



NORTH WEST (OUTER) AREA COMMITTEE

**Meeting to be held in Guiseley Methodist Church, Off Oxford Road, Guiseley, LS20 9EP on
Monday, 26th September, 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;

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A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

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

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

A G E N D A

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

Item No	Ward	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>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 20th June 2011.</p>	1 - 10

Item No	Ward	Item Not Open		Page No
8			<p>DELEGATION OF ENVIRONMENTAL SERVICES - SERVICE LEVEL AGREEMENT</p> <p>To consider the report of the Director of Environment and Neighbourhoods presenting for approval, a final version of the Service Level Agreement (SLA) through which the work of the Environmental Locality team will be steered over for the remainder of the 2011/ 12 municipal year.</p> <p>(Executive Function)</p>	11 - 48
9	Guiseley and Rawdon; Horsforth;		<p>CONSULTATION ON EXPANSION OF PRIMARY SCHOOL PROVISION FOR SEPTEMBER 2013</p> <p>To consider the report of the Director of Children's Services providing Members with the opportunity to be fully briefed on the proposals being brought forward in response to rising demand for reception places city wide and enabling them to comment upon such proposals, particularly those affecting the outer north west area.</p> <p>(Council Function)</p>	49 - 52
10			<p>AREA MANAGEMENT PERFORMANCE REPORTING</p> <p>To consider the report of the Director of Children's Services promoting Elected Member involvement with Children's Services locally by helping to strengthen the understanding of some key performance information at a local level. The report builds upon previous Children's Services performance reports presented to Area Committees in 2010 and earlier this year.</p> <p>(Council Function)</p>	53 - 78
11			<p>WEST NORTH WEST HOMES LEEDS' INVOLVEMENT IN AREA COMMITTEES</p> <p>To consider the report of West North West Homes outlining 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.</p> <p>(Council Function)</p>	79 - 86

Item No	Ward	Item Not Open		Page No
12	Adel and Wharfedale; Horsforth;		<p>HOUSES IN MULTIPLE OCCUPATION - PLANNING WORKSHOPS</p> <p>To consider the report of the Director of City Development advising of three planning workshops to be held in relation to the production of a new supplementary planning document (SPD) which addresses the growth and management of houses in multiple occupation (HMO) concentrations. The creation of a new SPD is in response to the introduction of an Article 4 direction in Leeds which will come into effect on the 10th February 2012.</p> <p>(Council Function)</p>	87 - 92
13			<p>THE MAJOR BENEFITS AND ADDED VALUE OF CAPITAL WELLBEING FUNDING IN WEST NORTH WEST LEEDS</p> <p>To consider the report of the West North West Area Leader responding to a request made by the Executive Member for Neighbourhoods, Housing and Regeneration at a recent Area Leader's meeting to explore the added value of Wellbeing funding for capital projects. The report describes how the capital Wellbeing budget in the West North West has been spent, for what purpose and the benefits gained from its expenditure.</p> <p>(Executive Function)</p>	93 - 104
14			<p>WELLBEING FUND BUDGET REPORT</p> <p>To consider the report of the Assistant Chief Executive (Planning, Policy and Improvement) providing an update on the current amount of revenue and capital funding committed and available via the Area Committee wellbeing budgets for wards in the Outer North West, whilst also seeking approval for new projects and provides details of small grant applications received since the last Area Committee meeting.</p> <p>(Executive Function)</p>	105 - 118

Item No	Ward	Item Not Open		Page No
15			<p>AREA UPDATE REPORT</p> <p>To consider the report of the Assistant Chief Executive (Planning, Policy and Improvement) bringing together details of the key messages arising from Area Committee Sub Groups and Forums whilst also providing a number of project and service updates.</p> <p>(Executive Function)</p>	119 - 146
16			<p>AREA CHAIRS' FORUM MINUTES</p> <p>To consider the report of the Assistant Chief Executive (Planning Policy and Improvement) formally notifying Members that the minutes of the Area Chairs' Forum meetings will be brought to Area Committee meetings as a regular agenda item, whilst also providing a brief overview of the Area Chairs Forum meetings.</p> <p>(Council Function)</p>	147 - 154
17			<p>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES - PROGRESS REPORT</p> <p>To consider the report of the Chief Officer (Democratic and Central Services) providing an update on those Area Committee appointments to the Corporate Carers' Group and the Divisional Community Safety Partnership, which it was agreed at the 20th June 2011 meeting were to be confirmed at a later date following further consultation with Members. The report invites the Committee to ratify such appointments.</p> <p>(Council Function)</p>	155 - 158
18			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday, 7th November 2011 at 2.00 p.m. (Venue to be confirmed)</p>	
			<p>MAP OF TODAY'S VENUE</p> <p>Guiseley Methodist Church, Off Oxford Road, Guiseley, LS20 9EP</p>	

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Agenda Item 7

NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 20TH JUNE, 2011

PRESENT: Councillor G Latty in the Chair

Councillors B Anderson, C Campbell,
J L Carter, B Cleasby, R Downes, C Fox,
G Kirkland, P Latty, P Wadsworth and
D Collins

1 **Chair's Opening Remarks**

The Chair welcomed everyone to the first North West (Outer) Area Committee meeting of the new municipal year, and invited all in attendance to introduce themselves.

2 **Declaration of Interests**

Councillor Wadsworth declared a personal interest in respect of agenda item 10 entitled, 'West North West Homes Leeds Involvement in Area Committees' and a personal and prejudicial interest in agenda item 13, entitled 'Wellbeing Budget Report', due to his position as a Director of West North West Homes Leeds (Minute Nos. 10 and 12 refer).

Councillor Cleasby declared a personal and prejudicial interest in respect of agenda item 13, entitled 'Wellbeing Budget Report', as his daughters were governors at Rawdon St. Peter's Church of England Primary School, with his granddaughter being a pupil there (Minute No. 12 refers).

Councillors Fox and Latty both declared personal interests in relation to agenda items 10 entitled, 'West North West Homes Leeds Involvement in Area Committees' and item 13, entitled 'Wellbeing Budget Report', due to their respective positions as West North West Homes Leeds Area Panel Members (Minute Nos. 10 and 12 refer).

A further declaration of interest was made at a later point in the meeting. (Minute No. 14 refers).

3 **Apologies for Absence**

An apology for absence from the meeting had been received on behalf of Councillor Townsley.

4 **Open Forum**

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

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

Draft minutes to be approved at the meeting
to be held on Monday, 26th September, 2011

5 Minutes of the Previous Meeting

RESOLVED – That the minutes of the previous meeting held on 28th March 2011 be approved as a correct record.

6 Matters Arising from the Minutes

Minute No. 85 – Dog Control Orders – Phase Two

In response to Members' enquiries, officers undertook to pursue the plan sought at the previous meeting relating to phases 1 and 2 of the Dog Control Orders and circulate once it had been made available.

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

The Chief Officer (Democratic and Central Services) submitted a report formally notifying Members of the appointment made by Council, at its Annual Meeting to the position of North West (Outer) Area Committee Chair for the 2011/12 municipal year. In addition, the report also advised of the revisions agreed at the same meeting in respect of Area Committee Procedure Rules, specifically regarding the future appointment of Area Committee Chairs and the consideration of the minutes from Area Chairs' Forum meetings. The report also invited the Committee to consider whether it wished to appoint a Deputy Chair for the municipal year, as it had done in previous years.

RESOLVED –

- (a) That the appointment by Council, at its Annual Meeting on 26th May 2011, of Councillor G Latty to the position of North West (Outer) Area Committee Chair for the duration of the 2011/2012 municipal year, be noted.
- (b) That 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, be noted.
- (c) That 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, be noted.
- (d) That Councillor Cleasby be appointed to the position of Deputy Chair of the North West (Outer) Area Committee for the duration of the 2011/12 municipal year.

8 Delegation of Environmental Services - Update

The Director of Environment and Neighbourhoods submitted a report providing an update on the progress made towards the delegation of certain environmental services to Area Committees, whilst also outlining the current position in respect of the review being undertaken into street cleansing services.

In presenting the report, Jason Singh, Locality Manager, West North West Leeds, advised that work on the Service Level Agreement (SLA) for those environmental services being delegated was ongoing, and that the intention was to submit the final SLA to the September 2011 meeting of the Area Committee for approval.

Members received a summary of the issues and concerns which had been identified by the Committee's Environment and Streetscene Sub Group when considering the proposed scope and timescales of the delegation. The key points raised and discussed were as follows:-

- The levels of resource and capacity which would be available to the Committee to deliver the service
- The current record management system for the work undertaken by the operatives
- The proposed relationship to be adopted between Members and officers in delivering the service
- Levels of Member input into the process
- The availability of appropriate sanctions, should work not be undertaken in line with the SLA
- The inclusion of details within the SLA regarding the cleansing and classification of ginnels
- The inclusion of details within the SLA which ensured that cleaning rounds were completed
- The possibility of continuing to hold some services centrally, which were proposed to be delegated, such as graffiti enforcement.

Responding to the Committee's queries regarding the cleansing of ginnels, the Locality Manager, West North West Leeds, undertook to provide Members with a map detailing the location of ginnels and footpaths in the area for their consideration and comment.

In concluding the discussions, the Chair requested that the Committee's Environment and Streetscene Sub Group met prior to September in order to consider this matter further, and having put the report's recommendations to a formal vote, it was

RESOLVED –

That the contents of the submitted report be noted, and that the Area Committee recommends to the Executive Member for Neighbourhoods, Housing and Regeneration that the submission of the full Service Level Agreement to the Area Committee for the purposes of approval, which is currently scheduled for the September 2011 meeting, be deferred pending further consideration being undertaken on this matter.

9 Anti Social Behaviour Report

The Director of Environment and Neighbourhoods submitted a report informing Members of the changes which had been made to how partner agencies across Leeds dealt with reports of anti-social behaviour, following the conclusion of a comprehensive city wide review which had been undertaken.

Draft minutes to be approved at the meeting
to be held on Monday, 26th September, 2011

Harvinder Saimbhi, Public Safety Manager, presented the report and responded to Members' queries and comments. Superintendent Martin Deacon of the West Yorkshire Police was also in attendance, and provided the Committee with details from the West Yorkshire Police perspective.

In considering this matter, the following comments were raised:-

- The significance and benefit of using the 'Quest' methodology as part of the review process.
- The need to monitor the issue of anti-social behaviour which occurred outside of the council housing environment.
- The methods which would be used to monitor the performance of the new approach.
- Members were provided with details of the staffing and budgetary arrangements for the Leeds Anti-Social Behaviour Action Team (LASBAT), in addition to the process by which reports of anti-social behaviour would be acted upon.
- In response to a specific enquiry, the Public Safety Manager undertook to provide Members with the relevant contact details for the LASBAT.
- Members requested that a further report was provided in due course, which provided performance details for the new approach, with representatives of the LASBAT attending as appropriate.
- Responding to enquiries, details were provided on the processes and timescales by which a problem tenant would be moved on, with Members highlighting the need to ensure that the new approach was proactive and provided timely intervention.
- Members were provided with details of how the new approach would impact those lettings which were age based.

RESOLVED -

- (a) That the contents of the submitted report be noted.
- (b) That a further update report be submitted to the Committee for consideration, with representatives of the Anti-Social Behaviour Service being invited to attend future meetings of the Committee as appropriate.

10 West North West Homes Leeds Involvement in Area Committees

The Chief Executive of West North West Homes Leeds (WNWHL) submitted a report outlining the purpose of WNWHL's involvement in the Area Committee process, whilst also exploring the ways of making that involvement as meaningful and productive as possible.

Kevin Bruce of WNWHL presented the report and responded to Members' queries and comments.

The Committee discussed the most appropriate methods and timescales to submit update reports to the Area Committees, highlighting that the six monthly cycle recommended in the report, may be too infrequent. Members then suggested that the scheduled Councillor briefings provided by WNWHL

could be replaced with a regular update to the Area Committee, which provided details specific to the Outer North West area.

In concluding the discussion, the Chair proposed that the Chief Executive of WNWHL was contacted, in order to determine the most appropriate methods and timescales to submit update reports to the Area Committee.

RESOLVED -

- (a) That the contents of the introductory report be noted.
- (b) That the Chief Executive of West North West Homes Leeds be contacted in order to determine the most appropriate methods and timescales to submit update reports to the Area Committee on the progress made in respect of areas of mutual interest, with such reports being submitted to the Committee in due course.

11 Area Committee Roles for 2011/2012

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

Shaid Mahmood, Area Leader for South East Leeds introduced the report and responded to Members' queries and comments.

Responding to enquiries, officers undertook to provide Members with details of the current controllable revenue budget for Yeadon Town Hall, whilst also providing details of the other venues which the Committee currently held such budgets for, under the Community Centres function.

Following Members' enquiries, officers undertook to provide further information in respect of the Police Community Support Officer provision in Outer North West Leeds, including a breakdown of which officers were funded internally and which were funded externally.

The Committee highlighted that whilst noting the report, Members concerns raised earlier in the meeting in respect of the delegation of the Street Cleansing and Environmental Enforcement Services function still remained.

RESOLVED - That the summary of approved Area Functions and Designated Priority Functions for the 2011/2012 municipal year, as appended to the submitted report be noted, subject to the concerns raised by the Area Committee earlier in the meeting in respect of the Street Cleansing and Environmental Enforcement Services function (Minute No. 8 refers).

12 Wellbeing Budget Report

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report outlining the current position statement for the Area Committee's Wellbeing budget, detailing for determination those expressions of interest received for Wellbeing funding and presenting for information those small grant applications which had been received to date.

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

In responding to Members' enquiries, officers undertook to provide financial details of how the revised allocation criteria for Wellbeing budgets had specifically impacted upon the Area Committee's Wellbeing fund.

Following Members' questions, officers undertook to provide newly elected Members with details of the process by which the Committee's Wellbeing funding was allocated.

RESOLVED -

- (a) That the current position of the Area Committee's Wellbeing budget, as set out within sections 2 and 3 of the submitted report be noted.
- (b) That the following be agreed in respect of those expressions of interest received for Wellbeing funding, as detailed within section 4 of the submitted report:

<u>Name of Project</u>	<u>Name of Delivery Organisation</u>	<u>Decision</u>
Small Grants Budget	North West Area Management	£12,000.00 agreed, subject to the allocation levels of this sum being reviewed in January 2012. (£3,000.00 per ward) (Revenue)
Community Skips Budget	North West Area Management	£4,000.00 agreed, subject to the allocation levels of this sum being reviewed in January 2012. (Revenue)
Heritage Lighting for Back Church Lane, Adel	Adel Association	£1,800.00 agreed. (Revenue)
Shaw Close Car Park	West North West Homes Leeds	£5,223.00 agreed. (Revenue)
The Phoenix Project	Pool A.F.C.	£10,000.00 agreed. (Revenue)
Broadgate Primary School Outdoor Space	Broadgate Primary School	£5,515.00 agreed (Revenue)
Adventure Playground	Rawdon St. Peter's	£5,000.00 agreed.

Draft minutes to be approved at the meeting to be held on Monday, 26th September, 2011

- (c) That the small grant allocations, as detailed at section 5 of the submitted report, be noted.

(Having declared a personal and prejudicial interest in the application entitled 'Shaw Close Car Park', Councillor Wadsworth left the meeting room during the consideration of this application and took no part in the discussion or voting thereon).

(Having declared a personal and prejudicial interest in the application entitled 'Adventure Play Ground', Councillor Cleasby left the meeting room during the consideration of this application and took no part in the discussion or voting thereon).

13 Key Messages from Area Committees Sub Groups and Forums

The Director of Environment and Neighbourhoods submitted a report providing an update on the work of the Area Committee's sub groups and Ward Forums which had taken place since the last Area Committee meeting. The report also invited Members to consider the memberships of the sub groups for the forthcoming municipal year.

In considering the report, Members discussed a proposal to submit the sub group minutes to the Area Committee for formal consideration, accompanied by an update from the respective sub group Chairs. In addition, the Committee considered the frequency and scheduling of some of the sub group meetings and the establishment of a Policy Sub Group.

RESOLVED -

- (a) That the contents of the submitted report be noted.
- (b) That the minutes from sub group meetings be submitted to future Area Committee meetings for consideration, with the relevant Chairs providing updates on their sub group's activities, when such minutes are considered.
- (c) That the memberships of the Area Committee's sub groups for the 2011/2012 municipal year be agreed as detailed within appendix 1 to the submitted report, subject to the following appointments:
- Councillor D Collins to fill the vacancy on the Children and Young People Sub Group.
 - Councillor P Wadsworth to replace Councillor G Latty on the Environment and Streetscene Sub Group.
 - Councillor P Wadsworth to fill the vacancy on the Business and Transport Sub Group.

- (d) That a Policy Sub Group, chaired by Councillor G Latty be established, comprising one representative from each Ward, with nominations for representatives to sit on the sub group being sought in due course.

14 Wellbeing 2010/2011 Year End Monitoring Report

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report providing an overview of those Wellbeing projects which had been commissioned by the Committee during the 2010/11 municipal year.

Members provided an update in respect of several of the projects detailed within the report.

RESOLVED - That the contents of the submitted report be noted.

(Councillor Cleasby declared a personal interest in relation to this item, as his wife was a member of the Billing View Community Group Management Committee)

15 Local Authority Appointment to Outside Bodies

The Chief Officer (Democratic and Central Services) submitted a report outlining the Area Committee's role in relation to the appointment of representatives to those outside bodies falling within the Community and Local Engagement category, which had been delegated to the Area Committee to determine.

The Chair advised that correspondence had been received from the Executive Member for Children's Services which sought a Member to represent the Area Committee on the Corporate Carers' Group. In response, the Chair advised that further information was required on what this role would entail and that nominations for this representative would be sought once such information had been obtained.

RESOLVED –

- (a) That the contents of the submitted report and appendices be noted.
- (b) That in respect of the Committee's Outside Body schedule, the following appointments be made for the 2011/12 municipal year:-

Aireborough Voluntary Services to the Elderly with Disabilities	Councillor Downes
Bramhope Youth Development Trust	Councillor Fox
Horsforth Live at Home Scheme	Councillor Cleasby
Prince Henry's Grammar School - Foundation Governors (A 3 year appointment with effect from 2011 to 2014)	Councillor Downes

ALMO Outer North West Area Panel	Councillor G Latty Councillor Fox
Divisional Community Safety Partnership	To be confirmed, following further consultation with Members.
Area Children's Partnership	Councillor P Latty
Area Health and Wellbeing Partnership	Councillor G Latty
Area Employment, Enterprise and Training Partnership	Councillor Cleasby

- (c) That in respect of the 3 year appointment to the Rawdon and Laneshaw Bridge Trust, Mr D Longley be re-appointed for the period 2011 to 2014, subject to Mr Longley being contacted in order to ensure that he is agreeable and willing to continue to undertake the role.

16 Date and Time of Next Meeting

Monday, 26th September 2011 at 2.00 p.m.
(Venue to be confirmed)

(The meeting concluded at 4.05 p.m.)

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Report of the Director of Environment & Neighbourhoods

Report to the Outer North West Area Committee

Date: 26th September 2011

Subject: Delegation of Environmental Services – Service Level Agreement

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

Summary of main issues

1. A Service Level Agreement (SLA) has been drawn up for the delivery of environmental services in Outer North West.

2. This report provides final details of the agreement and seeks approval of the document which will steer the work of the West North West Environmental Locality Team to the end of the current 2011/ 2012 municipal year. The Service Level Agreement is attached as well as a full set of appendices and maps on the enclosed CD. The SLA for 2012/13 municipal year will be presented to the Area Committee at its first meeting of that municipal year (June/July 2012).

Recommendations

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

1 Purpose of this report

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

2 Background information

- 2.1 Work has been ongoing with Members and Area Committees since late 2010 on achieving the successful delegation of certain environmental services in 2011/12.

- 2.2 At its meeting of 30th March 2011, the Executive Board approved revisions to the Area Committee Function Schedules to include a new delegated responsibility for Street Cleansing & Environmental Enforcement Services.

- 2.3 The delegation makes clear the responsibility of Area Committees to negotiate, develop and approve a Service Level Agreement (SLA) with the service that achieves as a minimum, the service standards set by Executive Board. The SLA should determine the principles of deployment of the available resources by:

- the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)
- the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.

- 2.4 Services included in the delegation are:

- Street cleansing (mechanical and manual);
- Leaf clearing;
- Litter bin emptying;
- Dog warden services; (There are currently 4 dog wardens and a Senior Dog Warden working throughout the city. A Dog Warden has been allocated to WNW. Support will also be provided from the 'spare' warden and the senior warden.
- Littering & flytipping regulation;
- Domestic & commercial waste (storage & transportation issues);
- Highways enforcement (eg, abandoned & vehicles for sale on the highway, A-boards on pavements, mud on roads and placards on street furniture);
- Graffiti enforcement; and
- Overgrown vegetation controls (where the vegetation endangers or obstructs the free passage of pedestrians or vehicles).

- The delegation of the specified environmental services to Area Committee will mean that service resources, mainly staffing, which are currently managed centrally, will be devolved. These resources have been organised into three wedge based teams for East North East, South East and West North West, aligned to the new Locality Teams . The Service Level Agreement sets out the detail of the resources at a locality level and how they will be used to meet the Area Committee's responsibilities and local priorities.

2.5 Area Committee workshops have been held, in January, March and July, to involve Members in the development of Service Level Agreements (SLA), through which the delegated services will be delivered at a local level. The workshops also provided an opportunity for Members to consider current service schedules and activity, in terms of meeting the need of local areas.

2.6 In addition to the Area Committee workshops consultation has also been undertaken with Environmental Sub-group. Officers from the Locality Team have also met on a ward basis with members of the Outer North West.

3 Main issues

3.1 A great deal of work has been undertaken over the past six months to review the street cleansing service, implement a restructure to create the three new locality teams and build trust with Members.

3.2 The completed review of street cleansing services, in particular mechanical sweeping, has looked in depth at a range of issues affecting productivity and overall effectiveness of the service.

Annual Leave & Sickness Capacity

Work has been undertaken to ensure a sound understanding of the capacity needed within the service to accommodate annual leave and sickness, something not previously factored into the delivery schedule. This has resulted in additional capacity being created within a revised service schedule, meaning a significant reduction in the number of sweeping routes missed or not completed due to lack of available staff. To create the additional capacity, the cycle has moved from a 7 day cycle to an 8 day cycle. The sweeping blocks have been halved so that the size of the routes is now achievable.

Downtime

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

This work is still on going, but has already resulted in a number of additional tip sites being identified which will reduce unproductive work time. Additionally discussions

are underway to further minimise travel time by having more localised bases from which the vehicles will operate (currently all vehicles operate out of just two depots, Henshaw in the Outer North West and Cross Green in the Outer East).

It should be noted that the new schedule has been developed using the current tipping sites. Therefore when more localised sites are in use, this will free up further capacity.

Route Completion Rates

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

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

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

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

3.3 Comments and specific issues raised by Area Committee Members during the Environmental Services workshop held in July and during sub-group meetings include:

- Ginnels - the Locality Team will work to identify, map and establish ownership and maintenance of ginnels during the term of this SLA.
- Town and Parish Councils – the Locality Team will engage and consult with Town and Parish Councils regularly, in order to improve service delivery
- Leaf Fall – The Locality Team will allocate resources, flexibly and as required to meet leaf fall demands in Outer North West Leeds
- The Area Committee each has requested a 'share' of the budget so they can make decisions on the staff, vehicles and frequency of cleaning in their areas. – The Area Committees will have an ability to influence resources - the locality team will work with the Area Committee to ensure the wedge resources are deployed effectively in the area. At the current time budgetary control lies with

the Locality Manager who is required to engage with the Area Committee on resource and budgetary deployment.

- Can the job descriptions become more general so resources can be deployed to whatever tasks are necessary (within reason)? - The Locality Manager will seek to deploy resources as flexibly as possible. This includes maximising the use of staffing to meet work priorities across job descriptions. (within reason)
- A more joined up approach to flytipping is needed to gather evidence before cleaning takes place. Bags should have their locations where the flytipping occurred marked on them – the cleansing and enforcement sides of the Locality Team, have already begun to work together more closely on such issues.
- Need information from Officers when a complaint has been addressed including updates on progress and when completed. - the locality team has recently set up a priority e-mail for Member enquiries. These enquiries will be recorded and monitored - responses to all queries will be made.
- The area committee has expressed concerns about the inclusion of Graffiti Enforcement and Dog Warden services given the limited level of specialised city-wide resources these services are able to draw upon - whilst the services will remain in the delegation the committee will need to keep these services and their deployment under review.
- The Area Committee expressed concerns about it's inability to influence key areas of environmental services delivered by the Parks & Countryside Service and West North West Homes - they perceived a potential disconnect between the delegated services and these other 2 parts of the council delivering environmental services.

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

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

The locality team will develop an area work-programme through the committees environmental sub-group to identify the Area Committee's top enforcement issues so that resources can be deployed accordingly. Once the top issues have been identified, the Locality Team will seek to address these issues and seek to resolve the above priorities to the satisfaction of the sub-group.

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 There is no specific impact on equality and diversity or cohesion and integration as a result of this report. Although a key principle of locality working and the Service Level Agreement is a focus on delivering the best outcome for residents across the area, so that the streets and neighbourhoods in which they live are of an acceptably clean standard. This principle underpins equality and community cohesion, seeking to bring neighbourhoods with poor environmental quality, up to an acceptable standard, whilst improving all areas of Leeds.

4.3 Council Policies and City Priorities

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

4.4 Resources and Value for Money

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

- 4.6.1 The Area Committee is being asked to approve the attached Service Level Agreement, which will formalise the partnership arrangements between the West North West Environmental Locality Team and the Committee. Should the Service Level Agreement not be approved then the Locality Team will still be required to deliver environmental services within the area, however this will be without the significant input of the Area Committee (e.g. an ability to influence strategic development of services and resources deployment).
- 4.6.2 The locality team will need to develop strong and effective working relationships with the Parks & Countryside Service and West North West Homes in order to ensure that such services which are not covered by the delegation are delivered and developed in a way which supports the SLA.

5 Conclusions

- 5.1 A significant amount of collaborative work has been undertaken and real progress made in making ready for the services to operate under the terms of the SLA with effect from September 2011. This first SLA will apply for a period of 6 months, during which time performance monitoring will be reported to the Area Committee and Environment Sub group.
- 5.2 The SLA will be reviewed annually to inform the production and approval of subsequent agreements for future years, in line with corporate budget cycle and

review process, with the first review beginning in October 2011. This update will be a verbal update and give members the opportunity to give feedback on how they feel the new service is working. A written report will be presented in December 2011.

6 Recommendations

6.1 The Area Committee is asked to:

- a) Note the contents of the report, particularly concerns expressed by the area committee's sub-group relating to an inability to influence environmental services being delivered by other parts of the Council and the need for good partnership working between the area committee and such partners, and,
- b) Approve the attached Service Level Agreement.

7 Background documents

Leeds City Council Constitution

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

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

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

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

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

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

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

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

Services Level Agreement Delegation of Environmental Services

1 Parties

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

2 Period of the agreement

- 2.1 This Service Level Agreement will take effect from 26th September 2011, until five working days after the first Area Committee meeting in the municipal year 2012, or an earlier date as agreed by both parties.

3 Purpose of the agreement

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

4 Scope of services covered by the agreement

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

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

- Leaf clearing
 - Flytipping removal
 - **Regulatory environmental services -**
 - Flytipping enforcement
 - Graffiti enforcement
 - Dog controls (e.g. strays, fouling)
 - Highways enforcement (e.g. illegal advertising/trading from the highway)
 - Domestic & commercial waste storage & transportation control
 - Overhanging vegetation control
 - Litter control (FPNs, flier controls etc)
- 4.2 The core services will continue to be delivered on an agreed citywide operational basis of:
- (a) Street Cleansing - deliver a 7 days a week service across the city. Staff work 10 hours shifts per day based on a 4 by 3 shift pattern over a fortnight. Operations commence between 6am and 8am. (the SLA takes into account that mechanical cleansing vehicle drivers are also involved in other non-driving activities during their working day such as vehicle cleansing and tipping - work to improve productivity is being undertaken and will be reported to the area committee over the period of the 2011/ 12 SLA).
 - (b) Regulatory Environmental Services - operate on a Monday to Friday, normal working hours basis. Weekend and evening working is possible by prior arrangement, but usually at additional expense.
 - (c) Meeting legal/statutory obligations and corporate policies; for example health and safety policies.
- 4.3 The staffing structure of the West North West Locality Team is provided in appendix A. The budget currently available to the Locality Manager to deliver service commitments made in the SLAs for the four Area Committees in WNW area is provided in appendix B.
- 4.4 Local variations to the above basis for the delivery of the service can be negotiated as part of the SLA as an agreed additional, bespoke service, paid from other budgets.

5 Roles & responsibilities

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

Elected Members

- (a) Area Committee: responsibility delegated from Executive Board to develop and agree the SLA each year and to monitor the delivery of the service against the agreed specifications and outcomes. To negotiate

changes to the SLA to address unforeseen issues/events and address service failure/inefficiencies.

(b) Area Committee Chair: To liaise with the Locality Manager to ensure that decisions on service delivery are being made in accordance with the SLA and that timely and accurate reports/information are provided for Area Committee and relevant sub/ward meetings in order for the Area Committee to meet its responsibilities. To work in partnership with other Chairs across the relevant 'wedge' and the city as a whole as required (for example at the Area Chairs' meeting).

(c) Environment Champion: To work collectively with the other Environmental Champions and the Executive Board Member to share best practice. To increase the understanding of the barriers and issues faced at locality level to improving local environmental quality and promote the delivery of solutions through partnership working.

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

Environmental Locality Manager

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

6 Service principles and priorities

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

(a) **Outcome focused:**

The WNW Locality Team will focus on delivering the best outcome for residents across the Outer North West area - so that the streets and neighbourhoods in which they live are of an acceptably clean standard. It is this equality of standard that every resident will be entitled to, not necessarily the same quantity of service. For example, not everyone will get their street swept every 8 weeks, but everyone will be entitled to get their street swept as and when needed if it is the best solution to making sure it doesn't fall to an unacceptable standard of cleanliness. Currently the standard is judged by an officer using their professional judgement and the NI195 indicators. Through the locality approach it is envisaged that the monitoring and reviewing of performance will be more commonly led, e.g. via local residents and stakeholders.

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

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

(c) **Common sense approach:**

The service will have a common sense approach which supports getting the job done. There will be more flexible routes/coverage, no driving/walking past problems.

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

The service will work as part of the "team neighbourhood" approach and contribute towards tackling problems identified in the agreed priority neighbourhoods of: The Holtdales, Henshaw, the King Edwards and Georges, Weston Estate, Queensway and Poets.

(e) **Supporting community action:**

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

(f) **Education and Enforcement:**

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

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

We will work in partnership with WNW Homes and other partners to make more effective and efficient use of our combined resource; focusing initially on joint approaches to cleaning open land/spaces and developing a maintenance programme for ginnels.

(h) Planning for seasonal and annual events:

We will ensure that there is sufficient capacity and flexibility in the service to programme in work to deal with leaf fall in autumn and help clean up after significant community events planned during the year. The Locality Team will also work with partners to ensure resources are used flexibly and efficiently at times of snowfall and extreme weather.

7 Service activity

7.1 The Environmental Locality Team, via this SLA, undertakes to provide the following service provision to the Outer North West wards of Adel & Wharfedale, Guiseley & Rawdon, Horsforth, and Otley & Yeadon determined by the Committee and statutory obligations placed upon the Council. Activity type is split between programmed and reactive service provision, with activity detailed separately below for each service.

7.2 Street Cleansing Functions

(a) Mechanical Path & Road Sweeping

Sweeping is largely undertaken by pre-determined routes (blocks) which are scheduled to be completed on a new 8 day cycle.

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

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

Maps for each block showing the exact routes for mechanical sweeping within the Outer North West area are provided in appendix C. Also provided as appendix D is a table showing the schedules for each block.

As part of the capacity review for mechanical sweeping, the new work cycles are based on an 8-day “week”. This has enabled an extra day of “spare” capacity to be programmed in, which will allow the service to recover days lost

for planned and unplanned leave. Any remaining capacity will be used to respond to local problems, support community clean ups, tackle seasonal issues and take part in joint-operations agreed through tasking meetings. The Locality Team will also identify areas which cannot be mechanically cleaned/ swept and seek to implement other appropriate forms of cleaning and sweeping.

(b) Manual Litter Picking

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

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

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

(c) Litter Bins

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

Generally the frequency for emptying the litter bins is 3 times per week on shop fronts and high streets. In event areas such as around parks, this is done weekly, but is increased when an event takes place. In residential areas bins are emptied weekly.

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

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

(d) Flytipping

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

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

We aim to remove all reported fly tips within 36 hours of receiving the request, unless it requires specialist equipment or treatment (e.g. asbestos/chemicals). Where flytipping has occurred on land belonging to another Council Department or the ALMO it is the responsibility of the landowner to clear. However, the Locality Team will work with the owning Department to provide support for clearing the land to ensure clean up is carried out swiftly, considering the best use of resources. The service will work with the Regulatory team to investigate, deter and prevent future instances of fly tipping, and to resolve long standing fly tipping 'hot spots'.

e) Leaf Clearing

The Locality Team will prioritise seasonal leaf fall by diverting resources from other areas of the wedge if required.

7.3 Environmental Regulation

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

The majority of work undertaken by the Regulatory team involves responding to requests for service made by members of the public, via the Council's contact centre, or ward members. Responding to these issues takes up approximately 28% of the time available within the team. On this basis the Area Committee is currently able to direct approximately 72% to be used best to fit with local priorities. Where resources allow, the team will seek to work in an advisory capacity, to tackle issues before they turn into problems.

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

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

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

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

7.4 Responding to urgent issues

Urgent, unforeseen issues within the Area Committee area, wedge or elsewhere in the City may arise which require a service response outside of the capacity of the locality team. In such an event, resources may have to be

temporarily diverted from scheduled work. If this occurs the Environmental Locality Manager will inform the Committee Chair and Environment Champion as soon as possible. The scale and impact of the diversion of resources will be fully detailed within subsequent performance reports to the Area Committee. Through the Environment Sub Groups the Locality Team will provide reports on hot spot and problem areas, and will seek to agree variations to the service delivery as required.

8 Service outcomes

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

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

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

Issue	Outer North West	Citywide
Litter	97.1	86.7
Detritus	72.9	66.8
Graffiti	99.3	95.7
Flyposting	99.7	99.4

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

9 Community Engagement

9.1 The WNW Locality Team will engage with the community via existing mechanisms set out in the Area Committee's own Community Engagement Strategy/Plans and work with the Area Leadership team to avoid duplication and make the best use of any time spent consulting. The Locality Team will also seek to develop new and participative ways of engaging with the community.

- 9.2 The Team will work with Elected Members to identify local opportunities for engagement specifically around local environmental priorities, particularly with residents involved in helping improve the condition of neighbourhoods through Town & Parish Councils In Bloom, Friends of and other such groups.

10 Accountability

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

11 Reporting & performance monitoring

11.1 Environment Sub-group

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

11.2 Area Committee

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

11.3 Executive Board

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

12 Review process

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

- 12.2 The review process will be undertaken jointly with officers of the service and all, or nominated Members from the Area Committee.
- 12.3 The review process will commence in the October to December 2011 quarter and completed in the January to March 2012 quarter. The review process will attempt to coincide with the Council's annual budget setting cycle. Proposed updates to the service principles and priorities will be presented at the last Area Committee meeting of the municipal year (March/April) so that a full, revised SLA for 2012/13 can then be worked up to also incorporate any service activity changes required. Also provided will be the second service monitoring report outlining performance against the current year's agreement.
- 12.4 The new SLA for the 2012/13 municipal year will be formally approved by the Area Committee at its first meeting of that municipal year (June/July 2012).
- 12.5 Simple "in-year" changes to how an element of the service is organised and delivered in wards can be agreed outside of any formal review process of the Agreement between ward members and the Locality Manager. Providing the change can be met from within existing capacity in that ward. For example, the additional/amendments of litter bins locations, minor revisions to mechanical and manual sweeping routes/frequencies and agreeing localised enforcement priorities.
- 12.6 When requested ward changes would have an impact on the service capacity across the Area Committee, the Environmental sub group would consider the matter and if necessary refer to the Area Committee for a decision.
- 12.7 Where requested changes to service delivery within an Area Committee would have an impact on capacity across the Locality, initial discussions would be held between Area Committee Chairs to agree the best way forward. If agreement can not be reached the current SLA arrangement would stand.
- 12.8 Both parties can request re-negotiation of the contents of the agreement in the event of changes to local need or preferences, service demand or citywide policy in respect of environmental cleanliness/services. Any requests will need to be formalised through either an Area Committee meeting or the Environment Sub-group, whichever is deemed most appropriate. Should urgent changes to service delivery be required, then under the Council's scheme of delegated authority, the Environmental Locality Manager will have the power to approve and implement such changes.

13 Resolving Disagreements

- 13.1 The Area Committee Procedure Rules in the Council's constitution set out the ultimate procedure to follow in the event of a fundamental disagreement between the Area Committee, and the service.

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

14 Confidentiality & Legal Requirements

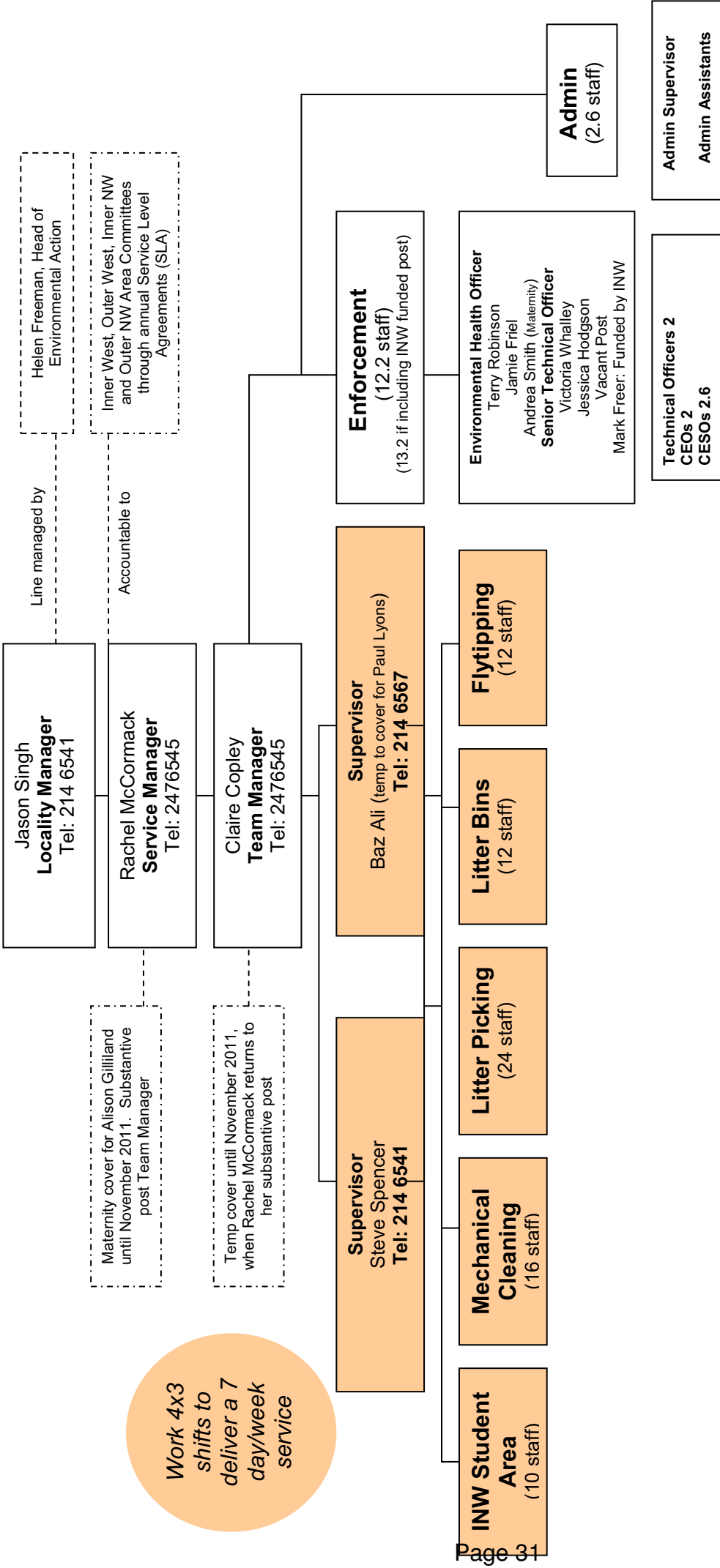
- 14.1 Where information is supplied by either party that is deemed of a confidential nature, all individuals acting on behalf of the parties will treat the information as confidential and not disclose it to any groups or individuals outside of the Agreement.
- 14.2 The legal requirements placed upon the Council through various pieces of legislation such as the Environmental Protection Act 1990 and the Control of Pollution (Amendment) Act 1989. It is the duty of the Environmental Locality Manager to ensure that the Area Committee fully understands any impact that their priorities or service direction may have on the ability to meet these legal requirements.

Signed:.....
Date:

Signed:.....
Date:

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Environmental Services - West North West Locality Team



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

Environmental Action Services – Managers & Supervisors

WNW Locality Team (Henshaw / Pudsey Town Hall)



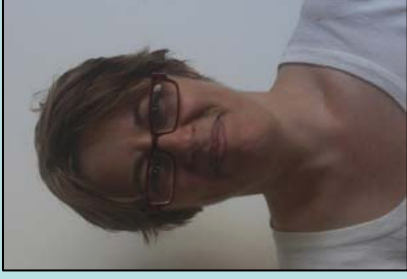
Jason Singh
Locality Manager

214 6541



Rachel McCormack
Service Manager

247 6545



Claire Copley
Team Manager

247 6545



Steve Spencer
Supervisor

214 6541



Shabaj 'Baz' Ali
Supervisor (temporary)

214 6567

WNW Locality Team - Draft Budget for 2011/12

Appendix B

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

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Appendix B - LITTER BINS CAPITAL BUDGET - ALLOCATION OF BUDGETS

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

CAPITAL SCHEME (12594 LIT)

Litter Bins Replacement

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

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

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

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

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Types of issues we currently tackle and how

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

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

Flytipping

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

Waste in Gardens

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

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

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

Domestic and Commercial Waste Issues

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

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

Illegal advertising

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

Highways Obstructions (e.g., overhanging vegetation)

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

Drainage

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

Other Nuisance

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

Street Trading Consent Scheme

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

Dog Warden Service

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

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

Outer North West - Team Activity 1.4.11 – 30.6.2011

- Service Requests Received 184 non noise related

The main areas of work have been

1. 23 Drainage requests
2. 23 overgrown hedges
3. 14 Nuisance accumulation
4. 12 bins left
5. 10 Bonfires
6. 8 illegal advertising

Ward	EAT's and H&EET service requests	Notices served
Adel and Wharfedale	40	6
Guisley & Rawdon	30	3
Horsforth	36	1
Otley and Yeadon	38	2

Joint working with the police on one sensitive investigation. We have also worked with a Ralph Thoresby school head teacher and linked police officer on the littering problem around the school.

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West North West

Area Committee	Route Ref:	Area/Coverage	Frequency
Outer North West *0.5 route in area	F21C	Otley, including town centre	3 weekly
	M16E*	Tinshill (north of Tinshill Road)	
	M16F	Holt Park, Adel	6 weekly
	M16G	Cookridge	
	M16H*	Holt Park	
	M16J*	Lawnswood Cemetery, Adel	
	M16K	Adel	
	M16L	Bramhope	
	M16M	Old Bramhope, Pool Bank, Pool	
	M18A	Horsforth, New Road Side & town centre	
	M18B	Horsfoth, top New Road Side & west of Horsforth Hall Park	
	M18C	Horsforth, Brownberries & Church Avenue/Long Row	
	M18D	Horsforth, north of Horsforth Hall Park	
	M18E	Horsforth Woodside, Broadgates, Low Lane	
	M19A	Rawdon, Henshaw	
	M19B	Rawdon	
	M19C	Yeadon, Shaw Lane	
	M19D	Yeadon	
	M19E	Rufford Park, Yeadon Tarn	
	M19F	Yeadon, west of Yeadon Tarn	
	M20A	Guiseley east	
	M20B	Guiseley, Tranmere Park	
	M20C	Greenbottom, Kelcliffe	
	M20D	Hawksworth, High Royds	
	M21A	Otley, Cambridge & Grove Hill Park	
	M21B	Otley, north west	
	M21C	Otley, Newall & east of civic centre	
	XE	Adel to Athington & Weardley	12 weekly
XF	Rawdon to Yeadon & Moor Side		
XG	Otley to Guiseley		

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

Updated 15.08.11

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

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

		WEEK ONE													
		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC
SK8	RSC4	W11B1	W11B1	W11F1	W11F1	W27B1	W27B1	F10C1	F10C1	F12J1	F12J1	W26A1	W26A1	CP	CP
SK9	SSE	W11C1	W11C1	W11G1	W11G1	Recovery Day	Recovery Day	F10D1	F10D1	F13A1	F13A1	Recovery Day	Recovery Day	CP	CP
SK10	RSC5	W12A1	W12A1	W12C1	W12C1	W12E1	W12E1	W13B1	W13B1	F12C1	F12C1	CP	CP	F28A1	F28A1
SK11	WNW	W12B1	W12B1	W12D1	W12D1	W13A1	W13A1	W13C1	W13C1	F12D1	F12D1	CP	CP	F28B1	F28B1
SK12		HEA 1	HEA 1	HEA 2	HEA 2	HEA 3	HEA 3	HEA 4	HEA 4	HEA 5	HEA 5	HEA 6	HEA 6	HEA 7	HEA 7
SK13	RSC6	W2A1	W2A1	W4A1	W4A1	W6A1	W6A1	W7A1	W7A1	F21C1	F21C1	M16A1	M16A1	CP	CP
SK14	WNW	W3A1	W3A1	W4B1	W4B1	W6B1	W6B1	F35A1	F35A1	M21A1	M21A1	M16B1	M16B1	CP	CP

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

		WEEK THREE													
		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC
SK10	RSC5	F28C1	F28C1	Recovery Day	Recovery Day	W12A1	W12A1	W12C1	W12C1	W12E1	W12E1	CP	CP	W13B1	W13B1
SK11	WNW	F28D1	F28D1	Recovery Day	Recovery Day	W12B1	W12B1	W12D1	W12D1	W13A1	W13A1	CP	CP	W13C1	W13C1
SK12		HEA 1	HEA 1	HEA 2	HEA 2	HEA 3	HEA 3	HEA 4	HEA 4	HEA 5	HEA 5	HEA 6	HEA 6	HEA 7	HEA 7
SK13	RSC6	M16E1	M16E1	M19F1	M19F1	W2A1	W2A1	W4A1	W4A1	W6A1	W6A1	W7A1	W7A1	CP	CP
SK14	WNW	M16F1	M16F1	M20A1	M20A1	W3A 1	W3A 1	W4B1	W4B1	W6B1	W6B1	F6A1	F6A1	CP	CP

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

Updated 15.08.11

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

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

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

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

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

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

Updated 15.08.11

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

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

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

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

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

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

Updated 15.08.11

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

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

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

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

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

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

Updated 15.08.11

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

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

		WEEK Thirteen													
		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC	S KING	RSC
SK8	RSC4	W27B1	W27B1	F10G2	F10G2	F13B2	F13B2	W26A1	W26A1	M27F2	M27F2	W11B2	W11B2	CP	CP
SK9	SSE	M27B2	M27B2	F10B2	F10B2	F13C2	F13C2	M26F2	M26F2	M27G2	M27G2	W11C2	W11C2	CP	CP
SK10	RSC5	W12E1	W12E1	W13B1	W13B1	F12E2	F12E2	F28C2	F28C2	M28H2	M28H2	CP	CP	W12A2	W12A2
SK11	WNW	W13A1	W13A1	W13C1	W13C1	F12F2	F12F2	F28D2	F28D2	M28J2	M28J2	CP	CP	W12B2	W12B2
SK12		HEA 1	HEA 1	HEA 2	HEA 2	HEA 3	HEA 3	HEA 4	HEA 4	HEA 5	HEA 5	HEA 6	HEA 6	HEA 7	HEA 7
SK13	RSC6	W6A1	W6A1	W7A1	W7A1	M18A2	M18A2	M18C2	M18C2	M21C2	M21C2	W2A2	W2A2	CP	CP
SK14	WNW	W6B1	W6B1	F35B2	F35B2	M18B2	M18B2	M18D2	M18D2	Recovery Day	Recovery Day	W3A2	W3A2	CP	CP

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

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Report of the Director of Children's Services

Report to the Outer North West Area Committee

Date: 26 September 2011

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

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

Summary of main issues

1. This report presents the Area Committee with an update on the work being undertaken across the city to ensure the authority meets its statutory duty to ensure sufficiency of school places in the context of an increasing birth rate. In particular, it draws members' attention to the proposal directly affecting the outer north west area. Leeds City Council's Executive Board have approved a consultation on a proposal to expand Rawdon St Peter's Primary School from September 2013.

Recommendations

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

1 Purpose of this report

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

2 Background information

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

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

- 2.2 Under the Education and Inspections Act 2006 the last four of these require a statutory process, and this consultation forms the first part of that process. The expansion of Bramley St Peter's does not require significant new building, and therefore will be consulted on as an admission limit change during the annual consultation on admissions arrangements later in the year.

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

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

3 Main issues

- 3.1 The details of the proposal are described in full within the consultation document. In addition, the following points should be noted:
- 3.2 Any new school buildings will still be subject to the normal planning permission process, allowing any interested parties to comment, and meaning any traffic and access issues will receive due consideration. The two processes are independent and the outcome of one does not presuppose the outcome of the other.

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

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

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

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

4.3 Council Policies and City Priorities

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

4.4 Resources and Value for Money

4.4.1 The estimated cost of all the proposals is £19,602,027 and will be funded through the education capital programme. This high level estimate uses the modular accommodation cost basis and will be subject to significant development through detailed design. It does not include site acquisition costs or provision for any site specific conditions, risk or abnormalities.

4.5 Legal Implications, Access to Information and Call In

4.5.1 The authority has a legal duty to ensure sufficiency of provision. Under the Education and Inspections Act 2006 the proposed expansions and new schools are prescribed changes, requiring a public consultation in the first instance.

4.6 Risk Management

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

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

5 Conclusions

5.1 We are proposing the expansion because the birth rate in this area has increased significantly over the past few years and there is a need for more school places. We have looked at the existing schools across the area, and have expanded some of them already. We do not think we can create enough places in this way city wide, and so have also looked at Council owned land and assets to see if any could be used for a new school. In this area, the expansion of Rawdon St Peter's is has been identified as deliverable and well located demographically.

6 Recommendations

6.1 The Area Committee is requested to:

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

7 Background documents

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

7.2 Consultation document: Proposal to expand Rawdon St Peter's Primary School from September 2013



Report author: Joedy Greenhough
 Tel: 2478373

Report of Director of Children’s Services

Report to North West (Outer) Area Committee

Date: 26th September 2011

Subject: Area Management Performance Reporting

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

Summary of Main Issues

This report aims to support elected member involvement with Children’s Services locally by helping to strengthen understanding of some key performance information at a local area level. It builds on previous Children’s Services performance reports presented to Area Committees in 2010 and earlier this year.

The contents of the report for this cycle of reporting have been refreshed to be in line with the new Children and Young People’s Plan (CYPP) (2011-15). A list of the new CYPP priorities and key indicators was provided in the last report and is provided again in this report. From the CYPP the report includes data on the following:

- Number of Looked after Children (LAC);
- Number of C&YP with a Child Protection Plan (CPP);
- School attendance at primary, secondary and sixth form level;
- NEET and Not Known data;
- Level 3 qualifications
- 16-18 year olds who start an apprenticeship;
- Teenage pregnancy data; and young offending data.

In addition, it is considered appropriate to provide a local update on Children’s Services inspection information on primary schools, secondary schools, school sixth forms and children’s centres; and data on the Common Assessment Framework (CAF) and new referrals to the Children and Young People’s Social Care (CYPSC) service as indicators of local need.

To begin with however the report provides an update on the key developments taking place in Children's Services to keep members informed of the changes happening at this transitional time.

Recommendations

1. To note the content of this report.

1.0 Purpose of this Report

- 1.1 This report aims to support elected member involvement with Children's Services locally by helping to strengthen understanding of some key performance information at a local level. It builds on previous Children's Services performance reports presented to Area Committees in 2010 and earlier this year.
- 1.2 As we work to transform and improve Children's Services across Leeds we are keen to identify opportunities to involve members in taking this agenda forward. An important component of this is giving members the data about local issues to enable more targeted and informed responses to challenges and need. Within this context it is important that members get the opportunity to engage in the performance management process and in particular receive the latest information available for the issues outlined above at an area and/or ward level.
- 1.3 The report includes a brief update on some key developments taking place in Children's Services and performance updates from the CYPP on the following:
 - Number of Looked after Children;
 - Number of C&YP with a Child Protection Plan (CPP);
 - School attendance data at primary, secondary and sixth form level;
 - NEET and Not Known data;
 - Level 3 qualifications at 19;
 - 16-18 year olds who start an apprenticeship;
 - Teenage pregnancy data; and
 - Young offending data.
- 1.4 It also includes inspection information on primary schools, secondary schools, school sixth forms and children's centres; and data on Common Assessment Framework (CAF) and new referrals to the CYPSC service.

2. Background Information

- 2.1 For the last couple of years Area Committees have received two performance reports per year from Children's Services. The content of these reports has been largely based on the priorities of the former CYPP and have evolved over time. The availability of confirmed data informed the content of the report for each cycle. Last year the February/March cycle focused on educational attainment, attendance, exclusions, Ofsted judgments and NEET whilst the September/October cycle report focused on Looked After Children (LAC) data, CYPSC assessment data and CAF data.
- 2.2 As there is now a new CYPP (2011-15) it is appropriate to review the performance information reported to Area Committees to ensure elected members receive performance information that relates to the new city wide priorities for Children's Services. The information provided will enable Area Committees to take these priorities forward at a local level and gain an understanding of how these issues relate to the needs of the communities in their areas. It should be noted that many of the priorities in the previous CYPP have been carried over into the new CYPP 2011-15 so there will be some continuity from previous reports.

2.3 The timing of when data is available will continue to have an impact on the content of the twice yearly reports although the amount of indicators that fall into this category is reduced. For some performance data there is no timing limitation and in these cases some data will be provided in both reports to give members a more up to date picture of performance on these issues. A table proposing what information will be provided in which cycle of reporting is provided at appendix 1.

3.0 Update on Key Developments in Children's Services

3.1 Children's Services in Leeds are currently undergoing an important period of change and improvement. An update is provided below on CYPP (2011-15) and Child Friendly City developments, the ongoing development of the cluster model of locality working, improvement and inspection activity and the key developments currently taking place in response to the changing national and local context around education.

3.2 CYPP Developments

3.3 The Children's Trust is driving forward the CYPP and plans to make Leeds a Child Friendly City and to minimise the effects of poverty on children and young people. Since the last report the CYPP has been approved by the Children's Trust Board (CTB) and full council (see appendix 1 - the proposed schedule of reporting includes the CYPP outcomes, priorities and key indicators). Three of the 11 priorities of the CYPP have been identified as the 'Obsessions' for Children's Services as the issues that will have most impact on children and young people's lives and likely lead to improvements on the other 8 priorities of the CYPP. The three 'Obsessions' are as follows:

- Number of Looked After Children
- School Attendance
- NEET

3.4 The Children and Young People's City Priority Plan is the plan that is delivering these 3 'Obsessions' at a city wide level for the next four years. To address these priorities action plans have been developed which will be regularly reported to the Leeds Initiative as part of the City Partnership accountability process.

3.5 The Children's Trust Board will also monitor the three Obsessions and wider set of priorities and key indicators of the CYPP for Children's Services and its partners. A schedule of reporting is being developed to ensure the CTB receives a progress update on all the priorities and key indicators at least twice per year.

3.6 The Children's Trust Board and the Council's Executive Board have endorsed the commitment of Children's Services to using an Outcomes Based Accountability (OBA) methodology to develop practical action plans for monitoring the CYPP priorities and improving key performance trends. The roll-out of this approach, following the successful early adopter pilot work in Bramley and Inner and Outer Pudsey, is continuing at a locality level. A rolling programme of workshops on the 3 'Obsessions' has been developed for 2011-12.

3.7 Child Friendly City

3.8 In relation to Leeds becoming Child friendly City, 5 themes have been identified as areas of focus to help Leeds achieve this status. These are:

- Play and culture
- Safety
- Voice and influence
- Rights and responsibility
- The urban environment and sustainability

3.9 To take these themes forward five working groups have been created, one for each theme. Work is currently taking place with the Youth Council and with wider groups of young people through summer Breeze events to identify some priorities for these themes. This consultation will continue into September.

3.10 The next phase will be to finalise the priorities under these themes and work with City partners and businesses to encourage them to pledge to the delivery of these priorities. In addition, a benchmarking exercise will be conducted to find out how children and young people feel about the priorities now. The same exercise is planned to be carried out in a year's time to determine the progress that has been made on them.

3.11 In the near future, the Child Friendly City Steering Group is looking to develop a communications strategy to continue to engage people on this agenda.

3.12 Other Locality Developments – Clusters

3.13 Developing the work of the local 'clusters' of schools and services that work closely together to meet the needs of children and young people through an integrated approach is regarded as critical to the future development and effectiveness of the service. All the service redesign work done in 2010 (following the Children's Services Review published in March 2010) has suggested we should use clusters as the basis for locality developments to help ensure we have strong universal and early preventative services, as well providing a means through which better targeted and specialist services can be delivered. In April the Children's Trust Board agreed to a set of minimum standards for clusters, covering, for example, the key partners to be involved in meetings, the frequency of meetings and key roles.

3.14 Our current focus is on developing more maturity and consistency in how different clusters across the city operate. To support this learning three 'early adopter' clusters are being used for some focused learning and development work - JESS (Joint Extended Schools and Services cluster- Beeston Hill, Holbeck, Bell Isle and Hunslet), Bramley and Inner East as a result of being identified as having disproportionately high levels of need on key indicators such as numbers of looked after children, NEET, and Free School Meals. Through these clusters an approach is being used to develop locality working, local leadership and case management. Additionally two localities Open XS (Open Extended Services - Hyde Park, Woodhouse and part of Headingley) and Seacroft Manston are focusing on the development of an Early Start Service for pre-birth to five year olds.

- 3.15 More broadly, across all clusters, cluster plans have been submitted and are being evaluated, particularly against the backdrop of the funding being held at a cluster level, as agreed through the schools forum.
- 3.16 There will also be a growing and more consistent role for elected members – over the summer proposals are being drawn up for elected member representation on the cluster partnerships, these will be considered by Member Management Committee at their next available meeting.
- 3.17 Also crucial to the next stage of the agenda is the more effective use of data and performance information. The Cluster Data Profile has been developed to provide context for a cluster in terms of identifying the needs in that area. It can be used to inform cluster development and planning of activities to address particular issues. Version 4 of the Cluster Data Profile was released in April 2011.

3.18 Improvement and Inspection Activity

- 3.19 Children's Services is currently subject to a Department for Education (DfE) Improvement Notice. The latest position following a regular progress meeting between Leeds and the DfE on 20 May is included in the note attached at appendix 3. In summary the DfE recognises that significant improvements have been made, there is increased confidence and clarity in leadership and an openness to external challenge and support. The note also states that the DfE recognises the ongoing challenges of consistency and sustainability. It suggests the Improvement Notice could be lifted as it comes to an end in October 2011 provided that the results of the next announced inspection demonstrate sufficient evidence of improvement on the ground.
- 3.20 We anticipate that Leeds will be subject to an announced inspection of Looked after Children and Safeguarding before October 2011. The necessary work is underway, with full corporate support, to make the appropriate arrangements for such an inspection. The results of this inspection will then inform the overall annual assessment of Children's Services in Leeds which will be published in November 2011.

3.21 Developing an Integrated Children's Services

- 3.22 Significant work is taking place to develop the new structure for Children's Services that will deliver a more integrated approach to delivering services to children, young people and families. Three out of the four tier 2 (Deputy Director and Chief Officer) posts have been appointed, with recruitment to the final post scheduled for the autumn. The tier 3 and 4 (leadership and senior management) structure and job descriptions have been consulted and agreed. The recruitment to these posts will take place during August and September.
- 3.23 Progress is being made on the proposal to develop cluster based child protection teams working with high level children in need and children subject to child protection plans, in addition to specialist teams for looked after children. Finally, a new Head of the Integrated Safeguarding Unit has been appointed.

3.24 The Changing Education Context – The Leeds Education Challenge

- 3.25 Education has been an important issue for Leeds over a number of years and in recent years significant improvements have been achieved. However, there is still much more to do in terms of educational outcomes, both in overall improvements and particularly in respect of vulnerable groups. To support an understanding of the change happening locally it is important for all members to have an overview of the current context that is shaping the education landscape in Leeds.
- 3.26 In March, Michael Gove, Secretary of State for Education, wrote to all local authorities, advising of rises in floor standards for primary and secondary schools and requesting that each local authority develops plans for improving performance in all schools below the floor standards.
- 3.27 In response to this letter, Leeds developed and submitted a copy of the Leeds Education Challenge. This provided the necessary details to reply to the Secretary of State's letter and set that response within a broader approach to school improvement and the ambitions of the Children and Young People's Plan. The Leeds Education Challenge document can be provided to members on request. It sets out some very clear pledges and ambitions for change in the city.
- 3.28 This submission to the DfE is an important development for Leeds, particularly in the context of the current national policy change for schools. The Leeds Education Challenge very clearly puts schools themselves at the heart of driving improvement, whilst reflecting the supporting role and expertise that the local authority can offer, and placing schools at the heart of wider children's services locally – linking in to the discussion above about clusters. The plan represents work in progress, and is currently the subject of significant discussions with headteachers, governors, members and partners. During the summer term, these discussions culminated in a major conferences for Leeds head teachers on 12 July. Over 200 heads attended this conference and Area Committees can be provided with more feedback as required.
- 3.29 Part of developing the Leeds Education Challenge was an independent review of education in Leeds, which has been undertaken by Sir Tim Brighouse and another nationally recognised colleague, David Woods. This took place in March and included conversations with a wide range of colleagues including headteachers, education staff, senior officers and politicians. The findings of the review were a key part of the conference on 12 July and again can be shared with members on request.
- 3.30 A Member's Seminar on current education issues was organised during August, as an opportunity to bring members up to speed with the latest developments and engage them in those developments. Discussions with Area Committees and political groups will further support ongoing engagement with this important area of change.

4.0 Performance Update

- 4.1 The performance information below has been presented under the CYPP outcomes. Additional performance information is provided alongside some CYPP key indicators to provide a fuller picture of progress in these areas. Please note performance

updates against the key indicators are provided where there is performance data available for this cycle of reporting.

4.2 Children and Young People are Safe from Harm

4.3 Number of looked after Children (LAC) is one of the three 'Obsessions' of the new CYPP. Data on the number of LAC is included in Appendix 3 alongside data on Child Protection Plans (CPP) as at 30.06.11. To put this information in context, data on the number of New Referrals to Children & Young People Social Care (C&YPSC) is provided in this appendix along with Common Assessment Frameworks (CAF) data that demonstrates some of the preventative strategies the council is trying to embed in the Children's Partnership.

4.4 Children and Young People Do Well at Levels of Learning and Have the Skills for Life

4.5 School Attendance at Primary and Secondary Schools is another of the three 'Obsessions' of the new CYPP. In Appendix 4 half terms 1-5 data is provided for the academic year 2010/11 by area and ward. This data has been provided by schools and covers 97% of schools in Leeds. This data will be confirmed by the Department for Education in spring 2012.

4.6 The number of young people who are NEET is another of the three 'Obsessions' of the new CYPP. The definition of NEET changed recently nationally to enable in-year comparison between periods. Previously the cohort of young people changed on a regular basis due to people dropping out of education on their 19th birthday. In the new definition the cohort of young people now only changes once a year in September. In addition the measure of young people in education was previously based on the location of the educational institution now it based on the residency of the young person. The impact of these changes has been that local areas are more accountable for the outcomes for their young people. Due to the definition changes it is not possible to accurately compare performance under the new definition with that of previous years.

4.7 Young people are classed as Not Known if they have not had contact with the Connexions service within a certain period. How regular the contact needs to be depends on whether the young person is NEET or EET. Figures for NEET and Not Known as at 30th June 2011 are provided by area and ward in Appendix 5.

4.8 Two further indicators to report under this CYPP outcome are: Level 3 qualifications at 19 and the number of Children and Young People between the ages of 16 and 18 who start an apprenticeship. These figures can only be reported at a city wide level.

4.9 In relation to the former, Level 3 qualifications relate to 2 A levels or the equivalent. For the academic year 2009/10, 46.7% or 4,392 young people achieved level 3 at 19. Over the last 5 years Leeds performance has improved by 6.3 percentage points (%pts) compared to a national improvement of 7.6%pts and of 8.1%pts across statistical neighbours. Future improvement looks more encouraging with the 2011 cohort at age 18 being 4.4%pts above the 2010 cohort at the same point, which is a faster rate of improvement than nationally.

4.10 The number of young people who start an apprenticeship is a new indicator in the CYPP. At the end of 2009/10 1,306 young people started an apprenticeship. At the 30th June 2011 this figure increased to 1,805. This significant increase in apprenticeships is a result of some focused work in this area which includes:

- Leeds Apprenticeship Challenge – a campaign to achieve 100 pledges from 100 new employers in 100 days. 162 Leeds employers who had never been involved in apprenticeships before signed up to offer 375 apprenticeship vacancies to young people.
- First ever major event to promote Apprenticeships to Year 11 pupils held on 18 May 2011 - attracted over 1,000 young people and their parents/carers.

4.10 As a result of this work Leeds is now one of the largest employers of apprentices in the country with over 400 new starts in the past year.

4.11 Children and Young People Choose Healthy Lifestyles

4.12 The rate of teenage pregnancy per 1,000 15 to 17 years olds is the indicator that will be used to demonstrate progress against the CYPP priority: Promote sexual health. There is a 14 month delay in the data as there can be a gestation period of up to 42 weeks after conception and parents have up to 6 weeks to register a birth.

4.13 At March 2010, the rolling quarterly average for the teenage pregnancy rate per 1,000 15-17 year olds was 46.6%. This is an improvement on the June 2009 result of 47.4%. A local level action plan to address teenage pregnancy is in the process of being produced by the Teenage Pregnancy and Parenthood Partnership. This action plan will include actions to address the issues that lead to teenage pregnancy as well as support teenage parents.

4.14 Children and Young People are active citizens who feel they have a voice and influence

4.15 The proportion of 10-17 year olds offending – is the indicator that will be used to demonstrate progress against the CYPP priority: 'Reduce crime and anti-social behaviour' in the new CYPP. The baseline of offenders aged 10-17 as a percentage of the general population was 2.7% based on the 2009-10 data. The percentage for 2010/11 fell to 1.9% based on the proxy GP registration data.

Final year end (2010-11) position for the CYPP Offender indicator

	Number of Offenders	10-17 Population (GP Registrations)	10-17 Offender Percentage
City Total	1305	68,163	1.91%

5.0 Update on Inspections in Services

5.1 As provided in previous reports, inspection information for service settings is provided in Appendix 7. Performance information is provided for primary and secondary schools and sixth forms at an area level and SILC (Specialist Inclusive

and Learning Centre) and PRU (Pupil Referral Unit) at a citywide level as at 14.07.11.

- 5.2 A new inspection regime for Children's Centres commenced in September 2010. Since September 15 Children's Centres have been inspected 73% of which have been judged as being good or better.

6.0 Corporate Considerations

- 6.1 There are no corporate considerations in this report.

7.0 Consultation and Engagement

- 7.1 There are no consultation and engagement considerations in this report.

8.0 Equality and Diversity / Cohesion and Integration

- 8.1 There are no Equality and Diversity or Cohesion and Integration implications of this report.

9.0 Council Policies and City Priorities

- 9.1 A significant proportion of the information included in this report relates to the Children and Young People Plan 2011-15

10.0 Resources and Value for Money

- 10.1 There are no resource implications in this report.

11.0 Legal Implications, Access to Information and Call In

- 11.1 There are no legal implications in this report.

12.0 Risk Management

- 12.1 There are no risk management implications in this report

13.0 Conclusions

- 13.1 Not applicable as this report is information based.

14.0 Recommendations

- 14.1 Area Committees are requested to note the content of this report

15.0 Appendices

Appendix 1 - Proposed Schedule of Information for Area Committee Reporting for 2011/12

Appendix 2 - Note of the Leeds Children's Services Meeting with the DfE: 20.05.11

Appendix 3 - LAC, CPP, New Referrals, and CAF Data by Area

Appendix 4 - Primary & Secondary School Attendance data by Area and Ward
Appendix 5 - NEET and Not Known data by Area and Ward.
Appendix 6 - School Inspection Data by Area

Background Papers

Children's Services Performance Report taken to Feb/March 2011 cycle of meetings
(report dated 14th January)

Children's Services Improvement Update report taken to the Executive Board 22nd June
(report dated 22nd June)

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Proposed Schedule of Information for Area Committee Reporting for 2011/12

Children and Young People's Plan 2011-15						
5 outcomes	11 priorities	15 Key indicators & baselines (3"obsessions")	Reporting level	AC Cycle		
CYP Are safe from harm	1. Help children to live in safe and supportive families 2. Ensure that the most vulnerable are protected	1. Number of looked after children- 1,434 January 2011	Area and ward	Both		
		2. Number of children and young people with child protection plans- 778 at January 2011	Area and ward	Both		
CYP Do well at all levels of learning and have the skills for life	3. Improve behaviour, attendance and achievement) 4. Increase numbers in employment, education or training 5. Support children to be ready for learning 6. Improve support where there are additional health needs	3. School attendance Primary 94.4% (half terms 1-5, 09/10 academic year) Secondary 91.6% (half terms 1-5, 09/10 academic year)	Area and ward based on schools in area	Both- Sep/Oct half terms 1-5 Feb/Mar half terms 1-2		
		4 16-18 NEET is 8.3% (1,816) (average monthly figure for November-January 2010/11)	Area and ward	Both		
		5. Foundation stage threshold- 53% (4,415) in 09/10 academic year	Area & ward based on schools in area	Feb/Mar		
		6. KS2 L4+ E&M- 74% (3,309) in 09/10 academic year	Area & ward based on schools in area	Feb/Mar		
		7. 5+ A*-C GCSE inc E&M- 50.6% (4,067) in 09/10 academic year	Area & ward based on schools in area	Feb/Mar		
		8. Level 3 qualifications at 19. 46.7% (4,392) in 09/10 academic year	City level data only	Sep/Oct		
		9. The number of CYP 16-18 who start an apprenticeship, (1,306 in 09/10)	City level data only	Both		
		10. The number of children & families accessing short breaks & levels of satisfaction- baselines to be identified	TBD	TBD		
		CYP Choose healthy lifestyles	7. Encourage activity and healthy eating 8. Promote sexual health	11. Obesity levels at year 6 (age 11) 21%, 09/10 (sample size 5,260)	City and Area - TBC	Feb/Mar
				12. Teenage pregnancy- 47.4 per 1,000 (618) 15-17 year olds	City level data only	Both

Appendix 1: Proposed schedule of Information for Area Committee Reporting for 2011/12

5 outcomes	11 priorities	15 Key indicators & baselines (3"obsessions")	Reporting level	AC Cycle
CYP 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. (based on limited survey samples) Work on wider indicators for this priority is ongoing.	TBD	TBD
CYP Are active citizens who feel they have voice & influence	10. Reduce crime and anti-social behaviour	14. Proportion of 10-17 year olds offending- 2023 young people with 1 or more offence in 09/10 which is 2.7%	Area	Both
	11. Increase participation, voice and influence	15. C&YP influence in a) school b) the community - 70% and 56% reporting at least a fair amount of influence. (based on limited survey samples) Work on additional measures of engagement is ongoing.	Area based on schools in area - subject to sufficient people completing survey	Feb/Mar
Other performance information to be reported to Area Committees				
New referrals to C&YPSC (where a child has no existing open referral or open case)			Area and ward	Both
Common Assessment Framework(CAF) data – initiated and completed CAFs			Area	Both
School inspection data			Area	Both
School level information including update against floor standards and some key stage results			Area based on schools in area	Feb/Mar

DfE Review Meeting with Leeds City Council – 20 May 2011

Attending: Nigel Richardson (Leeds CC), Mariana Pexton (Leeds CC), Jackie Wilson (Leeds CC), Simon Flowers (Leeds CC), Sarah Sinclair (Leeds CC), Councillor Blake (Leeds CC), Bill McCarthy (Independent IB Chair), Penny Thompson (external challenge and support), Graham Archer (DfE), John Hudson (DfE), Nicola Whomersley (DfE).

Dear Nigel,

It was good to meet you and colleagues at the Review meeting on the 20 May and I would like to thank everyone for attending and for their contribution. Progress since my visit last July was palpable. The presentations made that clear and the atmosphere was very different, with a clear sense of strong leadership from officers and from Councillor Blake, realism about what was still needed and plans for achieving it. I was left much more confident about the extent and sustainability of progress. Here's my sense of the detail of the discussion – very happy to discuss any of it with you.

- The substantive part of the meeting was spent reviewing and probing your assessment of progress. Positive changes in service delivery and effectiveness has been reflected in recent positive inspections of service practice (fostering, adoption and youth service) and particularly the good unannounced Ofsted inspection of contact, referral and assessment, published in February.
- There is strong leadership and commitment from the Children's Trust Board which will continue in Leeds as the key strategic driver for ensuring continued improvement and sustainability in the long term.
- Through the governance of the Children's Trust Board, a new children and young people's plan (CYPP) has been developed with city wide partnership buy in. This sets out five clear outcomes, underpinned by 11 priorities of which three are 'obsessions', (changing referral patterns by reducing the number of looked after children; improving school attendance; and economic re-generation by reducing the number of young people who are NEET).
- There is a change in culture, in particular partners and practitioners across the city are starting to converse in a common language and there is recognition this is a "city wide" agenda and not just Council led. Approach and understanding is more collaborative from partners, with a keen appetite for shared learning and a willingness to join up strategies and to limit costs.
- On early invention, recognition across partnerships of shared ownership and the need to invest early to reduce costs later. There are still challenges around turning this into fully integrated practise at local level.
- You outlined the additional investment secured across the Council despite the funding pressures the Council faces. Although the current financial investment is unlikely to be sustainable in the long term, you felt confident that the investment to improve would be there until the service was operating at an adequate level or better. This is encouraging and demonstrates to me the level of political commitment and the importance the Council places on the need to continue to improve.

- On numerical targets in the Improvement Notice there has been clear progress in timeliness of both initial and core assessments - with most targets exceeded. The communications and training work you have undertaken on thresholds is showing rewards, which are more appropriately targeted and better understood by partners and agencies. These achievements have been made in the context of a rise in volume of referrals. Also recognition of a 100% rise in child protection plans, compared to last year and a decrease in the numbers of children with second and subsequent plans. Embedding and maintaining this level of delivery and at consistently good quality remains the ongoing challenge.
- Considerable progress has been made on building the capacity and capability of the workforce with a view to embedding new structures by September 2011. We noted your intention to recruit 56 advanced practitioners but thought this ambitious within the timescale forecast.
- Challenges ahead were identified as future governance on health and you identified three overarching priorities: looked after children, school attendance and destinations, which the Council and partners will focus on to underpin the wider city vision and future ambition for Leeds to be a child friendly city.
- Summing up on the progress made to date, Councillor Blake reflected on the improvement journey from a difficult time when the council was particularly inward facing and defensive, to one which is beginning to grow in confidence. Morale is higher and there are now more open and honest conversations with staff and with partners and a determination to improve services to children, young people and families in Leeds to a level they deserve.
- We had a discussion on schools and education, particularly now that the responsibility for education in Leeds is being integrated back into Council control. There seems to be a positive story emerging but clearly still lots of work to do to build the new relationship with schools and to improve outcomes, particularly with your underperforming schools. I recognise that conversations are already taking place with your schools and academies on your core offer and to ensure there is a coherent understanding and commitment by all schools to the change programme. My slight concern is on the pace of this and whether there will be a period of turbulence until new structures are embedded.

In summary, we recognise that progress has been made. However against a backdrop of very strong safeguarding progress, the challenge, inevitably perhaps for somewhere the size of Leeds is ensuring consistently strong practice everywhere. On the education side, we agreed there was more to be done, as you integrate services back into the Council, but a clear sense of the task.

We agreed to consider exit from intervention in the light of the Ofsted inspection you have requested. If that inspection reflects, on the ground, the progress we have seen at the leadership level, there would be a good case for us to put to Ministers.

Yours sincerely

GRAHAM ARCHER

Deputy Director: Local Improvement and Intervention Division

Table 1: Number of Looked After Children by Area and Ward

Area	Ward Name	Count Of LAC at 30/06/2011
Out of Leeds / Could not map		66
East North East		
Outer North East	Alwoodley	12
Outer North East	Harewood	Less than 5
Outer North East	Wetherby	Less than 5
Inner North East	Chapel Allerton	54
Inner North East	Moortown	10
Inner North East	Roundhay	14
Inner East	Burmantofts and Richmond Hill	145
Inner East	Gipton and Harehills	152
Inner East	Killingbeck and Seacroft	61
West North West		
Outer North West	Adel and Wharfedale	Less than 5
Outer North West	Guiseley and Rawdon	12
Outer North West	Horsforth	29
Outer North West	Otley and Yeadon	20
Inner North West	Headingley	13
Inner North West	Hyde Park and Woodhouse	48
Inner North West	Kirkstall	47
Inner North West	Weetwood	11
Inner West	Armley	86
Inner West	Bramley and Stanningley	88
Outer West	Calverley and Farsley	9
Outer West	Farnley and Wortley	43
Outer West	Pudsey	22
South East		
Outer East	Cross Gates and Whinmoor	36
Outer East	Garforth and Swillington	Less than 5
Outer East	Kippax and Methley	24
Outer East	Temple Newsam	39
Outer South	Ardley and Robin Hood	7
Outer South	Morley North	19
Outer South	Morley South	20
Outer South	Rothwell	19
Inner South	Beeston and Holbeck	93
Inner South	City and Hunslet	133
Inner South	Middleton Park	98
	Total	1364

All Children Looked after as at 30/06/2011, excluding those on Short Term Breaks (V4).

Note: Where there are less than 5 children or young people in a ward who are looked after children the number has not been provided for data protection reasons.

Table 2: Number of Children/Young People on a Child Protection Plan By Area and Ward

Area	Ward Name	Count Of CPP at 30/06/2011
Out of Leeds / Could not map		39
East North East		
Outer North East	Alwoodley	16
Outer North East	Harewood	0
Outer North East	Wetherby	0
Inner North East	Chapel Allerton	30
Inner North East	Moortown	10
Inner North East	Roundhay	20
Inner East	Burmantofts and Richmond Hill	66
Inner East	Gipton and Harehills	109
Inner East	Killingbeck and Seacroft	41
West North West		
Outer North West	Adel and Wharfedale	6
Outer North West	Guiseley and Rawdon	25
Outer North West	Horsforth	7
Outer North West	Otley and Yeadon	12
Inner North West	Headingley	13
Inner North West	Hyde Park and Woodhouse	31
Inner North West	Kirkstall	42
Inner North West	Weetwood	17
Inner West	Armley	44
Inner West	Bramley and Stanningley	105
Outer West	Calverley and Farsley	Less than 5
Outer West	Farnley and Wortley	55
Outer West	Pudsey	28
South East		
Outer East	Cross Gates and Whinmoor	23
Outer East	Garforth and Swillington	8
Outer East	Kippax and Methley	16
Outer East	Temple Newsam	40
Outer South	Ardsley and Robin Hood	21
Outer South	Morley North	9
Outer South	Morley South	19
Outer South	Rothwell	14
Inner South	Beeston and Holbeck	50
Inner South	City and Hunslet	48
Inner South	Middleton Park	72
	Total	1041

All Children on a Child Protection Plan as at 30/06/2011. Based on current address of child as at 30/06/2011

Note: Where there are less than 5 children or young people in a ward who have a Child Protection Plan the number has not been provided for data protection reasons.

Table 3: Type *New Child Referrals from 01/04/2010- 30/06/2011 Area and Ward

Area	Ward Name	Q1 10/11	Q2 10/11	Q3 10/11	Q4 10/11	Q1 11/12
Out of Leeds / Could not map		206	220	211	224	203
East North East						
Outer North East	Alwoodley	48	53	54	36	55
Outer North East	Harewood	7	15	17	9	18
Outer North East	Wetherby	26	35	33	28	45
Outer North East Total		81	103	104	73	118
Inner North East	Chapel Allerton	93	146	125	130	110
Inner North East	Moortown	22	34	39	43	47
Inner North East	Roundhay	38	47	34	39	45
Inner North East Total		153	227	198	212	202
Inner East	Burmantofts & Richmond Hill	227	272	257	285	230
Inner East	Gipton and Harehills	210	260	265	294	271
Inner East	Killingbeck and Seacroft	142	175	224	214	225
Inner East Total		579	707	746	793	726
East North East Total		813	1037	1048	1078	1046
West North West						
Outer North West	Adel and Wharfedale	26	16	29	22	23
Outer North West	Guiseley and Rawdon	38	41	33	33	46
Outer North West	Horsforth	27	33	37	36	55
Outer North West	Otley and Yeadon	45	83	39	52	51
Outer North West Total		136	173	138	143	175
Inner North West	Headingley	11	13	15	18	24
Inner North West	Hyde Park and Woodhouse	82	77	76	77	92
Inner North West	Kirkstall	93	88	103	104	128
Inner North West	Weetwood	34	64	51	54	64
Inner North West Total		220	242	245	253	308
Inner West	Armley	171	163	135	152	230
Inner West	Bramley and Stanningley	171	168	141	152	159
Inner West Total		342	331	276	304	389
Outer West	Calverley and Farsley	36	65	44	67	39
Outer West	Farnley and Wortley	89	73	106	127	107
Outer West	Pudsey	48	53	74	62	56
Outer West Total		173	191	224	256	202
West North West Total		871	937	883	956	1074
South East						
Outer East	Crossgates and Whinmoor	61	104	91	86	89
Outer East	Garforth and Swillington	40	44	62	55	50
Outer East	Kippax and Methley	47	42	67	78	81
Outer East	Temple Newsam	78	100	126	143	106
Outer East Total		226	290	346	362	326
Outer South	Ardsley and Robin Hood	56	59	73	77	59
Outer South	Morley North	42	38	69	70	56
Outer South	Morley South	62	72	86	88	62
Outer South	Rothwell	50	63	74	45	79
Outer South Total		210	232	302	280	256
Inner South	Beeston and Holbeck	154	214	192	184	256
Inner South	City and Hunslet	131	191	215	236	186
Inner South	Middleton Park	197	261	227	335	328
Inner South Total		482	666	634	755	770
South East Total		918	1188	1282	1397	1352

256

* New child referrals are where a child has no existing open referral or open case.

Note: Data excludes any referrals which had an outcome of "Info and Advice given" between 01.04.2010 and 30.04.2010

Table 4: Number of Common Assessment Framework (CAFs) Initiated by Area as at July 2011

Area	2010/11 Q4	2011/12 Q1	Q4+Q1
East North East			
Outer North East	12	8	20
Inner North East	29	18	47
Inner East	57	30	87
West North West			
Outer North West	24	17	41
Inner North West	23	16	39
Inner West	22	12	34
Outer West	21	13	34
South East			
Outer East	38	12	50
Inner South	46	29	75
Outer South	27	12	39
Total	303	182	485

Please note: The total figures provided in the table above are higher than sum of CAF in the areas listed because the totals represent all the CAF that have been initiated as at July 2011. Some CAF's do not have postcodes, or do not match the area boundaries or are outside of these areas boundaries.

Table 5: Number of Common Assessment Framework (CAFs) Completed by Area as at July 2011

Area	2010/11 Q4	2011/12 Q1	Q4+Q1
East North East			
Outer North East	14	6	20
Inner North East	23	11	34
Inner East	38	30	68
West North West			
Outer North West	23	19	42
Inner North West	17	15	32
Inner West	21	7	28
Outer West	19	11	30
South East			
Outer East	40	13	53
Outer South	16	11	27
Inner South	39	26	65
Total	252	161	413

Please note: The total figures provided in the table above are higher than sum of CAF in the areas listed because the totals represent all the CAF that have been initiated as at July 2011. Some CAF's do not have postcodes, or do not match the area boundaries or are outside of these areas boundaries.

Primary & Secondary School Attendance by Area & Ward for Academic Year 2010-11

Provisional Data			
Area	Ward Name	Primary Attendance Rate Half terms 1-5	Secondary Attendance Rate Half terms 1-5
East North East			
Outer North East	Alwoodley	95.1%	93.5%
Outer North East	Harewood	95.6%	No secondary schools in this ward
Outer North East	Wetherby	96.0%	92.5%
Inner North East	Moortown	95.8%	92.7%
Inner North East	Roundhay	95.8%	93.5%
Inner North East	Chapel Allerton	93.9%	No secondary schools in this ward
Inner East	Gipton & Harehills	93.0%	No secondary schools in this ward
Inner East	Killingbeck & Seacroft	93.8%	86.4%
Inner East	Burmantofts & Richmond Hill	93.8%	89.2%
West North West			
Outer North West	Adel & Wharfedale	96.1%	91.9%
Outer North West	Guiseley & Rawdon	96.1%	93.9%
Outer North West	Horsforth	96.1%	94.3%
Outer North West	Otley & Yeadon	95.6%	94.8%
Inner North West	Kirkstall	94.6%	94.1%
Inner North West	Weetwood	95.0%	90.2%
Inner West	Armley	93.9%	88.3%
Inner West	Bramley & Stanningley	94.8%	No secondary schools in this ward
Outer West	Calverley & Farsley	95.2%	92.3%
Outer West	Farnley & Wortley	94.8%	91.3%
Outer West	Pudsey	95.0%	92.7%
South East			
Outer East	Cross Gates & Whinmoor	94.4%	91.6%
Outer East	Garforth & Swillington	95.0%	94.7%
Outer East	Kippax & Methley	95.0%	92.1%
Outer East	Temple Newsam	95.0%	93.3%
Outer South	Ardsley & Robin Hood	94.7%	91.6%
Outer South	Morley North	95.5%	No secondary schools in this ward
Outer South	Morley South	95.4%	93.5%
Outer South	Rothwell	95.0%	91.7%
Inner South	Beeston & Holbeck	94.2%	92.5%
Inner South	City & Hunslet	93.8%	No secondary schools in this ward
Inner South	Middleton Park	93.6%	No data from South Leeds Academy

The figures above are based on the possible sessions a child could attend school.

Note: Attendance data is statutory school age only, not sixth form. This means for primary schools it is years 1 to 6 and for secondary schools, years 7 to 11.

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Table 7: NEET and Not Known Data by Area and Ward as at 30th June 2011

Area	Ward	NEET Count	NEET %	Not Known Count	Not Known %
No Postcode Ward	No Wedge	5	18.52%	2	7.41%
East North East					
Outer North East	Alwoodley	21	3.21%	33	5.05%
Outer North East	Harewood	13	3.22%	12	2.97%
Outer North East	Wetherby	13	3.08%	15	3.55%
Inner North East	Chapel Allerton	78	8.69%	74	8.24%
Inner North East	Moortown	21	2.96%	32	4.51%
Inner North East	Roundhay	37	4.67%	48	6.05%
Inner East	Burmantofts and Richmond	109	12.30%	116	13.09%
Inner East	Gipton and Harehills	125	10.65%	118	10.05%
Inner East	Killingbeck and Seacroft	128	12.12%	113	10.70%
West North West					
Outer North West	Adel and Wharfedale	18	3.10%	31	5.34%
Outer North West	Guiseley and Rawdon	14	1.95%	31	4.32%
Outer North West	Horsforth	24	3.51%	36	5.26%
Outer North West	Otley and Yeadon	32	4.12%	60	7.72%
Inner North West	Headingley	10	7.69%	13	10.00%
Inner North West	Hyde Park & Woodhouse	47	10.71%	30	6.83%
Inner North West	Kirkstall	52	8.55%	71	11.68%
Inner North West	Weetwood	42	6.69%	45	7.17%
Inner West	Armley	107	11.76%	103	11.32%
Inner West	Bramley and Stanningley	79	9.34%	74	8.75%
Outer West	Calverley and Farsley	23	3.48%	41	6.21%
Outer West	Farnley and Wortley	75	7.85%	98	10.26%
Outer West	Pudsey	27	3.82%	62	8.77%
South East					
Outer East	Crossgates and Whinmoor	44	5.36%	45	5.48%
Outer East	Garforth and Swillington	22	2.84%	27	3.48%
Outer East	Kippax and Methley	28	4.08%	34	4.95%
Outer East	Temple Newsam	61	6.79%	67	7.46%
Outer South	Ardley and Robin Hood	30	4.01%	46	6.15%
Outer South	Morley North	29	4.32%	56	8.33%
Outer South	Morley South	32	4.78%	61	9.12%
Outer South	Rothwell	31	4.49%	35	5.07%
Inner South	Beeston and Holbeck	83	9.70%	96	11.21%
Inner South	City and Hunslet	90	8.38%	349	32.50%
Inner South	Middleton Park	114	10.69%	110	10.32%
Total		1664	6.76%	2184	8.87%

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Table 8: Primary, Secondary and Sixth Form Overall Effectiveness Inspection Judgement Grades

Area	School	Overall Effectiveness Inspection Judgement Grades				Number of Settings	No Inspection Yet
		Outstanding	Good	Satisfactory	Inadequate		
East North East							
Outer North East	Primary	8	11	4	0	23	NA
	Secondary	0	2	1	0	3	NA
	6th Form	0	2	2	0	4	NA
Inner North East	Primary	4	6	6	0	16	NA
	Secondary	1	2	1	0	4	NA
	6th Form	2	2	1	0	5	NA
Inner East	Primary	3	12	7	0	22	NA
	Secondary	0	2	2	0	4	NA
	6th Form	0	1	2	0	3	NA
West North West							
Outer North West	Primary	7	18	3	0	28	NA
	Secondary	0	4	2	0	6	NA
	6th Form	1	3	2	0	6	NA
Inner North West	Primary	2	12	5	0	19	NA
	Secondary	0	1	2	0	3	NA
	6th Form	0	2	1	0	3	NA
Inner West	Primary	1	5	9	0	15	0
	Secondary	0	0	0	1	2	1
	6th Form	0	0	2	0	3	1
Outer West	Primary	2	12	6	1	21	NA
	Secondary	0	1	3	0	4	NA
	6th Form	0	1	3	0	4	NA
South East							
Outer East	Primary	3	14	11	0	28	NA
	Secondary	1	3	1	0	5	NA
	6th Form	0	2	2	0	4	NA
Inner South	Primary	3	9	8	2	22	0
	Secondary	0	1	0	0	2	1
	6th Form	0	1	0	0	2	1
Outer South	Primary	5	11	7	1	24	NA
	Secondary	1	1	3	0	5	NA
	6th Form	0	1	4	0	5	NA

Note: Data as at 14.07.11

Leeds City Wide	Overall Effectiveness Inspection Judgement Grades				Number of Settings
Setting	Outstanding	Good	Satisfactory	Inadequate	
Specialist Inclusive Learning Centre (SILC)	1	4	0	1	6
Pupil Referral Unit (PRU)	1	2	1	0	4

Note: Data as at 14.07.11

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Report of West North West Homes

Report to West Area Committee

Date: 26^h September 2011

Subject: West North West homes Leeds involvement in Area Committees

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

Summary of main issues

1. WNWhL provide a range of housing management services in the West and North West of Leeds. The Outer North West Area Committee area is coterminous with the 'Outer North West' housing management area comprising 3900 properties in the Adel and Wharfedale, Otley and Yeadon, Horsforth and the Guisley and Rawdon Wards. Tenancy and Estate Management services are delivered locally from our office located in Horsforth.
2. Support services such as rent accounting, lettings and property repairs are delivered through a centralised structure, however all customer enquiries can be made locally at the Horsforth Neighbourhood Office and at the Otley and Aireborough One Stop Centres; or via the Council Contact Centre.
3. This report seeks to advise the Area Committee of activities undertaken by WNWhL which impact on local communities and areas where opportunities exist to work collaboratively to improve conditions for local people.
4. This is the first of two bi-annual reports, agreed by Area Committee in June, to provide an update of activities and services undertaken by WNWhL.

Recommendations

Members of the Outer West Area Committee are invited to note the content of this report; WNWhL will provide a six monthly update report.

1 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 Background information

- 2.1 An introductory report was submitted to the Inner West Area Committee in June, outlining areas of mutual interest and opportunities to promote collaborative working for the benefit of communities in Inner West Leeds. The report recommended that WNWhL should provide further, more detailed, reports on a twice yearly basis; it was agreed that the first of these reports would be presented in September.
- 2.2 WNWhL delivers services to customers through a combination of centralised and decentralised structures. Generally speaking, estate and tenancy management functions are delivered locally by the Neighbourhood Housing Team based at the Neighbourhood Housing Office on the Green Horsforth. Support services such as Lettings, Rent and Repairs are delivered through a decentralised structure; however enquiries for the range of services we provide can be handled at the aforementioned offices. The bulk of customer enquiries are processed through the Council Contact Centre, with whom WNWhL has a Service Delivery Agreement.
- 2.3 This report focuses on examples of joint working, and activities which promote community involvement and well being. However, the Community Safety update, item xxx, will also feature examples of collaboration and joint working between WNWhL, West Yorkshire Police, Area Management and other agencies.

3 Main issues

3.1 Environmental Management

3.1.1 Partnership Working

- 3.1.2 Crime and Grime Multi Tasking Groups were set up in 2004. Their aim is to provide a clear framework for the positive management of the Outer North West area, whilst delivering a multi agency approach, when dealing with issues relating to crime and grime. To share local information and intelligence, to agree local priorities and deliver joint actions for delivering service improvements.

- 3.1.3 Agreed priorities of the Crime and Grime Group are to improve environmental conditions within the Outer North West area, to provide a joined up approach when dealing with issues in relation to crime, anti social behaviour.

- 3.1.4 The Outer North West, Crime and Grime Tasking Group has delivered 5 local action days in 2010/2011 in the following areas; Weston Estate Otley , in the Horsforth area and the Holtdale Estate in Holt Park. Staff from the Outer North West have also supported the delivery of two Meet the People events in Horsforth and Otley.

- 3.1.5 WNWhL has an active role in delivery of local action days, including provision and delivery of promotional information, providing staffing resources, through our Neighbourhood Management Officers and Neighbourhood Caretakers. WNWhL also contributes financially with the provision of skips, where environmental improvements are required.
- 3.1.6 Common problems identified during action days are increasing number of incidents of fly tipping and graffiti.
- 3.1.7 Health & Environmental Action Services have issued fixed penalty notices to residents who have been identified as having fly tipped. In an attempt to be pro active WNWhL provide skips for tenants to remove surplus rubbish. WNWhL Neighbourhood Caretaking Team deal with problems of graffiti.
- 3.1.8 The noticeable outcome of these action days have been improved environmental conditions, where local residents have provided positive feedback about improved conditions.

3.2 Caretaking and Cleaning

- 3.2.1 Our Neighbourhood Caretaking Team provide a front line environmental service, patrolling estates and communal buildings including daily visits to multi storey flats, ensuring a high visible presence to deter illegal dumping, illegal entry, vandalism and other acts of anti social behaviour.
- 3.2.2 The Caretakers act as the eyes and ears on the estate, reporting and recording any illegal activity and breaches of tenancy. They provide a patrol service of estates on a planned basis, assessing and dealing with environmental issues in communal areas, such as ginnels, walkways and communal land where grot spots exist.
- 3.2.3 The Caretaking team also undertake regular work in a number of areas which are identified as hotspot areas for litter and fly-tipping. They also undertake larger environmental projects tidying up areas of land not included in the Glendale contract. They are currently working on improving an area of overgrown land just outside the Billing View Sheltered Scheme in Rawdon.

3.3 Estate Walkabouts and Inspections.

In line with our published service standards WNWhL arranges regular Estate Inspections which take place on a monthly basis for each area; and twice yearly Estate Walkabouts for each area. Estate Walkabouts are promoted on our website and WNWhL welcomes the opportunity for customers, partners and other representatives to attend the inspections and walkabouts with us. Often the issues identified may be the responsibility of other Council Departments e.g. Highways, Parks & Countryside and the Walkabouts provide an opportunity for other agencies to contribute to improving environmental conditions and quality of life for local people. This report would like to bring to the attention of the Area Committee our planned walkabouts for October, November and December:

- 22/11/11 Otley Area 5 Meeting point 50 Spenser Road 10.00am
- 30/11/11 Otley Area 16 Meeting point entrance Union Court 10.00am
- 1/12/11 Otley Area 1 Meeting point entrance Bennett Court 11.00am

- 2/12/11 Otley Area 10 Meeting point Rawdon estate (outside 60 Harrogate Road) 11.00am
- 6/12/11 Otley Area 2 Meeting point entrance Lea Croft 11.00am
- 8/12/11 Otley Area 7 Meeting point Howson Close 11.00am
- 9/12/11 Otley Area 15 Meeting point Junction West Busk Lane and Bradford Road 11.00am
- 12/12/11 Otley Area 12 Meeting point Westfield Estate(Woodlea Mount Car park) 11.00am
- 13/12/11 Otley Area 3 Meeting point entrance Churchill Flats 11.00am
- 13/12/11 Otley Area 8 Meeting point outside 3 Shaw Royd 10.00am
- 15/12/11 Otley Area 4 Meeting point The Green 11.00am
- 15/12/11 Otley Area 14 Meeting Point entrance Fairfax Flats 10.00am
- 16/12/11 Otley Area 11 Meeting point outside 33 Hawthorn Road 10.00am
- 17/12/11 Otley Area 13 Meeting point entrance Rosemont Flats 10.00am
- 18/12/11 Otley Area 9 Meeting point entrance Albert Square 11.00am
- 29/12/11 Otley Area 6 Meeting point outside 9 Moorland Crescent 10.00am

And for Horsforth

- 4/10/11 Horsforth Area 6 Meeting point The Green 10.00am.
- 7/11/11 Horsforth Area 9 Meeting point entrance Wayland Croft 10.00am
- 8/11/11 Horsforth Area 5 Meeting point entrance Broadfields 10.00am
- 5/12/11 Horsforth Area 4 Meeting point outside block 1 Regent Crescent 10.00am
- 6/12/11 Horsforth Area 3 Meeting point entrance Broadfields 10.00am
- 8/12/11 Horsforth Area 8 Meeting point entrance Holtdale Place 10.00am
- 8/12/11 Horsforth Area 2 Meeting point outside 70 New Road Side 10.00am
- 9/12/11 Horsforth Area 7 Meeting point entrance Holtdale Drive 10.00am
- 13/12/11 Horsforth Area1 Meeting point entrance Broadfields 10.00am

Members of Area Committee, and colleagues within Area Management, are invited to contact the author of this report should there be any interest in attending one of the walkabouts, or estate inspections.

3.4 Area Panels

3.4.1 WNWhL has four Area Panels, which have the same boundaries as Leeds City Council's Inner and Outer West and Inner and Outer North West Area Committees.

3.4.2 The Area Panels have an active role in setting and agreeing local priorities using local Community Partnership Agreements. They have a delegated budget and are able to approve bid submissions for issues such as:

- Environmental schemes
- Community safety schemes
- Tenant involvement schemes

3.4.3 Twenty one submissions have been made to the Outer North West Area Panel for consideration during the current and last financial years.

3.4.4 These bids have included joint funding initiatives including CASAC target hardening. The outcome of this project has been improved security measures for vulnerable tenants living in the Outer North West area which has also served to reduce the fear of crime.

3.4.5 Other joint funding initiatives have been undertaken on the Holtdale estate, Holt Park. This scheme with funding from Area Committee, Sanctuary Housing Association and refuse Collection looks to deliver a recycling service to all residents on the Holtdale Estate by providing central recycling facilities at 23 separate locations across the estate. The aim is to encourage residents to recycle and reduce the problems with litter and fly tipping in the area. Feedback from residents has been very positive, they indicate that they support this solution to the problem of delivering recycling facility in this area.

3.5 Community Engagement

WNWhL has a successful track record in community engagement, and received a very positive ranking for this service in the most recent Audit Commission Inspection (June 2010).

There are more than 15 different involvement methods that customers can access to become involved with WNWhL. These range from traditional Tenant & Residents Associations, of which there are 12 in the Inner West area, to innovative forums such as the Sheltered Housing Forum and the Lesbian, Gay, Bisexual and Trans Group.

Some other examples of community engagement have included:

- Working with partner agencies on the Holtdale Recycling to provide the provision of recycling facilities on the Holtdale and Holtfarm estates
- The creation of local surgeries across the area, including at Broadfield, Haworth Court, Wayland Croft, Bennett Court, Wharfedale Court, Union Court and The Willows Sheltered Schemes;
- Attendance by Neighbourhood Housing Office staff at tenant and resident meetings.
- We have maintained active resident groups across the area and encourage Area Representatives, where there is insufficient interest for the resident group.

In the future we expect to see increased customer involvement across the area. We aim to achieve this by continued good relationships with our partner agencies and our Neighbourhood Housing Team focusing on excellence in tenancy management.

This report suggests that to further cement the relationship between Area Management and WNWhL there is potential to explore existing communication channels with WNWhL customers for wider consultation on a range of community issues.

4 **Corporate Considerations**

The joint work and development of shared services between WNWhL and the Outer North West Area Committee, provides an efficient and cost effective way of working, to drive improvement and efficiency, within the Outer West area.

4.1 Consultation and Engagement

4.1.1 All residents living in the Outer North West area have been consulted using our Community Partnership Agreements, to ascertain their priorities for the area and to identify improvements they would like to see. Current priorities have been identified as;

- Litter
- Youth provision
- Animal related problems

4.1.2 Detailed consultation is undertaken for each Area Panel bid submission. Post evaluation of schemes is also undertaken.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 There are no specific equality considerations arising from this report. The services and functions described in this report are consistent with the Council's and WNWhL's approach to Equality Diversity and Cohesion.

4.3 Council Policies and City Priorities

4.3.1 The content of this report is consistent with the WNWhL strategic objectives, and the strategic aims of the Council encompassed by the Vision for Leeds; Leeds Children & Young Person Plan; Strategic Health & Wellbeing Plan.

4.4 Resources and Value for Money

4.4.1 No additional resources are needed to deliver the approach outlined in this report which will be delivered within existing resources.

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no legal implications arising from this report.

4.6 Risk Management

4.6.1 There are no risk implications arising from this report.

5 Conclusions

5.1.1 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 further develop services and join up working to the benefit of residents, which ensures that all agencies in the area target resources in a joined up and effective way.

6 Recommendations

- 6.1 Members are invited to note this report, and it is recommended that WNWhL provide a further six monthly update to Area Committee of progress with areas of mutual interest in the March/April cycle of meetings

7 Background documents

- 7.1 None



Report author: Ryan Platten
Tel: 0113 247 8027

Report of the Director of City Development

Report to Outer North West Area Committee

Date: 26th September 2011

Subject: Houses in Multiple Occupation – Planning Workshops

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

Summary of main issues

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

Recommendations

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

1 Purpose of this report

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

2 Background information

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

3 Main issues

Purpose of the Workshops

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

Attendance

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

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

Venues and Dates

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

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

Further Opportunities for Public Consultation

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

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council Policies and City Priorities

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

4.4 Resources and Value for Money

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

4.6.1 There are no significant risks identified in this report.

5 Conclusions

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

6 Recommendations

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

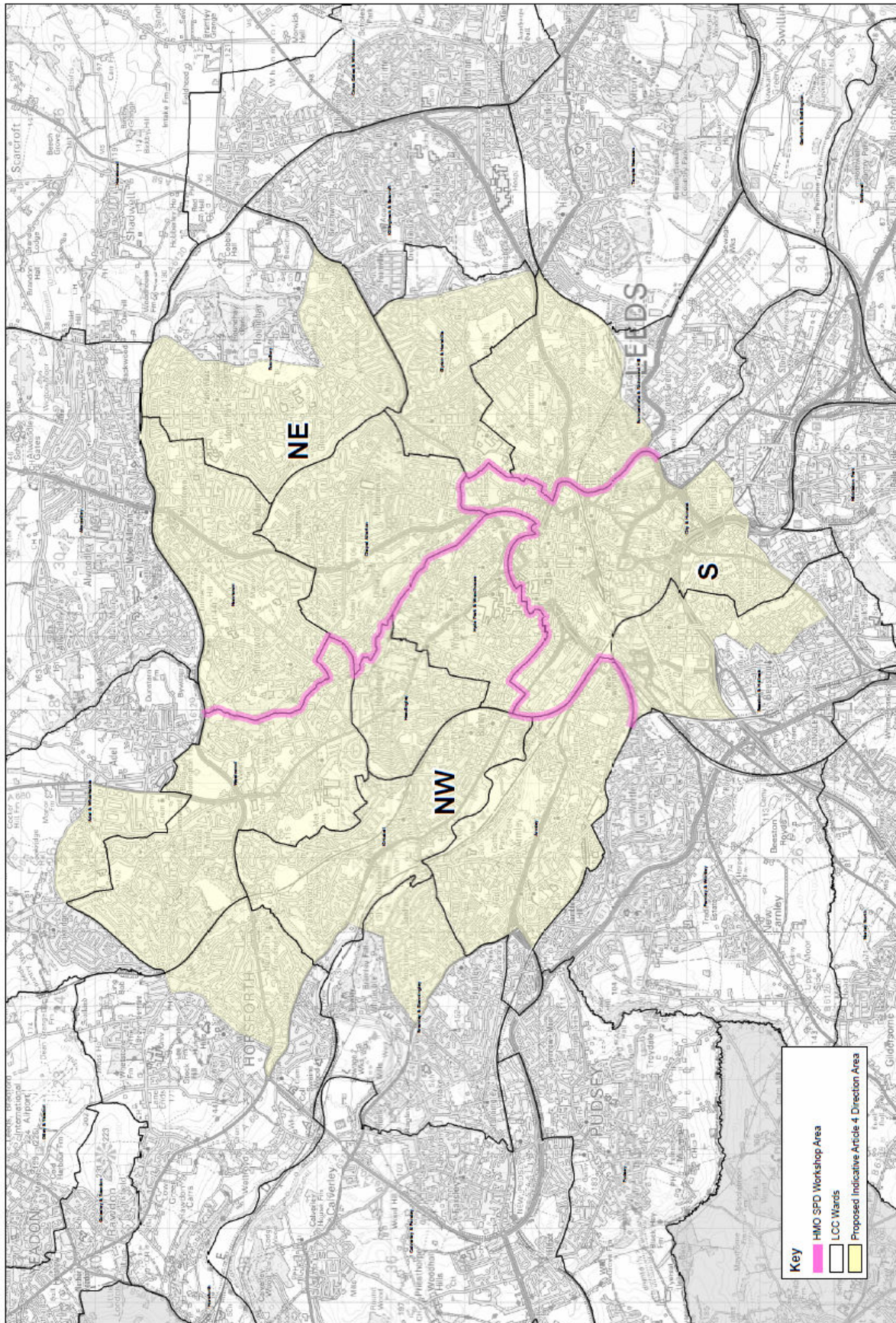
6.2 Members are asked to nominate a ward councillor representative to attend the relevant workshop for each ward affected.

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

7 Background documents

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

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



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

Report of West North West Area Leader

Report to North West (Outer) Area Committee

Date: 26th September 2011

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

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

Summary of main issues

1. This report is provided in response to a request at a recent Area Leader’s meeting to explore the added value of Well-being funding for capital projects. It describes how the capital Well-being budget in the West North West (WNW) has been spent, for what purpose and the benefits gained from its expenditure.
2. The capital budget for Outer North West for the years between 2004 and the end of the financial year 2010/11 is attached at Appendix 1. Consolidated figures for each of the four WNW Area Committees are attached at Appendix 2. A budget of almost £2.4m has been spent on 203 projects across WNW. Within the Outer North West area, nearly £596,000 has been spent on 57 projects.
3. Area Committee Well-being funding across WNW has levered in a total of almost £3.2m internal funding and £5.6m external funding, enabling projects to proceed. Within Outer North West specifically, Area Committee Well-being capital funding has levered in £1,265,000 internal funding and £736,000 from external sources.

Recommendations

To note the contents of the report.

1 Purpose of this report

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

2 Background information

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

3 Main issues

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

Developing Community Capacity

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

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

Community Safety

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

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

Enhancing Town & District Centres

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

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

Improving the Environment, Green Spaces and Parks

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

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

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

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

Enhancing Community Assets

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

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

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

Highways and Sustainable Transport Schemes

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

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

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council Policies and City Priorities

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

4.4 Resources and Value for Money

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

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no legal implications arising from this report.

4.6 Risk Management

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

5 Conclusions

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

6 Recommendations

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

7 Background documents

7.1 None

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Outer North West

Year	Scheme title	Total Cost	Area Committee funding	LCC match funding	External match	Benefits
2004/5	Prince Henry Grammer School	14	9.0	0	0	There was a need to introduce disabled access to the school. Prince Henry's is a Community School and 0 should be accessible to the whole community
2005/6	Coppice Wood Grove - On Street Parking - 32 Parking Bays	48.9	9.7	39.2	0	Provision for 'on street' parking for the tenants and residents of Coppice Wood Grove helped prevent the 0 grassed areas from being damaged
2005/6	Tranmere Park Primary School - Adventure Playground	11.3	7.0	0	4.4	To provide outdoor play facilities at the school, in the form of an adventure playground which incorporated a range of play equipment
2005/6	Jubilee Clock - Otley Town Council	80	20.0	0	60	The renovation of the clock helped preserve the history of Otley and provide a historical educational artefact for young people and future generations to enjoy. Schools were involved in the renovation of the clock.
2005/6	Guiseley Theatre - Stairlift Project	5.6	5.6	0	0	Installation of a stairlift to provide disabled access to the first floor of the theatre which made it accessible to all.
2005/6	CASAC Burglary Reduction Initiative (BRIL)	50	40.0	0	10	CASAC Burglary Reduction aimed to tackle burglary by providing additional security to the homes of those who have been burgled or are considered particularly vulnerable to burglary.
2005/6	Holt Park Crescent Refurbishment (Highways)	50	25.3	25	0	This project was to refurbish the footway and carriageway of Holt Park Crescent and improvements to the drainage system. The work had immediate benefit to the residents of Holt Park Crescent and other nearby streets amounting to some 350 0 residents.
2005/6	Micklefield Skatepark & Youth Facility	95.2	77.3	18	0	The project provided a skatepark and a multi-use youth facility for children and young people across the area.
2005/6	Greenacre Hall Community Association, Car Park Resurfacing	22.7	10.0	0	12.7	The project involved the installation of adequate drainage, resurfacing and remarking of the Greenacre Community Hall car park, which was in a very poor state of repair.
2006/7	Disabled Access Ramp Holy Trinity Church	5	1.2	0	3.8	To facilitate access to public worship and community activities to Holy Trinity Church and it's meeting room area. Previous access was by steps and ramped access.
2006/7	Second Otley Scout Group- Replacement Heating and Lighting System	10	5.0	0	5	Improvement of an old building by rebuilding at rear/side and incorporating new toilets, (old toilets were based outside), modernisation of the kitchen and the provision of storage and meeting areas.
2006/7	Cookridge Village Hall - New Boiler**	3.3	3.3	0	0	Provision of a new central heating boiler which benefited Cookridge residents who use the Village Hall - mainly older people.
2006/7	WYP Auto Number Plate Recognition Camera	23.5	19.2	3.5	0	Installation of an automatic numberplate recognition camera on Apperley Lane (A658) Rawdon. The road was a prolific thoroughfare for offenders linked with domestic burglaries, theft, theft of and from motor vehicles. The camera provides 24/ 7 coverage of this route.
2006/7	Heathfield Walk Land Drainage Works	15	7.8	7.5	0	Installation of drainage pipes and construction of a catch pit off Heathfield Walk to help prevent flooding from surface water run off from the adjoining public open space.
2006/7	Horsforth Information Board	5.3	5.3	0	0	Created an outside information point in the Town centre for local people to share information about what is going on in their local area. It covers local clubs, events, activities and information.
2006/7	Bramhope Heritage Lighting	17.6	12.0	5.6	0	Replacing and upgrading the street lighting to heritage style in order to seek Conservation Area status for the villages.
2006/7	Adel & Wharfedale Police Mountain Bikes	1.9	1.9	0	0	Covered the full cost of purchasing two fully marked police mountain bikes for use by the PCSOs in Adel and Wharfedale ward which helped to provide a high visible police presence.
2006/7	Springfield Park Footpath	12.5	12.5	0	0	Extended the footpath to improve access from Springfield Park, Guiseley across the front of Aireborough Leisure Centre to link with The Green.
2006/7	Horsforth Live At Home - Building Ext	20.4	20.4	0	0	The project paid for an extension to Horsforth Methodist Church to provide extra office accommodation for Horsforth Live At Home Scheme.
2006/7	Horsforth Library - Basement & Reception	10.3	10.3	0	0	Installation of a pair of automatic, DDA compliant doors, installation of a fire detection system and decorating the basement area to form a public access & reception point at the rear of the Library and Mechanics Institute.
2007/8	Otley Community Sports Facility	10.4	8.4	0	2	To improve the outdoor facilities (pitch, shelter and goal posts) at the Westbusk Lane sports field so that they meet British Standards and to encourage more local children to get involved in sports.
2007/8	Adel St John the Baptist Fencing Project	5.9	4.0	0	1.9	The fencing made the school grounds secure from animals and for the children. There was an added benefit from increased security to the school buildings which have been broken into in the past and computer equipment was stolen.
2007/8	Chevin Forest Park Env & Access Enhancements	86.6	20.0	65	1.6	The project benefited approx 500,000 visitors to Chevin Forest Park by improving disabled access facilities and resurfacing carpark
2007/8	Yeadon Westfield School Cycle Shelter	3.8	1.9	0	1.9	This project helped increase the number of pupils at Yeadon Westfield Junior School travelling to and from school using bicycles. It also coincided with a new cycle track being constructed alongside the school on the old railway line bed.
2007/8	Extension to St Margaret's Church	376	20.0	0	356	Construction of a Church extension which became a meeting place for local groups as well as the Church.
2007/8	Pool Cricket Club- Changing Room Development	72.6	12.0	0	64.2	To build new changing room facilities suitable for all ages, sexes and disabilities. The existing facilities were not adequate and sport participation for junior and female teams could not continue without the improvements.
2007/8	Adventure Play Area- West End Primary School	26.7	9.0	0	9	The scheme provided secure, outdoor play facilities in the grounds of the school. It was designed to stimulate the senses and develop social and emotional skills.
2007/8	Adel and Ireland Wood Community Association -replacement of central heating	12.8	6.4	0	0	The new central heating system has enhanced the energy efficiency of the building and reduced the carbon footprint and fuel costs of the Community Centre. It has also allowed the Community Association to continue to provide a well used venue for the whole community as the previous system was condemned.
2007/8	Parking Restrictions Church Lane & Holt Avenue	4.6	4.1	0	0.5	Introductions of parking restrictions between 10am and 5pm on Saturdays and Sundays in the vicinity of the Adel War Memorial Association, home to a variety of sporting/social groups. This encouraged the use of the club's car parking facilities and helped to remove the nuisance of on-street parking to residents at the busiest times.
2007/8	St Margarets Scout HQ- Replacement Windows	4	3.6	0	0.5	Replacement of 12 windows / window frames with UPVC double glazing. The old frames were rotten, and some windows were broken. This work improved the meeting and play environment for all users.
2007/8	Orchardgate Toilet-Otley Town Council	25	10.0	0	7.5	Refurbishment of the Orchardgate toilets and change the ownership of the toilets from a private company into public ownership, thereby improving the public service to the residents and visitors of Otley.
2007/8	Fencing at Broadgate Lane Allotments	6.1	6.1	0	0	Erected a 1.8m high, galvanised and green powder coated, palisade type, fencing around the whole allotment site to improve security.

Year	Scheme title	Total Cost	Area Committee funding	LCC match funding	External match	Benefits
2007/8	Heritage Streetlighting Yeaddon	19	10.5	8.5		Replacing and upgrading the street lighting to heritage style in order to seek Conservation Area status for the town.
2008/9	Horsforth Hall Park Cricket Club	12	6.0	6		The second phase of refurbishment to repair the remaining half of the roof which leaked when there was excessive rain.
2008/9	St Peters Church	8.8	3.0	0	4.3	Provided a ramped access to the church and ramped exit from the church via a newly levelled and cemented path. The project also includes the provision of a toilet with a sliding door and various external features to aid the disabled which meant the church is fully accessible to use by wheelchair users. The scheme consisted of the installation of 5 CCTV cameras, the lifting, cleaning and relaying of stone setts on the Market Place and Market Street and the installation of new street furniture including directional finger posts, an information board, benches, bins, bollards and cycle racks.
2008/09	Otley Market Place Town & District Centre Regeneration phase 2	220	20.0	200		
2008/09	Ridgeside Play Area Refurbishment	12.6	10.0	2.6		This project is for the refurbishment of the current Ridgeside play area. Four items of play equipment will be provided, to include a small roundabout, 0 springy, seesaw and interactive panel.
2008/09	Otley Methodist church community development project	45	2.0	0	20	The purpose of the project was to improve and extend the facilities available to all users of the premises and to encourage new use by large groups
2008/09	Horsforth Library Scheme	895	25.2	865		To provide accommodation for the youth service, including youth club and other services and office space for the Area Management Team
2008/09	Cycle Storage & Parent Shelter	10.5	3.5	0	7	The project was to erect a timber building, hexagonal in shape with an overhanging roof. Outside there is a cycle stand providing storage for up to 20 cycles and an internal floor space of about 30 square meters. The project was to encourage cycling and walking to school.
2008/09	Bramhope Car Park	35	15	0	11.7	Ownership of the land by the parish council will achieve the following: preserve the openness of the land in the heart of the village from future development; continue to provide essential car parking space; continue to support a well used village hall
2008/09	Micklefield Park Bowling Green - Fencing	20	10	9		Due to spates of vandalism involving damage to the bowling green and pavilion at Micklefield Park, a 1.8m high green powder coated bar and rail fence was erected to improve security.
2009/10	Toilet Redevelopment and Improvement - Woodside Methodist Church	33	5.0	0	28	Improvement of toilet facilities to cater for disabled users and increase toilet provision. The centre catered for around 400 users a week from a wide variety of community groups.
2009/10	Old Modernians Association Roof	29	10.0	0	20	The new roof helped secure a safe and secure location for a thriving local sports and social club.
2009/10	Horsforth Hall Park Cricket Club	5.9	5.9	0	0	The project resurfaced the road leading to the Cricket Club from within the park to ensure it is safe to walk to the club. The road is severely potholed and unsuitable for disabled users.
2009/10	Otley Cycle Club Fence	5	1.0	1	0	The project removed the existing fence and erected a more suitable one as required by the Planning Authority. This helped to prevent anti-social behaviour and helped the wellbeing of the immediate neighbourhood.
2009/10	Early years base and community room	210	10.0			The full project was to create an Early Years base where all users and Early Years children could share facilities and work together. It included an outdoor area and shared kitchen so integrated care could be provided. In addition this project includes a community room with cooking facilities for use by the community and the school. Area Committee funding will be used to provide a path and fencing around the outside of the school from the gate to the classroom doors.
2009/10	Yeaddon Westfield Infant Community Garden	7.5	7.5	0	0	The project was to build and develop a community garden where a range of produce can be grown and consumed by the local community.
2009/10	Height barriers and fencing at Netherfield Road Car Park	7.8	7.8	0	0	The aim of the project was to prevent access to the car park by travellers. It has already been occupied once, and due to its location it is likely to be a popular location for further attempts. As well as disrupting the use of the car park by other motorists, the site was left in a very unclean condition which incurred sizeable costs.
2009/10	Adel Church Bell Tower Repair	38.5	6.0	0	32.5	To restore the grade I listed building to a safe status. The building is a focal point of the conservation area.
2009/10	Extend Adventure Playground	4	3.5	0	0.5	Extended the existing activity trail for the children at the school and the local community to use. When originally built, the school could only afford a small trail.
2009/10	Environmental Improvement for Entrance Area	3	2.5	0	0.5	Partnership working between students, teaching staff and volunteers from 'Otley in Bloom' to improve the entrance environment for all visitors to the school / swimming pool.
2009/10	Accessible Transport for Older People's Community Activities	32	10	0	22	This project enabled AVSED to replace the 16-seater minibus. The bus is used by over 400 people.
2010/11	Canopy over EYFS base	8	3.5	0	4.5	The aim of the project was to provide a safe and dry outdoor learning area for 45 pupils at the school. The canopy does not cover the whole of the outdoor area but will allow pupils to work outside all year round, protecting them from the rain and sun.
2010/11	Covert & Crime Reduction Team	5	2.5	2.5	0	The funding will equip a house in a targeted area with marked property and cameras so that when a thief breaks in they can be caught. A similar project will also be set up, using this funding, to provide a specially equipped car to catch car thieves.
2010/11	Grove Hill Park Childrens Play Area	46.8	2	1.4	43.4	To provide a children's playground at Grove Hill Park which will involve removing and disposing of 4 items of decrepit play equipment and a dilapidated wooden fence. Replacing with 9 new items of play equipment, new safer flooring and a one metre high bow top metal fence with self closing gates.
2011/12	Shaw Close car Park	10.4	5.2	5.2	0	The residents of Shaw Close, Guiseley and the neighbouring street Spenser Road have approached WNWHL with a petition requesting more car parking spaces for Shaw Close. There are 22 properties with space for only 4 cars. This results in residents parking in the neighbouring streets, including Spenser Road, and on the green space which causes it to be churmed up and congestion problems.
		2860.8	595.9	1265	736.4	

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

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Report of the Assistant Chief Executive Planning Policy and Improvement

Report to North West (Outer) Area Committee

Date: 26th September 2011

Subject: Well-Being Fund Budget Report

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

Summary of main issues

1. This report seeks to update Members on the current amount of capital and revenue funding committed and available via the Area Committee Well-Being Budget for wards in the Outer North West area.

2. In addition, the report, seeks approval for new projects and note approvals for small grants and skips given since the last Area Committee.

Recommendations

3. The Area Committee is asked to:
 - note the amount of revenue Well-Being budget available for 2011/12
 - review the new project applications submitted for the Area Committee's consideration
 - note the approvals for small grants and skips given since the last Area Committee.
 - Note the monitoring information provided at Appendix 1

1 Purpose of this report

- 1.1 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 budgets 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 Background information

- 2.1 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.
- 2.2 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 Main issues

- 3.1 Following projects agreed at the last meeting in June, a total of **£176,900** remains available for supporting revenue priorities in the area.
- 3.2 At the June 2011 meeting Members agreed in respect of small grants that a budget of £12,000 (£3,000 per ward) be allocated from the total 2011/12 revenue allocation with a review of the position in January 2012. The table at 5.2 provides details of the balance remaining in the small grant budget for each ward.
- 3.3 Members also agreed a budget of £4,000 to be allocated to providing community skips. The table at 5.6 provides details of the balance remaining in the skips budget for each ward.
- 3.4 In September 2007, the Area Committee approved £4,100 for parking restrictions on Church Lane in Adel. Following further investigations and improvements in parking in the area, it is considered that the proposed parking restrictions are no longer required. The funding will be therefore repaid into the well-being budget allocation for Adel & Wharfedale and is reflected in the table.
- 3.5 The table at 3.6 includes details per ward of the total available revenue for 2011/12 including carry-forward from 2010/11, amounts already committed from 2011/12 and the balance remaining.
- 3.6 Monitoring information on all on-going projects can be found at Appendix 1.

3.7 Table 1: Revenue

Ward	2011/12 allocation plus carry forward	Amounts already committed	Balance remaining
Adel & Wharfedale	£98,244	£15,800	£82,444
Guiseley & Rawdon	£30,736	£9,223	£21,513
Horsforth	£31,254	£14,515	£16,739
Otley & Yeadon	£60,204	£4,000	£56,204

3.8 A total of **£50,585** remains available for supporting capital priorities in the area.

3.9 The table below details the total capital remaining for 2011/12.

3.10 Table 2: Capital

Ward	Carry forward from 2010/11	Total spent 2011/12	Balance remaining
Adel & Wharfedale	Nil	Nil	Nil
Guiseley & Rawdon	£32,625	Nil	£32,625
Horsforth	Nil	Nil	Nil
Otley & Yeadon	£17,960	Nil	£17,960

4 Well-being Projects

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

4.2 **Name of Project:** Guiseley in Bloom

Ward Affected: Guiseley & Rawdon

Name of delivery organisation: Guiseley in Bloom

Amount requested: £1,600 (revenue)

This is an ongoing project to pay for the watering of floral displays in the local area. Guiseley in Bloom have spent much time ensuring the planting for the summer through to autumn of 2011 is of excellent quality and displayed well. In order to keep Guiseley looking attractive the group require a grant to pay for the watering of the displays.

4.3 Name of Project: Purchase of Yeadon Cricket Club

Ward Affected: Otley & Yeadon

Name of delivery organisation: Yeadon Cricket Club

Amount requested: £10,000 capital (£5,000 grant and £5,000 loan)

Yeadon Cricket Club which was established in 1865, wishes to purchase the premises they use in order to secure the future of the club. Following two years of negotiations with the owners, a purchase price of £60,000 has been agreed. The club is a vital focal point of the local community and during the week is used by a number of different organisations for a variety of events.

The club has commenced fund raising and has a loan application ongoing with the English Cricket Board (ECB). Well-being funding of £10,000 is requested to be paid as a 50% grant and 50% loan.

4.4 Name of Project: Refuge Shelters and renovation of reclaimed land.

Ward Affected: Otley & Yeadon

Name of delivery organisation: Tarnfield Bowling Club

Amount requested: £1,200 (capital).

This project is to provide refuge shelters for Crown Green bowlers and visitors to Tarnfield Green. The bowling club also wish to landscape the derelict land to the side of the Green. The project costs £2,400 in total. The club intends to fund raise and use club funds for the remaining balance.

4.5 Name of Project: Yeadon Festive Lights

Ward Affected: Otley & Yeadon

Name of delivery organisation: WNW Area Management

Amount requested: £4,690 (revenue)

Funding will be used to provide festive lights on Yeadon High Street. Lights over the Christmas period will make the High Street more attractive to local residents and visitors which in turn will benefit local businesses.

4.6 Name of Project: Guiseley & Rawdon Festive Lights

Ward Affected: Guiseley & Rawdon

Name of delivery organisation: WNW Area Management

Amount requested: £4,330 (capital)

Funding will be used to provide festive lights in Guiseley & Rawdon in the following locations; Larkfield Mount, Rawdon Green, Micklefield Park Corner, Guiseley Gyrotory, Memorial Garden and the A65 Guiseley. Lights over the Christmas period will make the area more attractive to local residents and visitors which in turn will benefit local businesses.

5 Small Grants

5.1 The following table details the small grant allocation per ward, the total spend on small grants to date and the balance remaining:

5.2 Table 3: Small Grants

Ward	Allocation	Details of spend	Balance remaining
Adel & Wharfedale	£3,000	£541.16	£2458.84
Guiseley & Rawdon	£3,000	£500	£2500
Horsforth	£3,000	£1550	£1450
Otley & Yeadon	£3,000	£2000	£1000

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

- Incredible Years Parenting (£350 O&Y, £150 A&W)
- We Matter Too (£250 O&Y, £250 G&R)
- Mind and Body Maintenance (£250 G&R, £250 H)
- Hall Park Concerts (£300 H)
- Horsforth Bushcraft (£500 H)
- The Leeds Gathering (£200 O&Y)

5.4 The Incredible Years Parenting small grant was initially for courses starting in September 2011 but due to a lack of advertising and time for booking, the applicants have requested that the courses now start in January 2012 for 12 weeks.

5.5 The following table details the numbers of skips per ward, the total spend on skips to date and the balance remaining:

5.6 Table 4: Skips

Ward	Allocation	Details of spend	Balance remaining
Adel & Wharfedale	£1,000	£630	£370
Guiseley & Rawdon	£1,000	£360	£640
Horsforth	£1,000	Nil	£1,000
Otley & Yeadon	£1,000	£360	£640

6 Corporate Considerations

6.1 Consultation and Engagement

- 6.1.1 Local Ward Members have been consulted on new projects being presented at this meeting of the Area Committee.
- 6.2 **Equality and Diversity / Cohesion and Integration**
- 6.2.1 All Well-being funded projects are considered prior to their submission to Area Committee for their impact on Equality and Diversity and Cohesion and Integration.
- 6.3 **Council Policies and City Priorities**
- 6.3.1 The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009, this approval was rolled forward to 2010/11 and is also being rolled forward to 2011/12 with amendments only to environmental delegations.
- 6.3.2 The Area Functions are included in the Council's Constitution (Part 3, section 3C).
- 6.3.3 Area Management's work programme contributes at a local level to the themes contained in the:
- Vision for Leeds
 - Leeds Strategic Plan
 - Health and Wellbeing City Priorities Plan
 - Children and Young People's Plan
 - Safer and Stronger Communities Plan
 - Regeneration City Priority Plan
- 6.4 **Resources and Value for Money**
- 6.4.1 Programmes of work outlined in this report are resourced in the main by Area Management staff and where relevant their partners, which in turn provides value for money.
- 6.4.2 In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via well being budgets.
- 6.4.3 In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council Departments main stream budgets, and external partner agencies e.g. the Police and Primary Care Trust, which is in turn reflected in the fact that the Area Committee's role here is only to influence, develop and consult. However, on occasion, wellbeing funding has resourced some projects related to its roles, e.g. conservation area reviews.
- 6.5 **Legal Implications, Access to Information and Call In**
- 6.5.1 This report is the report of the Area Leader for West North West Leeds who has delegated responsibility to action decisions in accordance with Area Management's

work programme in accordance with part 3 of the Council's Constitution in relation to Area Committee Functions.

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

6.6 Risk Management

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

7 Conclusions

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

8 Recommendations

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

8.2 Note the current position of the well-being budget as set out at sections 2 and 3.

8.3 Consider and agree the projects as outlined at 4.0.

8.4 Note the small grant and skip approvals detailed at 5.0.

8.5 Note the monitoring information provided at Appendix 1

9 Background documents

9.1 None

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WELL-BEING PROJECTS MONITORING – QUARTER 1 2011/12

No.	Project Title	Lead Organisation	Outcomes/Comments	Budget (£)		
				Allocated	Claimed	Accumulative Spent (est.)
2010/11 REVENUE PROJECTS						
1	CASAC Burglary reduction	CASAC Leeds	<p>The main focus of proactive work for this project has been the provision of target hardening services to burglary hotspot areas, where the resident contributes £50 towards the service. CASAC has worked in conjunction with the West Yorkshire Police to undertake door knocking in Guiseley & Rawdon during Q1, which has been extremely successful. CASAC have target hardened a further 30 properties and have also target hardened a further 8 properties in Horsforth and 3 properties in Otley & Yeadon.</p> <p>CASAC have found the uptake for their services has been high and that residents in the Outer North West Wards have been willing to contribute towards the cost of their security rather than take the free service. There are only 7 jobs left in the budget were householders make the contribution, compared with 47 remaining free jobs. Due to the concern and the urgency of this project the Community Safety Sub group have agreed to move £6,050 from the free jobs budget in to the subsidised jobs budget. This would leave funding for 8 free jobs (2 per ward) and make 60 more subsidised jobs available.</p>	40,000	30,000	30,000
2	Yeadon and Rawdon No Cold Calling Zone	Yeadon & Rawdon Neighbourhood Watch Assoc.	The funding paid for signs, window stickers and information for 29 no cold calling zones. All the signs were erected following the arrival of the stickers and then the distribution of the leaflets. The scheme has been well received.	1,217	346.50	346.50
3	Holtdale's Communal Recycling Points	Recycling & waste service	The project team met on the 10 th May where milestones for the project were agreed; 23 sites will be installed and construction will take about 8-10 weeks. The construction of the hardstanding took place during September and the bins will be installed in early October. No formal planning permission is required for the site. WNWHL and Sanctuary Housing have agreed to visit the sites weekly to ensure they are kept clean and free of fly-tipping. In addition the sites have been programmed in to receive a weekly collection of recyclable waste and a weekly visit will be made by staff in the locality teams to ensure sites are clear of overspill/illegally dumped waste.	9,098	Nil	Nil

4	Safe Haven at Willow Green	Safe Haven at Willow Green	The project is well under way. Safe Haven are working closely with other local charities to develop the distribution for recycling furniture. The cafeteria is not fully operational yet but Safe Haven has seen a greater interest from the public and charities and has received positive comments from all.	5,000	4,020	4,020
5	Bramhope public footpaths	LCC Parks & Countryside	The work on the two sections of public footpath which link Parklands Gate with Breary Lane then Breary Lane with the A660 Leeds Road within Bramhope is now complete.	8,014	Nil	8,014
6	Site Based Gardener for G&R and O&Y	LCC Parks & Countryside	As from the 1 st June 2011 the gardener has worked a five day, 37 hour week at the various sites in the NWO area, undertaking general gardening duties such as grass cutting, pruning, de-littering, emptying the litter bins and maintenance of the park infrastructure. As well as undertaking the above duties, the gardener has become a point of contact for the many visitors and his presence has helped to reduce crime and the fear of crime.	23,301	Nil	1,941.75
7	Additional staff for Yeadon Tarn & Wharfemeadows Parks	LCC Parks & Countryside	Staff undertake duties such as the emptying of litter bins, litter-picking across the sites and the general upkeep of the parks as required. The additional staff have helped to improve the level of cleanliness in the parks.	4,545	Nil	Nil
8	Replacing trees in the Cookridge Garden estate	Cookridge Gardens Estate (1919) Covenant protection Association	Work is due to start in November and will be carried out by LCC – Parks & Countryside.	3,942	Nil	Nil
9	Adel War Memorial Association main hall floor replacement	Adel War Memorial Association	Construction work has started to replace the floor.	10,000	Nil	Nil
10	Cookridge Cricket Club roof repair	Cookridge Cricket Club	Construction work has been completed and the project is now finished.	2,000	Nil	1526.84
11	Billing View Community Garden	Billing View Community Group	Construction work has now finished. The seating area has been installed and the planting completed. The group are now planning Phase three of the project.	10,000	10,000	10,000

12	Outdoor activities at Yeadon Tarn	LCC Sports and Recreation Service	500 leaflets were produced to promote the Taster Day on Friday 3 rd June and were distributed in and around the Outer North West. The event was attended by 46 (18 girls and 28 boys aged between 8yrs-14yrs) young people who were given the opportunity to build water rafts, go kayaking and canoeing. Of those who attended, 4 stated a disability on their registration forms. There was a mix of pupils from both high and primary school age groups.	2,432	Nil	511.40
13	Yeadon CCTV 2011/12	LCC Community Safety	The funding is to cover part of the operational costs of 3 CCTV cameras in Yeadon in 2010/11 (50% of monitoring and maintenance cost and 100% of BT cost). The cameras are all located on Yeadon High Street.	6,185	Nil	Nil
14	Otley CCTV 2011/12	LCC Community Safety	The funding is to cover part of the operational costs of 5 CCTV cameras in Otley during 2010/11. (50% of monitoring and maintenance cost and 100% of BT cost). The cameras are on Kirkgate, Manor Square, Boroughgate, Cross Green and Market Street.	7,420	Nil	Nil
15	Horsforth CCTV 2011/12	LCC Community Safety	The funding is to cover part of the revenue costs of the monitoring and maintenance of two CCTV cameras in Horsforth during 2011/12. (50% of monitoring and maintenance cost and 100% of BT cost). The two cameras are located at the Old Ball Roundabout and on New Road Side.	3,192	Nil	Nil
16	Tranmere Park conservation area appraisal	LCC Sustainable Unit	<p>Initial research work has commenced on the proposed Tranmere Park Conservation Area project. This piece of work includes the production of:</p> <ul style="list-style-type: none"> • a draft Conservation Area boundary that identifies the area of special architectural and historic interest • a draft Conservation Area Appraisal that outlines what the special character of the area is and how to preserve and enhance it through future management • a draft Article 4 Direction with a dated photographic condition survey and information guide for residents. <p>The work will be carried out in close consultation with the community. Once the initial research has been completed contact will be made with residents groups and local interest groups for some initial community consultation to inform the production of the draft boundary, appraisal and Article 4 direction. There will be a 4-6 period of formal public consultation that will include a public meeting to allow discussion of the proposals. The results of this consultation will be considered and changes will be made to the boundary, appraisal and Article 4 Direction as appropriate before final adoption.</p>	11,000	Nil	Nil
2010/11 CAPITAL PROJECTS						

1	Canopy over early years base	Rawdon St Peter's C of E Primary School PTA	The work has been completed and the new canopy offers protection from inclement weather and full sunshine, whilst offering both staff and the children the opportunity to flow freely between the more formal classroom setting and the outside play-zone. The comments from the PTA say it has 'revolutionised' how the classes are run.	3,575	3,575	3,575
2	Grove Hill Park children's play area	Grove Hill Park Action Group	The old play equipment and fence have been removed and the top surface repaired in preparation for the contractors (Playdale, Play & Leisure Ltd) to start work. Work was expected to complete within 3 weeks, assuming no unexpected problems and reasonable weather conditions. The opening of the play area was planned for w/c 22 nd August.	2,000	Nil	2,000
3	Covert & Crime Reduction Team	West Yorkshire Police	The capture car was deployed 39 times but there were no activations.	2,536	Nil	Nil

PREVIOUS WELL-BEING PROJECTS – Updates

No.	Project Title	Lead Organisation	Outcomes/Comments	Budget (£)		
				Allocated	Claimed	Accumulative Spent (est.)
2008/09 REVENUE PROJECTS						
1	Up grade of bar facilities	Yeadon Town Hall users licence committee	The lease has been agreed and once all the paper work has been completed, construction work can start.	10,000	NIL	Nil
2	Parking restrictions Church Lane & Holt Avenue	Highways	This project is no longer required and the allocated money will be returned to the Adel and Wharfedale capital budget.	4,100	Nil	Nil

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Report author: Jane
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Tel: 0113 3367867

Report of the Assistant Chief Executive Planning Policy and Improvement

Report to North West (Outer) Area Committee

Date: 26th September 2011

Subject: Area Update Report

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

Summary of main issues

1. This report provides Members with information on a range of Area Committee business including key messages from forums and sub groups and project and service activity.
2. The Area Committee is asked to approve the key messages from forums and sub groups. Members are asked to note the progress made in relation to project and service activity.

Recommendations

3. Members are requested to note the contents of this report and to comment on any of the matters raised.
4. The Area Committee is asked to agree to a policy sub group being established and to nominate one representative from each ward to sit on the sub group.

1. Purpose of this report

- 1.1 The purpose of the Area Update Report is to bring together a range of information relating to Area Committee business into a single report to help limit the number of items being presented to each Area Committee meeting.
- 1.2 The Area Update Report will be presented by Area Management at each Area Committee meeting in the future and will combine the following information which was previously presented in separate reports:
 - Key Messages from Area Committee Sub Groups and Forums
 - Project and Service Updates (previously contained within the Area Managers report).

2. Background information

- 2.1 The Area Committee currently has five groups looking at service provision within the delegated functions of Community Safety, Children & Young People, Environmental Services, Health & Well-being and Business & Transport. The full minutes of the last meeting of each sub group are attached.
- 2.2 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. The full minutes of the last meeting of the Guiseley & Rawdon sub group are attached at appendix 6.
- 2.3 The Area Committee has received regular reports on progress against the Outer North West Area Delivery Plan (ADP). The ADP was due to run until March 2011 and so is not now a current document. However the actions contained within the ADP are still relevant to the Outer North West work programme, as many are continuing into 2011/12. This report therefore provides an update against relevant actions and partner agencies' progress on local improvements.
- 2.4 The Area Committee is asked to note that the Outer North West Area Management Team is currently working on a Business Plan for 2011/12-13/14, which will be presented to the Area Committee at a later date.

3 Main issues

3.1 Environmental Services Sub Group

- 3.1.1 Since the last Area Committee meeting, there have been two meetings of the Environmental Services sub group, a further members workshop for all outer north west members, plus four individual ward briefings. The meetings have been attended by officers from Environmental Services and Area Management and have all been well attended by members. The main focus of these meetings has been to discuss the environmental delegation and to give members the opportunity to look in detail at the draft Service Level Agreement and to provide feedback.

- 3.1.2 Issues raised have included the following: the level of resources and capacity which would be available to the committee to deliver the environmental services; the current record management system for the work undertaken by the operatives; levels of member input into the process; sanctions if the work outlined in the Service Level Agreement (SLA) is not implemented and the inclusion of details within the SLA regarding cleansing and classification of ginnels.
- 3.1.3 Cleansing schedules were presented to members at a workshop on the 22nd July. It was agreed that separate ward briefings would be arranged to discuss enforcement and cleansing in more detail prior to the first draft of the SLA.
- 3.1.4 Following the individual ward briefings the sub group met on the 22nd August to look in detail and to give feedback on the first draft of the SLA. Members raised a number of issues and various amendments to the SLA were suggested.
- 3.1.5 A further meeting was held on the 6th September to review the revised SLA which had incorporated into it changes requested at the meeting on the 22nd August.
- 3.1.6 The Environmental Services SLA for outer north west is being presented to the 26th September Area Committee meeting for approval.

3.2 Health & Well-being Sub Group

- 3.2.1 There has been one meeting of the Health & Well-being sub group since the last Area Committee held on the 12th July 2011. Key points from the meeting were:
- 3.2.2 Michelle Tynan the Adult Social Care Chief Officer Commissioning attended the meeting to provide an update on the consultation around future options for Long Term Residential and Day Care for older people and also to discuss proposals to close Kirkland and Spring Gardens Care Homes in the outer north west area. Concerns were raised regarding these proposals and the impact upon residents if the homes were to close. Michelle Tynan advised that Adult Social Care is in very early stages of discussions with a private provider who has expressed an interest in taking over the running of the homes. The sub group also raised concerns that there was no intermediate bed provision on the outer north west area.
- 3.2.3 Jacqueline Myers Director of Surgery Leeds Teaching Hospitals (LTH) attended the meeting to provide background to the decision to close Ward 1 of Wharfedale Hospital. LTH has decided – based on the latest model of clinical care – that acute services for elderly patients should only be provided from St James’s University Hospital where the right medical and nursing expertise and facilities are available. Members raised a number of concerns including the following points: residents living in Outer North West Leeds cannot access St James’s easily; no consultation had taken place with regards to the closure and that no one from the PCT had attended this meeting or the public meeting held on the 13th June.
- 3.2.4 The Wharfedale Hospital Forum is to be re-instated and it was suggested that membership should include the four members of the Outer North West Health & Well-being sub group.

3.3 Community Safety Sub Group

- 3.3.1 The sub group met on 6th September 2011 and received updates from the Leeds Anti Social Behaviour Unit, West Yorkshire Police and CASAC.
- 3.3.2 Leeds Anti Social Behaviour Unit provided an update on the recent changes to the Service including new processes to deal with anti social behaviour and details about the 3 newly created multi agency area based teams. The new team includes officers from Leeds City Council, the ALMO's, West Yorkshire Police, Victim Support and the Arson taskforce. The team will deal with both private tenants / owner occupiers and ALMO tenants.
- 3.3.3 Members received an update from CASAC which showed that there was strong interest in the initiative with the majority of subsidised target hardening jobs (where householders make a £50 contribution) delivered, with only 7 jobs left in the budget. The take up of free jobs (available for hardship cases or vulnerable victims) is very low with only 5 jobs delivered to date and 47 free jobs remaining in the budget. Members discussed the reasons why and CASAC informed members that there are other sources of funding available for hardship and vulnerable cases and these are exhausted first. In view of the concern and urgency of timing for this project, Members agreed to move £6,050 from the free jobs budget to the subsidised jobs budget. This would leave £1,200 in the free jobs budget equivalent to 8 jobs (2 per ward) and make 60 more subsidised jobs available (67 in total).
- 3.3.4 West Yorkshire Police presented data relating to burglary, showing the number of "molegrip" burglaries where the lock is breached. The data also highlighted attempted burglaries where the burglar did not gain entry. The data showed that the number of attempts was increasing, which showed that the work CASAC had done was stopping burglars getting into properties. Further analysis will be undertaken to match the attempts with the work that CASAC has done to confirm this hypothesis. Burglaries have reduced during the last 6 months from 294 offences (Jan – April) to 187 offences (May – Aug).

3.4 Children & Young People's Sub Group

- 3.4.1 There has been one meeting of the sub group since the last Area Committee held on the 25th July 2011. The following issues were discussed:
- 3.4.2 Safer Schools Partnership - it is likely that the police will not be able to fund this initiative after next year. Inspector Coldwell will meet with the schools in the autumn term to discuss how the Safer Schools Partnership can continue and will advise members of any issues.
- 3.4.3 Neil Bowden and Ross McGibbon provided an update on Youth Service activity in the outer north west area.
- 3.4.4 Neil reported that the service is currently meeting with individual ward members to provide an update on activity in their wards. He also indicated that performance and accreditation figures are good and ahead of target.
- 3.4.5 The service is now becoming more flexible in terms of when it is being delivered and there is also closer working with school clusters and Extended Services.

- 3.4.6 Roy Walker the Acting Service Delivery Manager for Residential Services attended the meeting to provide an update on the service development work he is involved in.
- 3.4.7 Following a suggestion from the Community Safety sub group, members raised the issue regarding the number of calls made by the Inglewood Children's Home to the police regarding in the main, absconders from the home. It was agreed that there is a need to distinguish exactly what type of calls are received by the police and what is and is not appropriate for them to be dealing with. The Acting Service Delivery Manager and the Neighbourhood Police Inspector agreed to meet to discuss the issue and to report back to the next meeting.

3.5 Business and Transport Sub Group

- 3.5.1 This group has met once since the last Area Committee, on the 27th July. The main focus of the meeting was on road safety issues in outer north west.
- 3.5.2 Discussion took place on developing a more strategic approach to dealing with transport planning in the area. It was agreed that this should be a future agenda item and appropriate senior officers invited to attend the meeting.
- 3.5.3 Andy Merckel (Senior Traffic Management Engineer) advised that funding presently comes from the Local Transport Plan managed by Highways transportation. Current priorities include road safety, public transport and pedestrian schemes. Priorities for this year include the installation of zebra crossings
- 3.5.4 A discussion took place on funding sources and Councillor Cleasby requested a paper from Highways on what funding is available.
- 3.5.5 It was agreed that the Area Leader would review the mechanism for this sub group in regard to future meetings.

3.6 Policy Sub Group

- 3.6.1 At the June Area Committee it was resolved that a Policy sub group, chaired by Councillor G Latty be established, comprising one representative from each ward, with nominations for representatives to sit on the sub group being sought in due course.
- 3.6.2 The Area Committee is asked to nominate one representative per ward to sit on this sub group.

3.7 Guiseley & Rawdon Forum

- 3.7.1 There has been one meeting of the forum since the last Area Committee on 20th June 2011. The forum heard presentations from a number of services.
- 3.7.2 West Yorkshire Police presented a summary of crime issues in the area over the last month. Scrap metal theft is still an issue in the area and residents were reminded to report any suspicious vehicles to the Police.
- 3.7.3 Kathryn Jukes from Directions Planning Consultancy updated the forum on the changes to the planning legislation and answered questions.

3.7.4 The next meeting is arranged for the 21st September.

3.8 Yeadon Forum

3.8.1 The next Forum has been arranged for 21st September. An update from the meeting will be reported to the November Area Committee meeting.

3.9 Project and Service Update

3.9.1 This section of the Area Update report will provide information to members which would not require a full report on the Area Committee agenda. Members are invited to request that brief service updates are included in this section upto a month before the date of the next Area Committee meeting. It should be noted that a full report to Area Committee would be required where issues require detailed explanation or a decision by Area Committee.

3.9.2 Holtdale Recycling

Following a consultation exercise which took place in April 2011, it has been agreed that there will be 23 recycling sites located around the Holtdale area in the Adel & Wharfedale Ward. All residents have received a minimum of 2 letters regarding the scheme and an exhibition van to help provide information and support to the community was on site in July. All 23 sites will be installed in October 2011 and the contract is expected to take 8 to 10 weeks to complete.

3.9.3 Community Engagement

Leeds City Council, NHS Leeds and other public sector partners are wanting to set up a large new citizens' panel of about 6000 people. In autumn 2011 residents will be asked if they are interested in becoming members. A citizens' panel is a way of finding out what people think and need. It is a large group of residents that take part in surveys and discussions about local services and issues that affect the places they live. The aim is to ask the first set of questions to the panel either just before the end of 2011, or just after, depending on how quickly people join up.

3.9.4 Community Safety

A number of Community Safety initiatives have taken place in outer north west Leeds over recent months including an action day held on the Weston Estate on the 4th May and an Operation Champion held in Horsforth on the 15th June.

The Farmwatch scheme is now up and running and work is underway to link the scheme to similar schemes in North Yorkshire and Wetherby.

During the summer, three 'road multi agency operations' were held with The Vehicle and Operator Services Agency (VOSA), Dept of Work and Pensions, Environmental Action Team and Trading Standards.

The number plate anti tamper screws, funded by an Area Committee small grant, have been fitted at various sites across the area including Guiseley Retail Park and Asda at Holt Park.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Community Forums are held in the Guiseley & Rawdon ward and Yeadon. In addition, ward members are consulted on projects and initiatives within their ward.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 This section is not applicable to this project.

4.3 Council Policies and City Priorities

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

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

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

- Vision for Leeds
- Leeds Strategic Plan
- Health and Well-being City Priorities Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

4.4 Resources and Value for Money

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

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

4.5 Legal Implications, Access to Information and Call In

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

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

4.5.3 This report is subject to Call-In as it is the Area Committees functions which are delegated Executive functions.

4.6 Risk Management

4.6.1 There are no risks associated with this report.

5 Conclusions

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

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

6 Recommendations

6.1 Outer North West Area Committee Members are requested to:

- Note the contents of the report and comment on any aspect of the matters raised.
- Agree to a Policy Sub Group being established, chaired by Councillor G Latty and nominate one representative from each Ward to sit on the sub group.

7 Background documents

7.1 None.

WNW Leeds Area Management

Business & Transport Sub-group

Date: 27th July 2011.

Present: Cllr Cleasby, Jane Pattison (WNWAMT), Cllr Anderson, Cllr Downes, Wadsworth, Insp. Coldwell (NPT), Jane Maxwell, Andy Merckel.

		Action
1.0	Welcome and introductions	
1.1	There were no apologies.	
2.0	Road safety issues and concerns in ONW Leeds.	
2.1	Cllr Anderson had met with Highways regarding concerns in Adel & Wharfedale but the view was taken that there could be a more strategic approach.	
2.2	There is a need to know what is available to do in our area and what costs are associated with initiatives.	
2.3	Andy Merckel (Traffic Management Engineer) deals with the movement of traffic. Funding presently comes from LTP managed by Highways Transportation. Priorities are road safety, public transport, pedestrian schemes etc. Priorities this year are the implementation of zebra crossings and road improvements.	
2.4	There is a problem with the public's perception of areas. When the public know an area is potentially dangerous they wonder why can nothing be done to prevent accidents.	
2.5	Cllr Anderson mentioned Highways Planning and how it can cause problems with planning applications that say there are 1.3 cars per household. There are also expectations on the Police as to whether they can enforce traffic regulations.	
2.6	Susan E Walker is the School Travel Plan Officer. She can be contacted regarding Horsforth primary schools about developing a scheme with the Extended Services co-ordinator.	
2.7	Traffic management capital – there is a further source of funding, though no new funding has been allocated.	
2.8	There is a small budget for the entire city for revenue for signs etc.	
2.9	Cllr Cleasby requested a paper from Andy Merckel on costs and what is available and what is not. Developments in our area need to relate to our neighbourhoods.	
2.10	Insp. Coldwell said we should not be doing things in a piecemeal fashion – there needs to be a more integrated approach to developments. There needs to be a more strategic approach to transport planning in the area.	
2.11	The first points of contact are Andrew Hall and Gillian MacLeod. Andrew is going to lead the INW transport group. Cllr Cleasby mentioned there should be a sharing of agendas and this should be included on future agendas. There needs to be consistency across the WNW wedge.	
2.12	Implications of the review of spend limits will be an item on the next agenda. It is important a response is given by Highways to Councillors' concerns.	
3.0	Future Agenda Items	
3.1	Development – Gillian MacLeod Strategic.	
3.2	Andrew Hall – Transport Planning. Public Transport. Jane Pattison will	

	contact Cllr Downes about the contact from Metro and explore options with Metro.	
3.3	<p>There are two mechanisms for taking issues forward:</p> <ol style="list-style-type: none"> 1. Jane Maxwell regularly attends CLT and Senior Management Team in Development. 2. "Big" issues of concern can also be taken to the Area Leadership Team. This will help with the problem of issues getting "stuck" in the system. 	
3.4	Jane Maxwell and Jane Pattison to review the mechanism of the group.	JM/JP

**WNW Leeds Area Management
 Children & Young People's Sub-group**

Date: 25th July 2011.

Present: Cllr P Latty, Cllr Downes, Cllr Fox, Jane Pattison (WNWAMT), Neil Bowden / Ross McGibbon (Youth Service), Insp. Coldwell (NPT).

		Action
1.0	Welcome and introductions	
2.0	Matters Arising	
2.1	Benton Park School do now offer the D of E award scheme.	
2.2	Youth Service do attend tasking meetings.	
2.3	Safer Schools Partnership – the model is one officer shared between two high schools with schools providing 50% of funding. Ralph Thoresby comprises 50% funding from the school and 50% from the Police. Other schools share one officer between five schools with schools contributing a fifth of the 50% contribution. PC Heidi Beardsmore will retire next year. It is likely that the funding will not continue after next year, though the post will be advertised. Insp. Coldwell will meet with the schools in the autumn term to explain the situation and how the Safer Schools Partnership can continue. If the response is negative then Insp. Coldwell will write to the ward councillors.	
3.0	Youth Service – Neil Bowden	
3.1	The youth service are currently meeting with ward members to give an update on the service in wards. The service in outer north west is fully staffed, however there is a recruitment freeze so if staff leave then the posts will not be filled.	
3.2	Performance figures for how many numbers of young people would be expected to be engaged in this work are good and ahead of target.	
3.3	Accreditation figures are also good.	
3.4	The service is becoming more flexible in terms of when it is being delivered. There is also closer working with clusters and Extended Services, together with the use of outcome based accountability.	
3.5	Meetings are being set up by the youth service for members to meet the staff.	
3.6	There is also work being done to support and deliver on the Children's Services 'three obsessions'.	
3.7	Ross gave an explanation of some of the preventative work that is being undertaken in the area. Cllr Latty questioned what support can be provided to families. Ross explained that this type of work is supported through Extended Services.	
3.8	The Serious Fun application will not be supported by the Area Committee but Jane will enquire whether the group is interested in submitting a small grant for consideration.	JP
3.9	Ross explained the need for training youth workers to drive minibuses. Drivers who qualify after 1997 need a DI qualification. It would cost £1230 to train one person and provide backfill. The minimum cost is £870. Ross will submit a small grant application – Jane to send a small grant application form to Ross.	JP
3.10	Also required is a licence for music software which costs £250. Cllr Latty suggested that MICE money be used to support this. Ross to liaise with	RM

	Cllrs	
3.11	Neil suggested that Cllrs are invited to some summer activities to see what goes on.	
4.0	Update from the Acting Service Delivery Manager for Residential Services – Ray Walker	
4.1	Ray is currently covering the post until November and doing some service development work.	
4.2	Inglewood Children’s Home– the manager is Isobel Raine. The main concern is the number of calls made by the home to the police. There are currently 8 young people in Inglewood. There is a huge demand on foster placements in Leeds. The current age range of residents at the home is 13-17.	
4.3	The figures for callouts were high for last summer – they did improve but are getting high again. The calls tend to be about absconding and general calls to the home. There is a need to distinguish exactly what type of calls are received by the service. Ray and Richard will set up a meeting to discuss this issue. Ray will also arrange for Cllr Latty to visit Inglewood.	RW/RC
5.0	AOB	
5.1	Updates are required on Inglewood and Safer Schools Partnership at the next meeting.	
5.2	Insp. Coldwell explained the Leeds District Safeguarding Unit based at Millgarth – a specialist team closely linked in with other services.	
	The next meeting is Wednesday 2nd November 10.00am to 12.00pm Yeadon Tarn Activity Centre.	

Outer North West Area Committee

Environment & Streetscene Sub Group



Minutes of meeting
20th June 2011
12.30pm Civic Hall Councillor Anderson's Office

Present

Cllr Anderson (Chair) – Adel & Wharfedale Member
Cllr Campbell – Otley & Yeadon Ward Member
Cllr Cleasby – Horsforth Ward Member
Cllr Collins – Horsforth Ward Member
Cllr G Latty – Guiseley & Rawdon Ward Member
Cllr Wadsworth – Guiseley & Rawdon Ward Member
Helen Freeman – Head of Environmental Action
Jason Singh – Locality Manager Environment & Neighbourhoods
Guy Smithson – Parks & Countryside
Gerry Burnham – WNW Area Management

Apologies:

1.0 Introductions

- 1.1 Cllr Anderson thanked everyone for attending the meeting and introductions were made.

2.0 Minutes of the previous meeting and matters arising

- 2.1 Minutes of the previous meeting were agreed as an accurate record.
- 2.2 From 4.1 – Walkabouts are being arranged between Members and Streetscene Officers.
- 2.3 From 4.2 – GB has asked Tom Smith to provide a response regarding performance related pay.

3.0 Streetscene Delegation

- 3.1 Helen Freeman and Jason Singh attended for this item. Cllr Anderson explained that the sub group had asked them to attend the meeting to discuss the strategic direction the new executive wants to go in.
- 3.2 HF informed of the following:
- It has always been the intention for Area Committees to have delegated responsibility for Environmental Services and there has been significant buy-in.
 - The draft SLA has been drawn up with Member involvement. This is not a 'client' process and everyone has a say in how localities are made cleaner.
 - Cllr Gruen has been very influential in the process and views this as a 'strategic partnership' between Members and officers. He is keen for Environmental Services to share as much information as possible with Members.

- Cllr Dobson is the new Executive Member for Environment & Licensing and will have a more prominent role moving forward.

3.3 Members raised the following questions / concerns and received the following response (R:)

- Is Outer North West the only area raising concerns or are these citywide?

R: There have been issues raised in other areas however it was acknowledged that Outer North West is particularly sceptical.

- Cllr Cleasby questioned the statement that the SLA had been 'drawn up with Member involvement'.

R: Information had been provided to Area Chairs in advance of the March workshops.

- Cllr Wadsworth felt that Members have not been informed of what they were getting now.

R: HF confirmed that details of the WNW budget only came through last week. These are currently being looked at and may require some adjustment however no information is being withheld.

3.4 JS advised the sub group that Environmental Services are:

- currently looking at resources and what is being delivered on the ground. Due to a lack of historical data this is proving difficult but the service will be in a position to advise what can be delivered from September.
- Cleansing cycles are currently being reviewed and will be adjusted from 7 to 8 day cycles. This will create additional capacity to deal with events, problem hotspots and urgent referrals.
- It was acknowledged that in the past the correct level of supervision has not been there, this has been addressed through the current re structure.
- By 1st September the service are confident of presenting what can be delivered and be in a position to commit to a guaranteed level of service.

3.5 There were also discussions around:

- sanctions/penalties if the SLA is not met and whether in the future there will be the option to privatise part or all of the service. HF advised that this was not the current direction. The delegation is not intended as a client / contract relationship but as a delegated responsibility to execute an Executive Board decision.
- how much flexibility there will be in accessing and deploying services and who will decide priorities.
- it is felt the current service is reactive rather than pro-active.
- although changes have been made to the draft SLA none of the suggestions from Outer North West have been taken up.

3.6 The sub group felt that the service should consider a further period of reflection and consider introducing the SLA Sept 2012 rather than 2011. The next Member workshop is in July and the most up to date position will be presented then.

4.0 Ginnels

4.1 Andy Beattie has issued an email asking Members to provide a 'priority ginnel to be cleansed in their area'. The sub group felt that all ginnels were a priority as they had been neglected in the past due to there only being one ginnel team offering a reactive service.

4.2 HF acknowledged that there was an issue with ginnels across the city and the service was trying to address this. HF encouraged Members to provide a response and emphasised that the request was a starting point and should not be viewed in isolation. The service wants to reach a position of identifying where all ginnels are and understanding the cleansing demands.

4.3 A discussion took place on landownership issues and budget constraints. It was suggested that the service contact Richard Holdsworth as he has a map of ginnels and which identifies land ownership.

5.0 Any Other Business

5.1 There was no other business.

6.0 Date & Time of Next Meeting

6.1 Monday 26th September 12.30pm, to be confirmed.

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Outer North West Area Committee

Health & Well-being Sub Group



Minutes of meeting

12th July 2011

10.00am Wharfedale Hospital

Present

Cllr G Latty – Member for Guiseley & Rawdon (Chair)

Cllr B Anderson - Member for Adel & Wharfedale

Cllr Campbell – Member for Adel & Wharfedale

Cllr Collins – Member for Horsforth

Cllr Downes –Member for Otley & Yeadon

Cllr C Fox – Member for Adel & Wharfedale

Cllr Kirkland – Member for Otley & Yeadon

Cllr Townsley – Member for Horsforth

Jacqueline Myers – Director of Surgery LTH

Ross Langford – Communications LTH

Zoe Kirk – Matron Wharfedale Hospital

Pat Clark – Secretary to Matron

Michele Tynan – Adult Social Care Chief Officer Commissioning

Kim Maslyn – Adult Social Care Head of Service Older People & Learning Disabilities

Laurence Wood – Chairman, Public Patient Advisory Group, Non-executive Director H3Plus Commissioning Consortium

Gerry Burnham – WNW Area Management

1.0 Introductions

1.1 Cllr Latty welcomed everyone to the meeting and introductions were made.

2.0 Minutes of the last meeting

2.1 The minutes of the last meeting were approved.

3.0 Adult Social Care Update

3.1 Michele Tynan attended the meeting to provide an update on the consultation around future options for Long Term Residential and day care for older people and also discuss proposals to close Kirkland and Spring Gardens in outer north west.

3.2 A discussion took place on the financial problems of Southern Cross Homes. MT advised that Southern Cross has 7 care homes in Leeds. LCC are currently in talks with Southern Cross and it is likely that landlords of these properties will take over the running of the homes as most are care providers already. It is expected that staff will be retained and it is not anticipated that there will be a situation where residents have to move.

Action: MT to advise Members of any Southern Cross Homes where the landlord is not a care provider and also the number of beds they provide in Leeds.

MT

3.3 Concerns were raised regarding the proposed closure of Spring Gardens

and what will happen to those residents if the home were to close. MT advised that ASC are in very early stages of discussions with a private provider who has expressed an interest in taking over running of the home.

- 3.4 Changing demographics and dementia were discussed and whether there was enough care provision to meet the increasing number of beds that will be required in the future. MT informed the meeting that ASC has undertaken a mapping exercise which identified that there has been an increase of 1000 care beds in the private sector, not all of these are occupied at present. ASC needs to shape services to meet demand but is confident they can meet the care requirements for the city.

Action: MT to provide stats on bed provision in Leeds.

MT

- 3.5 The sub group raised concerns that there was no intermediate bed provision in Outer North West Leeds.

3.6 Cllr Latty thanked MT for attending the meeting and her input.

3.7 MT left the meeting at this point 10.30am.

4.0 Closure of Ward 1 Wharfedale Hospital

4.1 Jacqueline Myers from Leeds Teaching Hospitals (LTH) attended for this item. LTH has decided – based on the latest model of clinical care – that acute services for elderly patients should only be provided from St James’s University Hospital where the right medical and nursing expertise and facilities are available. (Full briefing note attached).

4.2 Wharfedale Hospital will continue to provide services for the local community and to patients across Leeds. During the next few months LTH are expecting to increase the amount of surgery undertaken at Wharfedale. As part of this surgical activity patients will be able to stay overnight three days each week. There is also a wide range of day patient, out patient and diagnostic services at Wharfedale.

4.3 The Hospital continues to look for an alternative use for Ward 1.

4.4 Members raised the following points:

- Residents living in outer north west cannot access St James easily and look for healthcare within the area.
- Concerns were raised that no one from the PCT was at this meeting or the public meeting held on the 13th June.
- No consultation had taken place with regards to the closure. JM advised that LTH had taken advice and were informed they did not need to formally consult on this issue.
- Questions were asked on where the patients who would have been on Ward 1 are now. JM confirmed that half of the bed spaces had not been replaced elsewhere however patients are now kept in St James’s or are transferred to intermediate care facilities.
- A discussion took place on how all necessary parties can be brought together to discuss issues. JM confirmed that ‘The Leeds Social Care Transformation Board are trying to shape services together. Membership of this includes LTH, PCT and LCC.

5.5 The Wharfedale Hospital Forum is to be re-instated and it was suggested that membership includes the four Members of the ONW Health & Well-Being sub group.
Action: GB to liaise with JT to set up lines of communication. **GB**

5.6 The walkabout that had been arranged for today to be re-scheduled. **GB**
Action:GB

5.0 Any other business

5.1 There was no other business.

6.0 Date & Time of Next Meeting

6.1 To be arranged.

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Outer North West Community Safety Sub Group

24th May 2011

Present : Cllr Cleasby (Chair), Cllr Kirkland, Cllr Fox, Cllr G Latty, Zahid Butt (Safer Leeds), Insp Richard Coldwell, Neil Goldup (CASAC), Angela Mawdsley (LASBT)

Apologies:

1.0 Matters Arising

Farmwatch is now up and running. The aim is to link ONW Farmwatch with Wetherby and North Yorkshire so the text alert system covers a wider area.

2.0 ASB

Changes have been made to how the Council and partners deal with ASB. The changes were reported to the last Area Committee, but in brief: 3 multi agency teams have been set up with staff from the council (old asb team), ALMO, Police, Victim Support and Arson Taskforce. The teams will deal with all ASB regardless of tenure. There is also a core team which deals with performance monitoring. All victims are surveyed at 4 weekly intervals to and current 4.5/5 (based on first 4 months data).

Members enquired about noise and Angela agreed that there was an overlap between the work her team does and the noise nuisance service. Where appropriate cases are referred between the services according to the issues reported.

Current ward figures show:

Adel & Wharfedale had 14 cases in April and now has 6 live cases
 Guiseley & Rawdon had 7 cases in April and now has 4 live cases
 Horsforth had 10 cases in April and now has 6 live cases
 Otley & Yeadon had 13 cases in April and now has 12 live cases

Since April the team has taken out 3 ASB Order, issued 5 housing cautions, taken out 1 injunction, issued 4 notice of intention to seek possession and agreed 5 Acceptable Behaviour Contracts.

Action

ZB

3.0 Area Committee Funded Projects – update

Off Road Bikes

The team continues to be well appreciated by members of the public, particularly when patrolling in green spaces and rural areas. The team will compliment the work of the neighbourhood policing teams when moving from one area to another to patrol green spaces. Members were asked to feed in any areas of concern to be added to the regular patrols.

Noted

Capture Car

This initiative is “live”. The car is being deployed to Outer North West hotspot areas. No hits in the Outer North West Area during this period.

Noted

Target Hardening

Neil Goldup from CASAC presented an update relating to the well being target hardening project. The figures showed that there was strong interest in the initiative with the majority of subsidised target hardening jobs (where householder make a £50 contribution) delivered, with only 7 jobs left in the budget. This was due to the fantastic work Richards Neighbourhood Policing Team had done in door knocking and promoting this project in the burglary hotspot areas.

The take up of free jobs (available for hardship cases or vulnerable victims) is very low with only 5 jobs delivered to date and 47 free jobs remaining in the budget. Members discussed the reasons why and CASAC informed Members that there are other sources of funding available for hardship and vulnerable cases and these are exhausted first. In view of the concern and urgency of timing for this project, Members agreed to move £6,050 from the free jobs budget to the subsidised jobs budget. This would leave £1,200 in the free jobs budget equivalent to 8 jobs (2 per ward) and make 60 more subsidised jobs available (67 in total).

CASAC is now rolling out training to Neighbourhood Watch Co-ordinators to raise awareness about lock types and basic crime prevention issues. This will enable NHW Co-ordinators to do visual checks on their neighbours' properties and identify poor locks such as the Europrofile locks which jut out of the door handle and then speak to the resident about contacting CASAC.

CASAC Continued

West Yorkshire Police presented data relating to burglary, showing the number of “molegrip” burglaries where the lock is breached. The data also highlighted attempted burglaries where the burglar did not gain entry. The data showed that the number of attempts were increasing, which showed that the work CASAC had done was stopping burglars getting into properties. Further analysis of the figures will be undertaken to match the attempts with the work that CASAC has done to confirm this hypothesis. Burglaries have reduced during the last 6 months from 294 offences (Jan – April) to 187 offences (May – Aug).

Noted

CASAC leave residents with 2 stickers to place in their windows to act as a deterrent as eventually burglars will see the stickers and realise they cannot get in.

CASAC will be providing a demo at the next meeting to show how easy it is to breach cheap locks.

4.0 Police Update

Crime Overview

Burglary has decreased during this 3 month period. Robberies are also down slightly. Theft from motor vehicle has increased, but these are by and large down to blips with thieves coming into the area, committing a handful of crimes and then leaving.

Noted

There are some issues of speeding through Pool, Bramhope, Adel and Cookridge Green Lane, these are referred for use of the Speed Indication Device and the speed gun.

There has been some ASB on across the area and Richards’s team are dealing with these in partnership with WNW Homes and LASBT..

5.0 AOB

Members asked for an update about an armed robbery in Otley, some arrests have been made with an ongoing high level enquiry.

6.0 Date of Next Meeting

6th December 2011, 2pm at Otley Police Station

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**North West Outer Area Committee
Guiseley and Rawdon Forum**

Wednesday 8th June 2011, 7pm
Greenarce Hall, Rawdon

Chair - Cllr Graham Latty

- | 1 | Introductions and apologies | Action |
|----------|--|---------------|
| 1.1 | Councillor Latty welcomed everyone to the meeting and congratulated Cllr Wadsworth on his re-election. | |
| 2 | Minutes of the previous meeting | |
| 2.1 | Minutes agreed as a true record. | |
| 3 | Matters arising | |
| 3.1 | 6.6 – Moor Lane Allotments - ZT to pick up. | ZT |
| 3.2 | 6.7 - Senior officers are meeting with the airport to discuss how to develop a better working relationship. | |
| 4 | Police update | |
| 4.1 | Sergeant Perkis, PCSO Kersnik and PCSO Wild updated the forum on crime and policing issues in the area. | |
| 4.2 | W/c 9 th May – 2 reported burglaries, 32 reports of vehicle number plate thefts and ASB issues on Oxford Road. There were a lot of problems with youths at the fair and a report of stolen goods in one of the caravans. A youth from Thorner was issued with a Section 59 warning for driving in an anti-social manner. If the perpetrator receives another notice, their car can be taken off them. Also, an 18yr old male was charged for theft of lead from the roof of Fieldhead School. | |
| 4.3 | W/c 16 th May – No burglaries were reported but there was 5 reports of vehicle crime and 3 men were caught fleeing from a stolen vehicle. ASB reported on Oxford Road and MacDonalds. | |
| 4.4 | W/c 23 rd May – 1 burglary was reported. 29yr old male arrested for fighting outside the station pub and a 22yr old was charged for drink driving. | |
| 4.5 | W/c 23 rd May – 3 reports of burglaries and a 16yr old female was arrested on Oxford Road for drunken behaviour. | |
| 4.6 | Lead and copper theft is rife and there have been a number of thefts of Audi satellite navigation systems within the area. | |
| 4.7 | The Police recently attended a talk by Trading Standards which they found very informative and urged residents if possible to attend one of their meetings. The Police have put forward some areas to be included in the 'No cold calling zones'. The Police reminded residents not to pay up front for work carry out by tradesmen or never sign up for direct debits to | |

charities at the door. Residents can contact CASAC for a list of legitimate trades people in the area. Dave Lawson invited residents to the next neighbourhood watch meeting (3rd Monday of every month, LA Fitness, Yeadon) as this month speaker is from Trading Standards.

- 4.8 The Police carried out a 2 day operation carrying out vehicle checks on scrap metal vans at Harry Ramsdens which was very successful.

5 Changes to Planning Legislation – Kathryn Jukes

- 5.1 Kathryn Jukes from Directions Planning Consultancy spoke to the group regarding the proposed changes in the planning system and the opportunity they present. A full copy of the presentation can be requested from Zoe Tyler on 0113 3367874.
- 5.2 The Big Society intends to give individuals greater responsibilities for themselves by removing top-down controls from the Government.
- 5.3 The provisions for changes to the planning system and the other changes involved with implementing the Big Society are been introduced through the localism bill which is currently going through parliament and secondary legislation will be published around 2012.
- 5.4 The localism bill intends to give individuals and communities the opportunity to shape development in the areas where they live and work. The bill includes a provision that requires developers to consult on all major planning applications. For applications on 200+ houses or 1000sq m², developers must under take consultation before submitting an application and demonstrate that views have been taken in to account in the daft application.

Community Infrastructure Levy will enable local authorities to collect financial contributions from new developments to put towards the provision of new infrastructure. The bill also allows local authorities to apply a standard local tariff which will be require from all local developments and the monies has to be spent in the area they were collected.

- 5.5 Every local authority is required to have an adopted development plan which consists of two documents, the Regional Spatial Strategy and the Local Development Framework (LDF). Regional Spatial Strategies sets out targets whilst the LDF's set out proposals to deliver the targets. The localism bill will see the abolition of the Regional Spatial Strategies which will have significant implications for planning at a local authority level. This is because local authorities will be responsible for establishing the right level of development including housing, employment provision and renewable energy targets. The Government also rewards housing building schemes so local authorities receive bonus payments for 6 years, for every house that is built.
- 5.6 Neighbourhood plans give communities the opportunity to influence developments on a specific site or on certain matters, by saying on what grounds a development will be accepted.

- 5.7 Currently, the Leeds Development Plan includes the Regional Spatial Strategy for Yorkshire and Humber to 2026 and Unitary Development Plan Review to 2016. Leeds City Council (LCC) is reviewing the adopted development plan and once adopted it will be called a 'Local Development Framework' which will include a suite of documents; Core Strategy, Site Allocations and a Proposals map, it can also include Area Action Plans.
- 5.8 All the sites that have been involved in recent planning appeals have been identified in the Strategic Housing Land Availability Assessment (SHLAA).
- 5.9 Q: How can the community use the Neighbourhood Plan to constrain development?
A: Neighbourhood Plans are intended to be positive planning tools. They set out the basis on which you are willing to accept a development and look at the opportunities rather than constraints. The Community Infrastructure Levy gives people the means of listing what infrastructure is needed to support a development. It's about finding means to facilitate developments by accommodating, managing and influencing developments in a constructive way.
- 5.10 The current appeals in Leeds have been happening with a specific time period and won't continue. LCC needs to get a development plan in place which sets the framework going forward.
- 5.11 Q: Concerns were raised over the Infrastructure Levy.
A: The Community Infrastructure Levy will replace some of the S106 monies apart for the affordable housing requirements. LCC will need to identify what infrastructure is required and the costs of providing it. It will then be possible to work out how much should be charged per house or square metre. The local authority will work out the cost per metre.
- 5.12 Q: Are residents dependant on the frame work being set up? And, if so when will Leeds?
A: There is nothing to stop residents setting up a neighbourhood plan now as it gives residents a negotiation tool to put to the council and the developers about what residents feel is reasonable.
- The UDP included unallocated site and residents will be able to influence the future allocation of sites. Once an application is in it's really difficult to influence it, so Neighbourhood Plans provide an opportunity to influence the planning process from the front rather than dealing with issues retrospectively.
- 5.13 A: Has the Government outlined what legal form community groups with have in order to be recognised?
A: Neighbourhood Plans should be lead through the Town or Parish Councils. There is an opportunity to create a Neighbourhood Forum or Planning Forum and there will be legislation about the process to creating it, set out in the Localism Bill.
- 5.14 Q: Can developers automatically apply for residential development on a previously marked brown field site?

A: National guidance says there is a presumption to favour redevelopment of brown field site rather than greenfield sites. The UDP can outline that sites aren't developed.

6 AOB

6.1 A meeting has taken place to discuss the transfer of the community asset of Rawdon Library in to the community which means more volunteers are needed to help run the library.

6.2 The traffic lights at the Aireborough Leisure Centre junction with the Guiseley Gyratory are still showing a straight ahead filter light in the left turn lane which need to be removed.

6.3 The pavement on Hallam St is in a very poor state. ZT to past on to Highways. ZT

6.4 A resident raised the point that there are no care in the community beds this side of Leeds and wondered if there was anything that can be done? Cllr Latty to look into what prospect there will be in the future for beds in the area.

7 Next meeting

7.1 Wednesday 21st September, 7-9pm. Community Room, Aireborough Leisure Centre.

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

Report to North West (Outer) Area Committee

Date: 26th September 2011

Subject: Area Chairs Forum Minutes

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

Summary of main issues

1. This report formally notifies members of the decision made by full council that Area Chairs Forum minutes should be considered by Area Committees as a regular agenda item at future Area Committee meetings.
2. The report also includes background information regarding the Area Chairs Forum meetings.

Recommendations

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

1 Purpose of this report

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

2 Background information

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

3 Main issues

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

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 There has been no need to publicly consult on the inclusion of Area Chairs Forum Minutes on Area Committee Agendas, however the matter has been discussed by the General Purposes Committee.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 There are no equality and diversity issues in relation to this report.

4.3 Council Policies and City Priorities

4.3.1 The inclusion of Area Chairs Forum minutes on Area Committee Agendas is a revision to the Area Committee Procedure Rules within the Constitution agreed by full council on 26th May 2011.

4.4 Resources and Value for Money

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

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no legal implications or access to information issues. This report is not subject to call in.

4.6 Risk Management

4.6.1 There are no risk management issues relating to this report.

5 Conclusions

5.1 Full Council has approved the recommendations of the General Purposes Committee to include the Area Chairs Forum minutes as a regular item at future Area Committee meetings.

6 Recommendations

6.1 The North West (Outer) Area Committee is asked to note the contents of the report and to consider the minutes from the Area Chairs Forum meetings at this and future Area Committee Meetings.

7 Background documents

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

7.2 Council Constitution

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

Attendance:

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

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

Minutes: S. Warbis

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

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

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

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

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

Report of the Chief Officer (Democratic and Central Services)

Report to North West (Outer) Area Committee

Date: 26th September 2011

Subject: Local Authority Appointments to Outside Bodies – Progress Report

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

Summary of main issues

1. On the 20th June 2011, when considering the appointment of representatives to Outside Bodies, the North West (Outer) Area Committee resolved to confirm at a later date the appointment of representatives to the Corporate Carers' Group and the Divisional Community Safety Partnership.
2. Following discussions which have taken place with Committee Members since the last meeting, this report provides an update on those appointments which were to be confirmed at a later date following further consultation with Members and invites the Committee to ratify such appointments, as detailed below.

Recommendations

3. The Area Committee is asked to note the content of the report and confirm the respective appointments of Councillor P Latty to the Corporate Carers' Group and Councillor Wadsworth to the Divisional Community Safety Partnership for the duration of the municipal year.

1 Purpose of this report

- 1.1 This report provides an update on those Area Committee appointments to the Corporate Carers' Group and the Divisional Community Safety Partnership which it was agreed at the 20th June 2011 meeting were to be confirmed at a later date following further consultation with Members. The report invites the Committee to ratify such appointments.
- 1.2 In addition, the report provides an update on the Committee's appointment to the Rawdon and Laneshaw Bridge Trust which was made at the previous meeting.

2 Background information

- 2.1 At the previous meeting held on 20th June 2011, Members considered a report outlining the procedures for Council Appointments to outside bodies, and made a number of appointments to various organisations.
- 2.2 At the meeting it was resolved that the appointments to the Corporate Carers' Group and the Divisional Community Safety Partnership were to be confirmed at a later date, following further consultation with Members.

3 Main issues

- 3.1 **Corporate Carers' Group** – At the previous meeting, it was noted that correspondence had been received from Councillor J Blake, Executive Member for Children's Services, who sought a representative from the Committee to sit on the Corporate Carers' Group. Given the short timescales between the receipt of the correspondence and the meeting itself, it was resolved that the appointment to this group be confirmed at a later date when further information had been sought and consultation had taken place. As a result of such consultation, the Committee is now asked to confirm the appointment of Councillor P Latty to the Corporate Carers' Group.
- 3.2 **Divisional Community Safety Partnership** – On the 20th June 2011, the Committee resolved that the appointment to this partnership be confirmed at a later date when further consultation had taken place with Members. As a result of such consultation, the Committee is now asked to confirm the appointment of Councillor Wadsworth to the Divisional Community Safety Partnership.
- 3.3 **Rawdon and Laneshaw Bridge Trust** – At the previous meeting, the Committee re-appointed Mr D Longley to the Trust for the period 2011-2014, subject to Mr Longley being contacted in order to ensure that he is agreeable and willing to continue to undertake the role. By way of an update for Members, Mr Longley and the organisation have been contacted accordingly and informed of the terms of the appointment. Mr Longley has been invited to advise us, should he no longer be willing or agreeable to undertake this role. To date, no response has been received from Mr Longley and therefore it is presumed that he is happy to continue.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Area Management have undertaken the relevant consultation with Committee Members, in order to facilitate the appointments to the organisations listed.

4.2 Equality and Diversity / Cohesion and Integration

4.3 No issues regarding Equality and Diversity or Cohesion and Integration have been identified in respect of this matter.

4.4 Council Policies and City Priorities

4.4.1 This report is in line with the Council's Appointments to Outside Bodies Procedure Rules.

4.5 Resources and Value for Money

4.5.1 No implications regarding resources or value for money have been identified in respect of this matter.

4.6 Legal Implications, Access to Information and Call In

4.6.1 As the issues detailed within the report fall within the Council Functions of the Area Committee's Terms of Reference, then these decisions are not eligible for Call In.

4.7 Risk Management

4.7.1 No implications regarding risk management have been identified in respect of this matter.

5 Conclusions

5.1 The Committee is asked to note the content of the report, including the update in respect of Rawdon and Laneshaw Bridge Trust and ratify the appointments detailed below.

6 Recommendations

6.1 The Area Committee is asked to note the content of the report and confirm the respective appointments of Councillor P Latty to the Corporate Carers' Group and Councillor Wadsworth to the Community Safety Partnership for the duration of the municipal year.

7 Background documents

7.1 Appointments to Outside Bodies Procedure Rules

7.2 Report entitled, 'Local Authority Appointments to Outside Bodies' – North West (Outer) Area Committee – 20th June 2011

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**Guiseley Methodist Church
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LS20 9EP**



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