



**NORTH EAST (OUTER) AREA COMMITTEE**

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**Meeting to be held in East Keswick Village Hall, School Lane, East Keswick,  
Leeds LS17 9DA on Tuesday, 3rd July, 2012 at 6.00 pm**

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**MEMBERSHIP**

Councillors

G Wilkinson (Chair) - Wetherby;  
A Lamb - Wetherby;  
J Procter - Wetherby;

N Buckley - Alwoodley;  
D Cohen - Alwoodley;  
P Harrand - Alwoodley;

A Castle - Harewood;  
R Procter - Harewood;  
M Robinson - Harewood;

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

**East North East Area Leader:  
Rory Barke  
Tel: 33 67627**



# A G E N D A

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

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3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
5			<p><b>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</b></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>	
6			<p><b>OPEN FORUM</b></p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p><b>MINUTES OF THE PREVIOUS MEETINGS</b></p> <p>To confirm as a correct record the minutes of the meetings held on 19<sup>th</sup> March 2012 and 10<sup>th</sup> May 2012.</p>	1 - 12

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8			<p><b>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES (5 MINS)</b></p> <p>To consider a report of the Chief Officer (Democratic and Central Services) outlining the Area Committee's role in relation to Elected Member Appointments to Outside Bodies and requests the meeting to determine the appointments to those organisations which fall into the Committee to make an appointment in accordance with the submitted schedule.</p>	13 - 40
9			<p><b>NORTH EAST DIVISIONAL COMMUNITY SAFETY PARTNERSHIP ANNUAL REPORT (15 MINS)</b></p> <p>To consider a report of the North East Divisional Community Safety Partnership updating the meeting on the overall performance of the North East Divisional Community Safety Partnership and Neighbourhood Policing Teams for 2011/12.</p> <p>The report also provides an overview of the work undertaken by the partnership within the locality to reduce crime and disorder.</p>	41 - 60
10			<p><b>EAST NORTH EAST WELFARE REFORM PROJECT TEAM (5 MINS)</b></p> <p>To consider a report of the East North East Area Leader providing the meeting with an update of the work undertaken in the east north east to support the work of the citywide welfare reform strategy.</p> <p>The report also sets out the actions developed focussing on the east north east ensuring that customers, service providers and stakeholders are prepared for and are able to respond to, the issues and requirements arising from the welfare reform strategy.</p>	61 - 68
11			<p><b>ENVIRONMENTAL SERVICE LEVEL AGREEMENT UPDATE (15 MINS)</b></p> <p>To consider a report of the Manager of Street Cleansing and Enforcement (ENE Locality) on progress in relation to the Environmental Service Level Agreement.</p>	69 - 94

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12			<p><b>OPEN HOUSE (5 MINS)</b></p> <p>To consider a report of the East North East Area Leader on the latest developments in relation to Open House.</p> <p><b>(Report to follow)</b></p>	
13			<p><b>WELL-BEING FUND BUDGET (5 MINS)</b></p> <p>To consider a report of the East North East Area Leader providing Members with an update on the current position of the capital and revenue well being budget for the Area Committee and highlighting the applications made for consideration by the Area Committee.</p>	95 - 110
14			<p><b>AREA COMMITTEE BUSINESS PLAN PRIORITIES AND PERFORMANCE MONITORING (5 MINS)</b></p> <p>To consider a report of the East North East Area Leader seeking the Area Committee's approval for the 2012/13 priorities.</p>	111 - 126
15			<p><b>WETHERBY AND HAREWOOD TOWN AND PARISH COUNCIL FORUM (5 MINS)</b></p> <p>To consider a report of the East North East Area Leader providing the Area Committee with the minutes from the meeting of the Wetherby and Harewood Town and Parish Council Fora a held on 19<sup>th</sup> January 2012 and 19<sup>th</sup> April 2012.</p>	127 - 142
16			<p><b>AREA CHAIRS FORUM MINUTES (5 MINS)</b></p> <p>To consider a report of the Assistant Chief Executive (Planning, Policy and Improvement) on the Area Chairs Forum minutes held on 13<sup>th</sup> January 2012.</p>	143 - 152

Item No	Ward	Item Not Open		Page No
17			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Monday 10<sup>th</sup> September 2012 at 6.00pm at Boston Spa Village Hall, High Street, Boston Spa, Leeds 23.</p> <p><b>MAP OF TODAY'S MEETING</b></p> <p>East Keswick Village Hall, School Lane, East Keswick, Leeds LS17 9DA</p>	153 - 154

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# Agenda Item 7

## NORTH EAST (INNER) AREA COMMITTEE

MONDAY, 12TH MARCH, 2012

**PRESENT:** Councillor G Hussain in the Chair

Councillors S Hamilton, M Harris,  
M Rafique and E Taylor

### 76 Chair's Opening Remarks

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

### 77 Exempt Information - Possible Exclusion of the Press and Public

**RESOLVED** – That the public be excluded from the meeting during the consideration of the following parts of the agenda designated as exempt 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 public were present there would be disclosure to them of exempt information so designated as follows:-

Appendix 1 to the supplementary information referred to in Minute No. 89 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It was considered that the public interest in maintaining the content of Appendix 1 as exempt outweighs the public interest in disclosing the information at this point in time.

### 78 Late Items

There were no formal late items of business to consider, however the Chair agreed to accept the following as supplementary information:-

- Proposed LeedsWatch CCTV Installation – Chapelton and Amendment to Wellbeing – Well Being Fund Revenue Budget (Agenda Item 12) (Minute 89 refers)

The document was not available at the time of the agenda despatch, but subsequently made available to the public on the Council's website.

### 79 Declaration of Interests

The following personal declaration of interest was made at the meeting:-

- Councillor E Taylor in her capacity as Lead Member for Environmental Services (Agenda Item 15) (Minute 91 refers)

**80 Apologies for Absence**

Apologies for absence were received on behalf of Councillors R Charlwood, J Dowson and C Macniven.

**81 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.

**82 Minutes of the Previous Meeting**

**RESOLVED** - That the minutes of the meeting held on 30<sup>th</sup> January 2012 be confirmed as a correct record.

**83 Matters Arising from the Minutes**

a) Update on Leeds Citizens Panel (Minute 6 refers)

Further to minute 60 of the meeting held on 12th December 2011, the East North East Area Leader submitted a progress report on the Leeds Citizens Panel for the information/comment of the meeting.

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

b) Open Forum – Proposal to alleviate parking issues on Moorland Drive (Minute 65 a) refers)

Councillor M Harris referred to the above issue and enquired on the latest developments.

Nicola Denson, East North East Area Officer responded and informed the meeting that there was no ward based initiative funding available to cover the costs of the proposals. Following a recent site visit, an application for Section 106 funding would be made and should this be unsuccessful, other funding opportunities with outside partners would be explored.

**84 Children's Services Performance Report to Area Committees**

The Director of Children's Services submitted a report providing Members with an update on Children's Services developments including progress against the priorities of the Leeds Children and Young People's Plan, where possible a local area level. The report also built on previous reports presented to Area Committees in 2010 and 2011.

The following officers were in attendance and responded to Members' queries and comments:-

Nigel Richardson, Director of Children's Services

Paul Brennan, Interim Director for School Improvement, Children's Services

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

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

- the need to recognise the valuable work and achievements made to date following an Integrated Children's Services
- clarification of how many clusters there would be within the Inner North Leeds area  
*(The Director of Children's Services responded and confirmed that there would be three clusters within the Inner North Leeds area. He agreed to supply Members with a map via East North East Area Management)*
- clarification of the family breakdown statistics around poverty, housing and education etc
- clarification of how the authority was performing in relation to level of achievement
- the need to revisit the city priority on litter and dog fouling between Environmental Services and Children's Services in relation encouraging people to take responsibility for their action  
*(The Director of Children's Services responded and agreed to liaise with the Manager of Street Cleansing and Enforcement (ENE Locality) with a view to bringing an update on this issue to a future meeting)*
- clarification of the transient population criteria
- the need to discuss the statistical information in more detail through the leadership teams and at Ward Member meetings with a view to examining closely the issues affecting a local area
- clarification of the support provided to the number of people who were 'Not in Education Employment or Training' (NEET) and on how the authority reached this group of people
- the need for the authority to review the school admissions process and guidelines with a view to raising aspirations, attainments and cohesion around partnership working
- clarification of the formula used behind the disappointing statistics in the Burmantofts, Harehills and Gipton wards and whether or not it was the same core of families who were contributing to these negative outcomes

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That further discussions be undertaken between the East North East Area Leader and Director of Children's Services with a view to following up the issues discussed at today's meeting.

(Councillor S Hamilton joined the meeting at 4.15pm during discussions of the above item)

(Councillor M Rafique joined the meeting at 4.20pm during discussions of the above item)

## **85 LDF Core Strategy - Publication Document**

The Director of City Development submitted a report on the LDF Core Strategy – Publication Document.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Core Strategy – Development Plan Document – Publication Draft – Comments Form
- Core Strategy Key Diagram – Incorporating the Area Committee Boundaries

The following officers were in attendance and responded to Members' queries and comments:-

David Feeney, Head of Forward Planning and Implementation, City Development

Lyla Peter, Team Leader, Forward Planning and Implementation, City Development

The Committee noted that the deadline for comments on the Core Strategy was 12<sup>th</sup> April 2012.

Specific reference was made to population growth and of the city wide implications around site allocations and the work to be brought forward in this regard.

### **RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That Members of the Committee be encouraged to forward their individual comments on the LDF Core Strategy to the Head of Forward Planning and Implementation, City Development by the 12<sup>th</sup> April 2012 deadline and to be open and honest with their views in order to achieve a collective view.

## **86 Dates, Times and Venues of Area Committee Meetings 2012/13**

The Chief Officer (Democratic and Central Services) submitted a report on a request for Members to give consideration to agreeing the dates and times of their Area Committee meetings for the 2012/13 municipal year.

### **RESOLVED –**

- a) That the contents of the report be noted.
- b) That approval be given to the following dates as outlined in Section 3.1 of the report:-
  - 18<sup>th</sup> June 2012
  - 3<sup>rd</sup> September 2012
  - 15<sup>th</sup> October 2012
  - 10<sup>th</sup> December 2012
  - 28<sup>th</sup> January 2013

Draft minutes to be approved at the meeting to be held on Monday, 18<sup>th</sup> June, 2012

- 11<sup>th</sup> March 2013
- 13<sup>th</sup> May 2013

N.B. All meetings to commence at 4.00pm

- c) That the meeting venues continue to alternate between the Civic Hall and the Reginald Centre.

**87 Area Committee Forward Plan 2012/13**

The East North East Area Leader submitted a report providing Members with an update of the reports expected to be presented during the 2012/13 municipal year, together with details of a plan of how the meetings were suggested to be themed across the year to try and engage with more people.

Appended to the report was a copy of a document entitled 'Inner North East Area Committee Forward Plan 2012/13' for the information/comment of the meeting.

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

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That approval be given to the forward plan contents for the Inner North East Area Committee 2012/13 in accordance with the report now submitted.

**88 Inner North East Area Business Plan Refresh and Community Charter**

The East North East Area Leader submitted a report providing the meeting with a draft refreshed Business Plan for the Inner North East Area for 2012/13 which highlighted the priorities and ways of working for the forthcoming year. The report also contained a draft Community Charter for consideration and it was noted that further discussions would take place at ward member meetings on content, with a final copy being brought back to the June Area Committee for approval.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Inner North East Area Committee Business Plan 2012-13
- Inner North East Area Committee – Your Charter Your Priorities Actions for 2012/13

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

Prior to considering the recommendations contained within the report, the Committee conveyed their thanks to officers for their work in relation to the Inner North East Area Business Plan.

**RESOLVED –**

Draft minutes to be approved at the meeting to be held on Monday, 18<sup>th</sup> June, 2012

- a) That the contents of the report and appendices be noted and welcomed.
- b) That approval be given to the Inner North East Area Business Plan for 2012/13 in accordance with the report now submitted.
- c) That approval be given to the draft format of the Community Charter 2012/13 as now outlined and that this Committee notes that the final charter would be submitted for approval at the June Area Committee meeting after consultation at Ward Member meetings.

## **89 Well Being Fund Revenue Budget**

The East North East Area Leader submitted a report on an update on the current position of the revenue budget for the Inner North East and setting out applications made for consideration by the Area Committee.

Appended to the report was a copy of the following document for the information/comment of the meeting:-

- Inner North East Area Committee Well-Being Budget 2011-12 Period 6 (Appendix 1 refers)
- Complete list of applications for the Inner North East area (Appendix 2 refers)
- Project Plan showing the spread of activities across the summer holidays (Appendix 3 refers)

In addition to the above documents, a copy of a supplementary item entitled 'Proposed LeedsWatch CCTV Installation – Chapeltown and Amendment to Wellbeing' was circulated prior to the meeting for Members' consideration.

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

She provided the meeting with an update on the wellbeing for summer projects and the Committee noted that £51,880 so far had been recommended to spend, with a total amount in pot of £55,000.

As a result there had been a suggestion to agree to spend at the Area Committee the following additional projects:-

- £1,152 for Body Image at the City Learning Centre
- £779.12 for a Programme and Electronics at the City Learning Centre
- £1,500 to be used to commission a play scheme for the Roundhay ward

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

Following consideration of Appendix 1 to the submitted supplementary item, designated as exempt under Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

## **RESOLVED –**

- a) That the contents of the report and appendices be noted.
- b) That approval be given to the wellbeing portion of funding of £51,880 to be spent on 2012 young people's activities as outlined in Section 3.1.7 of the report now submitted.
- c) That in addition to funding the above activities, approval be given to allocating spending on the following projects:-
  - £1,152 for Body Image at the City Learning Centre
  - £779.12 for a Programme and Electronics at the City Learning Centre
  - £1,500 to be used to commission a play scheme for the Roundhay ward
- d) That funding for MAECare and Northcall be refused as they were for ongoing project support for staffing.
- e) That approval be given to a small grant of £500 to the West Indian Centre towards their welcome to Chapeltown project.
- f) That approval be given of £2,000 for the New World Steel Orchestra which matches the amount raised in subscriptions over the year.
- g) That approval be given of £500 from the consultation budget for surveys in the Neighbourhood Improvement areas.
- h) That approval be given for the additional £7,500 to be allocated to the Leedswatch CCTV Installation project and, in principal, for the next four years.
- i) That approval be given for the reduction in funding to probation to create a joint Inner North East and Inner East community payback team in accordance with the report now submitted.

## **90 Priority Neighbourhood Update Report**

The East North East Area Leader submitted a report with the aim of discussing the two priority neighbourhoods and providing context to the 2011 neighbourhood Index information adding to the contents of the two draft Neighbourhood Improvement Plans.

The report also provided a refreshed Neighbourhood Improvement Plan (NIP's) for the priority neighbourhoods and allowed the Committee to comment and examine these plans.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Chapeltown and Scott Hall Neighbourhood Improvement Plan 2011-12
- Meanwood Neighbourhood Improvement Plan 2011-12
- Moor Allerton Partnership (MAP) Neighbourhood Improvement Plan 2011-12

Steve Lake, Neighbourhood Manager, Inner North East, Environment and Neighbourhoods presented the report and responded to Members' queries and comments.

Specific reference was made to the following issues:-

Draft minutes to be approved at the meeting  
to be held on Monday, 18<sup>th</sup> June, 2012

- clarification of the achievements outlined in the Queenshill Estate *(The Neighbourhood Manager, Inner North East responded and informed the meeting that it was difficult to collate the specific information in this area. He agreed to raise this issue with his colleagues and to report back the discussions via the Ward Member meetings)*
- the need to continue challenging the environmental issues in the Beckhills Estate

#### **RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes and welcomes the updated Neighbourhood Improvement Plans as now outlined.
- c) That approval be given to the neighbourhood improvement priorities within the Neighbourhood Improvement Plans for the next twelve months.

#### **91 Environmental Services - Consultation on locally delegated and managed services and revised priorities for the 2012/13 Service Level Agreement**

The Director of Environment and Neighbourhoods submitted a report providing Members with an update on services previously managed at a city wide level that were to be delegated to the Area Committee to oversee and managed through the Locality Team.

The report also confirmed the local priorities, operational principles and service improvements to be included in the 2012/13 Service Level Agreement (SLA) to be agreed between the new service and the Inner NE Area Committee at the June meeting.

Appended to the report was a copy of a document entitled 'Area Committee Function Schedules' for the information/comment of the meeting. John Woolmer, Manager of Street Cleansing and Enforcement (ENE Locality), Environment and Neighbourhoods presented to the report and responded to Members' queries and comments.

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

- clarification if any provision had been given to extra resources for cleaning up operations resulting from Jubilee Street parties *(The Manager of Street Cleansing and Enforcement (ENE Locality) responded and informed the meeting that it was the organisers responsibility to clean up after a street party. However a bid for contingency would be made as a back up arrangement)*
- the need to increase in the provision of more litterbins as a priority and to review the position in 12 months time *(The Manager of Street Cleansing and Enforcement (ENE Locality) responded and agreed to this request)*



- clarification of the latest developments in relation to tackling dog fouling issues across the city  
(*The Manager of Street Cleansing and Enforcement (ENE Locality) responded and agreed to address this further at the Ward Member meetings*)

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the addition of further services to the delegation as referred to in section 26 and the required amendment to the Street Cleansing & Environmental Enforcement Services section of the Area Committee Function Schedule as approved by Executive Board on 10<sup>th</sup> February 2012.
- c) That approval be given to the development of the new Service Level Agreement for 2012/13 to be brought to the June meeting for approval based on:
  - i. the inclusion of the additional services
  - ii. the inclusion of the specific service commitments on issues that improved capacity achieved through more efficient working and a flexible local management of resources/budget now allows
  - iii. the inclusion of local service responses to challenges presented by the hosting of Olympic teams, visits to the city by the Olympic torch (and other local Olympic related events) and local events associated with the Queen's Diamond Jubilee celebrations (e.g. street parties)
  - iv. the ENE Locality Team's responses to addressing the Area Committee Member's local priorities
  - v. the ENE Locality Team's responses to expectations for further improvements raised by Elected Members across the city as presented through Executive Board in February
  - vi. the refreshed service principles
- d) That in relation to the ongoing issues around dog fouling, this be addressed further at the Ward Member meetings.

**92 East North East Welfare Reforms Project Team**

The East North East Area Leader submitted a report providing Members with an update of the work undertaken in the east north east to support the work of the citywide welfare reforms strategy.

The report also highlighted the actions developed focussing on the east north east ensuring that customers, service providers and stakeholders were prepared for, and are able to respond to, the issues and requirements arising from the welfare reforms programme.

Appended to the report was a copy of a document entitled 'Welform Reform Strategy – Report of the Deputy Chief Executive and Director of Resources – Executive Board – 10<sup>th</sup> February 2012' for the information/comment of the meeting.

Sharon Hughes, Area Improvement Manager, East North East Area Management presented the report and responded to Members' queries and comments.

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the progress made in the local area to develop an action plan to mitigate the impact of the welfare reform changes to come into force in April 2013.
- c) That this Committee supports the development of communication strategy to underpin the work of the city wide strategy and focuses on the needs of residents within the east north east.
- d) That this Committee notes the action taken to support customers since the welfare reform changes which came into effect in January 2012.

**93 Date and Time of the Next Meeting**

Monday 21<sup>st</sup> May 2012 at 3.00pm in the Civic Hall, Leeds.

(The meeting concluded at 5.35pm)

## NORTH EAST (INNER) AREA COMMITTEE

THURSDAY, 10TH MAY, 2012

**PRESENT:** Councillor G Hussain in the Chair

Councillors R Charlwood, S Hamilton,  
C Macniven, M Rafique, E Taylor and  
B Urry

**94 Chair's Opening Remarks**

The Chair welcomed everyone to the Special Meeting of the North East (Inner) Area Committee.

He congratulated those Members who had been re-elected at the recent local elections and also welcomed Councillor B Urry, Roundhay ward to his first meeting.

**95 Declaration of Interests**

There were no declarations of interest made at the meeting.

**96 Apologies for Absence**

Apologies for absence were received on behalf of Councillors J Dowson and A Sobel.

**97 Election of Area Committee Chair for the 2012/2013 Municipal Year**

The Chief Officer (Democratic and Central Services) submitted a report on the election of Area Committee Chair for the 2012/13.

Appended to the report was a copy of Paragraph 5 of the Area Committee Procedure Rules which dealt with the process by which Chairs for Area Committees were elected (Appendix 1 refers).

It was reported that one nomination had been received for Area Committee Chair on behalf of Councillor G Hussain.

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That Councillor G Hussain be elected as Chair for the 2012/2013 Municipal Year.

**98 Date and Time of the Next Meeting**

Monday 18<sup>th</sup> June 2012 at 4.00pm at the Reginald Centre, 263 Chapletown Road, Leeds 7.

(The meeting concluded at 6.10pm)

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

**Report to North East (Outer) Area Committee**

**Date: 3<sup>rd</sup> July 2012**

**Subject: Local Authority Appointments to Outside Bodies**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Wetherby; Alwoodley; Harewood		
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**

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

**Recommendations**

The Area Committee is asked to;

Confirm the nominees to work with the Outside Bodies identified at Appendix 2, or agree any changes to the schedule, having regard to the Appointments to Outside Bodies Procedure Rules, as outlined in this report and as detailed at Appendix 1.

Consider the recent decision of the Charity Commission to agree a new Charity Scheme for the Lady Elizabeth Hastings' Charities and the impact this has had on Council's ability to appoint a local elected Councillor to the Charity.

## **1 Purpose of this report**

- 1.1 This report outlines the Area Committee's role in relation to Elected Member Appointments to Outside Bodies and asks the Committee to determine the appointments to those organisations which fall to the Committee to make an appointment to.

## **2 Background information**

- 2.1 In April 2004 Full Council agreed that in future, Elected Member appointments to Outside Bodies should be undertaken by a constituted body of Elected Members and that appointments to all outside bodies should, where appropriate, be made with due regard to proportionality within the law. Attached at Appendix 1 is the agreed Appointments to Outside Bodies Procedure Rules.

- 2.2 The Member Management Committee has responsibilities for Council appointments to Outside Bodies and for exercising decision making in the following areas:

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

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

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

## **3 Main issues**

- 3.1 The Area Committee is requested to determine the appointments to those Outside Body appointments as detailed within Appendix 2.

- 3.2 The Area Committee must first consider whether it is appropriate for an appointment to be of a specific office holder<sup>1</sup> either by reference, if this is available, to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.

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<sup>1</sup> For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member

- 3.3 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Area Committee as a whole.
- 3.4 All appointments are subject to annual change unless otherwise stated within the constitution of the external organisation, which will therefore be reflected on the table at Appendix 2. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 3.5 Elected Members<sup>2</sup> will fill all available appointments but it is recognised that Political Groups may not wish to take up vacancies which are made available to them. In such circumstances, vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 3.6 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.
- 3.7 Area Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.

#### Lady Elizabeth Hastings' Charities

- 3.8 Members will be aware of proposals brought forward by the Lady Elizabeth Hastings' Charities to amend the scheme for the Charity. These proposals were made to the Charity Commission who have authority to make those changes.
- 3.9 A significant consequence of the proposals is that the Council no longer has nomination rights to a place on the trust.
- 3.10 In October 2011 Notice was given of the Charity Commission's intention to approve the Scheme changes. As a result of this Notice representations were made to the Charity Commission by the Council (and others), raising concerns about the proposals.
- 3.11 Attached at Appendix 3 is the decision notice of the Charity Commission (this summarises the representations which were made) and which confirms the new Scheme. Members may wish to comment on the outcome and impact of the changed governance arrangements.

## **4 Appointments 2012-2013**

- 4.1 This year there are three appointments to be made in relation to the following organisations:-

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<sup>2</sup> Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

### Aberford Almshouses Trust

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

### East/North East Homes ALMO - Area Panels

- 4.4 Although the appointments to the ALMO Board of Directors are now made by the Member Management Committee (see Paragraph 2.6), the Area Committee appoints to the ALMO Area Panels.
- 4.5 The new Area Panels are now meeting on a regular basis. Covering the whole of the new organisation, the Area Panels include –
- 4.6 Inner North East: Chapeltown, Chapel Allerton, Meanwood, Moortown and Roundhay
- 4.7 **Outer North East:** Wetherby and its surrounding villages and Alwoodley
- 4.8 Inner East: Ebor Gardens, Lincoln Green, Gipton, Harehills, Osmondthorpe, Burmantofts and Richmond Hill
- 4.9 Outer East: Seacroft, Crossgates and Halton Moor
- 4.10 The Area Panels have two main roles.
- Ensuring that the organisation is providing a good service to our customers and
  - Delivering environmental and community safety schemes that benefit our customers.
- 4.11 By examining company performance and meeting with senior managers from East North East Homes Leeds, the Area Panels can tackle poor or underperforming areas of work or commend managers on good performance.
- 4.12 Each Area Panel will have a dedicated Partnership Development Officer whose role will be to support the panels and to represent the panels at the various meetings that currently exist in each of the four areas as well as developing new partnerships to reflect the needs of the neighbourhoods and the priorities of the panels.



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

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

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

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

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

These are annual appointments, and the Council's current representative, appointed last year by the Area Committee is Councillor G Wilkinson. There is also a vacancy on the Area Panel following a decision by Councillor R Feldman not to seek re-election at the recent local elections.

## Area Based Partnership Groups

4.15 Following a decision by Member Management Committee in 2008, in recent years, Area Committees have appointed to area based partnership groups. Specifically, Area Committees have appointed Members acting as local 'champions' in respect of each theme based Leeds Initiative partnership group.

4.16 Given the significant reconfiguration which has been made to the structure of Leeds Initiative, the overarching matter of Elected Member representation in respect of Leeds Initiative is scheduled to be considered by Member Management Committee in the new municipal year. Following Member Management Committee's consideration of this matter, further details will be provided to Area Committees at the earliest opportunity.

## **5 Corporate Considerations**

### **5.1 Consultation and Engagement**

5.1.1 This report facilitates the necessary consultation and engagement with Area Committee Members in respect of appointments to the designated Outside Bodies.

### **5.2 Equality and Diversity / Cohesion and Integration**

5.2.1 There are neither equality and diversity or cohesion and integration implications arising from this report.

### **5.3 Council policies and City Priorities**

5.3.1 Council representation on, and engagement with those Outside Bodies to which the Area Committee has authority to appoint, is in line with the Council's Policies and City Priorities.

### **5.4 Resources and value for money**

5.4.1 There are neither resource or value for money implications arising from this report.

### **5.5 Legal Implications, Access to Information and Call In**

5.5.1 The matters detailed within this report are in relation to Area Committees' Council Functions, and as such, any decisions arising from it are not eligible for Call In.

### **5.6 Risk Management**

5.6.1 In not appointing to those Outside Bodies listed within Appendix 2, there is a risk that the Council's designated representation on such organisations would not be fulfilled.

## **6 Conclusions**

6.1 Having regard to the Appointments to Outside Bodies Procedure Rules (attached at Appendix 1), the Area Committee is asked to determine the appointments to those designated Outside Bodies detailed within Appendix 2.

## **7 Recommendations**

7.1 The Area Committee is asked to;

- Confirm the nominees to work with the Outside Bodies identified at Appendix 2, or agree any changes to the schedule, having regard to the Appointments to Outside Bodies Procedure Rules, as outlined in this report and as detailed at Appendix 1.
- Consider the recent decision of the Charity Commission to agree a new Charity Scheme for the Lady Elizabeth Hastings' Charities, detailed at Appendix 3, and the impact this has had on Council's ability to appoint a local elected Councillor to the Charity.

## **8 Background documents<sup>3</sup>**

8.1 Appointments to Outside Bodies Procedure Rules

8.2 Area Committee Procedure Rules

8.3 Area Committees' Terms of Reference

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<sup>3</sup> 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.

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# **APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES**

Body/Person with authority to  
change the document

Full Council

## APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

### 1.0 Scope

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

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

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

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

## *Appointments to Outside Bodies Procedure Rules*

### **3.0 Determination of how an Appointment should be made**

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

### **4.0 The Appointment Procedure**

#### Strategic and Key Partnerships

- 4.1 The Member Management Committee will first consider whether it is appropriate for an appointment to be of a specific office holder<sup>2</sup> either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Member Management Committee. Such appointments will then be offered on this basis.
- 4.2 Nominations will then be sought for the remaining places. The Member Management Committee should have regard to a Member's current interests prior to making any appointment. The Member Management Committee will have regard to the principle of securing an overall allocation of places which reflects the proportion of Members from each Political Group on the Council as a whole.
- 4.3 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 4.4 Elected Members<sup>3</sup> will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In

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

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

### *Appointments to Outside Bodies Procedure Rules*

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

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

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

### Community and Local Partnerships

- 4.7 The Area Committee will first consider whether it is appropriate for an appointment to be of a specific office holder<sup>4</sup> either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.
- 4.8 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the area as a whole.
- 4.9 Elected Members<sup>5</sup> will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 4.10 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year

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

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

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



### *Appointments to Outside Bodies Procedure Rules*

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

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

### **Support for Elected Member Appointees To External Organisations**

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

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

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

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

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Area Committee Appointments to Outside Bodies (North East Outer)

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Cllr Y/N	Review Period
Aberford Almshouses Trust	Yes	1	Jul-12	1	Councillor M Robinson	Y	4 years
Ancient Parish Of Barwick In Elmet Trust	Yes	1	Apr-15		Jack Anderson	N	4 years
East/ North East ALMO Area Panel	No	2	Jul-12	2	Vacancy Councillor G Wilkinson	Y Y	Annual
		3		3			3

Number of places 4

Places held pending review 3

Places currently filled beyond July 11 1

Number of places to fill 3

Number of Members in the Committee Area 9

Percentage of Members on the Committee

Notional Places Allocated

Labour	0	0	0
Liberal Democrat	0	0	0
Conservative	9	100	3
Other/ to list			
Total	9		3

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## Decision Notice

Lady Elizabeth Hastings' Estate Charity  
Lady Elizabeth Hastings' Educational Foundation  
Lady Elizabeth Hastings' Non-Educational Charity

(all registered under charity number 224098)

### The decision at issue

The Commission's decision to make a new Scheme, on the application of the trustees, for these charities.

### Decision

The Commission's decision to make a Scheme for the above charities, further to sections 13 and 16 of the Charities Act 1993, was correct.

(For ease of reference, all statutory references in this Decision Notice are to the law as it existed prior to the coming into force of the Charities Act 2011)

There has been consideration of the decision under the Commission's decision review process (*Dissatisfied with one of the Commission's decisions: how can we help you?*), which may be found [here](#). More detail from the Commission's guidance on dealing with representations on Schemes in particular, is set out fully at Annex 1.

You may be able to challenge the decision in the First-tier Tribunal (Charity) if you are a person entitled to appeal and the decision falls within the schedule of decisions that can be challenged in that way. If you wish to appeal against our decision you may find it helpful to visit the Tribunal's website for more information about time limits, form of notice of appeal and how to make an application:

<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/charity/appeals.htm>

Your application to the Tribunal should be made within 42 days of the date on which the notice of our decision was sent to you. If you are not the subject of the decision you have 42 days from the date when the decision was published. In both cases weekends and bank holidays are included in the 42 days.

### Summary of rationale

I have considered the merits of the Scheme *as a whole*. The advantages to the charities are set out fully later; overall the Scheme is expedient in the interests of the charities. Legally there is no reason for me to recommend the abandonment of the Scheme.

In fact generally the objections to the Scheme relate to issues concerning the charities' governance, or to matters which are actually outside the scope of the Scheme itself. These important associated matters in my view should be addressed by the trustees outside the Scheme process.

These points are considered in more detail below.

## **Background**

The charities are currently governed by a Charity Commission Scheme dated 26 March 1986, as amended by Schemes dated 6 February 2001 and 14 July 2008.

The trustees wrote to the Commission on 4 August 2010 outlining proposals for a new fully regulating Scheme, that is to say a Scheme which will replace the earlier Schemes and become the new governing document for the charities. It was stated that the proposals would have the effect of modernising the governing documents in a number of ways, and would be in the interests of the charities. The Commission agreed with that analysis.

The purpose of the Scheme is to modernise the three charities by altering their administrative arrangements and, in the case of the Educational Foundation and the Non-Educational Charity, their objects.

Because it is mainly an administrative Scheme, it is being made under section 16 of the Charities Act 1993. It is also being made under section 13 because the charities' objects are being altered cy-pres (in other words to update them to reflect as closely as possible the original purposes).

In particular the effect of the changes would be as follows:

- **A new consolidated governing document for all three charities** – these retain their identity as separate charities however.
- **A corporate trustee to replace individual trustees** - Having a corporate trustee (which is a non-charitable non-profit making company) would mean that there would be limited liability protection for those responsible for administering the charity. Having limited liability protection might be a key factor in enabling the charity to attract persons with appropriate skills and experience to administer it, particularly in the context of a charity holding land and investments.
- **Modernised objects (1)** - The current governing documents of the Educational Foundation and Non-Educational Charity require the trustees to make specific annual payments to various individuals and institutions. This is no longer a suitable or effective method of applying the charities' income because the amounts stated quickly fall below a useful level over time. In the proposed Scheme the amounts stated have been doubled, while a provision has been included giving the trustee power to increase (but not decrease) the amounts at its discretion. This means that the intentions of the founder are still

reflected and account has been taken of the current social and economic circumstances.

- **Modernised objects (2)** - The current governing document of the Non-Educational Charity makes provision for the relief of “wives”, “separated wives”, “divorced wives” and “widows” of clergymen who are in need. This class of persons is outdated and no longer suitable given that many members of the clergy are now women. In the proposed Scheme the new class is “spouses”, “separated spouses”, “divorced spouses”, “widows” and “widowers”. It is considered that this reflects the spirit of the gift but also takes account of the current social and economic circumstances.
- **Vesting of charity land** - the land currently held by the Estate Charity is vested in the new company (as trustee only).

### **Publication of the draft Scheme**

As it was clear that there were contentious aspects of the Scheme, the Commission advised that the draft should be published, which it was on 28 October 2011 in the Yorkshire Post and the Church Times. The publication period – providing the opportunity for interested parties to comment – is normally one month, but in this case the period was extended to 5 December 2011. Various representations were made, as discussed below.

### **Representations**

18 representations on the draft Scheme were made.

The trustees had already set out the rationale for the Scheme in their application, and in addition they commented on a number of representations they had seen.

The Commission received 18 written representations in response to the publication of the draft Scheme, all of which were opposed to the Scheme. Two people who made written representation took up the opportunity to clarify their comments orally to the reviewer.

In the main the representations objected to the removal of Leeds City Council’s nomination rights. Concerns were also expressed about the way the investment property is being managed and that the removal of the Council’s nomination rights would undermine the public accountability of the charities.

In addition there were a number of key points from the oral representations, as follows:

- Lack of openness and transparency of the charities about their activities and decisions
- Lack of responsiveness of the trustees, and the need to go to them through a property agent, where there was a perception of a conflict of

interest, the agent acting as such but also having an interest in the sale of charities' property

- Lack of democracy in the proposed new structure – the charities' interests would be better served by having local representation
- Breaking of links with particular schools if in due course the charities do not have representation from Church of England vicars associated with particular schools

Leeds City Council made the following points in its representations:

- It has an interest in the charities as a major education provider
- It is concerned that the removal of the nominating right will lead to a failure to draw on the expertise of education partners
- It says that no good reason has been advanced to remove the nomination rights
- There would be a benefit to the charities and the Council to be mutually aware of land management proposals which may arise from time to time
- The corporate structure does not allow representation by other organisations
- It has a general statutory duty in connection with economic and social well-being

Turning to the main points of contention in more detail:

*The issue of the withdrawal of the nomination rights of Leeds City Council*

This was the principal objection, and came from not only the Council itself, but also from various interested parties including other local authorities and councillors. However it is important to note that even if such nomination rights were to continue, those rights would not be written into the Scheme itself, but would appear, if at all, in the articles of the trustee company. Of course one of the *effects* of the Scheme is to remove those rights, as they are no longer stipulated in the Scheme itself. Any nomination rights, and the appointment of directors of the (non-charitable) trustee company, would in future be the province of that company. This is a consequence of the appointment of such a company as trustee, which was considered to be in the best interests of the charities overall.

However, even given this legal position, it is not the case that these historic rights are of no consequence. This was a matter which, it appears, could have been more effectively addressed by the trustees, particularly as it became evident that there were objections to the proposal to remove the nomination rights of the Council.

I note that there have been apparent attempts to have meetings between the trustees and other parties to discuss this matter, but for whatever reason these did not take place. As recently as 2 February the trustees wrote to a Councillor (as far as I am aware the Council's nominee) saying that a meeting was not appropriate "at this stage".



If nominating bodies are uninterested in continuing to have a role in a charity, it would still be a courtesy for the trustees to notify them of the intention to remove those rights. But where they actively object, in the interests of fairness it would have been useful to have had a proper dialogue with nominating bodies about the rationale and impact of any proposed changes. It might be that the Council's concerns and interests (as noted above) could be dealt with in that way, even if not necessarily within the proposed new governance structure.

The corollary of the legal position set out above, that the nominating bodies are no longer noted on the face of the Scheme, is that even at this stage there could be discussion about the composition of the directors of this non-charitable trustee company. The articles of the company seem flexible in this respect. As noted, this matter is outside the scope of the Scheme and is one for the trustees. The Commission would not seek to be further involved in this, except to comment that it would seem to be beneficial to resolve the issue sensibly in the best interests of the charities.

#### *Openness and transparency*

Whilst these issues are actually outside the scope of the Scheme, in my view the trustees should consider all the representations above, including those concerning openness and transparency, and consider how these issues should be addressed. They should pay particular attention to our publication [The Hallmarks of an effective charity](#) (CC10), especially the hallmark noted in Annex 2.

We would be concerned that if these issues are not properly addressed, there is a danger that the charities may be storing up problems for the future. The charity seems to be viewed as being remote, and the trustees should consider whether there are more effective ways of engaging and communicating with the community generally. But again these are matters for the trustees to take forward as appropriate.

#### *Other issues*

There are a number of other noteworthy issues which arose in the Commission's consideration, as follows:

- The Scheme achieves a number of objectives, including amending the objects and changing some of the administrative provisions. However it should be noted that trustees of unincorporated charities have powers under section 74D of the Charities Act (introduced by the Charities Act 2006) to change some administrative provisions, without the need for a Scheme. However a Scheme is being made here because some changes would have been outside the power of the trustees (e.g. changing the objects). The relevant guidance is [here](#) (also attached as Annex 3).

- The proposed trustee company will be a (non-charitable) not-for-profit company and no profits will be generated. There is therefore no suggestion of any private benefit.
- The charities have argued that one of the reasons for removing nomination rights is that having such rights severely hampers the opportunity to recruit on a skills and experience basis – that point is noted, but if there were, say, only one such nomination, that would not appear to be much of an issue where there may be as many as nine directors in the new trustee company.
- However, it should be stressed that whether trustees are nominated or not, they all have a fundamental duty to act without any personal interest and in the best interests of the charities. As has been stated in correspondence, trustees nominated by external bodies do **not** represent those external bodies. In the present case directors of the trustee company have fiduciary responsibilities towards the charities only. (The appointment of a company as trustee of a charity is in fact not at all uncommon.)
- It has been noted that the other nominating body that will lose nomination rights (the Archbishop of York) as a result of the proposals has no objections.
- The point has been made by many people that the new governance structure is not democratic. It is worth noting that many charities, particularly trusts, operate legally and effectively without necessarily having a democratic structure.
- There has been concern about a change in the charities' "charitable status", but this remains unchanged.

There is no reason now why the Scheme cannot be made. The trustees are respectfully asked to consider those matters which fall outside the Scheme as noted above.

Chris Cassin  
 Charity Commission  
 12 March 2012

## **Annex 1 – extract from the Commission’s Operational Guidance - OG500 Schemes**

### **B9 Dealing with representations**

Section 20 of the Act states that we must take into account any representations made to us in relation to a draft Scheme and, having done this, we may proceed to make the Scheme with or without modification (without giving further notice). It follows that, having considered representations, we may decide not to make the Scheme at all.

#### **B9.1 Procedure for dealing with representations**

Scheme representations are dealt with by the Litigation and Review Team (LRT) in accordance with the procedures set out in the LRT Desk Guidance on handling representations. Broadly, the guidance states that, where a caseworker receives representations about a Scheme they should:

- immediately inform LRT that a review case will shortly be passed to them, and specify the date on which the representation period is due to end
- open a new CRM case, logging each representation received
- log the names and addresses of objectors to facilitate a mail merge (a template is available to do this)
- acknowledge receipt of the representations using the standard letter provided
- prepare a background note giving details of the case. (The LRT guidance sets out the information that should be included in the background note.)

LRT will then manage the representation consideration process. If we decide to make the Scheme, with or without modifications, the reviewer will refer this back to the original caseworker to process the making of the Scheme. Once the Scheme is made, this will be referred back to LRT to issue and to respond to the people who made representations.

#### **B9.2 Considering representations**

The person appointed to review the representations must be careful to form an objective view of the case in support of the Scheme as well as the representations against it. When considering representations we must ensure that the representation is relevant to the proposed Scheme and received within the time limit set out in the notice. (Although we can decide to take into account representations received after the deadline, and before we make the Scheme, if the information contained might affect the making of the Scheme).

A representation does not need to be based on a point of law nor need it be supported by evidence or argument.

Generally we should consider the representations based on:

- the interests of the charity
- whether or not we are exercising our jurisdiction in a valid way, taking into account relevant information and ignoring irrelevant information
- the technical sufficiency of the Scheme.

When considering representations we should not feel any loyalty to what we have already agreed with the trustees, we should review the draft Scheme with an open mind.

After considering the representations:

- if the representations suggest that making the Scheme is no longer justifiable, we should discuss the representations with the trustees.
- if the representations suggest modifications to the Scheme that we have already considered, but the case put supporting the modification is new, we should consider the proposed modifications again, in the light of the new case made. Having done this, we might decide to discuss the modifications with the trustees.
- if the representations suggest modifications that we have not considered, and if we feel that the proposed modifications might be worthwhile, we should discuss these with the trustees.

Before making a decision based on the representations the reviewer might think it necessary to refer the case back to the caseworking team for further work before a decision can be made.

### **B9.3 Our action after considering representations**

Once we have considered the representations, and discussed any proposed modifications with the trustees, we must decide how to proceed.

Once we are in a position to consider the representations fully, taking into account any additional information that might have arisen, we must make our decision.

We might decide to:

- reject the representations and make the Scheme as drafted. In this case the reviewer must prepare a decision document setting out the reasons for rejecting the representations. This will be issued by LRT.
- accept the suggestions put forward as representations and amend the Scheme accordingly. In this case the reviewer must decide if a further period of public notice is needed. This would normally only be the case where the changes are substantial. If there is any doubt about whether or not additional public notice is required, the reviewer should consult a Commission lawyer.

- terminate the Scheme making process. In this case the reviewer must set out the reasons for making this decision and refer the case back to the originating caseworking division to take the case forward.

## **Annex 2 Extract from *Hallmarks of an effective charity* (CC10)**

**An effective charity is accountable to the public and others with an interest in the charity (stakeholders) in a way that is transparent and understandable.**

In order to demonstrate this, the charity:

- complies with its legal obligations (and best practice), as set out in the Statement of Recommended Practice (SORP), to produce annual accounts and a report which includes an explanation of what the charity has done for the public benefit during the year;
- explains in its Annual Report the extent to which it has achieved its charitable purposes in a way that people with an interest in the charity can understand;
- has well-publicised, effective and timely procedures for dealing with complaints about the charity and its activities. These should explain how complaints and appeals can be made, and give details of the process and likely timescales;
- can show how it involves beneficiaries and service users in the development and improvement of its services; the contribution may have been by way of the appointment of beneficiaries as trustees or their involvement through discussion, consultation or user group input;
- has a communications plan which ensures that accurate and timely information is given to everyone with an interest in the work of the charity, including the media, donors and beneficiaries

## **Annex 3 – extract from Amending Governing Documents of Unincorporated Charities**

### **Using the statutory power at section 74D of the Charities Act 1993**

3.6 Trustees may use the statutory power to alter any of the provisions of the trusts of their charity that relate to how it is run. However the general law does impose limits on what the statutory power can be used for. It **cannot** be used to amend provisions in the governing document that include:

- the charitable purposes of the charity;
- the charitable purposes the charity's property must be used for when it dissolves;
- changing a power of amendment to include power to change parts of a governing document that the statutory power itself cannot be used to change. For example, the purposes/objects or the application of the charity's property on dissolution;
- a provision that results in a benefit to any of the trustees, including any payment, other than out of pocket expenses;
- to change the status of property owned by the charity in order to make it permanent endowment or to take away its permanent endowment status.

In addition, trustees may wish to avoid using the power to make amendments which affect third party rights such as:

- the right of third parties to appoint trustees (**unless** the third party has ceased to exist or has given consent to the change);
- the appointment of an ex-officio trustee (**unless** the office has ceased to exist or the current office holder agrees to the change where it does not prejudice the rights of future office holders);
- the requirement for consent by third parties to powers exercised by the trustees. For example, where trustees require consent to make particular investments, (**unless** the third party has ceased to exist or agrees to the change);
- custodian trustee provisions (**unless** there is agreement of the existing custodian trustee and the charity considers that section 74D can be used to make the change).

In these cases, the Commission will make a scheme to bring in the amendments if it is satisfied that they are expedient in the interests of the charity.

3.7 Trustees may amend, vary or add to any existing powers that they have under the charity's governing document or that are available to them under general law and which they believe it is in the charity's best interests to change. Examples of the sort of powers that they may want to alter are:

- the power to change the charity's name;
- the power of investment;

- the power to buy and sell land and property (but **not** where changes would be to provisions for designated land) ; or
- the power to borrow money.

3.8 The power can also be used to alter any of the parts of the charity's governing document that regulate the procedures by which the charity is administered. They may amend the existing procedures, or they may introduce new ones. The sort of procedures that the trustee may want to modify are those for:

- holding trustees' and/or members' meetings;
- the quorum needed for meetings;
- how the chair should be appointed;
- whether the chair can use a second or casting vote when the votes on a resolution are equal;
- how the trustees' officers, such as the secretary or treasurer should be appointed; or
- accepting people into membership of the charity.

3.9 Using the statutory power, the change can be made by a resolution of the trustees passed either:

- at a properly constituted meeting. If the governing document sets a quorum for trustees' meetings then at least that number of trustees must be present at the meeting; or
- in such other way as the charity's governing document allows for their proposals to be voted on, for example postal votes.

3.10 If the charity has a membership that is separate to the trustees (which is most likely to occur if the charity is an unincorporated association governed by rules or a constitution), the resolution must also be approved by the membership by a further resolution passed at a general meeting either:

- by a majority of not less than two-thirds of the members entitled to attend and vote at the meeting and who vote on the resolution; or
- by a decision taken at a meeting without a vote and without any disagreement with the resolution being expressed at that meeting.

3.11 We strongly recommend that the wording of the resolution states that it has been passed using the power provided by section 74D of the Charities Act 1993, so that the charity's records clearly show that the statutory power has been used.

3.12 The resolution should state the date on which it comes into effect. If the decision to make the change only has to be made by the trustees, we expect that the date will usually be the date on which the resolution is passed unless a later date is specified in the resolution. If the charity has a membership that is separate to the trustee body, the resolution will come into effect either on the date on which the resolution is approved by them, or a later date that is specified in the resolution.



**Report of North East Divisional Community Safety Partnership**

**Report to North East (Outer) Area Committee**

**Date: 3 July 2012**

**Subject: North East Divisional Community Safety Partnership Annual Report**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Alwoodley Harewood Wetherby		
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. To update ward members of the overall performance of the North East Divisional Community Safety Partnership and Neighbourhood Policing Teams for 2011/12
2. To provide an overview of the work undertaken by the partnership within the locality to reduce crime and disorder

**Recommendations**

3. The Area Committee is asked to note the contents of this report of the North East Divisional Community Safety Partnership.
4. Members are asked to continue supporting the Divisional Community Safety Partnership in relation to prioritising and tackling Burglary Dwelling during 2012/13 through partnership work at neighbourhood level.

## **1 Purpose of this report**

1.1 The report will focus on the following key issues:

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

## **2 Background information**

This report provides Members of the Area Committee with an overview of the performance of the North East Divisional Community Safety Partnership and ward based Neighbourhood Policing Teams. It will also include details of the key initiatives that have been delivered in local communities to reduce crime and disorder. The report focuses upon the period 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012.

## **3 Main issues**

### **3.1 Performance Framework**

3.2 The Divisional Community Safety Partnership (DCSP) will continue to develop activity and management performance against strategic outcomes of the city, defined by The Safer and Stronger Communities Board Partnership plan 2011-2015 which will focus on delivering the following strategic priorities:

- Reducing crime levels and its impact across Leeds
- Effectively Tackle and Reduce Anti-social behaviour in our Communities

3.3 We are currently awaiting ratification of the Safer Leeds performance targets and performance framework for 2012/13 ( North East Police Divisional Targets are outlined in Appendix A)

3.4 Attached is an updated structure chart for the North East Divisional Community Safety Partnership (see Appendix B) with details of the relevant lead officers. The structure is continuously reviewed to ensure delivery against new priorities

3.5 **Operation Champion** – Several 'Multi agency operation days of action' have been carried out across the ward during 2011/12 and have been based around themes and deployed into areas of concern. Due to the successful embedding of partnership work and daily problem solving into core business and improved communication between partner agencies, the need for intensive six weekly planned operations has eased. We will continue to deliver operations during 2012/13 with a minimum requirement of four operations per year per Neighbourhood policing team.

### 3.6 **POCA**

3.7 Following the success of the project over the last four years, the North East Division allocated a total of £38,145 funding confiscated from criminals under the Proceeds of Crime Act to the Divisional Community Safety Partnership during 2011/12 to continue to support local groups with community projects/activities. In total, across the whole division, we approved and funded 99 applications and spent £28,519. The remaining balance was carried forward to the new financial year and has been spent during April/May. We have received numerous emails showing appreciation and thanks for support. Information regarding the awards continues to be advertised in the neighbourhood management / Neighbourhood Policing Team newsletters and on the police Neighbourhood Policing Team websites. We will be continuing the scheme into 2012/13 Appendix C provides a summary of projects funded in the Outer North East area.

### 3.8 **Public Confidence and Satisfaction**

3.9 North East Leeds continues to have the highest Public Confidence in Local Policing during 2011/12 at 62.0 % (March 2011) compared with the West Yorkshire force average of 54.6 %.

3.10 Operation Confidence commenced in February 2009 and is a contributing factor to the high rates of public confidence. The North East Division produces 11 neighbourhood management newsletters detailing partnership activity around crime and grime within the Neighbourhood Policing Team and delivers to 128,000 households three times a year. Feedback from residents continues to be positive and illustrates they are pleased to be kept informed around crime and grime issues. Funding has been secured for 2012/13 and contributions have been agreed by North East Police Division, East North East Homes, Safer Leeds Partnership and Aire Valley Homes.

### 3.11 **Joint Police Community Safety Officer Protocol between Leeds City Council and West Yorkshire Police**

3.12 In April 2011, the Council agreed to extend the existing arrangement with West Yorkshire Police Authority to retain the level of Police community safety officers (PCSOs) in Leeds. The investment by the Council was awarded on the basis of strengthening arrangements between PCSOs, Neighbourhood Policing Teams and Leeds City Council Services. One particular aim is to support the improved delivery of locally identified environmental priorities and this was supported at the Council's Executive Board in September 2011.

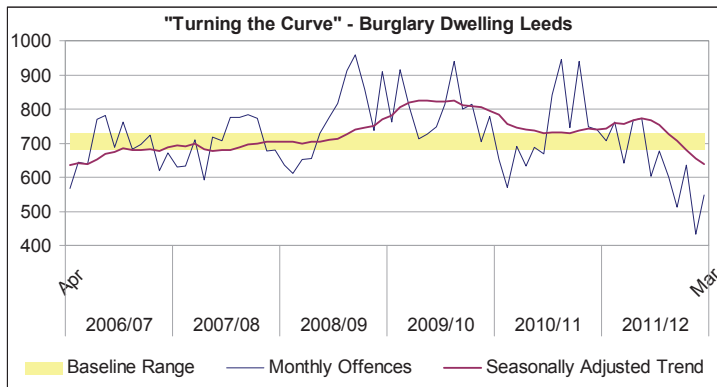
3.13 There are strong links between crime and disorder and environmental issues and this protocol is aimed at ensuring the quality of the local environment is incorporated into the work of crime reduction partnerships. It is important that the fear of crime, heightened by issues such as graffiti, litter and abandoned vehicles, is addressed. This protocol provides a coordination and tasking mechanism for Neighbourhood Policing Teams, Police community safety officers and Council Officers to jointly deliver better outcomes in respect of environmental issues and enforcement in localities. The North East Divisional community safety partnership is fully supporting the implementation of the newly agreed 'Environmental Improvement Zones. In North East the PCSOs and neighbourhood policing teams are playing a pro-active and re-active role in addressing environmental issues. In Feb /March 2012 the East North East environmental action team have delivered a six week training input on Divisional

training days to all PCSOs to ensure that they have a greater knowledge and understanding of environmental issues to enable them to contribute effectively. In addition the neighbourhood policing teams have teamed up with East North East Locality team staff to work together on monthly operations targeting waste carriers moving across our areas. This has been done by setting up road checks and routine stopping of waste carrier vehicles in order to complete checks on such vehicles.

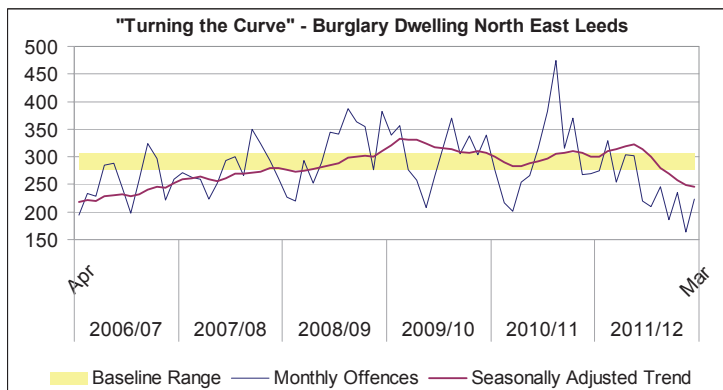
**3.14 Burglary Dwelling**

3.15 Burglary Dwelling remains a key pressure in relation to allocation of resources both staffing and financial. Tackling burglary dwelling remains the key priority within the Division and across the whole of Leeds, we are working closely with Safer Leeds Strategic burglary group and partner agencies to maximise opportunities for closer working and sharing good practice and continue to deliver initiatives at a local neighbourhood level.

3.16 Overall a very successful Year, burglary dwellings are down 13.6% across the whole city on the same period last year (1207 less offences)



3.17 Overall Year to date offences for North East Leeds are down 18.4% on the same period last year. (669 less offences)



### 3.18 Ward Risk Matrix

3.19 The below table illustrates In Leeds there are currently nine strategic localities of concern. Within the Outer North East Committee area there are no wards currently highlighted as strategic areas of concern.

Ward	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	12 Month Total	12 Month % Change	Colour Key
Hyde Park & Woodhouse	Very High Concern	Very High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	597	36.0%	Very High Concern High Concern Some Concern Low Concern Strategic Area
Bramley & Stanningley	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	420	8.5%	
Burmantofts & Richmond Hill	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	407	-29.5%	
Headingley	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	407	3.3%	
Armley	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	390	-34.6%	
Gipton & Harehills	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	383	0.3%	
Killingbeck & Seacroft	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	361	-16.2%	
Kirkstall	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	358	-32.7%	
Chapel Allerton	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	309	-29.1%	
Cross Gates & Whinmoor	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	298	5.7%	
Farnley & Wortley	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	290	-16.9%	
Temple Newsam	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	248	-28.5%	
Calverley & Farsley	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	246	0.8%	
Pudsey	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	245	7.9%	
Weetwood	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	245	-17.2%	
Moortown	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	238	-10.2%	
Roundhay	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	225	-19.6%	
Beeston & Holbeck	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	212	-4.9%	
City & Hunslet	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	206	8.4%	
Middleton Park	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	193	4.3%	
Alwoodley	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	163	-12.8%	
Adel & Wharfedale	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	161	0.0%	
Horsforth	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	156	-37.6%	
Morley North	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	141	-10.2%	
Morley South	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	109	-12.1%	
Rothwell	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	99	-26.1%	
Garforth & Swillington	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	90	-31.3%	
Guiselley & Rawdon	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	87	-30.4%	
Harewood	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	87	-26.9%	
Otley & Yeadon	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	87	-42.0%	
Kippax & Methley	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	77	-24.5%	
Ardsley & Robin Hood	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	74	-18.7%	
Wetherby	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	Some Concern	73	-6.4%	

### 3.20 Alwoodley

3.21 The Alwoodley ward has seen a 12.8% reduction in burglary dwelling during 2011/12. All victims of burglary continue to be re visited by Police Community Safety Offices and have been offered trembler alarms that were funded by area committees the previous year. We have evidence that this equipment has successfully deterred burglars (ie run off when activated) and comments from residents illustrate that they are effective, easy to use, and provides them with some reassurance that they will not become a repeat victim.

### 3.22 **Wetherby**

3.23 At the end of the year the Wetherby Ward remains the lowest burglary rate across the city for 2011/12.

### 3.24 **Harewood**

The Harewood Ward has seen a reduction of 26.9% during 2011/12 and remains an area of low concern across the city.

A distraction Burglary Event took place at Shadwell Village Hall on 27th March. The Leeds based 'Feeling Good Theatre Company performed sketches and scenarios around the theme of Doorstep Crime, Distraction Burglary and Bogus Official Burglary. The event was organised by the Wetherby and District Crime Prevention Panel with special thanks to the Shadwell representative Pat Bullough. Between 50 and 60 people attended the event which was a great success, many commented how it had made them 'Think' about callers and review how they currently deal with doorstep traders. We are hoping to fund more events in the next financial year through Proceeds of Crime allocations.

### 3.25 **Most Active/Amber Nominals/Burglary Group**

3.26 Following a short pilot during the summer of 2011 we have now implemented a new sub group of the North East Divisional Community Safety partnership that manages most active and amber burglary offenders focussing initially in the strategic areas of concern that fall outside of the existing Integrated offender management system. A process has been drawn up using the principles of the Integrated offender management structure and support has been agreed with key partners including Youth Offending service, Signpost, Drugs offender Management Unit, Probation, Leeds Anti Social Behaviour unit, East North East Homes, Aire Valley Homes and North East Police Division. The work is now linking into the 100 Methodology at cluster level. The group meets on a monthly basis and looks at how best to manage individuals offending behaviour through offering support or taking enforcement action.

### 3.27 **Neighbourhood Management Tasking Key Achievements 2011/12**

3.28 The eleven neighbourhood management tasking teams continue to meet six weekly and are still firmly embedded into agencies day to day business and members continue to attend and support meetings.

3.29 This is not an exhaustive list of activities but includes key achievements from each of the neighbourhood management tasking teams within the Outer North East area.

### 3.30 **Wetherby / Harewood**

- Joint partnership work with Environmental enforcement team resulting in a successful prosecution of a company regarding illegal fly tipping at Yorkshire Airfield.
- Several joint operations with prison services at Wealston and Wetherby with regards reduction of drugs supply.
- Several joint operations with West Yorkshire Police and environmental enforcement using stop and search to target illegal waste carriers.

- Operation Champion - A58 (11-10-11) - Multi agency operation with Customs & revenue, DVLA, environmental enforcement, HMIC Warrants
- The Boston Spa youth club has been re launched as a partnership activity involving Leeds City Council Youth Service , Kings Church, St Mary's Church, West Yorkshire Police, Youth Services and Boston Spa School Extended Services. It has been successful in targeting young people identified as being most at risk of committing anti-social behaviour and engaging them in diversionary activities including sport and cooking. The youth club is held every Tuesday evening at Boston Spa Children's Centre and is open to all young people.
- Pre Christmas Patrols - A sensible drinking campaign targeted at younger drinkers was run by the Neighbourhood Policing Team in partnership with Wetherby Street Angels prior to Christmas. The Neighbourhood Policing team also increased patrols through additional funding from the ward members, and these patrols were doubled through using special constables. These initiatives proved successful in keeping order on the streets of Wetherby in the run up to Christmas.

### 3.31 **Alwoodley**

- Operation Burst - tackling Anti social behaviour in Moor Allerton area. Further target hardening, extended gating on Cranmer Bank shops.
- **Operation Bobby** – Proactive activity to tackle ASB/Drugs on Cranmer Bank estate, Moor Allerton library area (Alwoodley Ward), and Queenshills (Moortown Ward). Several young people have been identified as involved in anti-social behaviour and street crime. We are working closely with East North East Homes, Leeds Anti social behaviour team, Youth Services, local schools and other registered social landlords.
- **Operation Bellwether** – Ongoing work to tackle burglary across RAM. PCSOs conducting revisits, and offering crime reduction advice including fitting trembler alarms. Proactive work including additional night shifts has resulted in arrests of offenders and convictions at court.

### 3.32 **Thematic Sub Groups and Activities**

#### 3.33 **CCTV – Leeds watch**

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

3.35 The main objective of the service is to reduce crime and the fear of crime through the use of CCTV technology, leading to improved crime prevention, and an increase in the detection and prosecution of offenders.

3.36 CCTV is one of a number of Service functions delegated to Area Committees. The Area Committee's role in relation to this function is to 'maintain an overview of the service in the Committee area and receive regular information about it.

3.37 The Leedswatch service works in partnership with a large number of internal and external partners such as; Urban Traffic Control (UTC), Emergency Planning, Leeds

Anti-Social Behaviour Team (LASBT), West Yorkshire Police, WY METRO and other local authorities across the West Yorkshire sub-region

- 3.38 There are currently a total of 7 public space surveillance CCTV camera's monitoring the Outer North East Committee Area, via the Central CCTV Control Room at Middleton, they are located in the following areas as follows:

Harewood, Collingham, High street - Wetherby, Westgate- Wetherby, Market Place - Wetherby, Wetherby Bridge, Wilderness Car park Wetherby

- 3.39 Within the last 12 months the mobile vans have been deployed for a total of 4 months within the Killing beck Policing Area and patrols have been deployed in specific areas highlighted by the police specifically in relation to identified crime 'hot spots'. The vehicles are evenly deployed throughout the year between the three policing divisional areas. The deployment of the mobile vans is co-ordinated by the police.
- 3.40 The LeedsWatch service this year has undertaken a critical role in the delivery of the Leeds Burglary Reduction programme, assisting with the identification and detection of offenders using the City wide LeedsWatch network, mobile CCTV vans and the West Yorkshire Police Automatic Number Plate Recognition (PAN) system to detect cross boundary offenders and supporting city wide and locality based operations.
- 3.41 The LeedsWatch service this year has undertaken a critical role in the delivery of the Leeds Burglary Reduction programme, assisting with the identification and detection of offenders using the City wide LeedsWatch network, mobile CCTV vans and the West Yorkshire Police Automatic Number Plate Recognition (APNR) system to detect cross boundary offenders and supporting city wide and locality based operations.
- 3.42 In total within the last 12 months there have been a total of 216 arrests recorded between April 2011 and March 2012 within the police North East Policing Area, covering a wide range of offences such as drugs, burglary, criminal damage, arson, assaults, robbery, theft including theft from motor vehicles, offensive weapon, public disorder and drink driving offences.
- 3.43 Within the Outer North East Committee Area there has been a total of one arrest recorded for an assault between April 2011 and March 2012 in relation to a wide ranging number of offences as listed above.
- 3.44 CCTV footage has been requested in relation to 1757 incidents within the North East Leeds Policing area for a various number of offences which provides evidence in relation to the criminal investigations relevant to identification of suspect(s) and a total of 40 incidents relate to the Outer North East Committee Area.
- 3.45 Improving the Out of Hours Noise Nuisance service – Noise nuisance is a major cause for concern across the city. This service was transferred from Environmental Services April last year. Work is still taking place to look at how closer working can be developed with the new anti social behaviours casework teams to deal with persistent offenders and to work in liaison with Customer Access and Performance in providing additional staff to assist in the logging of such out of hours noise nuisance calls.
- 3.46 Supporting the city's most vulnerable residents is also a priority. The LeedsWatch service is now responsible for providing a first response to Care Ring alarms. On call 24 hours a day, 7 days per week, this service responds to alarms from mainly elderly



clients who may have fallen or find themselves in need of support. Officers attend to the alarm call and contact emergency services, family members or other appropriate individuals, staying with the client to provide support and re-assurance until further help arrives. Improving the information and intelligence we provide to LeedsWatch customers is a key priority for the service. We are reviewing how this data is recorded, in the way in which we can provide accurate information to service users, to provide more detail and improve the services analytical and intelligence capacity.

3.47 LeedsWatch service is now responsible for the delivery of a number of additional service responsibilities. In order to ensure that the service is making the best use of its resources, a full service restructure has now commenced with a view to offering best value for the department. In particular discussions are still taking place with the Anti-Social Behaviour Teams, Environmental services, West Yorkshire Police and the ALMOs to look at how the various services can better linked together to improve service delivery, collate accurate information for service users and to provide a more pro-active response to issues of public concern, through improved collating of data / information and intelligence sharing between agencies..

### 3.48 **Hate Crime MARAC**

3.49 Co-ordinated multi agency working is recognised as the most effective response to all issues of crime and disorder, including agency responses to the victims and perpetrators of hate crime. The hate Crime Multi-Agency Risk Assessment Conference (MARAC) continues to meet monthly. The overall objectives of the group is to:

- Support and assist victims of hate crime in order to protect them and ensure that they are not re-victimised.
- Ensure that effective co-ordinated multi agency enforcement action is taken against perpetrators of hate crime to prevent their re-offending and to ensure successful prosecution outcomes at Court.
- Contribute to the “Hate crime reduction agenda in Leeds”.

3.50 Overall the Outer North East area has seen an increase of 20% in hate crimes reported, this equates to an increase of 3 crimes - a total of 18 crimes reported compared to 15 during 2010/11.

### 3.51 **Domestic Violence MARAC**

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

### 3.53 **Leeds Anti social behaviour Team**

3.54 Prior to implementation of the multi-agency Leeds Anti-social Behaviour Team (LASBT) anti social behaviour was responded to across a range of agencies each working to differing thresholds and service standards, making direct comparison of city wide performance data difficult.

3.55 Customer satisfaction with the case outcome is influenced by many factors including the victims own expectations, and the complexity of the case. LASBT procedures are customer focused. For example, in supportively managing victim expectations, exploring potential solutions, and identifying and responding to individual needs.

LASBT works to resolve cases at the earliest opportunity. Customer feedback suggests that the process is working. Comments include ‘*efficient and professional, response received*’ from an ‘*invaluable service*’.

- 3.56 Customer satisfaction data is collated at case closure through customer (victim) surveys, which seek customer satisfaction levels in relation to various aspects of the service ( please refer to chart below)

<b>City Wide - Annual Figures</b>	<b>2008/9</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>
% Satisfaction with the case outcome.	61.6%	66.1%	60.3%	<b>75.0%</b>
% Satisfaction rating with overall service	72.2%	73.7%	70.4%	<b>81.3%</b>

- 3.57 LASBT data for 2011/12 has been drawn from on a total of 540 surveys from 1562 named victims (an overall response rate of 34.6%) giving a 95% confidence level with a 3.41% confidence interval.

- 3.58 When compared with former ASBU survey responses, there have been significant improvements as a result of this joined up approach to anti social behaviour service delivery. LASBT data collated during 2011/12 will form the baseline from which future performance targets can be set. It is anticipated that performance data with regards to satisfaction in relation to outcomes and overall service will be available at ward level shortly.

- 3.59 The charts below outline the number of enquiries received, new cases opened and a summary of legal outcomes

<b>LASBT Enquiries Received 2011/12</b>	
Ward	Grand Total
Wetherby	35
Alwoodley	53
Harewood	19

<b>LASBT New Cases Opened</b>	
Ward	Grand Total
Wetherby	14
Alwoodley	21
Harewood	7

<b>LASBT Legal Outcomes 2011/12</b>		
Ward	Variation	Grand Total
Wetherby		0
Alwoodley	1	1
Harewood		0

## Outer North East

Count of Case Ref  PersonWardCode	7) Overall, how satisfied were you with the service?					Grand Total	% 'Satisfied' or 'Very Satisfied'
	Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Very Dissatisfied		
Alwoodley	2	11			2	15	86.7%
Wetherby		1		1	1	3	33.3%
Harewood							-
Grand Total	2	12		1	3	18	77.8%

### 3.60 Overall Performance of North East Divisional Community Safety Partnership

Reduce Crime and its Impact					
Reduce the level of Total Recorded Crime	D/I	22,590	▼	24,693	Down 8.5% (2103 fewer crimes) compared with the same period last year
Reduce the level of Serious Acquisitive Crimes	7,169	5,745	▼	7,169	Down 20% (1424 fewer crimes) compared with the same period last year
Reduce the level of Domestic Burglary	3,434	2,946	▼	3,615	Down 19% (669 fewer crimes) compared with the same period last year
Reduce the level of Violent Crime	D/I	3,845	▼	4,305	Down 11% (460 fewer crimes) compared with the same period last year
Reduce the level of Assault with Injury	D/I	1,526	▼	1,741	Down 12% (215 fewer crimes) compared with the same period last year
Effectively Tackle ASB					
Reduce the proportion of residents who believe that ASB has increased in their local area	13.1%	12.0%	▼	12.4%	Variation from target Trajectory -1.14%
Reduce the proportion of repeat locations for ASB	D/I	11.0%	▼	11.0%	To Feb-2012, 20 fewer repeat locations when compared with the same period last year
Improve the percentage of customers/victims happy with the time taken to respond to their enquiry (LASBT 4 week survey)	B/Y		▲		Divisional breakdown from LASBT under development
Improve the percentage of customers/victims satisfied with the case officers investigation to date (LASBT Closed Case Survey)	B/Y		▲		
Improve the percentage of customers/victims that were satisfied with the case outcome (LASBT Closed Case Survey)	B/Y		▲		
Improve the percentage of customers/victims that were satisfied with the overall service (LASBT closed survey)	B/Y		▲		
Improve Safeguarding & Reduce Vulnerability					
Reduce the repeat victimisation rate for MARAC domestic violence cases	19%	11.0%	▼	11.0%	Rolling 12 months to Feb, 193 cases, 22 repeats

YTD = year to date

PYE = predicated year end

D/I = diagnostic indicator, no target set as contributes to a set indicator (proxy measure)

B/Y = baseline year

PY= Rolling 12 month previous year

**Safer Leeds**  
tackling drugs and crime

### 3.61 Crime & Anti Social Behaviour: 2011/12

3.62 Overall a really successful year in relation to recorded crime and Anti social behaviour. Across the Outer North East area committee there has been an overall reduction of 59 recorded crimes and 604 less anti social behaviour calls.

3.63 The below statistics show crime and anti-social behaviour from 1<sup>st</sup> April 2011 until March 31<sup>st</sup> 2012 by ward areas compared to the same dates for previous year.

### 3.64 Wetherby

CRIME	WETHERBY			
	2010/11	2011/12	Difference	% Inc / Dec
AGGRAVATED TWOC	1	1	0	0.00
ARSON	9	4	-5	-55.56
BURGLARY DWELLING	79	73	-6	-7.59
BURGLARY OTHER	103	101	-2	-1.94
CRIMINAL DAMAGE - BUILDING NON DWELLING	27	35	8	29.63
CRIMINAL DAMAGE - DWELLING	21	12	-9	-42.86
CRIMINAL DAMAGE - MOTOR VEHICLE	59	66	7	11.86
CRIMINAL DAMAGE - NON SPECIFIC	26	24	-2	-7.69
INTERFERENCE WITH VEHICLE	4	8	4	100.00
ROBBERY	3	1	-2	-66.67
THEFT FROM PERSON	19	17	-2	-10.53
THEFT FROM VEHICLE	39	84	45	115.38
THEFT OF VEHICLE	12	7	-5	-41.67
TWOC	5	3	-2	-40.00
VIOLENT CRIME	103	106	3	2.91
<b>Grand Total</b>	<b>510</b>	<b>542</b>	<b>32</b>	<b>6.27</b>

<b>ANTISOCIAL BEHAVIOUR CALLS</b>	744	526	-218	-29.30
<b>HATE CRIME</b>	4	9	5	125.00

### 3.65 Harewood

CRIME	HAREWOOD			
	2010/11	2011/12	Difference	% Inc / Dec
AGGRAVATED TWOC	2	3	1	50.00
ARSON	3	6	3	100.00
BURGLARY DWELLING	117	88	-29	-24.79
BURGLARY OTHER	99	126	27	27.27
CRIMINAL DAMAGE - BUILDING NON DWELLING	12	7	-5	-41.67
CRIMINAL DAMAGE - DWELLING	14	6	-8	-57.14
CRIMINAL DAMAGE - MOTOR VEHICLE	38	31	-7	-18.42
CRIMINAL DAMAGE - NON SPECIFIC	22	13	-9	-40.91
INTERFERENCE WITH VEHICLE	6	4	-2	-33.33
ROBBERY	14	3	-11	-78.57
THEFT FROM PERSON	72	41	-31	-43.06
THEFT FROM VEHICLE	51	79	28	54.90
THEFT OF VEHICLE	9	1	-8	-88.89
TWOC	8	5	-3	-37.50

VIOLENT CRIME	57	54	-3	-5.26
<b>Grand Total</b>	<b>524</b>	<b>467</b>	<b>-57</b>	<b>-10.88</b>

<b>ANTISOCIAL BEHAVIOUR CALLS</b>	427	284	<b>-143</b>	<b>-33.49</b>
<b>HATE CRIME</b>	2	2	<b>0</b>	<b>0.00</b>

### Public Confidence and user satisfaction in the police ( Wetherby/Harewood)

Public Confidence	March 2011	March 2012	
Confidence in local policing	75.7 %	75.0 %	-.07%
<b>Overall Satisfaction</b>	80.5%	85.1%	4.6%
% of residents who think ASB has increased	6.0%	7.9%	+ 1.9%

### 3.66 Alwoodley

CRIME	ALWOODLEY			
	2010/11	2011/12	Difference	% Inc / Dec
AGGRAVATED TWOC	0	2	2	100.00
ARSON	5	9	4	80.00
BURGLARY DWELLING	185	161	-24	-12.97
BURGLARY OTHER	62	82	20	32.26
CRIMINAL DAMAGE - BUILDING NON DWELLING	9	10	1	11.11
CRIMINAL DAMAGE - DWELLING	54	42	-12	-22.22
CRIMINAL DAMAGE - MOTOR VEHICLE	45	57	12	26.67
CRIMINAL DAMAGE - NON SPECIFIC	17	13	-4	-23.53
INTERFERENCE WITH VEHICLE	4	9	5	125.00
ROBBERY	15	8	-7	-46.67
THEFT FROM PERSON	7	5	-2	-28.57
THEFT FROM VEHICLE	107	93	-14	-13.08
THEFT OF VEHICLE	10	13	3	30.00
TWOC	5	4	-1	-20.00
VIOLENT CRIME	143	126	-17	-11.89
<b>Grand Total</b>	<b>668</b>	<b>634</b>	<b>-34</b>	<b>-5.09</b>

<b>ANTISOCIAL BEHAVIOUR CALLS</b>	827	584	<b>-243</b>	<b>-29.38</b>
<b>HATE CRIME</b>	9	7	<b>-2</b>	<b>-22.22</b>

Roundhay/Alwoodley /Moortown	March 2011	March 2012	
Confidence in local policing	69.3%	70.3%	+1.0%
<b>Overall Satisfaction</b>	85.4%	88.0%	+2.6%
% of residents who think ASB has increased	6.9%	7.3%	+0.4

#### **4 Corporate Consideration**

#### **5 Consultation and Engagement**

5.1 The North East Divisional Safety partnership works in partnership with the voluntary and community sector and when necessary carries out statutory consultation as appropriate.

#### **6 Equality and Diversity / Cohesion and Integration**

6.1 Consideration is given to the equality impact of delivering the Safer Leeds strategy across North East Police Division. Where a negative equality impact is identified action will be taken to mitigate the impact or risk.

#### **7 Council policies and City Priorities**

7.1 The North East Divisional community safety partnership delivers directly against The Safer and Stronger Communities Board Partnership plan 2011-2015

#### **8 Resources and value for money**

8.1 The work undertaken by the DCSP is underpinned by maximisation of resources through effective partnership work.

8.2 Legal Implications, Access to Information and Call In.

8.3 There are no exempt or confidential information contained in this report.

8.4 There are no legal implications associated with this report.

8.5 There are no key decisions associated with this report , so it is not subject to call in.

#### **9 Risk Management**

9.1 There are no major risks associated with the content of this report.

#### **10 Conclusions**

10.1 Overall a very successful year for North East in relation to overall crime reduction, public confidence and increased performance and perceptions in dealing with anti social behaviour. The DCSP will continue to prioritise burglary dwelling during 2012/13 to ensure reductions are sustained and further improvements are made.

#### **11 Recommendations**

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

**12 Background documents** <sup>1</sup>

13.1 Safer Leeds OBA Burglary Year End Report

13.2 Divisional community safety quarterly highlight reports

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<sup>1</sup> 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.

## North East Leeds

April 2012

**Confidence & Satisfaction**

<b>Performance Indicator</b>	<b>Target</b>
Improve Confidence in Local Policing	62.4%
Improve the overall satisfaction rate of service users	87.6%
Improve the overall satisfaction rate for BME Service Users	84.1%
Improve the overall satisfaction rate for White Service Users	89.8%
<i>Emergency Response incidents (15 minute standard)</i>	
<i>User Satisfaction with being kept informed</i>	
<i>Public Confidence for BME residents</i>	
<i>Public Confidence for White residents</i>	
<i>Average number of days taken to locally resolve complaints.</i>	

**Local Policing**

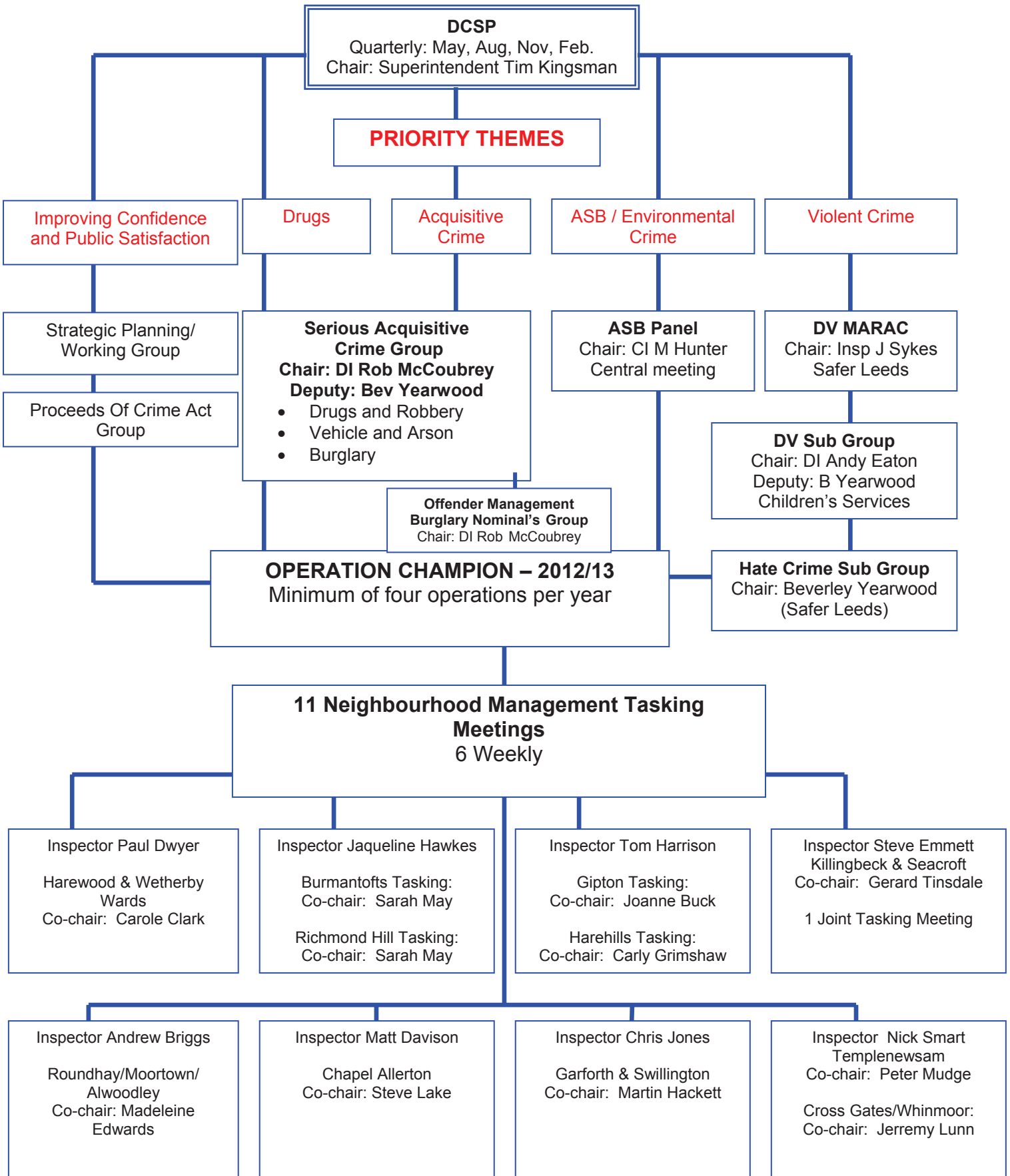
<b>Performance Indicator</b>	<b>Target</b>
Continue to tackle the level of acquisitive crime	5512
Reduce perceptions of ASB in local area	11.9%
Burglary Dwelling recorded	2713
<i>Assault with injury recorded</i>	
<i>Total Crime recorded</i>	
<i>ASB recorded</i>	
<i>Metal theft recorded</i>	

**Protection of the Public from Serious Harm**

<b>Performance Indicator</b>	<b>Target</b>
Continue to tackle the level of serious violent crime	83
Improve the repeat victimisation rate for domestic violence	39.9%
Stabilise the sanction detection rate for serious sexual offences	29.5%
<i>Domestic Violence Attrition</i>	
<i>Repeat offending rate for domestic violence</i>	



North East Divisional Community Safety Partnership



<b>Wetherby and Harewood</b>				
<b>POCA Ref</b>	<b>Date</b>	<b>Project Description</b>	<b>Organisation</b>	<b>Amount Paid</b>
303	22/03/2011	Collingham Music Association Theatre Trip for Collingham After School Choir who have been learning songs from the musicals. The trip supported their learning and engaged further enthusiasm for their music-making.	Collingham Music Association	£250
313	08/04/2011	Community fun day set up for local children and parents on 26th June 2011 at Bardsey Sports Club	Bardsey Sports Club	£229
320	04/05/2011	Contribution to the cost of dry rot and roof repairs.	Scholes Methodist Church Scholes Leeds LS15	£250
322	05/05/2011	Collingham Village Gala -Date Sunday 26th June 2011 at Glebe Field Collingham. Collingham's 5th consecutive Gala aimed at giving people of all ages, in particular children, a fun day out. There was no charge for admission and there was a free BBQ plus stalls, games, ice cream van, bouncy castle and an arena where displays are performed. A programme of events was delivered to all the houses in the villages of Collingham, Linton and Harewood before the day.	Collingham Village Gala	£250
326	18/05/2011	Contribution to Barwick in Elmet Maypole Festival, 30th May 2011. The triennial maypole festival in Barwick in Elmet where the 86 foot Maypole is raised. The day included a street market, maypole dancing, street procession, marching band, crowning of the maypole queen and climbing of the maypole.	Barwick in Elmet Maypole Festival	£250
362	31/10/2011	Contribution to Christmas Lunch Tuesday 13 <sup>th</sup> , 2011 which is also funded by weekly bingo and coffee mornings.	John Ryley House Barwick in Elmet	£250
365	31/10/2011	Replacing Equipment to enable the young people to work for their badges	1st Scholes Scout Group	£250
384	06/12/2011	Replacing the sound system for Thorer Victory Hall as part of a new range of facilities being made available to users.	Thorer Victory Hall	£500
386	08/12/2011	Boston Spa Youth Group - engage young people in 12 week sessions of cooking, refreshments, tuck shop, with the support of outside agency workers.	EPOSS	£500
387	12/12/2011	Contribution to the cost of Outside Broadcast Equipment for Wetherby Community Radio for interviewing local groups and charities involved with activities in the community.	Wetherby Community Radio	£250
390	15/12/2011	Entry fee for the Green Flag Park community award for Sandringham Park	Friends of Sandringham Park	£300
396	06/01/2012	Provide security lighting to Thorer All	Thorer All Saints	£500

		Saints churchyard and storage shed (which has been the subject of three break-ins)	PCC	
402	12/01/2012	Purchase of sheet music for Jubilee Band in preparation for an outdoor jubilee musical pageant written and narrated by ITN newsreader Duncan Wood. Massed bands and choirs from across the community performing music from the last 60 years with audio visual displays of newsreel and local photographic archive.	Collingham band	£495
413	02/02/2012	Guard Against Distraction Burglary event at Shadwell, 27 March 2012. Theatre Company fee, hire of hall, publicity costs, and refreshments.	Wetherby Crime Prevention Panel	£355
417	07/02/2012	Aberford Voice – purchase of sound and video equipment for local residents to film and produce their own videos which capture their views and experiences.	Aberford District Community Interest Company	£247

<b>Alwoodley</b>				
<b>POCA Ref</b>	<b>Date</b>	<b>Project Description</b>	<b>Organisation</b>	<b>Amount Paid</b>
358	31/10/2011	Creative Writing and Older People - Launch of booklet of creative writing of MAE Care group over 60. To be produced in March/April 2012 and launched at an afternoon event.	Moor Allerton Elderly Care	£250
342	2/8/11	Contribution towards the cost of gardening materials/tools and a digital camera for the use of the association.	Alderton Heights Tenants & Residents Assoc.	£200

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Report author: Sharon Hughes

Tel: 33 67630

## Report of East North East Area Leader

## Report to North East (Outer) Area Committee

**Date: 3 July 2012**

## Subject: East North East Welfare Reform Project Team

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): All	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input 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. Progress is being made by the East North East Welfare Reform Project Team to respond to the changes within the Welfare Reform Act and to mitigate the impact for residents within east north east Leeds.
2. This report provides members with an update on progress made since the last update in March 2012 and highlights areas for concern.

### Recommendations

3. Members are asked to note the progress made since the last update in March 2012.
4. Highlight any community groups and local representatives who can support the work going forward.

## **1 Purpose of this report**

- 1.1 This reports provides members with an update of the work undertaken in the east north east to support the work of the citywide welfare reform strategy.
- 1.2 The report sets out the actions developed focussing on the east north east ensuring that customers, service providers and stakeholders are prepared for, and are able to respond to, the issues and requirements arising from the welfare reform programme.

## **2 Background information**

- 2.1 A report was presented to Area Committee in December 2011 which set out the details of the Government proposals for welfare reform and the likely impact on residents in Leeds. Reports have also been presented to the Executive Board in October 2011 and February 2012 outlining a city wide strategy in response to the proposed changes.
- 2.2 At the November 2011 meeting of the East North East Area Leadership Team a discussion was held around the impact for east north east and it was requested that the Area Leader establish a project team to focus on developing actions to mitigate the impact across the area. A report was presented to the Area Committee in March 2012 to highlight action taken within east north east in response to the request made at the area leadership team.
- 2.3 The report highlighted the main changes coming in to force along with the proposed dates of the changes. Attention must be drawn to the fact that the statutory instruments and guidance in relation to all of the changes has not yet been by central government.
- 2.4 Whilst the final details of the welfare reform are still not finalised it is recognised by the area leadership team that there is a need for early preparation and a communications strategy developed.

## **3 Main issues**

- 3.1 A summary sheet produced by Advice Leeds is provided at **appendix 1** showing the changes and timescales for each.
- 3.2 Strategic Board Progress/National Developments
- 3.3 The DWP issued letters to households effected by the new benefits cap from 4th May 2012. Nationally more that 90,000 adults (over 67,000 households) are in danger of losing benefits when the overall benefit cap is introduced in April 2013. The letters will be the first time households discover they could be at risk. With 44% of those set to be hit living in social housing, many are already struggling to make ends meet.
- 3.4 *National Housing Federation chief executive David Orr said:*

- 3.5 *"The letters will come as a shock to many vulnerable families. The overall benefit cap is a crude measure that fails to reflect the stark differences in housing costs across the country, caused by the desperate shortage of affordable housing.*
- 3.6 *"Housing associations want to do everything to help minimise the brutal effects of the cap. But they can only do this when they know who will be affected. We're calling on councils to share their information soon so housing associations can identify who will need support. With under a year to go before many people start losing their homes, there's no time to lose."*
- 3.7 *The National Housing Federation, which represents housing associations in England, is calling for local authorities – who will know which families may be affected – to share the data sooner rather than later, as social landlords like housing associations have less than a year to prepare tenants for the changes by helping them find work, get financial advice or a new affordable home on their new benefits.*
- 3.8 *Councils are being urged to share crucial data on which families may face benefit cuts as warning letters hit doormats from today.*
- (Source: National Housing Federation website May 2012).
- 3.9 Guidance on size criteria (bedroom tax) has now been issued and provides clarification on the Welfare Reform Act received Royal Assent on 8th March 2012. The Act introduces a new Universal Credit which will replace most existing benefits and limits the total amount of benefit a person can claim. It also introduces a new size criteria or 'bedroom tax' in the social rented sector. The welfare reforms impact on the way tenants receive benefit, in many cases, removing the option of having benefits paid direct to landlords.
- 3.10 The next strategic board meeting is due to be held on 31st May 2012.

### **ENE Progress to date**

- 3.11 Regular project team meetings are being held and progress being made against the action plan. There is now representation on the project team from Private Sector Housing and Gipsil (representing the voluntary sector).
- 3.12 The action plan is now aligned with the cross ALMO and Strategic Board action plans and work is ongoing on the communications plan for ENE.
- 3.13 Meetings have been held with the Libraries Development Officer to ensure that access to IT and adult learning is built in and available for residents. Mapping of IT availability across the area is ongoing so that gaps in availability are highlighted and action taken to plug gaps. Information on the mobile library provision is also being included within this.
- 3.14 Leeds Credit Union have joined discussions on the banking needs for people moving forward and targeted marketing of the budget account that they have available is now ongoing. Measures are being put in place to monitor the uptake from the targeted marketing. Some of this work is being undertaken by the Credit Union officer that East North East Homes Leeds (ENEHL) are funding, but

information replicated for private tenants within the area. The Credit Union are also considering alternative bank account option which may simply be used to pay rent.

- 3.15 There has been a delay in the voluntary, community and faith sector (VCSF) event due to venue and staffing availability but planning is ongoing for this and the event will take place on 27<sup>th</sup> June 2012.
- 3.16 An information pack for residents is being developed by ENEHL with input from the project team for ENEHL tenants. This pack will be replicated for private sector tenants.
- 3.17 The Harehills Opportunities Fayre held on 29th March 2012 met with a very positive response from VCSF group representatives wanting to support disseminating information to their clients and look at how the digital access for vulnerable residents may be increased.
- 3.18 Discussions to engage with housing associations across the area now needs to progress to ensure that consistent information is being given to tenants.
- 3.19 Information shared with colleagues in other parts of the City on the work of the ENE Welfare Reform Project Team so that elements may be replicated in other parts of the City.

### **Concerns to highlight**

- 3.20 Detailed mapping information to the lower super output area (LSOA) and street level is still not available making targeted engagement with vulnerable residents difficult and doing this in a coordinated way. This has been raised with Leeds Revenue and Benefits Service and requested as a matter of urgency. The information will be used to ensure that front line workers are not duplicating effort in supporting and engaging residents.
- 3.21 The legal aid changes are further likely to impact upon residents seeking help to appeal decisions that have been made in relation to benefits going forward.

### **Next steps**

- 3.22 Officers are to attend neighbourhood forums, community leadership teams and ward member meetings to update on the welfare reform changes as well as action being taken on a local level to mitigate the impact.
- 3.23 Develop information pack for residents (both ALMO and private sector tenants) and plan distribution to raise awareness of changes, advice, support and options available to prepare for changes.
- 3.24 Targeted marketing of Credit Union budget account (and other budget bank accounts available) to better prepare residents for universal credit.
- 3.25 Review digital access and IT availability across ENE. This will be followed up with options for where there are gaps and work alongside adult learner providers to support the implementation of digital by default.



## **4 Corporate Considerations**

### **4.26 Consultation and Engagement**

- 4.26.1 The strategy sets out proposals for preparing customers for the welfare reform and understanding the impacts at a local level. Delivery of the proposed actions will involve consultation with Area Committees, ward members and tenants groups.
- 4.26.2 Through the communications strategy for east north east residents will be provided with information through a variety of means at the most appropriate (and earliest) opportunity.

### **4.27 Equality and Diversity / Cohesion and Integration**

- 4.27.1 The strategy is aimed at identifying and supporting vulnerable groups and targeting help and support to ensure all groups can access Universal Credit and manage their personal responsibilities. Where policies are reviewed and revised, equality impact assessments may be required to ensure that the equality implications of any revisions are properly considered.
- 4.27.2 The communications plan for east north east will ensure that marginalised groups and language needs are met with advice and support. This will be met through links with groups and representatives in the local area.

### **4.28 Council policies and City Priorities**

- 4.28.1 The strategy is aimed at supporting the Council's Priorities and will provide data and information relevant to the Priority Boards activities.
- 4.28.2 The ENE action Plan aims to deliver priorities highlighted with then Area Committee Business Plans.

### **4.29 Resources and value for money**

- 4.29.1 City wide the delivery of the strategy will need to be supported by financial investment. The strategy will need to be supported by a programme manager and it is intended to meet this cost, and admin support costs, from within existing budgets. Elements of the strategy will carry cost implications. Where these cannot be met from existing budgets, it is intended to explore funding from DWP and DCLG under the new burdens arrangement.
- 4.29.2 Within the east north east wherever possible actions will be delivered through existing staffing resources and structures.

### **4.30 Legal Implications, Access to Information and Call In**

- 4.30.1 There are no legal implications arising directly from this report.

### **4.31 Risk Management**

- 4.31.1 Welfare Reform is a corporate risk and the strategy is an important element in addressing the risks arising from the Welfare Reform programme

## **5 Conclusions**

- 5.1 The Welfare Reform programme changes the type of support provided to customers and the way that the support is provided. There are implications for both service providers and customers and a great deal of preparation is required to meet the challenges arising from the reform.
- 5.2 The strategy sets out an approach to ensuring that the extent of the impacts of the reform is understood and for ensuring that the appropriate support is put in place to enable customers to make the transition to a reformed welfare system. The strategy also sets out to ensure that the financial implications for the council and partners are understood and that appropriate plans are put in place to deal with these.
- 5.3 The ENE Project Team will provide a partnership approach to delivering actions to mitigate the impact for residents in the east north east of the Welfare Reform programme.

## **6 Recommendations**

- 6.4 Members are asked to note the progress made since the last update in March 2012.
- 6.5 Highlight any community groups and local representatives who can support the work going forward.

## **7 Background documents<sup>1</sup>**

- 7.1 The following documents are background documents
- Welfare Reform Bill
  - Local Government Finance Bill
  - Welfare Reform Impact Assessments
  - Welfare Reform Strategy

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<sup>1</sup> 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.

<b>Timetable for welfare reform and cuts to benefits</b>	
	<b>March 2011 - 2014</b>
<b>IB, IS, SDA</b>	Migration to ESA - claimants will have to undergo new Work Capability Assessment
	<b>April 2011</b>
<b>Child Benefit</b>	Child Benefit rates frozen for three years
<b>DLA</b>	Higher rate mobility component of Disability Living Allowance to cover those with a severe visual impairment
<b>Housing Benefit</b>	Non-dependant deductions (NDD) to be increased (up-rated) on the basis of prices using the Consumer Prices Index
	Baby element of family premium will no longer be available
	Local Housing Allowance (LHA) restricted to four-bedroom rate regardless of household size
	£15 excess rule will be removed
	An extra room will be allowed for a non-resident carer
	New maximum LHA rate based upon property size
	LHA rates will be at a value of 30% of the average rents in an area
<b>JSA</b>	Some Jobseeker's Allowance claimants may have to do unpaid work, or work-related activity
<b>Pension Credit</b>	Maximum Pension Credit Savings Credit award to be frozen for four years (this has actually been reduced for 2012/13)
<b>Sure Start Maternity Grant</b>	Sure Start Maternity Grant will only be available for the first child
<b>Tax Credits</b>	Increase in the rate at which Tax Credits are withdrawn from 39% to 41% reducing entitlement to tax credits
	Annual income disregard reduced from £25,000 to £10,000 - likely to lead to more Tax Credit overpayments
	The baby element will be removed from Child Tax Credit (CTC)
	Family element income threshold reduced from £50,000 to £40,000
	Eligible childcare costs will reduce from 80% to 70%
	The basic and 30 hour elements of WTC will be frozen for three years
	People aged 60 or over will be eligible for Working Tax Credit by working 16 hours, the rule had previously been 30 hours
<b>Up-rating</b>	Consumer Price Index (CPI) will replace Rossi and Retail Price Index (RPI) as the tool used to decide benefits increases in April each year (also known as up-rating)
	<b>October 2011</b>
<b>Income Support</b>	Lone parents with a child aged 5 and over not longer eligible for IS <b>This change did not come in to place, a date remains unconfirmed</b>
	<b>Winter 2011</b>
<b>Winter Fuel Payment</b>	Winter fuel payments will be reduced for the winter of 2011/2012
	<b>January 2012</b>
<b>Housing Benefit</b>	the age threshold for the shared accommodation rate of Local Housing Allowance (LHA) will be increased from 25 to 35
	LHA cap for existing claimants
	LHA rates fixed at lower rate for existing claimants
<b>Support for Mortgage Interest</b>	Support for Mortgage Interest Scheme which were due to come to an end in January 2012 will be extended until January 2013

## Advice Leeds

	<b>April 2012</b>
<b>ESA</b>	People in the Work Related Activity Group of contribution based ESA will have their claims limited to one year
	Contributory ESA in youth to be abolished
<b>Tax Credits</b>	50+ element removed from Working Tax Credits (WTC)
	Couples with children must work at least 24 hours a week between them, with one working at least 16 hours to qualify for WTC
	If your income falls by up to £2,500 during the Tax Credit award year, the amount you get will not be revised to see if you are entitled to a higher Tax Credit payment
	Second income threshold removed
	backdate new applications and changes of circumstances for up to one month instead of three
	Couple and lone parent rates of Working Tax Credit will be frozen
<b>Housing Benefit</b>	A further £40million per year will be added to the Discretionary Housing Payment budget
<b>Income Support</b>	Lone parents with a child aged 5 and over not longer eligible for IS <b>This change did not come in to place, a date remains unconfirmed</b>
	Tougher sanctions for failure to meet conditionality requirements
<b>DLA</b>	DLA mobility Component withdrawn for those in residential care (now postponed)
<b>All benefits</b>	Fraud and Error changes
	<b>Sometime 2012</b>
<b>All benefits</b>	New payment system will replace benefits cheques
	<b>January 2013</b>
<b>Child Benefit</b>	Abolished for higher rate tax payers
	<b>April 2013</b>
<b>Council Tax Benefit</b>	Council Tax Benefit is to be replaced by localised support for Council Tax
<b>DLA</b>	DLA to be replaced with a new benefit called Personal independent payment
<b>Housing Benefit</b>	Size criteria will apply in the social rented sector
	LHA rates will be increased in line with the Consumer Price Index instead of the market rents in each area
<b>Tax Credits</b>	Any rise in income of £5,000 or more during the award year will be taken into account when finalising your Tax Credit award
<b>All benefits</b>	Total household welfare benefit cap to be introduced
	<b>October 2013</b>
<b>All means tested benefits</b>	Universal Credit – a new benefit that will replace tax credits, IS, JSA, ESA and HB
	<b>2015</b>
<b>State Retirement Pension</b>	Means-tested pensioner benefits will be replaced by a new flat rate 'Citizen's Pension' which is not linked to National Insurance contributions
	<b>April 2016</b>
<b>State Pension Age</b>	Equalisation of women's pension age with men's will be sped up from April 2016 so that women's pension age reaches 65 in November 2018
	Pension age for men and women will then increase to 66 by Oct 2020
	Further increases to the State Pension age are being considered to raise it from 66 to 68



Report author: John Woolmer  
 Email: john.woolmer@leeds.gov.uk  
 Tel: 0113 336-7650

**Report of the ENE Locality Manager, Environment & Neighbourhoods Directorate**

**Report to the Inner North East Area Committee**

**Date: Tuesday 3<sup>rd</sup> July, 2012**

**Subject: Delegation of Environmental Services – 2012/13 Service Level Agreement**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Alwoodley, Harewood, Wetherby	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input 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. Following the successful introduction of the first ever Service Level Agreement (SLA) for a delegated service with Area Committees, a refreshed SLA has been drawn up for the delivery of environmental services in Outer North East during the 2012/13 municipal year.
  
2. This report provides details of the agreement, including new elements of service to be delivered through the locality team in 2012/13, seeks approval of the document which will steer the work of the East North East Locality Team over the year ahead and asks the Area Committee to agree membership of the Environmental sub-group for 2012/13.

**Recommendations**

The Area Committee is asked to:

- a) Note the contents of the report;
- b) Approve the attached Service Level Agreement for 2012/13.

- c) agree the membership of the Member Environment Sub-group for 2012/13 to manage the detailed oversight of the delegated services with officer support.

## **Purpose of this report**

- 1 The purpose of this report is to present to the Area Committee, for approval, the Service Level Agreement (SLA) for 2012/13, through which the work of the Environmental Locality team will be directed and be accountable for over the year ahead.

## **Background information**

- 2 At its meeting of 30<sup>th</sup> 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.
- 3 The delegation makes clear the responsibility of Area Committees to negotiate, develop and approve a Service Level Agreement (SLA) with the service that achieves as a minimum, the service standards set by Executive Board. The SLA should determine the principles of deployment of the available resources by:
  - the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)
  - the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.
- 4 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.

- 5 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.
- 6 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.
- 7 However, it should be noted for 2011/12 a number of the services listed in section 4 remained centrally managed whilst work was undertaken to move them into the locality teams; for example the dog wardens, gully cleansing crews, graffiti removal team.

## **Main issues**

- 8 The first SLA for 2011/ 12 went live in September 2011 - reports to the December and March Area Committees cycles outlined progress over the period of the first SLA. The Locality Team has developed its capacity and learnt lessons from its first half year of delivering services through a SLA with the Area Committee.
- 9 New for the 2012/13 SLA are more specific, locality commitments around such issues as:
  - Priority ginnels for programmed cleansing/maintenance,
  - Cleaning of arterial routes
  - Gully cleansing,
  - Use of a locality managed dog warden resource,
  - Litter bin replacements/new sites,
  - Targeting of zero tolerance enforcement (geographical and issue based),
  - Cleaning around recycling (e.g. bottle banks) facilities.
- 10 Members have also raised the issue of performance management and reporting in the service. The SLA outlines the commitment to performance reporting and management which will be significantly strengthened over this SLA cycle.
- 11 The SLA sets out for each Area Committee how resources will be used in their area to meet local needs and achieve the outcome of clean streets. The SLA for the 2012/13 municipal year is attached at Appendix A.
- 12 The Locality Managers are accountable for the use of that resource and performance of the service to the Area Committees through the approved SLAs. The Area Committees are accountable to the Executive Board. A breakdown of the ENE Locality Team budget for 2012/13 is shown at Appendix B.

13 The current structure for the ENE Locality Team is provided at Appendix C.

## **Progress under 2011/12 SLA and increased service commitments for 2012/13 SLA**

### **14 2011/12 SLA - Successes:**

- Established a good relationship with Members with increased confidence and trust that the service will deliver as promised and respond to issues as they arise,
- Positive relationship built with Parish and Town Councils – with good examples of actions being taken to support local priorities/issues such as working with in-bloom groups around judging days, responses to urgent requests (e.g. gully cleansing) and dealing with full litter bins.
- Successful delivery of a de-leafing programme across the area during the autumn/early winter months, with increased capacity to respond to Members' requests particularly in the village areas,
- New litter bins ordered/installed across the Area Committee,
- Ability to begin responding to long standing issues where there has previously been little or no service; such as cleaning of some ginnels, quicker cleaning of gullies on request etc.
- Capacity days built into the new mechanical sweeping schedules from September 2011 have reduced the impact of lost days to annual leave/sickness and increased the ability to respond to adhoc requests/de-leafing etc

### **15 2011/12 SLA - Lessons learnt:**

- Quicker response to requests for new (and repairs to) litter bins needed,
- Still some occasions where litter bins are overflowing,
- More work required to better respond to problematic ginnels – with joint solutions required with highways in particular (for example installing drop down bollards to allow mechanical access).
- Greater recovery capacity needed in manual sweeping schedules to enable team to make up for days lost due to annual leave, sickness etc.
- Need an agreed process/programme in place for problematic sites along arterial routes

### **16 Environmental Improvement Zones for 2012/13**

If required, the locality team will take a lead on environmental improvements within the agreed priority neighbourhood of Moor Allerton (as identified in the Annual Business Plan priorities of the Area Committee).



Any focus/action will be agreed and monitored through the Alwoodley ward member meeting and reported to the Area Committee's Environmental Sub Group and through the Moor Allerton Partnership.

## **17 Ward based actions**

The locality team will respond to requests made through ward members and agreed actions will be tracked the regular ward member meetings facilitated by Area Management. A senior member of the locality team will attend all ward member meetings as required by members.

This will include requests from ward members to amend/vary mechanical and manual sweeping routes and/or schedules.

If there are implications for other wards of shifting resources/changing schedules, the matter would normally be referred to the environmental sub group to agree the best way forward.

## **18 New commitments for the 2012/13 SLA**

The Locality Team has developed its capacity and learnt lessons from its first half year of delivering services through a SLA with the Area Committee. The improved capacity through smarter working together with new elements of service now managed through the locality team allows the SLA for 2012/13 to make further commitments in such issues as:

- Priority ginnels for programmed cleansing/maintenance – to be identified at ward level
- Gully clearing – an annual ward based programme plus quicker response to local referrals/problems
- Cleaning around local council recycling (e.g. bottle banks) facilities – most problematic ones to be agreed at ward level
- Cleaning of guided bus lanes (i.e. King Lane)
- Cleaning of arterial routes (in conjunction with the new grounds maintenance contract with Continental Landscapes) – to be agreed at ward level where there are sites for concern that may require traffic management, such as the Wetherby Road and Alwoodley/Sainsbury Ring Road roundabout stretches of road.
- De-leafing (refreshed programme to be agreed at ward level with capacity to respond to ad-hoc requests in leaf-fall season)
- Litter bin replacements/new sites
- Targeting of zero tolerance, intelligence led enforcement activity (as part of problem solving in wards where Members and/or local tasking identify the need)

The team will work at ward level with elected members to identify their local priorities from the above list and agree specific sites that cause the greatest local concern with regards to cleanliness.

## 19 **Executive Board expectations**

In addition, a report presented to the Executive Board by the Assistant Chief Executive (Customer Access and Performance) on 10th February 2012 included the following summary of feedback from Elected Members across the city on issues they would like to see addressed in the new SLA for 2012/13:

- An account of what the service is doing to become more efficient and effective and how it will evidence productivity gains to Area Committees,
- Strengthening the education and enforcement strategy of the service,
- Improving the reporting of progress to area committees that minimises jargon, uses plain English, describes outcomes and includes resident satisfaction measures,
- Providing for a robust community engagement strategy that draws on intelligence gathering from and feedback to the community,
- Strengthening and providing consistency in the involvement of Police Community Safety Officers in enforcement action,
- Deepening the engagement of Parish and Town Councils in the delegation,
- Providing clarity on the resources and approach applied to bin-yards and how a range of local resources will be aligned to tackle the problem,
- Providing clarity on the resources and approach applied to ginnel and gulley cleansing and graffiti and how a range of local resources will be aligned to tackle the problem,
- Improving the levels of coordination for white bag collection,
- Providing clarity on the role of the Community Payback Team in environmental improvement programmes,
- Addressing the lack of litter bins e.g. near bus stops,
- Addressing the approach to orphan land and private estates.

- 20 The locality team will address the above through the 2012/13 SLA and will update the Area Committee on its progress throughout the year.

### **Environmental sub-group**

21. At the July 2011 Area Committee it was agreed to set up a member Environment sub-group. The role of this group is to manage the detailed oversight of the delegated services with officer support. It has an advisory rather than formal decision making role and reports back to the Area Committee at agreed intervals.

Membership of this group is one councillor from each ward including the Area Committee chair. For 2011/12 the members were Cllr Wilkinson, Cllr Robinson, and former Cllr Feldman.

22. The Area Committee is asked to agree the membership of the sub-group for 2012/13.

## **Corporate Considerations**

### **22 Consultation and Engagement**

- In addition to scheduled environmental sub-group meetings, discussions and agreements on priorities and emerging issues will continue at the monthly ward level meetings with Members. The Area Committee will also continue to receive six monthly updates on performance and be consulted, as it was in March 2012, on future SLAs/service developments. The locality team will also continue to engage with the Parish and Town Councils, primarily through attendance at the quarterly Forum meetings.

### **23 Equality and Diversity / Cohesion and Integration**

- § A key principle of locality working and the Service Level Agreement is a focus on delivering the best outcome for residents across the area, so that the streets and neighbourhoods in which they live are of an acceptably clean standard. This principle underpins equality and community cohesion, seeking to bring neighbourhoods with poor environmental quality up to an acceptable standard, whilst improving all areas of Leeds.

### **24 Council Policies and City Priorities**

- § The delegation of environmental services to Area Committees, via an approved Service Level Agreement, contributes significantly towards the Stronger Leeds section of the new Safer & Stronger Communities Plan 2011-15. By delivering services at an Area Committee level, the priority to *'ensure that local neighbourhoods are clean'* will be much more achievable.

### **25 Resources and Value for Money**

- § The SLA is transparent about the level of resources available to deliver services within the ENE Locality area over the period. The level of revenue resources within ENE Locality remains as per the levels during the 2011/12 municipal year. It should be noted however that there is a financial expectation that £50k of savings will be achieved in 2012/13 through closer working with Parks and Countryside Services, together with a vacancy factor saving to contribute towards corporate targets. The amount of capital funds available to repair/replace litter bins is reduced for 2012/13 to £17k (from £22k in 2011/12).
- § The service will always seek to respond positively to any request from Members to use Wellbeing or other ward based budgets/funding and absorb any ongoing revenue implications/costs into its base budget. For example, if a litter bin is paid for from local budgets the service will do all it can to add that bin to collection routes.

§ A number of additional services such as the bush crew, needle removal, car parks and graffiti removal were added to the delegation during 2011/12 . Whilst these services were delegated with a full service budget the management and supervision of these additional services is being met from existing resources and responsibility is currently shared across the three teams. Further discussions will take place across the year about resource allocation and deployment at Area Committee, locality team and citywide levels.

## **26 Legal Implications, Access to Information and Call In**

§ Following revision to the Council's Constitution, the Area Committee has the legal powers to approve the attached Service Level Agreement and therefore formally undertake the delegation of services set out within it.

§ There are no further legal implications.

§ The report contains no information that is deemed exempt or confidential.

§ The Area Committee's decision to approve, or not, the attached Service Level Agreement is eligible for call-in, within the standard five working day period from the date the decision is published.

## **27 Risk Management**

§ The Area Committee is being asked to approve the attached Service Level Agreement, which will formalise the partnership arrangements between the ENE Environmental Locality Team and the Committee. The Service Level Agreement ensures the significant input of the Area Committee and influence over the locality teams budget deployment at a local level.

## **Conclusions**

28 A significant amount of collaborative work has been undertaken and real progress made during the first SLA which took effect from September 2011. This second SLA will be the first to cover a full year, during which time performance monitoring will be undertaken by the Area Committee's Environmental Sub group and highlight reports provided to the Area Committee at half year and full year. The 2012/13 SLA will also be underpinned by continued engagement and responsiveness at ward member level and tracking of progress/actions at ward meetings.

29 The 2012/13 SLA seeks to build on the foundations laid under the first SLA and seeks to continually improve and better align delegated services to local need through the revised SLA principles. The SLA demonstrates that the delegated service continues to progress, through the addition of new responsibilities and improved capacity to deliver more through more effective working. The locality team will strive to continue this progression in 2012/13 through to 2013/14.

## **Recommendations**

30 The Outer North East Area Committee is asked to:

- a) Note the contents of the report;
- b) Approve the attached Service Level Agreement for 2012/13.
- c) agree the membership of the Member Environment Sub-group for 2012/13 to manage the detailed oversight of the delegated services with officer support.

### **Background documents**

- Leeds City Council Constitution.
- Report: Delegation of Environmental Services - Service Level Agreement, to Area Committee - September 2011.
- Report: ENE Locality Team Service Level Agreement Performance Update, to Area Committee - December 2011.
- Report: Environmental Services - Consultation on the 2012/13 Service Level Agreement to Area Committee – March 2012

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## Services Level Agreement- 2012/13 Delegation of Environmental Services

### 1 Parties

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

### 2 Period of the agreement

- 2.1 This Service Level Agreement will take effect from 4th July 2012, until after the first Area Committee meeting in the municipal year 2013, or an earlier date as agreed by both parties.

### 3 Purpose of the agreement

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

### 4 Scope of services covered by the agreement

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

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

- Leaf clearing
- Flytipping removal
- Gully Cleansing

- **Regulatory environmental services -**

- Flytipping enforcement
- Graffiti enforcement
- Dog controls (e.g. strays, fouling) – note: dangerous dogs is not to be included in this SLA until agreement is reached with the Area Committee on how that responsibility is to be carried out
- Highways enforcement (e.g. illegal advertising/trading from the highway)
- Domestic & commercial waste storage & transportation control
- Overhanging vegetation control
- Litter control (FPNs, flier controls etc)

4.2 The core services will continue to be delivered on an agreed citywide operational basis of:

- (a) Street Cleansing - deliver a 7 days a week service across the city. Staff work 10 hours shifts per day based on a 4 by 3 shift pattern over a fortnight. Operations commence between 6am and 8am.
- (b) Regulatory Environmental Services - operate on a Monday to Friday, normal working hours basis. Weekend and evening working is possible by prior arrangement, but usually at additional expense.
- (c) Meeting legal/statutory obligations and corporate policies; for example health and safety policies

4.3 The staffing structure of the East North East Locality Team is provided in appendix C. The budget currently available to the Locality Manager to deliver service commitments made in the SLAs for the three Area Committees in ENE area is provided in appendix B.

4.4 Local variations to the above basis for the delivery of the service can be negotiated as part of the SLA as an agreed additional, bespoke service, paid for from Wellbeing budget for example.

## **5 Roles & responsibilities**

5.1 The specific responsibilities of parties involved in the delivery, management and oversight of the SLA are set out below:

### **Elected Members**

- (a) Area Committee: responsibility delegated from Executive Board to develop and agree the SLA each year and to monitor the delivery of the service against the agreed specifications and outcomes. To negotiate changes to the SLA to address unforeseen issues/events and address service failure/inefficiencies.



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

(c) Environment Champion: To work collectively with the other Environmental Champions and the Executive Board Member to help change attitudes and behaviours across the city that will improve the environment at a local level. To increase the understanding of the barriers and issues faced at locality level to improving local environmental quality and promote the delivery of solutions through partnership working.

(d) Environment Sub-group: To receive quarterly reports on the delegated services and closely monitor the performance and outcomes of the SLA. To consider in-year variations to the SLA, where necessary making recommendations to the Area Committee for the Locality Manager to implement. To undertake an annual review of the SLA and the development of a new SLA for 2013/14. To monitor and make recommendations on equality, diversity, community cohesion and community safety matters in relation to the delegation of environmental services.

### **Environmental Locality Manager**

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

## **6 Service principles and priorities**

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

(a) **Outcome focused:**

The ENE Locality Team will focus on delivering the best outcome for residents across the Outer North NE area - so that the streets and neighbourhoods in which they live are of an acceptably clean standard. It is this equality of standard that every resident will be entitled to, not necessarily the same quantity of service. For example, not everyone will get their street swept every x weeks, but everyone will be entitled to get their street swept as and when needed if it is the best solution to making sure it doesn't fall to an unacceptable standard of cleanliness.

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

The service will be more responsive to local needs. There will be greater capacity built in to react to current hotspots, plan for known local events that may affect the cleanliness of neighbourhoods and go where the problem is at that time. We will respond to all requests for new litter bins or relocating existing ones to more effective locations, if the requests can not be met we will explain why.

(c) **Common sense approach:**

The service will have a common sense approach which supports getting the job done. No cleaning of clean streets, more flexible routes/coverage, no driving/walking past problems.

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

The service will work as part of the "team neighbourhood" approach and contribute towards tackling problems identified in the agreed priority neighbourhood of Moor Allerton (inc Lingfields and Fir Trees). We will provide a lead at tasking meetings on environmental crime/asb issues and make sure coordinated action is being taken against the local priority.

(e) **Supporting community action:**

We will work better with Parish and Town Councils and other community based organisations that: add value to what we do, provide eyes and ears in villages/ communities, contribute towards making our streets and neighbourhood cleaner and have a role to play in making our service more accountable.

(f) **Education and Enforcement:**

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

(g) **Working with ENE and Aire Valley Homes to deliver more effectively:**

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

**(h) Planning for seasonal and annual events:**

We will ensure that there is sufficient capacity and flexibility in the service to programme in work to deal with leaf fall in autumn and help clean up after significant community events planned during the year.

## **7 Service activity**

7.1 The Environmental Locality Team, through this SLA, undertakes to provide the following service provision to the Outer North East wards of Alwoodley, Harewood and Wetherby as determined by the Committee and statutory obligations placed upon the Council. Activity type is split between programmed and reactive service provision, with activity detailed separately below for each service.

### **7.2 Street Cleansing Functions**

**(a) Mechanical Path & Road Sweeping**

Sweeping is largely undertaken by pre-determined routes (blocks) which are scheduled to be completed on a cycle set on a weekly, 3 weekly, 6 weekly or 12 weekly basis.

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

A mechanical path sweeper can complete one route per working day, whilst a road sweeper can complete two routes per day. Routes are scheduled to be completed for both path and road sweeping on the same day and frequency, therefore on the same day two path sweepers will complete the same two routes that one road sweeper completes.

Detailed schedules and maps of the routes of the mechanical sweeping function are available from the team and can be amended through agreement at ward member meetings providing there is no affect on neighbouring wards or extra resource requirement.

Work cycles are based on an 8-day “week”. This enables an extra day of “spare” capacity to be programmed in, which allows the service to recover days lost for planned and unplanned leave. Any remaining capacity will be used to respond to local problems, support community clean ups, tackle seasonal issues and take part in joint-operations agreed through tasking meetings.

(b) *Manual Litter Picking*

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

The routes and frequencies covered by the Outer NE SLA are available from the team.

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

There is no direct capacity built into this element of the service to cover for sickness and annual leave although call can be made on the limited cover budget.

(c) *Litter Bins*

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

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

(d) *Flytipping*

The team will aim to respond to reported instances of flytipping on public land within 24 hours. This will usually involve an initial visit by enforcement staff to assess whether sufficient evidence can be gathered to enable a legal notice to be issued or fine/prosecution to be made. If the flytip is then clear to be removed by LCC then our flytip crew will do this as soon as possible, usually within 48 hours.

(e) *Gully cleansing*

New to the 2012/13 SLA is the addition of the management of the gully cleansing operations for ENE. There are approx 44,000 gullies to clean across the 9 wards in ENE. The one vehicle allocated to ENE will operate on a 7 day/wk shift pattern. It will spend about a month in each ward throughout the year, working 6 days in that ward and using the other day to respond to referrals from other parts of the locality. In periods of heavy rain etc, the crew may be stood down from ward based programmed work to concentrate on referrals only. The team will respond as quickly as they can to ward member referrals of blocked drains/gullies.

(f) *Arterial Routes*

Separate to the above service commitments/approaches, the Locality Team will ensure that the following sites of concern identified by ward members are kept to an acceptable level of cleanliness:

- Wetherby Road – Between Collingham and Wetherby x 4 layby's
- Hudson Rd – Privas Way grass verges and laybys
- Boston Rd – Whattle Syke layby
- A168 from the main roundabout up to the Deighton Road/B1224 roundabout
- stretch of A168 from Whattle Syke roundabout up towards Wetherby
- Ring Road area around Moor Allerton Shopping Centre
- Guided bus lanes on King Lane

### 7.3 Environmental Enforcement and Regulation

The enforcement element of the service operate on a Monday – Friday basis, although weekends and evening working is possible by prior arrangement, but usually at additional expense.

Historically, the majority of work undertaken by the regulatory team involves responding to requests for service made by members of the public, via the Council's contact centre, or ward Members. Responding to these issues in this manner takes up approximately 80% of the time available within the team.

This mainly responsive approach has not encouraged behavioural change in those neighbourhoods which resource is inevitably sucked into. The Locality Team plans to develop localised strategies to intervene in the worst neighbourhoods and encourage a change of behaviour towards littering and disposal of waste etc. Initially this will be through more tough and targeted enforcement, but to be complemented by educational work where appropriate. Longer term benefits of this approach should include a reduction in resources required in these neighbourhoods.

For 2012/13 the work of this element of the team will be split into two parts – those focusing on agreed improvement zones in the Area Committees' priority neighbourhoods, and the rest responding to issues throughout the remainder of the ENE locality.

The Environmental Improvement Zones (EIZs) to be tackled in 2012/13 in Outer North East area will be within the Moor Allerton priority neighbourhood where agreed necessary with local ward members.

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

New to the SLA for 2012/13 is the management of dog warden resource in the locality team. This small resource (1.5 staff), will be used to problem solve and utilise the intelligence/resource of other locality team staff and partner organisations to tackle hotspot streets/open spaces/parks where dog fouling, nuisance and flouting of dog control orders is worst. They will also continue to respond to reports of stray dogs.

### 7.4 Responding to urgent issues

Urgent, unforeseen issues within the Area Committee area, wedge or elsewhere in the City may arise which require a service response outside of the capacity of the locality team. In such an event, resources may have to be temporarily diverted from scheduled work. If this occurs the Environmental Locality Manager will inform the Committee Chair and Environment Champion as soon as possible. The scale and impact of the diversion of resources will be fully detailed within subsequent performance reports to Area Committee.

## **8 Service outcomes**

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

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

8.2 In order to set an achievable service improvement target, the Area Committee baseline performance on NI195 will be compared against the citywide average and a % improvement allocated based on variance from the city average.

8.3 In addition, the effectiveness of the interventions and actions carried out in the new EIZs will be measured by six monthly resident satisfaction/perception surveys in the agreed zones. Where appropriate these will be reported through the sub group to the relevant Area Committee and also through the meeting of ENE Area Committee Chairs so that the effective use of resource across the whole locality can be judged.

## **9 Community Engagement**

9.1 The ENE Locality Team will engage with the community via existing mechanisms set out in the Area Committee's own Community Engagement Strategy/Plans. Specifically we will commit to attend the Town and Parish Council Forum meeting as required and agreed through the Chair. We will work with the Area Leadership team to avoid duplication and make the best use of any time spent consulting.

9.2 The Team will work with Elected Members and the Area Committee's Localism Officer to identify other local opportunities for engagement specifically around local environmental priorities, particularly with residents involved in helping improve the condition of neighbourhoods through In Bloom, Friends of and other such groups.

## **10 Resource and Accountability**

- 10.1 The Locality Team budget is not delegated to area committee level, it is a locality wide resource that is the responsibility of the Locality Manager to use as efficiently and as effectively as possible to meet the commitments made in the SLAs and achieve the best possible outcome of clean streets and neighbourhoods across ENE.
- 10.2 The SLA provides an accountable, negotiable mechanism for Area Committees to influence how that resource is best deployed and to judge how effective it is.
- 10.3 The Environmental Locality Manager will be accountable to the Area Committee for the delivery of services as laid out in the SLA.
- 10.4 The Area Committee will be accountable to Executive Board for the achievement of service outcomes and the local execution of Executive Board policies on environmental quality.
- 10.5 As concurrent delegated authority exists with the Director of Environment & Neighbourhoods and Chief Environmental Services Officer, these positions will remain accountable to the Executive Board for the effective and efficient delivery of environmental services and related decisions.
- 10.6 Ultimately, however as an Executive Function, the Executive Board of Leeds City Council will remain accountable for delivery of environmental services to the residents of Leeds.

## **11 Reporting & performance monitoring**

### **11.1 Ward Member Meetings**

The Locality Manager or senior representative will attend all ward member meetings as required. Updates will be provided on local ward priority issues and actions of significance that the service has undertaken in that ward so that members are aware of what has been done (e.g. a significant enforcement action/result). Ward members will be made aware when the changes to service delivery schedules has been necessary, provided with the reason why and where relevant when the catch up work will be done. This will also provide opportunity for ward members to engage with the service on its future development.

### **11.2 Environment Sub-group**

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

### **11.3 Area Committee**

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

- 11.4 Harewood and Wetherby Town and Parish Council Forum  
The Locality Manager (or Deputy where necessary) will attend the quarterly meeting of the forum to report progress, consult and take issues away from.
- 11.5 Executive Board  
An annual report will be submitted by the Area Committee to Executive Board, detailing the performance against service outcomes and the execution of Executive Board policy locally.

## **12 Review process**

- 12.1 The Agreement will be reviewed on an annual basis, to inform the production and approval of subsequent Agreements. The review will be undertaken in line with the corporate budget cycle and review process, to ensure that consideration is given to changes in budget allocation and corporate priorities.
- 12.2 The review process will be undertaken jointly with officers of the service and all, or nominated Members from the Area Committee.
- 12.3 The review process will commence in the October to December 2012 quarter and completed in the January to March 2013 quarter. Proposed updates to the service principles and priorities will be presented at the last Area Committee meeting of the municipal year (March/April) so that a full, revised SLA for 2013/14 can then be worked up to also incorporate any service activity changes required. Also provided will be the second service monitoring report outlining performance against the current year's agreement.
- 12.4 The new SLA for the 2013/14 municipal year will be formally approved by the Area Committee at its first meeting of that municipal year (June/July 2013).
- 12.5 Simple "in-year" changes to how an element of the service is organised and delivered in wards can be agreed outside of any formal review process of the Agreement between ward members and the Locality Manager. Providing the change can be met from within existing capacity in that ward. For example, the additional/amendments of litter bins locations, minor revisions to mechanical and manual sweeping routes/frequencies and agreeing localised enforcement priorities.
- 12.6 Where requested ward changes would have an impact on the service capacity across the Area Committee, the Environmental sub group would consider the matter and if necessary refer to the Area Committee for a decision.
- 12.7 Where requested changes to service delivery within an Area Committee would have an impact on capacity across the Locality, initial discussions would be held between Area Committee Chairs to agree the best way forward. If agreement can not be reached the current SLA arrangement would stand.
- 12.6 Both parties can request re-negotiation of the contents of the agreement in the event of changes to local need or preferences, service demand or citywide



policy in respect of environmental cleanliness/services. Any requests will need to be formalised through either an Area Committee meeting or the Environment Sub-group, whichever is deemed most appropriate. Should urgent changes to service delivery be required, then under the Council's scheme of delegated authority, the Environmental Locality Manager will have the power to approve and implement such changes.

### **13 Resolving Disagreements**

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

### **14 Confidentiality & Legal Requirements**

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

Signed:..... Date:

Signed:..... Date:

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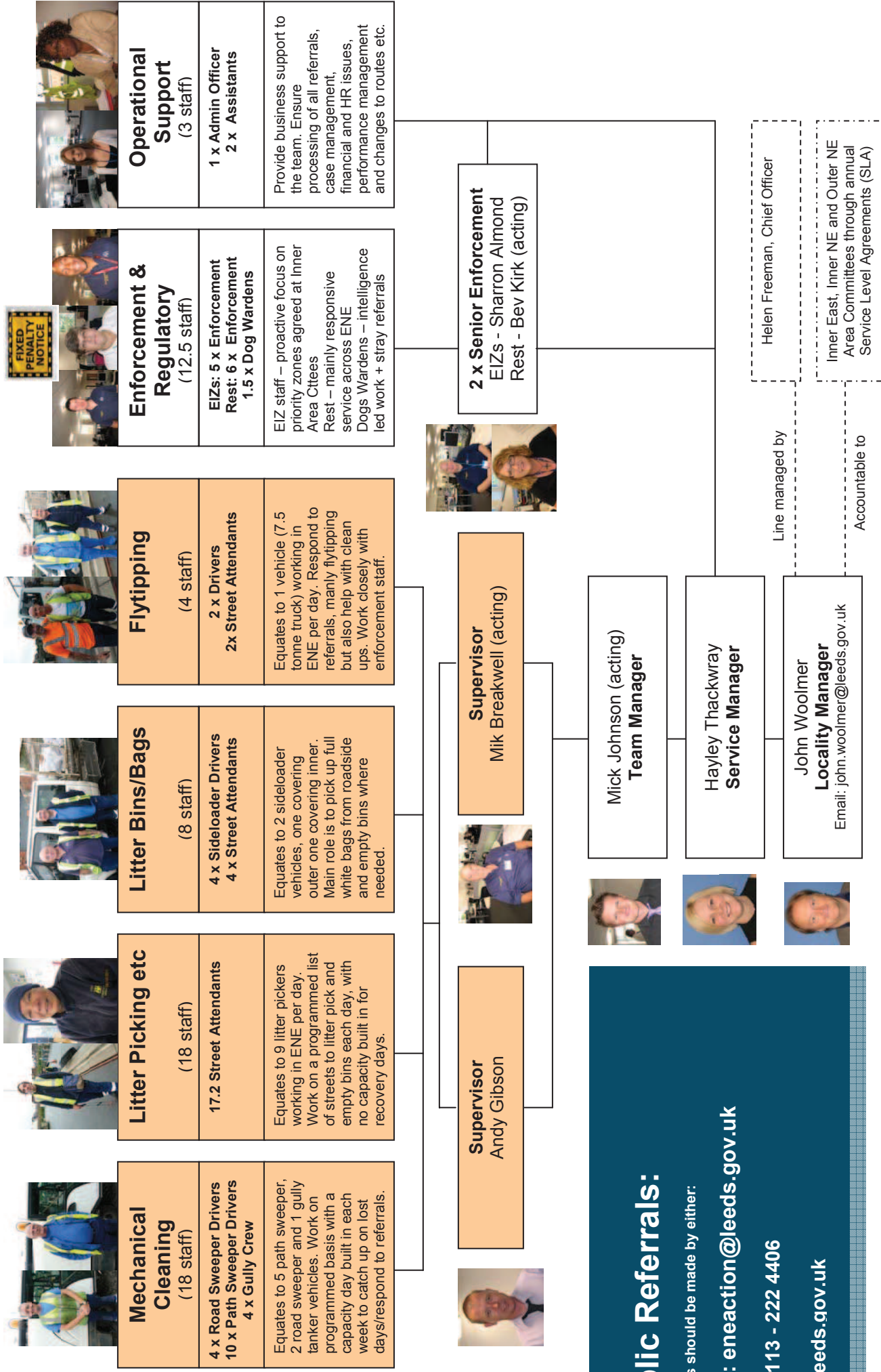
## ENE Locality Team - Budget for 2012/13

## Appendix B

Budget Heading	£	What this pays for	What is NOT included:
<b>Staff Functions</b>			
Management & Support	219,240	Locality Manager, Service and Team Managers and Admin Support	There are a number of elements of delegation that will continue to be budgeted for at a city level although begin to be managed in localities. These include: Dog Warden Service Graffiti team Weedspraying Disposal cost of street waste Past pension costs Gullies
Supervisors	67,720	2 Supervisors working shifts to cover the 7 day/wk service	
Bulk/Fly tipping team	83,730	2 drivers and 2 street attendants working shifts to deliver a 7 day/wk service	
Pathsweepers	216,130	10 drivers working shifts to deliver a 7 day/wk service	
Roadsweepers	84,700	4 drivers working shifts to deliver a 7 day/wk service	
Litter bins emptying	163,550	4 drivers and 4 street attendants working shifts to deliver a 7 day/wk service	
Street Litter	338,930	17.4 street attendants working shifts to deliver a 7 day/wk service	
Environmental Health & Technical	104,080	2.6 environmental health and technical staff	
Community Enforcement Staff	322,830	12 community enforcement staff	
Overtime	93,110	} operational cover	
Supply (Agency)	25,420		
Insurance, training & travel	4,700		
	<b>1,724,140</b>		
<b>Premises Costs</b>	<b>85,000</b>	Incl. £75k rent/service costs for Reginald Centre offices, £10k Works in Default	
<b>Supplies and Services</b>	<b>45,910</b>	Operational materials/equipment	
<b>Fleet &amp; Transport Costs</b>			
Fleet Hire	170,060	Contract hire of 5 x pathsweepers	
Leasing costs	17,050	} Running costs for 2x Road Sweepers, 2x Caged tipper, 1x Tipper, 1x operational van	
Maintenance/repairs	112,080		
Fuel	97,230		
Vehicle insurance	3,360		
Staff travel	6,840		
	<b>406,620</b>		
<b>Legal Costs</b>	<b>22,770</b>	Cost of prosecutions and advice	
<b>Prudential Borrowing costs</b>	<b>4,500</b>	Financing costs of Bin replacement	
<b>TOTAL EXPENDITURE</b>	<b>2,288,940</b>		
<b>INCOME</b>	<b>- 29,890</b>	Ad hoc cleansing, Court Costs and recovery of 'Works in Default'	
<b>SUB TOTAL</b>	<b>2,259,050</b>		
<b>Targeted efficiency</b>	<b>- 50,000</b>	Closer working with Parks & Countryside	
<b>NET BUDGET</b>	<b>2,209,050</b>		
		<b>Planned to be delegation</b>	
		Master Key Fuel (further work) £137k	
		FPN income (£84k) (change in current system / ICT)	
		Supervisors vans £28k	
		Water (Standpipe charges) £70k	
		<b>Risks</b>	
		Fuel - ongoing inflation pressures	
		Attendance management	
		TOIL	
		Agency usage	
		Fleet - replacement costs	

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Shift workers - delivering 7 day/wk service



## Public Referrals:

Referrals should be made by either:

Email: [eneaction@leeds.gov.uk](mailto:eneaction@leeds.gov.uk)

Or

Tel: 0113 - 222 4406

[www.leeds.gov.uk](http://www.leeds.gov.uk)

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**Report of East North East Area Leader**

**Report to Outer North East Area Committee**

**Date: 3<sup>rd</sup> July 2012**

**Subject: Well-being Fund**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Alwoodley, Harewood, Wetherby		
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 capital and revenue budgets for the Outer North East Area Committee.
2. Applications made for funding are included in the report for members' consideration.
3. Monitoring information from previously funded projects is included for information.

**Recommendations**

4. Members are asked to:
  - Note the spend to date and current balances for the 201/13 financial year;
  - Consider the following project proposals and approve where appropriate the amount of grant to be awarded:

Organisation	Project	Amount
West Yorkshire Police	Off Road Motorcycles	£500
Safer Leeds	Trembler Alarms	£487.50
Leeds City Council	Treetops Community Centre	£1500
Lingfield Tenants & Residents Assoc	Open House	£10,000
Aberford and District Parish Council	Jubilee Field	£7000

## **1 Purpose of this Report**

- 1.1 The report provides members with an update on the current position of the revenue Well-being 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 receive an annual allocation of revenue funding to commission projects and offer grants to organisations in the local area. The amount of funding for each Area Committee is determined by a formula based on 50% population and 50% deprivation in each area, as agreed by the Council's Executive Board. The Area Committees also have the balance of any revenue Well-being budget which was allocated to them in previous years.
- 2.2 Alongside the Well-being budget, ward councillors have access to other sources of local funding, such as Section 106, Ward Based Initiatives (WBI), Members Improvement in the Community and Environment (MICE). The use of this funding is discussed at ward member meetings as appropriate.

## **3. REVENUE PROJECTS**

### **3.1 Well-being Revenue – available funding for the current financial year (2011/12)**

The allocation to individual Area Committees is calculated using a formula based on 50% deprivation and 50% population. The Outer North East allocation for 2012/13 is £112,000.

The Outer North East Area Committee manages its allocation by proportioning the amount between the three wards based on population. For the 2011/12 allocation, the split between wards is:

- Alwoodley: £41,664 (based on pop. = 37.2%)
- Harewood: £33,712 (based on pop. = 30.1%)
- Wetherby: £36,624 (based on pop. = 32.7%).

The current revenue financial position of the Area Committee is shown in Appendix 1. The format, in which this information is presented, has been approved by the Area Committee to list clearly the schemes approved (i.e. committed) in 2011/12 and which are still to be paid for in 2012/13.

The funding is used to support the priorities in the Area Committee Business Plan as agreed by the Area Committee in March 2012. Updates on spending and projects funded will be reported to the Area Committee on a regular basis.

### **3.2 Project monitoring**



Projects in receipt of a wellbeing grant are required to provide monitoring reports to show that the funding was spent in accordance with their original grant application. Appendix 2 provides monitoring details for projects which have received funding during the previous financial year. Further information will be provided at the September area committee.

### 3.3 New schemes for consideration

3.3.1 **Project:** Off Road Motorcycles  
**Organisation:** West Yorkshire Police, NE Division  
**Amount:** £500  
**Ward:** Alwoodley, Harewood, Wetherby

This application is for a contribution to funding to cover the lease costs to retain 2 off road motorcycles within the North East Police division for 12 months at a total cost of £ 6,000. The division will continue to fund costs such as fuel , specialist uniform and staff resources. The aims of the service are to reduce complaints of anti social behaviour relating to nuisance motorbikes and noise, increase public confidence and contribute towards increased safety in green spaces and public places. It achieves this by:

- Respond to calls around nuisance motorbikes;
- Work in partnership with Parks and Countryside off road bikers;
- Arrest and take relevant enforcement action;
- Confiscation of illegal bikes;

The breakdown of costs is based on the analysis of demand for the service, and is as follows:

Inner East - £2,500  
Outer East - £2,500  
Inner NE - £500  
Outer NE - £500

**Priority:** Communities

3.3.2 **Project:** Trembler Alarms  
**Organisation:** Safer Leeds (Roundhay, Alwoodley, Moortown tasking)  
**Amount:** £487.50  
**Ward:** Alwoodley

Trembler alarms are provided to victims of burglary on revisits by the PCSO's in the Roundhay, Alwoodley, Moortown (RAM) tasking area. Feedback from residents is that they have deterred burglars and they are effective, easy to use and provide some reassurance that they won't become a repeat victim of crime

During 2012 RAM had a total of 550 burglaries broken down Roundhay (145) Moortown ( 240) Alwoodley ( 161). Safer Leeds would like to continue

to provide trembler alarms during 2013.

The application is for funding to purchase 250 alarms per ward @ 1.95 each, total £487.50 per ward. Therefore an application has been made to Inner North East Area Committee for £975 and Outer North East for £487.

**Priority:** Communities

- 3.3.3 **Project:** Treetops Community Centre  
**Organisation:** Leeds City Council  
**Amount:** £1500  
**Ward:** Alwoodley

The Area Committee is asked to approve a further sum of £1500 to continue the arrangement for paying volunteer expenses to a keyholder who opens up for users of Treetops Community Centre who are not keyholders themselves. This arrangement was put in place in January 2012 and has proved to be very successful.

**Priority:** Communities

- 3.3.4 **Project:** Open House  
**Organisation:** Lingfield Tenants & Residents Association  
**Amount:** £10,000  
**Ward:** Alwoodley

Lingfield Tenants & Residents Association have submitted a proposal to the Council to take over the lease of 79/81 Lingfield Drive, known as Open House. They propose to run the centre for the local community, continue to provide the existing services from there which are the youth service, CAB, and over 50s group. They are also hoping to expand the activities to include a community café.

This application was originally presented to the March Area Committee. Members agreed to earmark £10,000 for support for Open House, however the decision on this application was deferred until the business case from Lingfield TRA and any other prospective tenants had been assessed. For further information on the current position regarding Open House refer to the separate report to this area committee.

**Priority:** Children, Communities, Health and Wellbeing, Better Lives

- 3.3.5 **Project:** Jubilee Field – Community Recreational Facility, MUGA<sup>1</sup> and Tennis Court  
**Organisation:** Aberford and District Parish Council  
**Amount:** £7000

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<sup>1</sup> Multi use games area

**Ward:** Harewood

This project is to carry out enhancement work on an area of land, including some dilapidated tennis courts and a grassed area, which has been redundant and inaccessible for some years. The MUGA and Tennis Court are part of phase 1 of the project. The total cost of phase 1 including access path, carparking and fees is £107,000. A contribution from the wellbeing fund is sought towards the cost of installing benches, litter bins, signage and soft landscaping. A bid has also been submitted to grantscape and the Parish Council has earmarked capital reserves for the project. The facility will be known as Jubilee Field and will be available for the whole community to use.

**Priority:** Children, Communities, Heath & Wellbeing, Better Lives

### **3.4 Small grants and skips**

3.4.1 Each of the wards has a pot set aside for community groups to apply into for small grants and skips. The following small grants have been agreed since the March 2012 area committee:

#### **3.4.2 Festival of Sport for Leeds 17 £500**

to be held at Allerton High School on 21 July, organised by local residents with the support of Alwoodley Parish Council. The event is to promote local sporting organisations and to provide a fun sports day for all ages.

#### **3.4.3 Scholes Hanging Baskets £500**

Scholes in Bloom have purchased 110 hanging baskets that have a reservoir in them which reduces watering from three times a week to twice. The grant is a contribution towards the cost of plants.

#### **3.4.4 Great North Road logs**

To purchase large logs to restrict access to two areas of land on Great North Road between Aberford and Micklefield. The land is frequently used by travellers and has also been fly tipped extensively.

This project aims to prevent vehicle access to the land, and reduce fly tipping, thus improving the quality of the local environment.

### **4. Well-being Capital Funding 2011/12**

4.1 There is no new capital Well-being allocation in 2012/13. The Outer North East capital programme is now at an end.

4.2 There is a balance of £3,284 in the capital allocation, split between Alwoodley, £3000 and Wetherby, £284.

4.3 A complete list of the area committee's capital funded projects is listed in appendix 2.

## **5 Corporate Considerations**

### **5.1 Consultation and Engagement**

5.1.1 Area Committees now have an enhanced role in Community Engagement and have responsibility for overseeing and monitoring the work of the Area Management Team in relation to local engagement activities. The priorities in the Area Committee business plan which the wellbeing supports are arrived at through consultation with ward members and the local communities they serve.

### **5.2 Equality and Diversity / Cohesion and Integration**

5.2.1 Well-being funding is used to ensure that inequalities within the local area are addressed through local projects and schemes. All projects funded by Well-being monies must demonstrate:

- Equality and diversity issues have been considered in the planning of the project,
- How equality and diversity issues have shaped the project delivery;
- The impact of the project will be on different groups;
- How the project will promote good community relations between different groups and how barriers that might prevent their involvement will be overcome.

### **5.3 Council Policies and City Priorities**

5.3.1 Well-being funding is used to support the priorities set out in the Outer North East Area Business Plan which supports the Vision for Leeds.

### **5.4 Resources and Value for Money**

5.4.1 Spending and monitoring of the Well-being budget is administered by the Area Support Team in accordance with the decisions made by this Area Committee.

### **5.5 Legal Implications, Access to Information and Call In**

5.5.1 The Area Committee has delegated responsibility for taking of decisions and monitoring of activity relating to utilisation of capital and revenue Well-being budgets within the framework of the Council's Constitution (Part 3, Section 3D) and in accordance with the Local Government Act 2000.

5.5.2 There is no exempt or confidential information in this report.

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

### **5.6 Risk Management**

5.6.1 All Well-being funded projects must demonstrate that they have identified any potential risks for the project and what action would/will take to avoid or

minimise them. Details of the risk assessments individual projects are available from the author of this report.

## 6. Conclusions

- 6.1 The Well-being fund provides financial support for projects in the Outer North East area which help to deliver the priorities of the Area Committee business plan.

## 7. Recommendations

- 7.1 Members are asked to:

- Note the spend to date and current balances for the 2012/13 financial year;
- Consider the following project proposals and approve where appropriate the amount of grant to be awarded:

<b>Organisation</b>	<b>Project</b>	<b>Amount</b>
West Yorkshire Police	Off Road Motorcycles	£500
Safer Leeds	Trembler Alarms	£487.50
Leeds City Council	Treetops Community Centre	£1500
Lingfield Tenants & Residents Assoc	Open House	£10,000
Aberford and District Parish Council	Jubilee Field	£7000

## 8. Background documents<sup>2</sup>

- 8.1 Area Committee Roles and Functions 2011/12
- 8.2 Report to Executive Board, 10 February 2012, Revenue Budget 2012/13 and Capital Programme.

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<sup>2</sup> 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.

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OUTER NORTH EAST AREA COMMITTEE WELL-BEING BUDGET 2012-13

Funding / Spend Items	Alwoodley	Harewood	Wetherby	Total
Balance b/f 2011-12	36103.35	40,019.00	51,015.58	127,137.93
Schemes Approved from 2011-12 budget to be spent in 2012-13	24,599.93	34,000.00	44,677.00	103,276.93
Amount of b/f budget available for new schemes 2012-13	11,503.42	6,019.00	6,338.58	12,357.58
New Allocation for 2012-13	41,664.00	33,712.00	36,624.00	112,000.00
Total available for new schemes in 2012-13	53,167.42	39,731.00	42,962.58	82,693.58

2011-12 Schemes to be paid for in 2012-13

New Grit Bins for Alwoodley	612.84			
MAECare - Promoting Partnerships (additional £2k Harewood)	6,694.00			
Northcall (Quarter 1)	5,000.00			
St Barnabas Central Heating	5,000.00			
Tree Tops and Open House Community Centre Budget	5,000.00			
Slaid Hill in Bloom - Troughs, Tools and Trugs	925.09			
Grit Bin Refills Alwoodley	1,368.00			
Shadwell Conservation Area Review (Oct 11)		6,000.00		
Scholes Parking Restrictions (LCC Highways)		3,000.00		
Localism Officer Post Harewood (split with Wetherby)		19,500.00		
Localism Officer - Consultation Harewood		500.00		
MAECare Promoting Partnerships		2,000.00		
Farm Watch Harewood		3,000.00		
Wetherby Site Based Gardener (Mar 11)			19,900.00	
Wetherby Road Plantation (Apr 11)			1,000.00	
Deepdale Fencing (P&C) - 2nd phase			5,000.00	
Deepdale Fencing reclaimed overpayment			-5,850.00	
Rental Support at Deepdale Community Centre (remaining balance)			827.00	
Localism Officer Post Wetherby (split with Harewood)			19,500.00	
Localism Officer - Consultation Wetherby			500.00	
Farm Watch Wetherby			3,000.00	
Boston Spa Youth Group			800.00	

Total of schemes approved in 2011-12

24,599.93	34,000.00	44,677.00
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Approved 2012-13 Schemes

North Call	13,000.00			
Promoting Partnerships	1,000.00	423.00		
High Ash Allotments	5,485.00			
Golden Acre Park Car Park Improvements	1,000.00			
Memory Cafes, socials and carers Support		500.00	1,200.00	
Barleyfields Radio Project			1,000.00	
Aberford COE School Playground Project		1,000.00		
Localism Officer		19,000.00	19,000.00	
Community Centre - Lingfield Drive (subject to business plan)	10,000.00			
Alderton Place Allotments	500.00			
Great North Road logs		200.00		
Small Grants	3,000.00	3,000.00	3,000.00	
Skips	1,000.00	1,000.00	1,000.00	
Community Engagement	500.00	500.00	500.00	

Grand Total Projected Spend 2012-13

35,485.00	25,623.00	25,700.00		86,808.00
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Budget

53,167.42	39,731.00	42,962.58	-	135,861.00
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Remaining Budget Unallocated

17,682.42	14,108.00	17,262.58	-	49,053.00
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## Outer North East Wellbeing Fund monitoring reports

<b>Project: Social Activities, Sunshine and the café in Boston Spa</b>	
<b>Lead organisation: WISE</b>	<b>Wellbeing Funding: £3150</b>
<p>Boston Spa café is running very well, it is held every second Tuesday 2pm – 4pm and is well supported with an average of 16 people (including carers) attending each month. The café in Collingham continues to run successfully and is in its fifth year. Two new groups – Bramham Ladies and Clifford Ladies have been established and have a slow increase in numbers. The Thorner socials are going well and the socials at Northgates continue to be very successful with about 22 people attending. The new luncheon club established at Mason House in Wetherby has started with good attendances in May and June. Numbers in July down, possibly due to summer holidays.</p> <p>Extract from a letter from WiSE:  <i>'On behalf of WiSE and all the friends and clients thank you for your support, we would not have been able to provide some of these socials without your help. Once again many thanks for your support it is very much appreciated.'</i></p>	
<b>Project: Promoting Partnerships</b>	
<b>Lead organisation: MAECare</b>	<b>Wellbeing Funding: £8694</b>
<p>April - June</p> <ul style="list-style-type: none"> <li>• A Royal Wedding celebration event was organised jointly with Northcall 80 people attended and the event was self funding with money raised through entrance, tombola and cake stall funding expenses.</li> <li>• Exploratory meetings have taken place with U3A and Alwoodley Community centre</li> <li>• Moortown Methodist Church continues to be used as a community venue.</li> <li>• Spring bulbs were distributed by Allerton High and a Strawberry tea was organised for service users in June</li> <li>• An initial meeting has been held with ENE homes to explore partnership.</li> <li>• MAECare users group will work with the district nursing team to support some patient participation work.</li> </ul> <p>July-September</p> <ul style="list-style-type: none"> <li>• A Creative Writing Class continues to meet at Open House Community Centre.</li> <li>• A Strawberry tea was organised for service users in partnership with Allerton High school in June. Thirty MAECare service users and 15 younger people attended.</li> <li>• A monthly coffee morning is delivered at Moorhaven court, an ENE homes sheltered housing scheme, where service users play the Nintendo Wii and have an opportunity to get together. As a result of this nine members attended a 'Nintendo Wii match' against Age UK Leeds in September.</li> <li>• We have begun to develop the work of the MAECare users group, who have recently fed back to the District nursing team to support their patient participation work.</li> <li>• We continue to work in partnership with the Moorfield Nursing Home, where we have four volunteer befrienders linked with vulnerable and lonely older people.</li> <li>• We have met with Northcall to discuss possible future partnership work and to try and</li> </ul>	

avoid duplication.

October – December

- We remain members of the Schools Cluster Leadership group in the Alwoodley area.
  - We now have five older volunteers linked to Allerton Primary as volunteer readers, who are due to start volunteering in January 2012.
  - We are also exploring the possibility of a homework club delivered by older people at Highfields Primary School.
  - Allerton High Christmas Party – attended by 55 MAECare members.
  - Allerton High students have also provided 15 Christmas hampers to our service users.
- A celebration event for the International Day of the Older Person was held in October in partnership with East North East Homes, attended by 15 older people. The day included a performance by the Feel Good Theatre Company on distraction burglary and advice from the fire service.
- The Skippko arts project has now been completed with two weekly groups based at Treetops Community Centre and Moortown Methodist Church 19 people attended.
- A Healthy Living Day was held on November 10<sup>th</sup> at St Barnabas Church Hall, attended by 31 service users. The theme of the day was “Be wise and warm this winter’ and delivery partners included: Red Cross, Age UK, Lloyds Pharmacy and the Fire Service. The evaluation responses were positive and a short evaluation report has been written.
- A MAECare staff member and Management committee members attended the launch of the Public and Patient Involvement group meeting for the Calibre CCG in October. A meeting has now been held with staff members from Calibre which focused on ways we can work closely together in the future, particularly around long-term conditions.

We met with the team planning the new Integrated Health and Social Care teams and hope to work together in the future.

**Project:**

**Lead organisation: Northcall**

**Wellbeing Funding:  
£10000**

We have delivered a full programme including:

- We have delivered a full programme including:
- Over 55's club – 17 people attending weekly
- Three after school clubs for children aged 5-11 (averaging 8 children each)
- One weekly luncheon club (20 people)
- One breakfast club for families with pre-school children (11 families)
- One family group around pre-school learning (11 families)
- Café open weekdays from 9:00 to 12.30
- Partnership work with Methodist Homes Association – line dancing and internet sessions
- Free internet
- Volunteer training
- Free play scheme
- Housing and police surgeries once a month
- Trips out for families and older people
- Photocopying and telephone services as well as sign posting to other agencies
- Job seeking programme in partnership with Jobcentreplus and Zest

- Guitar lessons for all
- Sewing lessons
- Cookery lessons

The centre continues to be well used and acts as a focal point for the community

**Project: St Barnabus Church Hall Refurbishment**

**Lead organisation:**

**Wellbeing Funding:  
£4000**

The Church Hall now provides a welcoming place, fit for purpose, for the community and church congregation to meet, socialise and learn.

Groups returning to the hall with the new facilities include:

Weekly groups of Socatots<sup>1</sup>, Art group, North Leeds Fitness, Karate, church youth groups. Monthly groups of Mums and Toddlers, and Busy Bs (a social morning open to all) followed by lunch.

The facilities are available for hire, advertised on our website and by flyers.

The refurbishment enables the Church Hall to provide facilities in the future for: MAECare events; charity fund raising events; Fairtrade café, which is currently held termly in other churches.

This year is the 50<sup>th</sup> anniversary of St Barnabus Church, so several events are planned including a Flower Festival with Sunday BBQ over the Diamond Jubilee weekend.

**Project: Wetherby Arts Festival**

**Lead organisation:**

**Wellbeing Funding:  
£750**

The Festival was more low key than in previous years but very successful. A varied programme was offered to appeal to all sections of the community. In the event the Festival attracted more older people than young. The Comedy Evening attracted a younger adult audience and saw an attendance of 93%. All the remaining acts, one of which was sold out and three over 905, were attended mainly by older people and a considerable number were from further afield from Wetherby and the surrounding villages. Residents from local homes attended with their carers. The 'Lets Do Lunch' programme which featured a different type of performance each day, and was free, was extremely well attended.

Events promoted by the Festival Board were complemented by excellent contributions from the local groups.

The feedback from audiences was very positive and complimentary.

**Project: Refurbishment of Existing Flooring**

**Lead organisation: Wigton Moor United Reformed Church**

**Wellbeing Funding:  
£1677**

The floor covering in the kitchen/coffee bar area was laid very successfully in two days. Everybody is extremely pleased with the new floor.

<sup>1</sup> Soccer playscheme for pre-school children

<b>Project: Barleyfields Radio Project – media skills training for young people</b>	
<b>Lead organisation: Tempo FM</b>	<b>Wellbeing Funding: £1000</b>
<p>The Barleyfields Radio Project continues every Thursday evening. The majority of the young people are keen to continue the sessions throughout holiday periods.</p> <p>A regular new member of the team (Amy) has enabled the weekly music/chat shows to continue with a new direction. Nine shows have been produced and broadcast to date and her keenness has enabled several joint shows to be produced with the other members;</p> <p>Two recordings of sketches by young people from the Amethyst Creative Acting Group which will be set with appropriate pictures and published on 'You Tube' or the Amethyst Acting website;</p> <p>Members from the group helped participate in the 60 hour non-stop Broadcastathon carried out by Tempo FM in aid of 'Children in Need' in November 2011. Members of the group participated with live broadcasting during the event and helped raise £1800 for the charity;</p> <p>Most notably one new student (Dom) has become very confident and produced several shows with others and recently solo shows to a high standard;</p> <p>To increase listenership the Tempo FM broadcast schedule has been changed to provide the regular broadcast of the Barleyfields recorded material produced on a Tuesday. This has proved more popular than the Monday time previously allocated.</p> <p>To supplement the recorded programmes, a new programme has been created on a Wednesday called 'Barleyfields Live' where students who have reached an advanced stage of training are allowed to present a show live in the Tempo FM studios. To date, two of these have been broadcast and have proved very popular with record numbers of on-line listeners being achieved.</p>	

<b>Project: Wetherby Community Bonfire – security fencing, patrolling, first aid and equipment hire</b>	
<b>Lead organisation: Wetherby Town Council</b>	<b>Wellbeing Funding: £1000</b>
<p>This community event was attended by approximately 4000 people with over 1000 tickets being sold to adults. No charge was made for young people to attend.</p> <p>The security measures and fencing ensured that the event was safe and incident free. Spectators were able to enjoy the bonfire and firework display in a safe environment where there was not worry from any traffic. Stewards were available to deal immediately with any concerns that may have arisen and all welfare facilities were provided by Wetherby Sports Association. The huge attendance at this event confirms its continuing popularity and spectators commented that the firework display was the best they had ever seen.</p> <p>Many attending were local people who walked to the venue from all areas of Wetherby and stewards were on hand at the end of the evening to help them leave the site in an orderly manner. Overnight security ensured that there were no incidents with the bonfire until all the wood/embers were removed the following morning.</p>	

CAPITAL	Allocated at Area Committee			
	Alwoodley	Harewood	Wetherby	Total
<b>Allocations</b>				
2004-07	85,754	85,753	85,754	257,261
2007-08	24,500	24,500	24,500	73,500
2008-09	24,500	24,500	24,500	73,500
transfer from Alwoodley to Wetherby	-20,000		20,000	0
2009-10 incl 10% reduction in Feb10	22,030	22,030	22,030	66,090
<b>Total allocation 2004-10</b>	<b>136,784</b>	<b>156,783</b>	<b>176,784</b>	<b>470,351</b>
Bramham Playground			2,000	2,000
Wetherby in Bloom watering system			9,000	9,000
Thorner over 55s extension		20,500		20,500
Moortown RUFC	10,000			10,000
The Zone sports surface	4,800			4,800
The Zone kitchen	3,750			3,750
Shadwell Lane Community facility	24,000			24,000
Wetherby number plate recog			4,150	4,150
Aberford playground		10,000		10,000
Boston Spa Milleneum Gardens			10,000	10,000
Slaid Hill in Bloom	1,777			1,777
Walton PC bus shelter			3,250	3,250
Environment fund 2006-2008		8,850	8,850	17,700
Collingham roundabout		2,490		2,490
Boston Spa Village Hall kitchen			5,000	5,000
Barwick Village Hall toilet		3,850		3,850
Bramham Village Hall disabled access			5,000	5,000
Wendell Hill conservation project		3,649		3,649
Wigton Moor school path	2,985			2,985
Carr Lane footpath		5,000		5,000
Cranmer bank CCTV	3,500			3,500
Barwick Miners Institute		3,643		3,643
Barwick Festive Lights		3,900		3,900
Northcall Computers	1,500			1,500
Environment Fund 2008-2009	8,123	14,527	4,250	26,900
Thorner Victory Hall		10,000		10,000
Shadwell Lane Library		1,000		1,000
Cranmer Bank security fencing	4,000			4,000
Thorner Parish Centre		10,000		10,000
Holywell Lane Footpath		5,000		5,000
Fir Tree Vale	5,000			5,000
Bardsey Tennis Club		9,746		9,746
Alwoodley Park kitchen	15,000			15,000
Scholes swimming pool		1,000		1,000
Scholes playground		10,000		10,000
Bardsey heritage lights (cancelled)		0		0
Bardsey sports club		18,000		18,000
Shadwell village hall carpark		7,415		7,415
Wigton Moor Church	3,896			3,896
Radio Jcom	8,000			8,000
Bardsey Playground Renovation		10,000		10,000
Boston Spa Children's Centre			105,000	105,000
Leodensians Junior Rugby Club	4,900			4,900
Alwoodley Community Hall	10,000			10,000
Moortown RUFC	2,200			2,200
Aberford & District PC lighting		3,250		3,250
Alwoodley methodist church - toilets	5,606			5,606
Parking improvements in Sandringham Drive	9,747			9,747
Path to scout hut	5,000			5,000
Roundabouts			20,000	20,000
<b>Total actual spend</b>	<b>133,784</b>	<b>161,820</b>	<b>176,500</b>	<b>472,104</b>
Balance remaining	3,000	-5,037	284	-1,753
Budget adjustment		5,000		5,000
<b>Balance Remaining</b>	<b>3000</b>	<b>0</b>	<b>284</b>	<b>3284</b>

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Report author: Carole Clark  
Tel: 0113 3367638

**Report of East North East Area Leader**

**Report to North East (Outer) Area Committee**

**Date: 3<sup>rd</sup> July 2012**

**Subject: Area Committee Business Plan Priorities and performance monitoring**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Alwoodley, Harewood, Wetherby		
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**

Corporately the Area Support Team is required to have a performance management framework in place for the Area Committees. This framework is to include three key Area Committee priorities to report on. In the light of this the wording of the Area Committee priorities has been reviewed. The three key priorities along with the rest of the reworded area committee priorities are presented in this report for the Area committee to consider.

The report also includes an update from the Localism Officer, who is funded by the Area Committee.

**Recommendations**

The Outer North East Area Committee is asked to:

- Approve the revised Area Committee priorities;
- Agree the three key priorities and note the framework for reporting these;
- Note the update from the Localism Officer;

**Purpose of this report**

- 1.1 This report seeks Area Committee approval for the 2012/13 Priorities.

1.2 The report also sets out the proposed top three priorities for 2012/13 and reporting mechanism for all actions.

## **2 Background information**

2.1 At the June 2011 Area Committee meeting the Delegates 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.

2.2 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).

2.3 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.

2.4 The Area Committee Business plan provides comprehensive information about the Area committee and the area it serves. It is refreshed annually. The priorities will be monitored at the Area Committee meetings and performance managed.

2.5 The Outer North East Area Business Plan was approved at the Area Committee meeting on March 2012.

## **3.0 Area Committee Priorities and Reporting Mechanisms**

3.1 Corporately the Area Support Team is required to have a performance management framework in place for the Area Committees. This Area Committee Performance Framework is the primary method of capturing performance information for Area Committees.

3.2 The Area Committee is asked to agree three key priorities that it considers important to progress in the forthcoming year, along with actions to achieve this. These actions should be constrained to only those outcomes that the Area Committee achieve, rather than those done by partners. They should clearly show what difference Area Committees make and what value they add.

3.3 In the light of this requirement, the wording of the priorities for the Area Committee has been reviewed and a revised set of draft priorities, set out in the new performance management template, is attached at Appendix 1. It includes three key priorities, with supporting actions, for the Performance Framework which fit the criteria outlined in paragraph 3.2.2. These are:

**The Area Committee will support Town and Parish Councils in representing the interests of and delivering the priorities for their local communities. It will do this by:**



- Employing a localism officer to support Town and Parish Councils in developing a knowledge and understanding of the 2011 Localism Act, and preparing a Neighbourhood Development Plan which meets the requirements set out by both the government and Leeds City Council;
- Servicing the Wetherby and Harewood Town and Parish Council forum; This forum provides an opportunity for discussion and resolution of issues of common interest and concern;
- Providing regular communications on activities and funding for Town and Parish Councils;

**The Area Committee will engage with services in Moor Allerton Partnership Area to tackle the priorities for this community. It will do this by:**

- Developing and implementing a Neighbourhood Improvement Plan (NIP) for Moor Allerton which sets out the priority actions for the area;
- Chairing and supporting the Moor Allerton Partnership which meets 6 times per year and has responsibility for implementing the Moor Allerton NIP;
- Provide a directory of local services for partner agencies and local residents living in the MAP area;

**The Area Committee will work with local communities and partner organisations to reduce crime and anti-social behaviour and maintain the local environment to a standard the community can enjoy and take pride in. It will do this by:**

- Providing support to local environmental and crime reduction projects;
- Co-chair Wetherby and Harewood Tasking and co-ordinate Operation Champion to tackle specific crime and grime issues;
- Be an active partner in Roundhay, Alwoodley, Moortown tasking;
- Identify and review environmental issues through the Area Committee's Environmental sub-group;

3.4 The Outer North East Area Committee is asked to agree the key priorities and actions for inclusion in the Area Committee Performance Framework together with the revised priorities set out in Appendix 1.

### **3.5 Localism Officer**

3.5.1 The localism officer is funded by the Area Committee, and an update from the Localism Officer is attached at Appendix 2.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 The Area Committee's Engagement Plan is now included as part of the Area Business Plan.

## **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 Consideration is given to the equality impact of projects to deliver the business plan priorities 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 Business Plan priorities mirror the themes and priority outcomes at a city wide level and also reflect the delegated functions and priority advisory functions.

## **4.4 Resources and value for money**

4.4.1 The Well-Being Fund is used to finance projects which support the Area Business Plan priorities. The Area Support Team 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.

## **4.5 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 legal implications relating to this report.

## **4.6 Risk Management**

4.6.1 Not applicable under this section.

## **5 Conclusions**

5.1 The Area Business Plan sets out the key priorities for the year that links to city wide policies and provides a framework for the spend of the Wellbeing Budget.

5.2 The three priorities for action and recommended reporting mechanism that includes all priorities (attached at appendix 1) are for approval.

## **6 Recommendations**

The Outer North East Area Committee is asked to:

Approve the revised Area Committee priorities;

Agree the three key priorities and note the framework for reporting these;

Note the update from the Localism Officer;

## **7 Background documents<sup>1</sup>**

### **7.1 Area Committee Roles and Functions June 2011**

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<sup>1</sup> 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.

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Area Committee Priority (Priority in bold, with actions listed beneath each priority)	Performance measures/Outputs	Others involved	Status RAG <sup>1</sup>	Comments	Timescales
<b>The Area Committee will support Town and Parish Councils in representing the interests of and delivering the priorities for their local communities.</b> <b>It will do this by:</b>	City Priorities: Best City to Live and Best City for Communities				
1. Employing a localism officer to support Town and Parish Councils in developing knowledge and understanding of the 2011 Localism Act, and preparing a Neighbourhood Development Plan which meets the requirements set out by both the government and Leeds City Council.	Localism Officer employed, (reviewed annually) Number of parishes engaged Feedback from T & PCs on support received.	LCC Planning	A	Wellbeing funding approved for year 2; Focusing on: • Supporting each parish to develop a neighbourhood development plan; • Identify funding opportunities; • Provide guidance and support on the 2011 Localism Act.	Funding in place until July 2013. Current postholder in post as a secondment until March 2013
2. Servicing the Wetherby and Harewood Town and Parish Council forum; This forum provides an opportunity for discussion and resolution of issues of common interest and concern;	Attendance at meetings, issues resolved, feedback from Parish Councils;	Wetherby & Harewood Town and Parish Councils	A	The forum brings all the Town and Parish Council's together to share ideas and concerns, and find solutions to common problems. Two forums have been held so far this year. Cllr Robinson held a follow up meeting with First Bus to resolve problems	4 meetings per year in Jan, April, July and October
3. Providing regular communications on activities and funding for Town and Parish Councils;	Feedback from parishes on usefulness of communications		A	Regular communications provide information to Town and Parishes to disseminate in their communities.	Ongoing, communications sent at least fortnightly

<sup>1</sup> RAG – status of action. Red – not started, Amber – in progress, Green - complete

<p><b>The Area Committee will engage with services in the Moor Allerton Partnership Area to tackle the priorities for this community.</b></p> <p><b>It will do this by:</b></p>	<p><b>Best City for Communities</b></p>				
<p>1. Developing and implementing a Neighbourhood Improvement Plan (NIP) for Moor Allerton which sets out the priority actions for the area;</p>	<p>NIP produced with support of MAP partners, and approved at Area Committee. Key priorities</p>	<p>ENEHL Northcall MAECare Groundwork West Yorkshire Police LCC Job Centre+ Alwoodley Extended Services</p>	<p>G</p>	<p>Priorities for 2012/13 are:</p> <ul style="list-style-type: none"> <li>• Reduce the % of working age people in receipt of benefits;</li> <li>• Promote healthy lifestyles;</li> <li>• Reduce crime and anti-social behaviour;</li> <li>• Provide activities for young people</li> </ul>	<p>NIP Reviewed annually</p>
<p>2. Chairing and supporting the Moor Allerton Partnership which meets 6 times per year and has responsibility for implementing the Moor Allerton NIP;</p>	<p>Partners engaged, NIP implemented</p>		<p>A</p>	<p>Meeting held 26 April. Focused on improving communications and health fair to be held in September</p>	<p>MAP partnership 6 times per year</p>
<p>3. Provide a directory of local services for partner agencies and local residents living in the MAP area;</p>	<p>Directory circulated Feedback from partners</p>		<p>G</p>	<p>The directory collates information from MAP partners so that agencies can signpost people to services that they need.</p>	<p>Directory distributed July 2012 and reviewed 6 monthly</p>
<p><b>The Area Committee will work with local communities and partner organisations to reduce crime and anti-social behaviour and maintain the local environment to a standard the community can enjoy and take pride in.</b></p> <p><b>It will do this by:</b></p>	<p><b>Best City for Communities</b></p>				
<p>1. Providing support to local environmental and crime reduction projects;</p>	<p>Monitoring information submitted for each grant application</p>		<p>A</p>	<p>Grass cutting and road sweeping and cleaning undertaken 2 days before In Bloom judging took place in April.  In Bloom groups now have free access to council tips.  Wellbeing grant aid provided to Scholes in Bloom for 110 hanging baskets</p>	<p>ongoing</p>

<p>2. Co-chair Wetherby and Harewood Tasking and co-ordinate Operation Champion to tackle specific crime and grime issues; Be an active partner in Roundhay, Alwoodley, Moortown tasking;</p>	<p>NE Police Divisional targets: Confidence and satisfaction; Local policing; Protection of the public from serious harm;</p>	<p>ENEHL, LASBT, Harewood Estate, EPOSS Extended Services, Churches Together, Wetherby GPP Alwoodley Extended Services</p>	<p>A</p>	<p>The tasking teams are firmly embedded into agencies day to day business and members continue to attend and support meetings.  The Area Committee receives a comprehensive report from the NE Divisional Community Safety Partnership annual.</p>	<p>Tasking meets every 6 weeks  Operation Champion minimum 4 times per year  DCSP report July</p>
<p>3. Identify and review environmental issues through the Area Committee's Environmental sub-group;</p>	<p>number of sites surveyed to be satisfactory in terms of the presence of: • litter • detritus (eg leaf mould, dirt accumulations etc). • graffiti • flyposting.</p>	<p>Environmental Locality Team Grounds maintenance contractor</p>	<p>A</p>	<p>Environmental sub group met 24 May, agreed new terms of reference. Received reports on: derelict buildings - identified 2 additional buildings causing concern; grounds maintenance contract; Environmental Service Level Agreement year 2;</p>	<p>Environment sub-group meets 4 times per year</p>
<p><b>Summary of all other actions within Area Committee Business plan to be tracked</b></p>					
<p><b>Support local community events and activities that bring people together. It will do this by:</b></p>					
<p>1. Provide advice, information and support for local events;</p>	<p>No. of events receiving grant aid; No. of events attended by Area Support Team</p>	<p>A</p>	<p>Small grants awarded to Bramham Gala and Festival of Sport for LS17. Area Support Team attended Scholes Gala to promote council and AVH services and support Parish Council; Localism officer has attended 11 events association with neighbourhood planning;</p>	<p>Small grants available through the year. Attendance at events throughout the year</p>	

2. Manage the Area Committee's portfolio of centres – Treetops and Barleyfields;			A	Both centres running smoothly;	ongoing
3. Provide support to existing village halls and community centres where appropriate;	No. of centres supported;	A	A	Open House Community Centre, (Lingfields) has been directly managed by the council whilst its future is decided	Ongoing
<b>Best City for Children</b>					
<p><b>Work with partners to develop a range of activities and services appropriate to their needs of children, young people and their families. It will do this by:</b></p> <p>1. Work in partnership with Extended Services through the Moor Allerton Partnership, the Alwoodley School Cluster and EPOSS to identify need and develop activities and services;</p>	<p>Children and Young People:</p> <ul style="list-style-type: none"> <li>•are safe from harm;</li> <li>•do well at all levels of learning and have the skills for life;</li> <li>•choose healthy lifestyles;</li> <li>•have fun growing up;</li> <li>•are active citizens who feel they have voice &amp; influence;</li> </ul>	<p><b>EPOSS and Alwoodley Extended Services Youth Service Voluntary, Community and Faith Sector partners</b></p>	A	<p>Wetherby and Boston Spa Children's Centres are providing a range of activities for families including toddler groups, grandparent groups, parenting courses and Job Centre Plus sessions</p> <p>The intergenerational work with Allerton Primary School and MAECare volunteers is very successful</p> <p>Wellbeing grant awarded to Boston Spa Youth Club which is run in partnership with the Council, local churches and Boston Spa School</p>	Ongoing
<b>Best City for Children</b>					
<p><b>Engage with service providers and partners to provide children and young people with the best opportunities for education, employment and training. It will do this by:</b></p>					



<p>1. Engage with OBA workshops for LACs, NEETs and attendance;</p>	<p>Reduce the number of children &amp; young people who are NEET;  Reduce numbers of children &amp; young people going into care;  Attendance figures;  The area committee supports the delivery of the Children and Young People's plan locally through regular, localised performance information focussing on priorities, with a particular relevance to the local area..</p>	<p><b>EPOSS and Alwoodley Extended Services Youth Service Voluntary, Community and Faith Sector partners</b></p>	<p>G</p>	<p><b>EPOSS</b>  OBA workshops have been held for Looked After Children and NEETs. Both events were well attended and received a lot of positive feedback. The issues raised at both workshops have been used to develop the EPOSS action plan and monitoring arrangements.  Alwoodley Cluster have held OBA workshops on Looked After Children and Attendance. A working party has been established to develop actions to prevent Children and Young people going into care and improve outcomes for those children currently in care who attend schools within the cluster.  Progress in improving attendance in Alwoodley has been achieved through the Cluster Attendance Panel which held detailed discussions about each case.</p>	<p>EPOSS workshops held 29 March 2012 and 25 April 2012.  Action plan developed for 2012/13  Alwoodley OBA workshops held in 2011  Business plan agreed for 2012/13</p>	
<p>2. Promote the top 100 methodology through Tasking to support a joined up approach to supporting vulnerable families;</p>	<p><b>Best City for Business</b></p>	<p>G</p>	<p>G</p>	<p>EPOSS Target Services Leader has developed good links with other agencies through attending Wetherby and Harewood Tasking meetings.  Tasking partners are aware of and referring into the top 100 methodology;</p>	<p>ongoing</p>	
<p><b>Help people to take advantage of training and job opportunities by providing advice and support. It will do this by:</b></p>						

1. Making links with local businesses	Number of businesses engaged positively	<b>EPOSS MAP partners</b>	A	Links are being made with local businesses in the area. A representative from BT attended the EPOSS OBA workshop on NEETs and was able to provide the employers perspective. Approaches are being made in the MAP area to local businesses to engage them in the community. Recently Tesco's have held a local recruitment campaign at Northcall to recruit staff for a new Express store.	Ongoing
2. Offer local advice sessions	Reduction in numbers receiving Job Seekers Allowance	<b>MAP partners</b>	A	Northcall have been running 'Want to work' sessions which have been very successful. They are planning further sessions with Job Centre +. Northcall advertise job vacancies from the Job Centre. Information sessions on employment and training opportunities are available for lone parents, carers & incapacity benefit claimants at Alwoodley Children's Centre Job seekers advice available at Moor Allerton library Benefits advice available at Wetherby One Stop Centre	Ongoing, Reviewed annually
<b>Promote local volunteering opportunities. It will do this by:</b>					
1. Share and publicise information on volunteering opportunities in Moor Allerton through the MAP partnership	Number of volunteers recruited from ONE Leeds	<b>MAP partners</b>	G	Directory of Services produced for Moor Allerton which includes information on volunteering. Information circulated through Alwoodley extended services mailing	Directory reviewed 6 monthly;
2. Provide information on volunteering opportunities for Town and Parish Councils to circulate;	Number of volunteers recruited from ONE Leeds	<b>Town and Parish Councils</b>	A	Information on volunteering opportunities circulated to Town and Parish Councils.	Ongoing
<b>Support voluntary sector groups working with vulnerable people It will do this by:</b>					

1. Provide grant aid to organisations providing local services;	Monitoring information submitted for each grant application	G	Wellbeing grants awarded to: Northcall, WISE and MAECare to provide a range of services, including social activities for the communities they serve.	Grants awarded for 12 month period
<b>Help people to live happier, longer, healthier lives by providing advice and information on healthy lifestyle choices. It will do this by:</b>				
1. Deliver smoking cessation advice in the Moor Allerton Partnership area;	Reduced numbers of children being exposed to Second Hand Smoke; Increased referrals to Smoking Cessation Service;	A	Smoking cessation sessions taking place at Northcall.	Reviewed annually
2. Support projects which encourage active lifestyles;	People have healthier lives;	A	Wellbeing grant awarded to Aberford School playground project so it is available for the wider community. Wellbeing funding awarded to support to proposed allotment projects in Alwoodley; Small grant awarded to Festival of Sport event for LS17;	Ongoing

<b>Glossary</b>	
AVH	Aire Valley Homes - an Arms Length Management Organisation, also known as an ALMO. Manages properties in the South and South East parts of Leeds, on behalf of Leeds City Council. Aberford, Barwick in Elmet and Scholes are in their area.
ENEHL	East North East Homes Leeds – an Arms Length Management Organisation, also known as an ALMO. Manages properties in East and North East Leeds. Includes all of Outer North East Leeds, apart from the villages in the Aire Vally Homes area.
EPOSS	Elmet Partnership of Schools and Services – includes 21 schools in Wetherby and Harewood wards
LAC	Looked after Children – Children and Young People who are being cared for away from home, either with foster parents or in a children's home.
LASBT	Leeds Anti-Social Behaviour Team – a partnership of Leeds ALMOs, the police, the council, fire service, victim support and safer Leeds.
LCC	Leeds City Council

MAP	Moor Allerton Partnership – a partnership of organisations working together and with the local community in Moor Allerton to address issues identified in the Neighbourhood Improvement Plan
NEETs	Young People who are not in education, employment or training
OBA	A disciplined way of thinking and taking action that communities can use to improve the lives of children, families and the community as a whole. Adopted by Leeds Children's Services as a tool to address issues concerning Children and Young People.
ONE	Outer North East Leeds – the wards of Alwoodley, Harewood and Wetherby
SLA	Service Level Agreement - a contract between a service provider and customer that specifies what service will be provided. In this case it refers to the Environmental Service Level Agreement between the area committee and the environmental locality team responsible for delivering streetscene and environmental enforcement services
TSL	Targeted Services Leader – Childrens services officer whose role is to work at a cluster level is to contribute to the outcomes of Leeds Children and Young People's plan (CYPP). The aim is to ensure that services for those children, young people and their families, at greatest risk of poor outcomes, are delivered through coordinated packages of support.

**Localism Project Plan: Update July 2012**

- The key objective of the localism project was to get up-and-running two Neighbourhood Development Plans in the locality and thus provide a template for remaining Town and Parish Councils to follow. Specifically it was mooted in the Localism Project Plan that there be a Neighbourhood Plan established in Harewood Ward (involving Barwick-in Elmet and Scholes Parish Council) and one in Wetherby Ward (involving Boston Spa/Bramham/Clifford Parish/Thorp Arch and Walton Parish Councils – this being a joint planning venture). The full detail of how this would be delivered was set out in the Localism Project Plan (endorsed by the North East Outer Area Committee on 19.09.11).
  - In October 2011, a Neighbourhood Planning Project Board was established to oversee the formation of both Neighbourhood Development Plans. To date, the board has met seven times and has successfully ensured that any emerging best practice on neighbourhood planning has been shared amongst the six pilot parishes, and in turn, the remaining nine Town and Parish Councils in both Harewood and Wetherby Wards.
  - A second Neighbourhood Planning Project Board has recently been established involving Aberford and District, Bardsey-cum-Rigton, Collingham-with-Linton, East Keswick, Harewood, Scarcroft, Shadwell and Thorner Parish Councils and also Wetherby Town Council.
  - At the time of writing nine Parish Councils have officially registered their intention to produce a Neighbourhood Development Plan with Leeds City Council, with more to follow suit in the near future.
  - Despite not meeting the ambitious deadlines set out in the Project Plan, the Parish Councils in both Harewood and Wetherby Wards are making significant progress with their Neighbourhood Development Plans to the extent that their work is being held-up as examples of best practice, not only in Leeds but nationwide.
- The second key plank of the localism project was help secure additional funding for Parish Councils to use on projects that will benefit the local community.
  - In the September 2011, the Localism Officer circulated a proforma asking Parish Councils to come forward with a Priority Project they would like help with.
  - A rolling research project was then instigated by the Localism Officer to help identify funding sources that could be used by Parish Councils with some success, most notably helping to secure funding from Grantscape, POCA, Leeds Community Foundation's Jubilee Fund and £20,000 from the Department for Communities and Local Government (DCLG) for a Neighbourhood Planning Frontrunners Grant.
- The third strand of the localism project was to ensure that the Town and Parish Councils in both Harewood and Wetherby Wards have suitable levels of information, guidance and support to take advantage of the localism agenda as and when the relevant legislation comes on-stream.

- Since taking up his post in July 2011, the Localism Officer has given a PowerPoint presentation on the Localism Act to all the areas Town and Parish Councils.
- Furthermore, the Localism Officer has attended 39 Town and Parish meetings (including steering group and public meetings) specifically relating to neighbourhood planning.
- The Localism Officer has attended Harewood and Wetherby Ward Member meetings, meetings of the Town and Parish Forum and meetings of the Outer North East Area Committee to talk about neighbourhood planning.
- In December 2011, the Localism Officer helped organise a city-wide event on neighbourhood planning involving Leeds City Council's planning department, the Princes Trust and Locality.
- The Localism Officer also has a fortnightly meeting with Leeds City Council's designated neighbourhood planning leads Ian MacKay and Heather Suggate.



Report author: Carole Clark  
Tel: 0113 336 7629

**Report of the East North East Area Manager**

**North East (Outer) Area Committee**

**Date: 3 July 2012**

**Subject: Wetherby & Harewood Town and Parish Council Forum**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Harewood Wetherby		
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 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. The Outer North East Area Committee supports the Wetherby & Harewood Town and Parish Council Forum which is held quarterly with the venue and chair alternating between Wetherby and Harewood Wards. All Town and Parish Councillors are welcome to attend the forum.
  
2. This report provides the minutes of the forum for the area committee to note, and highlights any issues raised where the forum needs support in resolving them from the Area Committee.

**Recommendations**

3. The Area Committee is requested to note the minutes of the forum and, where appropriate, support the Parish Council Forum in resolving any issues raised.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to provide the Area Committee with the minutes from the meeting of the Wetherby & Harewood Town and Parish Council Fora on 19<sup>th</sup> January and 19<sup>th</sup> April.

## **2 Background information**

- 2.1 Wetherby & Harewood Town and Parish Council Forum provides an opportunity for the parish councillors from Wetherby and Harewood wards to:

- Receive presentations and hold discussions on issues of common interest;
- Share information and good practice;
- Raise any issues of concern;

- 2.2 The forum meets quarterly, with the position of chair rotating between the six Harewood and Wetherby ward members. Ward members have agreed that they will ensure that both wards are represented at the forum through the attendance of at least one member from each of the wards.

## **3 Main issues**

- 3.1 Thursday 19<sup>th</sup> January forum – the meeting took place at Scholes and was chaired by Cllr Robinson. A representative from Metro attended to address problems highlighted about the bus services in Wetherby and Harewood Wards.
- 3.2 Also in attendance was Inspector Paul Dwyer, Wetherby and Harewood Neighbourhood Policing Team and Andrew Birkbeck, Localism officer.
- 3.3 Thursday 19<sup>th</sup> April forum – the meeting took place at Wetherby and was chaired by Cllr Lamb. Items discussed were the Environmental Service and Grounds Maintenance Contract, plus there was an update from the Localism Officer.
- 3.3 The minutes of both meetings are attached at Appendix 1.

## **Corporate Considerations**

## **4 Consultation and Engagement**

- 4.1 In their role as democratically accountable bodies, local councils offer a means of shaping the decisions that affect their communities. Parish and town councillors and officers possess local knowledge which can help decision makers in the City Council to make more informed decisions and parishes have made it clear that they would like more influence on services which affect their communities. They offer a means of decentralising the provision of certain services and of revitalising local communities. In turn, the local councils recognise the strategic role of the Leeds City Council and the equitable distribution of services which it has to achieve.

## **5 Equality and Diversity / Cohesion and Integration**



- 5.1 Attendance at the meeting is open to all parish councillors and the meetings are held a variety of venues throughout the two wards.

## **6 Council Policies and City Priorities**

- 6.1 Leeds City Council and the local councils within its area share the common belief that working closely together plays a vital contribution to the well being of the communities they serve.
- 6.2 To this end, Leeds City Council and the local councils in the Leeds City Council area have a Charter which sets out how they aim to work together for the benefits of local people.
- 6.3 Leeds City Council and the local councils are committed to the principles of democratic local government. They are keen to see continued efforts made to improve our system of local democracy and to see greater public participation in and appreciation of this system.

## **7 Resources and Value for Money**

- 7.1 The Town and Parish Council Forum is supported by an officer from the East North East Area Support Team.

## **8 Legal Implications, Access to Information and Call In**

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

## **9 Risk Management**

- 9.1 There are no significant risks identified in this report.

## **10 Conclusions**

- 10.1 The Wetherby & Harewood Town and Parish Council Forum provides a place for the local councils to discuss issues of common interest and concern. It is supported by ward members and the Area Support Team.

## **11 Recommendations**

- 11.1 The Area Committee is requested to note the minutes of the forum and, where appropriate, support the Parish Council Forum in resolving any issues raised.

## **12 Background documents**

- 12.1 None

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East North East Area Management Team  
The Reginald Centre  
263 Chapeltown Road  
Leeds  
LS7 3EX

Contact: Carole Clark  
Tel: 0113 67629  
Email: [carole.clark@leeds.gov.uk](mailto:carole.clark@leeds.gov.uk)

**Wetherby & Harewood Town and Parish Council Forum  
Thursday 19<sup>th</sup> January, 2012**

**Attendance**

Cllr Matthew Robinson (chair)	Harewood Ward Member
Cllr Anne Castle	Harewood Ward Member
Paul Thompson	Scarcroft
Sheila Humphreys	Thorp Arch
Colin Pool	Thorp Arch and Walton
Nick Fawcett	Clifford
Debbie Potter	Shadwell
Lesley Hoff	Shadwell
Glyn Robins	Collingham
Peter Hart	Scarcroft
Paddy Procter	Scarcroft
Linda Flockton	Bardsey cum Rigton
Judith Pentith	East Keswick
Ruth Reed	Aberford
Claire Hassell	Barwick & Scholes
Ben Hogan	Barwick & Scholes
Ron Aitken	Wetherby
David Thomson	Boston Spa
Graham Castle	Thorner
Chris Hassell	Barwick & Scholes
John Woolmer	Environmental Locality Team
Carole Clark	East North East Area Management
Andrew Birkbeck	East North East Area Management
Clive Hopkinson	Metro Leeds
Inspector Paul Dwyer	West Yorkshire Police

**Apologies:** Cllr Wilkinson, George Hall, Gaynor Anning, East Keswick

- 1.0 Cllr Robinson wished everyone Happy New Year and introductions were made.
- 2.0 **Apologies** given as above.

- 3.0 Minutes of last meeting** agreed as a true record.
- 4.0 Matters arising**
- 4.1 Boundary changes – Purpose of reviewing boundaries is to sort out any anomalies and to tidy them up for Neighbourhood Planning purposes. Any changes can be agreed by Leeds City Council. Discussion is ongoing amongst the parishes and they are seeking clarity over a public poll on reviewing boundaries. The approach should be to seek consensus. Parishes to send proposals to CC, and ward members will look at them. **All**
- 4.2 JW to pick up with parish concerned. **JW**
- 10.1 The SHLAA meeting took place on 6 December, 7pm at Wetherby One Stop Centre.
- 5.0 METRO**
- 5.1 Clive Hopkinson attended from METRO Leeds to address concerns raised at the previous meeting. The concerns relate to:
- 5.2 923 service from Otley to Tadcaster which services Wetherby, Boston Spa and villages on the A58. Changing the timetable has caused difficulties for older people getting to Wetherby clinic, the consultation over the changes was ineffective; there is no interchange on tickets for different services, and some of the buses are allegedly not accessible. CH agreed to check out the accessibility and acknowledged that the consultation process for subsequent changes to other services around Leeds has improved. **CH**
- 5.3 64/64A Service – occasionally buses are missing, or return journeys from Aberford into Leeds are not fulfilled. Buses have been driving over grass verges in Scholes. CH undertook to report back on these issues. The 64/64A is a commercially operated service by First Bus, but Metro are aware of the problems raised and have been in discussion with First Bus. **CH**
- 5.4 7S – problems with buses being late, buses are too large and too fast for Shadwell Village.
- 5.5 CH confirmed that the ‘Real Time’ information on bus shelters is operated by METRO.
- 5.6 CH advised that Parish Council’s can contact him direct with any problems. [clive.hopkinson@wypte.gov.uk](mailto:clive.hopkinson@wypte.gov.uk). If they are contact First about their services they should also copy CH in, and also copy the local ward members. **All**
- 5.7 Discussion also took place about how developer contributions towards transport were used, as they are not always spent in the relevant local area. CH confirmed that METRO are willing to have input into the Neighbourhood Planning process to identify how develop contributions

can benefit local communities.

## **6.0 West Yorkshire Police**

- 6.1 Inspector Paul Dwyer introduced himself as the new Inspector for Wetherby and Harewood Neighbourhood Policing Team. He reported the latest figures for the NE Policing Division – 85.9% satisfied with the service they receive, 61.3% feel the police do a good job. 900 crimes down on predicted target for serious acquisitive crime. 31% reduction on serious acquisitive crime.
- 6.2 Inspector Dwyer stressed that Wetherby & Harewood NPT area is a 'low crime' area not a 'no crime' area.
- 6.3 Recent initiatives include a cycle tagging scheme, increasing village patrols, successful sensible drinking campaign in Wetherby Town Centre over Christmas, in partnership with Street Angels. Will be continuing road safety/speeding checks. Additional vehicles – landrovers and police car are valued additional resources.
- 6.4 Currently WYPA are consulting on how the public want to contact the police. Further information is on the website <http://www.wypa.org/section-item.asp?sid=18&iid=548>
- 6.5 In response to a question on reporting information on drug dealing to the police Inspector Dwyer responded that although it may look like there is not an immediate visible response, it is important that people think they are listened to.
- 6.6 Inspector Dwyer also confirmed that incident reports get a log number, once they are judged to be a crime they get a crime number. This may explain why damage to Clifford play area did not show in the crime figures.

## **7.0 Environment**

- 7.1 John Woolmer reported that the new service is 4<sup>1/2</sup> months in. Hayley Thackwray has been appointed as his deputy. The team's focus in autumn has been deleafing and flytipping, particularly tyres where thousands have been removed and a perpetrator has been caught.
- 7.2 New services for the team include gully cleaning, a share of the bush/ginnels team and a share of the graffiti team. All
- 7.3 Parishes to let JW know about any gullies that need attention – Litter bins – ordering process is quicker.
- 7.4 Lengthsmen – JW has had some discussions and will come back with some firmer proposals when the budgets are confirmed. JW
- 7.5 Now looking at SLA for 2012/13, consulting on what works well, what can be done better? JW

- 7.6 Scholes in Bloom litter pick and LCC pick up the bags, but only pick up white bags. JW to ensure that the In Bloom group have sufficient white bags, and ensure they are collected. Also to see if crews can pick up black bags. JW
- 7.7 David Thomson congratulated JW on the work undertaken in Boston Spa and asked for thanks to be passed on to Hayley Thackwray.
- 7.8 JW to check out if the council can empty bins in Scarcroft which Npower have offered to provide. JW
- 7.9 JW apologised that the litter bins in Clifford weren't emptied for a month over Christmas, this shouldn't have been an issue. He also agreed to check that the road sweepers were sweeping adopted courtyards. JW
- 7.10 Access for 'In Bloom' groups to council tips is being looked at citywide.
- 7.11 The bus stop in Shadwell no longer has a bin. The parish council will approach METRO.
- 8 Localism**
- 8.1 Andy Birkbeck provided the following update:
- 8.2 Pilots are progressing well – all 6 parishes are in the process of setting-up a working group. Public meetings have been held.
- 8.3 More parishes beside have shown an interest in neighbourhood planning including Aberford, Bardsey, Collingham with Linton, East Keswick, Scarcroft, Shadwell, Thorner and Wetherby TC.
- 8.4 SHLAA meeting held in early December was a success and has engaged the parishes. Thank you to the parishes on maintaining confidentiality over information shared at the meeting.
- 8.5 A further 2011 SHLAA list has been produced by the Council. AB will circulate an updated list and links to the website.
- 8.6 AB is trying to get some answers out of planning regarding timescales and how Parishes can officially register their intention to create a neighbourhood plan. AB
- 8.7 Responses have been submitted to the consultations for the Community Infrastructure Levy and Neighbourhood Plan consultations from both the Area Committee and the Project Board. Many Parishes also followed suit so thanks for that.
- 8.8 Parishes are asked to take the time to fill in the proforma which has been circulated to all Parishes. This feedback is required to help All

improve how AB targets information regarding funding.

## 9.0 Update from Parishes

9.1 **Collingham & Linton:** Tesco are today sending a questionnaire to all Collingham residents to ask in favour or against a Tesco Express store opening in the old Star building which has been left empty and decaying since 2010.

9.2 **Shadwell:** Still negotiating with LCC regarding commercial asset transfer of the library. Some Shadwell PC volunteers are now running the library for part days. Funding continues to be a problem.

9.3 **Barwick & Scholes:** new playground due any time for Barwick. The Parish Plan and Village Design Statement are in progress and nearing completion. The Neighbourhood Plan is in progress. Working on Queens Jubilee Gala Day 4<sup>th</sup> June.

9.4 **Boston Spa:** Jubilee celebrations arrangements pretty well sorted [to include, Jazz night in Village Hall, party and hog roast with children's entertainment and fireworks on riverside meadow, children's/schools art competition, Yorkshire Film Archive film show and Jubilee themed Gala in June].  
Church Fields Community Liaison group formed for meetings with Taylor Wimpey.  
High Street improvements/trader support working party formed.  
New youth club up and running and working well [ police report lowest anti social behaviour problems for some time.]

**Thorner:** Preparations for the Jubilee are ongoing and events anticipated over 2 or 3 days.  
We met recently with highways to discuss parking issues and blocking of bus routes in the village.

**East Keswick:** On 14 January East Keswick PC hosted a Newcomers' Lunch for residents who had moved into the village during the last three years. As well as current and past Councillors, 36 attended, together with a number of children. There was rolling slide show of past events and the opportunity to find out what goes on in the village, with copies of the Parish Plan, Village Welcome Pack etc. to take away. A hot buffet lunch was provided and one or two Councillors joined each table. A few guests were keen to become involved in village activities, with offers of help received for the Diamond Jubilee Gala in June.

## 10.0 Any Other Business

10.1 No news yet on fortnightly bin collections.  
Information was circulated on [National Energy Week](#) and on [Northern Lights](#). (a celebration of the leading lights from the worlds of business, science and technology, academia, public service, politics, culture, the arts and social and community action living and working in the north of

England).

- 10.2 The Parishes have received a number of complaints about the suspension of the brown bin service over the winter months.
- 10.3 And finally.... Congratulations to Councillor Ann Castle who is to be the next Lord Mayor.
- 11.0 Date and time of next meeting**  
Thursday 19<sup>th</sup> April, 2012, venue to be confirmed.





East North East Area Support Team  
The Reginald Centre  
263 Chapeltown Road  
Leeds  
LS7 3EX

Contact: Carole Clark  
Tel: 0113 67629  
Email: [carole.clark@leeds.gov.uk](mailto:carole.clark@leeds.gov.uk)

**Wetherby & Harewood Town and Parish Council Forum  
Thursday 19<sup>th</sup> April, 2012, Wetherby Town Hall**

**Attendance**

Cllr Alan Lamb (chair)	Wetherby Ward Member
Cllr Gerald Wilkinson	Wetherby Ward Member
Cllr Anne Castle	Harewood Ward Member
Ron Aitken	Wetherby
Colin Pool	Thorp Arch and Walton
Ruth Reed	Aberford
Derek Armitage	Collingham with Linton
Angela Windle	Boston Spa
Judith Pentith	East Keswick
Linda Flockton	Bardsey cum Rigton
Gaynor Anning	East Keswick
Gwen Brown	Thorner
Nicholas Fawcett	Clifford
Sheila Humphreys	Thorp Arch
Debbie Potter	Shadwell
Ben Hogan	Barwick & Scholes
Claire Hassell	Barwick & Scholes
John Woolmer	Environmental Locality Team
Mark McLaughlin	Continental Landscapes
Carole Clark	East North East Area Support Team
Andrew Birkbeck	East North East Area Support Team

**Apologies:** Cllr Robinson, Inspector Dwyer, Val Whitebread (Bramham); Glyn Robbins (Collingham with Linton), David Thomson (Boston Spa);

- 1.0** Cllr Lamb welcomed everyone to the meeting and introductions were made.
- 2.0** **Apologies** given as above.
- 3.0** **Minutes of last meeting** agreed as a true record.

- 4.0 Matters arising**
- 4.1 Boundary Review - Carole has received information on boundaries from Steven Wood, Debbie Potter, and Colin Poole. The information received relates to Boston Spa, Shadwell, Thorp Arch, Walton, Bramham, Clifford, Thorner, Aberford, Barwick & Scholes and Wothersome. **All**
- The information has been passed to Cllr Procter.  
The next polling districts review is scheduled to take place in 2013 and this will include the parishes.
- 4.2 Metro – No-one has had any feedback from METRO. Agreed to follow up with a letter. **CC**
- 5.0 Grounds Maintenance**
- 5.1 Mark McLaughlin attended from Continental Landscapes who have a five year contract for grounds maintenance.
- 5.2 They have split Leeds into three areas to provide a more localised service, based on the ALMO areas – ENE, WNW and Aire Valley. Each area has a depot with a contract manager and dedicated team. The ENE division is divided into 7 sub divisions each with a work programme. Where possible staff are working near to their home to encourage a sense of pride and ownership in their work. All staff, including those that transferred over from Glendales have undertaken an induction and a skills assessment. The aim is train all staff to NVQ level 2.
- 5.3 The programme is on schedule despite the weather. The contract specification includes litter picking prior to grass cutting. The first cut can be problematic due to the build up of litter over the winter months. The specification requires the grass to be cut to a length of 25mm on all cuts, including the first of the season. John Woolmer to find out why this was specified. **JW**
- 5.4 The contractor is required to make 13 cuts per year; some areas are getting fewer cuts than under the previous contract.
- 5.5 Cllr Hogan commented that the contractors had got off to a good start. Cllr Castle said she had already met with Mark McLaughlin and is very confident in the contractor.
- 5.6 John Woolmer has a role in contract management and any problems can be referred to him. The contractor can also be contacted direct:  
Email [mark.mclaughlin@continental-landscapes.co.uk](mailto:mark.mclaughlin@continental-landscapes.co.uk)  
Mobile 07753 705 181
- 6.0 Environmental Service**
- 6.1 Some requests for gully cleaning have already been received. The ENE area has 1 gully cleaning tanker which works a 7 day week. Continue to send any requests to John Woolmer. Where the gully is

- continually inaccessible due to parked cars, the tanker driver should make a note and revisit them at a different time.
- 6.2 Areas receiving frequent road sweeping are on an 8 day cycle so that areas are not visited on the same day every week. This can also be applied to areas that are swept less frequently. Thorner is an area which would benefit from this.
- 6.3 John Woolmer agreed to share the road sweeping schedules but pointed out that they are subject to change at short notice, dependant on staffing.
- 6.4 Path sweepers are monitored by 'Tom Tom' satnav systems, so any incidents of them driving too fast should be picked up.
- 6.5 Cllr Hogan praised staff that cleaned up Scholes prior to the In Bloom judging. The In Bloom group now have sufficient white bags which are collected by LCC.
- 6.6 Bins in Scarcroft provided by NPower, will be emptied by LCC. There is still a problem in Clifford where bins are not being emptied regularly.
- 6.7 The Council has now agreed corporately that In Bloom groups can have free access to council tips. They will need to complete a form.
- 6.8 John Woolmer has now got his budget for 2012/13, and is hopeful that there will be some additional litter picking resource which can be negotiated with ward members and parish councils.
- 6.9 **2012/13 Service Level Agreement (SLA)** - going to the Area Committee on 2 July. Additional services include dog wardens, this will be a responsive service due to the limited resource, and clearing ginnels – parishes can highlight any areas of concern with John Woolmer.
- 6.10 The priorities and expectations of ward members for the 2012/13 are summarised as follows:
- Would like to see further work done on arterial routes (for example litter picking of grass verges on main roads);
  - Would like to see more evidence of the service operating pro-actively, rather than re-actively;
  - Quick clearing of fly tipping is a priority;
  - Need to respond to sites identified by Members where flooding appears to be a frequent problem caused by blocked gullies;
  - Clearing leaves from paths in autumn remains a priority;
  - Ensuring all existing litter bins are emptied before they overflow;

Contact John Woolmer if you have any comment or feedback on these

- 6.11 Leaf clearing – was not helped by the brown bin collection stopping early. Ward members will follow that up. Ward Cllrs
- 6.12 Cleaning around private recycling sites – not responsibility of John

Woolmer's team, but he will look at what can be done to improve them.

Timings of bottle bank emptying – again not specifically John Woolmer's responsibility but he can follow up any problem.

## **8 Localism**

- 8.1
- a) The Localism Officer made the following key points:
  - b) The government's National Policy Planning Framework (NPPF) is now in place and there remains an emphasis on accepting all sustainable development so long as it is in accordance with local plans (including the council's Local Development Framework (LDF) and Neighbourhood Plans).
  - c) The council had now published its Core Strategy and the consultation period on this document had now concluded (12th April 2012). The Core Strategy will now be subject to an independent inspection by a government appointed examiner. It is anticipated that the Core Strategy will become adopted in spring 2013. Contained within the Core Strategy is a target for approximately 4,600 additional dwellings to be built in both Harewood and Wetherby Wards over the next 15 years.
  - d) The regulations that govern Neighbourhood Plans have also been published (6th April 2012) and those Town and Parish Councils actively engaging in neighbourhood planning can now register their intention to produce a plan with the City Council.
  - e) A report is due to come forward from officers on how Leeds City Council is to practically address the issue of Neighbourhood Plans in June (20<sup>th</sup>). This report is to be presented to the Executive Board for their consideration. It is hoped that this report will contain some much needed guidance on how Parishes should proceed and interact with the City Council on the statutory processes outlined in the regulations.
  - f) Kathryn Holloway of Planning Policy has now gone on maternity leave so the new neighbourhood planning lead contacts are:  
[Ian.MacKay@leeds.gov.uk](mailto:Ian.MacKay@leeds.gov.uk) 0113 2478090 and  
[Heather.Suggate@leeds.gov.uk](mailto:Heather.Suggate@leeds.gov.uk) 0113 3950677
  - g) Walton Parish Council have produced an outline draft of their Neighbourhood Plan that is to be subject to a public consultation from 20th April 2012 until 1st June 2012. To view this draft on their website follow the link [http://www.walton-c.gov.uk/?page\\_id=159](http://www.walton-c.gov.uk/?page_id=159)

## **9.0 Update from Parishes**

### **9.1 Aberford**

The Village Design statement is almost complete. The Neighbourhood Plan is underway but in its very early stages.

Provision of a recreation area for the older children of the village is

progressing. It is the intention to initially provide a tennis court and a MUGA but perhaps a Green Gym in the future.

#### 9.2 **Bardsey -Cum- Rigton**

A Steering Group has now been set up to produce our Neighbourhood Plan and the aim is to draw up a rough document by June/July and to finalise the document by November.

Plans for the Bardsey Diamond Jubilee Fest weekend from 1st to 5th June are now being finalised.

#### 9.3 **Boston Spa Parish Council**

The main issue at the moment is the threat of a Tesco Express store in the Crown Hotel which is causing a lot of angst among the residents and shopkeepers. An action group has been set up comprising Parish Council reps and local businesses and concerned individuals.

The replacement street lighting for High Street is now in the final stage of discussions with Leeds/SSEC.

Work is expected to start soon on Church Fields. The Community Liaison Group with Taylor Wimpey and the planners is still working well.

No response has yet been received from Metro to the questions and comments which were submitted to them following the last Forum meeting regarding bus services through Boston Spa.

#### 9.4 **Collingham**

The Parish Council has raised concerns with about the traffic and pedestrian issues regarding the proposed Tesco Express Site. Derek has submitted a letter to the Wetherby News outlining these concerns.

#### 9.5 **Shadwell**

The Yorkshire in Bloom judging took place on 2 April – fortunately before the snow.

The planning application for a new, private cemetery on Shadwell Lane has been withdrawn. It had seemed that this would have been refused. We await developments!

The arrangements for the Diamond Jubilee celebration are gathering pace and will start with a procession through the village to the School playing fields. During the afternoon, there will be a Village picnic, jazz band, numerous entertainments for children and adults alike. In the evening, a BBQ and Disco is to be held at the Village Hall.

We have been contacted regarding the War Memorial in Shadwell.

Over the years, some of the names have been worn away by the weather and a suggestion made that we should endeavour to restore the memorial in time for the 1914 war 100 year anniversary. Grants are available and we hope to progress this.

**10.0 Any Other Business**

10.1 None

**11.0 Date and time of next meeting**

Thursday 12<sup>th</sup> July, 2012, East Keswick Village Hall



Report author: Sarn Warbis  
Tel: 39 50908

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

**Report to** North East (Outer) Area Committee

**Date:** 3 July 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 Chair 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 26<sup>th</sup> May 2011 that minutes of the Area Chairs Forum meetings should be considered by Area Committees, and that this should be a regular agenda item for Area Committee meetings.
- 3.2 Area Chairs Forum minutes will only be available to be considered by Area Committees once they have been agreed as an accurate record by the subsequent Area Chairs Forum meeting.
- 3.3 The scheduled Area Chairs Forum meeting dates for 2011 / 12 were:
  - Friday 17<sup>th</sup> June 2011, 10:00am – 12:00pm
  - Monday 5<sup>th</sup> September 2011, 10:00am – 12:00pm
  - Friday 11<sup>th</sup> November 2011, 9:00am – 11:00am
  - Friday 13<sup>th</sup> January 2012, 10:00am – 12:00pm
  - Friday 2<sup>nd</sup> March 2012, 10:00am – 12:00pm
- 3.4 Attempts will be made to include Area Chairs Forum minutes in papers issued prior to Area Committee meetings, however due to some tight deadlines between meetings, it may be necessary to table the minutes at certain Area Committee meetings.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

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



## **4.2 Equality and Diversity / Cohesion and Integration**

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

## **4.3 Council Policies and City Priorities**

4.3.1 The inclusion of Area Chairs Forum minutes on Area Committee Agendas is a revision to the Area Committee Procedure Rules within the Constitution agreed by full council on 26<sup>th</sup> 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 documents<sup>1</sup>**

7.1 Minutes of the Full Council Meeting held on 26<sup>th</sup> May 2011

7.2 Council Constitution

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<sup>1</sup> 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.

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**Area Chairs Forum  
Monday 13<sup>th</sup> January 2012  
Committee Room 4, Civic Hall**

**Attendance:**

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

Officers: J. Rogers, R. Barke, S. Mahmood,

Minutes: S. Warbis

Officers attending for specific items: J. Harwood, C. Dickinson, M. Lund, H. Freeman

<b>Item</b>	<b>Description</b>	<b>Action</b>
<b>1.0</b>	<b>Apologies</b>	
1.1	Cllr A. Gabriel, J. Maxwell, B. Logan	
<b>2.0</b>	<b>Minutes and Matters Arising</b>	
2.1	The minutes of the previous Area Chairs Forum meeting on 11 <sup>th</sup> November 2011 were agreed as an accurate record.	
2.2	<u>3.0 of previous minutes – Implications of the Welfare Reform Bill</u> An update paper was provided by Steve Carey, Chief Officer Revenues and Benefits. It was noted that elected members will be kept informed through monthly welfare reform briefing bulletins commencing in February.	
2.3	<u>6.0 of previous minutes – Community First Programme</u> It was noted that the Executive Board had been critical of the way that the funding had been calculated and allocated. It was raised that the funding was not aligned and provided little additionality and that the executive board were looking at ways of mitigating this.	
<b>3.0</b>	<b>Localism Act – Feedback from Area Committee Meetings</b>	
3.1	Jane Harwood, Corporate Policy and Performance Officer, attended to discuss feedback from Area Chairs regarding the discussions around the Localism Act at the previous round of Area Committees.	
3.2	The act received royal assent on 15 <sup>th</sup> November 2011. A number of Area Committees had indicated that they felt it was too early to discuss the implications of the act and were looking to set up working groups to monitor and discuss its implications.	
3.3	A paper will be going to Corporate Leadership Team, hopefully in February, which will incorporate views and comments from the Area Committee meetings.	
3.4	It was stated that some aspects of the act will come into effect in April, with other aspects likely to be delayed, and that there is need for clarity on the Authority's response and approach to the act.	
3.5	There was a view expressed that the Area Committee structure did not allow them to react quickly and may not be best placed to lead on the response to the localism act. Area Committees were however able to be facilitators and may be able to help local people take a lead.	
3.6	It was pointed out that various initiatives and structures were in place in neighbourhoods which had potential links to the localism agenda but that these	

	needed to be linked in more closely to the authority's thinking.	
3.7	It was pointed out that the Outer North East area has funded a Localism Officer who is working at a parish level, particularly on neighbourhood planning issues. It was mentioned that costs for neighbourhood plans were prohibitive and that the Community Infrastructure Levy is not yet accessible at a local level and would not cover the costs for neighbourhood plans.	
3.8	It was mentioned that details of the regulations in the localism act are not explicit and that this makes it difficult to plan and determine how the authority will operate. There are uncertainties around how groups will react to the Community Right to Challenge and how central planning regulations will affect local regulations. The council will need to be in a position to respond when these issues become clearer.	
3.9	It was mentioned that the length of time between Area Committee meetings sometimes made it difficult for Area Committees to respond as issues such as new regulations were developing. It was suggested that the political parties needed to be developing their own response to the localism act.	
3.10	The question was raised as to how prepared Leeds City Council was in comparison to other local authorities. The view was that all authorities were having to wait for the detail to come out, but in fact Leeds has been looking at the localism agenda for over 10 years and is in some ways ahead of the game, although there was still work to be done to embed this across all services. It was suggested that the authority could have bid earlier for the Neighbourhood Planning pilots, but actually had not had a response to the 4 bids that it did submit in December, which was frustrating.	
3.11	Officers need to be looking at how existing processes can cope with the proposed changes without adding in more bureaucracy. Area Committees are well placed to deal with neighbourhood related issues and need to facilitate cohesion and participation in neighbourhoods.	
3.12	Neighbourhood Forums and Parish Councils will have more influence / power as a result of the localism act and the local authority should take the opportunity to steer and guide this process of change and Area Committees could be the channel and link to these groups. Area Committees do not have a formal role in Neighbourhood Planning but could potentially have a scrutiny role in the process.	
3.13	Local planning has caught the imagination of local people and groups and it was suggested that councillors should in some sense be distanced from this and that it should be people that are the driving force. It was mentioned that Leeds is not totally parished and in some areas there will be a reliance on driven individuals to take a lead, but in some areas these individuals may not be there. Elected Members have a key role in stimulating and encouraging local activity.	
3.14	It was mentioned that the Inner East area has a community leadership team that links local groups together and that the Area Committee has a key role in tying things together in an area through Neighbourhood and Area Action Plans. There is also a role in ensuring that communities take the lead and are not manipulated by developers or other groups with conflicting interests.	
3.15	Morley has an active Town Council and has parishes but these do not cover all areas. The Area Committee has a vital role in providing structure where no parishes exist and in building community capacity where there are no other options in place.	
3.16	It was important that members and officers consider the opportunities to change the way they operate and how council business is carried out. Debates	

	need to happen in the appropriate places to bring about real change. It was stated that elected members need to be aware of plans as they are being developed and implemented.	
3.17	It was mentioned that a power point presentation has been produced which details the work going on within the council to anticipate the localism act and it was agreed that this would be circulated to Area Chairs.	<b>JR</b>
3.18	It was suggested that Area Chairs should liaise with the Area Leaders to be kept up to date with developing structures in their areas.	
<b>4.0</b>	<b>Citizen's Panel – Feedback from Area Committee Meetings and Next Steps</b>	
4.1	Chris Dickinson, Area Management Officer, and Matt Lund, Corporate Consultation Manager attended to discuss feedback from Area Chairs regarding the discussions around the Citizen's Panel at the previous round of Area Committees, and provided a paper detailing feedback already received.	
4.2	There was a discussion around representation on the Citizen's Panel and reference was made to the report and appendices detailing the current recruitment profile and where significant gaps were emerging as the panel was being recruited to.	
4.3	The question was raised as to why people under the age of 18 were not included on the panel. It was explained that the views of 16-18 year olds were gathered through other focused work, including Breeze, and that their views would not be ignored.	
4.4	The question was asked as to when we were likely to have a full membership on the Citizen's panel. Currently 35% of the panel has been filled through a variety of methods with a focused mailing initiative about to start which is hoping to recruit up to 6,000 members. The profile of the panel membership is being tracked at an Area Committee level and officers are able to react where there is a projected under representation of specific groups of people.	
4.5	It was pointed out that the three Area Committees with the lowest percentage of their membership level at present were all inner areas with Inner East having the lowest percentage. It was acknowledged that consultation can be more problematic in the inner areas and that attempts were being made to avoid drawing panel members from residents who were already actively involved in engagement.	
4.6	It was suggested that the Citizen's Panel could be used to influence the priorities for targeting wellbeing spending. There were mixed views over the suitability of this with some Area Chairs seeing the value of an annual report to inform priority setting and others not convinced that the panel would be capable of delivering this for some time. It was generally agreed that the Citizen's Panel could be used to influence the business plan.	
4.7	A short consultation on events relating to the Olympic Games is taking place with the current Citizen's Panel members numbering approximately 2,000 people. It was pointed out that any results should have a health warning as the panel is not representative of the Leeds population at the moment. The resident's survey will also feed into opinions and results should be available in the next couple of months. The next consultation is likely to take place in the spring.	
4.8	The question was raised as to how under representation in terms of faith and ethnicity was being addressed. It was pointed out that much of the recruitment to date has been carried out through the media and that direct contact through local representative groups would become a greater part of the recruitment	

	process moving forward.	
4.9	It was also mentioned that the use of advocates in the third sector to represent people with learning difficulties or language barriers was being looked into to ensure that these groups were effectively represented. The question was raised as to how the views of smaller groups of the population, such as those with learning difficulties, would not become lost. It was explained that statistical work can be carried out to weight responses and that the percentage of the population in each Area Committee is taken into account and is addressed in the target numbers for panel members in each area.	
4.10	It was agreed that the Citizen's panel would be a welcome addition to the toolbox for engagement. There has been significant progress in recruitment and that the Area Leaders could help to address shortfalls in certain groups within their areas. A range of organisations are carrying out engagement in the areas. A pilot is being developed for a patient's panel for example and there are risks that this could be a counter process if it is not linked up. It was pointed out that the Citizen's Panel is a partnership exercise, for example the ALMOs are included, so that issues such as tenure and employment status are known which would mean that engagement with specific sub groups such as council tenants would be possible.	
<b>5.0</b>	<b>Area Management Restructure Update</b>	
5.1	A paper was provided by the Area Leaders showing the current picture of staff locations in the Area Teams and vacancies following the restructuring process.	
5.2	The process of exploring the talent pool had taken place and discussions were taking place with Human resources to release remaining vacancies to the city wide council staff.	
5.3	Area chairs noted the progress made.	
<b>6.0</b>	<b>Environmental Delegation – Current Progress and Future Options</b>	
6.1	Helen Freeman attended to provide an update on the Environmental Services delegation and to explore views on the future options for the delegation.	
6.2	The delegation came into operation in September and a report on progress was taken to all Area Committees in the December cycle of meetings. Meetings have also taken place with Area Committee Environmental Champions. There have been no major criticisms of the delegation, although some snagging has been necessary, and there is an appetite within the Area Committees to discuss what comes next. A report was provided which gave a summary of the feedback from the Area Committees.	
6.3	Services such as ginnel and gully cleansing, graffiti removal, needle picking and public convenience cleaning have been referenced as potential services to include in the delegation. These services have been moved from city wide teams to locality teams with effect from 3 <sup>rd</sup> January 2012 and are therefore in a position to be included in the next delegation. Further member input is required to agree the way forward.	
6.4	A report is going to the Executive Board in February which will give a client side perspective of how the delegation has performed so far, incorporating views from services and councillors.	
6.5	It was pointed out that the delegation was a change in the way services are delivered but largely the public are not aware of the changes. It was suggested that the need for a communication strategy should be included in the report that was going to executive board.	

6.6	Helen Freeman mentioned that as well as the need to inform the public of how the service has changed, locality teams were focusing on developing civic pride in an area and increasing peer pressure within communities to look after their areas.	
6.7	It was suggested that there needs to be a balance between education and enforcement and that the balance needs to be appropriate for particular areas. Targeted enforcement may be necessary for certain areas such as around parades of shops and it needs to be demonstrated that action will be taken where it is needed.	
6.8	Area Chairs were asked to provide feedback from their Area Committees on how the delegation had been received and how they felt the new arrangements were working. There was a common view that the delegation was going well with the following additional comments: <ul style="list-style-type: none"> <li>o The committees have an ability to influence the delegation but would like further input into the type of machinery used and where it is deployed</li> <li>o Doubts had been expressed over the efficacy of having spare days in scheduled work but these were seen to be working well in picking up issues as they arise</li> <li>o Early signs were good but there needed to be efforts to maintain the current performance</li> <li>o There were still concerns over the amount of down time and the most effective use of appropriate depots</li> <li>o The reaction to de-leafing and other seasonal problems had been good</li> </ul>	
6.9	Praise was given to the efforts of the three Locality Managers in Environmental Services and in particular their creativity in addressing local issues.	
6.10	The Area Leaders commented that they were also pleased with the progress of the delegation and that comments from Area Chairs and other ward members will be incorporated into the report that is going to the Executive Board.	
6.11	It was agreed that the draft report to Executive Board on the Environmental Delegation would be circulated to Area Chairs for comment and amendments.	<b>SM</b>
<b>7.0</b>	<b>Any Other Business</b>	
7.1	<u>Area Committee Budgets</u> Cllr Gruen mentioned that the budget setting process is ongoing and that during the process they will be looking at the current levels of spending for each Area Committee. The question was raised as to whether there would be capital funding for 2012/13 but it was stated that it was too early in the process to give a definite answer to this.	
7.2	<u>Luncheon Clubs</u> A query was made on the progress made relating to luncheon club funding arrangements with the new financial year approaching. Shadowing of the budget arrangements by Area Team staff had taken place and, as agreed at the previous Area Chairs Forum, work will take place during the year to explore the feasibility of changing arrangements for the 2013/14 funding applications.	
<b>8.0</b>	<b>Date of Next Meeting</b>	
8.1	Friday 24 <sup>th</sup> February 2012, 10am, Committee Room 4, Civic Hall.	

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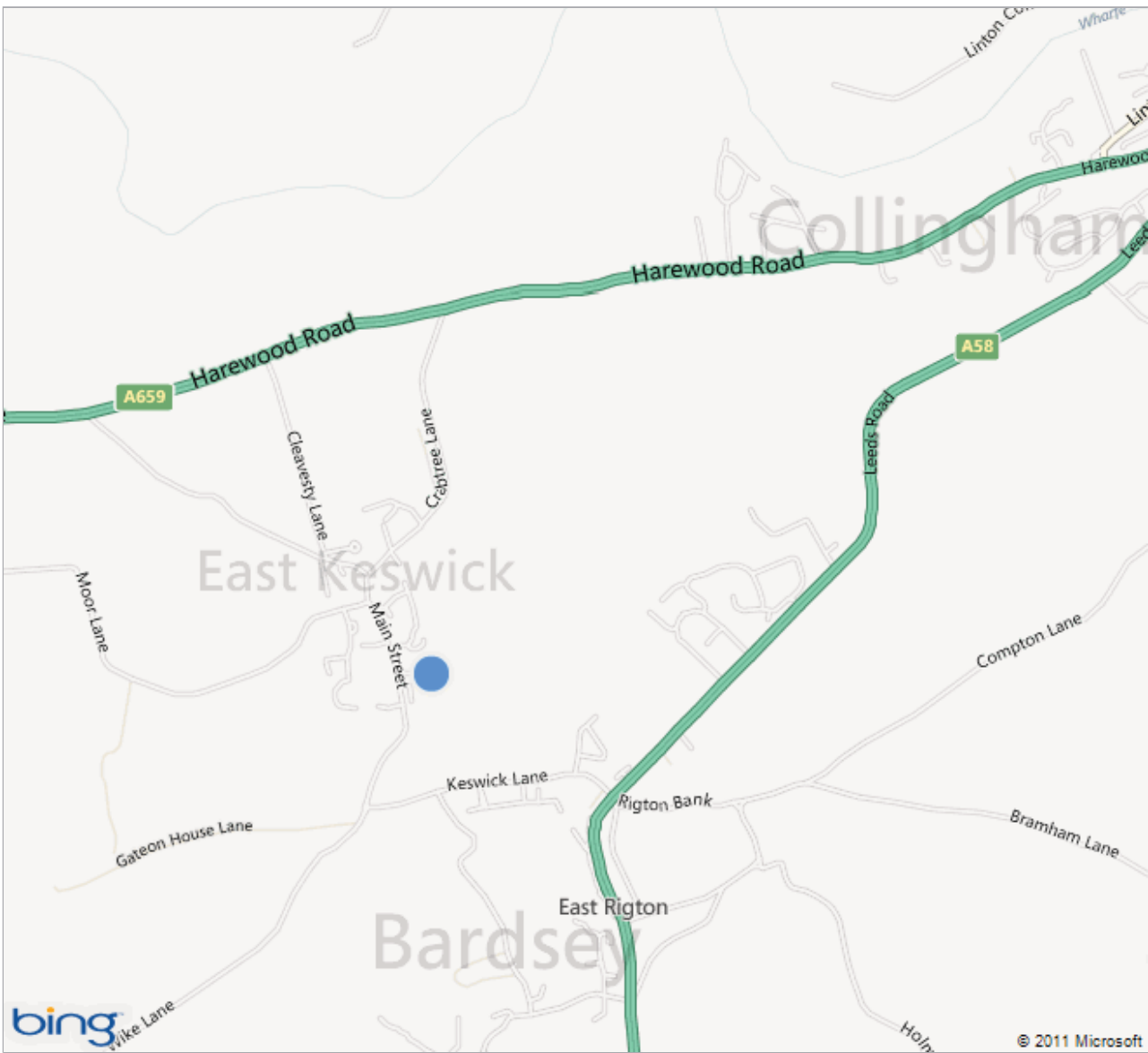
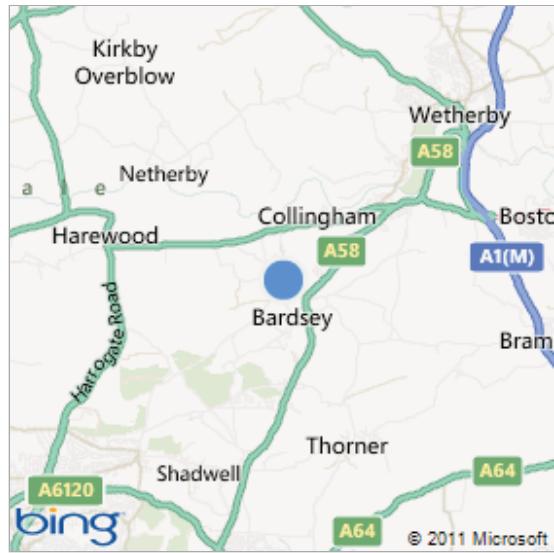


# Agenda Item 17

bing Maps

LS17 9DA, East Keswick, Leeds

My Notes



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