

Public Document Pack



NORTH EAST (INNER) AREA COMMITTEE

Meeting to be held in the Civic Hall, Leeds on
Monday, 10th December, 2012 at 4.00 pm

MEMBERSHIP

Councillors

J Dowson	- Chapel Allerton;
M Rafique	- Chapel Allerton;
E Taylor	- Chapel Allerton;
S Hamilton	- Moortown;
R Charlwood	- Moortown;
A Sobel	- Moortown;
G Hussain (Chair)	- Roundhay;
C Macniven	- Roundhay;
B Urry	- Roundhay;

Agenda compiled by:
Stuart Robinson
Governance Services Unit
Civic Hall
LEEDS LS1 1UR
Telephone: 24 74360

East North East Area Leader:
Rory Barke
Tel: 3367627

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>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p>	
6			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To confirm as a correct record the attached minutes of the meeting held on 15th October 2012.</p>	1 - 8

Item No	Ward	Item Not Open		Page No
8			<p>WELLBEING FUND REVENUE BUDGET 2012/13</p> <p>To consider a report of the East North East Area Leader providing Members with an update on the current position of the wellbeing revenue budget for the Inner North East area, together with applications made for funding.</p>	9 - 26
9			<p>INNER NORTH EAST AREA COMMITTEE PRIORITIES AND CONSULTATION</p> <p>To consider a report of the East North East Area Leader on an update on the Inner North East Area Committee Priorities and Consultation, including the Neighbourhood Improvement areas and their progress and that of the Citizens Panel. The report also provides feedback on the Autumn 2012 consultation and the proposed priorities for 2013/14 and further consultation on these during Spring 2013.</p>	27 - 56
10			<p>APPRENTICESHIPS UPDATE</p> <p>To consider a report of the East North East Area Leader providing an update on city-wide initiatives to support growth in apprenticeships. The report also provides an update on the proposal to offer two local partnership based apprenticeship, sponsored by the Inner East and Inner North East Area Committee.</p>	57 - 64
11			<p>ENVIRONMENTAL SERVICES - SIX MONTH PERFORMANCE UPDATE ON THE SERVICE LEVEL AGREEMENT</p> <p>To consider a report of the Locality Manager (East North East) providing an update on performance against the Service Level Agreement between Inner North East Area Committee and the ENE Environmental Locality Team.</p>	65 - 82
12			<p>ENVIRONMENTAL SUB GROUP MINUTES</p> <p>To consider a report of the East North East Area Leader on the issues discussed at the Environmental Sub Group meeting held on 29th October 2012.</p>	83 - 88

Item No	Ward	Item Not Open		Page No
13			<p>EAST NORTH EAST HOMES LEEDS GROUNDS MAINTENANCE REPORT</p> <p>To consider a report of the Head of Partnerships, East North East Homes Leeds of the work and progress made by the Grounds Maintenance contractor, Continental Landscapes from April to November 2012.</p>	89 - 94
14			<p>AREA CHAIRS FORUM MINUTES</p> <p>To consider a report of the Assistant Chief Executive (Planning, Policy and Improvement) on the Area Chairs Forum minutes held on 29th October 2012.</p>	95 - 102
15			<p>DATE AND TIME OF THE NEXT MEETING</p> <p>Monday 28th January 2013 at 4.00pm in the Civic Hall, Leeds.</p>	

This page is intentionally left blank

Agenda Item 7

NORTH EAST (INNER) AREA COMMITTEE

MONDAY, 15TH OCTOBER, 2012

PRESENT: Councillor G Hussain in the Chair

Councillors R Charlwood, J Dowson,
S Hamilton, C Mcniven, M Rafique, A Sobel
and E Taylor

36 Chair's Opening Remarks

The Chair welcomed all in attendance to the October meeting of North East (Inner) Area Committee.

In particular he also welcomed Kathy Kudelnitzky, Chief Officer (Leeds Initiative and Partnerships) to the meeting who was attending as part of an ongoing review of area working.

37 Declaration of Disclosable Pecuniary and Other Interests

There were no disclosable pecuniary and other interests declared at the meeting.

38 Apologies for Absence

An apology for absence was received on behalf of Councillor B Urry.

39 Open Forum

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

On this occasion, there were no matters raised under this item by members of the public.

40 Minutes of the Previous Meeting

RESOLVED - That the minutes of the meeting held on 3rd September 2012 be confirmed as a correct record.

41 Matters Arising from the Minutes

- a) Local Authority Appointments to Outside Bodies (Minute 25 c) refers
The Chair enquired if contact had been made with the Chief Executive of East North East Homes regarding Councillors Urry and Sobel being included on the distribution list to receive agenda papers for the East North East ALMO Area Panel.

Mr S Robinson, Governance Services responded and confirmed that the matter had now been resolved.

b) Children's Services Update Report to Area Committees – Inner North East (Minute 26 refers)

The Chair enquired if the Director of Children's Services would be providing a breakdown of the location of all children's homes to a future meeting.

Liz Lowes, Senior Planning and Bids Manager, Children's Services responded and agreed to consult with Nigel Richardson on this issue.

A general debate ensued that arising from new regulations, smaller children's homes did not have to obtain planning permission and as a result Members did not know the location of these new homes within their wards. It was also noted that this issue had been debated at the Scrutiny Board (Children and Families) where Members had raised their continuing concerns.

The East North East Leader responded and agreed to have discussions with the Director of Children's Services and the Chief Planning Officer on this issue with a report back on progress at the next meeting.

The Chair referred to the important relationship the Area Committee had with the clusters and enquired if a review would be undertaken of how the relationship works with Members.

The East North East Area Leader responded and commented on progress made to date by the all party working group who were addressing these specific issues. He stated that this piece of work would take some time to be completed and in the interim period it was agreed that the Area Committee's Cluster representative should keep a watching brief on this issue.

c) Wellbeing Fund Revenue Budget (Minute 28 refers)

Councillor S Hamilton enquired if there had been any progress made in relation to the East North East Area Leader liaising directly with the Polish Advice Bureau Yorkshire with a view to linking them into other education providers.

The East North East Area Leader responded and agreed to look into this issue.

Councillor S Hamilton enquired on the latest position with regards to the Youth Forward Development Arts Project and the application to set aside £1,500 towards a litter education project to be administered by the Area Support Team.

Nicola Denson, East North East Area Officer responded and informed the meeting that the Youth Forward Development Arts Project was included in the wellbeing report for consideration at today's meeting. It

was noted that the litter education project would now be considered at the next meeting in December 2012.

d) Priority Neighbourhood Update Report (Minute 31 refers)

The Chair enquired on the progress in relation for Members to be supplied with a copy of the duties and responsibilities for front line staff working in East North East Area Management.

The East North East Area Leader responded and agreed to look into this issue.

e) Community Right to Bid

Councillor A Sobel informed the meeting that under the new arrangements, Yorkshire Bank Playing Fields in Moortown were the first community group to be registered on the Lists of Assets of Community Value.

42 **Wellbeing Fund Revenue Budget**

The East North East Area Leader submitted a report providing Members with an update on the current position of the revenue Well being funding for the Area Committee and highlighting the applications made for consideration by the Area Committee.

Appended to the report was a copy of the following document:-

- Inner North East Area Committee Well-Being Budget 2012-13 (Appendix 1 refers)

The report also included an update on the Area Committee Apprenticeship post for the information/comment of the meeting.

Nicola Denson, East North East Area Officer presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the contents of the report and appendices.

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

- Clarification of the aims of the Apprenticeship Training Agency (ATA) initiative and whether or not it would targeted at a local level within the NE Inner area
*(The East North East Area Officer responded and confirmed it would be a local initiative.
The East North East Area Leader informed the meeting that there was now a need to pull agencies together in this area. It was his intention to submit a report to either the December/or January meeting on this issue and the actual timescales would be discussed with the Chair.
The report would focus on management issues; a review of Post 16 recommendations and on worthlessness and deprivation within the Inner North East area)*

- Clarification of the progress made in relation to the review of area working and on the Youth Service
(The Chief Officer (Leeds Initiative and Partnerships) responded and it was noted that a report on these issues would be submitted to the Executive Board on 12th December 2012)
- The need for Members to view the Pathways website which contained some very useful information on learning, training and employment for young people in Leeds
- Clarification if the Area Committee's staffing structure was on target and the protocol for setting staffing levels to meet those areas where there was high deprivation
(The East North East Area Leader responded and informed the meeting that all Area Committees had the same protocol for setting staffing levels to meet those areas where there was high deprivation. He confirmed that Wellbeing was directly linked to deprivation and that staffing would be addressed within the area working review)

RESOLVED -

- a) That the contents of the report and appendices be noted.
- b) That the application to fund £1,190 towards the Youth Forward project be refused.
- c) That the application to fund £3,500 towards the Education Achievement Academy be refused.
- d) That this Committee notes that a report would be submitted to either the December/or January meeting on the Apprenticeship/management issues, together with details of the review of Post 16 recommendations and on worthlessness and deprivation within the Inner North East area.

43 Future Approaches to Priority Neighbourhoods

The East North East Area Leader submitted a report on the progress made in relation to the priority neighbourhoods in the Inner North East since the implementation of the new approach in 2010.

Rory Barke, East North East Area Leader presented the report and responded to Members' comments and queries.

The East North East Area Leader informed the meeting that Mr S Lake, Neighbourhood Manager for N E Inner, had been recently appointed to a post of Targeted Services Lead in Children's Services. He confirmed that Mr Lake would still be working in the NE Inner area when he takes up his new duties in November.

The East North East Area Leader reported verbally on the latest Neighbourhood Index performance indicator data for the NE area and acknowledged that the progress made in relation to the priority neighbourhoods in inner north east Leeds was making a real difference since the new approaches in 2010.

Detailed discussion ensued on the contents of the report.

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

- The concerns expressed that people were worried about losing their identity through the current structures and processes that were in place in the Meanwood and Stonegates estates
- The need for Members of the Area Committee to be supplied with a list of those organisations who have received funding by the Chapel Allerton Community first panel
(The East North East Area Office responded and agreed to comply with this request)
- The need for the Area Committee to place on record it's thanks to Mr S Lake for the excellent work undertaken within the inner north east area since 2010
- Clarification of the protocol and timescales of appointing a new Neighbourhood Manager
- The need for more work to be undertaken in the Queenshills/Leafields area and for regular monitoring to be carried out, especially within the Roundahy area
- Clarification of the community infrastructure arrangements in place at the time the new approach in 2010 was implemented
- To welcome the continuing success of the Neighbourhood Improvement Boards
- The concerns expressed that many people felt deprived who lived in the Beckhill Estate

The East North East Area Leader thanked the Area Committee for their kind comments about the work undertaken by Mr S Lake since 2010. He agreed to convey these comments to Mr Lake.

The East North East Area Leader made reference to the recruitment process and he stated that Members would have an advisory role in appointing the new Neighbourhood Manager for Inner North East. In concluding discussions, the East North East Area Leader confirmed that during the recruitment exercise partnership working would not suffer and that appropriate temporary staffing arrangements would be put in place during this period.

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes and welcomes the achievements made in the priority neighbourhoods in inner north east.
- c) That approval be given to the extension of the Neighbourhood Managers contract further two years from 1st April 2013 to 31st March 2015, subject to availability of funds, with a report provided at the December Area Committee with cost implications for the Well Being Fund.
- d) That approval be given to the priority neighbourhoods being proposed for Inner North East from 2013/14 in accordance with the report now submitted.

- e) That Mr S Lake be congratulated on the excellent work undertaken within the inner north east area since 2010 and that this Committee wishes him much success in his new appointment.

(Councillor E Taylor left the meeting at 5.00pm during discussions of the above item)

(Councillor R Charlwood left the meeting at 5.10pm during discussions of the above item)

44 East North East Health and Wellbeing Update

The Health and Wellbeing Improvement Manager (East North East) submitted a report on progress made in relation to East North East Health and Wellbeing issues.

Liz Bailey, Health and Wellbeing Improvement Manager, Adult Social Care presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the contents of the report.

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

- The need, as a starting point, to have an effective monitoring system in place, in particular around obesity in Harehills and the issues facing BME communities on Roundhay Road
- The need for the Area Committee to be supplied with more information i.e. graph/or table showing mortality rates from different types of cancer on a ward by ward basis
(The Health and Wellbeing Improvement Manager responded and agreed to investigate this issue further)
- Clarification of the relationship between the Council and the Clinical Commissioning Groups with effect from April 2013 and whether or not any structures had been produced
(The Health and Wellbeing Improvement Manager responded and agreed to investigate this issue further)
- The need for improved links around mental health and the changes to benefits
(The East North East Area Leader responded and informed the meeting that a Public Health team would be soon moving into the Reginald Centre to support this transition process. He stated that the main issue was on how commissioning groups manage their business and spending and if it was not working on the front line, then the system was failing)
- The need to consider appointing a person from the Clinical Commissioning Group as a Co-optee on the Area Committee

RESOLVED –

- a) That the contents of the report be noted.
- b) That the work outlined for building on and further developing health improvement work in Inner East area be undertaken by the Health and

Wellbeing Improvement Manager in accordance with the report now submitted.

- c) That the East North East Area Leader and the Health and Wellbeing Improvement Manager be requested to brief Councillor B Urry on the above issues in his capacity as the Area Committee's representative on the Health and Wellbeing Partnership with a report back on progress at the next meeting in December 2012.

45 Consultation on expansion of primary school provision for September 2014

The Director of Children's Services submitted a report on an update on the work being undertaken across the city regarding the consultation on the expansion of primary school provision for September 2014.

Liz Lowes, Senior Planning and Bids Manager, Children's Services presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the contents of the report and appendices.

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

- The concerns expressed that local ward Members were not consulted sufficiently on the proposals in relation to Roundhay/Carr Manor and that local knowledge should be seen as a very important issue when considering the expansion of primary provision
- Clarification of the reasons why 41% of all primary applications from people in the Inner North East area failed to include their local school
- The need for Elected Members to be fully involved in the development of future proposals

RESOLVED –

- a) That the contents of the report be noted.
- b) That the proposals outlined in the report be received and noted.
- c) That this Committee notes that individual ward briefings would be arranged as required to discuss issues directly affecting Members specific wards in more detail.

46 East North East Welfare Reform Project Team Update

The East North East Area Leader submitted a report on progress made by the East North East Welfare Reform Project Team in responding to the changes within the Welfare Reform Act and to mitigate the impact for residents within east north east Leeds.

RESOLVED –

- a) That the contents of the report be noted.
- b) That this Committee notes the work going on to mitigate the impact for residents within east north east Leeds.
- c) That the East North East Area Leader be requested to e mail Members of the Committee on the latest position regarding the open for tender

exercise in relation to the wellbeing application approved at the last Area Committee.

47 Area Chairs Forum Minutes

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report on the Area Chairs Forum minutes held on 13th July 2012.

Appended to the report was a copy of the minutes of the meeting held on 13th July 2012 for the information/comment of the meeting.

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the contents of the Area Chairs Forum minutes held on 13th July 2012.

48 Date and Time of the Next Meeting

Monday 10th December 2012 at 4.00pm in the Civic Hall, Leeds.

(The meeting concluded at 5.45pm)

Report of East North East Area Leader

Report to Inner North East Area Committee

Date: 10th December 2012

Subject: Wellbeing Fund Revenue Budget 2012/13

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

Summary of main issues

1. This report provides members with an update on the current position of the wellbeing revenue budget for the Inner North East.
2. Applications made for funding are included in the report for member's consideration.
3. The report contains feedback from summer activities funded by the Area Committee and Inner North East clusters.
4. A discussion is also included on the possible increase in commissioning of projects in future years.

Recommendations

5. Members are asked to note the contents of this report, and
6. Consider the following project proposals and approve the working group recommendations where applicable:
 - Agree to approve funding for Relocation of Planter Back Chapeltown Road
 - Agree to approve funding for Litter Project
 - Discuss and agree whether to fund Adult Exercise equipment in Norma Hutchinson Park
 - Agree whether to set aside an additional £4,000 for small grants
7. Discuss and agree a way forward for wellbeing spend 2013/14.

1 Purpose of this report

- 1.1 The report provides members with an update on the current position of the revenue Wellbeing funding for the Area Committee and sets out applications made for consideration by the Area Committee.

2 Background information

- 2.1 Each of the ten Area Committees receives an allocation of revenue funding. The amount of funding for each Area Committee is determined by a formula based on population and deprivation in each area which has been previously agreed by the Council's Executive Board.
- 2.2 It has been agreed that the revenue wellbeing budget for the Inner North East Area Committee for 2012/13, based on these calculation is £161,810. This is the same revenue budget that was allocated last year.
- 2.3 The Area Committee have nominated a representative from each ward to form a Well Being Member Working Group to consider applications made for funding and also receive feedback and evaluations regarding projects that have already been funded.
- 2.4 The Area Committee wellbeing fund is used to commission activity and projects to support the promises in the Community Charter. Applications are also accepted from organisations in the local area who can demonstrate that their project supports the Community Charter promises. These projects are monitored quarterly on progress, with a final evaluation taking place when the project is completed.
- 2.5 The current budget position for the revenue Wellbeing budget is provided at Appendix 1 for Members information.
- 2.6 Community organisations can apply for a small grant to support small scale projects in the community; these are approved by ward members.

3 Main Issues - New Applications for Consideration

3.1 Relocation of Back Chapeltown Road planter - £1,419.16

- 3.1.1 This project is to remove the planter that is currently sited at the end of Back Chapeltown Road / St. Mary's Court and reinstate it at the other end of Back Chapeltown Road / Chapel Road.
- 3.1.1 The planter was originally installed to prevent 'joy riding' and related car crime some years ago. Since then car crime has dramatically reduced and given the reinstatement it is not envisaged that this will be an issue.
- 3.1.2 The reason for this proposal is that the current vehicle access is via Chapel Road, which is a private cobbled road, and is gradually becoming worn and uneven, causing difficulty for people who have no choice but to use the road. The relocation of the planter will improve access for residents and service vehicles and preserve the cobbled road. Access would then be via St. Mary's Road, through St. Mary's Court.

- 3.1.3 The cost includes the removal of the planter from its existing position by way of dismantling and saving stones to recycle and reuse in the newly located position including fees. The planter will be rebuilt in an identical fashion as per the current design making the whole project as economical as possible.
- 3.1.4 It is recommended by the Wellbeing working group that the application for £1,419.16 is approved and funding be given to highways to carry out the relocation of the planter as long as it is proven there are no legal issues with this.
- 3.1.5 This funding would be spent before the end of March 2013 if approved.

3.2 Litter Education project - £1,500

- 3.2.1 The premise for this project was brought to the September Area Committee and has now been worked up with Groundwork Leeds. The project will focus on one litter education project for three primary schools, one in each ward, to be identified via local ward members and cluster leaders. It will target young people in year 3 or 4 who are studying litter in their geography module.
- 3.2.2 The work will be undertaken by Groundwork Leeds and will include two sessions with each school, one to audit their area and the other to clean and take photos of the area around the school. Where appropriate the work around the school will include problem ginnels. There will be a lesson plan created for this by Groundwork, including necessary tools such as risk assessments to allow schools to carry on the work in subsequent years. The documents will also be put onto a CD for ease of use.
- 3.2.3 As part of the project Groundwork Leeds will also facilitate an assembly session for the groups to report back to the rest of the school and hopefully get them interested. They will also make sure results and information from the sessions goes in school newsletters to let parents know what is going on.
- 3.2.4 The funding will be for Groundwork's time to prepare and run the sessions and provide materials for the schools where needed such as litter pickers and hi-viz vests. If necessary there is also an option to provide a sign designed by the school for the problem ginnel.
- 3.2.5 It is recommended by the Wellbeing working group that the application for £1,500 is approved and the funding allocated to Groundwork to run the project in conjunction with Area Support Teams.
- 3.2.6 This funding would be spent before the end of March 2013 if approved.

3.3 Adult Exercise Equipment in Norma Hutchinson Park - £2,000

- 3.3.1 Community members are interested in creating an outdoor gym in Norma Hutchinson Park in Chapeltown. The existing play area is currently being used by adults for exercise and, although the activity is encouraged, the location is not appropriate. By adding bespoke equipment, the aim is to create a healthy space for

working out and socialising in this popular park to the south of the neighbourhood, while giving back the play area to local children.

- 3.3.2 Leeds City Council Parks and Countryside service manage the site and are in full support of the project. The project will be developed as a partnership between Leeds City Council ward members and officers, Groundwork Leeds and local people.
- 3.3.3 The funding requested will be used to finance stages one and two of the project; community engagement & design development and detail design & the planning process (including allocation for planning permission).
- 3.3.4 The first stage will include meeting with interested community members and stakeholders to discuss the project and assist in the formation of a steering group. Then agreeing the most effective methods of consultation to reach potential users of the gym and consulting with steering group to confirm the location of the gym within the existing park layout. Preparing consultation materials e.g., image boards to illustrate equipment and layouts and carrying out community consultation process to establish which manufacturer local people prefer and which pieces of equipment they would be most likely to use. The overall cost of this stage is £2,250 and Groundwork is contributing £750 in Groundwork communities' team staff time and £500 in Groundwork design team staff time. This leaves a £1,000 shortfall.
- 3.3.5 Stage Two will include the preparation of necessary paperwork for a planning application, including plans to relevant scale and detail, with specification notes on the drawings and submission of application to Planning Department via the Planning Portal and necessary site visits with planning officer. The overall cost is £1,250, Groundwork will fund the design staff time at a cost of £250.00, which leaves £1,000 to fund.
- 3.3.6 Stages three to five will include preparing grant applications for the project, putting it out to tender and running the scheme. Costs for this will be included in any future grant submissions that will be done by Groundwork.
- 3.3.7 Individuals from the local community will be engaged throughout the project development, design and funding stages and a couple of interested parties have already been identified. There is an opportunity to create a community steering group, with the aspiration of building cohesion and a sense of joint ownership of the completed gym. An inclusive 'Friends of' group will offer long-term sustainability to the ongoing development and enjoyment of the park.
- 3.3.8 The project missed the deadline for submission to the wellbeing working group and the Area Committee is asked to consider and make a decision on whether to approve the application at the meeting.
- 3.3.9 This funding would be spent before the end of March 2013 if approved.

3.5 Neighbourhood Manager - £35,000

- 3.5.1 At the last meeting on 15th October 2012 the Area Committee agreed the extension of the Neighbourhood Manager contract for a further two years from 1st April 2013 to 31st March 2015, subject to availability of funds.
- 3.5.2 The cost implications for the Well Being Fund of this decision is that £35,000 would be allocated in 2013/14 and 2014/15 to cover this post. Members are asked to note that £13,295 for this post is funded through the Building Family Wealth funding and should this not be available in future the Area Committee would be asked to fund the difference.
- 3.5.3 Recruitment is currently progressing to fill the Neighbourhood Manager vacancy that starts from 1st December 2012 and the most up to date position will be reported at the meeting. Given there will be a short gap between the current Neighbourhood Manager leaving and the new one starting this will mean there is going to be an under spend on the post. This will be injected back into the Area Committee's budget.
- 3.5.4 The Area Committee is asked to consider and make a decision on whether to approve this allocation of funding.
- 3.5.5 This funding would be allocated from the future 2013/14 and 2014/15 budgets.

3.6 Small Grants 2012/13

- 3.6.1 To date £9,209.30 has been approved from the Inner North East small grant fund for 2012/13 with 21 applications being approved so far. There are also two applications for £500 each awaiting approval.
- 3.6.1 This means that small grant applications will have to be deferred until April 2013 unless further funding is put into the small grant pot.
- 3.6.2 It is therefore suggested that an additional £4,000 is added to the small grant pot to allow it to continue as a resource until the end of March 2013.

3.7 2012/13 budget

- 3.7.1 The allocation of revenue wellbeing funding for 2012/13 is £161,810. This is the same amount of revenue funding as the Inner North East Area Committee received last year.
- 3.7.2 The Area Support Team has also done some work on projects which have come in under budget or are no longer going ahead. An additional £10,000 was also added due to a financial discrepancy at the end of last year where a capital project was paid out of revenue. This additional amount is from the funding being injected back into the revenue pot to correct the error. Below are the new figures for this financial year showing the amount of funding left in each of the area pots.

Funding / Spend Items	Chapel Allerton Ward Pot	Moortown Ward Pot	Roundhay Ward Pot	Area Wide	Total
Balance b/f from 2011-12 Schemes Approved from 2011-12 budget to be spent in 2012-13	8,308.97	13,839.41	23,597.70	55,124.93	100,871.01
Amount of b/f budget available for new schemes 2012-13	1,359.53	3,859.98	8,300.00	13,362.93	26,882.44
New Allocation for 2012-13	6,949.44	9,979.43	15,297.70	41,762.00	73,988.57
Total available for new schemes in 2012-13	10,000.00	10,000.00	10,000.00	131,810.00	161,810.00
Total Projected Spend 2012-13	16,949.44	19,979.43	25,297.70	173,572.00	235,798.57
Remaining Balance Unallocated	13,034.76	2,951.36	12,252.74	136,914.50	165,153.36
	3,914.68	17,028.07	13,044.96	36,657.50	70,645.21

3.7.3 Attached at Appendix 1 is a full breakdown of wellbeing funding for 2012/13 and amounts already allocated, including ward pot funding.

3.7.4 There is also a desire to make sure that funding allocated in 2012/13 is spent in that year and so the Area Support Team are undertaking work to make sure this happens.

3.7.5 Below is a table showing this position of how much has been allocated in year, how much has actually been spent from the account and how much is left.

Inner North East					
Funding / Spend Items	Chapel Allerton Ward Pot	Moortown Ward Pot	Roundhay Ward Pot	Area Wide	Total
Balance b/f from 2011-12	8,308.97	13,839.41	23,597.70	55,124.93	100,871.01
New Allocation for 2012-13	10,000.00	10,000.00	10,000.00	131,810.00	161,810.00
Total Allocation 2012-13	18,308.97	23,839.41	33,597.70	186,934.93	262,681.01
Amount committed 2011/12 projects continuing into 2012/13	1,359.53	3,859.98	8,300.00	13,362.93	26,882.44
Amount committed 2012/13 new projects	13,034.76	2,951.36	12,252.74	136,914.50	165,153.36
Total amount to be spent 2012/13	14,394.29	6,811.34	20,552.74	142,757.43	184,515.80
Amount actually spent	6,254.76	182.44	5,217.99	108,383.47	115,348.66
Amount remaining to date	3,914.68	17,028.07	13,044.96	44,157.50	70,645.21
Amount earmarked to be spent 2013/14				7,500	

3.8 Wellbeing Budget 2013/14

3.8.1 At the November wellbeing working group a discussion was held about the aspiration to be proactive with the use of wellbeing funding and commission projects that help the Area Committee deliver its priorities and plug identified gaps in the area.

3.8.1 This process has already been undertaken to some degree with summer projects where a specification is drawn up and the projects put out to tender on Breeze.

3.8.2 There also needs to be a greater emphasis on match funding for projects through cluster funding (as in the summer projects), East North East area panel and other grant funders.

3.8.3 To aid the discussion the following table has been produced that shows how funding in previous years has been spent split down into subject areas. This table covers the past three year's funding.

Category	Revenue awarded	%
Neighbourhood Manager	£105,000	26.4
Young People	£88,936	22.4
Community Safety	£56,032	14.1
Economy	£43,305	10.9
Environment	£31,525	7.9
Culture	£14,500	3.6
Facility Improvements	£13,584	3.4
Community	£12,889	3.2
Training	£10,240	2.6
Benefit advice	£10,000	2.5
Health	£5,000	1.3
Older People	£4,646	1.2
Sports	£1,695	0.4
TOTAL	£397,352	100.0

3.8.4 To aid discussions the below table also shows the recurring annual projects that the Area Committee usually funds. This doesn't include any carry forward of funding from 2012/13.

New Allocation based on 2012/13	£161,810
Amounts agreed in 2012/13 for top slicing	
LCC Neighbourhood Manager	£35,000
Community Payback	£7,500
Festive Lights	£15,500
Volunteer TQ, Charter and Consultation	£3,000
Community Skips	£2,000
Young People's Activities	£40,000
Small grants	£10,000
Chapel Allerton ward pot	£10,000
Moortown ward pot	£10,000
Roundhay ward pot	£10,000
TOTAL	£143,000
Remaining	£18,810

3.8.5 The Area Committee is asked to provide its views on this process and a paper will be brought back to the February Area Committee outlining how this would work in practice, taking into consideration these views.

3.9 Feedback from Summer Projects 2012

3.9.1 General feedback from the summer projects has been good with many young people having taken part in a wide variety of activities from across the area.

3.9.2 Attached at appendix 2 is an update on all the summer projects and feedback including number of people, cost per capita and comments.

3.9.3 Overall the summer projects went well with few being affected by the bad weather and in total at least 1,000 young people managed to attend at least one event.

3.9.4 It is suggested as part of the above commissioning the summer activities for 2013 are run along similar lines as previous years but that the criteria is set tighter to make sure the activities on offer are appropriate.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The local community and VCFS groups are consulted and the well being fund grant process is shared with them via the community engagement strategy and events that are attended. In addition feedback is provided via the Community Charter. Consultation on the priorities within the Community Charter is undertaken on an annual basis and shapes the priorities which the Well Being Fund is used to deliver.

4.1.2 The Wellbeing Member Working Group considers the applications for funding and makes a recommendation for the Area Committee to consider.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Well Being Funding is used to ensure that inequalities within the local area are addressed through local projects and schemes and equality impact assessments carried out where necessary.

4.3 Council Policies and City Priorities

4.3.1 The Wellbeing Fund projects seek to contribute to the City Priorities by improving the local area and addressing inequalities in the Inner North East.

4.4 Resources and Value for Money

4.4.1 All relevant applications to the wellbeing fund are requested to get three quotes for the work to make sure it is good value for money.

4.5 Legal Implications, Access to Information and Call In

4.5.1 In line with the Council's Executive and Decision Making Procedure Rules, all decisions taken by Area Committees are not eligible for Call In.

4.6 Risk Management

4.6.1 Not applicable under this section.

5 Conclusions

5.1 The above groups have applied for funding to the Inner North East Area Committee and the Area Committee is asked to consider its budget and whether it would like to fund the applications.

6 Recommendations

6.8 Members are asked to note the contents of this report, and

6.9 Consider the following project proposals and approve the working group recommendations:

- Agree to approve funding for Relocation of Planter Back Chapelton Road
- Agree to approve funding for Litter Project
- Discuss and agree whether to fund Adult Exercise equipment in Norma Hutchinson Park
- Agree to set aside an additional £4,000 for small grants

6.3 Discuss and agree a way forward for wellbeing spend 2013/14.

7 Background documents¹

7.1 Area Committee Roles and Functions 2011/12

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

This page is intentionally left blank

Funding / Spend Items	Chapel Allerton Ward Pot	Moortown Ward Pot	Roundhay Ward Pot	Area Wide	Total
Balance b/f from 2011-12	8,308.97	13,839.41	23,597.70	55,124.93	100,871.01
Schemes Approved from 2011-12 budget to be spent in 2012-13	1,359.53	3,859.98	8,300.00	13,362.93	26,882.44
Amount of b/f budget available for new schemes 2012-13	6,949.44	9,979.43	15,297.70	41,762.00	73,988.57
New Allocation for 2012-13	10,000.00	10,000.00	10,000.00	131,810.00	161,810.00
Total available for new schemes in 2012-13	16,949.44	19,979.43	25,297.70	173,572.00	235,798.57

Schemes in Progress brought Forward

Litter Bins	300.00				300.00
Bonfire Period 2010 - Income from Activities Fund	-1,000.00				-1,000.00
Youth Capital Grant Funding Refund	-1,040.47				-1,040.47
CA Lights switch on	2,500.00				2,500.00
Operation Steve Lake	600.00				600.00
Grit Bin Refills (remaining balance)		437.48			437.48
Stonegates Alleygating		3,422.50			3,422.50
Grit Bin (Junction Oakwood Lane & Wetherby Rd)			400.00		400.00
Grit Bin (Athington Rd / Montague Place)			400.00		400.00
Village Caretaker			5,000.00		5,000.00
Fairy Woods			2,500.00		2,500.00
Heritage Lighting Refund (paid with capital funds)				-10,700.00	-10,700.00
Moortown Community Group (quarter 2)				3,365.43	3,365.43
Skips				570.00	570.00
Chapelton Football Youth Development Centre Summer 2011				3,250.00	3,250.00
Sugarwell Hill Project				3,000.00	3,000.00
Isis Project Black Health Initiative - Not Spent				3,000.00	3,000.00
Talbot Fold				1,220.00	1,220.00
Oz Box				1,235.00	1,235.00
Stonegates Alleygating				3,422.50	3,422.50
Parivar Luncheon Club				3,000.00	3,000.00
New World Steel Orchestra				2,000.00	2,000.00
Earmarked Schemes Brought Forward Sum	1,359.53	3,859.98	8,300.00	13,362.93	26,882.44

2012-13 New Schemes

Chapel Allerton					
MVUF Environmental Improvements (INE.12.46.LG)	1,500.00				1,500.00
Planting & Watering of Barrier Troughs at Chapel Allerton 2012 x 4	1,012.00				1,012.00
Plaques for Planters 2012 x 6	166.50				166.50
Chapelton Barrier Troughs 2012 x 4	680.00				680.00
Festive Lights - New Chapelton Light and switch on	1,100.00				1,100.00
Prince Philip Centre signage	1,700.00				1,700.00
CFYDC Each one, Teach One (INE.12.45.LG)	1,800.00				1,800.00
Chapel Allerton Lights Switch On 2012	2,500.00				2,500.00
Festive Lights - move from tree outside library to Reginald Centre	240.00				240.00
INE.12.21.SG - Chapel Allerton Easter Eggstravaganza	496.26				496.26
Planter for outside Chicken to Go takeaway, Chapelton Road	490.00				490.00
Black Balmoral curved seat for outside Chicken to Go takeaway	1,350.00				1,350.00
Moortown					
6/8 New Grit Bins (8 x £217.99)		1,951.36			1,951.36
Xmas lights Green Road and switch on (based on last year)		1,000.00			1,000.00
Roundhay					
New Grit Bin Between 12/14 Wellhouse Drive			217.99		217.99
CLC Film school (INE.12.19.SP)			4,000.00		4,000.00
Festive Lights - 20" xmas tree near Oakwood Clock			1,015.00		1,015.00
Springwoods licence			79.00		79.00
Fairy Woods			6,940.75		6,940.75
Summer Projects					
Environmental Summer Playscheme				4,000.00	4,000.00
Wild in the Woods				1,200.00	1,200.00
Roundhay Ward Summer Activities				3,000.00	3,000.00
Summer Holiday Sports Programme 2012				3,592.66	3,592.66
Roundhay Park 2012 Family Summer Sports Event				648.12	648.12
Meanwood School Holiday Activity Programmes				4,000.00	4,000.00
Chapelton Childrens Summer Holiday Activity Programme				3,000.00	3,000.00
Body Image at CLC				1,152.00	1,152.00
NACRO-Chapelton Youth Inclusion Project				3,968.00	3,968.00
Leeds Reach Summer Holiday Programme				3,000.00	3,000.00
Dance, Art and back to front minis				3,975.00	3,975.00
Dance, Art and back to front minis				1,988.00	1,988.00
Club Panda				4,000.00	4,000.00
CHAMP Boxing Project				4,529.10	4,529.10
Programming and Electronics				779.12	779.12
Chapel Allerton & Moortown Summer Holiday Programme				6,000.00	6,000.00
ZEST Holiday Project				1,490.00	1,490.00
CHESS Extended Services Cluster booklet				1,000.00	1,000.00
Roundhay Holiday Club				1,500.00	1,500.00
Summer Projects Recharge				-15,000.00	-15,000.00
Large Projects					
Community Payback				7,625.00	7,625.00
CCTV Chapelton				7,500.00	7,500.00
Community Enagagment, Charter and Vol TQ				3,000.00	3,000.00
Off road Motorcycles				500.00	500.00
Target Hardening - ENEHL				4,500.00	4,500.00
Area Committee Apprentice post				6,240.00	6,240.00
Welfare Reform Support				5,000.00	5,000.00
Festive Lights				15,290.00	15,290.00
Trembler Alarms				2,437.50	2,437.50
Topsliced					
Neighbourhood Manager Post				35,000.00	35,000.00
Skips				2,000.00	2,000.00
Small Grants				10,000.00	10,000.00
Total Projected Spend 2012-13	13,034.76	2,951.36	12,252.74	136,914.50	165,153.36
Total Budget	16,949.44	19,979.43	25,297.70	173,572.00	235,798.57
Remaining Balance Unallocated	3,914.68	17,028.07	13,044.96	36,657.50	70,645.21

This page is intentionally left blank

Summer Projects feedback 2012

MVUF - £4,000

No. of children participated across programme: **95**

No. sessions run: 15 days = 30 sessions

Per capita cost by session: £1.40

Evaluation: The play scheme was a success, with an average number of 59 children per day. They managed to offer free places to all within INE area and LS7 post code. The attendance from INE area has increased to 60 children - more than half of the total attendees

Feedback: 'Very valuable resource', Most common comment from children about what did they like best about the play scheme was 'everything' The seaside trip was also a great hit 'The trip to the seaside was really fun and we went in the sea'.

Youth Service Roundhay - £2,513.50

No. of children participated across programme: **83**

No. sessions run: 7 days = 14 sessions

Per capita cost by session: £2.16

Evaluation: Overall the summer project in Roundhay was successful as the majority of trips were fully subscribed. The young people really enjoyed the trips which is good as they were in response to their suggestions on where to go. A major hindrance this summer was the funding requirement to have these trips promoted on the Breeze website. This meant that lots of phone calls were received from all over the city. When youth service take young people out they need to be confident that we have an established relationship with those young people as they are responsible for them and their behaviour.

Feedback: No evaluations received to date

BCTV Wild in the Woods - £1,200

No. of children participated across programme: 32

No. sessions run: 4 days

Per capita cost by session: £4.69

Evaluation: Overall the project was a great success. For most children it has offered a new experience.

Feedback: For most children this was a brand new experience. One girl commented: "I've never made art from nature before. I cant wait to show it to my mum".

LCC Summer Holiday Sports Programme - £3,593

No. of children participated across programme: **187** at Scott Hall Leisure Centre and **56** at Allerton Grange

No. sessions run: 24 sessions

Per capita cost by session: 62p

Evaluation: The project was organised to try and add new activities to leisure centre sports programme during summer holidays. Most sessions were well attended, but some sessions had to be cancelled due to poor attendance. As per Allerton Grange Sports camp, it was a huge success. The format of the programme allowed all young people to have a taster session in different types of activity/sport.

Feedback: Scott Hall: Just about everybody rated the project as good or great and would have liked the programme to include swimming.
Allerton Grange: Basketball and Tennis were the most popular with a large number of people wanting to do badminton next year.

Roundhay Park event 2012 - £500

No. of children participated across programme: **57**

No. sessions run: 1

Per capita cost by session: £8.77

Evaluation: Unfortunately the project has been affected by bad weather conditions and so the full event had to be cancelled. The only part that went ahead was the canoeing activity with the cost of £448.12. The remainder of the grant has been returned to ENE Area Support team.

Feedback: Unfortunately the main event was called off and only the sailing on the lake was able to be run.

Meanwood Juniors Playscheme - £4,000

No. of children participated across programme: **27**, mainly from Carr Manor school

No. sessions run: 15 days = 30 sessions

Per capita cost by session: £4.94

Evaluation: The play scheme was a three week programme that finished with the children's performance on the last day watched by their parents. It included performance of dance, drama, a display of arts and crafts work and a photo display of activities they have been involved in over the three weeks. The scheme received a number of referrals from primary schools and agencies working with vulnerable children to offer free places. People on low income could claim back child care costs.

Feedback: A mixed variety of scores, mostly average to great.

Chapelton Playscheme - £3,000

No. of children participated across programme: **73**
No. sessions run: 15 days = 30 sessions
Per capita cost by session: £1.37

Evaluation: The play scheme was a three week programme that finished with the children's performance on the last day watched by their parents. It included performance of dance, drama, a display of arts and crafts work and a photo display of activities they have been involved in over the three weeks. The scheme received number of referrals from primary schools and agencies working with vulnerable children. People on low income could claim back child care costs.

Feedback: A mixed variety of scores, mostly average to great, a lot of young people would have liked to have gone rock climbing.

Junior YIP - £3,968

No. of children participated across programme: **34**
No. sessions run: 20 sessions, most longer than ½ day
Per capita cost by session: £5.84

Evaluation: The programme was wide and varied and targeted those young people aged 8-16 living in the most deprived are of the Inner North East. Activities were popular with those attending as they had been consulted when the bid was being written and cultural diversity was taken into account with the sessions.

Feedback: There was a mixture of feedback but most people enjoyed the ice skating and climbing wall giving those activities a fantastic or good score.

Leeds Reach - £3,000

No. of children participated across programme: **16**
No. sessions run: 10 days = 20 sessions
Per capita cost by session: £9.38

Evaluation: It was the 5th consecutive year of running the Leeds Reach summer project delivering a complementary and creative programme that engaged all those attended as well as providing most with a level 2 hygiene qualification. The main activity was a three part Master Chef competition with an opportunity to cook in a professional training kitchen at Thomas Danby College. However young people's view is that they would have preferred much more action packed activities like water skiing, quading, go karting etc that have been featured in previous programmes. Unfortunately they were unable to facilitate that due to funding restraints.

Feedback: Rated mainly 4-8 out of 10, 10 being the best. Young people were not so keen on the addition of more workshops and would have preferred more trips.

Dance, Art and Back to Front minis - £5,963

No. of children participated across programme: Dance – 10 each week - most attended every day; Networks back to front minis – 7 – most attended every day; CHESS back to front minis – 2 attended every day; Art (Networks) – between 8 and 10 attended every day mainly the same young people **TOTAL = approx 30**

No. sessions run: 25 sessions

Per capita cost by session: £7.95

Evaluation: Overall a great success, which is reflected in the project evaluation forms. Activities included Dance, Art and back to front activities in Beck Hill House and Holy Rosary Primary School.

Feedback: Most loved the activities but some weren't so keen on the Carr Manor venue. The networks kids loved the back to front minis. The art club also went well although a couple of them would have liked to have done singing.

Club Panda - £4,000

No. of children participated across programme: **Between 9 and 25** young people every day attended with most attending on more than one occasion.

No. sessions run: 50 sessions

Per capita cost by session: 16p

Evaluation: Activities included club meetings, trips to local and regional environments of Yorkshire and Cumbria. Some children benefited more than others by attending regularly, while others gained an isolated experience. All children had access to IT, crafts and arts provisions.

Feedback: Most evaluation were either good or excellent

Champ Boxing - £4,529.10

Paperwork outstanding for summer project section

No. of children participated across programme:

No. sessions run:

Per capita cost by session:

Evaluation: None

Feedback: None

Chapel Allerton & Moortown Youth Service - £4566

No. of children participated across programme: approx **50** different young people involved in both wards

No. sessions run: **28 sessions**

Per capita cost by session: £1.63

Evaluation: Based on the feedback, the programme was a great success with no accidents recorded. There was a problem around hiring a mini bus, however managed to reduce costs this year. There was another problem re fair allocation of places;

especially the Breeze advert caused a lot of problems and many unhappy parents. It is suggested to review the advertising system, as youth workers have concerns about taking unfamiliar young people to trips. The remainder of the funding (£1433.61) will be used during October half term for ongoing projects.

Feedback: Ice skating average-excellent; flow rising excellent the trip to Scarborough was also enjoyed although many young people stated they would have liked to go to Alton Towers. The Herd Farm trip was generally rated as good as was the canoeing.

ZEST Holiday project – £1,490

No. of children participated across programme: around **100 children and 50 adults** attended each session.

No. sessions run: 3 sessions

Per capita cost by session: £1.10

Evaluation: The programme included games, face painting, 5 a side soccer, crafts etc. On Day 3 there was a party with entertainment, everyone enjoyed.

Feedback: 'All activities are brill', 'Loved this', 'More like this'

Roundhay Holiday Club £1,500 (funded by Roundhay ward pot)

No. of children participated across programme: **39**

No. sessions run: 5 days = 10 sessions

Per capita cost by session: £3.85

Evaluation: The club has been a great success with children and adults getting on very well. There was a great advantage having a wide range of activities as there was something for everyone.

Feedback: Mainly awarded 10 out of 10 for activities. The ipad sessions went down extremely well. 'I like all the members of staff and its really fun', 'This club was fun!'

This page is intentionally left blank

Report of East North East Area Leader

Report to North East (Inner) Area Committee

Date: 10th December 2012

Subject: Inner North East Area Committee Priorities and Consultation

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

Summary of main issues

1. This report contains an update on the priorities agreed by the Area Committee at the March meeting, including the top three priorities for 2012/3 agreed at the last meeting using the agreed reporting mechanism.
2. It gives an update on the Neighbourhood Improvement areas and their progress and that of the Citizens Panel and Open Door.
3. It also gives feedback on the Autumn 2012 consultation and the proposed priorities for 2013/14 and further consultation on these during Spring 2013.

Recommendations

4. The Inner North East Area Committee is requested to note the update on the Area Committee priorities and Neighbourhood Improvement Plans update.
5. Members are asked to comment on how the Council should target its efforts to fill the gaps in Leeds Citizens Panel membership.
6. The Area Committee is asked to agree the proposed 2013/14 priorities for further consultation in Spring 2013.
7. The Area Committee is asked to note and approve the closure of Open Door as agreed with local residents and ward members.

1 Purpose of this report

- 1.1 This report contains an update on the priorities agreed by the Area Committee at the March meeting, including the top three priorities for 2012/3 agreed at the last meeting using the agreed reporting mechanism.
- 1.2 It also gives feedback on the Autumn 2012 consultation and the proposed priorities for 2013/14 and further consultation on these during Spring 2013.

1 Background information

- 1.1 At the June 2011 Area Committee meeting the Delegated Roles and Functions of the Area Committee were presented along with a forward work programme detailing how the roles and responsibilities would be discharged and action taken during 2011/12.
- 1.2 Since then an Area Committee Business Plan, which takes the forward work programme a stage further and sets out in more detail the work of the Area Committee, was created. This replaces the old Area Delivery Plan (ADP).
- 1.3 The Business Plan was developed to provide a consistent approach and framework across the City following the direction from Councillor Gruen, Deputy Leader of the Council and Executive Member for Neighbourhoods, Housing and Regeneration and James Rogers, Assistant Chief Executive, Policy Planning and Improvement. The plan provides a business planning framework with the main headings that the Area Committee are expected to adopt with information beneath to reflect the local circumstances.
- 1.4 The Area Committee Business plan provides a complete set of papers relating to the area, which will be refreshed annually. The actions and priorities will be monitored at the Area Committee meetings and performance managed.
- 1.5 The Inner North East Area Business Plan 2012/13 was approved at the Area Committee meeting on 12th March 2012.
- 1.6 Included in the Business Plan was a Community Engagement Plan 2012-13, which strategy sets out how the Area Committee will ensure residents across the Inner North East area have opportunity to influence priorities set out in the Area Business Plan and other responsibilities delegated to the Area Committee.

2 Main issues

3.1 Area Committee Priorities Update

- 3.1.1 As agreed at the June 2012 Inner North East Area Committee an update on the Area Committee priorities is attached at appendix 1, which reports back on all priorities.
- 3.1.2 No priorities have been categorised as performing badly or not on target (red), and out of the 36 priorities 25 have been classified as green, on target or meeting the priority well.

3.1.3 Of the top three main priorities, as agreed at the June Area Committee, most of the actions are now green. One of the amber actions was the Volunteer Thank You event which did not get as many people along as desired but we are still getting good comments about the event and hopefully these will filter through so we get more people next year.

3.1.4 Some great work has been carried out over the last quarter that has real benefit to communities including organisation and assistance of festive light switch ons, updating our mailing list to increase the number of people who are aware of the Area Committee and its aims and working with members to deliver projects in their wards.

3.2 Moor Allerton Partnership (MAP) NIP Update

The Moor Allerton Partnership covers the communities of Lingfields and Firtrees, Cranmers and Queenshills. The focus of the Partnership is currently on mental health services, employment and benefit advice, and improving communication and information sharing between the partners.

A directory has been produced and circulated which provides information on the services available in Moor Allerton. This has been produced to enable service providers to signpost people to the support they need. The directory has been well received, and will be updated regularly.

Moor Allerton Partnership hosted a Health and Money awareness day at Moor Allerton Library on Friday 28th September. On offer was advice from Job Centre Plus, Trading Standards, CAB, the Council's Sports Service, MAECare, East North East Homes and the NHS. Manicures and face painting were provided by Northcall. Overall about 40 people attended the event, and for some it was a first visit to Moor Allerton Library.

Leeds has pledged to be a dementia friendly city, and MAECare are taking the lead on making Moor Allerton a dementia friendly community. They are working with local residents, Alwoodley Parish Council, local community and voluntary organisations and local businesses to raise awareness about the issues faced by people with dementia.

MAECare have been awarded Big Lottery Funding of £206,594 to deliver a 5 year Mind and Body project, to maintain and improve the physical and mental health of older people. The grant will fund a 30 hour post and will offer service users opportunities to participate in a wide and varied range of activities, depending on their interests and will also enhance the capacity of the community to support people with mental health problems by training volunteers and developing support and self help groups.

Problems caused by anti social behaviour and drugs are being tackled through Operation Bobby, a multi-agency tasking group focusing on the communities within the MAP area which includes Roundhay, Alwoodley, Moortown Neighbourhood Policing Team, East North East Homes, Leeds Anti Social Behaviour team, youth service, local schools, Alwoodley Children's Centre and registered social landlords.

A copy of the MAP NIP Action Plan is attached at Appendix 2.

3.3 2013/14 Priorities

- 3.3.1 As agreed in the consultation plan a Autumn round of consultation was carried out using the six hats principle and the Ambassador scheme launched.
- 3.3.2 We currently have four Area Committee Ambassadors who attended the training session, and all felt it was a worthwhile process and agreed to continue the role. They learnt the six hats principle and took it back to their groups where their members carried out the exercise.
- 3.3.3 The consultation exercise was also emailed round to over 150 contacts we have email addresses for along with a request to fill in the questionnaire. In all we received 32 responses, a full list of those have been pulled together in appendix 3.
- 3.3.4 Lots of people who returned their forms felt lucky, proud and happy they live in such a diverse, historic, friendly area and loved the green spaces and facilities but more would like to get to know their neighbours and community.
- 3.3.5 A number of city-wide documents have also helped shape the below priorities including Vision for Leeds 2011 to 2030, Leeds 2015 – City Priority Plan, Customer Access Strategy 2012-15, Council Business Plan, the Leeds Neighbourhood Index 2012 and the Chapel Allerton, Moortown and Roundhay Neighbourhood Design Statements. These documents have already gone through a high degree of consultation.
- 3.3.6 From these documents and the consultation carried out the below priorities have emerged for the area. They have been put under the Vision for Leeds headings for ease of access but clearly some priorities could fit under more than one heading.

Health and Wellbeing

- Promoting Healthy Life Choices
- Tackling Health Inequalities
- Addressing Money poverty
- Mitigating Welfare Reform Impacts
- Promote walking and cycling

Children and Young People

- Reduce young people Not in Employment Education or Training
- Tackling Child Poverty
- Increase activities for young people
- More links with schools and community groups

Living Environment

- Increase recycling facilities
- Protect green spaces
- Environmental enforcement and action

- Friends of groups for all green spaces
- More floral displays
- Climate change projects
- Protect local heritage
- Tackling Fuel Poverty
- Gateway/Village enhancement
- Improve local green spaces and parks
- Encourage local food growing
- Improve local ginnels
- Support local Allotments
- Support schemes that improve environmental cleaning
- Enhance and protect wildlife
- Improve and promote local walking routes
- Increase planning enforcement and support good design
- Reduce number of Empty Homes and derelict properties
- Tackle overgrown hedges and gardens
- Address inappropriate signage and improve streetscape
- Tackle Autumn leaf fall and snow clearance

Communities

- Reduce traffic speeds
- Tackle inappropriate parking
- Resurface roads
- Promote culture of Responsibility
- Improve Community Spirit and Community Relations
- Support events that bring people together
- Support promotion of Neighbourhood Plans
- Assess and promote efficient use of assets.
- More community meeting areas
- More information on what going on
- Increase activities for elderly
- Improve public transport
- Increase feelings of community safety
- Reduce crime and anti-social behaviour
- More info on how to volunteer
- Increase opportunities to access Culture and Entertainment
- Real time travel info and board with network maps at community hubs
- Safer cycle routes
- Better parking facilities
- More events in Roundhay park

Business

- Improvement to local shopping areas
- Attract a diverse range of shops
- Enhance village focus/identity
- Creation of Jobs
- Helping Entrepreneurs
- Improve adult learning/training
- Cycle stands at shopping parades
- Better reuse of old buildings

- 3.3.7 The next steps, as set out in the community consultation document, are to consult further with local people to get them to prioritise these actions. I would suggest giving people the option of choosing 20 priorities overall. This questionnaire will be sent out to all those on the mailing list and also to the relevant members of the Citizen's Panel. They will also be sent to youth councils and other relevant groups.
- 3.3.8 Consultation will also take place with partners and their plans to make sure we are all working to the same aims. These include via clusters, East North East Homes Leeds, ward member meetings etc.
- 3.3.9 The draft business plan will then be brought back to the March Area Committee and signed off at the June Area Committee so the priorities for 2013/14 are in place for the new municipal year.

3.5 Leeds Citizens Panel Update

- 3.5.1 As part of a process of developing the Leeds Citizens' Panel, a report was presented to the Area Chairs forum in November 2011 and the ten Area Committees in the December 2011 setting out the proposed changes to the service. As part of this consultation process Members requested that periodic updates be provided to Area Committees on the progress of the development of the Leeds Citizens Panel. This section of the report highlights the progress that has been made in relation to recruitment of new citizen's panel members and which consultations have been undertaken to date.
- 3.5.2 **Citizens Panel Membership** - An increase in panel membership from 1,500 to 6,000 is a key element of the improvements to the Leeds Citizens Panel. The smaller membership only allowed us to consult on issues affecting the whole of Leeds. The new larger body of panel members will allow us to provide analysis of consultations at the Area Committee level while retaining a representative sample based on age, gender and ethnicity. This will enable us to understand resident perceptions of services at the locality level.
- 3.5.3 Efforts to undertake citizen's panel recruitment has been more challenging than first anticipated and it is taking longer to achieve the target of 6,000 panel members. However steady progress is still being made and the current membership of the Leeds Citizens Panel is now at 3,919. Appendix No 4 sets out the details of panel membership at the city and area committee level as of 1 November 2012. Please note that total membership for age, gender, or ethnicity will not exactly add up to the total number of panel members as some personal information was missing when panel members submitted their applications. Work is being undertaken to receive this information from all panel members which should fix this problem in the future.
- 3.5.4 The citizen's panel has been widely promoted in a number of ways in the past year, and some obvious gaps in membership have been identified particularly in relation in inner-city areas and young people across the city. This is a common pattern with citizens panels across the UK and further work will be undertaken to target recruitment efforts to fill the remaining gaps. Arrangements are being put

in place to merge the analysis of Children's Services consultation through Breeze card-holders and the Leeds Youth Council and that of the Leeds Citizens Panel to help minimise the temporary gap in young person representation on the Citizens Panel. Members are asked to comment on how the Council should target its efforts to fill the gaps in Leeds Citizens Panel membership.

3.5.5 **Programme of Consultation**

The following consultations have taken place through the Leeds Citizens Panel in the last 12 months:

- **Olympic Events for Leeds.** This survey asked panel members what cultural activities they wanted to in Leeds during the year of the Olympics. Feedback was provided in the form of a newsletter to panel members. A response rate more than 70% was gained from this survey.
- **Future of Kirkgate Market:** This was the second phase of consultation regarding Kirkgate Market and received a response rate of 65%. The third phase of consultation to be sent shortly will include design options and will be combined with a car parking survey for the area.
- **Healthy Communities:** This analysis of this survey will be merged with a similar one undertaken by the NHS and will help identify barriers to access health services in localities. The Leeds Citizens Panel component of the survey received a response rate of 60 %.
- **Parks and Countryside and Environmental Cleanliness:** The response rate for this survey was lower than other surveys at just under 50% and me by accounted for by the timing of the survey falling during the holiday period. And while this still represents a significant increase in response compared to previous surveys undertake without the citizens panel this time period will be avoided for future surveys.
- **Council Tax Support:** This survey asked members views on the government's reduction in terms of council tax benefits. Details of response rates were not available at the time this report was produced.
- **Budget consultation 2013-14–** In addition to the You Choose budget consultation undertaken through the Leeds City Council website, this survey was sent to all citizen panel members and gives respondents the opportunity to highlight their priorities for the 2013-14 budget. The survey was still open for responses at the time of writing this report but the team has received more than 600 responses just the first week, so a good response rate is anticipated for this important survey.

3.5.6 **Next Steps** - Management of Panel membership will be an ongoing feature of work to support the functioning of the Leeds Citizens Panel and will need be refreshed on a regular basis with approximately one third of members being replaced with new members each year. New demographic targets for the city and individual area committee areas will need to be set this year to reflect recent census data.

3.5.7 The first year of operating the improved citizen's panel has demonstrated the opportunities for cost savings for services while still achieving high response rates. An increase in the confidence in the Citizens Panel as a viable mode of public consultation has increased the request for surveys.

- 3.5.8 A process for managing the forward plan of Citizens Panel surveys will be put in place to ensure that panel members do not receive too many surveys in a short period of time and that busy holiday periods can be avoided. This process will also ensure that we are able to combine surveys to avoid duplication and save costs.
- 3.5.9 As well as being a valuable tool for reducing costs associated with public consultation the Leeds Citizens Panel has begun to prove its value in helping to shape opinions about important changes to Council services. For example, the findings from the Kirkgate Market survey has highlighted the need to broaden the options being considered for its future development, and analysis from the budget consultation through the Leeds Citizens Panel will be presented to Full Council in February to help set the budget for 2013-14.
- 3.5.10 The Area Support team have already offered assistance in trying to recruit more people to the citizen's panel and information will be included in the key messages from this meeting about how people can get involved.

3.6 Open Door

- 3.6.1 An AGM meeting was held on Saturday 10th November at the Open Door to discuss the future of the building. Around 1,200 notifications of the meeting were sent out and 17 residents and partners attended, with Cllr Urry in the chair.
- 3.6.2 Residents were all given the opportunity to have their say on the proposals. Most agreed that they welcomed the police presence in the building and would like this to continue and they would like some community element, but no one felt able to commit to being on the committee.
- 3.6.3 Cllr Urry then proposed a vote on "The Open Door should close in its present form on 28th February 2013. Area Support is asked to explore alternative arrangements including partnerships with community organisations to allow the facility to continue in a similar form from March 2013." This vote was carried with 12 Yes, 0 No and 7 abstained.
- 3.6.4 Area Support are now investigating groups to put in place alternative arrangements, including St Vincent de Paul who attended the meeting and advised they would be interested in running a community café from the site. Brackenwoods Community Centre also attended the meeting and offered their space for use for anyone needing a local venue.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 As recommended in a report to the Area Committee in September 2011 the Area Committee's Engagement Plan is now included as part of the Area Business Plan and covers the Community Charter.

4.1.2 The priorities identified are based on consultation that has occurred in the current cycle.

4.1.3 The sub-groups are not subject to any consultation or engagement needs.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Consideration is given to the equality impact of projects to deliver the promises within the charter and in funding projects to local groups through light touch equality impact assessments and the completion of project planning documentation.

4.2.2 Where a negative equality impact is identified action will be taken to mitigate the impact or risk.

4.3 Council policies and City Priorities

4.3.1 The themes in the Community Charter mirror the themes and priority outcomes at a city wide level and also reflect the delegated functions and priority advisory functions.

4.3.2 The sub groups also reflect the delegated functions of the Area Committee.

4.4 Resources and value for money

4.4.1 The Well-Being Fund is used to finance projects which support the promises in the Area Business Plan and Community Charter. Area Management work with Council services, partner agencies and local communities to take a strategic approach to Well-Being Fund expenditure to ensure best use of this funding.

4.4.2 The Inner North East Area Committee also provides the funds for the community Charter. This year £3,000 has been allocated for Community Engagement and the community Charter.

4.4.3 The sub-groups do not incur any additional expenditure.

4.5 Legal Implications, Access to Information and Call In

4.5.1 In line with the Council's Executive and Decision Making Procedure Rules, all decisions taken by Area Committees are not eligible for Call In.

4.5.2 There are no key or major decisions included in this report.

4.5.3 There are no legal implications relating to this report.

4.6 Risk Management

4.6.1 Not applicable under this section.

5 Conclusions

5.1 The Area Committee is on target to meet its priorities that were set for 2012/13 and is currently consulting to set the priorities for 2013/14.

6 Recommendations

- 6.1 The Inner North East Area Committee is requested to note the update on the Area Committee priorities update.
- 6.2 Members are asked to comment on how the Council should target its efforts to fill the gaps in Leeds Citizens Panel membership.
- 6.3 The Area Committee is asked to agree the proposed 2013/14 priorities and further consultation in spring 2013.
- 6.4 The Area Committee is asked to note and approve the closure of Open Door as agreed with local residents and ward members.

7 Background documents¹

- 7.1 Area Committee Roles and Functions 2009/10

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

Area Committee (Inner North East)
PERFORMANCE PLAN – November 2012

Meeting Date	Minute ref no.	Outcome, Targets & Outputs (please align to City Priority Plans where appropriate)	Performance measures/Outputs	Others involved	Status RAG	Comments	Timescales
12 th March 2012		The Inner North East Area Committee will deliver a diverse and exciting holiday programme that provides activities for at least 1,000 young people in the Inner North East. This aligns to the City Plan Priority “Best City for Children and Young People”	1. Allocating £40,000 of wellbeing funding towards holiday activities to be added to the cluster funding of £15,000 to make a total pot for the area of £55,000.	Cluster leadership Groups, Youth Services, Sports Development	G	1. £40k of funding has been allocated and the full budget of £55k has been approved to 20 different organisations to run summer provision.	Ongoing cycle of events: March 2013
			2. Holding 2 workshops for organisations to make them aware of the process and making sure that the funding is available to a wide range of organisations. Funding bids will be closely scrutinised to make sure approved bids cover the whole area, age range and a number of activities.		G	2. Workshops were held for groups and were well attended. Plans and maps were collated to make sure that the provision approved covered the whole of Inner North East, ages 5-18 and included a variety of activities.	
			3. Questionnaires and registers will be sent to organisations who were successful at gaining funding and this will be used to commission future funding. We aim for a 90% response rate with at least 75% young people rating the activities average or above.		G	3. Paperwork was sent out to all successful groups and this included a questionnaire to be filled in by the young people attending activities and a register to note who attends. On the spot visits have also taken place to pick up any issues and make sure the paperwork is all completed. 87% of groups have sent back evaluation forms and nearly 100% of young people rated the activities average of above.	
12 th March 2012		The Inner North East Area Committee will support local community groups in the area to make sure that as many residents as possible are engaged in their local community and	1. Setting aside £10,000 from the wellbeing funding for a small grant pot to support local community groups with events and projects. At least 20 organisations should benefit.	Community Groups, Elected Members, Statutory Partners, West Yorkshire Police	G	1. The £10k has been set aside and currently we have had 27 applications with 24 being approved so far.	Ongoing cycle of events. March 2013
			2. Improving and maintaining our mailing		G	2. At the summer consultation	

	<p>so volunteers in the area feel valued. This aligns to the City Plan Priority “Best City for Communities”.</p>	<p>lists which will be used to keep groups and individuals more informed and involved on the work of the Area Committee, funding streams etc. To increase list to 750 residents/groups, with 90% contact details complete.</p> <p>3. Holding an annual Thank You event for volunteers working or living in the Inner North East area to make them feel valued in the time they give. Target is to have 100 volunteers attend the event.</p> <p>4. Setting up a new Community Leadership Team for the Meanwood priority neighbourhood and Neighbourhood Improvement Board for the Chapeltown/Scotthall Priority neighbourhood.</p> <p>5. Establish a Chapeltown and Harehills cross ward forum in order to focus on what can be done to maintain and enhance community cohesion and compliment positive partnership working across Chapeltown and Harehills.</p>		<p>events details were also received from 65 people to add to the mailing list, a further 36 people did not want their details adding. The questionnaire was sent out and we received 91 out of 406 back which is a great response. We have also linked in better with groups so one address may be the contact for 50 people.</p> <p>A 3. The annual Thank You event was moved to Summer to try and increase attendance and took the form of a marketplace style event and BBQ. Around 60 volunteers attended and all enjoyed the event but the date unfortunately clashed with other events.</p> <p>G 4. The Meanwood CLT has met twice and is progressing well although work needs to be done to improve the numbers. The work around the Chapeltown and Scott Hall NIB is developing with several options being put forward. It is proposed to take these options to members and eventually to the forum itself.</p> <p>A 5. A Chapeltown and Harehills Forum has been established jointly chaired by Councillors Dowson and A Hussain. Meetings are to be quarterly. Community representatives have provided significant input so far and it now needs a clear agreement on a future role for the group, its governance and accountability. Discussions</p>	<p>Aug 2012</p> <p>July 2012</p> <p>Ongoing</p>
--	--	---	--	--	---

					focused on community safety, young people and community centres. Hopefully a women's group will be established to share skills and experiences, learn new skills together and possibly debate issues at a later date.	
12 th March 2012	The Inner North East Area Committee will help improve the local environment to make it a cleaner and greener place to live. This aligns to the City Plan Priority "Best City to Live".	<p>1. Part-funding (£7,500), using and promoting the Community Payback team to effectively tackle hotspots. To process at least 50 referrals across the area with at least 5,000 offender and supervisor hours being recorded for the year.</p> <p>2. Effectively managing the delegated Environmental responsibilities of the Area Committee, particularly focussing on the three Area Committee priorities of leaf fall (Autumn) and adequate litter bin provision, clean and tidy shop fronts and a school litter campaign. To help this a pilot lengthsman scheme will be started in Oakwood and a pilot school litter campaign being investigated.</p> <p>3. To set aside £3,000 of wellbeing funding to provide skips for at least 20 different community groups to help with community clean ups and environmental projects.</p> <p>4. Supporting the development of and Environmental Improvement Zone (EIZ) in Chapeltown and measuring the impact.</p>	ENE Environment Locality Team, WYP, Parks & Countryside, Probation, Groundwork	G G G G	<p>1. The funding was approved at the March Area Committee and the community payback team is in action. We have so far had 12 referrals across the area, which used 1,228 hours of worker time which equates to a cost of £12,750.</p> <p>2. The schedule for Environmental sub-group meetings has been set, including a rota for attendees. Member's feedback has been positive on the new arrangement and the pilot lengthsman scheme is doing particularly well in Oakwood. The pilot litter project has been worked up and gone to Area Committee for approval to be delivered Spring 2013.</p> <p>3. We have so far had approved 11 community skips this year to help with clean ups, amongst others, at Allerton Grange fields, Parkside allotments and Bandstand allotments.</p> <p>4. The first EIZ in Chapeltown is up and running and so far is working well. Out of 543 domestic properties, 174 perception surveys have been carried out, 85 waste in gardens</p>	Ongoing

					letters issued and 57 section 92 litter clearing notices issued. There will be a full survey done after six months to accurately performance manage the project and this will be fed back to the Environmental working group.	
--	--	--	--	--	---	--

Summary of all other actions within Area Committee Business plan to be tracked

Meeting Date	Outcome, Targets & Outputs	Others involved	Status RAG	Comments	Timescales
Best city... for health and wellbeing					
12.3.12	<ol style="list-style-type: none"> 1. Help protect people from the harmful effects of tobacco by reducing the number of adults that smoke through smoking prevention initiatives such as 'Meanwood Quitter' and increased preventative testing work in communities. 2. Promotion of health services, initiatives and healthy eating schemes in the area through local networks. 3. Develop an alcohol strategy to address community needs in the priority area of the Meanwood six estates. 4. Address key health issues in priority areas, cancer mortality rate in Meanwood and infant mortality in Chapeltown. 5. Help older people and healthy living groups such as 	<p>ZEST, NHS Leeds</p> <p>NHS Leeds and Feel Good Factor</p> <p>NHS Leeds</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>G</p>	<ol style="list-style-type: none"> 1. Meanwood Quitter is still running in the area, which uses positive stories about people who have successfully quit smoking and how they managed to stop and stay stopped to inspire others. It also raises the profile of local stop smoking services. 2. Feel Good Factor are commissioned by NHS Leeds to deliver healthy lifestyles work in the area and there is also a Chapeltown Healthy Living Group. Walk leader training was delivered in Meanwood and Chapeltown and there are plans to develop a health walks group in Meanwood. Moor Allerton Directory created which provides information and referral processes on services and initiatives for people in MAP area to increase knowledge and referrals to services amongst MAP partners and the public 3. The Alcohol Health Promotion Specialist from NHS Leeds will be running a session for professionals in the area to find out what is taking place during Alcohol Awareness week (19th-25th November) and pick up a resource pack to help them start skilling up on the agenda. This issues is also represented in the action plan and work around families with complex needs. 4. Chapeltown Infant mortality group continues to improve the rates in this area. Cancer mortality is included in the Meanwood NIP and projects working around this are being developed. 5. A grant has been given to Parivar Lunch Club to 	Ongoing work streams annually reviewed

	<p>luncheon clubs through advice and funding.</p> <p>6. Support more people to live safely in their own homes through the promotion and support of relevant schemes, including no cold calling zones to combat bogus traders, promotion of free home security and fire safety checks.</p> <p>7. Support safety on our highways by implementing schemes such as crossings at schools, speed checks and controls, grit bins and other highway improvements.</p>	<p>West Yorkshire Police and West Yorkshire Fire</p> <p>LCC Highways</p>	<p>G</p> <p>G</p>	<p>develop a range of healthy activities for older people, 2 staff and 2 volunteers also attended walk leader training with plans to start a walking group</p> <p>6. A number of schemes have been funded by the Area Committee including free home security for vulnerable people's properties, off road motorcycle scheme, CCTV in Chapeltown and the Firefly scheme to help identify bedrooms in vulnerable people's homes.</p> <p>7. A large number of grit bins in the area have been funded from ward pot's, speed checks have been carried out in areas identified as possible speeding zones, crossings implemented outside schools in the area and signage to the new Oates memorial is being installed.</p>	
Best city... for children and young people					
12.3.12	1. Help children to live in safe and supportive families through the continued provision of family support workers and by frontline services working together.	LCC Children's Services	G	1. The development of the Guidance, Challenge and Support panel with local clusters effectively targets resources to those at greatest need and links in with top 100 and families in need agendas.	Ongoing now meeting every 6 weeks
	2. Ensure we have the best mix of universal and targeted provision for our young people to address their needs.	LCC Youth Service and other providers	G	2. In Chapeltown there is work around coordinating the activities within the locality and identifying any gaps. With the school holiday programme mechanisms were put in place to make sure activities were not duplicated and covered the area.	Meetings taking place bi monthly
	3. Develop new initiatives, including supporting more apprenticeships to support young people in to employment, education or training.		G	3. The Area Committee has approved funding for an apprenticeship post.	To be in place by early 2013
Best city... for business					
12.3.12	1. Support the sustainable growth of the economy by working with businesses to improve local shopping areas and provide sponsorship opportunities for them to promote their services.	Local businesses	G	1. Sponsorship of seven flower troughs in Chapel Allerton and Chapeltown in place. Working with new Oakwood trader's group and other community groups to focus on shopping areas, including litter issues.	Ongoing
	2. Get more people involved in the city's cultural opportunities and work with local groups to increase the number of opportunities e.g. Chapel Allerton festival.	Community groups	G	2. Appropriate funding for cultural activities and flyers for events sent round to mailing list for information and to promote to group members. Links also made with Northern School of Dance.	Ongoing
	3. Support and promote local schemes that improve the	Parks and	G	3. Tree planting schemes are being developed with the	Ongoing

	environment and reduced carbon emissions, for example by tree planting.	Countryside		community in Oakwood and Chapeltown. Skips are also provided for community clean ups and funding given to local groups such as Meanwood Valley Urban Farm for environmental schemes.	
	4. Establish and support local schemes to improve the public realm, for example with floral initiatives and festive lights in the area.	Leeds Lights and Parks and Countryside	G	4. Sponsorship has been successful for flower troughs and being explored for festive lights. Support has also been given for festive light's switch ons.	Spring and Winter 2012
Best city... for communities					
12.3.12	1. Reduce crime levels and their impact across Leeds through a partnership approach to problem solving and provide residents with support, advice and equipment to help prevent crime.	West Yorkshire Police	G	1. Crime and ASB reduced in Chapel Allerton area and in the Stonegates due to improvements in partnership working. Crime levels are continued to be monitored and hotspots tackled through regular Operation Champions and Tasking meetings.	Ongoing and monitored
	2. Continue supporting days of action and problem solving exercises to address anti-social behaviour and drug dealing.	West Yorkshire Police	G	2. Regular attendance and chairing of tasking meetings ongoing and days of action supported, including £500 funding for additional Scott Hall road event.	Ongoing work
	3. Take enforcement action on litter and fly tipping and continue licensing and test purchasing to tackle problem areas.	Environmental Action Team	G	3. As part of tasking and role of EAT is undertaken, in addition EIZ areas will increase this.	Ongoing work
	4. Support community safety schemes for example test purchasing and alleygating.	Community Safety	G	4. Community Safety schemes funding as appropriate including security measures and Stonegates Alleygating scheme.	Dec 2012 Ongoing range of projects and support
	5. Give residents a sense of belonging that builds cohesive and harmonious communities by increasing the use of local buildings and supporting initiatives, meetings and events that bring the community together, including the local Partners and Communities Together meetings.	West Yorkshire Police	G	5. Attendance and support given to a range of local groups and events in Chapeltown and Meanwood including 3 family days, PACT meetings and support to the Meanwood Olympics.	Ongoing
	6. Increase the number of local people who feel involved in area committee decisions and extend its publicity, through the provision of additional community noticeboards and through articles in the local press and newsletters.	Community groups	G	6. Key messages and press release now done after every Area Committee meeting, attendance at local events and investigating possibility of articles in newsletters.	
Best city... to live					
12.3.12	1. Maximise regeneration investment to increase housing choice and affordability within sustainable	East North East Homes	G	1. Regeneration plan is nearing completion for Beckhill estate and work with the Chapeltown Housing	Mar 2013

	<p>neighbourhoods and increase the number of long term empty properties brought back into use.</p> <p>2. Enable growth of the city whilst protecting the distinctive green character of the city through close scrutiny of planning applications and enforcement.</p> <p>3. Improve housing conditions and energy efficiency through support for city wide schemes such as Warm Front.</p> <p>4. Improve and promote community centres and other community buildings in the area to have increased usage and link with service providers.</p>	<p>Leeds</p> <p>Planning compliance</p> <p>Warm Front</p> <p>Corporate Property Management</p>	<p></p> <p>A</p> <p>A</p> <p>A</p>	<p>Investment Plan working on this for Chapeltown.</p> <p>2. Work around the Derelict and eyesore properties is ongoing and developing links between ward member meetings and planning compliance.</p> <p>3. Some development and promotion of warm front and assistance with CDT development of efficiency initiative in Chapeltown. EIZ work to improve living conditions in all areas.</p> <p>4. Steering groups have been re-established for both community centres in the area, Palace and Mandela, for users to discuss issues. Investigations are ongoing for possible improvements and knowledge is being gathered about other community venues. These are promoted widely to groups to increase use.</p>	<p></p> <p>Oct 2012</p> <p>Mar 2013</p> <p>Ongoing</p>
--	---	--	---	---	--

This page is intentionally left blank

6 hats Community Consultation**What like about area?**

Greenspaces and walks 25
 Good Community/Neighbours 23
 Shop and Restaurants/Pubs 17
 Good Facilities 8
 Feel safe 6
 Heritage 6
 Diversity of Area 5
 Public Transport 5
 Culture and Entertainment 4
 Quiet 4
 Proximity to Centre 3
 Oakwood Farmers Market 1
 Allotment 1
 Clean 1

What don't Like

Traffic/speeding/parking 14
 Litter and flytipping inc ginnels 8
 Reduction in local shops/Not good variety/ Increase in supermarkets 7
 More community meeting areas (Oakwood) 6
 Derelict and run down properties (inc Lobb Cottage, Oakwood Clock, Toilet Block) 6
 Bus routes/service 5
 Need village focus/identity (green) 5
 Planning Enforcement on illegal buildings/Good Design/House to flats 5
 Not enough for young people 4
 Too many restaurants and take aways (Chapel Allerton) 3
 Lack of willingness to get involved (Chapelton and Brackenwoods) 2
 Noise (Chapel Allerton) 2
 More information on what going on 2
 More for elderly 1
 Overgrown hedges and gardens 1
 ASB 1

New Ideas:

More events bringing people together 5
 Community/Arts Centre Oakwood – poss use café? 5
 Improve bus services inc small community buses 4
 Get to know people 4
 20mph zone outside schools and 30mph elsewhere 2
 Resurface roads 2
 More trees and better maintenance 2
 Closer links with community groups and council 2
 Climate change and projects (energy saving) 2

Oakwood Clock 2
Food growing (Roundhay) 2
Path and parks maintenance 2
Safer cycle routes 2
More recycling facilities 1
Stop building on greenspaces 1
Things for older people 1
More info on how to volunteer 1
Community Noticeboard 1
Continue Oakwood Caretaker 1
Better parking 1
Hanging baskets and planters on shopping parades 1
More bulbs and flowers (GVW) 1
Policing 1
Dedicated team for Brackenwoods 1
Garden and Hedges maintained 1
No flytipping 1
King Alfred's playing fields improvements 1
Beckhills old pub site improvements 1
Better reuse of old buildings 1
More links with schools and community groups 1
Better small shops 1
Empty litter bins more often 1
More events in park and use revenue to improve park 1
Reduce red tape for events around clock 1
More facilities for young people and get them engaged more 1
Intergenerational activities 1
More planning restrictions 1

**Moor Allerton Priority Neighbourhood
Action Plan 2012/13**

Priority: Reduce the % of working age people in receipt of benefits

Contributing Work stream / Action	Timescale	Lead Organisation	Outcomes and Measures
'Want to work' sessions at Northcall to build confidence and provide support in finding work.		Northcall With JC+ and Zest	Want to work completed. Gizza job continuing with Job Centre + . Northcall are advertising job vacancies from the Job Centre.
Job Centre Plus information sessions on employment and training opportunities for lone parents, carers & incapacity benefit claimants, at Alwoodley Children's Centre		Job Centre Plus Children's Centre	Advice sessions ongoing;
CAB advice sessions at Open House		CAB	Now relocated to Northcall and the Children's Centre
Job Seekers Advice Sessions at Moor Allerton Library	Held weekly	LCC Libraries	
Provide information on volunteering opportunities		LCC Area Support Team co-ordinating information	Information is included in the service directory which Janet has compiled.

Priority: Promote healthy lifestyles

Contributing Work stream / Action	Timescale	Lead Organisation	Outcomes and Measures
Provide information to professionals in the MAP area about the availability of smoking cessation clinics in the area		LCC Health Improvement (Janet Smith)	Increased professionals knowledge about local services Increased referrals to smoking cessation clinic
Include smoking cessation service information in the new information directory for the area	Jan 2012	LCC Health Improvement (Janet Smith)	Increased professionals knowledge about local services
Deliver 2 sessions to Play and Stay Group	Jan/Feb	LCC Health	Reduced numbers of children being exposed

at the Children's Centre promoting Smoke Free Homes and access to Smoking Cessation Service	2012	Improvement (Janet Smith)	to Second Hand Smoke Increased referrals to Smoking Cessation Service Improved information about smoking behaviour to allow Children's Centre staff to target individuals for support
Smoke Free Homes Session for Year 5 in an identified primary school	To be confirmed	LCC Health Improvement (Janet Smith)	Childrens exposure to second hand smoke is reduced Increased referral to the smoking cessation service
Develop links with mental health services			Information circulated to partners on support from libraries, and Community Links training directory. JS is attending the Changing Minds Course; MAECare have secured funding for a Mind and Body project, relating to emotional wellbeing, training in mental health, buddying etc. £40k per year for 5 years.
Provide volunteering opportunities through environmental projects to encourage people to be more active.			Information included in service directory ENEHL working with local community group to develop allotments at Allerton Place;
Health Fair	September 2012	LCC Health Improvement (Janet Smith)	Arranged for 28 th September, 11am – 1pm JS contacting partners. All helping to publicise the event.
Reduce social isolation amongst older people		ENEHL and MAECare	Initial discussions have taken place to look at ways of encouraging older people to get more involved in their community and get to know their neighbours. MAECare singing group for people with dementia and their carers running successfully;
Make Moor Allerton a dementia friendly community		MAECare/Older persons group	Initial discussions have taken place at the older persons group and MAP. Moor Allerton Sainsbury's being approached.

Priority: Reduce crime and anti-social behaviour


Contributing Work stream / Action	Timescale	Lead Organisation	Outcomes and Measures
Operation Bobby – partnership tasking meetings focusing on ASB in the Cranmers area, focusing on specific individuals		WYP	Parade Watch developed – targeted work to reduce anti-social behaviour at Cranmer Bank shops; Cranmer Bank Shopping Parade CCTV project is ongoing;
Police to ID hotspots and make sure residents confident in practices		WYP	Joint Pact Meeting took place for RAM Neighbourhood Policing Team. 26 April 2012
Address priority crime and anti-social behaviour in the area		WYP; LASBT; LJHA, ENEHL	Targeted work taking place in the Queenhills involving WYP, LASBT, Leeds Jewish Housing and ENEHL to tackle drug crime.

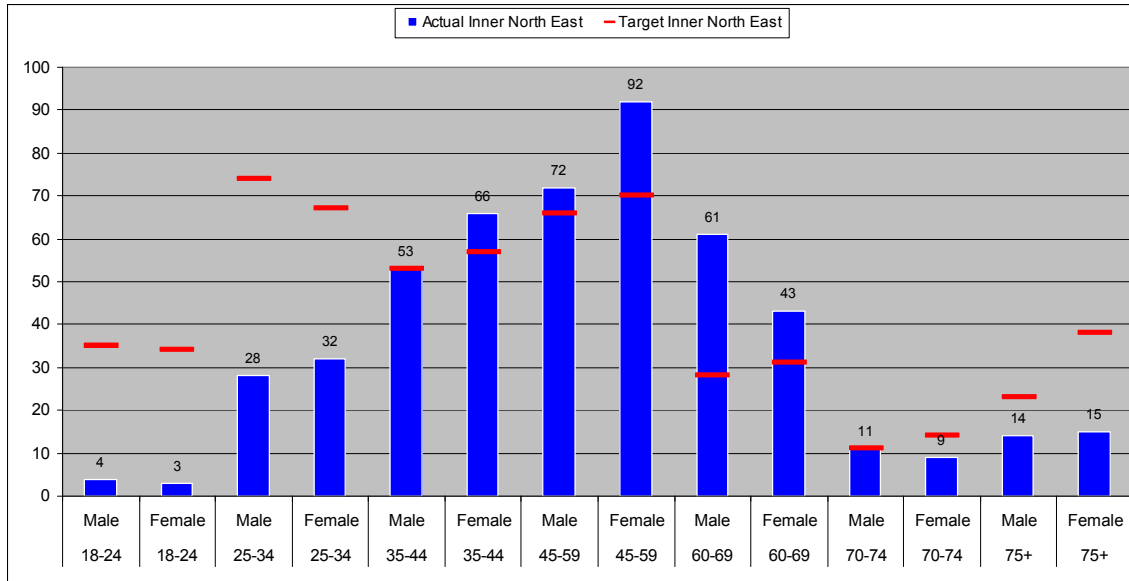
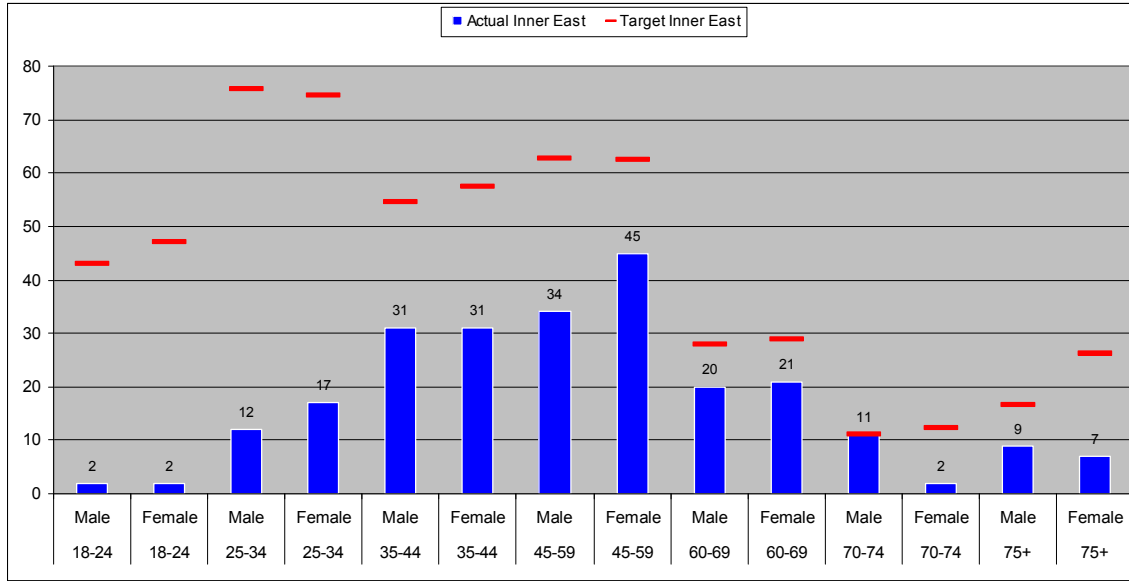
Priority: Provide activities for young people

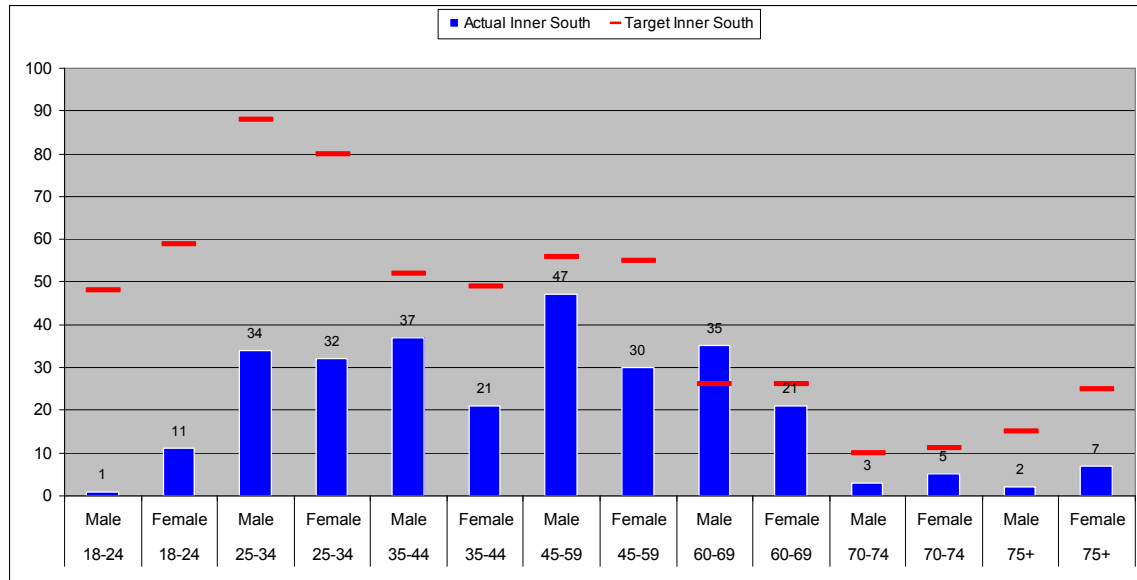
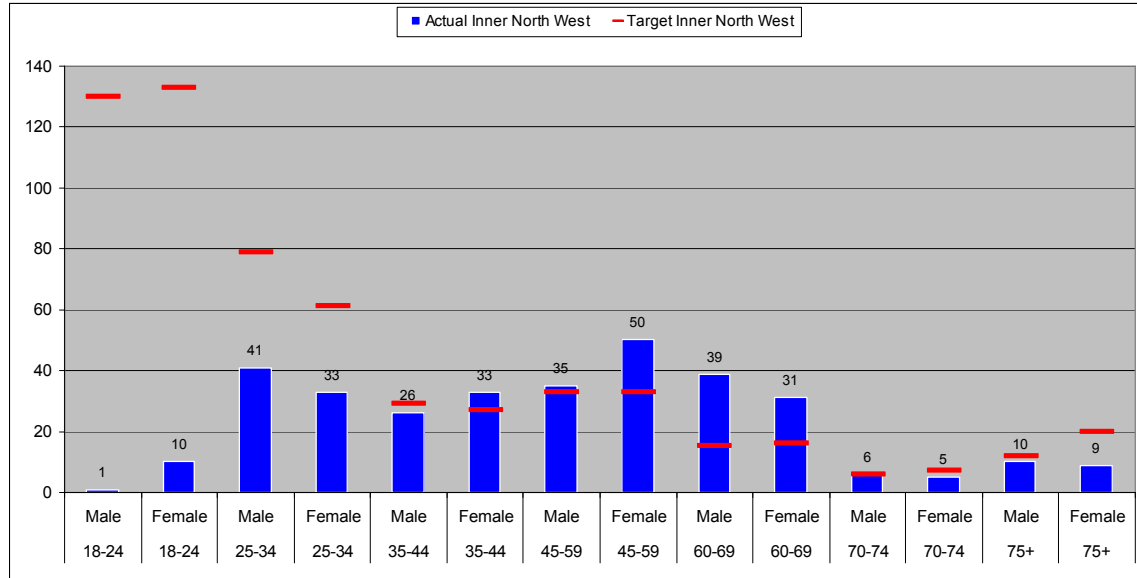
Contributing Work stream / Action	Timescale	Lead Organisation	Outcomes and Measures
Girls Group – Open House	weekly	Youth Service	Issue-based work using drama/arts/media to engage young people.
Moortown Methodist church Youth club	weekly	Youth Service	Issue-based work using drama/arts/media to engage young people.
Football Fridays at Allerton High School,	weekly	Youth Service	young people will develop their football skills, improve confidence and fitness.
Lunchtime and after school detached sessions at Allerton High School	fortnightly	Youth Service	Engage with young people and signpost them to other youth provision in their area
Mobile youth provision	weekly	Youth Service	Engage new groups of young people and signpost them to other youth provision in their area
Detached youth work session in the Queens Hills, supporting young people and sign posting them to current youth provision in the area.	Weekly	Youth Service	Engage with young people (13+) and signpost them to other youth provision in their area
Targeted work at Allerton High and Cardinal	Summer	Youth Service funded	Fun day successfully engaged with 24 young

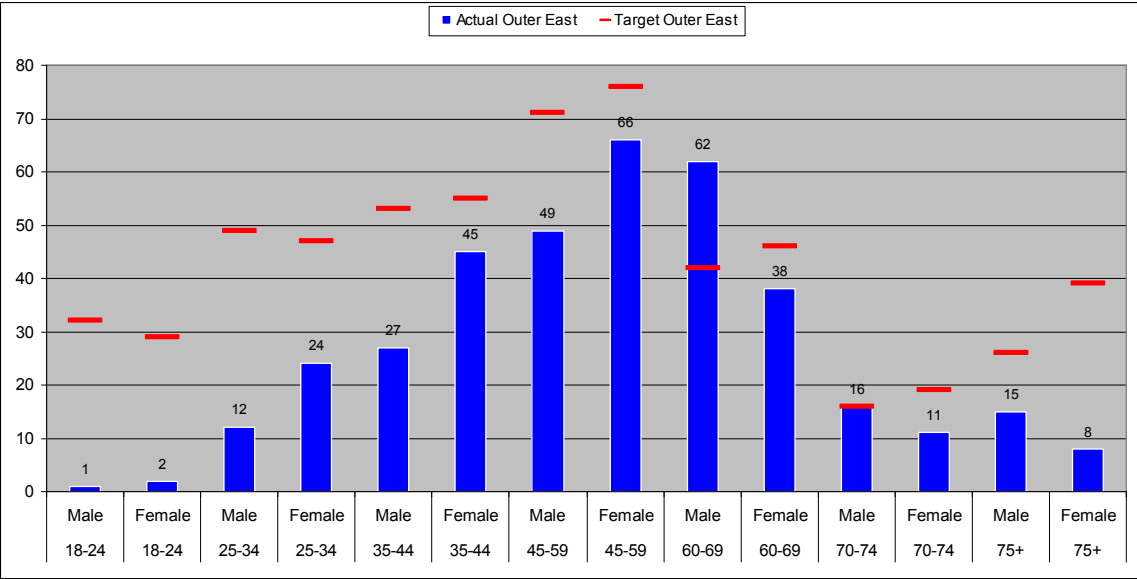
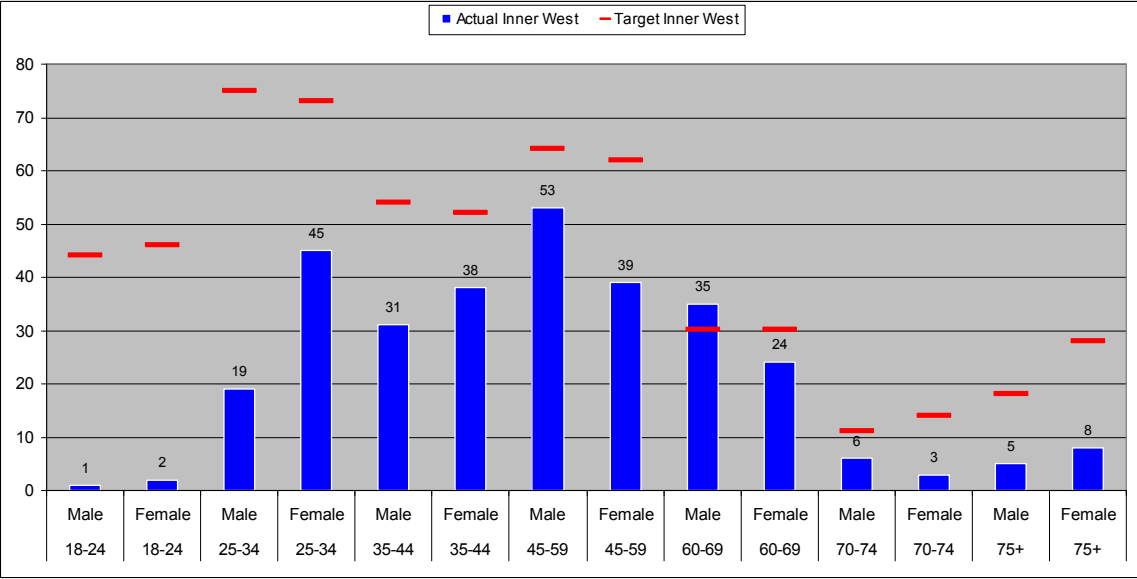
Heanon	holidays	by activities fund.	people, also trips to Herd Farm, Blackpool and paintballing, funding through Cluster activities fund.
--------	----------	---------------------	---

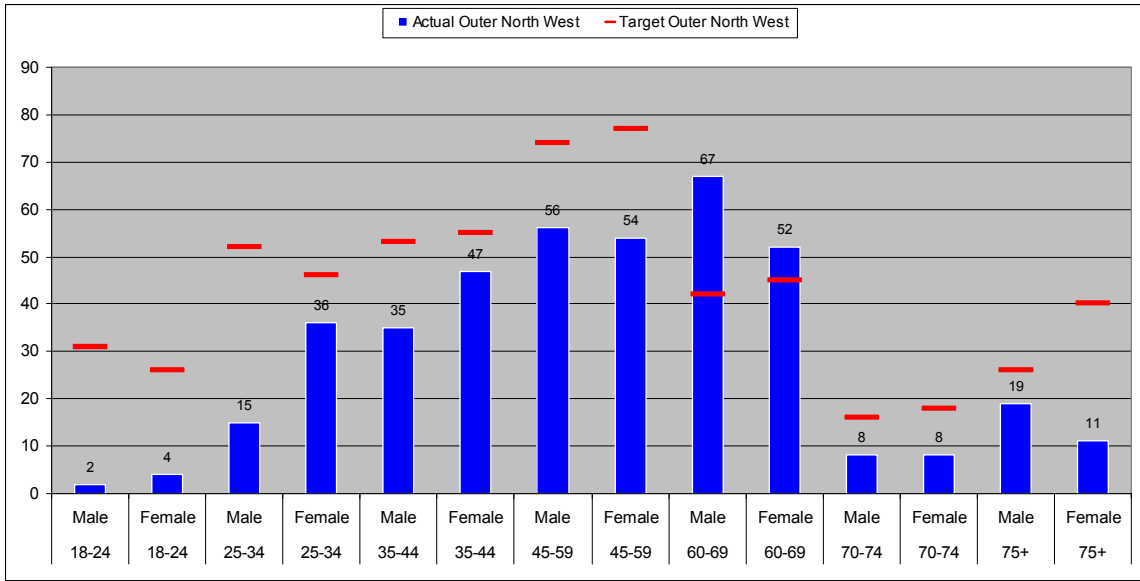
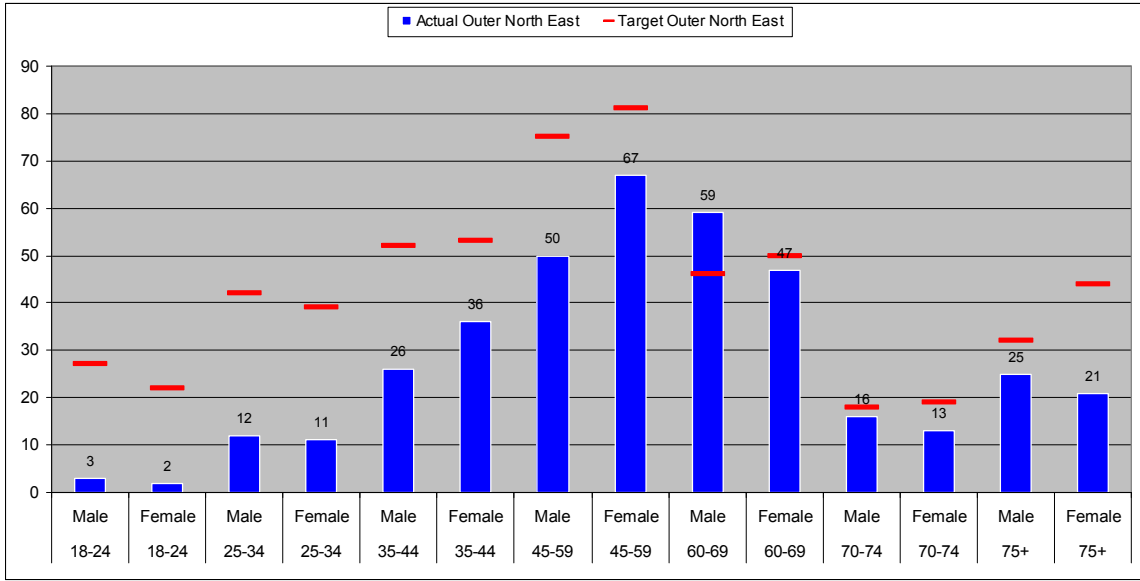
**Leeds Citizens Panel
Membership Summary** (correct as of 1 November 2012)

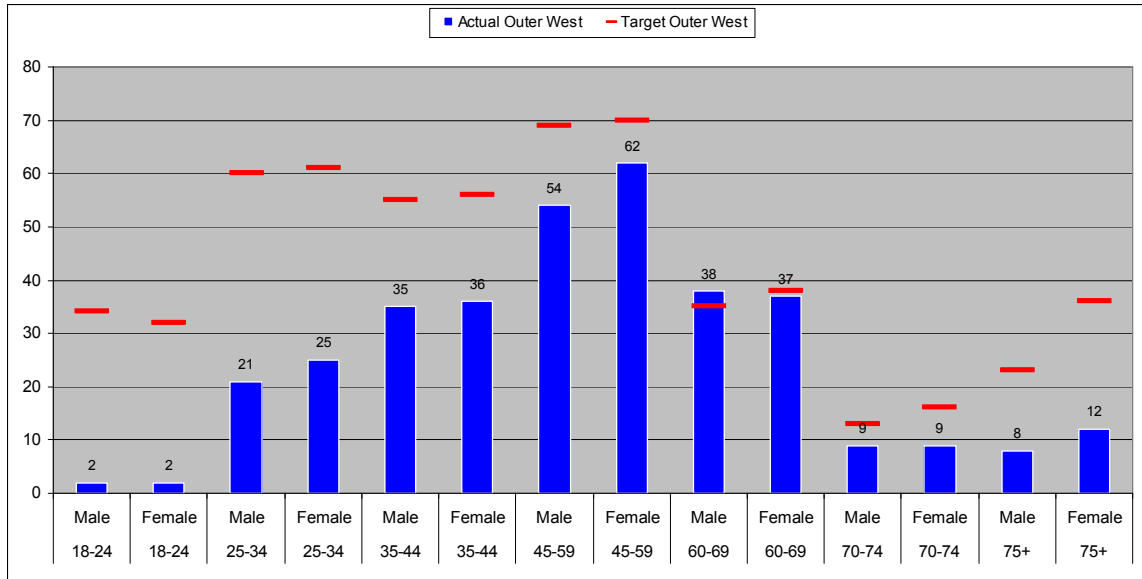
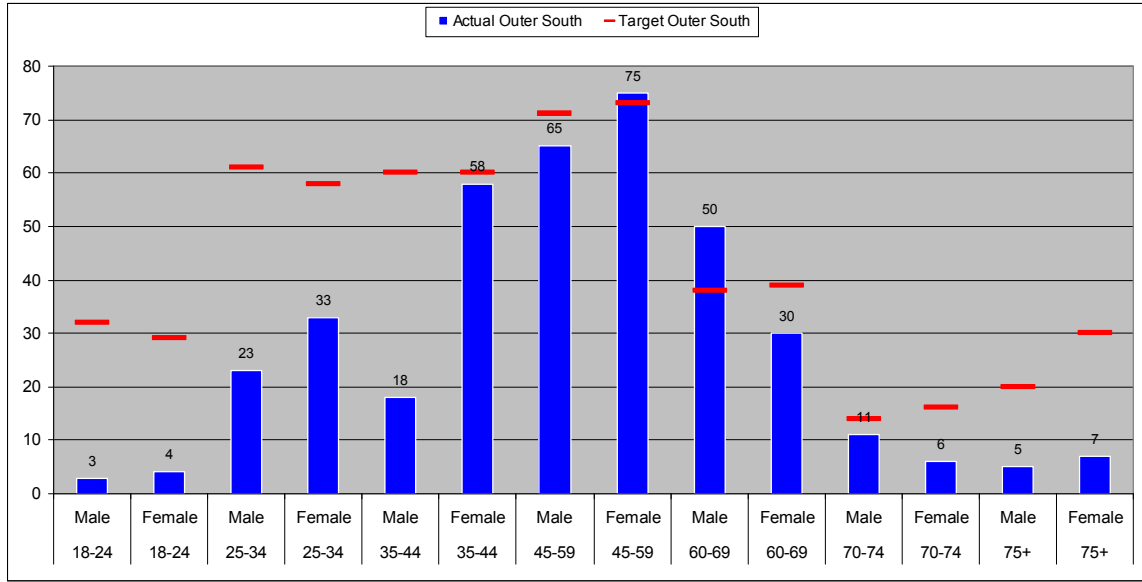
Quick Summary 				
	Count	% of Total Target		
Total Recorded:	3919	65.3%	No. of Emails:	3126 (79.8%)
		Total	Target	% of Target
Age Groups:	18-24	68	912	7.5%
	25-34	542	1262	42.9%
	35-44	763	1036	73.7%
	45-59	1144	1301	87.9%
	60-69	842	680	123.8%
	70-74	175	272	64.4%
	75+	229	536	42.7%
	TOTAL	3763	6000	62.7%
Gender:	Female	1991	3065	65.0%
	Male	1882	2935	64.1%
	TOTAL	3873	6000	64.6%
Ethnicity:	White	3190	5505 (91.8%)	57.9%
	Mixed Race	75	82 (1.4%)	91.1%
	Asian	135	277 (4.6%)	48.8%
	Black	95	88 (1.5%)	108.5%
	Other	52	48 (0.8%)	107.4%
	TOTAL	3547	6000	59.1%
Area Committee:	Inner East	259	600	43.2%
	Inner North East	531	600	88.5%
	Inner North West	343	600	57.2%
	Inner South	303	600	50.5%
	Inner West	318	600	53.0%
	Outer East	386	600	64.3%
	Outer North East	407	600	67.8%
	Outer North West	438	600	73.0%
	Outer South	400	600	66.7%
	Outer West	361	600	60.2%
	TOTAL	3746	6000	62.4%
		Total	% of Returns	
Long Term Illness:	Yes	444	11.3%	
	No	2177	55.5%	
	No Response	1298	33.1%	
Faith:	Buddhist	24	0.6%	
	Christian	2005	51.2%	
	Hindu	74	1.9%	
	Jewish	63	1.6%	
	Muslim	80	2.0%	
	Sikh	31	0.8%	
	No Religion	1170	29.9%	
	Other	93	2.4%	
	No Response	379	9.7%	
	TOTAL	3919		











Report of East North East Area Leader

Report to Inner North East Area Committee

Date: 10th December 2012

Subject: Apprenticeships Update

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

Summary of main issues

1. The Leeds Apprenticeship Hub forms part of the City Deal and will be established early in 2013.
2. The Apprenticeship Training Agency will launch in Leeds on 29th November 2012.
3. Work is ongoing to develop a local partnership framework to provide two Level 2 Business and Administration apprenticeships, funded by the Inner North East and Inner East Area Committees.

Recommendations

4. The Area Committee is asked to note the update provided within this report on strategic initiatives and local Area Committee support to encourage the growth of apprenticeships across Leeds and specifically within Inner North East and Inner East.

1 Purpose of this report

- 1.1 The purpose of this report is to provide an update on city-wide initiatives to support growth in apprenticeships. It also provides an update on the proposal to offer two local partnership based apprenticeship, sponsored by the Inner East and Inner North East Area Committees.

2 Background information

- 2.1 The East North East Area Leadership Team (ALT) has identified a number of priorities that it wishes to tackle over the next year. One of these is to reduce worklessness and the number of young people who are Not in Education, Employment or Training (NEET). In response, the ALT set a challenge for partners to take on an apprentice.
- 2.2 The Area Improvement Manager has developed a proposal for an apprentice to be placed with the Area Support Team, then a partner such as the Police and hopefully complete the placement within the business sector.
- 2.3 This proposal was considered and endorsed by Area Chairs in March 2012.
- 2.4 The Inner North East and Inner East Area Committees approved funding of £6,240 each to each support an apprentice within their area, at their meetings in September 2012.

3 Main issues

City-wide Apprenticeships

a) The Leeds Apprenticeship Hub

- 3.1 The Leeds Apprenticeship Hub forms part of the City Deal and will be established early in 2013, aimed at developing and expanding Apprenticeships across the City in particular among SMEs in key growth sectors, as a long term solution to achieve sustainable youth employment and unlock the growth potential of smaller businesses. The funding has been confirmed for the Hub and the business case has now been submitted and will be considered by Leeds City Region Chief Officers on 19th November. Operating as a collaborative partnership, the Hub will help to increase the Apprenticeship offer in Leeds to meet local needs by aligning partner resources and activities with agreed local priorities.
- 3.2 During the next decade, Leeds is expected to account for 29% of net additional jobs in the region (46,100 out of 158,400) driven by financial, professional and business services and, retail and health. Employers will need employees with appropriate skills to meet sector needs and help businesses grow and develop. Despite job growth predictions, youth unemployment remains high in the City and the ability of young people to meet the skills needs of employers remains a challenge.
- 3.3 Over the next 3 years the Apprenticeship Hub will act as a vehicle to shape and drive forward a programme of interventions to create a better offer for learners

and businesses in the City. Hub activities will focus on increasing the number of businesses with an apprentice, primarily through local and targeted campaigns and via the Leeds Apprenticeship Training Agency (ATA) that will be launched in November 2012 (see below). Increasing the number of young apprentices will also be prioritised through business/learner engagement activities in secondary schools and the development of peer support and mentoring schemes. Higher level Apprenticeship Frameworks will also be developed through the Hub to meet employer needs for highly skilled individuals within key growth sectors including business and financial services.

- 3.4 The Leeds Apprenticeship Steering Group will be further developed to guide and monitor the Hub's activities and help to embed a shared vision of the outcomes the City wants to see over the next 3 years.

b) The Apprenticeship Training Agency

- 3.5 The Apprenticeship Training Agency forms part of the wider Apprenticeship Hub model that will be developed in Leeds, through the City Deal and will be launched on 29th November. The ATA is expected to be fully operational from January 2013. The launch event is targeted at SMEs to raise the profile of the ATA and encourage SMEs to get involved from the outset. Wider briefings and / or promotional materials will be made available to Ward Members and other interested parties over the next few months.
- 3.6 An interim Chief Executive for the ATA, Keith Ramsay, has now been appointed for three months to help get the ATA up and running. Recruitment for the permanent staff will commence this week and will be led by the Chamber on behalf of the ATA. It is envisaged that a new Board of Directors will be established in January and they will sign off the Business Plan

Area Committee Funded Apprenticeships

- 3.7 Work to take on two apprentices, funded through the Inner North East Area Committee and Inner East Area Committee, is progressing. Leeds City College believes that the proposal offers an exciting opportunity and is particularly attractive because of the breadth of experience the partnership based delivery model could offer each apprentice. They have offered significant support and guidance in developing the proposals.
- 3.8 The Police have confirmed that they are keen to support the development of a partnership model for these apprenticeships. The next steps are now to develop the detail of the proposal to ensure that the apprentice gains sufficient experience and development and that the host organisations also benefit from a positive experience. Business in the Community is continuing to support the development of this proposal through trying to secure a business sector partner for the final third of the placement. Leeds City College have also offered to contact employers within East North East with whom they have a positive relationship. Employment and Skills also have details of employers who are expanding within the area and these will be contacted to encourage their involvement in the partnership. Arcadia is supporting the development of the Burmantofts Neighbourhood Improvement

Plan and has expressed an interest in supporting apprentices generally and this potential will be explored.

- 3.9 It is hoped that a business sector partner will have been identified by the end of December 2012. In the meantime details of the partnership arrangement will have been agreed with the Police by the end of December. It is anticipated that subject to confirming business sector partner involvement, recruitment will take place in early 2013. With the support of Leeds City College, this should be fairly rapid and it therefore likely that the first apprentice should be in post by the end of March 2013.
- 3.10 As set out in the partnership model submitted to the Area Committee in September, it is suggested that the apprentices are placed on a rolling programme. Therefore the confirmation of a business sector partner will dictate whether the Inner East or Inner North East Area Committee sponsored apprentice commences first. On the basis of this agreed model, the second apprentice would commence their placement within the Area Support Team in summer 2013. Once a business sector partner has been confirmed, this timescale will be finalised.
- 3.11 Discussions with the Inner North East Area Committee Chair have suggested the potential opportunities that smaller businesses within East North East could offer in the promotion of apprenticeships, particularly within the BME business sector in retail, catering, property management and law. This recent suggestion will be pursued by the Area Support Team over the next few months.
- 3.12 Although there is no legal requirement to provide a job on completion of the apprenticeship, it is likely that the absence of a guaranteed job will impact on the numbers and calibre of young people applying. Although a private business sector employment option at the end of the apprenticeship is being pursued, the Area Leader is also seeking to secure a commitment from the Council's corporate HR to offer the apprentice, on completion of their training, access to Council vacancies advertised internally.
- 3.13 Leeds City College aim to make it simple for employers to recruit and place Apprentices. The Big Match is Leeds City College's own recruitment service and its aim is to place the right candidate first time. This is achieved through a rigorous selection and assessment process meaning that employers only see those candidates that have been matched to their vacancy. The team will write a job description and advertise the role for a period of 4 weeks. During this time their experienced team will sift applications matching to the job description. Those successful at getting to the next stage will meet with Big Match team and carry out a skills test and interview. Those successful at this stage will be recommended to the employer for final interview.
- 3.14 Currently there are around 320 young people city-wide who have applied for apprenticeships but have not yet been matched to an apprentice person specification. The College can advertise apprenticeship opportunities on-line and through The Big Match are able to refine their search and selection criteria for example, by specific postcodes. This would meet the Area Committee's requirement to support a young person from within their area boundary.

- 3.15 It is suggested that it may be appropriate to specify a minimum entry level of English and Maths GCSE at grade C or above. Although the proposal does not seek to exclude any potential candidates, it would not be sensible to set a young person up to fail. This basic requirement would also ensure that the apprenticeship could be completed within 12 months as this is the period that funding has been secured for.
- 3.16 Leeds City College has also advised that the person specification is very important, given that 90% of young people who are NEET are not 'apprenticeship ready'. They can help identify young people who would be suitable for consideration. It is suggested that a recruitment campaign should also be carried out through local channels such as community centres, One Stop Centres etc.

Apprenticeship Recognition

- 3.17 Importantly there has been recent recognition of the success and benefits of apprentices. Within the Area Support Team, the Office Support Officer, who initially started work within the Council as an apprentice, has recently won Colleague of the Year Award within the Customer Access and Performance Staff Awards. An apprentice within Children's Services has also been presented with an Apprentice of the Year award and a similar accolade has been awarded to an apprentice based within igen.

Worklessness strategy

- 3.18 It should be noted that work is underway to tackle to wider worklessness agenda.
- 3.19 An Outcome-Based Accountability workshop took place on October 11th, arranged by the Area Support Team and facilitated by Heather Pinches; Intelligence and Performance Team. The aim of the workshop was to draw together information on initiatives in place to tackle high numbers of young people who are NEET and high levels of worklessness within Inner East. A wide range of partners attended including Employment and Skills, Children's Services, igen, Economic Development, Targeted Services Leaders, Job Centre Plus, East North East Homes, Leeds City College, Leeds College of Building, Children's Centres and Leeds Teaching Hospitals Trust. The workshop aimed to identify good practice and any duplication within the area with a view to re-configuring service provision where appropriate.
- 3.20 Although a wide range of partners attended with significant expertise in their particular service areas, it was very difficult to draw this together into a coherent action plan. The Area Support Team has pulled together the information and ideas from the event and started to draft an action plan which will be tabled at the ALT meeting. It is acknowledged that this is very much work in progress and detailed discussions will be required with partners to identify specific actions and timescales.
- 3.21 Although some positive discussions took place including the identification of some gaps in service provision, the overall outcome from the session was limited. Partners struggled to identify how they could work together to promote better outcomes for communities in East North East.

- 3.22 It is suggested that it may be useful to complete an audit of existing provision in terms of pre-16, 16-19 and 19-24 programmes. It is also suggested that it would be helpful to assign a red, amber or green status to each programme in terms of whether they work with young people who need very basic level support or young people who are 'job ready'.
- 3.23 The Area Leader is arranging a high level meeting to inject some pace and direction into the work to reduce worklessness and numbers of young people who are NEET within Inner East and across the wider ENE area.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 There are no specific consultation or engagement considerations. However a number of partners have been consulted to support the development of this proposal, including Leeds City College, West Yorkshire Police and Business in the Community.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 There are no specific implications for equality and diversity or cohesions and integration.

4.3 Council policies and City Priorities

- 4.3.1 The City Priority Plan 2011-2015 identifies a headline indicator under the aim of making Leeds a child friendly city, to reduce the number of 16-18 year olds that are not in education, employment or training (NEET). In addition, reducing the number of young people who are NEET is a priority identified in the Children and Young Peoples Plan and is one of the key 'obsessions' for Children's Services to improve outcomes for children and young people. The Leeds 11-19 (25) Learning & Support Plan (2011-2015) sets out the strategy and priorities to shape the future of learning provision and support services for young people aged 11-19, or up to 25 for learners who have learning difficulties or learning disabilities.

- 4.3.2 The East North East (ENE) Area Leadership Team has identified reducing NEETs as one of its key aims during 2012/13. This is in the context of the ENE and particularly Inner East area having particularly high levels of NEETs.

4.4 Resources and value for money

- 4.4.1 The proposal utilises Inner East and Inner North East Area Committee Well-being funding. It also draws in match funding from the Skills Council of approximately £5,500 per apprentice.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There are no specific legal implications arising from the contents of this report.

4.6 Risk Management

- 4.6.1 The main risks are potential lack of interest from suitable candidates, host organisations being dissatisfied with the apprentice and the lack of permanent employment at the end of the apprenticeship. The Area Improvement Manager is seeking to reduce these risks by working closely with partners to secure suitable candidates and a positive experience for both the employer organisations and the apprentice.

5.0 Conclusions

- 5.1 Work is progressing well to secure Area Committee funded apprenticeships. However a number of issues still need to be resolved, including most importantly identification of a business sector partner to work with and confirmation of an employment opportunity at the end of the placement.
- 5.2 These issues are currently being addressed and further updates will be submitted to the Area Committees and ALT.

6 Recommendations

- 6.1 The Area Committee is asked to note the update provided within this report on strategic initiatives and local Area Committee support to encourage the growth of apprenticeships.

Background documents

Report to Inner North East Area Committee: Wellbeing Fund Revenue Budget; 3rd September 2012

This page is intentionally left blank



Report author: John Woolmer
 e: john.woolmer@leeds.gov.uk
 t: 0113-3367650
 facebook.com/LCCEnvServENE

Report of Locality Manager (East North East)

Report to Area Committee (Inner North East)

Date: 10th December 2012

Subject: Environmental Services – Six Month Performance Update on the Service Level Agreement

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

Summary of the main issues:

This report provides a half-year update on performance against the Service Level Agreement (SLA) between Inner North East Area Committee and the East North-East (ENE) Environmental Locality Team. It covers the period from May to October 2012.

Recommendations:

That the Inner East Area Committee note the report, comment where progress in delivering the SLA is good/not so good and identify any service developments/priorities it would like to see included in service planning for 2013/14.

Purpose of this report

- 1 This report provides an update on performance against the Service Level Agreement between Inner North East Area Committee and the ENE Environmental Locality Team.
- 2 This report covers the six month period from May to October 2012 (i.e. a half-year report).
- 3 The report sets out to give the Area Committee information of the range of functions being delivered across the area during this period against the priorities and commitments set out in the SLA, and how they are helping make a difference on the ground/at the front line. This includes a focus on the agreed approach to target efforts at Environmental Improvement Zones (EIZs).
- 4 The report also provides an opportunity for the Area Committee to influence the service and budget planning process for 2013/14. Views on service developments and continued top priorities for Inner East are sought, particularly in light of the expected further financial pressures.

Background information

- 5 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.
- 6 The delegation makes clear the responsibility of Area Committees to negotiate, develop and approve a Service Level Agreement (SLA) with the service that achieves as a minimum, the service standards set by Executive Board. The SLA should determine the principles of deployment of the available resources by:
 - the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)
 - the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.
- 7 Services included in the delegation are:
 - Street cleansing (mechanical and manual);
 - Leaf clearing;
 - Litter bin emptying;
 - Gully cleaning
 - Graffiti removal
 - Needle removal
 - Ginnel clearance
 - Dog warden services (excluding responsibilities for dangerous dogs);
 - 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.

- 8 To enable this to happen, a restructuring of the previous Streetscene service was undertaken and completed by September 2011. Importantly this separated out the local street cleansing functions from the city's refuse and recycling functions and created for the first time local supervisory/support roles for a key front line service. At the same time, Environmental Action Teams that had previously just focused on enforcement and regulatory practices were brought together with the street cleansing function to create new Locality Teams.
- 9 This "enforcement" element of the Locality Team is currently undergoing a restructure to rationalise the various grades/posts and modernise/strengthen the job descriptions to better reflect the needs of Area Committees identified through the locality based/focused work so far. This is planned to be completed by Christmas 2012.
- 10 The delegation of the specified environmental services to Area Committee mean that the majority of service resources, mainly staffing, are devolved to a locality level to a Locality Manager. These resources are organised into three wedge based teams for East North-East, South South-East and West North-West, aligned to Locality Teams. The Service Level Agreement sets out the how those resources will be used to meet the requirements of each Area Committees in order to achieve the outcome of clean streets.

Main issues – performance against the SLA commitments

- 11 The SLA sets out how the service will be developed, organised and delivered in four key sections. Progress over the first six months of the current SLA against each section is summarised below and in the appendices referred to:
 - a) **Service Principles and Priorities**
- 12 The SLA sets out our service principles (inc values and culture change) and priorities. This summarises what we will do to change the way the service delivers, to increase efficiency and become more responsive to local needs.
- 13 Work has continued during the reporting period to work with staff to understand what will help improve their productivity, efficiency and wellbeing at work. This has included:
 - Quality appraisals over June/July with all staff across the Locality Team, with an emphasis on the values of the council.
 - Improvements to the provision of personal and protective equipment (PPE) for staff to ensure they are properly equipped to do the job in a variety of conditions
 - Day to day involvement of staff in decisions about new litter bins, work practices etc
 - Team away half-days held in October bringing together our streets operational staff with enforcement staff – with discussions on closer working together on issues such as flytipping and presentations from each element of the team on what they do etc.
 - Completion of the move of streets staff from Cross Green depot to Seacroft Depot (where Highways are based). Including a new staff dry room and storage facilities.

- 14 Work began in the reporting period to restructure the enforcement/regulatory part of the Locality Teams in the service. This element of the Locality Teams was not included in the initial restructure/rewriting of job descriptions etc when the teams were first established last year. The restructure will deal with inherited anomalies in the number of grades/JDs that exist between enforcement staff and update their roles and responsibilities to better respond to the needs of localities/Area Committees. The new structure also responds to the demands that the success of locality working/delegation has brought in terms of casework management, engagement with Members and the day to day planning of how resources are best deployed. The restructure was signed off in early November and is in the process of being implemented.

(b) Delivering the Service Activities

- 15 Appendix A provides an analysis of the service requests, legal notices and fixed penalty notices dealt with by the enforcement and regulatory staff in the three Inner NE wards during this reporting period.
- 16 A key performance measurement is how many mechanical sweeping blocks we have been scheduled to clean have we actually managed to do in the reporting period, and how that compares to previous reporting periods (i.e. is there an change in service efficiency/reliability?). This is a summary for Inner North East:

Summary of Completion Rates for Mechanical Sweeping Blocks				
Ward/Area	Sept-Nov 2011		May-Oct 2012	
	No of blocks scheduled	No of blocks completed (%)	No of blocks scheduled	No of blocks completed (%)
Chapel Allerton	29	20 (70%)	not available	not available
Moortown	7	6 (86%)	not available	not available
Roundhay	26	22 (85%)	not available	not available
Inner NE Area	62	48 (77%)	362	785 (88%)

- 17 The analysis shows that the completion rates for sweeping blocks in Inner NE has improved from 77% to 88%. We attribute that to improved working practices, better operational management and the introduction of “capacity days” into the sweeping schedule to help recover missed days due to leave, operational issues (e.g. weather, equipment/vehicle failure,) and competing emergencies.
- 18 The service also responded to requests for extra support during this reporting period for:
- Olympic torch pre and post clean ups and enforcement/street cleaning team presence on the day
 - Additional, non-scheduled checks and clean-ups in Chapeltown
 - Scott Hall Road guided bus lane cleaning
 - Queen’s Jubilee celebrations
 - A number of new litter bins have been ordered for delivery in early December, including joint funding of heritage style litter bins in partnership with Gledhow

Valley Conservation Area Group and new bins on Tongue Lane (Moortown), Easterley Crescent (Roundhay) and Louis Street (Chapel Allerton)

b) Outcomes

- 19 Revised versions of surveys measuring levels of litter and detritus have been taking place across the city since late 2011. These were initially planned as quarterly but have been revised to half-yearly as they were considered too resource intensive/costly for the value of the data collected. Members have previously questioned the validity of this measure at a more local level.
- 20 The results gathered are still considered statistically sound to be looked at as a general citywide measure, but not robust enough to be analysed at locality or Area Committee level. It therefore only provides the Area Committee (and Executive Board) with sufficient information to aid judgement on whether the delegation of the service has had an effect on the cleanliness of the city as a whole. The figures are provided below but may be of limited interest to the Area Committee in terms of making their own judgements on the delivery of their SLA.

Percentage of clean streets as measured through sample surveys (city wide measure)	
Year	% of Acceptable Streets
2010-11 full year	86.7*
2011-12 full year	85.9*
2012-13 (late summer survey)	91.5

*note: this is a figure re-calculated using data from a previous methodology of doing the surveys, based on the now obsolete national indicator, NI195.

- 21 The city’s Citizens’ Panel was recently asked a variety of questions relating to environmental cleanliness as part of a “Parks, opens spaces and environmental services” survey. The results are provided in Appendix C, with the Inner North East responses (from the 129 panel members living in Inner North East) highlighted.
- 22 The Citizens’ Panel results present a view that a significant majority of residents in Inner North East are either satisfied or not of a view about the area’s cleanliness. The area has the highest “agreement” rating that residents themselves are taking responsibility for their own litter/waste, although the results also show there is a majority view that residents could do more to keep the area clean and attractive.
- 23 This would appear to back the approach being taken by the Area Committee to target EIZs to both take action against the existing problems being experienced and help change behaviours and increase levels of responsibility within the community for cleanliness.
- 24 The Locality Manager continues to primarily use the judgement of the ward members/Area Committee, it’s Environmental Sub Committee and feedback from forums such as the Neighbourhood Improvement Boards to assess whether satisfaction levels are acceptable and where outcomes need improvement.

c) Accountability and Member Influence

- 25 The Locality Team continues to ensure senior manager representation at each of the 3 ward member meetings. The meetings provide opportunity for members to be

action on priorities/issues that they raise for their wards to be tracked and have discussions on how sweeping routes could be altered and where new litter bins could be best placed. In this particular period there has also been discussion on the 2012 de-leafing and what streets/paths need programming.

26 Examples of how Ward Members have changed service delivery during the reporting period include:

- Changes to the local litter picking schedule to ensure a more frequent presence in Chapel Allerton Village centre
- Green Road (Moortown ward) added in for additional litter picking and litter bin emptying around the shops
- Woodlea estate (Moortown) added to mechanical sweeping block
- Shops on Lidgett Lane (Roundhay ward) provided with additional litter picking and litter bin emptying to better complement school times

27 The Inner North East Environmental Sub-Group meets quarterly and considers/raises services issues with the Locality Manager. It also receives updates and questions other services that have an influence on the environmental condition of the area, such as ENE Homes, Continental Landscapes. The group ensures there is appropriate coordination in place between the Locality Team and these services.

28 Individual ward members are referring issues direct to the Locality Team where they are deemed a significant issue that needs a quick response. Feedback from Members continues to be positive and that most issues are being responded to and resolved quickly. There are some issues though that Members still feel are not always being responded to quick enough, for example requests for new litter bins.

29 In terms of accountability for the financial management of resources, an updated financial statement for 2012/13 is provided in Appendix B. This shows the revised forecast for spend delivering the service across the ENE locality and provides explanations for budget/spend variations.

30 Members are also asked to note that the cost of hiring mechanical sweeping vehicles is currently subject to a full options appraisal being coordinated by the Council's Procurement Unit, working with Fleet/Transport Services and finance officers. The results of which will be fed through the Environmental Sub Group. All options are being looked at and costed – from buying the fleet and managing ourselves to spot hiring to short/medium or long term contracts.

31 In October the Locality Team launched its own Facebook page to provide another way for interested members, professionals and residents to learn more about what is being done by the service across the locality and improve it's public accountability. Members are asked to help publicise the Facebook page – it can be found at <http://www.facebook.com/LCCEnvServENE> .

c) Environmental Improvement Zones (EIZs)

32 In addition to the overall SLA progress update provided, the following section provides Members with an performance overview on work done in the approved EIZs in Inner North East during this reporting period.

- 33 The following table provides Members with an analysis of the cases identified and how they have been resolved during the reporting period. Members should bare in mind that each EIZ will have started at different points in the reporting period and that there is a legally required time lag between notices being issued and FPNs or other further legal action being taken.

Saviles/ Mexboroughs EIZ (started 7/5/12)	Locality Team Case Management (May to Oct 2012)						
	Cases Identified	Cases Resolved at Informal Stage	Notices Issued	Resolved After Notice	FPN's Issued	FPN's Paid	Prosecutions Awaiting Court
Drainage	3	2	1	1	0	0	0
Commercial Waste Issues	6	0	0	0	0	0	0
Waste in the Garden	46*	29 (Total Closed)*	78*	55*	1	0	0
Obstruction	1	0	0	0	0	0	0
Overgrown Vegetation	1	1	0	0	0	0	0
Flytipping	1	0	1	1	0	0	0
Housing - Vacant	3	0	0	0	0	0	0
Housing – Other	1	0	1	1	0	0	0
Nuisance – Accumulation/ Deposit (Faeces)	1	0	0	0	0	0	0
Totals:	63	32	81	58	1	0	0

* The explanation for these figures not matching up is that multiple notices were served on single service requests i.e.; notice issued to each individual household occupier rather than 1 notice served on all occupants together. The landlord may have also been served a notice on some service requests along with the occupier, creating multiple notices on a single service request.

- 34 Work has been taking place in another of the agreed EIZs; the Beckhills. Due to the existing level of additional work already taking place in the area through the local partnership, overseen by the Neighbourhood Manager, the Locality Team have not undertaken the base-lining and introductory work they would expect to normally do as an EIZ is “launched”. Instead, we have focused on what has already been identified as local environmental issues and priorities.
- 35 The detail behind the caseloads is provided to the Chapel Allerton ward members through updates at ward member meetings etc. Examples of how enforcement/intervention action has impacted in the zones include:

Savile’s and Mexborough’s

- 36 Most properties that where identified in the first instance with waste issues have been issued with legal notice (92a). At present most residents would appear to be adhering to the notices. We have experienced some issues with Cascade and Angel properties. In the past these landlords have cleared properties following phone calls from us. However, Cascade appear to have stopped doing this and so as result we have been required to issue a number of notices to this company and are monitoring compliance which may well lead to prosecution. Recently we met on site with workers from Angel properties who had turned up at a property within one working day of receiving the notice. One prosecution pending at the moment is against a resident on Mexborough Street, for waste in garden. This person had been given a Fixed Penalty Notice (FPN), which they have failed to pay. We anticipate a number of further prosecutions in the near future relating to existing notices.

Beckhills:

- 37 Recycling areas on Beckhill Avenue and Beckhill Approach were experiencing high levels of fly tipping. During September/October, an enforcement officer from the Locality Team monitored the area and carried out joint patrols with the environmental caretaking team of ENE Homes. During this period waste was identified within the recycling areas and thoroughly searched for evidence. The waste consisted of recyclable materials which were securely bagged. Most of the waste identified contained no evidence – and was promptly cleared. However, evidence of 2 addresses was found and the 2 alleged perpetrators were called in and interviewed in accordance with the Police and Criminal Evidence Act 1984. During the interviews it was established that the alleged perpetrators had not intended to fly tip, but were attempting to recycle. The claim was that as their waste was all bagged it would not fit into the small slots in the recycling bins, so they left them at the side of the bins to allow them to be collected. The 2 people interviewed (separately) were told clearly the consequences of fly-tipping/littering and offered fixed penalty notices on this occasion, which they both accepted.
- 38 In terms of longer term prevention/problem solving, we explored the option of widening the slots/holes in the recycling bins to allow bags of waste to fit, or even unlocking the lids on the bins, but it was felt this would encourage further dumping or the depositing of non-recyclable waste.
- 39 Locality Team staff and environmental caretakers have visited the recycling areas and used a deterrent method to try to resolve some of the issues. Any bags of recycling found on the floor have had fly-tipping warning stickers put on them advising that evidence have been removed for further action to be taken. Any waste found which is not recycling will be dealt with as a fly tip and will be investigated thoroughly. Recent visits to the areas have shown a dramatic drop in the fly tipping as the photos below show:



- 40 The next table provides a summary of the resident surveys carried out in each of the EIZs. Members are reminded that, as part of the initial work done as each EIZ is established, every door is knocked on with an introductory pack delivered and the residents asked if they would help complete a perceptions survey. The survey will then be repeated every six months in that EIZ to help Members track progress.

Zone	Date Started	Survey Question - Average Scores (marks out of ten)									
		How clean is your street?		How clean is your area?		How satisfied are you with the council's efforts?		How involved are the local residents and businesses?		Overall Average Score	
		Base line	1st tracker	Base line	1st tracker	Base line	1st tracker	Base line	1st tracker	Base line	1st tracker
Saviles/ Mexboroughs	7/5/12	6.5	5.8	5.3	5.6	5.9	6.0	4.0	3.0	5.4	5.1

Recommendations

- 41 That Inner North East Area Committee note and comment on:
- a. what aspects of the service they feel are working well and delivering against the commitments made in the SLA;
 - b. what aspects of the service do they feel are not working as well as they should against the commitments made in the SLA and would like to see improvements made;
 - c. what the Area Committee's views are what the key service developments and continued top priorities for Inner North East should be in planning for 2013/14, particularly in light of the expected further financial pressures.

This page is intentionally left blank

**Analysis of Service Requests Responded to by ENE Locality Team
During the Reporting Period: May to October 2012**

APPENDIX A

Service Request Type	Chapel Allerton	Moortown	Roundhay	INNER NE
Abandoned Vehicle	4	4	3	11
Bin not Returned	9	2	9	20
Bulky request	8	6	8	22
Commercial Premises Duty of Care Inspect	1	1		2
Commercial Waste Issues	16	6	4	26
Damage to Highway	4	4	2	10
Dangerous Dog Incident	1		2	3
Dead Animal Removal	8	12	7	27
Dog Fouling	2	4	6	12
Dog Fouling Enforcement Signage Request	2	1	5	8
Dog Fouling General Area		2		2
Dog Fouling Specific Address			2	2
Domestic Premises Duty of Care Inspect			1	1
Domestic Waste Issues	8	1	6	15
Drainage	8	3	8	19
Environ Protection - Request for Advice	1		4	5
Fly Tip (investigation)	94	26	16	136
Flyers	2			2
Flytipping (removal)	41	18	12	71
Footpath Sweeping	8	3	3	14
Ginnel	6	3	4	13
Graffiti	14	5	5	24
Gully	46	25	30	101
Housing - Defect	8		3	11
Housing - Dirty			1	1
Housing - Other	2	2	1	5
Housing - Vacant	6	1	4	11
Illegal Advertising	1	3	1	5
Keeping Dogs On Leads At All Times			1	1
Keys From Down a Gully	1			1
Leafing	4	2	4	10
Litter Bin Empty	10	9	5	24
Litter Bin Repair	1		1	2
Litter Bin Request	2	4	4	10
Litter	17	6	15	38
Mud etc on Road			1	1
Nuisance - Accumulation/Deposit	9	1	1	11
Nuisance - Other	1	1		2
Obstruction	2	3	2	7
Odour - Other		2	3	5
Overgrown Vegetation	38	17	22	77
Road Sweeping	17	5	12	34
Rodents	5	1	3	9
Smoke from Bonfire	2	3	8	13
Smoke from Chimney		2		2
Street Cleansing Missed	1			1
Trading on Highway		2		2
Vehicle - Stop and Search	1			1
Vehicles for Sale		2		2
Waste in Gardens	76	5	5	86
TOTAL	487	197	234	918

** doesn't include any work carried ou by the dog wardens

This page is intentionally left blank

**Analysis of Service Requests Responded to by ENE Locality Team
During the Reporting Period: May to October 2012**

APPENDIX A

Legal Requests	Chapel Allerton	Moortown	Roundhay	INNER NE
Drainage issue	5		3	8
Produce waste transfer notes / carriers license	4		1	5
Domestic waste / receptacles	6		4	10
Commercial waste / receptacles	3			3
Remove fly tipping from land / prevent reoccurrence	2		1	3
Waste in gardens	35		2	37
Highways issue (damage / mud on road)	2	3	1	6
Highways obstruction				0
Overgrown vegetation	6	1	3	10
TOTAL	63	4	15	82

Fixed Penalty Notices	Chapel Allerton	Moortown	Roundhay	INNER NE
Littering	2	2	1	5
Waste in gardens	2		2	4
TOTAL	4	2	3	9

This page is intentionally left blank

Budget Heading	Original Estimate	Projected Outturn	Cover costs inc. in Outturn	Reason for variance	What this pays for
	£	£	£		
Staff Functions					
Management & Business Support	219,240	235,857		Additional support to improve processes/case management Out-turn now includes cost of cover (shown in brackets in the separate column). This is overtime paid to staff who are off-shift to cover for sickness, annual leave, TOIL and any emergency or additional work that require extra staff being brought in. Vacancy savings used to offset streets cover Cost of cover now split out into each staff service heading £27,200 moved in from a central account	Locality Manager, Service and Team Managers and Admin Support 2 Supervisors working shifts to cover the 7 day/wk service 2 drivers + 2 street attendants working shifts to deliver 7 day/wk service 10 drivers working shifts to deliver a 7 day/wk service 4 drivers working shifts to deliver a 7 day/wk service 4 drivers + 4 street attendants working shifts to deliver 7 day/wk service 17.4 street attendants working shifts to deliver a 7 day/wk service 2.6 environmental health and technical staff 12 community enforcement staff Operational cover for annual leave, sick leave and TOIL Driver (agency) + 4 staff (Continental Landscapes)
Streets Supervisors	67,720	81,716	(10,900)		
Bulk/Fly tipping team	83,730	116,811	(28,920)		
Pathsweepers	216,130	257,899	(39,400)		
Roadsweepers	84,700	95,701	(9,270)		
Litter bins emptying	163,550	215,537	(45,240)		
Street Litter	338,930	359,345	(23,940)		
Senior Enforcement Staff	104,080	95,540			
Community Enforcement Staff	322,830	257,660			
Cover for streets operatives (leave etc)	100,130	8,100			
De-leafing team	18,400	45,600			
Insurance, training & travel	4,700	6,580			
	1,724,140	1,776,346	(157,670)		
Premises Costs	85,000	86,760			Incl. £75k rent/service for Reginald Centre office, £10k Works in Default
Supplies and Services	45,910	47,370			Operational materials/equipment
Fleet & Transport Costs					
Fleet Hire	170,060	170,060		(note: procurement options appraisal underway)	Contract hire of 5 x pathsweepers
Leasing costs	17,050	17,050			
Maintenance/repairs	112,080	112,080		Fuel price rises	Running costs for 2x Road Sweepers, 2x Caged tipper, 1x Tipper, 1x operational van
Fuel	97,230	113,080			
Vehicle insurance	3,360	3,360			
Staff travel	6,840	8,230			
	406,620	423,860			
Legal Costs	22,770	14,530			Cost of prosecutions and advice
Prudential Borrowing costs	4,500	4,500			Financing costs of litter bin replacement capital scheme
TOTAL EXPENDITURE	2,288,940	2,353,366			
INCOME	- 29,890	- 41,330		Recovery of works in default through prosecutions	Ad hoc cleansing, Court Costs and recovery of 'Works in Default'
SUB TOTAL	2,259,050	2,312,036		No plans to achieve this in 2012/13	Closer working with Parks & Countryside - corporate efficiency target
Targeted efficiency	- 50,000	-			
NET LOCALITY BUDGET	2,209,050	2,312,036		£50k due to unachieved efficiency target for closer working with P&C £27k relates to increase in budget for deleafing team previously held centrally £16k due to increased fuel prices/costs £26k due to staff overspend on cover costs and extra admin to improve case management netted against enforcement vacancy savings £11k extra income (successful prosecutions) helps offset some of the extra costs	

This page is intentionally left blank

Leeds Citizens Panel - Environmental Services satisfaction results

APPENDIX C

Analysis of Number of Respondents from the Panel

Locality:	ENE LOCALITY		WNW LOCALITY		SSE LOCALITY	
	IE	INE	IW	OW	OE	OS
Area Committee:	62	129	78	68	85	84
Number represented on Panel:				97		79
				107		

Overall, how satisfied are you with the level of cleanliness of your local neighbourhood?

Satisfaction Rating	ENE LOCALITY		WNW LOCALITY		SSE LOCALITY	
	IE	INE	IW	OW	OE	OS
Satisfied/Very satisfied	21	51	15	47	49	47
Neither satisfied nor dissatisfied	24	20	22	25	22	19
Dissatisfied/Very Dissatisfied	55	30	47	28	30	35

Are you satisfied with the cleanliness of your local neighbourhood (the area within 10-15 mins of your home), in terms of:

Issue	IE	INE	ONE
	% satisfied	% satisfied	
Graffiti	52	68	85
Fly-posting / stickers	47	67	72
Fly-tipping	26	59	61
Overgrown trees etc	26	40	56
Litter	24	39	47
Weed growth	20	34	41
Dog fouling	15	33	31

How satisfied are you with provision of litter bins in your local neighbourhood (area within 10-15 mins of your home) in terms of:

Question	ENE LOCALITY		WNW LOCALITY		SSE LOCALITY	
	IE	INE	IW	OW	OE	OS
Number of bins	13	34	24	32	44	49
Physical condition of the bins	26	42	37	42	54	56
Location	18	39	24	33	46	48

How far do you agree with the following statements?

Question	ENE LOCALITY		WNW LOCALITY				SSE LOCALITY		
	IE	INE	INW	IW	OW	ONW	OE	IS	OS
	% agree	% agree	% agree	% agree	% agree	% agree	% agree	% agree	% agree
Local residents take responsibility for their own litter/domestic waste	53	77	61	57	72	70	63	60	63
Local residents take responsibility for the upkeep of their neighbourhood	43	47	28	38	52	44	54	38	46
Local residents should do more to keep the neighbourhood clean and attractive	77	61	72	66	69	67	76	72	79
Local shops/ businesses take responsibility for their own waste	69	63	64	65	69	60	63	57	70
I am confident that I know how to report problems with cleanliness in my area	55	42	53	41	42	47	55	41	63



Report author: Nicola Denson

Tel: 0113 336 7638

Report of East North East Area Leader

Report to Inner North East Area Committee

Date: 10th December 2012

Subject: Environmental sub group minutes

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

Summary of main issues

1. This report has the minutes from the Inner North East Area Committee Environmental sub group on 29th October 2012 attached for information.

Recommendations

2. The Inner North East Area Committee is asked to note the contents of the minutes.

1 Purpose of this report

- 1.1 The purpose of this report is to inform members of the issues discussed at the Environment sub-group. The minutes will be brought to Area Committee meetings as a regular agenda item, including any relevant appendixes.

2 Background information

- 2.1 The Inner North East Environmental sub group follows the Area Committee cycle. They are chaired by the current Chair of the Area Committee.
- 2.2 Meetings are attended by one nominated member from each of the three wards, Chapel Allerton, Moortown and Roundhay, the ENE Locality Manager (Street Cleansing and Enforcement), the Area Officer and invited guests according to the schedule.
- 2.3 Agenda items focus on issues relating to the delegated Environmental Service and any other services or issues that can be influenced by, or have an impact on, Area Committees and the local area.

3 Main issues

- 3.1 Following recommendations that Area Committees should have Environmental sub-groups to drive forward the Environmental delegation and other related work in the area it was agreed by the Chair that their minutes should be a regular agenda item for Area Committee meetings.
- 3.2 Environmental sub-group minutes will only be available to be considered by Area Committees once they have been agreed as an accurate record by the Chair of the sub-group.
- 3.3 The minutes of the meeting from 29th October 2012 are attached at Appendix 1. Key items that were discussed include Greenspace and Grounds Maintenance.
- 3.4 The meetings are held four times a year and the last meeting in the 2012/13 schedule will be held on 7th February 2013 @ 2pm; The Reginald Centre. The themes will be Probation (including a review of the SLA) and Community.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 There is no formal consultation relating to the sub group, but it is in the plan for February to focus on local community groups. Local groups are also able to influence the environmental priorities of the area through the regular consultation carried out under the Area Committee's Engagement Plan.

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council Policies and City Priorities

4.3.1 The Council's Constitution was amended, approved at Executive Board in March 2011 and ratified at the Annual Council meeting held on 26th May 2011, to include the environmental services delegation within the Area Committee Function Schedule. This sub group acts as the monitoring forum for that delegation in the first instance.

4.4 Resources and Value for Money

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

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no legal implications or access to information issues. In line with the Council's Executive and Decision Making Procedure Rules, all decisions taken by Area Committees are not eligible for Call In.

4.6 Risk Management

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

5 Conclusions

5.1 The Area Committee will receive copies of the Environmental sub-group minutes.

6 Recommendations

6.1 The Inner North East Area Committee is asked to note the contents of the report and to consider the minutes from the Environmental sub group on 29th October 2012.

7 Background documents

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

7.2 Council Constitution

This page is intentionally left blank

**Inner North East Environment Sub Group
 Monday 29th October
 The Reginald Centre**

Present: Councillor Sharon Hamilton and Councillor Ghulam Hussain, Nicola Denson, Mick Johnson, Andrew Gibson, Mike Kinnaird and Steve Vowles.

Apologies: Councillor Mohammed Rafique, John Woolmer and Hayley Thackwray.

		ACTION
1.0	Welcome and Apologies	
1.1	All were welcomed to the meeting and apologies were received as above.	
2.0	Minutes of Last Meeting – 2nd August 2012	
2.1	The minutes were agreed as a correct record.	
2.2	Litter education – Cllr H raised the issue of a leaflet to inform residents but it was agreed that a general piece should be written that can be inserted into newsletter and noticeboards etc to raise awareness of people's responsibilities. SV also agreed that the EAT could put something in the quarterly newsletter.	MJ MJ
3.0	Environmental Delegation	
3.1	MJ reported that the deleafing has started and is going well. Since 15 th Oct (2 weeks) they have removed 7 ton of leaves. They have covered maps 1-4 so far but if there are any areas that need urgent attention Cllrs should email and the crews will be diverted. The deleafing this year will also run for an additional few weeks so it last 17 weeks.	Noted
4.0	Parks and Countryside	
4.1	MK reported that 66% of sites in INE meet Green Flag standards, with Norma Hutchinson park having achieved this status since last year. Gledhow Valley Woods scored low for litter on the assessment. ND to contact the Friends to ascertain the problem and see if probation can help.	ND
4.2	Looking forward to next year consultation is taking place at Tropical World to look at possible improvements, Oakwood Clock and the surrounding area needs work and new community orchards are being planning including at Meanwood Park and Chapeltown. Food growing and fruit trees are becoming a more popular venture and is	Noted

	encouraged through Feed Leeds and Redhall nursery have starter kits for communities interested.		Noted								
4.3.	Allerton Grange fields has not yet been declared surplus by Children's Services but when it is it may come under Parks and Countryside remit.		Noted								
5.0	ENEHL Grounds Maintenance										
5.1	SV reported that the number of complaints with grounds maintenance are pretty similar to number received last year which is good given the change in contractor. There has been increased grass cutting, shrub bed maintenance and monitoring however. Continental have been great at attending community meetings to talk to residents and the final cut will now be done in mid November to allow a good starting point for 2013. The contract will now be managed by Parks and Countryside.		Noted Noted Noted								
6.0	Any Other Business										
6.1	Shopping centres – it was agreed that concentration on the environment around shopping centres and encouraging In Bloom groups covering all shopping areas should be a priority for the forthcoming year.		Agreed								
6.2	Parking on Verges – a discussion took place on the great work being done by the residents of Stainburn Road and it was agreed, where appropriate, this should be encouraged. SV also reported that they are tackling similar issues for ENEHL tenants through resident groups and tenancies.		Agreed								
7.0	Date and Time of Next Meetings										
7.1	<table border="1"> <tr> <td>ENVIRONMENTAL SUB GROUP (EAT to attend every meeting)</td> <td></td> </tr> <tr> <td>2013</td> <td></td> </tr> <tr> <td>7th Feb @ 2pm</td> <td></td> </tr> <tr> <td>Theme: Community, Probation (review SLA) & Community</td> <td></td> </tr> </table>	ENVIRONMENTAL SUB GROUP (EAT to attend every meeting)		2013		7 th Feb @ 2pm		Theme: Community, Probation (review SLA) & Community			ND
ENVIRONMENTAL SUB GROUP (EAT to attend every meeting)											
2013											
7 th Feb @ 2pm											
Theme: Community, Probation (review SLA) & Community											

Report of Steve Vowles, Head of Partnerships, East North East Homes Leeds.

Report to Inner North East Area Committee

Date: 10th December 2012

Subject: East North East Homes Leeds Grounds Maintenance report

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

Summary of main issues

1. The quality of service has been of good standard considering the wet weather conditions.
2. East North East Homes Leeds Estate Services section has targeted resources to monitor this area of work, regularly monitoring 30 to 80% of assets cut.
3. East North East Homes Leeds monitor customer contacts and have not seen any increased activity concerning Grounds Maintenance.
4. Sheltered housing sites are being cut more frequently from June 2012.
5. Due to the severe weather conditions there have been increased levels of weed growth in shrub and rose beds, a schedule of additional maintenance visits has therefore been implemented.
6. An additional cut has been agreed by partners and this took place over a 3 to 4 week period during October and November.

Recommendations

1. Area Committee are requested to note the content of this report.

2 Purpose of this report

- 2.1 The purpose of this report is to inform Area Committee of the work and progress made by the Grounds Maintenance contractor, Continental Landscapes, from April to November 2012.

3 Background information

- 3.1 The citywide grounds maintenance contract was awarded to Continental Landscapes Ltd in August 2011 following a thorough procurement process. The contract is delivered on behalf of five clients, LCC Highways, Leeds ALMOs and Belle Isle Tenant Management Organisation.
- 3.2 The contract is overseen by a Grounds Maintenance Project Board comprising managers from the clients and Strategic Landlord.

4 Main issues

- 4.1 The prolonged wet weather caused the grass to grow much faster than normal during the summer and ground conditions made mowing slower with some areas not being accessible at all. The amount of grass cuttings left when the grass was cut gave the appearance of a poor quality cut in some areas. In particular the wet conditions had made some areas, such as banks, unsafe to cut
- 4.2 Continental Landscapes introduced additional teams and offered overtime to staff to maintain service. This was at no additional cost to East North East Homes Leeds (ENEHL) & partners, it delivered a better quality of cut as there was no undue delay between cuts.
- 4.3 Overall the quality of service has been of good standard considering the wet weather conditions. Continental Landscapes have been proactive in communicating with stakeholders such as Locality Management and local resident groups. They have also developed good working relationships with Britain In Bloom groups and Parish and Town Councils. They have provided a quick response to customer complaints and issues.
- 4.4 Residents may have noticed issues at some LCC Highways assets where there had been delays cutting adjacent to main roads and along high speed roads.
- 4.5 The quality of cutting at some sheltered housing sites had been an issue, these were being cut 13 times in the growing season. Many residents felt that it should be more frequent and this has subsequently been increased. Continental Landscapes have established dedicated teams to carry out this work.
- 4.6 The wet weather conditions encouraged unusual levels of weed growth in many of the shrub and rose beds. A schedule of additional maintenance visits was therefore agreed and completed by September 2012. This included removal of established weeds followed by a herbicide application when the weather

conditions were more favourable. Continental Landscapes have employed additional teams to carry out this work.

- 4.7 There have been some service quality issues, litter not being removed from grassed areas prior to being cut resulting in shredded litter, and grass cutting's not being cleared from hard surfaces following grass cutting. Both were raised with Continental Landscapes who carried out further training with staff and took formal action. We continue to monitor service quality, any issue are reported to the contractor and failure to respond results in contract deductions.
- 4.8 ENEHL have not experienced any significant level of complaints, we closely monitor customer contacts and have not seen any increased activity. We work with Continental Landscapes to ensure that they maintain a satisfactory standard of grass cutting across the area.
- 4.9 New specialist bank mowing machines were purchased by Continental Landscapes to ensure that all banked areas were cut safely.
- 4.10 The contract has been successful to date taking into account the difficult weather conditions, the appearance of green space is good and we need to ensure it is well maintained going into winter. An additional cut was therefore agreed by partners and this took place over a 3 to 4 week period during October and November.
- 4.11 At its meeting in June 2012, Leeds City Council's Safer and Stronger Communities Scrutiny Board acknowledged a request for Scrutiny made by Councillor Wadsworth in relation to the new grounds maintenance contract. The Scrutiny Board agreed to hold a working group meeting to discuss progress with the contract.
- 4.12 This working group meeting took place in August 2012. The meeting discussed key issues, the reasons for these and noted the actions taken to help address such issues in the future.
- 4.13 The key issues that may have affected residents in the Inner North East area included litter picking; this was identified as an important issue and is managed through the monitoring processes. Continental Landscapes ensure that litter picking and cutting is completed in the same working day for each asset. However, it was highlighted that in some parts of the city litter was not being removed from grassed areas prior to being cut, resulting in shredded litter. However there were very few instances of this on Inner North East assets.
- 4.14 Continental Landscapes have carried out further training with staff and where appropriate, taken formal action. We monitor any issues of this nature which are passed back for rectification.
- 4.15 Another common enquiry related to grass cutting's not being cleared from hard surfaces following grass cutting. The public perception is that grass cuttings should be collected, this is despite the fact that the collection of grass cuttings has never featured in any Leeds City Council grounds maintenance contract. Leeds City Council's Call Centre staff are being trained to respond effectively to

such complaints by explaining what is actually expected from the grounds maintenance staff in accordance with the contract.

- 4.16 Through the summer we increased the level of monitoring as we were not receiving many enquiries about the contract and not generally experiencing the issues reported by some Councillors at the working group. We are required to monitor 10% of assets completed during each cut cycle. Because of the Scrutiny working group, and the issues identified by some Councillors, it was decided to target resources in the Estate Services section to monitor this area of work. During cut 11 we monitored over 80% of assets cut (see appendix A).
- 4.17 Any non-compliance identified during the first monitoring visit is passed to the contractor for rectification. Any failures to rectify issues at the second monitoring visit results in a financial deduction from the contractor's payment.
- 4.18 ENEHL have a positive relationship with Continental, with 'first time right' rates being at very high levels. (Appendix A).
- 4.19 Performance monitoring is supported by estate walkabouts which give residents the chance to work with us to make our estates a better place to live. Residents are joined by their Housing Support Officer and other key staff who can help make improvements to the estate. They walk the estate together looking for anything which may make the estate look unsightly and can be improved. Walkabouts pick up any issues relating to the Grounds Maintenance contract as part of this work.
- 4.20 Continental Landscapes work closely with the Leeds City Council's Locality Teams to deal with issues around litter picking. They are keen to work more effectively together to deliver joined up services.

5 Corporate Considerations

5.1 Consultation and Engagement

- 5.1.1 Continental Landscapes staff and ENEHL Estate Services attend resident group meetings to promote issues and raise awareness. East North East Homes Leeds Area Panels receive briefings from Continental Landscapes staff and ENEHL Estate Services officers.

5.2 Equality and Diversity / Cohesion and Integration

- 5.2.1 Equality Assessments were carried out throughout the Procurement process

5.3 Council policies and City Priorities

- 5.3.1 The service delivered by Continental Landscapes contributes to themes in the City Priority Plan, best city for communities & best city to live.

It also makes a major contribution to ENEHL Decent Places agenda.

5.4 Resources and value for money

- 5.4.1 The contract is delivering savings on the previous contract.
- 5.4.2 A key element of Continentals Landscapes tender submission was to have three operational depots, one in each area of the city. Having a depot in each of the areas delivers efficiencies in terms of reduced travel time to site and more localised teams. In addition this approach encourages a locality based approach to service delivery and allows Continental Landscapes to deliver its commitment to providing locally sourced staff. It also improves working relationships with partners such as LCC's Locality teams and ENEHL.

5.5 Legal Implications, Access to Information and Call In

- 5.5.1 East North East Homes Leeds has delegated responsibility for taking decisions and monitoring of activity relating to utilisation of budgets.

5.6 Risk Management

- 5.6.1 Risk assessments were carried out throughout the procurement process. A Risk Register remains in place and is reviewed by Grounds Maintenance Project Board

6 Conclusions

- 6.1 The contract has been successful to date taking into account the difficult weather conditions, the appearance of green space is good.

7 Recommendations

- 7.1 Area Committee are requested to note the content of this report

8 Background documents¹

- 8.1 Appendix A, summary of performance monitoring.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

This page is intentionally left blank

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

Report to Inner North East Area Committee

Date: 10th December 2012

Subject: Area Chairs Forum Minutes

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

Summary of main issues

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

Recommendations

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

1 Purpose of this report

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

2 Background information

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

3 Main issues

- 3.1 Following recommendations by the General Purposes Committee, full council approved on 26th May 2011 that minutes of the Area Chairs Forum meetings should be considered by Area Committees, and that this should be a regular agenda item for Area Committee meetings.
- 3.2 Area Chairs Forum minutes will only be available to be considered by Area Committees once they have been agreed as an accurate record by the subsequent Area Chairs Forum meeting.
- 3.3 The scheduled Area Chairs Forum meeting dates for 2012/13 are:
- Friday 13th July 9:00 – 11:00
 - Tuesday 11th September 13:00 – 15:00
 - Friday 2nd November 13:00 – 15:00
 - Thursday 10th January 9:00 – 11:00
 - Thursday 7th March 10:00 – 12:00
- 3.4 Attempts will be made to include Area Chairs Forum minutes in papers issued prior to Area Committee meetings, however due to some tight deadlines between meetings, it may be necessary to table the minutes at certain Area Committee meetings.

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council Policies and City Priorities

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

4.4 Resources and Value for Money

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

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

5 Conclusions

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

6 Recommendations

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

7 Background documents¹

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

7.2 Council Constitution

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

This page is intentionally left blank

**Area Chairs Forum
Friday 11th September 2012
West Room, Civic Hall**

Attendance:

Councillors: P. Gruen (Chair), G. Hyde, G. Wilkinson, A. McKenna, J. Akhtar, P. Wadsworth, J. McKenna, J. Jarosz

Officers: J. Rogers, K. Kudelnitzky, R. Barke, S. Mahmood, J. Maxwell

Minutes: S. Warbis

Attending for specific items: Cllr J. Blake, K. Morton, D. Allen, H. Freeman, A. McMaster

Item	Description	Action
1.0	Apologies	
1.1	Cllr G. Hussain, Cllr A. Gabriel, Cllr K. Bruce, Beth Logan.	
2.0	Minutes and Matters Arising	
2.1	The minutes of the previous Area Chairs Forum meeting on 13 th July 2012 were agreed as an accurate record.	
2.2	<u>5.5 of previous minutes – Review of Area Working – Next Steps</u> Regarding community engagement, Chris Dickinson is linking in with Matt Lund and Jenny Hill to look at ways of optimising engagement of members of the citizen's panel within local areas. Recruitment to the citizen's panel is progressing well however there are difficulties in certain areas of the city and amongst certain demographic groups.	
2.3	<u>6.1 of previous minutes – Equality Improvement Priorities 2011-2015</u> Work is ongoing between Lelir Yeung and the Area Leaders on developing Equality Improvement Priorities for localities.	
3.0	Youth Service Review	
3.1	Cllr. Judith Blake (Lead Executive Member Children's Services), Ken Morton (Head of Service Young People and Skills) and Damian Allen (Consultant - NOHA Associates Ltd) attended to provide an update on the review of Youth Services.	
3.2	Cllr Blake introduced the item by saying that although some members are pleased with youth service provision, some members have expressed concerns. The aim is to provide the widest youth provision within the resource envelope and Area Committees and Area Support Teams will be key in bringing proposals forward. Leeds City Council is committed to maintaining its influence over youth services, which is not the case in all authorities, and it is hoped that a report will go to Executive Board in November detailing proposals.	
3.3	Damian Allen has been brought in as a consultant to carry out an independent assessment of challenges facing the Leeds "Youth Offer" to be used in developing proposals for a review of the service.	
3.4	Damian Allen gave a comprehensive presentation detailing a series of findings and propositions drawn from interviews with a range of stakeholders including; elected members, senior council officers, youth offer partners, providers, staff, secondary and primary school councils and young people in youth offer settings.	
3.5	Areas covered within the presentation included:	

- Universal and targeted provision
- In house and external commissioning
- Age range for the Youth Offer
- Links between Area Committees and Clusters
- Local devolvement of funding
- Performance and quality monitoring
- Review of service structure and job roles

3.6 In the debate that followed Area Chairs expressed an interest in having more access to funding at a local level but that they needed more details over what funding is available and what can be devolved. There was general support for increasing the use of school facilities but it also needed to be recognised that this would not meet the needs of all areas.

3.7 The question was raised as to which budgets were being considered as part of the review. It was stressed that all youth offer budgets were on the table, although it needed to be recognised that a large proportion of resources are tied up in staffing and it may take longer to implement changes in this area, as part of any recommendations. It was hoped that some funding for “places to go, things to do” activities could be reorganised by April 2013 but that wider restructuring is unlikely before 2014/15.

3.8 It was felt that Area Committees would need to have further influence over the review and any proposals emanating from it. It was suggested that a working group of selected Area chairs should be set up to look at the youth offer.

KM

4.0 Environmental Delegation SLA2 Feedback

4.1 Helen Freeman attended with a report summarising feedback from Area Committees around the approval of SLA2 by all Area Committees in June / July.

4.2 While SLA1 gave changes to street cleaning schedules and the focusing of resources locally, the discussion has now moved from cleansing to enforcement. Locality managers are having conversations with Area Chairs regarding the restructuring of enforcement teams, and discussions are ongoing with staff and unions.

4.3 The aim is to strengthen the approach locally to include cleansing, enforcement and education. There is also evolving work to strengthen links with parish councils, voluntary groups and businesses and build a joined up approach to environmental issues locally.

4.4 SLA2 shows a maturing of SLA1 but it was acknowledged that this was an evolving picture. The ability for Area Committees to hold the service to account relies on good performance information from the service, and this is better in some areas than in others. There is also an expectation that there should be better coordination between partners within the local authority. There is the potential that findings from the budget plus exercise currently being carried out may lead to service reorganisations and potentially more services becoming devolved.

4.5 The ongoing restructure of environmental enforcement is wide and deep and is causing some concern amongst staff members. It was pointed out that the review was not about saving money, would not impact on the locality team budgets and would not lead to a reduction in frontline staff. The review is looking at the roles of local staff. Currently there are 7 differing job descriptions and the intention is to streamline this to 2 roles that will be able to carry out a wider range of duties including enforcement. There will also be increased supervisor capacity to quality assure performance and have more contact with staff.

4.6 Concerns were raised by Area Chairs over the speed of the restructure and the

impact that this is having on staff. There were also concerns expressed about a potential reduction in environmental health officers. Helen Freeman stated that staff had been given a full month for consultation and had been given notice when this would commence. Trade Unions had been involved in the process which was still ongoing. Environmental Health Officers did not fall within the remit of the restructuring of local teams, however there may be amendments to their job descriptions going forward, although they would still have an environmental health remit.

- 4.7 There was praise for the links that have been established with the environmental service Locality Managers but it was felt that some of the Environmental Sub Groups could be more effective. This was a matter for individual Area Committees and particularly Area Chairs to address.
- 4.8 There was a general satisfaction with the direction of travel for SLA2 and there was a feeling that the service had been transformed. There was a feeling that there was more honesty within the service regarding service provision, but it was also stressed that the Area Committees needed to individually hold the service to account and maintain their monitoring role.

5.0 Community First Update

- 5.1 Anne McMaster attended with a report providing an update on the development of the Community First programme in Leeds.
- 5.2 Community First panels have been set up in all of the areas that they should have been and are receiving good support from elected members and area teams. Local Authorities are not encouraged to become too involved with panels however they can provide assistance if the panels request this. In most cases panels are linking with the local authority.
- 5.3 For year one all panels have accessed practically all of their funding. Year two funding is starting to be available but future funding will be dependant on panels having a Community First Plan in place by 31st March 2013. Guidance on developing these plans is expected shortly.
- 5.4 Community Organisers are now in place and should be deployed to support communities shortly.
- 5.5 Area Chairs commented on the differing involvement of elected members with panels in different areas. Some panels had invited members onto them, some had established links with members, and some had excluded members entirely. It is down to the discretion of the panels themselves how much contact / coordination with elected members and council departments they have.

6.0 Wellbeing Mid-Budget Update

- 6.1 Cllr Gruen stated that the levels of under-spend of wellbeing funds at the end of last year will not be acceptable this year in the current climate. Area Chairs and Area Leaders need to have discussions about how to utilise their budgets this year.
- 6.2 There needs to be an understanding of what is happening to existing commitments and where blockages are occurring in releasing funds. There also needs to be a plan in place to re-assign committed funding where it is clear that it will not be spent in the current financial year.
- 6.3 It was pointed out that some Area Committees had used wellbeing funds to support posts dealing with new emerging areas such as neighbourhood planning and this might be a route that other Area Committees might want to take.
- 6.4 It was suggested that there needed to be a detailed look at all individual cases where funds have been allocated and not spent and that action plans needed to

be put in place to resolve issues.

- 6.5 It was pointed out that in some areas there are issues over funds allocated to wards not being spent, and that Area Chairs had a role in encouraging those wards to release money. It was stressed that wellbeing funds needed to be spent wisely and appropriately.

7.0 Area Working Review

- 7.1 James Rogers gave a verbal update on progress to date for the Review of Area Working.
- 7.2 Many issues had been raised during the series of member drop in sessions held in August and early September. These included areas relating to geography, finance and service delegation / influence. These had been fed into the All Party Working Group (APWG) who had come to a view on a number of options.
- 7.3 The APWG have recommended that the current formula for distributing wellbeing funds based on 50% per capita and 50% on deprivation is the appropriate formula and that this should remain in place. Work is continuing regarding other funding streams to identify how a locality perspective should influence the distribution and control of new funding streams.
- 7.4 The view from the member consultation, and confirmed by the APWG, is that current boundaries are appropriate and that there is no need to make changes where they are not needed. There was however an issue identified with the West Inner Area Committee covering only 2 wards and proposals are being developed to tackle this issue.
- 7.5 There were also issues raised regarding the links between Area Committees and clusters and a need was identified to strengthen the role and influence of Area Committees in this respect.
- 7.6 The issue of influence over services at a local level has been high on the agenda and there is a desire among members to increase influence over a number of services. The APWG discussed this at some length and felt that some prioritisation was needed. The areas given priority were:
- Youth Services
 - Jobs and Skills
 - Neighbourhood Planning

There was also a recognition that the existing delegation for community centres was in need of some attention and that the current review of community centres needed to be closely linked with the review of area working.

- 7.7 Concerns were raised that only 35 members had attended the drop in sessions, although it was pointed out that consultation with members will also take place through other routes. It was pointed out that certain wards had not had any member participation in the consultation so far. The APWG had so far formed a consensus on most of the issues being addressed.
- 7.8 A set of recommendations are due to be taken to the executive board in November with the aim to implement in April 2013.

8.0 Any Other Business

- 8.1 There was no other business.

9.0 Date of Next Meeting

- 9.1 Friday 2nd November 2012, 09:00 – 11:00, West Room - Civic Hall