city communities.
	IW/04/29/L	01875/WEI/OO9	Fairfield Community Garden	40.0	10.0		30.0	The project turned this land into a community garden with support from young people of the neighbourhood. Young people were consulted by the children's centre staff. The space required removal of rubble and the site levelling to form two distinct areas connected by steps and a path. Hard landscaping included paths, steps and sitting/play areas. Soft landscaping included native and wildlife attracting plants as well as scented plants for a scented garden. The project improved the environment and included young people in deciding on the design and development.
	IW/04/39/L	01875/WEI/OI0	Refurb of Kitchen New Wortley CC	0.4	0.4	0.0	0.0	

							The fence will made it a lot harder for the illegal riding of motor vehicles on this land. It also helped the police and park and countryside motor watch team in catching the illegal riders. The type of fence used also improved the area's appearance.
	IW/04/33/L	01875/WEI/O11	Fencing To Raynville Estate Multi-Use Games Area - Oak Road Rec Ground****	41.5	13.9	13.8	13.8
	?	01875/WEI/O12		1.5	1.5	0.0	0.0
	IW/04/59/L	01875/WEI/O13	Staningley Sports & ARLC Fencing project	10.0	10.0	0.0	0.0
	IW/04/61/L	01875/WEI/O14	New Wortley Cemetry Fencing ***	15.0	6.9	3.0	5.1
							To transform the old Bramley Fire Station Into a Community Safety Headquarters and state of the art visitors centre which would be use to teach fire safety to young people and improve community safety. This almost £3m scheme was located in Inner West partly due to Inner West Area Committee funding, match funded by Outer West.
2006/7	IW/06/01/L	01875/WEI/O15	Bramley Fireplace (Safety Central) Moorside Community Centre -	3,000.0	25.0	25.0	2,950.0
	IW/06/14/L	01875/WEI/O16	New Kitchen	2.0	2.0	0.0	0.0
	IW/06/29/L	01875/WEI/O17	Security Gates to St Margaret's Church	1.0	1.0	0.0	0.0
							The project consists of the installation of two security gates at the entrances of St. Margaret's Centre in Ganners Way.
							New purpose-built office, with entrances/exits to the offices, thereby complying with fire safety regulations and that adequate space and security are provided to ensure that health and safety requirements are complied with. This will allow us to expand and support the existing and further work within the community as well as add to the comfort and security of the existing staff and provide room for further growth.
2007/8	IW/07/05/L	01875/WEI/O18	Christ Church Armley Meeting Room	45.0	10.0	0.0	35.0
	IW/07/04/L	01875/WEI/O19	Sikh Community Centre Refurbishment	100.0	10.0	0.0	90.0
	IW/07/10/L	01875/WEI/O20	Warning Signs Bramley Falls Woods	2.1	2.1	0.0	0.0
	IW/07/09/L	01875/WEI/O21	Barrier, Houghley Lane Armley	2.0	2.0	0.0	0.0
	IW/07/07/L	01875/WEI/O22	Gates Bin Yards Cedars Armley	9.5	9.5	0.0	0.0
	IW/07/13/L	01875/WEI/O23	Alley Gating Nancroft Mount Armley	7.6	3.8	0.0	3.8

							By placing railings on the low wall would act as a deterrent for youths to gather and caused criminal damage to nearby properties and vehicles and would also reduce the number of complaints of noise and incidents of ASB around this area. It would also reduce the amount of litter and debris therefore contributes to environmental improvements in the
	IW/07/19/L	01875/WEI/OZ4	Bellmount Railings	1.1	1.1	0.0	0.0 ginnel
	IW/07/20/L	01875/WEI/OZ5	Surestart Bramley	1.7	1.5	0.0	To build a partition wall with door frame and door in the main office of the Family Resource Centre which will create adequate meeting space for multi agency meetings.
	IW/07/23/L	01875/WEI/OZ6	Fairfield Estate Schemes	70.0	15.0	0.0	55.0 The projects will improve a number of binyards which will increase the safety of their use, help to discourage fly tipping and, provide the residents with a place to store their bins off the streets: This will help to present a tidier urban environment. There will be up to 10 binyards completed as part of the scheme which are used by up to 40 people.
	IW/06/21/L	01875/WEI/OZ7	Bramley Replacement Pump and Railings	13.4	13.4	0.0	0.0 restoration of the horse trough and village pump as well as repair or replacement of the metal fence. Part regeneration of Bramley Town Street. Improvement in appearance of the approach to the Shopping centre. Preservation and promotion of the history of Bramley.
							to install 4 Pedestrian gates and 12 metres of railings. The railings will be from the end of each gate and cut across through the shrubbery up to the palisade fence which exists. All residents will be provided with access keys. This will mean that the only people who will have access to the ginnel are the local residents who live there. This will greatly reduce the opportunity for crime and anti-social
2008/9	IW/0730/L	01875/WEI/OZ8	Wellington Mount & Terrace Alleygating	4.8	2.0	0.0	2.8 behaviour to occur at this location.
	IW/0819/L	01875/WEI/OZ9	Lighting Houghley Gill, Armley	30.0	15.0	15.0	0.0 to improve the safety of local people and school children using the access route and also to deter criminal activity affecting residents living close to the Gill. Environmental crime and criminal activity would also be addressed.
	IW/0818/L	01875/WEI/OE0	Landseer Drive Railings	0.8	0.8	0.0	0.0 Railings installed to improve community safety and reduce anti-social behaviour in the ginnel between Lincroft Crescent and Landseer Drive.
							Notice boards were installed to improve communications with communities in Bramley and Rodley. Many successful community events have been promoted in this way.
2009/10	IW/08/23/L	01875/WEI/OE1	Bramley/Rodley Noticeboards	5.0	5.0	0.0	0.0 The deployment of a thermal image camera to detects the highest temperature in any specific area that it is pointed in, & can also take thermal snapshots which in turn can be downloaded & used in evidence.
	IW/09/07/L	01875/WEI/OE2	Operation Argus - Thermal Imaging Camera	2.3	2.3	0.0	0.0 This project is intended to make criminals wary about coming into the West Inner NPT area of North West Leeds area to commit burglary. The intention is to increase the likelihood of criminals getting caught, additionally intelligence will be gathered about where stolen items are being sold and investigations undertaken on these locations.
	IW/09/12/L	01875/WEI/OE3	West Inner Capture House	4.0	4.0	0.0	0.0 This project is needed because it is a continuation of a project which has already been running for the past three years. Young people have come to rely on being able to meet youth workers where they live and not have to travel to youth centres and other provision. Young people like the fact that they can come and meet youth workers on the van for a chat and also take part in positive activities. A very crucial part of the project is that it will begin working with NEET young people and will be staffed by two experienced connexions workers who are going to work with the young people in identified areas to try and reduce the NEET figures
	IW/09/16/L	01875/WEI/OE4	Youth Mobile	30.0	15.0	15.0	0.0 The Alert Box is a form of Electronic Business / Neighbourhood Watch that enables neighbours in a business or residential area to either forewarn or request help from each other, by simply pressing a button. Engaging the business community to be a part of the solution in reducing crime, the fear of
	IW/09/15/L	01875/WEI/OE5	Alert Boxes	16.0	16.0	0.0	0.0 crime and anti-social behaviour

						Two areas within West Leeds have been referred for alleygating and fencing, as both sites have experienced persistent crime and ASB. One site requires traditional steel alleygates, the other requires a substantial wooden fence. The sites are: The footpath at the rear of Aston Drive, Bramley and the opening into Houghley Gill woods from the end of a new-build private estate at Wyther Park Hill.	
IW/09/14/L	01875/WEI/OE6	Alleygating Project	4.4	4.4	0.0		
IW/09/13/L	01875/WEI/OE7	Haleys Field Allotment Toilets	20.0	20.0	0.0	This project is for the installation of a fully accessible toilet at Haleys Field Allotments. The allotment association currently have no facilities on site and this will allow a wider range of individuals to use the allotments. Installation of 53 metres of fencing to the site. This will complement the new gates that are also being installed (funded separately through P&C) and will make the site significantly more secure. Removal of all existing shrubs leaving existing trees in situ. Cultivate land creating lawned areas and mixed shrub / herbaceous planting. Supply and install two bench seats. Supply and install a history panel	
IW/09/26/L	01875/WEI/OE8	Bramley Improvements	8.8	8.8	0.0	Improvements to the Community Centre, which includes; New advertising notice board on the exterior of the building. Painting the hall, office, kitchen, 3 toilets, board room and utility room. Covering loose telephone wires on the external building	
IW/09/22/L	01875/WEI/OF1	Fairfield CC Improvements	0.9	0.9	0.0	Closure of through road at both ends. Includes: 2 point closures. Alterations to two bin stores to create turning heads Re-siting of one telegraph pole. Traffic Regulation Order to provide No Waiting At Any Time restrictions at new turning heads	
IW/09/24/L	01875/WEI/OF2	Armley Traffic Mangement Scheme	22.0	22.0	0.0	purchase and deployment of Security Radios in the Inner West area of Leeds. Bramley shops face problems with theft and assault from shoplifters, the bigger companies like Tesco, FarmFoods provide radios to immediately alert centre security to attend. The smaller units most privately owned family businesses cannot afford to provide these radios. This funding will enable these small business to acquire radios free of charge.	
IW/09/21/L	01875/WEI/OF3	Bramley Security Radios	3.7	3.7	0.0	DPPO signs to informing people that they are in a Designated Public Place and that it is an offence to consume alcohol in this area	
IW/09/20/L	01875/WEI/OF4	Armley DPPO Signage	0.8	0.8	0.0	Aerial Thermal Photography of the City will identify domestic properties in the Leeds administrative area that are losing excessive heat through their roofs. The information provided by the over flight will be used as a base line and for planning, targeting and promoting a range of interventions including the facilitation of the take up of energy efficiency grants to domestic properties	
IW/09/28/L	01875/WEI/OF5	Fuelsavers - Ariel Thermal Overflight	30.0	3.0	27.0		
2010/11	IW/10/11/C	01875/WEI/OF6	New Wortley Temporary Community Garden	1.2	1.2	0.0	to tidy up and create a community garden on an area of land that become available following demolition of 36 properties.
IW/10/16/L	01875/WEI/OF7	Fencing Scheme Bramley	1.0	1.0	0.0	This site is a ginnel and requires a fence panel in order to secure the rear of a garden that has been targeted for criminal damage. The site is: The middle of the footpath at the rear of 23 Landseer Gardens and 53 Lincroft Crescent, Bramley.	
IW/10/17C	01875/WEI/OF8	Grit Bins Bramley	1.7	1.7	0.0	Provision of 8 grit bins including initial fill at location identified by local residents/ ward members	
IW/09/27/L	01875/WEI/OF9	Broadleas CCTV	23.1	23.1	0.0	Installation of CCTV camera Reduce instances of anti social behaviour and criminal damage within the Broadleas. Enhanced community safety (and perception of safety); Promote business confidence	
IW/010/16/L	01875/WEI/OSO	Fencing Scheme Bramley	1.0	1.0	0.0	This site is a ginnel and requires a fence panel in order to secure the rear of a garden that has been targeted for criminal damage. The site is: The middle of the footpath at the rear of 23 Landseer Gardens and 53 Lincroft Crescent, Bramley.	

2011/12	IW/11/09/L	01875/WEI/OS2	Litter Bins - Bramley	1.2	1.2	0.0	Additional litter bins will be installed in Bramley Falls 0.0 Wood to improve the appearance of the park.
IW/11/10/L	01875/WEI/OS1		Litter Bins - Armley	1.8	1.8	0.0	Additional litter bins will be installed on the Wythers estate and one near to Armley Town Street. The former has been developed in conjunction with a girls youth group and the local school who have run a competition to design a poster for wheelie bin stickers to reduce littering and improve the environmental quality of the estate. 0.0
IW/11/11/L	01875/WEI/OS3		Rodley Park Flower Bed	1.0	1.0	0.0	A new flowerbed has been installed to improve the appearance of the park and enhance the visitor experience. 0.0
Total				3,799.10	471.70	98.80	3,228.60

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Appendix 2 West North West Consolidated Figures

	<u>Total</u> <u>Cost</u>	<u>Area</u> <u>Committee</u> <u>funding</u>	<u>LCC</u> <u>match</u> <u>funding</u>	<u>External</u> <u>match</u>	<u>Number</u> <u>of</u> <u>Projects</u> <u>Funded</u>
Outer West	1269.7	578.9	389.3	284.9	60
Inner West	3,799.10	471.70	98.80	3,228.60	51
Inner North West	3672.1	706.8	1430.4	1320.2	35
Outer North West	2860.8	595.9	1265	736.4	57
West North West Totals	11601.7	2353.3	3183.5	5570.1	203

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Report author: Alison Szustakowski
Tel: 3367856

Report of Deputy Chief Executive

Report to Inner West Area Committee

Date: 13th September 2011

Subject: Area Update Report

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Armley and Bramley & Stanningley	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" 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

1. This report is to inform the Area Committee on progress against the Area Management Team's work programme and locality priorities.
2. Progress is reported through project and service updates.

Recommendations

3. Inner West Area Committee members are invited to note the contents of the report, comment on any matters raised and suggest items for inclusion in future Area Update reports.

1. Purpose of this report

1.1. The purpose of this report is to inform members on progress against the Area Management Team's work programme and locality priorities.

2. Background information

2.1. An Area Committee Update report is submitted at every cycle of Area Committee meetings. Partners contribute collectively on projects and provide service updates.

3. Main issues

Business Plan for 2011/12-13/14

3.1. The Inner West Area Management Team are currently working on a Business Plan for 2011/12-13/14, which will be presented to members at the October/December Area Committee. It is proposed that this will replace previous Area Delivery Plans, and will set out priorities for the next three years.

Priority Neighbourhoods

Fairfield LAMP

3.2. The action plan for the Fairfield LAMP has been refreshed. In the light of people leaving or changing the jobs, the attendance list has also been reviewed and revised. The revised action plan was presented at the last meeting on 12th July 2011, and was received well by all present.

3.3. Key actions include:

- ARAMARK to design and produce the next newsletter in colour.
- The café now opens on a Wednesday and Thursday. The Bramley Primary School Head Teacher is to work with the Social Enterprise and Business Facilities Manager to consider whether some activities can be delivered from the centre so the café can be opened another day.
- Promotion of the outside catering (Spirit Café) to partner agencies.
- BARCA to deliver a new cookery course in September funded by the PCT.

Fairfield Community Centre

3.4. The Fairfield Community Centre have had a very successful Day of Action with ARAMARK. The centre has been re-painted, new signage has been put in place and a new storage area and internet room have been created. The summer events at Fairfield have been actively promoted, and an activity programme will run from September 11th. The activity programme includes the following new activities Zumba, cookery courses and line dancing. The Social Enterprise and Business Facilities Manager notes that financially the centre is on a stronger financial footing and Fairfield Community Partnership is looking to submit a five year funding bid to the Lottery to deliver programs around helping local people back into work in partnership with BARCA.

Wythers Improvement Group

3.5. A Wythers/ Raynvilles action day and crime survey was carried out on the 8th June. Detailed information was collected from residents including some hate crime issues. As a follow on to this the hate crime coordinator has arranged to carry out some preventative work with local primary schools.

3.6. The ALMO have carried out a successful clean up day on the estate with a number of overgrown hedges being cut back. Gardens will be monitored and letters issued to residents with overgrown gardens.

3.7. A4 size bin stickers designed by children at Raynville Primary School will be distributed in the area over the summer.

New Wortley LAMP

3.8. Draft designs have been completed by Leeds Metropolitan University for a proposed building extension to New Wortley Community Centre. The Community Centre Committee would like to extend the centre to create a large café area, and additional space for a meeting room; shop and small business space. The proposal is to build an extension to the Tong Road side of the building as phase 1 and to refurbish the existing centre as phase 2. The designs will be displayed in the community centre for comment. The next step is to discuss these options with Leeds City Councils Asset Management Department as the landowners.

New Wortley Community Centre

3.9. New Wortley's trading position continues to improve as the café's income increases due to improved marketing and promotion in the local area. This has had a knock on effect on centre staff and volunteers who have responded well to the improvements in the café, the new menu and marketing.

3.10. An International Fun Day is being held on the 21st August and there are new activities starting in September which include Zumba and martial arts. The Social Enterprise and Business Facilities Manager notes that financially the centre's trading position continues to improve, however the centre is not profitable yet, but is getting closer to that goal.

3.11. Joint working - There has been some excellent co-operation between the Fairfield's Community Centre and New Wortley Community Centre's staff and volunteers recently. Sharing resources particularly between the two catering operations, which saves on cost and promotes joint working, is a real vision of what the future could hold.

Regeneration Programmes Team

2 Branch Road

3.12. Following the building owner's guilty plea in court on 4th May, sentencing was adjourned until the 29th June to give him one final opportunity to undertake the enforcement works. During this period, the building owner undertook further work to remove debris from the Venetian of the building, wash salts and remove vegetation from the building fabric and remove signs which were attached to the building. This work was completed in advance of sentencing. The building owner was given an 18 month

conditional discharge and ordered to pay the Council's costs. He has also recently signed up to a THI Agreement which suspends further enforcement action subject to him preparing and undertaking a THI scheme on the building which if undertaken will see rotting timbers, the roof and rainwater goods replaced in addition to the reinstatement of the plaster barrel vaulted ceiling internally and the Venetian window to the front elevation of the building. It should be noted that as the works to the barrel vaulted ceiling and Venetian window are required under the Listed Building Enforcement Notice, these works will not attract grant funding. The agreement identifies key milestones which the building owner must work to. If he fails to complete tasks by the milestones, the Council reserves the right to terminate the agreement and further enforcement action will commence.

New Wortley Community Garden

3.13. Work is ongoing with the New Wortley Residents Association to amend the group's constitution to allow them to enter into lease arrangements. Once this is concluded, a lease will be signed between the City Council and the Residents Association to continue works on the garden at Holdforth Place.

New Wortley, Former Liberal Club

3.14. It is proposed to dispose of the former Liberal Club site at New Wortley for residential development. It is anticipated that there will be healthy interest in the site from smaller developers if it is disposed at auction with the benefit of outline planning consent. The site can accommodate 14 units with access along Headley Chase.

Armley Moor

3.15. The S106 greenspace funding which is required to support the refurbishment of the moor is still awaiting sign off. This work has been delayed while legal issues have been resolved in relation to some specific elements that the funding is to be used for. A detailed survey has also taken place to finalise the scheme costs and bills of quantities. Due to the construction of the existing pathways, there is more cost involved in resurfacing them than first thought. However, work is nearing a conclusion to finalise the detailed works at which time the S106 funding will be formally signed off. Work is expected to commence on site later in the year.

Town Centre Manager (TCM), Armley

Empty Units Town Street

3.16. Many of the units are now let on Town Street, most recently charity shops have opened. The Armley TCM has had dialogue with various letting agents who have properties in Armley to see if there is scope for new business start ups to negotiate favourable rents. In most cases there has been positive a response.

Budget

3.17. The TCM budget has been fully allocated and spent. There are some possibilities to lever in private funding as some companies are more willing to sponsor events, but most prefer offering manpower or goods, and not monetary contributions.

Keep Armley Tidy

3.18. There are plans to run further 'Keep Armley Tidy' education events in other schools in the town of Armley. The plan is to liaise with the Environmental Action Team (EAT) to do deliver an educational programme along with the poster design competition. The first trial of this was a big success and the poster looked very well on the billboard when it was put up.

Business Forum

3.19. The TCM continues to run meetings where businesses are invited along to contribute and share any information. The forum serves as a way of gauging local businesses' opinions on certain issues and gaining feedback and intelligence on what is happening in the town.

Events

3.20. All the events for this year have been held and were very well attended, when the weather permitted. Armley Common Rights Trust were very instrumental in helping with these events. Unfortunately due to some unforeseen expenses such as paying for the billboard poster, the TCM could not run the summer celebration event.

Littering

3.21. This continues to be one of Armley's main issues. The cleanliness of Armley Town Street seems to be a little unpredictable. Cigarette butts seem to be one of the biggest issues the town faces.

Street Drinking

3.22. Many shops and shoppers are continually complaining about the number of people they see drinking in the street. The police have been made aware and will take appropriate measures if anyone is caught with opened containers of alcohol.

Speeding

3.23. This continues to be a problem at the bottom end of Town Street near to the One Stop Shop and Stocks Hill. The Police have done some work to address this issue; however it continues to be a problem.

Health and Wellbeing Team, Adult Social Care

3.24. The Health Improvement Officer (HIO) has promoted the Be Healthy Challenge child led Fun Days at the Healthy Schools meeting. The Armley cluster is to be offered staff training from the HIO in partnership with NHS Leeds for events to run in September / October. The HIO has also co-trained staff in some schools in the Bramley cluster on the Be Healthy Challenge for events to be run before the school year end. There has been some initial interest from some schools in the Armley cluster; this will be progressed after the summer holidays.

West Leeds Sport Development Unit, Learning and Leisure

3.25. The coaching scholarship has received a number of completed applications from the inner west area; a final decision on the successful applicants will be made by the end of August.

3.26. Summer holiday activities are taking place at:

- Armley Leisure Centre – Leeds United coaching and junior bodyline sessions.
- Bramley Leisure Centre
- Esprit Gymnastics holiday programme
- Stanningley Rugby League holiday camp
- Support of West Leeds Rugby Union Football Club open day

The Active Women programme

3.27. The Active Women programme is a 10 week project which is currently being implemented at Armley Leisure Centre. The project allows women to access an off peak bodyline card for a one off nominal cost of £5.00. The project caters for 15 women and at present the project is full to capacity with weekly sessions allowing women to experience new sports such as netball, football, badminton etc but also allows them to be able to access the swimming pool, fitness classes and the gym any time before 4pm during the week and all day on a weekend.

3.28. The project has been successful at engaging the target number of 15 women. A number of women have reported weight loss and better mental health, especially around confidence and self esteem. The project will be continuing over a 3 year period as there is funding from Sport England to support the project. The next project is due to start on the 8th September. If you know of anyone who may be interested in the sessions or you would like any more information, please do not hesitate to contact me.

West North West Environmental Action Team

Armley hotpots

3.29. The following areas have been identified as hotspots; the Laurels area for flytipping, Little Scotlands, Salisburys's, Gilpins and Cedars for fly tipping and litter, and Raynville Crescent and Road for littering.

3.30. In Armley flytipping is a particular problem especially around bin yards. In the last two-three months Armley has had clean up days and various pieces of probation work to help tackle some of these issues within the area. Partnership working with Police has been organised for the following months as part of the Armley Burglary Reduction Campaign.

Bramley Hotspots

3.31. The following areas have been identified as hotspots; Broadlea Grove, Terrace and Hill and Summerfield Road and Terrace for litter, Hough Lane for fly tipping and litter,

Cockshott Lane and the Astons neighbourhood for litter, Westover Road back and road for fly tipping and Town Street for litter.

3.32. Stanningley Road – the full length of Stanningley Road for litter.

Teenage Pregnancy Locality Co-ordinator West Leeds, Children Leeds Commissioning Team

Bramley Cluster Action Plan

3.33. The Sexual Health/Teenage Pregnancy part of the action plan for Bramley cluster is in draft format and will be submitted by the 9th September. It includes actions to support pregnant teenagers/teenage mothers and fathers and key areas of prevention work. The 3 obsessions are incorporated into this part of the plan. The plan runs from September 2011-september 2012. Work has already begun on delivering to this plan. Tracy Wade, Children's Centre Manager at Hollybush is the cluster partnership lead for this work. Tracy will be taking over as chair of the Teenage Pregnancy tasking group on 28th September.

Young People's Teenage Pregnancy Action Plan for West

3.34. This plan is in draft and will be consulted on over the summer. The completed version should be ready to publish in October as planned. This will feed into the work of the Child Friendly City- Rights and Responsibilities group. The plan should have been successfully delivered by April 2012.

Events

3.35. A family health day is being held at Hollybush Children's Centre on the 19th August. This is to provide holistic health advice and information including sexual health and contraception. An access to contraception event led by young women is booked for the 1st September at Interplay. This is to raise awareness of and access to contraception and sexual health services. An activity based event led by young men is expected to take place on the 4th November supported by the Youth Service. This event is to discuss tackling barriers to access as young men are less likely to access health/sexual health services than young women.

The Sexual Health Mystery Shop

3.36. Outer West Youth Service is supporting the shop over the summer holidays as planned and a report should be available end of October/early November.

Sex and Relationships Education

3.37. Progress with Leeds West Academy and Swallow Hill in terms of Sex and Relationships Education is being made, and targeted support for those most at risk will be reviewed in September.

3.38. The 'Girls Talk' transitions programme has been delivered to Hollybush, Raynville and Whitecote schools and has evaluated well. Provision for boys will form part of the cluster action plan. Armley cluster are interested in commissioning some similar provision.

Children's Commissioning Team

3.39. Support from the Locality Co-ordinator for Inner West will reduce to one day per week from October and will be reviewed in April. The aim is that delivery to the teenage pregnancy part of the Bramley cluster action plan will be on track at this point.

Unemployment

3.40. The following information is taken from the Leeds Unemployment Bulletin – Monthly Update, June 2011, which provides an update on Jobseekers Allowance (JSA) claimants in Leeds as of May 2011.

3.41. The report states that Leeds has the second lowest JSA claimant rate of the eight Core Cities. When compared to the previous year, the JSA claimant count in Leeds has decreased at a faster rate than all of the core cities.

3.42. 59% of JSA claimants in Leeds are aged between 25 and 49, with 27% aged between 18 and 24. Those aged 50 and above account for 13% of claimants and 0.2% are under 18. There has been very little change in the proportion of claimants per age group compared to the previous month and year.

3.43. The ten localities with the highest JSA claimant rates (12.3% to 22.0%) are in the wards of: Chapel Allerton, Burmantofts & Richmond Hill, Gipton & Harehills, Armley, and City & Hunslet, Armley does not feature in the top five.

Leeds City Credit Union, Armley Credit Union

3.44. Armley Credit Union, an initiative supported by the Inner West Area Committee, continues to grow. In the first quarter of 2011/12 (April – June 2011) there were 84 new adult members and 7 new junior members. This is comparable with 79 new adult members in the same period last year and 11 new junior members. The majority of new membership is from the postcode areas of LS12 2 (Upper Armley / the Aviaries), followed by LS13 2 (Moorside / Sandfords).

4. Corporate Considerations

4.1. Consultation and Engagement

4.1.1. Community forums are held on a monthly basis in Armley and bi-monthly in Bramley within Inner West Leeds to inform communities.

4.1.2. Ward Members are consulted on projects and initiatives within their ward on matters relating to the Area Management Team's work programme and locality priorities.

4.2. Equality and Diversity / Cohesion and Integration

4.2.1. This section is not applicable to this report.

4.3. Council Policies and City Priorities

4.3.1. The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009, this approval was rolled forward to 2010/11, and rolled forward again to 2011/12 with amendments only to environmental delegations.

4.3.2. The Area Functions are included in the Council's Constitution (Part 3, section 3C).

4.3.3. Area Management Team's work programme contributes at a local level to the themes contained in the:

- Vision for Leeds
- Leeds Strategic Plan
- Health and Wellbeing City Priorities Plan
- Children and Young People's Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

4.4. Resources and Value for Money

4.4.1. Programmes of work outlined in this report are resourced in the main by Area Management staff and where relevant their partners which in turn provides value for money.

4.4.2. In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via Well Being budgets and the Community Centres Budget.

4.4.3. In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council Departments main stream budgets, and external partner agencies for example the Police and Primary Care Trust, which is in turn reflected in the fact that the Area Committee's role here is to influence, develop and consult. However, on occasion, wellbeing funding has resourced some projects related to its roles, for example community engagement, area based regeneration schemes and conservation area reviews.

4.5. Legal Implications, Access to Information and Call In

4.5.1. This report is the report of the Area Leader for West North West Leeds who has delegated responsibility to action decisions in accordance with Area Management's work programme in accordance with part 3 of the Council's Constitution in relation to Area Committee Functions.

4.5.2. This report is not confidential, neither is it, or part of it exempt.

4.5.3. This report is subject to Call-In as the Area Committee's functions are delegated Executive ones.

4.6. Risk Management

4.6.1. There are no significant risks identified in this report.

5. Conclusions

5.1. In conclusion, the Area Update report is in line with the functions and role of the Area Committee which are:

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

6. Recommendations

6.1. Inner West Area Committee members are invited to note the contents of the report, comment on any matters raised and suggest items for inclusion in future Area Update reports.

7. Background documents

7.1. None



Report authors: Jason Singh & Rachel McCormack
Tel: 0113 214 5663

Report of the Director of Environment & Neighbourhoods

Report to the Inner West Area Committee

Date: 13th September 2011

Subject: Delegation of Environmental Services – Service Level Agreement

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):	ALL	
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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

Summary of main issues

1. A Service Level Agreement (SLA) has been drawn up for the delivery of environmental services in Inner West.
2. This report provides final details of the agreement and seeks approval of the document which will steer the work of the West North West Environmental Locality Team to the end of the current 2011/ 2012 municipal year. The SLA for 2012/ 13 municipal year will be presented to the Area Committee at its first meeting of that municipal year (June/ July 2012).

Recommendations

The Area Committee is asked to approve the attached Service Level Agreement for the delivery of delegated environmental services .

1 Purpose of this report

- 1.1 The purpose of this report is to present to the Area Committee, for approval, a final version of the Service Level Agreement (SLA) through which the work of the Environmental Locality team will be steered over for the remainder of the 2011/ 12 municipal year.

2 Background information

- 2.1 Work has been ongoing with Members and Area Committees since late 2010 on achieving the successful delegation of certain environmental services in 2011/12.
- 2.2 At its meeting of 30th March 2011, the Executive Board approved revisions to the Area Committee Function Schedules to include a new delegated responsibility for Street Cleansing & Environmental Enforcement Services.
- 2.3 The delegation makes clear the responsibility of Area Committees to negotiate, develop and approve a Service Level Agreement (SLA) with the service that achieves as a minimum, the service standards set by Executive Board. The SLA should determine the principles of deployment of the available resources by:
 - the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)
 - the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.
- 2.4 Services included in the delegation are:
 - Street cleansing (mechanical and manual);
 - Leaf clearing;
 - Litter bin emptying;
 - Dog warden services;
 - Littering & flytipping regulation;
 - Domestic & commercial waste (storage & transportation issues);
 - Highways enforcement (abandoned & nuisance vehicles, A-boards on pavements, mud on roads and placards on street furniture);
 - Graffiti enforcement; and
 - Overgrown vegetation controls.
- 2.5 The delegation of the specified environmental services to Area Committee will mean that service resources, mainly staffing, which are currently managed centrally, will be devolved. These resources have been organised into three wedge based teams for East North East, South East and West North West, aligned to the new Locality Teams . The Service Level Agreement sets out the detail of the resources at a

locality level and how they will be used to meet the Area Committee's responsibilities and local priorities.

- 2.6 Area Committee workshops have been held, in January, March and July, to involve Members in the development of Service Level Agreements (SLA), through which the delegated services will be delivered at a local level. The workshops also provided an opportunity for Members to consider current service schedules and activity, in terms of meeting the need of local areas.
- 2.7 In addition to the Area Committee workshops consultation has also been undertaken with the Cleaner Neighbourhoods Sub-groups, including the sub group representing Inner West Area Committee .

3 Main issues

- 3.1 A great deal of work has been undertaken over the past six months to review the street cleansing service, implement a restructure to create the three new locality teams and build trust with Members.
- 3.2 The completed review of street cleansing services, in particular mechanical sweeping, has looked in depth at a range of issues affecting productivity and overall effectiveness of the service.

Annual Leave & Sickness Capacity

Work has been undertaken to ensure a sound understanding of the capacity needed within the service to accommodate annual leave and sickness, something not previously factored into the delivery schedule. This has resulted in additional capacity being created within a revised service schedule, meaning a significant reduction in the number of sweeping routes missed or not completed due to lack of available staff.

Downtime

A primary concern highlighted by both officers and Members has been the extent to which 'downtime', i.e. the time machines are not actively sweeping, affects service delivery. A robust analysis has been carried out of travel time to/from depot to routes, the time involved in vehicles tipping their load during each route, the time spent at the start and finish of each day on vehicle preparation, i.e. washing down and refuelling, and identification of other issues affecting productive working time e.g. moving of bins off the carriageway so that the sweeping machines can gain access to the pavements/roads.

This work is still on going, but has already resulted in a number of additional tip sites being identified which will reduce unproductive work time. Additionally discussions are underway to further minimise travel time by having more localised bases from which the vehicles will operate (currently all vehicles operate out of just two depots, Henshaw in the Outer North West and Cross Green in the Outer East).

Route Completion Rates

A further element of the service that has been investigated is the completion rates of the individual sweeping blocks. Although specific data is not currently available to give a completely accurate figure, anecdotal evidence from frontline staff, service supervisors and Members strongly indicates to a high rate of routes not being completed within a working day. In most instances the part of a route that did not get swept would be left until the next scheduled cleanse, potentially up to six weeks later.

The inability to complete a route has been assessed as being largely down to the size of the current routes, which were designed to be approximately 10 linear kilometres each. However, when taken into consideration that both pavement and road sweepers have to go up and down each side of a street this coverage is doubled. The most effective speed of a pavement sweeper is 2km an hour, thus to complete 20km would take 10 hours of productive cleaning.

As has been highlighted earlier in section 3.2 there are a number of factors which mean that, out of a ten hour working day, the amount of productive cleaning time available falls short of this, meaning that historically the routes were not deliverable.

We have therefore sought to redesign the routes to make them deliverable within the current level of resources. Throughout the July workshops Elected Members have been consulted about a solution that effectively reduces the size of routes and makes them more achievable within the available productive time.

3.3 Comments made by Area Committee Members during the Environmental Services workshop held in July include:

- Community engagement must start as soon as possible, with Officer attendance at community forums.
- Closer working with Parks & Countryside and the ALMO is needed to tackle nuisance areas.
- A joint area tour to be undertaken with Officers from the Locality Team and members of the Environment Sub- Group.

3.4 As a result of the workshops a number of key priorities have been identified by the Area Committee, these being:

- Routes to High Schools – litter clean up, educate and enforcement.
- Town centres – litter clean up and enforcement.
- Local shopping parades/areas – litter clean up and enforcement.
- Work with partners to broaden the range of people who can enforce.
- Tackling bin yards.
- Address issues associated with dog fouling and dog control.
- Joint approaches to clearing open space/land in the public realm.
- Develop a maintenance programme for ginnels.

Capacity available within the schedule street cleansing and/or enforcement services will be directed, as appropriate, to tackling these priorities.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Various consultation and engagement exercises have been undertaken with Members on an individual basis, as well as at ward and Area Committee level.
- 4.1.2 Most significantly three rounds of Area Committee workshops have been held in January, March and July 2011, designed specifically to shape the delivery of environmental services within the Inner West wards.
- 4.1.3 A series of update reports have been provided to each Area Committee meeting since October/November 2010 (see background documents for full details).
- 4.1.4 Progress reports have been submitted to each Area Chairs' meeting since October, including seeking comments and confirmation of a template for the Service Level Agreement.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 There is no specific impact on equality and diversity or cohesion and integration as a result of this report. Although a key principle of locality working and the Service Level Agreement is a focus on delivering the best outcome for residents across the area, so that the streets and neighbourhoods in which they live are of an acceptably clean standard. This principle underpins equality and community cohesion, seeking to bring neighbourhoods with poor environmental quality, up to an acceptable standard, whilst improving all areas of Leeds.
- 4.2.2 Moving forward through the first year of the Service Level Agreement it is intended to develop a community engagement strategy with the area committee which will determine the extent and nature of involvement of local residents within the monitoring and delivery of environmental services. This strategy will be developed with due consideration given to all equality, diversity, cohesion and integration issues.

4.3 Council Policies and City Priorities

- 4.3.1 The proposed delegation of environmental services to Area Committees, via an approved Service Level Agreement, will significantly contribute towards the Stronger Leeds section of the new Safer & Stronger Communities Plan 2011-15. By delivering services at an Area Committee level, the priority to *'ensure that local neighbourhoods are clean'* will be much more achievable.
- 4.3.2 In order to formalise delegation of the listed environmental services, the Area Committee Function Schedule within the Council's Constitution has been amended,

approved at Executive Board in March 2011 and ratified at the Annual Council meeting held on 26th May 2011.

- 4.3.3 Amendments have also been made to the Area Committee Procedure Rules to make allowance for the decision making powers being devolved to Committees, which will run concurrent to the same authority given to the Director of Environment & Neighbourhoods.

4.4 Resources and Value for Money

- 4.4.1 There has been no change to the proportion of resources to be spent in each locality. The only difference is that for the first time budgets, and therefore spending, are split into localities and separated out from refuse / waste management costs. The resource allocated to the WNW Locality Team for 2011/12 is therefore the same as would have been spent in the area for those services under the previous structure.
- 4.4.2 The Service Level Agreements detail a revised mechanical street cleansing service, which will deliver increased efficiencies in terms of achieving a greater quality of street cleansing and therefore providing better value for money.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 Following revision to the Council's Constitution, as detailed at 4.3.2, the Area Committee has the legal powers to approve the attached Service Level Agreement and therefore formally undertake the delegation of services set out within it.
- 4.5.2 There are no further legal implications.
- 4.5.3 The report contains no information that is deemed exempt or confidential.
- 4.5.4 The Area Committee's decision to approve, or not, the attached Service Level Agreement is eligible for call-in, within the standard five working day period from the date the decision is published.

4.6 Risk Management

- 4.6.1 The Area Committee is being asked to approve the attached Service Level Agreement, which will formalise the partnership arrangements between the West North West Environmental Locality Team and the Committee. Should the Service Level Agreement not be approved then the Locality Team will still be required to deliver environmental services within the area, however this will be without the significant input of the Area Committee.

5 Conclusions

- 5.1 A significant amount of collaborative work has been undertaken and real progress made in making ready for the services to operate under the terms of the SLA with

effect from September 2011. This first SLA will apply for a period of 6 months, during which time performance monitoring will be reported to the Area Committee and Cleaner Neighbourhoods Sub group.

- 5.2 The SLA will be reviewed annually to inform the production and approval of subsequent agreements for future years, in line with corporate budget cycle and review process, with the first review beginning in October 2011.

6 Recommendations

6.1 The Area Committee is asked to:

- a) Note the contents of the report; and
- b) Approve the attached Service Level Agreement.

7 Background documents

Leeds City Council Constitution

Area Committee report: Environmental Services Delegation – Update and Progress Report, 20th June 2011

Area Chairs' Meeting report: Devolvment of Environmental Services to Area Committees – progress report, 15th April 2011

Area Committee report: Delegation of Environmental Services, 14th March 2011

Executive Board report: Delegation of Executive Functions in Relation to Streetscene Management to Area Committees, 30th March 2011

Area Committee report: Delegation of Environmental Services, 31st January 2011

Area Chairs' Meeting report: Devolvment of Environmental Services to Area Committees – Development of Service Level Agreements, 14th January 2011

Area Chairs' Meeting report: Devolvment of Environmental Services to Area Committees, 3rd December 2011

Area Committee report: Briefing note on proposed delegation of elements of Streetscene services, Oct/Nov 2010

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Services Level Agreement Delegation of Environmental Services

1 Parties

- 1.1 This Service Level Agreement is made between the **Inner West Area Committee** and the **West North West Environmental Locality Team**.

2 Period of the agreement

- 2.1 This Service Level Agreement will take effect from 13th September 2011, until five working days after the first Area Committee meeting in the municipal year 2012, or an earlier date as agreed by both parties.

3 Purpose of the agreement

- 3.1 To set out the outcomes expected of the environmental Locality Team within the Area Committee's area and how success will be measured.
- 3.2 To set out the standards of delivery expected for those services that fall within the scope of the environmental delegation to Area Committees.
- 3.3 To promote greater accountability in the provision of environmental services. To enable elected Members to be more involved in decisions concerning the prioritisation and level of service delivered within the scope of the delegation.
- 3.4 To provide more flexibility in how the services are delivered so as to include specific service requirements to tackle local issues and plan/respond to local events and seasonal issues.

4 Scope of services covered by the agreement

- 4.1 In delegating a range of environmental services to the Area Committee, Leeds City Council's Executive Board has taken account of the ability of services to be effectively delivered, and directed at a local level. The following are those services that are covered by 'the delegation':

- **Street cleansing -**
 - Manual litter picking
 - Litter bin emptying
 - Mechanical path & road sweeping

- Leaf clearing
 - Flytipping removal
 - **Regulatory environmental services -**
 - Flytipping enforcement
 - Graffiti enforcement
 - Dog controls (e.g. strays, fouling)
 - Highways enforcement (e.g. illegal advertising/trading from the highway)
 - Domestic & commercial waste storage & transportation control
 - Overhanging vegetation control
 - Litter control (FPNs, flier controls etc)
- 4.2 The core services will continue to be delivered on an agreed citywide operational basis of:
- (a) Street Cleansing - deliver a 7 days a week service across the city. Staff work 10 hours shifts per day based on a 4 by 3 shift pattern over a fortnight. Operations commence between 6am and 8am.
 - (b) Regulatory Environmental Services - operate on a Monday to Friday, normal working hours basis. Weekend and evening working is possible by prior arrangement, but usually at additional expense.
 - (c) Meeting legal/statutory obligations and corporate policies; for example health and safety policies.
- 4.3 The staffing structure of the West North West Locality Team is provided in appendix A. The budget currently available to the Locality Manager to deliver service commitments made in the SLAs for the three Area Committees in WNW area is provided in appendix B.
- 4.4 Local variations to the above basis for the delivery of the service can be negotiated as part of the SLA as an agreed additional, bespoke service, paid for from Wellbeing budget for example.

5 Roles & responsibilities

- 5.1 The specific responsibilities of parties involved in the delivery, management and oversight of the SLA are set out in appendix A.

Elected Members

(a) Area Committee: responsibility delegated from Executive Board to develop and agree the SLA each year and to monitor the delivery of the service against the agreed specifications and outcomes. To negotiate changes to the SLA to address unforeseen issues/events and address service failure/inefficiencies.

(b) Area Committee Chair: To liaise with the Locality Manager to ensure that decisions on service delivery are being made in accordance with

the SLA and that timely and accurate reports/information are provided for Area Committee and relevant sub/ward meetings in order for the Area Committee to meet its responsibilities. To work in partnership with other Chairs across the relevant 'wedge' and the city as a whole as required (for example at the Area Chairs' meeting).

(c) Environment Champion: To work collectively with the other Environmental Champions and the Executive Board Member to help change attitudes and behaviours across the city that will improve the environment at a local level. To increase the understanding of the barriers and issues faced at locality level to improving local environmental quality and promote the delivery of solutions through partnership working.

(d) Environment Sub-group: To receive quarterly reports on the delegated services and closely monitor the performance and outcomes of the SLA. To consider in-year variations to the SLA, where necessary making recommendations to the Area Committee for the Locality Manager to implement. To undertake an annual review of the SLA and the development of a new SLA for 2012/13. To monitor and make recommendations on equality, diversity, community cohesion and community safety matters in relation to the delegation of environmental services.

Environmental Locality Manager

- To deliver services under the delegation in line with the preferences and guidance set out by Members within this SLA;
- To maintain records of service activity as necessary to monitor performance against the SLA outcomes;
- To report on progress embedding the service principles set out in the Agreement in how the service is being delivered;
- To report on service activity against the requirements of this SLA, in line with the review and performance monitoring framework;
- To establish and maintain productive relationship with Members to achieve the best outcomes from the available resources;
- To lead the SLA's annual review process, including the development of a new agreement for the following municipal year;
- To work in partnership with other organisations/agencies delivering environmental services, e.g. ALMOs, Parks & Countryside, to ensure a holistic approach to environmental cleansing and regulation regardless of land ownership; and
- To work with the Area Leader to ensure the SLA is contributing towards wider priorities set out in the Area Committee's Delivery/Business Plan and adding value to other activities/priorities where possible.

6 Service principles and priorities

6.1 Under the terms of the agreement the Locality Manager will ensure that the following principles will be applied and priorities addressed in how the Locality Team plans and delivers its services across the Inner West area:

(a) **Outcome focused:**

The WNW Locality Team will focus on delivering the best outcome for residents across the Inner West area - so that the streets and neighbourhoods in which they live are of an acceptably clean standard. It is this equality of standard that every resident will be entitled to, not necessarily the same quantity of service. For example, not everyone will get their street swept every x weeks, but everyone will be entitled to get their street swept as and when needed if it is the best solution to making sure it doesn't fall to an unacceptable standard of cleanliness.

(b) **Responsive to local needs:**

The service will be more responsive to local needs. There will be greater capacity built in to react to current hotspots, plan for known local events that may affect the cleanliness of neighbourhoods and go where the problem is at that time.

(c) **Common sense approach:**

The service will have a common sense approach which supports getting the job done. No cleaning of clean streets, more flexible routes/coverage, no driving/walking past problems.

(d) **Working as a team in our priority neighbourhoods:**

The service will work as part of the "team neighbourhood" approach and contribute towards tackling problems identified in the agreed priority neighbourhoods of The Little Scotlands, Cedars, Gilpins, Wythers, Broadleas, Ganners, Fairfields, New Wortley and Landseers.

(e) **Supporting community action:**

We will work better with community based organisations that add value to what we do and contribute towards making our streets and neighbourhood cleaner.

(f) **Education and Enforcement:**

We will develop and implement local strategies which effectively combine education and enforcement approaches to tackling long standing problems. For example we will develop a better relationship with schools to work together to prevent litter on school routes and have a clearer policy around the cleaning of shop frontages that works in partnership with local businesses to make local shopping centres/main streets clean and pleasant places to visit.

(g) **Working with WNW Homes and other partners to deliver more effectively:**

We will work in partnership with WNW Homes and other partners to make more effective and efficient use of our combined resource; focusing initially on

joint approaches to cleaning open land/spaces and developing a maintenance programme for ginnels.

(h) **Planning for seasonal and annual events:**

We will ensure that there is sufficient capacity and flexibility in the service to programme in work to deal with leaf fall in autumn and help clean up after significant community events planned during the year.

7 Service activity

7.1 The Environmental Locality Team, via this SLA, undertakes to provide the following service provision to the Inner West wards of Armley and Bramley & Stanningley determined by the Committee and statutory obligations placed upon the Council. Activity type is split between programmed and reactive service provision, with activity detailed separately below for each service.

7.2 Street Cleansing Functions

(a) *Mechanical Path & Road Sweeping*

Sweeping is largely undertaken by pre-determined routes (blocks) which are scheduled to be completed on a cycle set on a weekly, 3 weekly, 6 weekly or 12 weekly basis.

Following a capacity review undertaken as a result of feedback from Area Committee workshops, each route/block has been revised to take into account local issues/grotspots, ward member comments, new streets etc.

Each block represents approximately 20km of road/paths (i.e. 10km x 2 sides of the road) and is now split into 2 halves – and sweeping alternates between the two halves each time the block is scheduled to be cleaned. Those streets/roads that have been identified as requiring a sweep/clean at every visit are indicated on the route maps. The service will work with ward Members to review the new routes/blocks and agree where changes to which streets are done on which cycle/or on both can be made.

Maps for each block showing the exact routes for mechanical sweeping within the Inner West area are provided in appendix C. Also provided as appendix D is a table showing the schedules for each block to be swept over a 14 week period.

As part of the capacity review for mechanical sweeping, the new work cycles are based on an 8-day “week”. This has enabled an extra day of “spare” capacity to be programmed in, which will allow the service to recover days lost for planned and unplanned leave. Any remaining capacity will be used to respond to local problems, support community clean ups, tackle seasonal issues and take part in joint-operations agreed through tasking meetings.

(b) *Manual Litter Picking*

Manual litter picking is undertaken on pre-set routes which are scheduled to be completed over a 7 day period, with each route completed by a team of two streetscene attendants who alternate duty through the 4 by 3 shift pattern. Daily coverage per attendant is expected to be approximately 11km.

The routes and frequencies covered by the Inner West SLA are provided in appendix E.

Where possible, variations to the routes will be negotiated at ward member meetings. This will be limited to instances where the total daily distance covered is not increased.

(c) *Litter Bins*

Ward maps of all the litter bins in the Inner West area are provided as appendix F. During the first period of the new SLA work will be done through ward member meetings and progress reported to the Environmental sub group to verify the locations of the bins, agree where locations can be changed to better meet local needs, replace bins unfit for purpose and where possible new bins provided where they will be most effective.

Litter bins will be emptied and the immediate vicinity checked for cleanliness by one of the two crews on duty in the WNW Locality Team. The SLA is for all bins to be emptied without any overflowing and the frequencies of visits to bins will be adjusted to ensure this commitment is met.

However, where a litter bin is full, for example because of a local event/exceptional busy period, the service will empty the bin within 24hours of it being reported.

(d) *Flytipping*

The service will operate with one sideloader vehicle and four operatives (2 crews) on a 4 x 3 shift pattern.

Flytipping removal is largely undertaken as a reactive service, responsive to customer complaints and 'in-house' requests (e.g. from Members, enforcement staff and partners), although the crews do have regular 'hot spots' to check on a pro-active basis.

We aim to remove all reported fly tips within 36 hours of receiving the request, unless it requires specialist equipment or treatment (e.g. asbestos/chemicals). The service will work with the Regulatory team to investigate, deter and prevent future instances of fly tipping, and to resolve long standing fly tipping 'hot spots'.

7.3 **Environmental Regulation**

The enforcement services to be delegated all operate on a Monday – Friday basis, although weekends and evening working is possible by prior arrangement, but usually at additional expense.

The majority of work undertaken by the Regulatory team involves responding to requests for service made by members of the public, via the Council's contact centre, or ward Members. Responding to these issues takes up approximately 72% of the time available within the team. On this basis the Area Committee is currently able to direct approximately 28% to be used best to fit with local priorities.

The requests for service made in 2010 in Inner West are detailed at Appendix G together with a summary of the services provided by this part of the team.

The work of this element of the service forms part of the next phase of the review of Environmental Services. The Area Committee's Environmental sub group will need to consider the following, in order to help inform the review and how the existing capacity to respond to local priorities can be best used;

- The Area Committee's top enforcement issues
- The preferred balance of approaches locally, i.e. between enforcement, clean-up and educational/promotional activity; and
- Geographical hotspots

At a ward level, local tasking arrangements will be used by the service to lead discussion and ensure the securing of partner resources in problem solving and addressing the priority "grime" issues through joint enforcement.

7.4 Responding to urgent issues

Urgent, unforeseen issues within the Area Committee area, wedge or elsewhere in the City may arise which require a service response outside of the capacity of the locality team. In such an event, resources may have to be temporarily diverted from scheduled work. If this occurs the Environmental Locality Manager will inform the Committee Chair and Environment Champion as soon as possible. The scale and impact of the diversion of resources will be fully detailed within subsequent performance reports to the Area Committee.

8 Service outcomes

8.1 Local Authority performance on local environmental cleanliness has in the past been measured at a city-wide level using the National Indicator 195 (NI195). Whilst this indicator is no longer in use nationally, it is proposed to continue its use locally, but to amend the methodology to measure cleanliness at an Area Committee level. The indicator measures the number of sites surveyed to be satisfactory in terms of the presence of:

- (i) litter
- (ii) detritus (eg leaf mould, dirt accumulations etc).
- (iii) graffiti
- (iv) flyposting.

- 8.2 Area Committee baseline: Baseline surveys have been carried (April/May 2011) for the Inner West Area Committee area. The results are as follows, showing the percent of sites surveyed deemed 'acceptable' in comparison to the citywide average:

Issue	Inner West	Citywide
Litter	88.9	86.7
Detritus	70.5	66.8
Graffiti	97.1	95.7
Flyposting	99.7	99.4

- 8.3 All baseline results in Inner West are higher than the citywide average. On this basis the service improvement target will be to maintain or improve this standard at next years survey.

9 Community Engagement

- 9.1 The WNW Locality Team will engage with the community via existing mechanisms set out in the Area Committee's own Community Engagement Strategy/Plans and work with the Area Leadership team to avoid duplication and make the best use of any time spent consulting.
- 9.2 The Team will work with Elected Members to identify local opportunities for engagement specifically around local environmental priorities, particularly with residents involved in helping improve the condition of neighbourhoods through In Bloom, Friends of and other such groups.

10 Accountability

- 10.1 The Environmental Locality Manager will be accountable to the Area Committee for the delivery of services as laid out in the SLA.
- 10.2 The Area Committee will be accountable to Executive Board for the achievement of service outcomes and the local execution of Executive Board policies on environmental quality.
- 10.3 As concurrent delegated authority exists with the Director of Environment & Neighbourhoods and Chief Environmental Services Officer, these positions will remain accountable to the Executive Board for the effective and efficient delivery of environmental services and related decisions.
- 10.4 Ultimately, however as an Executive Function, the Executive Board of Leeds City Council will remain accountable for delivery of environmental services to the residents of Leeds.

11 Reporting & performance monitoring

11.1 Environment Sub-group

Quarterly service activity reports will be submitted by the Environmental Locality Manager to the Environment Sub-group, or equivalent, for consideration. Through the sub-group, the report will be used to identify changes in issues and priorities, and therefore help guide service delivery over the following quarter(s).

11.2 Area Committee

Twice yearly performance monitoring reports will be submitted by the Environmental Locality Manager to the Area Committee for consideration. The report will detail the performance against service outcomes and the execution of Executive Board policy locally.

11.3 Executive Board

An annual report will be submitted by the Area Committee to Executive Board, detailing the performance against service outcomes and the execution of Executive Board policy locally.

12 Review process

12.1 The Agreement will be reviewed on an annual basis, to inform the production and approval of subsequent Agreements. The review will be undertaken in line with the corporate budget cycle and review process, to ensure that consideration is given to changes in budget allocation and corporate priorities.

12.2 The review process will be undertaken jointly with officers of the service and all, or nominated Members from the Area Committee.

12.3 The review process will commence in the October to December 2011 quarter and completed in the January to March 2012 quarter. Proposed updates to the service principles and priorities will be presented at the last Area Committee meeting of the municipal year (March/April) so that a full, revised SLA for 2012/13 can then be worked up to also incorporate any service activity changes required. Also provided will be the second service monitoring report outlining performance against the current year's agreement.

12.4 The new SLA for the 2012/13 municipal year will be formally approved by the Area Committee at its first meeting of that municipal year (June/July 2012).

12.5 Simple "in-year" changes to how an element of the service is organised and delivered in wards can be agreed outside of any formal review process of the Agreement between ward members and the Locality Manager. Providing the change can be met from within existing capacity in that ward. For example, the additional/amendments of litter bins locations, minor revisions to mechanical and manual sweeping routes/frequencies and agreeing localised enforcement priorities.

- 12.6 Where requested ward changes would have an impact on the service capacity across the Area Committee, the Environmental sub group would consider the matter and if necessary refer to the Area Committee for a decision.
- 12.7 Where requested changes to service delivery within an Area Committee would have an impact on capacity across the Locality, initial discussions would be held between Area Committee Chairs to agree the best way forward. If agreement can not be reached the current SLA arrangement would stand.
- 12.8 Both parties can request re-negotiation of the contents of the agreement in the event of changes to local need or preferences, service demand or citywide policy in respect of environmental cleanliness/services. Any requests will need to be formalised through either an Area Committee meeting or the Environment Sub-group, whichever is deemed most appropriate. Should urgent changes to service delivery be required, then under the Council's scheme of delegated authority, the Environmental Locality Manager will have the power to approve and implement such changes.

13 Resolving Disagreements

- 13.1 The Area Committee Procedure Rules in the Council's constitution set out the ultimate procedure to follow in the event of a fundamental disagreement between the Area Committee, and the service.
- 13.2 In general, it is expected that all parties will try to resolve a dispute locally in the first instance. If necessary this would involve the Area Leader, particularly where it is felt the dispute/potential solution necessitated influence elsewhere in the Council.
- 13.3 Where a mutually acceptable resolution cannot be reached, the matter will be referred to the Director of Environment & Neighbourhoods and/or the Executive Member for Environmental Services. Both have the right to refer the matter to the Executive Board for consideration. In instances where the dispute has an impact on service delivery, the Director of Environment & Neighbourhoods shall have the right to implement a temporary solution, pending Executive Board consideration of the disputed issue.
- 13.4 Where disagreements arise over decisions made by the Area Committee or the Director of Environment & Neighbourhoods, then the Area Committee Procedure Rules of the Constitution will be followed.

14 Confidentiality & Legal Requirements

- 14.1 Where information is supplied by either party that is deemed of a confidential nature, all individuals acting on behalf of the parties will treat the information as confidential and not disclose it to any groups or individuals outside of the Agreement.

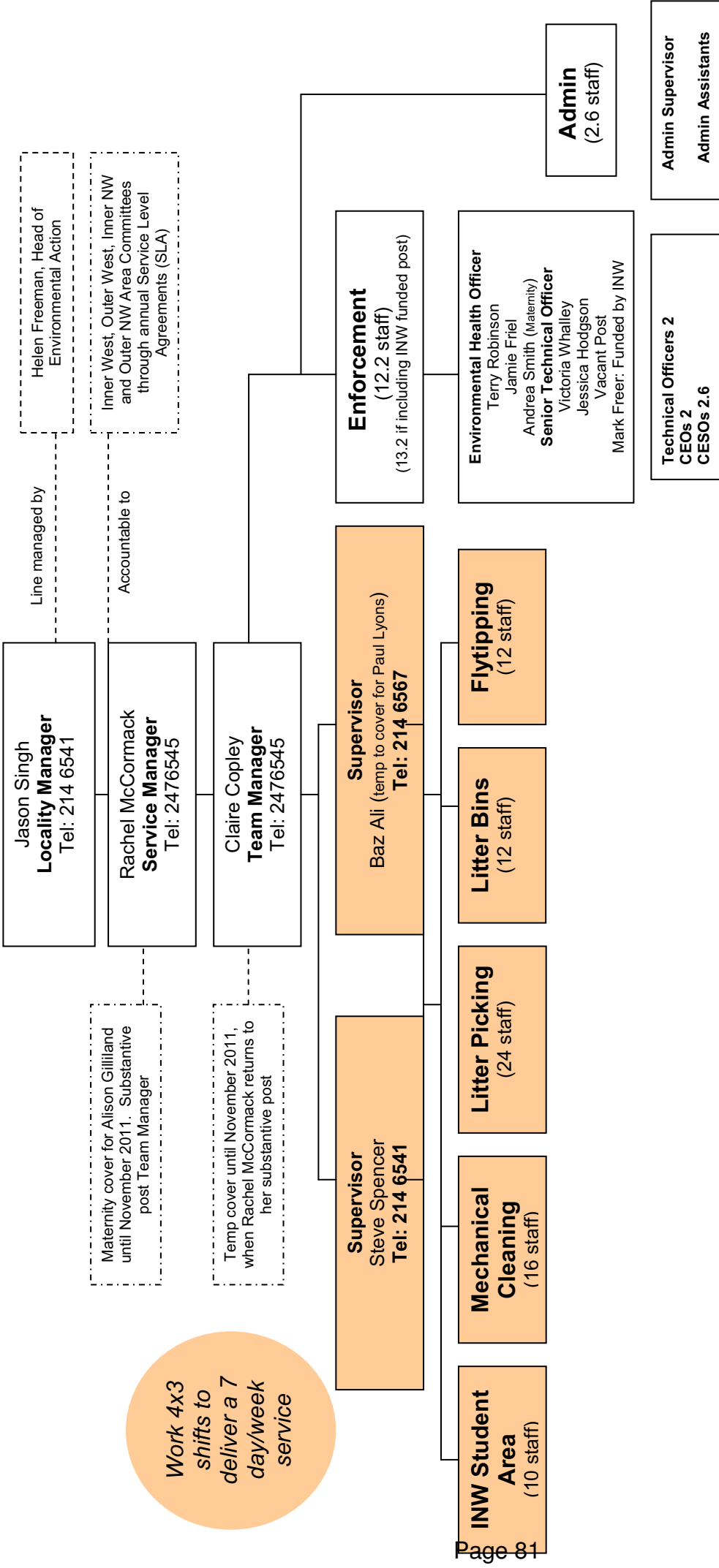
14.2 The legal requirements placed upon the Council through various pieces of legislation such as the Environmental Protection Act 1990 and the Control of Pollution (Amendment) Act 1989. It is the duty of the Environmental Locality Manager to ensure that the Area Committee fully understands any impact that their priorities or service direction may have on the ability to meet these legal requirements.

Signed:.....
Date:

Signed:.....
Date:

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Environmental Services - West North West Locality Team



Work 4x3 shifts to deliver a 7 day/week service

Environmental Action Services – Managers & Supervisors

WNW Locality Team (Henshaw / Pudsey Town Hall)



Jason Singh
Locality Manager

214 6541



Rachel McCormack
Service Manager

247 6545



Claire Copley
Team Manager

247 6545



Steve Spencer
Supervisor

214 6541



Shabaj 'Baz' Ali
Supervisor (temporary)

214 6567

Appendix B - LITTER BINS CAPITAL BUDGET - ALLOCATION OF BUDGETS

Capital Programme £000	Actual Spend to 31.3.11 £000	Balance Available £000	Budget 11/12 £000	Budget 12/13 £000
300.0	122.7	177.3	100.0	77.3

CAPITAL SCHEME (12594 LIT)

Litter Bins Replacement

Current Number of Bins per Area	
City Centre	388
WNW	1,248
ENE	684
SSE	775
	3,095

Capital Allocation	
	£
City Centre	12,536
WNW	40,323
ENE	22,100
SSE	25,040
	100,000
	77,300

This Capital Scheme is funded by prudential borrowing. The financing of which is budgeted for in revenue. The revenue budget repayments reflect the level of capital spend. If capital spend less than budget, a saving will be made in revenue in that year.

However, as capital underspends can be carried forward, and if the whole budget is spent in the following year then this could lead to an overspend in revenue in the subsequent year.

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WNW Locality Team - Draft Budget for 2011/12

Appendix B

Budget Heading	£	What this pays for	What is NOT included:
Staff Functions			
Management & Support	221,350	Locality Manager, Service and Team Managers and Admin Support	There are a number of elements of the overall delegation that will continue to be managed and budgeted for at a city level. These are: Dog Warden Service Graffiti team Weedspraying Disposal cost of street waste Past pension costs
Supervisors	67,160	2 Supervisors working shifts to cover the 7 day/wk service	
Bulk/Fly tipping team	155,580	4 drivers and 4 street attendants working shifts to deliver a 7 day/wk service	
Pathsweepers	220,830	10 drivers working shifts to deliver a 7 day/wk service	
Roadsweepers	89,040	4 drivers working shifts to deliver a 7 day/wk service	
Litter bins emptying	158,480	4 drivers and 4 street attendants working shifts to deliver a 7 day/wk service	
Street Litter	434,680	24 street attendants working shifts to deliver a 7 day/wk service	
Headingley cleansing	202,800	6 drivers and 4 street attendants working shifts to deliver a 7 day/wk service	
Environmental Health & Technical	214,600	6 environmental health and technical staff	
Community Enforcement Staff	173,760	7 community enforcement staff	
Overtime	143,780	} operational cover	
Supply (Agency)	12,300		
Insurance, training & travel	6,930		
	2,101,290		
Premises Costs	10,000	Incl. £10k Works in default (recovered by income)	
Supplies and Services	127,620	Operational materials/equipment	
Fleet & Transport Costs			
Fleet Hire	103,190	Contract hire of 5 x pathsweepers	
Leasing costs	30,290	} Running costs for 2x Road Sweepers, 2x Caged tipper, 4x Tipper, 1x operational van	
Maintenance/repairs	99,370		
Fuel	59,170		
Vehicle insurance	14,660		
Staff travel	33,370		
	340,050		
Legal Costs	25,800	Cost of prosecutions and advice	
TOTAL EXPENDITURE	2,604,760		
INCOME	- 32,380	Ad hoc cleansing, Court Costs and recovery of 'Works in Default'	
NET BUDGET	2,572,380		
			Planned to be delegation
			Master Key Fuel £286k (further work)
			FPN income (£84k) (change in current system / ICT)
			Managers vans £125k
			Water (Standpipe charges) £70k
			Risks
			Fuel - ongoing inflation pressures
			Attendance management
			TOIL
			Agency usage
			Fleet - replacement costs

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East North-East Locality - 14 Week Mechanical Sweeping Block Schedule

Updated 15.08.11

Code W = Weekly F = 3 weekly M = 6 weekly X* = 12 weekly *(sweep on alternate cycle)

Colour Code **ENE Block** **SSE Block** **WNW Block**

WEEK ONE														
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC
SK8	RSC4	W11B1	W11F1	W11B2	W11F1	W11B1	W11F1	W11B1	W11F1	F10C1	F10C1	F12J1	W26A1	CP
SK9	SSE	W11C1	W11G1	W11C2	W11G1	Recovery Day	W11G1	W11C1	W11G1	F10D1	F10D1	F13A1	Recovery Day	CP
SK10	RSC5	W12A1	W12C1	W12A2	W12C1	W12E1	W12C1	W12A1	W12C1	W13B1	W13B1	F12C1	CP	F28A1
SK11	WNW	W12B1	W12D1	W12B2	W12D1	W13A1	W13A1	W13C1	W13C1	W13C1	W13C1	F12D1	CP	F28B1
SK12		HEA 1	HEA 2	HEA 2	HEA 2	HEA 3	HEA 3	HEA 4	HEA 4	HEA 4	HEA 4	HEA 5	HEA 6	HEA 7
SK13	RSC6	W2A1	W4A1	W4A1	W4A1	W6A1	W6A1	W7A1	W7A1	W7A1	W7A1	F21C1	M16A1	CP
SK14	WNW	W3A1	W4B1	W4B1	W4B1	W6B1	W6B1	F35A1	F35A1	F35A1	M21A1	M21A1	M16B1	CP

WEEK TWO														
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC
SK8	RSC4	FW3A1	W11B2	W11B2	W11F2	W11F2	W27B2	W27B2	F10G1	F10G1	F13B1	F13B1	CP	CP
SK9	SSE	Recovery Day	W11C2	W11C2	W11G2	W11G2	MW3A1	MW3A1	F11C1	F11C1	F13C1	F13C1	CP	CP
SK10	RSC5	M13A1	W12A2	W12A2	W12C2	W12C2	W12E2	W12E2	W13B2	W13B2	CP	CP	F12E1	F12E1
SK11	WNW	M28A1	W12B2	W12B2	W12D2	W12D2	W13A2	W13A2	W13C2	W13C2	CP	CP	F12F1	F12F1
SK12		HEA 1	HEA 2	HEA 2	HEA 3	HEA 3	HEA 4	HEA 4	HEA 4	HEA 5	HEA 5	HEA 6	HEA 6	HEA 7
SK13	RSC6	M19D1	W2A2	W2A2	W4A2	W4A2	W6A2	W6A2	W7A2	W7A2	M16C1	M16C1	CP	CP
SK14	WNW	M19E1	W3A2	W3A2	W4B2	W4B2	W6B2	W6B2	F35B1	F35B1	M16D1	M16D1	CP	CP

WEEK THREE														
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC
SK10	RSC5	F28C1	Recovery Day	Recovery Day	W12A1	W12A1	W12C1	W12C1	W12E1	W12E1	CP	CP	W13B1	W13B1
SK11	WNW	F28D1	Recovery Day	Recovery Day	W12B1	W12B1	W12D1	W12D1	W13A1	W13A1	CP	CP	W13C1	W13C1
SK12		HEA 1	HEA 2	HEA 2	HEA 3	HEA 3	HEA 4	HEA 4	HEA 5	HEA 5	HEA 6	HEA 6	HEA 7	HEA 7
SK13	RSC6	M16E1	M19F1	M19F1	W2A1	W2A1	W4A1	W4A1	W6A1	W6A1	W7A1	W7A1	CP	CP
SK14	WNW	M16F1	M20A1	M20A1	W3A1	W3A1	W4B1	W4B1	W6B1	W6B1	F6A1	F6A1	CP	CP

East North-East Locality - 14 Week Mechanical Sweeping Block Schedule

Updated 15.08.11

Code W = Weekly F = 3 weekly M = 6 weekly X* = 12 weekly *(sweep on alternate cycle)

Colour Code **ENE Block** **SSE Block** **WNW Block**

WEEK FOUR														
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC
SK8	RSC4	F13D1	W26A1	W26A1	M27B1	M27B1	W11B2	W11B2	W11F2	W11F2	W27B2	W27B2	S KING	RSC
SK9	SSE	F13E1	M26E1	M26E1	M27C1	M27C1	W11C2	W11C2	W11G2	W11G2	MW3F1	MW3F1	CP	CP
SK10	RSC5	F12G1	M28D1	M28D1	M28B1	M28B1	W12A2	W12A2	W12C2	W12C2	CP	CP	W12E2	W12E2
SK11	WNW	F12H1	M28E1	M28E1	M28C1	M28C1	W12B2	W12B2	W12D2	W12D2	CP	CP	W13A2	W13A2
SK12		HEA 1	HEA 1	HEA 2	HEA 3	HEA 3	HEA 4	HEA 4	HEA 5	HEA 5	HEA 6	HEA 6	HEA 7	HEA 7
SK13	RSC6	M16G1	M16J1	M16J1	M20B1	M20B1	W2A2	W2A2	W4A2	W4A2	W6A2	W6A2	CP	CP
SK14	WNW	M16H1	M16K1	M16K1	M20C1	M20C1	W3A2	W3A2	W4B2	W4B2	W6B2	W6B2	CP	CP

WEEK FIVE														
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC
SK8	RSC4	F10C2	F12J2	F12J2	W26A2	W26A2	FW3A2	FW3A2	W11B1	W11B1	W11F1	W11F1	CP	CP
SK9	SSE	F10D2	F13A2	F13A2	M26B1	M26B1	Recovery Day	Recovery Day	W11C1	W11C1	W11G1	W11G1	CP	CP
SK10	RSC5	W13B2	F12C2	F12C2	F28A2	F28A2	XF	XF	W12A1	W12A1	CP	CP	W12C1	W12C1
SK11	WNW	W13C2	F12D2	F12D2	F28B2	F28B2	XG	XG	W12B1	W12B1	CP	CP	W12D1	W12D1
SK12		HEA 1	HEA 1	HEA 2	HEA 3	HEA 3	HEA 4	HEA 4	HEA 5	HEA 5	HEA 6	HEA 6	HEA 7	HEA 7
SK13	RSC6	W7A2	F21C2	F21C2	M16L1	M16L1	M20D1	M20D1	W2A1	W2A1	W4A1	W4A1	CP	CP
SK14	WNW	F35A2	M21A1	M21A1	M16M1	M16M1	M21B1	M21B1	W3A1	W3A1	W4B1	W4B1	CP	CP

WEEK SIX														
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC
SK8	RSC4	W27B1	F10G2	F10G2	F13B2	F13B2	W26A1	W26A1	M27F1	M27F1	W11B2	W11B2	CP	CP
SK9	SSE	M27B1	F10B2	F10B2	F13C2	F13C2	M26F1	M26F1	M27G1	M27G1	W11C2	W11C2	CP	CP
SK10	RSC5	W12E1	W13B1	W13B1	F12E2	F12E2	F28C2	F28C2	M28H1	M28H1	CP	CP	W12A2	W12A2
SK11	WNW	W13A1	W13C1	W13C1	F12F2	F12F2	F28D2	F28D2	M28J1	M28J1	CP	CP	W12B2	W12B2
SK12		HEA 1	HEA 1	HEA 2	HEA 3	HEA 3	HEA 4	HEA 4	HEA 5	HEA 5	HEA 6	HEA 6	HEA 7	HEA 7
SK13	RSC6	W6A1	W7A1	W7A1	M18A1	M18A1	M18C1	M18C1	M21C1	M21C1	W2A2	W2A2	CP	CP
SK14	WNW	W6B1	F35B2	F35B2	M18B1	M18B1	M18D1	M18D1	Recovery Day	Recovery Day	W3A2	W3A2	CP	CP

East North-East Locality - 14 Week Mechanical Sweeping Block Schedule

Updated 15.08.11

Code W = Weekly F = 3 weekly M = 6 weekly X* = 12 weekly *(sweep on alternate cycle)

Colour Code **ENE Block** **SSE Block** **WNW Block**

WEEK Seven														
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC
SK8	RSC4	W11F2	W27B2	W27B2	F11D2	F11D2	F13D2	F13D2	W26A2	W26A2	MW3D1	MW3D1	CP	CP
SK9	SSE	W11G2	MW3C1	MW3C1	F9D2	F9D2	F13E2	F13E2	M26B1	M26B1	MW3E1	MW3E1	CP	CP
SK10	RSC5	W12C2	W12E2	W13B2	W13B2	W13B2	F12G2	F12G2	M28F1	M28F1	CP	CP	Recovery Day	Recovery Day
SK11	WNW	W12D2	W13A2	W13C2	W13C2	W13C2	F12H2	F12H2	M28G1	M28G1	CP	CP	Recovery Day	Recovery Day
SK12		HEA 1	HEA 2	HEA 3	HEA 3	HEA 3	HEA 4	HEA 4	HEA 5	HEA 5	HEA 6	HEA 6	HEA 7	HEA 7
SK13	RSC6	W4A2	W6A2	W7A2	W7A2	W7A2	M18E1	M18E1	M19B1	M19B1	Recovery Day	Recovery Day	CP	CP
SK14	WNW	W4B2	W6B2	W6B2	F6A2	F6A2	M19A1	M19A1	M19C1	M19C1	Recovery Day	Recovery Day	CP	CP

WEEK Eight														
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC
SK8	RSC4	W11B1	W11F1	W11F1	W27B1	W27B1	F10C1	F10C1	F12J1	F12J1	W26A1	W26A1	CP	CP
SK9	SSE	W11C1	W11G1	W11G1	Recovery Day	Recovery Day	F10D1	F10D1	F13A1	F13A1	Recovery Day	Recovery Day	CP	CP
SK10	RSC5	W12A1	W12C1	W12C1	W12E1	W12E1	W13B1	W13B1	F12C1	F12C1	CP	CP	F28A1	F28A1
SK11	WNW	W12B1	W12D1	W12D1	W13A1	W13A1	W13C1	W13C1	F12D1	F12D1	CP	CP	F28B1	F28B1
SK12		HEA 1	HEA 2	HEA 3	HEA 3	HEA 3	HEA 4	HEA 4	HEA 5	HEA 5	HEA 6	HEA 6	HEA 7	HEA 7
SK13	RSC6	W2A1	W4A1	W6A1	W6A1	W6A1	W7A1	W7A1	F21C1	F21C1	M16A2	M16A2	CP	CP
SK14	WNW	W3A1	W4B1	W6B1	W6B1	W6B1	F35A1	F35A1	M21A2	M21A2	M16B2	M16B2	CP	CP

WEEK Nine														
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC
SK8	RSC4	FW3A1	W11B2	W11B2	W11F2	W11F2	W27B2	W27B2	F10G1	F10G1	F13B1	F13B1	CP	CP
SK9	SSE	Recovery Day	W11C2	W11C2	W11G2	W11G2	MW3A2	MW3A2	F11C1	F11C1	F13C1	F13C1	CP	CP
SK10	RSC5	M13A2	W12A2	W12A2	W12C2	W12C2	W12E2	W12E2	W13B2	W13B2	CP	CP	F12E1	F12E1
SK11	WNW	M28A2	W12B2	W12B2	W12D2	W12D2	W13A2	W13A2	W13C2	W13C2	CP	CP	F12F1	F12F1
SK12		HEA 1	HEA 2	HEA 3	HEA 3	HEA 3	HEA 4	HEA 4	HEA 5	HEA 5	HEA 6	HEA 6	HEA 7	HEA 7
SK13	RSC6	M19D2	W2A2	W2A2	W4A2	W4A2	W6A2	W6A2	W7A2	W7A2	M16C2	M16C2	CP	CP
SK14	WNW	M19E2	W3A2	W3A2	W4B2	W4B2	W6B2	W6B2	F35B1	F35B1	M16D2	M16D2	CP	CP

East North-East Locality - 14 Week Mechanical Sweeping Block Schedule

Updated 15.08.11

Code W = Weekly F = 3 weekly M = 6 weekly X* = 12 weekly *(sweep on alternate cycle)

Colour Code **ENE Block** **SSE Block** **WNW Block**

WEEK Ten														
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC
SK10	RSC5	F28C1	Recovery Day	W26A1	W12A1	W12C1	W12C1	W12C1	W12E1	W12E1	CP	CP	W13B1	W13B1
SK11	WNW	F28D1	Recovery Day	W12B1	W12B1	W12D1	W12D1	W12D1	W13A1	W13A1	CP	CP	W13C1	W13C1
SK12		HEA 1	HEA 2	HEA 3	HEA 3	HEA 4	HEA 4	HEA 4	HEA 5	HEA 5	HEA 6	HEA 6	HEA 7	HEA 7
SK13	RSC6	M16E2	M19F2	W2A1	W2A1	W4A1	W4A1	W4A1	W6A1	W6A1	W7A1	W7A1	CP	CP
SK14	WNW	M16F2	M20A2	W3A 1	W3A 1	W4B1	W4B1	W4B1	W6B1	W6B1	F6A1	F6A1	CP	CP

WEEK Eleven														
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC
SK8	RSC4	F13D1	W26A1	W26A1	M27B2	M27B2	W11B2	W11B2	W11F2	W11F2	W27B2	W27B2	CP	CP
SK9	SSE	F13E1	M26E2	M26E2	M27C2	M27C2	W11C2	W11C2	W11G2	W11G2	MW3F2	MW3F2	CP	CP
SK10	RSC5	F12G1	M28D2	M28D2	M28B2	M28B2	W12A2	W12A2	W12C2	W12C2	CP	CP	W12E2	W12E2
SK11	WNW	F12H1	M28E2	M28E2	M28C2	M28C2	W12B2	W12B2	W12D2	W12D2	CP	CP	W13A2	W13A2
SK12		HEA 1	HEA 2	HEA 3	HEA 3	HEA 4	HEA 4	HEA 4	HEA 5	HEA 5	HEA 6	HEA 6	HEA 7	HEA 7
SK13	RSC6	M16G2	M16J2	M16J2	M20B2	M20B2	W2A2	W2A2	W4A2	W4A2	W6A2	W6A2	CP	CP
SK14	WNW	M16H2	M16K2	M16K2	M20C2	M20C2	W3A2	W3A2	W4B2	W4B2	W6B2	W6B2	CP	CP

WEEK Twelve														
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC
SK8	RSC4	F10C2	F12J2	F12J2	W26A2	W26A2	FW3A2	FW3A2	W11B1	W11B1	W11F1	W11F1	CP	CP
SK9	SSE	F10D2	F13A2	F13A2	M26B2	M26B2	Recovery Day	Recovery Day	W11C1	W11C1	W11G1	W11G1	CP	CP
SK10	RSC5	W13B2	F12C2	F12C2	F28A2	F28A2	Recovery Day	Recovery Day	W12A1	W12A1	CP	CP	W12C1	W12C1
SK11	WNW	W13C2	F12D2	F12D2	F28B2	F28B2	Recovery Day	Recovery Day	W12B1	W12B1	CP	CP	W12D1	W12D1
SK12		HEA 1	HEA 2	HEA 2	HEA 3	HEA 3	HEA 4	HEA 4	HEA 5	HEA 5	HEA 6	HEA 6	HEA 7	HEA 7
SK13	RSC6	W7A2	F21C2	F21C2	M16L2	M16L2	M20D2	M20D2	W2A1	W2A1	W4A1	W4A1	CP	CP
SK14	WNW	F35A2	M21A2	M21A2	M16M2	M16M2	M21B2	M21B2	W3A1	W3A1	W4B1	W4B1	CP	CP

East North-East Locality - 14 Week Mechanical Sweeping Block Schedule

Updated 15.08.11

Code W = Weekly F = 3 weekly M = 6 weekly X* = 12 weekly *(sweep on alternate cycle)

Colour Code **ENE Block** **SSE Block** **WNW Block**

		WEEK Thirteen													
		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC
SK8	RSC4	W27B1	W27B1	F10G2	F10G2	F13B2	F13B2	W26A1	W26A1	M27F2	M27F2	W11B2	W11B2	CP	CP
SK9	SSE	M27B2	M27B2	F10B2	F10B2	F13C2	F13C2	M26F2	M26F2	M27G2	M27G2	W11C 2	W11C 2	CP	CP
SK10	RSC5	W12E1	W12E1	W13B1	W13B1	F12E2	F12E2	F28C2	F28C2	M28H2	M28H2	CP	CP	W12A2	W12A2
SK11	WNW	W13A1	W13A1	W13C1	W13C1	F12F2	F12F2	F28D2	F28D2	M28J2	M28J2	CP	CP	W12B2	W12B2
SK12		HEA 1	HEA 1	HEA 2	HEA 2	HEA 3	HEA 3	HEA 4	HEA 4	HEA 5	HEA 5	HEA 6	HEA 6	HEA 7	HEA 7
SK13	RSC6	W6A1	W6A1	W7A1	W7A1	M18A2	M18A2	M18C2	M18C2	M21C2	M21C2	W2A2	W2A2	CP	CP
SK14	WNW	W6B1	W6B1	F35B2	F35B2	M18B2	M18B2	M18D2	M18D2	Recovery Day	Recovery Day	W3A2	W3A2	CP	CP

		WEEK Fourteen													
		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC
SK2	ENE	W8C2	W8C2	M17H2	M17H2	M22B2	M22B2	F8A2	F8A2	M6A2	M6A2	CP	CP	Recovery Day	Recovery Day
SK8	RSC4	W11F2	W11F2	W27B2	W27B2	F11D2	F11D2	F13D2	F13D2	W26A2	W26A2	MW3D2	MW3D2	CP	CP
SK9	SSE	W11G2	W11G2	MW3C2	MW3C2	F9D2	F9D2	F13E2	F13E2	M26B2	M26B2	MW3E2	MW3E2	CP	CP
SK10	RSC5	W12C2	W12C2	W12E2	W12E2	W13B2	W13B2	F12G2	F12G2	M28F2	M28F2	CP	CP	Recovery Day	Recovery Day
SK11	WNW	W12D2	W12D2	W13A2	W13A2	W13C2	W13C2	F12H2	F12H2	M28G2	M28G2	CP	CP	Recovery Day	Recovery Day
SK12		HEA 1	HEA 1	HEA 2	HEA 2	HEA 3	HEA 3	HEA 4	HEA 4	HEA 5	HEA 5	HEA 6	HEA 6	HEA 7	HEA 7
SK13	RSC6	W4A2	W4A2	W6A2	W6A2	W7A2	W7A2	M18E2	M18E2	M19B2	M19B2	Recovery Day	Recovery Day	CP	CP
SK14	WNW	W4B2	W4B2	W6B2	W6B2	F6A2	F6A2	M19A2	M19A2	M19C2	M19C2	Recovery Day	Recovery Day	CP	CP

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Types of issues we currently tackle and how

Littering – there is a zero tolerance policy across the city. Where an officer witnesses littering, the perpetrator is offered a fixed penalty notice in order to discharge their liability for prosecution. If the FPN is not paid, a case for prosecution is prepared. The team can accept statements from other Council and Police colleagues and members of the public.

Dog Fouling – again there is a zero tolerance city wide policy. Where an officer witnesses a dog fouling and its owner not clearing the mess up, the owner is offered a fixed penalty notice to discharge their liability for prosecution. If the FPN is not paid, a case for prosecution is prepared. Again statements can be taken from Council and Police colleagues and members of the public .

Flytipping

Reports of flytipping are investigated. Where there is evidence of who flytipped the waste, further action is taken with a view to prosecution. The land owner has legal responsibility for clearing the waste. A Legal Notice can be served to facilitate this where it is not done with an informal request. Landowners can be prosecuted for non compliance and in addition the Council can clear private land and recharge the owner.

Waste in Gardens

These complaints are addressed by writing to the occupiers, giving them 7 days to clear the waste. A further letter is sent if the waste is not cleared in this time frame giving another 7 days. If the waste remains after this time a Legal Notice is then served giving the occupier 28 days to remove it. If it remains after the Notice has expired, a fixed penalty notice is served. If the FPN is not paid a prosecution case is prepared. The Council also has the option of carrying out the works in default and recharging the occupier of the premises.

Please note that for ALMO properties the first 2 letters are sent by the ALMO, and it is referred to us if the waste remains after the time limit on the second letter for Notice to be served.

Also depending on the type of waste (eg, food waste, noxious matter), other Notices are available to be used to expedite the process.

Domestic and Commercial Waste Issues

Commercial entities require a waste contract, or evidence that they have legally disposed of their waste. A 'producer' Notice can be served on businesses to prove they have either a waste contract, or receipts to demonstrate their waste has been legally disposed of. If the 'producer' is not complied with, an FPN is issued. Where the FPN is not paid, a prosecution case is prepared.

We also have powers to serve a legal Notice requiring a business to obtain a commercial waste contract.

Illegal advertising

Where the perpetrator of illegal advertising can be identified, a legal Notice is served. Further incidents may then result in prosecution. Where the perpetrator cannot be identified staff remove the signs.

Highways Obstructions (e.g., overhanging vegetation)

Where a complaint is received relating to vegetation obstructing the highway. Letters are sent to the complainant and to the alleged perpetrator. The complainant is asked to get back in touch after 14 days if the problem is not resolved, as the alleged perp is asked to cut the vegetation back if it is obstruction the highway in this timescale. Sending the letter initially saves officer time visiting as we receive high volumes of complaints relating to overhanging vegetation. If the complainant calls back, an Officer visits and assesses if there is an obstruction. A further letter is sent giving 14 days. If this request is not complied with a Notice is served. After 28 days if the Notice has not been complied with the works are carried out in default and the owner is re-charged.

Drainage

Much of the drainage work currently undertaken is scheduled to move to Yorkshire Water. We will still be involved in issues relating to drains (ie the pipe which serves only one property). We have legal powers to serve Legal Notices, carry out works in default and recharge the owners.

Other Nuisance

We also investigate other nuisance issues, including light, smoke, filthy & verminous premises, empty and derelict properties etc.

Street Trading Consent Scheme

The team will work with Highways and Markets in relation to the above scheme. Investigating complaints about existing traders or possible illegal trading activity.

Dog Warden Service

The dog wardens deal with issues such as strays, dangerous dogs, and dog fouling, as well as enforcing the laws relating to the Dog Control Orders in Leeds.

Full Policies for dealing with the above matters are available on request.

Inner West - Team Activity 1.4.11 – 30.6.2011

- Service Requests Received 139 being non noise related
Main Areas of work were as follows:

1. 35 Flytipping
2. 23 Drainage
3. 14 Graffiti
4. 11 overgrown vegetation
5. 11 Nuisance accumulation
6. 10 Waste in gardens

Ward	EAT's and H&EET service requests	Notices served
Armley	90	29
Bramley & Stanningley	49	4

There were also 3 prosecutions in the Bramley ward, 2 for fly tipping and 1 for breaches a noise abatement notice.

A number of areas were cleaned up with the assistance of probation.

Crime and Grime meeting continue to work well on identifying areas of concern as well as looking at planning environmental audit and stop and searches.

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Report author: Gill Hunter
Tel: 0113 3367868

Report of The North West Divisional Community Safety Partnership

Report to Inner West Area Committee

Date: 13th September 2011

Subject: Community Safety

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Armley and Bramley & Stanningley	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" 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

Summary of main issues and corporate governance considerations.

1. Crime Trends – Overall performance figures show West Inner Neighbourhood Police Team is performing well, especially in Armley Ward which has seen a substantially reduction in offences compared to last year, however the main concerns is burglary dwelling which is around the same level as it was last year.
2. Burglary Reduction Plan - The Burglary reduction Plan for Armley has been in operation since June 2011 and a number of initiatives have been coordinated with partners. These include the development of a monthly offender management case conference meeting, a full environmental and visual audit of the target area, and a reassurance mapping exercise. The results of the environmental audit and the reassurance exercise are currently being collated, and will be analysed with partners to in identifying the resources and actions required to make improvements to the area.
3. Action Days - These have included Operation Albumin targeting travelling nominals within the Armley/ Bramley boarder, Reassurance day on the Raynville estate to raise awareness of issues in relation to Hate Crime and Anti-Social Behaviour, an open day event at Armley mosque, and operation Acrobatic focussing on the Dunkirk Hill area near to Armley Mills which has seen a number of anti- social behaviour /sexual offences.

4. Metal Theft and the Stolen Goods Market - Operation Bulleye is a city-wide initiative to tackle the stolen goods market and work within the Inner West Neighbourhood Police Team have been focussing on the scrap metal dealers and cash converters type premises.

Recommendations

5. Members are asked to note the update from West Yorkshire Police and Community Safety, Environments and Neighbourhoods.

1. Purpose of this report

- 1.1 This report provides the opportunity for West Yorkshire Police and Community Safety to provide the Inner West Area Committee with information on crime trends, partnership initiatives and future joint projects between Leeds City Council and West Yorkshire Police in West.

2 Background information

- 2.1 The North West Divisional Community Safety Partnership is responsible for delivering actions to reduce crime and disorder in the West Wedge. It is made up of representatives from key statutory agencies.

3 Main issues

Crime Trends

- 3.1 Community Safety is one of the priority areas for the Area Committee. Regular reports are received from Community Safety and West Yorkshire Police on key issues and activity in the Inner West Area.
- 3.2 Overall performance figures show West Inner Neighbourhood Police Team is doing well, especially the Armley Ward 4 area, which has a substantially less recorded offences compared to last year.
- 3.3 The cumulative detection rate is also above the divisional average at 27%. This is the second highest detection rate across the NPT's.
- 3.4 The main concern is Burglary Dwelling which is around the same level as it was last year; however there has been a noticeable increase in the Bramley area with the majority of burglaries in the NPT being committed in this area. There are no identified tight clusters of offences. Work is on going in the area into the early hours to combat the rise in burglaries. Officers from the Criminal Investigation Department, Neighbourhood Police Team, Operational Support Department, which includes mounted and roads policing officers, working on the operation in plainclothes and high visibility patrols.
- 3.5 The Neighbourhood Police Team is performing well in the other areas when compared to last year. There has been particularly good reductions in Burglary others, damage and Theft From Motor Vehicle offences. The capture car has been used and proved successful in both Bramley and Armley wards. A capture house is

currently up and running in Armley and two locations in Bramley have been identified when sufficient equipment is available to run both.

Burglary Reduction Plan

- 3.6 As part of the Offender Management strand of the Burglary Reduction Plan for Armley a Multi-agency Offender Management case conferencing meeting has been established targeting offenders who are impacting on burglary in the Armley and Bramley area. The aim is to case manage 12 individuals that have been identified by the Divisional Intelligence Unit /Youth Offending Service and other partners agencies who pose a higher level of risk of offending /committing burglary but are not at the level of offending for the Intensive Offender Management Programme . A profile of each individual identified and action plan has been drawn with agreed actions and outcomes.
- 3.7 From the first few meeting 12 Individuals have been identified, with an extra nominal identified by the safer schools officer. From the 13 individuals 3 have failed to engage with support agencies and have continues to offend so have been referred for scoring to the Intensive Offender Management (IOM). These will be managed by the IOM officers. One nominal has been removed, due to positive engagement with partner agencies. A further 3 nominal's will be reviewed at the September meeting and if there are no further criminal activity and they continue to engage, they will be removed. The Youth Offending Service have been asked to supply details of up and coming offenders that have received final warnings or reprimands to add onto next months meeting.
- 3.8 An Environmental Audit has now been completed for the 3 target areas in Armley, Little Scotland's, Aviary's and Cedars. These areas have been visited by police officers and a reassurance exercise has taken place to find out from local communities what their priorities are in relation to crime and environment. The results will be evaluated by West Yorkshire Police and the Crime Reduction Officers and circulated to police and partners In September .to incorporate actions into the Burglary Plan.
- 3.9 This will be followed with fortnightly walkabouts with police, fire service and EAT to progress actions identified from the Environment and Visual Audit in the target area and any concerns about Housing in Multiple Occupation or conditions will be forwarded to the private rented team to visit/investigate via referral form. A total of 365 properties have been target harden in Armley. To identify further opportunities re standards of security, 257 West North West Homes Leeds properties have been visited by Police Community Support Officers and checked for security issues. Results have been forwarded to the West North West Homes Leeds for them to take action. Thirty Lo Jack computrace licences have been identified during the Environmental Visual Audit for lap top computers.
- 3.10 Police are arranging a briefing with Environmental Action Team staff within the next month. This will then be rolled out to street scene staff. Also a dog watch through local vets and the Dogs Trust is being developed with Leeds City Council and West Yorkshire Police. Diving Instructors are to be approach with same briefing given to EAT. This is to provide eyes and ears in the localities due to a poor neighbourhood watch up take by the residents. A crime prevention campaign is being run on

evenings giving advice to people who leave their premises insecure and property in their vehicles on show.

- 3.11 An alley gating project on conference Road is being explored and consultation has commenced with local house owners to support closure.
- 3.12 The Armley Burglary Plan is discussed, reviewed and updated monthly with partners at the Inner West multi-agency tasking meeting. With some amendments, additional priorities and actions the plan can be utilised to further develop, manage, monitor and review progress in Armley to reduce burglary.

Action Days /Operations/Events

- 3.13 Operation Albumin - This operation took place in July targeting travelling nominals with in the Kirkstall Bramley/Armley boarder focussing on stop and search.

In total there was 40 vehicles stopped and 13 of these were tested by HMRC for red diesel. They were extremely pleased when they got a hit on a vehicle as it contained red diesel. The owner had his van seized and a fine of £500. There was over 58 people checked through the systems and majority of these were checked by Civilian warrants. However nobody came back as wanted. Officers issued 13 tickets for no insurance, no seatbelts and vehicle defects. VOSA also conducted checks on nearly every car and was able to issue 15 tickets for vehicle defects. There were also 2 cars seized and numerous drug searches conducted. The next round of Op Albumin is to run in September, linking in with City and Holbeck as a joint operation.

- 3.14 A reassurance day took place on Wednesday 8th June from 3 PM – 7 PM targeting the Raynville area. The focus of the action day focussed on speaking to residents about local issues in particular around Anti Social Behaviour, Hate Crime and also crime prevention advice. In total over 100 properties were leafleted and 4 victims of Hate Crime visited by the Hate Crime coordinators.
- 3.15 An open day took place at Armley Mosque with the support of the Inner West Neighbourhood Police team on Sunday 5th June from 2 PM – 5 PM. The event was well attended, by over 300 hundred people from multi faiths and a large cross section of Armley's diverse community. There was a large range of stalls information and engagement with the local community to foster positive relationships in Armley.
- 3.16 Operation Arcrabatic - Operation Acrobatic is an intelligence led multi agency based initiative that aims to reduce the levels of sexual activity in the woodland / picnic area of Canal Road, Leeds Liverpool canal and the Armley Mills museum and the associated anti social behaviour.
- 3.17 The Leeds Anti-social Behaviour Team are still working with the Police with some excellent results. Over 75 males, not from the Armley area have been stopped and warned regarding cruising. Several warning letters have been served on persistent attendee's. A number of further actions have been identified to address this problem which include work with Parks and Countryside to cut back some of the over grown foliage and work with MESMAC to dissuade people from using this site.

- 3.18 MESMAC have been asked to patrol with LASBT and NPT staff, but at the present time they don't have sufficient staff to facilitate this. Plain clothes and high visibility patrols will continue in the area throughout summer. Several positions within the area have been identified for warning signs which are being priced and hopefully funded and erected within the next few weeks.

Metal Theft and the Stolen goods Market

- 3.19 Operation Bulleye is a city wide city-wide initiative to tackle the stolen good market. The local cash converters type premises, and jewellery shops are regularly targeted and books checked by the PCSO's in Armley. Scrap metal dealers have been visited and all owners attend a meeting on 13th July at Pudsey Police Station. Out of 10 scrap metal dealer invited 3 turned up and they were given a briefing and a pack of photo to identify people who are selling stolen goods and to deter them from purchasing stolen metal. The remaining 7 will be visited during the next few weeks and provided with the same information and guidance.
- 3.20 A campaign is being run to advise the Asian community, this is in the Mosque and Sikh temple about crime prevention around the safe storing of their gold. This is in line with the rise in gold prices and also during the fourth coming months the Asian community have numerous religious festivals where the gold is worn when attending them. A letter has been produced which will be delivered to the Asian community and also rolled out to the other Mosques and Temples across the division.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Tackling crime and disorder and addressing the fear of crime is a top priority for the citizens of Leeds as evidenced by previous consultation undertaken by Safer Leeds and West Yorkshire police on a citywide and local level.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 The Stronger Leeds element of the City Priority Plan will focus on the key priorities around making Leeds a clean and welcoming city where communities feel empowered, valued and engaged and get on well together.
- 4.2.2 Over the next four years we will focus on delivering the following strategic priorities:
- Ensure that Local Neighbourhoods are Clean
 - Increase a Sense of Belonging that Builds Cohesive and Harmonious Communities

4.3 Council Policies and City Priorities

- 4.3.1 The Safer and Stronger Communities Board has been established, bringing together the six responsible authorities of the Community Safety Partnership with

other key strategic partners to deliver the key outcomes agreed for both safer and stronger communities.

4.3.2 This plan details the city-wide priorities that will enable the city to move towards fulfilling its ambition. The Board will be supported by key groups focused on the key themes safer, stronger and environmental cleanliness. These in turn will be supported by delivery structures that focus on key identified themes, locality working and community engagement in the delivery of priorities.

4.3.3 Over the next four years we will focus on delivering the following strategic priorities:

- Reducing Crime levels and its impact across Leeds
- Effectively Tackle and Reduce Anti-Social Behaviour in our Communities

4.4 Resources and Value for Money

4.4.1 The Divisional Community Safety Partnership , and Multi-agency Tasking meetings utilises police and partner intelligence to assist in determining priority areas and hotspots to focus resources in Inner West. Throughout the process the emphasis is on looking at opportunities for joint funding and resources to deliver operations to reduce crime and anti-social behaviour and also look at wherever possible low cost/no cost initiatives. To support the Armley Burglary Reduction plan and the Outcome Based Accountability process £7,500 has been allocated from the City-wide Burglary Reduction funding.

4.4.2 Legal Implications, Access to Information and Call In

4.4.3 The West Area Management Team includes an officer with specific responsibilities for Community Safety who co-ordinates activity and acts as the link officer with West Yorkshire Police. This report is not eligible for call in as it is a Council function.

4.5 Risk Management

4.5.1 The police have a risk management process for operations and action days undertaken within the North West Police Division.

5 Conclusions

5.1 The main focus of the Divisional Community Safety Partnership is to reduce burglary in inner west, tackling the hot spots and displacement issues.

6 Recommendations

2. Members are asked to note the update from West Yorkshire Police and Community Safety, Environments and Neighbourhoods.

7 Background documents

7.1 Reducing Reported Burglary in Leeds, Executive Board (June 2011)

Report of the Director of Environments & Neighbourhoods

Report to Inner West Area Committee

Date: 13th September 2011

Subject: Solar Photovoltaic Panel Scheme

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Armley Bramley & Stanningley	
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" 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 attached briefing note provides full details of the Solar Photovoltaic (PV) Scheme being developed by the Council (See Appendix 1).
2. The scheme will install solar PV systems on 5,000 Council owned, ALMO managed homes.
3. As well as providing free daytime electricity for tenants the scheme will generate a significant index-linked income to the council for the next 25 years.

Recommendations

4. That Area Committee members note the contents of this report and support the implementation of the project.

1 Purpose of this report

- 1.1 To provide the Area Committee with details of the solar photovoltaic (PV) panel initiative.

2 Background information

- 2.1 In April 2010 the Government launched a new incentive called 'Feed in Tariffs' (FITs), which are paid for every unit of electricity generated. The most generous payment is for solar photovoltaic's (PV), which currently receives 43.3p per unit, with payments index linked and guaranteed for 25 years. It is likely that the reductions in FIT rates from April 2012 will be larger than the 8.5% indicated to date. The payment of FITs at the highest rate therefore offers the Council a time-limited opportunity to derive maximum income from PV installations in 2011/12.
- 2.2 In December 2010, the Council's Executive Board recommended that a partnership be established with Community Energy Solutions CIC (CES) and Empower Community Management to install solar PV systems to 5,000 Council homes.

3 Main issues

- 3.1 The areas within Inner West proposed for inclusion are:

Letting Area	NHO Area	Ward
Raynville	Bramley	Armley
Wyther	Bramley	Armley
Bramley Town St	Bramley	Armley & Bramley and Stanningley
Moorsides	Bramley	Bramley and Stanningley

- 3.2 Not all properties in each area will be suitable for inclusion. Suitable properties are constrained by a number of factors, including the roof's orientation; pitch; condition; area and level of shading and the condition of the wiring.
- 3.3 There are further constraints imposed by the existing electrical distribution network as care needs to be taken to avoid overloading the network during peak generation times.
- 3.4 In all instances tenants will be required to sign a variation to their Tenancy Agreement to ensure that the relevant legal rights are in place for the solar PV systems to be installed and maintained.
- 3.5 The briefing note attached at Appendix 1 sets out consultation proposals for the scheme. High level consultation with Members, Area Committees and ALMOs will take place around June 2011. Detailed consultation with tenants is planned from August to September 2011.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 This briefing note forms part of the ongoing consultation with Members, Area Committees, ALMOs and BITMO.
- 4.1.2 Detailed consultation with tenants is planned from August to September 2011, on a letting area by letting area basis, with individual letters to tenants and open days followed by individual tenant liaison.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 A screening process has been undertaken. This concluded that an impact assessment was not required.

4.3 Council Policies and City Priorities

- 4.3.1 This project has a direct impact on Housing & Regeneration Board Strategic Priority 3 – Improve housing conditions and energy efficiency, as it will directly increase the number of properties improved with energy efficiency measures.

4.4 Resources and Value for Money

- 4.4.1 No capital funding is required from the Council. A small amount of revenue is required for project management, publicity etc.
- 4.4.2 The scheme will generate a significant income stream to the Council, which will be used to finance other energy saving/carbon reduction projects, as agreed by the Executive Board in March 2011.
- 4.4.3 It will also provide an income stream to a local charitable foundation that is to be established for re-investment in other energy saving/carbon reduction projects.
- 4.4.4 The scheme will make a considerable contribution to reducing carbon emissions across the city.
- 4.4.5 It is estimated that the scheme will enable tenants to save c£100 p.a. on their electricity bills, as the systems provide free electricity during daylight hours.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 A Special Purpose Vehicle (SPV) will be established for the project. The Council's contractual relationship with the SPV will be via a Roof Access Agreement, which is still being negotiated. The SPV will appoint contractors to supply and fit the solar panels and maintain the systems over the 25 year course of the FIT period. This report is not eligible for call in, due to it being a Council function.

4.6 Risk Management

- 4.6.1 Risks are being identified and managed under the Delivering Successful Change methodology and reported to a Project Board.

5 Conclusions

- 5.1 The scheme will provide significant long-term benefits to Council tenants and the Council. The 'recycling' of revenues generated into other energy saving/carbon reduction projects represents a 'virtuous circle' which will increase these benefits further.

6 Recommendations

- 6.1 That Area Committee members note the contents of this report and support the implementation of the project.

7 Background documents

LCC Executive Board Report – 15 December 2010

LCC Executive Board Report – 30 March 2011

May 2011

Background

In April 2010 the Government launched a new incentive called 'Feed in Tariffs' (FITs) to encourage people to generate their own electricity from renewable energy sources. FITs are paid for every unit of electricity generated, with the rate paid varying according to the type of technology used. The most generous payment is for solar photovoltaic's (PV), which receives 43.3p per unit, with payments index linked and guaranteed for 25 years. However, following the 2010 Comprehensive Spending Review, the Department for Energy and Climate Change (DECC) set a cash ceiling on the amount of FITs that can be paid and rates for 2012/13 onwards are currently under review. It is likely that the reductions in FIT rates from April 2012 will be larger than the 8.5% indicated to date, in order to manage demand and keep FIT spend within the ceiling.

The payment of FITs at the highest rate therefore offers the Council a time-limited opportunity to derive maximum income from PV installations in 2011/12.

A number of organisations are marketing PV offers, which tend to be heavily weighted in favour of the company. Last year the Council was approached by Community Energy Solutions CIC (CES – a not-for-profit social enterprise based in Leeds) and Empower Community Management (ECM – providers of finance for renewable energy projects) who proposed a more equitable option. This was differentiated from other offers in that they offered a profit share approach, to share benefits between the Council, tenants and CES/ECM.

In December 2010, the Council's Executive Board recommended that a partnership be established with CES/ECM to install solar PV systems to Council homes. A Project Board was established to provide governance for the project and, following consideration of the business case for a number of options, recommended the installation of 5,000 PV systems in partnership with CES/ECM by March 2012. This presented the most prudent option and struck the optimum balance between maximising income, ensuring deliverability and minimising risk.

Project Structure

The project will require the establishment of a Special Purpose Vehicle (SPV) - called Empower Community Solar – to secure the funding for the project, own the solar panel 'assets', receive the FIT payments and establish contractual relationships between all parties involved (the Council, Empower Community Management, installation and maintenance sub-contractors etc). The Council's contractual relationship with the SPV will be via a Roof Access Agreement, which is still being negotiated.

A project operator (Wates Living Space) will be appointed by the SPV to supply and fit the solar panels. A further contract will be let by the SPV for the ongoing maintenance of the systems over the 25 year course of the FIT period.

Benefits

It is estimated that the scheme will enable tenants to save c£100 p.a. on their electricity bills, as the systems provide free electricity during daylight hours.

The scheme will generate a significant income stream to the Council, which will be used to finance other energy saving/carbon reduction projects, as agreed by the Executive Board in March 2011.

It will also provide an income stream to a local charitable foundation that is to be established for re-investment in other energy saving/carbon reduction projects.

The scheme will make a considerable contribution to reducing carbon emissions across the city.

May 2011

Areas Proposed for Inclusion

ALMO	Letting Area	NHO	Ward
WNWHL	Raynvvilles	Bramley	Armley
WNWHL	Wyther	Bramley	Armley
WNWHL	Bramley Town St	Bramley	Armley & Bramley and Stanningley
WNWHL	Moorsides	Bramley	Bramley and Stanningley

It should be noted that not all properties in each area will be suitable for inclusion. Roof suitability is constrained by a number of factors, including the roof's:

- orientation (maximum energy is generated on roofs facing due south, although CES suggest potential for a full east to west 'arc of inclusion');
- level of shading (even a small amount of shading can seriously reduce generation)
- pitch (36° +/- 5°);
- condition (if the roof is strong enough to carry the additional weight of the PV panels and if it has sufficient lifecycle left to cover the period of the FIT payment); and
- area (a 2kWp system requires a minimum continuous roof area of 15m², generally meaning hipped roofs are not suitable).

Property suitability is further constrained by the condition of the wiring and the type of electricity meter in the property (wiring must be compatible with inverter & performance monitoring equipment).

There are also constraints on the number of installations that can be made to any individual cluster of properties connected to the same electric sub-station. The existing electrical distribution network was built to supply electricity from sub-stations to individual properties. Whilst it can accommodate the supply of some electricity back to the grid, care needs to be taken to avoid overloading the network during peak generation. Wates Living Space are working closely with CE Electric (the Distribution Network operator (DNO)) on this.

In all instances tenants will be required to sign a variation to their Tenancy Agreement before installations can be carried out. This is to ensure that the relevant legal rights are in place for the solar PV systems to be installed and maintained.

Project Team

A project team has been established, consisting of staff from the Council, ALMOs, BITMO, CES, ECM and Wates Living Space. The team are meeting regularly to develop consultation materials and delivery processes. This includes initial scheme advertising, survey letters, decision on whether properties are suitable or not, notification to tenant, tenancy variation etc. It has also developed proposals to run a programme of consultation events across 43 letting areas. Additional IT and technical sub-groups have been established to deal with detailed issues.

Consultation Proposals

This briefing note forms part of the initial high-level consultation proposals with Members, Area Committees, ALMOs and BITMO. This part of the consultation will take place during Summer 2011. Detailed consultation with tenants is planned from August to September 2011 on a letting area by letting area basis with individual letters to tenants and open days followed by individual tenant liaison.

Background Papers

- LCC Executive Board Report – 15 December 2010
- LCC Executive Board Report – 30 March 2011

Solar PV Scheme

Briefing Note –West (Inner)



May 2011

Further Information

Please contact the Project Manager if you require further information about this scheme.

Phillip Charlton, Project Manager
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Report author: Ryan Platten
Tel: 0113 247 8027

Report of the Director of City Development

Report to Inner West Area Committee

Date: 13th September 2011

Subject: Houses in Multiple Occupation – Planning Workshops

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Armley Bramley and Stanningley		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" 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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

Summary of main issues

1. The City Council has applied for planning powers which will enable the Council to control changes of ordinary dwelling houses to houses in multiple occupation (HMOs). These powers are expected to come into force in February 2012 and will apply to all of the inner areas of Leeds (see map in Appendix 1).
2. To make best use of these powers the City Council needs to agree a policy to help decide planning applications. The aim of the policy will be to permit sufficient HMOs to meet Leeds' needs, but avoid excessive concentrations in streets or neighbourhoods that could cause nuisance and create unbalanced communities.
3. As a starting point to draw up the policy three evening workshops are being held in East Leeds, South Leeds and North West Leeds. The workshops will work with local community representatives, landlords, students and university bodies to explore what percentages of HMOs in local areas might be set as policy targets. The Council will then set out the policy in a Supplementary Planning Document (SPD) which will be subject to widespread public consultation at the end of 2011.

Recommendations

4. Members are asked to note the contents of the report and comment as they feel appropriate.
5. Members are asked to nominate a ward councillor representative to attend the relevant workshop for each ward affected.
6. Members are asked to nominate any relevant groups who would be interested in participating in the workshops.

1 Purpose of this report

- 1.1 This report is intended to inform Ward Councillors of three planning workshops to be held in relation to the production of a new supplementary planning document (SPD) addressing the growth and management of houses in multiple occupation (HMO) concentrations. The creation of a new SPD is in response to the introduction of an Article 4 direction in Leeds which will come into effect on the 10th February 2012.

2 Background information

- 2.1 The Council has confirmed the introduction of an “Article 4 direction” which will require planning permission for the conversion of dwelling houses (Class C3 use) to housing in multiple occupation (Class C4 use) of between 3 and 6 unrelated occupants. The direction will come into force from 10th February 2012 and will apply to inner Leeds (see map in Appendix 1).
- 2.2 The Article 4 direction does not serve as a justification for refusing or approving planning permission in the Direction area. Planning applications which are required by the Direction will be judged against national and local planning policies. In order to supplement the introduction of the Article 4 direction in Leeds new local planning policies will be created. These will be in the form of a new overarching policy in the Local Development Framework Core Strategy and new, more detailed, planning policies to be contained within a new supplementary planning document (SPD). Both documents will be subject to full public consultation at which stage comments will be invited from interested parties.
- 2.3 In order to engage with stakeholders and interested parties as part of the SPD production process three planning workshops will be held in late September/ early October. These workshops will be an opportunity to have input into the creation of new local planning policies at the beginning of this process.

3 Main issues

Purpose of the Workshops

- 3.1 The aim of the workshops is to facilitate a preliminary discussion regarding the form new local planning policies in the SPD should take. Officers from the Forward Planning and Implementation team, who will be responsible for drafting the new document, will lead the discussion and seek feedback from a range of different stakeholders. Representatives from Planning Aid will also be in attendance to offer advice along with the Inner North West Community Planning Officer at the north west area workshop.

Attendance

- 3.2 The workshops will be attended by local ward members, community and resident groups, landlord groups and other relevant parties such as the city’s universities. The Council’s Planning Department has sent invitations to groups who have expressed an interest in participating in this discussion. However there is still an opportunity for groups who have not already received an invite to participate. Any groups wishing to

attend should email ldf@leeds.gov.uk. Attendance will be by invitation only as places at the workshops will be limited.

Venues and Dates

- 3.3 For the purposes of arranging the workshops the Article 4 direction area has been subdivided into three areas; East, South and North West Leeds. A workshop will be held in each of these three areas based on the timetable below:

Area	Venue	Date
East Leeds	Shine Business Centre, Harehills	22 nd September 2011
South Leeds	Hillside, Beeston	29 th September 2011
North West Leeds	West Park Centre, West Park	5 th October 2011

Further Opportunities for Public Consultation

- 3.4 The Council will make use of feedback from the workshops to set out proposed policy targets and guidance in a Draft Supplementary Planning Document. This will be subject to widespread public consultation at the end of 2011.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The workshops will be the first stage in the process of the SPD production. Paragraph 3.4 outlines further opportunities for engagement.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Whilst it has not been necessary to prepare an Equality Impact Assessment for this report, the future Supplementary Planning Document will be subject to an assessment.

4.3 Council Policies and City Priorities

- 4.3.1 The workshops will form the starting point of the SPD production process. The preparation of Development Plan Documents (including the SPD), is identified as a priority within the Council's Policy Framework.

4.4 Resources and Value for Money

- 4.4.1 The cost of holding the workshops will be met by the Forward Planning and Implementation team within the City Development Department. The SPD production process will be managed by the Forward Planning and Implementation team with input, where appropriate, from the Inner North West Community Planner.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There are no significant legal implications. This report is not subject to call in as it does not relate to a key decision.

4.6 Risk Management

4.6.1 There are no significant risks identified in this report.

5 Conclusions

5.1 The three workshops to be held across the Article 4 direction area will form the starting point for the SPD process and allow interested parties to offer views as to what form new planning policies should take.

6 Recommendations

6.1 Members are asked to note the contents of the report and comment as they feel appropriate.

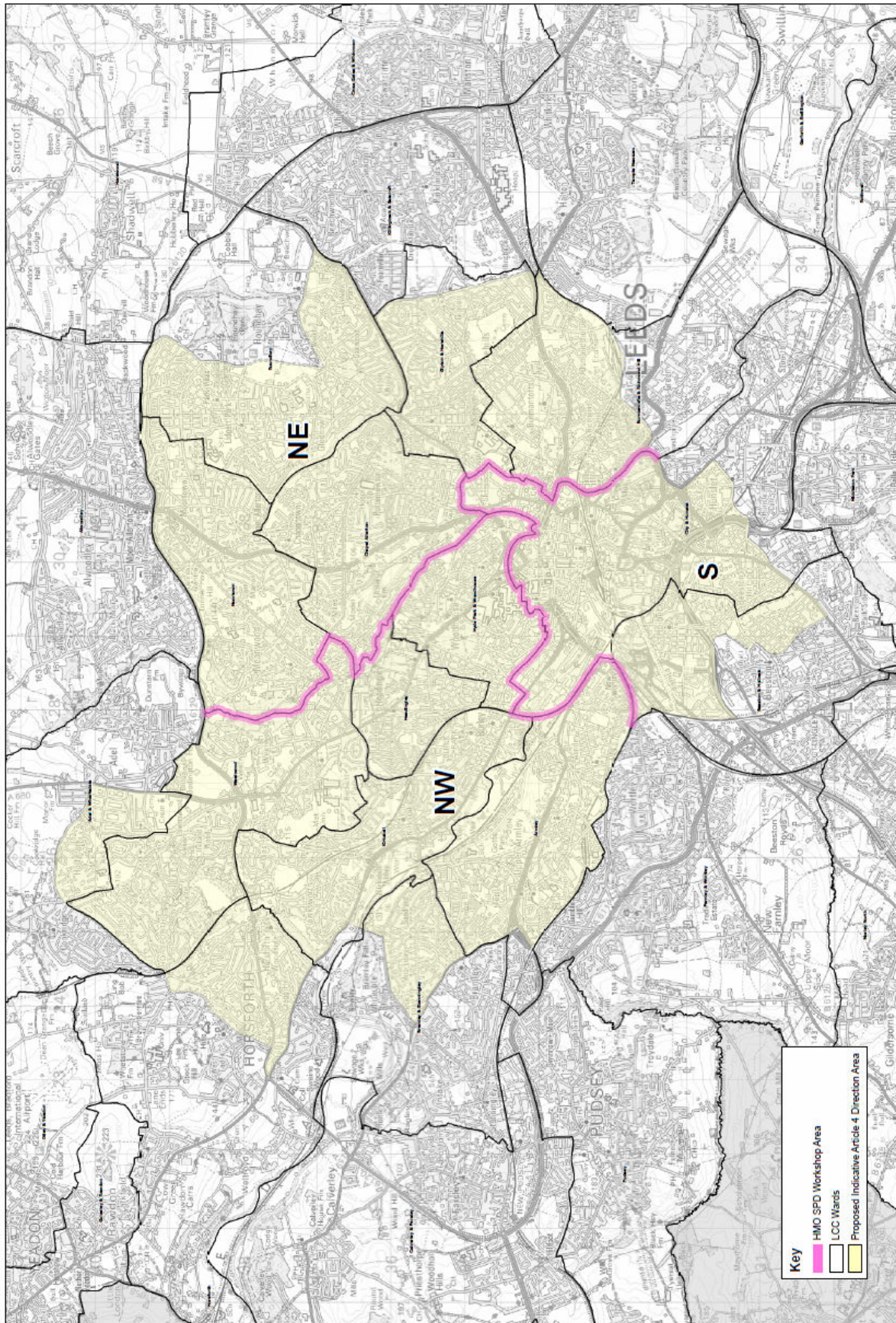
6.2 Members are asked to nominate a ward councillor representative to attend the relevant workshop for each ward affected.

6.3 Members are asked to nominate any relevant groups who would be interested in participating in the workshops.

7 Background documents

7.1 Appendix 1 – Map of Article 4 Direction area with workshop boundaries.

Appendix 1 - Map of Article 4 Direction area with Workshop boundaries.



(c) Crown Copyright and database right 2011 Ordnance Survey LA100019567
 Scale 1:22,000 @ A1 L:\CGM\GIS Projects\Sarah Welsh - Student\Student housing.mxd | Article 4 HMO Workshop Area





Report author: Lesley Savage

Tel: 0113 224 3867

Report of the Director of Children's Services

Report to the Inner West Committee

Date: 13th September 2011

Subject: Consultation on expansion of primary school provision for September 2013

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Bramley and Stanningley	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" 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. This report presents the Area Committee with an update on the work being undertaken across the city to ensure the authority meets its statutory duty to ensure sufficiency of school places in the context of an increasing birth rate. In particular, it draws members' attention to the proposal to expand Bramley St Peter's Primary School, and invites them to comment on the proposal.

Recommendations

2. Members of the Area Committee are asked to consider the consultation information and comment on the proposal.

1 Purpose of this report

- 1.1 This report is intended to ensure members are fully briefed on the proposals being brought forward in response to rising demand for reception places city wide and are able to comment on them.

2 Background information

- 2.1 The local authority has a legal duty to ensure there are enough school places to meet the needs of its children and families. We are now planning to create the extra places we believe will be needed from September 2013 onwards. At its meeting on 27 July 2011 Executive Board approved consultation on the following proposals:

- Expansion of Bramley St Peter's Primary School from 315 to 420 pupils from September 2013
- Expansion of Rawdon St Peter's Church of England Voluntary Controlled Primary School from 315 to 420 pupils from September 2013
- Expansion of Morley Newlands Primary School from 420 to 630 pupils from September 2013
- Creation of a new 420 place school through competition on land at Florence Street in Harehills from September 2013
- Creation of a new 420 place school through competition on the site of the former South Leeds Sports Centre on Beeston Road from September 2014

- 2.2 Under the Education and Inspections Act 2006 the last four of these require a statutory process, and this consultation forms the first part of that process. The expansion of Bramley St Peter's does not require significant new building, and therefore will be consulted on as an admission limit change during the annual consultation on admissions arrangements in December 2011. However, it is highlighted now as part of the overall context of plans for 2013.

- 2.3 The consultation documents for the four statutory proposals should be read in conjunction with this report. The Executive Board report 'Primary Basic Need Programme - Permission to consult on proposals for expansion of primary provision in 2013 and 2014' presented to the 27 July 2011 meeting provides further contextual information on the need for places, and the ongoing work to develop further proposals in each area.

- 2.4 The consultation period for the statutory proposals runs from Monday 12 September 2011 to Friday 21 October 2011. Children's Services are holding meetings to gather the views of the community and enable them to debate the proposal and ask questions. The findings from the consultation will be presented to the Executive Board.

3 Main issues

- 3.1 The details of the proposal are described in full within the consultation documents. In addition, the following points should be noted:
- 3.2 Any new school buildings will still be subject to the normal planning permission process, allowing any interested parties to comment, and meaning any traffic and

access issues will receive due consideration. The two processes are independent and the outcome of one does not presuppose the outcome of the other.

3.3 Long-term planning for the city is continuing with the help of other stakeholders which includes:

- working with council officers to consider the impact of new housing.
- identifying sites / other buildings and interested parties to run new schools or split site / federated schools.
- collaboration with all primary, Early Years and secondary providers to optimise overall use of space.
- secondary planning for when the increased numbers work through to high school this needs to be linked for changes to the 14-19 provision, and BSF plans.
- Consultation with members to develop proposals, and throughout the process, using area committee meeting and specific ward member briefings.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Any proposal to create additional school places requires engagement with a wide variety of stakeholders, and is managed in accordance with the relevant legislation. This occurs before a proposal has been developed as well as during the consultation period. All members have had copies of all 4 consultation documents supplied via hard copy and electronic copy. Further copies are available on www.educationleeds.co.uk/schoolorganisation .

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 This report does not have a particular impact on any of the following groups: Race, Disability, Gender, Age, Sexual Orientation, Pregnancy and maternity, Religion or belief.

4.2.2 For the proposal an Equality, Diversity, Cohesion and Integration Screening form has been completed, which determined that it is not necessary to carry out a formal impact assessment. We will however continue to consider this proposals impact on equality, diversity, cohesion and integration.

4.3 Council Policies and City Priorities

4.3.1 The proposal is brought forward to meet the Council's statutory duty to secure sufficient school places.

4.4 Resources and Value for Money

4.4.1 High level estimates for the schemes total £19,602,027. This high level estimate uses the modular accommodation cost basis and will be subject to significant development through detailed design. It does not include site acquisition costs or provision for any site specific conditions, risk or abnormalities.

4.5 Legal Implications, Access to Information and Call In

4.5.1 The authority has a legal duty to ensure sufficiency of provision. Under the Education and Inspections Act 2006 the proposed expansions and new schools are prescribed changes, requiring a public consultation in the first instance. This decision is not eligible for call in, as it is a 'Council Function'.

4.6 Risk Management

4.6.1 Should the proposal be approved, the delivery risks will be managed through a risk register by the project officer.

4.6.2 Should the proposal not be approved, alternative measures will need to be identified to ensure the council meets its statutory duties. This work is being developed in parallel with the proposal.

5 Conclusions

5.1 We are proposing these expansion and new schools because the birth rate has increased significantly over the past few years and there is a need for more school places. We have looked at the existing schools across the areas affected, and have expanded several of them already. We do not think we can create enough places in this way, and so have also looked at Council owned land and assets to see if any could be used for a new school. The two new sites have been identified, and the Council's Executive Board have agreed to earmark the land for that use while a competitions are held.

6 Recommendations

6.1 The Area Committee is requested to:

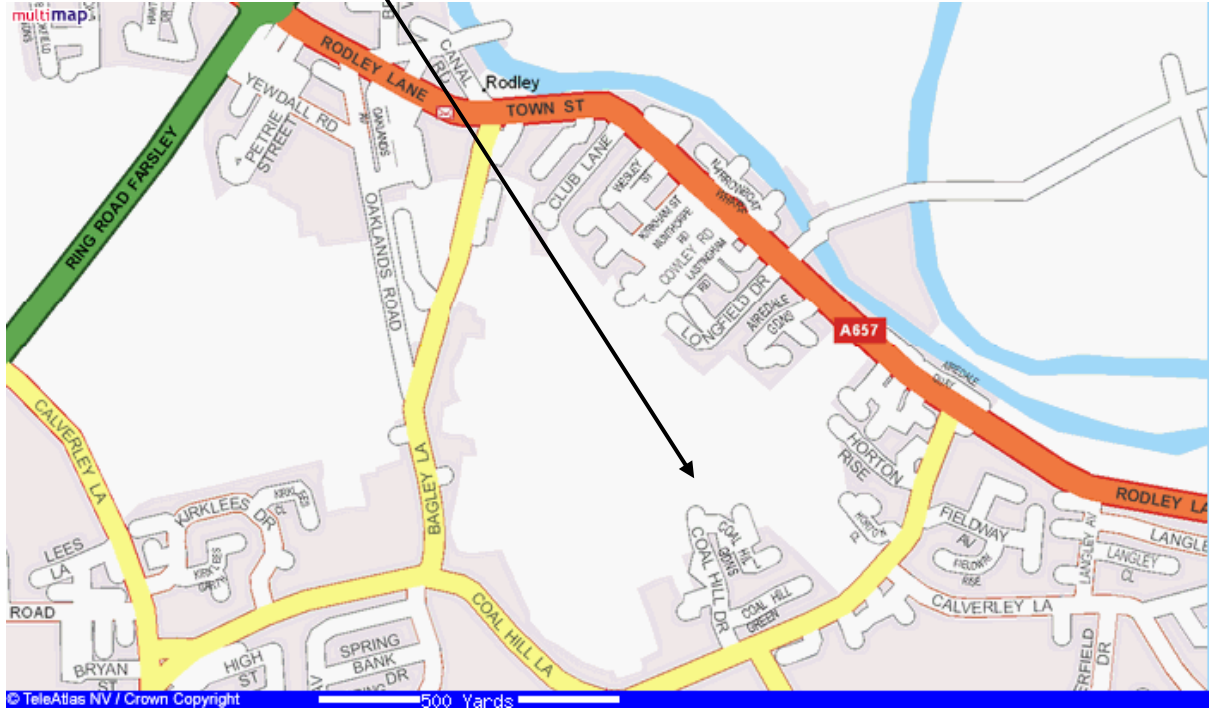
- Note and consider the report and consultation document
- Consider any response they wish to make as a part of the consultation

7 Background documents

7.1 Executive Board report of July 2011: Primary Basic Need Programme – Permission to consult on proposals for expansion of primary provision in 2013 and 2014.

7.2 Consultation documents for the expansion of Morley Newlands and Rawdon St Peter's Primary Schools, and for competitions for new schools in south Leeds and in Harehills.

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



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