



NORTH WEST (OUTER) AREA COMMITTEE

**Meeting to be held in Committee Room 1, Civic Hall, Leeds, LS1 1UR on
Monday, 20th June, 2011 at 2.00 pm**

MEMBERSHIP

Councillors

B Anderson	-	Adel and Wharfedale;
J L Carter	-	Adel and Wharfedale;
C Fox	-	Adel and Wharfedale;
G Latty (Chair)	-	Guiseley and Rawdon;
P Latty	-	Guiseley and Rawdon;
P Wadsworth	-	Guiseley and Rawdon;
B Cleasby	-	Horsforth;
C Townsley	-	Horsforth;
D Collins	-	Horsforth;
C Campbell	-	Otley and Yeadon;
R Downes	-	Otley and Yeadon;
G Kirkland	-	Otley and Yeadon;

**Agenda compiled by:
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LEEDS LS1 1UR
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Gerard Watson

**W N W Area Leader: Jane Maxwell
Tel: 33 67858**

A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

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

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

A G E N D A

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

Item No	Ward	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF INTERESTS</p> <p>To declare any personal / prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To confirm as a correct record the minutes of the meeting held on 28th March 2011.</p>	1 - 8

Item No	Ward	Item Not Open		Page No
8			<p>NOTIFICATION OF APPOINTMENT OF AREA COMMITTEE CHAIR FOR 2011/2012 AND REVISIONS TO AREA COMMITTEE PROCEDURE RULES</p> <p>To consider a report of the Chief Officer (Democratic and Central Services) providing formal notification of Councillor G Latty's election to the position of Committee Chair for the 2011/2012 municipal year, whilst also notifying of the revisions made to the Area Committee Procedure Rules.</p> <p>(Council Function)</p>	9 - 16
9			<p>DELEGATION OF ENVIRONMENTAL SERVICES - UPDATE</p> <p>To consider the report of the Director of Environment and Neighbourhoods providing an update on the progress towards the delegation of certain environmental services to Area Committees, in addition to detailing information relating to the current review of street cleansing services.</p> <p>(Executive Function)</p>	17 - 20
10			<p>WEST NORTH WEST HOMES LEEDS INVOLVEMENT IN AREA COMMITTEES</p> <p>To consider the report of West North West Homes Leeds Arms Length Management Organisation (ALMO) outlining the purpose of the ALMO's involvement in Area Committees and exploring ways to maximise the effectiveness of that involvement.</p> <p>(Executive Function)</p>	21 - 24

Item No	Ward	Item Not Open		Page No
11			<p>ANTI SOCIAL BEHAVIOUR REPORT</p> <p>To consider the report of the Assistant Chief Executive (Planning, Policy and Improvement) providing an update of the work undertaken in respect of tackling issues relating to anti social behaviour.</p> <p>(Executive Function)</p>	25 - 28
12			<p>AREA COMMITTEE ROLES FOR 2011/2012</p> <p>To consider the report of the Assistant Chief Executive (Planning, Policy and Improvement) providing the Area Committee with a summary of its Area Functions and Priority Advisory Functions for 2011/2012.</p> <p>(Executive Function)</p>	29 - 78
13			<p>WELLBEING BUDGET REPORT</p> <p>To consider the report of the Assistant Chief Executive (Planning, Policy and Improvement) providing a current position statement on the Committee's wellbeing budget, detailing new expressions of interest received for funding and providing details of small grant allocations.</p> <p>(Executive Function)</p>	79 - 84
14			<p>KEY MESSAGES FROM AREA COMMITTEES SUB GROUPS AND FORUMS</p> <p>To consider the report of the Director of Environment and Neighbourhoods providing an update on current issues considered and the progress made by the Committee's Sub Groups and Ward Forums which have taken place since the last Area Committee meeting.</p> <p>(Executive Function)</p>	85 - 88

Item No	Ward	Item Not Open		Page No
15			<p>WELLBEING 2010/2011 YEAR END MONITORING REPORT</p> <p>To consider the report of the Assistant Chief Executive (Planning, Policy and Improvement) providing an overview of the Wellbeing projects commissioned during the 2010/2011 municipal year.</p> <p>(Executive Function)</p>	89 - 94
16			<p>LOCAL AUTHORITY APPOINTMENT TO OUTSIDE BODIES</p> <p>To consider the report of the Chief Officer (Democratic and Central Services) on Local Authority Appointments to Outside Bodies.</p> <p>(Council Function)</p>	95 - 110
17			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday, 26th September 2011 at 2.00 p.m. (Venue to be confirmed)</p>	

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Agenda Item 7

NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 28TH MARCH, 2011

PRESENT: Councillor B Cleasby in the Chair

Councillors B Anderson, C Campbell,
J L Carter, R Downes, C Fox, G Latty,
C Townsley and P Wadsworth

76 Chair's Opening Remarks

The Chair welcomed everyone to the March meeting of the North West (Outer) Area Committee held at The Stables, Back Church Lane, Adel, Leeds 16.

77 Declaration of Interests

a) The following personal declarations were declared at the meeting:-

- Councillor J L Carter in his capacity as Vice Chair of the West Yorkshire Police Authority; Chair of the Board/Member of the Executive of Safer Leeds – Community Safety Partnership and also personally knowing someone on the Adel War Memorial Association (Agenda Item 9) (Minute 82 refers)
- Councillor C Fox in his capacity as personally knowing someone on the Adel War Memorial Association and also as Member on the West North West Homes Leeds Area Panel (Agenda Item 9) (Minute 82 refers)
- Councillor G Latty in his capacity as a Member on the West North West Homes Leeds Area Panel (Agenda item 9) (Minute 82 refers)
- Councillor P Wadsworth in his capacity as a Board Director of West North West ALMO (Agenda item 9) (Minute 82 refers)
- Councillor C Townsley in his capacity as a Member on the West Yorkshire Fire and Rescue Authority (Agenda Item 13) (Minute 86 refers)

b) The following personal and prejudicial interests were declared at the meeting:-

- Councillor B Anderson in his capacity as a Member on the Adel War Memorial Association and also as a Member of the Cookridge Covenant Garden Society (Agenda Item 9) (Minute 82 refers)
- Councillor B Cleasby in view of his wife being a Member on the Billing View Community Management Committee (Agenda Item 9) (Minute 82 refers)

78 Apologies for Absence

Apologies for absence were received on behalf of Councillors A Barker, G Kirkland and P Latty.

79 Open Forum

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

On this occasion, there were no members of the public present.

80 Minutes of the Previous Meeting

RESOLVED - That the minutes of the previous meeting held on 7th February 2011 be confirmed as a correct record.

81 Introduction of Tom Riordan; Chief Executive, Leeds City Council

The Chair welcomed to the meeting the Council's Chief Executive, Tom Riordan, who was attending all ten Area Committees as part of his familiarisation induction.

The Chief Executive responded to Members' queries. In brief summary these were:-

- the concerns around the growing increase of planning applications within the North West Outer area, in particular the Horsforth ward and the need for a plan to be introduced to control the infrastructure *(The Chief Executive acknowledged this point and confirmed that there was a need to review the Core Strategy)*
- the need for a more robust working relationship between Councillors and officers, with particular emphasis on those officers who have little or no contact with Councillors
- the concerns that locality working was failing to deliver, especially around service enhancements and in pockets of deprivation in North West Outer
- the need for Councillors to have an input within the locality working process i.e. cleansing issues for example and not to be informed of decisions after the event
- the need for departments to work more closely together, especially during budget pressures the need to acknowledge that on costs did have an impact on the system and thereby putting constraints on the Council
(The Chief Executive acknowledged the importance of locality working and informed the meeting that the recharging scheme would be revisited to address the base line issues)

In concluding, the Chair thanked the Chief Executive for his attendance and contribution to the meeting.

(Councillor J L Carter joined the meeting at 2.20pm during discussions of the above item)

82 Well-being Budget Report

Referring to Minute 68 of the meeting held on 7th February 2011, the Director of Environment and Neighbourhoods submitted a report providing Members with a current position statement on the well-being budget, details of proposed projects and small grant applications received to date.

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

RESOLVED-

- a) That the contents of the report be noted.
- b) That this Committee notes the current position of the Well-being budget as detailed in Sections 2.0 and 3.0 of the report.
- c) That the following projects outlined in Section 4.0 of the report be dealt with as follows:-

<u>Name of Project</u>	<u>Name of Delivery Organisation</u>	<u>Decision</u>
Horsforth PCSOs	West Yorkshire Police and Horsforth Town Council	Agreed £ 8,100 (revenue)
Horsforth CCTV – Monitoring and Maintenance	Leeds Community Safety	Agreed £3,192 (revenue)
Otley CCTV	LCC Community Safety	Agreed £7,420 (revenue)
Yeadon CCTV	LCC Community Safety	Agreed £6,185 (revenue)
Replacing trees in the Cookridge Garden Estate	Cookridge Gardens Estate (1919) Covenant	Agreed £1,650 (revenue)
Replacement of Main Hall Floor	Adel War Memorial Association	Agreed £10,000 (revenue)
Cookridge Cricket Club Roof Repairs	Cookridge Cricket Club	Agreed £2,000 (revenue)
Billing View Community Garden	Billing View Community Group	Agreed £10,000 (revenue)

Outdoor activities for young people and their families – Leeds Sailing and Activity Centre Yeadon Tarn	Sport and Recreation Service – City Development	Agreed £2,432 (revenue)(£608 per ward)
Covert and Crime Reduction Team	West Yorkshire Police	Agreed £5,063 (£2,500 capital and £2,563 revenue)
Serious Fun	Serious Fun	Deferred for further Information
Grove Hill Park Children's Playground	Grove Hill Park Action Group	Agreed £2,000 (capital)

- d) That the small grants outlined in Section 5.0 of the report be noted.
e) That in relation to un-committed capital, the Area Leader be requested to look with Ward Members at any un-allocated capital with a report back on progress at the next meeting.

(Councillor B Anderson having previously declared a personal and prejudicial interest in the replacing trees in the Cookridge Garden Estate and the replacement of Main Hall Floor projects, left the room and took no part in the voting or discussion thereon)

(Councillor B Cleasby having previously declared a personal and prejudicial interest in the Billing View Community Garden project, left the room and took no part in the voting or discussion thereon. Councillor G Latty, in his capacity as Deputy Chair, took the Chair during the Chair's absence)

83 Area Leader's Report

The Director of Environment and Neighbourhoods submitted a report informing Members of progress on a number of projects in Outer North West Leeds as determined by the Area Delivery Plan 2010/11.

Jane Maxwell, Area Leader and Jane Pattison, West North West Area Management presented the report and responded to Member's queries and comments.

At the request of the Chair, Councillor B Anderson in his capacity as Chair of the Environment and Streetscene Sub Group reported on the Environment and Streetscene Sub Group meeting immediately prior to the Area Committee. In summary the issues raised were:-

- concern regarding the lack of detail in relation to the budget
- the problems associated with graffiti and ginnel work and the ALMOs involvement
- the need to discuss the Service Level Agreement in detail at the workshop on 30th March 2011 and to address the consequences of not signing the document
- the need to set up Hot spot teams

In concluding the discussions, the Chair requested that a copy of the notes of the Environment and Streetscene Sub Group meeting be circulated to Members as soon as they were available.

RESOLVED - That the contents of the report be noted.

84 Key Messages from Area Committee Sub Groups and Forums

The Director of Environment and Neighbourhoods submitted a report providing Members with an update and summary on progress made at the Area Committee sub-groups and Ward Forums that have taken place since the last Area Committee meeting.

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

Arising from discussions in relation to the Community Centre Sub Group, a specific request was made for details on how much had been lost by bookings not been made at Yeadon Town Hall.

Jane Pattison, West North West Area Management responded and agreed to look into this request with a report back at the next meeting.

RESOLVED - That the contents of the report be noted.

85 Dog Control Orders - Phase Two

The Director of Environment and Neighbourhoods submitted a report with regards to the Council's proposals to introduce further Dog Control Orders in the City.

Stacey Campbell, Service Manager, Health and Environmental Action Service presented the report and responded to Member's queries and comments.

Members were invited to offer any comments with regards to:-

- Potential consultees who were not listed within the report
- Landowners or managers who may be interested in Dog Control Orders on their land, particularly in the local area covered by this Committee
- Advise on any areas of land which they feel would benefit from Exclusion Orders

- Offer any observations which need to be incorporated into the public consultation
- Nominate their Area Champion to receive the formal consultation outcome on behalf of their Committee

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

- clarification of the procedure around Phase 2
- the need for Friends of Hall Park to be consulted, together with Parish Councils
- the need to include football pitches within Phase 2
(The Service Manager responded and agreed to this request)
- clarification of the involvement of traffic wardens, PCSOs and Park Rangers within the process
- the need for joint working between agencies and to be clear about enforcement responsibilities
- the need to address the possibility of PCSOs reporting dog fouling incidents directly to the Dog Warden Team for appropriate action
- clarification of the dog exclusion procedures
- clarification of the number of dogs people can walk and the need for the Committee to see a list of areas which have been designated as 'Dog Lead Free' including children play areas
(The Service Manger responded and agreed to e mail relevant details to West North West Area Management for circulation to Members of the Committee)

RESOLVED-

- a) That the contents of the report be noted.
- b) That this Committee notes the proposals for further Dog Control Orders in accordance with the report now submitted.
- c) That Councillor B Anderson be nominated as Area Champion to receive the formal consultation outcome on behalf of the Area Committee.

86 West Yorkshire Fire and Rescue Service (WYFRS) - Collaborative Working with the Area Committees

The West North West Area Manager submitted a report which brought to the attention of the Area Committee as to what West Yorkshire Fire and Rescue Service (WYFRS) can do to assist partners in helping to reduce the risk in our communities. The report also highlighted ways that the Area Committee and its partners can help WYFRS achieve its ambition to make West Yorkshire safer.

Nigel Atkins, Station Commander, (Rawdon Cookridge and Otley), West Yorkshire Fire and Rescue Service was in attendance and responded to Member's queries and comments.

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

- clarification of the powers and procedure in relation to stacked cardboard boxes outside shop premises
- the need to revisit the scheme of providing free smoke detectors (and carbon monoxide detectors) to elderly people
- clarification of the types of smoke detectors available on the market which can be decentralised when cooking food
- clarification of the powers and procedures in relation to restricting fire exists in nightclub premises
- clarification of the working relationship between ALMOs and the West Yorkshire Fire and Rescue Service and the protocol around replacing smoke detector stock in areas of need
- clarification of whether or not 'hot target funding' was still available (The Station Commander responded and agreed to look into this issue and e mail relevant details to West North West Area Management)

RESOLVED –

- a) That the contents of the report be noted.
- b) That Station Commander be thanked for his attendance and contribution to the meeting.

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

The Chief Democratic Services Officer submitted a report on the dates, times and venues of the North West (Outer) Area Committee for 2011/12.

RESOLVED – That the following dates and times be approved for meetings of the North West (Outer) Inner Area Committee for the 2011/12 municipal year, venues to be arranged by the Area Leader in consultation with Members:-

20th June 2011
 26th September 2011
 7th November 2011
 12th Dcember2011
 6th February 2012
 26th March 2012.

Meetings to commence at 2.00pm

(The meeting concluded at 4.00pm)

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Originator: Gerard Watson

Tel: (0113) 395 2194

Report of the Chief Officer (Democratic and Central Services)

North West (Outer) Area Committee

Date: 20th June 2011

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

Electoral Wards Affected:

Ward Members consulted (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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

Executive Summary

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

1.0 Purpose Of This Report

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

2.0 Background Information

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

- 2.2 Paragraph 5 of the Area Committee Procedure Rules, attached as appendix 1, details the process by which Chairs of the Area Committees are elected. This revised process was approved by Council at its Annual Meeting on 26th May 2011 and requires that any appointments made to a position of Area Committee Chair by full Council is reported to the relevant Area Committee.
- 2.3 Paragraph 6.7 of the Area Committee Procedure Rules, attached as appendix 2, details the agenda items which Area Committees shall consider.

3.0 Main Issues

3.1 Appointment of Chair for 2011/2012

- 3.2 At its Annual Meeting on 26th May 2011, Council appointed Councillor G Latty to the position of North West (Outer) Area Committee Chair for the 2011/2012 municipal year.
- 3.3 In line with Area Committee Procedure Rule 5.11, any appointments of Area Committee Chairs made by Council are required to be formally reported to the relevant Area Committee.

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

- 3.5 At its Annual Meeting on 26th May 2011, Council approved a revised Area Committee Procedure Rule 5, which deals with the election of Area Committee Chairs. The revised Procedure Rule is attached as appendix 1, however, for ease of reference the key provisions are detailed below:-
- Each political Group¹ with Members elected within an Area Committee area may put forward a nomination from amongst Members on the Area Committee to Chair the Area Committee. An Independent Member may also put forward a nomination, with all nominations being notified to the Head of Governance Services 1 clear working day prior to the issue of the Summons for the Annual Council Meeting.
 - Following the closure of nominations, and before the Annual Council Meeting, Area Committees will meet to agree the election of Chair for the forthcoming Municipal Year. The Chair will be elected by overall majority and by those Members eligible to do so and present at the meeting. All agreed appointments will be reported to the Annual Council Meeting.
 - Where an overall majority of votes cannot be obtained, or it is not possible for the Area Committee to meet in advance of the Annual Council Meeting, the Annual Council Meeting will appoint the Chair.
 - Where the Annual Council Meeting is required to appoint the Chair and there is more than one nomination, the Chair will be elected by overall majority of votes

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

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.

3.8 Deputy Chair

Previously, the North West (Outer) Area Committee has chosen to appoint a Deputy Chair for the duration of the municipal year. Although there is no specific provisions within the Area Committee Procedure Rules to appoint to such a position, as in previous years, an informal appointment can be made. Therefore, the Committee may wish to consider whether it appoints a Deputy Chair for the 2010/2011 municipal year.

4.0 RECOMMENDATIONS

The Area Committee is requested to note the following:-

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

Background Papers

Area Committee Procedure Rules

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

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

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

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

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

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

Agenda Items

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

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Originator: Jason Singh

Tel: (0113) 2146541

Report of the Director of Environment & Neighbourhoods

Outer North West Area Committee

Date: 20th June 2011

Subject: Delegation of Environmental Services Update

<p>Electoral Wards Affected:</p> <p>All</p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input 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 North West Area Committee on **Friday 22nd July 10-1pm**, Civic Hall.

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

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

West North West – Jason Singh

East North East – John Woolmer

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

3.0 Main Issues

3.1 Following further consideration and input from Area Committee Chairs, a decision has been made to continue work on the SLAs, for approval by Area Committees in September 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 and the Locality Managers. 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 26th May, to include the environmental services delegation within the Area Committee Function Schedule.
- 5.2 Amendments have also been made to the Area Committee Procedure Rules to make allowance for the decision making powers being devolved to Committees, which will run concurrent to the same authority given to the Director of Environment & Neighbourhoods.
- 5.3 The proposed delegation of environmental services to Area Committees will significantly contribute towards the Stronger Leeds section of the new Safer & Stronger Communities Plan 2011-15. By delivering services at an Area Committee level, the priority to '*ensure that local neighbourhoods are clean*' will be much more achievable.

6.0 Legal and Resource Implications

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

7.0 Recommendations

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

8.0 Background Papers

- 8.1 There are no applicable background papers

Report of West North West homes Leeds

Outer North West Area Committee

Date: 22 June 2011

Subject: West North West homes Leeds involvement in Area Committees

Electoral Wards Affected: Adel and Wharfedale; Guiseley and Rawdon; Horsforth; Otley and Yeadon

Specific Implications For:

Ethnic minorities

Women

Disabled people

Council Function

Delegated Executive Function available for Call In

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

Executive Summary

This report outlines the purpose of WNWhL involvement with the Area Committee, and explores ways of making WNWhL involvement as productive and meaningful as possible. Members are asked to note this report and make comment as to how joint and collaborative arrangement can be established.

1.0 Purpose Of This Report

1.1 To outline the purpose of West North West homes Leeds (WNWhL) involvement in Area Committees, and to explore ways of making that involvement as meaningful and productive as possible.

2.0 Background Information

2.1 WNWhL is one of three Leeds ALMOs and provides a range of housing management services under the terms of a Management Agreement with Leeds City Council. Amongst the services we provide are management of the Leeds Housing Register, repairs and property improvements to Council homes, tenancy management including rent collection. We also manage the Leeds Anti Social Behaviour Team following the recent QUEST Review, and have an extensive Customer Involvement network.

2.2 In 2010, WNWhL was inspected by the Audit Commission and received a '2 star' rating, equating to the delivery of good housing management services, along with promising prospects for improvement.

- 2.3** WNWhL, along with the other ALMOs, has been invited to attend and work with the Area Committees across Leeds. WNWhL welcome this invite, and are keen to explore the opportunities for increasing co-ordination and co-operation within localities.
- 2.4** WNWhL Neighbourhood Performance Managers have been tasked with working with Area Committees, and have been attending Area Committee meetings over the last few months. Work has also been undertaken with area management colleagues to develop this approach.
- 3.0 Main Issues**
- 3.1** The ALMOs are by definition arms length from council governance. However, as the experience of having ALMO's within the broader provision of council services within Leeds matures there is a recognition that there needs to be a balance between achieving creative approaches to meeting the challenges of providing council housing in Leeds, and ensuring that provision through the ALMO's is contributing to meeting the wider strategic needs of service provision across a range of services within Leeds. This is particularly true at local level, where there is the opportunity to tailor services to meet specific housing related and broader service objectives. We welcome the opportunity to participate in Area Committees and to develop our approaches within local communities.
- 3.2** Participation in the Area Committee structure allows WNWhL to ensure that we are developing our approaches in ways which are consistent with the broader area management objectives and strategies, and to seek support in meeting the objectives of our service and our customers.
- 3.3** Within the current financial constraints we are keen to explore the patterns of provision of services within local communities and to contribute to joined up working which assists in developing service provision and quality, while generating savings and efficiencies in the provision of council services. There have been references to joint funding arrangements in recent Area Committee reports, for example joint funding towards the CASAC target hardening scheme and the current proposal to consider joint funding of renovation of car parking spaces at Shaw Close. This report envisages building on existing arrangements to further cement WNWhL's relationship with the Area Committees.
- 3.4** Through our recent involvement we have become more aware of the broad range of issues being discussed at Area Committees. While some of these do not seem at first to be directly relevant to WNWhL, it is envisaged that over time beneficial linkages may be found. We are very aware that the broad range of neighbourhood issues are of major relevance to our tenants and customers and that these issues strongly affect their experience and perception of the area they live in.
- 3.5** The Area Committees emerging role in relation to Streetscene, youth services, along with community safety reviews and opportunities for joining up community engagement present clear points of connection between the work of Area Committees and the ALMO. WNWhL has an established and extensive network for customer consultation, which could be used to promote further feedback from the community on how services are being delivered locally. We need to ensure that there is effective joined up working to drive efficiency and satisfaction in our communities that effective services are being delivered.

- 3.6** Conversations are underway on ways that the Streetscene services being overseen by Area Committee's and the caretaking services provided by WNWhL can work in mutually supportive ways. There are many areas throughout the West North West area where there is an interface between land which is maintained by Streetscene and WNWhL.
- 3.7** We need to ensure that there is effective joined up working to drive efficiency and confidence in our communities that effective services are being delivered. We would welcome thoughts and ideas from Area Committee members for any ways that we can make our involvement in area committees more meaningful and productive.
- 3.8** Following discussion with Area Management it is suggested that WNWhL provide a six monthly update to Area Committee of progress with areas of mutual interest. The first report would be submitted to the September meeting.

4.0 Implications for Council Policy and Governance

- 4.1** Council Policy and Governance arrangements will not be affected by these proposals.

5.0 Legal and Resource Implications

- 5.1** There are no legal implications of this report. No additional resources are needed to deliver the approach outlined in this report, which will be delivered within existing resources.

6.0 Conclusions

It is concluded that there are clear benefits and opportunities for WNWhL working closely with Area Committees as outlined in this report. Developing this approach provides the opportunity to develop services and join up working to the benefit of residents.

7.0 Recommendations

Members are invited to note this introductory report, and it is recommended that WNWhL provide a six monthly update to Area Committee of progress with areas of mutual interest, starting with the September meeting.

Background Papers

None

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Report of the Director of Environment and Neighbourhoods

Outer North West Area Committee

Date: 20th June 2011

Subject: Leeds Anti Social Behaviour Team

<p>Electoral Wards Affected:</p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>	
<p>Council Function <input type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input 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 provides details of the changes to the Anti Social Behaviour Service, the new process for dealing with anti social behaviour in Leeds and details about the three new area based multi agency teams.

1 Purpose of this report

1.1 The purpose of this report is to inform Members of the Outer North West Area Committee of changes in how partner agencies across Leeds deal with reports of Anti-social behaviour resulting from a lengthy city wide review.

2 Background information

2.1 In January 2010 Leeds City Council, West Yorkshire Police and partner agencies including local housing providers agreed to conduct a comprehensive review of partner agency protocols and processes currently in place to respond to and tackle Anti-Social Behaviour (ASB). This in part recognised the sometimes disjointed approaches to ASB within Leeds, with different organisations and departments having different responsibilities for different aspects of ASB and taking on board the lessons learnt through critical and costly ombudsman investigations.

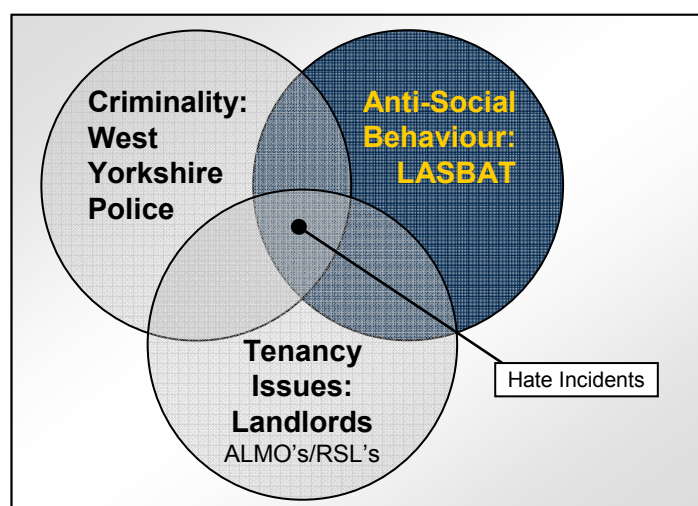
2.2 Under the guidance of a review governance board (Neil Evans; Environment & Neighbourhoods, ACC Dave Evans; West Yorkshire Police, James Rogers; Planning, Policy and Improvement and John Clark; Aire Valley Homes Ltd.), the review was

carried out using the nationally recognised Quest methodology developed by the Home Office in partnership with management consultants KPMG.

3 Main issues

- 3.1 Through the issue validation phase, during which consultation took place with both key stakeholders and frontline staff, the review team examined current processes, analysed ASB data, audited casework and undertook extensive research both locally and nationally, 42 key issues were identified.
- 3.2 Key issues included concerns around the lack of intelligence sharing in relation to ASB, a lack of clarity around what should be considered ASB, varying service standards across partner agencies, unclear roles and responsibilities, the efficiency of initial contact processes and the lack of a joined up case management system. 37 of the identified issues were approved by the reviews governance board for business case development and solution design.
- 3.3 Changes instigated through the review, recognised the achievable benefits to be had through better coordinated, joined up working and improved processes.
- 3.4 Frontline service provision has been restructured (see appendix 1) bringing together staff from the current ASBU, ALMO's, West Yorkshire Police, West Yorkshire Fire Service and Victim Support, within 3 locally based, multi-agency teams who will deal with ASB within their respective area working to shared 'Service Standards'.
- 3.5 Sharing skills, expertise and knowledge whilst working to revised procedures that put services users first, has been universally recognised by review partners as the most effective way to provide an efficient and consistent response to ASB.
- 3.6 Key procedural changes include re-designing the initial contact process (contact scripts), re-defining service standards and embedding fit for purpose vulnerability procedures.

3.7 All new ASB enquiries will be allocated directly to the Leeds Anti-Social Behaviour Action Team who will manage the case from the initial report to the outcome with no handovers or requirements to transfer data from one council system to another. Further guidance around what constitutes Anti-social behaviour has been included within a revised Policy and procedure manual, to clarify those broad distinctions between tenancy issues, ASB and criminality whilst recognising the ever present potential for overlaps and joint working.



3.8 Operational teams are accountable to the Director of Leeds City Councils Environment and neighbourhoods director reporting to the Head of Anti-Social Behaviour, who will be supported by a 'Core' performance team.

3.9 A core performance team working under the day to day guidance and direction of the Head of Anti-social Behaviour is responsible for all aspects of performance review, procedural development and ensuring consistency of service delivery.

4 Corporate governance considerations

4.1 Risk management - The review governance board will continue to assess and evaluate the outcomes of implemented changes

5.0 Legal and Resource Implications

5.1 Legal and resource implications have been addressed during this process.

6.0 Conclusions

6.1 The changes outlined in this report through changes to anti social behaviour processes, the introduction of three area based teams and their relationship with the core team will lead to improved outcomes for residents of Leeds. One multi agency service dealing with anti social behaviour from reporting to outcome will led to less confusion and increased efficiency.

7.0 Recommendations

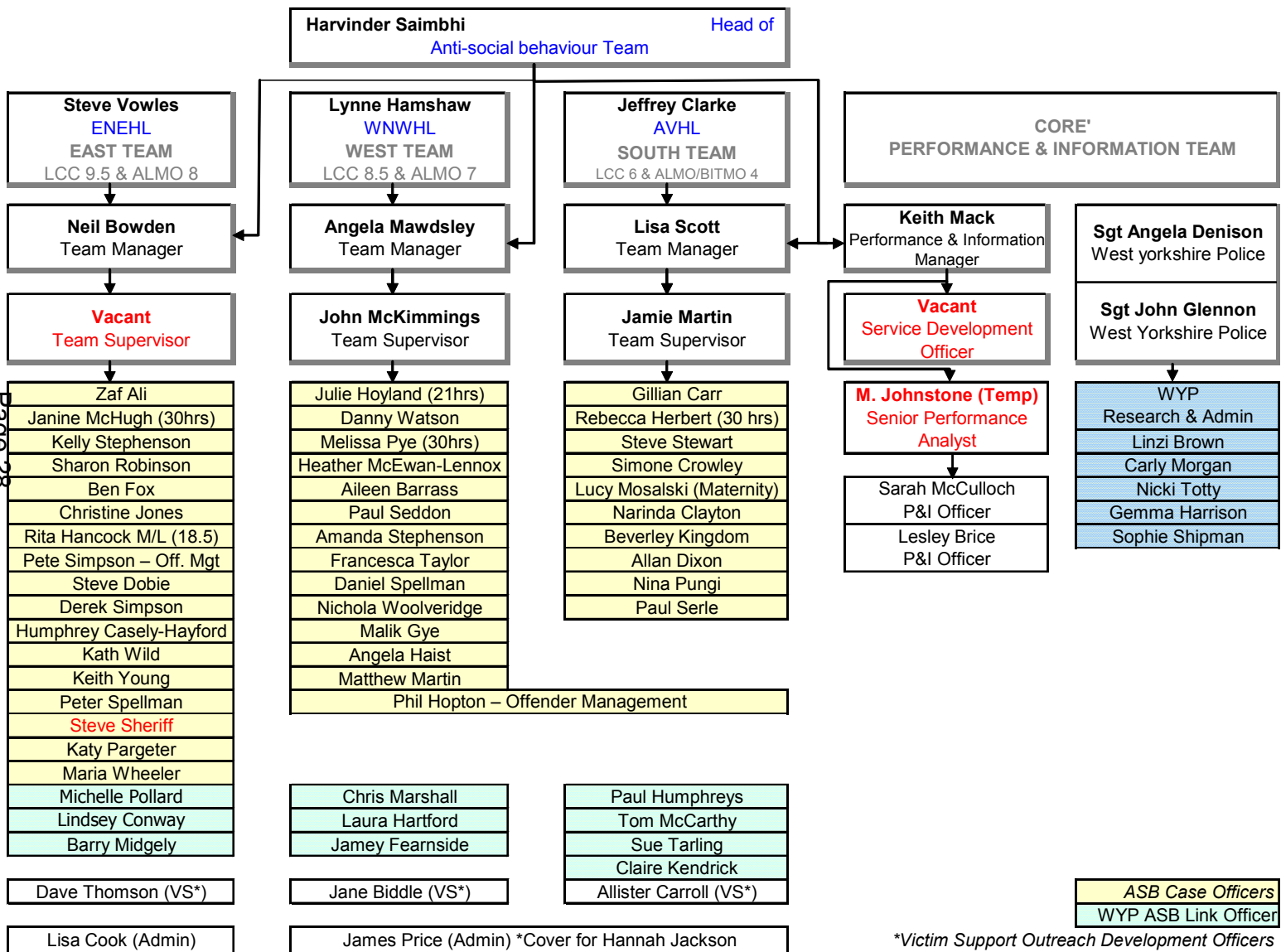
7.1 Members are asked to note this report and offer comments.

8.0 Background Papers

8.1 None

Appendix 1

Page 28



ASB Case Officers
WYP ASB Link Officer

*Victim Support Outreach Development Officers



Originator: Sarn Warbis

Tel: 39 50908

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

North West (Outer) Area Committee

Date: 20th June 2011

Subject: Area Committee Roles for 2011/12

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

Executive Summary

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

1.0 Purpose Of This Report

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

2.0 Background Information

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

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

3.0 Main Issues

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

4.0 Implications For Council Policy and Governance

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

5.0 Legal and resource implications

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

6.0 Conclusions

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

7.0 Recommendations

- 7.1 The North West Outer Area Committee is asked to note:
 - 7.1.1 The summary of approved the Area Functions and designated priority functions for 2011/12 which are appended to this report.

List of Background Documents:

Area Committees Terms of Reference
Council Constitution

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

Area Functions Schedule	
Function	
Community Centres	<p>In relation to each community centre identified by the Director of Environment and Neighbourhoods as within the Committee's area, to:</p> <ul style="list-style-type: none"> • oversee controllable revenue budgets, operational arrangements and the use of the centres; • agree and implement a schedule of charges and discounts for directly managed centres; • make asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.
CCTV	To maintain an overview of the service in the Committee's area and receive regular information about it.
Neighbourhood Management Co-ordination	<p>In relation to the Committee's area:</p> <ul style="list-style-type: none"> • to agree priority neighbourhoods (through the approval of the Area Delivery Plan); and • to agree and monitor Neighbourhood Improvement Plans for the Committee's area.
<p>Street Cleansing & Environmental Enforcement Services:</p> <ul style="list-style-type: none"> • Litter bin emptying • litter picking and associated works • Street sweeping and associated works 	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"> • Leaf clearing • Dog Controls (fouling, straying, dogs on leads, dog exclusions) • Fly tipping enforcement • Enforcement of domestic & commercial waste issues • Litter-related enforcement work • Enforcement on abandoned & nuisance vehicles • Overgrown vegetation • Highways enforcement (placards on streets, A boards, cleanliness) • Graffiti enforcement work • Proactive local environmental promotions 	<ul style="list-style-type: none"> • the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered) • The agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality. <p>To be responsible for monitoring and reviewing the delegated activities in relation to the service outcomes specified in the SLA.</p> <p>To be responsible for negotiating amendments to the SLA with service providers to accommodate unforeseen events or patterns of service failure, during the course of theSLA.</p>
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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>Function is suspended until April 2012</p> <p>The council had agreed a 15 year contract for the installation of advertising on lamp posts in 2008. A 20% share of the income generated from this contract was due to come back to Area Committees to support local priorities. However, in February 2009 the company awarded the contract went in to administration. During the liquidation process, the hoardings on lamp posts were sold to a new company, City-ads Leeds, who will operate a much reduced service on an interim basis until a more permanent arrangement is put in place.</p> <p>A new company to deliver this contract was due to be selected through a competitive tender process, with the contract commencing around December 2011. The delay in tendering for the renewal of the contract is to enable the advertising market to recover from the</p>

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

Priority Advisory Functions

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

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



Other Area Committee Roles – 2010/11

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

Area Committee Roles – 2011/12

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

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

Harmonious Communities

IMPROVEMENT PRIORITIES:

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

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

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

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

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

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

Annual report to Area Committees.

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

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

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

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

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

Area Committees to agree plan and consider annual report.

Ward Members directly involved in ward/neighbourhood based activities.

HOW / WHEN WOULD THE FUNCTION REPORT TO AREA COMMITTEES:

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

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

Other specific reports/updates as required during the year.

MANAGEMENT AND CO-ORDINATION

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

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

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

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

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

IMPROVEMENT PRIORITIES:

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

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

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

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

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

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

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

Annual update/progress report to Area Committees.

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12 :

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

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

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

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

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Police
NHS Leeds

CONTRACT / COMMISSIONING

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

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

Area Committee Roles – 2011/12

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

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

Environment

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

Thriving Places

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

Harmonious Communities

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

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

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

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

IMPROVEMENT PRIORITIES:

Environment

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

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

Thriving Places

Create safer environments by tackling crime.

Reduce offending by managing offending behaviour better.

Improve lives by reducing the harm caused by substance misuse.

Reduced bullying and harassment.

Harmonious Communities

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

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

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

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

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

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

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

Annual themed Community Safety Area Committee Report

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

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

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

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

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Crime and Disorder Reduction Partnership

GOYH – Home Office

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

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

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

Services, Anti Social Behaviour Unit

CONTRACT / COMMISSIONING

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

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

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

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

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

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

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

AREA COMMITTEE BREAKDOWN – PCSOs

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

Area Committee Roles – 2011/12

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

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

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

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

IMPROVEMENT PRIORITIES:

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

City wide annual survey of road and pavement condition

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

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

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

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

Reporting / consultation primarily via Ward Members as per current arrangements

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

CONTRACT / COMMISSIONING

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

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

Area Committee Roles – 2011/12

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

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

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

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

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

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

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

OVERVIEW OF RESOURCES:

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

TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:

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

EXECUTIVE MEMBER:

Councillor Judith Blake

RESPONSIBLE OFFICERS:

DIRECTOR: Nigel Richardson

CHIEF OFFICER: Mariana Pexton

LEAD OFFICER FOR FUNCTION SCHEDULE: Ken Morton

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

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

Leeds is a child friendly city

Minimise the effects of poverty on children and families

IMPROVEMENT PRIORITIES:

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

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

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

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

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

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

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

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

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

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

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

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011/12:

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

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

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

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

Child Poverty Strategy

Current education, childcare, adoption legislation.

The Children Act 2004

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

CONTRACT / COMMISSIONING

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

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

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

Area Committee Roles – 2011/12

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

RESPONSIBLE OFFICERS:

DIRECTORS: Sandie Keene and Ian Cameron

CHIEF OFFICER: Brenda Fullard

LEAD OFFICER FOR FUNCTION SCHEDULE: Janette Munton

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

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

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

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

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

IMPROVEMENT PRIORITIES:

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

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

Key Indicators are:

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

SOA level – citywide

Quarterly and annually

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

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

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

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

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

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

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

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

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

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

Area Committee Roles – 2011/12

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

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

Please see SDU Service Plan 2010-11

IMPROVEMENT PRIORITIES:

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

Quarterly reporting

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

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

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

Quarterly written report

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

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

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

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

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

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

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

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

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

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

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

Revenue funding for salaries, on-costs and supplies.

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

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

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

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

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

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

AREA COMMITTEE BREAKDOWN – Conservation Area Reviews

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

Area Committee Roles – 2011/12

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

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

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

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

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

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

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

IMPROVEMENT PRIORITIES:

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

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

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

Responsibilities to include;

Influencing:

- programme development and delivery arrangements

Assisting:

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

Endorsing:

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

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

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

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

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

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

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:

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

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

CONTRACT / COMMISSIONING

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

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

Area Committee Roles – 2011/12

FUNCTION:

Advertising on Lampposts

Advertising on Lampposts

Function is suspended until April 2012

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

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

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

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

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Report of the Assistant Chief Executive Planning, Policy and Improvement

North West (Outer) Area Committee

Date: 20 June 2011

Subject: Well-being budget report

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 provides the Area Committee with a current position statement on the well-being budget, details of proposed projects and small grant applications received to date.

1.0 Purpose of This Report

The purpose of this report is to provide Members with an update on the current amount of revenue and capital funding committed and available via the Area Committee Well-being budget for wards in the Outer North West. It seeks approval for new projects and provides details of small grant applications received since the last Area Committee.

2.0 Background Information

At the March 2011 meeting Members were informed of a reduced revenue well-being allocation for the Outer North West Area Committee of £160,940 for the financial year 2011/12. (£40,235 per ward) The allocation has been based on the 2010/11 formula of 50% population and 50% disadvantage. The carry forward of uncommitted well-being funds from 2010/11 will continue.

There is no additional well-being capital allocation for 2011/12. However, Area Committee's can continue to commit capital resources in 2011/12, if they still have uncommitted funds available from their previous allocations.

3.0 Main Issues

3.1 Following projects agreed at the last meeting in March a total of **£216,338** remains available for supporting revenue priorities in the area.

- 3.2 At the February 2011 Area Committee Guiseley & Rawdon ward committed £8,891 from their 2011/12 allocation towards the site-based gardener project and £608 towards the outdoor activities at Yeadon Tarn project. These amounts are reflected in the table below.
- 3.3 At the March Area Committee meeting, Horsforth ward had a balance of £13,604 revenue budget available to spend. At the meeting a total of £23,181 was approved for revenue projects in Horsforth, therefore £9,577 is already committed from the 2011/12 allocation. This is reflected in the table below.
- 3.4 In June 2010, the Area Committee approved £3,192 for the maintenance of CCTV cameras in Horsforth. Leeds Community Safety has claimed £2,596 of this funding and advised area management that no further funding will be claimed for 2010/11. Therefore a further £596 remains available to spend and has been included as carry-forward for Horsforth in the table below.
- 3.5 The table below includes details per ward of the total available revenue for 2011/12, the total carry-forward from 2010/11, amounts already committed from the 2011/12 allocation and the balance remaining.

Table 1: Revenue

Ward	2011/12 allocation	Carry-forward 2010/11	Amounts already committed	Balance Remaining
Adel & Wharfedale	£40,235	£53,909	Nil	£94,144
Guiseley & Rawdon	£40,235	Nil	£9,499	£30,736
Horsforth	£40,235	£596	£9,577	£31,254
Otley & Yeadon	£40,235	£19,969	Nil	£60,204

- 3.6 A total of **£50,585** remains available for supporting capital priorities in the area.
- 3.7 The table below details the total capital remaining for 2011/12, the total capital spent and the balance remaining:

Table 2: Capital

Ward	2009/10 carry forward less 10% reduction	Total spent 2010/11	Balance Remaining
Adel & Wharfedale	£4,850	£4,850	Nil
Guiseley & Rawdon	£33,875	£1,250	£32,625
Horsforth	£3,575	£3575	Nil

Otley & Yeadon	£21,210	£3250	£17,960
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4.0 Well-Being Projects

Details of seven new expressions of interest requesting funding from the well-being budget are outlined below. The Area Committee is asked to consider these projects.

4.1 Name of Project: Small Grants Budget

Ward Affected: All Outer North West Wards

Name of delivery organisation: North West Area Management

Amount requested: £12,000 revenue (£3,000 per ward).

The North West Outer Area Committee established a small grants budget in April 2004. Originally it was agreed that this resource would be for grant applications up to £500 for a single organisation this amount was increased to £1,000 at the June 2010 meeting. Groups and organisations that apply or enquire about small grants are supported and given guidance on their application by the Area Management office. In line with Leeds City Council financial regulations the small grants are monitored to ensure that expenditures in line with grant approval. In 2010/11 a total of £xxxx was spent on small grants.

4.2 Name of Project: Community Skips Budget

Ward Affected: All Outer North West Wards

Name of delivery organisation: North West Area Management

Amount requested: £4,000 (revenue).

The skips budget is to assist local groups who want to conduct community clean-ups in their area. A notional skips allocation of £4,000 has been incorporated into the well-being budget since April 2004. In 2010/11 a total of £xxxx was spent on providing xx skips.

4.3 Name of Project: Heritage Lighting for Back Church Lane, Adel

Ward Affected: Adel & Wharfedale

Name of delivery organisation: Adel Association

Amount requested: £1,800

This project is to purchase two heritage lamps to be placed on the new lighting columns on Back Church Lane, Adel. Due to the rural setting it is felt inappropriate to have the standard lighting fixtures. Adel Association have obtained quotes from Leeds City Council's street lighting replacement scheme and the heritage style lamps cost £900 each.

4.4 Name of Project: Shaw Close Car Park

Ward Affected: Guiseley & Rawdon

Name of delivery organisation: West North West Homes Leeds

Amount requested: £5,223 (revenue)

The residents of Shaw Close, Guiseley and the neighbouring street Spenser Road have approached West North West Homes Leeds (WNWHL) with a petition requesting more car parking spaces for Shaw Close. Currently there are 22 properties with space for only 4 cars. This results in residents parking in the neighbouring streets and green space which causes it to be churned up and congestion problems.

As only 9 of the properties who will benefit are WNWHL tenants and the remaining 13 are owner occupiers, WNWHL is willing to contribute half of the cost of the project and are looking for match funding.

4.5 **Name of Project:** The Phoenix Project

Ward Affected: Adel & Wharfedale

Name of Delivery Organisation: Pool AFC

Amount requested: £10,000 (revenue).

The building currently used by Pool AFC is in a very poor condition. The roof leaks contributing to electrical problems and therefore is difficult to ensure. The club pay rent to a Recreational Ground Management Committee (RGMC). The RGMC would like to pass the building to the football club on a 25 year lease, as they only have a small revenue budget and cannot afford to refurbish the building. The only alternative is demolition.

The club is seeking funding towards rebuilding the facility, which once complete, will offer a modern and efficient sporting venue for the local community and visitors.

4.6 **Name of Project:** Broadgate Primary School Outdoor Space

Ward Affected: Horsforth

Name of Delivery Organisation: Broadgate Primary School

Amount Requested; £5,515 (revenue).

This project is to develop a currently unusable outdoor space to create a diverse pond, enhance the overgrown woodland area, create an adjacent bird garden and construct a formal outdoor play area. The grounds surrounding the school hold great potential for environmental activities but lack the resources to fully benefit the children, staff and local residents. Funding will go towards creating an outdoor learning area which can be shared by the wider community for example through open days, organised pond dipping sessions and bird watching.

4.7 **Name of Project:** Adventure Playground

Ward Affected: Horsforth

Name of Delivery Organisation: Rawdon St Peter's C of E Primary School PTA

Amount Requested: £5,000 (revenue)

The aim of this project is to provide an adventure playground for use by children in both Key Stage I and II, children attending the before and after school club and

holiday play schemes. The school also works closely with the North West SILC. Funds have been raised to pay for the installation of a timber log multi use play structure. Additional funding is required to purchase two roofs on the play towers, a scramble net on the bridge, a sloped climbing wall, a 3 way ball chute and playground graphics and markings. It is hoped that the playground will promote physical activity and well being through play.

5.0 Small Grants

The following table details the small grants allocations per ward, the total spend on small grants to date and the balance remaining.

Ward	Allocation	Details of spend	Balance remaining
Adel & Wharfedale	£3,000	£391.16	£2608.84
Guiseley & Rawdon	£3,000	£0	£3000
Horsforth	£3,000	£500	£2500
Otley & Yeadon	£3,000	£1200	£1800

The following small grant applications are reflected in the above table and are presented for information:

- Adel Play (£391.16 A & W)
- Horsforth Sports Day (£500 H)
- Mini-Breeze Otley (£700 O & Y)
- Big Hoo-Ha at the Woolpack (£500 O & Y)

6.0 Recommendations

Members of the Outer North West Area Committee are requested to:

- Note the current position of the well-being budget as set out at sections 2 and 3 above.
- Consider and agree the projects as outlined 4.0
- Note the small grants detailed at 5.0

7.0 Background Papers

None

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Originator: Jane Pattison
Tel: 336 7867

Report of the Director of Environment and Neighbourhoods

Outer North West Area Committee

Date: 20th June 2011

Subject: Key Messages from Area Committee Sub Groups and Forums

Electoral Wards Affected:

Adel & Wharfedale
Guiseley & Rawdon
Horsforth
Otley & Yeadon

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function	<input type="checkbox"/>	Delegated Executive Function available for Call In	<input checked="" type="checkbox"/>	Delegated Executive Function not available for Call In Details set out in the report	<input type="checkbox"/>
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Executive Summary

The purpose of this report is to provide Members with an update and summary on progress made at the Area Committee sub groups and ward forums that have taken place since the last Area Committee meeting.

1.0 Background

- 1.1 The Area Committee currently has five sub groups looking at service provision within the delegated functions of Community Safety, Children & Young People, Streetscene, Health & Well-being and Business & Transport. All members receive the full minutes for each of the sub groups.
- 1.2 There are currently two ward forums in the outer area for Guiseley & Rawdon and Yeadon. The forums meet on a regular basis approximately four or five times a year.

2.0 Environment and Streetscene Sub Group

2.1 There has been one meeting of the Environment & Streetscene sub group since the last Area Committee held on the 25th May 2011. Key points from the meeting were:

- Jason Singh the Locality Manager for West North West gave an update on the Streetscene delegation. The service is currently looking into capacity and delivery issues. The aim is to have an SLA ready by the end of June to go live by September. Members requested a meeting with Helen Freeman.
- The sub group requested that walkabouts between Members and Streetscene Officers be reinstated.
- Parks & Countryside were congratulated on winning a gold medal at Chelsea. The sub group requested information on the criteria used to decide where the garden will be sited once returned to Leeds.
- A discussion took place on the fragmented service provided by Streetscene, the ALMO and Parks & Countryside. The sub group agreed that more joint working was required and requested that this issue be escalated to the Area Lead.
- Concerns were raised regarding ALMO's being charged to dispose of commercial waste whereas accredited landlords receive the service for free. Members requested that the Area Lead pick this issue up with the Head of Waste Management.

3.0 Health and Well-Being Sub Group

3.1 There has been one meeting of the Health and Well-being sub group since the last Area Committee held on the 22nd March. Key points from the meeting were:

- The Adult Social Care Chief Officer Commissioning attended the meeting to present information on Future Options for Long Term Residential and Day Care for Older People.
- The Chairman, Public Patient Advisory Group, Non-executive Director H3Plus Commissioning provided the sub group with an update on H3Plus. H3Plus is a GP commissioning consortium of 31 practices predominantly in the West, North and North West of the city covering 280,000 patients. The consortium seeks to improve the health and well-being of the patient population through the commissioning of clinical pathways and services that respond to the needs of both patient and clinician.

4.0 Community Safety Sub Group

4.1 The sub group met on 24th May 2011 and received a number of updates from well being funded projects. The sub group was informed that Sergeant Neil Perkis had received recognition for the work he and a colleague had undertaken to investigate and recover expensive plant machinery stolen from farms to the value of hundreds of thousands of pounds. The Chair of the sub group passed on the groups congratulations for the award.

- 4.2 Neil Goldup from CASAC presented an update relating to the well being target hardening project. Demand from residents had been very strong and all the jobs for Adel & Wharfedale, Horsforth and Otley & Yeadon wards had been fully taken up. Guiseley and Rawdon still have some jobs left, there has been a recent door knock promotion in the area and this will probably use up the remaining jobs. It is likely that all the proactive jobs (where residents make a £50 contribution) will be used up by the end of May 2011. The vulnerable victim jobs (where no contribution is made by the resident) will remain beyond May 2011. Other sources of funding are explored first and the well being project used as a last resort. A future update will decide if these jobs should be reallocated.
- 4.3 West Yorkshire Police updated members on recent multi agency operations including 3 recent operations to target the use of vehicles in criminal activity with Police, VOSA, Department of Works and Pension, Trading Standards and the Council's Environmental Action Team working together to stop vehicles and perform the appropriate checks such as waste carrier licenses, use of red diesel, no insurance, etc. The Operations proved very successful and the Police have promoted the results via the news in brief email bulletin.

5.0 Guiseley and Rawdon Forum

- 5.1 There has been one meeting of the forum since the last Area Committee on 30th March 2011. The forum heard presentations from a number of services.
- 5.2 West Yorkshire Police presented a summary of crime issues in the area over the last month. Scrap metal theft has risen so residents were asked to report any suspicious vehicles to the Police.
- 5.3 Dennis Holmes, Deputy Director of Adult Social Services talked about and questions on the future of the authority providing residential homes and day care for older people.
- 5.4 The next meeting is arranged for the 8th June.

6.0 Recommendations

- 6.1 The Area Committee is asked to note the contents of the report and agree membership of the sub groups for the coming year. Current details of membership of the sub-groups are attached at Appendix I.

List of background documents: None

Area Committee sub groups current membership

Community Safety

Councillor Cleasby (Chair)
Councillor G Latty
Councillor Fox
Councillor Kirkland

Children and Young People

Councillor P Latty (Chair)
Councillor Fox
Councillor Downes
Vacancy (Horsforth ward)

Environment and Streetscene

Councillor Anderson (Chair)
Councillor Cleasby
Councillor G Latty
Councillor Campbell

Business and Transport

Councillor Cleasby (Chair)
Councillor Anderson
Councillor Downes
Vacancy (Guisseley & Rawdon ward)

Health and Well-being

Councillor G Latty (Chair)
Councillor Townsley
Councillor Kirkland
Councillor Anderson

Report of the Assistant Chief Executive Planning, Policy and Improvement

Outer North West Area Committee

Date: 20th June 2011

Subject: Well-being 2010/11 Year End Monitoring Report

<p>Electoral Wards Affected:</p> <p>Adel & Wharfedale Guiseley & Rawdon Horsforth Otley & Yeadon</p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input 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:

This report provides Members with a summary of Well-being projects commissioned during 2010/11.

1.0 Purpose

1.1 The purpose of this report is to provide Members with monitoring information on Well-being projects funded during 2010/11. The report includes financial updates on all revenue and capital projects funded during this period.

2.0 Project Overview

2.1 The total amount allocated to revenue projects during 2010/11 was **£220,099** with **£85,237** of this amount having been claimed (Information is still required for some projects therefore these figures will change).

2.2 The total amount allocated to capital projects during 2010/11 was **£8,075** with **£3,575** of this amount having been claimed (Information is still required for some projects therefore these figures will change).

2.3 Members have received updates throughout the year on commissioned projects however further detailed monitoring information is available for each project if required and can be forwarded to Members on request.

3.0 Revenue Project Overview

3.1 The table at Appendix 1 provides an overview of all the revenue projects allocated funding in 2010/11 through the Area Committee's well-being budget. The total amounts allocated into prioritised themes are as follows:

• Community Safety:	£93,574
• Children & Young People:	£12,193
• Environment & Streetscene	£56,452
• Health & Well-being:	£ 4,932
• Community Facilities:	£52,948

Sub-total	£220,099

4.0 Capital Project Overview

4.1 The table at Appendix 2 provides an overview of all the capital projects allocated funding in 2010/11 through the Area Committee's well-being budget. The total amounts allocated into prioritised themes are as follows:

• Community Safety:	£ 2,500
• Children & Young People:	£ 2,000
• Environment & Streetscene	£ nil
• Health & Well-being:	£ nil
• Community Facilities:	£ 3,575

Sub-total	£ 8,075

5.0 Project underspend update

5.1 According to the regulations on the management of Area Committees' well-being funded projects, projects will be paid in arrears unless there are requests for advance payment from funding applicants that requires approval from the Area Committee or area management team. As such, the following 2010/11 projects have yet to claim their allocated funds:

Revenue projects:

- Tranmere Park conservation area appraisal (£11,000) – Project on-going. Allocated funding carried forward to 2011/12.
- CASAC Burglary reduction (£40,00) – Paid quarterly. Only first quarter payment claimed. Allocated funding carried forward to 2011/12.
- Holtdale's Communal Recycling Points (£9,098) – Consultation process started. Allocated funding carried forward to 2011/12.
- Safe Haven at Willow Green (£5,000) - Project not yet started. Allocated funding carried forward to 2011/12.
- Bramhope public footpaths (£8,014) – Awaiting update.

- Site Based Gardener for G&R and O&Y (23,301) – Project started. Allocated funding carried forward to 2011/12.
- Additional staff for Yeadon Tarn & Wharfemeadows Parks – Project to commence from July to September. Allocated funding carried forward to 2011/12.
- Replacing trees in the Cookridge Garden estate (£2,000) - Project not yet started. Allocated funding carried forward to 2011/12.
- Adel War Memorial Association main hall floor replacement (£10,000) - Project not yet started. Allocated funding carried forward to 2011/12.
- Cookridge Cricket Club Roof repair (£2,000) - Project not yet started. Allocated funding carried forward to 2011/12.
- Outdoor activities at Yeadon tarn (£2,432) – Project commenced in April 2011 and complete in Sept 2011. Allocated funding carried forward to 2011/12.
- Billing View Community Garden (10,000) – Stage 1 completed. Stage 2 funded by the Area Committee has not started yet. Allocated funding carried forward to 2011/12.
- Covert & Crime Reduction Team (2,563) – Project underway. Allocated funding carried forward to 2011/12.
- Horsforth PCSO's 2011/12 - Project started. Funding to be released once a final evaluation report and other supporting documents are submitted. Allocated funding carried forward to 2011/12.

Capital projects:

- Covert & Crime Reduction Team (£2,500) – Project underway. Allocated funding carried forward to 2011/12.
- Grove Hill Park Children's Play Area (2,000) - Project to commence in September. Allocated funding carried forward to 2011/12.

6.0 More detailed information on all on-going projects will be reported at the next Area Committee meeting.

7.0 Recommendations

7.1 The Committee is asked to note and comment upon the contents of the report.

Background Papers

None

Revenue Funded Projects for 2010/11

No.	Project	Ward	Lead Organisation	Amount Allocated 2010/11 (£)	Amount Claimed (£)
1	Community Skips	All	WNW Area Management	4,000	2,066
2	Small Grants	All	WNW Area Management	12,000	7,371
3	Horsforth PCSOs 2010/11	H	Horsforth Town Council	8,100	8,100
4	Otley CCTV 2010/11	O&Y	LCC Community Safety	7,420	7,420
5	Yeadon CCTV 2010/11	O&Y	LCC Community Safety	6,185	6,185
6	Horsforth CCTV 2010/11	H	LCC Community Safety	3,192	2,596
7	Outdoor Activities for Young People and Families	All	LCC Sports and Recreation Service	3,793	3,793
8	Youth Mobile 2010/11	All	LCC Youth Service	8,400	8,400
9	Leodiensian's Junior Rugby Club – Kitchen refurbishment	A&W	Leodiensians Junior Rugby Club	4,850	4,850
10	Guiseley Senior Citizens Annual Outing	G&R	Guiseley Senior Citizens Association	2,500	2,500
11	Tranmere Park conservation area appraisal	G&R	LCC Sustainable Unit	11,000	nil
12	CASAC Burglary reduction	All	CASAC Leeds	40,000	10,000
13	Yeadon and Rawdon No Cold Calling Zone	G&R, O&Y, H	Yeadon & Rawdon Neighbourhood Watch Assoc.	1,217	1,217
14	Holtdale's Communal Recycling Points	A&W	Recycling & waste service	9,098	nil
15	Safe Haven at Willow Green	H	Safe Haven at Willow Green	5,000	nil
16	Bramhope public footpaths	A&W	LCC Parks & Countryside	8,014	nil
17	Site Based Gardener for G&R and O&Y	O&Y, G&R	LCC Parks & Countryside	23,301	nil
18	Additional staff for Yeadon Tarn & Wharfemeadows Parks	O&Y	LCC Parks & Countryside	4,545	nil
19	Tranmere Park NDS	G&R	Tranmere Park Design Group	3,942	3,942
20	Replacing trees in the Cookridge Garden estate	A&W	Cookridge Gardens Estate (1919) Covenant protection Association	1,650	nil
21	Adel War memorial main hall floor replacement	A&W	Adel war memorial Association	10,000	nil
22	Cookridge Cricket Club Roof repair	A&W	Cookridge Cricket Club	2,000	nil
23	Outdoor activities at Yeadon tarn	All	LCC Sports and Recreation Service	2,432	nil
24	Billing View Community Garden	H	Billing View Community Group	10,000	nil
25	Covert & Crime Reduction Team	All	West Yorkshire Police	2,563	nil
26	Yeadon CCTV 2011/12	O&Y	LCC Community Safety	6,185	6,185
27	Otley CCTV 2011/12	O&Y	LCC Community Safety	7,420	7,420

28	Horsforth CCTV 2011/12	H	LCC Community Safety	3,192	3,192
29	Horsforth PCSO's 2011/12	H	LCC Community Safety	8,100	nil
TOTAL				£220,099	£85,237

Capital Funded Projects for 2010/11

No.	Project	Ward	Lead Organisation	Amount Allocated 2010/11 (£)	Amount Claimed (£)
1	Canopy over EYFS base	O&Y	Rawdon St Peter's Primary School PTA	3,575	3,575
2	Covert & Crime Reduction Team	All	West Yorkshire Police	2,500	nil
3	Grove Hills Park Childrens Play Area	O&Y	Grove Hill Park Action Group	2,000	nil
TOTAL				£8,075	£3,575



Originator: Gerard Watson

Tel: 39 52194

Report of the Chief Officer (Democratic and Central Services)

North West (Outer) Area Committee

Date: 20th June 2011

Subject: Local Authority Appointments to Outside Bodies

<p>Electoral Wards Affected:</p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>	
<p>Council Function <input 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 are requested to consider and appoint to those bodies listed at Appendix 2 to the report.

1.0 Purpose of this Report

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

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

2.0 Background

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

2.2 Attached at Appendix 1 is the agreed Appointment Procedure Rules¹ that have been adopted by Full Council. The procedure addresses previous concerns raised by Elected Members relating to proportionality; introduces appointment categories; and

¹ This Procedure is now incorporated into the Council's Constitution
Page 95

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 Committee**.
- 2.5 In July 2004 the Member Management Committee met to consider allocation of appointments to each Area Committee. Attached at Appendix 2 are those that have been determined should be made by this Area Committee.
- 2.6 One of the delegated Member appointment functions which Area Committees had **previously** been asked to exercise was making Elected Member appointments to the Boards of Housing Management Arms Length Management Organisations. **However**, on the recommendation of the Executive Board, the Member Management Committee at its meeting on 22nd December 2006 resolved that in future appointments to the re-structured ALMO Boards (down from 6 to 3, with smaller numbers of Directors) would be made by the Member Management Committee itself, hence these appointments no longer appear in the schedule of appointments at Appendix 2, but the Area Committees still appoint to the ALMO Area Panels.
- 3.0 The Appointment Procedure - Community and Local Engagement Category**
- 3.1 The Area Committee must first consider whether it is appropriate for an appointment to be of a specific office holder² either by reference, if this is available, to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.
- 3.2 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Area as a whole.
- 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.

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

- 3.4 Elected Members³ will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 3.5 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.
- 3.6 Area Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.

4.0 Appointments 2011/12

- 4.1 This year there are nine appointments to be made in relation to Aireborough Voluntary Services to the Elderly with Disabilities; Bramhope Youth Development Trust; Horsforth Live at Home Scheme; Prince Henry's Grammar School – Foundation Governors; Rawdon and Laneshaw Bridge Trust; ALMO Outer North West Area Panel and Area Based Partnership Groups.

Aireborough Voluntary Services to the Elderly with Disabilities

Aireborough Voluntary Services to the Elderly with Disabilities provides a range of services to promote independent living for older people. One of about 40 Neighbourhood Network Schemes. They are only able to help with social activities for people with physical disabilities or recovering from depression. Volunteers do not have the necessary skills to deal with dementia or alzheimers or other serious mental health issues.

This is an annual appointment, and the current representative is **Councillor Downes**.

Bramhope Youth Development Trust

The objective of Bramhope Youth Development Trust is set out by the Charity Commission as follows:-

'To advance the education of young people in the area of benefit through their leisure time activities in order to develop their physical and mental capabilities and improve their conditions of life'

Under the Trust scheme the 'area of benefit' means the village of Bramhope and the surrounding neighbourhood.

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

The Trustees will try at all times to respond positively to request for funding, however it must be noted the Trustees have a legal responsibility to work within the definitions as stated in the Trust Deed.

This is an annual appointment, and the Council's current representative is **Councillor Fox**.

Horsforth Live at Home Scheme

The aims of the Horsforth Live at Home Scheme are as follows:-

'To provide companionship, outings and help with shopping, nourishing hot meals and social activities – all designed to help older people stay independent and supported in their own communities'.

This is an annual appointment, and the Council's current representative is **Councillor Cleasby**.

Prince Henry's Grammar School – Foundation Governors

The Prince Henry's Grammar School Foundation Governors exist to support the school in different ways to those of the main Governing Body. In particular, they have a responsibility with regard to the use of the land on which the school exists. They administer funds which enable them to be associated with the recording of achievement through the award of Scholarships, Leaving Exhibitions and other prizes. They also award annual prizes for sporting achievements and an annual travel bursary.

This is a three yearly appointment and the Council's current representative is **Councillor Downes**.

Rawdon and Laneshaw Bridge Trust

The Rawdon and Laneshaw Bridge School Trust is a Registered Charity No 529297 which was founded by deed dated 22 May 1746. The original endowment came from the Green-Emmott family of Emmott Hall, Colne and Rawdon. The Trust exists to provide grants to deserving young persons under the age of 21 and resident in Rawdon who are engaged in full-time education at university, college, grammar or secondary school. Such grants are to be applied for their education, maintenance or advancement.

This is a three yearly appointment and the Council's current representatives are **Councillor Cleasby, S Waddington and J Peebles**.

D Longley is the fourth Council's representative appointment is subject to review in June 2011.

ALMO Outer North West Area Panel

There are four Area Panels in the West North West area which cover the following areas:-

- Outer West – Calverley and Farsley, Pudsey and Farnley and Wortley
- Inner West – Bramley and Stanningley and Armley
- Outer North West – Guiseley and Rawdon, Otley and Yeadon, Adel and Wharfedale and Horsforth
- Inner North West – Weetwood, Headingley, Kirkstall and Hyde Park and Woodhouse

Each Area Panel will work to Terms of Reference and a Code of Conduct.

Each Area Panel will consist of:

- One Board Director
- Two local Ward members
- Six Tenants

The remit of the Area Panels is wide and encompasses several service areas. Area Panels will have a number of functions, ranging from monitoring services, influencing their design and being consulted on policy changes and making recommendations on change to these to the main Board.

Each Area Panel will be responsible for a budget which will cover:

- Support for tenants groups
- Support for community groups
- Local environmental budgets
- Local Community safety budgets

These are annual appointments, and the Council's current representatives are **Councillor Latty** and **Councillor Fox**.

Area Based Partnership Groups

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

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

- Divisional Community Safety Partnerships
- Area Children's Partnerships

- Area Health & Social Care Partnerships
- Area Employment Enterprise and Training Partnerships

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

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

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

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

The Committee's current designated partnership representatives, or 'champions', are as follows :-

- Divisional Community Safety Partnership – **Vacancy**
- Area Children's Partnership – **Councillor P Latty**
- Area Health and Social Care Partnership – **Councillor G Latty**
- Area Employment, Enterprise and Training Partnership – **Councillor Cleasby**

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

5.0 RECOMMENDATIONS

- 5.1 The Area Committee is asked to confirm the nominees to work with the Outside Bodies identified at Appendix 2 or agree any changes to the schedule, having regard to the Appointments to Outside Bodies Procedure Rules outlined in this report and detailed at Appendix 1.

Background Papers

Appointment to Outside Bodies Procedure Rules - Appendix 1 (attached)

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APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

Body/Person with authority to
change the document

Full Council

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

1.0 Scope

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

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

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

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

3.0 Determination of how an Appointment should be made

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

4.0 The Appointment Procedure

Strategic and Key Partnerships

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

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

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

Part 4 (h)

Page 2 of 4

Issue 1 – 2011/12

8 April 2011

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

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

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

Community and Local Partnerships

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

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

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

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

Appointments to Outside Bodies Procedure Rules

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

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

Support for Elected Member Appointees To External Organisations

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

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

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

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

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Area Committee Appointments to Outside Bodies (North West Outer)

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Clr Y/N	Review Period	Group
Aireborough Educational Charity	Yes	3	Jun-14 Jun-14 Jun-14		Michael Dunn S Waddington N Gledhill	N N N	4 Years 4 Years 4 Years	
Aireborough Voluntary Services To The Elderly With Disabilities	Yes	1	Jun-11	1	Ryk Downes	Y	Annual	Liberal Democrat
Bramhope Youth Development Trust	Yes	1	Jun-11	1	Clive Fox	Y	Annual	Conservative
Horsforth Live At Home Scheme	Yes	1	Jun-11	1	Brian Cleasby	Y	Annual	Liberal Democrat
Prince Henry's Grammar School - Foundation Governors	Yes	1	Jun-11	1	Ryk Downes	Y	3 Years	Liberal Democrat
Rawdon And Laneshaw Bridge Trust	Yes	4	Jun-13 Jun-13 Jun-13 Jun-11	1	Brian Cleasby Mr S Waddington Mr J Peebles Mr D Longley	Y N N N	3 years 3 Years 3 Years 3 Years	Liberal Democrat
ALMO Outer North West Area Panel		2	Jun-11 Jun-11	1 1	Graham Latty Clive Fox	Y Y	Annual Annual	Conservative Conservative
Divisional Community Safety Partnership		1	Jun-11	1	Vacancy	Y	Annual	
Area Children's Partnership		1	Jun-11	1	Pat Latty	Y	Annual	Conservative
Area Health and Wellbeing Partnership		1	Jun-11	1	Graham Latty	Y	Annual	Conservative
Area Employment, Enterprise and Training Partnership		1	Jun-11	1	Brian Cleasby	Y	Annual	Liberal Democrat

Number of places	17
Places held pending review	11
Places currently filled beyond June 11	6
Number of places to fill	11

17

11

11

Number of Members in the Committee Area	12
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Percentage of
Members on the
Committee

Notional
Places
Allocated

Labour	0	0	0.00
Liberal Democrat	5	42	4.58
Conservative	7	58	6.42
<i>Other to list</i>			
Total	12		11

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