



WEST (INNER) AREA COMMITTEE

**Meeting to be held in St Bartholomew's Primary School, Strawberry Lane, LS12 1SF on
Wednesday, 27th June, 2012 at 5.00 pm**

MEMBERSHIP

Councillors

J Harper	- Armley;
A Lowe	- Armley;
J McKenna	- Armley;
C Gruen	- Bramley and Stanningley;
T Hanley	- Bramley and Stanningley;
N Taggart	- Bramley and Stanningley;

Co-opted Members

Hazel Boutle	- Armley Community Forum
Eric Bowes	- Armley Community Forum
Stephen McBarron	- Bramley & Stanningley Community Forum
Kevin Ritchie	- Bramley and Stannigley Community Forum

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A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

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

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

A G E N D A

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

Item No	Ward	Item Not Open		Page No
3			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
4			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
5			<p>DECLARATION OF INTERESTS</p> <p>To declare any personal / prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
6			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7	Armley; Bramley and Stanningley;		<p>MINUTES - 21ST MARCH AND 17TH MAY 2012</p> <p>To confirm as a correct record the minutes of the meetings held on 21st March and 17th May 2012.</p>	1 - 10

Item No	Ward	Item Not Open		Page No
8	Armley; Bramley and Stanningley;		<p>MINUTES - COMMUNITY FORUM</p> <p>To receive for information the minutes of the following Community Forum meetings:</p> <ul style="list-style-type: none"> • Armley Community Forum and PACT meeting– 25th March, 17th April and 15th May 2012; • Bramley and Stanningley Community Forum – 29th March and 31st May 2012. 	11 - 20
9	Armley; Bramley and Stanningley;		<p>MINUTES - ALMO INNER WEST AREA PANEL</p> <p>To receive for information the minutes of the ALMO Inner West Area Panel meetings held on 13th February and 16th April 2012.</p>	21 - 32
10	Armley; Bramley and Stanningley;		<p>APPOINTMENT OF CO-OPTees TO AREA COMMITTEES</p> <p>To receive and consider a report from the Chief Officer (Democratic and Central Services) outlining proposals regarding the appointment of co-optees onto the Area Committee.</p>	33 - 36
11	Armley; Bramley and Stanningley;		<p>DELEGATION OF ENVIRONMENTAL SERVICES - SERVICE LEVEL AGREEMENT 2012/13</p> <p>To receive and consider a report from the Director of Environment and Neighbourhoods presenting a final version of the Service Level Agreement (SLA) through which the work of the Environment Locality Team will be steered over the 2012-13 municipal year.</p>	37 - 60
12	Armley; Bramley and Stanningley;		<p>COMMUNITY SAFETY REPORT</p> <p>To receive and consider a report from the Assistant Chief Executive (Planning, Policy and Improvement) providing information on crime trends, partnership initiatives and future joint projects between Leeds City Council and West Yorkshire Police in the inner west area of Leeds.</p>	61 - 68

Item No	Ward	Item Not Open		Page No
13	Armley; Bramley and Stanningley;		<p>INNER WEST NEIGHBOURHOOD IMPROVEMENT BOARD</p> <p>To receive and consider a report from the Deputy Chief Executive outlining a proposal for the development of a Neighbourhood Improvement Board covering the four most deprived neighbourhoods in the inner west area of Leeds.</p>	69 - 78
14	Armley; Bramley and Stanningley;		<p>AREA COMMITTEE COMMUNITY ENGAGEMENT PLAN</p> <p>To receive and consider a report from the Assistant Chief Executive (Customer Access & Performance) outlining a community engagement plan for the West (Inner) Area Committee.</p>	79 - 84
15	Armley; Bramley and Stanningley;		<p>NOMINATIONS TO AREA COMMITTEE SUB GROUPS</p> <p>To receive and consider a report from the Assistant Chief Executive (Customer Access and Performance) setting out options for sub groups in the inner west area of Leeds and outlining the role of the Elected Member theme champion for Health and Community Safety. The report also seeks nominations for Elected Member representatives from each Ward to the agreed sub groups and theme champions.</p>	85 - 92
16	Armley; Bramley and Stanningley;		<p>WELL-BEING FUND REPORT</p> <p>To receive and consider a report from the Deputy Chief Executive updating Members on the Area Committee's well-being budget, providing monitoring information on the well-being funded projects completed during the 2011/12 financial year and presenting a new well-being fund application for consideration by the Area Committee.</p>	93 - 100
17	Armley; Bramley and Stanningley;		<p>AREA UPDATE REPORT</p> <p>To receive and consider a report from the Deputy Chief Executive updating Members on key priorities in the inner west area of Leeds since the last Area Committee meeting.</p>	101 - 108

Item No	Ward	Item Not Open		Page No
18	Armley; Bramley and Stanningley;		<p>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</p> <p>To receive and consider a report from the Chief Officer (Democratic and Central Services) outlining the Area Committee's role in relation to Elected Member Appointments to Outside Bodies and requesting Members to determine the appointments to those organisations which fall to the Area Committee to make an appointment to.</p>	109 - 122
19			<p>DATE AND TIME OF THE NEXT MEETING</p> <p>Wednesday, 5th September 2012 (Fairfield Community Centre, Fairfield Terrace, Bramley, Leeds, LS13 3DQ)</p> <p>MAP OF TODAY'S VENUE</p> <p>St Bartholomew's Primary School, Strawberry Lane, Armley, LS12 1SF</p>	

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Agenda Item 7

WEST (INNER) AREA COMMITTEE

WEDNESDAY, 21ST MARCH, 2012

PRESENT: Councillor T Hanley in the Chair
Councillors J Harper, A Lowe and N Taggart

Co-optees Hazel Boutle, Eric Bowes and Roland Cross

Apologies Councillor D Atkinson and J McKenna

86 Apologies for Absence

Apologies were received from Councillors Atkinson and McKenna, and from Steven McBarron.

87 Declaration of Interests

There were no declarations of interest.

88 Chair's Opening Remarks- Councillor D Atkinson

The Chair informed the Area Committee that Councillor Atkinson had been released from hospital and was now at home and in good spirits. She sent her good wishes to the Area Committee.

RESOLVED- That flowers be sent to Councillor Atkinson on behalf of the Area Committee.

89 Introduction of Tom Riordan

The Chair introduced the Chief Executive of Leeds City Council, Mr Tom Riordan who was attending the Area Committee meeting. Mr Riordan spoke on various issues including:-

- The importance of partnership working with Neighbourhood Policing, this had been shown in particular in relation to prevention of burglary. Councillor provided PCSOs played a large part in this work.
- The importance of locality working.
- That there were finite amounts of money and other resources, making it more important to identify priorities for resources.
- That the Area Committee covered a rich and diverse area of the city, which has a lot to offer Leeds.

The Chair thanked Mr Riordan for attending the Area Committee meeting.

90 Chief Superintendent Dave Oldroyd

Chief Superintendent Dave Oldroyd, Divisional Commander, North West Policing Division attended the Area Committee and informed Members that he had recently taken over the role from the previous post holder.

Chief Superintendent Oldroyd updated the Area Committee on issues including inquisitive crime across the city and the new predictive analysis technology, and responded to Members' comments and queries.

The Chair thanked the Chief Superintendent for attending the meeting.

91 Open Forum / Community Forums

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 for the Area Committee.

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

92 Minutes -15th February 2012

RESOLVED – That the minutes of the meeting held on 15th February 2012 be approved as a correct record.

93 Environmental Services Locality Team SLA Update Report

The Director of Environment and Neighbourhoods submitted a report providing information about services that are to be added to the Locality Team's portfolio and therefore included in the Service Level Agreement for 2012 / 13, and consulting on updated priorities the Area Committee would like to see addressed in the new SLA.

Jason Singh, Locality Manager WNW Leeds, presented the report and responded to Members' comments and queries.

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

- The proposal to hold two dedicated environmental subgroups before the June 2012 Area Committee meeting.
- The particular challenges of this year which include the Olympics and the Royal Visits / Jubilee events.
- The importance of being able to identify which organisation is responsible for what work in terms of recycling / street cleaning such as on private land or bus stops.
- The importance of ensuring that sufficient information is available to the public.

The Chair thanked Mr Singh for his attendance and report to the Area Committee.

RESOLVED –

- That the addition of further services to the delegation (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 10th February 2012 be noted.
- That the development of the new SLA for 2012 / 13 to be brought to the June meeting for approval based on:
 - i). the inclusion of the additional services (section 26)
 - 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 (section 20)
 - 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 WNW Locality Team's responses to addressing the Area Committee Members' local priorities (section 22)
 - v). the WNW Locality Team's responses to expectations for further improvements raised by Elected Members across the city as presented through Executive Board in February 2012 (section 23)
 - vi). the refreshed service principles (section 25)

94 Core Strategy

The Director of City Development submitted a report informing of the City Council's Local Development Framework and the public consultation framework for this.

Lois Pickering , Team Leader Planning and Lyla Peter Team Leader Data, presented the report and responded to Members' comments and queries.

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

- The Core Strategy provides the overall spatial vision for Leeds, setting the scene for future documents to be produced. Consultation on the Core Strategy is currently ongoing.
- The Core Strategy tries to estimate the size of Leeds by 2028, and estimates continued growth using demographic information such as household sizes / population age etc. Leeds has grown significantly in the last few years.
- The current consultation is about determining whether the Core Strategy is sound. Following the current consultation, it will be submitted to the Secretary of State for consideration prior to approval by Full Council. If the Secretary of State requires changes to be made, further consultation will be required.

The Chair thanked Ms Pickering and Ms Peter for attending the meeting and for their report.

RESOLVED-

- That the contents of the report be noted
- That the request for comments as part of the consultation be noted.

95 Children's Services Report

The Director of Children's Services submitted a report updating on key developments within Children's Services.

Sarah Sinclair, Deputy Director of Children's Services, presented the report and responded to Members' comments and queries.

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

- The importance of ensuring performance improved in areas including the number of Looked After children; attainment and attendance; promoting engagement of young people; ensuring Leeds is a child friendly city so that Leeds has high levels of performance in all matters relating to Children's Services.
- Ensuring that statistics fully reflected the information required such as by recording % of children gaining particular exams results both by the ward in which their school is and by the ward in which they live.
- The importance of working to reduce the gap between affluent and deprived wards.

RESOLVED- That the content of the report be noted.

96 Community Safety Report

The Assistant Chief Executive, Planning, Policy and Improvement submitted a report updating on crime statistics, acquisitive crime and current ongoing partnership action for Members' information.

Gill Hunter, Area Community Safety Co-ordinator, Environment and Neighbourhoods, presented the report and responded to Members' comments and queries. Inspector Mark Wheeler attended the meeting and updated the Area Committee on policing matters within the area.

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

- There has been an impressive start to this calendar year with a 50% reduction in burglaries, with Operation Alice being very successful. Ensuring there are sufficient officers in the area at the right time is vital to continuing this success.
- It was noted that during the latter end of 2011 there was a significant increase in crime in Armley, which could be partly attributed to a number of offenders being released from prison who contributed to the number of offences, and partly attributed to a small number of known

individuals who were responsible for many of the offences. However, it was acknowledged that with the establishment of Operation Alice together with the management of offenders, there had been a significant reduction of offences in Armley since the beginning of 2012.

- The new work being done with predictive mapping which allows for properties close to one which has been burgled to be “super cocooned” within 8 – 10 hours of the burglary to reduce subsequent burglaries in the area.
- The forthcoming “It Only Takes a Minute” campaign which aims to reduce burglaries in the spring /summer by encouraging people to lock their doors and windows.

The Chair thanked Ms Hunter and Inspector Wheeler for attending the meeting and for the report.

RESOLVED- That the contents of the report be noted.

97 West North West homes Leeds Update Report

A report was submitted by West North West homes Leeds updating on current activities and services undertaken by West North West homes Leeds.

Mick Parker, West North West homes Leeds, presented the report and responded to Members’ queries and comments.

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

- the financial inclusion strategy which aims to address worklessness; an outreach officer is being appointed to work on this including signposting to other services and tackling benefit dependency. A major future risk is that Housing Benefit will soon be paid direct to the tenant rather than to the landlord.
- repair schemes - a secondary call centre has been opened by the contractors, Morrisons, for customers chasing repairs. Morrisons also now attend a weekly repairs surgery with housing officers. A new grass cutting contract with Continental has commenced. The Directors of Continental and Morrisons have pledged to attend a future Area Committee meeting to meet Councillors.
- the importance of locality working between the ALMO and Area Management colleagues, this has been successfully trialled in pilot areas.

RESOLVED- That the contents of the report be noted

98 Area Chairs' Forum Minutes

A copy of the minutes of the Area Chairs’ Forum meeting of 13th January 2012 were submitted for Members’ information.

RESOLVED- That the minutes of the Area Chairs’ Forum meeting of 13th January 2012 be noted.

99 Minutes- Community Forum Minutes

A copy of the minutes of the Armley Community Forum held on 21st February 2012 and the minutes of the Bramley Community Forum held on 26th January 2012 were submitted for Members' information.

RESOLVED- That the minutes of the Armley Community Forum held on 21st February 2012 and the minutes of the Bramley Community Forum held on 26th January 2012 be received and noted.

100 Meeting Dates for 2012 / 13

The Chief Officer (Democratic and Central Services) submitted a report seeking approval for proposed meeting dates for the West (inner) Area Committee for the 2012 / 13 municipal year.

Kate Sibson, Area Officer, presented the report and responded to Members' comments and queries.

RESOLVED-

- That the 24th October 2012 Area Committee meeting date be reviewed, but that the other proposed dates for the 2012 / 13 municipal year be approved.
- That the Committee's current meeting venue arrangements be continued in their current form

101 Area Update Report

The Deputy Chief Executive submitted a report updating on progress against the Area Management Team's work progress and locality priorities.

Kate Sibson, Area Officer, presented the report and responded to Members' comments and queries.

RESOLVED -

- That the contents of the report be noted
- That the contents of the Business Plan and Action Plan be approved

102 Wellbeing Fund Budget Report

The Deputy Chief Executive submitted a report updating Members on the year end position of the West Inner Area Committee Wellbeing Budget for the financial year 2011 / 12 and presenting a number of projects for approval in principle from the 2012 / 13 Wellbeing Budget.

Kate Sibson, Area Officer, presented the report and responded to Members' comments and queries.

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

- Requests for funding amounted to £207,000 which exceeded the budget of £136,000.

Mark Law attended and addressed the Area Committee on behalf of BARCA. He informed of the success of the project over the previous two years, and stated that they had skilled staff who they would seek to keep if possible.

Jane Earnshaw attended and addressed the Area Committee on behalf of the I Love West Leeds Festival. The Area Committee was informed that the I Love West Leeds Festival had been running since 2005. The festival organisers were very aware of financial pressures and had designed the forthcoming festival with this in mind. A joint bid with the Holmfirth Festival was being submitted to the Arts' Council to try to secure funding for next year's festival.

The Area Committee was informed that officers would try to lever in funding from other sources where possible.

RESOLVED –

- i) That the position of the Wellbeing Budget and the small grant approvals be noted.
- ii) That the funding for the project proposals be approved as follows:

Ref	Project Name	Delivery Organisation	Total Funding Approved
1	Broadleas CCTV	Leedswatch	£1,784
2	Bramley Baths	LCC Sports	£27,720
3	Community Ctr Consortium	Barca – Leeds	£35,000
4	Police Off Road Bikes	West Yorks Police	£1,500
5	Armley Festival Lights	Leeds Lights	£1,750
6	I Love West Leeds Festival	ILWL Festival	£10,000
7	Small Grants & Skips	Area Support Team	£4,000
8	Inner West Events Budget	Area Support Team	£7,500
9	Armley Sports Project	LCC Youth Service	£2,250
10	Summer Sports & Coaching	LCC Sports	£2,500
11	Environmental Clean Ups	Probation	£6,000
12	NEET Reduction Project	Igen	£6,750
13	Target Hardening	CASAC	£3,000
14	Bramley Floodlights	Parks & Countryside	£16,000
15	Saturday Night Project	PAYP (LCC)	£3,000
16	Community Hanging Baskets	Armley CRT	£1,800
		Total	£130,554
		Budget	£136,780
		Balance	£6,226

103 Date, Time and Venue of Next Meeting
Monday 21st May at 1.00 p.m. at Civic Hall.

The meeting concluded at 7.30 p.m.

WEST (INNER) AREA COMMITTEE

THURSDAY, 17TH MAY, 2012

PRESENT: Councillor J McKenna in the Chair

Councillors C Gruen, T Hanley, A Lowe
and N Taggart

104 Election of Chair / Chair's Opening Remarks

As the Chair of West (Inner) Area Committee for 2011/2012 had stepped down at the 2012 local elections, Councillor J McKenna was proposed, seconded and appointed Chair for the duration of this meeting.

The Chair welcomed all in attendance, particularly Councillor C Gruen, who was attending her first Area Committee meeting following the 2012 local elections.

105 Late Items

There were no late items.

106 Declaration of Interests

There were no declarations of interest.

107 Apologies for Absence

Apologies for absence were submitted by Councillor Harper and Co-opted Members; H Boutle, E Bowes, R Cross and S McBarron.

108 Election of Area Committee Chair for the 2012/13 Municipal Year

The Chief Officer (Democratic and Central Services) submitted a report which explained the arrangements for the annual election of Chairs for Area Committees and recommended that the Area Committee elected a Chair for the 2012/13 municipal year.

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.

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

RESOLVED –

(a) That the contents of the report and appendices be noted.

(b) That Councillor J McKenna be elected Chair for the 2012/2013 municipal year.

109 Well-Being Fund Report

The Deputy Chief Executive submitted a report which presented a small grant application for consideration by the Area Committee. The report also recommended a new, lower limit for future small grant applications.

RESOLVED –

(a) That the following decision be made in relation to a small grant application that had been submitted:

- West Yorkshire Fire and Rescue Service – Firefly fire safety system – £500 approved.

(b) That in future, the maximum amount allocated per small grant application be limited to £300 per ward and £600 for applications covering two wards.

110 Date and Time of Next Meeting

Members noted that the next meeting was scheduled to take place on Wednesday, 27 June 2012 at 5.00pm. It was suggested that the June meeting took place at St Bartholomew's Primary School, the September meeting at a venue in Bramley, and the October meeting at the new Sikh temple extension. The Area Support team agreed to report back with confirmation of future meeting venues.

(The meeting concluded at 10.12am)



Combined Armley Community Forum and PACT meeting minutes
Date: 20th March 2012

Present:

Cllr Janet Harper (Chair), Cllr A Lowe, H & D Boutle, F Smyth, D & D Armitage, K & B Draper, K Lemm, D Peck, B Holmes, B Mason, P Kempster, JK & JP Newsome, X Chevillard, J Ramell, E Bowes, Mr & Mrs Stead, W Anderson, K Anderson, B Davies, F A Smyth, M T Hogg, M S Hogg, B Yewdall, H Shields, T Maynard, J Mach, D Howarth, B Lancashire, G Lancashire, H Gardiner, B Nelson, S Effendi (WNW AST).

Apologies:

M Pugh, Cllr J McKenna, B & E Rayworth.

		Action
1.0	Welcome	
1.1	Cllr Harper welcomed everyone to the meeting.	
2.0	Previous minutes / matters arising	
2.1	Previous minutes were agreed as an accurate record.	
3.0	Police	
	No one attended the meeting	
4.0	Town Centre Manager – Nigel Conder	
4.1	Cllr Harper informed the meeting that due to current financial constraints Town Centre Manger Post will no longer be funded by the Area Committee; however, the ward councillors are looking to hire an events management company to manage future events in Armley.	
5.0	Community First – funding opportunity	
5.1	<p>Hazel Boutle presented this item and informed everyone of the launch of a new source of funds for community projects called 'Community First'. Community groups in Armley and Bramley who want to run a project that will benefit the local area can find out more by attending the funding launch on 16th April 2012 from 7:00.p.m.</p> <ul style="list-style-type: none"> • The launch of Armley First will be held at the New Wortley Community Centre • The launch of Bramley First will be held at the Bramley Community Centre. <p>Refreshments will be available.</p> <p>Local panels have been set up to review applications for specific projects from community, not for profit and third sector groups. They will refer approved projects to the Governments Neighbourhood Matched Fund scheme (part of national Community First initiative).</p> <p>Panel can recommend match funding grants of up to £2,500 for projects that</p> <ul style="list-style-type: none"> • Improve employability, financial well being and key skills • Create sustainable communities through environmental projects and the reduction of carbon footprint. • Promote health and well being across the generation, including celebration and fun. <p>For further information about the panels and details on how to apply or get involved, please see www.bramleyfirst-leeds.co.uk/ www.armleyfirst-leeds.co.uk/</p>	

5.2	Egg Hunt Hazel also provided details of the egg hunt event to be held on Easter Saturday 7 th April 2012 from 12:00 to 15:00.p.m. at Charlie Cake Park. Entry charge for adults will be one pound while children will enter free of charge. Competition registration will take place between 12:00 – 13:45. The event is organised by the Armley Rights Trust.	
6.0	Any Other Business	
6.1	Members were reminded that the local elections and referendum for an elected Mayor will take place on 3 rd May 2012.	
6.2	Potholes at the bottom of Brooklyn Street were reported, this will be passed to Chris Way for action	SE
6.3	Armley Moor not been cleared for two months	Cllr Harper
6.4	A resident reported that a garage between Barnet Road and Tong Road is parking the for sale cars on their side of the road. This has already been reported by the councillors and will be reported again.	Cllr Harper
6.5	Pavement parking on Raynville Rise and Raynville Road just below the Helen Sykes outside the flats were reported. Parking Services number 0113 3950050 to report illegal parking was passed on by Sohail Effendi.	
7.0	Dates of Meetings	
	<i>Next meeting will be on Tuesday 17th April 2012</i>	

Combined Armley Community Forum and PACT meeting minutes

Date: 17th April 2012

Chair: Cllr Janet Harper

Action

1.0 Welcome

1.1 Cllr Harper welcomed 40 residents to the meeting. A list of apologies was read out.

2.0 Previous minutes / matters arising

2.1 Previous minutes were agreed as an accurate record, with the addition of one apology.
Armley Moor: Improvement works have started and the area will be cleared on completion.
Parking: Barnet Road vehicles for sale parked on pavement, WNWH to refer to Highways enforcement.

CS

3.0 Police

3.1 PC Daniel Tomlinson and PCSO Stuart Knowles attended.

Crime figures:

Burglary down, but still fairly high. New Operation Optimal in place - uses intelligence and statistics to predict where burglaries are likely to happen and at what time. Increased patrols, and households are given extra advice on home security. Since the operation started, there has been a drastic reduction in burglaries.

Theft from motor vehicles down by 6 per week - using capture cars in hotspot areas.

Criminal damage down by 7 per week.

3.2 NPT priorities:

- The ginnel on Conference Road has been cleared and sealed.
- An individual from Armley has been jailed for six and a half years for armed robbery.
- Two cannabis farms closed down.
- Street drinking continues to be an issue, PCSOs are patrolling known areas, and carry information in various languages.

3.3 PC Tomlinson welcomed questions from the floor:

Burnsall Gardens - The front door of the flats was open and the hall was being used as a rest stop. A member of the forum explained this was a one-off as they had nowhere to go.

Report of a man known to police attacking an elderly woman - police to investigate.

Carlton Road - Speeding problems. Police to send an officer with speed camera.

Armley Grange Drive - Speeding cars, often travelling to the hospital. Asked for it to be a PACT priority, has been reported as a problem since 2004.

Street Drinking - Children walking from Armley Primary School to the swimming baths are being intimidated by street drinkers. Police agreed to send an officer to accompany them for a couple of weeks, and deal with the drinkers.

4 Welfare Reform

4.1 Shaun Kelly attended to outline some of the changes to Welfare Benefits coming over the next few years. Most of those discussed affect working age people.

4.2 Tax credits – requirement to work more hours, shorter time allowed for backdated claims, increased threshold for support for sudden drop in income.

4.3 Housing benefit will be capped, and single people aged between 25 and 35 will be classed differently.

- 4.4 Council Tax benefit will be administered by Leeds City Council, working age claimants could be impacted, but pensioners should not be affected.
- 4.5 Discretionary social fund, community care grant and crisis grants will all be abolished next year, and the local authority will be given funding to support vulnerable people.
- 4.6 Universal Credit will replace a variety of benefits for working age claimants. It will be paid directly to the claimant, and will include housing cost payments which are can be currently paid direct to landlord. There will be a cap on what can be claimed by one household, and the payment will be made to only one person. People classed as vulnerable could have a different method of payment. Further information is not available as the regulations have not been drafted yet.
- 4.7 Disability Living Allowance will be replaced with Personal Independence Payments. Medical assessments will be carried out on all claimants. Payment bands in the care component will be reduced from three to two.
- 4.8 People living in under-occupied houses will face a penalty. A forum member explained this could affect single parents whose children visit overnight.
- 4.9 Some changes will affect people over the next few years, but anyone who is concerned should seek advice from welfare rights advisors, at the One Stop Centre or at West North West Homes. Leaflets on where to get help were circulated.

5 **West North West Homes**

- 5.1 Claire Smith (CS) attended on behalf of Paul Lilley and welcomed any questions. CS
An issue was reported about repairs, CS took details after the forum.
Complaint about CCTV cameras not working. Some of the CCTV systems are very old and replacement parts can't be found. A bid is in for central funding to replace the cameras in the multi-storey blocks.

6 **BTCV Kitchen Garden Project**

- 6.1 John Preston from BTCV presented information on a proposal to turn the rose garden at Gotts Park into a working kitchen garden. The rose garden has suffered disease for some years which has been difficult to treat. Leeds City Council would like to carry out a full refurbishment of the garden, but funding is not available.
- 6.2 The proposal is to create a kitchen garden in the walled area which would be open to the public during the day and hopefully also at weekends. Fruit, vegetables and flowers would be grown in the garden, and although there are no longer any greenhouses, it is hoped that buildings could be erected subject to planning permission.
- 6.3 BTCV work with people with mental health needs and learning disabilities. Local volunteers will also be encouraged to support the scheme.
- 6.4 It is hoped that the produce grown in the garden will be sold, and there is scope to work with other local producers too. It is proposed that there will be refreshments for sale on site to encourage more visitors.
- 6.5 The scheme is in the planning stage, and John will put together a business case to seek funding and permission to progress. If this is forthcoming, work could start as early as the autumn. Consultation with residents is key, and questions were welcomed from the floor

7 **Date of next meeting**

- 7.1 15th May 2012, 7pm Armley One Stop Centre.
First bus to be invited about the number 16 service.

Combined Armley Community Forum and PACT meeting minutes

Date: 15th May 2012

Chair: Cllr Janet Harper

- | | | Action |
|------------|--|--------------|
| 1.0 | Welcome | |
| 1.1 | Cllr Harper welcomed 34 residents to the meeting. A list of apologies was read out. Members expressed their condolences to Mr Draper on passing away of Mrs Draper. | |
| 2.0 | Elections of Chair, vice chair, treasurer and Area Committee Co-optees | |
| 2.1 | Sohail Effendi assumed the position of chair to conduct the annual elections of the above mentioned posts. | |
| 2.2 | As there was only one candidate for each of the posts available, following candidates were duly elected un-opposed by show of hands. | |
| | Chair Cllr Janet Harper | |
| | Vice chair Hazel Boutle | |
| | Treasurer Morgan Pugh | |
| |
Co-optee 1 Hazel Boutle | |
| | Co-optee 2 Eric Bowes | |
| 2.0 | Previous minutes / matters arising | |
| 2.1 | Previous minutes were agreed as an accurate record, Bin yard issue at Brooklyn Street was raised by one of the residents, Cllr McKenna stated that he has taken the matter up with the relevant department and a meeting with Cllr Dobson and Jason Singh to discuss the matter further has been arranged, the progress will be reported back at the next forum. | |
| 2.2 | Pot holes in the Brooklyn Street were also reported. This issue was picked up by Cllr Lowe and was reported resolved through an e-mail to Sohail on 21 st May 2012. | Cllr
Lowe |
| 3.0 | Police | |
| 3.1 | Inspector Mark Wheeler attended and asked everyone interested in weekly update on crime to provide their e-mail address. | |
| 3.2 | Having police officers at the right place at the right time through crime reducing initiative Operation Optimum is making a big difference. | |
| 3.3 | 22 more car theft incidents compared to last years figures means everyone needs to be a lot more cautious in ensuring that no valuables are left on display no matter how briefly you are away from your car. | |
| 3.4 | A 19 year old male was charged with the car theft offence; he has now been bailed but put on night time curfew. He is back in court in June 2012. | |
| 3.5 | A 13 year old girl admitted to breaking into a car, but pardoned by the court. | |
| 3.6 | 70 young people are now attending youth service session, which means 70 less youngsters in the street. | |
| 3.7 | It was pointed out that useful numbers list at the back of the agenda still has the old police non emergency number which needs amending, furthermore there is no number to report off road bikes.
New police non emergency number 101 and Off Road Bike hotline number 0113 239 2092 been added to the useful numbers list at the back to the agenda | SE |
| 4.0 | First Bus Service | |
| 4.1 | Chris Goldthorpe from Bramley Depot Operations Manager attended the meeting to speak about service 16 and answer some other queries about the bus service in the area. | |
| 4.2 | Chris informed the meeting that a survey was carried out about the service 16 going | |

passed St. James's Hospital, an overwhelming majority was in favour resulting in a couple of extra trips being added to the service and the scheme has been very successful.

4.3 A question and answer session ensued

Q. 42, 16, 4 and 86 all come down Tong Road nearly at the same time, can they be spread about a bit to benefit the customers more?

A. CG replied that number 42 is on the list for a review, the bus service is trying different initiatives 'Better Journey for Life' is a new booklet produced detailing five pillars of the service including staff and customers.

Q. why ticket machines are always broken?

A. £30,000 been spent on new machines and these will soon be on the buses.

Q. Why number 86 has stopped running on Sunday's?

A. this is all down to funding cuts.

Replying to a query regarding the need to issue tickets to old age pensioners, CG replied that Metro insists on issuing tickets to OAP's so they can record the use of a bus service by OAP's.

5.0 A O B

5.1 Sohail informed the meeting that the middle bill board at the bottom of Branch Road currently advertising the jubilee and usually has the hand drawn Armley Shopping poster, now falls under the responsibility of Area Support Team and ward members have the final say on what goes on the board.

To generate a small income to support our free posters, the Armley Mills Museum and Breeze pay for a couple of posters over the summer.

There is nothing planned from September onward so all ideas for events to publicise are welcome.

5.2 Issue of Aviary Road wall was raised again, this issue been going on for a long time and the resolution has been very slow in coming. While the wall has now been demolished it needs to be rebuilt.

Cllr Lowe stated that the wall has been demolished as a result of consultation with the residents by Nigel Cook, further consultation with the residents is on going as well as the search for some funding to address the issue

5.3 A resident reported that some mattresses have been left in the Cedar Place bin yard, young boys been seen climbing on the wall and jumping on these mattresses. The concern is that there is a real danger of someone getting injured.

Cllr
Lowe

6.0 Date of next meeting

6.1 19th June 2012, 7pm Armley One Stop Centre.

Notes of Meeting
Bramley & Stanningley Community Forum
7.30-9pm 29th March 2012, Eric Atkinson Centre

1.0 Welcome & Introductions

- 1.1 Stephen McBarron (Chair) welcomed residents to the meeting. Apologies were received from Cllr Ted Hanley.

2.0 Notes of previous meeting and Matters Arising

- 2.1 Notes were agreed as correct.
- 2.2 Moorside TARA – confirmed that the proceeds of the Carol Concert will go towards the War Memorial.
- 2.3 (4.6) (4.16) – all complaints passed on to dog wardens.
- 2.4 (4.9) (4.10) (4.12) (4.13) – Supervisor and/or Enforcement tasked with these.
- 2.5 A discussion around ginnels and Public Rights Of Way (PROW) followed. Concern was expressed that some of Bramley's historical PROWs will be lost forever IF not added to the Council's 'Definite Map' by 2026. This is the current deadline. Another threat to PROWs is alleygating.
Cllr NT confirmed that there is a legal process needed to get a PROW on to the 'Definitive Map'. He also asked that the minutes reflect his view that Bramley and Stanningley be treated like other parts of the city and have all the ward ginnels added to the Council map
- 2.6 (4.5) The derelict petrol station – a JCB did a general tidy-up last week. £0.5m has been earmarked citywide – the Lord Cardigan site and this petrol station site will be amongst the first to be tackled. Meanwhile the owners have entered into discussions re.interim use for the site whilst also looking at long-term use.
- 2.7 (6.2) Cllr NT asked meeting to confirm views on fortnightly bin collections. Generally the meeting were in agreement but most agreed they wanted fortnightly green bin collection rather than alternate bin collection.
- 2.8 (2.2) CG has met with the War Memorial Group and the next meeting is 7pm at Bramley Community Centre on the 20th June.

3.0 Police PACT update

- 3.1 More officers have been drafted in to work on Burglary related projects. House burglary has gone down from 76 (in the same period last year) to 29 this year. A new research tool is also being trialled that predicts where next burglary will be.
- 3.2 Robbery has increased however 3 suspects have already been arrested for 2 of the offences. One 15yr old and a 16yr old have both been charged with 1 offence and are due in court on 15th May.
- 3.3 The lighter nights and warmer weather usually lead to more burglaries as windows etc are left open. 'It Only Takes a Minute' campaign has been launched to remind people to lock doors and be mindful of home security. For more details visit:
www.westyorkshire.police.uk/burglary
- 3.4 Immobilise is the worlds largest free register of possession ownership details – if your phone, bike, computer or any other registered item is stolen you can use Immobilise to instantly tell Police, Insurers and the second-hand trade. To register possessions visit www.immobilise.com
- 3.5 A resident expressed concern that no PCSOs had been seen for as long as 5 weeks around Moorside and that a local burglar was back on the streets. PC Julie will chase this up as the Ganners shop is a PACT priority and there have been groups of youths hanging around here.
- 3.6 There may be a scam in operation in the area concerning leaflets asking for donations etc for Air Ambulance. This has been sent to Mr Wheeler but no response has been received as yet.

4.0 BARCA update – Adam Smith

- 4.1 A new opportunity or funding – Community Organisers – means that local 3rd sector,

voluntary and community groups can apply for funding for local community projects. For Bramley all applications are being handled by a panel called Bramley First (whilst being supported by Barca). www.bramleyfirst-leeds.co.uk

4.2 Groups can apply for up to £2,500; there is £14,060 available in the first year but altogether over £80,000 is available for Bramley. SMCB urged local people volunteer for the panel as it is up to the people of Bramley how the funding is spent.

4.3 The launch event is 7pm on Monday 16th April, Bramley St. Peter's C of E Primary School. More details are available from Barca – the Funding and Development Manager Cathryn Thom – 07595 120 995 / 0113 220 9036

4.4 Barca have also got a new contract to deliver some more play services in the area so local groups should get in touch. They have also got the drugs contract for Leeds and have now some funding to do some research into intergenerational drug use.

5.0 Youth Service Update

5.1 SM gave out up to date leaflets showing what the Youth Service are offering in the way of youth provision in the Bramley area.

Cllr NT requested that these be displayed on the community notice boards at Bramley Shopping Centre and Rodley. Also for them to be kept as up to date as possible.

SM

5.2 Residents expressed concern that it was difficult to find out about what activities were available and when. The Council Youth service website allows you to enter your postcode to search for available activities. www.breezeleeds.org/

6.0 Any other business

6.1 Diamond Jubilee Events and Celebrations:

- Tuesday 5th June: An event funded by MICE and Inner West Area Committee will take place on Hunters Greave at 12/1pm to 4/5pm. Attractions include: BBQ, Cake stall, fancy dress kids competition, sports day events, games and stalls, live band , bouncy castle etc.
- Saturday 2nd June: A similar event will take place at Moorside CC 1-4pm funded by MICE money.
- There will also be a garden party at no 15 – elderly person's complex.

SM

Will add to AOB at next meeting to remind everyone.

6.2 2nd April 1-4pm @ Moorside CC – launch of youth cycling club.. There will also be Easter eggs and tombola etc.

6.3 Cllr NT – Kirkstall Forge development – all the funding is now in place for the new railway station. This will be in the Bramley ward but vehicular access will be from the A65 (as Pollard Lane not suitable). This will open in 2014 and there will also be new housing and offices etc on site. The existing Leeds/Bradford shuttle will stop there twice per hour. In the evening the Ilkley trains will stop twice hourly and the Cllrs are pressing for the morning Ilkley trains to also stop. Apperley Bridge station is also being built and will be open slightly before the Bramley one.

6.4 Clariant Sports ground – Plans Panel West turned down the application for new houses on this site but this has been overturned by the Secretary of State. Up to 550 houses are to be built.

6.5 Now the weather is improving portable BBQs are being used with more frequency in Bramley Fall Woods. Cllr NT to mention to Area Committee- must get the message out that they are not permitted.

Cllr
NT

7.0 Next meeting

31st May 2012, 7.30pm, Eric Atkinson Centre, Wellington Gardens, Bramley

Notes of Meeting held 31st May 2012
Eric Atkinson Centre, Wellington Gardens, Bramley

1 Introductions

- 1.1 S McBarron welcomed 13 residents and Cllr Taggart to the meeting, 9 apologies were noted including Cllr Hanley and Cllr C Gruen.

2 Grounds Maintenance

- 2.1 Wayne Shirt, Leeds City Council outlined the new grounds maintenance contract. New contractor is Continental Landscapes, they are committed to employing local people, including 24 apprentices.

Quality has improved and complaints are 75% lower than the previous year.

40% of sites are checked, and CL are not paid if the site fails. This could include litter not picked up or shredded and grass not blown back from pavement.

Currently a lot of complaints about areas planted with daffodils. Not allowed to cut these until 1st June.

Complaints about the service can be made by calling 0113 222 44 06 or at the local Neighbourhood Housing Office

- 2.2 Questions were welcomed from the floor:

A number of sites that are not cut were mentioned including Houghton Rise, Snowdon Lawn and corner Rodley Lane / Leeds Bradford Road.

The community centre on St Catherines Drive is now under the contract and the management committee is very pleased.

Action
WS

3 Police Update and Police Station Helpdesk Consultation

- 3.1 Inspector Wheeler and PC Young attended. Burglary is the number one priority and rates have reduced dramatically, down by 72 on the same period last year, from 89 to 17.

Summer is a traditional spike in burglary rates, and a campaign has started to make people aware of the need to keep windows and doors locked.

Vehicle crime has increased compared with last year. New initiative to issue fake parking tickets to vehicles that leave valuables on display.

A number of drug warrants have been executed and six arrests made.

Some anti-social behaviour around Bramley shopping centre, covert and high visibility patrols have identified the main perpetrators and this has now stopped after warnings to young people and their parents.

Nuisance bikes patrols continue. Residents urged to call the dedicated line 0113 2395092 or 101. Bramley Park regularly suffers from nuisance bikes.

- 3.2 Questions from the floor:

Illegal parking an issue – obstruction, by junction on Valley Road / Pollard Lane.

Police can only issue tickets in certain circumstances, and this could be one, will pass onto officers. Insp Wheeler meets regularly with LCC parking enforcement to discuss complaints and hotspot areas.

Action
MW

- 3.3 The police are carrying out a consultation on police station helpdesks. The force has to save £96.5 million by 2015 and this is one of a number of service changes being considered. The Chief Constable has committed to Neighbourhood Policing Teams and there should be no reduction in this service. Insp Wheeler asked for views on the use of police station helpdesks.

- 3.4 A number of comments were made:
 Need somewhere for people to go to produce documents, could be on central location rather than police stations.
 Could have a civilian receptionist, most people going to police stations are there to answer bail, produce documents or solicitors visiting clients.
 Well over 90% of reports to the police must come over the phone. Few people would choose to go to the station to report a crime.
 The quality of the police service within the local community is important.
- 4 **Election of Chair, Vice Chair and Co-optees**
- 4.1 One nomination for chair was received, and S McBarron was re-elected. Co-optees for the Area Committee were elected, S McBarron and K Ritchie. No nominations for Vice Chair were received, this will be brought to the next meeting. **Action KS**
- 5 **Any other business**
- 5.1 Discussion around how the forum is publicised. K Sibson to look at producing posters to send to community buildings and notice boards and press release ahead of meetings.
- 5.2 T Knapton and H Garrard spoke about this year's Bramley Carnival 12pm parade starts, ending at Bramley Falls Park. Activities include a combined church service, reading project, mini Olympics, local bands and children's entertainers. There will be a conga around the park led by Dean Michael, formerly of Black Lace. Volunteers are needed, and there is a raffle with Jet 2 flights as first prize.
- 5.3 A Murgatroyd asked whether anyone had been involved in setting up an In Bloom group for Bramley. Cllr Taggart and forum members welcomed the suggestion. K Sibson to provide details of possible funding providers. **Action KS**
- 5.4 Jubilee event at Hunters Greave on Tuesday 5th June organised by Newlay and Whitecoates Residents' Association.
- 5.5 T Knapton asked whether there would be any festive lights this year. Cllr Taggart explained that Ward Members had taken the difficult decision to divert funding to help keep Bramley Baths open. Members are looking at possible funding options for lights this year, but nothing is guaranteed. **Action NT**
- 5.6 J Botham asked what happened to the Raynviles Residents' Association and asked whether it could be re-established. It ended when the two key members had to retire due to moving out of the area, and ill health. K Sibson advised that the Area Support Team and West North West Homes will support anyone wanting to set up a residents' group. **Action KS**
- 5.7 Question about whether the Pram Race was going to be run this year, had been cancelled some years ago due to health and safety concerns. Cllr Taggart wasn't aware of it.
- 6 **Next Meeting**
- 6.1 26th July Parks & Countryside and Bramley Shopping Centre to be invited.



**MINUTES OF THE
INNER WEST AREA PANEL MEETING
held on
Monday 13th February 2012
5.30 pm, at Westfield Chambers**

Attendees:

Area Panel Members:

John Willshaw	JW
Andy Liptrot	AL
Hugh Morgan Pugh	HMP
David Higgott	DH
Jean Paxton	JP
Jenny (Zeniada) Holt	JH
Cllr Neil Taggart	CllrNT
Cllr J McKenna	CllrJMC
Tracey Seddon (Observer)	
Carol Taylor (Morrison FS)	CT
Julie Haile (Morrison FS)	JH

Officers:

Akbar Khan – Area Performance Manager Bramley/Armley	AK
Kevin Bradbury – Project Officer	KB
Margaret Houchen – Minutes	MH

1.0 Apologies for Absence

1.1 Apologies for absence were received from, Harry Shields, , Francesca Harris, Deanne Hodgson, Stephen Towler, Rebecca Mell, Lee Wright and Marie- Pierre Dupont.

1.1.1 The panel members and guest speakers, Carole Taylor, Customer Service Manager, and Julie Haile, Resident Liaison Officer, for Morrison FS, and Kevin Bradbury, were warmly welcomed to the meeting, by John Willshaw, Chair.

1.1.2 Tracey Seddon, was welcomed to the meeting, in the capacity of observer.

For the benefit of all present, introductions were given.

1.1.3 The panel requested that a representative be invited to the next meeting, from Continental Landscapes Ltd.

2.0 Minutes of the Meeting Held on 12th December 2011

2.1 The minutes were accepted as a true record of the meeting.

3.0 Matters Arising

3.1 There were no matters arising from the minutes.

Action

MH

4.0 Morrison FS

4.1 CT and JH provided the area panel with an update on progress of the service provided by Morrison FS.

4.1.1 Since the restructure in November 2011, of Morrison FS, CT advised that the chase-up calls that used to be dealt with by Leeds Contact Centre, are now being dealt with by Morrison. These calls are taken at the Centre of Excellence, at Great Eastern House, Stourton, and the Planners are also based there. A manager has also been appointed to oversee the Centre of Excellence.

There are now two Planners dedicated to the sub-contractors, and a Planner has been allocated to customer services, regarding completion of work.

There have been issues with the roofing contractors; therefore Planners are now available to provide assistance.

4.1.2 CT informed the panel that customers are now being invited to visit their Centre of Excellence, if they so wish.

4.1.3 JW enquired of the progress with Morrison's IT problems, and was informed that matters have improved.

The panel were asked if they had any questions.

4.1.4 CllrJMC stressed that the organisation now needs to see some positive results, and questioned why the Centre of Excellence had been named as such. CT replied that she was not sure who decided on the name.

4.1.5 AL asked of the percentage for repeat calls.

CT agreed to provide figures for the next meeting. She added that the figures that had been provided to her had been too complicated, so has asked, therefore, if Karina can provide more accurate figures.

JH advised that the monitoring of calls at the centre, will be the same as that of the Contact Centre, ie, volume, call waiting time, etc.

4.1.6 AL questioned why the call chase-up number for Morrison FS, is not a freephone number, and he queried if the number is cheaper for mobile phone users.

4.1.7 The percentage of voids returned on time, was enquired of by AL, and he was informed by CT that Graham Hepworth is leading on this. She agreed to provide this information by the next meeting, but also suggested that perhaps Graham Hepworth and Karina should be invited to a future meeting.

4.1.8 With the problems that have arisen with the reporting of communal repairs, AL asked if it possible to have a system for reporting, without the risk of duplication.

4.1.9 AK spoke of the level of dissatisfied customers, and he asked what actions are currently taken with the repeat calls, and if there is there an escalation process. CT informed the panel that the escalated calls are going to higher management. She added that the process is that operatives should ring the planner, and then for the

CT

planner to agree with the customer, the next available appointment. She advised that Graham Ollerenshaw should be the person to deal with any problems with the process.

4.1.10 As part of the escalation process, AK requested for CT to take back to Morrison FS that he never receives any feedback to any of his enquiries. He added that he requires a named contact and he requested that this request be dealt with, sooner as opposed to later.

4.1.11 AL asked how customer satisfaction levels are measured by Morrison, and was informed by CT that it is measured via the operatives PDAs. AL replied that it is generally known that the figures are not accurate and asked if it would be possible to measure using a different system. Morrison is reviewing the current system, and looking at perhaps using a paper system of some form, CT advised.

4.1.12 JW mentioned the old system of ring ahead and ring after (RARA) being successful and asked if this could be reinstated. CT informed him that Morrison is looking to implement this.

AK said that on a positive note, he was happy that Morrison's surgeries have been reinstated.

4.1.13 CllrNT enquired if anything is being done with regards to the call handling time, which he believes to have increased to a call waiting time of 12 minutes. JT informed him that they now have dedicated call handlers, and that the average time is now down to 1 minute and 49 seconds. CllrNT, however, felt this still to be too long a wait. He asked if there is a target, and was told that they try to answer calls by the third ring. JH added that it comes down to the resources available.

4.1.14 CllrNT requested representatives from Morrison be invited to the next meeting, and for them to provide some hard statistics, along with a progress report of the current situation, along with the proposed changes for future improvements to service.

CT/JH

4.1.15 When customers ring Leeds Contact Centre, DH asked if they are then given the number to ring Morrison. CT said that she is not sure of the situation.

4.1.16 JP asked if a call handling time of 65 seconds would be sufficient. CT replied that it would depend on the situation of staffing resources at that time, and in answer to JP's further question, CT replied that there is currently a high turnover of call handling staff at Morrison FS.

4.1.17 In answer to CllrNT's question, CT replied that when the customer rings in, operatives call up that customer's details on screen.

4.1.18 HMP asked the question of why phone calls for repairs are dealt with by the Contact Centre, and why not directly to Morrison FS. CT said that this is one question she is often asked, but cannot answer.

5.0 Who is My NMO?

5.1 An online presentation, regarding a new service incentive, was provided to the panel, by KB. Hard copies of the presentation were also circulated to the panel. He informed the panel that the new incentive came about through a reduction in the

levels of customer satisfaction.

- 5.1.1 The online system and functions were demonstrated by KB. He added that it is a very simple procedure, which involves keying in the postcode of the resident's property.

All details, which are held on a database, can be changed or updated at any time, thereby keeping the system up to date. Smartphone details are also on the system.

- 5.1.2 He also advised that details of the walkabouts can also be accessed online, via WNWhL's intranet.

- 5.1.3 Details of the mapping system are to be added in due course.

- 5.1.4 AL requested for details of Who is My NMO to be displayed in the multi-storey notice boards. **KB**

This was agreed to.

The panel were requested to complete the feedback questionnaire and to forward them on to him.

6.0 Customer Engagement and Inclusion

6.1 Update

The panel noted the contents of the report, circulated prior to the meeting.

6.2 Local Performance Framework

- 6.2.1 AK provided a summary of the performance for both Armley and Bramley.

- 6.2.2 There have been improvements with Armley's performance. However, staffing issues remain a problem.

- 6.2.3 AK informed the panel that there is now a new Customer Services Support Team, based at Bramley, and part of their function will be in assisting NMOs to undertake more visits on the estates.

- 6.2.4 As part of the service improvements, AK reported that Cllrs are to be invited to briefings at the housing offices, on a monthly to six weekly basis.

- 6.2.5 CllrJMC noted that the same performance figures were provided for both offices. AK advised that the figures, in some areas, are combined.

CllrNT stressed that it is important that figures, as well as percentages be provided, and that these must be broken down separately.

It was agreed that in these instances, separate and not combined figures be provided. **AK**

6.3 Benchmarking Report

The panel noted the contents of the report, circulated prior to the meeting.

7.0 Revenue and Capital Expenditure

7.1 Decency Update and Capital Investment 2010/11

The panel noted the contents of the report, circulated prior to the meeting.

7.2 Area Panel Bids

7.1 It was noted by the panel that no bids had been put forward for February 2012.

7.1.1 JW circulated information to all the panel members, on the current financial position of the Capital and Revenue budgets for all the area panels.

7.1.2 AK stated that it is a shame that the Inner West Area Panel, has now lost the remainder of its funding for the current financial year. He added that next year there must be more of an effort to get the bids in early.

7.1.3 The panel were informed that Marie-Pierre Dupont, now has a new post in another team, so will no longer be attending the panel meetings. She will, however, continue to assist the NMOs with the bids, when required.

8.0 Any Other Business

8.1 Area Panels Audit

The panel were informed of an area panel audit carried out some time ago, by the Strategic Landlord, by AK. He said that he had received an email from Beth Hargreaves, Governance Manager, requesting the panel's opinions on the presentation and readability of the panel papers they receive.

The panel agreed that the format of the papers is satisfactory.

8.2 Councillor Attendance at Area Panel Meetings

CllrNT advised that both he and CllrJMC may be available for the meetings in April and June 2012. However, there may be changes made with future councillor representation.

8.3 New Panel Member

Tracey Seddon, was voted on as a new member of the Inner West Area Panel.

Addendum to the minutes: MH has been informed by the Governance Team, that the correct procedure is for new panel members to be interviewed, and that Tracey Seddon will be invited for interview.

9.0 Date Time and Location of Next Meeting

9.1 Monday, 16th April 2012, at 5.30 pm, in The Board Room, Westfield Chambers.

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**MINUTES OF THE
INNER WEST AREA PANEL MEETING
held on
Monday 16th April 2012
5.30 pm, at Westfield Chambers**

Attendees:

Area Panel Members:

John Willshaw	JW
Andy Liptrot	AL
Hugh Morgan Pugh	HMP
Jean Paxton	JP
Jenny (Zeniada) Holt	JH
Deanne Hodgson	DH
Betty Nyamayaro	BN
Harry Shields	HS
Cllr J McKenna	CllrJMC
Graham Ollerenshaw (Morrison FS)	GO
Graham Hepworth (Morrison FS)	GH

Officers:

Akbar Khan – Area Performance Manager Bramley/Armley	AK
Margaret Houchen – Minutes	MH

1.0 Apologies for Absence

- 1.1 Apologies for absence were received from, Francesca Harris and Julie Haile (Morrison FS).
- 1.1.1 AL opened the meeting on behalf of JW, pending election of the positions of Chair and Vice Chair.
- 1.1.2 Only one expression of interest for the position of Chair was put forward at the meeting, by JW. He was therefore duly re-elected to the position of Chair of the Inner West Area Panel.
- 1.1.3 HS retained the position of Vice Chair of the Inner West Area Panel.
- 1.1.4 Subject to verification from the Governance Team, JW requested for AL to chair the meeting.
- 1.1.5 The panel members and guest speakers, Graham Hepworth, Void Account Manager, and Graham Ollerenshaw, Maintenance Manager, both for Morrison FS, were warmly welcomed to the meeting, by AL.
- 1.1.6 For the benefit of those present, introductions were given.

Action

2.0 Minutes of the Meeting Held on 13th February 2012

2.1 The minutes were accepted as a true record of the meeting.

3.0 Matters Arising

3.1 New panel member: Tracey Seddon (item 8.3 refers): MH advised that no response has been received by the Governance Team, regarding her application to join the Inner West Area Panel.

4.0 Morrison FS: Business and Voids Update

4.1 GH provided an update on voids performance, and copies of this information were circulated at the meeting. He spoke of the difficulties that arose in the mobilisation period, and of his new role managing the Voids across both ALMOs.

4.1.1 Teams have been relocated, now known as the Inner and Outer teams. Southern Electric is dealing with the rewiring of properties, which has proved positive.

4.1.2 Currently, forty voids are sat with asbestos.

4.1.3 Now a better system of communication, and a voids tracker system has been developed, which will chart the progress of void properties.

4.1.4 Morrison FS now have 200 open properties, against a target of 232, thanks to the support that has been provided from ENE contractors.

GH asked if the panel had any questions.

4.1.5 AK advised of the volume of queries his housing office is receiving, regarding the chase up of repairs, due to no feedback/insufficient answers being provided from the Planners.

GO agreed to take this point back to Morrison FS. In addition, he agreed to take back any points that cannot be answered at the meeting.

GO

4.1.6 CllrJMC spoke of there being a lot of anger amongst the Cllrs, owing to the problems with Morrison FS. He added that when there is a failure to respond to issues, by Morrison FS, the Cllrs then become involved because the service has fallen down and gone very wrong.

4.1.7 JW reported that having visited the contact centre eight weeks ago, six out of ten repairs were reported incorrectly.

GO advised the panel that currently a group has been tasked with looking at misdiagnosed repairs.

4.1.8 Following AL's explanation of problems with the current system, JW mentioned hearing that AVH are to re-introduce diagrams for repairs, in the tenant's handbook. GH advised that AVH feel it will be too expensive to re-introduce the handbook.

4.1.9 HS thought it alarming that the current Orchard system is not fit for purpose.

4.1.10 JH spoke of the problem with her gas heating, which GO agreed to take details of after the meeting, and follow up on her behalf.

GO

- 4.1.11 A final Service Improvement Recovery Plan (3rd edition), has now been compiled which GH feels will prove positive.
- 4.1.12 JP asked of the time that operatives finish, and she was informed by GH of the out of hours service provision, from 7.00 pm, onwards. JP then went on to explain that she received a card explaining that an operative called at 11.40 pm, yet she reported the repair at 8.00 am that morning.

GO explained that an operative should have attended within three hours, and if the repair could not be completed in the first instance, then they would return by the required timescale to complete the work.

- 4.1.13 HMP enquired if housing surveyors still attend the properties with the operatives, and when he was informed that this is no longer the system, he queried the reasons why.

AL agreed to take this point forward.

The panel were advised by GO that the inspection process was removed, and the problem now is that inspections are done on the repairs order. He believed that it should return to old system of inspections first, and then to communicate the whole subsequent repair process to the customer.

- 4.1.14 DH spoke of the operatives turning up out of the blue, with no repairs slip, to see to her roofing repair.

GO to take this forward on DH's behalf.

The correct repairs process was explained to DH, and he advised her that the operative should have provided evidence of his ID, as well as explaining the standard to her.

- 4.1.15 BN felt that the service should be about meeting customer expectations, and she believed that there must be a way forward.

- 4.1.16 The question of PDAs in relation to customer satisfaction, was raised. GO advised the panel that they are answered personally by the customer and not by the operatives.

AL thanked both GH and GO for kindly attending the meeting.

5.0 Customer Engagement and Inclusion

5.1 Evaluation of Area Panel Bids

- 5.1.1 AL made reference to the one bid which received more than 50% dissatisfaction, and requested for further information to be provided by Stephen Towler.

The panel noted the contents of the report, circulated prior to the meeting.

5.2 Local Performance Framework

- 5.2.1 AK provided a summary of the performance for both Armley and Bramley.

- 5.2.2 New staff have recently been appointed, and Bramley Housing Office should be fully

AL

GO

MH

staffed by the end of April, beginning of May 2012. AK added that this will now show an even greater improvement with performance.

5.2.3 In answer to JW's question, AK informed him that home visits form a three year programme. However, JW replied that since moving into his property, he has only the one visit.

5.2.4 Overall, AK said that he is happy with the performance of both offices. CllrJMC said that he was also happy with the figures, apart from the target for correspondence. He questioned if responding in one working is practical, and perhaps it is too difficult a target to achieve.

AK believed that once both housing offices are fully staffed, this target will be achievable.

5.2.5 The panel were informed of the new initiative of holding Cllr surgeries, and to this end, has sent out an email to all concerned. CllrJMC thought that perhaps after the elections in May 2012, there will be more of a take up by the Cllrs.

5.2.6 The panel were informed by AK that Members enquiries have been centralised.

AK asked the panel if they had any questions regarding performance.

5.2.7 DH said that she would like to say, "Well done to the team" in Bramley Housing Office, as a member of staff went over and above the call of duty, irrespective of her workload.

6.0 Revenue and Capital Expenditure

6.1 Decency Update and Capital Investment 2010/11

6.1.1 The panel noted the contents of the report, circulated prior to the meeting.

6.1.2 AK mentioned to the panel that if they wish, Rebecca Mell could be invited to attend at least once a year.

The panel agreed for Rebecca Mell to be invited to the next meeting, to provide a full update to the panel, and also to attend just one meeting a year.

6.2 Area Panel Bids

6.2.1 It was noted for the second successive panel meeting, that no bids have been put forward for April 2012.

6.3 Area Panel Budget Update

6.3.1 The panel noted the contents of the report, circulated prior to the meeting. However, discussion took place over the budget for last year, and the new financial year, as there is some uncertainty over the amount to be provided.

7.0 Any Other Business

7.1 Community Engagement and Inclusion Team

7.1.1 The panel noted the contents of the report, circulated prior to the meeting.

7.2 Estate Management Framework

7.2.1 Further to the flowchart previously circulated to the panel members, AK explained

the new process for the bids.

- 7.2.2 AL asked if the same process is to be used across all four panel areas, and he was advised that it is.

7.3 Environmental Projects Timeline

- 7.3.1 AK provided an explanation of the diagram.

- 7.3.2 DH thought it to be a long process, and she questioned that the NMO would be able to cope with all the extra work. AK advised her that the NMOs would be able to cope, as they have had some of the work taken off of them and placed with the admin, in the new Customer Services Support Team.

JW felt that the new system will not work, though hopes that it will.

- 7.3.3 AL enquired of the number of bids likely to be received per year, and of the knowledge that customers have received letters regarding their bids. He requested for the timescales to be added to the diagram.

- 7.3.4 CllrJMC thought an appeals process, regarding unsuccessful bids, would be a good thing as just a final 'no' is not really acceptable.

- 7.3.5 HS felt that there are too many links in the process, and he questioned what would happen with that process, should there be a breakdown with one of the links.

- 7.3.6 AL queried the situation, If the NMO is unavailable or off sick.

- 7.3.7 DH asked of the situation if the NMO does not have the required skills for dealing with bids. AK advised that training has been identified for them.

7.4 Rent Arrears Collection

- 7.4.1 AL informed the panel that WNW hit its year end target for rent arrears collection. However he spoke of his future concerns for rent collection, given the government's proposed changes to the benefit system.

7.5 Website Training

- 7.5.1 HS, having recently attended a website training course, which was free of charge, advised that he is able to assist others to set up a website, if they wish.

9.0 Date Time and Location of Next Meeting

- 9.1 Monday, 11th June 2012, at 5.30 pm, in The Board Room, Westfield Chambers.

MPD

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Report of the Chief Officer (Democratic and Central Services)

Report to West (Inner) Area Committee

Date: 27th June 2012

Subject: Appointment of Co-optees to Area Committees

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Armley Bramley and Stanningley		
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<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 outlines proposals regarding the appointment of co-optees onto the Area Committee.

Recommendations

2. The Area Committee is requested to approve the appointment of those co-optees named within the report for the remainder of the municipal year, in order to support the work of the Committee.

1 Purpose of this report

- 1.1 This report seeks to gain approval of the appointment of co-optees to the Area Committee for the remainder of the municipal year.

2 Background information

- 2.1 The Area Committee Procedure Rules state that each Area Committee may select up to five co-opted members to assist in the discharge of the Committee's role, in accordance with Article 10 of the Constitution.
- 2.2 Co-opted members may participate in the debate in the same way as Elected Members, but have no voting rights.
- 2.3 No co-opted member shall be appointed for a period beyond the next Annual Meeting of the Council.

3 Main issues

- 3.1 The Inner West Area Committee appoints two co-optees per ward, elected by members of the ward forums.
- 3.4 Elections for co-optees took place at the Armley forum on 15th May and at the Bramley and Stanningley forum on the 31st May. The following co-optees have been elected to serve on the Inner West Area Committee in 2012/13:

Armley Ward: Hazel Boutle and Eric Bowes

Bramley & Stanningley Ward: Stephen McBarron and Kevin Ritchie

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 This report provides Area Committee Members with the opportunity to formally consider the possible appointment of co-optees to the Committee for the remainder of the municipal year.
- 4.1.2 The provision of co-opted representatives on Area Committees enables representatives of the local community to engage in the Committee's decision making process.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 In considering the appointment of co-optees, Members may wish to give consideration to ensuring that any co-options are representative of the community that the Area Committee covers.

4.3 Council policies and City Priorities

- 4.3.1 Co-opted representation on Area Committees, which enables representatives of the local community to engage in the decision making process is in line with the Council's Policies and City Priorities.

4.4 Resources and value for money

- 4.4.1 There are no implications arising from this report in respect of resources or value for money.

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

- 4.6.1 There are no implications in respect of risk management arising from this report.

5 Conclusions

- 5.1 Given the provisions within the Constitution regarding the appointment of co-opted representatives to Area Committees, the Area Committee is invited to determine the appointment of co-optees for the remainder of the municipal year.

6 Recommendations

- 6.1 The Area Committee is requested to approve the appointment of those co-optees named within the report for the remainder of the municipal year, in order to support the work of the Committee.

7 Background documents¹

- 7.1 Area Committee Procedure Rules
- 7.2 Article 10 of the Constitution (Area Committees)

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

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Report of the Director of Environment & Neighbourhoods

Report to West (Inner) Area Committee

Date: 27th June 2012

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

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

Summary of main issues

1. A Service Level Agreement has been drawn up for the delivery of environmental services in Inner West Leeds over the 2012/13 municipal year.
2. This report provides final details of the agreement and seeks approval of the document which will steer the work of the West and North West (WNW) Environmental Locality Team over the next year.

Recommendations

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

1 Purpose of this report

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

2 Background information

- 2.1 At its meeting of 30th March 2011, the Executive Board approved revisions to the Area Committee Function Schedules to include a new delegated responsibility for Street Cleansing & Environmental Enforcement Services.
- 2.2 The delegation makes clear the responsibility of Area Committees to negotiate, develop and approve a Service Level Agreement (SLA) with the service that achieves as a minimum, the service standards set by Executive Board. The SLA should determine the principles of deployment of the available resources by:
 - the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered),
 - the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.
- 2.3 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,
 - Littering & fly tipping regulation,
 - Domestic & commercial waste (storage & transportation issues),
 - Highways enforcement (abandoned & nuisance vehicles, A-boards on pavements, mud on roads and placards on street furniture),
 - Graffiti enforcement, and,
 - Overgrown vegetation controls.
- 2.4 The delegation of the specified environmental services to Area Committee's means that service resources, mainly staffing, are devolved. 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 detail of the resources which will be allocated to the Area Committees.

3 Main issues

- 3.1 The first SLA for 2011/ 12 went live in September 2011 - reports to the December and March Area Committees 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. The SLA for 2012/13 also includes more specific commitments around such issues as:
- Priority ginnels for programmed cleansing/maintenance,
 - Cleaning of arterial routes,
 - De-leafing,
 - Litter bin replacements/new sites,
 - Targeting of zero tolerance enforcement (geographical and issue based),
 - Dedicated enforcement/education patrols resources to be prioritised and directed at a ward level,
 - Cleaning around recycling (e.g. bottle banks) facilities.
- 3.2 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.
- 3.3 The delegation of the specified environmental services to Area Committees means that service resources, mainly staffing, which were previously managed centrally, are now devolved and managed by Locality Managers.
- 3.4 To enable this to happen, a restructuring of the previous Streetscene service was undertaken. 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.
- 3.5 These resources are organised into three locality based teams for West and North North West, South East and East North East. They are geographically aligned to and work closely with the new Area Support Teams (formerly Area Management).
- 3.6 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.
- 3.7 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 WNW Locality Budget is shown at Appendix B.
- 3.8 The current structure for the Locality Team for the WNW area is shown at Appendix C.

4 Progress under 11/12 SLA and increased service commitments for 2012/13 SLA

4.1 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,
- Established good working relations with residents groups in the area including Bramley and Armley ward forums,
- Successful delivery of a de-leaving programme across the area during the autumn/early winter months, with capacity to respond to Members' requests,
- Introduction of a joint programme of priority ginnel cleansing.
- Introduction of bin-yard clearance schemes and related enforcement activity in Armley.
- New litter bins ordered/ installed across the Area Committee,

4.2 Lessons learnt:

- Quicker response to requests for new (and repairs to) litter bins needed,
- We have not been able to respond adequately to litter on arterial routes where additional health and safety precautions/procedures are necessary,
- Improvements required in gulley cleansing schedule and communication on 'hot-spots' with members,
- Still some occasions where litter bins are overflowing,
- More work required in developing local dog enforcement/ cleansing strategies,
- More control and influence of enforcement services is required at a ward level.

4.3 Ward Plans for 2012/ 13 - The locality team will develop and agree simple and effective Ward Plans for the ward areas in Inner West Leeds over quarter 2 and 3 of the 12/13 SLA. These plans will be reviewed quarterly and ensure that the locality team is able to prioritise and respond to local needs at a neighbourhood level.

4.4 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 SLA for 2012/13 will enable more specific commitments in Inner West Leeds around such issues as:

- Priority ginnels for programmed cleansing/maintenance,
- Cleaning around recycling (e.g. bottle banks) facilities,
- Cleaning of guided bus lanes,

- Cleaning of arterial routes (in conjunction with the new grounds maintenance contract with Continental Landscapes),
- De-leafing,
- Litter bin replacements/new sites,
- Targeting of zero tolerance enforcement (geographical and issue based through ward plans).

4.5 Inner West Elected Member expectations:

Elected Members have/ will be consulted about their particular priorities and expectations for further improvements in the 2012/13 SLA. The following is a summary of their views to date:

- Would like to see certain stretches of arterial routes cleaned more effectively.
- Would like to see more evidence of the service operating pro-actively, rather than re-actively in terms of cleansing known hot-spots.
- Would like to see more effective cleansing and enforcement in relation to bin-yards in the Armley area.
- Would like to see better coordination and accountability of the Grounds Maintenance Contract.
- Would like to see better accountability of refuse and waste management issues.
- Would like to see better joint-working with Parks & Countryside and North West North West Homes.
- Would like to see better communication on gulley cleansing issues particularly in relation to 'hot-spot' schedules.

4.6 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 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,
- 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.

4.7 The locality team will address the above through the 2012/13 SLA and will update the area committee on its progress throughout the year.

5 Corporate Considerations

5.1 Consultation and Engagement

- 5.1.1 In addition to a special environmental sub-group held in May, a number of Ward level meetings with Members are planned for the period July - September 2012 to agree detailed ward plans.
- 5.1.2 On-going consultation has also been undertaken with Area Committees and Environmental Sub-groups of the Area Committees, including the sub group representing the Inner West Area Committee on all aspects of the SLA delivery over the last six months.

5.2 Equality and Diversity / Cohesion and Integration

- 5.2.1 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.

5.3 Council Policies and City Priorities

- 5.3.1 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.

5.4 Resources and Value for Money

5.4.1 The SLA is transparent about the level of resources available to deliver services within the WNW Locality area over the period. The level of resources within WNW Locality remains as per the levels during the 2011/12 municipal year. A number of additional services such as Gulley Cleaning, Needle Removal, 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. Further discussions will take place across the year about resource allocation and deployment at Area Committee, Locality Team and citywide levels.

5.5 Legal Implications, Access to Information and Call In

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

5.6 Risk Management

5.6.1 The Area Committee is being asked to approve the attached Service Level Agreement, which will formalise the partnership arrangements between the WNW 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.

6 Conclusions

- 6.1 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 apply for a period 1 year, during which time performance monitoring will be reported to the Area Committee and Environmental Sub group.
- 6.2 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 2012/ 13 SLA will also be supported by strong ward planning to improve the area committee's influence over the deployment of enforcement resources.

7 Recommendations

- 7.1 The Area Committee is asked to:
- a) Note the contents of the report;

b) Approve the attached Service Level Agreement.

8 Background documents

8.1 Leeds City Council Constitution.

8.2 Report: Delegation of Environmental Services - Service Level Agreement, to Area Committee – September 2011.

8.3 Report: WNW Locality Team Service Level Agreement Performance Update, to Area Committee – December 2011.

8.4 Report: Environmental Services – Consultation on the 2012/13 Service Level Agreement to Area Committee 21st March 2012.

Draft Services Level Agreement Delegation of Environmental Services

1 Parties

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

2 Period of the agreement

- 2.1 This Service Level Agreement will take effect from 20th June 2012, until five working days 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

- Flytipping removal
- Gully cleaning
- Graffiti removal
- Needle removal
- Ginnel clearance
- Cleaning of arterial routes
- Cleaning around recycling (e.g. bottle banks) facilities
- Leaf clearing

- **Regulatory environmental services -**

- Flytipping enforcement
- Graffiti enforcement
- Dog control (e.g. strays, fouling)
- Highways enforcement (e.g. illegal advertising/trading from the highway)
- Domestic & commercial waste storage & transportation control
- Overhanging vegetation control
- Litter control (FPNs, flier controls etc)

4.3 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, 7am to 7pm. Some weekend and late evening/early morning work is possible by prior arrangement, but usually at additional expense.

(c) Meeting legal/statutory obligations and corporate policies; for example health and safety policies

4.4 The staffing structure of the West North West 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 four Area Committees in WNW area is provided in appendix B.

4.5 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 in the following paragraphs.

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 (Councillor McKenna): 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 (TBC): 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) Inner West Environmental Sub-group: To receive regular (minimum 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 (Jason Singh)

- 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, 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 will be applied and priorities addressed in how the Locality Team plans and delivers its services across the West North West area:

(a) Outcome focused:

The WNW Locality Team will focus on delivering the best outcome for residents across the Inner West area - so that the streets and neighbourhoods in which they live are of an acceptably clean standard.

The Locality Team will trial different approaches to scheduled cleaning, including better coordination of mechanical and manual cleaning resources and the use of different equipment, to improve the quality of cleaning.

(b) Responsive to local needs:

The service will continue to improve its responsiveness to local need. There will be further capacity built to react to identified 'grot-spots', to plan for known local events that may affect the cleanliness of neighbourhoods and to move resources to areas where problems occur.

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 with 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 a multi-agency approach and contribute towards tackling problems identified in agreed priority neighbourhoods. We will target our enforcement resources and activities to deal with areas and issues of priority in each ward.

We will jointly chair Crime and Grime meetings in Inner West area, take a lead on environmental crime and antisocial behaviour issues and make sure coordinated action is being taken to deal with environmental problems.

(e) Supporting community action:

We will work better with community based organisations (such as In Bloom groups) that add value to what we do, e.g. providing eyes and ears in communities, contributing towards making our streets and neighbourhoods cleaner.

We will support the delivery of Neighbourhood Improvement Plans in identified priority areas.

(f) Education and Enforcement:

We will develop and implement local strategies which effectively combine education and enforcement approaches to tackling long standing problems such as:

- develop better relationships with schools to work together to prevent litter on school routes.
- develop clearer policies around the cleaning of shop frontages that work in partnership with local businesses to make local shopping centres/main streets clean and pleasant places to visit, to include full use of planning and Licensing conditions where applicable, and enforcement to ensure compliance by businesses under their “duty of care”, for example town centres, shopping parades and commercial areas across Inner West Leeds.
- continue to work with partners to broaden the range of people who can report or enforce against environmental problems, for example PCSOs, ALMO staff, Parks and Countryside staff and Registered Social Landlords.
- address issues associated with dog fouling and dog control through ensuring all Environmental Service enforcement staff are trained and able to undertake dog control enforcement work.
- dedicated enforcement/education patrol resources to be identified for each ward to be prioritised and directed at the local level.
- work with landlords, tenants and partners to address the issues associated with bin-yards in back-to-back areas.

(g) Working with West North West Homes Leeds (WNWHL), Registered Social Landlords (RSLs), Parks and Countryside and other partners to deliver more effectively:

We will work in partnership with WNWHL, RSLs, Parks and Countryside Service and other partners to make more effective and efficient use of our combined resource

We will work to overcome problems caused by lack of clarity of ownership or responsibility for land and take a lead on taking action to resolve these problems.

(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. During 2012 this will include preparations and aftermath of the Olympic torch journey through Leeds, other Olympic events that may be held in the community and local events in celebration of the Queen’s Diamond Jubilee (e.g. street parties).

A forward programme of seasonal and other events will be developed and agreed through Inner West Environmental Sub-Board.

7 Service activity

7.1 The WNW Locality Team, via this SLA, undertakes to provide the following services to the Inner West wards 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, fortnightly, 3 weekly, 6 weekly or 12 weekly basis.

Each block represents approximately 20km of road/paths (i.e. 10km x 2 sides of the road) and is now split into 2 halves – and sweeping alternates between the two halves each time the block is scheduled to be cleaned. Those streets/roads that have been identified as requiring a sweep/clean at every visit are indicated on the route maps. The service will work with Elected Members to continually review routes/blocks and seek agreement for changes to street cleansing approaches or frequencies where appropriate.

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 with partners.

(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 service will work with Elected Members to continually review the routes and seek agreement for changes to street cleansing approaches or frequencies where appropriate. 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 significantly.

(c) Litter Bins

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

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

A survey of bins across the area will be undertaken to identify bins that require refurbishment or replacement. The replacement/refurbishment of existing damaged bins will be prioritised within the existing capital budget (see appendix B). The apportionment of litter bin repairs and replacements across wards will be shared with Elected Members prior to any repairs or replacements taking place.

Any remaining budget will be apportioned to wards on the basis of the existing number of bins in each ward. This could then be used for additional bins, subject to capacity on emptying rounds. Existing bins in reasonable condition that are underused will be relocated free of charge by the service.

The provision, suitability of location and condition of litterbins will be subject to a review during the term of the SLA which will inform a litter bin strategy for investment for future years.

(d) Flytipping

The service will operate sideloader and bulk vehicles seven days per week utilising four operatives on a 4 x 3 shift pattern.

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

We aim to remove all reported fly tips within 36 hours of receiving the request, unless it requires specialist equipment or treatment (e.g. asbestos/chemicals). The service will work with the Regulatory team to investigate, deter and prevent future instances of fly tipping, and to resolve long standing fly tipping 'hot spots'.

(e) Ginnel cleaning

Ward Members have identified priority ginnels for maintenance and cleansing. A programme for maintaining a small number of ginnels as resources allow will be developed on the following basis:

Priority 1 ginnels – to be proactively cleaned on a cycle (frequency to be determined locally depending on available resources).

Priority 2 ginnels – to be proactively visited on a cycle to determine whether action is necessary (frequency determined by the issue in the ginnel, e.g. overgrown hedge, and/or the resources available). The action could be cleaning, but this would also be where we would deal with overgrown hedges, targeted enforcement work etc.

Priority 3 ginnels – only cleaned when reported, i.e. reactive service.

7.3 Environmental Regulation

The enforcement services to be delegated all operate on a Monday – Friday basis, 7am to 7pm, although weekends and late evening/early morning working is possible by prior arrangement, but usually at additional expense.

The majority of work undertaken by the Regulatory team involves responding to requests for service made by members of the public, via the Council’s contact centre, or ward Members. Responding to these issues takes up approximately 60% of the time available within the team. On this basis the Area Committee is currently able to direct approximately 40% to be used best to fit with local priorities.

Environmental Sub-Groups, along with ward based discussions, will be used to set priorities and direct regulatory resources to areas and issues of greatest need. Each ward will have dedicated patrol resources to be prioritised and directed by ward members at a local level. Each ward will receive one day of patrol resources every 11 weeks.

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

7.4 Responding to urgent issues

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

8 Service outcomes

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

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

This measure will be used to assess progress across the wedge in terms of improvements to cleanliness.

- 8.2 We acknowledge that the service will be measured not only through surveys of cleanliness but also through the perception of the quality of environments. We will work to develop appropriate mechanisms to capture information from our customers and Elected Members to effectively gauge the satisfaction and perception of our services.

9 Community Engagement

- 9.1 The WNW Locality Team will engage with the community via existing mechanisms set out in the Area Committee Business Plan and 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 to identify 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.
- 9.3 We will work with the West North West Area Leadership Team to develop our approaches to engaging with residents in Inner West to engender a sense of responsibility for environmental quality in their areas and mobilise communities into action.

10 Accountability

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

11 Reporting & performance monitoring

11.1 Environmental Sub-group

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

11.2 Area Committee

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

11.3 Executive Board

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

12 Review process

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

12.2 The review process will be undertaken jointly with officers of the service and all, or nominated Members from the Area Committee.

12.3 The review process will commence in the October to December 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 Environmental 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.

Appendix B - WNW Locality Team - Draft Budget for 2012/13

Budget Heading	£	
Staff Functions	-	0
Management & Support	214,140	Locality Manager, Service and Team Managers and Admin Support
Supervisors	65,240	2 Supervisors working shifts to cover the 7 day/wk service
Bulk/Fly tipping team	161,050	4 drivers and 4 street attendants working shifts to deliver a 7 day/wk service
Pathsweepers	216,890	10 drivers working shifts to deliver a 7 day/wk service
Roadsweepers	86,920	4 drivers working shifts to deliver a 7 day/wk service
Litter bins emptying	163,050	4 drivers and 4 street attendants working shifts to deliver a 7 day/wk service
Street Litter	441,740	24 street attendants working shifts to deliver a 7 day/wk service
Headingley cleansing	210,560	6 drivers and 4 street attendants working shifts to deliver a 7 day/wk service
Environmental Health & Technical	245,180	7 environmental health and technical staff
Community Enforcement Staff	171,390	6.61 community enforcement staff
Overtime	136,640	} operational cover
Supply (Agency)	24,540	
Insurance, training & travel	6,890	
	2,144,230	
Premises Costs	10,000	Incl. £10k Works in default (recovered by income)
Supplies and Services	121,860	Operational materials/equipment
Fleet & Transport Costs		
Fleet Hire	156,330	Contract hire of 5 x pathsweepers
Leasing costs	28,650	} Running costs for 2x Road Sweepers, 2x Caged tipper, 4x Tipper, 1x operational van
Maintenance/repairs	136,090	
Fuel	96,390	
Vehicle insurance	4,870	
Staff travel	33,370	
	455,700	
Legal Costs	25,800	Cost of prosecutions and advice
Prudential Borrowing costs	8,500	Financing costs of Bin replacement
TOTAL EXPENDITURE	2,766,090	
INCOME	- 30,970	Ad hoc cleansing, Court Costs and recovery of 'Works in Default'
SUB TOTAL	2,735,120	
Targeted efficiency	- 50,000	Closer working with Parks & Countryside
NET BUDGET	2,685,120	

What is NOT included:

There are a number of elements of the overall delegation that will continue to be managed and budgeted for at a city level. These are:

Dog Warden Service
Graffiti team
Weedspraying

Disposal cost of street waste
Past pension costs

Planned to be delegation

Master Key Fuel (further work)
£137k
FPN income (£84k) (change in current system / ICT)

Managers vans £65k
Water (Standpipe charges) £70k

Risks

Fuel - ongoing inflation pressures
Attendance management
TOIL
Agency usage
Fleet - replacement cost:

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Appendix C

Environmental Services - West North West Locality Team* (Excluding city-wide graffiti team - 6 staff)

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

Jason Singh
Locality Manager
 Tel: 07891272817 / 2146541

Alison Gilliland & Sam
Woodhead Service Manager

Claire Copley/ Rachel McCormack
Team Manager
 Tel: 07891273501

Line managed by

Helen Freeman, Head of Environmental Action

Accountable to

Inner West, Outer West, Inner NW and Outer NW Area Committees through annual Service Level Agreements (SLA)

One Gully vehicle:
 N Grayson & P Dalton
 E Casey & P Varley

Supervisor
 Steve Spencer

Supervisor
 Shabaj Ali

Enforcement
 (12.2 staff)
 (13.2 if including INW funded post)

Admin
 (2.6 staff)

INW Student Area
 (10 staff)

Mechanical Cleaning
 (16 staff)

Litter Picking
 (24 staff)

Litter Bins
 (12 staff)

Flytipping
 (12 staff)

Environmental Health Officer
 Terry Robinson
 Jamie Friel
 Andrea Smith
Senior Technical Officers
 Victoria Whalley
 Jessica Hodgson
 Narinder Mathru

Admin Supervisor
 1 Angela Cromack (JS)
Admin Assistants
 1 Becky Williams
 2 Sarah King

Path Sweeper Drivers:
 1 David Carroll
 2 David Whaley (Scrab)

Sideloader Drivers:
 3 Derek Morgan
 4 Vacant (Kennedy Agency)

Street Attendants:
 5 James Wood
 6 Damon Poxon

Flytipping Drivers:
 7 Darren Crosley
 8 Robert Parker

Streets Attendants:
 9 Steven Barrett
 10 Vacancy Agency Carrington

Road Sweeper Drivers:
 1 Gary Walker
 2 Wayne Moth
 3 Keith Shuttler
 4 Steven Wilson

Path Sweeper Drivers:
West Sk10 11
Covers LS28, 12, 13
 1 (Sk10) R Moore
 2(Sk10) John Rose
 3(SK11)John Clay
 4 (SK11) D Downes
(Sk12) LS6
 5 Sk12S Hughes
 6 Sk12 E Melling
Outer north west covers Sk13. & 14
LS 20 19 16 18 5,4
 7. Sk13 Philip Gill
 8. Sk13Paul Jackson
 9 Sk14 Carl Smith
 10 Sk14 R. Bentley

Street Attendants:
Pudsey
 1 David Morley
 2 Lee Cope
Bramley
 3 Anthony Chalders
 4John Cichorz
Wortley
 5 Anthony Morgan
 6 Darren Coote
Armley
 7 Vacant
 8 David Hannah
Otley
 9 Graham Sanderson
 10 Andrew Dunne
Guiseley
 11 Gary Squires
 12. Michael Huchthins
Horsforth
 13 Craig Robinson
 14 Stephen Emmett
Hea/Hyde
 15 Paul Jagger
 16 Andrew Carroll
See side box

Sideloader Drivers:
 1 Arthur Wilby (W)
 2 Paul Brady (W)
 3 Mark Chadwick(NW)
North west
 4 Derek Love (NW) on Union duties covered M Mortimer
Street Attendants:
 1 Peter Formoy (W)
 2 David Crowther (W)
 3 David Rowson(NW)
 4. Martin Simpson (NW)

Drivers:
 1Phillip Cowie
West
 2 Vacant West Ibbitson agency
 3 Vacant North West Motimer acting up
 4. Micheal Smith North West
Street Attendants:
 1 Phillip Marsden west
 2 Josef Adamczyk west
 3 Stuart Ellner North west
 4. Anthony Charlesworth North west

Enforcement

Technical Officers
 1 Claire Simms
 2 Martin Beaumont

CEOs
 1 Martin Allen
 2 Lynn Barnes

CESOs
 1 Pat Moore
 2 Vicky Mackey
 3 Debbie Ingle (0.6)

INW Funded STO : Mark Freer

Holt Park
 17 Paul Murphy
 18 Lewis Smith
West Park
 19 Barry Anderson
 20 James Aveyard
Kirskstall
 21 John Wilson
 22 Glen Pick Union Agency Asquithi cover
Headingley
 23.Mortimer acting up cover agency Cali
 24. Hueaett

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Report authors: Gill Hunter &
Inspector Mark Wheeler
Tel: 0113 3367868

Report of the Assistant Chief Executive Planning Policy and Improvement

Report to West (Inner) Area Committee

Date: 27th June 2012

Subject: Community Safety Report

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Armley, Bramley & Stanningley wards	<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. This reports discusses resent Crime Statistics for Inner West
2. Acquisitive crime . Burglary remains a priority for the North West Division and Safer Leeds partnership with additional resource allocated to reduce burglary across the city.
3. Partnership Action Days
 - Targeting partnership actions to tackle concerns of Anti-social behaviour in Inner West

2. Recommendations

- 2.1 The Area Committee is asked to:
 - note the report and offer comment

3. Purpose of this report

- 3.1 This report provides the opportunity for Inspector Mark Wheeler to provide the Inner West Area Committee with information on crime trends, partnership initiatives and future joint projects between Leeds City Council and West Yorkshire Police in Inner West.

4. Background information

- 4.1 The North West Divisional Community Safety Partnership is responsible for delivering actions to reduce crime and disorder in the West Wedge. It is made up of representatives from key statutory agencies.

5. Main issues

- 5.1 Community Safety is one of the priority areas for the Area Committee. Regular reports are received from Community Safety and West Yorkshire Police on key issues and activity in the Inner West Area.
- 5.2 The Multi Agency Tasking group meets every 6 week working from an intelligence packager produced by the analysts at Safer Leeds. The membership includes; Safer Leeds (Co-chair), Police (Co-chair), Area Support Team, West North West Homes, Fire Service, Youth service, Youth Offending Team, Environmental Action Team, Signpost, and Leeds Anti Social Behaviour Team (LASBT). The group aims to direct partnership resources to tackle the priorities set by the Divisional Partnership, from the safer Leeds intelligence product and from local agency intelligence. The tasking meetings include Environmental priorities that have an impact on Neighbourhoods.
- 5.3 Crime Trends - The 3rd June 2012 was week 9 of the new “crime recording year.” So far this crime recording year there has been 177 less victims of crime.

Both house burglary and other burglary has continued to fall, with 86 less victims of house burglary and 21 less victims of other burglary so far (further details in section 5.4 onwards) Since October 2011, Bramley & Stanningley ward has gone from being a ward of “very high concern” re house burglary, down to a ward of “low concern” in Feb and April 2012. Armley ward remains “an area of some concern.”

Whilst reducing house burglary will continue to be West Inner’s number 1 crime priority, we also have to be mindful of vehicle crime offences, which have seen a significant increase. Up to the date in question there have been 33 more offences of theft from vehicle compared to 2011. It is possible that due to the resources and initiatives put into burglary that car crime is now seen as an easier crime of choice and work is ongoing to promote crime prevention awareness specific to vehicles.

5.4 Burglary

Burglary remains a priority for the North West Division and Safer Leeds partnership with additional resource allocated to reduce burglary across the city.

There has been a number of initiatives to reduce burglary in Inner West these include:

5.5 Operation Optimal -

This is based on “near neighbour” model:

- § Highest payoff for lowest effort
- § Burglars offend around where they know
- § Offences often cluster in areas (“hotspots”)
- § Offenders are more likely to operate at specific times and days.

How It works

Highest **risk** is close to previous burglary:

- § Close in SPACE (highest risk in 400m area)
- § Close in TIME (risk reduces after 3 weeks)

Analyse of burglary with 400m “buffer” coloured by age of offence:

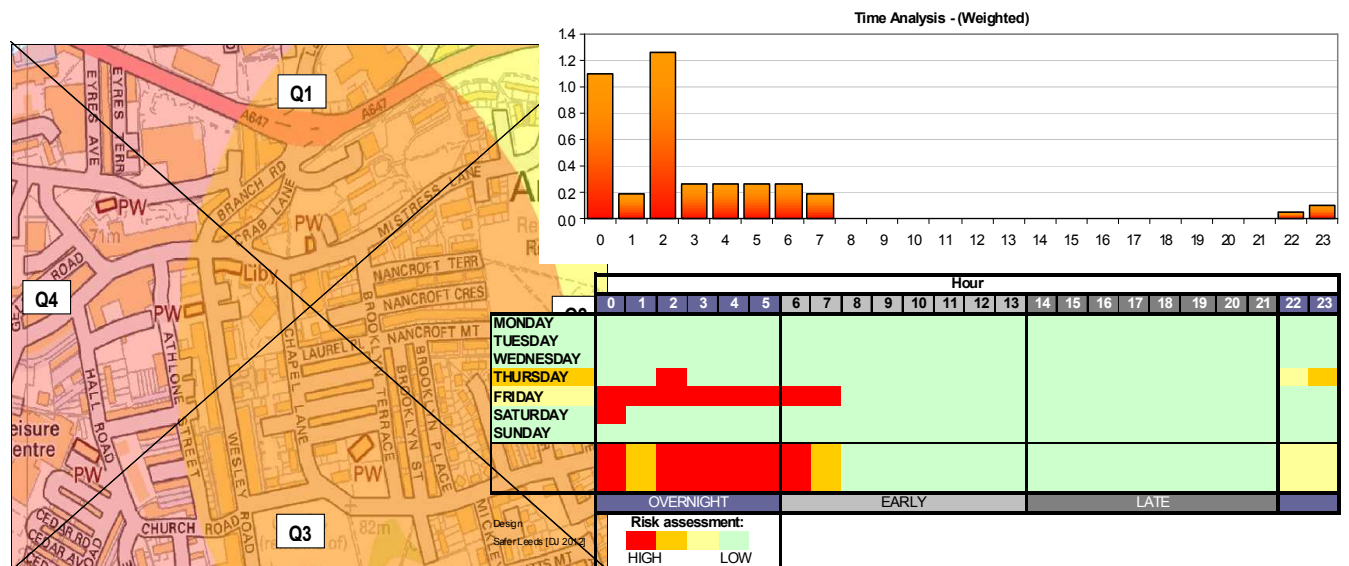
- § Blue = 3 to 2 weeks old
- § Yellow = 2 to 1 weeks old
- § Red = 1 week old or less

Highest **risk** is in areas where all 3 buffers cross over **RECENT** and **NEAR**

- § Only works for short term predictions (has to be very recent crime)

North West Leeds analytical team briefed and trained

- The Process went “live” 5th March
- Report produced with areas of concern and risk times/ dates 3 times a week (to keep data current)



Police Tactical Response

- Optimal requires ownership & accountability
- Clear Senior Management Team leadership
- Accountable patrolling in areas of risk at relevant times
- Additional resources (police and partner) focused into risk areas and surroundings
- Cocoon target hardening

5.6 It Only Takes a minute Campaign

In March the Police launch “ It Only Takes a Minute “ Campaign to raise awareness of the lighter nights and sneak- in burglary. Traditionally there is an increase in burglary throughout the spring and summer months and this campaign is to give out crime prevention advice at every opportunity and through a Varsity of medias. The Safer Leeds Partnership have provided leaflets/posters and postcards to deliver this message Leeds. Within West Leeds there have been a number of promotions at

supermarkets, local forums and posted in address identified as being at risk of burglary.

5.7 Armley & Bramley Burglary Reduction Plan

Outcome Based Accountability. Safer Leeds has adopted the Outcome Based Accountability problem solving model to deliver improvements in reducing burglary. The model aims to look at the desired outcome as the starting point, examining the indicators which can be used to measure the outcome, working out what the performance is now, examining what is driving the (burglary) problem, and looking at solutions that have worked in the past to tackle problems, focusing on biggest gains for least effort. The model is delivered through multi agency stakeholder discussions and work is collected in an action plan which is updated at the Multi Agency Tasking

Ward Risk Management: The chart below shows that there has been a slight increase of 5.3% in the Armley ward for burglary compared with the previous quarter, and a 54.1 % decreased in burglary in the Bramley and Stanningley ward.

Ward Risk Management

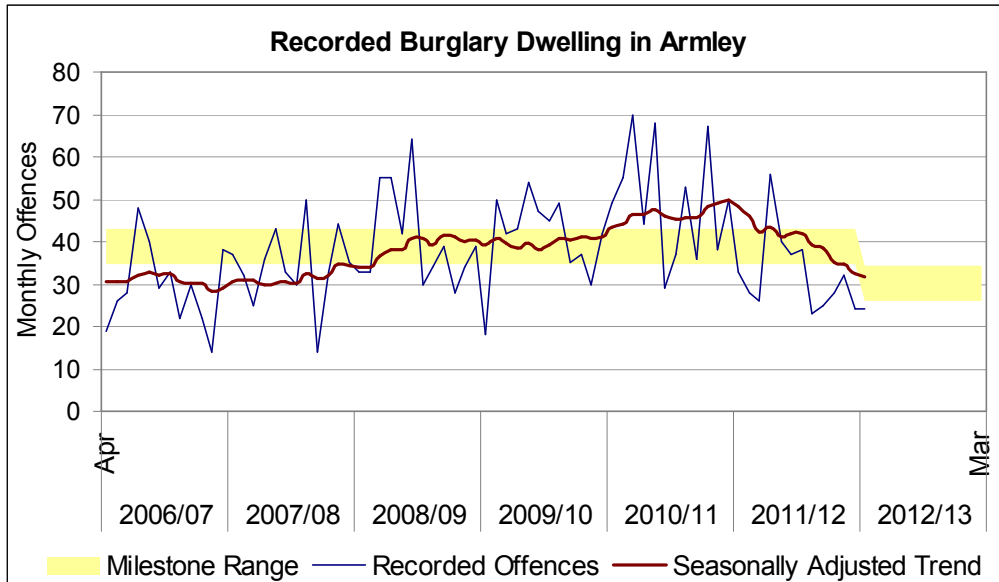
Ward	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	12 Month Total	3 Month % Change
Hyde Park & Woodhouse	Very High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	579	-28.5%
Burmantofts & Richmond Hill	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Low Concern	High Concern	High Concern	High Concern	High Concern	408	126.2%
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	397	-38.3%
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	381	5.3%
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	373	-54.1%
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	367	-22.4%
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	351	-54.3%
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	322	-14.3%
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	306	-29.5%
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	297	-6.3%
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	9.5%
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	250	-8.8%
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	242	-16.7%
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	233	18.2%
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	231	-37.7%
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	230	-29.2%
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	222	-57.4%
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	218	-32.9%
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	206	46.8%
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	201	8.3%
Alwoodley	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	160	-16.3%
Horsforth	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	148	25.9%
Adel & Wharfedale	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	147	-53.3%
Morley North	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	143	-25.0%
Rothwell	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	98	-28.6%
Harewood	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	96	0.0%
Morley South	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	96	-48.4%
Garforth & Swillington	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	85	-25.0%
Otley & Yeadon	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	83	17.6%
Guiseley & Rawdon	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	82	-64.0%
Ardsley & Robin Hood	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	79	-23.8%
Kippax & Methley	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	78	35.3%
Wetherby	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	75	40.0%

Colour Key

- Very High Concern
- High Concern
- Some Concern
- Low Concern
- Strategic Area

5.8 Armley Burglary Progress Plan April 2012

Offences changed by -27% in April 2012 compared with the same period last year. The seasonally adjusted average is within the Milestone Range. The year to date average is 24 offences per month and progress is consistent with achieving Milestone 2 in 2012/13.



Month	Offences	Average To Date
Apr-12	24	24
May-12		
Jun-12		
Jul-12		
Aug-12		
Sep-12		
Oct-12		
Nov-12		
Dec-12		
Jan-13		
Feb-13		
Mar-13		
Year to Date		

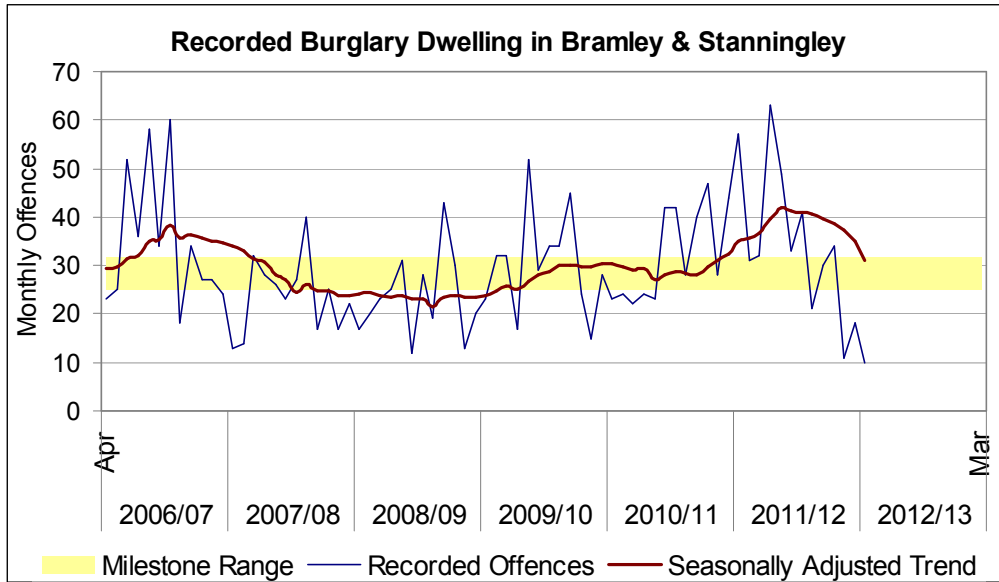
Month	Cumulative 2012-13	Cumulative 2011-12	Change
Apr	24	33	-9
May		61	
Jun		87	
Jul		143	
Aug		183	
Sep		220	
Oct		258	
Nov		281	
Dec		306	
Jan		334	
Feb		366	
Mar		390	
-27% Change Year to Date			

Milestones

Milestone 2 is to reach the lower level of the Milestone Range, at 27 offences per month this would equate to 324 offences per year, a reduction of 16.9% from the annual offence total for 2011/12.

5.9 Bramley Burglary Progress Plan April 2012

Offences changed by -82% in April 2012 compared with the same period last year. The seasonally adjusted average is at the upper end of the Milestone Range. The year to date average is 10 offences per month and progress is consistent with achieving Milestone 2 in 2012/13.



Month	Offences	Average To Date
Apr-11	10	10
May-11		
Jun-11		
Jul-11		
Aug-11		
Sep-11		
Oct-11		
Nov-11		
Dec-11		
Jan-11		
Feb-11		
Mar-11		
Year to Date		

Month	Cumulative 2012-13	Cumulative 2011-12
Apr	10	57
May		88
Jun		120
Jul		183
Aug		232
Sep		265
Oct		306
Nov		327
Dec		357
Jan		391
Feb		402
Mar		420
-82% Change Year to Date		

Milestones

Milestone 1 is to reach the lower level of the Milestone Range, at 25 offences per month this would equate to 300 offences per year, a reduction of 28.6% from the annual offence total for 2011/12.

5.10 **Anti-Social Behaviour**

The main hotspot for complaints of Anti-social behaviour during the April/ May period have focussed in and around the Armley Town Street area.

A meeting took place in May with the police and partners to issues raised from local business and residents in relation concerns about ASB, Street Drinking, the old Theaker Lane clinic and the Geldard Road shops. An partnership action plan has been drawn up focussing on short, medium and longer term actions to address issues, and will be progressed through the partnership.

A reassurance/fact finding day has been arranged for Thursday 30th May which will form part of a on going scoping exercise to establish first hand from business and residents the key issues. The feedback gained from the scoping exercise will be shared with the Armley ward members, partner agencies, and local residents via the Area Committee and Armley Forum.

The NPT have recently received emails from potential police volunteers from within the Eastern European community and meetings are being arranged with them to assess their suitability.

5.11 **Community Engagement & Reassurance**

5.12 **Multi Agency Action Day**

A reassurance multi -agency action day coordinated by Community Safety and the Police was held on the Wythers on 3rd April 2012 due to pockets of anti-social behaviour, and lower levels of customer satisfaction . On the day over 112 questionnaire were completed which identified a number of concerns at a street level ranging from .anti social behaviour with specific families, environmental issues such as fly tipping , criminal damage, noise nuisance, and concerns about youth ASB . In addition to this over 400 crime prevention leaflets were distributed with the only takes a minute campaign, 9000kg of rubbish cleared behind Armley ridge Road with a further 400kg cleared off fly tipping by the estate caretakers. The Environmental Action Team carried out an environmental audit and identified 33 jobs to follow up and consulted with over 40 residents on a number of issues including dog fouling, bins on streets and overgrown vegetation. The Health service took the bus onto the Wythers and 20 local people called onto the bus and discussion were had about pursuing healthy living activities in the area. Alongside the bus was a member of staff from the dog Trust who were offering free dogs chipping. On the day 10 dogs were chipped and 8 owners issued with spraying vouchers. The police and partners received a number of worthy intelligence reports to follow up on, and overall the day of action was seen as positive for both partnerships and the community.

6.0 Corporate Considerations

6.1 Consultation and Engagement

The projects highlighted in this report will include consultation and engagement under the theme of crime and anti social behaviour with the aim of providing crime reduction advice and to increase reporting.

6.2 Equality and Diversity / Cohesion and Integration

Engagement events and projects take account of equality and diversity in their delivery. Considerations such as date, time, venue, access all have an impact on equality and diversity in relation to ensuring events are accessible to all members of the community.

6.3 Council Policies and City Priorities

Effectively tackling crime and anti social behaviour is a strategic priority in the Safer Leeds Plan 2011-2015.

6.4 Resources and Value for Money

Projects and work highlighted in this report have been funded through a mixture of Safer Leeds, Area Committee, West North West Homes Leeds , Positive Activities for Young People. Further opportunities for partnership funding will be explored through the coming year.

6.5 Legal Implications, Access to Information and Call In

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

6.6 Risk Management

Risk implications and mitigation are considered for each project.

7 Conclusions

- 7.1 The report outlines the work of the North West Divisional Community Safety partnership and the multi-agency tasking groups who develop and deliver projects some of which are supported through the Area Committee's Well-Being budget. These are projects which assist in supporting the work programme of the Area Management Team.

8 Recommendations

- 8.1 The West (Inner) Area Committee is requested to note the contents of the report.

9 Background documents

- 9.1 None

Report of : Deputy Chief Executive

Report to : Inner West Area Committee

Date: 27th June 2012

Subject: Inner West Neighbourhoods Improvement Board

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Armley Bramley & Stanningley		
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. There are four neighbourhoods in the inner West area that are classified as among the most deprived in Leeds according to the index of multiple deprivation.
2. Discussions with partners and Elected Members have recommended a Neighbourhoods Improvement Board be established to address the key issues that contribute to inequality in these areas.
3. The West North West Area Support Team, in partnership with West North West Homes, have proposed a multi-agency partnership structure to deliver sustainable improvements to services in these neighbourhoods.

Recommendations

4. The Area Committee is asked to:
 - i) Note the content of this report and approve the proposal to establish a Neighbourhoods Improvement Board for the Inner West area.
 - ii) Nominate an Elected Member from each ward to work with the Area Support Team to develop the Neighbourhoods Improvement Board.

1 Purpose of this report

- 1.1 This report sets out a proposal for a Neighbourhoods Improvement Board for the four most deprived neighbourhoods in the inner West Area.
- 1.2 It asks the Area Committee to support the initiative and work with partners to drive improvement across the inner West area.

2 Background information

- 2.1 Area Committees in Leeds have the delegated function of Neighbourhood Management Co-ordination to agree priority neighbourhoods and to agree and monitor Neighbourhood Improvement Plans for the Committee's area.
- 2.2 Since 2006 the West North West Area Support Team and partners have delivered small scale improvements in the four priority neighbourhoods of New Wortley and Wythers in Armley ward and the Fairfields and Broadleas in Bramley and Stanningley ward. The method of delivering these improvements has been through neighbourhood based LAMP (local area management plan) meetings attended in the main by front line staff working on the estates.
- 2.3 The LAMP meetings have not benefited from strategic leadership, and have differing levels of commitment from council and other services. They are however, seen as a useful forum for front line staff to meet and discuss local issues, and some partnership activity is agreed at most meetings. There is a view that these groups need to be refocused on key priorities and support greater levels of community engagement.
- 2.4 The West North West Area Leadership Team is currently reviewing where there are concentrations of deprivation in neighbourhoods across West North West Leeds to highlight how these could be addressed by a programme of neighbourhood improvement. Partners around the table have confirmed their commitment to improving outcomes in the inner West. This report outlines a suggested approach for neighbourhood working in inner West Leeds.

3 Main issues

- 3.1 The four neighbourhoods chosen to be part of the Neighbourhoods Improvement Board arrangements fall well below the Leeds average in the Index of Multiple Deprivation (Appendix 1). This project will analyse the needs of each neighbourhood based on deprivation statistics and consultation with the local community. A Neighbourhoods Improvement Plan (NIP) covering all four neighbourhoods and will be developed, focusing on the issues where the gap between the Leeds average and local statistics are the greatest.

Neighbourhoods Improvement Board

- 3.2 The Neighbourhoods Improvement Board will be a meeting of Ward Members, resident representatives and senior officers from the council, partner agencies and the voluntary sector. The Board will set the strategic priorities for each neighbourhood and approve the NIP. The Board will ensure that services are fully committed to the programme, and allow managers at a neighbourhood level to

adapt their services and work in new ways with partners to deliver sustainable improvements.

- 3.3 It is proposed that the Board will meet four times per year, with an extra meeting at the beginning of the project to ensure a successful start. Further discussion will confirm the membership of the Board.

Officer Network

- 3.4 Underneath the Board level will be the 'Officer Network', comprised of service managers from a range of organisations (including Council, Police, ALMO, Voluntary, Community & Faith sector and Extended Services Clusters). Managers within the network will be briefed on the Neighbourhoods Improvement Programme at a conference in the autumn and be asked to use existing partnership structures to develop service improvements and actions for the four NIPs. These existing partnerships include;

- Inner West Tasking Team
- West North West Homes Housing Action Forums
- Environment Sub Group
- Extended Services cluster meetings
- West North West Health & Wellbeing Partnership

- 3.5 Where an existing partnership does not exist, actions will be developed through time limited working groups and joint working arrangements between individual service managers.

- 3.6 A Neighbourhoods Improvement Plan will be drafted and monitored by named officers from the West North West Area Support Team and West North West Homes. They will ensure that the actions in the NIP are agreed with service managers and will provide quarterly monitoring reports to the Board.

Neighbourhood Partnerships

- 3.7 The four front line, neighbourhood based partnership meetings will continue to meet and be strengthened to include services covering the priority themes and resident representatives. The Neighbourhood Partnerships will meet bi-monthly and be tasked with delivering relevant actions in the NIP. They will be asked to focus on the Board's priority themes and the NIP, but will still retain their usefulness as a forum for front line staff to meet and share information about local issues. Chairing and administering the Neighbourhood Partnerships will be shared between West North West Homes and the Area Support Team.

Community Engagement

- 3.8 Community consultation and engagement will be a priority shared by the Board, Officer Network and Neighbourhood Partnerships. It is acknowledged that levels of community participation differs between the four neighbourhoods, so each Neighbourhood Partnership will develop a community engagement plan that meets the needs of the specific area. The Officer Network will ensure that sufficient resources are put in place to support community engagement activities.

3.9 The Neighbourhoods Improvement Board will meet for the first time in September.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Ward Members and LAMP meetings have been consulted on the proposal. Community engagement plans will form part of the work programme for each neighbourhood, and local residents will be recruited to the Board and Neighbourhood Partnerships.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 This section is not applicable to this report

4.3 Council policies and City Priorities

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

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

4.3.3. The work of the Neighbourhoods Improvement Board will contribute at a local level to the themes contained in the:

- Vision for Leeds
- Leeds Strategic Plan
- Health and Wellbeing City Priorities Plan
- Children and Young People's Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

4.4 Resources and value for money

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

4.4.2. In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via Well-being budgets and the Community Centres Budget.

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

4.4.2 Legal Implications, Access to Information and Call In

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

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

4.5.3 This report is not subject to Call In.

4.6 Risk Management

4.6.1 There are no significant risks identified in this report.

5 Conclusions

5.1 A new Neighbourhoods Improvement Board will provide strategic leadership to deliver sustainable improvements to services in the four priority neighbourhoods in the Inner West area.

5.2 A successful programme will require commitment from statutory services, partners and local residents to set shared priorities, and agree a measurable programme of improvements to the way services are delivered in these neighbourhoods.

5.3 The programme will be delivered using existing resources and administered in partnership between the Area Support Team and West North West Homes. The Area Committee's role will be to monitor the overall programme, and approve the Neighbourhood Improvement Plan.

6 Recommendations

6.1 The Area Committee is asked to:

- i) Note the content of this report and approve the proposal to establish a Neighbourhoods Improvement Board for the Inner West area.
- ii) Nominate an Elected Member from each ward to work with the Area Support Team to develop the Neighbourhoods Improvement Board.

7 Background documents¹

7.1 Area Committee Function Schedules

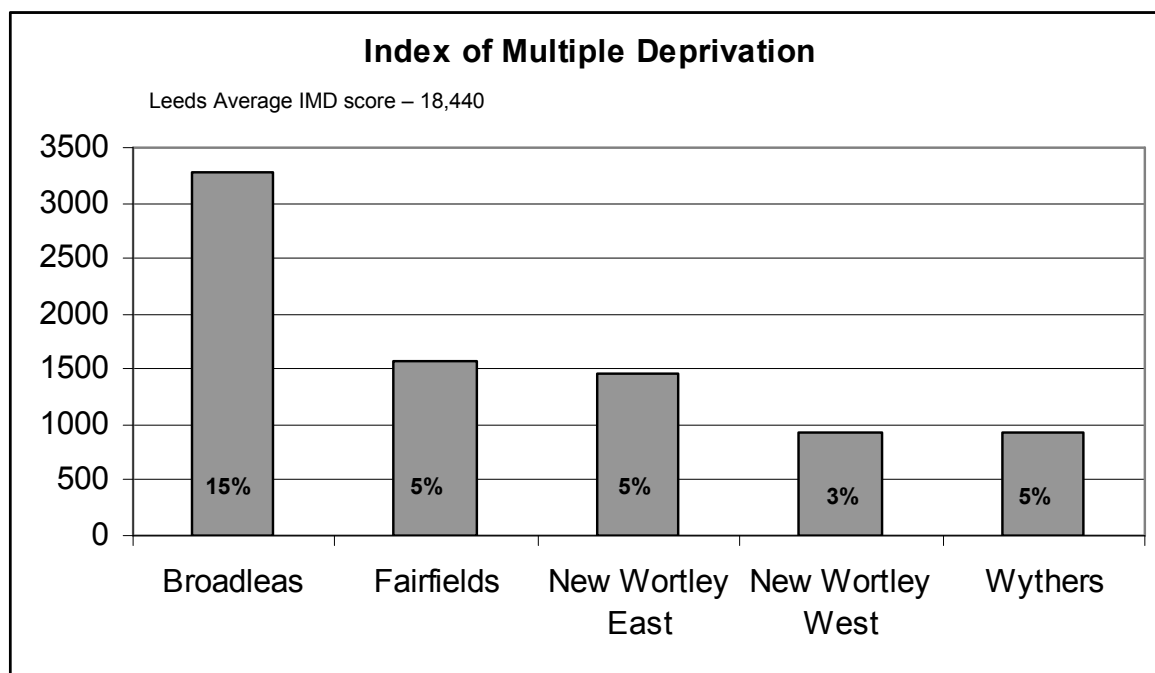
¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect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

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Inner West Priority Neighbourhood Statistics

Index of Multiple Deprivation

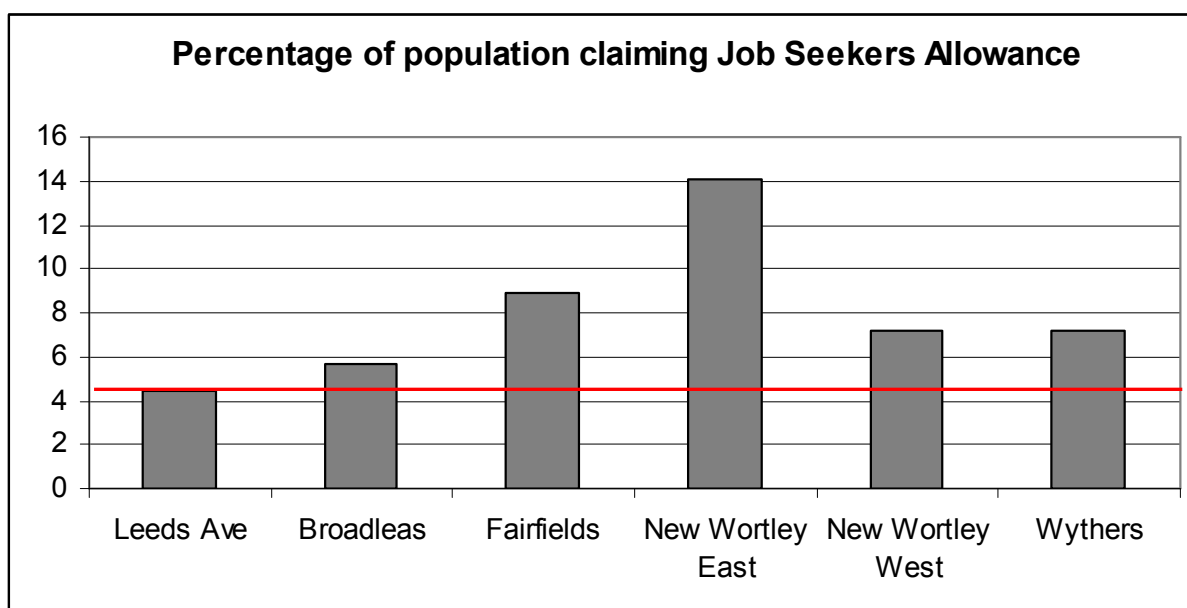
The chart below shows the Index of Multiple Deprivation ranking for each of the priority neighbourhoods. The percentage figure relates to the band the LSOA* falls into, e.g. New Wortley West is among the 3% most deprived neighbourhoods in England and Wales.



*LSOA = Lower Super Output Area, a geographical area of around 6000 population.

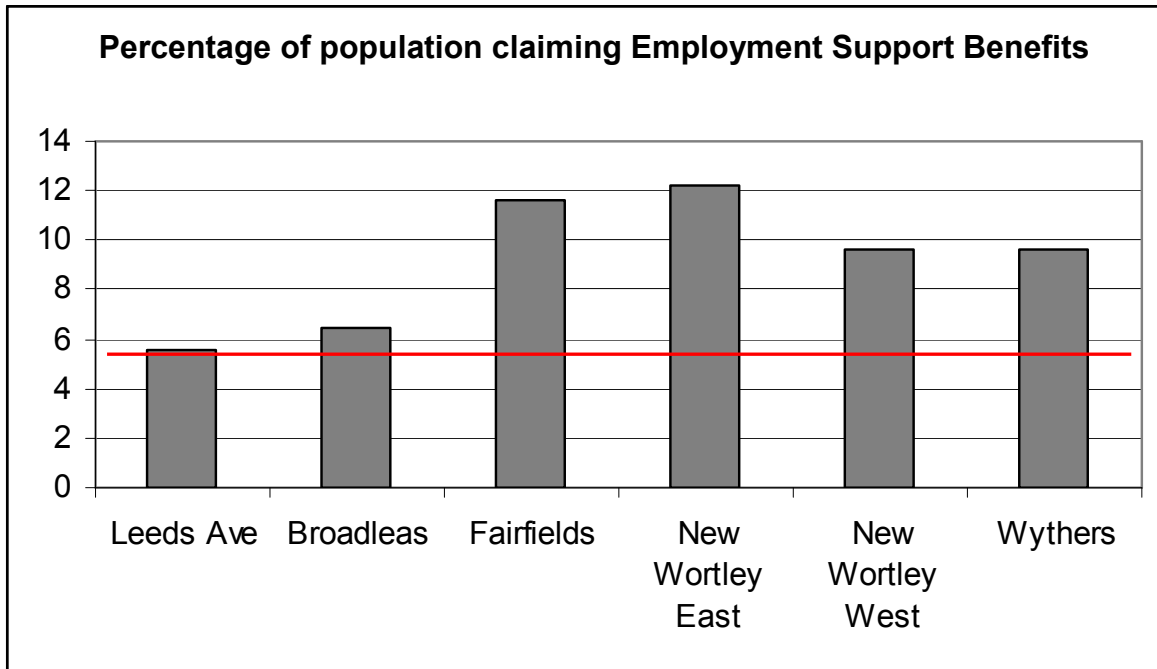
Job Seekers Allowance Claimants

The chart below shows the percentage of the working age population claiming Job Seekers Allowance.



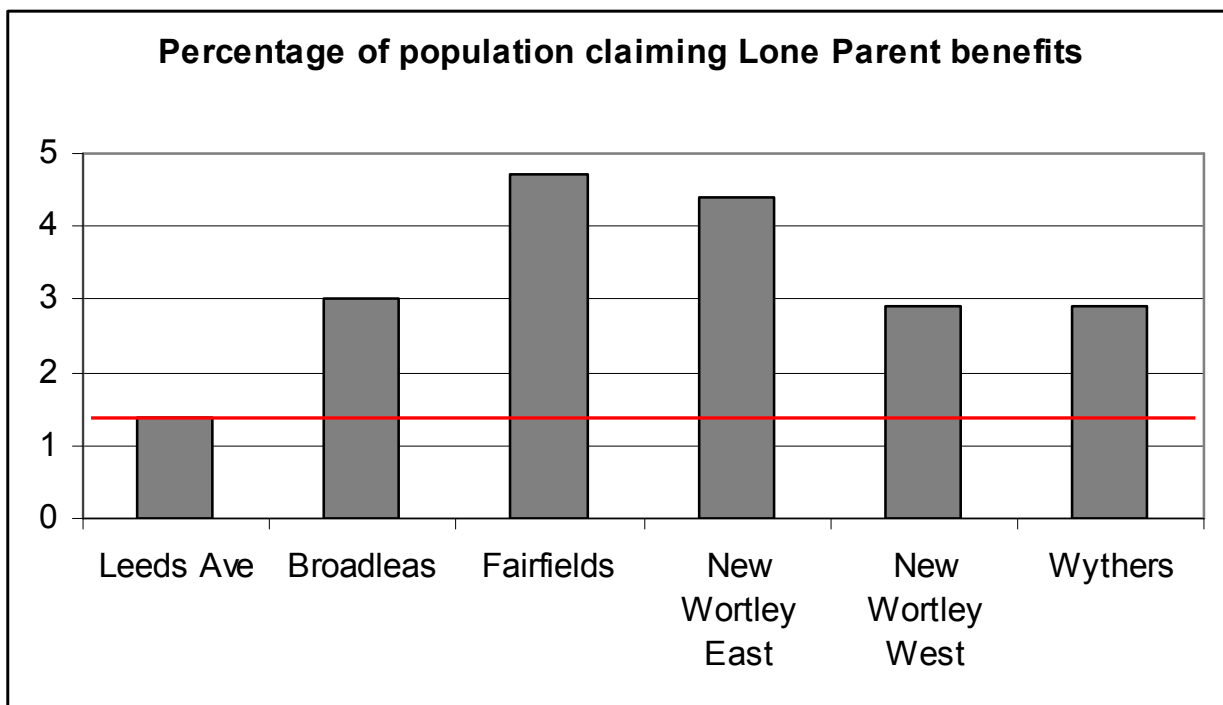
Employment Support Claimants (Incapacity Benefit)

The chart below shows the percentage of the working age population claiming Employment Support (formally Incapacity Benefits).



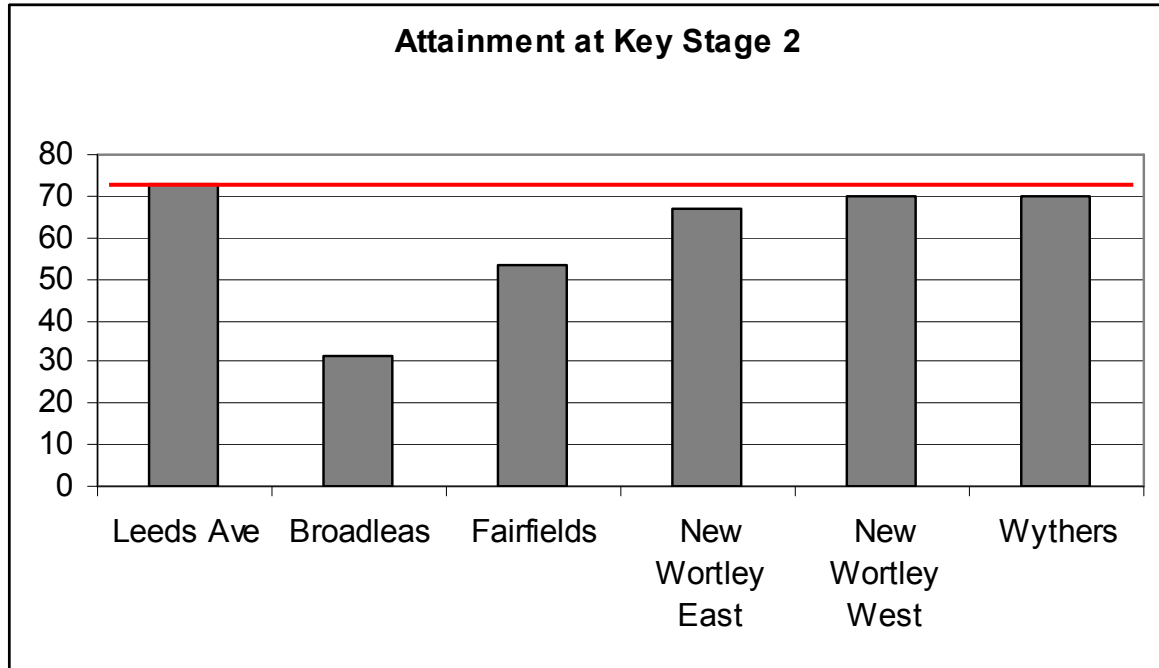
Lone Parent Benefits Claimants

The chart below shows the percentage of the working age population claiming Lone Parent benefits.



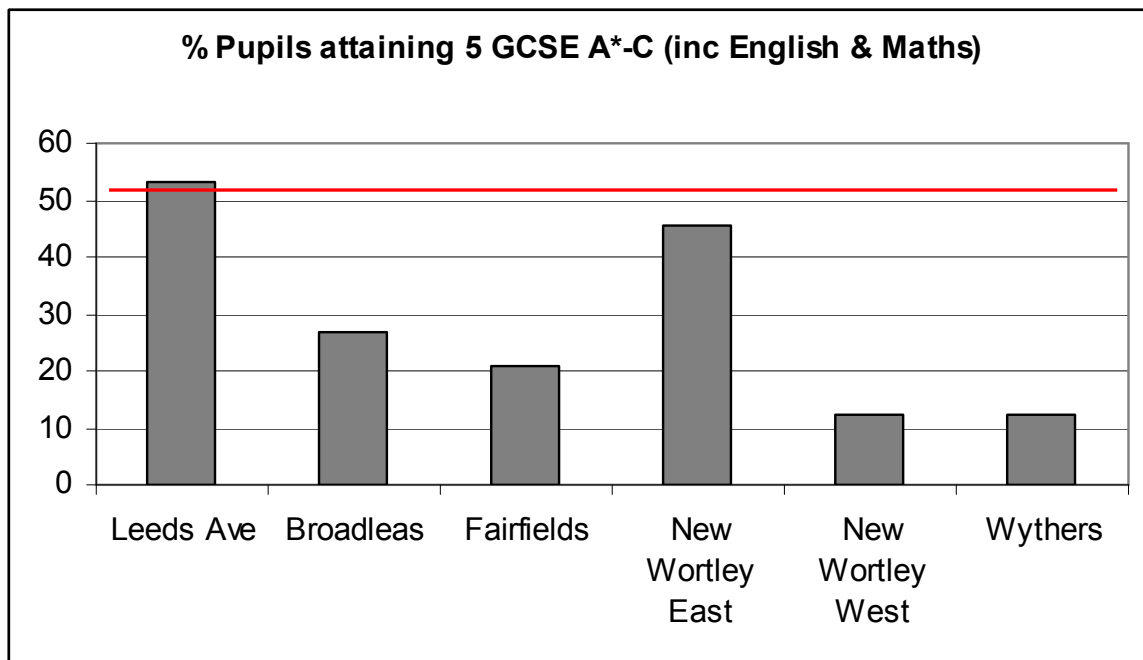
Key Stage 2 Attainment

The chart below shows the percentage of pupils achieving level four or higher at Key Stage 2



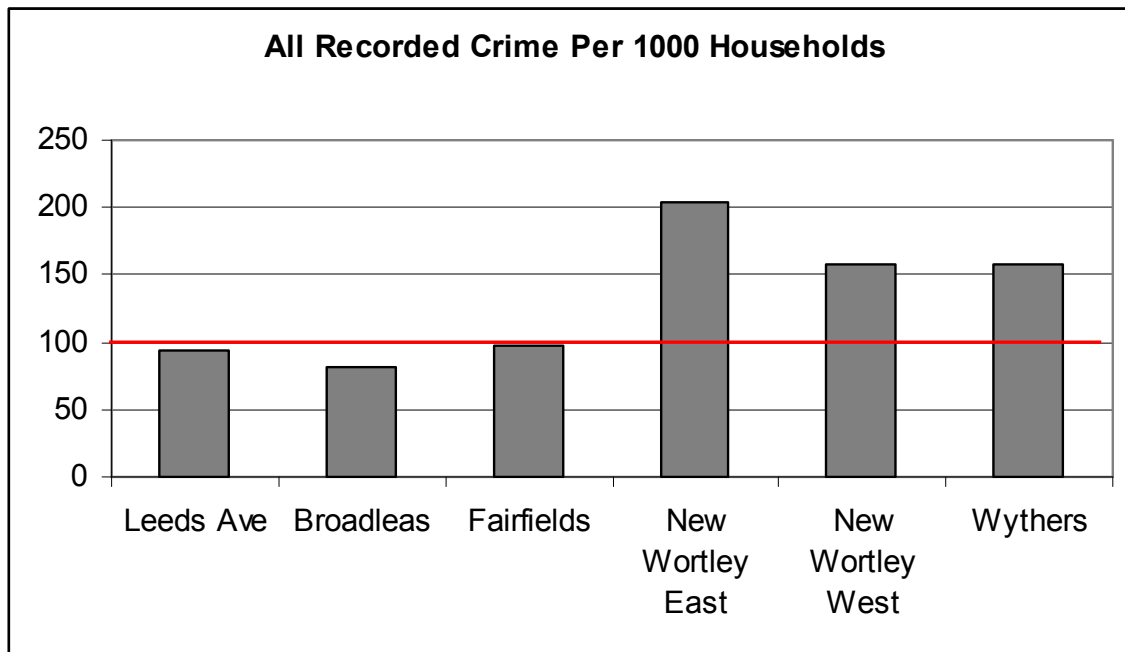
Key Stage 4 Attainment

The chart below shows the percentage of pupils attaining 5 GCSEs grades A*-C including English and Maths



All Recorded Crime

The chart below shows all recorded crime per thousand households



Sources: Leeds Observatory (14.06.12) and Indices of Multiple Deprivation 2010

Report of the Assistant Chief Executive (Customer Access & Performance)

Report to West (Inner) Area Committee

Date: 27th June 2012

Subject: Area Committee Community Engagement Plan

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

Summary of main issues

This report sets out a community engagement plan for the West (Inner)Area Committee. It describes the delegated responsibility for community engagement and highlights the corporate context for this area work. It outlines the work being undertaken to improve community forums and undertake consultation in support of the Business Plan.

Recommendations

Members are asked to:

- Note the content of this report and comment on any of the matters raised
- Agree to receive a further report in the Autumn to review progress made in relation to community engagement

1 Purpose of this report

- 1.1 This report describes a community engagement plan for the West (Inner)Area Committee and sets out how the Area Committee will fulfil its delegated responsibility for engagement
- 1.2 The report asks members to consider plans to improve the functioning of community forums and consider the proposed engagement activity in support of the Business Plan.

2 Background information

2.1 A Delegated Responsibility for Engagement:

Area Committees have a responsibility for community engagement delegated by Executive Board as follows:

Each Committee will agree a local community engagement plan based on an agreed template to ensure consistency across the city. Information on how Area Committees have delivered on their community engagement plans, will be included in an annual report to the Executive Board, which outlines achievements from the previous year to deliver the (Area Business Plan), and future priorities.

2011/12 Function Schedule,
Council's Constitution (Part 3, section 3c)

- 2.2 This report describes a Community Engagement Plan for the West (Inner)Area Committee that will fulfil this requirement.
- 2.3 Leeds City Council Spectrum of Engagement

The Leeds City Council Framework for Community Engagement provides a useful context for the West (Inner)community engagement plan. This is broken down into the following strands of activity.

- **Inform** – we tell people what we have decided is going to happen
- **Consult** – we present options and ask for views, but we decide what to do
- **Involve** – we invite communities to develop options with us and jointly decide what to do, but the community aren't necessarily involved in doing anything or taking responsibility or leadership on it
- **Collaborate** – we work with communities in deciding what to do and everyone has a role to play delivering, we are sharing responsibility
- **Empower** – we encourage and support communities to get on and do it for themselves

3 Main issues

This section of the report sets out the key issues affecting the West (Inner)Area Committee community engagement plan.

3.1 **Leeds Citizens Panel**

The development of the Leeds Citizens Panel provides new opportunities for community engagement, particularly at the Area Committee level. The demographic representation and the efficiency with which responses are able to be received and analysed should make it a valuable component of the Area Support Team's community engagement strategy.

The Area Committee has received information on the Leeds Citizens Panel, and work is now progressing to begin its use with the first set of surveys to panel members beginning in May 2012. It is proposed that the results of Citizens Panel consultations be presented to Area Committees in an annual report in the Autumn.

3.2 **Community Forums**

Forum meetings are the primary method for holding public meetings by the Area Support Team and are offered to all four Area Committees in the West North West. There are some variations in how the meetings are delivered, but for the most part they are offered at the Ward level and follow a similar pattern:

- Chaired by an elected member (except Bramley Forum)
- Open to the public to attend
- Held during the evening in locally accessible venues
- A set agenda with speakers from local services
- Administered by Area Support Team
- Accountable to Area Committees but operates in an advisory capacity only

3.3 A recent review of community forum meetings has identified a number changes that can be introduced to improve their value as a community engagement tool. These include:

- Developing an agenda forward plan so that more time is available to get partners involved and a dialogue with the public can be managed over the year.
- A programme of Forum publicity should be developed which seeks to increase public attendance.
- Services should be encouraged to attend and contribute more to forum meetings.
- Building on the value of the Police PACT meetings, opportunities for merging other public meetings with Forums should be considered.
- A wider range of meeting formats should be developed which improve the quality of the engagement.
- The content of Forum meetings should link to Area Committee Business Plan consultation
- The equality impact of forum meetings should be considered

3.4 The West (Inner)Area Committee currently supports two community forums as follows:

- Armley Community Forum
The Armley Forum meets 10 times a year and is chaired by Cllr Harper

- Bramley Community Forum
The Bramley Forum meets 6 times a year and is chaired by Steve McBarron who was elected by the forum.

3.5 **Priority Neighbourhoods**

Where Area Committees have identified individual neighbourhoods which should be targeted to address service improvement and deprivation issues, additional consultation will be undertaken. This will normally take the form of public meetings where the attending public will be asked to identify neighbourhood improvement priorities and give comment on proposed actions by services.

For the Inner West Area Committee, New Wortley, Wythers, Broadleas and Fairfields have been identified as priority neighbourhoods. The suggested arrangements for supporting this neighbourhood working is discussed in a report elsewhere on the agenda, however further work is needed to clarify the thematic priorities for each neighbourhood.

3.6 **Area Committee Business Plan Consultation**

The Area Committee Business Plans set out each committee's priorities for service integration and improvement against the themes of the Leeds Strategic Plan.

The Area Support Team will continue to take a lead role in supporting the Area Committees to revise and refresh the Business Plans each year to ensure the priorities and outcomes are still relevant and reflect the views of local people.

An annual programme of Business Plan consultation will be developed which provides information on how of proposed changes to services will be implemented and how these changes will impact people locally. Further work is needed to clarify how this activity will be undertaken and what should be done to ensure consistency across the service.

4.0 **Corporate Considerations**

4.1 **Consultation and Engagement**

Area Committees have a delegated responsibility for community engagement. This report sets out how the West (Inner)Area Committee will seek to meet this requirement.

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

Each of the elements of the Area Committee Community Engagement Plan has been reviewed individually in relation to equality and diversity.

4.3 **Council policies and City Priorities**

Community engagement is one of the cross-cutting themes that underpins the delivery of the city and council plans, and links to a wide range of existing or developing agendas, including the Customer Access Strategy, Equalities,

Research and intelligence, Commissioning and is a key aspect of The Commission on the Future of Local Government.

4.4 Resources and value for money

Area Support Team will provide the officer support to the Inner West Area Committee community engagement plan. The team will work to ensure that community forums and business plan consultation activities are supported efficiently and that they offer good value to the Area Committee.

4.5 Legal Implications, Access to Information and Call In

There are no legal implications associated with this report. In line with the Council's Executive and Decision Making Procedure Rules, all decisions taken by Area Committees are not eligible for Call In

4.6 Risk Management

This report describes a community engagement plan which will help the Area Committee to understand community needs and priorities and reduce the risk of legal challenge to decisions on the basis of weak or flawed consultation evidence.

5 Conclusions

- 5.1 Community engagement fulfils a key function of the Area Committee. The Area Support Team will continue to offer support to the Area Committee to deliver community forums and undertake engagement activity in support of the Business Plan.

6 Recommendations

Members are asked to:

- Note the content of this report and comment on any of the matters raised
- Agree to receive a further report in the Autumn to review progress made in relation to community engagement

7 Background documents¹

- June 2011 Area Committee Roles report to West (Inner)Area Committee
- July 2011 Report to Corporate Leadership Team, A New Citizens Panel for Leeds
- October 2011 Business Plan Report to North West (Outer) Area Committee
- December 2011 Citizens Panel Report to West (Inner)Area Committee

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

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Report of the Assistant Chief Executive (Customer Access & Performance)

Report to North West (Outer) Area Committee

Date: 27th June 2012

Subject: Nominations to Area Committee Sub Groups

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Armley, Bramley and Stanningley	<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. This report sets out the roles of the Inner West Area Committee Sub Groups and seeks nominations for the position of Chair and Elected Member representation to each group.
2. The report also asks for nominations for Elected Member Theme Champions for Health and Community Safety.

Recommendations

3. Members are asked to:
 - i) Agree a sub group structure for the inner West area.
 - ii) Nominate an Elected Member representatives for the Environment Sub Group (if applicable).
 - iii) Nominate Elected Member theme champions for Health, Community Safety and Fuel Poverty

1 Purpose of this report

- 1.1 The purpose of this report is to set out options for sub groups in the inner West area and outlines the role of Elected Member theme champion for Health and Community Safety.
- 1.2 The report also seeks nominations for elected Member representatives from each ward to the agreed sub groups and theme champions.

2 Background information

- 2.1 The inner West Area Committee currently has one sub group covering the Environment theme. It meets approximately bi-monthly and has one Member from each ward attending.
- 2.2 The main purpose of the Environment Sub Group is to influence key priorities in relation to services, monitor performance and develop the service level agreement
- 2.3 The sub groups are provided with officer support by the Area Support Team and operate in an advisory capacity. Key messages are passed to the Area Committee through the Area Update report.
- 2.4 This report highlights the current arrangements for elected member representation to these sub groups and theme champions, and seeks Members views on the sub group structure and representation for 2012-13.

3 Main issues

Environment Sub Group

- 3.1 The Environment Sub Group meets on approximately a bi-monthly basis. It receives update reports from the Locality Team and other services as required, including Parks and Countryside, Grounds Maintenance and Refuse Collection. It oversees the Service Level Agreement in relation to the delegated functions of cleansing and environmental enforcement services.
- 3.2 The current Elected Member representation to the Environment Sub Group is:

Councillor Janet Harper (Armley)
Councillor Ted Hanley (Bramley and Stanningley)
- 3.3 The Committee is asked to agree Member representation from each ward.

General Purposes Sub Group

- 3.4 Members are asked to consider whether they would like to establish a General Purposes sub group, replacing the Environment Sub Group, to oversee the environmental and future delegated functions, and create closer ties with key services.
- 3.5 It is proposed that all six Members of the Area Committee be invited to attend the General Purposes Sub Group that will meet six times a year. The Environmental

Services delegation will be a permanent agenda item, and other services will be invited as required. The Sub Group will enable Members to better scrutinise the delivery of services in the inner West area and ensure they meet the needs of the local communities.

3.6 Future agenda items could include the following:

- Neighbourhood Policing Team Inspector
- West North West Homes / Morrisons
- Extended Services Cluster updates
- Anti-social behaviour and the new 'Troubled Families' agenda

3.7 The General Purposes Sub Group would also be asked to consider applications to the Well-being commissioning round and oversee the development of the Area Committee's Business Plan.

3.8 Members are asked to consider whether they would like to establish a General Purposes Sub Group. This group would be chaired by the Area Committee Chair and tasked with overseeing future service delegations and the delivery of the Business Plan by looking more in depth at individual services and themes.

Community Safety Theme Champion

3.9 The Divisional Community Safety Partnership (DCSP) would like to strengthen links between Elected Members and area based Tasking meetings. In the proposal at Appendix 1, the Community Safety Champion will now have more of a role in the Tasking meetings to better reflect the views of local residents in the priority setting process, and give a new perspective to discussions about tackling persistent issues.

3.10 The current Community Safety Champion role has been shared between Cllr McKenna and Cllr Lowe. Members are asked consider the new responsibilities for the Community Safety Theme Champion, and nominate an Elected Member to fulfil this role.

Health Theme Champion

3.11 The role of the champion is to provide each Area Committee with a Member focus of health and wellbeing issues on behalf of the Area Committee as a whole. The role may overlap with other theme champions and partnerships. The main purpose of the role is:

- To promote commitment to the wider health and wellbeing agenda through the active engagement of elected members, local authority services, and local partners
- To increase understanding of the health and wellbeing needs of local people and the issues and barriers they encounter in their daily lives
- To contribute to improving health and reducing health inequalities for local people

- To understand the priorities and issues of local neighbourhoods in the area and to support their development
- To champion the effective integration (partnership working) of health and wellbeing services and initiatives.
- To work with the Health Improvement Manager to shape regular health and wellbeing agenda items of interest to members
- Attendance at the Local Health and Wellbeing Partnership

3.12 The role of the health and wellbeing champions does not involve any formalised decision-making responsibilities or accountabilities (other than the expectation of regular reporting to the relevant Area Committee, with support from the Health Improvement Manager). However, it is a key influencing and advocacy role that is likely to evolve and develop as more is learnt about how it can impact positively local people's lives, especially with Public Health leadership coming to the Local Authority in April 2013.

Fuel Poverty Theme Champion

3.13 The Leeds Affordable Warmth partnership has been established to address fuel poverty problems and is seeking representation from each Area Committee to represent the views from a locality perspective and influence decisions on service provision. Members are asked to note the enclosed Appendix 2 setting out the role and agree a fuel poverty champion from the Area Committee.

4. Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Elected members have been consulted on the content of this report.

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 Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009. This approval was rolled forward to 2010/11 and 2011/12 and is also being rolled forward to 2012/13 with amendments to the environmental delegation. The Area Functions are included in the Council's Constitution (Part 3, section 3c).

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 implications to this report.

5 Conclusions

5.1 The Inner West Environment Sub Group has played an important role in developing the service level agreement for delegated environmental services. The sub group will continue to meet bi-monthly to oversee the delegation and monitor the performance of other environmental services in the inner West area.

5.2 A proposal is put forward to establish a General Purposes sub group to oversee future service delegations and the delivery of the Area Committee's Business Plan.

3.2 Members are asked to consider the request from service managers from Heath Improvement and Community Safety to nominate theme champions for Community Safety, Health and Fuel Poverty.

6 Recommendations

6.1 Members are asked to:

i) Agree a sub group structure for the inner West area.

ii) Nominate an Elected Member representatives for the Environment Sub Group (if applicable).

iii) Nominate Elected Member theme champions for Health, Community Safety and Fuel Poverty

4 Background documents¹

4.1 The Council's Constitution (Part 3, section 3c).

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

The Role of Elected Members as the Community Safety Champion

Background

A review of Tasking Meetings across the city has been undertaken by the Divisional Community Safety Partnership (DCSP) to seek to strengthen the process. One of the agreed actions was to engage more closely with Ward Members directly on targeted areas of work.

The Inner West Area Committee has requested a nominated Elected Member to be the Community Safety Champion. The Community Safety Champion attends DCSP meetings in order to create and develop links between the Area Committee and the DCSP. The DCSP is a strategic group and so the Members are involved in delivering and monitoring the Community Safety Action Plan for the areas they serve.

Local Tasking meetings exist to problem solve crime issues in local communities. There are Tasking meetings in Inner West cover Armley and Bramley Stanningley Wards. There is an opportunity to improve the way that community safety is addressed by supporting Members to be involved in Tasking meetings.

The role of the Community Safety Champion in Tasking meetings

To developed in order to:

- Provide a more direct link between Area Committee and Tasking Meetings across the Inner West Tasking Meetings)
- Support the direct input and feedback at Tasking, from Ward Members via the nominated Area Committee representative
- Contribute funding resources for Tasking representatives to support targeted, additional provision.

The Area Committee Community Safety Champion is well placed to develop their role to include a responsibility for Member involvement in Tasking. The Champion has an understanding of the Inner West community safety agenda in addition to a knowledge of local issues. She/he will be able to bring this perspective to discussions about local issues. Clearly the Community Safety Champion will be more familiar with the problems and solutions that have arisen in their own ward. However, for the majority of community safety issues similar responses can be applied irrespective of which neighbourhood they are in. The Chair of the Tasking meeting will work with the Community Safety Champion to ensure that the issues they raise are indicative of the issues raised by partners across the area. By developing Member involvement through the Community Safety Champion will help to ensure that their input retains a wider perspective than could be brought by individual ward member.

The key tasks that the Community Safety Champion will fulfil in Tasking are as follows:

1. To improve communication with residents

Members have dialogue with residents who raise issues with them directly rather than or sometimes as well as requesting a service from an agency. Their involvement in the Tasking process gives the Member a better understanding of what's involved in addressing these issues. It also gives an insight and up to date knowledge of what's being done which they can then share with the community. In turn, this will enhance Elected Members accountability to their constituents.

2. To give a different perspective

Local people have a relationship with Councillors that is different than the one they have with agencies. Councillors therefore represent a different perspective when working out ways to tackle issues affecting local people. Bringing this to the table can help find new ways of tackling old problems.

3. To encourage engagement and involvement of partner agencies

Councillors have a role to play in ensuring the quality of the service that's being delivered. They can help to get the right people around the table and also to ensure that action is being carried out.

The Community Safety Champion would be expected to link in with/attend both the North West Divisional Community Safety partnership meetings and Tasking meetings in the Area Committee area they serve. A communication mechanism will be established so that the Champion is able to raise issues on behalf of other Elected Members at the Tasking meetings. The nature of issues raised would need to be monitored in order to ensure they are appropriate for Tasking rather than straightforward requests for service or information that should be dealt with through the usual channels.

Fuel Poverty Area Committee Champions Role

Inquiry into Fuel Poverty (April 2012) Recommendation number 8

- (i) That Area Committees nominate a Fuel Poverty Champion to drive forward local action in addressing fuel poverty problems associated with their particular areas
- (ii) That the Area Committee Fuel Poverty Champions liaise with their respective locality Health and Wellbeing Improvement Managers to agree the appointment of one Fuel Poverty Champion

Current position

- Citywide Affordable Warmth Partnership – meets quarterly
- Membership is made up of elected members from each political group
- Chaired by elected member. For 2012 it is Cllr David Blackburn

Potential role of Fuel Poverty Area Committee Champion if agreed

- To attend on behalf of the area committee the citywide Affordable Warmth Partnership
- To represent views from a locality perspective
- To be aware of neighbourhoods / vulnerable groups of high need
- To promote programmes addressing fuel poverty e.g. Wrap up Leeds, Green doctor, Warm home service etc.
- To signpost and support local people to access the services that are available (financial support and affordable warmth provision)
- To influence and inform decision makers on local needs for future service provision
- To lobby local energy providers and funding providers to address the needs of vulnerable households.
- To report back to area committee on progress made / highlight issues

To be supported by:

The lead officer for citywide partnership and locality Health and Wellbeing Improvement Managers.

Report of Deputy Chief Executive

Report to Inner West Area Committee

Date: 27th June 2012

Subject: Well-Being Fund Report

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

Summary of main issues

1. This report outlines the inner West revenue budget position for 2012/13, and provides monitoring information on projects funded in 2011/12.

Recommendations

2. Members are asked to:
 - i) Note the feedback from projects funded in 2011/12 and;
 - ii) Note the current Well-being revenue budget position for the current financial year.
 - iii) Consider the application for a community notice board presented at 3.19.

1 Purpose of this report

- 1.1 The purpose of this report is update Members on the Area Committee's Well-being budget.
- 1.2 The report also provides monitoring information on the Well-being funded projects completed during the last financial year 2011/12.
- 1.3 It also presents a new Well-being fund application for a notice board on Armley Town Street.

2 Background information

- 2.1 The Well-being revenue budget for 2012/13 is £136,710. At its meeting in March 2012, the Area Committee decided to nominally split its budget between the two wards, and approved projects totalling £128,843.
- 2.4 The 2011/12 the Area Committee approved funding for eleven large projects totalling £131,410. Monitoring information has been provided by nine projects, all of which achieved their expected outcomes.

3 Main issues

2011/12 Monitoring – Large Grants

- 3.1 Below is a summary of the large projects funded by the Area Committee in 2011/12 and the outcomes they achieved.
- 3.2 IW.10.07 – Police Off Road Bikes
West Yorkshire Police : £1,500
The police off road bikes team worked with Leeds City Council Parkswatch Officers dealing with complaints across greenspaces. In the final quarter of 2011/12 the team issued 8 verbal warnings, 18 Fixed Penalty Notices and 1 seizure. A dedicated phone number is now in place for the team and has been publicised widely.
- 3.3 IW.11.01 – Summer Bands in the Park
Armley Town Centre Manager : £1,200
Four events were held, split between Armley and Bramley. The Lightcliffe Brass Band performed at Armley Fun Day and the Easter Event on Armley Moor, and both benefited from good weather and large audiences. A steel pan band played at Bramley Park in June and August but unfortunately it rained on both occasions.
- 3.4 IW.11.02 – Town Centre Manager
Leeds Ahead : £23,00
The Armley Town Centre manager delivered a number of projects to support local businesses and promote the area. These included:
 - Empty shops initiative to reduce voids to 10% lower than the national average.
 - Events programme in partnership with the local residents' groups organising a Christmas lights switch on and family fundays.
 - Alert box scheme to support retailers increased satisfaction with the police's response to calls for help

- Keep Armley Tidy project with local schools
- Shop Local campaign and business forum

- 3.5 IW.11.03 – Inner West Sports Provision
LCC Sports Development : £3,563
Summer sports sessions were set up in partnership with local sports organisations. These included 75 young people on a gymnastics programme, 56 joining a Leeds United football session and 322 participating in summer camps at Ryecroft Primary school. In total 623 school children benefited from this project. Four young sportsmen from the Inner West area also completed the Leeds Coaching Scholarship, funded by the grant, and are now volunteering in their local communities.
- 3.6 IW.11.04 – I Love West Leeds Festival
I Love West Leeds Festival Committee : £18,000
Two primary schools took part in the festival, Holy Family in New Wortley and Raynville in Bramley. Outdoor film screenings were programmed for New Wortley, Raynville, HMP Leeds and Farnley, but unfortunately due to bad weather only the event at the prison went ahead. The Festival Day held at Bramley Falls Park was the biggest ever, with an estimated 3000 people attending.
- 3.7 IW.11.05 Armley Sports Project
LCC Youth Service : £3,563
Thirty sessions of football coaching were held at Armley Sports Centre between April and November, including twelve run by Leeds United Football Club. 26 people accessed the project and around 40 others participated without formally registering. The sessions have been funded for a second year, and continue to be very popular.
- 3.8 IW.11.06 Lazer Centre Improvements
LCC Youth Service : £2,000
Final monitoring has not been submitted, but it is understood that the work was carried out as per the application, and the improved facilities are being enjoyed by young people from across the inner West area.
- 3.9 IW.11.08 Armley Community Funday
Armley Community Funday Committee : £1,500
The Armley Community Funday was held on 27th July 2011. The weather was fine, and an estimated 3,500 – 4,000 people attended. The mix of stalls was very good, including representatives from the voluntary and faith sectors. A survey on the day showed that 88% of stalls and 93% of visitors were satisfied with the event.
- 3.10 IW.11.09 Litter Bins Bramley Falls Wood Park
LCC Parks & Countryside : £1,140
Three litter bins were installed within the boundary of Bramley Falls Wood Park. Newlay and Whitecoates Residents' Association were consulted on the positioning of the new bins. The bins are well used and there is less litter around the park area.
- 3.11 IW.11.12 Community Centre Consortium
BARCA Leeds : £41,000

The Business Facilities and Social Enterprise Manager supported New Wortley and Fairfield Community Centres to become much more sustainable. Both centres have increased bookings and the social enterprises have grown impressively.

3.12 IW.11.13 Bramley Baths

LCC Sports Development : £37,800

The funding supported an additional 20 hours opening per week following Council budget cuts that reduces opening hours by almost two thirds. This, enabled schools to continue to use the facility and provided longer opening hours for the general public, including access to the gym, steam room, activity room and some classes. The number of visits per hour compared with the same period in 2010 increased by 63%. The project helped the baths became a viable prospect for a community asset transfer, which was approved by Executive Board in May 2012 and expected to be completed by September the same year.

3.13 IW.11.14 CASAC Burglary Reduction

CASAC Leeds : £1,000

Final monitoring information has not been provided for this project.

Small Grants

3.15 The Area Committee set aside a budget of £4,500 for small grants in 2011/12, and funded twelve projects from royal wedding parties to community hanging baskets. All projects were completed satisfactorily, and £710 was carried forward into the new financial year.

Skips

3.16 The skips budget for 2011/12 was £800. Two skips were provided for community use. The remainder of the skips budget has been rolled forward into a joint small grants and skips budget for 2012/13.

2012.13 Wellbeing Revenue Budget

3.17 At its meeting in February, the Area Committee approved sixteen grants as shown in the table below.

3.18 The Area Committee chose to informally split the budget between the two wards. Currently Armley ward has £6,215 remaining and Bramley & Stanningley ward has committed all its budget.

Project Name	Organisation	Armley	Bramley & Stanningley	Total
Broadleas CCTV	Leedswatch		£1,784	£1,784
Bramley Baths	LCC Sports		£27,720	£27,720
Community Ctr Consortium	Barca-Leeds	£30,000	£5,000	£35,000
Police Off Road Bikes	West Yorks Police	£750	£750	£1,500
Armley Festive Lights	Leeds Lights	£1,750		£1,750
I Love West Leeds Festival	ILWL Festival Ltd	£5,000	£5,000	£10,000
Small Grants & Skips	Area Support Team	£2,000	£2,000	£4,000

Inner West Events Budget	Area Support Team	£5,000	£2,500	£7,500
Armley Sports Project	LCC Youth Service	£2,250		£2,250
Summer Sports & Coaching	LCC Sports	£1,250	£1,250	£2,500
Environmental Clean-Ups	Probation	£3,000	£3,000	£6,000
NEET Reduction Project	Igen	£3,375	£3,375	£6,750
Target Hardening	CASAC	£3,000		£3,000
Bramley Floodlights	Parks & Countryside		£16,000	£16,000
Saturday Night Project	PAYP (LCC)	£3,000		£3,000
Community Hanging Baskets	Armley CRT	£1,800		£1,800
	Total	£62,175	£68,378	£130,553
	Balance	£6,215	£11	

New Well-being Application

3.19 **Armley Notice Board**

Amount requested: £2,350

Local residents, through the Armley Fun Day Committee, have asked if the Council could provide a notice board on Armley Town Street for community use. The Area Support Team has consulted with Ward Members and is seeking to agree the following to ensure the viability of the project:

- § Planning permission for advertising (if required)
- § Permission from Highways
- § Responsibility for maintenance
- § Responsibility for updating notices

3.20 Since April seven small grants have been approved and are listed below.

- | | | |
|----------------------------------|------|-------------------------------|
| 1. Community hanging baskets | £300 | Armley Common Right Trust |
| 2. Firefly safety stickers | £500 | West Yorkshire Fire Service |
| 3. Raynville Primary health fair | £150 | Raynville Primary School |
| 4. Walking leaflets | £300 | West Leeds Walking Group |
| 5. School football coaching | £250 | Wortley Football Club |
| 6. Leeds Gathering | £500 | Irish Arts Leeds |
| 7. Jubilee church illumination | £300 | St Bartholomew's Church Leeds |

The balance of the small grants and skips budget is £2,790.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The Area Committee receives regular updates on the Well-being budget through the Well-being Budget Report.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 All Well-being funded projects are considered prior to their submission to Area Committee for their impact on Equality and Diversity and Cohesion and Integration.

4.3 Council Policies and City Priorities

4.3.1 Small grant applications submitted to the Area Committee for funding support are assessed to ensure that they are in line with Council and City priorities. Area Management's work programme contributes at a local level to the themes contained in the:

- Vision for Leeds
- Leeds Strategic Plan
- Health and Wellbeing City Priorities Plan
- Children and Young People's Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

4.4 Resources and Value for Money

4.4.1 The small grant programme outlined in this report is resourced by Area Support Team staff

4.4.2 In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via Well-Being budgets.

4.5 Legal Implications, Access to Information and Call In

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

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

4.5.3 This report is not eligible for call in.

4.6 Risk Management

4.6.1 Risk implications and mitigation are considered on all Well-being applications.

5 Conclusions

5.1 There is £6,215 remaining in the revenue budget for Armley ward this financial year. Bramley and Stanningley ward's allocation is fully committed. A new Well-being application for a community notice board on Armley Town Street is presented for consideration.

5.2 Projects funded through the Area Committee's 2011/12 Well-being revenue budget achieved their stated objectives and provided positive outcomes for the local area. Two projects did not provide monitoring information ahead of the report deadline, and these will be followed up.

5.3 Most projects approved from the 2012/13 Well-being revenue budget are progressing well, and the remaining schemes will be progressed over the summer.

6 Recommendations

6.1 Members are asked to:

- i) Note the feedback from projects funded in 2011/12 and;
- ii) Note the current Well-being revenue budget position for the current financial year.
- iii) Consider the application for a community notice board presented at 3.19.

Background documents¹

Area Committee Roles and Functions 2011/12

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

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Report of Deputy Chief Executive

Report to Inner West Area Committee

Date: 27th June 2012

Subject: Area Update Report

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

Summary of main issues

1. The Area Update Report provides Members with information on LAMP meetings, key services, and other activities around the inner West area since March. It also provides information on how the Community Centre Consortium project will be delivered this year, and on actions to target anti-social behaviour and street drinking in Armley town centre.

Recommendations

2. Inner West Area Committee Members are invited to note the contents of the report, comment on any matters raised and suggest items for inclusion in future Area Update reports.

1 Purpose of this report

- 1.1. The purpose of this report is to inform members on progress against the Area Support Team's work programme and locality priorities.

2 Background information

- 2.1. An Area Committee Update report is submitted at every cycle of Area Committee meetings. Partners contribute collectively on projects and provide service updates.

3 Main issues

New Wortley LAMP

- 3.1 At its meeting in April, the New Wortley LAMP discussed the Health Needs Assessment, recently completed by NHS Leeds. A mapping exercise of health and well-being provision will follow to identify gaps and opportunities for joint working.

Wythers Improvement Group

- 3.2 The Wythers Improvement Group supported a multi-agency action day on the estate at the beginning of April. The focus of the day was on gathering intelligence on anti-social behaviour, and 118 residents completed surveys.

- 3.3 BARCA Leeds have access to a large vehicle that can be taken into neighbourhoods to promote health and wellbeing. A number of residents accessed the service on the action day, and BARCA are looking to visit on a weekly basis, providing drop in sessions and a place for residents to meet.

Fairfield LAMP

- 3.4 The Fairfield LAMP meeting was updated on the continued reduction in anti-social behaviour and burglary. Future activities were discussed including a multi-agency environmental improvement day and a jobs fair in July.

Broadleas LAMP

- 3.5 The Broadleas LAMP meeting in May discussed the low numbers accessing the advice surgery set up covering a range of issues including housing, finance and training opportunities. Anti-social behaviour continues to be a problem in certain parts of the neighbourhood, and the Leeds Anti-Social Behaviour Team is taking action against persistent offenders.
- 3.6 Teenage conception rates are high in the Broadleas area, and the group will look at what services are in place at a future meeting.

West North West Area Leadership Team

- 3.7 The WNW Area Leadership Team was established to bring together the Chairs of the Area Committee with a cross section of senior officers and partners to facilitate integrated locality working. The aim is to connect senior officers and partners to an area of the city so that they are able to better understand the needs of localities and

to learn more about communities to inform service delivery. By working across boundaries leaders will be able to take advantage of the opportunities of integration and improve outcomes.

- 3.8 The WNW Area Leadership Team is chaired by Sandie Keane (CLT Director). The group has met 3 times and during these meetings has agreed some operating principles, identified an agreed set of priorities and explored geographical priority areas based on an assessment of need. The WNW Area Leadership team priorities are: Communities (including Community Safety and Environment), employment and skills, and, health and well-being (focus on health inequalities). The group have developed relationships which have led to new opportunities emerging for integrated working including, work to support the WNW community safety activity relating to reducing burglary, closer working between organisation at the local level and some joint planning activity with the ALMO's around environment and community safety in specific areas. There is also work underway to run a multi-agency referral scheme in an area of the WNW, specifically linked to improving outcomes relating to health and well-being. The network of leaders has also been used to support the development in the Big Local area of Hawksworth Wood.
- 3.9 The next steps are for groups of leaders to develop work programmes around the themes recently agreed which will be part of the longer term improvement activity. However, partners are also bringing issues to the group that require immediate action or that are opportunities to address problems.

West North West Homes Update

- 3.10 West North West Homes are carrying out a consultation through the Armley housing office to consult with customers living in multi-story blocks of flats to identify the top three issues they have living in this type of accommodation. A local multi-story flat action plan will be then be developed to address the issues raised.
- 3.11 a) Bramley and Stanningley Ward:
The new Neighbourhood Housing Officer for the Broadleas is arranging a day of action on the 9th August followed by a family funday on the 10th. West North West Homes have supported residents in successfully applying for Area Panel funding to replace bushes with a metal fence on Broadlea Hill. A bid has also gone in for a new fence at the back of Broadlea Hill flats and the area in front of the shop, and an overgrown piece of land on bordered by Broadlea Oval / Gardens / Hill has been cleared.
- 3.12 Funding was provided for raised garden bed and a new seating area at Moorside Community Centre, and the neighbourhood caretakers have cut down overgrown conifers at the rear of the centre. A rounders match is planned between the Moorside tenants and residents association and staff from West North West Homes. A clean up day for the whole Moorside estate will follow on the 13th July.
- 3.3 b) Armley Ward:
A new timber raised garden bed has been built at the entrance of Burnsall Grange multi story flats that will be planted and maintained by residents living in the block. The Westerley Rise multi-story block also has a new rose garden in place of an overgrown bed.

- 3.14 In June, the Neighbourhood Caretaking team carried out makeovers to the Cheltenham estate and Wyther Park Close to improve the overall appearance of the areas.
- 3.15 A cricket match is planned for Friday 13th July between West North West Homes staff and members of the Armley Mosque.

Youth Service

- 3.16 a) Armley Ward
The Armley youth service team continue to hold well attended sessions, including weekends. Highlights from the last quarter include:
- Delivering sessions inside local authority care homes.
 - Increasing outreach work in anti-social behaviour hotspots and participating in truancy sweeps to help engage with young people not attending school
 - Setting up a new drop in at Armley library.
 - Working with increasing numbers of Slovakian youths who are attending sessions at Strawberry Lane. The service is looking to find a volunteer or secure funding for interpretation services.
- 3.17 b) Bramley & Stanningley Ward
The following lists some of the regular activities that are taking place in the ward.
- Up to 30 young people are attending the youth club on Thursdays, and a C card programme is now in place.
 - The Bramley School of Rock is going well, and the young people have spent time in a studio recording their first CD.
 - A mobile session is held on the Ganners every Friday between 7.30-9.30pm. This has contributed to a reduction in anti-social behaviour around the shops in the area.
 - Young people in the 'WRAP' group work towards increasing participation in decision making. They have applied for MICE money and are volunteering at the Bramley Carnival.
 - The sexual health drop in on Friday afternoons has increased the number of young people accessing the service.
 - Anti-social behaviour at the Fairfield Youth Session has decreased, and young people are engaging more with staff at the centre.
- 3.18 c) Lazer Centre
The Lazer Centre at Armley continues to run activities for local young people and provides a base for other citywide youth service providers.
- The centre ran a packed programme of activities in the February half term, and took a group of young people who regularly attend the centre to a residential at Herd Farm.
 - A Friday night session attracts around 35 young people aged 8-11 who are then accessing other provision in the area.

- Saturday activities are extremely popular with up to 60 young people joining in the sessions and helping out at the café.
- Lazer staff are fully involved in multi-agency safeguarding meetings and are working with a number of young people referred through the CAF process.

The centre is setting up meetings to work with Gypsy and Roma girls, with a view to supporting their education and developing life skills

Regeneration Projects

a) Armley Moor Improvements

3.19 In May 2012 the refurbishment works commenced and the works to date include:

- New timber railing posts along Town Street;
- Rustic York stone paving laid at the entrance to the Moor and at the central point of the Moor where the two existing footpaths cross;
- Installation of two bollards at entrance from Town Street.

3.20 The following works will be undertaken throughout June and July:

- Installation of new outdoor green gym equipment.
- New footpaths and improvements to existing footpaths. Paths will be widened in order to accommodate for wheelchairs and pushchairs.
- Native tree and shrub planting across the Moor.
- Street furniture, including; new benches; new picnic benches; new litter bins;
- Existing church pews, highly regarded by the Armley Common Right Trust, will be restored and repainted.

3.21 Work is ongoing with local stakeholders to promote the use of the Outdoor Green Gym equipment. The Armley Leisure Centre, the Armley Moor Medical Centre and the Healthy Living Network have all expressed interest in running fitness programmes from the equipment with local residents.

b) Theaker Lane former Medical Centre

3.22 Sanctuary Housing are continue to work up proposals to deliver a scheme comprising of 30 flats for older people on the site of the former Medical Centre and adjoining open space on Theaker Lane. Once a number of legal issues are resolved around land ownership, Sanctuary hope to be in a position to submit a planning application in late June/ early July, with a view to commencing on site work later in the year.

Community Centres Consortium

3.23 The Area Committee funded Social Enterprise and Business Facilities Manager will be in post until the end of September 2012. A year long, part time option for the post was considered, but the current post holder would not have been able to continue on reduced hours. In order for the centres to move towards sustainability, it was felt that the expertise of the current post holder would enable the centres to develop a robust exit plan for the project and leave some funding aside to help the centres in the current financial year. Both centres are in a much better position

financially than they were when the project started, and BARCA remains committed to supporting the centres through their other work in the area.

3.24 a) New Wortley Community Centre

The centre has suffered from anti-social behaviour by some users and local residents. The police have been called on a number of occasions to deal with people drinking alcohol or using drugs. A nuisance diary is in place, and both staff and volunteers have received training on how to deal with inappropriate behaviour. Some of the main culprits have been referred to appropriate agencies, and have apologised for their behaviour. The police are attending the centre on Mondays for 'Cuppa with a Copper' sessions.

3.25 Use of the centre is increasing, with NHS stop smoking classes and an additional Zumba session now running, and around twenty older people attend the re-launched lunch club. The coffee shop and laundry continue to be popular with local residents, and a £1,000 grant from Sport Relief has supported the centre's volunteering programme.

3.26 The pocket park is almost complete, and an opening event will be held to celebrate. BARCA is supporting the management committee in its bid to Reaching Communities for an extension to the centre.

3.27 b) Fairfield Community Centre

A day of action transformed the centre, which is now bright and clean, with designated space for a range of activities. An internet room has been created which is being used by job seekers, and a Jobs and Training day is planned for 18th July.

3.28 Use of the centre is higher than ever with a full programme of events supported by the BARCA workers based there. These include youth provision, cookery classes, line dancing and Zumba. Recent publicity including newsletters and flyers have brought in new users.

3.29 Security at the centre is much improved, and the management committee has installed a new CCTV camera.

Gelder Road Anti-Social Behaviour

3.30 Following complaints from local businesses, a multi-agency group has been set up to tackle anti-social behaviour around the shops and public conveniences on Gelder Road and Town Street in Armley. An information gathering session took place on the 31st May where shops in the area were asked about their experience of anti-social behaviour and street drinking. This intelligence will be used to develop an action plan for the area, and Members will be kept updated with progress.

Jubilee Celebrations

3.31 The Area Committee provided funding for community led Jubilee celebrations on Armley Moor and Hunters Greave in Bramley. The Area Support Team supported the Armley event by designing a billboard poster and publicity leaflet.

3.32 Leeds Industrial Museum

Leeds Industrial Museum is continuing to increase visitor numbers, and held a party at the end of May to celebrate its 30th birthday. A partnership with Leeds Fashion Works will see fashion shows and new displays, the Optics Gallery is being developed, and the re-design of the colour garden will provide inspiration for dyeing workshops from June onwards.

Future plans include celebrating 100 years of the Leeds Toy Steam Club and a community café and community arts project.

4. Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1. Community forums are held on a monthly basis in Armley and bi-monthly in Bramley within Inner West Leeds to inform communities.
- 4.1.2. Ward Members are consulted on projects and initiatives within their ward on matters relating to the Support Team's work programme and locality priorities.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1. This section is not applicable to this report

4.3 Council policies and City Priorities

- 4.3.1. The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009, this approval was rolled forward to 2010/11, and rolled forward again to 2011/12 with amendments only to environmental delegations.
- 4.3.2. The Area Functions are included in the Council's Constitution (Part 3, section 3C).
- 4.3.3. Area Support Team's work programme contributes at a local level to the themes contained in the:
 - Vision for Leeds
 - Leeds Strategic Plan
 - Health and Wellbeing City Priorities Plan
 - Children and Young People's Plan
 - Safer and Stronger Communities Plan
 - Regeneration City Priority Plan

4.4 Resources and value for money

- 4.4.1. Programmes of work outlined in this report are resourced in the main by Area Support Team staff and where relevant their partners which in turn provides value for money.
- 4.4.2. In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via Well Being budgets and the Community Centres Budget.

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

4.5 Legal Implications, Access to Information and Call In

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

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

4.5.1 This report is subject to Call-In as the Area Committee's functions are delegated Executive ones.

4.6 Risk Management

4.6.1 There are no significant risks identified in this report.

5. Conclusions

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

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

6 Recommendations

6.1 Inner West Area Committee Members are invited to note the contents of the report, comment on any matters raised and suggest items for inclusion in future Area Update reports..

7 Background documents¹

7.1 None

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

Report of the Chief Officer (Democratic and Central Services)

Report to West (Inner) Area Committee

Date: 27th June 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): Armley Bramley and Stanningley		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

Summary of main issues

1. This report 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

2. 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.

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 holder¹ either by reference, if this is available, to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.

¹ 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 Members² 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.

4 Appointments 2012-2013

- 4.1 This year there are 3 appointments to be made in relation to the following organisations:

ALMO West Inner Area Panel

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

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

- Business and delivery plans
- Tenant inspections
- Performance
- Tenant participation
- Tenancy management
- Repairs and improvements
- Lettings
- Tenant satisfaction

² 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

- 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 and Repairs
- Recommending priorities for inclusion in Business Plan
- Leading a tenant inspection
- Developing strategies for hard to reach groups
- Being involved in deciding how to enforce tenancy conditions
- Participating in contract evaluation
- Making recommendations for local lettings policies
- Recommending changes to service delivery
- Getting involved in induction of new staff

These are annual appointments, and the Council's current representatives, appointed last year by the Area Committee, are **Councillors J McKenna and Taggart**.

Bramley Poors Allotment Trust

Councillor N Taggart was appointed as the Area Committee's representative in June 2009. This was for a 3 year period and the position is due to be reviewed in June 2012.

4.2 Area Based Partnership Groups

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.

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 appointments to those Outside Bodies identified within Appendix 2, or agree any changes to the schedule, having regard to the Appointments to Outside Bodies Procedure Rules, as outlined within this report and as detailed at Appendix 1.

8 Background documents³

8.1 Appointments to Outside Bodies Procedure Rules

8.2 Area Committee Procedure Rules

8.3 Area Committees' Terms of Reference

³ 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 nominee¹) to them
- 1.2 For the avoidance of doubt, these Procedure Rules do not apply to appointments to Joint Committees/authorities which are reserved to Council. These are listed separately in Part Three (Section 1) of the Constitution - Responsibility for Local Choice Functions.
- 1.3 Additionally it is recognised that, often at a local level, individual Elected Members may be personally approached to attend meetings of a variety of organisations in their personal capacity rather than in their capacity as a Councillor. Such instances are not covered within the scope of these Procedure Rules.

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

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

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

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

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

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

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

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

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

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

Appointments to Outside Bodies Procedure Rules

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

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

Support for Elected Member Appointees To External Organisations

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

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

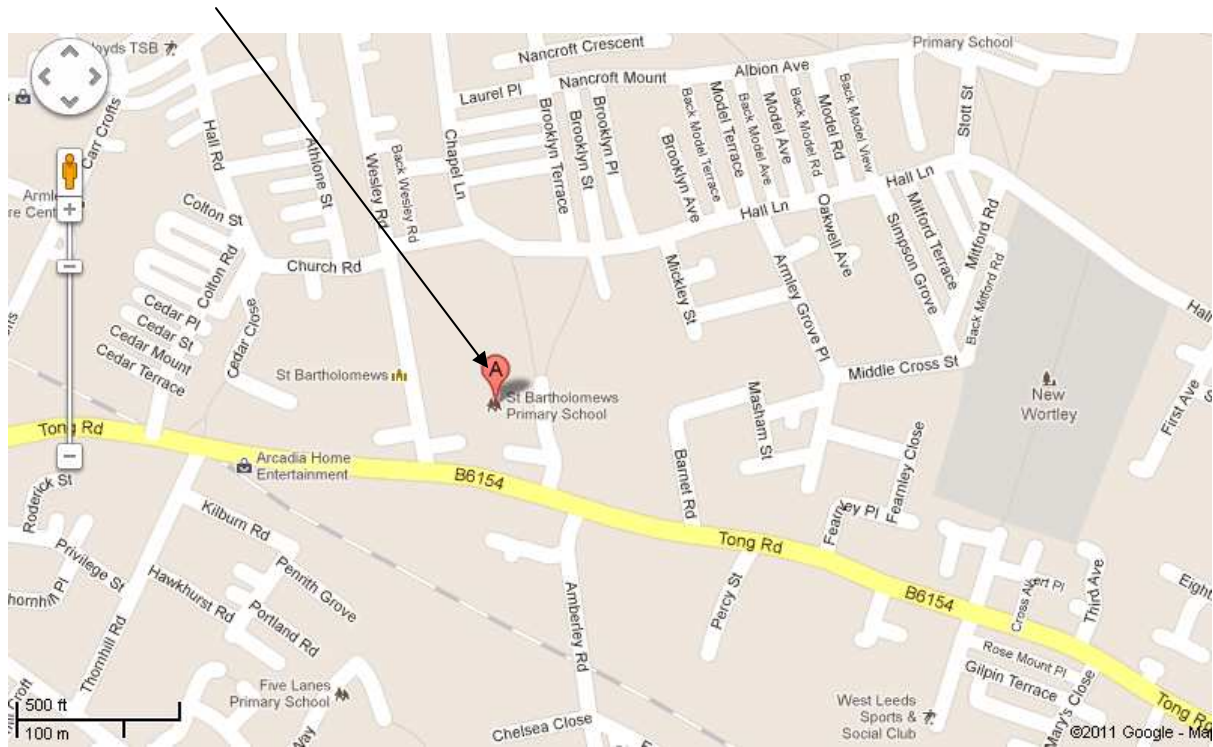
Briefings: For organisations in the Community and Local engagement category, a lead officer will not be allocated unless the Director and/or relevant Executive Member for the service area deem that this will be beneficial. However, the representative may still seek support and briefings from Council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

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

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St Bartholomew's Primary School, Strawberry Lane, Armley, LS12 1SF



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