



NORTH EAST (OUTER) AREA COMMITTEE

**Meeting to be held at Thorner Parish Centre, Thorner, LS14 3ED on
Monday, 4th July, 2011 at 6.00 pm**

MEMBERSHIP

Councillors

A Lamb	-	Wetherby;
J Procter	-	Wetherby;
G Wilkinson (Chair)	-	Wetherby;
D Cohen	-	Alwoodley;
R D Feldman	-	Alwoodley;
P Harrand	-	Alwoodley;
A Castle	-	Harewood;
R Procter	-	Harewood;
M Robinson	-	Harewood;

**Agenda compiled by:
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**East North East Area Leader:
Rory Barke
Tel: 33 67627**

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 Head of Governance Services at least 24 hours before the meeting.)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p> <p>No exempt items or information have been identified on the agenda</p>	

Item No	Ward	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
5			<p>DECLARATION OF INTERESTS</p> <p>To declare any personal / prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
6			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To confirm as a correct record the minutes of the meeting held on 21st March 2011.</p>	1 - 6

Item No	Ward	Item Not Open		Page No
8			<p>NOTIFICATION OF APPOINTMENT OF AREA COMMITTEE CHAIR FOR 2011/2012 AND REVISIONS TO AREA COMMITTEE PROCEDURE RULES (COUNCIL FUNCTION) (2 MINS)</p> <p>To consider a report of the Chief Officer (Democratic and Central Services) on the appointment of Area Committee Chair for 2011/2012 and revisions to Area Committee Procedure Rules.</p>	7 - 14
9			<p>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES (COUNCIL FUNCTION) (5 MINS)</p> <p>To consider a report of the Chief Officer (Democratic and Central Services) on Local Authority Appointments to Outside Bodies.</p>	15 - 28
10			<p>AREA COMMITTEE ROLES FOR 2011/12 (EXECUTIVE FUNCTION) (10 MINS)</p> <p>To consider a report of the Assistant Chief Executive (Planning, Policy and Improvement) presenting the meeting with a summary of Area Functions and Priority Advisory Functions for 2011/12.</p>	29 - 100
11			<p>OUTER NORTH EAST DIVISIONAL COMMUNITY SAFETY PARTNERSHIP ANNUAL REPORT (COUNCIL FUNCTION) (15 MINS)</p> <p>To consider a report of the North East Divisional Community Safety Partnership providing the meeting with an overview of the performance of the North East Divisional Community Safety Partnership and ward based Neighbourhood Policing Teams.</p>	101 - 118

Item No	Ward	Item Not Open		Page No
12			<p>CCTV REPORT FOR LEEDS CITY COUNCIL COMMUNITY SAFETY - CCTV SERVICE IN NORTH EAST (OUTER) AREA COMMITTEE (COUNCIL FUNCTION) (10 MINS)</p> <p>To consider a report of the Director of Environment and Neighbourhoods on an update on the CCTV service in North East (Outer) Area Committee.</p>	119 - 128
13			<p>ENVIRONMENTAL SERVICES DELEGATION - PROGRESS REPORT (EXECUTIVE FUNCTION) (15 MINS)</p> <p>To consider a report of the Director of Environment and Neighbourhoods on an update on progress towards the establishment of a new locality based Environmental Service and its delegation to Area Committees, including relevant information relevant information relating to the current review of street cleansing services.</p>	129 - 142
14			<p>EAST NORTH EAST HOMES LEEDS WORK PROGRAMME 2011/12 (COUNCIL FUNCTION) (10 MINS)</p> <p>To consider a report of the Chief Executive East North East Homes Leeds on a proposal for joint working between East North East Homes (Leeds) and the Area Committee.</p>	143 - 146
15			<p>AREA COMMITTEE WORK PROGRAMME AND FORWARD PLAN 2011/12 (COUNCIL FUNCTION) (10 MINS)</p> <p>To consider a report of the East North East Area Leader providing the meeting with a forward work programme for the 2011/12 municipal year.</p>	147 - 156
16			<p>WELL BEING FUND (EXECUTIVE FUNCTIONS) (15 MINS)</p> <p>To consider report of the East North East Area Leader on the Well Being Fund Update and New Applications.</p>	157 - 172

Item No	Ward	Item Not Open		Page No
17			<p>HAREWOOD AND WETHERBY TOWN AND PARISH COUNCIL FORUM FEEDBACK REPORT (EXECUTIVE FUNCTION) (10 MINS)</p> <p>To consider a report of the East North East Area Leader on feedback in relation to the Harewood and WetherbyTown and Parish Council Forum.</p>	173 - 180
18			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday 19th September 2011 at 6.00pm at Boston Spa Children's Centre.</p> <p>MAP OF TODAY'S MEETING</p> <p>Thorner Parish Centre, Thorner, LS14 3ED</p>	181 - 182

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NORTH EAST (OUTER) AREA COMMITTEE

MONDAY, 21ST MARCH, 2011

PRESENT: Councillor G Wilkinson in the Chair
Councillors A Lamb, J Procter,
R D Feldman, Mrs R Feldman, P Harrand,
A Castle, R Procter and M Robinson

70 Councillor Mrs R. Feldman

This being Councillor Mrs R. Feldman's last Area Committee meeting prior to retirement as a Leeds City Councillor, on behalf of the Committee the Chair paid tribute to her, thanked her for all hard work and wished her a long and happy retirement.

71 Declaration of Interests

No declarations of interest were made.

72 Open Forum

Reference was made to the provision contained in the Area Committee Procedure Rules for an Open Forum session to take place at each ordinary meeting of an Area Committee, to allow members of the public to ask questions or to make representations on matters which fell within the remit of the Area Committee. On this occasion, no such matters were raised.

73 Minutes - 7 February 2011

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

74 Matters Arising from the Minutes

- (a) Proposed Delegation of Environmental Services to Area Committees
(Min. No. 59 refers)

Further to Minute No. 59, 7th February 2011, the Chair indicated that he had recently received a copy of the draft Service Level Agreement (SLA), and he would circulate this to Members prior to the Members' Workshop, at which it would be discussed, to be held in the Members' Lounge at Civic Hall, Leeds, on Tuesday 29th March, 10am – 1.00pm. He hoped that as many Members as possible would be able to attend.

In response to a query regarding a commensurate delegation of resources to Area Committees in respect of this proposed delegation of service, it was regarded that this was an issue which Members could pursue at the Workshop.

- (b) Town and Parish Council Forum Meeting, 21st April 2011, 7.00pm, Deepdale Children's Centre (Min. No. 68 refers)

It was reported that this meeting would now, in fact, be Chaired by Councillor John Procter.

75 Dog Control Orders - Phase Two

Further to Minute No. 10, 5th July 2010, the Director of Environment and Neighbourhoods submitted a report regarding public consultation prior to the proposed introduction of Phase 2 of the Dog Control Orders.

Phase 1 had introduced limitations to the number of dogs which an individual could walk. Following representations from professional dog walkers, and further consideration by the Scrutiny Board (Environment and Neighbourhoods), discussions were ongoing regarding this issue, including the possible introduction of a voluntary licensing scheme for dog walkers. In the interim, the current limit of no more than four dogs per walker still applied, with officer discretion to allow up to six dogs, provided that they were being walked responsibly.

Phase 2 dealt with the exclusion of dogs from prescribed areas e.g. sports pitches and children's play areas, and dogs requiring to be kept on leads whenever owners were so requested by an authorised officer e.g. when being walked on a footpath adjacent to a road or in a cemetery.

In attendance at the meeting, and responding to Members' queries and comments, was Graham Wilson, Head of Environmental Action and Parking. In brief summary, the main points discussed were :-

- Graham Wilson explained that the aim of Phase 2 was to encourage more responsible dog ownership, to ban dogs from prescribed areas (which would become known to the public and to a large degree self-enforcing) and to encourage dog owners to clean up after their dogs. There was also a road safety aspect to the dogs on leads on footpaths proposal. Consultation would take place over the summer, and would involve Area Committees, professional dog walkers and canine organisations and the general public. Reports would then be submitted to the Scrutiny Board (Environment and Neighbourhoods) and the Executive Board in the autumn, with a view to the Orders coming into operation early in 2012. He sought Members' views on the proposals, particularly in relation to any areas where it was regarded that dog walking should perhaps be banned;

- Members' re-iterated their views expressed at the Area Committee meeting held on 5th July 2010 (Min. No. 10 refers). They were highly sceptical regarding the overall benefits of the scheme relative to the costs involved, and also the Council's ability, or otherwise, to enforce the Orders. It was also regarded that the practical application of the Orders was likely to have a disproportionately unfair effect on the, by and large, responsible dog owners in areas such as this Committee's area, whilst at the same time doing very little to encourage responsible dog ownership in inner-City areas;
- It was suggested that the Orders should be flexible enough to allow for the exemption of certain areas of the City, say for instance villages in largely rural areas of the City.

Graham Wilson undertook to report this suggestion back to the Project Board. Ultimately, it was a matter for the Executive Board to resolve. However, he could envisage problems if the Orders were applied selectively. He also undertook to supply Members with an approximate costing relating to the introduction of the Orders.

RESOLVED – That, subject to the above comments, the report be received and noted.

(N.B. Councillor R. Procter left the meeting at 6.40pm, at the conclusion of this item).

76 Well-Being Fund 2010/11 and 2011/12 - Update Report

Further to Minute No. 66, 7th February 2011, the East North East Area Leader submitted a report updating the Committee on its current revenue and capital wellbeing budgets, and setting out details of some applications before the Committee today for a decision.

In respect of the proposal to create a new post of Localism Officer, it was agreed that the Area Management Officer would prepare a briefing note for discussion at the next Harewood and Wetherby Town and Parish Council Forum meeting on 21st April, with a view to encouraging local councils to support and contribute towards the costs of the initiative. The briefing note could also be used by Ward Members for the same purpose. Although the proposal was being funded from the Harewood and Wetherby Wards' wellbeing allocation, there was no objection to Alwoodley Parish Council possibly getting involved in the initiative if it so wished.

RESOLVED -

- (a) That the report be noted, including the current balances for the 2010/11 financial year for capital and revenue wellbeing budgets;

- (b) That approval be given to the following revenue projects, for which the wellbeing applications have already been received:
- £3,150 for WISE – activities for people over 60 years old;
 - £4,960 for Barleyfields youth club refurbishment;
 - £5,850 for Deepdale fencing;
 - £2,000 for Deepdale Community Association assistance with venue hire;
- (c) That approval be given to the following revenue and capital projects, subject to receiving appropriate applications and financial process and eligibility being met:

Revenue

- £16,667 for LCC Highways - parking improvements in Sandringham Drive;
- £3,000 for LCC Highways – parking restrictions in Scholes;

Capital

- £9,747 for LCC Highways – parking improvements in Sandringham Drive;
- £3,000 for LCC City Signs – welcome sign for Alwoodley;
- £20,000 for Parks and Countryside – enhancement of Wetherby roundabouts
- £5,000 for a highway and environmental fund in Alwoodley Ward;

- (d) That approval be given to the following revenue projects from 2011/12 wellbeing budget:
- £40,000 from Wetherby and Harewood Wards – development of a localism officer post, subject to the full compliance with LCC’s HR policies and procedures
 - £2,000 for MAEcare – Promoting Partnerships – programme to benefit older people in Harewood Ward.
- (e) That the capital wellbeing project currently in development for the Harewood Ward (tree planting, Moor Lane) be noted.
- (f) That the availability of wellbeing revenue for 2011/12 (Appendix 3) be noted.

(N.B. Councillor P. Harrand left the meeting at 6.55pm, at the conclusion of this item).

77 Area Delivery Plan 2008 - 2011 - Update Report

The East North East Area Leader submitted a report updating the Committee on actions taken in respect of delivering the 2008 – 2011 ADP.

The Alwoodley Members expressed some concerns regarding the current lack of concrete information regarding proposals to convert the former Lingfield public house into an Islamic multi-faith centre, with associated sport and community facilities, and the potential damaging effect this lack of information could have on local community relations. The Area Leader undertook to pursue the matter on Members' behalf and to keep them informed.

RESOLVED –

- (a) That the report be noted;
- (b) That the Committee receive an update report at its meeting in July regarding progress on the delegation of Environmental Services to Area Committees.

78 Community Engagement - Update Report

The East North East Area Leader submitted a report updating the Committee on community engagement activity carried out by the Area Management Team during the winter 2010/spring 2011 period, including feedback from community engagement events.

RESOLVED – That the report be noted, and similar arrangements be made next year.

79 Area Delivery Plan 2011/12

The East North East Area Leader submitted a report regarding the proposed refreshed ADP for 2011/12 and the draft Neighbourhood Improvement Plan (NIP) for the Moor Allerton Partnership area for 2011/12.

In brief summary the main points of discussion were :-

- The Area Management Officer undertook to brief the Alwoodley Ward Members more fully regarding the Middle Super Output Areas in their Ward, at the Ward Member meeting on Friday 25th March;
- Special Constables – although these were now recruited and administered centrally by West Yorkshire Police, it was suggested that it might be beneficial to promote the issue locally – the Area Management Officer to liaise with Inspector Griffiths;
- ‘ Affordable ‘ housing – the loose definition of what was deemed to be ‘ affordable ‘ housing was discussed. Some developers had a ‘first purchasers only’ clause. It was believed that a scheme might be possible whereby affordable homes were in some way legally vested in the local Parish Council, and the Area Leader undertook to investigate the suggestion further.

RESOLVED –

- (a) That the refreshed ADP 2011/12 be approved;
- (b) That the information contained in the Neighbourhood Index be noted;
- (c) That, subject to the costs being met by the Area Management Team, the production and distribution of a poster version of the ADP be approved;
- (d) That the draft NIP priorities for the Moor Allerton Partnership for 2011/12 be approved.

80 Dates, Times and Venues 2011/12

RESOLVED – That the following dates and times be approved for meetings of the Area Committee during the 2011/12 municipal year, venues to be arranged at a later date in consultation with Members :-

- Monday 4th July 2011, at 6.00pm
- Monday 19th September 2011, at 6.00pm
- Monday 24th October 2011, at 5.30pm
- Monday 5th December 2011, at 5.30pm
- Monday 6th February 2012, at 5.30pm
- Monday 19th March 2012, at 6.00pm

81 Mike Earle, Democratic Services

This being Mike Earle's last meeting of the Area Committee prior to his retirement on 31st March 2011, on behalf of the Committee the Chair paid tribute to Mike, thanked him for all his work for the Committee and the Council and wished him a long and happy retirement.



Originator: Stuart Robinson

Tel: (0113) 247 4360

Report of the Chief Officer (Democratic and Central Services)

North East (Outer) Area Committee

Date: 4th July 2011

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

Electoral Wards Affected:

Ward Members consulted (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

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

Executive Summary

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

1.0 Purpose Of This Report

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

2.0 Background Information

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

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

3.0 Main Issues

3.1 Appointment of Chair for 2011/2012

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

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

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

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

cast by those Members of the Area Committee present at the Council meeting. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.

- Where an overall majority of votes cannot be obtained by votes cast by those Members of the Area Committee present at the Council meeting, the vote will be widened to include all Members of Council. The nominee with the overall majority of votes cast by Members of Council will be appointed as the Chair.
- Where it has not been possible to hold a meeting of the Area Committee and the Annual Council Meeting is required to consider an unopposed nomination for the position of Chair, the unopposed nominee will be elected by the Council.

3.6 Amendments to Area Committee Procedure Rule 6.7 – Agenda Items

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

4.0 RECOMMENDATIONS

The Area Committee is requested to note the following:-

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

Background Papers

Area Committee Procedure Rules

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

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

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

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

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

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

Agenda Items

6.7 Area Committees shall consider the following business:

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

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Originator: Stuart Robinson

Tel: (0113) 247 4360

Report of the Chief Officer (Democratic and Central Services)

Report to: North East (Outer) Area Committee

Date: 4th July 2011

Subject: Local Authority Appointments to Outside Bodies

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

Executive Summary

This report outlines the procedures for Council appointments to outside bodies, and the Committee are requested to consider and appoint to those bodies listed at Appendix 2 to the report.

1.0 Purpose of this Report

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

- Agree the nominations to those organisations which fall to the Committee to make an appointment to. This year, the Area Committee have to make appointments in respect of the following organisations (**see Paragraph 4**) :-
- **Aberford Almshouses Trust**
- **ALMO Outer NE Area Panel**
- **Divisional Community Safety Partnership**
- **Area Children's Partnership**
- **Area Health and Wellbeing Partnership, and**
- **Area Employment, Enterprise and Training Partnership**

2.0 Background

2.1 In April 2004 Full Council agreed that in future Elected Member appointments to Outside Bodies should be undertaken by a constituted body of Elected Members and

that appointments to all outside bodies should, where appropriate, be made with due regard to proportionality within the law.

2.2 Attached at Appendix 1 is the agreed Appointment Procedure Rules¹ that have been adopted by Full Council. The procedure addresses previous concerns raised by Elected Members relating to proportionality; introduces appointment categories; and places responsibility for appointment clearly with Elected Members both through this Committee and the Member Management Committee.

2.3 The **Member Management Committee** has responsibilities for Council Appointments to Outside Bodies and for exercising decision making in the following areas:

- Considering requests from all Outside Organisations seeking Elected Member representation
- Determining the category of appointment which will govern which Committee will make the appointments
- Making Elected Member appointments to Outside Bodies within the Strategic and Key Partnership category.

2.4 Full Council has agreed that due to the large number of organisations seeking Council representation, appointments within the Community and Local Engagement Category will be considered and approved by Elected Members serving on the relevant **Area Committee**.

2.5 In July 2004 the Member Management Committee met to consider allocation of appointments to each Area Committee. Attached at Appendix 2 are those that have been determined should be made by this Area Committee.

2.6 One of the delegated Member appointment functions which Area Committees had **previously** been asked to exercise was making Elected Member appointments to the Boards of Housing Management Arms Length Management Organisations. **However**, on the recommendation of the Executive Board, the Member Management Committee at its meeting on 22nd December 2006 resolved that in future appointments to the re-structured ALMO Boards (down from 6 to 3, with smaller numbers of Directors) would be made by the Member Management Committee itself. These appointments therefore no longer appear in the schedule of appointments at Appendix 2, but the Area Committees still appoint to the ALMO Area Panels.

3.0 The Appointment Procedure - Community and Local Engagement Category

3.1 The Area Committee must first consider whether it is appropriate for an appointment to be of a specific office holder² either by reference, if this is available, to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.

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

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

- 3.2 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Area as a whole.
- 3.3 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 3.4 Elected Members³ will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 3.5 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.
- 3.6 Area Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.

4.0 Appointments 2011/12

Aberford Almshouses Trust

The Almshouses were established by the Gascoigne family of Lotherton Hall in 1846 to provide accommodation for farm workers and poor people of the area. The original Almshouses were sold to Leeds City Council in 1976 and from the proceeds of the sale the Trustees purchased a piece of land from Mercantile Insurance (who at that time owned the Parlington Estate). On this land they built Parlington House, which contains 14 single and 14 double flats, and was opened on 1st January 1980 by Lady Sands, a descendent of the Gascoigne family. The flats have been re-furnished in recent years, and 6 further flats built.

The Council's current representative is **Councillor M Robinson** which is subject to renewal in July 2012. The other representative is **Frank Watson** (Former Parish Councillor) which would have been subject to renewal at this meeting.

However, the Chairman of the Aberford Almshouses Trust has indicated that Frank Watson no longer wishes to be on the trust. He also indicated that the trust would be in agreement with only one Council representative as apposed to two representatives.

Members are asked to note the current position.

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

East/North East Homes ALMO - Area Panels

Although the appointments to the ALMO Board of Directors are now made by the Member Management Committee (see Paragraph 2.6), the Area Committee appoints to the ALMO Area Panels.

The new Area Panels are now meeting on a regular basis. Covering the whole of the new organisation, the Area Panels include -

Inner North East: Chapeltown, Chapel Allerton, Meanwood, Moortown and Roundhay

Outer North East: Wetherby and its surrounding villages and Alwoodley

Inner East: Ebor Gardens, Lincoln Green, Gipton, Harehills, Osmondthorpe, Burmantofts and Richmond Hill

Outer East: Seacroft, Crossgates and Halton Moor

The Area Panels have two main roles.

- Ensuring that the organisation is providing a good service to our customers and
- Delivering environmental and community safety schemes that benefit our customers.

By examining company performance and meeting with senior managers from East North East Homes Leeds, the Area Panels can tackle poor or underperforming areas of work or commend managers on good performance.

Each Area Panel will have a dedicated Partnership Development Officer whose role will be to support the panels and to represent the panels at the various meetings that currently exist in each of the four areas as well as developing new partnerships to reflect the needs of the neighbourhoods and the priorities of the panels.

The Partnership Development Officers will also be responsible for identifying and developing customer led environmental and community safety schemes. This includes consulting with affected residents, identifying and applying for match funding, drawing up specifications liaising with contractors and ensuring contract delivery.

The panels have a wide responsibility that is set out in their Terms of Reference including:

- Business & delivery Plans
- Tenant Inspections
- Performance
- Tenant Participation
- Tenancy Management
- Repairs & Improvements
- Lettings
- Tenant Satisfaction
- Staffing and
- Service Development

Although generally the panels will be monitoring and measuring the organisation's performance across these headings they will, in time, get involved in more detailed work such as.

- Consulting on contracts for Grounds Maintenance & Repairs
- Recommending priorities for inclusion in Business Plan
- Leading a tenant Inspection
- Developing strategies for Hard to reach Groups
- Be involved in deciding how to enforce tenancy conditions
- Participating in contract evaluation
- Making recommendations for Local Lettings Policies
- Recommending changes in service delivery
- Getting involved in induction of new staff

These are annual appointments, and the Council's current representatives, appointed last year by the Area Committee, are **Councillors R D Feldman and G Wilkinson**.

District or Area – Based Partnerships

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

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

- Divisional Community Safety Partnerships
- Area Children's Partnerships
- Area Health & Social Care Partnerships
- Area Employment Enterprise and Training Partnerships

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

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

Local, area - based partnerships make an important contribution in determining the local actions that can be taken to support the delivery of the strategic outcomes and improvement priorities set out in the Leeds Strategic Plan. The broad commitments and actions of these local partnerships are captured in each Area Committee's Area Delivery

Plan (ADP), and they are accountable to the Area Committees for these commitments. The accountability and feedback to Area Committees will be through the regular monitoring reports on each ADP and through an annual report from the partnership group to each Area Committee. The Area Management Teams will support local Member involvement and facilitate Member representatives to raise any issues at their Area Committee as appropriate. It is further proposed that the minutes of all such partnership meetings are available to all Area Committee Members.

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

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

- Divisional Community Safety Partnership – **Councillor A Lamb**
- Area Children's Partnership – **Councillor A Lamb**
- Area Health and Social Care Partnership – **Councillor P Harrand**
- Area Employment, Enterprise and Training Partnership – **Councillor M Robinson**

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

5.0 RECOMMENDATIONS

- 5.1 The Area Committee is asked to confirm the nominees to work with the Outside Bodies identified in the Schedule at Appendix 2, as summarised in Paragraph 1, having regard to the Appointment Procedure Rules outlined in this report and detailed at Appendix 1.

Background Papers

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

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

Body/Person with authority to
change the document

Full Council

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

1.0 Scope

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

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

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

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

3.0 Determination of how an Appointment should be made

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

4.0 The Appointment Procedure

Strategic and Key Partnerships

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

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

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

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

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

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

Community and Local Partnerships

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

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

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

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

Appointments to Outside Bodies Procedure Rules

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

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

Support for Elected Member Appointees To External Organisations

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

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

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

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

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Area Committee Appointments to Outside Bodies (North East Outer)

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Cllr Y/N	Review Period
Lady Elizabeth Hastings' Educational Foundation	Yes	1	Jul-12		Councillor J Procter	Y	3 years
Aberford Almshouses Trust	Yes	2	Jul-12		Councillor M Robinson	Y	4 years
Ancient Parish Of Barwick In Elmet Trust	Yes	1	Apr-15		Jack Anderson	N	4 years
East/ North East ALMO Area Panel	No	2	Jul-11	2	Councillor R D Feldman Councillor G Wilkinson	Y Y	Annual
Divisional Community Safety Partnership	No	1	Jul-11	1	Councillor A Lamb	Y	Annual
Area Children's Partnership	No	1	Jul-11	1	Councillor A Lamb	Y	Annual
Area Health and Wellbeing Partnership	No	1	Jul-11	1	Councillor P Harrand	Y	Annual
Area Employment, Enterprise and Training Partnership	No	1	Jul-11	1	Councillor M Robinson	Y	Annual
		10		7			8

Number of places 10
 Places held pending review 7
 Places currently filled beyond June 09 3
 Number of places to fill 8

Number of Members in the Committee Area 9

	Percentage of Members on the Committee	Notional Places Allocated
Labour	0	0
Liberal Democrat	0	0
Conservative	100	8
<i>Other to list</i>		
Total		8

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Originator: Sarn Warbis

Tel: 39 50908

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

Outer North East Area Committee

Date: 4th July 2011

Subject: Area Committee Roles for 2011/12

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

Executive Summary

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

1.0 Purpose Of This Report

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

2.0 Background Information

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

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

3.0 Main Issues

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

4.0 Implications For Council Policy and Governance

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

5.0 Legal and resource implications

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

6.0 Conclusions

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

7.0 Recommendations

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

List of Background Documents:

Area Committees Terms of Reference
Council Constitution

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

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

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

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

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

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

Area Functions

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

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



Area Functions Information – 2011/12

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

Area Functions Information – 2011 / 12

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

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

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

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

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES

Citywide Budget For Service / Function 2011 / 12

	£000s
Net Revenue Budget	2,794
Net Capital Budget unallocated	190

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

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

Revenue and Capital allocations to the Area Committees.

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

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

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

Based on formula agreed by Executive Board.

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

Reflects population and deprivation characteristics of different areas.

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

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

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Notes:

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

Area Functions Information – 2011/12

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

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

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

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

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

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

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

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

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

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

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES

Citywide Budget For Service / FUNCTION IN 2011 / 12:	
	£000s
Net Revenue Budget	£3,156
Net Capital Budget	

Key Funding Sources		
Funding Provider	£000s	%
LCC	3665	116.1%
Income from Charges		
LCC – other Council Services	-161	-5.1%
External bookings and office use	-209	-6.6%
Net Operational Costs	3295	104.4%
Other(Non Operational Centres & Overhead)	-139	-4.4%
Other		
Net Budget	3,156	100.0%

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

Revenue costs associated with the operation of the community centres.

DETAIL OF ANY NON CONTROLLABLE ELEMENTS:

Provision of insurance cover and liability Non-controllable capital asset charges The CPM management charge consists of a fixed annual fee NNDR These elements cannot be effectively monitored or controlled at an area level.
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DESCRIPTION OF THE FORMULA USED FOR APPORTIONING BUDGET ACROSS DIFFERENT AREAS:

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

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

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

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

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

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

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

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

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

AREA COMMITTEE BREAKDOWN – Community Centres

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

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

Area Functions Information – 2011/12

FUNCTION:	CCTV
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HEADLINE INFORMATION:

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

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

OVERVIEW OF RESOURCES:

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

TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:

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

EXECUTIVE MEMBER:

Councillor Peter Gruen

RESPONSIBLE OFFICERS:

DIRECTOR: Neil Evans

CHIEF OFFICER: Simon Whitehead

LEAD OFFICER FOR FUNCTION SCHEDULE: Wayne Clamp

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

Environment

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

Thriving Places

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

Harmonious Communities

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

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

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

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

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

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

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

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

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

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

GOYH – Home Office

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

CONTRACT / COMMISSIONING

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

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

A 5yr BT Contract for CCTV Fibre Provision.

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

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES

Citywide Budget For Service / Function 2011 / 12

	£000s
Net Revenue Budget	1,368
Net Capital Budget	

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

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

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

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

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

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

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

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

AREA COMMITTEE BREAKDOWN – CCTV

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

Notes:

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

Area Functions Information – 2011/12

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

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

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

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

LINKS TO OTHER SERVICES:

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

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

Area Functions Information – 2011/12

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

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

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

Priority Advisory Functions

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

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



Other Area Committee Roles – 2010/11

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

Area Committee Roles – 2011/12

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

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

Harmonious Communities

IMPROVEMENT PRIORITIES:

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

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

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

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

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

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

Annual report to Area Committees.

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

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

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

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

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

Area Committees to agree plan and consider annual report.

Ward Members directly involved in ward/neighbourhood based activities.

HOW / WHEN WOULD THE FUNCTION REPORT TO AREA COMMITTEES:

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

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

Other specific reports/updates as required during the year.

MANAGEMENT AND CO-ORDINATION

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

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

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

The operating context is currently undergoing a significant transition.

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

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

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

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

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

BUDGET / RESOURCES INFORMATION

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

Area Management Teams seek partner contributions to local engagement activities.

Area Committee Roles – 2011/12

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

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

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

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

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

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

IMPROVEMENT PRIORITIES:

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

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

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

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

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

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

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

Annual update/progress report to Area Committees.

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12 :

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

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

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

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

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Police
NHS Leeds

CONTRACT / COMMISSIONING

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

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

Area Committee Roles – 2011/12

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

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

Environment

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

Thriving Places

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

Harmonious Communities

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

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

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

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

IMPROVEMENT PRIORITIES:

Environment

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

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

Thriving Places

Create safer environments by tackling crime.

Reduce offending by managing offending behaviour better.

Improve lives by reducing the harm caused by substance misuse.

Reduced bullying and harassment.

Harmonious Communities

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

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

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

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

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

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

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

Annual themed Community Safety Area Committee Report

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

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

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

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

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Crime and Disorder Reduction Partnership

GOYH – Home Office

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

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

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

Services, Anti Social Behaviour Unit

CONTRACT / COMMISSIONING

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

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

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

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

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

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

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

AREA COMMITTEE BREAKDOWN – PCSOs

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

Area Committee Roles – 2011/12

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

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

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

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

IMPROVEMENT PRIORITIES:

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

City wide annual survey of road and pavement condition

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

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

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

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

Reporting / consultation primarily via Ward Members as per current arrangements

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

CONTRACT / COMMISSIONING

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

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

Area Committee Roles – 2011/12

FUNCTION:	Local Children and Young People's Plans
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DESCRIPTION

HEADLINE INFORMATION:

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

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

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

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

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

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

OVERVIEW OF RESOURCES:

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

TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:

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

EXECUTIVE MEMBER:

Councillor Judith Blake

RESPONSIBLE OFFICERS:

DIRECTOR: Nigel Richardson

CHIEF OFFICER: Mariana Pexton

LEAD OFFICER FOR FUNCTION SCHEDULE: Ken Morton

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

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

Leeds is a child friendly city

Minimise the effects of poverty on children and families

IMPROVEMENT PRIORITIES:

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

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

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

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

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

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

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

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

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

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

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

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011/12:

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

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

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

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

Child Poverty Strategy

Current education, childcare, adoption legislation.

The Children Act 2004

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

CONTRACT / COMMISSIONING

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

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

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

Area Committee Roles – 2011/12

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

RESPONSIBLE OFFICERS:

DIRECTORS: Sandie Keene and Ian Cameron

CHIEF OFFICER: Brenda Fullard

LEAD OFFICER FOR FUNCTION SCHEDULE: Janette Munton

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

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

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

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

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

IMPROVEMENT PRIORITIES:

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

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

Key Indicators are:

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

SOA level – citywide

Quarterly and annually

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

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

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

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

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

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

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

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

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

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

Area Committee Roles – 2011/12

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

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

Please see SDU Service Plan 2010-11

IMPROVEMENT PRIORITIES:

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

Quarterly reporting

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

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

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

Quarterly written report

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

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

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

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

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

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

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

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

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

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

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

Revenue funding for salaries, on-costs and supplies.

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

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

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

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

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

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

AREA COMMITTEE BREAKDOWN – Conservation Area Reviews

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

Area Committee Roles – 2011/12

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

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

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

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

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

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

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

IMPROVEMENT PRIORITIES:

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

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

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

Responsibilities to include;

Influencing:

- programme development and delivery arrangements

Assisting:

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

Endorsing:

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

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

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

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

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

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

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:

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

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

CONTRACT / COMMISSIONING

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

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

Area Committee Roles – 2011/12

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

Outer North East Area Committee

Date: 4 July 2011

Subject: Outer North East Divisional Community Safety Partnership Annual Report

Electoral Wards Affected:

Alwoodley
Harewood
Wetherby

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

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

Executive Summary

This report provides Members of the Area Committee with an overview of the performance of the North East Divisional Community Safety Partnership and ward based Neighbourhood Policing Teams. It will also include details of the key initiatives that have been delivered in local communities to reduce crime and disorder. The report focuses upon the period 1st April 2010 to 31st March 2011.

Recommendations

The Area Committee is asked to note the contents of this report of the North East Divisional Community Safety Partnership.

Members are asked to continue supporting the Divisional Community Safety Partnership in relation to prioritising and tackling Burglary Dwelling during 2011/12 through partnership work at neighbourhood level.

Purpose of this report

1. This report provides Members of the Area Committee with an overview of the performance of the North East Divisional Community Safety Partnership and ward based Neighbourhood Policing Teams. It will also include details of the key initiatives that have been delivered in local communities to reduce crime and disorder. The report focuses upon the period 1st April 2010 to 31st March 2011.

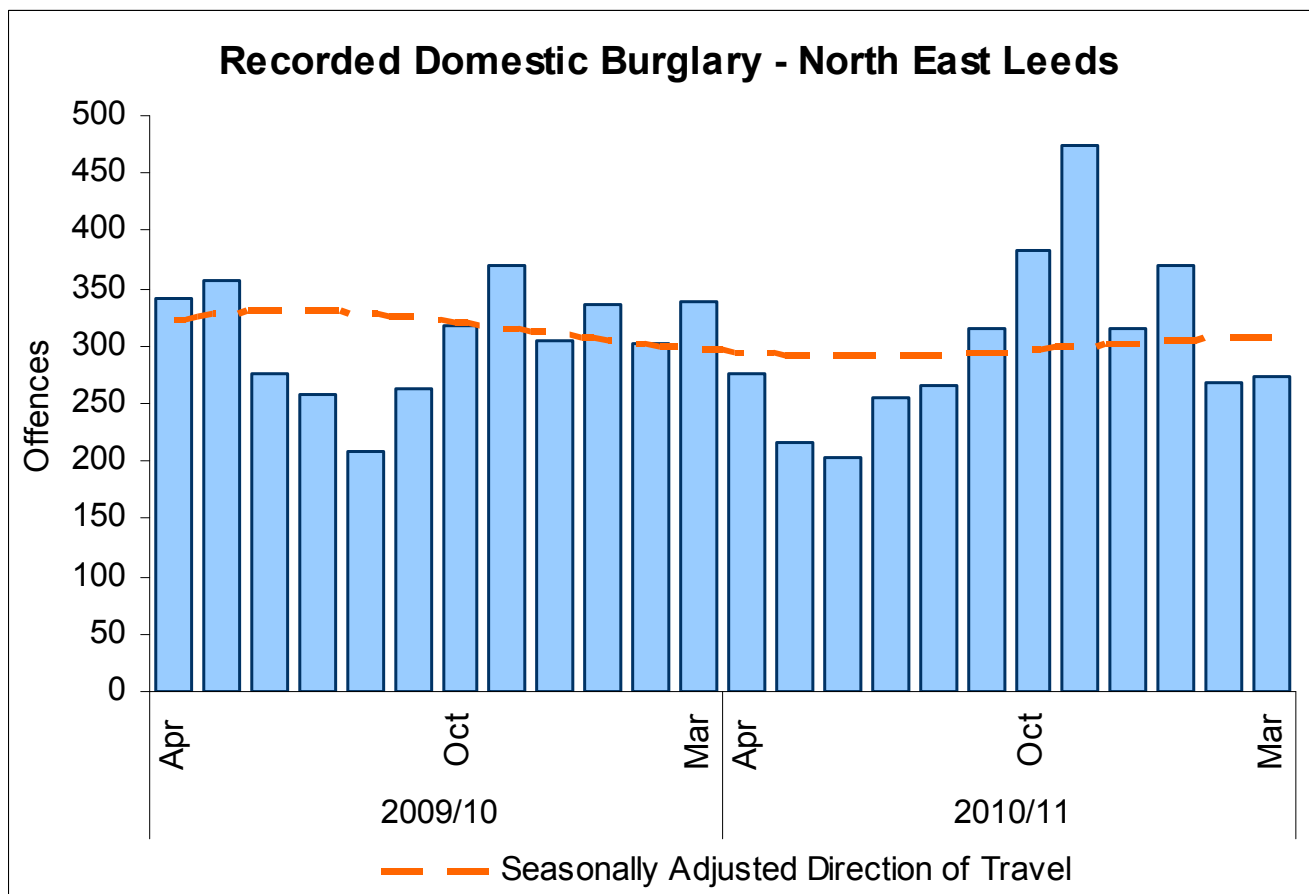
Background information

2. The report will focus on the following key issues:
 - Update Members on progress and outputs of the Neighbourhood Management Tasking Arrangements
 - Report on Thematic Sub Groups and activities
 - Report on the Performance of the NE Police Division and partnership
 - Summary of ward crime statistics, public confidence and user satisfaction
 - Report on multi agency 'Operation Champions'
 - Report on agreed community initiatives funded via Proceeds of Crime confiscations (POCA).

Main issues

Update on the structure of the North East Police Divisional Community Safety Partnership and Neighbourhood Management Tasking Arrangements

3. The Divisional Community Safety Partnership (DCSP) Strategic Plan 2011- 2015 is currently in development and will be the framework upon which the DCSP will develop activity and management performance against strategic outcomes of the city, defined by The Safer and Stronger Communities Board Partnership plan 2011-2015 which will focus on delivering the following strategic priorities:
 - Reducing crime levels and its impact across Leeds
 - Effectively Tackle and Reduce Anti-social behaviour in our Communities
4. We are currently awaiting ratification of the Safer Leeds performance targets and performance framework for 2011/12.
5. Attached is a brief of the final Divisional targets (10/11) based on actual outturns and Divisional Targets set for 2011/12 (see Appendix A).
6. Burglary Dwelling remains a key pressure in relation to allocation of resources both staffing and financial. Tackling burglary dwelling remains a key priority within the Division and across the whole of Leeds, we are working closely with Safer Leeds Strategic burglary group to maximise opportunities for closer working and sharing good practise and continue to deliver initiatives at a local neighbourhood level . Although we missed our divisional target by 357 offences we still achieved a 1.6% reduction on 2009/10 despite high peaks in October, November and January (see chart on next page).



7. Attached is an updated structure chart for the North East Divisional Community Safety Partnership (see Appendix B) with details of the relevant lead officers. The structure will be reviewed to ensure delivery against new priorities.
8. A review took place in September to discuss multi-agency operations 'Operation Champion' across neighbourhoods and how it would be delivered during 2011. It was agreed to continue delivering a minimum of one day of action per Neighbourhood Policing Team per six weekly tasking cycle, the themed approach has proved successful and has led to more focussed targeting of issues/areas. A timetable has been produced for 2011. Please note that on occasions these dates may change due to operational demands or unforeseen circumstances.

POCA

9. Following the success of the project during 2009/10, the North East Division allocated a total of £39,639 funding confiscated from criminals under the Proceeds of Crime Act to the Divisional Community Safety Partnership during 2010/11 to continue to support local groups with community projects/activities. In total, across the whole division, we approved and funded 124 applications and spent £38,677. We have received numerous emails showing appreciation and thanks for support. Information regarding the awards continue to be advertised in the neighbourhood management / Neighbourhood Policing Team newsletters and on the police Neighbourhood Policing Team websites. We will be continuing the scheme into 2011/12 and have received funding for the first quarter of the year. Appendix C provides a summary of projects funded in the Outer North East area.

10. North East Leeds continues to have the highest Public Confidence in Local Policing during 2010/11 at 60.3 % (March 2011) compared with the West Yorkshire force average of 52.3%. The Wetherby neighbourhood policing team has the highest rate across Neighbourhood Policing Teams in the division followed by Roundhay, Alwoodley and Moortown Neighbourhood Policing Team.
11. Operation Confidence commenced in February 2009 and is a contributing factor to the high rates of public confidence. The North East Division produces 11 neighbourhood management newsletters detailing partnership activity around crime and grime within the Neighbourhood Policing Team and delivers to 128,000 households. Feedback from residents continues to be positive and illustrates they are pleased to be kept informed around crime and grime issues. Funding has been secured for 2011 and contributions have been agreed by North East Police Division, East North East Homes, Aire Valley Homes and Safer Leeds Partnership.

Neighbourhood Management Tasking Key Achievements 2010/11

12. The eleven neighbourhood management tasking teams continue to meet six weekly and are still firmly embedded into agencies day to day business and members continue to attend and support meetings.
13. This is not an exhaustive list of activities but includes key achievements from each of the neighbourhood management tasking teams in the Outer North East area (data extracted from Divisional Community Safety Partnerships executive quarterly highlight reports).
14. **Wetherby & Harewood**
 - Environmental issues in and around Wetherby High School caused complaints from local residents. After discussions between partners at Tasking and the Head Teacher at the school it was agreed that pupils would take responsibility for litter picking during breaks and lunch. Environmental Enforcement also visited local shops handing out fixed penalty notices.
 - Week commencing 21st June – Wetherby Environment Week – multi agency week of working with tasking partners cleaning up and pruning bushes on the Hallfield and Ainsty estates. Salvation Army, Groundwork and local residents were involved.
 - Problems with dog fouling on Bridal Way, Harewood Estate – monitoring by Dog Warden and Environmental Enforcement resulting in a new bin being installed
 - Lofthouse Gate Car Park, Harewood Estate – problems with dog fouling and rubbish – being monitored by Environmental Enforcement with a view to taking enforcement action.
 - Problems with speeding on Main Street, Aberford and local poaching / farm crime – good success rate with tickets issued by Farm Watch Officer
 - Problems with levels of refuse in Wilderness Car Park, Wetherby especially at weekends – local fish & chip shop have agreed to sponsor new bins for the car park.
 - Sandringham Park – continual complaints throughout spring and summer from local residents regarding levels of noise and anti social behaviour – Tasking agreed installation of noise equipment .

- On 15th November a joint operation was run between Wetherby NPT and the Prison Service at Wealstun Prison. It ran during visiting hours with the prison service dealing with the inside of the prison and the police concentrating on vehicle movements in and around the prison. Over 30 vehicles were stopped and interrogated.
- A multi agency operation took place between the Police, Anti-Social Behaviour Unit and East North East Homes during which all 37 dwellings on Kirkfield Avenue were visited and interviewed during which they were made aware of choice based lettings.
- Wickham Avenue – food waste identified at the back of shop – Environmental Enforcement issue with pest infestation.
- Aberford – Assistance given to residents to reduce the number of theft from sheds and outhouses, bring poaching offenders to justice on the farms.

15. **Alwoodley**

- Operation Champions – April 2010 - Lingfield and Cranmer Bank
- Vehicle Crime operation - increase in TFMV at end of June 37 over last years figures. PCSO's complete street surveys identifying vulnerable vehicles and alerting owners.
- Operation Champion 16/7/10 - Alderton Heights.
- Operation Champion 24/9/10 - Lingfields and Cranmer Bank
- Operation Bellwether - burglary reduction operation across RAM. Police Community safety officers continue to revisit burglary victims and offer tremblers alarms.
- Operation Champion –24th March in Alwoodley Ward.
- Theft from motor vehicles continues to be a problem with over 100 more offences this year than last. We have conducted a crime reduction roadshow at Sainsburys Moor Allerton Centre. This has included offering security screws to secure registration plates which are being stolen in some offences.
- In terms of ASB the partnership has put more security on the shops at Cranmer Bank including locked gates and fencing. We have met with Youth Services in Alwoodley to co-ordinate our approach to an increase in street robbery. We are running Operation Burst which focuses on Anti social behaviour hotspots on a Friday and Saturday evening.

Thematic Sub Groups and Activities

Most Active / Amber Nominals / Offender Management Burglary Pilot

16. Pilot commenced with regards to the offender management of known burglars. 20 nominals have been selected by the North East Division for the duration of the pilot. The group consists of Youth Offending Service, Probation, Housing, newly established anti social behaviour unit and West Yorkshire Police. The group will identify where partnership work can be improved to ensure opportunities for closer working and management of offenders are maximised.

Media Campaign - Handling / Receiving Stolen Goods

17. A marketing design has been produced 'Don't sit on the fence' and the design has now been ratified by Crime stoppers and West Yorkshire Police marketing department. The campaign was launched during April 2011 following a city wide

operation around specific targeting of second hand gold shops suspected of handling or receiving stolen goods.

Test Purchasing / Licensing Enforcement

18. The area committee contributed towards additional test purchase in the RAM Neighbourhood Policing Team following the success of Operation Buzzer. Since June last year 9 test purchases have been carried out on 'off licensed premises' resulting in only two fails and 9 test purchases on 'on licensed premises' resulting in just one fail.
19. The premises that failed are reviewed and requested to attend an action planning meeting and will be subject to further test purchases. Recent emphasis has been around tackling illegal drugs use in licensed premises and links to criminality. The Drugs Dog has been deployed in RAM neighbourhood policing team and neighbouring wards, to send out a clear message to the 'on' trade also. As a result of these operations persons have been arrested for possession of controlled drugs and possession with intent to supply. One licensed premises has been taken to review and lost its premises licence on appeal at Magistrates Court (The Streets of Leeds).
20. The Neighbourhood Policing Team, in conjunction with Leeds City Council and West Yorkshire Police Licensing, have 'merged' three pub watch schemes bringing them together for the North Leeds area. This pub watch is doing well and support is being provided to help the trade 'help themselves' in addressing issues in licensed premises.

Hate Crime MARAC

21. Co-ordinated multi agency working is recognised as the most effective response to all issues of crime and disorder, including agency responses to the victims and perpetrators of hate crime. The Hate Crime sub group was re-organised in April 2010 and became a Hate Crime Multi-Agency Risk Assessment Conference (HC MARAC). The overall objectives of the group is to:
 - Support and assist victims of hate crime in order to protect them and ensure that they are not re-victimised.
 - Ensure that effective co-ordinated multi agency enforcement action is taken against perpetrators of hate crime to prevent their re-offending and to ensure successful prosecution outcomes at Court.
 - Contribute to the "Hate crime reduction agenda in Leeds".
22. Overall the Outer North East area has shown a decrease of 25% in hate crimes reported and this equates to a reduction of 5 crimes - a total of 15 crimes reported compared to 20 during 2009/10.

Domestic Violence MARAC

23. The North East Divisional MARAC continues to meet monthly to develop multi-agency interventions to support victims of domestic violence. Overall a very successful year in relation to reduction of repeat victimisation of MARAC cases.

Total ASBO'S in North East Divison - 7

24. Full ASBO'S by ward :

Wetherby /Harewood - Nil

Alwoodley – Nil

25. ASBO Warnings served:

Wetherby /Harewood - 1

Alwoodley – 1

26. Injunction Data

Wetherby - Nil

Alwoodley – Nil

Overall Performance of North East Divisional community safety Partnership and Ward crime statistics

Performance Matrix - March 2011 - North East Leeds

Safer Leeds

tackling drugs and crime

Priority Indicators	2010/11 Target	YTD	RAG Trend	Out-turn for 2010/11	Assessment
NI 15: Reduce the level of serious violent crimes	158	151		151	Better than Target Projection: Stable Better than Peers Out-turn is 4.4% better than the target.
NI 16: Reduce the level of serious acquisitive crimes	6,850	7,169		7,169	Better than Outturn Projection: Stable Worse than Peers 2010/11 out-turn is 1% better than the out-turn for 2009/10.
SL: Reduce the level of Domestic Burglary	3,258	3,615		3,615	Better than Outturn Projection: Stable Worse than Peers 2010/11 out-turn is 1.6% better than the out-turn for 2009/10.
NI 20: Reduce the level of assault with injury crime	1,704	1,741		1,741	Worse than Outturn Projection: Getting Worse Worse than Peers 2010/11 out-turn is 12% worse than the out-turn for 2009/10.
NI 32: Reduce the repeat victimisation rate for those domestic violence cases being managed by a MARAC	22%	11%		11%	Rolling year end result better than the target
WYP: Increase the proportion of residents who agree that the police and local council are dealing with the ASB & crime issues that matter in their area	54.7%	53.0%		53.0%	Worse than Outturn Trend: Stable 2010/11 out-turn is 0.7% worse than the out-turn for 2009/10.

Crime & ASB: 10/11 – Alwoodley

27. The below statistics show crime and anti-social behaviour from 1 April 2010 until 31 March 2011 compared to the same dates for previous year.

Crime & ASB Comparison: 2009/10 to 2010/11 – Alwoodley

CRIME	09/10	10/11	Diff	% Inc / Dec
AGGRAVATED TWOC	3	0	-3	-100.00
ARSON	4	5	1	25.00
ASSAULT	75	110	35	46.67
BURGLARY DWELLING	218	185	-33	-15.14
BURGLARY OTHER	38	61	23	60.53
CRIMINAL DAMAGE - BUILDING NON DWELLING	8	9	1	12.50
CRIMINAL DAMAGE – DWELLING	64	53	-11	-17.19
CRIMINAL DAMAGE - MOTOR VEHICLE	87	44	-43	-49.43
CRIMINAL DAMAGE - NON SPECIFIC	19	18	-1	-5.26
ROBBERY	19	15	-4	-21.05
THEFT FROM PERSON	13	7	-6	-46.15
THEFT FROM VEHICLE	91	106	15	16.48
THEFT OF VEHICLE	5	12	7	140.00
TWOC	7	6	-1	-14.29
Grand Total	651	631	-20	-3.07
ANTISOCIAL BEHAVIOUR CALLS	754	827	73	9.68
Hate crime	16	9	-7	-43.75

Crime & ASB Comparison: 2009/ 10 to 2010/11 - Wetherby

CRIME	09/10	10/11	Diff	% Inc / Dec
AGGRAVATED TWOC	2	1	-1	-50.00
ARSON	7	9	2	28.57
ASSAULT	71	82	11	15.49
BURGLARY DWELLING	60	79	19	31.67
BURGLARY OTHER	71	102	31	43.66
CRIMINAL DAMAGE - BUILDING NON DWELLING	28	28	0	0.00
CRIMINAL DAMAGE - DWELLING	17	21	4	23.53
CRIMINAL DAMAGE - MOTOR VEHICLE	56	57	1	1.79
CRIMINAL DAMAGE - NON SPECIFIC	21	25	4	19.05
ROBBERY	2	3	1	50.00
THEFT FROM PERSON	19	18	-1	-5.26
THEFT FROM VEHICLE	39	42	3	7.69
THEFT OF VEHICLE	11	13	2	18.18
TWOC	10	5	-5	-50.00
Grand Total	414	485	71	17.15
ANTISOCIAL BEHAVIOUR CALLS	697	744	47	6.74
Hate crime	1	4	3	300.00

Crime & ASB Comparison: 2009/10 to 2010/11- Harewood

CRIME	09/10	10/11	Diff	% Inc / Dec
AGGRAVATED TWOC	2	2	0	0.00
ARSON	6	3	-3	-50.00
ASSAULT	46	47	1	2.17
BURGLARY DWELLING	122	116	-6	-4.92
BURGLARY OTHER	99	99	0	0.00
CRIMINAL DAMAGE - BUILDING NON DWELLING	10	13	3	30.00
CRIMINAL DAMAGE - DWELLING	11	14	3	27.27
CRIMINAL DAMAGE - MOTOR VEHICLE	34	38	4	11.76
CRIMINAL DAMAGE - NON SPECIFIC	29	22	-7	-24.14
ROBBERY	5	14	9	180.00
THEFT FROM PERSON	133	73	-60	-45.11
THEFT FROM VEHICLE	32	52	20	62.50
THEFT OF VEHICLE	15	11	-4	-26.67
TWOC	12	6	6	-50.00
Grand Total	556	510	-46	-8.27
ANTISOCIAL BEHAVIOUR CALLS	414	427	13	3.14
Hate Crime	3	2	-1	33.33

Public Confidence and User Satisfaction in the Police

Roundhay, Moortown and Alwoodley:

Public Confidence	March 2010	March 2011	% Increase
Confidence in local policing	65.5	69.3	3.8
NPT ASB			% Decrease
% of residents who think ASB has increased	7.7	6.9	-0.08
NPT Awareness			% Increase
% of residents aware of their NPT	51.5	54.4	2.9
User Satisfaction	March 2010	March 2011	% Change
Overall satisfaction	81.3	85.4	3.1
Ease of contact	92.2	89	-3.2
NPT Actions taken	78.5	80.1	1.6
NPT Progress	66.1	66.2	0.1
NPT Treatment	93.0	92.9	0.1

Wetherby & Harewood:

Public Confidence	March 2010	March 2011	% Increase
Confidence in Local Policing	72.8	75.7	2.9
			% Decrease
% of residents who think ASB has increased	5.5	6.0	-0.5
NPT Awareness			
% of residents aware of their NPT	68.2	70.1	1.9
User Satisfaction	March 2010	March 2011	% Change
Overall satisfaction	77.3	80.5	3.2
Ease of contact	86.9	90.3	3.4
NPT Actions Taken	72.5	79.1	6.6
NPT Progress	60.2	67.3	7.1
NPT Treatment	89.8	92.7	2.9

Implications for Council Policy and Governance

28. There are no implications for the Council policy and governance.

Legal and Resource Implications

29. There are no legal or resource implications.

Recommendations

30. The Area Committee is asked to note the contents of this report of the North East Divisional Community Safety Partnership.
31. Members are asked to continue supporting the Divisional Community Safety Partnership in relation to prioritising and tackling Burglary Dwelling during 2011/12 through partnership work at neighbourhood level.

Background documents

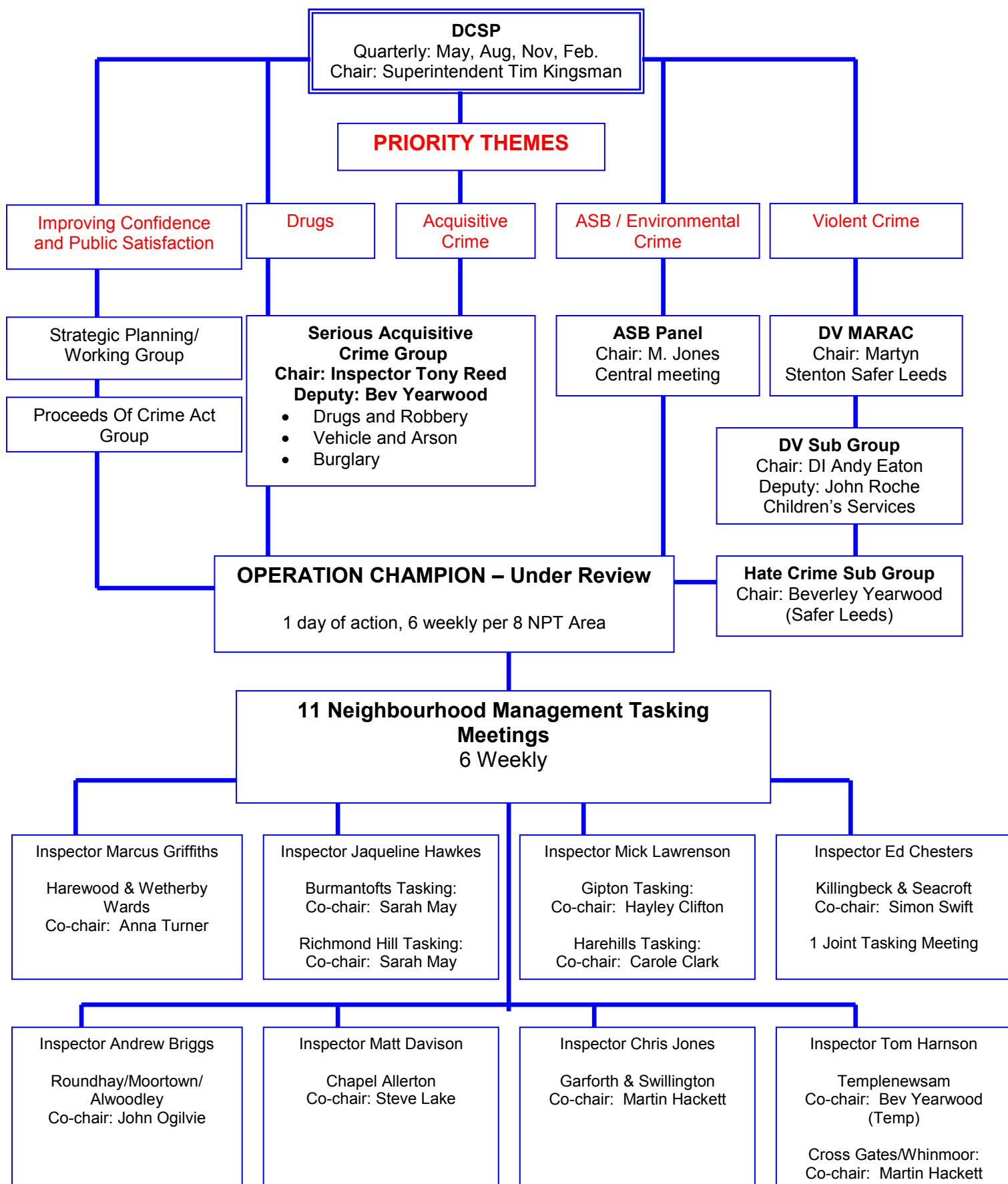
Crime Statistics – North East Police Divisional Intelligence Unit May 2011

DCSP – Safer Leeds Quarterly executive highlight reports April 1st 2010- March 31st 2011)

North East Leeds - 2011/12 Targets

Key Performance Indicator	2010/11 Outturn	2011/12 Target
Improve the proportion of residents who believe the police do an excellent or good job	60.3%	60.5%
Improve the overall satisfaction rate for service users	81.8%	82.5%
Improve the overall satisfaction rate for BME service users	75.2%	77.2%
Improve the overall satisfaction rate for White service users	84.8%	85.3%
Continue to tackle the level of acquisitive crime	7,169	7,169
Continue to tackle ASB to impact on the proportion of residents who believe that ASB has increased in their local area	13.1%	13.1%
Continue to tackle the level of serious violent crime	151	151
Stabilise the sanction detection rate for domestic violence	55.1%	54.9%
Stabilise the sanction detection rate for serious sexual offences	23.5%	28.0%
Reduce the level of burglary dwelling	3,615	3,434

North East Division
Divisional Community Safety Partnership



Harewood & Wetherby				
POCA Ref	Date	Brief Description	Organisation	Amount Paid
150	02/03/2010	Greenhouse for Wharfedale House Resident Garden Group - The Residents of Wharfedale House would like to be more involved in growing plants from Seeding for their Garden using a greenhouse. This garden is also seen by the wider community especially when we open our gardens to the public at Wetherby in Bloom.	Leonard Cheshire Disability	£250
156	11/03/2010	U8s Football Strip - Junior football team - under 8s right down to 5 years old. Using sports to provide key life skills at the earliest age possible, in a fun relaxed environment.	Collingham Junior Football Club	£250
158	12/03/2010	Preparation, planning and planting to the gardens and lawned areas of Wetherby Police Station - The aim is to encourage youngsters to work together as part of a team learning about the environment and working with local officers, In developing and enhancing this visually important area for the benefit of our residents and visitors to the town. The project will underway from April and continue throughout the summer months.	Wetherby Junior Flower Club	£250
163	26/03/2010	Updating Construction Toys - We are looking at updating the construction toys that we use, this is especially important as we have moved into our new temporary building in Clifford and now have a need for more toys and pieces of equipment. We aim to provide opportunities for children to take part in a range of activities and this includes team work using blocks and shapes for example. We would like to invest in large multi purpose soft building blocks for use with all our age ranges as this can be linked to many aspects of learning such as physical and mental development. We are also looking at allowing children to use the blocks for problem solving.	Deepdale Community Pre-School	£250
193	15/07/2010	Collingham After School Choir - Encouraging primary school children to enjoy music and choral singing as a voluntary after school activity. Running in term time from September 2010 to July 2011. Key performance dates Christmas 2010 and May 2011.	Collingham After School Choir	£250
194	15/07/2010	Music Tuition at Wetherby YOI - Provision of instrumental tuition at Wetherby YOI as a leisure activity on a weekly basis.	Collingham Music Association	£250
195	15/07/2010	Collingham Community Choir - This is a new voluntary initiative to start up and run a community choir for residents of Collingham and the surrounding villages. It is aimed at everybody age 11 - 111 who wants to sing.	Collingham Community Choir	£250
196	15/07/2010	Collingham Community Wind Band - Members have recently requested, in answer to a questionnaire, that the repertoire should include music of many styles in order to engage as wide an audience as possible at the Bands charity fund raising performances. – approx 8 / year.	Collingham Wind Band	£186
199	23/07/2010	Collingham Community Bonfire - We are planning to hold a village bonfire and fire work display. 5th November.	Collingham Bonfire Committee	£250
206	30/07/2010	Generator for Bramham Gala - Annual village Gala now in its 5th year run every June. Next Gala is June 25th 2011. Village groups and societies have stalls and there are many events in the arena to attract people. The Gala is run as a non profit group and monies raised on the day are used to run the next years Gala. As the Gala has got bigger and better we now need to buy a new generator to run a pa system. We have used a local farmers but this is unreliable and we would like to own our own to use every year.	Bramham Community Action Group	£250

212	16/08/2010	Tempo FM Car Sticker Promotion - Tempo fm (Wetherby's Community Radio Station) was given a five year broadcasting licence by Ofcom in September 2006. After nearly four years of successful broadcasting in Wetherby and the surrounding villages involving the local community, our current stock of tempo fm car stickers has been deleted. Therefore the monies received from this award scheme would be put towards this very important promotional venture for the radio station.	Tempo FM Wetherbys Community Radio Station	£250
218	16/09/2010	Toy Library and Sensory Area - set up a sensory area and toy library for children with additional needs. Parents and Childminders would be able to borrow toys for use with their children and return them. They can also come and use the sensory area in the new Children's Centre.	Boston Spa Children's Centre	£250
224	05/10/2010	Bulb Planting - Bulb Planting in flower beds in the village, key dates October 2010.	Bramham in Bloom	£81
236	19/12/2010	Manor House (Scholes) Garden Improvement - Re-furbish garden area & complete Japanese Garden at back & side of Manor House Scholes LS15 ASAP. New plants & custom gravel.	Scholes in Bloom	£250
248	07/01/2011	Craft and Skills Sharing Classes - Craft & Skills Sharing Workshop to run once a month at Wetherby Town Hall. ENEHL have already funded the cost of the venue, initially for 6 months. The aim of the classes is for participants to drop in (from 1.30-4.30) and share skills they have and learn new skills from others. First session included from CV writing to cake decorating. Ultimately this will increase confidence and self esteem and enable people to make new friends. The amount required will be to cover costs of items from tea and coffee through to materials/paper.	ENEHL	£150
249	07/01/2011	Scholes Village Show - A group was set up on 9/11/10 to re-instate Scholes Village Show. It will take place on 10/9/11 in Scholes Elmet Primary School to encourage adults and young people to participate in culture, arts and craft.	Scholes Village Show	£250
252	18/01/2011	Barleyfields Art Project - To run an Art Project with the kids who attend the Friday Evening Youth Session at Barleyfields Centre This proposal came from the Outer NE Area Panel consulting with Youth Service & the local kids over the summer on what activities they would like to do. The proposal is for an artist Kevin Hickson, who ran the Urban art project at Richmond Hill to attend over 6/12 sessions. One taster session was delivered before Christmas, which was well received, the kids decided on a process where by you take photographs of your interested area, pixilate and transfer onto Canvasses. It is then proposed that the kids can hang the art in the centre, plus with them being on canvas you can transfer them to other areas to display.	ENEHL	£500
255	18/01/2011	Coach Outing with Lunch to boundary mills - A community outing and funding towards the cost of transport.	Scholes Community Care	£250
257	24/01/2011	Thorner Over 60's Club - Thorner over 60's is a club run from a purpose built centre on Thorner Main Street. It runs a regular luncheon club, as well as various other sessions from Computer to Art classes. It serves the local community and currently has a membership of over 50 residents, each pay a subscription of £7 per year. The funding will contribute to the cost of transport (coaches) for the excursions which are planned so far for the year.	Thorner Over 60's Club	£500
258	24/01/2011	Keep Safe, Warm and Health day - Information Day aiming mostly at the elderly vulnerable and disadvantaged to gain advice to improve their lifestyles through information on safety in and out of the home, advice and assistance and	Elmet Trefoil Guild	£280

		healthy tips via various organisations, gain first line contacts for safety and improvements in the home especially for the elderly, learn about what local organisations do for the community and local policing and neighbourhood networks.		
274	10/02/2011	Globe Arts/Crafts - WE ARE WORKING WITH ALL YOUNG PEOPLE FROM THE AGES 11 UP TO 18. WE DO NOT DISCRIMINATE AND HAVE YOUNG PEOPLE FROM ALL DIFFERENT TYPES OF BACKGROUNDS WHO ATTEND. WE ARE TRYING VERY HARD TO BUILD UP A POSITIVE IMAGE FOR THE YOUNG PEOPLE IN THE VILLAGE. FOR YOUNG PEOPLE TO SHOW RESPECT, THEY NEED TO ALSO RESPECT THEMSELVES AND THEIR PEERS. WE FEEL ART AND CRAFT IS AN IDEAL WAY. THE YOUNG PEOPLE ARE IN THEIR OWN COMFORT ZONE AND EXPRESSION THROUGH CRAFTS WOULD REALLY LET THE YOUNG PEOPLE EXPRESS THEMSELVES AND WE COULD ALL LEARN A GREAT DEAL. SOMETIMES JUST THROUGH SITTING WITH THE YOUNG PEOPLE, PARTICIPATING IN A CRAFT – CARD MAKING, MOTHERS DAY PRESENTS AND SO ON WE CAN JUST ACTUALLY SIT AND CHAT IN A RELAXED WAY OFFERING HELP AND ADVICE WITHOUT THE YOUNG PEOPLE SOMETIMES REALISING WE ARE GIVING HELP AND ADVICE. WE WOULD LIKE TO START CRAFTS WITH IMMEDIATE EFFECT AND CONTINUE THIS THROUGHOUT THE WHOLE YEAR.	Globe Young Peoples Community Account	£500
305	23/03/2011	Rejuvenation of East Gate - We have a flower bed on the road approaching Boston Spa opposite Kirby's Builders Merchants. For several years now it has suffered because traffic coming down the hill sprays water and material off the road onto the bed and the plants take a constant battering. What we would like to do is create a raised earthen bank which raises the bed sufficiently to lift the plants out of the spray. We are not able to create a hard shoulder since the roads department tell us that this would be a traffic hazard. It will require around £250 to build up the bank using natural materials and create an attractive feature which is protected from the rain and traffic.	Boston Spa In Bloom	£250

Roundhay Alwoodley & Moortown

POCA Ref	Date	Brief Description	Organisation	Amount Paid
125	20/01/2010	Enterprise project for charity - Encouraging a small group of pupils at a school for pupils with behavioural, emotional and social difficulties to design and produce products that they can sell out of school hours to raise money for a charity (St Martins house hospice and the Yorkshire air ambulance pending agreement from the two charities).	Subject Leader in Science	£420
165	31/03/2010	Safeguarding and Training - Purchase of new tackle pads, speed kit and ice packs.	Leo's Junior Rugby Club	£250
172	10/05/2010	Oakwood Lane Allotments site structure - We hope to construct an open-sided shelter on site to be used as a meeting point for school visits, volunteer projects, meetings etc. We hope to have this completed by the summer.	Oakwood Lane Allotments	£250
183	14/06/2010	Junior golf teaching during the school holidays - Teaching Juniors from the age of 4 yrs to 12yrs. To play Golf. Dates to cover the school holidays July 26th &28th. August 3rd 4th 9th 11th 16th 23rd 25th.	Roundhay Golf Club Shop	£250
213	25/08/2010	Cold Calling Zones - To implement 4 cold calling zones in RAM neighbourhood policing area , to match £1200 funding from ward members – Reduce risk of distraction or bogus burglary.	Trading Standards	£500

237	22/12/2010	Ready Steady Cook - The aim of the project is to improve the nutritional health of older people by developing skills and knowledge on budget cooking for one. The project will organise 6 cooking skills sessions in cooperation with Allerton High design and technology department. Focusing on budget cooking from fresh ingredients. Participants learn how to cook meals and then sit together and eat the meal they have prepared. This will be held between January 2011- March 2011.	Moor Allerton Elderly Care	£465
240	22/12/2010	Sandringham Feature Stone - To create a planting bed around 'The Sandringham' feature stone, which is situated on the entrance in the Estate. By creating a planting bed around the stone this will enhance and create a focal point upon entrance to the Estate.	Sandringham Tenant & Residents Association	£295
239	22/12/2010	Cranmer Bank / Bench - The request is for funding to repair a traditional style bench, which is situated on Cranmer Bank (not housing land) at the side of Moorhaven Court. This is well used by the community as it is situated on a steep hill, it would not be beneficial to take the bench away, however as it is quite a traditional style bench the group.	ENEHL on behalf of Cranmercall Tenants & Residents Ass	£500
244	05/01/2011	Safety Equipment for learners - We aim to provide a hands on approach to learning to school learners in the North East of Leeds who encounter difficulties in school. We are concentrating on motor mechanics at this present time and are applying for funds for safety equipment for the learners.	The Donovan S Webster Training Centre	£492
259	24/01/2011	Allerton Grange School Students Gardening Club - The Gardening club is run by both staff members and with the help from the Royal Horticultural Society both in and out of normal school hours. Through hands on gardening the students will connect to the living environment. The Students will gain knowledge of plant science, wildlife and environmental management and the process of change.	Allerton Grange School/Royal Horticultulultural Society	£500
266	01/02/2011	Moortown in Bloom – Restoration of Historic Milestones to be done as soon as possible.	Moortown Community Group	£500
273	10/02/2011	Allerton Grange School Boxercise - The Project is to promote boxercise/boxing training at Allerton Grange. The Intention it to involve students in a gym environment based on boxing traditions of physical and personal discipline with emphasis on non confrontational training.	Allerton Grange High School	£485
278	17/02/2011	Roundhay Primary Schools Family Run for Fun - The Roundhay School's Family Run for Fun is a group run for and by local community members. The aim of the group is to promote an active lifestyle and community spirit between families in the Roundhay/Moortown areas of Inner North East Leeds. The group: <ul style="list-style-type: none"> • Organises a family fun run event open to local families and carers from across 8 primary schools in the area. The Run for Fun event is scheduled for Saturday 18th June 2011 in Roundhay Park and will provide 2 fun run options of a 1k and 5k. The group currently consists of and provides access to families and carers from the following primary schools: Gledhow, Kerr Mackie, Talbot, Roundhay StJohn, Immaculate Heart of Mary, Moortown, Highfield and Chapel Allerton • Promote and encourage as many participants as possible to take part in this annual event. In 2010 over 1,000 parents, carers and children took part in the event. • Use links with the local schools to encourage an active and healthy lifestyle. • Provide a range of linked activities both in the run up to the event and during the event to promote participation by all members. Linked activities scheduled to date include: - Dress down days in all participating schools with a sporting 	Roundhay Primary Schools Family Run For Fun	£500

		<p>theme</p> <ul style="list-style-type: none"> - Training programme to support preparation for Run for Fun 18.06.11 • Provide a forum for charitable fundraising for the children and their families 		
280	22/02/2011	<p>Moortown Baptist Church - To purchase role play area furniture in the toddler group room, a new place house and new scatter cushions for story/singing time. We are trying to create a new play space that will benefit the families in the community in the area. The cushions are fairly urgent, whilst we aim to replace other stock by September 2011.</p>	Moortown Baptist Church	£500



Originator: Derek Whitehouse
Tel: 395 0806

Report of The Director of Environment and Neighbourhoods Directorate

Meeting: North East (Outer) Area Committee

Date: 4th July 2011

Subject: CCTV Report – for Leeds City Council Community Safety CCTV Service in North East (Outer) Area Committee

Electoral Wards Affected:

Alwoodley
Harewood
wetherby

Ward Members consulted (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

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

Executive Summary

This is report prepared by Leeds City Council’s Community Safety CCTV service known as ‘Leedswatch’ that provides a monitoring service of public space surveillance cameras (i.e. fixed CCTV cameras in open spaces across Leeds), 24 hour per day, 365 day per year. The service also provides two mobile CCTV vans for deployment within communities across Leeds.

The purpose of public space CCTV is to reduce crime and the fear of crime by facilitating in the apprehension and prosecution of offenders and assisting in the prevention and detection of crime committed in public areas in Leeds.

1.0 Introduction & purpose of report

1.1 This report sets out to highlight the services provided by Leeds City Council Community Safety CCTV to demonstrate the effectiveness of the service in

reducing the fear of crime and facilitating the apprehension and detection of offenders in areas covered by both mobile and fixed CCTV cameras.

- 1.2 The service has two mobile CCTV vans which are deployed using appropriate intelligence gathering information in conjunction with the police and other council enforcement services in identified locations throughout Leeds area.

2.0 Background

2.1 Service Description

- 2.1.1 Leeds City Council Community Safety CCTV has now relocated into new control room on the same site and due to European legislation has now upgrading the previous analogue video recording system to a new digital recording system.
- 2.1.2 Leeds City council Community Safety CCTV now work in partnership with West Yorkshire Passenger Executive (METRO) and both parties share the CCTV control room facility.
- 2.1.3 Leeds City Council Community Safety CCTV work in partnership with other council enforcement departments, emergency planning, Urban Traffic Control (UTC) and the police.
- 2.1.4 Community Safety CCTV complies with a strict Code of Practice which is compliant with the following legislation:
 - The 'Data Protection Act'
 - Human Rights legislation
 - Regulation of Investigatory Powers Act (RIPA)
 - The Private Security Industry Act 2001.
- 2.1.5 The Private Security Industry Act ensures that all CCTV staff are security vetted, trained and licensed by the Security Industry Authority (SIA) to operate the public space surveillance cameras.
- 2.1.6 Community Safety CCTV received accreditation to monitor the police national digital communication system (radio) known as Airwave, which has proven to be an effective tool. It enables CCTV operators to record valuable evidence at incidents prior to police arrival and the images being recorded are relayed to the police divisional control rooms located throughout the city.
- 2.1.7 Monitoring the police national digital communication system (radio) known as Airwave, has proven to be an effective tool in crime prevention, detection and allaying the fear of crime.
- 2.1.8 The department works closely with other council enforcement, emergency planning departments and the police in relation to dealing with crime and anti social behaviour in the Leeds area.

2.1.9 The department also monitors the Business Against Crime In Leeds (BACIL) radio. This is a licensed radio system that is utilised by many of the city centre shops and the licensed trade to inform other businesses of incidents of interest to other businesses. Monitoring this radio system has also proved to be an effective tool in dealing with crime.

2.2 Description of Delegated Function / Enhanced role

2.2.1 CCTV provides reassurance to the public and helps reduce crime, the fear of crime and assists in detecting crime in areas covered by CCTV.

2.2.2 The service works in partnership with the police and other council services to target crime and anti social behaviour. They also work closely with Area Management, Divisional Community Safety Partnerships (DCSPs) and Neighbourhood Policing Teams (NPT's) on multi-agency operations.

2.2.3 There are 25 CCTV operators who monitor 239 public space surveillance CCTV cameras across Leeds with a further 4 mobile CCTV operators to carry out the 24/7 operations every day of the year. For the purpose of crime prevention, detection and allaying the fear of crime CCTV Operators also have access to CCTV cameras operated by Urban Traffic Control CCTV making in total over 300 cameras across Leeds which can be used for this purpose.

2.2.4 The police provide dedicated CCTV liaison officers to support each of the three police divisions and other law enforcement agencies in Leeds. The liaison officers have the responsibility for viewing and seizing images of crime and public disorder for evidential purposes.

2.2.5 Other relevant council departments also have dedicated CCTV liaison officers who also have a responsibility for viewing and seizing images of CCTV evidence to support council prosecutions.

2.2.6 Leeds City Council Community Safety CCTV contributes in partnership initiatives e.g. Neighbourhood Policing Team's (NPT) activity, Automatic Number Plate Recognition (ANPR) operations and Anti Social Behaviour Unit (ASBU) activity. Community Safety CCTV contributes to the overall crime reduction and reassurance agenda at area level through Divisional Community Safety Partnerships (DCSP).

2.2.7 The service produces a weekly CCTV report which is sent to Ward Members, Enforcement, ASBU, Area Management and West Yorkshire Police.

2.3 Role and Responsibilities of the Area Committee

2.3.1 Area Committees, where appropriate, have approved capital fund spending regarding the installation of public space surveillance CCTV cameras. The installation of such cameras can never be considered a stand alone option in the fight against crime and they must be considered as part of a local strategy to address crime and disorder and allaying the fear of crime. The installation

of CCTV systems is a long term investment which requires continued financial support in relation to the annual revenue costs..

2.3.2 Area Committees may wish to consider developing or enhancing CCTV coverage in specific areas to tackle crime and disorder, the service will provide details of the full cost of funding such projects when requested to do so and offer appropriate advice concerning such installation projects.

2.3.3 Area Committees via the Area Community Safety Co-Ordinator and Neighbourhood Policing Team Inspector, can request that the mobile vans be deployed in specific areas for crime prevention, crime detection, allaying the fear of crime and to combat anti-social behaviour or to take part in partnership initiatives.

2.4 Contributing to Delivery of the Leeds Strategic Plan Targets and Outcomes

2.4.1 The service is contributing to the delivery of Leeds Strategic Plan via

- Council Business Plan 2008-2011 (New Business Plan being undertaken)
- Area Delivery Plans
- Safer Leeds Annual Plan
- Divisional Community Safety Partnership Plans
- Safer Leeds Service Plan
- Crime & Disorder Act 1998

2.4.2 The service contributes to the delivery of other council departmental strategic plans such as ASBU, Enforcement, Peace and Emergency Planning, Land Drainage, Licensing, Security Services, Planning Department, Highways, ALMO's and Area Management.

2.4.3 Leeds City Council Community Safety CCTV now share the CCTV control room with METRO and have links with Bradford, Wakefield, Huddersfield and Calderdale local authorities and share images with the police, Enforcement, Urban Traffic Control, Land Drainage and Peace & Emergency Planning.

3.0 The Service at Area Committee level

3.1 Area Profile of the Service

3.1.1 All Departmental members of staff have been security vetted and the Department has been security accredited to utilise the police digital communication system known as Airwave. The ability to listen and react to police radio transmissions has proved to be effective in the fight against crime and anti-social behaviour.

3.1.2 Within the CCTV control room additional police equipment has been installed as part of the working partnership in crime prevention, detection and allaying the fear of crime such as Automatic Number Plate Recognition (ANPR).

3.1.3 The Department also has two mobile CCTV vans which are also fitted with ANPR equipment which are used in partnership working in conjunction with the police and other council enforcement services in identified locations throughout Leeds area.

3.2 Area based Service Priorities and contributions to the Area Committee's Area Delivery Plan for 2011 / 2012

3.2.1 Leeds City Council Community Safety CCTV camera operators have the ability to respond to record evidence at any incidents that the police have been informed about or where they are attending in areas where there are public space surveillance CCTV cameras as a result of monitoring the police digital communications system (Airwave). This allows evidence to be obtained as the incident is ongoing and images of the incident are also relayed to the police control room.

3.2.2 Using intelligence information there is also the ability to monitor identified areas via various formats;

- Crime Reduction Partnerships
- Residents Groups
- Community Groups
- Tasking meetings
- Vehicle Crime Sub Group
- Drugs and Robbery Sub Group
- Robbery Analysis Group
- Transit Robberies Group
- Acquisitive Serious Crime Group

3.3 Customer and community engagement

3.3.1 Strong partnership working underpins the activity of the Safer Leeds Partnership in making Leeds a safer place to live and work. Leeds City Council Community Safety CCTV is actively involved with all partners (internal and external) working together to prevent, detect and allay the fear of crime.

3.3.2 Leeds City Council Community Safety CCTV control room is situated in a secure environment and cannot actively engage directly with the community at its workplace; however the mobile CCTV vans are deployed at partnership community events (including the annual 'Face the People' event).

3.3.3 Communities place an active role in influencing the installation of CCTV cameras and the deployment of the mobile CCTV vans through partnership meetings, residents groups, Neighbourhood Policing Team meetings or by speaking directly to Councillors.

3.3.4 When seeking to fund a new CCTV installation or additional cameras, community consultation is undertaken to support the process. CCTV must be regarded as part of an overall strategy in the prevention and detection of

crime and allaying the fear of. It cannot be used as a stand alone tool, but one that complements activity of other agencies and the police.

3.3.5 Leeds City Council Community Safety CCTV Codes of Practice have been approved by the council Legal Services and are reviewed annually.

4.0 Performance Management and Reporting

4.1 Baseline Position and key targets for the Service

4.1.1 Leeds City Council Community Safety CCTV supports the aim of the 'Safer Leeds' Crime & Disorder Reduction Partnership which is 'To secure sustainable reductions in crime and disorder and address the fear of crime in Leeds.'

4.1.2 As a department we are committed in working within the national framework to deliver improvements and change at a local level via:

- Effective Leadership
- Visible and constructive accountability
- Intelligence-led business processes
- Effective and response delivery structure
- Engagement with the communities and
- Staff having appropriate skills and knowledge

4.1.3 'Safer Leeds' has a statutory duty to produce a partnership plan which is aligned with other planning cycles such as the Leeds Area Agreement which supports the delivery of Public Service Agreements (PSA's) relating to crime reduction, community safety and substance misuse.

4.1.4 The Leeds Strategic Plan (LSP) 08 – 11 / Council Business Plan highlight the need for 'reduced crime and fear of crime through prevention, detection, offender management and changed behaviour.

4.1.5 Leeds City Council Community Safety CCTV is a front line service which supports partners and contributes to these plans by providing evidenced based information to partners about the scale and nature of crime and disorder.

4.2 Other Outcomes for the Area Committee area

4.2.1 CCTV is used on a daily basis to reduce crime and the fear of crime by facilitating in the apprehension and prosecution of offenders and assisting in the prevention and detection of crime committed in public areas in Leeds. CCTV Operators receive daily intelligence briefings about highlighted areas of concern.

4.2.2 Mobile CCTV vans are deployed throughout the city on a daily basis working alongside Neighbourhood Policing Teams and staff are also given intelligence briefings about the areas of interest they are to patrol in the Leeds areas.

4.3 Reporting Arrangements

4.3.1 The service provides weekly reports to all relevant partners and every six months a report is now to be provided to all Area Committees.

5.0 Programme of Activities 2011 / 2012

5.1 The service provides a daily monitoring service of the public space surveillance cameras and the mobile vans are deployed within areas identified but the details of that deployment are dependent upon the intelligence information received on a daily basis.

6.0 Implications for Council Policy and Governance

6.1 The proposals outlined within this report have no implications on Council Policy as the proposals are in accordance with agreements and existing policies.

7.0 Legal and Resource Implications

7.1 As previously mentioned within the report, Leeds City Council Community Safety CCTV is strictly controlled by a Code of Practice outlining the operating procedures in accordance with relevant legislation as previously outlined within this report.

8.0 Equality Considerations

8.1 Access to members of the public into the CCTV control room is not allowed for security reasons.

8.2 The Service Plan plays a key role in contributing to the delivery of the Equality and Diversity Strategy.

9.0 Any Other Considerations

9.1 Leeds City Council Community Safety CCTV services are strictly controlled under the Data Protection Act for the purpose of crime prevention, detection and allaying the fear of crime including environmental crime and cannot be used for any other purpose. The service presently acts as the council CCTV single point of contact for all matters pertaining to CCTV and all enquiries are directed to the CCTV Co-ordinator.

9.2 CCTV is an emotive issue; however the public of Leeds, on the whole, are supportive of the Council's use of this technology to reduce crime and the fear of crime. The cameras have a proven track record as a key strategy in crime prevention and detection and allaying the fear of crime.

- 9.3 The average cost for the installation of a single CCTV camera system costs in the region of £22,500 (Capital) and on average continuous annual revenue costs are £4,500 per year. Annual revenue costs cover the cost of the BT line rental, electrics, monitoring and maintenance of the system, but do not include any insurance for damage to the system e.g. motor vehicle collision or vandalism.

10.0 Conclusions

- 10.1 Community CCTV is a vital component of any crime prevention or reduction strategy. During 2010 to 2011 the police have requested evidence in relation to 3624 incidents and 1791 known arrests ranging from serious criminal offences such as murder, robbery and burglary to anti- social behaviour incidents.
- 10.2 Leeds City Council Community Safety CCTV provides very high quality images that are of excellent evidential quality.
- 10.3 The mobile vans have been involved in various joint multi agency operations and initiatives with the police and other enforcement agencies.
- 10.4 People have different views on the issue of the use of CCTV, but overall CCTV is popular with the public and its removal would be likely to cause a public and political backlash. In areas where public space surveillance CCTV cameras have been removed there is clear evidence to show that crime rates increase and often substantially in those particular areas.

11.0 Recommendations

- 11.1 Committee members can influence the installation of additional CCTV cameras in appropriate identified areas, subject to funds being available.
- 11.2.1 Area Committees may wish to ensure that appropriate reporting mechanisms are in place to highlight areas of concern within the community to local NPTs. The NPTs also need to ensure that there is a reciprocal line of communication back to the Area Committees and other council departments such as ASBU and enforcement services to ensure that CCTV both fixed and mobile, are effectively used.

Appendix 1

12. Financial Cost breakdown for North East (Outer) Area Committee

- 12.1. There are no charges levied to the North East (Outer) Area Committee regarding public space surveillance cameras.

Appendix 2

13. Summary of incidents reported in the North East (Outer) Area Committee

- 13.1. There have been a total of 583 arrests in the North East Policing Area in relation to a wide ranging number of offences such as murder, drugs, burglary, criminal damage, arson, assaults, robbery, theft, offensive weapon, theft from motor vehicle and public disorder offences.
- 13.2 CCTV footage has been requested in relation to 1590 incidents within the North East Leeds Policing area for a various number of offences.

Background Papers

There are no background papers

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Originator: John Woolmer
Tel: 33 67630

Report of the Director of Environment and Neighbourhoods

North East (Outer) Area Committee

Date: 4th July 2011

Subject: Environmental Services Delegation – Progress Report

Electoral Wards Affected:
 Alwoodley
 Harewood
 Wetherby

Ward Members consulted (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

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

Executive Summary

This report provides members with an update on progress towards the establishment of a new locality based Environmental Service and its delegation to Area Committees. This includes consultation on the Service Level Agreement (SLA) to be agreed between the new service and the Inner East Area Committee and feedback on issues raised at Area Committee workshops.

Purpose of this report

- 1 The purpose of this report is to:
 - a) provide Members with an update on progress towards the establishment of a new locality based Environmental Service (including relevant information relating to the establishment of the new Waste Management Service).
 - b) provide Members with an update on progress towards the delegation to Area Committees including initial staffing and vehicle resource and performance information to support the development of the first Service Level Agreement (SLA)
 - c) confirm the local priorities, operational principles and service improvements to be included in the Service Level Agreement (SLA) to be agreed between the new service and the Outer North East Area Committee at the September meeting.
 - d) provide feedback on other issues raised at Area Committee workshops and ward member meetings/discussions.
 - e) Agree the revised role and membership of the Member Environment Sub-group for Outer North East Area Committee to manage the detailed oversight of the delegated services with officer support. This would have an advisory rather than formal decision making role and report back to the Area Committee at agreed intervals.
 - f) Agree the Environmental Champion for Outer North East Area Committee

Background information

- 2 Work has been ongoing with Members and Area Committees since late 2010 on achieving the successful delegation of certain environmental services in 2011.
- 3 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 (see extract provided at Appendix A).
- 4 The delegation makes clear the responsibility of Area Committees to negotiate, develop and approve a Service Level Agreement 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.
- 5 Services included in the delegation are:
 - Street cleansing (mechanical and manual);
 - Leaf clearing;
 - Litter bin emptying;
 - Dog warden services;
 - Littering & flytipping regulation;
 - Domestic & commercial waste (storage & transportation issues);

- Highways enforcement (abandoned & nuisance vehicles, A-boards on pavements, mud on roads and placards on street furniture);
- Graffiti enforcement; and
- Overgrown vegetation controls.

- 6 The delegation of the specified environmental services to Area Committees will mean that service resources, mainly staffing, which are currently managed centrally, will be devolved. These resources will be organised into three wedge based teams for East North East, South East and West North West, aligned to the new Locality Teams (formerly Area Management). The Service Level Agreements will then set out the detail of the share of wedge resources which will be allocated to each Area Committee.
- 7 Area Committee workshops have been held, in January and March, to involve Members in the development of Service Level Agreements (SLA), through which the delegated services will be delivered at a local level. The workshops also provided an opportunity for Members to consider current service schedules and activity, in terms of meeting the need of local areas.
- 9 Induction sessions were held in late May for new Members elected at the recent local election, to introduce them to Area Committees, locality working and the proposed environmental services delegation.
- 10 A further workshop is planned for Members of the Outer North East Area Committee on Tuesday 19th July, 10am to 1pm, at the Civic Hall. The purpose of this workshop will be to consider and further influence the proposals and detail of the draft SLA in order that it can be finalised and presented to the September Area Committee meeting for approval.

Update on establishment of the new service and its Locality Teams

- 11 In April 2011, appointments were made to the new Environmental Locality Manager roles. The following officers are now in post and will be responsible for the delivery of services through the approved Service Level Agreements:
- South East – Andy Beattie (Tom Smith from October 2011)
 - West North West – Jason Singh
 - **East North East – John Woolmer**
- 12 Following staff and union consultation throughout April, in early May 2011 approval was given for the revised structure beneath JNC level for the new services.
- 13 Recruitment to the Service and Team Manager posts took place end of May/early June as part of the Directorate restructuring exercise. Recruitment to the key, new supervisory posts is due to be completed mid/late June.
- 14 Street operatives have already moved to shift based working and are delivering a 7 day a week service. Recruitment to fill vacancies took place in April.
- 15 The new Locality Teams should therefore be “live” from the beginning of July.

- 16 The structure for the Locality Team for the ENE area is shown in Appendix B. This includes appointments known at the time of print. Any further updates will be provided verbally at the meeting.

Progress towards delegation

- 17 At the April Area Committee Chairs' meeting a number of Chairs stated their support for the delegation of services to be done thoroughly and not rushed through just to meet the original timescale of June/July. There was agreement that the appointment of the environmental Locality Managers provided opportunity and capacity to look at street cleansing services more objectively, independently and creatively and in more detail than previously.
- 18 A decision was therefore made to continue work on the development of the SLAs for a further Committee cycle, and for approval of the SLA to be sought in September.
- 19 The Locality Managers have been looking closely at operational aspects of street cleansing, especially with regard to resources, the capacity to deliver scheduled work and also the flexibility to respond to unplanned, but urgent, work as the need arises. This, together with the feedback from local community forums, environmental sub groups and the earlier Member workshops, has helped identify operational issues that must be addressed in order to be confident of deliverability of future street cleansing functions.
- 20 An example of this is the scheduling of routes for mechanical street and pavement sweeping/cleaning. Members have consistently been voicing concerns and questioning the reality of how often scheduled routes are actually cleaned. Locality Managers have challenged the way routes have been historically devised/programmed and undertaken work to break down the reality of how routes are covered – for example looking at “downtime” for travel, daily maintenance, breaks/lunch and off loading. Even allowing for the potential for increased efficiency it was clear that routes are not realistic in their size, and that the length of routes previously indicated to Members as part of the initial work on developing the SLA are simply undeliverable – confirming Member's own reality checks. Locality Managers work then focused on establishing what is deliverable with the existing resources available to Area Committees.
- 21 As a result of the Locality Manager's initial considerations, two main pieces of work have emerged, one being a short-term service evaluation accompanied by quick fixes/adjustments to existing local operational arrangements, the other a longer term, fundamental review which could lead to a radical overhaul of street cleansing services.

Short-term Review

- 22 The review is already underway and is assessing the existing scheduled services in terms of their deliverability within the resource capacity currently available, with a focus on achieving a satisfactory standard of cleanliness rather than prescriptive inflexible fixed periodic cleansing cycles. It is intended that this will result in a better understanding by all parties of what is expected to be delivered through the SLAs.
- 23 It is also intended that this review will identify a flexible resource to be available to respond to ad hoc, or planned but significant street cleansing matters/events, as well as Member/public referrals, without impacting on scheduled cleansing activities.

- 24 Working alongside the short-term review is work to disaggregate the budgets from the old Streetscene service to the two new Waste and Environmental Services – and then further to the three Locality Teams. This is not as straight forward as may seem; staffing is relatively easy (although there are anomalies to resolve around some staff being shared across areas), but other budgets such as fleet vehicles, fuel, fixed penalty notice costs/income/provision for bad debt, legal costs are not. This may need a pragmatic approach in the first year as to the basis for splitting the budget with a review at the year end to assess a more realistic figures as the benefits of accounting at an area level produce a more accurate picture to work from. It is hoped to present the interim budget position for the new Locality Teams with the September SLA to support future value for money judgements, with any powers of virements for Locality Managers made clear.
- 25 The short term review will be completed by the end of June, with the outcomes being shared with Members at the next round of Area Committee workshops to take place in July. The conclusions and new flexibilities that the short term review will create will of course be reflected in the first SLA, to be approved in September.

Long-term Review

- 26 This review will take approximately 6-12 months dependent upon the issues raised and will be a more significant fundamental review which will include a redesign of street cleaning services and changes to current operational arrangements. This will also coincide with work now being commenced to review existing and future fleet requirements and future procurement of a new fleet contract to be in place from 2012. It is intended that Members will be kept involved and fully up to date with the progress of this review through Area Committee reports, Environment Sub-group meetings and ward member meetings.
- 27 It is anticipated that the review outcomes and subsequent service change programme will be completed by the next municipal year (2012/13) when the Area Committee's year two SLA will take effect, reflecting the new ways of working.

Other related work

- 28 Work is underway to overlay refuse collection schedules with the current street cleansing programme, in order to achieve more effective co-ordination of services. It is anticipated that this work will be completed by June and be incorporated with the street cleansing review outcomes to deliver a more efficient and effective service within the resource capacity available. A similar piece of work will take place regarding the current grounds maintenance schedules.
- 29 There is much to do to improve upon the use and deployment of the current resource on street cleansing. The issue of localising equipment storage and disposal points to minimise travel and downtime; the additional supervision to improve general attendance and productivity and the full attention of managers and staff on street cleansing rather than being drawn towards refuse collection services will all improve the impact of the current level of resource.
- 30 Discussions with other services/organisations around land vesting issues are being progressed by the Area Leaders and the Locality Managers. At an area level,

discussions are taking place between the Locality Manager and the Partnerships Team in ENE Homes to ensure at the very least that good co-ordination and working relationship exists between the estate caretaker roles and the Locality Teams (when created in July). An immediate opportunity is to work together on how to best utilise the local budgets approved by the ENE Homes Board to complement local neighbourhood management budgets set aside by the Area Committee from Wellbeing – to problem solve and respond to local priorities for environmental improvements. In addition, the possibility of transfers of land ownership to the majority land owner in areas where the picture is confused is being pursued, together with more pragmatic arrangements based on agreeing the natural lead organisation for different parts of the area. Meetings have been arranged, and are currently taking place with the respective organisations/parties to discuss land vesting issues. An update on progress of these discussions will be given at the Area Committee meeting by the Area Leader.

- 31 The new service is keen to identify and connect with any local capacity through residents associations and other locally active groups in terms of their potential to contribute to promoting responsible behaviour and to assist in clean-ups or cleanliness monitoring & reporting in their areas. Parish and Town Councils provide a good opportunity to steer local discussion through and the development of the new service will be on the agenda of the July meeting of the Parish and Town Council Forum. Other opportunities are provided by local in bloom and environmental action groups.
- 32 Connections into 'Community Payback' as another potential avenue to increase service delivery are being pursued. Positive discussions are also taking place with WY Police regarding the greater use of PCSOs to help regulate local environmental cleanliness as a part of their day to day work and to make better use of existing joint tasking meetings to agree focus of local environmental actions.
- 33 The restructuring of Environmental Services, including Waste Management is coming to an end in terms of agreeing the new structure and recruiting to the new roles created. This is due for completion in July, from when the additional significant supervisory capacity that will benefit street cleansing services will be in place. Also at that time, the separation of refuse services and street cleansing will allow staff and managers to fully dedicate their time to one area alone, which has been an issue for street cleansing services as refuse has taken the greater priority over time.

Service Level Agreement

- 34 Appendix C (to be tabled at the meeting) provides information on the different elements of the Locality Team for ENE and some initial capacity analysis work.
- 35 In order to steer the development of a draft SLA through the final Area Committee workshop in July, the Area Committee is asked to consider the following principles on which the final operational and service delivery proposals will be then based.
- 36 The suggested principles are based on the findings/feedback from the previous workshops, discussion at ward members meeting, initial findings from service capacity and delivery review work and reflect the delegated responsibility that the Area Committee has been given to ensure a standard of cleanliness across all its area.

Outer North East SLA - Overall Principles

- The SLA will focus on how the Environmental Service, through the ENE Locality Team, will deliver the best outcome for residents across the Outer North East area in that the streets and neighbourhoods in which they live are of an acceptably clean standard.
- It is this equality of standard that every resident will be entitled to, not necessarily the same quantity of service. For example, not everyone will get their street swept every x weeks, but everyone will be entitled to get their street swept as and when needed if it is the best solution to making sure it doesn't fall to an unacceptable standard of cleanliness.
- The service needs to be more responsive to local needs and work closely with ward members in how it plans its work. There needs to 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.
- The service needs a common sense approach which supports getting the job done. No cleaning of clean streets, more flexible routes/coverage, no driving/walking past problems.
- The service needs to contribute towards joint tackling of problems identified in the agreed priority neighbourhood covered by the Moor Allerton Partnership.
- We need to work better with Parish and Town Councils and other community based organisations that: add value to what we do, provide eyes and ears in villages/communities and contribute towards making our streets and neighbourhood cleaner.
- We need a better relationship with schools/clusters to work together to prevent litter on school routes
- We need to have a clearer policy around cleaning of shop frontages and work in partnership with local businesses to make the main local shopping centres/main streets clean and pleasant places to visit; for example Wetherby Town Street and Collingham main street.
- We need to be more responsive in requests for new litter bins or relocating existing ones to more effective locations
- We need an agreement reflected in the SLA as to how we will work in partnership with ENE Homes and other parts of the Council to make more effective use of our combined resources and reduce the number of "its not my land" excuses

37 Work is now complete on gathering initial baseline information that it is intended to develop into the main basis for how performance of the service is measured and judged. It is hoped to share this information at the meeting (if available it will be sent out to

Members ahead of the meeting). Members views on the relative merits of these indicators would be helpful and it is suggested that this is looked at in more depth at the July workshops and at the Environmental Sub-group.

Member Environment sub-group

- 38 At its meeting of 30th March, the Executive Board agreed that the discharge of this new service delegation requires new governance arrangements at a local level for each Area Committee. It was agreed that these should be structured to enable the Area Committee to oversee the delegated function flexibly, using existing delegated powers to ensure that monitoring, review and decision making can be made outside of formal Area Committee agendas where necessary.
- 39 Most Committees now have an Environment Member Champion and some have an existing Environment sub-group or working group. It was agreed that all Committees be asked to establish a Member Environment working group to manage the detailed oversight of the delegated services with officer support. This would have an advisory rather than formal decision making role and report back to the Area Committee at agreed intervals.
- 40 Where formal decisions are required outside of Area Committee meetings these can be referred to the appropriate Director or Chief Officer for approval under the scheme of delegations. This will avoid the need to add further decision making arrangements and layers of complexity to the Area Committee Procedure Rules. This approach will be monitored and developed as a model for the management of subsequent delegations to Area Committees.
- 41 The Outer North East Area Committee is therefore asked to consider the establishment of a member sub-group with responsibility to manage the detailed oversight of the new, delegated service.
- 42 The Area Committee is also asked to agree the membership of the sub-group and confirm the Environmental Champion for Outer North East.

Implications For Council Policy and Governance

- 43 The Council's Constitution has been amended, approved at Executive Board in March and ratified at the Annual Council meeting held on 26th May, to include the environmental services delegation within the Area Committee Function Schedule.
- 44 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.
- 45 The proposed delegation of environmental services to Area Committees will significantly contribute towards the Stronger Leeds section of the new Safer & Stronger Communities Plan 2011-15. By delivering services at an Area Committee level, the priority to *'ensure that local neighbourhoods are clean'* will be much more achievable.

Legal and Resource Implications

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

Recommendations

- 47 The Area Committee is asked to:
- a. note progress towards the establishment of a new locality based Environmental Service and the structure for the ENE Locality Team.
 - b. note progress towards the delegation to Area Committees including initial staffing and vehicle resource for ENE and performance information to support the development of the first Service Level Agreement (SLA).
 - c. approve the principles (as set out in section 36) on which to base the operational and service delivery proposals to be included in the Service Level Agreement (SLA) and to agree that this will form the basis for the July workshops with the final SLA to be presented at the September meeting for approval.
 - d. agree the establishment and membership of a Member Environment Sub-group for Outer North East Area Committee to manage the detailed oversight of the delegated services with officer support.
 - e. confirm the Environmental Champion for Outer North East Area Committee for 2011/12

Background Papers

Leeds City Council Constitution

Report: Devolvement of Environmental Services to Area Committees. Area Committee Chairs Meeting, 3rd December 2010.

Report : Devolvement of Environmental Services to Area Committees – Development of Service Level. To Area Committee Chairs meeting, 14th January 2011.

Report: Briefing Note on Proposed Delegation of Elements of the Streetscene Service. To Area Committees, Oct/ Nov cycle 2010.

Report: Delegation of Environmental Services. To Area Committees, Jan/Feb cycle 2011.

Report: Delegation Of Executive Functions In Relation To Street Scene Management To Area Committees. To Executive Board. 30th March 2011

Report: Delegation of Environmental Services. To Area Committees, March cycle 2011.

Report : Devolvement of Environmental Services to Area Committees – progress report. To Area Committee Chairs meeting, 15th April 2011

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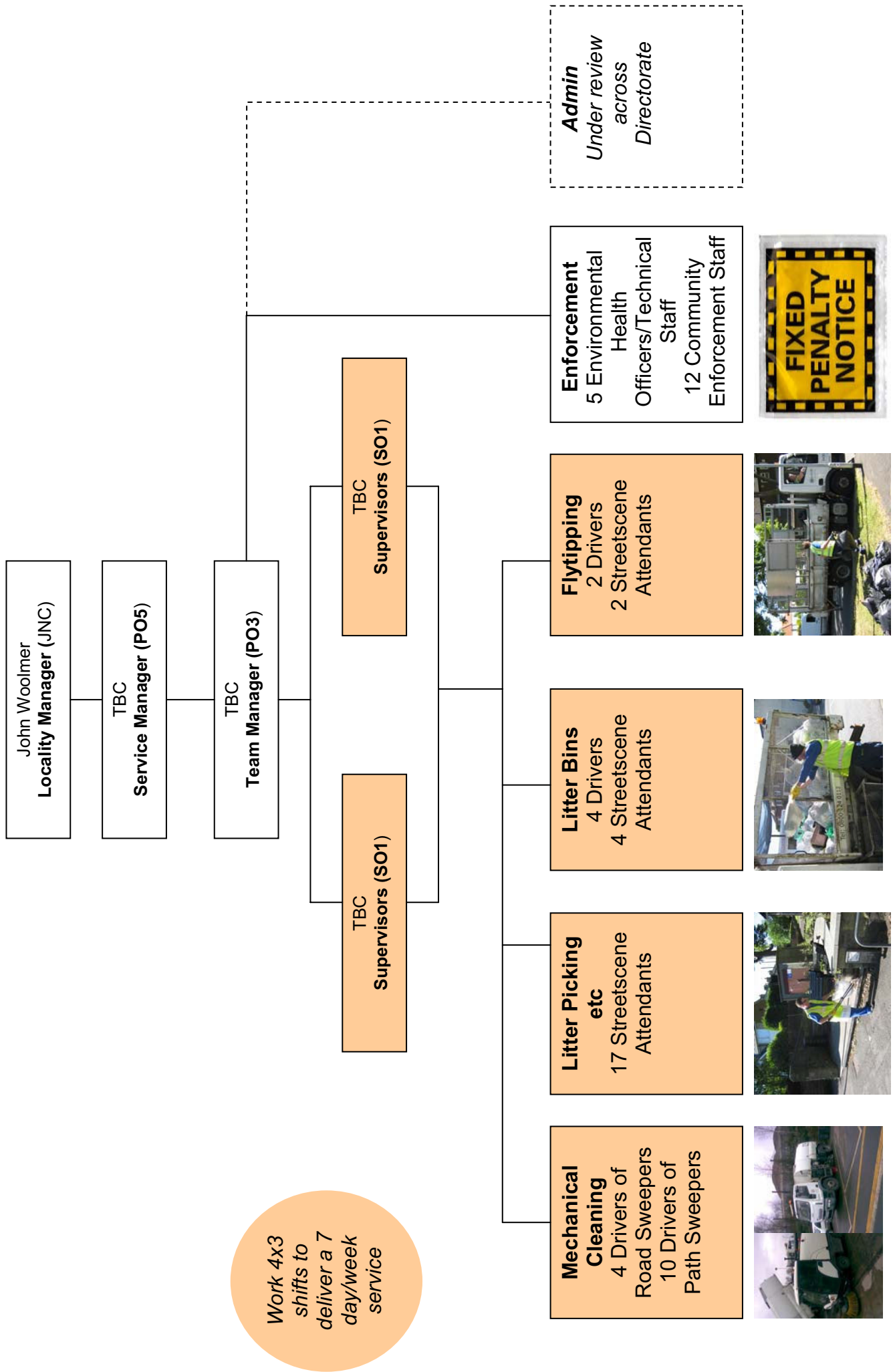
AREA COMMITTEE FUNCTION SCHEDULES EXTRACT

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

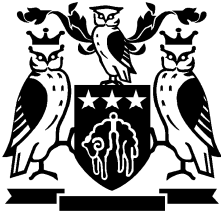
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Environmental Services - East North East Locality Team Structure

Appendix B



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Originator: Steve Hunt

Tel: 2476009

Report of the CHIEF EXECUTIVE EAST NORTH EAST HOMES LEEDS

Outer North East Area Committee

Date: 4th July 2011

Subject: ENEHL WORK PROGRAMME 2011/12

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

Executive Summary

With the creation of Locality Management there is scope for closer working between East North East Homes Leeds (ENEHL) and Area Committees. This report sets out some elements of the work programme for ENEHL for 2011/12 and indicates some areas where there is scope for an immediate impact on joint working. The Executive Member for Environment and Neighbourhoods has asked that a senior management representative from ENEHL attends meetings of all Area Committees from now on in order to foster closer working relationships.

Recommendations

Area Committee are asked to note the content of the Report and to support closer working with ENEHL.

1.0 Purpose Of This Report

- 1.1 To update Outer North East Area Committee on the ENEHL work programme for 2011/12 with particular focus on areas where there is potential for improved working arrangements to be developed between ENEHL and the Area Committee and local staff teams.

2.0 Background Information

- 2.1 ENEHL have a Management Agreement with Leeds City Council to deliver housing services to properties across the east and north east areas of the city. Each year millions of pounds are spent on delivering those services and the estimated value of spend scheduled for 2011/12 is around £37 million. Historically that spend has not been well coordinated with Council spend and with the implementation of Locality Working and expansion of services managed from a locality base there is a potential opportunity to link better with Area Committees in order to coordinate more effective service delivery.

3.0 Main Issues

3.1 Capital Programme

- 3.1.1 At the end of 2010/11 ENEHL expect to have exceeded the city wide target of 95% of homes managed meeting the Decent Homes Standard by the Government's initial target date. Out turn is expected to be at 98% of homes at the Standard with the remaining 2% of around 400 homes comprising elemental component failure resulting from no access or refusals of the proposed work. These elements will be completed in future years once properties become vacant and are offered for re-let. In 2011/12 around 298 homes will fall out of the Standard as components reach the end of their expected serviceable life and these will be inspected and replaced as necessary in order to maintain the Council's pledge of maintaining decency in the housing stock.

- 3.1.2 ENEHL has a draft capital programme of £15m which is broadly equivalent to the Major Repairs Allowance set by Government annually. The programme is subject to approval by the Council and the ENEHL Board. Part of this, £3m, has been allocated to address the Decent Homes failures mentioned above and to maintain performance at above the 95% target set by the Council. The remainder of the capital allocation is to be used mainly to meet essential expenditure requirements such as adaptations, fire safety work, lift replacements, capital voids and structural works to non traditional homes that were not picked up in the Decent Homes programme. A small proportion has been allocated for desirable works such as environmental improvements and this is picked up in section 3.3 below as this is seen as an area where there is potential for closer cooperation with Area Committee.

3.2 Responsive and Cyclical Repairs and Maintenance.

- 3.2.1 In 2010 ENEHL started an EU procurement exercise in conjunction with the Council for a responsive repair and maintenance service provider for half of the properties that it manages. Following the collapse of Connaught and ROK the ENEHL Board took a revised policy decision to abandon the procurement exercise and award all of the work to ENEHL Construction Services, the internal directly employed repairs team. Construction Services will commence operations across the full ENEHL: area from 1 April 2011.

3.2.2 Cyclical maintenance work, principally annual gas service and repair work to homes is currently undertaken by external contractors who hold contracts that expire at the end of next year 2011/12. A procurement exercise has been approved by ENEHL Board for a single contractor to deliver this work package, with an estimated annual value of £2.5m, from 2012/13 onwards.

3.3 Environmental Improvements and Estate Services

3.3.1 For 2011/12 ENEHL Board has agreed an increase in funding for their four Area Panels to undertake environmental works within the area. One Area Panel operates within the Outer North Area Committee area and next year they will have a £50k capital budget and a £70k revenue budget to be used on customer prioritized environmental schemes. Of this ENEHL Board has resolved that £50k of the revenue allocation must be spent on schemes agreed with Area Committee potentially through Community Leadership Teams or their equivalent. It is anticipated that this will allow funding streams to be combined providing for larger schemes to be delivered within the area.

3.3.2 During 2010/11 rationalisation of the ENEHL Caretaking and Cleaning Service has seen a move away from static Caretakers located at multi-storey blocks to a more mobile patch based Estate Caretaker service. Duties undertaken by Caretakers at blocks have now been taken on by the Council's Cleaning Services team and the service expanded to provide cyclical cleaning at all blocks with shared access rather than just the multi-storey blocks previously serviced. There has been some initial dialogue with the Locality Manger on how ENEHL Estate Services can better link with environmental services that are to be delegated to Area Committees next year. At present area demarcation means that there are often disputes between services as to who's responsibility a specific piece of land is which can result in two teams visiting an area to undertake work. It is believed that this can be streamlined in future to provide a more common sense approach to environmental work.

3.4 Shared Services Centre

3.4.1 In November 20210 the Council's Executive Board agreed a recommendation to retain three ALMOs within Leeds on the proviso that a Shared Services Centre was created to deliver common back office ALMO functions such as finance, human resources and contract administration. Direct customer facing services remain the responsibility of individual ALMOs who will continue to report to individual Boards retaining existing decision making powers, but with a Strategic Governance Board put in place at which discussions will take place on consistent approaches.

3.4.2 In addition to ALMO functions transferring into the Shared Services Centre a number of Council functions will transfer from Environment and Neighbourhoods Directorate. These are functions that could not easily be delivered within ALMOs and which were retained on original transfer in 2003. Functions such as Leeds Homes, Choice Based Lettings administration, Property Maintenance Services and ICT support will all transfer into the Centre during 2011/12. It is anticipated that creation of the Centre will deliver £1.6m of savings and that there will be a reduction of 49 posts achieved through an ALMO Early Leavers Initiative mirroring the Councils, and natural wastage.

3.5 Anti-social Behaviour Review

3.5.1 With effect from April 2011 a new Team comprising staff from ENEHL, West Yorkshire Police and the Council's Anti-social Behaviour Unit will be created to deal with all cases of ASB that arise in the ENEHL area. The Team will be based within ENEHL

premises and will provide a consistent and coordinated approach to dealing with ASB that will improve the service to all customers. The main change will be to ENEHL estate based staff who previously had dealings with ASB as part of their generic housing management role. With introduction of the new service a group of specialist housing staff will deal exclusively with ASB within the combined team leading to a more streamlined approach.

4.0 Implications For Council Policy and Governance

4.1 There are no implications for Council policy and governance.

5.0 Legal and Resource Implications

5.1 There are no direct resource implications for Area Committee to consider at this stage. Proposals for individual joint working initiatives will be subject to further decision making processes by Area Committee and ENEHL Board and Area Panels.

6.0 Conclusions

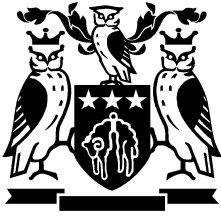
6.1 Closer working between Area Committees and ENEHL could deliver benefits across tenures within the inner east area. The Executive Board Member for Environment and Neighbourhoods has suggested that senior management representation from ENEHL should attend future Outer East Area Committee to look at ways to develop a closer working relationship.

7.0 Recommendations

7.1 Outer North East Area Committee is asked to note this report and to confirm their agreement that a senior management representative of ENEHL attend future Area Committee meetings.

8.0 Background Papers

There are no background papers.



Originator: Anna Turner
Tel: (0113) 336 7631

Report of the East North East Area Leader

North East Inner Area Committee

Date: 4th July 2011

Subject: Area Committee Work Programme and Forward Plan 2011/12

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

Executive Summary

This report is to provide members with a work programme for the 2011/12 municipal year relating to the Area Committee Delegated Functions and Priority Advisory Functions. The report also sets out the methods of monitoring performance and cycle of reports to be presented to the Area Committee for the 2011/12 municipal year.

Members are requested to note the content of this report and:

- (i) approve the proposed work programme for 2011/12
- (ii) approve the updated forward plan of reports to be brought to the Area Committee in 2011/12

Purpose Of This Report

1. This report is to provide members with a proposed work programme for the 2011/12 municipal year. The report presents the work that will be undertaken in relation to each of the Area Committee Delegated Functions and Priority Advisory Functions. The report also sets out the methods of monitoring performance.
2. Additionally, the report provides members with a forward plan of reports to be presented to the Area Committee during the 2011/12 municipal year. This is included in appendix A.

Background Information

3. In June 2009 the Executive Board agreed a number of functions to be delegated to the Area Committees. These Area Committee Functions and Priority Advisory Functions were subsequently rolled forward to 2010/11 and again to 2011/12, with an addition of environmental delegation. The Area Functions are included in the Council's Constitution (Part 3, section 3C). They are updated annually and presented to each of the ten Area Committees.
4. The information on the current Area Committee Functions and Priority Advisory Functions is provided in a separate report to this Area Committee.
5. The Outer North East Area Committee produces an annual Area Delivery Plan (ADP) which is a local interpretation of the Leeds Strategic Plan. It takes into account other partnership documents and as such shapes the partnership activity in the area. More recently the ADP has been presented in a more accessible format as a Community Charter, summarising a number of local priorities for action.
6. The work programme will compliment the Community Charter detailing the work to be undertaken in relation to the Area Committee delegated functions and roles as well as the partnership work.
7. The forward plan (Appendix A) presents the timetable of reports to the Area Committee for the municipal year 2011/12, in order to receive information and allow the Committee to monitor the progress of the work programme. It schedules in reports from partners responsible for the delivery of some of the actions and Community Charter priorities. It should be viewed as a guide for the management of Area Committee work and responsibilities. Other reports relating to topics of interest to the Area Committee will be added to the agendas during the course of the year.
8. It is requested that the Area Committee note the timetable of reports and highlight any additional reports on matters of interest that they wish to see.

Work Programme

9. The Work Programme gives details on how actions will be delivered against Area Committee Functions and Priority Advisory Functions in 2011/12. It also sets out how

this work will be performance managed and monitored. The Area Committee Work Programme will also form the basis of the Area Management Team work programme for the year.

Area Functions

Wellbeing Fund:

10. *To take decisions about and monitor activity relating to the use of the annual capital and revenue allocation to each Committee.*
11. The Wellbeing fund is used to support the priorities in the Community Charter. It is administered by the Area Team on behalf of the Outer North East Area Committee. All new proposals are considered at relevant ward meetings and decisions on spending are made at the Area Committee meetings. A consideration is given to how schemes meet the needs and priorities identified within the Community Charter.
12. The Area Management Team administer the grants and ensure that all appropriate documentation and reports from the beneficiaries are available so that an evaluation of their impact and outcomes can be considered.
13. The Area Committee receives reports at each Area Committee meeting with updated budget positions and feedback on schemes.

Community Centres:

14. *In relation to each community centre identified by the Director of Environment and Neighbourhoods as within the Committee's area, to:*
 - *oversee controllable revenue budgets, operational arrangements and the use of the centres;*
 - *agree and implement a schedule of charges and discounts for directly managed centres;*
 - *make asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.*
15. There are two community centres directly managed by this Area Committee; Tree Tops in Alwoodley ward and Barleyfields in Wetherby ward.
16. There is an ongoing corporate review of community centres looking at the current delegation and market rental assessments.
17. Action plans will be developed and used to monitor improvements to the centres and reports will be provided to the Area Committee to report on progress. This will include information from Corporate Property Management on budget and maintenance and the Asset Management corporate review of the market rental assessments.

Neighbourhood Management:

18. *To agree priority neighbourhoods (through the approval of the Area Delivery Plan); and to agree and monitor Neighbourhood Improvement Plans (NIP) for the Committee's area.*
19. In Outer North East area, there is one priority neighbourhood for Moor Allerton (MAP), including the neighbourhoods of Fir Tree Approach, Lingfield Approach, Cranmer Bank, Saxon Road, Tynwald, Deanwoods Lingfields and Firtrees, as well as Stonegates estate and Queenshills which fall within the Inner North East Leeds.
20. Neighbourhood Improvement Plan is approved on an annual basis and sets out actions to target the priorities identified within each priority neighbourhood. The MAP NIP for 2011-12 was approved by the Area Committee at its March 2011 meeting.
21. Reports will be provided three times a year to highlight achievements and provide performance management information.

Environmental Services:

22. *To develop and approve annual Service Level Agreements (SLA) to achieve as a minimum, the service standards set by Executive Board. Via the Service Level Agreement, to determine the principles of deployment of the available resources by:*
 - *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.*
23. *To be responsible for monitoring and reviewing the delegated activities in relation to the service outcomes specified in the SLA.*
24. *To be responsible for negotiating amendments to the SLA with service providers, to accommodate unforeseen events or patterns of service failure, during the course of the SLA.*
25. At present, the Area Committee have an Environment Champion. It is, however, recommended by the Executive Board that each Area Committee establishes an environment sub group. This is currently being developed in Outer North East. The group will meet on a regular basis to oversee the development and implementation of the SLA. Feedback from these meetings will form part of the regular reporting to the Area Committee to performance manage the delegation.
26. Reports and performance information will be provided to every Area Committee meeting to enable members to review the implementation and delivery of the SLA.

CCTV

27. *To maintain an overview of the service in the Committee's area and receive regular information about it.*
28. The Area Committee will receive an annual report in June to provide an update in relation to CCTV, in addition, regular reports will be provided to members via email.

Priority Advisory Functions:

Community Engagement:

29. *Each Committee will agree a local community engagement plan based on an agreed template to ensure consistency across the city. Information on how Area Committees have delivered on their community engagement plans, will be included in an annual report to the Executive Board, which outlines achievements from the previous year to deliver the Area Delivery Plans, and future priorities.*
30. The Area Committee has a specific role in relation to community engagement. A programme of community engagement activity is carried out each year to support this function. Information gained in this way contributes to service improvement and Area Delivery Plan/ Community Charter priorities. The engagement programme allows residents to feel more involved in the local decision making.
31. In Outer North East Leeds this consist of an annual cycle of events organised by partner organisations, postal survey to a sample of population, structured discussions with and visits to hard to reach groups.
32. The forward plan sets out the timetable for community engagement update reports to the Area Committee.

Community Green Spaces:

33. *Area Committees will influence the development and use of community parks and be consulted about proposals for the development and use of them, for example proposals for refurbishment and installation of new play equipment.*
34. The Outer North East Area Committee is working with the Parks and Countryside officers to upgrade local leisure and play provision. A systematic use of section 106, green spaces, is being developed to fund the improvements. A regular update on all the schemes will be provided at the relevant monthly ward member meetings and reported at the Area Committee meetings.

Multi-agency Crime and Grime Operations:

35. *This covers the multi agency crime and grime initiatives to tackle local priorities and hot spots. The arrangements enable staff to work more closely together on the*

ground and improve consultation with and reporting arrangements to the Area Committees.

36. The Community Safety report is provided to the Area Committee annually in June/July by the Community Safety Co-ordinator in partnership with the West Yorkshire Police. It presents all relevant crime and anti-social behaviour statistics and information on the work of multi agency groups working to reduce crime and grime in localities; tasking groups.
37. Members are invited to attend tasking meetings and receive action notes. They can contribute to the process by providing intelligence obtained from their constituents.

Local Children and Young People Plans:

38. *Area Committees will continue to influence the strategic direction of Children and Young People Plans. They will endorse and monitor the plan, ensuring the 5 Every Child Matters outcomes and the improved integration of children's services are embedded as part of the delivery objectives of the Children Leeds Area Partnership expressed through Area Delivery plans and extended service cluster plans.*
39. There are two extended services clusters in Outer North East Leeds; Alwoodley cluster and EPOSS, which covers the wards of Harewood and Wetherby. They are both in the process of changing their structure and becoming Joint Collaborative Committees which should improve their partnership working and bring about a better use of resources.
40. In 2011/12 the Area Committee will receive two performance management reports which will include the information on the work of the cluster partnerships.

Health and Wellbeing:

41. *As part of their responsibility to promote local well being, Area Committees have an important role in helping to improve health and tackling health inequalities by ensuring coordinated and focused activity across Council services and with key partners such as the Leeds PCT at the local level.*
42. The health indicators in Outer North East Leeds are better than the city average with the exception of the area covered by the MAP. A health audit has been designed to establish the best use of the health resources available and contribute to the city wide ambition to reduce health inequalities in Leeds.
43. The progress on this priority will be presented in each MAP report (see para. 20). An annual report from the Health and Wellbeing Partnership will be presented to the Area Committee.

Conservation Areas:

44. *This function covers a programme of reviews in 17 designated conservation areas commencing 2008/09 – to 2010/11.*

45. The Outer North East area has two outstanding conservation reviews to be undertaken – in Scholes and Shadwell. The funding for both was agreed by the Area Committee in 2010/11 but the work will take place in 2011/12.
46. The Area Committee will be informed about progress through regular reporting on the Community Charter.

Ward Members Meetings

47. Monthly Ward Member meetings provide a structure for the development and scrutiny of work throughout the year. Their purpose is to identify ward projects and monitor progress in relation to these. The meetings are arranged and facilitated by the Area Management Team with a ward tracking table provided for each.
48. Where members have specific issues, partners will be invited to attend meetings to discuss and agree actions. A regular input is received from e.g. Youth Services, Highways and Parks and Countryside.

Implications for Council Policy and Governance

49. The Area Functions Schedule is included in the Council's Constitution (Part 3, section 3C).

Legal and Resource Implications

50. The work programme outlined in this report is resourced from the East North East Area Management Team.

Conclusions

51. The Area Committee will discharge its responsibilities under the Delegated Functions Schedule through the programme of work and forward plan presented in this report. Outer North East Leeds local priorities are set in the Community Charter.

Recommendations

49. Members are requested to note the content of this report and
 - a. approve the updated forward plan of reports to Area Committee,
 - b. approve the proposed Forward Work Programme.

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Outer North East Area Committee Forward Plan 2011/12							Appendix A		
Meeting Dates	4th July	19th Sept	24th Oct	5th Dec	6th Feb	19th March			
Venue	Thorner Parish Center	Boston Spa Children's centre	Civic Hall	Civic Hall	Civic Hall	Tree Tops			
Area Committee Core Business	Notification of the Area Committee Chair	Information about the Area Committee							
	Appointments to Outside Bodies	Annual Appointments							
	Meeting Dates and Forward Plan for Year Ahead	Updated Forward Plan	Updated Forward Plan	Updated Forward Plan	Updated Forward Plan	Meeting Dates for 2012/13 and forward plan			
	Area Committee Function Schedule	To receive and note delegated functions and other roles							
	Community Engagement Strategy	Feedback from summer engagement - discussed at ward meetings				Approval of 2012/13 Engagemnt Plan			
	Community Charter	2011-12 Progress update			2011-12 half year review	2011-12 approval of 2011-14 ADP			
	Management of Wellbeing Fund	Approval of applications and budget update	Approval of applications and budget update	Approval of applications and budget update	Approval of applications and budget update	Approval of applications and budget update			
	Community Centre Portfolio Update	To update the Lettings policy				Annual Report and Pricing Policy review???			
	CCTV								
	Streetscene Services/Environmental Action Team			?		?			
	Parks and Countryside Annual Report								
	Childrens Services (inc Youth Services)	?			from Early Years / children's centres				
	Parks and Countryside Annual Report (Sean Flesher)				x				
	Library Service				?				
Partnership Reports/Updates	Town and Parish Council Forum	x		x	x				
	NE Divisional Community Safety Partnership (DCSP) - Bev Yearwood (incl. CCTV)	x							
	ENE Jobs Enterprise and Training (JET) Partnership?				?				
	ENE Health & Well Being Partnership			x					
	NE Children Leads Leadership Team/Partnership		?						
Other Reports	ENEH - Stephen Hunt	x			x				
	Dog Warden Service Stacey Campbell								
	Services for Older People								
Delegation of Environmental services (John Woolmer)									
West Yorkshire Fire Services	x	x	x	x	x	x	x	x	
Chair of Area Committee:								Anna Turner tel: 3367631	

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Report of the East North East Area Manager

North East (Outer) Area Committee

Date: 4th July 2011

Subject: Wellbeing Fund

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

Executive Summary

This report provides an updated position on the Outer North East Area Committee wellbeing revenue and capital budgets.

The report also informs the Area Committee about the wellbeing revenue allocation for 2011/12 and presents for approval new project proposals received since the last Area Committee meeting in March 2011.

Purpose of this report

1. The purpose of this report is to provide an updated position on the wellbeing revenue budget 2011/12 as well as the final position on the capital wellbeing.
2. It is to present information on new projects for which approval for the use of wellbeing funds is sought.

Background information

3. Each of the ten Area Committees receive an annual allocation of revenue funding to commission projects and offer grants to organisations in the local area. The amount of funding for each Area Committee is determined by a

formula based on 50% population and 50% deprivation in each area, as agreed by the Council's Executive Board. The Area Committees also have the balance of any revenue wellbeing budget which was allocated to them in previous years.

4. Alongside the wellbeing budget, ward councillors have access to other sources of local funding, such as Section 106, Ward Based Initiatives (WBI), Members Improvement in the Community and Environment (MICE). The use of this funding is discussed at ward member meetings as appropriate.

Wellbeing Revenue – available funding for 2011/12

5. The Council has agreed an allocation of wellbeing (revenue) budget across the ten Area Committees which includes a reduction on last year's allocation of £250k. The allocation to individual Area Committees is calculated using a formula based on 50% deprivation and 50% population. In February 2011 a new allocation of the Wellbeing funding to Area Committees was approved. The Outer North East allocation for 2011/12 is £112,000.
6. The Outer North East Area Committee manages its allocation by proportioning the amount between the three wards based on population. For the 2011/12 allocation, the split between wards is:
 - Alwoodley: £41,664 (based on pop. = 37.2%)
 - Harewood: £33,712 (based on pop. = 30.1%)
 - Wetherby: £36,624 (based on pop. = 32.7%).
7. Following the readjustment of wellbeing revenue resulting from a reporting error, the year end balance in 2010/11 consists of "Balance of Skips Budget" and "Balance of Small Grants Budget" for each ward, as recorded in Appendix 1 .
8. The current revenue financial position of the Area Committee is shown in Appendix 1. The format, in which this information is presented, has been approved by the Area Committee to list clearly the schemes approved (i.e. committed) in 2010/11 and which are still to be paid for in 2011/12.
9. The funding will be used to support the priorities in the Community Charter as agreed by the Area Committee in March 2011. Updates on spending and projects funded will be reported to the Area Committee on a regular basis.

New schemes for consideration

Small grants and skips – Harewood and Wetherby

10. In the past, all wards in Outer North East Leeds set aside amounts of money to be made available for small grants and skips. Small grants are used to support community and voluntary organisations with small amounts of money (max. £500) for schemes and projects to benefit the group and the community at large.

11. Skips are made available to members of the community and organisations free of charge for community clean-up days and environmental actions.
12. At the March round of ward meetings, Members in Harewood and Wetherby agreed to set up ward pots of money to be used for small grants and skips. Below, are the amounts agreed. Alwoodley ward will be consulted in July.

Wards	Harewood (£)	Wetherby (£)
Small grants	2,500	3,000
Skips	712	853

13. Community Charter priority: “Priorities for Communities”

Project: Promoting Partnerships
Organisation: Moor Allerton Elderly Care (MAEcare)
Amount: £6,694
Ward: Alwoodley ward

14. MAEcare is a voluntary organisation working with older people in Alwoodley and Harewood wards. It provides support, advice and runs activities for that client group. The funding will contribute towards developing activities which will build community cohesion by bringing the generations together; such as the indoor street party for the royal wedding in April; a sit down meal for a group of older people and pupils from Allerton High and regular cooking classes aimed at those living alone or recently widowed. Added to this, MAEcare works closely with local agencies such as the NHS through the District Nursing Team, GP practices, the Elderly Mental Health Team and other local voluntary groups (Northcall). East North East Homes and the Police are also key partners. Working with the Health Service is a priority. The church community at Moortown Methodist Church are actively supporting the development of community activities on their premises and the MAEcare partnership work will support this effort.
15. The total funding requested is £9,538. This is split between Alwoodley and Harewood on a proportional basis with Harewood’s share amounting to 25%, £2,294; £2,000 of which was already agreed at the March 2011 Area Committee meeting.
16. On 25th March 2011 at the ward member meeting, the Alwoodley councillors agreed to recommend a contribution of **£6,694**.
17. Main objectives:
 - Providing additional activities in the community for older people
 - Conducting consultation and surveys to establish the community’s needs and aspirations
 - Working with partners
 - Providing volunteering opportunities
18. Community Charter priority: “Priorities for Communities” and “Priorities for Health and Wellbeing”

Project: Northcall
Organisation: Northcall
Amount: £19,226
Ward: Alwoodley ward

19. This organisation provides a host of activities in the local community. The funding is requested to ensure continuation of work, such as community café and supper evenings, holiday play schemes for children, work and education programmes to assist with job search and close co-operation with Working Links, recruitment and support to volunteers who are the mainstay of the organisation as well as work with whole families. Ward members, at their meeting in March 2011 agreed to recommend the allocation of **£10,000** for Northcall. They undertook to review the funding situation later on in the year with a possibility of increasing their contribution.
20. Main objectives:
- Providing additional activities for the local community
 - Representing the interests of the local community
 - Providing volunteering opportunities
 - Working with partner organisations on behalf of the community
21. Community Charter priorities: “Priorities for Communities” and “Priorities for Health and Wellbeing”

Project: Central Heating
Organisation: St. Barnabas’ Church Hall Refurbishment
Amount: £5,966.53
Ward: Alwoodley ward

22. This funding is to contribute to the refurbishment of the church hall, which has so far included disabled access, new meeting rooms, kitchen and an accessible toilet with baby changing facilities. The total cost of the improvements is £71,853 and the Area Committee’s contribution would pay for a new, energy efficient central heating system. At the ward meeting in June 2011, members agreed to recommend a contribution of **£4,000** towards the scheme.
23. Main objectives:
- Creating a better environment for community members and groups using the hall
 - Encouraging a better and more frequent use of the hall
24. Community Charter priorities: “Priorities for Communities” and “Priorities for Health and Wellbeing”

Project: Burglary Action Plan, Trembler Alarms
Organisation: Neighbouring Policing Team
Amount: £975

Ward: Alwoodley

25. The Divisional Community Safety Partnership has produced a new Burglary Action Plan. Based on the intelligence, the focus is to be placed on the neighbourhoods of Roundhay, Alwoodley and Moortown (RAM). An action plan focuses on victims, location and offenders. One day of multi agency action is delivered every 2 weeks, targeting the top 25 streets. The action started on 7th April 2011 and will continue until 10th August 2011. It will be monitored via tasking meetings. £10K has been allocated by the North East Division for target hardening and £2k for trembler alarms. The funds have been transferred to CASAC who will deliver this element of the plan.
26. The RAM Neighbourhood Policing Team continue to visit the victims of burglary and offer crime prevention advice. The additional funding requested is to purchase 500 more trembler alarms at £1.95 each. Trembler alarms are small devices which, when stuck to doors or windows, detect and alert to an unwanted movement.
27. At the ward meeting in June 2011, members agreed to recommend to contribute **£500** towards the scheme.
28. Main outputs:
 - Prevention of burglaries
 - Increase in confidence
 - Development of better relationships with repeat and vulnerable victims
29. Community Charter priorities: "Priorities for Communities"

Project : Kitchen and Lighting Refurbishment
Organisation: Wigton Moor United Reformed Church
Amount: £5,776
Ward: Alwoodley

30. This scheme seeks to refurbish the outdated and dangerous coffee bar / kitchen with new fixtures and fittings as well as put down a new floor covering to prevent accidents on the old, uneven floor. Additionally, the grant would replace the existing church lighting.
31. The result of the discussion at the ward meeting on 2nd June 2011 was to defer the decision, pending further dialogue with the applicant.
32. Community Charter priorities: "Priorities for Communities"

Project: Cycle Shelter
Organisation: Scholes Elmet Primary School
Amount: £2,295
Ward: Harewood

33. The school have requested some assistance with funding of a bicycle shelter. Ward members agreed to contribute **£500** from MICE and encourage the school to fundraise for the remaining amount.

Project: 8 – 12 Summer Project
Organisation: Youth and Community Consultancy
Amount: £5,000
Ward: Harewood

34. The proposed project would cater for children of 8 – 12 and run for the 6 weeks of summer holidays. It would open at 8.00 a.m. with a breakfast club. The activities would include both, sport and arts and go on until 6.00p.m.

35. The application was rejected at the ward member meeting in March.

Project: Shadwell Fruit, Veg and Craft Show
Organisation: Shadwell Horticultural Society
Amount: £5,000
Ward: Harewood

36. The Horticultural Society applied to obtain funding to hire marquees, tents, chairs and show tables for its 65th annual flower, vegetable and handicrafts show. The show is usually attended by 1,000 people and is a popular day out for a whole family.

37. The application was rejected at the ward meeting in May.

Project: Off road motorcycles
Organisation: West Yorkshire Police
Amount: £500
Ward: Harewood and Wetherby

38. Funding is sought to continue the use of the off road motorbikes within East and North East Leeds. The total cost of keeping the bikes on the road for a year is £6,000. The four Area Committees covering East and North East Leeds are being approached for funding. Based on the call profile for 2010, the following breakdown of wellbeing contributions is proposed:

Inner East	(39.4%), £2,500
Outer East	(39.6%), £2,500
Inner North East	(7.9%), £500
Outer North East	(13.1%), £500

39. Main outputs:
- Respond to calls around nuisance motorbikes;
 - Work in partnership with Parks and Countryside;
 - Arrest and take relevant enforcement action, confiscate illegal bikes.
40. Community Charter priorities: Reduce crime and anti-social behaviour;

Priority Neighbourhoods benefiting the rural areas.

41. Both, Harewood and Wetherby members rejected the application at their ward meetings in June, as both the wards already fund farm watch, the four wheel drive response vehicles.

Project: Wetherby Festival
Organisation: Wetherby Arts Festival
Amount: £1,500
Ward: Wetherby

42. The Wetherby Festival has been in existence since 1977. This year, it will take place between 20.10.11 and 30.10.11. It will provide entertainment for all the family in Wetherby and the surrounding area. It will be a showcase for the local talent as well as a platform for professional entertainers.
43. The grant will pay for printing and distributing of programmes to 11,000 + homes, businesses and tourist information offices.
44. Main outputs:
- Promotion of the Festival
 - Attracting new audiences into the town
 - Promotion of Wetherby as a cultural venue
 - Bringing local community together
 - Providing a platform for local talent
45. Community Charter priorities: "Priority for local Community", "Priority for Business and Culture".
46. At the June ward meeting, the councillors agreed to recommend to contribute **£750** towards the project.

Project: Barleyfields Radio Project
Organisation: Radio Tempo
Amount: £2,045.20
Ward: Wetherby

47. Ofcom granted Wetherby Community Radio a five year broadcasting licence on 11th September 2006 with the specific aim of involving the local community within Wetherby and the surrounding villages. A five year extension to the broadcasting licence has recently been granted. A group of 31 volunteers are currently assisting with the running of the station, either as presenters, interviewers or technical support staff.
48. The Barleyfields Radio Project was subsequently established in October 2008 in conjunction with Youth Services. Since then, Wetherby Radio Ltd has been actively assisting young people every Thursday evening at Barleyfields Youth Club with their media studies. The project has been a great success and it is hoped that this will continue throughout 2012 and beyond.

49. The three volunteers from the Radio Station who assist with the media studies training have been CRB checked and are fully committed to the project.
50. The Barleyfields Radio Project also attends special community events throughout the year in and around the Wetherby area e.g. 'Wetherby Christmas Lights Switch On', Police Open Days to conduct interviews and research which are broadcasted on Wetherby Radio.
51. Main outputs:
 - Involving young people with broadcast media
 - Providing radio broadcasting experience to young people
 - Providing an exciting outlet to develop interests and preventing anti-social behaviour
 - Providing young people with a platform to get involved in the life of the community.
52. Community Charter priorities: "Priority for local Community", "Priority for Business and Culture".
53. At the June ward meeting the councillors decided to recommend to award **£1,000** grant providing the Youth Services also contribute the other 50%.

Wellbeing Capital Funding 2011/12

54. There is no new capital wellbeing allocation in 2011/12. The Outer North East capital programme is now at an end. The balance shows a small amount left in the Wetherby ward allocation. A complete list of projects is in the appendix 2.

Projects in development

55. The projects in this section are those currently in development for potential use of any future allocation of wellbeing funding and for support in attracting other funding.
56. Area Management staff work with organisations to ensure that any proposal submitted is linked to one or more of the Area Committee priorities. Full application forms, with appropriate information, are submitted for each one and other, external and internal sources of funding are also explored.
57. **Tree planting, Moor Lane – Harewood Ward:** Ward members have asked that a project is developed to plant 40 mature trees as part of environmental improvements on Moor Lane near Collingham Moor just off Wattle Skye. The path is well used by ramblers and walkers, and the tree line is visible from the surrounding area.
58. It is suggested that this project is pursued through the ward meetings and next reported to the Area Committee if and when funding for it is identified.

Implications For Council Policy and Governance

59. Wellbeing funding is used to support the priorities set out in the Outer North East Community Charter which are agreed with the local communities of Outer North East and key stakeholders. The Community Charter supports the Vision for Leeds.
60. Decisions on wellbeing funding are delegated to the Area Committee from the Council's Executive Board, therefore they are subject to call in.

Legal and Resource Implications

61. The Area Committee has delegated responsibility for taking the decisions and monitoring of activity relating to utilisation of capital and revenue Wellbeing budgets within the framework of the Council's Constitution (Part 3, Section 3D) and in accordance with the Local Government Act 2000.
62. Spending and monitoring of the Wellbeing budget is administered by the Area Management Team in accordance with the decisions made by this Area Committee.

Conclusions

63. The Wellbeing fund provides financial support for projects in the Outer North East area which help to deliver the priorities of the Community Charter.

Recommendations

64. The Area Committee is requested to:
 - Note the spend to date and current balances for 2011/12.
 - Agree to pursue Moor Lane tree planting scheme through ward meetings and report to the Area Committee on completion of the project.
 - Consider the following project proposals and where appropriate approve the wellbeing grant recommended by Members at their ward meetings:

MAEcare – promoting partnerships	£6,694
Northcall	£10k
St Barnabas central heating	£4k
Burglary reduction	£500
Wetherby Festival	£750

Barleyfields radio	£1k
Wetherby skips	£853
Wetherby small grants	£3k
Harewood skips	£712
Harewood small grants	£2,500

Background papers:

Area Functions Schedule Report July 2010

Report to Executive Board, 11 February 2011, Revenue Budget 2011/12 and Capital Programme.

OUTER NORTH EAST AREA COMMITTEE WELL-BEING BUDGET 2011-12

Funding / Spend Items	Alwoodley	Harewood
Balance b/f 2010-11	25,615.53	17,503.00
Schemes Approved from 2009-10 budget to be spent in 2011-11	16,667.00	-
Schemes Approved from 2010-11 budget to be spent in 2011-12	8,948.53	17,503.00
New Allocation for 2011-12	41,664.00	33,712.00
Total available for new schemes in 2011-12	41,664.00	33,712.00

2009-10 Schemes to be paid for in 2011-12

Sandringham Drive Parking Improvements (LCC Highways)	16,667.00	-
Total of schemes approved in 2009-10	16,667.00	-

2010-11 Schemes to be paid for in 2011-12

Balance of Skips Budget	1,073.00	1,003.00
Balance of Small Grants Budget	2,500.00	1,000.00
New Grit Bins for Alwoodley	612.84	
Open House Moving Again Q4 (March 2011)	3,750.00	
Keeping Slaid Hill Clean & Green Q2 (Sept 11)	1,012.69	
Scholes Conservation Area (Oct 11)		6,000.00
Shadwell Conservation Area Review (Oct 11)		6,000.00
Scholes Parking Restrictions (LCC Highways)		3,000.00
Globe Young People's Crafts (10/11 Small Grant)		500.00
Wetherby Site Based Gardener (Mar 11)		
Wetherby Road Plantation (Apr 11)		
WISE Activities for People over 60yrs		
Barleyfields Youth Club Refurbishment		
Deepdale Fencing (P&C)		
Deepdale Fencing (P&C) - 2nd phase		
Rental Support at Deepdale Community Centre (remaining balance)		
Total of schemes approved in 2010-11	8,948.53	17,503.00

Approved 2011-12 Schemes

Small Grants	-	-
Skips	-	220.00
Localism Officer Post (split with Wetherby)		20,000.00
MAECare Promoting Partnerships		2,000.00
Localism Officer Post (split with Harewood)		
Total of schemes approved in 2011-12	-	22,220.00

Grand Total Projected Spend 2011-12

25,615.53	39,723.00
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Ward Budget (inc balance b/f)

67,279.53	51,215.00
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Remaining Ward Budget

41,664.00	11,492.00
------------------	------------------

Appendix 1

Wetherby	Total
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42,003.50	85,122.03
-----------	-----------

-	16,667.00
42,003.50	68,455.03

36,624.00	112,000.00
-----------	------------

36,624.00	112,000.00
-----------	------------

-
-

1,003.00
313.50
19,900.00
1,000.00
3,150.00
4,960.00
5,850.00
5,000.00
827.00
42,003.50

500.00
110.00
20,000.00
20,610.00

62,613.50	127,952.03
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78,627.50	197,122.03
-----------	------------

16,014.00	69,170.00
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CAPITAL	Allocated at Area Committee			
	Alwoodley	Harewood	Wetherby	Total
	£	£	£	£
Allocations				
2004-07	85,754	85,753	85,754	257,261
2007-08	24,500	24,500	24,500	73,500
2008-09	24,500	24,500	24,500	73,500
transfer from Alwoodley to Wetherby	-20,000		20,000	0
2009-10 incl 10% reduction in Feb10	22,030	22,030	22,030	66,090
Total allocation 2004-10	136,784	156,783	176,784	470,351
Bramham Playground			2,000	2,000
Wetherby in Bloom watering system			9,000	9,000
Thorner over 55s extension		20,500		20,500
Moortown RUFC	10,000			10,000
The Zone sports surface	4,800			4,800
The Zone kitchen	3,750			3,750
Shadwell Lane Community facility	24,000			24,000
Wetherby number plate recog			4,150	4,150
Aberford playground		10,000		10,000
Boston Spa Milleneum Gardens			10,000	10,000
Slaid Hill in Bloom	1,777			1,777
Walton PC bus shelter			3,250	3,250
Environment fund 2006-2008		8,850	8,850	17,700
Collingham roundabout		2,490		2,490
Boston Spa Village Hall kitchen			5,000	5,000
Barwick Village Hall toilet		3,850		3,850
Bramham Village Hall disabled access			5,000	5,000
Wendell Hill conservation project		3,649		3,649
Wigton Moor school path	2,985			2,985
Carr Lane footpath		5,000		5,000
Cranmer bank CCTV	3,500			3,500
Barwick Miners Institute		3,643		3,643
Barwick Festive Lights		3,900		3,900
Northcall Computers	1,500			1,500
Environment Fund 2008-2009	8,123	14,527	4,250	26,900
Thorner Victory Hall		10,000		10,000
Shadwell Lane Library		1,000		1,000
Cranmer Bank security fencing	4,000			4,000
Thorner Parish Centre		10,000		10,000
Holywell Lane Footpath		5,000		5,000
Fir Tree Vale	5,000			5,000
Bardsey Tennis Club		9,746		9,746
Alwoodley Park kitchen	15,000			15,000
Scholes swimming pool		1,000		1,000
Scholes playground		10,000		10,000
Bardsey heritage lights (cancelled)		0		0
Bardsey sports club		18,000		18,000
Shadwell village hall carpark		7,415		7,415
Wigton Moor Church	3,896			3,896
Radio Jcom	8,000			8,000
Bardsey Playground Renovation		10,000		10,000
Boston Spa Children's Centre			105,000	105,000
Leodensians Junior Rugby Club	4,900			4,900
Alwoodley Community Hall	10,000			10,000
Moortown RUFC	2,200			2,200

Aberford & District PC lighting		3,250		3,250
Alwoodley methodist church - toilets	5,606			
Parking improvements in Sandringham Drive	9,747			
Alwoodley welcome sign	3,000			
Path to scout hut	5,000			
Roundabouts			20,000	
Total actual spend	136,784	161,820	176,500	475,104
Balance remaining	0	-5,037	284	

budget adjustment

5,000

Balance Remaining

0

0

284



Originator: Anna Turner

Tel: 0113-3367631

Report of the East North East Area Manager

East North East (Outer) Area Committee

Date: 4th July 2011

Subject: Harewood and Wetherby Town and Parish Council Forum Feedback Report

Electoral Wards Affected:
Harewood
Wetherby

Specific Implications For:

Equality and Diversity	<input type="checkbox"/>
Community Cohesion	<input checked="" type="checkbox"/>
Narrowing the Gap	<input checked="" type="checkbox"/>

Council Function

Delegated Executive Function available for Call In

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

Executive Summary

This report updates the Area Committee on the feedback from the Wetherby and Harewood Town and Parish Council Forum held in the outer north east area on 21st April 2011

The Area Committee is requested to note the issues raised and support the Parish Council Forum in resolving those issues through the Area Management Team.

Purpose

1. The purpose of this report is to provide the Area Committee with a summary of issues discussed at the last meeting of the Harewood and Wetherby Town and Parish Council Forum on 21st April 2011.

Background information

2. The purpose of the Town and Parish Council Forum is to provide a place for discussion and consultation on issues of common interest.
3. Changes have been made to the Harewood and Wetherby Town and Parish Council Forum to address concerns raised by some of its members.
4. The position of chair is now rotated between the six Harewood and Wetherby ward members. Ward members have agreed that they will ensure that both wards are represented at the forum by at least one member from each of the wards.

Main Issues

5. The latest meeting of the forum took place at the Boston Spa Children Centre on 21st April, chaired by Cllr John Procter. A summary of the issues discussed at the meeting is attached at Appendix 1.
6. The next meeting of the forum is on 21st July 2011 to be chaired by Cllr Ann Castle and will take place at Scarcroft Village Hall.

Implications for Council Policy and Governance

7. Leeds City Council has an agreed Charter in place with parish and town councils across the city which sets out how the Leeds City Council works with town and parish councils for the benefit of local people.

Legal and Resource Implications

8. The Town and Parish Council Forum is supported by an officer from the Area Management Team.

Conclusions

9. The Harewood and Wetherby Town and Parish Council Forum provides a place for the local councils to discuss issues of common interest and concern. It is supported by ward members and Area Management officers.

Recommendations

10. Area Committee is requested to note the issues raised and, through the Area Management Team, support the Parish Council Forum in resolving those issues.

Background Papers

- None

**Harewood & Wetherby Town and Parish Council Forum
Thursday 21st April 2011 – Boston Spa Children’s Centre, Deepdale**

Attendance:

Cllr John Procter	Wetherby Ward Member
Anna Turner	East North East Area Management
Gerry McDonough	Barwick & Scholes
Lesley Hoff	Shadwell
Paddy Procter	Scarcroft
Steven Wood	Thorner
Colin Pool	Bramham, Thorp Arch
Derek Armitage	Collingham with Linton
Keith Innocent	Bramham
Stacey Campbell	Dog Warden Service - LCC
Debbie Potter	Shadwell
Gloria Ford	Shadwell
Nicholas Fawcett	Clifford
George Hall	Barwick & Scholes
David Thomson	Boston Spa
Ruth Reed	Aberford
Margaret Smith	Thorp Arch
Sheila Humphreys	Thorp Arch
Marcus Griffiths	Wetherby Police
Janet Smith	Adult Social Care - LCC

Apologies:

Cllrs A. Castle and G. Wilkinson, Judith Pentith, Linda Flockton, Glyn Robins, Gaynor Anning, Chris Hassell,

ACTION

1. Introductions made
2. **Apologies** given as above.
3. **Minutes of last meeting** agreed as a true record.
4. **Matter Arising**

4.1 Cllr Procter explained that he is an Election Action Group member. Poling district review was to include parish boundary review but due to the volume of work this has not happened. Parishes would like to have it done urgently, as it has been on their agenda for a number of years. A number of anomalies in relation to the existing parish boundaries have been identified; e.g. parish boundaries crossing ward boundaries. Parliamentary boundaries will be changing by 2015 so it would make sense to look at parish boundaries after that.

AT to obtain A1 size maps of each parish.

Decided – parish councils to arrive at some decisions among themselves. Those suggestions to be sent to Area Management Office to be used as a basis for future boundary changes.

AT to send out a note reminding the parishes about this decision

Localism Bill will have an impact on the future shape of parishes.

4.2 **Post-meeting note:** Request sent to Jackie Pruckner. Maps expected at the end of May.

√

5. **Dog Orders – second phase – Stacey Campbell**

AT to check if a bin purchased by a parish council can be added to an emptying round.

5.1 Phase 1 of Dog Orders was implemented in February 2011. It prescribes the following:

- Numbers of dogs walked by one person
- Dog exclusion orders
- Directing public to keep dogs on leads.

Phase 2 adds:

- Where dogs must be kept on lead at all times
- Extended exclusion orders

Consultation will happen in the summer. Proposed implementation – January 2012.

Discussion include the following issues:

- Licences for dog walking businesses; will have to prove they are competent and responsible;
- Enforcement by LCC staff – 80 staff approved to enforce the legislation so far. There is an intention to train Park and Countryside staff.
- It is an offence to allow dog fouling on any land accessible to the public.
- Some areas have a particular problem with dog fouling – need for clear signs about penalties. General publicity about the legislation needed.
- If there are specific concerns/areas/times identified, a temporary response can be funded.
- Parish councils can employ their own dog wardens and keep the fixed penalty imposed.

5.2 **Post-meeting note:** Response from Parks and Countryside responsible for dog bins.

“Since the introduction of the 2004 Litter and Dog Bin Strategy we have been moving to a position of providing dog waste specific bins only on City and Community parks (these equate to APSE category A and B parks as set out in the strategy). For all other sites the intention was to move over time to a position where waste can be deposited in mixed use bins that are provided within the streetscape by colleagues in Cleansing. Typically these are positioned within 100m of the entrances to green spaces and adjacent to known dog walking hotspots. No dog bins were immediately removed from sites but as they failed they were not replaced. Consequently we no longer have dedicated servicing of dog bins and those that remain are emptied by area staff as part of routine maintenance of sites.

√

If the parish council wish to provide a new bin for a City or Community Park to encourage responsible ownership then I would be happy to pass the details to the appropriate officer. However if the intention is to provide a bin on any other green space then this should be undertaken in line with the strategy and provision should be made for an on street bin via Cleansing.”

A Litter and Dog Bin Strategy is attached to these minutes.

6. **Healthy Lifestyles – Janet Smith**

Janet brought information about health walks in the area and explained the benefits that can be derived from them. She encouraged parish councils to get in touch with her, should they want to pursue this in their areas.

JS to disseminate information to GP's.

A handout is enclosed with those minutes. This gives useful contacts.

Question – have GP's been given information about Walking for Health scheme?

7. **Localism Bill – Cllr John Procter**

A handout summarising the forthcoming localism legislation was distributed. It is attached to these minutes.

The resulting discussion included the following points:

- Funding for a Community Planner has ceased
- Discretionary allocation (Wellbeing budget) to Area Committees (AC) has reduced in 2011/12
- AC has approved funding for a new post of a Localism Officer to help parish councils prepare for and take best advantage of the emerging localism legislation. The post will also have a responsibility for maximising external funding available to town and parish councils as well as a local voluntary sector.
- A briefing paper is attached to these notes for those not able to attend the meeting

8. **A1 (M) Issues**

The new road was handed over to LCC in February 2010. Some snagging was done but the A1 Action group still feels that more needs to be done; e.g. lay-bys are being cleared by volunteers as there are no bins installed, no signage on A168.

John Mills to be contacted re signage

8.1 **Post meeting note:** John Mills – Highways:
Highways are aware that the signing for the A168 to the North of Wetherby

Cllr J. P. to

is inadequate particularly for directing lorries to Sandbeck Industrial Estate or to bypass Wetherby altogether.

It is hoped, subject to available funding being identified, that a scheme can be prepared to improve the signing.

The Annual Traffic Management Program is due to be released by the end of week ending 13.5.11 after which it will be possible to confirm when/if the signing scheme will be completed.

**arrange
a
meetin
g with
Gary
Bartlett
in
Wether
by
Court
House.**

9. **Area Delivery Plan – Community Charter**

Copies of a poster size Community Charter were distributed at the meeting with the request to all to display them in prominent places.

All

10. **Updates from Parish and Town Councils**

10.1 Collingham:

There are differences in the responses to the Tesco proposal, both in the parish council and local population. A meeting took place at which local shopkeepers have been represented. Parish Council has requested information on projections about future business and transport issues.

10.2 Bramham:

Election to the Parish Council – hot topic. There are 17 candidates for 9 places. Discussions about the spend of the community fund on the sports pavilion continue.

10.3 Thorner:

February 2010 – Village Design Statement – adopted.
Disappointment about lack of consultation with parish councils while making major planning decisions. Here – there has been a lack of any consultation about Whinmoor cemetery. This directly contravenes the tenets of the Parish and Town Council Charter. A representation was made to M. Farrington and T. Riordan to re-circulate copies of the Charter to officers of the council and make sure it is adhered to.

10.4 Scarcroft:

Christmas tree plans are being made already.

10.5 Boston Spa:

The Charter issues have been echoed by the representatives of Boston Spa. Additionally, councillors worry about the number and type of street lights in High Street.

10.6 Shadwell:

Library remains a problem. Cllr A. Ogilvie to meet with the parish council. Worries about lack of consultation on planning issues expressed.

10.7 Barwick:

Lack of consultation – Parish and Town Council Charter;
- about trees – felling, planting, etc
Public Open Space – consultation meeting with local people arranged

10.8 Clifford:

Consultation issues - Parish and Town Council Charter
Clifford village primary school – 5 new houses on site – good presentation by the developer.

10.9 Wetherby:

Cllr John Procter is to become a Town Councillor – congratulations.

Parking – still a problem;
Concerns about Sainsbury on the Jarvis site – should be refused on planning grounds.

11. **Any Other Business**

11.1 Revised Unitary Development Plan (RUDP) – is no longer a reliable document to use for planning.

11.2 Missed bin collections can be notified on: Telephone 24 74905, or email membersrefusequeries@leeds.gov.uk.

12. **Date and Time of Next Meetings**

Thursday 21st July 2011

Thursday 20th October 2011

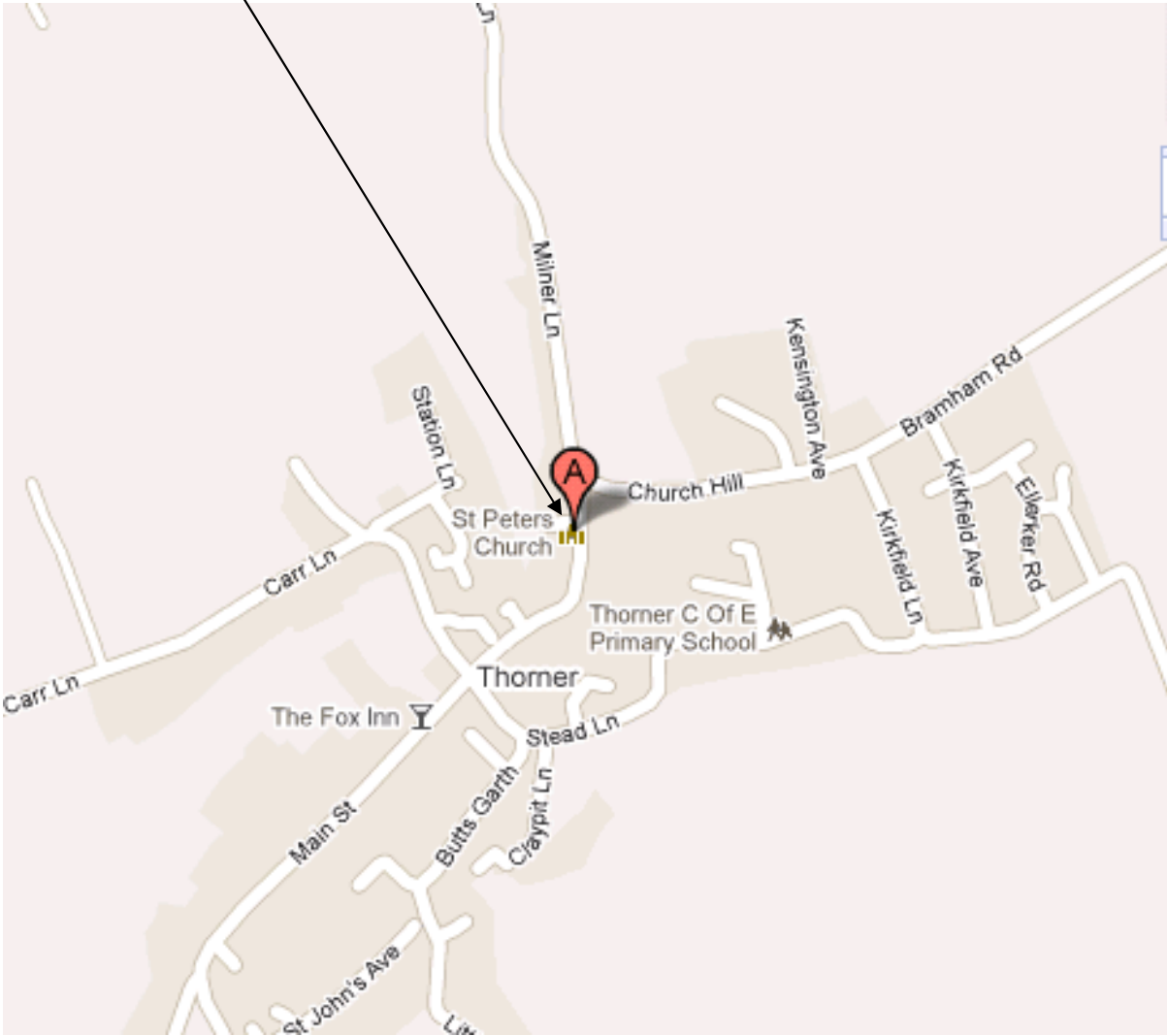
All meetings start at 7:30pm and are to be chaired alternatively by a Harewood and Wetherby ward councillor.

Contact Anna Turner, (tel: 3367631) email: anna.turner@leeds.gov.uk with any suggestions for venues or agenda items.

Thanks to everyone for attending.

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Thorner Parish Centre



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