



**SOUTH (OUTER) AREA COMMITTEE**

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**Meeting to be held in Large Banqueting Suite, Morley Town Hall  
On Monday, 4th July, 2011 at 4.00 pm**

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**MEMBERSHIP**

Councillors

J Dunn	-	Ardsley and Robin Hood;
L Mulherin	-	Ardsley and Robin Hood;
K Renshaw	-	Ardsley and Robin Hood;
R Finnigan	-	Morley North;
B Gettings	-	Morley North;
T Leadley	-	Morley North;
N Dawson	-	Morley South;
J Elliott	-	Morley South;
S Varley	-	Morley South;
K Bruce	-	Rothwell;
S Golton	-	Rothwell;
D Wilson	-	Rothwell;

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**Agenda compiled by:  
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**South East Area Leader:  
Shaid Mahmood  
Tel: 22 43973**

## **A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS**

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

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

# A G E N D A

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

Item No	Ward	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATION OF INTERESTS</b></p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>MINUTES - 14 MARCH 2011</b></p> <p>To confirm as a correct record the minutes of the meeting held on 14 March 2011</p>	1 - 8
7			<p><b>OPEN FORUM</b></p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p> <p><b>(10 mins discussion)</b></p>	

Item No	Ward	Item Not Open		Page No
8			<p><b>NOTIFICATION OF APPOINTMENT OF CHAIR 2011/12 AND REVISIONS TO AREA COMMITTEE PROCEDURE RULES</b></p> <p>To receive and consider the attached report of the Chief Officer (Democratic and Central Services)</p> <p><b>Presentation 5 minutes / Discussion 5 minutes Council Function</b></p>	9 - 16
9			<p><b>AREA COMMITTEE ROLES FOR 2011/12</b></p> <p>To receive and consider the attached report of the Assistant Chief Executive (Planning, Policy and Improvement)</p> <p><b>Presentation 5 minutes / Discussion 10 minutes Executive Function</b></p>	17 - 88
10			<p><b>OUTER SOUTH AREA COMMITTEE BUSINESS PLAN</b></p> <p>To receive and consider the attached report of the South East Area Leader</p> <p><b>Presentation 5 minutes / Discussion 5 minutes Executive Function</b></p>	89 - 94
11			<p><b>DELEGATION OF ENVIRONMENTAL SERVICES UPDATE</b></p> <p>To receive and consider the attached report of the Director of Environment and Neighbourhoods</p> <p><b>Presentation 5 minutes / Discussion 10 minutes Executive Function</b></p>	95 - 100
12			<p><b>CHILDREN AND YOUNG PEOPLE OUT OF SCHOOL ACTIVITIES EVALUATION 2010/11</b></p> <p>To receive and consider the attached report of the Outer South Cluster of Schools</p> <p><b>Presentation 5 minutes / Discussion 5 minutes Council Function</b></p>	101 - 110

Item No	Ward	Item Not Open		Page No
13			<p><b>WELL BEING REPORT</b></p> <p>To receive and consider the attached report of the South East Area Leader</p> <p><b>Presentation 5 minutes / Discussion 5 minutes Executive Function</b></p>	111 - 150
14			<p><b>A SUMMARY OF KEY WORK</b></p> <p>To receive and consider the attached report of the South East Area Leader</p> <p><b>Presentation 5 minutes / Discussion 5 minutes</b></p>	151 - 222
15			<p><b>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</b></p> <p>To receive and consider the attached report of the Chief Officer (Democratic and Central Services)</p> <p><b>Presentation 5 minutes / Discussion 5 minutes Council Function</b></p>	223 - 236
16			<p><b>DATES, TIMES AND VENUES OF FUTURE MEETINGS</b></p> <p>Monday, 5 September 2011 – Civic Chamber, Rothwell One Stop Centre</p> <p>Monday, 17 October 2011 – Thorpe Primary School, Thorpe</p> <p>Monday, 5 December 2011 – Drighlington Meeting Hall, Drighlington</p> <p>Monday, 13 February 2012 – Large Banqueting Hall, Morley Town Hall</p> <p>Monday, 26 March 2012 – Civic Chamber, Rothwell One Stop Centre</p> <p>All meetings start at 4.00 p.m.</p>	

# Agenda Item 6

## **SOUTH (OUTER) AREA COMMITTEE**

**MONDAY, 14TH MARCH, 2011**

**PRESENT:** Councillor R Finnigan in the Chair

Councillors J Dunn, J Elliott, B Gettings,  
S Golton, T Grayshon, T Leadley,  
L Mulherin, K Renshaw, S Varley and  
D Wilson

### **64 Declaration of Interests**

There were no declarations at this stage of the meeting.

### **65 Apologies for Absence**

Apologies for absence were submitted on behalf of Councillor S Smith

### **66 Minutes - 31 January 2011**

**RESOLVED** – That the minutes of the meeting held on 31 January 2011, be confirmed as a correct record.

### **67 Open Forum**

The agenda made reference to the provision contained in the Area Committee Procedure rules for an Open Forum Session at each ordinary meeting of an Area Committee, for members of the public to ask questions or to make representations on matters within the terms of reference of the Area Committee. On this occasion, no matters were raised under this item by those members of the public who were in attendance.

### **68 Dog Control Orders - Phase 2**

The report of the Director of Environment and Neighbourhoods provided information to the Area Committee with regards to the Council's proposals to introduce further Dog Control Orders across the City. Dog Control Orders have been considered in two phases. Phase One orders came into force on 1 February 2011.

The Chair welcomed Graham Wilson, Head of Environmental Services to the meeting.

It was reported that Dog Control Orders had been introduced to encourage responsible dog ownership and Members were reminded of the orders

Draft minutes to be approved at the meeting  
to be held on 4 July 2011

introduced during phase one. These limited the numbers of dogs that could be walked by one person, introduced some exclusion areas (children's playgrounds) and areas where dogs had to be kept on leads when requested to do so. Phase two would introduce further exclusion areas and areas where dogs were to be kept on leads at all times.

The Committee was informed of the consultation process for Phase Two which would give landowners opportunity to opt in to the exclusion areas. It was planned for the consultation to go public in July 2011 before referral back to the Scrutiny Board (Environment & Neighbourhoods) for further consideration.

In response to Members comments and questions, the following issues were discussed:

- Exclusion on Golf courses – it was reported that this may not be possible due to the requirement for signposting and the area of land covered but other enforcement issues could still be applied.
- Enforcement – concern was expressed that there weren't enough Dog Wardens across the City to enforce the orders and that other staff should be trained. It was reported that other staff with enforcement powers would be able to issue fixed penalty notices and it was recognised there needed to be an expansion of enforcement staff. The use of PCSOs was also discussed.
- The use of Dog Control Orders on private land which had public rights of way – all land that had public access could be subject of a Dog Control Order. Issues where landowners left dogs in what could be considered to be a threatening position could be in breach of the Dangerous Dogs Act.
- Dog Wardens could operate alone and did not need anyone else to corroborate evidence where fixed penalty issues were noticed or for any breach of Dog Control Orders.
- Cemeteries – the move to ensure dogs be kept on leads in cemeteries was welcomed.

**RESOLVED** – That the report and proposals for Dog Control Orders be noted.

(Councillors Finnigan, Golton and Renshaw joined the meeting during the discussion on this item. Councillor Finnigan assumed the Chair at the end of the item).

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

The report of the Director of Children's Services supported local member engagement with the work of Children's Services by providing the Area Committee with an update against key data relating to education for the academic year 2009/10 and November 2010 and NEET and Not Known data. It also provided details of recent key inspections that had taken place across



Children's Services and provided an update on the development of the new Children and Young People's Plan 2011-15.

Shaid Mahmood, South East Area Leader presented this item to the Committee.

Members attention was brought to the appendices to the report which included data on the following issues:

- Ofsted Inspection reports on schools
- Level 4 attainment at Key Stage Level 2
- Information relating to proportion of pupils achieving 5 grade A\*-C or equivalent in GCSEs.
- Attendance and Absence records
- Exclusions
- Those not in education, employment or training (NEETs) and others whose information was not known.

Other issues referred to include inspections across Children's Services including those on the Adoption Service and the Youth Offending Service and the outcomes of the Children's and Young People's Plan.

In response to Members comments and questions, the following issues were discussed:

- The use of free schools meal data for providing information.
- Each school had its own individual targets to meet.
- Concern regarding the numbers of children leaving primary school who could not read.
- Members requested information on a ward basis. It was suggested that this could be provided at Ward Member briefings.
- Members welcomed areas of good progress including looked after children and improvements in attainment.
- The need to tackle issues such as absence and poor attainment as these eventually led to NEETs.

#### **RESOLVED –**

- a) That the report be noted
- b) That ward information be supplied to Members at Ward briefings.

#### **70 St Gabriel's Community Centre - 12 Month Review**

The report of the Director of Environment and Neighbourhoods provided a review of the operation of St Gabriel's Community Centre over the last 12 months. It highlighted the work of the Management Committee, Area Management and partners in supporting the operation of the Centre.

Tom O'Donovan, South East Area Management presented the report.

Draft minutes to be approved at the meeting  
to be held on 4 July 2011

The Committee was reminded of the review period for St Gabriel's Community Centre, youth service provision at the centre and support given by Area Management. Attention was brought to current financial position and the protocols developed for the management of the centre.

The following issues were discussed:

- Difficulties in contacting Corporate Property Management with regard to repairs.
- A suggestion that it could be transferred to a community group or 'Friends of' group to be managed independently.
- Difficulty in arranging lettings.
- Prohibitive costs for letting the centre and a need to review the charging policy.
- Caretaking arrangements.

**RESOLVED** – That the report be noted and a further report be brought to the Area Committee in March 2012.

(Councillor Renshaw declared a personal interest in this item due to her position on the St Gabriel's Community Centre Management Committee)

## **71 Site Based Gardeners in Community Parks and Green Spaces**

The report of the Chief Recreation Officer provided the Area Committee with a review of the site based gardeners scheme that was currently funded by the Area Committee Wellbeing fund. This funding was due to cease on 31 March 2011. It also outlined options available to the Area Committee for the continuation of the service.

The Chair welcomed Victoria Nunns, to the meeting.

There were two options for continuation of the service detailed in the report. The first option would be for 12 months at a cost of £69,903 and the second would be for 6 months at a cost of £34,951.

In response to Members comments and questions, the following issues were discussed:

- Use of Probation Service Community Payback Teams – these had been used where possible and more assistance would be welcomed but they could not carry out some of the more specialised work.
- Security provided by the presence of site based gardeners.

**RESOLVED** –

- a) That the report be noted.

- b) That the decision on the options to continue the service be deferred to the Wellbeing Fund item.

## **72 Priority Neighbourhood Worker and Neighbourhood Improvement Plans 2008-11**

The report of the Director of Environment and Neighbourhoods introduced the evaluation report of the Priority Neighbourhood Worker project and the 2008-11 Neighbourhood Improvement Plan programme as part of the Wellbeing funding monitoring process. Members were requested to consider the future of the programme.

Tom O'Donovan, South East Area Management presented the report and introduced Judith Hickman, Health For All and Nicky Greening to the meeting.

The Committee was informed of the work of the Priority Neighbourhood Worker that had taken place with groups and individuals and the leadership role within communities. The progress of the Neighbourhood Improvement Plans was highlighted and members were reminded of the previous evaluation and the key community engagement role involved.

Members welcomed the report and the work to date and supported the continuation.

### **RESOLVED –**

- a) That the report be noted.
- b) That the future work as outlined in 4.0 be agreed as an Area Committee priority.
- c) That the PNW project be extended for a further 2 years from 1 April 2011 to 31 March 2013, subject to annual Executive Board approval of future Wellbeing Budgets

## **73 Well Being Report**

The report of the Director of Environment and Neighbourhoods provided the Area Committee with the following:

- Confirmation of the 2011/12 revenue allocation
- The current position on the wellbeing budget
- Details of revenue and capital funding for consideration and approval
- Details of revenue agreed to date
- Details of capital projects agreed to date
- A summary of the revenue allocation for 2010/11 already approved and linked to the priorities and outcomes of the Area Delivery Plan
- A summary of projected and possible revenue allocations for 2011/12

Tom O'Donovan South East Area Management presented the report and gave the Committee further details on the project applications.

## **RESOLVED –**

- a) That the report be noted.
- b) That the position of the Well being Budget as set out at 3.0 be noted
- c) That the revenue amounts for 2010/11 as outlined in Appendix 1 be noted.
- d) That the Wellbeing capital projects already agreed as listed in Appendix 2 be noted.
- e) That the 2011/12 revenue Well being budget as allocations as detailed in 3.2 be agreed including £34,591.50 for site based gardeners.
- f) That the following project proposals be approved:
  - Off Road Bikes - £2,964 (revenue)
  - Mother's Pride Tea Time Club - £3,750 (revenue)
  - My Woodkirk - £20,000 (capital)
  - East Ardsley Recreation Ground Footpath Improvements - £5,000 (capital)
  - Proposed Zebra Crossing (Leadwell Lane/Westfield Road) - £20,000 (capital)
  - Gildersome Guiding Centenary - £2,000 (capital)
  - Improved Access Arrangements, East and West Ardsley Allotment Gardens - £3,000 (capital)
- g) That the small grants situation in 5.1 be noted.

(Councillors Elliott and Varley declared a personal and prejudicial interest in this item due to their positions with Morley Murals (application for funding from My Woodkirk) and left the meeting during the discussion and decision making on this application)

## **74 Area Leader's Report**

The report of the Director of Environment and Neighbourhoods detailed a range of activities that had taken place in the Outer South Leeds Area and provided Members with an update on actions and achievements of the Area Management Team relating to priorities and work of the Area Committee since the Area Committee meeting in January 2011.

Tom O'Donovan South East Area Management presented the report and brought Members attention to the Community Centres Sub Committee, the Oulton and Woodlesford Design Statement and South Leeds Youth Hub. Members were requested to consider a funding request in respect of the Oulton and Woodlesford Design Statement.

**RESOLVED** – That the report be noted.

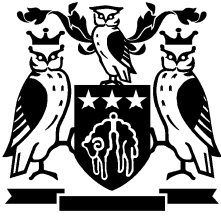
**75 Dates, Times and Venues of Future Meetings**

**RESOLVED** – That meetings be held on the following dates in the 2011/12 Municipal Year:

- 4 July 2011
- 5 September 2011
- 17 October 2011
- 5 December 2011
- 13 February 2012
- 26 March 2012

All meetings to start at 4.00 p.m. Venues to be confirmed.

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Originator: Andy Booth

Tel: (0113) 24 74325

## Report of the Chief Officer (Democratic and Central Services)

### South Leeds (Outer) Area Committee

Date: Monday 4 July 2011

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

**Electoral Wards Affected:**  
All

Ward Members consulted (referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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

### Executive Summary

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

#### 1.0 Purpose Of This Report

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

#### 2.0 Background Information

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

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

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

### **3.0 Main Issues**

#### **3.1 Appointment of Chair for 2011/2012**

3.2 At its Annual Meeting on 26<sup>th</sup> May 2011, Council appointed Councillor R Finnigan to the position of South (Outer) Area Committee Chair for the 2011/2012 Municipal Year.

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

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

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

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

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<sup>1</sup> A nomination from a political group must be forwarded by a Whip



- Where the Annual Council Meeting is required to appoint the Chair and there is more than one nomination, the Chair will be elected by overall majority of votes cast by those Members of the Area Committee present at the Council meeting. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.
- Where an overall majority of votes cannot be obtained by votes cast by those Members of the Area Committee present at the Council meeting, the vote will be widened to include all Members of Council. The nominee with the overall majority of votes cast by Members of Council will be appointed as the Chair.
- Where it has not been possible to hold a meeting of the Area Committee and the Annual Council Meeting is required to consider an unopposed nomination for the position of Chair, the unopposed nominee will be elected by the Council.

### **3.6 Amendments to Area Committee Procedure Rule 6.7 – Agenda Items**

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

## **4.0 RECOMMENDATIONS**

The Area Committee is requested to note the following:-

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

### **Background Papers**

Area Committee Procedure Rules

Schedules 6 and 7 of the Annual Meeting of Council – 26<sup>th</sup> May 2011

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

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

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

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<sup>1</sup> A nomination from a political group must be forwarded by a Whip

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

Agenda Items

6.7 Area Committees shall consider the following business:

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

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Originator: Sarn Warbis

Tel: 39 50908

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

**South Leeds (Outer) Area Committee**

**Date: Monday 4<sup>th</sup> July 2011**

**Subject: Area Committee Roles for 2011/12**

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

**Executive Summary**

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

**1.0 Purpose Of This Report**

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

**2.0 Background Information**

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

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

### **3.0 Main Issues**

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

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

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



## **5.0 Legal and resource implications**

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

## **6.0 Conclusions**

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

## **7.0 Recommendations**

- 7.1 The Area Committee is asked to:

a) Note the contents of the report and approved Area Functions and Priority Advisory Functions for 2011/12 as detailed in appendices 1,2 and 3.

### **Background Documents:**

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

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

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

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

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

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

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

## Area Functions

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

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



## ***Area Functions Information – 2011/12***

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

## Area Functions Information – 2011 / 12

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

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

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

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

**HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES**

**Citywide Budget For Service / Function 2011 / 12**

	<b>£000s</b>
<b>Net Revenue Budget</b>	<b>2,794</b>
<b>Net Capital Budget unallocated</b>	<b>190</b>

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

**DESCRIPTION OF WHAT THE BUDGET REPRESENTS:**

Revenue and Capital allocations to the Area Committees.

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

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

**REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:**

Based on formula agreed by Executive Board.

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

Reflects population and deprivation characteristics of different areas.

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

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

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Notes:

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

## Area Functions Information – 2011/12

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

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

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



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

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

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

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

**MANAGEMENT AND CO-ORDINATION**

**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:**

**TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

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

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

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

**LINKS TO OTHER CITY COUNCIL SERVICES:**

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

**LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:**

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

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

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

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

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

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

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

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

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

**REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:**

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

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

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

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

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

## AREA COMMITTEE BREAKDOWN – Community Centres

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

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

## Area Functions Information – 2011/12

**FUNCTION:**

**CCTV**

### **HEADLINE INFORMATION:**

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

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

### **OVERVIEW OF RESOURCES:**

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

### **TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:**

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

### **EXECUTIVE MEMBER:**

**Councillor Peter Gruen**

### **RESPONSIBLE OFFICERS:**

DIRECTOR: Neil Evans

CHIEF OFFICER: Simon Whitehead

LEAD OFFICER FOR FUNCTION SCHEDULE: Wayne Clamp

## OUTCOMES AND PERFORMANCE INFORMATION

### LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

#### Environment

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

#### Thriving Places

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

#### Harmonious Communities

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

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

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

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

### GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

## GOVERNANCE

### DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

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

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

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

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

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

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

**MANAGEMENT AND CO-ORDINATION**

**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:**

**TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

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

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

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

**LINKS TO OTHER CITY COUNCIL SERVICES:**

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

**LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:**

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

GOYH – Home Office

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

**CONTRACT / COMMISSIONING**

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

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

A 5yr BT Contract for CCTV Fibre Provision.

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

**HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES**

**Citywide Budget For Service / Function 2011 / 12**

	<b>£000s</b>
<b>Net Revenue Budget</b>	<b>1,368</b>
<b>Net Capital Budget</b>	

Key Funding Sources		
Funding Provider	£000s	%
LCC	1,176	86%
LPSA Reward Fund	192	
<b>Net Budget</b>	<b>1,368</b>	

**DESCRIPTION OF WHAT THE BUDGET REPRESENTS:**

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

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



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

**REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:**

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

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

## AREA COMMITTEE BREAKDOWN – CCTV

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

Notes:

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

## Area Functions Information – 2011/12

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

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

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

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

**LINKS TO OTHER SERVICES:**

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

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

## Area Functions Information – 2011/12

<b>FUNCTION:</b>	<b>Street Cleansing &amp; Environmental Enforcement Services</b>
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The Street Cleansing & Environmental Services delegation is under review with service level agreements due to go to Area Committee meetings in the September cycle.

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

<p><b>Street Cleansing &amp; Environmental Enforcement Services:</b></p> <ul style="list-style-type: none"> <li>• Litter bin emptying</li> <li>• litter picking and associated works</li> <li>• Street sweeping and associated works</li> <li>• Leaf clearing</li> <li>• Dog Controls (fouling, straying, dogs on leads, dog exclusions)</li> <li>• Fly tipping enforcement</li> <li>• Enforcement of domestic &amp; commercial waste issues</li> <li>• Litter-related enforcement work</li> <li>• Enforcement on abandoned &amp; nuisance vehicles</li> <li>• Overgrown vegetation</li> <li>• Highways enforcement (placards on streets, A boards, cleanliness)</li> <li>• Graffiti enforcement work</li> <li>• Proactive local environmental promotions</li> </ul>	<p>To develop and approve annual Service Level Agreements to achieve as a minimum, the service standards set by Executive Board. Via the Service Level Agreement, to determine the principles of deployment of the available resources by:</p> <ul style="list-style-type: none"> <li>• the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)</li> <li>• The agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.</li> </ul> <p>To be responsible for monitoring and reviewing the delegated activities in relation to the service outcomes specified in the SLA.</p> <p>To be responsible for negotiating amendments to the SLA with service providers to accommodate unforeseen events or patterns of service failure, during the course of the SLA.</p>
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# Area Committee Roles for 2011/12

## Priority Advisory Functions

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

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



## ***Other Area Committee Roles – 2010/11***

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



## Area Committee Roles – 2011/12

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

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

Harmonious Communities

**IMPROVEMENT PRIORITIES:**

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

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

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

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

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

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

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

**GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:**

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

Annual report to Area Committees.

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

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

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

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

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

Area Committees to agree plan and consider annual report.

Ward Members directly involved in ward/neighbourhood based activities.

**HOW / WHEN WOULD THE FUNCTION REPORT TO AREA COMMITTEES:**

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

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

Other specific reports/updates as required during the year.

## **MANAGEMENT AND CO-ORDINATION**

### **TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Area Management teams lead on range of community engagement work in partnership with other services and local partners. Area Management teams and central team provides support to other consultation and engagement activities undertaken by the Council and partners.
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### **LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:**

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

### **LINKS TO OTHER CITY COUNCIL SERVICES:**

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

### **LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:**

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

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

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

The operating context is currently undergoing a significant transition.

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

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

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

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

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

## **BUDGET / RESOURCES INFORMATION**

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

Area Management Teams seek partner contributions to local engagement activities.

## Area Committee Roles – 2011/12

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

## OUTCOMES AND PERFORMANCE INFORMATION

### LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

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

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

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

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

### IMPROVEMENT PRIORITIES:

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

### GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

## GOVERNANCE

### DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

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

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

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

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

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

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

Annual update/progress report to Area Committees.

#### **MANAGEMENT AND CO-ORDINATION**

##### **PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12 :**

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

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

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

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

#### **TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

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

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

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

**LINKS TO OTHER CITY COUNCIL SERVICES:**

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

**LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:**

Police  
NHS Leeds

**CONTRACT / COMMISSIONING**

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

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



## Area Committee Roles – 2011/12

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

## OUTCOMES AND PERFORMANCE INFORMATION

### LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

#### Environment

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

#### Thriving Places

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

#### Harmonious Communities

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

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

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

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

### IMPROVEMENT PRIORITIES:

#### Environment

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

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

#### Thriving Places

Create safer environments by tackling crime.

Reduce offending by managing offending behaviour better.

Improve lives by reducing the harm caused by substance misuse.

Reduced bullying and harassment.

#### Harmonious Communities

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

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

### GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

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

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

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

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

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

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

Annual themed Community Safety Area Committee Report

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

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

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

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

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

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

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

#### **LINKS TO OTHER CITY COUNCIL SERVICES:**

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

#### **LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:**

Crime and Disorder Reduction Partnership

GOYH – Home Office

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

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

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

Services, Anti Social Behaviour Unit

#### **CONTRACT / COMMISSIONING**

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

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

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

<b>Funding Provider</b>	<b>£000s</b>	<b>%</b>
LCC	<b>1,516</b>	100
<b>Net Budget</b>	<b>1,516</b>	

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

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

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

## AREA COMMITTEE BREAKDOWN – PCSOs

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

## Area Committee Roles – 2011/12

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

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

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

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

**IMPROVEMENT PRIORITIES:**

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

**GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:**

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

**City wide annual survey of road and pavement condition**

**GOVERNANCE**

**DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

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

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

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

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

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

Reporting / consultation primarily via Ward Members as per current arrangements

**MANAGEMENT AND CO-ORDINATION**

**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:**

**TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**



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

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

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

**LINKS TO OTHER CITY COUNCIL SERVICES:**

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

**LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:**

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

**CONTRACT / COMMISSIONING**

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

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

## Area Committee Roles – 2011/12

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

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

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

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

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

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

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

**OVERVIEW OF RESOURCES:**

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

**TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:**

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

**EXECUTIVE MEMBER:**

Councillor Judith Blake

**RESPONSIBLE OFFICERS:**

DIRECTOR: Nigel Richardson

CHIEF OFFICER: Mariana Pexton

LEAD OFFICER FOR FUNCTION SCHEDULE: Ken Morton

## OUTCOMES AND PERFORMANCE INFORMATION

### LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

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

Leeds is a child friendly city

Minimise the effects of poverty on children and families

### IMPROVEMENT PRIORITIES:

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

### GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

## **GOVERNANCE**

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

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

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

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

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

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

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

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

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

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

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

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

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

**MANAGEMENT AND CO-ORDINATION**

**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011/12:**

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

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

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

**TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

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

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

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

Child Poverty Strategy

Current education, childcare, adoption legislation.

The Children Act 2004

**LINKS TO OTHER CITY COUNCIL SERVICES:**

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

**LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:**

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

**CONTRACT / COMMISSIONING**

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

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

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

## Area Committee Roles – 2011/12

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



**RESPONSIBLE OFFICERS:**

DIRECTORS: Sandie Keene and Ian Cameron

CHIEF OFFICER: Brenda Fullard

LEAD OFFICER FOR FUNCTION SCHEDULE: Janette Munton

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

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

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

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

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

**IMPROVEMENT PRIORITIES:**

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

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

Key Indicators are:

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

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

**GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:**

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

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

SOA level – citywide

Quarterly and annually

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

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

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

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

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

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

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

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

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

**TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

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

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

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

**LINKS TO OTHER CITY COUNCIL SERVICES:**

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

**LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:**

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

## Area Committee Roles – 2011/12

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

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

Please see SDU Service Plan 2010-11

**IMPROVEMENT PRIORITIES:**

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

**GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:**

Quarterly reporting

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

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

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

Quarterly written report

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

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

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

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

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

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

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

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

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

<b>Funding Provider</b>	<b>£000s</b>	<b>%</b>
LCC	<b>23.0</b>	100
<b>Net Budget</b>	<b>23.0</b>	<b>100</b>

**DESCRIPTION OF WHAT THE BUDGET REPRESENTS:**

Revenue funding for salaries, on-costs and supplies.

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

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

**REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:**

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

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

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

## AREA COMMITTEE BREAKDOWN – Conservation Area Reviews

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



## Area Committee Roles – 2011/12

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

## OUTCOMES AND PERFORMANCE INFORMATION

### LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

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

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

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

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

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

### IMPROVEMENT PRIORITIES:

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

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

### GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

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

## GOVERNANCE

### DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

Responsibilities to include;

Influencing:

- programme development and delivery arrangements

Assisting:

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

Endorsing:

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

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

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

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

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

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

**MANAGEMENT AND CO-ORDINATION**

**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:**

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

**TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

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

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

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

**LINKS TO OTHER CITY COUNCIL SERVICES:**

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

**LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:**

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

**CONTRACT / COMMISSIONING**

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

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

## Area Committee Roles – 2011/12

<b>FUNCTION:</b>	<b>Advertising on Lampposts</b>
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Advertising on Lampposts	<p><b>Function is suspended until April 2012</b></p> <p>The council had agreed a 15 year contract for the installation of advertising on lamp posts in 2008. A 20% share of the income generated from this contract was due to come back to Area Committees to support local priorities. However, in February 2009 the company awarded the contract went in to administration. During the liquidation process, the hoardings on lamp posts were sold to a new company, City-ads Leeds, who will operate a much reduced service on an interim basis until a more permanent arrangement is put in place.</p> <p>A new company to deliver this contract was due to be selected through a competitive tender process, with the contract commencing around December 2011. The delay in tendering for the renewal of the contract is to enable the advertising market to recover from the economic downturn and thereby yield the Council (and Area Committees) with the best possible financial return.</p> <p>City-ads is a fledgling business, aspiring to build their advertising portfolio against an extremely difficult economic backdrop for the industry. An income share arrangement has been agreed but the returns are not expected to be significant. Initial indications are that the Council will receive around £300 per quarter, rising to around £1,000 per quarter as the business grows over the next 12months.</p> <p>It was therefore agreed that this function is suspended until April 2012 when a new contractor has been agreed, as the administrative costs of dividing the limited income that will be received to each of the 10 committees, is highly likely to outweigh the actual return that each committee will receive.</p>
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**Report of the South East Area Leader**

**South Leeds (Outer) Area Committee**

**Date: Monday 4<sup>th</sup> July 2011**

**Subject: Outer South Area Committee Business Plan 2011-12**

**Electoral Wards Affected:**  
 Ardsley and Robin Hood  
 Morley North  
 Morley South  
 Rothwell

Ward Members consulted  
 (referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

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

**Executive Summary**

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

**1.0 Purpose Of This Report**

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

**2.0 Background Information**

- 2.1 In 2008, the Leeds Strategic Plan brought together the themes in the existing Vision for Leeds and Local Area Agreement, to provide an integrated framework for partners to tackle city wide priorities. To translate city wide priorities and outcomes to local improvement priorities, the Area Committee approved a three year Area Delivery Plan in June 2008. This was annually refreshed in June 2009 and June 2010.
- 2.2 The Area Committee require a plan for 2011 to set out their key priorities for the year, demonstrates there link to city wide policies, and provides a framework for the spend of the Well being Budget.

### **3.0 Main Issues**

#### **3.1 City and Council Changes to Planning and Partnership Framework**

- 3.1.1 Changes are being implemented to the partnership framework of the Leeds Initiative and the planning framework for the city in response to the new government programme, including:
- Central Government removing many its requirements and delegating more flexibility to local areas.
  - Abolishment of Yorkshire Forward, the Regional Development Agency.
  - Reforms to the NHS through the health white paper 'Equity and excellence – liberating the NHS'.
  - The Comprehensive Spending Review setting challenging public service funding reductions.
- 3.1.2 These changes to the city and council planning and partnerships framework have been progressed over the past few months. In particular an approach to ensure the partnerships structures, strategic plans and performance management arrangements all dovetail into an effective system for delivering real changes across the city. Work is progressing to update the Vision for Leeds, the Council Business Plan and replace the Leeds Strategic Plan with new city wide partnership plans. They are being developed to reflect the current financial context by focusing on a smaller number of priorities for the city and council. These priorities will be supported by action plans and be measured through a small number of indicators. Any future local Area Committee plan will have to take into account and reflect these changes.
- 3.1.3 The proposed partnership framework for Leeds Initiative will consist of a main board, five strategic partnerships and a wider network of supporting partnerships and independent partnership activity to deliver the aims of the what will be the Vision for Leeds 2011-2030. The five strategic partnerships with the lead role for developing policy and strategy across each theme and driving the delivery of the new City Priority Plans are:
- Health and Well being Board
  - Children and Families Board
  - Safer and Stronger Communities Board
  - Sustainable economy and culture Board
  - Housing and Regeneration Board
- 3.1.4 The new partnership framework and Vision for Leeds 2011-30 will be presented at Executive Board in July and Full Council in July for approval. This will provide a lead for the Area Committee business plan.
- #### **3.2 Outer South Area Delivery Plan 2008-2011**
- 3.2.1 Over the three years, the ADP format was considered over complicated, and the actions and outcomes it captured as being too inclusive of partner services that are monitored elsewhere. In addition, the performance monitoring information required was often not available at area levels.
- 3.2.2 With the changes outlined in 3.1, it is timely that the current Area Delivery Plan has now reached the end of its third year. The limitations identified with the old plan make it prudent for Members to adopt an alternative format for 2011.



### 3.3 Community Engagement Plan

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

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

## 4.0 **Proposed Business Plan 2011**

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

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

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

## 6.0 **Legal and Resource Implications**

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

## 7.0 **Conclusions**

7.1 The Area Committee requires a document to set out the key priorities for the year that, links to city wide policies and provides a framework for the spend of the Well being Budget.

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

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

## **8.0 Recommendations**

8.1 The Area Committee are asked to:

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

### **Background Papers**

- Area Committee Report, Area Delivery Plan 2008-11 – Annual Refresh, 21<sup>st</sup> June 2010
- Area Committee Report, Community Engagement, 15<sup>th</sup> March 2010
- Executive Board Report, Proposed Changes to the Leeds Initiative Partnership and the City Planning Framework, 15<sup>th</sup> December 2010

# **Outer South Area Committee Business Plan 2011/12**

## **Contents**

### **1. Executive Summary**

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

### **2. Chairs Foreword**

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

### **3. Functions of the Area Committee**

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

### **4. Well Being Budget**

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

### **5. Ward Profiles**

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

### **6. Priorities and Actions for 2011/12**

### **7. Priority Neighbourhoods**

### **8. Partnership and Integrated Working**

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

### **9. Community Engagement**

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

### **10. Commitment to Equalities and Cohesion**

### **11. Monitoring Arrangements and Promotion of Area Committee Achievements**

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Originator: Andy Beattie

Tel: 24 76141

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

**South Leeds (Outer) Area Committee**

**Date: Monday 4<sup>th</sup> July 2011**

**Subject: Delegation of Environmental Services Update**

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

**Executive Summary**

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

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

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

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

## **1.0 Purpose Of This Report**

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

## **2.0 Background Information**

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

2.2 Services included in the proposed delegation are:

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

2.3 Area Committee workshops have been held, in January and March, to involve Members in the development of Service Level Agreements (SLA), through which the delegated services will be delivered at a local level. The workshops also provided an opportunity for Members to consider current service schedules and activity, in terms of meeting the need of local areas. A further workshop is planned for Members of the Outer South Area Committee on **Wednesday 20<sup>th</sup> July 1-4pm**, Civic Hall.

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

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

West North West – Jason Singh

East North East – John Woolmer

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

## **3.0 Main Issues**

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

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

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

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

### 3.5 Short-term Review

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

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

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

### 3.6 Long-term Review

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

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

## 4.0 **Other current & future work.**

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

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

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

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

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

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

## **6.0 Legal and Resource Implications**

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



## **7.0 Recommendations**

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

### **Background Papers**

- Briefing Note of Proposed Delegation of Elements of Streetscene Services, 18<sup>th</sup> October 2010
- Area Leaders Report, 14<sup>th</sup> March 2011
- Delegation of Environmental Services, 31<sup>st</sup> January 2011
- The Executive Board report 'Delegation of Executive Functions in Relation to Street Scene Management to Area Committees' 30<sup>th</sup> March 2011

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Originator: Jo Shiffer  
Cathy Forster  
Tel: 07891 275 750 /  
0113 33680056

**Report of the Outer South Cluster of Schools**

**South Leeds (Outer) Area Committee**

**Date: Monday 4<sup>th</sup> July 2011**

**Subject: Children and Young People Out of School Activities 2010-11. Final Report.**

**Electoral Wards Affected:**  
 Ardsley and Robin Hood  
 Morley North  
 Morley South  
 Rothwell

Ward Members consulted  
 (referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

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

**Executive Summary**

The Outer South 2008-11 Area Delivery Plan (ADP) has Culture, Thriving, Health and Well Being themes at its core. The ADP identified supporting partners in Extended Services, Youth Service, Sports Development and the Third Sector in the provision of out of school and holiday activities for children and young people as a priority.

For 2010-11, Members agreed that £20,000 Well-Being funding be used to support the development and delivery of an annual programme of out of school activities. The Area Committee report of 15 March 2010 described how this annual programme would be developed with partners of the Outer South Children and Young People Working Group, the community and voluntary sector, working through the three Outer South Extended Services Clusters of Ardsley and Tingley (CATSS), Morley and Rothwell.

Area Management developed this Commissioning Pilot by working closely with the Extended Services Advisor (Education Leeds). The design and implementation of this process was undertaken by the three Cluster Managers with the agreement of the Cluster Steering Groups. The proposals were refined based on a clear evidence of 'need' which dovetailed and added value to the Extended Services 'Activities Grant' resource for 2010-11.

**1.0 Purpose of This Report**

1.1 This report follows the report to Area Committee on 29<sup>th</sup> November 2010, which provided an interim evaluation of the Children and Young People Programme of Activities 2010-11.

1.2 This is the final report on the activities supported by the Well being funding delivered across the Outer South during 2010/11.

## **2.0 Background Information**

- 2.1 The Outer South Annual Programme of Out of School Activities 2009/10 was completed on 31 March 2010. Real progress was made to further cement the working relationship of partners via the Children and Young People Working Group and to the planning, delivery and monitoring of projects during the year. This was evidenced by the successful outcomes of the Breeze monitoring and mapping pilot, financed by Area Committee.
- 2.2 In 2010/11 Outer South Area Committee commissioned the three Clusters of schools to deliver 'universal activity' with the following criteria:
- Activities should be for a range of age groups (ages 5-19).
  - Funded activity should complement provision to provide a comprehensive activity schedule across the four electoral wards, within cluster boundaries.
  - The programme should support and empower the community, voluntary and faith sector to provide local activities for themselves.
  - Consider funding allocations for a range of positive activities including community days, summer camps, local sport, culture and dance activity, targeting direct provision for children and young people.
  - Support activities in Outer South Area Committee Priority Neighbourhood areas (NIPs).
  - Consider the targeted and coordinated delivery of mini Breeze events which will be marketed across the Outer South.
  - Provide access to the Breeze Culture Network and necessitate as a statutory duty, partner's uploading concise data to the Breeze and Family Hub websites.
  - Provide a pilot for a potentially sustainable model of partnership work.

## **3.0 2010-11 Programme Commissioning**

- 3.1 The Extended Services 'Activities Grant' is nationally administered via the Department for Children, Schools and Families (now Department of Education) and formed part of the former Government's commitment to Extended Services in and around schools and complements the Extended Services role that schools and associated partners are already delivering, focused around the Every Child Matters Agenda.
- 3.2 The Activities Grant offers funding to help schools ensure out of hours activities are accessible to those pupils who would not otherwise be able to afford them (the target group determined by schools as 'vulnerable' or 'targeted'). The purpose of the grant is to support the raising of aspirations and opportunities beyond the school day and in holiday times, creating more positive relationships with low income families and enabling engagement with schools, learning and attainment for children who qualify for free school meals.
- 3.3 School partnerships in each cluster area were tasked with determining their target groups; to plan as a 'cluster' and with partners, develop opportunities for these groups and their families. The Activities Grant will operate between 1 April 2010 to 31 August 2011. Members are asked to note that current funding for cluster staff and the Activity Fund ends in August 2011.

3.4 The Activities Grant allocations for the three Outer South Clusters for 2010-11 are as follows:

- Cluster of Ardsley and Tingley Schools: **£36,580**
- Morley Children's Services Cluster: **£94,240**
- Extended Services Rothwell Cluster: **£109,740**

The funding is administered through the Cluster partnerships and directed by schools.

3.5 The commissioning pilot for 2010/2011 supported the Outer South Extended Services Clusters to link both the Activities Grant and the Area Committee Well Being Fund.

1). The 'Activities Grant' - offering specific targeted opportunities for school identified vulnerable groups and individuals.

and

2). The 'Area Committee Well Being Fund' – providing 'universal' opportunities for a wider group of children and young people, linked to gaps identified through the developing Activities Grant work.

3.6 Outer South Well Being Funding allocations for 2010-11 were calculated using a formula provided in the 15 March 2010 Outer South Area Committee Report, which equates to:

	Allocation %	Allocation £
<b>Cluster of Ardsley Tingley Schools</b>	22	4,400
<b>Morley Children's Services Cluster</b>	42	8,400
<b>Extended Services Rothwell</b>	36	7,200
<b>Total</b>	<b>100</b>	<b>20,000</b>

3.7 Each Cluster used a proportion of the Wellbeing Fund (but not more than 10%); to support joint promotion and publicity of summer activities as schools must allocate the Activities Grant on direct provision.

3.8 Learning from previous years the revised 'Expression of Interest' documents were replaced with a 'Joint Activities Brief' which was written and communicated by the Cluster Managers. This Brief was advertised through the city wide electronic Breeze Culture Network which offers all providers the opportunity to submit proposals for consideration. Each Cluster Steering Group created a multi professional Activities Sub-Group to consider all proposals against agreed criteria. The Children Leeds approved 'ABC Protocols' were used for all contracts.

#### **4.0 Children and Young People Working Group**

4.1 The working group met on three occasions between April 2010 and October 2010. Due to capacity within the Area Management Team and in light of the significant changes to this sector; with the formation of Children's Trusts, Leeds City Council bringing the work of Education Leeds in house, the developing role of Clusters and the future of youth service provision being considered the working group have not met in 2011.

## **5.0 Voluntary and Community Sector**

5.1 The voluntary and community sector were encouraged and supported to access the procurement briefs on the Breeze Cultural Network. Please see chart at 6.6.

## **6.0 Evaluation of 2010/11**

Members have already had some of this information confirmed to them in the November 2010 report, but is presented as part of the final evaluation outlining successes and learning points from the organisation and delivery of activities.

### **6.1 Planning and Commissioning**

6.1.1 The pilot commissioning process enabled clusters and partners from the Children and Young People's Working Group to ensure the activities which were offered complimented existing provision and covered a wide range of activities and all the age ranges.

6.1.2 Previous and ongoing consultation processes with young people by the clusters and the Youth Service ensured that young people and children's voice shaped the menu of activities e.g. older children prefer to have activity away from the main base of school.

6.1.3 Joint planning prevented duplication of dates and activities.

6.1.4 The Breeze Culture Network offered a fair and transparent tool to put out to tender briefs for commissioning activity with young people. Signposting to this Network gave all agencies information and access to the process for being locally commissioned.

6.1.5 Following from the pilot work with Breeze last year, a more established process for gathering information on young people's access to activities is now in place. Breeze cards were used for registration in all activities.

### **6.2 Publicity**

6.2.1 In total 20,000, 64 page booklets were produced and distributed to every school age child in the Outer South as well as being placed in a variety of community venues.

The breakdown per cluster is as follows:

- Morley = 8000 copies
- Ardsley and Tingley = 4000 copies
- Rothwell = 8000 copies

6.2.2 The final cost of publicity and distribution was £7,704.60. The clusters were able to allocate £2,000 from the Wellbeing Fund and the remaining £5704.60 from each cluster's budget. The publicity of current on going holiday activities supported by Well Being funding is coming from cluster budgets.

6.2.3 The increase in uptake during the summer was encouraged by in the publicity of information through the Cluster manager's hands on approach e.g. to delivering assemblies and through Family Support Workers direct support work with targeted young people and their families.

### 6.3 Outcomes

6.3.1 The programme funded by both the Wellbeing Fund and Activities Grant supported an increase in the variety of activities on offer and also an increase in the range of age related activities. The outcome being clear evidence of increased numbers of children/Young People around the Outer South participating in activities.

Totals from all three clusters:

- 354 sessions of activity offered ( half day = one session)
- 3980 places accessed at activities ( some data awaited)
- over 816 hours of activity on offer
- 32 commissioned providers from statutory, VCF and private sector
- approximate cost of commissioned activities = £56,000

6.3.2 As a result of consultation undertaken by Extended Services Cluster Family Support Staff, the offer of family based activities were increased. The linkage between the Extended Services Cluster Family support workers and families enabled greater participation in family events particularly families already accessing extended service support.

6.3.3 A perception of increased engagement in planned activity may support a significant reduction in ASB as reported by Police Tasking Groups across the Outer South.

6.3.4 Using the Extended Services Cluster Leaders as the single point of contact streamlined communication between agencies supporting particularly access for Looked After Children (LAC). Agencies working with LAC and targeted children were keen to access the Summer Programme of activities and because of the joint publicity were able to incorporate the summer programme into their child protection planning.

### 6.4 Tables showing information from each cluster area

Overall figures based on half day as one session. Further detail on activities and venues may be found in **Appendix 1**.

Summer 2010 Provision:

<b>Cluster</b>	<b>Ardley and Tingley</b>
No of sessions	106
No of places accessed	489
No. VCF sector providers	1
No. of statutory providers	2
No. of other providers	2

<b>Cluster</b>	<b>Morley</b>
No of sessions	89
No of places accessed	2065
No VCF sector providers	1
No. of statutory providers	6
No. of other providers	4

<b>Cluster</b>	<b>Rothwell</b>
No of sessions	159
No of places accessed	1426
No VCF sector providers	3
No. statutory providers	7
No. of other providers	6

<b>Mini Breeze</b>	<b>No. young people from all areas</b>
Rothwell - Springhead Park	496
Morley – Scatcherd Park	250

- 6.5 In addition to Rothwell Cluster used their Well Being Funding in conjunction with the Activities Grant to support some of the remaining three holiday periods:

#### **October Half Term 2010**

<b>Cluster</b>	<b>Rothwell</b>
No of sessions	19
No of places accessed	426
No VCF sector providers	2
No. statutory providers	2
No. of other providers	2

Activities for 5-19 year olds included yoga, dance, arts and crafts and multi sports sessions at Blackburn Hall, Rodillian and Rothwell C of E Primary School. Youth Service trips out picked young people up from Thorpe, Rothwell and Oulton.

#### **Christmas 2010:**

<b>Cluster</b>	<b>Rothwell</b>
No of sessions	8
No of places accessed	208
No VCF sector providers	0
No. statutory providers	2
No. of other providers	1

This was the first time provision was offered at during the Christmas Holiday (due to schools breaking up earlier than previous years). It was very successful with high attendance and it is envisaged the cluster will undertake similar provision in 2011/12. Activities for 5-13 year olds included fun with food, dance, arts and crafts and multi sports sessions at Rodillian High School and Oulton Primary School.

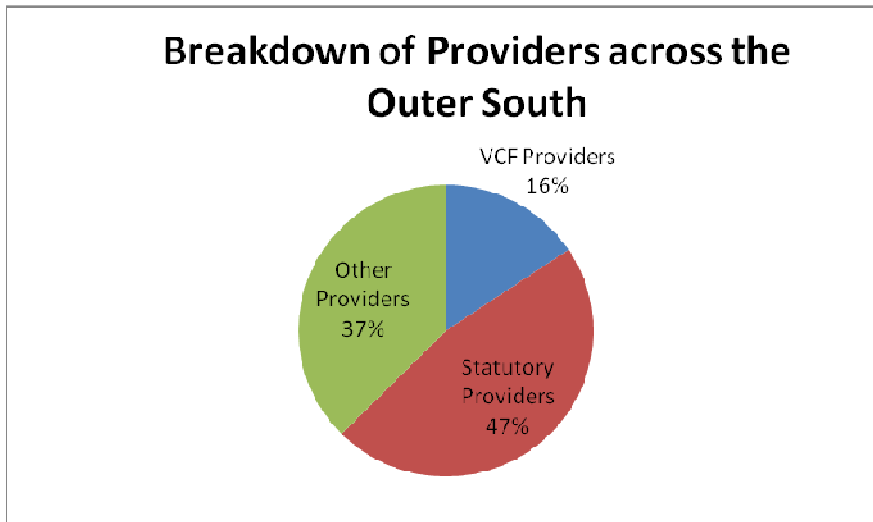
#### **February Half Term 2011:**

<b>Cluster</b>	<b>Rothwell</b>
No of sessions	21
No of places accessed	356
No VCF sector providers	0
No. statutory providers	1
No. of other providers	2

Activities for 5-19 year olds included trips out and yoga, dance, art club and multi sports sessions at Rodillian, Oulton Primary School, Carlton Primary School and Rothwell C of E Primary School. Youth Service sessions at the South Leeds Youth Hub included DJ mixing and music.



6.6 **Chart to present the breakdown of commissioned providers for the Outer South**



**7.0 Delivery of Out of School Activities in 2011/12**

7.1 At the March 2011 Area Committee, Members approved £20,000 to support out of school activities in 2011/12 using the same commissioning process through the Outer South Clusters. Area Management have met with the Cluster Managers to progress this further.

**8.0 Implications for Council Policy and Governance**

8.1 There are no implications for Council Policy and Governance.

**9.0 Legal and Resource Implications**

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

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

**10.0 Conclusions**

10.1 The process resulted in Well being Funding being match funded with by the Activity Grant and funding from the Clusters and Find Your Talent to support a broad provision of out of school activities for 5-19 year olds across the Outer South. The activities were well attended by children, young people and families.

10.2 The Leeds City Council Breeze Culture network was an invaluable tool in the process, ensuring the maximum number of agencies and partners were able to bid into a fair and transparent process.

10.3 Continuation by the Area Committee in 2011/12 to commission the clusters to deliver out of school activities will support the integrated locality working agenda; ensuring partners continue to delivery targeted work, match funding is generated, eliminates duplication and ensures best value for money.

## **11.0 Recommendations**

11.1 Members are asked to:

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

### **Background Papers**

- 20 October 2008 Outer South Area Committee. Children & Young People Activities in Outer South 2009-10.
- 30 March 2009 Outer South Area Committee. Out of School Activities, Children and Young People 2009-10.
- 19 October 2009 Outer South Area Committee. Outer South Children and Young People Activities 2009-10.
- 15 March 2010 Outer South Area Committee. Outer South Children and Young People Activity Planning 2010-11.
- 21 June 2010 Outer South Area Committee. Children and Young People Activities Final Evaluation 2009-10.
- 29<sup>th</sup> November 2010 Outer South Area Committee, Children and Young People Summer Delivery Review 2010-11

**Appendix 1**

<b>Ardsley and Tingley (CATSS)</b>			<b>Morley</b>			<b>Rothwell</b>		
<b>Activity</b>	<b>Venue</b>	<b>No.</b>	<b>Activity</b>	<b>Venue</b>	<b>No.</b>	<b>Activity</b>	<b>Venue</b>	<b>No.</b>
Multi Sports	Woodkirk High Westerton Primary	47	Under 8 Sports camp	Bruntcliffe High	79	Horseriding	BackLane Stables	6
Media Workshop	Blackgates Primary	25	LCC Multi Sports Camps	Morley High Bruntcliffe High	119	Family Fun Days	Rose Lund Centre, Rothwell Victoria , Lofthouse CC	Awaiting data
Trash Art Workshops	Blackgates Primary	23	Trash Art	Morley Rugby Club	35	Circus Skills Family Day	Carlton Primary	120
Singing Workshops	Blackgates Primary	25	Summer School Musical	White Rose Centre	15	Fun with Food	Rodillian	25
LCC Multi Sport Camp	Woodkirk Valley Football club	19	Visual Arts	White Rose Centre	13	Mini Breeze	Springhead Park	496
Dance	Tingley youth/Communi ty centre	37	Bright Young Bands	Morley Central Methodist Church	20	Multi Sports & Dance	Rodillian, Rothwell St. Mary's	92
Trips/ Youth Groups	various	51	Family Trip	Bridlington	25 families 33 adults 76 Childre n	Creative Kids Activity Days	Rose Lund Centre	Awaiting data
			Mini Breeze	Scatcherd Park	Awaitin g data	Fun Sports & Arts and Crafts Activities	Oulton Primary	78

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**Report of the South East Area Leader**

**South Leeds (Outer) Area Committee**

**Date: Monday 4<sup>th</sup> July 2011**

**Subject: Outer South Area Committee Well being Budget Report**

**Electoral Wards Affected:**  
 Ardsley and Robin Hood  
 Morley North  
 Morley South  
 Rothwell

Ward Members consulted  
 (referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

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

**Executive Summary**

This report seeks to provide Members with:

- a) confirmation of the actual revenue spend in 2010/11
- b) confirmation of the 2010/11 carry forward figure and 2011/12 revenue allocation
- c) the current position on the Well being Budget.
- d) a summary of revenue spend already approved for 2011/12.
- e) details of revenue and capital funding for consideration and approval.
- f) details revenue projects agreed to date (Appendix 1).
- g) details of capital projects agreed to date (Appendix 2).

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

**1.0 Purpose of This Report**

The report provides:

- Confirmation of the actual revenue spend in 2010/11
- Confirmation of the 2010/11 carry forward figure and 2011/12 revenue allocation
- An update on both the revenue and capital elements of the Area Committee's budget.
- a summary of revenue spend already approved for 2011/12.
- Details of projects that require approval.
- A summary of all revenue and capital projects agreed to date.
- An update on the Small Grants budget.

## 2.0 Background Information

2.1 Each Area Committee has been allocated a Well being Budget which it is responsible for administering. The aim of this budget is to support the social, economic and environmental wellbeing of the area by using the funding to support projects that contribute towards the delivery of local priorities.

2.2 Well being funding cannot be paid retrospectively. An application form must be submitted and approved by the Area Committee before activities or items being purchased through Well being funding are completed or purchased.

## 3.0 Well being Budget Position

Members should note the following points: -

### 3.1 Revenue 2010/11

3.1.1 The revenue budget approved by Executive Board for 2010/11 was **£209,370**. The carry forward figure of **£33,888** gave a total amount of **£243,258** revenue funding available to the Area Committee for 2010/11.

3.1.2 **Appendix 1** shows an actual spend in 2010/11 of **£208,449.95**.

### 3.2 Revenue 2011/12

3.2.1 The revenue budget approved by Executive Board for 2011/12 is **£183,790**. It represents a 12% reduction on last year's allocation.

3.2.2 **Appendix 1** shows a carry forward figure of **£30,459**, this includes underspend from a number of projects including small grants, community skips, priority neighbourhood worker and the unused pension allocation from the Town Centre Management Project.

3.2.3 Therefore the total amount of revenue funding available to the Area Committee for 2011/12 is **£214,249**.

3.2.4 There are a number of projects approved in 2010/11 which either do not complete their activities or submit an invoice by the 31<sup>st</sup> March 2011. To ensure the projects are delivered and paid for, funding has been earmarked within the carry forward figure and is illustrated at the top of Appendix 1 and on the schedule below in 3.2.6.

3.2.5 The Area Committee is asked to note that **£200,534.90** has already been allocated from the 2011/12 Well being Revenue Budget as listed in **Appendix 1**. This leaves a balance yet to be committed of **£13,714.10**.

3.2.6 Having considered the revenue budget for 2011/12, the Area Committee approved the schedule detailed below. This shows revenue funding aligned to the new city wide themes and priorities proposed for 2011/12.

<b>INCOME</b>		Revenue Well being Budget 2011/12	£183,790
		Roll Forward	£30,459
		<b>TOTAL</b>	<b>£214,249.00</b>
<b>EXPENDITURE</b>		Projects Carry Forward from 2010/11	£6,154
<b>ADP Theme</b>	<b>Projects</b>		<b>2011/12</b>
Sustainable Economy and Culture			<b>£46,070</b>
	Small Grants Scheme		£5,000
	Communications Budget e.g. printing, meetings		£2,000
	Morley Literature Festival 2012		£10,000
	Rothwell 600		£8,000
	Town Centre Management		£21,070
Safer and Stronger Communities			<b>£91,560.90</b>
	Operation Champion		£400
	Activity identified through the Divisional Community Safety Partnership and Neighbourhood Tasking such as reducing crime/fear of crime, tackling ASB crime prevention measures		£8,000
	Off Road bikes		£2,964
	Priority Neighbourhood Worker		£31,745.40
	Neighbourhood Improvement Plans		2x £3,000 = £6,000 Asquith/Ingles Springbank/ Moorlands
	Site Based Gardeners		£34,951.50
	Community Skips		£2,500
	Cleaner Neighbourhoods		£5,000
Health and Well Being			<b>£36,750</b>
	Garden Maintenance Scheme (Year 2 of 3)		£33,000
	John O'Gaunts Mothers Pride Tea Time Club		£3,750
Children and Families			<b>£20,000</b>
	Activities for Children and Young People		£20,000
Housing and Regeneration			<b>£0</b>
Balance in 2011/12 budget			£13,714.10
<b>TOTAL</b>			<b>£214,249.00</b>

### 3.3 Capital

3.3.1 There is no new capital allocation for 2011/12.

3.3.2 Of the **£683,008** capital funding allocated to the Area Committee for 2004/12 a total of **£613,023.54** has been committed to date leaving a balance of **£69,984.46**

3.3.3 Since the March Area Committee three capital projects were identified and developed. Due to the timescales involved and following consultation with Members, approval was given for these projects by the Assistant Chief Executive (Planning, Policy and Improvement) through the Officer Delegation Scheme (Executive Functions) – General Delegation to Officers No.2 Capital Expenditure Paragraph A. These projects are outlined below for Members to note:

**Project:** Northfield Place Fencing

**Organisation:** Aire Valley Homes

**Total Project Cost:** £560 capital

**Well being contribution:** £560 capital

**Ward Covered:** Ardsley and Robin Hood

**Project Summary:** Following consultation with residents, Ward Members identified the need to commission Aire Valley Homes to provide fencing at the rear of Northfield Place, Robin Hood. The 7metres of 1m high round and notched palisade fencing will be erected by contractors managed by AVH in May 2011.

The project is needed to prevent people from cutting across an area of land that is causing distress to residents. Approximately 100 residents will benefit from the project.

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

This proposal supports the Area Committee priority to 'reduce crime and the fear of crime' by 'investing in physical measures to help reduce crime', under the ADP theme of 'Thriving Places'.

**Project:** Ramsgate Crescent Improvements

**Organisation:** Aire Valley Homes

**Total Project Cost:**£8,200 capital

**Well being contribution:** £3,323.31 capital

**Ward covered:** Ardsley and Robin Hood

**Project Summary:** The project is to remove 204m<sup>2</sup> of flags on Ramsgate Crescent, Lofthouse, and replace with macadam. This will provide additional parking spaces for the residents of the bungalows on Ramsgate Crescent and also for visitor attending the nearby community centre.

£4,200 Match funding has been secured from Aire Valley Homes Area Panel and Ward Members were keen to commission AVH to increase the project size with funding through the Well being Budget. The project will enhance the visual appearance of the local environment and also provide a practical use of space for residents and visitors.

LCC Highways will complete the works to the necessary spec and standards required. AVH will be responsible for any ongoing maintenance and repairs works.

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

This proposal supports the Area Committee priority to 'Improve parking conditions for residents in the Outer South' under the ADP theme of 'Transport'.

**Project:** Rothwell NPT Pro Laser

**Organisation:** Rothwell NPT

**Total Project Cost:** £3,500 capital

**Well being contribution:** £3,500 capital

**Ward covered:** Ardsley and Robin Hood and Rothwell

**Project Summary:** The project is for Rothwell Neighbourhood Policing Team (RNPT) to purchase a Pro Laser device. The main aim of RNPT having its own ProLaser device would mean that officers have a device solely for their use to reduce speeding, the perceptions of speeding and road traffic collisions. The grant would be used to purchase one ProLaser device. The machine is a handheld device used by officers in uniform at the roadside. It provides evidence in relation to a vehicle exceeding the speed limit which is then used as evidence for enforcement – Endorsable Fixed Penalty Notices, Speed Awareness courses and the issuing of a Summons. The



evidence it provides if used correctly is acceptable in a Court of Law. If the application is approved then this will enable RNPT to have an ongoing speeding enforcement and education programme / project.

Due to the Divisions loss of Roads Policing Officers, it is now a Divisional responsibility to respond and deal with issues such as speeding and without the equipment our capacity to respond will be limited. Following the move of the road traffic team from the City and Holbeck Division, this has left only 1 pro laser device for the 4 NPT's within the Division. Rothwell has speeding as an issue raised by the community. Now an electronic request has to be put to the road traffic team by the NPT to request their support for a speeding initiative. This delays responses to issues and as yet, has not been productive in arranging a device to borrow.

When the Road Policing Unit was still part of the division, RNPT recently conducted a pro active operation with a borrowed ProLaser which provided some excellent results and was welcomed by local residents and Local Councillors. The device was deployed in areas raised as concerns by the local residents around Rothwell, Woodlesford and Robin Hood. The project was funded by the Well Being Fund and officers worked extended tours. It ran from 08/02/11 until 18/03/11. The results were:

- Endorsable Fixed Penalty Tickets - 73
- Non Endorsable fixed Penalty Tickets - 1
- Speed Awareness Tickets - 29
- Verbal Warnings - 41
- Vehicle Defect Rectification Tickets - 3

These findings will be forwarded to the Highways Dept for consideration. The ProLaser is a very quick and efficient way of confirming or disproving community concerns with only a minimum amount of resources required.

As a result of the excellent results of the Operation more officers from RNPT have been booked on a ProLaser Course so that the majority of PC's at RNPT will be able to use the device and deploy if required.

By supporting Rothwell NPT to purchase their own Pro Laser device, it will allow them to respond and deal with issues such as speeding and this will in turn impact on the perceptions and confidence of the local community in relation to speeding issues.

The device costs £3,500. It costs approximately £150 a year for the device to be calibrated, that yearly cost will be covered by City and Holbeck Division.

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

This proposal supports the Area Committee priority to 'reduce crime and the fear of crime' by 'investing in physical measures to help reduce crime', under the ADP theme of 'Thriving Places'.

3.3.4 At the March Area Committee, £3,000 was approved from the Ardsley and Robin Hood capital ward allocation to support East Ardsley Allotment Association complete access improvement works. This project has been completed under budget and released £1,700 back into the ward allocation. Appendix 2 has been amended to reflect this change..

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

	Ardsley and Robin Hood	Morley North	Morley South	Rothwell
Total Allocation 2004-12	£170,752	£170,752	£170,752	£170,752
Allocation to date	£169,052	£144,529.51	£152,879.60	£146,562.43
Balance	£1,700	£26,222.49	£17,872.40	£24,189.57

3.3.6 Members are asked to note that the NIP areas have not received a capital allocation and therefore any capital projects for the NIP areas must be submitted to the Area Committee for approval.

#### 4.0 Well being Projects

4.1 **Appendix 1** details revenue projects that have been commissioned by the Area Committee to date, including a current position statement and project outcomes.

4.2 It is possible that some of the projects in **Appendix 1** may not use their allocated spend. This could be for several reasons including the project no longer going ahead, the project not taking place within the dates specified in the funding agreement or failure to submit monitoring reports. Due to this the final revenue balance may be greater than the amount specified in 3.2.4.

4.3 Details of projects agreed for the capital budget to date, including a current position statement and project outputs are listed in **Appendix 2**.

4.4 Members are asked to consider the following projects:-

4.4.1 **Project Title:** Christmas Trees and Lights 2011

**Name of Group or Organisation:** Leeds Light Team, Leeds City Council

**Total Project Cost:** £10,890 revenue

**Amount proposed from Well Being Budget 2011/2012:** £10,890 revenue

**Ward Covered:** All Wards

**Project Summary:** The current financial climate has resulted in the withdrawal of Leeds City Council central funding for Christmas trees and lights. As a result, Ward Members have been working locally to identify funding for trees and lights for Christmas 2011. In addition to this proposal to the Area Committee for revenue Well being Funding to hire trees and lights for Christmas 2011, other activities are being supported by communities. Lights in Drighlington will be funded through the Parish

Council and 20 lamp column motifs for Morley Town Centre will be funded through Morley Town Council. Rothwell Members are not pursuing a town centre switch on event and work is progressing through the Morley Town Centre Management Board to identify a funding package for a Morley switch on event.

Detailed below are packages identified by Members for communities in the Outer South. The funding breakdown demonstrates approximately £2,000 for trees and lights for each area and approximately £2,400 each for the two town centres.

**Morley North and South**

Gildersome Grove Tree House 15ft Tree and lights	£520
Morley near Town Hall 25ft Tree and lights	£1315
Morley town centre, 11 spans of lights	£2475
<b>TOTAL</b>	<b>£4310</b>

**Ardsley and Robin Hood**

Lofthouse 15ft tree and lights	£520
East Ardsley Westerton Road 20ft tree and lights and fence	£1060
Thorpe 15ft tree and lights	£520
<b>TOTAL</b>	<b>£2100</b>

**Rothwell**

Royds Court 15ft tree and lights	£520
Rothwell OSC 20ft tree and lights	£960
Woodlesford Green lights on natural tree	£100
Carlton Green 15ft tree with lights	£520
Rothwell town centre motifs £170 each x 14	£2380
<b>TOTAL</b>	<b>£4480</b>

Area Management recommend to Members to approve this proposal.

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

This proposal supports the Area Committee priority to ‘support local communities and projects that develop community spirit and cohesion’ under the ADP theme of Harmonious Communities.

4.4.2 **Project Title:** John O’Gaunts Gardening Group

**Name of Group or Organisation:** John O’Gaunts Gardening Group

**Total Project Cost:** £1,991.93 capital

**Amount proposed from Well Being Budget 2011/2012:** £1,139.93 capital

**Ward Covered:** Rothwell

**Project Summary:** This newly established community group provide tools for residents on the John O’Gaunts estate to borrow. This enables residents to be responsible for maintaining their garden. A small charge of 50p is levied to residents for each piece of equipment borrowed. Well being funding is requested to purchase larger tools and equipment to supplement the smaller tools they already have.

The gardens on the John O’Gaunts estate are generally very large and difficult to maintain without the correct equipment. There are many single parent families and a number of elderly residents in sheltered housing who find it hard to manage these

gardens. Many families are receiving or on low incomes and find the types of equipment needed to maintain the gardens too expensive to purchase themselves.

Ward Member funding purchased a container for the equipment to be stored in. As the land owner, Aire Valley Homes are supportive of this project, giving planning permission for the storage container for the equipment to be located on their land and providing £301 from the Area Panel to purchase small hand tools and wheelbarrows. The group have secured £200 from the Rothwell Families Project for security improvements on the container including reinforced doors, locks and fencing around the container.

The group have a disclaimer which is signed by residents each time equipment is hired, stating that the Gardening Group take no responsibility for any accidents or injuries that may happen as a result from the tools that are borrowed. It also asks borrowers to read the user manual.

Well being funding will be used to purchase the following items:

2 petrol lawnmowers	£499.98
2 petrol trimmers	£259.98
1 petrol trimmer	£109.99
1 electric trimmer	£54.99
1 pressure cleaner	£69.99
Public liability insurance	£145.00
<b>Total</b>	<b>£1,139.93</b>

Area Management recommend to Members to approve the proposal.

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

This proposal supports the Area Committee priority to 'ensure a strong network of well developed community groups able to contribute to improving the environment of their local neighbourhoods under the ADP Theme 'Environment'.

**4.4.3 Project Title:** Alexandra Hall Improvements

**Name of Group or Organisation:** Morley Amateur Operatic Society (MAOS)

**Total Project Cost:** £25,950 capital

**Amount proposed from Well Being Budget 2010/2011:** £25,000 capital

**Ward Covered:** Morley North and Morley South

**Project Summary:** The funding will be used to greatly improve the facilities in Morley Town Hall. Morley Town Hall hosts a variety of events including the prestigious brass band concerts, annual Morley Literature Festival, two Morley Amateur Operatic Society productions, Morley Festival of Remembrance, a number of schools and dance shows as well as a variety of ad hoc concerts and events. Over a year, more than 10,000 people attend these events.

The proposed work can be split into six phases:

<b>Phase</b>	<b>Work</b>	<b>Cost</b>
1	Check and repair existing stage extension	MAOS to complete and fund with approval from Corporate Property Management and the Area Committee.
2	Change to existing electrical supply installation	Detailed cost tbc
3	Preparation of the stage floor prior to new flooring being fitted	£2,502
4	Supply and fit new stage floor	£4,298.40
5	a) supply and fit lighting bars and plug board. £2,465.63 with installation of MAOS lightweight rigging system  or b) complete lighting package	     £8,984.40
6	supply and fit new front of house curtains and on stage drapes	£6,534

A site inspection completed by Corporate Property Management has confirmed that phase 1 requires minimal work. Morley Amateur Operatic Society have agreed to meet the cost and complete this work.

A request has been made to Corporate Property Management to complete an inspection regarding Phase 2 of the works. A detailed quote will be provided and the cost agreed by Ward Members.

The complete lighting package (5b) is the preferred option for Morley Amateur Operatic Society as this is an enhanced system which offers greater flexibility and control options for users.

The project will be managed by Area Management and Corporate Property Management in conjunction with MAOS and Ward Members. Competitive quotes from external providers have been sourced by the group for Phases 5 and 6.

£950 match funding has been secured from Morley Town Council Finance Committee and £1,000 bid to ARISE South Leeds is pending.

The upgrade will make the Alexandra Hall a much more attractive venue for potential hirers, increasing the sustainability of the community centre as greater income is generated.

Area Management recommend approval, including the cost of a complete lighting package, subject to a quote being secured for the electrical works.

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

This proposal supports the Area Committee priority to 'improve facilities of delegated centres' under the ADP Theme 'Culture'.

4.4.4 **Project Title:** Posts for Dog Fouling Signs

**Name of Group or Organisation:** Parks and Countryside

**Total Project Cost:** £284.80 capital

**Amount proposed from Well Being Budget 2011/2012:** £284.80 capital

**Ward Covered:** All Wards

**Project Summary:** The Cleaner Neighbourhoods Sub Group approved £400 revenue Well being funding for 16 A4 signs to tackle dog fouling to be designed and erected at park entrances across the Outer South. To securely erect the signs on site, Parks and Countryside require a capital well being contribution to purchase posts and brackets. Staff time to complete the project will be contributed in kind by Park and Countryside. The capital funding will purchase 16 posts at £17 each and 16 brackets at 80p each. Area Management recommend to Members to approve the proposal

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

This proposal supports the Area Committee priority to 'improve the environment of local neighbourhoods under the ADP Theme 'Environment'.

4.4.5 **Project Title:** Rothwell Litterbin

**Name of Group or Organisation:** Streetscene

**Total Project Cost:** £400 capital

**Amount proposed from Well Being Budget 2011/2012:** £400 capital

**Ward Covered:** Rothwell

**Project Summary:** In February 2009, the Area Committee approved £19,453.75 capital funding to match £15,000 from Arie Valley Homes to complete significant development works at Manor Road Shops in the NIP area of Wood Lane estate. The project has improved the physical environment and enhanced the overall look and functionality of a retail site on Manor Road. Works included parking bays, one way traffic system and removal of concrete planters. In consultation with residents, Ward Members have the need for a litterbin to help address litter issues. Streetscene have confirmed that capacity will stretch to an extra litterbin and the cost for purchase and installation is £400.

The purchase of a litterbin will complete the project and encourage and enable residents to maintain a cleaner neighbourhood. Area Management recommend to Members to approve the proposal

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

This proposal supports the Area Committee priority to 'deliver and support targeted environmental initiatives to improve street cleanliness and tackle areas of environmental concern', under the ADP theme of 'Environment'.

4.4.6 **Project Title:** Springbank Playing Fields – Securing Site  
**Name of Group or Organisation:** Parks and Countryside

**Total Project Cost:** £3,850 capital

**Amount proposed from Well Being Budget 2011/2012:** £2,000 capital

**Ward Covered:** Morley North

**Project Summary:** Following a recent traveller encampment on Springbank Playing Fields, Gildersome, Ward Members and parks and countryside officers have identified the need for security improvements on the site. Following a site visit, Parks and Countryside have identified the following improvements:

Fencing: £2,400

Gate: £950

'A' Frame £500

**Total £3,850**

The project will remove the existing fence which has been damaged by travellers, fit a new pyramid post with steel rail post (approx 40m), a new steel gate and pedestrian 'A' frame at the Suffield Drive entrance.

Parks and Countryside have incurred costs for the clear-up in the region of £7,123 plus replacing the manhole covers and sluice gate at approx £1,160. This funding will help towards the cost of installing the fencing, gate and 'A' frame. £1,850 match funding is being provided by Parks and Countryside and the request is for £2,000 is from the Morley North Capital Well being allocation. Subject to funding being approved, the project will start in July and be completed by August 2011.

Area Management recommend to Members to approve the proposal

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

This proposal supports the Area Committee priority to 'reduce crime and fear of crime', under the ADP theme of 'Thriving Communities'.

4.4.7 **Project Title:** Victims Fund

**Name of Group or Organisation:** Victim Support

**Total Project Cost:** £1,000 revenue

**Amount proposed from Well Being Budget 2011/2012:** £1,000 revenue

**Ward Covered:** All Wards

**Project Summary:** This proposal is to support the Victims Support Victims Fund. The fund support target hardening improvements such as security lights, fencing, alarms and video door intercom for vulnerable clients who have been victims of race/hate or Anti Social Behaviour. Alternative options such as Sanctuary, CASAC or Enhanced Services will have been unable to support. Referrals requesting funding are submitted for consideration at the Race/Hate MARAC meeting or to the Victim Support Outreach Team direct. In some instances priority preventative work is considered with a robust application. In 2010, £1760 supported nine victims in the Outer South wards. This proposal is supported by the Neighbourhoods Policing Team Inspectors.

Area Management recommend to Members to approve a ringfence of this funding subject to a Well being application form being submitted.

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

This proposal supports the Area Committee priority to 'reduce crime and fear of crime', under the ADP theme of 'Thriving Communities'.

**4.4.8 Project Title:** Rothwell Community Safety Projects

**Name of Group or Organisation:** Rothwell Neighbourhood Policing Team

**Total Project Cost:** £3995.78 revenue

**Amount proposed from Well being Budget 2008/2009:** £3,995.78 revenue

**Ward Covered:** Rothwell and Robin Hood and Lofthouse areas of Ardsley and Tingley Ward

**Project Summary:** At the March 2011 Area Committee, Members ringfenced £8,000 revenue funding to support community safety projects in the Outer South. Rothwell NPT have submitted a proposal to spend their proportion of funding on three initiatives. £1,005 on 67 Smartwater Kits, £999.70 on 'Pro-active prevention' to target Anti Social Behaviour and £1991.08 to tackle speeding at targeted locations.

One of the key priorities for the City and Holbeck Division is to further reduce offences of Burglary and to also reduce repeat offences. There is a concern at a Strategic level that the current financial climate may impact on a rise in criminal activities, and in particular, burglary of domestic homes and out buildings.

A Smartwater kit allows the marking of valuable belonging and reduces the fear of crime and gives members of the public contact with the police who also provide crime reduction advice. Rothwell NPT will issue Smartwater kits to areas highlighted as 'hot-spots' for domestic burglary, as well as the more vulnerable of society.

The Smartwater element of the project will be delivered by NPT PCSO's and the crime reduction officer to properties that are more likely to be victims due to location and vulnerability.

Smartwater aims to:

- Reduce crime through crime prevention measures
- Increase the visibility of NPT officers
- Increase public reassurance and confidence.

The second element of the Rothwell NPT proposal is to tackle Anti Social Behaviour (ASB). NPT attendance at community meetings, highlight ASB as the main concern for residents. ASB takes many guises and Area Committee funding will support projects to tackle current and emerging issues. Funding will also be used to deliver 65 hours of additional PCSO time to conduct high visibility foot patrols and a leaflet and media campaign to highlight the effect of ASB on the community and what individuals can do to help prevent it effecting them. Partner agencies will be involved with enforcement in relation to particular individuals and the ASB link officer will facilitate the flow of information/consultation and action.

The 'Pro-active Prevention ASB project' aims to:

- Reduce crime
- Reduce ASB
- Increase visibility of NPT
- Community reassurance



- Collate intelligence regarding incidents.

The final element to the proposal is a project is to reduce speeding, perceptions of speeding and road traffic collisions in the designated target areas. The Well Being Revenue allocation would be used to staff additional policing operations using speed enforcement techniques (including Pro Laser and Speed Indicator Device).

The project will include joint partnership work involving local community groups, the public, local schools and elected members. Rothwell NPT will actively publicise the initiative and respond to concerns raised at PACT meetings and other such forums. Following consultation, some of the selected target locations are:

- Robin Hood: Sharpe Lane and Leadwell Lane
- Woodlesford: North Lane and Holmsley Lane
- Rothwell: Styebank Lanem Park Lane and A639 (Leeds Road)
- Intelligence led locations

The project would provide 91 hours additional policing operations and provide a high visibility presence in the target areas. Rothwell NPT does not currently have the resources to fund the initiative as a stand alone project. West Yorkshire Police will ensure the required officers a correctly trained at no further cost.

Area Management recommend to Members to approve the proposal and ask the Area Management Team to work with Rothwell NPT to develop the ASB proposal further, including linking with the work of the Anti Social Behaviour Unit and identifying some target areas.

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

This proposal supports the Area Committee priority to reduce crime, the fear of crime and repeat offending, under the ADP theme of ‘Stronger Communities’.

- 4.9 Area Management have approached the new Inspector of Morley Neighbourhood Policing Team regarding developing proposals for consideration at the September Area Committee.

**5.0 Small Grants Update**

- 5.1 The following small grant has been approved since the last meeting and is listed here for information.

<b>Organisation</b>	<b>Project</b>	<b>Amount</b>
John O’Gaunts Residents Association	John O’Gaunts Community Event – 2 <sup>nd</sup> July	£500
Tingley TARA	East Egg Hunt – 23 <sup>rd</sup> April	£500
Carlton Cricket Club	Junior Winter Indoor Coaching	£500
East Ardsley United Cricket Club	Summer Cricket Camp	£500

5.2 Newlands and Denshaws Tenants and Residents Association were awarded £500 towards a community event planned for April. This was cancelled by the group and no funding has been paid to the group. Area Management have to the group confirming that they are still eligible to apply during 2011/12.

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

6.1 There are no direct implications for the above as a result of this report.

## **7.0 Legal and Resource Implications**

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

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

## **8.0 Conclusions**

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

## **9.0 Recommendations**

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

- a) Note the contents of the report.
- b) Note the position of the Well being Budget as set out at 3.0.
- c) Note the revenue amounts for 2011/12 as outline in Appendix 1.
- d) Note the Wellbeing capital projects already agreed as listed in Appendix 2.
- e) Note the Well being capital projects approved outside the Area Committee outlined in 3.3.3
- f) Consider the project proposal detailed in 4.4
- g) Note the Small Grants situation in 5.1

## **Background Papers:**

- Well Being Report 14<sup>th</sup> March 2011

**Outer South Wellbeing Budget  
2010 - 2012**

Budget		2010/11	2011 / 2012
	Allocation	£209,370.00	£183,790.00
	Roll forward	£33,888.00	£30,459.00
TOTAL		<b>£243,258.00</b>	<b>£214,249.00</b>

Projects rolled forward from 2010/11			Committed	Paid
Community Skips			£220.00	
Small Grant			£500.00	
Harrops NIP			£220.00	
Thorpe NIP			£1,305.00	
Operation Champion			£110.00	
Morley Tasking			£2,500.00	
Cleaner Neighbourhoods			£1,299.00	£400.00
TOTAL			<b>£6,154.00</b>	

Project	Delivery Organisation	2010/11	2011/2012 Revenue Costs				Outcomes
		Actual Spend	Approved	Actual	Committed	Balance	
<b>2010/11 Rolled forward projects</b>	South East Area Management	£0.00	£6,154.00	£400.00	£0.00	£5,754.00	
<b>Outer South Skips</b> To provide skips for community use.	South East Area Management	£2,360.00	£2,500.00	£110.00	£110.00	£2,280.00	Community groups undertake clean-ups. Improved streetscene in local neighbourhoods. Increased community pride.
<b>Outer South Small Grants Fund</b> Provision of a small grants fund for small scale community based projects meeting Area Delivery Plan priorities.	South East Area Management	£5,538.00	£5,000.00	£1,500.00	£0.00	£3,500.00	Voluntary and community groups supported through grant aid. Increased range of community activity. Increased community participation. Increased community pride. Delivery of Area Delivery Plan priorities.

**Outer South Wellbeing Budget  
2010 - 2012**

Project	Delivery Organisation	2010/11	2011/2012 Revenue Costs				Outcomes
		Actual Spend	Approved	Actual	Committed	Balance	
<b>Outer South Communications</b> A budget to enable effective communication and consultation on Area Committee issues in the Outer South.	South East Area Management	£1,102.30	£2,000.00	£0.00	£0.00	£2,000.00	5 newsletters, Questionnaires, Promotional material. Increased awareness of the Outer South Area Committee. Improved consultation that can inform local projects and plans. Public participation in projects / plans.
<b>Supported Area - Eastleighs &amp; Fairleighs</b> A plan aimed at making improvements in Priority Neighbourhoods.	South East Area Management	£0.00	£0.00				Established TARA's continue to receive support to develop their skills to deliver projects to benefit the community.
<b>Supported Area - Newlands &amp; Denshaws</b> A plan aimed at making improvements in Priority Neighbourhoods.	South East Area Management Team	£0.00	£0.00				Established TARA's continue to receive support to develop their skills to deliver projects to benefit the community.
<b>Supported Area - John O'Gaunts</b> A plan aimed at making improvements in Priority Neighbourhoods.	South East Area Management Team	£0.00	£0.00				Established TARA's continue to receive support to develop their skills to deliver projects to benefit the community.

**Outer South Wellbeing Budget  
2010 - 2012**

Project	Delivery Organisation	2010/11	2011/2012 Revenue Costs				Outcomes
		Actual Spend	Approved	Actual	Committed	Balance	
<b>Supported Area – Oakwells &amp; Fairfaxes</b> A plan aimed at making improvements in Priority Neighbourhoods.	South East Area Management	£0.00	£0.00				Projects aimed at the priorities identified of: ASB, environment, young people and community facilities. Narrowing the gap: improved services and wellbeing of the area.
<b>NIP – Wood Lane</b> A plan aimed at making improvements in Priority Neighbourhoods.	South East Area Management	£2,400.46	£0.00				Projects aimed at the priorities identified: the environment, young people and crime and ASB. Narrowing the gap: improved services and wellbeing of the area.
<b>NIP – Harrops and Bridge Street Phase 2</b> A plan aimed at making improvements in Priority Neighbourhoods.	South East Area Management	£2,094.00	£0.00				Projects aimed at the priorities identified: Crime and ASB, Environment and young people. Narrowing the gap: improved services and wellbeing of the area.
<b>Neighbourhood Improvement Area – Thorpe - Phase 2</b> A plan aimed at making improvements in Priority Neighbourhoods.	South East Area Management	£1,098.35	£0.00				Projects aimed at the priorities identified: Crime and ASB, Environment and young people. Narrowing the gap: improved services and wellbeing of the area.

**Outer South Wellbeing Budget  
2010 - 2012**

Project	Delivery Organisation	2010/11	2011/2012 Revenue Costs				Outcomes
		Actual Spend	Approved	Actual	Committed	Balance	
<b>Neighbourhood Improvement Area – Ingles – Phase 3</b> A plan aimed at making improvements in Priority Neighbourhoods.	South East Area Management	£0.00	£3,000.00	£0.00	£0.00	£3,000.00	Projects aimed at the priorities identified: Crime and ASB, Environment and young people. Narrowing the gap: improved services and wellbeing of the area.
<b>Neighbourhood Improvement Area – Springbank - Phase 3</b> A plan aimed at making improvements in Priority Neighbourhoods.	South East Area Management	£0.00	£3,000.00	£0.00	£0.00	£3,000.00	Projects aimed at the priorities identified: Crime and ASB, Environment and young people. Narrowing the gap: improved services and wellbeing of the area.
<b>Town Centre Management</b> A Town Centre Manager employed to help bring improvements to Morley and Rothwell Town Centre.	South East Area Management Team	£42,500.00	£21,070.00	£0.00	£0.00	£21,070.00	Town Centre Manager for Morley and Rothwell. Please
<b>Activities for Children and Young People</b> Involve more young people in more activities.	Children and Young Peoples Working Group	£20,378.70	£20,000.00	£0.00	£0.00	£20,000.00	Summer activities for young people across the Outer South area. More young people involved in activities over the school holidays. Reduction in complaints of anti social behaviour in the area over the holidays.

**Outer South Wellbeing Budget  
2010 - 2012**

Project	Delivery Organisation	2010/11	2011/2012 Revenue Costs				Outcomes
		Actual Spend	Approved	Actual	Committed	Balance	
<b>Priority Neighbourhood Worker</b> Review & implement the Neighbourhood Improvement approach for Eastleighs/ Fairleighs, Newlands/ Denshaws, John O'Gaunts, Wood Lane Estate, Fairfaxes and Oakwells, The Harrops.	South East Area Management	£31,463.18	£31,745.40	£2,622.95	£0.00	£29,122.45	One worker to help progress NIP projects. Increased social capital through capacity building of small groups and the voluntary sector.
<b>Site Based Gardeners</b> Site based gardeners at named community parks.	Parks and Countryside	£22,500.00	£34,951.50	£0.00	£0.00	£34,951.50	3 full time Gardeners for 1 year. Crime reduction. Reducing fear of crime. Increasing voluntary and community engagement. Cleaner safer public green spaces.
<b>Morley Literature Festival 2010</b> Contribution towards the general revenue costs of holding the event.	South East Area Management	£10,000.00	£0.00				A five day festival with a full programme. Increased community spirit, education and activities for families. Encourage partnership work between the public and private sectors. Engender a stronger community link with the town centre.

**Outer South Wellbeing Budget  
2010 - 2012**

Project	Delivery Organisation	2010/11	2011/2012 Revenue Costs				Outcomes
		Actual Spend	Approved	Actual	Committed	Balance	
<b>Morley Literature Festival 2011</b>  Contribution towards the general revenue costs of holding the event.	South East Area Management	£10,000.00	£0.00				A five day festival with a full programme. Increased community spirit, education and activities for families. Encourage partnership work between the public and private sectors. Engender a stronger community link with the town centre.
<b>Morley Literature Festival 2012</b>  Contribution towards the general revenue costs of holding the event.	South East Area Management	£0.00	£10,000.00	£0.00	£0.00	£10,000.00	A five day festival with a full programme. Increased community spirit, education and activities for families. Encourage partnership work between the public and private sectors. Engender a stronger community link with the town centre.



**Outer South Wellbeing Budget  
2010 - 2012**

Project	Delivery Organisation	2010/11	2011/2012 Revenue Costs				Outcomes
		Actual Spend	Approved	Actual	Committed	Balance	
<b>Rothwell 600</b> A programme of activities and events to celebrate Rothwell.	Rothwell 600 Committee	£8,942.00	£8,000.00	£1,000.00	£6,500.00	£500.00	Several events and activities ran by local community groups. Encourage people from a wide variety of backgrounds to share and appreciate the culture and heritage of the area. Use the celebrations as vehicle to regenerate the Ward through a variety of methods, promoting community pride and identity.
<b>John O'Gaunts Teatime Club</b> To support a community group deliver weekly, affordable, healthy meals for the local	John O'Gaunts Teatime Club	£0.00	£3,750.00	£0.00	£0.00	£3,750.00	Strong community spirit. Residents who are healthy and have a better understanding of healthy eating and cooking.
<b>Conservation Area Reviews</b> To carry out a conservation area review in both Woodlesford	South Area Management Team	£5,000.00	£0.00				Conservation study complete in Woodlesford. Study will be a document to support the maintenance of built heritage in the towns.

**Outer South Wellbeing Budget  
2010 - 2012**

Project	Delivery Organisation	2010/11	2011/2012 Revenue Costs				Outcomes
		Actual Spend	Approved	Actual	Committed	Balance	
<b>Garden Maintenance Scheme Morley Elderly Action</b>  Provision of Garden Maintenance Scheme for elderly and disabled who are currently unable to maintain their gardens.	Morley Elderly Action	£33,000.00	£33,000.00	£0.00	£0.00	£33,000.00	100 gardens visited over the course of the year. Environmental improvements. People being helped to maintain their homes. Community Safety benefits.
<b>Operation Champion</b>  To support the multi agency crime and crime initiative in the Outer South wards.	South Area Management	£196.96	£400.00	£0.00	£0.00	£400.00	Two Operation Champions in the Outer South in 2008/09. Improved neighbourhoods as a result of the environmental actions carried out. Reduced crime and fear of crime as a result of targeted community safety work.
<b>Community Safety</b>  To support NPT to deliver community safety initiatives	South Leeds Area Management	£7,500.00	£8,000.00	£0.00	£0.00	£8,000.00	Reduce crime and fear of crime through initiatives such as target hardening, smartwater and operations tackling underage drinking and ASB.
<b>Off Road bikes</b>  To support the continuation of an off road bike unit in south leeds	South Leeds Area Management	£0.00	£2,964.00	£0.00	£0.00	£2,964.00	Reduction in off road bike offences. Reduction in fear of crime amongst South Leeds residents.

**Outer South Wellbeing Budget  
2010 - 2012**

Project	Delivery Organisation	2010/11	2011/2012 Revenue Costs				Outcomes
		Actual Spend	Approved	Actual	Committed	Balance	
<b>Cleaner Neighbourhoods Sub Group</b>	AMT	£2,376.00	£5,000.00	£0.00	£0.00	£5,000.00	Funding to support the cleaner neighbourhoods sub group to provide solutions to environmental issues identified
<b>TOTAL</b>	<b>Projects agreed</b>	n/a	£200,534.90	£5,632.95	£6,610.00	£182,537.95	
	<b>Balance</b>	£208,449.95	£13,714.10				

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2004-2010 Capital Budget

£683,008.00

## Ardsley & Robin Hood

Project	Delivery Organisation	Projected Capital cost	Actual Spend	Outcomes	Complete
<b>Sports Facility Development</b> The development of a home ground site with training facilities and a club house for Tingley Athletic Junior Football Club <i>Approval date: 25/04/2005</i>	Tingley Athletic Football Club	£20,000.00	£20,000.00	Clearance of the existing site Levelling and drainage of the site. Provision of a new access point with car parking facilities. Build of a new clubhouse with changing facilities and multi purpose room. More people in the area benefiting from local sports facilities.	Complete
<b>West Ardsley Community Centre Improvements</b> Repairs to bring community centre back into active use <i>Approval date: 11/07/2005</i>	City Development/ Neighbourhoods & Housing	£16,564.00	£16,564.00	Restore outside lighting. Replace existing handrails. Additional fencing. Roller shutter door. Replace gutter and fall pipes. Connect gas supply to centre. Maintenance works to gents toilets. After school and youth provision provided in the area. More young people engaged in diversionary activities. A base for community groups to hold activities in the area.	Complete
<b>Litterbins Ardsley &amp; Robin Hood 2005/2006</b> Additional litterbins for areas identified as being problematic for litter. <i>Approval date: 12/12/2005</i>	Environmental Services	£2,900.00	£2,900.00	17 Dual compartment, free standing litter bins. A reduction in the amount of litter in the area. Improvements to the environment.	Complete
<b>East Ardsley Community Centre Fence</b> Security measures taken around the East Ardsley Community Centre which has been a hotspot for ASB <i>Approval date: 12/12/2005 (£13,193)</i>	City Development	£12,300.00	£12,300.00	A security fence to be installed around the Centre. Lighting to be installed on the exterior of the centre. Planning permission to be obtained from City Services. A reduction in the amount of vandalism the centre was experiencing.	Complete

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<p><b>Westerton Road Allotments Fencing</b></p> <p>To erect steel fencing around the back of Westerton Road Allotments. <i>Approval date: 06/11/2006</i></p>	Parks & Countryside	£10,071.75	£10,071.75	A steel security fence. Reduction in vandalism, and anti social behaviour.	Complete
<p><b>Litterbins 2007/2008</b></p> <p>Additional litterbins for areas identified as being problematic for litter <i>Approval date: 25/02/2008</i></p>	Environmental Services	£2,325.00	£2,325.00	6 additional litter bins. A reduction in the amount of litter in the area. Improvements to the environment.£2,400 ring fenced but actual project underspent.	Complete
<p><b>Tingley Athletic Junior Football Club – Car Park Provision</b></p> <p>To continue development of Tingley Junior Athletic FC by supporting the installation of a car park surface on the overflow car park. <i>Approval date: 25/02/2005</i></p>	Tingley Junior Athletic Football Club	£12,000.00	£12,000.00	New Overflow car park for users of Tingley FC. Supporting community groups to improve local environment and involving more young people in activities.	Complete
<p><b>Smithy Lane Recreation Ground</b></p> <p>To develop play facilities at this Parks and Countryside owned recreational ground. <i>Approval date: 09/02/2009</i></p> <p><b>Smithy Lane Recreation Ground Youth Equipment</b></p> <p>To purchase and install a 'Nexus' play unit <i>Approved date: 30/11/09</i></p>	Parks and Countryside	£35,000.00	£35,000.00	New play facilities. Tenants and Residents Group supported in delivering a project requested from community consultation. Improvement to the environments. Reduction in ASB. Increased facilities for children and young people.	Complete
<p><b>Improved Drainage to Public Footpath Number 20 Rothwell at Oakley underpass</b></p> <p>Installation of a gully to prevent a key public right of way being flooded. <i>Approval date: 14/04/2008</i></p>	Parks and Countryside	£1,717.19	£1,717.19	Improved footpath. Improvement to the environment. Supporting local residents association to improve local environment.	Complete

**Outer South Capital Wellbeing Budget  
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<p><b>Lofthouse Cemetery</b> Erect a new metal fence and a gate <i>Approval date: 15/03/10</i></p>	Parks and Countryside	£5,500.00	£5,500.00	Reduce ASB and vandalism, improve security and visual impact.	Complete
<p><b>Lofthouse PB</b> Projects decided by the community through participatory budgeting to receive funding. <i>Approval Date: 15/3/10</i></p>	Lofthouse Brass Band and Carlton Scouts.	£2,540.75	£2,540.75	More activities for children and young people and improvements to the local environment.	Complete
<p><b>Litterbins 2010/2010</b> Additional litterbins for areas identified as being problematic for litter <i>Approval date: 21/6/2010</i></p>	Environmental Services	£3,200.00	£0.00	6 additional litter bins. A reduction in the amount of litter in the area. Improvements to the environment.£2,400 ring fenced but actual project underspent.	ongoing
<p><b>Robin Hood Athletic FC - new changing facilities</b> New changing facilities at local club <i>Approval date: 18/10/10</i></p>	Robin Hood Athletic FC	£5,000.00	£5,000.00	Local community facility improved to provide high quality activities for children and young people.	ongoing
<p><b>East Ardsley Recreation Ground Footpath Improvements</b> Improve footpath at the recreation group <i>Approval date: 14/03/11</i></p>	Parks and Countryside	£5,000.00	£0.00	Increased access to leisure facilities for local residents.	ongoing
<p><b>Proposed Zebra Crossing, Robin Hood</b> Installation of a Zebra Crossing on Leadwell Lane/Westfield Road <i>Approval date: 14/03/11</i></p>	Highways	£20,000.00	£0.00	Increased safety for pedestrians crossing Leadwell Lane and Westfield Road in Robin Hood	ongoing
<p><b>Improved Access, East and West Ardsley Allotment Association</b></p>	Parks and Countryside	£1,300.00	£0.00	Increased sustainability for this group as they are able to sell produce and supplies with the profits going back into	ongoing

**Outer South Capital Wellbeing Budget  
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To allow the community group to build a hard standing drive for deliveries to their shop. <i>Approval date: 14/03/11</i>				the association.	
<b>Rothwell NPT Pro Laser Device</b> To purchase a pro laser speeding device <i>Approval date:</i>	Rothwell NPT	£1,750.00	£0.00	Reduction in speeding and road traffic collisions in Rothwell NPT area.	ongoing
<b>Northfield Place Fencing</b> Installation of new fencing <i>Approval date:</i>	Aire Valley Homes	£560.00	£0.00	Reduction in fear of crime as footfall is diverted away for vulnerable residents gardens and homes.	ongoing
<b>Ramsgate Crescent additional parking</b> To create new parking on Lofthouse estate for residents and users of the <i>Approval date:</i>	Parks and Countryside	£3,323.31	£0.00	Increased use of a community facility. Improved physical appearance of a priority neighbourhood.	ongoing
<b>Ardsley &amp; Robin Hood Total</b>		<b>£169,052.00</b>	<b>£133,918.69</b>		



**Outer South Capital Wellbeing Budget  
2004 - 2012**

## All Morley

Project	Delivery Organisation / Description	Projected Capital cost	Actual Spend/ Completion Status	Outputs	Complete
<b>Morley Community Radio</b> A radio station to be established covering the Morley area <i>Approval date: 24/04/2005</i>	Morley Community Radio	£10,000.00	£10,000.00	Broadcasted 12 days in December and 10 days in July. 40 people were involved. Many voluntary and statutory organisations fed into this and gave interviews on air. More local people being aware and able to voice their opinion on local issues.	Complete
<b>Morley Leisure Centre Disability Access</b> Measures to make Morley Leisure Centre DDA compliant. <i>Approval date: 11/07/2005</i>	Leisure Services	£15,000.00	£15,000.00	New disabled changing facilities. Lowering of reception counter. More disabled people being able to access Morley Leisure Centre facilities and the health benefits that will come from that.	Complete
<b>Town Centre Environmental Improvements</b> Environmental Improvements in Morley Town Centre <i>Approval date: 11/07/2005</i>	Morley In Bloom	£1,000.00	£1,000.00	Purchase of flowers, shrubs, planters and tubs and gardening equipment for use in Morley Town Centre. A more pleasant environment in Morley Town Centre encouraging more people to shop there.	Complete
<b>New Creation</b> To run environmental projects in Morley schools until the end of 2008. <i>Approval date: 25/02/2008</i>	Groundwork	£1,000.00	£1,000.00	Yellow Woods Challenge. Recycled Christmas Decorations projects. Development of bring bank sites in Morley schools. Composting schemes in Morley schools. Litter pick with Seven Hills primary School. Increase Young people and their family's knowledge of environmental issues such as recycling. An increase in recycling rates in the Outer South. Environmental Improvements in the Outer South.	Complete

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<b>Morley Bottoms Regeneration Scheme</b> Physical regeneration to the Morley Bottoms area. <i>Approval date: 25/09/2006 (£30,000)</i>	City Projects Team	£34,742.13	£34,742.13	Improve appearance. Fencing. Landscaping. Stabilizing bank. Develop	Complete
Install new layby along with seating and fencing. <i>Approval date: 25/09/2006 (£8,006.57)</i>				Significant regeneration scheme to improve the street scene and support economic development.	
<b>Morley Bottoms Phase 3</b> Public realm improvements including repainting and repairing seating, <i>Approval date: 30/11/10</i>	City Projects Team	£5,400	£0.00	Improved street scene and better link between town centre and Morley Bottoms.	ongoing
<b>Morley Bottoms Phase 3 additional</b> Public realm improvements including repainting and repairing seating, <i>Approval date: 15.03.10</i>	City Projects Team	£1,200	£0.00	Improved street scene and better link between town centre and Morley Bottoms.	ongoing
<b>Scatcherd Park War Memorial</b> Restoration of the war memorial <i>Approval date: 10/09/2007</i>	Parks and Countryside	£10,000	£10,000.00	Improve appearance. Protection of a local heritage site and improve the general appearance of the park while promoting pride in the area.	Complete
<b>Electrical Services to Bandstand</b> Installation of an outdoor power point at the bandstand. <i>Approval date: 17/11/2007 (£936)</i>	Civic Buildings	£0	£0	Develop the technical infrastructure of the town centre. Support outdoor entertainment such at the Morley light switch on and future events.	Complete. Paid through TCM budget

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<b>Glutton Street Cleanser</b> Purchase of a mechanical sweeper <i>Approval date: 17/11/2007</i>	Environmental Services	£6,000	£6,000	Improve the appearance of the Town and surrounding area. Improved street cleaning of Morley town centre.	Complete
<b>Car parking scheme at Queensway Car Park</b> Installation of equipment providing time limited parking in car park. <i>Approval date: 17/11/2007</i>	City Development	£6,000	£6,000.00	Improved car parking provision in town. Support development of town through improved infrastructure.	Complete
<b>Morley Heritage Society</b> Provision of an archive for Morley Heritage Society  <i>Approval date: 25/02/2008</i>	Corporate Property	£1,700	£1,700.00	New archive to house and show artefacts of Morley Heritage. Support development of community group. £1800 ring fenced but project underspent.	Complete
<b>Morley Bring Site</b> Improve and enhance existing recycling facilities in Morley <i>Approval date: 25/02/2008</i>	City Development	£6,162.25	£6,162.25	Improved recycling facilities in Morley. Encourage residents to recycle, reuse and reduce waste.	Complete
<b>Morley Town Hall</b> Improve facilities at Morley Town Hall.  <i>Approval date: 25/02/2008</i>	Corporate Property Management	£31,000	£29,900.00	Four rooms in Town Hall to be improved and enhanced. Encourage Town Hall to be rented out by the public and increase rental income.	Ongoing

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<b>Morley in Bloom</b> Purchase of planters <i>Approval date: 25/02/2008 £1,835.40</i>	Morley in Bloom	£0.00	£0.00	Increase number of planters in Morley and improved appearance of community. Cleaner neighbourhoods and vibrant town centres and creation of community spirit.	Complete. Paid through revenue budget
<b>Morley Elderly Action</b> Building extension at Morley Elderly Action. (£40,000)  <i>Approval date: 08/12/2008</i>	Morley Elderly Action	£0	£0.00	New space within the voluntary organisation to offer more services to the users of the centre and also provide additional funding streams for the charity and therefore increasing its sustainability.	CANCELLED due to no match funding secured
<b>Speed Indicator Display Device</b> Purchase a SID Device to be deployed in partnership with community groups, schools and police to reduce speeding in Morley <i>Approval date: 6.09.10</i>	Morley NPT	£2,516.58	£2,516.58	Reduction in Speeding and road traffic collisions in Morle NPT area.	Complete
<b>All Morley Total</b>		<b>£131,720.96</b>	<b>£124,020.96</b>	Page 7	

## Morley North

Project	Delivery Organisation / Description	Projected Capital cost	Actual Spend/ Completion Status	Outputs	Complete
<b>Gildersome Springbank Green Doorstep Project</b> The transformation of an area of under used public green space that is subject to fly tipping and vandalism into a community resource.  <i>Approval date: 24/10/2005</i>	Gildersome Action Group	£5,000.00	£5,000.00	Clearance of area. Litter bins in area. Benches in the area. Soft landscaping. An improvement to the physical environment of the area.	Complete
<b>Gildersome CCTV Scheme</b> The installation of a CCTV system around Gildersome Meeting Hall to reduce incidences of ASB and vandalism.  <i>Approval date: 11/07/2005</i>	Gildersome Action	£12,600.00	£12,600.00	7 high resolution day / night cameras to be installed. A reduction in the incidents of crime and ASB in the area. A reduction in the fear of crime amongst local residents.	Complete
<b>Drighlington Library Disability</b> Improvements to Drighlington Library and meeting hall to make the building more DDA compliant and improve access to disabled users.  <i>Approval date: 12/12/2005</i>	Learning & Leisure	£4,500.00	£4,500.00	Two additional disabled parking bays. An increase number of people being able to take advantage of facilities at Drighlington Library and meeting hall.	Complete
<b>Minibus</b> A new mini bus for the school to help continue the pupils sporting success and achievements  <i>Approval date: 12/12/2005</i>	Birchfield School	£5,000.00	£5,000.00	Contribution towards mini bus for the school. More young people involved in diversionary activities.	Complete
<b>Drighlington Meeting Hall</b> Improvement to Drighlington Meeting hall  <i>Approval date: 05/11/2007</i>	Learning and Leisure	£7,500.00	£7,500.00	Upgrade of Kitchen. Upgrade of toilets. New storage. Continued and developed use of Drighlington Meeting hall by community groups.	Complete

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<p><b>Litterbins 2007/2008</b> Additional litterbins for areas identified as being problematic for litter. <i>Approval date: 25/02/2008</i></p>	Environmental	£2,325.00	£2,325.00	6 additional litter bins. A reduction in the amount of litter in the area. Improvements to the environment. £2,400 ring fenced but actual project underspent.	Complete
<p><b>Springfield Mill Park</b> Environmental Improvements to Springfield Mill Park <i>Approval date: 07/07/2008</i></p>	Friends of Springfield	£5,000	£5,000	New footpath, hedging and plants. New notice board and bases for picnic benches. Improved habitats for wildlife. Increased community involvement and ownership of the site. Improvements to the local environment.	Complete
<p><b>Churwell Park</b> Improvements to Churwell Park <i>Approval date: 14/04/2008</i></p>	Parks and Countryside	£5,000	£5,000	New benches and plants for shrub beds. Improvements to the environment.	Complete
<p><b>Churwell Park CCTV</b> Installation of CCTV at Churwell Park <i>Approval date: 30/11/09</i></p>	Churwell Action Group	£14,757.00	£14,757.00	New CCTV system installed. Local community group Churwell Action Group supported in deterring vandalism to improvement works.	Complete
<p><b>Lofthouse PB</b> Projects decided by the community through participatory budgeting to receive funding. <i>Approval Date: 15/3/10</i></p>	Lofthouse Brass Band and Carlton Scouts.	£2,540.75	£2,540.75	More activities for children and young people and improvements to the local environment.	Complete
<p><b>Removal of Walton Drive Steps</b> Removal of steps and replacement with ramp and triangle of mortar along wall. <i>Approval date 01/02/2010</i></p>	Transport Strategy Team	£2,500.00	£0.00	Improve access from Oakwell and Fairfax estate to services on Wakefield Road and reduce ASB on the estate by preventing congregation of young people by footpath.	Ongoing

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<b>Litterbins 2010/2011</b> Additional litterbins for areas identified as being problematic for litter  <i>Approval date: 21/6/2010</i>	Environmental Services	£3,200.00	£0.00	6 additional litter bins. A reduction in the amount of litter in the area. Improvements to the environment. £2,400 ring fenced but actual project underspent.	ongoing
<b>St Peter's Communtiy Hall</b> Stonework repairs to the gable end wall  <i>Approval date: 18/10/10</i>	Environmental Services	£6,332.00	£0.00	Improvements to a local community facility.	ongoing
<b>Gildersome Grit Bins</b> Installation of 2 blue grit bins in Gildersome, Action Group responsible for maintenance.  <i>Approval date: 31/1/11</i>	Gildersome Action Group	£414.28	£0.00	Increased safety and access to local facilities by residents during bad weather conditions.	ongoing
<b>Guiding Centenary</b> New planter in Gildersome  <i>Approval date: 14/03/11</i>	Gildersome Action Group	£2,000.00	£0.00	Improved physical appearance of the local environment.	ongoing
<b>Morley North Sub Total</b>		<b>£78,669.03</b>	<b>£64,222.75</b>		
<b>All Morley (50%)</b>		<b>£65,860.48</b>	<b>£62,010.48</b>		
<b>Morley North Total</b>		<b>£144,529.51</b>	<b>£126,233.23</b>		

**Morley South**

Project	Delivery Organisation / Description	Projected Capital cost	Actual Spend/ Completion Status	Outputs	Complete
<b>Neighbourhood Improvement Area – Newlands &amp; Denshaws</b> A plan to aimed at making improvements in Priority Neighbourhoods. <i>Approval date: ?</i>	South Area Management	£25,100	£19,000.00  £2,000.00  £4,100.00	Albert Drive Shop Improvements. Kick around area in Newlands. Lewisham Park Improvements. More diversionary activities for young people in the area. A safer neighbourhood with a reduction in the fear of crime amongst residents.	Complete  Complete  Complete
<b>Rein Park – Morley South</b> An efficient hand over of the Public Open Space on the Rein Road Development in Morley South, from the developer to Parks and Countryside Department in an area with a high level of ASB. <i>Approval date: 12/12/2005</i>	Parks & Countryside	£3,000.00	£3,000.00	Land adopted. Fencing. Trees planting. Reduction in the number of reported incidents of anti social behaviour in the area.	Complete
<b>Morley South Litterbins 2005/06</b> Additional litter bins for areas identified as being problematic for litter. <i>Approval date: 12/12/2005</i>	Environmental Services	£4,700.00	£4,700.00	14 additional dual compartments, free standing litter bins for Morley South. A reduction in the amount of litter in the area. Improvements to the environment.	Complete
<b>Magpie Lane – Morley South</b> Environmental improvements to secure Magpie Lane and prevent travellers from re entering the site. <i>Approval date: 12/12/2005</i>	Leeds South Homes	£8,000.00	£8,000.00	Measures taken to prevent travellers from re-entering the site on Magpie Lane. Improvements in the physical environment of the area. Residents of the area feeling more secure.	Complete
<b>Lewisham Park Youth Centre CCTV</b> CCTV scheme for Lewisham Park youth centre. <i>Approval date: 12/12/2005</i>	City Services	£8,400	£8,400	CCTV. A decrease of ASB in the area. Safer communities.	Complete



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<b>Litterbins 2007/08</b> Additional litterbins for areas identified as being problematic for litter. <i>Approval date: 25/02/2008</i>	Environmental	£2,325.00	£2,325.00	6 additional litter bins. A reduction in the amount of litter in the area. Improvements to the environment. £2,400 ring fenced but actual project underspent.	Complete
<b>Denshaw Grove Landscaping</b> Clear fly tipping, level the area and seed, create path and install a fence with lockable gate. <i>Approval date: 07/07/2008</i>	Groundwork	£2,214.97	£2,214.97	Safer stronger community. A safe and pleasant place to play.	Complete
<b>Improvements to Footpath 79, Wide Lane</b> Resurface footpath <i>Approval Date: 30/03/09</i>	Parks & Countryside	£3,162.40	£3,162.40	Improved Environment for local residents and allow better access of public right of way.	complete
<b>Lofthouse PB</b> Projects decided by the community through participatory budgeting to receive funding. <i>Approval Date: 15/3/10</i>	Lofthouse Brass Band and Carlton Scouts.	£2,540.75	£2,540.75	More activities for children and young people and improvements to the local environment.	Complete
<b>Magpie Lane Play Space</b> Provide new play facilities at Magpie Lane. <i>Approval Date: 18/10/10</i>	Parks & Countryside	£7,576.00	£0.00	More activities for children and young people and improvements to the local environment.	Ongoing
<b>Woodkirk Murals (My Woodkirk)</b> Install large murals in Woodkirk <i>Approval Date: 14/03/11</i>	Morley	£20,000.00	£0.00	Improved physical appearance of local environment. Greater sense of community identify and communitiy spirit.	Ongoing
<b>Morley South Sub Total</b>		<b>£87,019.12</b>	<b>£59,443.12</b>		
<b>All Morley (50%)</b>		<b>£65,860.48</b>	<b>£62,010.48</b>		
<b>Morley South Total</b>		<b>£152,879.60</b>	<b>£121,453.60</b>		

**Outer South Capital Wellbeing Budget  
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## Rothwell

Project	Delivery Organisation / Description	Projected Capital cost	Actual Spend/ Completion Status	Outputs	Complete
<b>Neighbourhood Improvement Area – John O’Gaunts</b> A plan to aimed at making improvements in Priority Neighbourhoods <i>Approval date: ?</i>	South Area Management	£20,600.00	£9,000 £11,600	Diversionary activities for young people. Pathways Initiative. Gardening Initiative. Youth Shelter. More diversionary activities for young people in the area. A safer neighbourhood with a reduction in the fear of crime amongst residents. An improvement in the physical environment of the area.	Complete  Complete
<b>Litterbins Rothwell 2005/06</b> Additional litter bins for areas identified as being problematic for litter. <i>Approval date: 24/10/2005</i>	Environmental Services	£5,000.00	£5,000.00	17 Dual compartment, free standing litter bins. A reduction in the amount of litter in the area. Improvements to the environment.	Complete
<b>Oulton &amp; Woodlesford Sports &amp; Social Facilities</b> The refurbishment and extension of the existing changing facilities / club house at Oulton and Woodlesford Sports and Social Club. <i>Approval date: 06/02/2006</i>	Parks & Countryside	£20,000.00	£20,000.00	Two new changing rooms. Officials room with toilet and shower activities. More young people involved in more sporting activities. Facilities meeting Sports England Requirements for health and safety.	Complete
<b>Rose Lund Centre Improvements</b> The extension of the Rose Lund Centre. <i>Approval date: 25/02/2008</i>	Parks & Countryside	£20,000.00	£20,000.00	2 new changing rooms. Officials room with toilet and shower facilities. More young people involved in sporting activities. Facilities meeting Sports England Requirements for health and safety.	Complete
<b>Litterbins 2007/08</b> Additional litterbins for areas identified as being problematic for litter. <i>Approval date: 25/02/2008</i>	Environmental	£2,325.00	£2,325.00	6 additional litter bins. A reduction in the amount of litter in the area. Improvements to the environment. £2,400 ring fenced but actual project underspent.	Complete

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<b>Rothwell Litterbins</b> Additional litterbins for areas identified as being problematic for litter.  <i>Approval date: 25/02/2008</i>	Environmental	£4,800.00	£4,800.00	Additional litter bins. A reduction in the amount of litter in the area. Improvements to the environment.	Complete
<b>Rothwell Bring Site</b> Improve and enhance existing recycling facilities in Rothwell.  <i>Approval date: 25/02/2008</i>	City Development	£6,782.93	£6,782.93	Improved recycling facilities in Rothwell. Encourage residents to recycle, reuse and reduce waste.	Complete
<b>Windmill Youth Club</b> Improve facilities at Windmill Youth Club.  <i>Approval date: 25/02/2008</i>	Corporate Property	£30,707	£12,500.00	Enhance and develop a community centre. Increase community use of building.	Ongoing
<b>Recycling Bring Sites (additional)</b> Resurfacing of the site.  <i>Approval date: 25/02/2008</i>	City Development	£3,914	£3,914	Improved recycling facilities in Morley. Encourage residents to recycle, reuse and reduce waste.	Complete

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<b>Manor Road Shops</b> Improvement works to area on Manor Road, Wood Lane Estate. <i>Approval date: 25/02/2008</i>	Groundwork	£19,453.75	£19,453.75	Improve retail area on Manor Road in Wood Lane, Rothwell.	Complete
<b>Rothwell Competitive Music Festival - Staging</b> Purchase temporary and portable staging <i>Approval date: 1st February 2010</i>	Rothwell Competitive Music Festival	£2,100	£2,100	Improve experience of participants and audience members to Rothwell Competitive Music Festival and provide an income to the group by hiring staging out to users of Blackburn Hall for a nominal fee.	Complete
<b>Lofthouse PB</b> Projects decided by the community through participatory budgeting to receive funding. <i>Approval Date: 15/3/10</i>	Lofthouse Brass Band and Carlton Scouts.	£2,540.75	£2,540.75	More activities for children and young people and improvements to the local environment.	Complete
<b>Litterbins 2010/2011</b> Additional litterbins for areas identified as being problematic for litter <i>Approval date: 21/6/2010</i>	Environmental Services	£3,200.00	£0.00	6 additional litter bins. A reduction in the amount of litter in the area. Improvements to the environment. £2,400 ring fenced but actual project underspent.	ongoing
<b>Manor Road Shops CCTV</b> Improve the quality of the cameras, update the recording system and move system to LLC owned property <i>Approval date: 06/09/10</i>	Commercial Asset Management	£3,389.00	£0.00	Reduction in crime and fear of crime, improvement to the local environment. Project will also support the work of the local TARA as they identified and supported the project through its	Ongoing
<b>Rothwell NPT Pro Laser Device</b> To purchase a pro laser speeding <i>Approval date:</i>	Rothwell NPT	£1,750.00	£0.00	Reduction in speeding and road traffic collisions in Rothwell NPT area.	ongoing
<b>Rothwell Total</b>		<b>£146,562.43</b>	<b>£120,016.43</b>		
<b>TOTAL</b>					
<b>Projects agreed</b>		<b>£613,023.54</b>	<b>£501,621.95</b>		
<b>Balance</b>		<b>£69,984.46</b>			



**Report of the South East Area Leader**

**South Leeds (Outer) Area Committee**

**Date: Monday 4<sup>th</sup> July 2011**

**Subject: A Summary of Key Work**

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

This report presents a new format for providing a summary of key work taking place within the Outer South Leeds area, not covered elsewhere on the agenda.

**1.0 Purpose of Report**

1.1 To bring to Members' attention in a succinct fashion, a summary of key work which the Area Management Team are engaged in based on priorities identified by the Area Committee, that are not covered elsewhere on this agenda. It provides opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.

**2.0 Background Information**

2.1 In my last report I advised Members I would revise the format of this report, in an effort to be more focused on current priorities. As a result the report title and format has changed to provide a summary of key work.

2.2 Leeds Initiative are currently consulting on changes to their partnership framework and the planning framework for the City. By the September Area Committee meeting it is expected that there will be new Boards in place which will transfer into themes for city wide priorities. In the meantime the report format has been amended to reflect these proposed changes.

### 3.0 Thematic Champions and Area Partnerships

- 3.1 Work involved in progressing the new city planning framework includes agreeing a new Vision for Leeds 2011-30, City Priority Plans 2011-15, and Council Business Plan 2011-15.
- 3.2 It is proposed that the City Priority Plans will aim to identify the key outcomes and priorities to be delivered by the council and its partners over the next 4 years, replacing the Leeds Strategic Plan and previous thematic plans.
- 3.3 The following is a list of the partnership groups in the South East Wedge:
- South East Divisional Community Safety Partnership
  - South Health & Well-Being Partnership
  - Children Leeds South Partnership
  - South Leeds Enterprise, Employment and Training Partnership (SLEET)
- 3.4 Previously, the Area Committee have nominated a Member representative to participate in the work of these partnerships and act as the link between the partnership and the Area Committee. This role falls outside of the Appointment to Outside Bodies as outlined in the separate report to this meeting.
- 3.5 In preparation for the imminent approval of a new city planning framework, Members are asked to nominate champions under each theme as follows:

THEME	SOUTH EAST PARTNERSHIP	CHAMPION
Sustainable Economy and Culture	SLEET	Cllr Lisa Mulherin
Children and Families	Children Leeds South Partnership	Cllr Bob Gettings
Safer and Stronger Communities	Divisional Community Safety Partnership	Cllr Robert Finnigan
	Environmental Champion	Cllr Judith Elliott
Health & Wellbeing	Health and Well being Partnership	Cllr Karen Renshaw
Regeneration	N/A	Vacancy

### 4.0 Updates by Theme: Sustainable Economy and Culture

#### 4.1 Community Centres Sub Committee

- 4.1.1 The Outer South Community Centres Sub Committee last met on 13<sup>th</sup> May 2011 and the minutes and work programme are attached at **Appendices 1 & 2**. The next meeting is planned for 17<sup>th</sup> August.
- 4.1.2 Outlined below is a list of last years Area Committee representatives on the Community Centres Sub Committee.

Ardsley and Robin Hood	Cllr Jack Dunn
Morley North	Cllr Bob Gettings
Morley South	Cllr Terry Grayshon
Rothwell	Cllr Don Wilson

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

#### 4.2 Morley Literature Festival

At the November 2010 Area Committee, Members nominated Cllrs Judith Elliott, Robert Finnigan and Bob Gettings to the Morley Literature Festival Committee.

#### 4.3 Morley Town Centre Management

4.3.1 The Morley Town Centre Management Board met on the 4<sup>th</sup> March, 8<sup>th</sup> April & 10<sup>th</sup> June. The minutes are attached at **Appendices 4, 5 & 6**. The next meeting of the board will take place on Friday 1<sup>st</sup> July.

4.3.2 Members are invited to confirm two Area Committee nominations to the Board for 2011/12. The current members are Cllr Robert Finnigan and a vacancy following the loss of Terry Grayshon at the local elections. Morley Town Council have been invited to nominate a replacement for Steve Jones.

#### 4.4 Investment Partnership South Leeds (IPSL)

4.4.1 The Investment Strategy has been amended and launched at an event on the 25<sup>th</sup> June (invites were sent to all members in South Leeds).

4.4.2 The event on the 25<sup>th</sup> June included a presentation detailing the process to date and the key elements of the Investment Strategy including the priorities identified. It provided an opportunity for attendees to ask questions of a panel of representatives including public, private and community representatives.

4.4.3 The next step will be to create an action plan from the Investment Strategy.

4.4.4 [www.investsouthleeds.co.uk](http://www.investsouthleeds.co.uk) provides further information regarding IPSL and the investment strategy.

#### 4.5 South Leeds Employment, Education and Training Group (SLEET)

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

#### 4.6 Rothwell Inter Agency

The Rothwell Inter Agency last met on 21<sup>st</sup> March 2011 and the minutes and are attached at **Appendix 7**.

### **5.0 Updates by Theme: Children and Families**

#### 5.1 Children Leeds South Leadership Team

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

5.2 A report detailing the evaluation of the 2010/11 out of school activities programme for on children and young peoples funded by Well being funding is presented elsewhere on the agenda.

- 5.3 Following a re-alignment of Youth Service management areas there has been a change of responsibility in the South East area. This has seen Adrian Lee take over responsibility for Rothwell Ward from Glen O' Malley.

Adrian Lee also manages the Wards of; Kippax & Methley and Garforth & Swillington. Glen O'Malley now manages the 3 Wards of; Ardsley and Robin Hood, Morley North and Morley South.

5.4 Appointment to Corporate Carers Group

- 5.4.1 As corporate parents, Elected Members have a responsibility to support and promote the welfare of children and young people who are in the care of the local authority. The Corporate Carers Group chaired by the Executive member for Children's Services brings together a number of Councillors to lead in monitoring key issues and performance information related to looked after children.

- 5.4.2 Corporate Carers meet approximately once a month and over the course of the year will often visit children's homes or other services for looked after children in their area. Earlier this year the membership and approach of this group was reviewed, and in response, the children's services section of the Area Function Schedule was amended to ask that each Area Committee nominate a representative to the Corporate Carer Group. The nominated representative will receive a role description, specific performance information about looked after children for Outer South and a range of training and support. Members are asked to confirm their nomination to the Corporate Carers Group.

**6.0 Updates by Theme: Safer and Stronger Communities Board**

6.1 Divisional Community Safety Partnership (DCSP)

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

6.2 Leeds Anti Social Behaviour Team

- 6.2.1 In January 2010, Leeds City Council, West Yorkshire Police and partners agreed to undertake a comprehensive review of partner agency protocols and processes to improve responses and tackle ASB effectively. A dedicated, full time, multi skilled process review team was drawn from LCC, Leeds ALMOs, and West Yorkshire Police to conduct the review.
- 6.2.2 Following the review, the new Leeds Anti Social Behaviour Team was launched on the 4<sup>th</sup> April 2011. The multi-agency team is split into three areas, South, East, and West, and each is managed by an ASB Manager and Team Supervisor.
- 6.2.3 The South Team comprises of a range of agencies including Aire Valley Homes, BITMO, ASBU/Offender Management, West Yorkshire Police, Fire and Rescue Service and Victim Support. The South team is based in a central location at Landmark Court, in the Beeston area of Leeds, and comprises:



- 9 ASB Case Officers – made up of ALMO/BITMO/former ASBU staff
- 2 full time and 2 part time Police Link Officers
- 1 Officer from the Arson Task Force
- 1 Victim Support Officer
- 1 part time Admin Officer

6.2.4 All ASB Cases will now be managed from ‘cradle to grave’ within the team by an assigned ASB Case Officer. The ASB Officers will cover areas based on Leeds City Council Wards. The new Anti Social Behaviour Team will enable a multi agency, problem solving approach to investigate and resolve problems of ASB at the earliest opportunity. The will continue to work closely with area teams to tackle ASB, and improve estates and community safety across all tenure types. Members of the public can contact the team by using the Contact Centre Number – 0113 2224402.

### 6.3 Burglary

6.3.1 Burglary remains a high priority for the city. However, Members are advised that the Outer South area remains an area with a burglary rate that is lower than the city average. The following table illustrates the number of burglaries in each ward and the ranking out of 33 wards in the city.

<b>Ward</b>	<b>Number of burglaries</b>	<b>Rank out of 33 wards</b>
Ardsley Robin Hood	90	32nd
Morley North	157	24th
Morley South	124	29th
Rothwell	134	26th

### 6.4 Operation Champion and Environmental Pride

6.4.1 Multi agency initiatives such as Operation Champion and Environmental Prides have provided a useful intensive approach to crime and grime issues. Further to the ongoing development of the Service Level Agreement for Environmental Services to Area Committees and the emerging agenda around locality working, the role of multi agency work to address crime and grime issues is being considered. As a result, the timetables for Champion and Environmental Prides has not been progressed.

6.4.2 As Environmental Services play a key role in leading on this area of work including delivering on Operation Champion, Intensive Neighbourhood Clean Ups and Environmental Pride projects, the South East Locality Manager has been asked to consider how these projects might better be managed and delivered in the new arrangements.

### 6.5 Off road bikes

6.5.1 At the March 2011 Area Committee, Members approved £2,964 revenue Well being Funding to West Yorkshire Police to continue provision of a South Leeds Off Road Bike unit. The recent changes in how the traffic response teams are located with the Police authority have had an effect on the delivery of this project. The Off-road bikes teams have been moved to be a central authority resource rather than divisional asset. This change means that there is less control and no locally designated officers. Internal Police discussions have taken place to reallocate staff to the division and approvals are close to being confirmed with a full resolution in place by June 2011.

6.6 Cleaner Neighbourhoods Sub Group

6.6.1 The Cleaner Neighbourhoods Sub Group met on 17<sup>th</sup> May 2011 to discuss Environmental issues. The minutes (**Appendix 8**) and action plan (**Appendix 9**) are presented for Members information.

6.6.2 Outlined below is a list of last years Area Committee representatives on the Cleaner Neighbourhoods Sub Group.

Ardley and Robin Hood	Cllr Jack Dunn
Morley North	Cllr Bob Gettings
Morley South	Cllr Judith Elliott
Rothwell	Cllr Stewart Golton

6.6.3 The Chair of the Cleaner Neighbourhoods Sub Group will be the Outer South Environmental Champion for 2011/12. This could possibly develop into a significant role in supporting the delegation of environmental services across the South East. This will include monitoring the service level agreement and working with the new Locality Manager and the Environmental Champions for Inner South and Outer East areas.

6.6.4 Members are asked to confirm; their nominations to the sub group, the chair of the group, and approve the Terms of Reference outlined in **Appendix 10**.

6.6.5 At the last meeting, the Locality Manager provided an update on the delegation of elements of environmental services. Following discussions the group agreed to recommend to the Area Committee they discuss and identify priorities and monitoring arrangements relating to the delegation for the Outer South.

6.6.6 Evaluation of Additional Out of Hours Patrols

Health and Environmental Action Service (HEAS) were commissioned by the Area Committee in September 2010 to undertake additional out of hours patrols to tackle dog fouling. The £2,376 revenue funding paid for the cost of officer overtime for the patrols. Patrols were completed in a mix of plain clothes and uniformed as directed by Members (Morley North and South in plain clothes, Rothwell uniformed and Ardley and Robin Hood a mix of both). 19 patrols (54 hours) were completed during weekends, early mornings and evenings from November 2010 to March 2011. The cost of poo bags, signage, microchips, equipment, vehicle costs and admin costs were met by HEAS.

The patrols were conducted in hotspot areas identified by Members. Whilst on patrol the officers were also instructed to erect 'no dog fouling' signs where appropriate, hand out leaflets and speak to Members of the public to raise awareness, educate people on the issues surrounding dog fouling and to issue fixed penalty notices to anyone seen committing an offence. Officers were required to complete a feedback form for every patrol carried out, detailing the areas/streets covered and number of signs erected, people advised, poo bags and leaflets handed out and FPN's issued. Results are detailed below:

	Fixed Penalty Notices Issued	Poo Bags Issued	Signs Erected	People Advised	Leaflets Distributed
<b>Total</b>	4	72	29	116	40

In addition, as the officers undertaking the patrols are multi skilled in a range of enforcement duties, other issues witnessed were dealt with and reported back as appropriate. Results are detailed below:

- 3 stray dogs returned to owners
- 1 microchip appointment made for puppy
- Evidence of flytip, under investigation
- Accumulation of dog faeces, Manor Crescent. Referred to Environmental Action Team

As requested at the January Cleaner Neighbourhoods Sub Group meeting, HEAS have compared service data from last year.

Ward	Sept to March 2010		Sept to March 2011	
	Dog Fouling Service Requests	Fixed Penalty Notices	Dog Fouling Service Requests	Fixed Penalty Notices
Ardsey & Robin Hood	22	3	18	1
Morley North	17	0	9	0
Morley South	16	0	13	1
Rothwell	15	0	11	2
<b>Total</b>	<b>70</b>	<b>3</b>	<b>51</b>	<b>4</b>

The above data shows a small reduction in complaints about dog fouling. Overall, the Service regards the project as a success. 4 FPN's were issued for dog fouling. The officers also felt that they received a positive response from the majority of residents they encountered and were fully supportive of the aims of the project. Most dog walkers spoken with were already carrying poo bags and the minority who were not were advised accordingly and handed bags. Leaflets and advice were given out to all members of the public encountered, not just dog walkers, with a view to raising awareness across the whole community regarding the laws on dog fouling and the Council's aims in tackling the problem.

#### 6.6.7 Litterbins

Streetscene have confirmed that that the additional litterbins for Morley South have been installed and those funded through Well being have been ordered. Delivery is expected by end of June with installation of the remaining litterbins due to completed by the end of July.

#### 6.7 Evaluation Garden Maintenance Service

- 6.7.1 Outer South Garden Maintenance Service delivered by Morley Elderly Action (MEA) has completed the first of a three year project agreed by the Area Committee. The service for vulnerable members of the community provides subsidised gardeners for maintenance work such as grass cutting, strimming, hedge cutting, cutting back bushes and trees, and weeding. Members approved £33,000 revenue funding towards a single scheme for the Outer South. The 2010/11 project costs from the November 2009 proposal are detailed below.

## 2010/11 Project Budget

Expenditure		Income	
Gardeners (3000hrs x £14.50)	£43,500	Clients Charges (3000hrs x £10)	£30,000
Admin salary & on costs	£11,500	Outer South Area Committee	£33,000
Management Fee including overheads for IT, utilities.	£8,000		
<b>Total</b>	<b>£63,000</b>		<b>£63,000</b>

6.7.2 The service commenced on the 1<sup>st</sup> April 2010 with 223 clients. Following a request from Members, MEA completed a number of promotional activities over the summer months of 2010 in targeted areas and the client base reached 246. During 2010/11 the vast number of clients received a regular, one hour service every fortnight or a monthly two hour service. The client base is broken down by ward below:

Ward	Number of Clients
Ardsley & Robin Hood	61
Morley North	45
Morley South	62
Rothwell	78
<b>Total</b>	<b>246</b>

6.7.3 MEA have completed regular monitoring to check on the quality of the service and satisfaction of the clients. Weekly timesheets are completed and submitted by all gardeners. Random checks are completed to monitor standards. This included two site visits a month and a short telephone questionnaire with a client selected at random.

6.7.4 Clients have completed a feedback sheet and a selection of quotes below demonstrates the highly important role this service provides to support older people to live independently at home and support their health and well being.

- 'I have received value for money'
- 'My garden is now beautiful and having the gardeners has helped me keep my pride'
- 'I was very pleased with last years help and the gardeners are very pleasant and helpful'
- 'To have someone cut my hedges and mow my lawn once a fortnight in the summer is a big help and I feel much more content as I am unable to do this anymore.'
- 'Having the work done on the garden improved our quality of life. I have arthritis so am unable to do many jobs in the garden'
- 'I am very grateful for this service and appreciate your help'

6.7.5 Well being funding was allocated to support the salary of a part time administrator for the scheme, a management fee to Morley Elderly Action and to subsidise the standard hourly rate to give a client charge of £10 an hour. Actual spend is outlined below:

### 2010/11 Well being Contribution

Item	Allocated	Spent
Admin salary and on costs	£11,500	£11,500
Management Fee including overheads for IT, utilities.	£8,000	£8,000
Subsidy ( 3000hrs x £4.50)	£13,500	£11,199.50
<b>Total</b>	<b>£33,000</b>	<b>£30,699.50</b>

The table shows an underspend of £2,300.50. Morley Elderly Action attribute this to a number of factors:

- poor weather reducing the number of hours the gardeners could work
- the number of Rothwell clients was lower than planned
- some of these clients wanted a limited service rather than the regular hour a fortnight.

- 6.7.6 The service for 2011/12 has begun following approval at the March Area Committee of £33,000 to support the second year. As per the proposal agreed in 2009, the admin costs and management fee have remained static and the client charge has been increased to £11 to support a raise in the gardeners salary to £15 an hour.
- 6.7.7 MEA were aware of the need to bring the Rothwell Gardeners subsidy in line with the Morley subsidy. This has been achieved in 2011/12 when the Morley Gardeners will receive an annual increment of £1 but the Roots Community Gardening (previous Care and Repair Gardeners) will remain at their current rate of £15. As a result of the increase in client charge to £11 and the equity being paid to Morley and Rothwell Gardeners, the subsidy will drop from £4.50 to £4. Discussions between the Roots Community Gardening Company and MEA agreed that new gardeners for the Rothwell area were required to meet demand and ensure the sustainability of the service, by not becoming reliant on one gardener for an area. New gardeners in Rothwell are employed on the same subsidy level.
- 6.7.8 MEA have asked that Members agree to the underspend figure being retained by MEA and used to support the growing number of clients to the service. Requests to become a regular client of the service continue to be made weekly, with 40 new clients signed up during March to May this year. 243 clients are already registered for 2011/12. This equates to 3690 hours over 9 months. For each hour to be subsidised at £4 this totals £14,760, leaving £1,260 shortfall from the current budget and the remaining £1,040.50 capacity for MEA to provide 260 hours for approximately 20 new clients, dependent on their service frequency. The retention of the underspend will provide a 32% increase in the second year of the number of subsidised hours provided. Clients are limited to 1 hour a fortnight to ensure the maximum number of residents are supported.

## Revised Project Costs 2011/12

Expenditure		Income	
Gardeners (3950 x £15.00)	£59,250	Clients Charges (3950 x£11)	£43,450
Admin salary and on costs	£11,500	Outer South Area Committee 2011/12	£33,000
Management Fee including overheads for IT, utilities.	£8,000	Roll Forward underspend from 2010/12	£2,300
<b>Total</b>	<b>£78,750</b>		<b>£78,750</b>

- 6.7.9 Members are asked to approve the MEA request to retain the underspend. This will provide MEA with the capacity to respond to demand but requires regular monitoring of future client numbers. If numbers become too large, an assessment of client need may have to be explored. To support this Area Committee priority, Area Management have identified a number of services, who we believe should share responsibility to support this group of customers and explore possible funding contributions to support this project. This includes Aire Valley Homes and Adult Social Care.
- 6.8 Conservation Audits
- 6.8.1 Woodlesford Conservation Area Appraisal: final revisions have been made to the appraisal and the proposed boundary for the new conservation area at Woodlesford following the public consultation process. The conservation area boundary and appraisal will be adopted by the council on 27<sup>th</sup> June 2011 (subject to call in).
- 6.8.2 Morley Conservation Area Appraisal: Following responses received during the initial public consultation, it is necessary to hold a further public meeting to allow further debate of the proposals. The date of the additional public meeting has yet to be arranged but will be held at the Town Hall. The meeting will be fully advertised with a press release, posters and a mailing to all properties within the areas of proposed boundary change.
- 6.8.3 Following the public meeting the process will be written up for consideration by Chief Officers at Planning Board. If approved, the Planning Board delegated decision will be open to scrutiny for a period of three weeks. If not called in, the appraisal will then be adopted as a material consideration in the planning process and the revised boundary will go live.
- 6.9 Gildersome Participatory Budgeting
- 6.9.1 The Gildersome Go For Gold participatory budgeting initiative culminated with Decision Day on Saturday 5<sup>th</sup> March at Greenside Methodist Church, Gildersome. Over 200 people attended to hear presentations from the 12 projects and vote which ones should receive a share of the £15,000 funding. An evaluation report is attached at **Appendix 11**.
- 6.10 Neighbourhood Improvement Plans 2010/11
- 6.10.1 2011 saw two Neighbourhood Improvement Plans delivered by the Outer South Area Committee's Priority Neighbourhood Worker. These were in Harrops and Bridge Street (Morley South) and Thorpe (Ardsley and Robin Hood). Evaluation reports are attached at **Appendix 12 and 13** respectively.

## 6.11 Neighbourhood Improvement Plans 2011/12

- 6.11.1 Two Neighbourhood Improvement Plans (NIP's) are planned for Morley North. The Asquith and Ingles (NIP) and Springbank and Moorlands (NIP). Councillor Tom Leadley will chair the Asquith and Ingles NIP and the first meeting will take place at Asquith Primary School on Wednesday 22<sup>nd</sup> June 2011 at 2pm. Membership for each NIP has been agreed and Area Profile's have been drawn up. Councilor Bob Gettings will Chair the Springbank and Moorlands NIP the first meeting will be in July 2011.

## 7.0 **Updates by Theme: Health and Well being**

- 7.1 The South East Health and Well Being partnership met on the 31<sup>st</sup> March 2011. Minutes from the meeting are available at **Appendix 14**.

### 7.2 Rothwell Families Project

- 7.2.1 Rothwell Families Project has now been completed. An evaluation report is attached at **Appendix 15**.

### 7.3 Residential and Day Care

- 7.3.1 An update on the work of Adult Social Care regarding the review of residential and day care provision is presented at **Appendix 16** for information.

## 8.0 **Updates by Theme: Housing and Regeneration**

### 8.1 Town & District Centre Regeneration Scheme

#### 8.1.1 Local Shops Initiative

With one project complete, there have been 2 further expressions of interest. Quotes are due for consideration before progressing. The Morley Town Centre Management Board is still actively promoting the scheme and it will review progress at its next meeting.

#### 8.1.2 Morley Bottoms Affordable Housing Project

The scheme has currently been delayed by a total of 28 weeks on Fri 28/01/11 owing to issues with the weakened rock face and the recent inclement weather. However, it is still envisaged that the time can be clawed back and the scheme will be completed in October 2011.

## 9.0 **New Member Briefings**

- 9.1 Area Management have held individual briefings with new Members of the Outer South Area Committee during April and June. These briefings provided information on the delegated functions of the Area Committee, Area Management structure and the role of ward based briefings.

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

- 10.1 There are no direct implications for the above as a result of this report.

## 11.0 **Legal and Resource Implications**

- 11.1 There are no legal or resource implications as a result of this report.

## **12.0 Conclusions**

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

## **13.0 Recommendations**

13.1 The Area Committee is asked to:

- a) note the contents of the report and make comment as appropriate.
- b) confirm nominations of Ward Councillors to the Community Centres Sub Committee
- c) nominate the Chair of the Community Centres Sub Committee
- d) consider and agree the terms of reference for the Community Centres Sub Committee
- e) confirm nominations of Ward Councillors to the Morley Town Centre Management Board.
- f) confirm nomination of a Ward Councillor to the Corporate Carers Group.
- g) confirm nominations of Ward Councillors to the Cleaner Neighbourhoods Sub Group
- h) nominate the Chair of the Cleaner Neighbourhoods Sub Group
- i) confirm the Chair of the Cleaner Neighbourhoods Sub Group as the Environmental Champion.
- j) consider and agree the terms of reference for the Cleaner Neighbourhoods Sub Group
- k) Note and comment on recommendation from the Cleaner Neighbourhoods Sub Group as outlined in 6.6.5.
- l) agree to Morley Elderly Action retaining the underspend figure from the Outer South Garden Maintenance Service 2010/11 to support an enhanced service delivery in 2011/12

### **Background Papers:**

- Area Managers 14<sup>th</sup> March 2011
- Well Being Report 14<sup>th</sup> March 2011
- Executive Board Report, Proposed Changes to the Leeds Initiative Partnership and the City Planning Framework 15<sup>th</sup> December 2010
- 'Department of Communities and Local Government: Extra Support for Town Centres', Regeneration Management Team Meeting, 14<sup>th</sup> October 2009
- Conservation Area Reviews 10<sup>th</sup> September 2007



**Outer South Community Centres Sub Committee**  
**MINUTES OF MEETING**  
**Friday 13<sup>th</sup> May 2011**  
**Morley Town Hall 10.00am**

- PRESENT:** Councillors: Bob Gettings (Chair), Lisa Mulherin (for Jack Dunn) and Don Wilson  
 In attendance: Pauline O'Connell, Sharon Smith, Carl Sawyer & Malcolm Fisher
- APOLOGIES:** Councillor Jack Dunn & Trudie Canavan.

**1.0 Introductions & Apologies**

**ACTION**

- Councillor Bob Gettings took the Chair and invited introductions. Councillor Lisa Mulherin explained that she was attending in place of Councillor Jack Dunn.
- Pauline O'Connell was welcomed to her first meeting. Pauline would be replacing Sharon Smith
- Apologies as listed above.

**2.0 Minutes of the last meeting**

- Minutes of the last meeting held on 26 November 2010 were agreed as a correct record.

**3.0 Matters Arising**

- It was reported that the outcome to Councillor Dunn's query about the capital receipt from former Blackgates had been reported to him.
- Details of income from Yorkshire TV for use of Morley Town hall were tabled. It was explained that there would have to be an excess of income over projected income for the Town Hall before a surplus was identified.
- It was remarked that it was not generally felt that the new Pricing & Lettings Policy was working well.
- Having considered the availability of Members it was agreed to move the next meetings to Wednesday 17<sup>th</sup> August & 9<sup>th</sup> November 2011.

**All**

**4.0 Terms of Reference**

- Terms of Reference had been reviewed by the recent Area Committee and were tabled for information.
- The main changes were the inclusion of the equality reference, the annual rotation of the Chair and that City Services should now read Democratic & Central Services.
- The Area Committee in July would also address the future membership of the sub committee

**5.0 Property maintenance**

*This item was held over for Malcolm Fisher to arrive as he was attending an earlier meeting.*

- The report to September Area Committee 2010 had not contained the maintenance schedules.
- It was reported that the update on all maintenance schedules and backlog maintenance was being dealt with by wedge. MF confirmed that schedule for Outer South would be available by end of June.
- What surveys are currently being carried out?
- It was reported that the reduction of the maintenance budget would

**MF**

be severe. There was no choice with responsive repairs, putting the proactive repairs in doubt. Lewisham Park was listed for works totaling £28,000. Members were asked if they knew of issues at other buildings that required attention.

## **6.0 Pricing & Lettings**

- Background was given to the current policy and its implementation.
- A number of difficulties were put forward & exemplified by Members. It was felt that hire rates were not fair or equitable. E.g., St Gabriel's not comparable to Blackburn Hall.
- It was felt that Lettings could have a better understanding of what availability centres had when they receive an enquiry.
- The following contacts were given Adele Charlesworth, Sharon Gordon & Angela Mayne.
- It was confirmed that Lettings do consult local facility staff.
- Carl Sawyer requested dates and details of each issue so that he could make enquiries.
- A discussion took place regarding Caretaking support at Tingley Youth & Community Centre. Some confusion had arisen over the role of the Caretaker when Youth Club in session. Glen O'Malley to resolve through Jean Davey.

## **7.0 Outer South Community Centres Work Programme**

- An updated action plan was presented to the committee. Please see Action Plan.

**TPO**

## **8.0 AOB**

- Morley Town Council had previously received approval for 4 free uses of the Town Hall. They had recently requested an additional 4 free uses referring to a schools music festival. The committee resolved to ask for more information suggesting that schools should have free use?
- An update was given on the operation of Peel Street and the lease with Joseph Priestley College. The committee resolved to have the college invoiced for the full rent agreed.

## **9.0 Time and date of next meeting**

The following schedule was agreed.

- 10.00am Wednesday 17<sup>th</sup> August
- 10.00am Wednesday 9th November

**All**

## Outer South Community Centres Action Plan – August 2011

Strategic Target	Key Actions / Facilities	Progress to date
<b>To ensure the community centres portfolio is operating effectively</b>	Review the usage pattern of all community facilities in Outer South Leeds and compare with the caretaking hours currently operated in the centres	<ul style="list-style-type: none"> <li>• As and when there a particular issue at a facility.</li> </ul>
	Look at the list of backlog maintenance for all community facilities and prioritise for any funding which may become available	<ul style="list-style-type: none"> <li>• <b><u>Malcolm Fisher to report timetable to August meeting.</u></b></li> </ul>
Maintenance and management issues	<b>Blackburn Hall</b>	<ul style="list-style-type: none"> <li>• <b><u>£30,000 new boiler to be installed, Paul Sweeney contact. Carl Sawyer to follow up. Other officers mentioned Andy McCulloch or Tony Orrah</u></b></li> <li>• <b><u>Vent system jammed – Terry Rhodes Engineer.</u></b></li> <li>• <b><u>A discussion took place on the urgent need to paint the ladies toilets. Carl Sawyer had agreed to have this work done as part of current painting allocation. Malcolm Fisher to pursue.</u></b></li> <li>• <b><u>There was still some local interest in changing the DPS. Councillor Don Wilson in local discussions. LCC would lose an element of control, although a similar operation at Yeadon Town Hall works well.</u></b></li> </ul>
	<b>Churwell Community Centre / Stanhope Memorial Hall</b>	<ul style="list-style-type: none"> <li>• <b><u>Work now completed. Some snagging to be completed but, move from Churwell complete. Youth Service operational in new location.</u></b></li> </ul>
	<b>East Ardsley CC</b>	<ul style="list-style-type: none"> <li>• <b><u>Issue of new lease outstanding.</u></b></li> <li>• <b><u>TC and Neil Sims met with the group to agree the terms – Internal repairing lease only. Neil Sims to issue Heads of Terms to the group shortly.</u></b></li> </ul>

	<b>Morley Town Hall (Morelian, Alexandra Hall, Small Banqueting and Large Banqueting)</b>	<ul style="list-style-type: none"> <li>• <u>Work to support Morley Amateur Operatic Society to improve the stage has been progressed to panning stage and report to the July Area Committee.</u></li> <li>• <u>Ongoing work to resolve hearing and heating issues was explained. The Council Chamber would receive a 'loop' facility. Meanwhile, it was suggested that the Alexandra Hall should also be fitted out. Sharon Smith pursuing.</u></li> <li>• <u>Details of refurbishment work not known. Malcolm Fisher to report.</u></li> </ul>
	<b>Lewisham Park</b>	<ul style="list-style-type: none"> <li>• No issues at present</li> </ul>
	<b>Rose Lund Centre</b>	<ul style="list-style-type: none"> <li>• No issues at present</li> </ul>
Page 166	<b>Tingley Youth &amp; Community Centre</b>	<ul style="list-style-type: none"> <li>• <u>Youth Service have agreed key holding status. Some dispute as to timing of this. Youth Service have requested Caretaking for building purposes?</u></li> <li>• <u>Tingley Brass Band lease to be agreed.</u></li> </ul>
	<b>West Ardsley Community Centre</b>	<ul style="list-style-type: none"> <li>• <u>Following agreement at the last meeting a proposal for rental support has not progressed.</u></li> </ul>
	<b>Windmill Youth Club</b>	<ul style="list-style-type: none"> <li>• No issues at present</li> </ul>
<b>Rationalisation of community facilities portfolio</b>	<b>Gildersome Youth Club</b>	<ul style="list-style-type: none"> <li>• To be pursued at future Morley North Ward Member Briefing.</li> </ul>

	<b>St Gabriel's Community Centre</b>	<p>The following timetable of action agreed on 11<sup>th</sup> February 2011 and circulated.</p> <ol style="list-style-type: none"> <li>1. Caretaking 2 hours per day with staff from a nearby facility.</li> <li>2. Establish cleaning standards in the centre. <b>Completed</b></li> <li>3. Floor resealed in April.</li> <li>4. Gutters had been cleaned. Fall pipe and soil pipe to be done in 2 weeks. Margaret Foster to be contacted as work to garden and bushes outside will be disruptive.</li> <li>5. No problems reported but, confirmed that any cleaning/caretaking to come straight to Pauline O'Connell 07891 272809 /Angie Baker 07891 272804 <b>For Note</b></li> <li>6. <b>It has been agreed that the management group would purchase cooker. It is currently gas operated but, they might switch to electric is that Ok. When in situ Les Reed to request installation.</b></li> <li>7. Sharon Smith Advised that a letting should be requested (put in) for any event that takes place in the centre including management meetings. <b>For Note</b></li> <li>8. Confirm postal addresses for correspondence to centre users. <b>Completed</b></li> </ol>
<b>Pricing and Lettings Policy for South Leeds</b>	Implementation of a revised Pricing & Lettings Policy for South Leeds	<ul style="list-style-type: none"> <li>• <b><u>Revised policy approved and operational.</u></b></li> </ul>
<b>Promote the facilities we have on offer to local people, businesses and organisations</b>	Develop marketing and promotional strategy for Outer South Leeds Community Centres	<ul style="list-style-type: none"> <li>• Leaflet for the Large &amp; Small Banqueting Suites, Morelian and Alexandra Hall was to be developed. The leaflet will follow a similar format of the one designed for Otley Courthouse. However, a lack of staff resource meant that this work was unable to progress.</li> </ul>

***Please note, this table covers all community facilities delegated to the Area Committee to be managed on a local basis***

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

### Overview

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

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

### Specific responsibilities

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

### Membership of the Committee

Councillor Jack Dunn – Ardsley & Robin Hood Ward  
 Councillor Vacancy – Morley South  
 Councillor Bob Gettings – Morley North  
 Councillor Don Wilson – Rothwell  
 Officer(s)  
 South Area Management Team – Chief Executives  
 South Area Buildings Manager – Democratic & Central Services

**Chair:** The Chair of the Group shall be a Ward Councillor as nominated by the Outer South Area Committee.  
 The Chair should rotate on an annual basis.

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

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

**Amended at Sub Committee 13 May 2011**

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**LEEDS**  
CITY COUNCIL

## Morley Town Centre Management Board

Friday 4<sup>th</sup> March 2011  
MBI Office  
Morley Town Hall

Cllr Robert Finnigan (Chair)	Leeds City Council
Cllr Judith Elliott	Leeds City Council
Keith Robinson	Morley Chamber of Trade
Robert Tempest	Morley Chamber of Trade
Tom O'Donovan	Area Management

### 1.0 Welcome & Introductions

- Cllr Finnigan welcomed everyone to the meeting including Cllr Judith Elliott in her capacity as substituting for Cllr Terry Grayshon. **All**

### 2.0 Apologies

- Cllr Terry Grayshon & Bob Thaxter

### 3.0 Minutes of the 26<sup>th</sup> November meeting

- Minutes agreed as a correct record

### 4.0 Matters Arising

- It was confirmed that the War Memorial spotlight was still not operating correctly. Tom to contact Mark Atkinson **TPO**

### 5.0 Empty Shops Fund

- One project complete at 45 Queen Street. **All**
- Following 5 EOI no further information received.
- Chamber to promote as appropriate.
- It was agreed to be flexible in defining the area

### 6.0 Community Safety

- Issues to do with traffic on Queen Street were discussed. **TPO**
- Agreed to take up with Inspector Joanne Morgan

### 7.0 Streetscene

- A number of issues were raised such as the operation of Glutton. **TPO**
- Agreed to request a walkabout with Paul Spandler and refer issues to Cleaner Neighbourhoods Sub Committee.

<b>8.0</b>	<b>Promoting Morley – Polo PR</b>	<b>TPO</b>
	<ul style="list-style-type: none"> <li>• Agreed to invite Tim Flanagan to next meeting.</li> <li>•</li> </ul>	
<b>9.0</b>	<b>Morley Town Council – Finance Report</b>	<b>All to note &amp; Town Council</b>
	<ul style="list-style-type: none"> <li>• Report tabled</li> </ul>	
<b>10.0</b>	<b>Chamber Programme / Business Plan 2010/11</b>	<b>TPO</b>
	<ul style="list-style-type: none"> <li>• It was agreed that a copy would be sent electronically to Tom O'Donovan.</li> <li>• Town Awards. A verbal report was received on this event. Concerns were expressed about the tone and content of speaker as well as lack of recognition for MTCMB and Area Committee. MTCMB to underwrite shortfall, invoice to be submitted to Town Council via TPO. Agreed TPO to write ton behalf of board to detail concerns.</li> <li>• Some discussion about status of coffeeman &amp; Athas. Letter to both laying out way forward.</li> <li>• Minutes from White Rose meeting tabled. Next meeting this afternoon.</li> </ul>	
<b>11.0</b>	<b>Any Other Business</b>	<b>TPO</b>
	<ul style="list-style-type: none"> <li>• Internet café</li> <li>• Enforcement Morley Bottoms</li> <li>• Banners for Town Centre</li> </ul>	<b>Chamber</b>
<b>12.0</b>	<b>Date &amp; time of next meeting</b>	<b>All</b>
	Friday 8 <sup>th</sup> April 2011at 1.00pm - MBI Office, Morley Town Hall	



**LEEDS**  
CITY COUNCIL

## Morley Town Centre Management Board

Friday 8<sup>th</sup> April 2011  
MBI Office  
Morley Town Hall

Cllr Robert Finnigan (Chair)	Leeds City Council
Cllr Terry Grayshon	Leeds City Council
Bob Thaxter	Morley Chamber of Trade
Robert Tempest	Morley Chamber of Trade
Tom O'Donovan	Area Management

### 1.0 Welcome & Introductions

- Cllr Finnigan welcomed everyone to the meeting including Cllr Judith Elliott in her capacity as substituting for Cllr Terry Grayshon. **All**

### 2.0 Apologies

- Keith Robinson

### 3.0 Minutes of the 4<sup>th</sup> March meeting

- Minutes agreed as a correct record

### 4.0 Matters Arising

- It was confirmed that the War Memorial spotlight was still not operating correctly. Tom to contact Mark Atkinson **TPO**

### 5.0 Bo Concepts

- Alison and Rebecca Embleton attended and presented a proposal to manage display/promotional space in the town centre. **All**
- It was agreed to receive further information for the next meeting.

### 6.0 Empty Shops Fund

- One project complete at 45 Queen Street. **All**
- Following 5 EOI no further information received.
- Town Councillor Joyce Sanders also promoting
- It was agreed to be flexible in defining the area

### 7.0 Community Safety

- No current issues **TPO**

### 8.0 Streetscene

	<ul style="list-style-type: none"> <li>• It was announced that Andy Beattie had been appointed as the Locality Manager.</li> <li>• Walkabout with Paul Spandler had taken place. Next Cleaner Neighbourhoods Sub Committee in May.</li> </ul>	<b>TPO</b>
<b>9.0</b>	<b>Promoting Morley – Polo PR</b>	
	<ul style="list-style-type: none"> <li>• Tim Flanagan attended and presented a proposal on a communications strategy for Morley and ‘The Ernies’ a comedy festival.</li> <li>• It was agreed that members consider and discuss at next meeting.</li> </ul>	<b>All</b>
<b>10.0</b>	<b>Morley Town Council – Finance Report</b>	
	<ul style="list-style-type: none"> <li>• Verbal update given.</li> <li>• Noted that board had agreed £500 to support banner work. (Planning application)</li> <li>• Some discussion followed on the banner initiative. It was agreed to wait for a final report on the initiative., including full costings</li> </ul>	<b>All to note &amp; Town Council</b>
<b>11.0</b>	<b>Chamber Programme / Business Plan 2010/11</b>	
	<ul style="list-style-type: none"> <li>• It was agreed that a copy would be sent electronically to Tom O’Donovan.</li> <li>• Town Awards. Robert Tempest tabled a letter in response to complaints. Chamber thanked for speedy response. We were still awaiting full accounts and invoice.</li> <li>• It was thought that the coffeeman &amp; Athas could come under the Bo Concepts proposal.</li> <li>• Minutes from White Rose 4<sup>th</sup> March to be circulated.</li> </ul>	<b>TPO</b>
<b>12.0</b>	<b>Any Other Business</b>	
	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>13.0</b>	<b>Date &amp; time of next meeting</b>	
	Friday 13 <sup>th</sup> May 2011 at 1.00pm - MBI Office, Morley Town Hall	<b>All</b>



**LEEDS**  
CITY COUNCIL

## Morley Town Centre Management Board

Friday 10<sup>th</sup> June 2011  
MBI Office  
Morley Town Hall

Cllr Robert Finnigan (Chair)	Leeds City Council
Cllr Judith Eillott	Leeds City Council
Bob Thaxter	Morley Chamber of Trade
Tom O'Donovan	Area Management

### 1.0 Welcome & Introductions

- Cllr Finnigan welcomed everyone to the meeting and explained that following the local elections the board would be reconstituted by the Area Committee & a new member from Morley Town Council. **All**
- The board recorded their thanks for all the work done by Steve Jones and Terry Grayshon

### 2.0 Apologies

- Keith Robinson & Robert Tempest

### 3.0 Minutes of the 8<sup>th</sup> April meeting

- Minutes agreed as a correct record

### 4.0 Matters Arising

- It was confirmed that the War Memorial spotlight was operating correctly.
- It was reported that 2 further EOI had been submitted and we were waiting for costs.

### 5.0 Community Safety

- Inspector Paul Sullivan to be invited to next meeting. **TPO**

### 6.0 Streetscene

- It was reported that the delegation had been delayed until September. **TPO**
- Members queried the use or not of the Glutton in Morley Town Centre.

### 7.0 Promoting Morley – Polo PR

- Following the presentation by Tim Flanagan on a communications strategy for Morley and 'The Ernies' a comedy festival. **TPO**
- It was agreed following a long discussion that both were worthy

pieces of work and that Tim and Polo PR knew Morley well.

- However, it was felt that the proposal required further discussions should take place, in particular around the role of the Chamber and the future of the MTCMB.
- Members agreed to consider further at future meetings and in the mean time Tom would speak with Tim on 'The Ernies'

## **8.0 Bo Concepts**

- Following the presentation at the previous meeting, the board again discussed the proposal from Bo Concepts.
- It was then agreed that the proposal should be adopted.

**TPO**

## **9.0 Morley Town Council – Finance Report**

- Verbal update given.

**All to note  
& Town  
Council**

## **10.0 Chamber Programme / Business Plan 2010/11**

- It was agreed that a copy would be sent electronically to Tom O'Donovan.
- It was noted that we were still awaiting full accounts and invoice.
- The following programme was submitted following the meeting by the Town Council

**TPO**

1. June 18th Morley Concert Band
2. June 25th Dylan Brierley and Majorettes
3. July 9th Rapide Brothers (they wander about Queen Street)
4. July 23rd Salvation Army Band and Majorettes
5. July 30th Donkey Rides (along Queen Street)
6. August 6th High Jinks (stilt walkers and clowns)
7. August 13th Barrel Organ
8. August 20th To be advised
9. August 27th Punch and Judy

## **11.0 Any Other Business**

- Councillor Judith Elliott reported that the Town Council Probation Project was working well and that she would be bringing them to the Town Centre next week.
- The matter of Christmas Lights was raised and Councillor Finnigan explained the approach that would be discussed by the Area Committee at its next meeting. A sum of money would be sought for lights, trees and motifs. While, any light switch on event would require the Chamber & Town Council to collaborate.
- Future agenda – Town End

**JE**

**Chamber  
& Town  
Council**

**Chamber**

## **12.0 Date & time of next meeting**

Friday 12<sup>th</sup> July 12.00pm - MBI Office, Morley Town Hall

**All**



**Rothwell Interagency Meeting**  
**6.30pm Monday 21<sup>st</sup> March 2011**  
**Rothwell One Stop Centre**

<b>ATTENDANCE</b>	
Cllr Don Wilson (Chaired)	Ward Councillor
Sarah Gill	Area Management
Sergeant Paul Denison	West Yorkshire Police
Mary Fleet	Rothwell Competitive Music Festival
Nigel Arthurs	Parks & Countryside
Stuart Beaumont	Rothwell In Bloom
Chris Pierpoint	Streetscene

<b>1.0</b>	<b>Welcome and Introductions</b>	<b>ACTION</b>
1.1	Welcome and introductions were made.	
1.2	Nigel Arthurs to attend future Rothwell Interagency meetings as Parks and Countryside representative.	
<b>2.0</b>	<b>Apologies</b>	
2.1	Apologies were received from, Jo Shiffer, June Newton and Robert Riley.	
<b>3.0</b>	<b>Minutes and Matters arising 22<sup>nd</sup> November 2010</b>	
3.1	The minutes were agreed as an accurate record of the meeting held on the 22 <sup>nd</sup> November 2010.	
3.2	3.2. Stuart Beaumont asked if any progress made on street furniture. Cllr Wilson spoken to new officer in charge and plans are due to be with Cllr Wilson by the end of March. Parks and Countryside can store the dismantled furniture if this helps. Agreed to wait on new plans to be circulated. Cllr Wilson to chase if not received by end of March.	<b>Cllr Wilson</b>
3.3	4.3 P&C still chasing signage	
3.4	4.4 March 2011 start date for new BMX track	
3.5	4.6 Funding secured from both Grantscape and Lawn Tennis Association for development works at Tennis Courts. This has meant a greater amount of funding than project costs. P&C working to resolve. Perimeter fence currently at the tennis courts to go the John O'Gaunts allotment.	
3.6	New Rothwell NPT Inspector Yvette Hammill liaising with Vicky Nunns on bid to 02 to secure funding for last phase of proposed works for skateboard park.	

3.7	Developments planned at Woodlesford Park including tree planting, new signs, seating and path being funded through Cllr Smith MICE funding and Section 106.	
3.8	<p>5.5 at the last meeting, the query was regarding investigating having a walkway along West Parade that connects the car park to Commercial Street. This end of Commercial Street gets little footfall and having an impact on trade.</p> <p>Cllr Wilson confirmed that Morrison's own land and they have refused previous requests. Also, the residents along West Parade are against the idea. SB requested that it be revisited to ensure that everything can be down to ensure the future of businesses in Rothwell town centre.</p> <p>Cllr Wilson to arrange a meeting with Morrison's, residents and SB to discuss.</p>	Cllr Wilson
4.0	<p><b>Streetscene</b>  <b>A presentation by Chris Pierpoint</b></p>	
4.1	<p>Charlotte Richardson is Streetscene Principal Officer with two Area Managers, Chris Pierpoint and Rob Tindall for the South East area. Streetscene Change Programme implemented in October 2010. This saw a rationalisation of services and routes altered. Staff now work 7 days a week 6am -4.30pm. Rothwell has seen less of an impact because of the food waste pilot being delivered.</p>	AMT          CP
4.2	<p>SB asked if less staff. CP explained that now they work split shifts so working over full week but in shifts and cover a larger area. E.g. South East area now has single side loader and single bulky waste collection team, but operational for longer, 7 days a week rather than 5.</p>	
4.3	<p>CP confirmed that civic collection team always have LCC logo on van and will be in uniform.</p>	
4.4	<p>Separate ginnel team and bush team for the city.</p>	
4.5	<p>Cllr Wilson raised issues regarding ginnels in Rothwell, discussed that these are predominantly public rights of way and this has a separate maintenance team to streetscene.</p>	
4.6	<p>Cllr Wilson requested a copy of the Rothwell ginnel map.</p>	
4.7	<p>Additional food waste collection bags can be requested by residents ringing the call centre and make a request. MF and SB asked if publicity could be done to promote on how you get more bags. E.g. a sticker on the bins. CP to look into.</p>	
4.8	<p>Garden Waste collection goes to monthly during the Winter period but has now gone back to 2 weekly.</p>	
4.9	<p>Summer 2011 decision on incinerator.</p>	



4.10	Issue with litter being left around the recycling banks at Rothwell. Referral to EATS to look at education and enforcement.	<b>CP</b>
4.11	Litter picking bagging up rubbish and leaving at end of commercial street outside serendipity, Very unsightly and can be there for some time. Site visit by Area Manager to identify an alternative site for them to be left and picked up.	<b>CP</b>
4.12	Rothwell Library garden litter blowing into. SB asked if streetscene can litter pick this area. CP to look into.	<b>CP</b>
4.13	Graffiti on the back wall of the Rothwell OSC. Been reported but no action taken due to equipment required.	<b>AMT</b>
4.14	Group thanked Chris for attending, very useful and interesting.	
<b>5.0</b>	<b>A.O.B</b>	
	<u>Community Safety</u>	
5.1	Cllr Wilson asked if any arrests been made regarding thefts of manhole covers. Rothwell NPT have made a few arrests and also had a clamp down on waste traders who are buying the stolen items.	
5.2	New local control rooms for telephone calls to West Yorkshire Police.	
5.3	Pubwatch relaunched but not well attended as no significant issues in the area.	
5.4	ASB and underage drinking continues to be issue around Jail Yard.	
<b>6.0</b>	<b>Date and Time of next meeting</b>	
6.1	Monday 16 <sup>th</sup> May 2011 6:30pm Rothwell One Stop	

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Cleaner Neighbourhoods Sub-Group  
10.30am Tuesday 17<sup>th</sup> May 2011  
Council Chamber  
Morley Town Hall

<b>ATTENDANCE</b>	
Cllr Shirley Varley	Ward Councillor
Cllr Stewart Golton	Ward Councillor
Cllr Bob Gettings	Ward Councillor
Cllr Jack Dunn	Ward Councillor
Kevin Vaughan	Aire Valley Homes, Morley Housing Office
Martin Cronin	Aire Valley Homes, Morley Housing Office
Phil Diamond	Aire Valley Homes, Rothwell Housing Office
Mark Allen	Morley and Rothwell Fire Station Commander
Andy Beattie	South East Locality Manager
Rob Tindall	Streetscene
Stacey Campbell	Highways and Environmental Enforcement
Paul Spandler	Environmental Enforcement Action Team
Roy Greaux	Parks and Countryside
Tom O'Donovan	Area Management Team
Sarah Gill	Area Management Team

<b>1.0</b>	<b>Welcome and Introductions</b>	<b>ACTION</b>
1.1	Everyone was welcomed and introductions were made.	
<b>2.0</b>	<b>Apologies</b>	
2.1	Cllr Judith Elliott, Ward Councillor Sue Spellman, Aire Valley Homes Phil Staniforth, Parks and Countryside	
<b>3.0</b>	<b>Minutes and Matters Arising</b>	
3.1	Minutes for January 25 <sup>th</sup> were agreed as an accurate record.	
3.2	3.2 Environmental Action Team undertaken enforcement and educational work at recycling sites in Morley. Update still required from Streetscene.	<b>RT</b>
3.3	3.4 regarding request to buy services from partners, AMT spoke to Streetscene Principal Manager who confirmed that it would depend on the request and whether their staff were trained in the required field. It would be a decision for the Locality Manager as it would mean the limited staffing resources would be withdrawn from core provision .	
3.4	3.6 Further to a request from Cllr Golton for funding details on cost to run a CAST team – two operatives and a vehicle. Update still required from Streetscene.	<b>RT</b>

3.5	4.2 Streetscene Principal Area Manager to be invited to July round of Ward Based Briefings.	<b>SG</b>
<b>4.0</b>	<b>Well being Funding</b>	
4.1	<u>Well being 2010/11</u>	
4.1.1	Out of Hours patrols – all completed and evaluation of project will be part of July Area Committee papers. Stacey Campbell confirmed that not just responsibility of Dog Wardens to administer Fixed Penalty Notices for dog fouling. Officers in EAT's team also trained to do so and West Yorkshire Police looking at extending to PCSO's and parks and countryside rangers.	
4.1.2	Groundwork anti littering workshops planned for: Morley Newlands (19 <sup>th</sup> and 26 <sup>th</sup> May) Churwell Primary School (27 <sup>th</sup> May and 10 <sup>th</sup> June) Dates still to be confirmed with Rothwell Victoria and Blackgates Primary Schools.	
4.2	<u>Well being 2011/12</u>	
4.2.1	Area Committee have ringfenced £5,000 to support projects identified by the group. Group agreed to wait until July meeting when environmental services restructure will be complete and work progressing on integrated locality working and environmental delegation agendas will have progressed further as both will have an impact on how this funding is spent.	
<b>5.0</b>	<b>Delegation of Environmental Services</b>	
5.1	Locality Manager, Andy Beattie, gave an overview of the proposed delegation highlighting: <ul style="list-style-type: none"> <li>• Delegation has been delayed until September 2011.</li> <li>• Locality Manager is accountable to Area Committee and Helen Freeman and accountable for Streetscene staff and EATS. Structure of team accountable to Locality Manager to be circulated to Members.</li> <li>• services to be included within the delegation</li> <li>• its aim to empower members to deploy resources and deal with issues in their locality.</li> <li>• important to have a clear understanding of resources available in the area and that Members and Communities and forums are able to influence them.</li> <li>• Land ownership, ginnels a big issue</li> <li>• Manual litter picking and mechanical street cleansing have little capacity to complete route until next scheduled round in the event of a service failure.</li> </ul>	<b>AB</b>
5.2	Councillor Golton opined that delegation may not empower Members as they are not able to look at budgets and alter, only juggle current services. Locality Manager noted that this was only a first step in delegation.	
5.3	Monitoring of SLA debated at number of workshops with officers and members. Next round of Members workshops in June/July. Concerns raised that will rely on Councillors to monitor. Locality Manager confirmed officers responsibility to monitor and	

	environmental quality audits being completed to provide a baseline. Results due early June and will be circulated through workshops.	
5.4	Cllr Dun stated that delegation provides an opportunity for Area Committee to identify priorities to tackle and to have a direct input on service.	
5.5	Councillors recognised that public perception is that it is the council's responsibility to clean everything. Key action is to educate residents and place emphasis on communities that they have a role in creating a clean and attractive environment.	
5.6	AVH provided update to Members on their service and how fits with streetscene service: <ul style="list-style-type: none"> <li>• Employ a flytipping caretaking team</li> <li>• Engaging and empowering communities key priority</li> <li>• Have a new contractor for grounds maintenance who also has a strong focus on community engagement.</li> <li>• They have a contract with Community Payback team to tackle litter.</li> </ul>	
5.7	Cllr Golton recommended that the sub group identify an issue and a desired outcome to be tackled between now and September. e.g. Dog fouling.	
5.8	A report on the delegation to September Area Committee will present how the service will be monitored. Key difficulty regarding tackling dog fouling is that it is a limited resource and requires discussions and agreement from other partners to have an impact on service delivery e.g. Parks and Countryside, Police and Environmental Action Teams.	
5.9	AMT highlighted need to Members to revisit Scrutiny report on resouces to tackle dog fouling.	
5.10	10 Parks Rangers city wide and discussion being held on training them to admission fixed penalty notices. Cllrs requested details as to where the Park Rangers operated.	SC
5.11	Members identified need for a wider debate at the Area Committee on environmental priorities. Group identified dog fouling, ginnels and enforcement work to tackle littering as priorities for Outer South. A recommendation from the group to July Area Committee on identifying priorities and monitoring arrangements for Outer South.	SG
<b>6.0</b>	<b>Morley Glutton</b>	
6.1	Standard item on the agenda following a request from Members for a regular update.	
6.2	Streetscene updated the group that the Glutton had been out of service for 3 weeks. It was repaired now and awaiting delivery back to Dartmouth Park. Streetscene to notify Area Management when glutton out of action in future.	RT

<b>7.0</b>	<b>Action Plan</b>	
7.1	See Action Plan for updates.	
7.2	<b><u>Ginnel Mapping</u></b>	<b>SG</b>
7.2.1	Cllr Varley asked if path from Westfield Road and Fountain Street was a ginnel. Request to be looked into.	
7.2.2	Morley North ginnel map circulated. Morley South be the next ward to be mapped.	
7.2.3	Locality Manager recognised resources issue regarding maintenance of ginnels.	
7.3	<b><u>Garden Maintenance</u></b>	
7.3.1	Evaluation update on Outer South service delivered by Morley Elderly Action during 2010/11 to July Area Committee. 2011/12 funding approved at March Area Committee meeting to support the scheme for a further year.	
7.4	<b><u>Environmental Pride</u></b>	
7.4.1	In light of changes as a result of integrated locality working and delegation of elements of Streetscene service, an opportunity to look at how to improve multi agency operations including Environmental Pride and Operation Champion. These are on hold whilst a review is undertaken.	
<b>8.0</b>	<b>Any Other Business</b>	
81	None	
<b>9.0</b>	<b>Date of the Next Meeting</b>	
9.1	10.30am Tuesday 26 <sup>th</sup> July 2011, Small Banqueting Room, Morley Town Hall	<b>SG</b>

**Outer South Cleaner Neighbourhood Sub Group Action Plan**

	<b>ADP Action 2009/10</b>	<b>CN Action</b>	<b>Who responsible</b>	<b>Target Outcome</b>	<b>PROGRESS</b>
<b>Tackle Dog Fouling</b>	Support environmental initiatives to target street cleanliness	AMT and Enforcement to arrange additional patrols to tackle Dog Fouling	Enforcement	Reduction in Dog Fouling and cleaner parks and streets in Outer South	Rota agreed and patrols started in October 2010. Patrols in December postponed due to severe weather, these will be rearranged. As number of daylight hours increases, early mornings and later evening patrols will begin.
		16 A4 metal signs produced to tackle dog fouling	AMT		Consultation on locations for signage by Members in Ardsley and Robin Hood.
<b>Littering near schools</b>		Workshops in primary schools to tackle littering problems.	Groundwork	Reduction in littering and cleaner streets.	Area Committee agreed additional funding for 4 primary schools to receive workshop. Members nominated schools. Groundwork to deliver project.
<b>Litterbins</b>		8 additional litterbins for Ardsley and Robin Hood, Morley North and Rothwell. 13 litterbins for Morley South.	Streetscene	Streetscene criteria for installation and maintenance agreed to inform a funding proposal	Streetscene and AMT continue to work together to deliver project. On request of Streetscene Principal Manager, AMT created maps of locations in conjunction with Members.

<b>Ginnels</b>		Map ginnels in Outer South	Environmental Services / Area Management Team / Aire Valley Homes / P&C / Land Records / Highways /PROW	Definitive list of ginnel locations and ownership.	Draft Morley North Map completed. Awaiting electronic and hard copies for final consultation with Members and partners.
<b>Garden Maintenance Scheme</b>	Support garden maintenance provision for vulnerable members of the community across the Outer South	Support delivery of Garden Maintenance Scheme in Outer South.	Parks and Countryside / Morley Elderly Action / Care & Repair Leeds / Area Management / Aire Valley Homes.	Increased number of people benefiting from garden maintenance scheme in Outer South Leeds.Improved appearance of gardens. Vulnerable residents in Outer South supported in independent living.	MEA commissioned to deliver single outer south scheme in 2010/11. AMT met with MEA to monitor delivery of project. Update given at November Area Committee. Scheme continues to operate well. Funding for 2011/12, subject to Executive Board Approval of Area Committee Well being Budget.
<b>Operation Champion</b>	Deliver multi agency Crime and Grime initiatives in targeted neighbourhoods	Support delivery of two Operation Champions in the Outer South	Area Management / Aire Valley Homes / Environmental Services / Police / Fire Service / Youth Service	Operation Champions implemented with clear aims and outcomes achieved	Two Operation Champions in Outer South per year. Delivered on ward rotation bases. Next one October in Morley South.
<b>Environmental Pride</b>	Deliver Environmental Pride Initiatives to priority areas.	Monitor and influence Environmental Pride days.	Aire Valley Homes / Area Management / Environmental Services	Number of Environmental Pride initiatives held.Improved appearance of local neighbourhoods	Due to changes and issues within services, and severe weather, initiative disrupted November and December. January is always a month off. February plans to be agreed.



<b>Environmental Services Delegation</b>	Support Delegation of Environmental Services	Forum for consultation. Future role to be confirmed.	Area Management / Environmental Services	Ward Members accountable for delivery of environmental services.	Locality Manager in post and to be invited to next meeting.
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**Outer South Leeds Area Committee**  
**Cleaner Neighbourhoods Sub Group**  
**Terms of Reference**

**Name:** Cleaner Neighbourhoods Sub Group

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

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

**Function:** To support the development of services that address environmental issues in line with local needs within the Outer South Leeds Area and developing the Safer and Stronger section of the Outer South Business Plan.

These services include:

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

**Membership:** Membership should include the following organisations/ agencies:

- South East Locality Manager
- Outer South Leeds Area Management Team
- Outer South Leeds Ward Councillors – 1 Member from each electoral Ward
- Streetscene South Area Manager
- Streetscene Communications Officer
- Environmental Action Team Officer
- Highways and Environmental Enforcement Manager
- Aire Valley Homes – Morley and Rothwell Housing Management
- Aire Valley Homes - Environmental and Property Lettings Team
- Parks and Countryside – Parks Operation Manager

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

The Chair should rotate on an annual basis.

**Meetings:** meetings will be held every 3 months or as and when required.

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

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

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

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

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**Subject: 'Gildersome Go For Gold' Participatory Budgeting Initiative**

**Evaluation Report**

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**Executive Summary**

The Area Management Team delivered a Participatory Budgeting Initiative beginning on Tuesday 8<sup>th</sup> February 2011 with the first Steering Group meeting and concluding with 'Decision Day', a public event on Saturday 5<sup>th</sup> March 2011 at Greenside Methodist Church, Town End, Gildersome.

£15,000 was allocated by the Aire Valley Homes Area Panel and supported by the Outer South Area Committee and Gildersome Parish Council. Local people were asked to influence improvements in their community by providing ideas through the consultation process which defined project priorities. Organisations and residents were invited to present their project proposals at 'Decision Day', where fellow local residents were asked to take control of decision making in their community by voting to decide which projects would receive an allocation of public money to target local priorities.

Following 'Decision Day' six organisations have been offered funding to deliver their community focused projects.

**Purpose of the Report**

The purpose of this report is to evaluate the 'Gildersome Go For Gold' initiative. By documenting planning, delivery and feedback from all parties we hope to learn from the experience. Participatory Budgeting is part of a suite of engagement activities used by the Outer South Area Management Team to involve residents in local decision making and to promote the work of the Area Committee. As a new concept being trialed and interpreted across the country, it is imperative to learn from experiences in each locality and inform future delivery.

**Background**

Participatory Budgeting places local people at the very heart of decision-making in their community. The process asks them to identify priorities and develop projects to meet these priorities. Residents then decide which of the projects are to receive a share of the available funding. A budget of £15,000 was allocated through Aire Valley Homes for community focused projects. The process educates residents on how to balance high demand for services against a limited budget and what criteria is used to inform the decision.

**Steering Group**

The Steering Group membership consisted of:

- Elected Members for the Morley North Ward, in their role as community champions
- Two local residents and Members of the Parish Council
- One Project Officer from Outer South Area Management
- The Priority Neighbourhood Worker from the Outer South Area Management Team
- Three Aire Valley Homes (AVH) Officers.

This group was responsible for overseeing the management and monitoring of the project.

This process reinforced the leadership role of Ward Members and residents working together with support from AMT & AVH staff. Other partners were not invited onto the steering group

## Appendix 11

because of the possible conflict between partners and agencies who would be invited to support and/or bid into the delivery of projects with community groups, when the 'Gildersome Go For Gold' priorities had been defined by the community.

Representatives from the Steering Group were satisfied with the role and composition of the group, which was able to function effectively as a team, being focussed wholly on the process. The group met on four occasions. This was an appropriate frequency, considering the project timeframe of five months.

### **Key roles**

The planning and delivery of the initiative received full support from several key players, these included Aire Valley Homes and the Gildersome Parish Council with out their support and input, Decision Day would not have happen. Good Partnership working on Decision Day was seen between the groups as they networked together. It was recongised that the strong partnership working by members of the Steering Group supported the process and Area Management welcomed the stronger relationship with Parish Council.

### **Project Process**

'Gildersome Go For Gold' was launched on Thursday 21st October 2010 with the first Steering Group Meeting. The consultation process started with a Postcard Reply Card delivered to all Aire Valley Homes properties within the area via a door knocking exercise. Residents where asked for their views on what they felt would improve their neighbourhood. The Consultation Postcard and return boxes were placed in key community buildings, these included The Meeting Hall, Library, Churches, Children's Centre, and Local Shops. The Youth Service consulted with young people and consultation boxes and postcards were placed at Birthfield and Gildersome Primary School.

On the 19<sup>th</sup> November 2010 a Consultation took place at the Gildersome Light Night where staff from Area Management and Aire Valley Homes asked local residents for their views.

Eighty Eight responses were collected from the Postcard Reply Cards, 28 of these were received via face to face contact, these formed the following broad priority areas; Improvements to local facilities, Activities for the elderly, environmental improvements, increasing community involvement, activities for children and young people.

The information gathered from the Response Reply Cards influenced the projects application criteria. Thirty One community groups and a number of partners were invited to participate. 13 expressions of interest were received. Following a filtering process by the Steering Group 12 groups were invited to present on 'Decision Day'.

A week of promotional activities was organised prior to the event starting on Monday 28<sup>th</sup> February with three hundred and thirty five flyers hand delivered to all the Aire Valley Homes households within the boundary area and thirty A3 laminated Posters placed in strategic locations around Gildersome. One Hundred Gildersome Go For Gold Leaflets were placed in key community buildings and posted to community groups.

The Priority Neighbourhood Worker and Officers from Aire Valley Homes handed out leaflets to residents outside of the Co-op general stores and Gildersome Post Office.

### **'Decision Day'**

The Gildersome 'Go For Gold' Participatory Budgeting Project concluded with 'Decision Day', a public event on Saturday 5<sup>th</sup> March. Local residents from the area who were in attendance, voted for the projects they wanted to be delivered. The Decision Day went very well with two hundred and forty five people in attendance. There was a positive atmosphere

## Appendix 11

in the room and a sense of community pride and cohesion from residents. The event received positive feedback from residents with an excellent spirit and atmosphere in the room. In terms of the organisation and delivery of 'Decision Day', The Area Management Team with support from Steering Group Members was commended on the running of a very well planned process.

### Community Projects Voted for by Residents:

PROJECT	ORGANISATION	AMOUNT
Building For The Future	Gildersome Sports Club	£3,000
Scout Multi Media Project	Gildersome Scout Group	£2,930
Cooking For The Community	St Peter's Church	£2,963,20
Gildersome Gilding Centenary	Gildersome Rainbows, Brownies and Guides	£3,000
The Stroke Foundation Summer Day Out	The Stroke Foundation	£750
Adventurer's Homework Club	St Peter's Church	£2,356.80
<b>TOTAL</b>		<b>£15,000</b>

### Budget

Item	Cost
Gildersome Go For Gold Projects	£15,000
Publicity Breakdown	£322.08
Filming	In Kind
Venue Hire	£98.00
Buffet /£5.50 per person based on 60 persons	£315
Tea/Coffee/Squash /Cups	£15.58
Buffet Extras	£36.30
<b>Total</b>	<b>15786.96</b>

### Conclusions

Residents who contributed during the consultations, events and at 'Decision Day' were encouraged by the presentation of a clear and transparent process. The projects developed by partner organisations and local residents will provide a real impact, in terms of addressing those priorities highlighted by the community and also continue to build relations between residents and agencies working in the area.

Participatory Budgeting provides a very practical way of allowing Ward Members to connect with local people as 'Community Champions' and to understand issues via targeted consultation.

Participatory Budgeting's strongest element is that it allows residents to define priorities but then also offers funding to support projects to target issues.

Comments were received that tactical voting was happening on 'Decision Day' with people maximising points awarded to their preferred choice. It was acknowledged that this would be

## Appendix 11

difficult to control and avoid, the compair did inform the audience at the start of the event that consideration should be given to each presentation in terms of each category, this was also stated on the voting card. The Steering Group commented that participants did stay for the whole event and it was positive that children were involved with the voting, and were taking it seriously and talking about it.

### **Recommendations**

The Steering Group commented that registration and counting of votes, became overwhelming, due to the numbers of people who attended. The staff and volunteers working on the Decision Day should be commended for coping with the extra numbers. In planning future events extra volunteers are essential if large numbers are expected.

It was noted that numbers of those presenting should be obtained prior to the event, this would have avoided making more space for the presentation at the 'Decision Day' itself.

The large attendance at the event meant that collecting the scores from the voting cards took longer than anticipated, it was acknowledged that more volunteers and technical resources could have quicken the process.

The Initiative was over a 5 month period, this was a good timescale and gave time for the estimates for the projects to be achieved and also for the Parish Council to promote the event and secure volunteers for the Decision Day.



**Date: 5<sup>th</sup> April 2011**

**Subject: 'Harrops and Bridge Street Neighbourhood Improvement Plan'**

## **Evaluation Report**

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### **Executive Summary**

The Area Committee identified several priority neighbourhoods via national statistics on deprivation and local recurring issues for example anti-social behaviour. From these identified neighbourhoods, the Area Committee agreed to a programme called Neighbourhood Improvement Plans (NIP's). Consultation with Ward Members through Ward Based Briefings identified the final boundaries for the Neighbourhood Improvement Plan.

NIPs are in place to tackle issues within neighbourhoods and build capacity amongst residents. Issues to be tackle are identified through consultation with Members, local residents, agencies and organisations.

### **Purpose of the Report**

The purpose of this report is to evaluate the 'Harrops and Bridge Street Neighbourhood Improvement Plan' by documenting, planning, delivery and feedback from all parties we hope to learn from the experience and inform future Neighbourhood Improvement Plans.

### **Background**

Harrops and Bridge Street in South Morley was identified as one of the Priority Neighbourhoods to receive a Neighbourhood Improvement Plan. The Neighbourhood Improvement Plan (NIP) had a Steering Group which monitored the process and delivery of the Neighbourhood Improvement Plan.

Aims for the Harrops and Bridge Street NIP Steering Group were:

- Community Safety
- Few activities for children aged 5-12 years
- Community Engagement
- Environment
- Health and Wellbeing

### **Harrops and Bridge Street Neighbourhood Improvement Plan. (NIP) Steering Group Membership**

The Steering Group was made up of Councillors and Partners who work within the area.:

- |                      |                           |
|----------------------|---------------------------|
| • Councillor Grayson | Ward Councillor and Chair |
| • Councillor Varley  | Ward Councillor           |
| • Councillor Elliot  | Ward Councillor           |

- Nicky Greening Priority Neighbourhood Worker
- Allan Dixon AVH Housing Officer
- Baljit Kissy AVH Housing Manager
- Kevin Vaughan AVH Housing Manager
- Paul Bracewell AVH Customer Involvement Officer
- Karen Bailes Prevent Community Officer
- Adrian Curtis Groundwork Trust
- Cathy Foster Extended Services
- Kelly Hammer Social Work Placement
- Alekandra Oldfield Neighbourhood Policing Team
- Claire Kendrick Anti Social Behaviour Unit
- Glen O' Malley Youth Services Manager
- Nicky Ramsden Groundwork Trust

### **NIP Process**

The Harrops and Bridge Street NIP Steering Group was launched on 23<sup>rd</sup> April 2010 and finished on 5<sup>th</sup> March 2011. During this period the Steering Group met monthly at Morley Town Hall. An area profile was produced and the Steering Group made the decision on how to consult with residents within the NIP Boundary. A budget was allocated for the NIP and an Action Plan for the area is developed.

### **Boundary Area**

Harrops and Bridge Street is located to the South of Morley Town Centre. Included in the boundary area of the NIP is a Recreational Ground and Playing Fields, within the Harrops area there are 140 properties. 75% of these properties are managed by Aire Valley Homes. The A650 road dissects the Harrops from the rest of the NIP boundary area. Within the NIP boundary are the following streets:

- Harrops Avenue
- Harrops Terrace,
- Harrops Grove,
- Cardigan Avenue,
- High Street,
- Dartmouth
- Avenue, Mill Street,
- Quarry Lane,
- Bridge Street,
- Birth Street,
- Askey Avenue,
- Spemslea Grove,
- Holmefield Avenue.

## Budget

A budget of £3,000 is allocated for the NIP. Actual spend of NIP Budget

Item	Amount
Room Hire at Fountain Primary School	£2.00
Printing 300 Consultation Questionnaires	£2.44
Printing 90 Community Clean Up Leaflets	£6.00
Printing 300 Tenants and Residents Meeting Leaflets	£14.00
Refreshments For Residents Meeting	£24.00
Activities For Children and Young People	£300
Groundwork Junior Wardens Scheme	£1,000
Community Group Funds	£300
Community Clean Up	£260
Printing For NIP	£80
Funding For Prevent Work	£245
Sports Coach Funding	£205
Community Clean Up	£260
2 <sup>nd</sup> Sports Coaching Programme	£300
<b>Total Spend</b>	<b>£2,998.44</b>

## Consultation

Two consultations took place with residents of the Harrops and Bridge Street. The first involved a door knocking exercise 62 residents were asked four questions about their neighbourhood. The second consultation took place at Fountain Primary School with children who attend the school and live within the boundary area of the NIP. The Children were asked in small groups for views about their neighbourhoods and 7 children aged 5-11 years of age were consulted.

## The Action Plan

The NIP Steering Group devised an Action Plan which consisted of the following key priorities:

- Community Safety
- Few activities for children aged 5-12 years
- Community Engagement
- Environment
- Health and Wellbeing

## Community Safety

The following is a list of achievements of each of the priorities

- The Prevent Programme, initially funded through the Police and then supported through the NIP, aimed to tackle anti-social behaviour amongst the 13-19 year olds in the Harrops area of Morley. The project started on the 24<sup>th</sup> May 2010 and involved 12 two hour sessions.
- The Youth Service presented an evaluation of the project at the Steering Group meeting and brought details of a breakdown of how the £200 would support the project.
- The Youth Service has located the Youth Services Mobile Provision in the Harrops area on a Monday evening with the additional funding received through Extended Services and the NIP. Young people from the area have engaged with the Youth Service and are now attending sessions organised at Lewisham Park as a result of encouragement from Youth Workers, and attending sessions on the Mobile Facility.
- In the Tenants and Residents Meeting awareness was raised amongst residents about the importance of reporting all ASB incidents. The following partners attended to support residents, these included: Neighbourhood Watch, ASB unit, the Police, Ward Councillors, AVH. Diaries were also provided and details on how to report ASB.
- Two letter drops have taken place which gave contact numbers for reporting ASB incidents.
- Four leaflet drops have taken place promoting the residents association.
- Parenting Skills Courses were advertised at the TARA meetings and by Family Outreach Workers within the area.
- Police have noted a decline in reported ASB incidents especially when activities were in place for children and young people.

#### **Few activities for children aged 5-12 years**

- Extended Services organised children's activities and family activities including the Teddy Bears Picnic, the Keeping Safe Fun Bus and the Seaside Fun Day and Trash Art. All were open to children and young people who live on the Harrops.
- The Groundwork Junior Wardens Scheme received funding through the Harrops and Bridge Street NIP of £1000; the rest of the funds were provided through Aire Valley Homes. The sessions have been well attended by young people aged 5-12 years.
- The consultation with young people from the Harrops identified that children wanted sports activities such as cricket and football in Hembrigg Park. Following the results of the consultation the steering group funded the Community Sports Officer to deliver sporting activities for young people. 14 young people attended and feedback from those that attended was positive resulting in a request from children and parents for a second coaching session. The steering group decided to fund a second sports coaching project as a result of the feedback received.
- The Photography Project received £300 funding from the NIP. The steering group decided to fund the project, and arranged for the project to run straight after the Junior Wardens Scheme, and involve the same group of children from the Harrops.

## **Community Engagement**

- The Tingley Bar Residents Group was set up on the 17<sup>th</sup> June 2010. Speakers have included Neighbourhood Watch, ASB Unit, the Police, and AVH and Youth Service.

## **Environment**

The consultation identified litter and general untidiness of the area as a priority. The NIP identified a number of projects to address this. These include the following:

- Community Clean Up organised through AMT and AVH on the 11<sup>th</sup> June 2010; skips provided on Askey Avenue, Harrops Grove, Harrops Terrace.
- Aire Valley Homes and Morley Elderly Action contacted all older residents within the area regarding the Morley Elderly Action Gardening Scheme.
- Community Clean Up organised by the Groundwork Junior Wardens Scheme to include TARA, AMT and Cast Teams for the 7<sup>th</sup> March 2011.

## **Health and Wellbeing**

In Morley North Ward a high teenage pregnancy rate and poor physical health was identified as priority issues. As a result the Junior Wardens Scheme and Youth Service included sessions on healthy eating in their programme.

The Youth Service provided registering of the C Card at various Youth Centres with an aim of reducing teenage conception in the area. The Junior Wardens Scheme will visit the Morley Leisure Centre for an induction to the sports centre.

## **Other Achievements**

It was noted by the Steering Group that incidents of Anti-Social Behaviour had reduced within the Harrops area since the introduction of young people's activities and youth work services. It was acknowledged that children and young people from the area were engaging with activities provided and staff had noted an improvement in the behaviour of children and young people in attendance.

## **Recommendations**

- The area continues to remain a priority for the Area Committee and therefore the Priority Neighbourhood Worker.
- The Priority Neighbourhood Worker continues to support the local residents to establish a more robust Residents Association. Members have agreed work to generate a better community response is time limited and if progress is not demonstrated further work to be suspended.
- Activity sessions for children and young people continue within the area.

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**Date: 2<sup>nd</sup> April 2011**

**Subject: 'Thorpe Neighbourhood Improvement Plan'**

## **Evaluation Report**

---

### **Executive Summary**

The Area Committee identified several priority neighbourhoods via national statistics on deprivation and local recurring issues for example anti-social behaviour. From these identified neighbourhoods, the Area Committee agreed to a programme called Neighbourhood Improvement Plans (NIP's). Consultation with Ward Members through Ward Based Briefings identified the final boundaries for the Neighbourhood Improvement Plan.

NIPs are in place to tackle issues within neighbourhoods and build capacity amongst residents. Issues to be tackle are identified through consultation with Members, local residents, agencies and organisations.

### **Purpose of the Report**

The purpose of this report is to evaluate the 'Thorpe Neighbourhood Improvement Plan' by documenting, planning, delivery and feedback from all parties we hope to learn from the experience and inform future Neighbourhood Improvement Plans.

### **Background**

Thorpe in Ardsley and Robin Hood ward, was identified as one of the Priority Neighbourhoods to receive a Neighbourhood Improvement Plan. The Neighbourhood Improvement Plan (NIP) had a Steering Group which monitored the process and delivery of the Neighbourhood Improvement Plan.

The NIP Steering Group main aims for the Thorpe are:

- To focus on Community Engagement
- Activities For Young People
- Environment
- Transport
- Learning

### **Thorpe Neighbourhood Improvement Plan. (NIP) Steering Group Membership**

The Steering Group is made up of Councillors, Local residents and Partners who work within the NIP area.:

- |                       |                                  |
|-----------------------|----------------------------------|
| • Councillor Dunn     | Chair of NIP and Ward Councillor |
| • Councillor Mulherin | Ward Councillor                  |
| • Councillor Renshaw  | Ward Councillor                  |
| • Nicky Greening      | Priority Neighbourhood Worker    |
| • Hannah Smith        | Yorkshire Housing                |
| • Greg Langley        | Thorpe Residents Association     |
| • Rebecca Grey        | Thorpe Residents Association     |
| • Lesley Tweed        | Rothwell Live @ Home             |
| • Sara Jackson        | Lofthouse Children's Centre      |
| • Jo Shiffer          | Extended Services                |

- Ann Fletcher
- Helen Berry
- Nicholas Haigh
- Mrs Kus

Youth Service  
 Libraries  
 West Yorkshire Police  
 Thorpe Primary School

### **NIP Process**

The Thorpe NIP Steering Group was launched on 2<sup>nd</sup> April 2010 and finished on 18<sup>th</sup> April 2011. During this period the Steering Group met monthly at Stanhope Community Centre. An area profile was produced and the Steering Group made the decision on how to consult with residents within the NIP Boundary. A budget was allocated for the NIP and an Action Plan for the area is developed.

### **Boundary Area**

The following is a list of streets included in the identified NIP Area.

- Gascoigne Road
- Dolphin Lane
- Lynton Avenue
- Oakley Street
- Elwell Street
- Stanhope Road
- Daisy Vale Terrace
- Ashfield Terrace
- Belmont Terrace
- Owletime Avenue
- Part of Lingwell Gate Lane

Included within the Neighbourhood Improvement Plan Area is Thorpe Primary School, Recreational Ground, playing fields and an allotment garden and Police Station that is closed. Thorpe does not have a post office just two small shops serving a general store and chemist. A community centre is situated in the village, the Community Centre is called Stanhope Community Centre.

### **Budget**

A budget of £3,000 is allocated for the NIP.

<b>Item</b>	<b>Amount</b>
Consultation Questionnaire 2p for double sided copy	£8:00
Room Hire	In Kind
Residents Association Newsletter Printing	£8:00
Thorpe Event	£29.46
Refreshments For Thorpe Event	£140
Replay	£28.89
Thorpe Christmas Tree	£900
Halloween Event	£58.35
Thorpe Primary School Painting Project	£800
Stanhope Community Centre Activity Programme	£505
<b>Total Spent</b>	<b>£2477.7</b>



The Neighbourhood Improvement Plan was supported with additional funding received through the Adults Learners Week.

### **Adult Learners Week Funding**

<b>Item</b>	<b>Amount</b>
Infant Massage	£50
Yoga	£40
Groundwork	£690
Advert	£160.80
Publicity Leaflets /Poster Printing	£50
<b>Total Spend</b>	<b>£990.80</b>

### **Consultation**

A Thorpe Consultation a questionnaire was produced and delivered to every household within the boundary area, A display stand was also produced with large photos of the Thorpe NIP area. Residents were asked to write down their thoughts and suggestions about the area on to post it notes. The display stand was situated at Thorpe Primary School on the annual sports day. 120 responses were received in total.

### **The Action Plan**

During the second meeting the NIP steering group devised an Action Plan which consisted of the following key priorities.

- To focus on Community Engagement
- Activities For Young People
- Environment
- Transport
- Learning

The Priorities were then addressed through a project or action and the information is recorded onto the NIP Action Plan, then at each of the NIP meetings each Project or Action is discussed and updated.

The following is a summary of achievements from each of the priorities identified.

### **Community Engagement**

- Upgrading of Community Centre completed: Fire Survey, and re-wire, partners notified of upgrades.
- Community Payback organised for the redecoration of Stanhope Community Centre.
- Funding received through the NIP supported a Christmas Tree for the Thorpe Village. Thorpe Primary School arranged for the school to sing carols around the Christmas Tree for the light switch on and the TARA, Dolphin Lane and parents from Thorpe Primary School to provide refreshments.  
The event had to be cancelled due to snowy weather conditions in the village on the night, arrangements have now been made for the light switch on 2011.
- Attendance at TARA meetings from the PNW to give NIP updates and support the TARA.

- Funding bids put in by TARA to Landfill Tax/ Aire Valley Homes to support bid For Stanhope Community Centre
- Newsletter produced promoting the Halloween Event and giving an update on the NIP.
- Second Newsletter and activity programme to be produced highlighting NIP achievements
- Activity Programme organised by partners through the NIP Steering Group Meetings for the re-opening of the Community Centre.

### **Activities For Young People**

- TARA applying for funds towards park equipment for Dinosaur Park With the Asda Foundation
- Multi Sports and Family Holiday Activity provided by Extended Services
- Youth Service, mobile sessions and youth club well attended by young people.
- MUGA Park opened with Halloween Themed Event organised all partners involved.
- TV and computer games purchased by TARA for Stanhope Community Centre.

### **Environment**

- A Community Clean Up was organised on the 29<sup>th</sup> July 2010. Participants included local residents, the PNW, The Neighbourhood Policing Team, Yorkshire Housing. Equipment was provided by Groundwork.
- Thorpe Primary School designed posters to address environmental issues such as Dog fouling and Litter. Children were education around hazards to health. The steering group have planned to have the pictures displayed around the village onto the Thorpe Primary School Railings and onto the Gable Ends of Properties. The Steering Group allocated part of the Neighbourhood Improvement Plan Budget towards funding this project.
- Dog Fouling stickers around village, noted reduction of dog fouling in village.
- Residents from Dolphin Lane planted bulbs from Groundworks bulb bonanza scheme around Stanhope Community Centre in an aim to improve the community centre surroundings.
- A Meeting was arranged for an In Bloom Group, attendance was low resulting in the project not being pursued.
- Community Notice board to advertise events in village was discussed at the NIP meeting, Extended Services pursuing
- Access to MUGA Park to be discussed with Parks and Countryside and Youth Service, Site Visit to be arranged.

### **Transport**

- It was identified through the Thorpe NIP that a limited transport service in the village may have been a barrier for children and young people engaging in activities organised over the summer holiday. Additional transport was provided to and from the event enabling 9 young people to attend from Thorpe Village. Mini bus's were provided by the Youth Service and additional transport was provided to two events the Calton Fun Day and Mini Breeze via Ward Councillors Mice Funds
- The consultation results were given to Metro. Metro attended the NIP Steering Group Meeting regarding consultation and Community Transport Schemes.
- Speeding raised as an issue within Village, Police have noted areas and are training Officers in the use of SID devises with a plan to later train residents.

- Residents highlighted speeding traffic within the village and a walk around was arranged with Simon Booker from highways on the 17<sup>th</sup> June 2010

### **Learning**

- Ward Councillor provides MICE Funds to support the Steps Course at Thorpe Primary School after presentation of project by Children's Centre at the NIP meeting.
- Activity Programme produced for Stanhope Community Centre that included training in computers and arts and crafts sessions developed by the NIP Steering Group.

### **Community Newsletters Produced**

As part of the Thorpe NIP two community newsletters were produced:

- One promoting the Halloween Event and opening of MUGA Park
- One to promote Activity Programme and achievements of NIP.

### **Future Work**

To promote the use of Stanhope Community Centre via an activity programme called 'May Madness' where a series of free sessions will be held through out the month of May 2011 at Stanhope Community Centre for the residents of Thorpe.

The aim of the programme is encourage residents to make regular use of the community centre. The programme aimed to promote healthy lifestyles through exercise sessions which include Zumba, Tia Chi, Yoga and Salsa Dance.

As well as learning and skills development via training sessions in computers, budgeting skills, First Aid and Environmental Workshops by Groundwork.

Residents also were given the opportunity to have their views heard through the monthly Residents Association Meetings and Police P.A.C.T meeting.

A week of promotional activities took place leading up to the 'May Madness' month. 20 posters were produced and displayed at various locations within Thorpe village.

A newsletter detailing the Activity Programme was produced and delivered to every household with the area and posters and newsletters were on display at the following locations the Chemist, Doctors Surgery, Lofthouse Children's Centre and Stanhope Community Centre.

Thorpe Primary School sent children home with a copy of the newsletter and Dolphin Lane Residential Home promoted the programme to their residents.

The Committee Members of Thorpe Residents Association and Family Support Workers from Lofthouse Children's Centre talked to residents and local families within the area and the programme was advertised in the Morley Observer as part of the Leeds Learning week.

### **May Madness Month**

Thought out May 2011 activity sessions were arranged at Stanhope Community Centre which were supported through the NIP budget and addition funding received from the Adults Learners Week.

- A Coffee Morning was arranged for the first week in May, which was attended by 30 residents from the Thorpe area this group continues now every Monday morning.
- Zumba exercise class's took place on a Wednesday evening, the class was split into two sessions and attended by 18 residents.
- On Thursday 5<sup>th</sup> May 2011 the community centre was used as a Poling Station.
- A Debt Advice and Budgeting Session was organised with the Consumer Credit Counselling Service but due to none attendance at the session links have now been made with the Children's Centre to run the workshop with parents that attend the Children's Centre.
- The Residents Association organised their monthly Residents Meeting on Tuesday 10<sup>th</sup> May.
- On Wednesday 11<sup>th</sup> May an Infant Massage session was arranged and had a full attendance of 8 residents. The Infant Massage sessions have continued to run throughout May on a Wednesday morning with full attendance.
- Computers For Beginners provided by Jobs and Skills took place on 12<sup>th</sup> May. The sessions will run over a nine weeks period and have had full attendance of 8 local residents so far.
- Family Yoga received little response with 2 families signed up for the sessions
- Salsa Dance received no response.
- Groundwork ran the Growing for Beginners Workshop, three sessions were arranged as part of the Adults Learners Week the sessions were attended by 5 residents who learnt essential skills for gardening, basic plant biology, community gardens and food growing.
- 10 residents signed up for a First Aid Course ran by St Johns Ambulance
- 8 residents attended a taster Reflexology Session.

The Residents Association are planning to continue to provide activities at the centre for the residents of Thorpe.

### **Other Achievements**

A high response rate was received from the consultation carried out for part of the Thorpe NIP. This was as a result of involvement of good partnership work, the results have highlighted priorities for the area and have influenced projects delivered within Thorpe.

The Easter Event was fully supported by all partners on the Steering Group and improvements to Stanhope Community Centre were moved forward as a result of the NIP Steering Group Meetings.

### **Recommendations**

- Tenants and Residents Association (TARA) to continue promoting activities available at Stanhope Community Centre.
- TARA to continue to be supported by the Priority Neighbourhood Worker specifically to: support the committee in encouraging more residents to attend the monthly TARA meetings, and to support with funding applications and fundraising projects.

## **Minutes of South East Leeds Health and Wellbeing Partnership Meeting 31<sup>st</sup> March 2011**

### **Attendees:**

Dave Mitchell (Chair) – Practice Based Commissioner  
Bash Uppal – Adult Social Care/Leeds PCT  
Keith Lander – Environment and Neighbourhoods  
Brenda Fullard – NHS Public Health  
Rob Kenyon – Leeds Community Healthcare  
Joanne Loft – Adult Social Care  
Pat McGeever – VOICE Representative  
Gerry Shevlin – LCC community safety

### **In attendance:**

Sue Green – British Heart Foundation  
Stuart Cameron-Strickland - LCC  
Nichola Stephens - NHS

### **1. Welcome, introductions and apologies**

Apologies were received from Andy Beattie and Cllr Renshaw and Cllr Groves

### **2. Minutes of meeting held on 27<sup>th</sup> January 2011**

Agreed as an accurate record

### **3. Matters arising**

Reported that NAEDI work is now taking place in the wedge. KL informed the partnership that the work had been well received by the Area Committees. Up to 50 people a week have been seen at St Georges Centre, Middleton.

BU informed the partnership that Google mapping has now gone live and encouraged everyone to take a look if they hadn't already at: <http://www.leedsinitiative.org/healthy/wellbeingportal/>.

The Health Innovation Event in the South East Wedge has now taken place and was very well received. The outcomes are being fed back into the locality partnerships to consider within their priority setting for 2011/12.

### **4. British Heart Foundation – Sue Green**

Copy of Heart Towns presentation given to all present.

2011 is 50<sup>th</sup> Birthday of British Heart Foundation and the Foundation wants to launch 50 heart towns/cities.

The Foundation uses information and research available to them to look at best ways of prevention and has developed various initiatives to focus on prevention.

Presentation was aimed at asking if Leeds wants to become a Heart City and SG has been and presented to all three wedges through the Health and Wellbeing Partnerships.

All initiatives are free and the idea is that it's for a five year period. After 12 months a review would be done and the evaluation would show where to go from there.

Work will take place through the year and will end with a one day event which could be a big, organised event such as a health walk or could be smaller and maybe run through the schools.

Twenty seven towns have signed up, the latest one being Bristol.

Leeds has been highlighted as having a high incidence of CHD/Heart Failure which is higher than the national average.

Questions were asked about measuring the effects of the scheme. SG informed that in some respects the effects are measured in terms of sign up but it does not go as far as looking at effects on admissions. Evidence in terms of effects on admissions is not clear either way.

Concerns were raised around the scheme being a fund raising exercise. SG highlighted it is not fund raising specific but there would be an element of fund raising in the initial 12 month period.

RK stated there was a need for prevention work in Leeds relating to Heart Disease but had questions relating to the claim there is no cost. Profile raising and getting people signed up would involve work over and above everyday workload which in turn incurs a cost.

Felt that it may be better to have more of a train the trainer model than rely on leaflet handouts. It would also need to link to the NHS Health Checks and compliment this.

Due to limited budgets the main priority for Leeds would be that scheme would enhance the work already been done in Leeds and Leeds would not be there to subsidise.

Discussions led the partnership to agree that the scheme should be highlighted to the Director of Public Health for consideration.

If partnership has anymore questions these can be passed to BU who will liaise with SG for answers.

## **5. Children's Services Update – Paul Bollom**

Main theme for Children's Services is Leeds as a child friendly city.

This will take it beyond Children's Services and make it a city wide priority and city owned.

Questions were asked regarding whether Leeds was a child friendly place: Determined that children's views are integral to this question.

A multi agency group has been put together to take this work forward – headed by Brenda Fullard Public Health NHS. The group is looking at how the work happens in the wedges.

The Children and Young People's Plan - There are health items in the plan and it is important that these are highlighted to the locality partnerships.

At present Children's Services excel within the current cluster arrangements and have strong structures although these vary depending on the partnership involved. Minimum standards for these arrangements are currently being looked at to make sure there is a level playing field.

Restructure means that an advert is going out in April for a Health Lead for Children's Services and this person will sit on the Health and Wellbeing Board.

Partnership working will be key to all future work as Children's Services framework is not enough alone. One key area of work will be working together to intervene before crisis point is reached and all partners knowing referral routes and what is available.

**Action:** Need to engage with cluster arrangements and work with them on Public Health Priorities.

Area Leaders will play an important role in shaping the partnerships and taking the work forward.

## **6. Locality Profiling – Nichola Stephens & Stuart Cameron-Strickland**

PowerPoint presentation given and will be circulated to the partnership via the extranet.

Information in presentation relates to MSOA profiling and examples were given on: A&E Attendance; Hospital Admissions; Mortality.

Alcohol information is shown separately and all information is adult related. Children's information is included within the Neighbourhood Index.

The information within the presentation shows what will be available in the Locality Profiling packs – Health Statistics plus Local Authority information relating to worklessness, crime.

ACORN Data also included. Explanations are included on the bottom of the report pages to help interpret the data. The information will be available annually and will be part of the Joint Strategic Needs Assessment (JSNA) pack.

DM commented that it may be useful to have the information by Practice or Consortia base. NS confirmed this could be done for performance management.

RK and BU commented on how useful the information could be especially when looking at if an issue is statistically significant. Useful if this could be highlighted within the report which in turn would support partnerships in setting local priorities.

## 7. City Priorities / Health and Wellbeing Plan – Brenda Fullard

Copies of the priorities and the plan were circulated prior to the meeting

Key areas:

- Help people make healthy lifestyle choices.
- Help people live safely in their own home (safeguarding, independence).
- Choice and control within health and social care services.
- The people who are poorest improve their health fastest.

The high level indicator is going to be – Smoking in adults

3 other strands:

- Community Engagement
- Supporting mental health
- Lifestyles – Smoking, alcohol, drugs

At present obesity is not included – this may need to be reviewed.

The plan is still in draft and all input is welcome. Once agreed these priorities will drive the city plans over the next 4 years so it is important for the partnership to comment.

June – Plan goes to Full Council.

August – Information on consultation and commissioning routes and start work on full Health and Wellbeing Strategy.

A long lead in is required to develop the strategy for April 2012.

PM concerned that obesity/childhood obesity not included as priority.

Also teenage pregnancy included in the Children's plan but not as a priority  
BF explained that some of the work strands are cross-cutting and will be picked up even if they are not stated as a priority.

Big opportunity with locality working to see how partnerships can best work together to tackle these issues.

Timescale for feedback – 29<sup>th</sup> April – Plans can be accessed via extranet.

## 8. Updates – *due to meeting running over these were kept short and deferred for a more detailed discussion at the next meeting*

### Alcohol – Gerry Shevlin

GS highlighted some of the work that is happening regarding alcohol issues in the wedge and circulated a brief outline (see attached).

At present an action plan is being worked up and this will be circulated to the partnership at the next meeting.

Main areas of work being explore include:

- Reducing A & E and hospital admissions
- Improving community engagement and awareness
- Addressing related Anti Social Behaviour issues
- Support to address related domestic violence



- Licensing and policy
- Business activity and engagement
- Tackling impacts on young people

Focus to be on Middleton and Beeston in the first instance with consideration also being given to rising issues within Morley town centre also being discussed.

### **Health and Wellbeing Neighbourhood Groups**

Joanne had sent her apologies and asked Bash to circulate copy of summary on progress made by these groups (see attached deferred for discussion at next meeting).

## **9. Any other business**

No items raised.

## **10. Date of next meeting**

Thursday 26<sup>th</sup> May – Agenda items to Aneesa.

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## Rothwell Families Project – Report

Rothwell Families Project is a partnership project, funded through the Coalfields Regeneration Trust and delivered by Leeds charity, Health For All. Following the submission of a funding bid produced by Health for All and South East Area Management staff, the Project was funded for an 18 month period (Oct 2009- March 2011) to offer new opportunities for people living in targeted areas of Rothwell, South Leeds, namely the John O Gaunts estate and Wood Lane estate – both ranked as ‘deprived’ areas and in need of regenerative support.

The outcomes defined by the funding application were:

Number of jobs created/safeguarded (FTE) - New Coordinator ft	1
Number of people assisted into work	4
Number of people assisted in skills development	100
Number of enterprises created	1
Number of people and young people participating in healthy lifestyle activities	95
Number of transport/access schemes - 1 Transport & 1 Access	2
Number of new childcare places (including after school provision)	50
Number of new volunteers	15
Number of parents/carers accessing employment/training opportunities due to services	30

Health For All worked with a steering group made up of local partners including Rothwell Extended Services, South East Area Management Team, Rothwell Youth Services, local Councillors, Aire Valley Homes, Tenants and Residents Associations, local Schools, Rothwell Children’s Centre and local community groups and organisations. The Steering Group met at regular intervals to receive project reports and played a key role in the success of the project.

The budget defined by the funding application at the beginning of the project:

Equipment - Office and Laptop	1,500
Salaries – Coordinator	39,386
NI And Other On-Costs – Coordinator	6,080
Salaries - Sessional Workers	19,469
Recruitment Costs	2,000
Other Revenue Costs - Community Groups Running Costs	9,000
Other Revenue Costs – Childcare	7,500
Travel Costs – For Beneficiaries	1,500
Management & Administration	12,738
TOTAL GRANT	99,173

The funding has fluctuated slightly over the life of the project in response to the needs identified for the area. For example, running costs in some monitoring periods may have been higher or lower than in others and therefore a variance has occurred.

Additional funding of £5500 was also secured to deliver 2 holiday playschemes - an Adventure holiday scheme and a Creative Kids holiday scheme.

Over the life of the project, a wide range of development work has been undertaken in the targeted areas promoting and supporting healthy living activities, training, support into employment, children's activities, and volunteering activities and community led groups/events.

### **What has the grant been spent on?**

Working in partnership with various providers and agencies, the following training courses were delivered in the area:

- We Count Project – budgeting and money management.
- 0-6 parenting x 2
- Steps x 2
- First Aid training
- Risk Assessment
- Food Hygiene x 2
- Skills For Life
- Basic Computer Skills
- Intermediate Computer Skills
- Volunteering Programme
- Cook and Eat classes – for children and parents/carers together
- SCRAP Creative Arts Classes
- UK Online weekly classes for beginners to the internet.

The following healthy living courses were delivered in partnership with various agencies:

- Keep Fit x 2
- Yoga – adults
- Sport and Dance – young people
- Salsa Aerobics
- Multi sports for young people x3
- Over 55's fitness clubs x2

The following activities for children and young people were delivered in partnership with a range of agencies:

- A funky fun bus tour
- 2 weekly youth clubs on both estates for most of the project period.
- 2 holiday playschemes – one an adventure scheme (funded through Leeds Play Network) and one a creative arts and sports scheme (funded through Rothwell Extended Services).
- Multisports have been delivered weekly for a large period of the project.

Other initiatives supported as part of the project, many in partnership with other agencies, enabled people into employment and volunteering or healthy living activity - these included:

- **Mother's Pride Tea Time Club** – this community group was supported through development work, funding towards equipment, sessional staff costs, volunteer support, training, transport, events, insurance and food.
- **Temple lawn Luncheon Club** – this group was supported through development work, equipment (including a suitable cooker) and other kitchen equipment. We also supported their promotional Open Day where they raised over £300
- **Wood Lane Tea Time Club** – this group was supported through development work, equipment, transport, volunteer support.
- **Wood Lane Fun Day** – supported through development work, volunteer recruitment, funding for some activities, and supporting volunteers to organise the day.
- **John O Gaunts Fun Day** – supported by funding some of the activities on the day.
- **Rose Lund Internet Café and UK online Centre** – the project provided sessional staff, equipment and maintenance as well as general resources (food and children's toys).
- **Rothwell Town Under 10's Football Club** – provided winter kits for all children.
- **John O Gaunts Football Team** – provided support and kits for the team.
- **Rothwell Day Services Carers Group** – the project offered support through help with organising the first meeting for carers of people with a learning disability, and bringing community resources.
- **John O Gaunts Tenants and Residents Association** – the project provided a coach for their summer trip and offered funding towards a community tool bank.

The final outcomes achieved at the close of the project were as follows:

Number of jobs created/safeguarded (FTE) - New Coordinator ft	1
Number of people assisted into work	4
Number of people assisted in skills development	100
Number of people and young people participating in healthy lifestyle activities	168
Number of transport/access schemes - Access	1
Number of new childcare places (including after school provision)	98
Number of new volunteers	26
Number of parents/carers accessing employment/training opportunities due to services	30

### **Organisations the project worked with to help deliver the targets achieved:**

- Rothwell Children's Centre
- Rothwell Extended Services
- Outer South Area Management Team
- Aire Valley Homes
- Rothwell Local Councillors
- Rothwell Youth Services
- Temple Lawn Association
- Haigh Road School
- Rothwell Victoria Junior School
- Rothwell C of E Primary School
- Oulton Primary School
- Rothwell Baptist Church
- Leeds Play Network
- Neighbourhood Learning Network
- SCRAP Creative Re-use Arts Project
- Morley Exotic Animal Rescue
- Mother's Pride Tea Time Club
- Wood Lane Tea Time Club
- Rothwell Libraries
- Joseph Priestly College
- MP Alec Shelbrooke
- Rothwell Tenants Association
- John O Gaunts Tenants Association
- John O Gaunts Football Club
- Rothwell Town Football Club
- Pecket Well College
- Rothwell Day Services
- Rose Farm Day Centre
- Rothwell Childminders Group
- Rothwell Record
- Klik Community Arts
- Haigh Road Community Centre

- DAZL Dance
- Job Centre Plus
- Leeds Federated Housing
- Yoga Buzz
- Health For All – Children’s Project
- Health For All – Eduplay
- Health For All – Active Clubs Experience
- Health For All – Community Transport
- Health For All – UK Online
- Health For All – Menspace Project

The project was supported by a high number of local people who have been involved in consultation, planning and delivery of many of the groups and activities which have taken place over the course of the project. Some activities the project has supported which have had involvement of local people such as the tea time clubs are successfully being sustained by local people.

**To build on the work of the project, the following actions have been taken:**

1. Application to Children in Need to continue support for the children's groups was submitted but was unfortunately unsuccessful.
2. Coalfields Regeneration Trust has just opened a new round of funding which may continue to support some of the work of the project.
3. The local people who run the Family Teatime Club were supported to submit an application for funding to the Outer South Area Committee to continue the service with a view to their submitting an Awards for All to secure more substantial funding.

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## **Future options for long-term residential and day care services for older people**

The council faces the challenge of implementing its vision for high-quality, long-term support for older people at a time of decreasing resources. A previous report to area committee in January 2011 highlighted this vision; to shape more flexible services for older people which offer care and support to help them remain independently within their own homes. Similarly policy direction and local demographic information suggest that services for older people in the future should be directed to those who have complex needs and require specialist services, for example around dementia. Meanwhile, people with low to moderate needs are increasingly directed toward locally provided services in the community.

At its meeting on 15 December 2010, Executive Board agreed a set of criteria as a sound framework for considering the most suitable option for each of its residential homes and day care centres. Executive Board also agreed to begin public consultation on these proposals. The development of these proposals followed an inquiry by Adult Social Care (ASC) Scrutiny Board and incorporated their recommendations.

To ensure that future services reflect local needs and opportunities and to allow their local knowledge and experience influence the consultation, officers in ASC made presentations to all 10 area committees in January and February 2011. Members of the area committees were asked to comment on the criteria for determining the most appropriate option for each facility particularly in terms of local factors and to suggest specific local issues that will help plan for the future needs of older people. All the recommendations and feedback generated from these meetings have been addressed. In addition, Members suggested specific local voluntary organisations working with older people to be invited to take part in the consultation. Officers in ASC have facilitated this and a range of organisations were invited to the stakeholder events held in February and March. Town and Parish Councils have also been given opportunities to participate in the consultation.

### **Options Appraisal**

An assessment of each individual home and day centre has now been completed according to the criteria and requirements agreed by Executive Board on 15 December 2010. A summary of the proposal for each facility in the outer south area is outlined below.

#### **Siegen Manor residential home**

The proposal is that in future Siegen Manor is redeveloped as a specialist dementia care home. This means that there may be changes to the home as new models of dementia care are developed that focus on helping people regain or maintain independence. These will be developed in the longer term and there will be no immediate changes. People currently living at Siegen Manor will therefore be able to keep their place there if they wish.

#### **Dolphin Manor Residential Home**

It has been proposed that Dolphin Manor be decommissioned. This means that it might cease to offer local authority residential accommodation.

#### **Knowle Manor**

It has been proposed that Knowle Manor be decommissioned. This means that it might cease to offer local authority residential accommodation.

### **Rose Farm Day Centre**

The proposal is to cease to offer local authority provided daytime support from Rose Farm and to decommission day care services in this building.

### **Home Lea House residential home and Siegen Manor Day Centre**

These facilities have not been considered at this stage and remain under further review. This means that further work will be undertaken later in the year to allow a thorough analysis to be completed.

### **Implications for current residents and users**

These proposals are the basis for detailed consultation with those directly affected. Feedback and key issues arising from the consultation will be fully evaluated to take on board all relevant considerations prior to any final decisions being taken by Executive Board in September 2011.

Subject to approval by Executive Board, any change to facilities will require a phased and planned approach. If the home or day centre is to be decommissioned, officers will work closely with residents, day care users and their families and carers to see what type of alternative accommodation and day time support they would like to choose. Individual reviews of the needs of current residents and users will be undertaken. Nothing will happen suddenly or unexpectedly, and no move will be made until suitable alternative provision is found that they are content with.

### **Detailed Consultation with Residents, Day Care Users, Carers and Relatives**

The second stage, detailed consultation on the proposed options with those directly affected began on 16<sup>th</sup> May and will run until 5<sup>th</sup> August 2011. One- to-one meetings are being arranged for residents, users of day care and their carers and relatives to explain the proposed option, answer their questions and gather their views. Staff from the residential care homes have a wealth of experience and expertise to draw upon as the change programme moves forward and it is suggested that their involvement will also help in providing a greater sense of security on the part of residents who will be obviously anxious by the proposed options for change. Staff from the residential homes and day centres are therefore undertaking the detailed consultation, alongside a dedicated consultation team made up of specialist staff from ASC, supported by the programme team.

Care and consideration has been given to any communication issues for each individual resident and day care user. The programme team are working with each home and centre manager to identify individual's communication needs. Close collaboration with each home and day centre will be key and every effort will be made to foster good working relationships. During this process, other key factors that need to be considered for each resident and day centre user will be recorded and taken into account as the consultation process progresses.

The main focus of the consultation interviews is to capture people's responses to the proposed changes and determine the impact on individuals and how this might be reduced as plans develop. Each individual interview is being logged. Feedback and key issues arising from the consultation will be fully evaluated to take on board all relevant considerations prior to any final decisions being taken by Executive Board in September 2011.

### **Consultation with staff**

Staff briefings on the proposed options took place during week commencing 9th May. A

questionnaire has been approved and signed off by the Trade Unions and is available to all staff for completion over the next 4 weeks. As part of the consultation process with staff, a series of 'Employees Matter Roadshows' will also take place over the next 3 months.

Separate briefings on employee matters will take place concurrently with managers from adult social care. The programme will work closely with trade unions to ensure employee matters are given high priority and regular meetings with trade unions have and will continue to take place.

### **Equality Considerations**

An equality impact assessment is being prepared against all the equality characteristics as laid down by legislation. It will form part of the consultation process and will be reviewed as plans develop.

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Originator: Andy Booth

Tel: (0113) 24 74325

**Report of the Chief Officer, Democratic and Central Services**

**South Leeds (Outer) Area Committee**

**Date: Monday 4<sup>th</sup> July 2011**

**Subject: Local Authority Appointments to Outside Bodies**

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

**Executive Summary**

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

**1.0 Purpose of this Report**

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

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

**2.0 Background**

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

- 2.2 Attached at Appendix 1 is the agreed Appointment Procedure Rules<sup>1</sup> that have been adopted by Full Council. The procedure addresses previous concerns raised by Elected Members relating to proportionality; introduces appointment categories; and places responsibility for appointment clearly with Elected Members both through this Committee and the Member Management Committee.
- 2.3 The **Member Management Committee** has responsibilities for Council Appointments to Outside Bodies and for exercising decision making in the following areas:
- Considering requests from all Outside Organisations seeking Elected Member representation
  - Determining the category of appointment which will govern which Committee will make the appointments
  - Making Elected Member appointments to Outside Bodies within the Strategic and Key Partnership category.
- 2.4 Full Council has agreed that due to the large number of organisations seeking Council representation, appointments within the Community and Local Engagement Category will be considered and approved by Elected Members serving on the relevant Area Management Committee.
- 2.5 In July 2004 the Member Management Committee met to consider allocation of appointments to each Area Committee. Attached at Appendix 2 are those that have been determined should be made by this Area Committee.
- 2.6 One of the delegated Member appointment functions which Area Committees had previously been asked to exercise was making Elected Member appointments to the Boards of Housing Management Arms Length Management Organisations. However, on the recommendation of the Executive Board, the Member Management Committee at its meeting on 22<sup>nd</sup> December 2006 resolved that in future appointments to the re-structured ALMO Boards (down from 6 to 3, with smaller numbers of Directors) would be made by the Member Management Committee itself, hence these appointments no longer appear in the schedule of appointments at Appendix 2.
- 3.0 The Appointment Procedure - Community and Local Engagement Category**
- 3.1 The Area Committee must first consider whether it is appropriate for an appointment to be of a specific office holder<sup>2</sup> either by reference, if this is available, to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.
- 3.2 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Area as a whole.

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<sup>1</sup> This Procedure is now incorporated into the Council's Constitution

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

- 3.3 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting unless otherwise stated.
- 3.4 Elected Members<sup>3</sup> will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 3.5 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.
- 3.6 Area Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.

#### **4.0 Appointments 2011/12**

- 4.1 This year there are appointments to be made to the following groups: Morley and Rothwell Town Centre Management Board, Morley Literature Festival Organising Committee, and the ALMO Outer South Area Panel.

##### **Morley Town Centre Management Board**

The Morley Town Centre Management Board was established to act as a consultative body on issues relating to the Management Scheme of Morley.

These are annual appointments and the Council's representatives appointed in 2010/11 were Councillor Finnigan and former Councillor Grayshon.

##### **Morley Literature Festival Committee**

The Morley Literature Festival evolved from a notion that an event should be held to mark the centenary year of Morley Library. Initial discussions began in 2006 and soon developed into full planning meetings resulting in a weekend literature festival comprising of workshops, readings and competitions. The organisation of the festival is led by the Director and Committee.

These are annual appointments and the Council's current representatives are Councillors Elliott, Finnigan and Gettings.

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

## **ALMO Outer South Area Panel**

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

### **The Area Panels have two main roles.**

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

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

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

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

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

These are annual appointments and the Council's current representatives are Councillors Dunn and Varley.



## **District or Area – Based Partnerships**

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

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

These are:

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

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

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

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

There is an expectation that Area Committee representatives will share their knowledge and intelligence of the area, to help shape and determine the priorities and action plans of the partnerships, ensuring they are complimentary and supportive of the Area Committees' ADPs. Direct participation by elected Members on these local partnerships will strengthen the role of Members and their voice as 'community champions' within our

partner agencies, and overcome any perceived 'democratic deficit' there may have been. Elected Members participation will also help build the links between local partnership working and the work of the Council through the Area Committees. The Committee's designated partnership representatives, or 'champions' appointed in 2010/11 were:

- Divisional Community Safety Partnership – Councillor Finnigan
- Area Children's Partnership – Councillor Gettings
- Area Health and Social Care Partnership – former Councillor Grayshon
- Area Employment, Enterprise and Training Partnership – Councillor Mulherin.

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

## **5.0 Recommendation**

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

## **Background Papers**

Appointment Procedure Rules - Appendix 1 (attached)

# **APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES**

Body/Person with authority to  
change the document

Full Council

## APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

### 1.0 Scope

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

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

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

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

### **3.0 Determination of how an Appointment should be made**

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

### **4.0 The Appointment Procedure**

#### Strategic and Key Partnerships

- 4.1 The Member Management Committee will first consider whether it is appropriate for an appointment to be of a specific office holder<sup>2</sup> either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Member Management Committee. Such appointments will then be offered on this basis.
- 4.2 Nominations will then be sought for the remaining places. The Member Management Committee should have regard to a Member's current interests prior to making any appointment. The Member Management Committee will have regard to the principle of securing an overall allocation of places which reflects the proportion of Members from each Political Group on the Council as a whole.
- 4.3 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 4.4 Elected Members<sup>3</sup> will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In

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

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

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

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

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

#### Community and Local Partnerships

- 4.7 The Area Committee will first consider whether it is appropriate for an appointment to be of a specific office holder<sup>4</sup> either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.
- 4.8 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the area as a whole.
- 4.9 Elected Members<sup>5</sup> will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 4.10 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year

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

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

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

## *Appointments to Outside Bodies Procedure Rules*

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

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

### **Support for Elected Member Appointees To External Organisations**

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

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

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

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

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

Outside Body	Charity / Trust	No of Places	Review Date	No of places to review	Current appointees	Cllr Y/N	Review Period	Group
Morley Town Centre Management Board	No	2	Jun-11	2	Robert Finnigan	Y	Annual	MBI
			Jun-11		Terrence Grayshon	Y	Annual	MBI
Morley Literature Festival Committee	No	3	Dec-11	3	Judith Elliott	Y	Annual	MBI
			Dec-11		Robert Finnigan	Y	Annual	MBI
			Dec-11		Bob Gettings JP	Y	Annual	MBI
Outer South ALMO Area Panel Aire Valley Homes Leeds	No	2	Jun-11	2	Shirley Varley	Y	Annual	MBI
			Jun-11		Jack Dunn	Y	Annual	Labour
Divisional Community Safety Partnership	No	1	Jun-11	1	Robert Finnigan	Y	Annual	MBI
Area Children's Partnership	No	1	Jun-11	1	Bob Gettings JP	Y	Annual	MBI
Area Health and Social Care Partnership	No	1	Jun-11	1	Karen Renshaw	Y	Annual	Labour
Area Employment, Enterprise and Training Partnership	No	1	Jun-11	1	Lisa Mulherin	Y	Annual	Labour
		11		11		11		

Number of places	11
Places held pending review	11
Places currently filled beyond June 10	0
Number of places to fill	11

Number of Members in the Committee Area	12
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		Percentage of Members on the Committee	Notional Places Allocated
Labour	5	42	4.58
Liberal Democrat	2	17	1.83
Conservative	0	0	0.00
Morley Borough Independent	5	41.67	4.58

Total	12		11
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