



**EAST (OUTER) AREA COMMITTEE**

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**Meeting to be held in Civic Hall, Leeds on  
Tuesday, 19th March, 2013 at 4.00 pm**

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**MEMBERSHIP**

Councillors

P Grahame	- Cross Gates and Whinmoor;
P Gruen	- Cross Gates and Whinmoor;
Vacancy	- Cross Gates and Whinmoor;
M Dobson	- Garforth and Swillington;
A McKenna (Chair)	- Garforth and Swillington;
T Murray	- Garforth and Swillington;
M Harland	- Kippax and Methley;
J Lewis	- Kippax and Methley;
K Wakefield	- Kippax and Methley;
J Cummins	- Temple Newsam;
M Lyons	- Temple Newsam;
K Mitchell	- Temple Newsam;

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**South East Area Leader:  
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# A G E N D A

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

Item No	Ward/	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>OPEN FORUM</b></p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>To confirm as a correct record the minutes of the meeting held on 12<sup>th</sup> February 2013.</p>	1 - 8

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8	<b>Crossgates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam</b>		<p><b>SUMMARY OF KEY WORK</b></p> <p>To consider a report of the South East Area Leader providing information on priority work carried out in the area over recent weeks and providing the minutes relating to partnership and sub-group meetings.</p> <p>An update on the Thorpe Business Park will be provided at the meeting.</p> <p>The draft Local Employment Document (Appendix 2 refers) is still 'work in progress' and will continue to evolve and be populated by additional figures over the next couple of months.</p>	9 - 54
9	<b>Crossgates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam</b>		<p><b>CHILDREN'S SERVICES AREA COMMITTEE UPDATE REPORT</b></p> <p>To consider a report of the Director of Children's Services updating the meeting on Children's Services developments.</p>	55 - 78
10	<b>Crossgates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam</b>		<p><b>DEVELOPMENT OF AREA LEAD ROLE</b></p> <p>To consider a report of the Assistant Chief Executive Customer Access and Performance developing initial proposals to Area Committees for their input, shaping and feedback with a view to introducing the revised Area Lead roles in the new municipal year.</p>	79 - 86
11	<b>Crossgates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam</b>		<p><b>OUTER EAST AREA COMMITTEE BUSINESS PLAN 2012-13</b></p> <p>To consider a report of the South Leeds Area Leader presenting the 2012/13 Area Committee Business Plan which includes priorities and actions for the year.</p>	87 - 108

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12	<b>Crossgates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam</b>		<p><b>WELL BEING BUDGET (REVENUE) 2012/13</b></p> <p>To consider a report of the South East Area Leader updating Members on the Well Being Budget for Outer East in 2012/13; including how the Area Committee decided to allocate the funds against specific work streams and seeking approval for new project work.</p>	109 - 118
13	<b>Crossgates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam</b>		<p><b>DATES, TIMES AND VENUES OF AREA COMMITTEE MEETINGS 2013/14</b></p> <p>To consider a report of the Chief Officer(Democratic and Central Services) seeking the Area Committee's formal approval of a meeting schedule for the 2013/2014 municipal year.</p> <p>In addition, Members are requested to give consideration as to whether they wish to continue with the Committee's current meeting venue arrangements or whether they would like to request any amendments to such arrangements.</p>	119 - 124
14			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Wednesday 15<sup>th</sup> May 2013 at 4.00pm in the Civic Hall, Leeds (t/c)</p> <p>(N.B. was originally Monday 13<sup>th</sup> May 2013 at 4.00pm in the Civic Hall, Leeds)</p>	

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# Agenda Item 7

## EAST (OUTER) AREA COMMITTEE

TUESDAY, 12TH FEBRUARY, 2013

**PRESENT:** Councillor A McKenna in the Chair

Councillors J Cummins, M Dobson,  
P Grahame, P Gruen, M Harland, J Lewis,  
M Lyons, K Mitchell, T Murray and  
K Wakefield

### 52 Chair's Opening Remarks

The Chair welcomed all in attendance to the February meeting of East (Outer) Area Committee held at St Gregory's Youth and Adult Centre, Swarcliffe, Leeds 14.

The Chair reported that Councillor S Armitage had sadly passed away on 6<sup>th</sup> February 2013 after a long illness.

Members of the Committee and officers paid tribute to her and stood for a minute's silence. They also conveyed their condolences to her family.

### 53 Late Items

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

- Cross Gates Community Forum – Minutes of a meeting held on 9<sup>th</sup> January 2013 (Appendix 1 refers) (Agenda Item 8)(Minute 59 refers)

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

### 54 Declarations of Disclosable Pecuniary and Other Interests

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

### 55 Apologies for Absence

There were no apologies reported.

### 56 Open Forum

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

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

**57 Minutes of the Previous Meeting**

**RESOLVED** - That the minutes of the meeting held on 11<sup>th</sup> December 2012 be confirmed as a correct record.

**58 Matters Arising from the Minutes**

a) Summary of Key Work (Minute 48 refers)

Councillor P Gruen referred to the general issue of 'Champions' and stated that there was a need for a discussion at Area Committee level prior to the Annual Meeting in May 2013 in relation to their status and responsibility, together with the support arrangements provided by officers in fulfilling this role.

Following a brief discussion, Peter Mudge, South East Area Improvement Officer agreed to place this item on the agenda for discussion at the next meeting in March 2013.

(Councillor K Mitchell joined the meeting at 4.10pm during discussion of the above item)

b) South and Outer East Locality Team Service Level Agreement Performance Update (Minute 49 refers)

Peter Mudge, South East Area Improvement Officer referred to the above issue and provided the meeting with a verbal update received from the South South-East Environmental Locality Team on the outstanding issues raised by Members at the last meeting.

Following a brief discussion, it was noted that a report on the success of CCTV would be presented to the next meeting in March 2013 and that the comparative data for the national picture or that in other local authorities would be discussed at the Environmental Sub Group at the end of February 2013.

**59 Summary of Key Work**

The South East Area Leader submitted a report providing information on priority work carried out in the area over recent weeks and on the minutes relating to partnership and sub-group meetings.

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

- Cross Gates Forum - Minutes of a Meeting held on 9<sup>th</sup> January 2013 (Appendix 1 refers)
- Halton Moor Forum - Minutes of a Meeting held on 13<sup>th</sup> January 2013 2 (Appendix 2 refers)
- Halton Forum – Minutes of a Meeting held on 17<sup>th</sup> January 2013 (Appendix 3 refers)
- Garforth and Swillington Forum - Minutes of a Meeting held on 21<sup>st</sup> January 2013 (Appendix 4 refers)
- Area Chairs Forum - Minutes of a Meeting held on 2<sup>nd</sup> November 2012 (Appendix 5 refers)



- East North East Divisional Community Safety Partnership – Minutes of a Meeting held on 29<sup>th</sup> November 2013 (Appendix 6 refers)
- South East Leeds Health and Wellbeing Partnership – Minutes of a Meeting held on 29<sup>th</sup> November 2013 (Appendix 7 refers)

Peter Mudge, South East Area Improvement Officer presented the report and responded to Members' comments and queries.

In his presentation, the Area Improvement Officer referred to a number of exciting projects identified at recent ward member briefing meetings. He made specific reference to a new scheme on Whitkirk Lane/Austhorpe Lane and that a meeting with Highways was planned in the near future to discuss the proposals.

Discussion ensued on the contents of the report and appendices.

Councillor M Lyons referred to the review of Youth Services/Update on Clusters issue discussed at the Area Chairs Forum held on 2<sup>nd</sup> November 2012. He informed the meeting that clusters were not working for Elected Members as they had no vote and a small input within the process.

The Chair reported on recent discussions held with Councillor J Blake, Executive Member, Children's Services on this issue.

In concluding discussions, the Chair agreed to raise this at the next Area Chairs Forum and Peter Mudge, South East Area Improvement Officer agreed to provide a briefing report on this issue at the next meeting in March 2013.

The Chair then welcomed representatives from Scarborough Developments Group and Planning Services who were attending the meeting to report on progress on the planning application for a mix of uses on the underdeveloped land at Thorpe Park Business Park, junction 46 of the M1, in Leeds 15.

The Committee noted that:-

- good progress on planning and engagement was being made;
- the Council was taking a leading role in relation to the delivery of the East Leeds Orbital Route (ELOR);
- on going discussions were being held with Barnbow and Vickers with regarding to delivering the Manston Lane Link Road (MLLR);
- on going discussions were being held with Network Rail regarding the bridge;

Detailed information was provided on complex highway issues and employment issues. Reference was made to on going discussions with Employment Leeds and it was noted that a draft employment and skills plan would be submitted to Employment Leeds for consideration in the near future.

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

- The concerns expressed about the number of young people who were out of work and what steps were being undertaken in supporting those young people who were under achieving and were at the bottom level (*The representative from the Scarborough Development Group informed the meeting that a draft agreement addressing this issue would be prepared, together with an engagement process to be undertaken with local schools*)
- To look at introducing a roadshow similar to the one undertaken for the PFI Corillian bid in relation to Elemete Towers which attracted local people and achieved a local element
- The need for a copy of the draft employment and skills plan to be submitted to this Committee following consideration of the document by Employment Leeds
- The need for a copy of the Draft Implementation Strategy to be submitted to this Committee for discussion
- Clarification if the Green Park application was dependant on the Thorpe Park application

In concluding discussions, the Committee noted that a Special City Plans Panel meeting would be convened at the end of March to consider the Thorpe Park application and Green Park application. The representative from Planning Services agreed to circulate a copy of the Panel reports to Members of the Area Committee for their information.

**RESOLVED –**

- a) That the contents of the report and appendices be noted.
- b) That a briefing report on clusters be considered at the next meeting in March 2013.
- c) That a copy of the draft employment and skills plan be submitted to this Committee following consideration of the document by Employment Leeds.
- d) That a copy of the Draft Implementation Strategy be submitted to the Committee for discussion.

**60 Wellbeing Budget (Revenue) 2012/13**

The South East Area Leader submitted a report updating Members on the Well Being Budget for Outer East in 2012/13; including how the Area Committee decided to allocate the funds against specific work streams and seeking approval for new project work.

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

- Outer East small grant position as at 30<sup>th</sup> January 2013 (Appendix 1 refers)

Martin Hackett, Area Improvement Manager, South East Leeds presented the report and responded to Members' comments and queries.

## **RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That the position of the Well Being Budget be noted.
- c) That the Small Grants approved to date be noted.
- d) That approval be given to fund a gardening service through Swarcliffe Good Neighbours Scheme in 2013 at a cost of £20,000.
- e) That this Committee supports a young sport coaching scholarship in Outer East at a cost of £1,000.
- f) That this Committee notes the cost increase for a dedicated 'community payback' service in Outer East and that the Area Improvement Manager be requested to contact Parish Council's in the area to ascertain if they would be willing to make a contribution to this valuable service with a report back on the outcome at the next meeting in March 2013.
- g) That approval be given to fund the distraction burglary project on outer towns and villages at a cost of £600.
- h) That this Committee notes the information regarding Temple Newsam Park Run.
- i) That this Committee notes that there could be a slight increase to the Older People's Week project should the HOPE event be undertaken.

(Councillors J Lewis and K Wakefield left the meeting at 5.05pm at the conclusion of this item)

### **61 Annual Report for the Parks and Countryside Service**

The Chief Officer of Parks and Countryside submitted a report providing the meeting with an area profile of key assets, information on park usage and a customer based perspective of the quality of the assets and services provided.

Appended to the report was a copy of a document entitled 'Detailed residents survey information' (Appendix 1 refers) for the information/comment of the meeting.

Mr Kris Nenadic, Parks Operations Manager, Parks and Countryside was in attendance and responded to Members' queries and comments.

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

- To welcome the fact that the comprehensive report focused on the areas specific to this Area Committee
- To raise concerns over the inadequate drainage problems at Skelton Woods  
*(The Parks Operations Manager responded and agreed to investigate this issue with a report back on the outcome. He also agreed to attend the next forum meeting to answer any concerns and queries)*
- The need to roll out within the wards the fantastic work being undertaken to date between schools and environmental issues

- The need to empty dual purpose bins more often within the Temple Newsam ward  
(The Parks Operations Manager responded and agreed to address this issue with a report back on the outcome)

**RESOLVED** –That the contents of the report and appendices be noted and welcomed.

## 62 Welfare Reform Impact on Council Tenants

A joint report of the Chief Executive Aire Valley Homes Leeds, Chief Officer (Revenue and Benefits) and the South East Area Leader was submitted updating the meeting on Welfare Reform changes that impact on Council Tenants and were due to be implemented in April 2013. The report also summarised work that was currently being undertaken to prepare Tenants for those changes and for future changes that would impact later in the year.

Appended to the report were copies of the following documents as a document entitled 'for the information/comment of the meeting:-

- The Impact of the change of Housing Benefit at ward level (Appendix 1 refers)
- Social Sector Size Criteria – Update on Contacts/Visits and Option Outcomes to Date' (Appendix 2 refers)
- Welfare Benefit Changes – Terms of Reference (Appendix 3 refers)

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

- Mr Steve Carey, Chief Revenues and Benefits Officer, Resources
- Mr Simon Costigan, Chief Executive, Aire Valley Homes, Leeds

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

- To acknowledge the detailed work being undertaken in this area by the Scrutiny Board (Resources and Council Services)
- Clarification of when tenants would be informed about the assistance being offered from the Council in relation to bedroom tax
- Concerns about the budget restraints in this area and whether or not the collection of debts would be problematic
- Clarification if any predictions had been made in relation to monies which would not be collected under the new arrangements

In concluding discussions, the Chair invited Councillor P Gruen to sum up in his capacity as Executive Member, Neighbourhoods, Planning and Support Services. He emphasised the importance of those in the front line speaking the same script to ensure clarity and consistency around the new proposals.

The Committee noted that following the completion of all discussions in this area, a statement would be produced by the Labour Group and submitted to all interested parties and Area Committees for discussion and ratification.

Draft minutes to be approved at the meeting  
to be held on Tuesday, 19th March, 2013

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the work done to date by the ALMOs and the Council to prepare for the introduction of Welfare Reform changes affecting Council tenants in accordance with the report now submitted.

**63 Date and Time of Next Meeting**

Tuesday 19<sup>th</sup> March 2013 at 4.00pm in the Civic Hall, Leeds

(The meeting concluded at 5.55pm)

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**Report of the South East Area Leader**

**Report to Outer East Area Committee**

**Date: 19<sup>th</sup> of March 2013**

**Subject: Summary of Key Work**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Cross Gates & Whinmoor Garforth & Swillington Kippax & Methley Temple Newsam		
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. The report will detail priority work carried out in the area over recent weeks.
2. The report will provide minutes relating to forums, partnership and sub-group minutes and minutes of Area Chairs.

**Recommendations**

3. Area Committee will be requested to note the report and raise any queries.

## **1 Purpose of this report**

- 1.1 The report will provide Area Committee with details of key issues and activities in recent months including project work and community engagement.
- 1.2 The report will provide Members with minutes relating to recent community forums and engagement activities, sub group and partnership meetings and minutes of Area Chairs meetings.

## **2 Background information**

- 2.1 The Area Committee Business Plan focuses on community engagement, partnership work, functions delegated to Area Committee, integrated working and locality working. This report will update Area Committee on priority work, including project work and community engagement as well as key issues for discussion.
- 2.2 The report will include relevant attachments such as minutes and partnership working etc.

## **3 Main issues**

### **3.1 Neighbourhood Centres - general interest**

#### **3.1.1 Temple Newsam:**

- Area Support Team (AST) is launching the long awaited traders group centred on the shops in Halton but open to any businesses in Temple Newsam. The invitations are currently being circulated to all businesses in Halton centre and the meeting is being arranged for late March 2013. As is already underway in the other Outer East main trading areas the group will be set up expressly to make the trading area more attractive to the community and thereby increase trading in the centres.
- Consultation was undertaken with traders in the Austhorpe View row of shops to try and resolve an increase in the number of commuters leaving vehicles in front of their shops all day. Highways attended a further meeting with AST and agreed to introduce limited waiting through road markings to improve the situation.

#### **3.1.2 Kippax & Methley:**

- On Friday 8<sup>th</sup> February the Directorate's Corporate Leadership Team visited outer east Leeds to see some of the excellent work taking place locally. The tour visited Kippax Health Centre, Garforth Neighbourhood Elders Team and the Growing Zone in Kippax. The Growing Zone is an environmental and allotment project for adults and children with special needs. It provides an environment that is safe, where they can learn from each other, build confidence, mix with other people from the community, and be taught about the land e.g. how to grow vegetables, flowers and fruit whilst being out in the fresh air having fun. As a result of the visit to the growing zone 3 young people have now been given work experience with Leeds City Council and 1 young person has been put forward as a young leader for the city.



- Kippax High Street has 2 new shops scheduled to open soon with the long awaited reopening of Emsleys Estate Agents (following an absence of three years) and opening of the Alarm and Service Centre which has necessitated virtual rebuilding of a flooded shop unit. Kippax Traders Association has met on March 15<sup>th</sup> for which the minutes are not yet available and on February 15<sup>th</sup> for which the minutes are attached as **Appendix 1**.

### 3.1.3 **Garforth & Swillington:**

- Community Payback is in the process of clearing the Town End site for its anticipated opening as a car park. Traffic Management have agreed to monitor use of the site. Any funds raised from parking will be awarded to local projects such as the Growing Zone.
- Discussions are underway with a craftsperson wishing to open an occasional Sunday market at Town End.

### 3.1.4 **Cross Gates & Whinmoor:**

- The Window of Opportunity project to have art available for installation on vacant shop units was launched at Cross Gates leisure centre on 19<sup>th</sup> March. All OE councillors were invited and the project was opened by Cllr Wakefield. The project was funded through a £10,000 town centre improvement grant from central government. A Leeds' company called Definitive worked with students to produce the vinyls. Exhibitions are also on display in Halton, Kippax and Garforth.
- A meeting has been held with East Street Arts to explore potential of them overseeing ongoing installation of window displays. East Street Arts are currently preparing ideas with no costs being liable to Area Committee..

## 3.2 **Neighbourhood Planning**

3.2.1 Kippax – the neighbourhood plan team is continuing to hold meetings to develop its plan to benefit the village. The last meeting was held on Tuesday 12 February.

3.2.2 Garforth – Aberford parish council is producing a neighbourhood plan and a meeting has been held with Garforth & Swillington Members to confirm the developing Aberford plan will not include areas of Garforth.

3.2.3 Cross Gates - Councillors and AST have met with planning regarding the development of neighbourhood plans in Cross Gates and Whinmoor. Planning has provided a briefing note to Members and AST a desktop SWOT (strengths, weaknesses, opportunities, threats) analysis. The plan now is to discuss this at future forums and if there is local support hold a workshop to encourage local people to form a neighbourhood forum that will lead the plan.

3.2.4 Temple Newsam – Members in Temple Newsam have also expressed interest in neighbourhood plans. Planning will be invited to the next round of community forums and ward member briefings to explore this opportunity.

### 3.3 Update on Thorpe Park

- 3.3.1 At the September 2012 meeting of the Outer East Area Committee, Members agreed to feature updates on Thorpe Park as a standard item on the Agenda.
- 3.3.2 Representatives of Thorpe Park and Planning have been invited to attend today's meeting to provide updates and answer any questions from Members. At the meeting held in February 2013 Area Committee requested a draft implementation strategy for jobs to be brought to the March meeting. The report is attached as **Appendix 2**.

### 3.4 Community Engagement

- 3.4.1 Operation Champion was held in Halton Moor on 19 – 21<sup>st</sup> February. The three day event was led by the Police - NPT, mounted, traffic and off-roaders, Leeds Anti-social Behaviour Team, East North East Homes, Cllr Mick Lyons, Cllr Judith Cummings, Fire Service, HMRC, Environmental Action Team, Scrap Metal Licensing, Estate Caretakers and HM Courts - warrants officer and partnerships team.

From the tasking budget £4,500 was provided for 100 fake tvs and 100 ground anchors. The fake tv' come on automatically for a few hours after dark and emit a light that from outside indicates a TV is on to prevent burglaries. The ground anchors are to combat the shed and garage burglaries in the area. They are heavy duty security devices that screw into the ground of the shed or garage and the bike is secured with a chain / padlock.

East North East Homes construction services assigned a joiner to fit the ground anchors and East North East Homes provided meals for all agencies involved.

The results of this Operation Champion were:

- Over 280 vehicles stop checked
- 4 vehicles seized due to no insurance/license
- 3 offenders reported for summons for no licence / no insurance
- 1 EPN (6 points) for no insurance
- 1 EPN for speeding
- 6 EPN for bald / underinflated tyres
- 13 Vehicle defect Rectification Notices for bald tyres / lights out
- 6 NEPN for seatbelts / MOT
- Section 59 Warnings for Vehicle Nuisance
- 1 bike seized for second S59
- 1 set of stolen number plates recovered
- £2807 worth of fines dealt with by way of 3x arrests - one of which committed to prison for 43 days due to non payment
- 2 street warnings for cannabis
- 100 fake TV's and 100 Ground Anchors' obtained with over 170 addresses where these were offered and installed as well as various other Crime Prevention advice and target hardening
- 8 race hate reassurance visits conducted and referrals for support

- Tenancy Warnings at the home addresses of identified nominals.
- Enquiries made with victims and perpetrators involved in over 20 ongoing ASB Cases
- The exhibition van was present in three separate locations over the course of the operation offering advice and providing information to the public.
- Environmental issues were dealt with by way of 5 strategically placed skips in the area which were all filled and collected.
- Estate caretakers also collected a large amount of waste which was identified by housing officers during their estate walkabout.
- WYFS results: 16 Home Fire Safety Checks completed, 25 letters to properties with a view to carrying out HFSC's.
- Environmental Visual Audit checks carried out, Housing reports 65 visits within the 3 days for arrears.
- Scrap Metal Licensing and EAT feedback was not available in time for this meeting.

3.4.2 The following Community Forums recently met:

- Swarcliffe (30 January 2013)
- North Whinmoor (7 February 2013) The minutes were not available for this meeting.

### **3.5 Area Chairs' meeting**

3.5.1 The Area Chairs Forum was held on 2<sup>nd</sup> November and items included: Welfare Reform, Area Review – Executive Board Paper and Implementation Planning, Review of Well Being Budgets. The minutes are attached as **Appendix 3**.

### **3.6 Partnerships and Area Committee Sub Groups**

3.6.1 Environmental sub-group: The last Environmental Sub group meeting discussed Alternate Weekly Bin Collections, Parks update and Community Payback. The minutes of 28 February are attached as **Appendix 4**.

3.6.2 **Divisional Community Safety Partnership (DCSP):** The most recent meeting of the group was held on 31 January and the minutes are attached as **Appendix 5**.

3.6.3 **Health & Well Being Partnership:** Items discussed at the meeting on 24 January included Mental Health Challenges in South East area and signing off the Obesity report. The minutes are attached as **Appendix 6**.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 The projects in sections 3.1, 3.4.1 and 3.5 form the main part of the face-to-face community engagement strategy.

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

- 4.2.1 Under equality legislation the Council has a legal duty to pay due regard to the need to eliminate and promote equality in relation to race, disability, gender, age, sexual orientation, pregnancy and maternity, and religion or belief.
- 4.2.2 The main section of this report provides details of activities around community engagement and the delegation of environmental services to Area Committees that support this legal duty.

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

- 4.3.1 The proposals contained within this report contribute to the existing targets and priorities set out in the Council's Policy Framework in the following plans:
- Vision for Leeds
  - Safer & Stronger Communities Plan
  - Children & Young Peoples Plan
  - Health & Well Being City Priority Plan

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

- 4.4.1 There are no new resource implications contained in this report other than funding that has previously been agreed by Area Committee from its revenue budget.

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

- 4.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are no longer eligible for Call In.
- 4.5.2 There are no key or major decisions being made that would be eligible for Call In.
- 4.5.3 There are no legal implications as a result of this report.

## **4.6 Risk Management**

- 4.6.1 This report provides an update on project work and key issues in Outer East. Any projects funded from the Well Being Budget or undertaken by the Area Support Team are risk assessed.

## **5 Conclusions**

- 5.1 The report provides up to date information on key work and key issues for Area committee to consider. Members are requested to note the content of the report and raise queries relating to issues raised within the report.

## **6 Recommendations**

- 6.1 Area Committee is asked to note the report and raise any queries.

## **7 Background documents**

- 7.1 Outer East Area Committee report – Local Authority appointments to outside bodies July 2012
- 7.2 Well Being report July 2012.

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

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Kippax Traders Association

Meeting Wed. 6<sup>th</sup> Feb 2013

Present:- Pat, (Pats Sweets). Helen Carr, Vic,(Ann Marie), Christine (Goodalls)  
Pete Mudge (LCC)

Apologies:- Mary (Ann Marie), Emma (Florist), Karen (Black & Cream)  
(Karen was unable to attend but had still made arrangements  
To enable the meeting to be held at Black & Cream)

As this was the first meeting for over 2 months it was agreed to make a general up to date run down of the High Street.

**Old School Site**....Although it still looks as though the likeliest development will be old peoples housing, nothing has yet been finalised. Pete reported that he was to attend a meeting with Leeds Assets Management on Friday. It was noted that the old School and Date stones were to be re-used.

**The Old Toilet Block (Wells Garden) site**.....it was reported of a possible re-submission of plans for residential building on the site.

**The Royal Oak site**....there has been a re-submission of plans reducing the number of residential units from 13 to 7 plus the small retail unit originally proposed. It was noted that some work had been carried out on the site over the Christmas period, mainly site clearance and the construction of a stone boundary wall to the East side of the site (which appears to follow the line of the original boundary).

**Youth Club Buildings**.....it was reported that the new owners of Cross Hills Fisheries had questioned the boundaries of the Youth club buildings access, and objected to the Planters in front of the Youth Club. The planters have since been removed.

**Emsleys shop unit**...the outside to the unit frontage has been spruced up and it appears that it will be re-opening.

**Barclays Bank**....are working on sprucing up the frontage to the unit, the yard behind the gates has been cleared up and it is intended to clean down the brickwork when the weather picks up.

**All Days unit**...Pete reported that the Post Office had shown interest in taking the unit but he could not definitely state any further development from the P.O.

**Helens Cottages**....the Gable end mural is definitely going to be a scene depicting Coal mining. Helen requested that she be given some input as to the design. Pat reported that due to the 'rough' nature of the rendered finish too much detail would not be possible. It was hoped that work would start by beginning of March (hopefully

with an improvement in the weather) and the work would be done on a tower rather than erecting scaffold. Hopefully this would tie in with the Judging down the High Street for Yorkshire in Bloom, scheduled between 22<sup>nd</sup> March and 12<sup>th</sup> April.

**The Old Nursery**.....Helen reported that the road closure on Sunday (3<sup>rd</sup>) was due to a re-routing of water supplies (and installation of meters) to the proposed new flats in order to achieve acceptable water pressures. This was now completed. Helen further reported that work was being held up by what she thought were over zealous planning stipulations (types of window frames etc etc).

Pete offered to try and ascertain what the problems were and try and sort something out.

**The Hermitage**....the promised enforcement work to 'make the building safe' has still not started, even though it was stated definitely to be January. It now appears that it 'may' start in the spring.

**The Tattoo shop**.... This unit is now empty, but it is possible that it may be taken over by the Parish Council as HQ from which to administer the proposed Neighbourhood Development Plan (which is due to be finished by 2015.)

**Jumbo's Nick**.... The Councils Right of Way Team state that only a Government Inspector can decide to keep it shut and under the UK Law they have no option but to open it. Councillors, Area Committee and the majority of the community would like it to stay shut, and investigation is now underway as to whether a way can be found. The matter is likely to be decided by a government inspector later this year, meaning that Jumbos Nick will remain shut until that enquiry is concluded.

**Old 2<sup>nd</sup> hand shop**....it was felt that it may now be a better time to approach the occupier with a view to tidying it up.

It was noted that the new Security shop (next to Jasons ) has not yet opened, although it appears to be ready.

Kevins (Hairdressers)....is now re-opened. It is good to see Kevin back in action.

It was reported that Seniors Windows have ceased to trade.

Helen brought up the problem of Street Litter and even though there is a Street sweeper every 3 weeks, the persistent dropping of litter (even though bins are in evidence) is a constant problem. It was again stated that a couple of spot fines might be a good deterrent if this could be enforced. Pete said he would look into the possibility of doing this.

The meeting finished with Pete mentioning a promotional web site (local shop.com) set up as a Town and Local Centre study.

The next meeting was set for Wed. 6<sup>th</sup> March, 6.00pm at Black & Cream



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Subject Draft Local Employment Agreement

Date 11 March 2013

Job No/Ref 217349-01

## Thorpe Park – Draft Local Employment Agreement

### 1 Introduction and Context

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The City of Leeds is one of the key drivers of the regional and national economy; generating economic growth in the city will benefit the wider City Region. Attracting and retaining business investment and growing the economy in Leeds will benefit the City Region and the Yorkshire and Humber as a whole, by creating jobs and developing stronger markets.

However, as a consequence of the recession, over 28,000 jobs in Leeds have been lost. Leeds has been more severely affected than the majority of its ‘Core Cities’ competitors, placing second in the greatest number of job lost. Consequently, it is a fundamentally important objective of the Leeds City Region to create new employment to return to pre-recession levels. The City Region has set a target of creating 60,000 new jobs by 2016<sup>1</sup> and the development at Thorpe Park could significantly help to meet this target with an anticipated 350 or more construction jobs on site during build-out and 10,400 gross additional permanent FTE jobs on a single site<sup>2</sup> at peak employment in 2025.

The structure of the Leeds economy has continued to change. There has been growth in employment in financial and business services and headquarters functions. Whilst remaining a fairly large sector, employment in manufacturing has declined, and although Leeds has been less reliant on public sector jobs than many other cities in the north of England, cuts in public spending have led to job losses.

Some parts of Leeds, and in particular east Leeds, suffer from persistent problems of deprivation and unemployment. A consideration of the Local Super Output Areas within 20% of the most deprived in England indicates that there is a strong concentration of deprived communities in the east of the Leeds. This emphasises that the need to encourage long term business investment is of paramount importance in providing opportunities for neighbourhoods close to Thorpe Park.

Scarborough Group understand the significance of Thorpe Park in this context, and are committed to playing our part in the long term development of east Leeds in terms of small businesses development, employment and skills and in providing opportunities particularly for those people who have traditionally struggled to access employment. Whilst we will strive to minimise and mitigate impacts due to construction and additional traffic as far as possible, what impacts remain are will be felt most keenly by local people, and it is right that they should reap disproportionate rewards during build out and operation of the site.

Currently, an estimated 470 (just over 10%) of Thorpe Park’s 4,500 employees come from the east Leeds area<sup>3,4</sup>, however the relatively narrow variety of occupations and sectors currently

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<sup>1</sup> See Leeds City Region (July 2012) Unlocking our Economic Potential, A Leeds City Region Deal

<sup>2</sup> An estimated 4,600 – 5,600 net additional jobs across the Leeds City Region when adjusted for deadweight, displacement, leakage, substitution and multiplier effects.

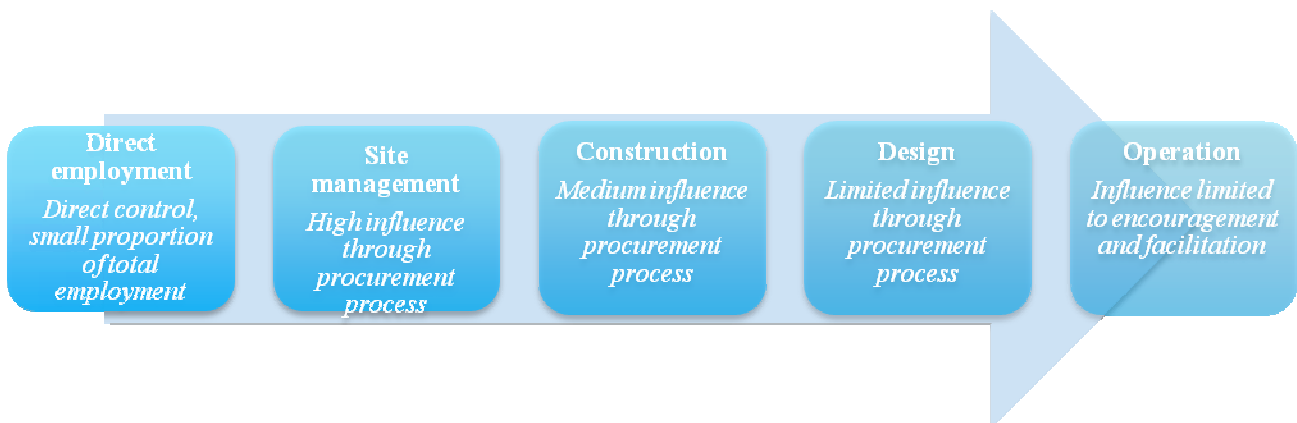
<sup>3</sup> East Leeds is defined as the wards of Gipton and Harehills, Burmantofts and Richmond Hill, Cross Gates and Whinmoor, Killingbeck and Seacroft, Garforth and Swillington, and Temple Newsam.

represented on the park has limited the opportunities available to the local population. As part of the build out of the second phase the proposal is to diversify the range of uses on site. The benefit of this will be twofold. A wider retail and leisure offering on the park will increase its attractiveness to the market, making it more likely to achieve its full employment potential. Additionally, it will broaden the spread of employment opportunities across sectors, occupations and skills levels making employment on the park accessible to more people in the local area.

**The proposals contained in this document have been developed to increase the representation of East Leeds residents working on site at Thorpe Park to include an additional 2,691 local people (or 25% of 10,700 expected gross FTE roles created on site) during the construction and operation of the forthcoming phases of development.** The employment created for local residents will offer employment for the residents of these areas across the range of skill levels, with a particular focus on entry level jobs offering high quality career progression opportunities such as apprenticeships and on helping young people not in employment, education or training ('NEETs') into work.

The proposals developed to support local employment, training and small business development are based on explicit, quantified and ambitious targets which will be monitored and reviewed twice yearly in partnership with Employment Leeds against outcomes.

### 1.1 Scope and influence



Scarborough Group is committed to maximising local employment and training outcomes for East Leeds across the construction and operation of existing and later phases of development. However, it is recognised that we will directly employ a very small proportion of the total employees on the site and our ability to influence the proportion of local employment will be constrained in various ways. Our influence will vary depending on our relationship to the employers and varying commercial imperatives. We are committed to providing a framework for action, which will then allow us, and our LCC partners, to encourage and facilitate ongoing cooperation between employers on-site, using a diversity of mechanisms set out in the remainder of this document.

The strategy covers both construction and operation of the revised ThorpePark Masterplan, and actions arising from it will be compliant with all relevant national and European employment law including equal opportunities legislation.

<sup>4</sup> An alternative measure of local employment is to take the commitment to percentage of local spend made by Wilmott Dixon under the SCAPE framework used for public sector construction contracts. By their definition, Thorpe Park is already out-performing targets with 87% of employees coming from within a 20 mile radius.

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## 1.2 Target area

Throughout this document reference is made to the ‘target area’. Whilst of course all employment in the wider Leeds City region is of interest to the City Council, for the purposes of this local employment and training agreement the primary focus will be on a ‘target area’ broadly corresponding to East Leeds. It includes the electoral wards named below which encompass a radius of approximately 5 miles from Thorpe Park to the west and south, 4 miles to the north and 1 mile to the east. The definition of the target area overlaid on the combined Index of Multiple Deprivation is shown in the figures overleaf.

- Gipton and Harehills,
- Burmantofts and Richmond Hill,
- Cross Gates and Whinmoor,
- Killingbeck and Seacroft
- Garforth and Swillington,
- Temple Newsam

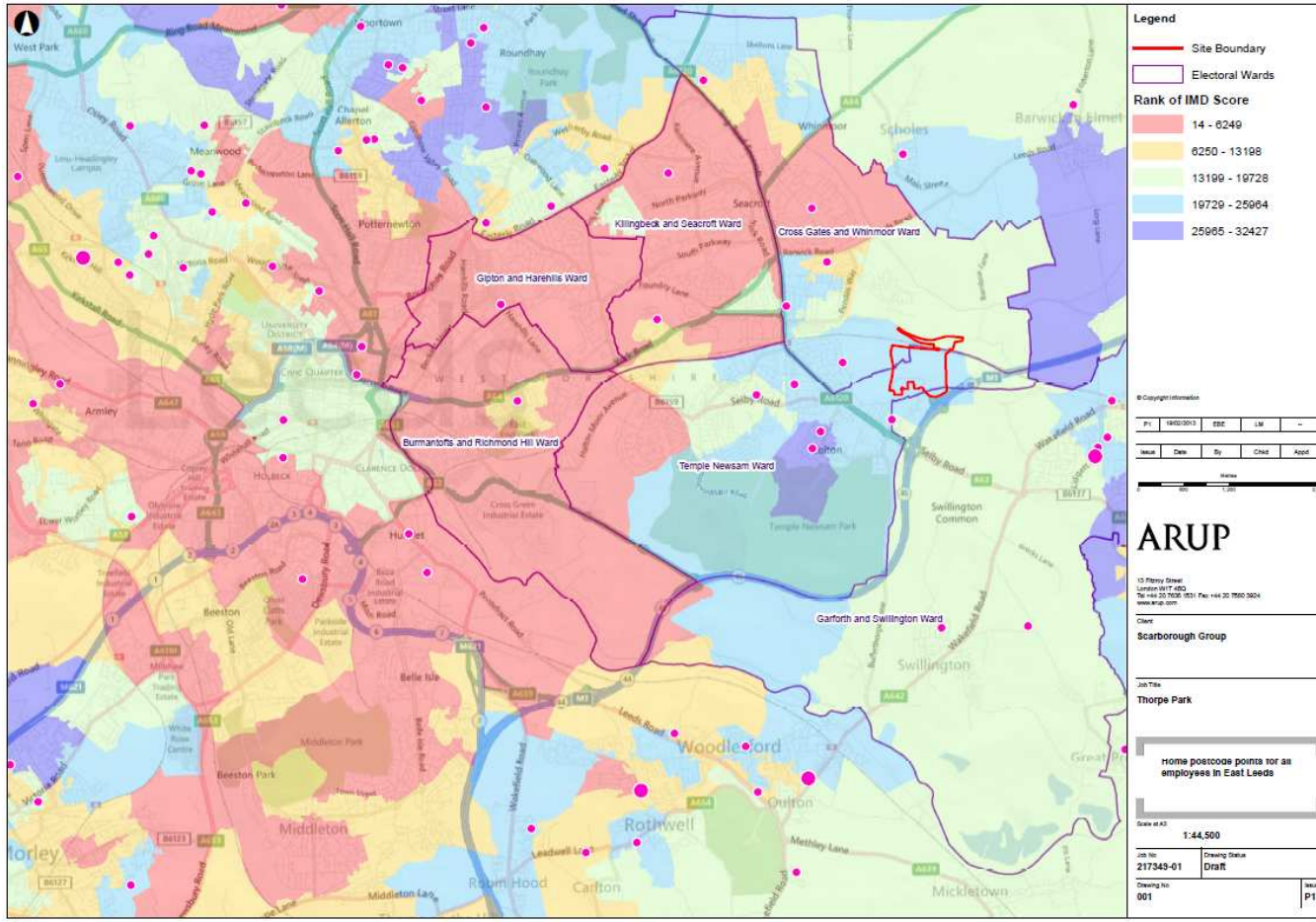
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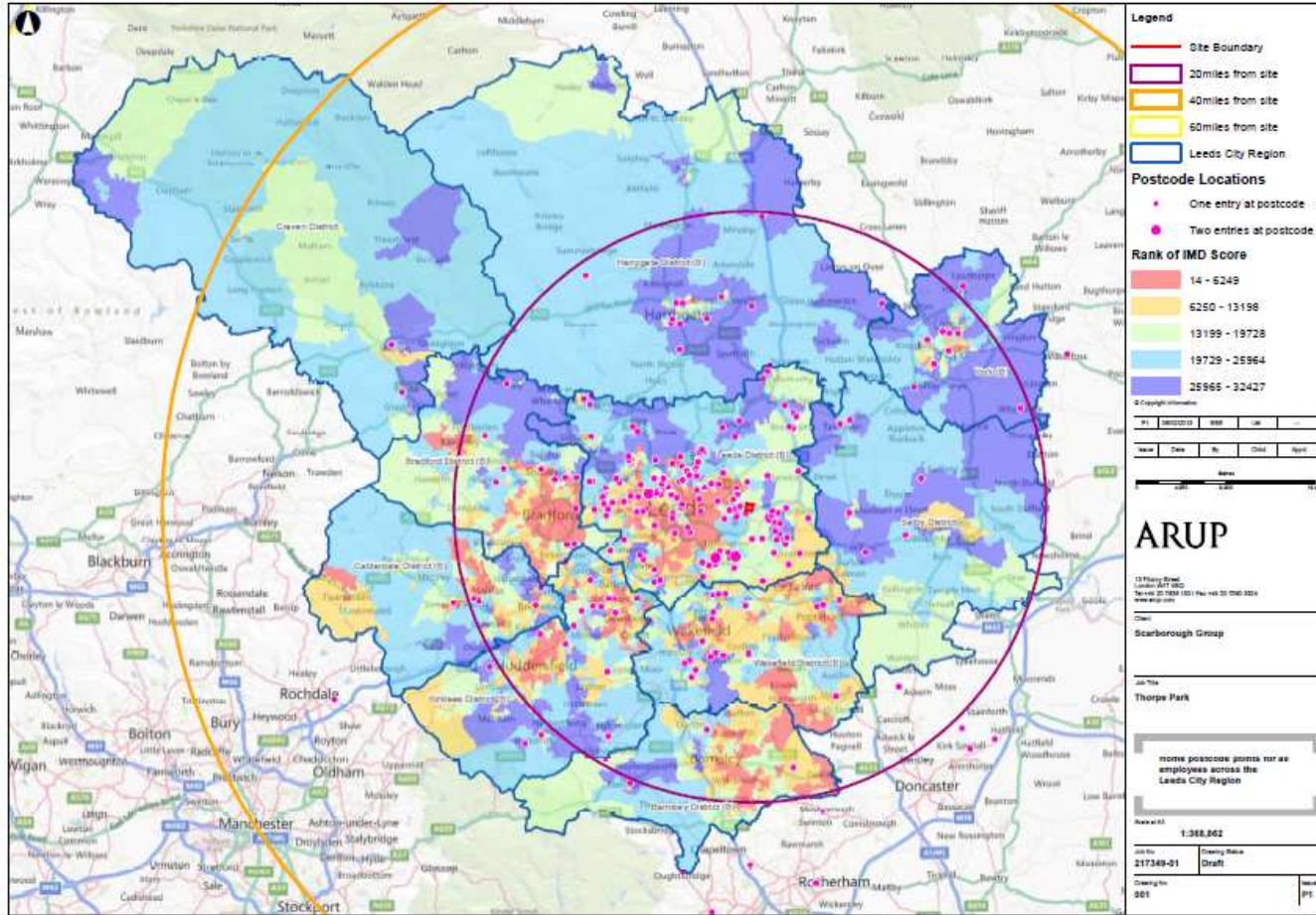
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**Map 1: The primary 'Target Area' of the Employment and Training Strategy, overlaid with the site boundary, Index of Multiple Deprivation and home address of current Thorpe Park employees**



Map 2: Home address of surveyed Thorpe Park employees within Leeds City region (compared with a 20-, 40- and 60- mile radius of the site)



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## 2 Approach

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We are making a genuine commitment to embed ourselves as a vital part of the community of East Leeds, and to work as hard as possible to ensure that Thorpe Park delivers maximum benefit for the people of East Leeds and the wider City. We will particularly target young people, those who face barriers to accessing work, and the long term unemployed in the local area and across Leeds.

We have already begun a series of meetings with Employment Leeds and Construction & Housing Yorkshire (C&HY – formerly Construction Yorkshire / Construction Leeds) and are in the process of developing a phased employment, business and education programme which will identify quantified targets for local employment, apprenticeships, work experience, local business opportunities, and educational engagement. This document seeks to record that process but it should be taken as ‘work in progress’ and, given the significance of this issue, it will continue to evolve right up to a future decision on the planning application itself.

The multidisciplinary, mixed, long range nature of the scheme means that a variety of trades and sectors will be working at different scales, times and levels. Whilst it is difficult to accurately predict long term build out rates, work is expected on site at varying intensities over a period of around 20-25 years. This provides an excellent opportunity for nurturing and embedding talent and skills in the local workforce.

The first stage of construction will be the commencement of the Manston Lane Link Road works together with the road bridge over the railway to the north of the site, (the bridge element being targeted for completion in 2015). As the bridge works will require relatively specialist and highly skilled civil engineering contractors, opportunities for new work entrants and apprenticeships there may be limited. However, we will be seeking to engage with local schools, colleges and universities to use it as the basis for project work and visits and an early opportunity to get local children and young people involved with and interested in the wider project. As an example, we could engage with educational institutions to host a ‘bridge design’ competition to introduce children and young adults to the possibilities of careers in civil engineering and construction. We will provide participants in school, college and university visits, workshops and projects with age appropriate information and signposting to routes into employment at Thorpe Park and more broadly in the sectors associated with Thorpe Park, whether in construction or operation.

Directly after completion of the bridge will follow two major packages of work which have real potential for engaging local young and low skilled people: the development of Green Park and construction of the MLLR itself, which will eventually form part of the East Leeds Orbital route (ELOR). In partnership with Employment Leeds and Construction & Housing Yorkshire, we are discussing a guaranteed employment scheme for both of these early deliverables for a number of young people not in employment, education or training (‘NEETs’) who complete the necessary basic training.

Both will be labour intensive projects which require relatively little training. In the case of road construction, we are informed that a six week initial training course will be sufficient to equip young and previously unskilled people to potentially start work on site. Employment Leeds and C&HY will administer the process of sourcing and training the right number of people for both schemes to ensure that they are ‘job ready’ when construction starts. *[It is intended that a future*

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*draft of this document will include a number for overall employment, local employment, apprenticeships, market entrants for these two elements].* Alongside our own commitments, Leeds City Council have an equally important opportunity to also commit to a guaranteed jobs scheme for Green Park (which will be a Council led project, funded through developer contributions). As we complete this draft, we are considering and actively exploring the opportunity for a contractual obligation on the lead contractor to participate in a similar guaranteed job scheme for the MLLR project.

This early intensive phase of work will be a good chance to ‘upskill’ local people gradually to exploit benefits on the horizon in future years. Coinciding with the MLLR and Green Park work is also likely to have commenced on development of the retail elements of the proposed Thorpe Park scheme as well as build out of the early phases of the additional office elements. This is likely to take place within the first 5-10 years of the ‘up to 25 years’ period which we referred to earlier.

In addition to the above activities, there are other proposals currently before Leeds City Council to deliver major housing growth in East Leeds and the remainder of the East Leeds Orbital route directly to the north of the site. The fact that this is another long running programme of investment incorporating multiple sectors and occupations during both construction and operation means that there is a unique opportunity to plan and phase a programme of generalised upskilling in the local workforce, providing a trained base of local labour and offering local communities an element of consistency in developing career paths by transferring between scheme elements. It also means a wider variety of occupational opportunities are offered than in most projects which makes the opportunities available to a broader spectrum of the community than is currently the case on Thorpe Park.

Employment Leeds and C&HY will play a crucial role in coordinating the training plans and phasing and helping to ensure that when new trainees come off one element of the scheme they are signposted into the next. This is a ‘win-win’ opportunity which offers benefits to the City, in terms of realistic and consistent opportunities at all levels, to the contractor in terms of an easily available and suitable workforce, and of course to the local population in terms of offering local, quality training and work opportunities across a range of sectors and skill levels.

We are currently working with both of these agencies to agree challenging but realistic targets for apprenticeships. We are aware of, and where we can, we are seeking to exceed, the existing ‘rule of thumb’ calculations which suggest that 20% of the construction workforce on a given project will be new workforce entrants including 5% on formal apprenticeship schemes. Apprenticeship opportunities will be across the spectrum of occupations: not only trades but also business administration, project management etc.

In response to our requests for external dialogue, Employment Leeds have committed to engaging with the Leeds Retail Academy and other relevant stakeholders at the appropriate time in helping to tailor the apprenticeship offer in the retail sector. We will be looking to tap into their experience with the SkillsSmart programme and we will be creating a close relationship with a major supermarket retailer and it is our experience (and that of Employment Leeds) that they will be prepared to offer a job guarantee scheme which meets or exceeds best practice nationally, including in terms of apprenticeships and in-work qualifications, and reach or exceed our stated target of 70% local employment. Our current draft targets for local employment and apprenticeships for types of likely park occupant are given in Table 1.

We have been particularly impressed with the creative and collaborative approaches that C&HY and Employment Leeds have brought to projects such as SHINE and are currently discussing how we could collectively develop multiple similar opportunities across the construction and operation

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of Thorpe Park, with the development of Green Park likely to be the first such example. We also hope to work with LCC so that Green Park can be an exemplar project in a similar vein, providing a significant amount of work experience and contributions in kind with realistic opportunities for full time apprenticeships and employment arising as a result. We will also think creatively about how we can best engage local schools and other social enterprises such as Groundwork.



## 3 Actions

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### 3.1 Construction employment

#### 3.1.1 Design and technical work

Prior to the start of construction on site there will be a range of services procured by Scarborough Group in relation to the site build out, including project management, planning, environmental consultancy, legal services, archaeology, ecology, architecture including landscape architecture, quantity surveying, multi-disciplinary engineering, transport planning and associated services. Typically these contracts will form a relatively minor element of professional service firms' overall turnover and Scarborough Group Ltd therefore expects to have relatively limited influence over the employment decisions that they take. However, we will commit to the following measures:

- at tender stage, technical consultants will be required to show evidence of their track record in securing local benefits for local residents in development projects; and
- credible evidence of a commitment to local employment, apprenticeships and other education and training initiatives will result in additional credit in the bid scoring process.
- All appointed technical consultants will be invited and encouraged to sign up to the principles of this agreement, to prioritise local employment and to develop apprenticeship schemes as far as possible and appropriate.

This approach has already borne fruit as one of the consultants currently employed to assist in planning and design already employs one apprentice, in part to work on the Thorpe Park contract. We would expect that 2 to 5 additional apprenticeships will be provided through this mechanism.

### 3.2 Construction

We expect to procure a number of lead contractors to deliver the build out of the site who in turn are expected to sub-contract significant elements of the work. These will be significant contracts even for large construction companies (with £200 million construction spend planned over the life of the project supporting an estimated 3,315 construction job years) and as such we will have a reasonable amount of influence over issues such as local employment initiatives. There will of course be multiple technical, legal and commercial criteria for selection of a contractor and this will only be one element of the decision making process.

It is proposed that the following measures are put in place by Scarborough Group to maximise local benefits of the build-out of the second and third phases of Thorpe Park aimed at securing business, educational, employment and training opportunities for local communities:

- At first tender stage, potential contractors will be required to show evidence of their track record in securing local benefits for local residents in development projects.
- A series of draft benchmark figures to be set for access, employment and training issues (see the end of this document for quantified commitments) against which the development will be expected to monitor progress and, ultimately, deliver. This will include participation in 'Meet the Buyer' events as set out in the box overleaf.

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- Shortlisted construction firms will be asked to bid against these benchmark figures demonstrating how they will reach or exceed them. Credible bids to exceed the benchmarks will be scored more highly in the assessment process for preferred contractor. Failure to commit to the benchmark figures will be correspondingly marked down. It is expected that this approach will provide a 'sense check' against the realism of the commitments and provide opportunity for Scarborough Group with Employment Leeds to review and finalise them before construction commences.

We have agreed with C&HY that they will assist in the procurement process to ensure we maximise opportunities for local employment benefits here, including sitting on interview panels to help assess the quality and credibility of contractor commitments to local employment, skills, apprenticeship and training.

An alternative measure of local employment is to take a similar approach to the commitment to percentage of local spend made by Wilmott Dixon under the SCAPE framework used for public sector construction contracts. By their definition, Thorpe Park is already out-performing targets with 87% of employees coming from within a 20 mile radius.

Scarborough Group will work with the appointed lead contractors and Employment Leeds to identify and channel opportunities to people in target geographic areas or socio-economic groups. It is expected that the targets will be finalised at a level that is challenging. Current proposed targets are set out towards the end of this document. The contractor will be required to monitor progress and feed back to Employment Leeds directly.

Sectors where employment and apprenticeship opportunities are likely to be available include:

- Construction management
- General construction
- Scaffolding
- Joinery
- Landscaping
- Plastering
- Painting & decorating
- Administration

We will commit to the following additional actions related to the build-out of Thorpe Park:

- Liaison with schools and colleges to identify aspects of the project where there is a link to relevant curriculum (across the full range of relevant subjects for the occupations outlined above), organisation of suitable and relevant site visits during and after construction and hold workshops on site about relevant issues.
- Asking construction firms and consultants to engage in the development of some lesson plans for all school age groups to engage local schools and school children and raise awareness of the breadth of career opportunities available over the longer term in an age appropriate way.
- Making the park available to college and university students as a research project where possible and appropriate.
- Asking contractors to make work experience available to 16-18+ year olds, typically of two weeks' duration, working with Employment Leeds to identify partners and facilitate the programme.
- Asking contractors to record existing apprenticeships and work with Employment Leeds and Construction Forward to identify positive opportunities to increase apprenticeships on site

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during construction as well as opportunities for higher level skills development including a management trainee scheme or industrial placements for university students.

- Ensuring that sub-contractors are required by the lead contractor to provide information about local and youth employment when they tender for work to show how they will be able to contribute to achieving the agreed targets, and for the contractor to consider the information provided as part of their procurement process.
- Working with Employment Leeds and Construction Forward to identify positive opportunities to increase apprenticeships on site during construction as well as opportunities for higher level skills development including a management trainee scheme or industrial placements for university students.
- Providing dedicated web space, advertising locally, and promotion of opportunities at business and educational events (college open evenings, job fairs etc)
- Working with Employment Leeds to identify other relevant opportunities such as job shop, notice boards.

### **‘Meet the Buyer’ events**

After appointment of a lead contractor for the construction of the build out phase of Thorpe Park, Scarborough Group will arrange and facilitate ‘Meet the Buyer’ events targeted at local SMEs and self-employed tradesmen with an interest in sub-contracting elements of the construction work.

‘Meet the Buyer’ events provide a mutually beneficial opportunity to match potential small business suppliers to major buyer companies; allowing ‘buyers’ to assess a wide range of relevant suppliers and permit local and under-the-radar suppliers to promote their expertise.

These events are premised on local job-creation, although there are a number of spill-over effects; allowing a promotion of local networking and greater industry knowledge to allow local firms to determine how to best position themselves to win future work and secure supply chain opportunities.

Sessions will be aimed at overcoming barriers to entry in the market and helping smaller local firms navigate often complex procurement processes. They will provide presentations and take home information on a range of topics as well as the opportunity for one-to-one discussions and questions, and follow up support. Issues covered will include:

- the scale and value of contracts to be issued;
- the range of trades and services required;
- an indication of the procurement timescales;
- tips on navigating the procurement process and preparing a valid and competitive tender;
- links to wider business support where appropriate;
- information on apprenticeship schemes available to employers.

We will work with Employment Leeds and Construction & Housing Yorkshire in developing these events and ensuring that the appropriate employment and training organisations are available to attend on the day, to make information available to participants or to be available as a follow up point of contact.

We will run at least two such sessions in the 6 months leading up to the initial procurement deadline

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and then annually thereafter for the duration of the construction procurement period.

### 3.3 Operating employment

#### 3.3.1 Management and maintenance

Scarborough Group already appoint a management company with responsibility for the management and maintenance of the site and a wider appointment will cover the ongoing development. The contracting firm provide ongoing on-site employment opportunities in:

- Landscaping and grounds maintenance
- Security
- Estates management

This contract is a relatively large element of the contracting firms' turnover and Scarborough Group Ltd therefore expects to have reasonable influence over employment decisions. We will:

- require the appointed firm to commit to delivering the targets for local employment, apprenticeships and education and training initiatives set out in this document;
- use credible evidence of previous successful delivery of local employment and apprenticeship opportunities as a decision making factor in the procurement process; and
- require the appointed firm to monitor and feedback directly to Employment Leeds on progress.

#### Green Park

As part of the build-out of the site, Scarborough Group will be funding Green Park. Green Park is a planned significant investment in the retained 'open' land, which lies between Thorpe Park and the existing residential/urban 'edge' of Leeds to the west. The 113 acre Park will be Leeds' first major new public park in over 100 years and will include sports pitches and formal landscape sitting alongside more informal spaces.

Capital funding for the project will be provided by Scarborough Group through negotiated s106 contributions. On completion, ownership of the park and responsibility for its upkeep will pass to Leeds City Council. It is expected that the management of Green Park will provide important apprenticeship and employment opportunities for local people in parks management, gardening, landscaping and horticulture and Scarborough Group Ltd will be looking to Leeds City Council to provide assurances of their intention to maximise local employment and training opportunities afforded by the park redevelopment in the longer term, building on the positive experiences of schemes such as SHINE in Harehills.

#### 3.3.2 Occupiers

Once completed and occupied, the extension of Thorpe Park will see more jobs and a wider range of opportunities for local people ranging from those with entry level skills to university degrees.

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It is estimated that the park will provide 10,442 gross additional jobs on site<sup>5</sup> which are expected to be a mixture of full- and part-time job opportunities and apprenticeships.

The majority of these opportunities will arise in companies not under the direct control of Scarborough Group. These will depend ultimately on tenant mix achieved but may be expected to include a wide range of sectors such as:

- Hospitality (hotel, restaurants)
- Catering
- Retail
- Leisure (inc. gym)
- Childcare
- Engineering
- Pharmaceuticals
- High tech
- Accountancy / financial control / business administration
- Marketing and communications
- Human resources
- Management
- Cleaning

Specific activities to promote local employment & training opportunities on Thorpe Park are likely to include:

- Inviting current and new tenants to sign up to a voluntary charter indicating their overarching commitment to contributing to achieving the shared targets set out in Section 4.1 of this document and to the general principle of maximising local employment, education, training and skills impacts. Details of what this charter might include are given in Appendix 2.
- A launch event for this employment & skills strategy to which current and prospective occupiers will be invited alongside key employment & training organisations, local school and FE college representatives, and third sector partners. The session will be focused on the ways in which incoming businesses can improve the efficiency and quality of their recruitment processes and benefit from well trained and locally available staff to run their businesses.
- Encourage and facilitate bilateral meetings between occupiers and key employment & training organisations, brokered as appropriate by Employment Leeds.
- Identifying and publicising pathways to employment available to students, work experience placements and apprenticeships in the long term. Dedicated web space, advertising locally, and promotion of opportunities at business and educational events (college open evenings, job fairs etc)

Working with Employment Leeds to identify other relevant opportunities such as job shop, notice boards.

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<sup>5</sup> This is a higher figure than the net Leeds City Region construction employment figure provided in the Economic Statement accompanying the planning application, which has been adjusted for deadweight, substitution, leakage, displacement and multiplier effects.

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## 4 Delivery

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A named contact at Scarborough Group will oversee the implementation of the strategy from the scheme promoter's side. That individual will be responsible for liaising with Employment Leeds and with contractors, technical consultants and occupiers on Thorpe Park on the subject of local employment, apprenticeships, and education & training initiatives.

We will require both the appointed lead contractor and maintenance company to identify a named point of contact for coordination, delivery and monitoring of local employment, apprenticeship, education and training opportunities to liaise directly with Employment Leeds. We will encourage technical consultants and occupiers to do likewise.

### 4.1 Targets

We propose an ambitious series of targets related to local employment, apprenticeships and education & training opportunities associated with the construction and operation of Thorpe Park and Green Park. These include:

- Local employment targets as set out in the table below.
- Provide 5 school/college visits, 4 workshops, 5 work experience placements and [TBC] apprenticeships annually during construction and operation of the business park expansion.
- Assist 'graduates' of work experience and apprenticeships into employment on the park or elsewhere as work packages come to an end, in partnership with Employment Leeds and Construction & Housing Yorkshire (formerly Construction Yorkshire / Construction Leeds).
- Employment targets as set out in Table 1 below. These are in draft, and we are currently working with Employment Leeds and C&HY to break these down by phase of construction and operation. It is likely that jobs in the operation phase are likely to follow the major construction phases and will therefore take a number of years to ramp up to peak employment.

*The table overleaf is the subject of active discussion with the project team and Employment Leeds and we are developing challenging but realistic targets for new entrant percentages and apprenticeships. At this stage we would expect the likely outputs for both to be significant, and for the construction, retail and food & drink elements of employment to account for the greatest number of each although there will be targets for new entrants and apprenticeships in all employment categories. Target numbers will be included in the next iteration of this document.*

**Table 1: Local employment and apprenticeship targets**

	Estimated gross on-site job creation <sup>6</sup>	Local employment target, % (n)	New entrants target, % (n)	Apprenticeship target, % (n)
<b>Construction (job years)</b>	3315	34% (1127)	<i>tbc</i>	<i>tbc</i>
<b>Operation (FTE)</b>				
Maintenance	20	50% (10)	<i>tbc</i>	<i>tbc</i>
Business/Office	9,245	20% (1,849)	<i>tbc</i>	<i>tbc</i>
Hotel	315	50% (158)	<i>tbc</i>	<i>tbc</i>
Fitness Gym	32	50% (16)	<i>tbc</i>	<i>tbc</i>
Retail (food store)	603	70% (422)	<i>tbc</i>	<i>tbc</i>
Other retail	95	50% (48)	<i>tbc</i>	<i>tbc</i>
Food & drink	152	50% (76)	<i>tbc</i>	<i>tbc</i>
<b>Total operation</b>	<b>10,442</b>	<b>25% (2,578)</b>	<i>tbc</i>	<i>tbc</i>
<b>Gross job creation</b>	<b>10,773</b>	<b>25% (2,691)</b>	<i>tbc</i>	<i>tbc</i>

More specific commitments are currently under development and will be included in Appendix 1 in the standard 'project employment outcomes' target sheet used by Employment Leeds in developing and monitoring targets.

#### 4.2 Engaging and involving contractors, tenants and operators

The appointed lead construction contractor(s) will be expected to identify an individual with responsibility for delivery who will work with Scarborough Group and nominated individual contacts at Employment Leeds and C&HY to interface with the relevant third sector organisations, schools, colleges, jobcentre plus, and local businesses across pre-construction, construction and post-construction.

The disconnect between park management and employers will be addressed by asking each occupier to nominate a point of contact to interface with Employment Leeds to roll out the park-wide strategy and to ensure that all staff vacancies are advertised through the appropriate local channels as determined in partnership with Employment Leeds and (for businesses above a certain size or occupancy level) that they have apprenticeship schemes in place.

All tenants will also be asked to sign up to the principles and targets embodied in this Training, Education and Skills strategy on a voluntary basis. Details of the 'tenants' charter' which might be developed are included at Appendix 2.

#### 4.3 Monitoring

We will work with Employment Leeds to track outcomes allowing early identification of any weak areas in delivery and improve performance where necessary. We will commit to formal annual

<sup>6</sup> Note the figure used is gross job creation rather than the net job creation set out in the economic statement. This reflects the number of FTE jobs expected to be created on site. Not all of these will be additional to the city region.

Subject Draft Local Employment Agreement

Date 11 March 2013

Job No/Ref 217349-01

reviews with the Employment Leeds to review, discuss and, where necessary develop plans to improve performance against target.

We or our suppliers will make the following monitoring commitments:

- We will retain records of all direct employees who lived within the target area at the time of being offered a job
- We will require the appointed lead construction contractor and the maintenance contractor to keep and provide records of local employment and required that they encourage any sub-contractors to do likewise
- We will encourage technical consultants and occupiers to do likewise

We already carry out a periodic travel to work survey covering a sample of all park employees. This currently provides home address information and we will make the results of this survey available for local employment monitoring. This will provide partial coverage of all site employees even in the absence of cooperation from occupiers and subcontractors.



Subject Draft Local Employment Agreement

Date 11 March 2013

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## Appendix 1: Summary of outcome targets

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Employment Leeds standard table summarising commitments currently under development in partnership with Employment Leeds and Construction & Housing Yorkshire - to follow

## Appendix 2: Draft occupier agreement

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Tenants of Thorpe Park – both existing and new – will be invited and encouraged to sign up to a voluntary agreement to demonstrate their commitment to maximising local employment. It is expected that this will indicate an overarching commitment reaching the targets set out above for proportion of employees from local area (relevant to employer sector) and specifically:

- To monitor data relating to local employment for their organisation
- To nominate a named contact to coordinate and feedback progress directly to Employment Leeds
- To advertise job vacancies locally, on the Thorpe Park employment website and through local job centre(s) as appropriate (in discussion with employment Leeds)
- To provide guaranteed interview for qualified applicants from the target area
- To develop or expand apprenticeship schemes using the framework developed by Thorpe Park for occupiers
- To develop a programme of educational visits and work experience schemes as appropriate using the framework developed by Thorpe Park for occupiers and working through Employment Leeds to identify appropriate partner organisations or facilitators.

It is recognised that Scarborough Group's role with occupiers will be to encourage and facilitate participation but that, ultimately, our control over the business activities of our tenants is minimal.

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**Area Chairs Forum**  
**Wednesday 9<sup>th</sup> January 2013**  
**Committee Room 4, Civic Hall**

**Attendance:**

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

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

Minutes: S. Warbis

Attending for specific items: S. Kelly, H. Pinches, D. Marshall

<b>Item</b>	<b>Description</b>	<b>Action</b>
<b>1.0</b>	<b>Apologies</b>	
1.1	Cllr A. Gabriel, R. Barke	
<b>2.0</b>	<b>Minutes and Matters Arising</b>	
2.1	The minutes of the previous Area Chairs Forum meeting on 2 <sup>nd</sup> November 2012 were agreed as an accurate record.	
2.2	<u>3.5 of previous minutes – Review of Youth Services</u> The question was raised as to when the change to appointing members to Cluster Boards through Area Committees would be taking place. The intention is to introduce the changes at the next Full Council AGM in May.	
2.3	<u>4.19 of previous minutes – Neighbourhood Planning</u> It was requested that the meeting should be arranged as soon as possible to discuss the role of Area Committees in the Neighbourhood Planning process, involving Cllr Angela Gabriel, Cllr J McKenna, Cllr Ghulam Hussain, Kathy Kudelnitzky and Ian Mackay.	
<b>3.0</b>	<b>Welfare Reform</b>	
3.1	Shaun Kelly, Finance Manager – Welfare Benefits, attended to provide an update on the impact of welfare reforms in Leeds.	
3.2	The April changes are known and are in hand and there has been good cooperation with the ALMOs and registered social landlords in dealing with the housing benefit changes.	
3.3	Under-occupation cases have been contacted by Leeds Benefits Service and the more vulnerable cases, including foster carers and properties with substantial adaptations have been identified. The discretionary housing payment settlement for 2013/14 has been settled and is an increase of almost £900k from the previous year.	
3.4	Implementation of the Housing Benefit cap has now been deferred nationally until June 2013 and those already identified as being affected will have the cap applied from September 2013 at the latest.	
3.5	Claimants on current council tax benefit who will now have to contribute to council tax will be informed how much they will have to pay. A scrutiny board working group is looking at issues regarding council tax and under-occupation.	
3.6	In terms of Local Welfare Provision, the settlement to Leeds following the abolition of community care grants and crisis loans has been confirmed for 2013/14 as around £2.8m. The draft policy for local welfare provision will go to Executive Board in February 2013.	

- 3.7 It is now unlikely that there will be any impact in Leeds until March 2014 and it is likely that Leeds Benefits Service will continue to be dealing with housing benefit claims long after that. Pathfinders for introducing universal credit will take place in Greater Manchester and Cheshire from April 2013 and these will initially only be applied to the least complicated cases.
- 3.8 Post 2015 focus pilots will be taking place to look at the longer term role for local authorities in supporting universal credit claimants. Leeds is not a pilot area. This suggests that there will be an increasing role in this area for local authorities in the future.
- 3.9 A program of road-shows for local people, along side awareness sessions for frontline staff have been taking place in preparation for the changes ahead.
- 3.10 It was pointed out that under-occupancy will cause problems even for those residents who want to move to smaller properties as there is a lack of one bedroom accommodation in the city. It was mentioned that in the past there had been a drive to remove one-bedroom flats and bedsit council accommodation in Leeds, and that there needed to be co-ordination with other housing providers to deal with future problems. Discussions are already taking place through the Housing Forum.
- 3.11 It was also stressed that the city needed to guard against creating large areas of one bedroom and bedsit accommodation and that there was a need for balanced communities with a range of housing provision catering for families and single people.
- 3.12 There will be an increased challenge in providing support for people who will need to find new employment or increased hours, and work is taking place to identify people where this is an issue and to provide targeted support.
- 3.13 Area Chairs requested a briefing note based on information provided at this meeting, and pointed out that the issue of welfare reform was more and more prevalent at member's surgeries and members needed up to date information.
- 3.14 It was also requested that a report needed to be taken to Area Committees before the end of March to provide an update on welfare reforms, details of support that is available and that this should also include information relating to Jobs and Skills and the worklessness agenda. It was stressed that this needed to include the impact in each Area Committee area and should also include action being taken by ALMOs and other partners.
- 3.15 It was stressed that the council needed to establish it's own attitude towards tenants who would have problems in meeting rent payments. It was suggested that this should be explored through discussions at Area Committee meetings.
- 3.16 The issue of payday loans was raised and the mounting problem of debt. Work is going on with the Credit Union to publicise it's services. Leeds Credit union now has access to funds through a Community Development Finance Institution (CDFI) which allows it to agree loans with higher risk customers at interest rates significantly lower than payday loan companies and illegal loan sharks, who are becoming more of a problem.
- 3.17 It was suggested that there should be a campaign to cap the interest rates that financial institutions can apply. It was mentioned that some legislation could be introduced in 2014 but there was no detail at present.
- 3.18 It was also pointed out that Crisis Loans from the Social Fund will no longer be available from 1<sup>st</sup> April 2014.

**Shaun  
Kelly**

**Steve  
Carey**

- |      |   |                     |
|------|---|---------------------|
| 3.19 | It was pointed out that there will inevitably be a reduction in income in Leeds due to welfare reform and that there needed to be a co-ordinated strategy to tackle issues across services and across partners. |                     |
| 3.20 | It was suggested that the issues of welfare reform and worklessness should be focused on by the three Leadership Teams and that this may be one of the ways to maintain cross partner co-ordination of efforts. | <b>Area Leaders</b> |
| 3.21 | Shaun Kelly agreed to take comments from this meeting to the Welfare Reform Board and will discuss how best to update Area Committees in current and future changes.  | <b>Shaun Kelly</b>  |
| 3.22 | It was also requested that Dave Roberts should be invited to the next Area Chairs forum meeting to discuss approaches to financial inclusion.   | <b>Sarn Warbis</b>  |

**4.0 Area Review – Executive Board Paper and Implementation Planning**

- 4.1 Heather Pinches, Executive Officer – Performance Management, attended and brought a draft Review of Area Working Implementation Plan for discussion.
- 4.2 Heather pointed out that this had been a broad review and the implementation plan would focus down onto delivery of the various recommendations. Priority needed to be established through this forum and more specific debates would take place with Area Committees on various issues.
- 4.3 Heather ran through the recommendations and suggested actions:
- 4.3.1 Embedding locality working – annual report on progress and remaining challenges to Executive Board. Initial report in the Autumn of 2013.
- 4.3.2 The development of more locally responsive and accountable services:
- Youth Services – review in progress with paper to Executive Board in February
  - Neighbourhood Planning – Area Committee role being developed and due to come back to the next Area Chairs Forum meeting
  - Employment and Skills – building on work in the South and developing initial options for discussion
  - Parks and Green Space – discuss programme and plans already underway and link to the review
  - Local Highway Maintenance – better liaison and influence of annual maintenance plan. Explore influence over strategic issues.
  - Community Centre Review – ensure links made with Review of Area Working and Asset Review. Delegation amended as required.
  - CCTV – review delegation and impact on wellbeing funding. Link to wider community safety work.
- Procurement and commissioning arrangements to include member involvement / influence and less bureaucracy.  
Consider capacity and systems for Area Committees to deal with new areas of influence.
- 4.3.3 Developing the Area Lead role – role description, support and development needs, constitution issues.
- 4.3.4 Partnership arrangements – mapping of structures, establishing links and influence of Area Committees, communication of arrangements.
- 4.3.5 Clinical Commissioning Groups – Area Committees contribution of local input, role around Adult Social Care.
- 4.3.6 Children’s Services Clusters – member appointments, links with Area Committees.

- 4.3.7 Locality Based Funding – existing resource allocations, delegating more funding to local decision making.
- 4.3.8 Area Committee Boundaries – maintain current areas, explore cross boundary arrangements, develop potential role of co-optees.
- 4.3.9 Area Committee Meetings – control of agendas, localised reports, structures of meetings, administration issues.
- 4.3.10 Consultation and Engagement – Role of Area Committees, local co-ordination including partners, links to city wide and citizen’s panel activities.
- 4.4 Heather invited comments on the content of the draft implementation plan, and indications of where priorities should be placed and what involvement Area Chairs and Area Committees could have in the implementation stages.
- 4.5 There was general agreement that members felt Area Committee meetings were paper heavy and not enough local focus was provided in reports. It was pointed out that Area Chairs could already exert their influence over agendas but that services needed to be more focused around the needs of each Area Committee.
- 4.6 There was a suggestion that Highways Maintenance could be further up the priority list due to it’s links with the existing environmental delegation, particularly regarding street cleaning and gully maintenance.
- 4.7 Concerns were raised over how much work would be placed on each sub group, and that this issue needed to be considered as processes were being developed. It was suggested that responsibility needed to be shared between all Area Committee members and that there would be opportunities for influence and responsibility to be shared wider in the future.
- 4.8 It was welcomed that discussions around links with Adult Social Care were taking place and it was suggested that the issue of luncheon clubs should be reconsidered as these were particularly of importance to the outer areas. It was pointed out that this issue had been discussed previously at the Area Chairs Forum but it was agreed that discussions would take place to establish if there were any options to progress this further.
- 4.9 It was stressed that Area Committees did not want to be given responsibility for services that had intrinsic problems including financial pressures. It was agreed that there needed to be clarity and openness, particularly around budgets, as delegations were being proposed. The view was expressed that although budget reductions in services were inevitable, there were still opportunities for local members to take control of implementation and to make sure that local needs and priorities were being addressed.
- 4.10 It was mentioned that when looking at Parks and Green Space it was important that city wide resources such as golf courses and other leisure facilities were not included in any proposed delegations.
- 4.11 It was raised that there had been inequities in the past over the provision of youth services and that there needed to be a fairer distribution of resources that would take into account areas of particular need.
- 4.12 It was suggested that in the current climate it was necessary to get more out of the budgets that we have and that value for money was key. It was also suggested that there needed to be local member support for asset disposals and that income created should be retained in the local area.

- 4.13 The question was raised as to how much flexibility would be given to Area Committees regarding delegated budgets to target priorities, and how much would be ring-fenced to specific services. It was suggested that there was a move to more local control and influence but that there would have to be notice periods established if major changes were being suggested. It was also pointed out that for some services there were statutory duties that had to be performed and any flexibility in service provision would have to take this into account.
- 4.14 The subject of Youth Service provision was raised and it was agreed that Area Committees should have an influence over the deployment of services. It was also suggested that there were links with Extended Schools Budgets and that a co-ordinated approach was needed to maximise resources. It was also suggested that where youth work is organised through school clusters there is a danger that the whole community is not considered. It was pointed out that there were concerns from within procurement as to the value of local commissioning, but there were clearly pros and cons and this was still worthy of debate.
- 4.15 It was suggested that the Area Chairs should consider their structures and their ability to cope with the new areas of influence that were suggested in the review report. There needed to be a demonstration of the will and capacity of Area Committees to cope with the proposed changes for the review to be successful.
- 4.16 It was also pointed out that the Area Support Teams were already stretched and that for any new delegated service or increased locality influence there would need to be the staff allocated to support it's function in the localities.

### **5.0 Wellbeing Budgets**

- 5.1 Dean Marshall, Finance Manager, attended with a wellbeing fund summary position statement as at period 8. It was mentioned that this was underpinned by detailed statements for each Area Committee and that this information would be provided to individual Area Committees.
- 5.2 It was pointed out that there had been a large carry forward from the previous financial year and that this meant that there was a considerable amount available this year. It was stressed that any spend needed to be focussed on making a difference for local communities.
- 5.3 A systematic process was now in place to better track approvals, allocations, commitments and actual spend and that officers now had confidence in the figures that were supplied and the processes for tracking progress.
- 5.4 There had been issues previously in reconciling commitments made by Area Committees and orders raised on the council's budgetary systems, leading to an inaccurate picture of outstanding balances. The process implemented now made it easier to gauge how much money was still to be spent in each area.
- 5.5 There is currently approximately £700k across all ten area committees which has yet to be allocated to projects. Since 31<sup>st</sup> August an additional £600k has been paid and an additional £460k worth of orders raised and authorised. Great efforts have been made by Area Committees, Area Chairs and Area Support Team staff to get approved projects and payments through the system.
- 5.6 It was pointed out that the figures showed a snap shot of the budget position and that additional commitments were being made on a weekly basis. It was also pointed out that there were still three months left in this financial year.
- 5.7 Although it was stated that outstanding budgets would not be removed at the end of this year, it was pointed out that in the current climate all

underspending was being closely monitored and that in the future this could have an impact on decisions about further budget allocations.

**Dean  
Marshall**

- 5.8 It was pointed out that in some areas money was being built up over a number of years to fund major projects and that there should be a process for highlighting these funds as being earmarked or committed. It was agreed that this would be looked into.
- 5.9 It was also suggested that as the council was moving to budget setting over a four year period, this should also apply to wellbeing funding. This would make commissioning of longer term projects easier and would make budget management more accurate.
- 5.10 A suggestion was made that Area Committees with budget carry forwards could use funds to support Areas that are not able to fund all potential projects in their area each year.
- 5.11 It was mentioned that each Area Committee needed to ensure that any spend was good spend, and that efforts should be made to lever in additional funding whenever possible.
- 5.12 It was pointed out that in some inner areas there was active promotion of applications for wellbeing funding which made it easier to allocate funding at the beginning of the financial year.
- 5.13 It was mentioned that as pressures on services budgets increase, there will be a greater onus on Areas to define their priorities and to add to the minimum offer from a service if there is a particular local need.
- 5.14 It was pointed out that a lot of progress has been made in rationalising the wellbeing budgets. Area Chairs will be provided with regular updates from Area Support Teams as the picture develops over the next three months.

## **6.0 Any Other Business**

- 6.1 Cllr Gruen thanked the Area Chairs, Area Leaders and Area Support teams for the efforts made this year and said that he felt good progress had been made and that Area Committees were in a better place now than they had been.

## **7.0 Date of Next Meeting**

- 7.1 Friday 1<sup>st</sup> March 2013, 09:00 – 11:00, Committee Room 1 - Civic Hall



## Outer East Environmental sub-group minutes

Meeting held in Committee Room 4, Civic Hall,  
28<sup>th</sup> February 2013

### 1. Introduction and Apologies

Attendance: Cllr McKenna (chair), Cllr Grahame, Cllr Harland, Cllr Dobson, Tom Smith (Env. Services), Krstan Nenadic (Parks & Countryside), Richard Spensley (AWC Waste Management) Ray Johnston (AWC Waste Management) Peter Mudge (Area Support Team).

Apologies – Cllr Mitchell, Mark Gray (AVH)

### 2. Minutes of last meeting

2.1 Krs asked for 5.7 to replace “public benches” with “wayside seats” and reference to Property Services to be deleted.

### 2.2 Matters Arising:

All were dealt with in other items.

### 3. Alternative Weekly Bin Collections

3.1 Richard Spensley (RS) presented details of the AWC (Alternate Weekly Collection) bin scheme which is being introduced across the city in phases. Phase 1 covers the Outer East areas of Garforth, Swillington, Kippax, Methley, Allerton Bywater, Micklefield and Great and Little Preston. Phase 1 is scheduled to be launched on 29<sup>th</sup> April and Phase 2 – at venues yet to be confirmed – in early November 2013.

3.2 Preparing for the launch all communication must be properly and thoroughly undertaken. Information should be “checked, double checked and checked again” before being circulated.

3.3 Crews have been consulted on areas they would prefer to cover and this has gained support for the scheme from the majority of crews.

3.4 As the bins are collected less frequently they will gain in weight and consequently routes are slightly smaller than before and some new routes will be created.

3.5 As there is no longer a need to have green and black collections in the same week, there is a staff saving. These staff will become “buddies” to speed up missed collections and quickly resolve any issues which arise.

3.6 Food Waste collection will be expanded to cover the Methley area, Carlton and half of Swillington. Cllr McKenna expressed concern that by only doing half of Swillington, problems could result.

- 3.7 Cllr Grahame asked for confirmation that collection of black bags had been properly dealt with. RS said each crew member would get a list noting where black bags were to be collected.
- 3.8 A suggestion was made that bin collections in areas with peak times – such as neighbourhood centres and schools – should be timed appropriately. RS said crews had the capacity to amend routes to address these issues and if it became a problem a request could be made to the strategic team.
- 3.9 Waste doctors are being appointed to will work with communities during implementation to identify and quickly resolve problems.
- 4.0 It was agreed a representative from Waste Management will be invited to attend future meetings to provide updates on issues and changing patterns.

### **4. Future Input of Community Payback**

- 4.1 Probation Service have told the Council the cost for the existing service is to double. Area Committee were informed of this at the February meeting and Area Support were asked to contact parish councils and almos to see if there is the potential for partnerships.
- 4.2 Cllr Grahame said the proposal was also made to see what ideas individual wards could come up with.
- 4.3 PM said while there was some interest from a couple of parish councils there would still be a major increase to the council if the option was to retain the scheme at the new rate.
- 4.4 TS suggested if the Council provided an overseer for the teams they could get the service at no cost. He said he was already investigating how to develop a leader system to oversee day release prisoners or long term unemployed.
- 4.5 Cllr Grahame said that with the pressure on Council budgets the need to reduce costs is ever more pressing and every opportunity should be explored to see locality workers overseeing the teams.
- 4.6 KN said that the Parks supervisors regularly oversee in the way proposed by Cllr Grahame.
- 4.7 Agreed that TS and PM should bear in mind the comments and develop a report for AC.

### **5 Officer Updates**

#### **5.1 Parks**

- 5.1.1 KN said the Skelton Woods playing pitches have been identified as needing maintenance and better drainage. He said an independent assessment is being obtained.
- 5.1.2 Members had raised the opportunities for schools to play a key role in environmental issues yet in the Outer East this partnership was not as strong as in some areas of the city. KN circulated an information sheet

about this potential benefit and said he will send an electronic link to all Members to use if they wish to highlight the opportunities to schools in their area.

- 5.1.3 Two discussions are underway about the potential skateboard parks. One is in Kippax where KN and Members are meeting representatives from the Parish Council to consider potential sites and opportunities. The other discussion centres on a petition asking for a skatepark and other sporting facilities covering Temple Newsam and Cross Gates. KN suggested Members should visit the site at Woodhouse Lane before deciding if they want one in their area.

## **5.2 Aire Valley Homes**

- 5.2.1 TS said AVH and Locality Working are identifying opportunities for joint maintenance of ginnels and problem areas.
- 5.2.2 AVH have now completed their report on maintenance of ginnels under their control and are providing information to affected residents on how they should be managed to ensure quality maintenance. TS said locality working will assist with inspection and provide updates for AC.

## **6 Service Performance**

- 6.1 **Overall Cleanliness** – Restructuring of the enforcement team has been undertaken and the service is now managed by Dave Gommersall. Three vacancies remain and these will be filled. It was noted Simon Norman is doing a good job covering Temple Newsam Ward.

TS said he would like to see a rise in the number of legal notices served however the meeting agreed with Cllr Grahame that the moderate figures suggested good partnerships were operating to find less antagonistic ways to deal with issues.

- 6.2 **Service Delivery** – 91% of manual cleansing rotas and 92% of mechanical ones were undertaken as scheduled between 1 September – 31 December 2012. This compares with 85% and 87% in the previous period.

Concerning wedge wide services (litter bins, bulk flytipping and gulleys) problems were encountered by the gulley service which did not run on 19 occasions, largely due to holidays and the inability to identify trained cover. Training of replacement staff is being investigated.

## **7. Any Other Business**

### **7.1 Overtime**

- 7.1.1 TS brought a report regarding Cover and Overtime .(Attached with the minutes)
- 7.1.2 Cllr Grahame said the Council was like any other company and therefore why was overtime required to meet costs?

7.1.3 TS said the overtime costs for 2012/13 had exceeded the budget and money saved through staff vacancies had been used to cover the shortfall. Budgets would be even tighter in the coming year and his team was working hard to improve the position in terms of sickness and managing down expenses.

**7.2 Future Meetings**

It was agreed that four meetings should be held each year on a three monthly basis and that meetings will be held in the Civic Hall. TS and PM to discuss proposed dates.

**East North East Divisional Community Safety Partnership Meeting  
Thursday 31<sup>st</sup> January 2013, 10:00am The Compton Centre**

**Present**

Martin Snowden	West Yorkshire Police (Chair)
Bev Yearwood	ENE Area Support Team, LCC
Sharon Hughes	ENE Area Support Team, LCC
John Woolmer	Locality Team, LCC
Jon Lund	Youth Offending Services
Vicky Fuggles	Youth Service, LCC
Steve Vowles	East North East Homes Leeds
Gillian Mayfield	Targeted Services, LCC
Carrie Wilson	Trading Standards
Mary Harland	Outer East Councillor
Jeff Clark	Aire Valley Homes Leeds
Qamran Hussain	Community Safety
Leanne Manning	ENE Area Support Team, LCC (Minutes)

**Apologies:** Councillor Selby, Ruth Cornelissen.

<b>1.0</b>	<b>Introductions and Minutes of previous meeting</b>	
1.1	MS welcomed everyone to the meeting and introductions were made. He apologised for not being present at the last meeting. The previous minutes were agreed as an accurate record.	
<b>2.0</b>	<b>Matters arising</b>	
2.1	<b>Regarding 3.2 from previous minutes: to make the performance pack better for purpose.</b> MD fed all comments from the last meeting back. MS will pick up on this again and request that someone from safer Leeds comes to present it.	<b>MS</b>
2.2	<b>Regarding 3.3 from previous minutes: Roundhay bonfire.</b> MS explained that there were 8 offences in RAM NPT on bonfire night so will continue to feed resources into the area and plan into bonfire night.	
2.3	<b>Regarding 5.1 from previous minutes: Key links with WYFS.</b> BY explained that any key issues at present need to be fed back to Neil Brabbs. Ruth C will be leaving WYFS and the post is currently been recruited too.	
2.4	<b>Regarding 6.1 from previous minutes: Help desk closures.</b> MS explained that the hours of the current help desks will be reduced further but nothing is going to be signed off until February. MS will feedback when he has more information.	<b>MS</b>
<b>3.0</b>	<b>Neighbourhood resolution panels</b>	
3.1	QH attended the meeting to provide an overview of the proposals for neighbourhood resolution panels in Leeds. This is still in the early stages but he wants to spread the message and get information out to people. The panels will use restorative practices to bring perpetrators of crimes, their victims and support workers together. Current restorative justice practices in the city are mainly for young offenders and are used after cases have gone through the criminal justice system. The panels will aim to prevent cases of low level crime, ASB going through	

	the criminal justice system and will also be used to resolve non criminal disputes. Volunteers will be recruited to facilitate the panels and the aim is to devolve the power back to the victims and the community.	
3.2	QH asked the group for any feedback to help move forward in a positive way or any questions they may have. The below was raised by the group: JW asked if environmental services have been involved as there is a big link from the prosecution side. JW and QH to get together and discuss how they can link this together. JL raised that it needs to be linked with the offender management process. Need to consider a low level crime and a low level offender. VF raised that there needs to be a link with children's services. QH explained the route that is taken will alter with every case depending on the circumstances within the families.	<b>JW/QH</b>
3.3	It was suggested that a briefing is given to all ward councillors that sit on the DCSP prior to any papers been taken to area committee. It was also reiterated that funding still had not been secured for the project	<b>BY/QH</b>
<b>4.0</b>	<b>Safer Project / Trading Standards Briefing</b>	
4.1	CW attended the meeting to discuss the safer project. The safer project is to raise awareness and provide adults aged 55+ with the knowledge, confidence and skills to protect themselves against rogue traders, scammers and fraudsters. There are 4 workshops available: doorstep crime; scams and frauds; financial health and utility switching. There are currently 18 workshops booked in to take place and 213 people booked on to them so far.	
4.2	CW asked the group if there are any key contacts that she can link into or any gaps that people are aware of. SH raised that there is a welfare reform project team that could be linked into so there is no duplication. SH and CW to discuss this. SV to pick this up with the partnership team to identify links with residents groups across East and North East Leeds.  If anyone has anymore ideas of groups she can link into please send her a email on <a href="mailto:cwilson@wyjs.org.uk">cwilson@wyjs.org.uk</a> or contact her on 0113 3939809	<b>SH/CW</b>  <b>SV</b>  <b>ALL</b>
<b>5.0</b>	<b>Performance update / Burglary</b>	
5.1	MS ran through the performance report for DCSP. He explained that there is a 10% reduction in crime compared to last year in the division and a 32% reduction in Leeds as a whole.	
5.2	Theft from persons has increased in Burmantofts, Harehills, Killingbeck and Seacroft. This is often snatching phones from people as they are using them. SV raised that he has a lot of CCTV in the areas attached to multi storey blocks - MS to discuss this further with SV.	<b>MS</b>
5.3	It was discussed that a lot of sexual offences have now been flagged up due to the Jimmy Savile case and other historic offences so this has impacted on the area. This needs to be brought up when reporting to the area committees.	
5.4	Domestic Violence has been put back into the pack. The main aim is reducing repeat victimisation. The age has been lowered to 16 so this will affect the figures.	
5.5	The figures for burglary in Roundhay have increased in the last 12 months. Roundhay has been referred to as the bank recently by burglars so a lot of crime is taking place. A lot of Audi cars have been targeted to steal the integrated sat nav unit. MS explained that they are looking for a victims car to put a traceable asset into to help capture the burglar.	
<b>6.0</b>	<b>Operation optimal / Capable guardians</b>	
6.1	At the last meeting operation optimal was discussed and resources were offered to be put in specific places at specific times. MS asked the group how he felt this was working and how this can be expanded further. SV explained that he is copied into the report that gets sent out 3 times a week and has sent deployed his environmental staff / care takers.	

	JW explained that the environmental action team can also help with operation optimal by getting the environmental action officers into areas. BY to pick up with Hayley Thackwray from the environmental action team.	BY
<b>7.0</b>	<b>POCA update</b>	
7.1	BY explained that there has been no change from the last meeting as we haven't had anymore funding. Another £10k has been allocated this week so POCA will be up and running again. The amount will be kept at a maximum of £250 per application.	
<b>8.0</b>	<b>Environmental improvement zones</b>	
8.1	JW explained that his team have currently undertaken a restructure with a revised pay scale. When this is all finished a higher level of staff will be place.	
8.2	There are currently 6 zones that are up and running. At the moment the team are starting to revisit and track the surveys within the zones which show the satisfaction rate. In the Nowell's there has been a good response however in the Bellbrooke's it has been mixed. JW explained that it will take a while to change behaviours but so far this is going well. JW will provide a thorough report to the next meeting.	JW
8.3	It was discussed linking in with Children's services and the schools that sit within the zones. JW is currently looking at a keep Harehills tidy campaign which would be good for schools to get involved in.	
8.4	The neighbourhood managers have put information on the EIZ's into operation confidence leaflets and the ward members are really supportive, however if anyone can think of ways to build more relationships in the zones or get more information flowing please contact either JW or Hayley Thackwray.	ALL
<b>9.0</b>	<b>Family First update</b>	
9.1	GM ran through a presentation she circulated to the group regarding Families First. She ran through the ways that potential households are identified which is on a 1-6 scale based upon quantity and scope of data. There is also a reassessment on a 1-3 scale which is low, medium and high to finalise the initial cohort. GM ran through the 2012/13 cohort which was broken-down by clusters. There are 361 in total in the East North East area which is significantly higher than the other two areas (233 in South and 285 in West North West). GM will continue to update the group on the progress of the families first information.	
9.2	It was agreed that GM will bring in case studies to share at the next meeting.	GM
9.3	GM and JW to get together to discuss sharing the list of people on families first. This will be useful for the environmental action team to be aware of when they are taking prosecutions forward	GM/JW
<b>10.0</b>	<b>Operation confidence</b>	
10.1	MS explained that operation confidence will continue during 2013/14 with 2 editions, Chief Insp M Davison is currently working with NPT Inspectors to try and identify improved communications for the following year. It was discussed about getting information out via Facebook and Twitter and thinking about pulling away from hand deliveries. BY to put applications for funding to Safer Leeds, Aire Valley Homes and East North East Homes	BY
<b>11.0</b>	<b>AOB</b>	
11.1	A welfare reform briefing session will be taking place next Friday 8 <sup>th</sup> February at The Reginald Centre.	
<b>12.0</b>	<b>The next DCSP meeting</b>	
12.1	18 <sup>th</sup> April 2013, 10am – 12pm at The Reginald Centre.	

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## Minutes of South East Leeds Health and Wellbeing Partnership 24<sup>th</sup> January 2013

### Attendees:

Dave Mitchell (Chair) – South CCG  
Bash Uppal – LCC Adult Social Care/NHS Leeds  
Cllr Paul Truswell – Inner South Elected Member Health Champion  
Councillor Shirley Varley – Outer South Elected Member Health Champion  
Gerry Shevlin – Community Safety  
Martyn Stenton – Children's Services  
Marrisa Carroll – Leeds & York Partnership NHS Foundation Trust  
Shaid Mahmood – Area Leader  
Emma Stewart plus PA – LINK  
Pat McGeever – VCFS rep  
Aneesa Anwar – LCC Admin Support

### In attendance:

Jacs Hillaby – Leeds Community Healthcare NHS Trust  
Bernie Bell – Leeds Community Healthcare NHS Trust  
Vic Clarke-Dunn – Adult Social Care  
Catherine Ward – NHS ABL Public Health

### 1. Welcome, introductions and apologies

Round table introductions were made and all welcomed to the meeting.

Apologies were received from Tom Smith, Barbara Temple, Julie Bootle, Victoria Eaton, Ruth Middleton, Michelle Atkinson and Cllr Lewis.

### 2. Minutes of meeting held on 29<sup>th</sup> November 2012

Agreed as an accurate record.

### 3. Matters arising

Min 4 – noted that the report has now been circulated to the partnership and due to the size of the file the appendices were not circulated.

### 4. Integrated Health & Social Care update

Vic presented an update about Integrated Health & Social Care now called neighbourhood teams.

The main focus of this work is to support older people and people with long term conditions. By using the 3 strand approach (John Oldham model) where neighbourhood teams, self management and risk stratification come together for the person receiving the care and support.

Noted that there are various agencies involved in this piece of work.

There are 12 neighbourhood teams across the city with a mix of health and adult Social Care staff within each site. The neighbourhood teams based in the South area are in place in Beeston, Middleton, Hunslet and Kippax.

**Actions:** Vic can circulate other useful information at request.

**Aneesa** to circulate presentation with the minutes.

There are 4 multi-disciplinary team meetings a year, these meetings are attended by different professionals who discuss the care and support of a person whose needs may soon increase.

One of the next steps for the neighbourhood teams is to create a single gateway to our services including reablement services. This will look at a single point of urgent referral for adults including health services.

Looking at caseloads of district nurses and community matrons to identify where services can join up by building on existing approach. Adults data is to be looked at to see where the overlaps are and how all services could integrate.

There is some work being done around self management and Vic suggested the project manager for this piece of work come to a future meeting as both projects are running differently.

It was suggested to use the Calderdale model for data sharing.

## **5. Mental Health Challenges in South East area**

### **Catherine Ward**

Catherine presented about mental health and informed the partnership that her role is to keep people mentally healthy and well.

Catherine offered to provide further information if needed in the future.

The action plan is being updated with 6 key themes.

Data shows the majority of suicide rates are predominantly male and the majority come from white British background.

Areas of deprivation have a higher number of recorded deaths due to mental health issues.

**Action:** If anyone is interested in being part of one of the strategic sub groups please get in touch with [catherine.ward@nhsleeds.nhs.uk](mailto:catherine.ward@nhsleeds.nhs.uk).

Catherine offered to run a workshop to focus on a particular demographic area or a particular element of mental health issues.

**Action:** form a small group to think of what to take forward for Mental health and plan a workshop to be delivered by Catherine.

**Action:** **Aneesa** to send a copy of the presentation out with the minutes.

### **Bernie Bell**

Bernie tabled some papers about IAPT. The service is around inter personal treatment for mental health issues.

They see 18,500 people a year and their main way of working with people is on a 1:1 and face to face contact basis.

The service is looking at linking with neighbourhood networks and people with long term conditions.

Noted that often accommodation is an issue for the service. Shaid welcomed a conversation to see if Council buildings can be used.

**Action: Bernie** to circulate papers electronically to be sent out with the minutes.

**Marrisa Carroll**

Marrisa presented about the service she works in. Their aim is to provide services that are better, simpler and more sufficient which improves peoples health and lives.

They deal with people suffering from moderate to severe mental health issues or complexity.

Single point of access anybody can refer to this service.

Some services will be delivered across the City. These are:

- Memory and younger people with dementia
- Care home service
- Assertive outreach / community forensic services
- Some psychology services

Shaïd suggested it would be helpful to have discussions to engage wider services and link to other local work such as the alcohol work in south.

**Action: Bash and Marrisa** to discuss links with alcohol activity.

**Aneesa** to send a copy of the presentation out with the minutes.

## **6. Obesity report sign off and follow up actions**

The report is now completed and the next steps include taking the report to various boards. The report is to be sent to Ian Cameron to check which boards to present it to.

Dave as Chair has agreed to present jointly with Bash. However, some boards meet on days which clash for Dave with his practice role therefore need other members of the partnership to attend.

Bash is presenting at Area Leadership Team on 11<sup>th</sup> Feb and welcomed someone else from the partnership to go with her. Agreed Shaïd to support as also attending.

Bash and Joanne Davis are putting together draft action plan as per recommendations and to pull together working group with Cllr Truswell leading, focussed on the Middleton area.

It was suggested that an executive summary is needed at the beginning of the report as it's too lengthy.

Dave asked for it to be noted on behalf of the partnership that the report has been put together very well and it's a good job done.

**Action: Aneesa** to send final report along with appendices in a zipped folder.

## **7. Any other business**

None.

## **8. Date and time of next meeting – 28<sup>th</sup> March at 2 – 4 at Civic Hall.**

**Key agenda item** - consolidating area partnership priorities and plans and connections with partners plans such as CCG priorities.

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## Report of Director of Children's Services

### Report to Outer East area committee

**Date: 19 March 2013**

**Subject: Children's Services area committee update report**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Crossgates and Whinmoor, Garforth and Swillington, Kippax and Methley, Temple Newsam		
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

1. Children's Services directorate provides six-monthly area committee reports, in February/March and September. These reports inform members on local outcomes for children and young people, and support the involvement of area committees in improving these outcomes by providing an update on the work of the Children's Services Directorate and of the Leeds Children's Trust. The progress made against local and national agendas is also highlighted. Emphasis in this report is given to the ongoing development of targeted and early intervention services.
2. The report provides a summary of performance at area committee level with a broader summary of city level performance, and builds on previous reports with additional local context and tracking of local indicators. The majority of education results are presented in this report, including tables of headline results for all Leeds schools and links to additional information.
3. 78 (5.6 per cent) of the children looked after population comes from the Outer East area. This figure is 13 lower than the June 2012 figure. The level of NEET was 4.2 per cent, marginally lower than the June level, and 1.8 percentage points below the December citywide level of 6.0 per cent. Both primary and secondary school attendance match or better the city averages. One Outer East primary school has improved its Ofsted rating from satisfactory to good.

## Recommendations

4. Area committees are requested to note the content of this report.

5. Area committees are asked for feedback on the report.
6. Area committees are asked to consider providing financial support to young people wanting to access the National Citizen Service programme who are unable to self-fund.

## **1.0 Background information**

- 1.1 This is the first of two reports in 2013 that provide elected members with an update on Children's Services developments. Updates include:
  - Key developments concerning Children's Services in Leeds, including the development of targeted services and locality provision.
  - Performance against the Children and Young People's Plan (CYPP); information is provided at an area committee level where possible.
  - Headline school results for the 2011-12 academic year.
- 1.2 Our ambition is for Leeds to be a Child Friendly City, with high aspirations and strong outcomes for children and young people and families. To achieve this we are:
  - Delivering the CYPP with a focus on three obsessions: keeping families safe from harm through reducing the need for children to enter care; ensuring children and young people are attending school and learning; and promoting young people's engagement in education, employment and training.
  - Focusing efforts on a shared commitment to developing a Child Friendly City, supported by all communities and sectors. This is not only about good outcomes for children and young people, it is also about ensuring that their voice is heard and their influence is real. This is underpinned by a commitment to achieving reductions in child poverty.
  - Developing the Leeds Education Challenge, to ensure that Leeds' children and young people are engaged in learning, and that they are achieving good results. This includes addressing the gaps in achievement that exist in Leeds and ensuring that Leeds results compare well with national results.
  - Supporting the above with effective partnership working delivered through the Children's Trust and through local cluster partnerships. The principles of restorative practice and Outcomes Based Accountability underpin the working of both the directorate and the partnership arrangements.
- 1.3 Member involvement is crucial to the above agendas. Through the presentation of performance data, this report supports an informed discussion on local challenges, needs, and progress against the CYPP. This is intended to help area committees take forward these priorities at a local level and to gain an understanding of how these issues relate to the needs of the communities in their areas, including the local children's clusters.
- 1.4 Further, more detailed information is available via the following websites:
  - The West Yorkshire observatory (<http://www.westyorkshireobservatory.org/>).
  - The Department for Education's 'in your area' website (<http://www.education.gov.uk/cgi-bin/inyourarea/areasearch.pl?search=Leeds>).
  - The cluster profile (<https://www.leedsinitiative.org/ClusterDataProfile.aspx>).

## **2.0 Key developments in Children's Services**

### **Child Friendly Leeds**

- 2.1 The ambition is to establish a consensus across the city that everyone can do something to play a part in improving children and young people's lives, so that children and young people are at the heart of everything that is done.
- 2.2 Following the successful launch event and 'thumbs up' brand development in 2012, there has been growing interest in and support for this work. In December, a strong Child Friendly Leeds presence at a 'Yorkshire Mafia' event (a major consortium of regional businesses), resulted in a number of pledges of specific support; for example, one organisation has offered to send its 200 employees into Leeds schools as part of their annual paid volunteering days. Child Friendly Leeds has now received over 120 specific pledges of action, and has attracted nearly 100 ambassadors and over 250 supporters. An increasingly strong web presence is being established through social media, and the Child Friendly Leeds brand is increasingly prominent in promotional materials for services and events relevant to children and young people.
- 2.3 Underpinning the Child Friendly Leeds ambition is a strong citywide focus on the areas of work where the biggest difference can be made - the obsessions. On each of these three areas, Leeds is seeing significant improvements. Whilst there is much more to do across the obsessions, the improvements demonstrate that a relentless focus on a small number of key priorities can deliver real impact on outcomes. This focus will continue in the coming months, and much of the work with businesses as part of the Child Friendly Leeds initiative will encourage them to support this by, for example, building links with a local school, or children's centre, offering entrepreneurial opportunities to more young people, and supporting Leeds foster carers.

### **New ways of working**

- 2.4 The major restructure of Children's Services is now embedded, with some of the key changes beginning to generate real benefits, including strengthening local partnership working. Examples include the new localised arrangements for social work service teams, the development of specific children looked after teams, and the introduction of the targeted services leader posts.
- 2.5 A current focus is the roll out of more restorative approaches - working with children, young people and families, rather than doing things for them or to them, and providing them with the tools and support to solve their own problems and to become more resilient about the pressures they face. Many staff have already received restorative practice training and are developing this approach in their daily work with families and colleagues. A cornerstone of the Leeds approach to working more restoratively is the roll out of family group conferencing across the city.
- 2.6 Restorative practice is underpinned by values of empathy, respect, honesty, acceptance, responsibility, and mutual accountability, and it provides a common approach and language across agencies, creating consistency across services. Its main goals are:

- Building and repairing relationships to work in ways that are respectful and engaging, enabling participants to develop understanding and empathy about the impact of their behaviour, both positive and negative.
- Empowerment of individuals, groups, and communities.
- Cultural sensitivity.
- Shared responsibility; outcome- and solution-focused.

2.7 Linked to this is Families First Leeds, the local response to the national Troubled Families initiative. This sees the use of a multi-agency and restorative approach to support many of the city's most vulnerable families.

### **Partnership with schools**

2.8 Critical to the success of all of this work is the continuing evolution of strong partnerships with and across Leeds schools. There continues to be a citywide commitment to working together as a city, supported and facilitated by the local authority, to raise standards and share best practice. The Leeds Education Challenge, and the 'For Heads' model - which puts a representative group of head teachers at the centre of a strong partnership with officers - are providing the framework and confidence for a more co-ordinated approach, whilst also enabling more challenge within the system. The impact is evidenced by the strong set of results across Ofsted inspections of Leeds schools since the new inspection framework (September 2012) and by the co-ordinated response to the GCSE English results debate during late 2012.

2.9 Schools are continuing to engage with and invest in the cluster model of local partnership. It remains critical that this continues at a time when schools are gaining more autonomy and freedoms, to maintain a citywide collective focus on our shared priorities for children and young people.

### **Youth review**

2.10 **Paragraph to follow.**

### **National Citizen Service 2013-14**

2.11 The youth service will be delivering the National Citizen Service programme to benefit young people aged 16 and 17 in Leeds across two years. The programme aims to achieve:

- A more cohesive society, by mixing participants of different backgrounds.
- A more responsible society, by supporting the transition into adulthood for young people.
- A more engaged society, by enabling young people to work together to create social action projects in their local community.

2.12 Young people in the most deprived lower super output areas will be targeted, although the programme will be inclusive. The programme offers a structured delivery model, including residentials, to engage young people, build their confidence, improve teamwork and develop other skills to enable them to work together successfully. A more detailed report will be submitted to area committees



later this year, detailing both the financial elements and the social action projects involved in the programme.

- 2.13 The cost of the programme to a young person is £50 per place. Area committees are asked to provide financial support for those young people who are unable to cover the costs themselves, to ensure that no young person will be prevented from participating through hardship.

### **Continuous improvement**

- 2.14 The ongoing journey of improvement for Children's Services is critical in light of the intensive inspection regime faced by the directorate. Leeds is awaiting an unannounced Ofsted inspection of our child protection services. An 'improvement hub' has been established to co-ordinate the various strands of improvement activity taking place and a 'nine point plan' has been developed and shared widely with staff to set the direction for the next stage of development work needed to move towards the delivery of outstanding social work services.
- 2.15 Furthermore, Children's Services have agreed to work with Ofsted to enable them to test out some of the tools and methodology for the new looked after children and care leavers inspection. Leeds is the only authority that has been approached by Ofsted, and is an indication of Leeds' growing reputation within Ofsted.

### **3.0 Development of locality, targeted, and early support services**

- 3.1 Children's Services delivers work and services locally through 25 clusters. Each cluster has a local authority partner (LAP) and one or more elected members assigned to them. Elected members provide a vital role in supporting and challenging clusters to form the widest possible partnerships to support the local delivery of the CYPP. The role of the LAP is to support the cluster to deliver the CYPP locally, with particular reference to turning the curve on the three obsessions. There are a number of models of cluster governance, and some clusters are working with LAPs to review their existing governance structures. Elected members are welcome to be involved in these reviews. A list of cluster contacts is in appendix four (page 22).
- 3.2 Substantial efforts have been made to support clusters to develop services that identify and support vulnerable children, young people and families as early as possible in the life of the problem. A schools forum decision in 2012 means that clusters will continue to receive financial support for the next three years. In addition, services such as early start teams (partnerships between council early years staff and health) and children's social work teams have reorganised, to operate from/on a cluster-based geography.
- 3.3 From the first week of January 2013, a targeted services leader (TSL) was attached to each of the 25 clusters; this time last year, there were five. TSLs support the early identification of vulnerable families and utilise the top 100 methodology, and guidance and support, to co-ordinate services to vulnerable families. They are also responsible for the local co-ordination of the Families First cohort. The top 100 methodology for identifying and working with children and families is now established and well embedded in most clusters. A top 100 methodology support and guidance package has been developed to support emerging clusters.

- 3.4 The September 2012 report to area committees incorporated details of the development of targeted services within Children's Services. Targeted services consists of attendance services, support to clusters, intensive family support, and youth offending services. These services, and the early start services, work with children, young people and families to ensure appropriate support is offered in a timely manner.
- 3.5 Targeted services has restructured to work more closely with clusters to support the attendance agenda. This has been very well received by clusters, with some outstanding feedback on the new relationships. This has contributed to Leeds reporting its best attendance figures ever across the city.
- 3.6 Common assessment framework (CAF) systems have been overhauled. The quality of most CAFs is good, and independent experts agree that Leeds has some of the most coherent CAF systems in the country. A comprehensive training programme for practitioners has been undertaken. Children's Services Scrutiny Board, the Children's Trust Board, and the Leeds Safeguarding Children's Board (LSCB) have endorsed the direction of travel. There is a continued focus on ensuring a consistency of practice in the city, as some families are not being offered CAFs as early in the life of the problem as they might.
- 3.7 Families First Leeds (the local response to the national Troubled Families programme) has been established, delivered in large part through our locality arrangements. A year-one, citywide cohort of 750 families has been identified for inclusion in the programme. Each of these families will have a quality assessment and named lead practitioner. Leeds is viewed as being at the forefront of this work: clusters, TSLs, and a willingness to work in partnership means that practitioners are well placed to work with the identified families.
- 3.8 Additional funding was claimed in January 2013 from the Department for Communities and Local Government through their payment by results scheme, as Leeds had demonstrated a reduction in offending, antisocial behaviour, and improved school attendance with 135 families from this cohort. There is confidence that further payment by results monies will be claimed on most other families within the cohort later.
- 3.9 At the core of the restorative approach is family group conferencing (FGC). Substantial new resources have been secured for this service providing a confidence that better outcomes will be achieved for families with children on child protection plans, at risk of becoming looked after or at risk of other poor outcomes.
- 3.10 The family intervention service has adopted a new framework for the delivery of services to vulnerable families. There are many case studies evidencing de-escalation from care or child protection plans, engagement in evidence-based parenting programmes, and better attendance at school.
- 3.11 Multi-systemic therapy (MST) continues to be recognised as delivering effective high quality interventions to some of the most challenging families in Leeds. A fourth team is being established, which will be one of the UK's first MST child abuse and neglect teams.

3.12 The youth offending service (YOS) can evidence a substantial reduction in the use of custody, and Leeds has continued to receive a national profile because of its participation in the custody payment by results pathfinder. The YOS continues to provide restorative services that have enabled victims of youth crime to achieve closure and reduce the risk of repeat victimisation.

3.13 Early start is an integrated, family-based offer for children zero to five years old, supporting all children and their families to have the best possible start in life. Working in partnership with GPs, midwives and other health and early years services, the early start service will help families play a positive role in their children's development, through reducing social isolation, promoting wellbeing, increasing parenting capacity, and supporting access to training and employment. The early start team uses restorative practice to support practitioners working with children, families and the community. The service will:

- Ensure that families from pregnancy to five years are offered the healthy child programme.
- Ensure that families from pregnancy to five years are offered a children's centre core purpose, including early years foundation stage curriculum.
- Identify children and families where additional preventative programmes and interventions will reduce their risks and improve future health and wellbeing.
- Promote and protect health, wellbeing, learning, and school readiness.
- Provide a gateway into specialist services.

#### **4.0 Performance update**

4.1 Appendix one (page 13) provides data and commentary on current performance for the area committee, which is summarised below. The previous report established baselines from which progress over the last six months is assessed. Where a measure is cumulative over the year, it is not possible to highlight progress in this report; in future reports, comparison to the previous year will be available.

4.2 Numbers of active foster carers and NEET (not in employment, education, or training) by area committee are presented for the first time. Improving the recruitment and retention of foster carers is a key focus for Children's Services and embedded in the Child Friendly City initiative. A geographical breakdown of the number of council-employed foster carers is provided for the first time in this report, based on carers' home postcode.

4.3 Education data are provided for the 2011-12 academic year. Information on foundation stage, key stage two, and key stage four was disaggregated to a ward level when last reported to area committees (March 2012), so an area committee comparison is not possible. However, the data in this report will be used as a baseline to provide a progress update in 12 months. Appendices two (page 17) and three (page 20) contain school level information.

#### **Outer East area committee commentary**

4.4 The Outer East area committee has 10.8 per cent of the city's 0-19 population, which represents 18,515 children and young people. There are 28 primary schools, five secondary schools, and six children's centres located within the area committee boundary.

**Children and young people are safe from harm** - obsession: number of children in care

- 4.5 5.6 per cent (78) of the children looked after population comes from the Outer East area committee. This figure is 13 lower than the June 2012 figure and reflects the decline in the numbers of children looked after across the city. 4.3 per cent (12) of all children and young people entering care between April and December 2012 come from the Outer East area committee.
- 4.6 11.9 per cent (77) of CAFs initiated across the city come from the Outer East area committee. 2,053 requests for service, of which 670 met the threshold for being treated as a referral to the Children's Social Work Service, are from the area. The number of children and young people currently subject to a child protection plan is 83, down by three from the June figure.

**Children and young people do well at all levels of learning and have the skills for life** - obsession: young people in education employment or training  
- obsession: attendance

- 4.7 The number of NEET young people in the Outer East area committee at the end of December was 125, seven lower than the June figure. The level of NEET was 4.2 per cent, marginally lower than the June level, and 1.8 percentage points below the December citywide level of 6.0 per cent. Future reports will compare data with a corresponding period from 12 months ago. The total number of NEET for the South East area in December 2011 was 512.
- 4.8 Primary school attendance in the Outer East area committee was 95.8 per cent, slightly lower than the autumn 2011 figure, but the same as the December city average. Secondary school attendance was 94.7 per cent, 0.3 percentage points lower than the autumn 2011 figure, but 1.0 percentage points higher than the December city average. 177 (11.1 per cent of the city cohort - the third highest of all area committees) of children were persistently absent (missing at least 15 per cent of school) from primary schools in the area, and 322 (10.2 per cent) children and young people were persistently absent from secondary schools in the area.

**Children and young people choose healthy lifestyles, and voice and influence**

- 4.9 There is no update to the teenage conception data presented in the last area committee report.

**Local Ofsted inspections**

- 4.10 There have been no inspections of children's centres since the last report.
- 4.11 One Outer East area committee primary school (Grimes Dyke) has improved its rating from satisfactory to good. This has increased the percentage of primary schools rated good or better by three percentage points to 71 per cent, five percentage points below the city average. There are no changes in the overall ratings for either secondary schools, or the one children's home located in the Outer East area.

## **City commentary**

- 4.12 The following paragraphs summarise partnership progress against the CYPP indicators, including the three obsessions.

### **Children and young people are safe from harm**

- 4.13 *Obsession:* the number of children looked after has decreased by 80 (5.4 per cent) since the end of the 2011-12 financial year, with December's number of 1,395 being a 30-month low. Fewer children are becoming looked after, and there is greater focus on safely supporting more children to achieve permanence - children returning to their parents, being adopted, or becoming subject to a special guardianship order.
- 4.14 There were 956 children subject to a child protection plan in December. Whilst lower than at the beginning of 2012, the number is higher than the figure reported to area committees in June. Practice improvement is ongoing, including the embedding of restorative principles.

### **Children and young people do well at all levels of learning and have the skills for life**

- 4.15 *Obsession:* during the course of the last academic year, Leeds' schools made substantial improvements in attendance rates. Attendance in Leeds primary schools improved by 1.1 percentage points in 2011-12 and Leeds is now ranked in the top quartile of local authorities. There was also a good 1.4 percentage point improvement in secondary attendance. Whilst the gap is narrowing, secondary attendance remains lower in Leeds than nationally, with unauthorised absence being an ongoing challenge.
- 4.16 *Obsession:* with 16 to 19 year olds who are NEET, the gap to national performance is closing, down to 0.9 percentage points at the last point when comparative data were available. Youth contract funding will be used to enable access for 16 and 17 year olds who are NEET, to provide support such as a key worker; mentoring from business or peer mentoring; a work placement or volunteering opportunity; or support with employability and interview skills.
- 4.17 The trend of improving outcomes at the foundation stage continued in 2012, with a five-percentage point increase in the proportion of children achieving a good level of development. Leeds is now in the second quartile of local authorities for this indicator, but continues to have a large gap between the bottom 20 per cent of children and the rest of the cohort.
- 4.18 Changes in statutory assessment arrangements at the end of key stage two make comparison with previous years difficult. With this caveat in mind, there has been a four-percentage point improvement in the proportion of children achieving a level four or better in the combined English and maths indicator. However, Leeds is two percentage points below national. Pupil progress between key stages one and two is good, with Leeds' performance against this measure being in the top quartile for English and in the second quartile for maths.

- 4.19 The 2012 results at key stage four were affected by the decision to change GCSE grade boundaries for the summer round of examination entries. Whilst there was a slight improvement, with 55 per cent of young people achieving 5+ A\*-C GCSE including English and maths, this was a smaller than expected increase. Partnership improvement activity continues however, with school-based lead professionals supporting teaching and learning networks.
- 4.20 No further data are available since the last report for level three qualifications at 19.
- 4.21 There has been a 12.9 per cent increase in apprenticeship starts from the same period last year, compared to a 1.5 per cent decrease nationally. Success rates by 16 to 18 year olds in Leeds for completing apprenticeships continue to be above national success rates. Innovative new projects such as the apprenticeship training agency<sup>1</sup>, and an apprenticeship hub, are being developed.
- 4.22 Projections for 2012-13 show an increase in children and families accessing short breaks. A new, targeted short breaks service began in April 2012, delivered by a partnership of providers led by the northeast specialist inclusive learning centre.

### **Children and young people choose healthy lifestyles**

- 4.23 There is no update to either the teenage conception data, or the free school meal uptake data, presented in the last area committee report.
- 4.24 Although rates of childhood obesity have plateaued, they remain too high, with nearly one in five children in year six (age 11) obese. Children in deprived parts of Leeds are more likely to be obese than children in non-deprived Leeds. Data are only available at city level.

### **Children and young people are active citizens who feel they have a voice and influence**

- 4.25 The number of young people convicted of one or more offences continues to fall. Data on the number of 10 to 17 year olds committing an offence between April and September show that there were 507 offenders, with one quarter of these concentrated in one area committee area.
- 4.26 With children and young people's influence in the community, a wide range of development work is being undertaken through the voice and influence service.

### **Ofsted inspections**

- 4.27 Ofsted changed their schools inspection framework in September 2012, removing the 'satisfactory' rating and replacing it with 'requires improvement'. Despite this change, the percentages of both primary and secondary schools in Leeds rated as good or better by Ofsted have improved since the previous area committee report. Primary schools are at 76 per cent (a rise of seven percentage points); secondary schools are at 61 per cent (a rise of three percentage points).

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<sup>1</sup> <http://www.apprenticeships.org.uk/Employers/Steps-to-make-it-happen/GTA-ATA.aspx>

- 4.28 There are eleven directly managed local authority children's homes providing residential places for children looked after. These receive annual full inspections and six-month interim inspections. 45 per cent of the council's children's homes are currently rated good or better (based on full inspections) by Ofsted, which is unchanged from the previous report. One home is now rated as 'outstanding' after its most recent inspection, rising from its previous rating of 'good'.
- 4.29 There have been no inspections of children's centres since the last report. 81 per cent remain rated good or better by Ofsted.

## **5.0 Corporate considerations**

- 5.1 There are no corporate considerations in this report, which provides information and updates to area committees. This information will be available elsewhere in corporate reports.

## **6.0 Consultation and engagement**

- 6.1 This report is going to area committee meetings that involve a wide range of partners and stakeholders. Consultation and engagement is integral to the work of Children's Services and the Children's Trust, as evidenced in Child Friendly City work.

## **7.0 Equality and diversity/cohesion and integration**

- 7.1 Equality issues are implicit in the information provided in this report. The differences shown illustrate that there are different levels of need and of outcomes across the city. Additional equality analysis of the information provided is undertaken.

## **8.0 Council policies and city priorities**

- 8.1 A significant proportion of the information included in this report relates to the city priorities for children and young people and the outcomes contained in the CYPP 2011-15.

## **9.0 Resources and value for money**

- 9.1 There are no resource implications in this report.

## **10.0 Legal implications, access to information, and call in**

- 10.1 This report is not eligible for call in, due to being a Council function.

## **11.0 Risk management**

- 11.1 There are no risk management implications in this report. The priorities reflected in this report are monitored through Leeds City Council performance and, where appropriate, risk management processes

## **12.0 Conclusions**

12.1 Not applicable, as this report is information based.

## **13.0 Recommendations**

13.1 The Outer East area committee is requested to note the content of this report.

13.2 The Outer East area committee is asked for feedback on the report.

13.3 Area committees are asked to consider providing financial support to young people wanting to access the National Citizen Service programme who are unable to self-fund.

## **14.0 Background documents<sup>2</sup>**

14.1 There are no background documents to accompany this report.

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<sup>2</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.



## Appendix one: performance data for Outer East area committee

<b>Area Committee: Outer East</b>								
Spring 2013 Children's Services performance update								
<b>Measure</b>	<b>Leeds</b>	<b>Outer E</b>	<b>Current data period</b>	<b>Highest</b>	<b>Average</b>	<b>Lowest</b>		
1. Number of children and young people 0-19	171,127	18,515	Jan 2012	23,910	17,113	11,581		
2. Percentage of children and young people	n/a	10.8%	Jan 2012	14.0%	10.0%	6.8%		
3. Number of primary schools	218	28	Current	28	22	15		
4. Number of secondary schools	36	5	Current	6	4	2		
4a. Number of through schools	2	0	Current	2	0	0		
5. Number of children's centres	58	6	Current	11	6	3		
<b>Commentary</b> The Outer East area committee has 10.8% of the city's 0-19 population, which represents 18,515 children and young people. There are 28 primary schools, five secondary schools, and six children's centres located within the area committee boundary.								
<b>Keeping children safe from harm</b>	<b>Leeds</b>	<b>Outer E</b>			<b>Current data period</b>	<b>Highest</b>	<b>Average</b>	<b>Lowest</b>
		<b>Current reporting period</b>	<b>Previous reporting period</b>	<b>Direction of travel</b>				
6. Number of children looked after	1,395	78	91		31 Dec 2012	384	134	18
7. Number of children entering care	281	12	...	(Cumulative)	Apr-Dec 2012	71	28	6
8. Number of children subject to a child protection plan	956	83	86		31 Dec 2012	188	93	13
9. Number of CAFs initiated	648	77	30	(Cumulative)	Apr-Dec 2012	128	63	22
10. Number of requests for service	24,862	2,053	765	(Cumulative)	Apr-Dec 2012	5,254	2,305	816
11. Number of requests for service leading to a referral	8,281	670	256	(Cumulative)	Apr-Dec 2012	1,937	786	217
12. Number of LCC-employed foster carers	550	55	n/a	(New data item)	31 Dec 2012	81	48	21

12a.	Number of family placement foster carers	104	16	n/a	(New data item)	31 Dec 2012	16	11	5
<p>Commentary</p> <p>5.6% (78) of the children looked after population comes from the Outer East area. This figure is 13 lower than the June 2012 figure and reflects the decline in the numbers of children looked after across the city. 4.3% (12) of all children and young people entering care between April and December 2012 come from the Outer East area.</p> <p>11.9% (77) of CAFs initiated across the city come from the Outer East area. 2,053 requests for service, of which 670 met the threshold for being treated as a referral to the Children's Social Work Service, are from the area. The number of children and young people currently subject to a child protection plan is 83, down by three from the June figure.</p>									
<b>Do well in learning and have the skills for life</b>		<b>Leeds</b>	<b>Outer E</b>			<b>Current data period</b>	<b>Highest</b>	<b>Average</b>	<b>Lowest</b>
			<b>Current reporting period</b>	<b>Previous reporting period</b>	<b>Direction of travel</b>				
13.	Primary school attendance levels	95.8%	95.8%	96.0%		2011-12 HT 1-5	97.0%	95.8%	94.6%
14.	Secondary school attendance levels	93.7%	94.7%	95.0%		2011-12 HT 1-5	94.7%	93.4%	90.8%
15.	Number of pupils persistently absent at primary	1,589	177	227		2011-12 HT 1-5	377	159	52
16.	Number of pupils persistently absent at secondary	3,142	322	346		2011-12 HT 1-5	598	314	194
17.	Number of NEET <sup>i</sup>	1,374	125	132		31 Dec 2012	270	117	44
17a.	Percentage of NEET <sup>i</sup>	6.0%	4.2%	4.4%		31 Dec 2012	8.6%	4.9%	1.8%
18.	Number of 'not knows'	2,056	295	n/a	(New data item)	31 Dec 2012	461	246	109
18a.	Percentage of 'not knows'	10.9%	9.9%	n/a	(New data item)	31 Dec 2012	17.3%	10.3%	7.0%
19.	Foundation Stage good level of development	62.8%	65.3%	n/a	(Annual data item)	2011-12 AY	76.7%	63.0%	49.6%
20.	Key Stage 2 level 4+ English and maths	77.3%	75.6%	n/a	(Annual data item)	2011-12 AY	87.6%	77.3%	67.5%
21.	5+ A*-C GCSE inc English and maths	54.3%	58.1%	n/a	(Annual data item)	2011-12 AY	66.0%	52.4%	36.8%
<p>Commentary</p> <p>Primary school attendance in the Outer East area was 95.8%, slightly lower than the autumn 2011 figure, but the same as the city average. Secondary school attendance was 94.7%, 0.3 percentage points lower than the autumn 2011 figure, but 1.0 percentage points higher than the city average. 177 (11.1% of the city cohort - the third highest of all area committees) of children were persistently absent (missing at least 15% of school) from primary schools in the area, and 322 (10.2%) children and young people were persistently absent from secondary schools in the area.</p>									

The number of NEET young people in the Outer East area at the end of December was 125, seven lower than the June figure. The level of NEET was 4.2%, marginally lower than the June level, and 1.8 percentage points below the citywide level of 6.0%. Future reports will compare data with a corresponding period from 12 months ago. The total number of NEET for the South East area in December 2011 was 512.

Choose healthy lifestyles	Leeds	Outer E			Current data period	Highest	Average	Lowest
		Current reporting period	Previous reporting period	Direction of travel				
22. Teenage pregnancy <sup>ii</sup>	1,145	134	n/a	(No new data)	Jun 09-Jun 10	233	115	43
Commentary There are no new data since the last report. The Outer East has the second highest teenage conceptions of all the area committees.								
Voice and influence	Leeds	Outer E			Current data period	Highest	Average	Lowest
		Current reporting period	Previous reporting period	Direction of travel				
23. 10 - 17 year olds committing an offence	507	30	73	(Not comparable)	Apr-Sept 2012	126	45.9	13
Ofsted inspections	Leeds	Outer E			Current data period	Highest	Average	Lowest
		Current reporting period	Previous reporting period	Direction of travel				
24. Percentage of primary schools good or better	76%	71%	68%	æ	31 Dec 2012	93%	75%	64%
25. Percentage of secondary schools good or better	61%	60%	60%		31 Dec 2012	100%	59%	25%
26. Percentage of children's centres good or better <sup>iii</sup>	81%	100%	100%		31 July 2012	100%	88%	60%
27. Percentage of children's homes good or better	45%	0%	0%		31 Dec 2012	100%	42%	0%
Ofsted judgement - Outer East	Current period: 31 Dec 2012				Previous period: 31 July 2012			
	Outstanding	Good	Satisfactory	Inadequate	Outstanding	Good	Satisfactory	Inadequate
28. Primary schools	3	17	8	0	3	16	9	0
29. Secondary schools	1	2	1	1	1	2	1	1
30. SILCs (citywide)								
31. Pupil referral units (citywide)								

32. Children's centres	0	1	0	0	0	1	0	0
33. Children's homes	0	0	1	0	0	0	1	0

**Commentary**

One Outer East primary school has improved its rating from satisfactory to good. This has increased the percentage of primary schools rated good or better by three percentage points to 71%, five percentage points below the city average. There are no changes in the overall ratings for either secondary schools, or the one children's home located in the Outer East area.

Secondary schools	Current period		Previous period		Direction of travel	
	Ofsted	Attendance	Ofsted	Attendance	Ofsted	Attendance
Brigshaw High School	2	94.7%	2	94.4%		↔
Corpus Christi Catholic College	2	93.4%	2	94.2%		
Garforth Academy	1	96.0%	1	96.2%		
John Smeaton Community College	4	94.0%	4	94.6%		
Temple Moor High School	3	94.7%	3	94.8%		

**Key:** AY - academic year FY - financial year HT - half term ... data below five (suppressed for confidentiality)

**Ofsted grades:** 1 = Outstanding, 2 = Good, 3 = Satisfactory/Requires Improvement, 4 = Inadequate

<sup>i</sup> The citywide figure reports 'adjusted NEET' (see data definitions), the area committee figures do not take account of 'adjusted NEET'

<sup>ii</sup> No new data available since the last report

<sup>iii</sup> No further children's centres inspections have been undertaken since the last report

## Appendix two: individual school Foundation Stage and Key Stage 2 results 2012

Area	Area committee	Primary school	Foundation Stage good level of development (per cent)	Per cent level 4+ English and maths	Per cent expected progress English	Per cent expected progress maths
-	-	<b>Leeds</b>	<b>62.8</b>	<b>76.7</b>	<b>91.9</b>	<b>88.8</b>
-	-	<b>National</b>	<b>64</b>	<b>79</b>	<b>89</b>	<b>87</b>
ENE	Inner East	All Saints C of E Primary School	50	75.0	96.4	92.9
ENE	Inner East	Bankside Primary School	42.7	81.7	100.0	94.4
ENE	Inner East	Beechwood Primary School	42.4	68.6	94.1	82.4
ENE	Inner East	Brownhill Primary School	29.5	48.7	80.6	90.0
ENE	Inner East	Cross Gates Primary School	53.6	79.2	100.0	100.0
ENE	Inner East	Ebor Gardens Primary School	75.9	67.9	91.7	100.0
ENE	Inner East	Grange Farm Primary School	50.8	78.7	83.0	93.6
ENE	Inner East	Harehills Primary School	48.9	55.6	77.9	74.1
ENE	Inner East	Hovingham Primary School	47.5	57.1	88.3	85.0
ENE	Inner East	Oakwood Primary School	47.5	45.0	81.1	75.0
ENE	Inner East	Our Lady of Good Counsel Catholic Primary School	60	80.0	89.7	96.6
ENE	Inner East	Parklands County Primary School	51.3	78.6	92.9	89.3
ENE	Inner East	Richmond Hill Primary School	42.4	57.1	78.9	84.2
ENE	Inner East	Seacroft Grange Primary School	35.5	87.5	100.0	95.5
ENE	Inner East	Shakespeare Primary School	38.6	62.8	100.0	96.9
ENE	Inner East	St Augustine's Catholic Primary School	49.2	76.5	93.8	89.4
ENE	Inner East	St Nicholas Catholic Primary School	50	77.5	97.5	100.0
ENE	Inner East	St Patrick's Catholic Primary School	63.3	74.2	93.1	82.8
ENE	Inner East	St Peter's C of E Primary School	76.7	89.7	100.0	96.4
ENE	Inner East	Victoria Primary School	41.7	44.2	88.1	85.7
ENE	Inner East	Woodlands Primary School	66.7	41.7	80.0	69.1
ENE	Inner East	Wykebeck Primary School	51.1	81.3	87.5	93.8
ENE	Inner North East	Bracken Edge Primary School	40	55.6	85.0	89.2
ENE	Inner North East	Carr Manor Primary School	86.9	83.1	86.2	87.9
ENE	Inner North East	Chapel Allerton Primary School	56.7	73.7	96.3	77.8
ENE	Inner North East	Gledhow Primary School	72.6	85.2	96.6	94.1
ENE	Inner North East	Hillcrest Primary School	43.9	46.7	96.4	85.5

Area	Area committee	Primary school	Foundation Stage good level of development (per cent)	Per cent level 4+ English and maths	Per cent expected progress English	Per cent expected progress maths
-	-	<b>Leeds</b>	<b>62.8</b>	<b>76.7</b>	<b>91.9</b>	<b>88.8</b>
-	-	<b>National</b>	<b>64</b>	<b>79</b>	<b>89</b>	<b>87</b>
ENE	Inner North East	Holy Rosary and St Anne's Catholic Primary School	53.3	75.0	100.0	96.3
ENE	Inner North East	Immaculate Heart of Mary Catholic Primary School	75	90.9	96.2	89.4
ENE	Inner North East	Kerr Mackie Primary School	75	70.9	94.3	88.7
ENE	Inner North East	Meanwood C of E Primary School	63.3	96.3	100.0	95.8
ENE	Inner North East	Mill Field Primary School	49.1	64.7	92.9	100.0
ENE	Inner North East	Moor Allerton Hall Primary School	55.4	60.6	97.0	75.8
ENE	Inner North East	Moortown Primary School	76.7	93.5	96.4	91.7
ENE	Inner North East	Roundhay St Johns C of E Primary School	73.3	83.9	100.0	93.1
ENE	Inner North East	St Matthew's C of E Primary School	54.2	74.5	80.4	93.5
ENE	Inner North East	St Urban's Catholic Primary School	80	83.9	100.0	90.0
ENE	Inner North East	Talbot Primary School	71.2	98.4	100.0	100.0
ENE	Outer North East	Aberford C of E Primary School	76.5	16.7	33.3	16.7
ENE	Outer North East	Allerton C of E Primary School	57.1	66.7	88.0	96.0
ENE	Outer North East	Alwoodley Primary School	70.2	88.3	93.2	96.4
ENE	Outer North East	Bardsey Primary School	66.7	87.0	100.0	85.7
ENE	Outer North East	Barwick-in-Elmet C of E Primary School	77.3	95.0	90.0	90.0
ENE	Outer North East	Boston Spa C of E Primary School	76.2	83.3	91.7	91.7
ENE	Outer North East	Bramham Primary School	76.9	100.0	100.0	100.0
ENE	Outer North East	Brodetsky Primary School	100	77.1	94.1	96.8
ENE	Outer North East	Collingham Lady Elizabeth Hastings C of E Primary	66.7	93.8	100.0	96.4
ENE	Outer North East	Crossley Street Primary School	83.9	100.0	96.7	100.0
ENE	Outer North East	Harewood C of E Primary School	86.7	93.3	91.7	100.0
ENE	Outer North East	Highfield Primary School	76.7	81.4	94.9	86.1
ENE	Outer North East	Primrose Lane Primary School	79.3	100.0	100.0	100.0
ENE	Outer North East	Scholes (Elmete) Primary School	73.2	100.0	93.3	96.3
ENE	Outer North East	Shadwell Primary School	83.3	95.5	100.0	93.8
ENE	Outer North East	St Edward's Catholic Primary School	100	84.6	87.5	95.8
ENE	Outer North East	St Joseph's Catholic Primary School Wetherby	89.3	96.6	93.1	95.8

Area	Area committee	Primary school	Foundation Stage good level of development (per cent)	Per cent level 4+ English and maths	Per cent expected progress English	Per cent expected progress maths
-	-	<b>Leeds</b>	<b>62.8</b>	<b>76.7</b>	<b>91.9</b>	<b>88.8</b>
-	-	<b>National</b>	<b>64</b>	<b>79</b>	<b>89</b>	<b>87</b>
ENE	Outer North East	St Paul's Catholic Primary School	56.7	96.7	96.6	100.0
ENE	Outer North East	Thorner C of E Primary School	83.3	95.2	77.8	94.4
ENE	Outer North East	Thorp Arch Lady Elizabeth Hastings C of E Primary	70	73.7	93.3	73.3
ENE	Outer North East	Wetherby Deighton Gates Primary School	68.8	90.2	89.7	92.3
ENE	Outer North East	Wetherby St.James' C of E Primary School	58.3	70.0	100.0	100.0
ENE	Outer North East	Wigton Moor Primary School	73.3	90.4	96.2	93.8

## Appendix three: individual school Key Stage 4 results 2012

Area	Area committee	Secondary school	Per cent achieving 5+ A*-C including English and maths GCSE	Per cent making expected progress in English	Per cent making expected progress in maths
-	-	<b>Leeds results</b>	<b>55</b>	<b>62.4</b>	<b>66.3</b>
-	-	<b>National results</b>	<b>59.4</b>	<b>69.2</b>	<b>69.8</b>
ENE	Inner East	David Young Community Academy	50	58	48
ENE	Inner East	E-ACT Leeds East Academy	39	52	58
ENE	Inner East	Mount St Mary's Catholic High School	40	40	56
ENE	Inner East	Primrose High School (now The Co-operative Academy)	28	44	55
ENE	Inner North East	Allerton Grange School	47	54	65
ENE	Inner North East	Cardinal Heenan Catholic High School	56	53	77
ENE	Inner North East	Carr Manor Community School, Specialist Sports College	33	47	60
ENE	Inner North East	Roundhay School	70	77	81
ENE	Outer North East	Allerton High School	62	71	62
ENE	Outer North East	Boston Spa School	48	47	61
ENE	Outer North East	Wetherby High School	80	80	81
South	Inner South	Cockburn	57	74	73
South	Inner South	South Leeds Academy	33	43	42
South	Outer East	Brigshaw High School and Language College	59	66	64
South	Outer East	Corpus Christi Catholic College	49	50	64
South	Outer East	Garforth Academy	74	74	86
South	Outer East	John Smeaton Community College	40	50	50
South	Outer East	Temple Moor High School Science College	67	80	73
South	Outer South	Bruntcliffe School	45	57	59
South	Outer South	Rodillian School	63	75	71
South	Outer South	Royds School Specialist Language College	45	58	59
South	Outer South	The Morley Academy	62	64	87
South	Outer South	Woodkirk Academy	68	66	82
WNW	Inner North West	Abbey Grange Church of England Academy	64	73	69
WNW	Inner North West	City of Leeds School	25	36	33
WNW	Inner North West	Lawnswood School	54	67	70
WNW	Inner West	Leeds West Academy	57	83	59



Area	Area committee	Secondary school	Per cent achieving 5+ A*-C including English and maths GCSE	Per cent making expected progress in English	Per cent making expected progress in maths
-	-	<b>Leeds results</b>	<b>55</b>	<b>62.4</b>	<b>66.3</b>
-	-	<b>National results</b>	<b>59.4</b>	<b>69.2</b>	<b>69.8</b>
WNW	Inner West	Swallow Hill Community College	28	43	33
WNW	Outer North West	Benton Park School	61	68	61
WNW	Outer North West	Guiseley School	64	66	75
WNW	Outer North West	Horsforth School	63	59	81
WNW	Outer North West	Otley Prince Henry's Grammar School Specialist Language College	73	77	79
WNW	Outer North West	Ralph Thoresby School	47	61	55
WNW	Outer North West	St Mary's Catholic Comprehensive School, Menston	89	80	91
WNW	Outer West	Crawshaw School	61	66	75
WNW	Outer West	Farnley Park Maths and Computing College	57	66	74
WNW	Outer West	Priesthorpe School	63	74	69
WNW	Outer West	Pudsey Grangefield School	61	68	63

## Appendix four: clusters - member leads; cluster chairs; cluster managers; LAPs

Cluster	Elected member	Ward	Cluster chair	Cluster chair job	Cluster contact	Local authority partner	Local authority partner job title
<b>East North East</b>							
Alwoodley	Cllr D Cohen	Alwoodley	Jeremy Dunford	Head Teacher (Brodetsky Primary School)	Julie Cooke	Jody Sheppard	Family Support and Parenting Lead
CHESS	Cllr J Dowson Cllr A Hussain	Chapel Allerton Gipton and Harehills	Sarah Ruddy	Head Teacher (Bankside Primary School)	Steve Lake (TSL)	Marcia Harding	Closing the Gap Lead
EPOS	Cllr A Lamb Cllr M Robinson	Wetherby Harwood	Chris Walsh	Head Teacher (Boston Spa School)	Philip Harper	Paul Bollom	HOS Commissioning and Market Management
Inner East	Cllr R Harington Cllr A Khan	Gipton and Harehills Burmantofts and Richmond Hill	Ann Nicholl	Governor (JCC Chair)	Diane Walker	Jim Hopkinson	HOS Targeted Services
NEXT	Cllr C Macniven Cllr S Hamilton	Roundhay Moortown	John McCall	Deputy Head Teacher (Allerton Grange High School)	Jo Odu	Gillian Mayfield	Area Targeted Service Lead ENE
NEtWORKS	Cllr E Taylor	Chapel Allerton	Jane Farrer	Deputy Head Teacher (Carr Manor High School)	Steve Lake (TSL)	Sal Tariq	HOS - Children's Social Work
Seacroft Manston	Cllr V Morgan Cllr P Gruen	Killingbeck & Seacroft Crossgates and Whinmoor	Ken Morton	Children's Services	Mark Smith	Ken Morton	HOS - Young People and Skills
<b>South East</b>							
Ardsley and Tingley	Cllr K Renshaw Cllr J Elliot	Ardsley & Robin Hood Morley South	Duncan Grant	Head Teacher (Hill Top)	Helen Kerr	Izabella Atraszkiewicz	Support for Leadership and Governance
Beeston, Cottingley and Middleton	Cllr K Groves Cllr A Ogilvie	Middleton Park Beeston and Holbeck	Siobhan Roberts	Assistant Head At Cockburn	Joanne Hainsworth	Martyn Stenton	Targeted Service Area Manager - SE
Brigshaw	Cllr J Lewis	Kippax and Methley	Kirsty Moleele	Head Teacher (Kippax Greenfield Primary)	Shelagh Tompkinson	Ken Morton	HOS - Young People and Skills
Garforth	Cllr T Murray	Garforth & Swillington	Jane Addy	Parent Governor	Sharon Elliott	Mary Armitage	Integrated Processes Head of Service
JESS	Cllr J Blake Cllr M Iqbal Cllr A Gabriel	Middleton Park City and Hunslet Beeston and Holbeck	Patrick Wilkins	Head Teacher (New Bewerley Primary School)	Maggie Hartley	Andrea Richardson	HOS - Early Help
Morley	Cllr N Dawson Cllr B Gettings Cllr S Varley	Morley South Morley North Morley South	Heather Scott	Head Teacher (Bruntcliffe High School)	Helen Kerr	Gail Webb	Head of Service Learning Development

Cluster	Elected member	Ward	Cluster chair	Cluster chair job	Cluster contact	Local authority partner	Local authority partner job title
Rothwell	Cllr L Mulherin Cllr S Golton	Ardsley & Robin Hood Rothwell	Bernadette Young	Head Teacher (Royds)	Jo-Anne Shiffer	Gerry Hudson	Contracting and Strategic Investment Service Lead
Templenewsam Halton	Cllr M Lyons	Temple Newsam	Nadine Good	Barnardo's	Lisa Oxley	Mark Hopkins	Culture Lead
<b>West North West</b>							
Aireborough	Cllr P Latty Cllr S Lay	Guiseley and Rawdon Otley and Yeadon	Paul Morrissey	Head Teacher (Guiseley School Technology College)	Simon Toyne	Alun Rees	Head of the Virtual College
ACES	Cllr Alison Lowe	Armley	Pauline Gavin	Head Teacher (St Bartholomew's C of E Voluntary Controlled Primary School)	Lucy Britton	Anne Kearsley	Children's Centres and Early Help Lead
Bramley	Cllr T Hanley	Bramley and Stanningley	Danny Kenny	Head Teacher (Hollybush Primary School)	Julia Pope	Vanessa Huws- Jones	0-11 Lead for Teaching and Learning
ESNW	Cllr B Anderson Cllr J Bentley	Adel and Wharfdale Weetwood	Ian Blackburn	Head Teacher (Ireland Wood)	Gill Wyatt	Jean Davey	Youth Offer Lead
Farnley	Cllr A Blackburn	Farnley and Wortley	Jan Toothill Barbara Giles	Head Teacher Ryecroft Head Teacher Lower Wortley	Jenny Pashley	Andy Lloyd	Head of Service - Children's Workforce Development
Horsforth	Cllr B Cleasby	Horsforth	Jill Rowett	Assistant Head (Horsforth School Specialist Science College)	Tessa Freer	Louise Snowden	Complex Needs Area Lead
Inner NW Hub	Cllr J Illingworth Cllr M Hamilton	Kirkstall Headingley	Irena Riley	Children's Centre Manager - Hawksworth Wood CC	Pat Spedding	Barbara Newton	HOS - Complex Needs
OPEN XS	Cllr J Akhtar	Hyde Park and Woodhouse	Mo Duffy Emma Manners	Head Teacher (Blenheim Primary School) Cardigan Centre	Dee Lazenby	Stuart Gosney	Capacity Planning and Sufficiency Lead
Otley/Pool/ Bramhope	Cllr S Lay	Otley and Yeadon	Janet Sheriff	Head Teacher (Otley Prince Henry's Grammar School)	Phil Temple	Claire Walker	Head of Service - Policy Planning Information and Procedures
Pudsey	Cllr J Jarosz Cllr A Carter	Pudsey Calverley and Farsley	Dave Foxton	Vice chair - no chair currently in post	Elizabeth Hardaker	Jancis Andrew	Area Targeted Service Lead WNW

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**Report of Assistant Chief Executive Customer Access and Performance**

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

**Date: 19<sup>th</sup> March 2013**

**Subject: Development of Area Lead Role**

Are specific electoral Wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, name(s) of Ward(s): Crossgates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		
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 review of area working was completed in Dec 2012 with a number of recommendation agreed by Executive Board. One of the recommendations was to develop and strengthen the existing local “Champion role” and re-launch this as an Area Lead role. The main aims being to clarify the role itself, strengthen links to the Executive member and Council services, improve training and support and encourage both formal and informal links to relevant partners. This paper brings initial proposals to Area Committees for their input, shaping and feedback with a view to introducing the revised roles in the new municipal year.

**Recommendations**

2. Members are asked to give their views on these proposed arrangements for Area Committees to appoint a set of Area Leads across a number of themes from the next municipal year. In particular Members are asked to comment on the following:
  - Is the area lead role as described right – what changes / additions / amendments might be needed? What might need to go into the more detailed job description?
  - Is the list of core functional areas that each area committee should appoint to right?
  - Do the broad elements of training/support make sense or are there gaps – what role is there for peer support?
  - Any other comments / suggestions particular around the key issues highlighted?

## **1 Purpose of this report**

- 1.1 A review of area working was completed in Dec 2012 with a number of recommendation agreed by Executive Board. One of the recommendations was to develop and strengthen the existing local “Champion role” and re-launch this as an Area Lead role. The main aims being to clarify the role itself, strengthen links to the Executive member and Council services, improve training and support and encourage both formal and informal links to relevant partners. This paper brings initial proposals to Area Committees for their input, shaping and feedback with a view to introducing the revised roles in the new municipal year.

## **2 Background information**

- 2.1 One of the recommendations of the review of area working was to develop and strengthen the exiting member “champion role” and re-launch this enhanced role as an “Area Lead”. This paper sets out proposals for discussion which seeks to define the role itself, identify the training and support required and the linkages to both the Portfolio holder and key officers. The effectiveness of this approach will be monitored through Area Chairs and Area Leaders with updates provided within the Area Working Annual Report to Executive Board (first report due Autumn 2013).
- 2.2 Overall this role is seen as important in providing a local “lead” perspective on various issues and has great potential to do more in driving democratic accountability by providing area committee based leadership on key issues. The Area Lead role would also support Executive Members and Directors to better align city wide and local policy making, share best practice, provide support and challenge and help embed the locality working design principles.
- 2.3 It also links to the Commission for Local Government which identified the critical importance of local democratic leadership in driving the way in which local government responds to a changing and ever more challenging environment. Within the current financial context where budgets are shrinking and difficult decisions need to be made in terms of service delivery the importance of ensuring a strong local perspective and driving more local decision making is seen as an essential ingredient to making the right decisions.

## **3 Main issues**

### **Defining the Area Lead Role**

- 3.1 Building on the discussions so far, through the Review of Area Working consultation process and with the All Party Working Group which oversaw the review, it is proposed that the Area Lead role is defined as follows:
- Working closely with area committee chairs to identify and lead relevant debates at area committees supported by officers as required.
  - Representing the area committee at local project or partnership meetings, and in the commissioning process to ensure the needs and interest of the area are represented. As required, issues will need to be brought back to

the area committee for further consultation/discussion and for formal decision making.

- Developing informal opportunities and networks with council services and key partners to build understanding, drive closer partnership working, provide challenge and bring a local democratic perspective to a wider range of service delivery.
- Supporting the relevant executive portfolio holder and officer lead(s) to ensure a locality dimension to policy development, disseminating and building local understanding of the overall policy/strategy, highlight any service issues/failures, drive service improvement, to share best practice and capture and learn from innovative approaches developed through area committees.
- Working with officers to ensure progress is monitored through regular performance updates especially for any delegated functions.
- Using local forums and local community engagement mechanisms to develop a good understanding of the local needs and feeding these into policy development and service improvement processes.

3.2 The Area Review All Party Working Group felt it important that a standard or core set of area lead roles were nominated by every area committee. These should be focused on the delegated functions as this is where the role can have the greatest impact. But it was agreed that there were also some other important areas where a local lead was needed like health and wellbeing. Over and above this minimum others could be nominated by area committees to reflect key local issues. However, support and links to the centre via the portfolio holder and officer leads for these additional areas may not be as comprehensive. Consideration should also be given to the appointment of time limited “area leads” in response to a specific issue eg implementation of new legislation with a significant local impact eg welfare reform.

3.3 The list of core area leads needs to be developed and agreed with a view to having these in place from the new municipal year. A proposed list for further debate is as follows:

- Environment – including current street cleansing and environmental enforcement services delegation and in the future local parks and greenspace. Or could this be something broader around environment neighbourhoods – this depends a little upon the ALMO review and any impacts on the Area Panels.
- Children’s Services – including Youth Services. NB There may need to be more than one area lead for Children’s Services where there are two or more clusters as the area lead should also be the elected member representative on the cluster.
- Community Safety – to include CCTV delegation but with a potential for broadening this out depending upon further work in this area.
- Employment, skills and the local economy.

- Health and wellbeing/Reducing health inequalities – to include adult social care and fuel poverty.
- Neighbourhood Planning – including liaison links with Parish and Town Councils NB to be further explored depending upon the role for Area Committees in this area and the outcome of the Scrutiny inquiry.

3.4 Once the broad principles are agreed this needs to be further developed and defined into a more detailed job description which would set out in more detail the mechanisms for influencing or advocating eg meetings the Area Lead attends, liaison arrangements with the Portfolio holder(s), how the Area Lead interacts with other Area Leads from across the city etc. It is proposed to pilot this with the Health and Wellbeing and Community Safety Area Lead role.

### **Training and Support**

3.5 Support, training and liaison arrangements will be important in making this work. Clearly these will need to be tailored to the particular functional areas but the following broad elements are proposed:

- Core Skills Training – provided through Member Development (linked to Inlogov research on what a good community leader looks like) to ensure area leads have key skills in areas like negotiation, partnership working, listening etc
- Area Lead Induction Training – facilitated by the Area Support Teams with service staff (eg Environmental Service Locality Managers, Health and Wellbeing Improvement Managers) and partners as appropriate. The aim to provide a broad understanding of the service provision in place, link members to the key partners, local partnerships and networks relevant to their functional area. For existing champions this might not be needed or could be more tailored.
- On-going Development/Support and Advice - briefings and informal meetings and updates to support Area Leads in fulfilling their role. This would also aim to build on-going links with service staff in the local area including meet the team and work shadowing. Briefings/updates on key policy issues – some of these would be on a city wide basis in conjunction with the portfolio holder and officers leads.
- Peer mentoring/support or action learning?

### **Other relevant issues**

3.1 There are a number of key issues which will need to be considered, explored and debated:

- Some area committees have reported difficulties in appointing to the current champion roles. But on the flip side some backbench members have raised concerns about a lack of influence. Overall the Area Lead role provides an opportunity for backbench members to have more influence which might encourage individuals to come forward. Is there a need to



provide guidance/best practice on how area committees appoint to these roles?

- It will require members to take on a wider role across the geography of the area committee not just their ward; and for other area committee members to endorse/support the area lead in representing the area committees views. This may present some difficulties where Area Committees are politically split and Area Leads might be from another party.
- For the 2 ward area committee – Inner West – it needs to be considered whether co-optees to the Area Committee who are not elected members could fulfil an area lead role. Is this an option others might take up as well?
- Key to the success of the role will be the area lead keeping the area committee apprised of debates/actions from partnership bodies, bringing back key issues for debate and formal decision by the area committee as required. The area leads will also need to work closely with the area committee chairs in scheduling debates and to ensure appropriate time is set aside on agendas. Area Chairs will need to support Area Leads in this regard.
- Consideration should be given to appointing area leads for a minimum of term of two years to enable the development of local networks, relationships and expertise. However, this would still be subject to election outcomes.
- A key success factor for the area lead role is that we do actively consult, engage and liaise with them. In the past we have nominated champions but then not used them effectively or they haven't been fully aware of the requirements upon them. To be effective this requires portfolio holder to meet regularly (at least twice per year?) with area leads ideally with key officers as well. It will also require the relevant Directorates / Services / Partners to buy in to these arrangements particularly in terms of training and support.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 This recommendation falls directly out of the recent review of area working which was subject to significant consultation with a range of stakeholders including members and officers. A series of drop in sessions were held for elected members over the summer 2012 and their views were influential in shaping the recommendations including the change proposed in this paper. An all party working group also further debated and shaped the review findings. Officer consultation was initiated through discussions with each directorate leadership team but were followed up with further specific discussions as required. The area support teams were a particularly important stakeholder as they are directly involved in the work of area committees and their views were gathered through team meetings and individual discussions.

4.1.2 It was recognised that the development of some of the proposals within the area review would require further more specific consultation and engagement and this

report brings to Committee further information on the area lead role for consultation and input.

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

4.2.1 Equality is clearly represented within a number of the formally stated roles of an area committee. These include: to act as a focal point for community involvement, help members listen to and represent their communities and help members understand the specific needs of the community in their area. The development of the area lead role aims to support members in undertaking this role of championing local needs by providing clear links to both the Executive Member, council service staff and to partners agencies. In addition it provides the mechanism for, and encourages, the negotiation and development of local solutions that suit local circumstances which will in turn address any issues of inequality.

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

4.3.1 These arrangements aim specifically to support in the delivery of improved outcomes in line with the City Priority Plan and Council Business Plans with many of the proposed roles lining directly to key priorities. The aim being to ensure that local needs are represented better in policy/strategy setting, decision making, service design and delivery and partnership working through this key role. The development of the area lead role provides an opportunity for members to further develop their community leadership role as set out within the Commission for Local Government and within the developing Council Business Plan.

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

4.4.1 This is essentially replacing an existing role and can be seen as a sensible way to divide up work between members of the area committee with an expectation that each member would take on a lead role. However, there remain concerns about the capacity issues for Area Committees that might arise from implementing this and other elements of the area review. This will continue to be monitored.

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

4.5.1 There are no specific legal implications and the report is available to the public. In line with the Council's Executive and Decision Making Procedure Rules, the power to Call in decisions does not extend to those decisions taken by Area Committees.

## **4.6 Risk Management**

4.6.1 The proposal in this report implements a recommendation made by Executive Board and as such there are no direct risks arising from the proposals. Improving the governance and accountability of local partnerships through challenge and support from area leads is seen as important in delivering improved outcomes and tailoring services to local needs. There are also clear links to a number of the budget and financial risks and the development and strengthening of our locality

working arrangements and local decision making will help to minimise key financial risks going forward.

## **5 Conclusions**

- 5.1 This report sets out initial proposals for the implementation of an area lead role following the review of area working in 2012. The role is seen as crucial in providing a local “lead” perspective on various issues and in driving democratic accountability by providing area committee based leadership on key issues. This paper begins to clarify the role and is brought to the Committee at this early stage for their input, shaping and feedback with a view to introducing the revised roles in the new municipal year.

## **6 Recommendations**

- 6.1 Members are asked to give their views on these proposed arrangements for Area Committees to appoint a set of Area Leads across a number of themes from the next municipal year. In particular Members are asked to comment on the following:
- Is the area lead role as described right – what changes / additions / amendments might be needed? What might need to go into the more detailed job description?
  - Is the list of core functional areas that each area committee should appoint to right?
  - Do the broad elements of training/support make sense or are there gaps – what role is there for peer support?
  - Any other comments / suggestions particular around the key issues highlighted?

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

- 7.1 None

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

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Report author: Martin Hackett  
Tel: 3368942

**Report of Area Leader – South East**

**Report to Outer East Area Committee**

**Date: 19<sup>th</sup> March 2013**

**Subject: Outer East Area Committee Business Plan 2012-13**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Garforth & Swillington		
Kippax & Methley		
Temple Newsam		
Cross Gates & Whinmoor		
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. The report provides the 2012/13 Area Committee Business Plan which includes priorities and actions for the year; Area Committee Lead Members; and a framework for community engagement.

**Recommendations**

2. The Area Committee is asked to:
  - a) note the plan for 2012/13
  - b) suggest any alterations to the plan format for 2013/14
  - c) suggest new priorities for 2013/14.

## **1 Purpose of this report**

- 1.1 The report provides the 2012/13 Area Committee annual Business Plan.
- 1.2 The report sets out key priorities and actions supported by Area Committee through its Well Being Budget, delegated roles and functions, and partnership arrangements.

## **2 Background information**

- 2.1 In 2008, the Leeds Strategic Plan brought together the themes in the existing Vision for Leeds and Local Area Agreement, to provide an integrated framework for partners to tackle city wide priorities. To translate city wide priorities and outcomes to local improvement priorities, the Area Committee approved a three year Area Delivery Plan in June 2008. This was annually refreshed in June 2009 and June 2010
- 2.2 The Area Committee Delegated 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 with amendments only to the environmental delegations.
- 2.3 At the July 2011 Area Committee, Members approved a proposal to replace the Area Committee's Area Delivery Plan (ADP) with a new annual Business Plan that would reflect changes to the city and council planning and partnership framework and include local community engagement planning and actions. The Business Plan would continue to outline local priorities and actions for the Outer East and provide a framework for the spend of the Well being Budget.

## **3 Main issues**

- 3.1 The Business Plan has been developed and is included at the end of this cover report as **Appendix 1**.
- 3.2 The Business Plan features:
  - Priorities and actions
  - Area Committee Lead Members
  - A framework for community engagement
- 3.3 At the Area Committee meeting held in October 2012 Members requested that the plan has a RAG system included and that milestones and indicators were also included. The plan has now been updated to reflect these requests.
- 3.4 The Business Plan for 2013/14 will be developed for approval at the first Area Committee meeting of the new municipal year. A number of priority actions have been suggested that may or may not require support from the Well Being fund. These include:
  - Promoting Neighbourhood Plans as a way forward for some communities

- Developing an Employment & Skills Board for Outer East with a particular focus on communities in greatest need.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 Area Committee has previously agreed the content of the Business Plan. The Business Plan incorporates the community engagement framework for Outer East Area Committee; updates the actions to reflect the priorities identified for 2012/13; it also includes Area Committee Lead Members.

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

4.2.1 Under equality legislation the Council has a legal duty to pay due regard to the need to eliminate and promote equality in relation to race, disability, gender, age, sexual orientation, pregnancy and maternity, and religion or belief.

4.2.2 Project work included in the Business Plan that support this legal duty includes: gardening scheme –age and disability; activities for young people and cricket coaching – age; older person’s week – age.

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

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

### **4.4 Resources and Value for Money**

4.4.1 As outlined in the Function Schedule 2012/13, the Well being budget delegated by Executive Board is used to finance projects which meet the needs of the Business Plan. Members of the Area Committee are keen that wherever possible the use of Well Being budget brings in additional match funding to the area.

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

4.5.1 There are no specific legal implications concerning this report.

### **4.6 Risk Management**

4.6.1 There are no specific risks identified as part of the Business Plan. However, any projects funded through Well Being budget do complete a section identifying risks and solutions as part of the application process.

## **5 Conclusions**

5.1 The Area Committee requires a document to set out the key priorities for the year that links to city wide policies and provides a framework for the spend of the Well Being Budget.

- 5.2 The Business Plan supports and contributes to changes already being put in place to the planning framework at a city wide level and continues to illustrate how the Area Support Team will support partnerships and local services in this process and continue to champion the role of the Area Committee.

## **6 Recommendations**

6.1 The Area Committee is asked to:

- note the plan for 2012/13
- suggest any alterations to the plan format for 2013/14
- suggest new priorities for 2013/14.

## **7 Background documents**

Area Committee Business Plan – July 2012

Area Committee Functions Schedule 2012/13 – July 2012

Area Committee Well Being Budget 2012/13 – July 2012

Area Committee Representation upon Leeds Initiative Area Based Partnership Groups/Corporate Carers' Group – September 2012

Area Committee Business Plan update 2012/13 – October 2012

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



**Contents include:**

**1. Business Plan Priorities and Actions**

- This includes delegated functions and priority work relating to those delegations.
- Partnership working and priorities for action.
- Work funded through the Well Being Budget and support given to local groups and organisations

**2. Area Committee Representatives on partnerships**

- The Area Leads elected by Area Committee

**3. The Community Engagement Framework for 2012/13**

- The Community Forums held in each Ward
- Older Persons Event Week
- Various galas and events
- Neighbourhood Planning
- Citizens Panel

## Outer East Area Committee Priorities and Actions 2012/13

Background colour denotes:

(Red – no start/completion date confirmed)

(Amber – work in progress)

(Green – completed)

Safer, Stronger Communities				
Objective 1 - Residents in Outer East have access to opportunities to become involved in sport and culture				
How will we do it ?	Who will deliver this ?	By when?	Outcomes	Progress indicators/milestones
Deliver Community Centres delegation with revised lettings charges and fees and rationalisation of centres.	Community Centres Project Team	Anticipated completion by end of 2012/13 financial year	Better use of community assets by local people and maximising income.	All users contacted December 2012. Working with users/ community groups in Allerton Bywater Welfare/Methley.
Support community based events such as galas, Christmas lights switch on, arts festivals etc	Voluntary & community organisations	Throughout 2012/13	Increase in local people involved in community activity and improving community cohesion.	Events supported included Cross Gates, Garforth, Kippax Christmas lights.  Galas supported in various locations. Garforth Arts Festival supported in 2012

Provide Small Grants for local community groups to provide sporting and cultural activities	Area Support Team	Throughout 2012/13	Increase in local people involved in community activity and improving community cohesion.	9 small grants funded. 13 POCA funded projects in Outer East.
Support improvement of existing sports pitches in East Garforth & Glebelands.	Parks & Countryside	December 2012	Improved sports facilities and better secured facilities.	Work completed at both sites by February 2013
Provide new sports pitches at Thorpe Park	Scarborough Developments	Not Known	New sports pitches provided in the area.	Reports and discussions at Area Committee throughout 2012/13.
Provide assistance to groups to acquire external funding for projects e.g. Caird Bardon	Area Support Team	Ongoing	Increased capacity of community groups	Promotion at community forums and various officer meetings. Increased numbers of project applications in South East.
Provide funding for new leisure facilities such as Swillington Skate Park.	Parks & Countryside	January 2013	Providing new sports and leisure facilities for local people.	Phase 1 of project completed November 2012.
Support for summer sports programmes for young people.	Schools Clusters Youth Service Yorkshire CCC	August 2012	More children involved in sport and healthier lifestyles.	Olympic Torch Project in all Outer East clusters involved over 2000 pupils..  Cricket coaching in Kippax & whitkirk attracted over 100 children per day for the 2 week project.  A scheme targeting the most talented cricketers resulted from this work.

**Objective 2 - Support work that helps town and district centres remain commercially active and vibrant**

How will we do it ?	Who will deliver this ?	By when?	Outcomes	Progress indicators
Support Christmas lights and switch on events.	Locality Team Events Team	Dec 2012	Increased footfall in town centres	Successful events attracting large numbers held in Cross Gates, Garforth, Kippax in 2012
Provide support in establishing traders associations and getting traders involved in community forums and with Parish Councils	Area Support Team	Ongoing	Increased footfall in trading areas. Improved vitality and viability of trading areas. Reduce turnover/reduction in empty units	AST supported meetings held in Garforth, Halton and Kippax. Traders represented on Cross Gates, Garforth & Kippax Forums.
Area Committee funding to ensure town and district centres are safe places to visit, this includes LeedsWatch CCTV and various community safety schemes identified through 'tasking'.	Area Support Team	Ongoing	Reduced crime and safer town centres for people to visit.	CCTV funded by Area Committee in Cross Gates, Kippax, Garforth, Halton and Swillington. Logs on incidents provided weekly.
Using SLA from environmental delegation to ensure town and district centres are prioritised for cleaning and clean up's following the events schedule.	Environmental Services	Ongoing	Cleaner town and district centres	Clean up's organised after all Christmas lights events. Weekend clean up's in place in Garforth.
Replace street name plates at locations in Cross Gates	Highways	Sept/Oct 2012	Improvements to streets and transport.	Project completed in Autumn 2012.

Ensure adequate grit bins are in place for severe weather conditions. Bins funded through Ward Based Initiatives but refilled from Well Being Budget.	Highways	Oct-March each year	Safer highways and footpaths for shoppers/traders/visitors	All grit bins funded to have maximum 3 re-fills per year.
Deliver Parking Strategy for Garforth	Highways	Partial completion in 2013	More parking available. Removal of derelict garages. Opening new spaces for garages Curtailling overnight parking in Barley Hill	Barrier in place in Barley Hill August 2012 Demolition of garages on Main Street will complete in April 2013. Private land used for parking with income going to local causes – the land is being prepared in March and it is intended the launch will take place in April
<b>Objective 3 - Neighbourhoods in Outer East are clean and attractive</b>				
<b>How will we do it ?</b>	<b>Who will deliver this ?</b>	<b>By when?</b>	<b>Outcomes</b>	<b>Progress indicators</b>
Deliver Environmental Services delegation and ensure continued improvements through robust monitoring.	Area Support Team	Ongoing	Cleaner streets Better use of resources Integrated workforce working better with the local community through engagement and use of local intelligence	Environmental Sub – Group monitors SLA in Outer East and updates Area Committee.
Fund additional Community Environment Support Officer in Swarcliffe.	Environmental Action Team	Funded til 2016	Cleaner streets and general environment.	Funding agreed at Area Committee in July 2012. Officer works closely with Ward Members and community groups to

				address areas of highest concern. Reports to Swarcliffe Forum.
Tackle top 10 asset related issues relating to derelict/problem buildings	Derelict Property Project Team	From September 2011	Faster and co-ordinated response in addressing issues relating to derelict and nuisance properties.	LCC provided £500k fund to support project. Outer East Projects either completed or imminent completion: <ul style="list-style-type: none"> <li>• The Whinmoor</li> <li>• Barley Hill Fields</li> </ul> Ongoing projects: <ul style="list-style-type: none"> <li>• The Hermitage</li> <li>• The Squinting Cat</li> </ul> Tranche 2 now being considered.
Provide £40k of funding to Tasking Teams to address issues relating to community safety and the environment	Area Support Team	April 2011	Safer communities and cleaner/greener environments	Projects funded included :Target hardening work in Temple Newsam Ward; Covert cameras funded for Environmental Services. Community Safety Reassurance Survey completed with increased satisfaction in all Outer East NPT's
Fund a dedicated Community Payback Probation Team to work in Outer East.	Probation Services	April 2012	Cleaner/greener environments. Support provided to community initiatives	Total jobs completed through AST in 2012/13 is 37.
Support the delivery of operation champion in Outer East with particular focus on Environmental Enforcement and PCSO's tackling issues such as dog fouling, untidy gardens, graffiti etc	West Yorks Police	Bi-monthly	Cleaner streets Better use of resources Integrated workforce working better with the local community through engagement and use of local intelligence	Police public reassurance survey saw increased satisfaction in all Outer East NPT's.

<b>Objective 4 - Help support a strong network of community groups that are able to contribute to improving the environment of their neighbourhoods</b>				
<b>How will we do it ?</b>	<b>Who will deliver this ?</b>	<b>By when?</b>	<b>Outcomes</b>	<b>Progress indicators</b>
Provide skips for community clean up's	Area Support Team	March 2012	Cleaner/greener environment. Increase in community activity.	37 skips provided for 25 different community clean-ups
Support 'in bloom' and environmental groups through funding both large and small grants, including Staithes Riverside Sensory Garden in Allerton Bywater	Parks & Countryside Area Support Team	Ongoing	Increase in local people involved in community activity and improving community cohesion. Aesthetical improvements to the environment.	In Bloom groups won several awards in 2012. AB – Urban Community Silver Gilt Garforth – Town Gold G&L Preston – Large Village Silver Kippax – Urban Community Gold Ledston – small village silver Micklefield – Large village silver Swillington – Small Town Silver  Completion of Staithes Riverside Sensory Garden.  An In Bloom team is now operating in Halton
Provide 4 covert cameras for Environmental Locality Team to identify and prosecute fly tippers	Environmental Locality Team	Nov 2012	Cleaner/greener environment. Increased capacity for prosecution of fly tippers	Cameras purchased November 2013 Reports to Area Committee on successes Feb and March 2013.
Provide funding for a community memorial in Cross Gates to commemorate	P&C	December 2012	Community initiatives supported and improved community engagement	Opening event held in December 2012 attended by Ward Members for Outer East, local people and

female workers killed during WW1 in the Barnbow armaments factory			and cohesion.	East Leeds Historical Society.
<b>Objective 5 - Residents in Outer East are safe and feel safe</b>				
<b>How will we do it ?</b>	<b>Who will deliver this ?</b>	<b>By when?</b>	<b>Outcomes</b>	<b>Progress indicators</b>
Neighbourhood Tasking Teams meet on 6 weekly basis to identify and address issues relating to crime and environmental issues	Area Support Team	April 2012	Safer communities Cleaner/greener environment	12 Projects funded through tasking in 2012/13 Public reassurance survey saw increased public satisfaction.
Target hardening projects, creating 'no cold calling' zones, educational projects etc aimed at supporting most vulnerable.	Safer Leeds	April 2012 onwards	Safer communities	Garforth completed Summer 2012 Kippax completed December 2012 Educational projects completed March 2013.
Support resident 'public reassurance' surveys	West Yorks Police	April 2012 onwards	Improve public satisfaction	Satisfaction increased in all Outer East NPT 's
Improve drainage in areas affected by flooding	P&C Flood risk management	By April 2012	Safeguard property and improve community confidence.	Work completed with new drainage installed at Barley Hill January 2013.
Fund off road motorbikes in North East Division	West Yorks Police	Summer 2012	Safer communities Cleaner greener environment	Outer East had highest arrest rate of the 4 areas in North East Division.
Install traffic lights on Osmondthorpe Lane.	Highways	Feb 2013	Safer communities.	Project design completed Dec 2012. Work starts April 2013.
Install a zebra crossing on Ninelands Lane, Garforth	Highways	March 2013	Safer communities	The equipment will be purchased in March and installed as part of the



				20mph speed restrictions scheme in late April / early May.
Fund traffic calming measures around Whitkirk Primary School	Highways	Feb 2013	Safer Communities	Highways will consult with residents by Easter 2013.
<b>Objective 6 - Communities are empowered and engaged. People get on well together</b>				
<b>How will we do it ?</b>	<b>Who will deliver this ?</b>	<b>By when?</b>	<b>Outcomes</b>	<b>Progress indicators</b>
Hold 24 Community Forums per year to engage local residents of local issues and priorities	Area Support Team	April 2012	Increased number of residents engaged and contributing towards local decision making.	All Forums held in 2012/13 Stated promoting forums in display boards and local publications.
Provide support to a variety of community galas and events	Various	April 2012	Increase in local people involved in community activity and improving community cohesion.	Supported Garforth Gala; funding to local community galas in all wards. Support to East Leeds Gala July 2012.
Try new ways of gauging views of local people and encourage citizenship. This was piloted by the Open Spaces Event at Garforth Academy	Red Ladder Theatre Company Garforth Academy	July 2012	Young people given a voice Inter generation work with other agencies working in the area Develop a new model of engagement to be rolled out in other parts of the city.	Event held in July 2012 Approx 100 people attended Method of engagement now being tried in South Leeds
Support Kippax Parish Council to establish a Neighborhood Plan	Area Support Team	April 2012	Produce a neighbourhood plan that is supported by local	Monthly meetings held with PC Chair. City conference held at Civic Hall in

			people and includes priority areas and buildings for investment.	November 2012. Funding of £20k confirmed to PC.
<b>Children and Young People</b>				
<b>Objective 7 - Provide a range of positive activities for young people across the Outer East</b>				
<b>How will we do it ?</b>	<b>Who will deliver this ?</b>	<b>By when?</b>	<b>Outcomes</b>	<b>Progress indicators</b>
Provide funding to youth service to deliver positive activities during school holidays including confidence building, arts & crafts, leisure.	LCC Youth Service/	July 2012 through to Easter 2013.	Increased number of young people engaged in positive activities. Reduction in isolated young people.	Summer programmes held in all 4 Outer East wards during 2012  Other holiday programmes in place in all 4 wards. Returns completed March 2013.
Fund 2 weeks of cricket coaching for youngsters aged 8 to 15 years during summer holidays. Coaching by Yorkshire CCC.	Yorkshire CCC	August 2012	More children involved in sport and healthier lifestyles.	Cricket coaching in Kippax & whitkirk attracted over 100 children per day for the 2 week project.  A scheme targeting the most talented cricketers resulted from this work.
Supported the Garforth Arts Festival which provides a range of artistic opportunities for young people living in Garforth, Kippax and outer villages.	Garforth Academy	July 2011 and July 2012	Young people engaged in positive activities. Reduction in isolated young people. Increased community cohesion	Garforth Arts Festival held in July 2012.  Over 2000 young people involved in the festival.

			Increased promotion of arts in the villages	
Provide funding to support a Friday Night project for young people in Halton Moor & Osmondthorpe	Youth Service School clusters	From October 2012 to April 2013	Young people engaged in positive activities. Reduction in isolated young people.	Project in place since December 2012. 1828 attendances have been recorded in 12 months. (However many of these young people are repeat visits.)

**Health and Well Being**

**Objective 8 - Residents in Outer East are active and healthy**

How will we do it ?	Who will deliver this ?	By when?	Outcomes	Progress indicators
Young Sport Coaching Scholarship	LCC Sport & Active Lifestyle Project	March 2013	More young people trained to coach in sport	Target to develop 10 new young sport leaders by end of 2013
Support sports and arts activities through youth services, School clusters and Active Sport Leeds	Youth Service School cluster Active Sports Leeds	From April 2012	People are healthier through improved and more active lifestyles	All clusters supported to deliver an Olympic Games event in June 2012. Temple Newsam cluster providing a Friday Night project.
Support the creation of a family park run in Temple Newsam park every Sunday morning	Park Run UK	From January 2013	People are healthier through improved and more active lifestyles	Park Run started January 2013 <ul style="list-style-type: none"> <li>• Inaugural parkrun was 02/02/13</li> <li>• Largest attendance to date: 257</li> </ul> Average attendance to date: 159.5

**Objective 9 - Vulnerable Members of the community are able to live independently at home for longer**

How will we do it ?	Who will deliver this ?	By when?	Outcomes	Progress indicators
Provide a gardening and decorating service for elderly and disabled.	Swarcliffe Good Neighbours	April 2012	Reduce isolation of elderly residents and contribute towards elderly people living independently.	280 Gardens completed in 2012/13 140 residents have taken up option of continuing to receive the service by paying small charge. 100% satisfaction on returned surveys.
Hold an annual event to celebrate the contribution older people make to our communities	Area Support Team	September 2012	Reduce isolation of elderly residents and contribute towards elderly people living independently.	5 days of events running 1-5 October 2012 to coincide with International Day of Older People on 1 October. 441 people attended over the week.
Support Luncheon Clubs for the elderly	Various independence luncheon clubs	April 2012	Reduce isolation of elderly residents and contribute towards elderly people living independently.	Funded Christmas meals December 2012. Grants awarded to 12 clubs in 2012.
Queens Diamond Jubilee Event held in all Older Persons Networks funded by Area Committee.	The Older Peoples Networks	June/July 2012	Reduce isolation of elderly residents and contribute towards elderly people living independently.	All events held in June July 2012 All events well attended by elderly people.
Provide DDA improvements to LCC assets that supports the independence of elderly residents	Aire Valley Homes		Reduce isolation of elderly residents and contribute towards elderly people living independently.	DDA Improvements to Primrose House sheltered complex, Swillington The work is scheduled to be completed by the end of March.

## **2. Area Committee Representatives on Partnerships**

**The Area Committee elected the following representatives:**

- Area Committee representative to the Council's Corporate Carers' Group – Cllr K Mitchell
- Area Committee representative to the Area Health and Wellbeing Partnership – Cllr James Lewis
- Area Committee representative to the Divisional Community Safety Partnership – Cllr Mary Harland.

**The following Ward Members were elected to represent Area Committee on these Boards or Sub-Groups**

- (i) **Outer East Environmental sub-group** – Cllr Andrea McKenna (Chair), Cllr Pauleen Grahame, Cllr Mary Harland, Cllr Katherine Mitchell, Cllr Tom Murray.

### **3. Community Engagement Framework 2012/13**

#### **(i) Community Forums**

The Forums are held in all 4 Outer East wards and are chaired by a Ward Member from the respective Ward. The dates for 2012/13 are detailed below.

<b>Forum</b>	<b>1<sup>st</sup> Meeting</b>	<b>2<sup>nd</sup> Meeting</b>	<b>3<sup>rd</sup> Meeting</b>	<b>4<sup>th</sup> Meeting</b>
<b>Cross Gates</b>	18 July 2012	10 Oct 2012	09 Jan 2013	03 April 2013
<b>Garforth &amp; Swillington</b>	23 July 2012	15 Oct 2012	21 Jan 2013	15 April 2013
<b>Halton</b>	12 July 2012	11 Oct 2012	17 Jan 2013	4 April 2013
<b>Halton Moor</b>	10 July 2012	09 Oct 2012	15 Jan 2013	09 April 2013
<b>Kippax &amp; Methley</b>	-	17 Oct 2012	-	17 April 2013
<b>North Whinmoor</b>	24 July 2012	16 Oct 2012	22 Jan 2013	16 April 2013
<b>Swarcliffe</b>	27 June 2012	03 Oct 2012	30 Jan 2013	10 April 2013

## **(ii) Older Persons Event Week**

This year the event will be held from the 1<sup>st</sup> to the 5<sup>th</sup> of October 2012 to coincide with the International Day of Older People on the 1<sup>st</sup> of October. A number of ideas were submitted at the 2011 event from comments cards and these will be incorporated into the 2012 event.

Venues / days agreed (subject to venue availability) **are** as follows:

- **Monday – Great Preston Village Hall**
- **Tuesday – St Gregory’s Youth & Adult Centre, Swarcliffe**
- **Wednesday – Kippax Band Club**
- **Thursday – Christ Church, Halton**
- **Friday – Garforth Liberal Club**

The aims of this event are to engage with older people and celebrate their contributions to their communities. It is also an opportunity to make communities more cohesive through inter-generational work with local schools and groups. Added to that is the opportunity for service providers to engage with old people and provide support and information to them about the services they provide.

## **(iii) Support to galas/events**

To date in the year 2012/13 Area Committee has or has committed to support the following:

- Garforth Arts Festival
- Swarcliffe Gala

- Garforth Gala
- East Leeds Fun Day (Halton Moor)
- Kippax Christmas lights
- Cross Gates Christmas lights
- Garforth Christmas lights

#### **(iv) Neighbourhood Planning**

The village of Kippax is one of the four Neighbourhood Planning pilots in the city. An offer of support from the Area Support Team has been made and agreed with Kippax Parish Council. The support includes helping to advertise, organise and plan consultation events; help with recruitment; help with key sites and support regarding assets of community value where investment is recommended.

#### **(v) Neighbourhood Centres**

Traders groups are operating in an increasing number of areas with groups operating in:

- Kippax
- Garforth
- Cross Gates
- One is being launched in Halton early in the new financial year.



**(vi) Citizens Panel**

The Council is still recruiting to the citizen's panel with a target figure of 6,000 people. It has reached just over 4,000.

Area Committee will receive regular updates on the feedback we get from the citizens panel on issues of local importance.

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**Report of the Area Leader – South East Leeds**

**Report to Outer East Leeds Area Committee**

**Date: 19<sup>th</sup> March 2013**

**Subject: Well Being Budget (Revenue) 2012/13**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Garforth & Swillington		
Kippax & Methley		
Temple Newsam		
Cross Gates & Whinmoor		
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 updates members on the Well Being Budget for Outer East in 2012/13 and how Area Committee decided to allocate the funds against specific work streams. It also seeks approval for new project work.

**Recommendations**

2. Area Committee is requested to:

- Approve £5,000 for Temple Newsam target hardening
- Approve £5,000 for Garforth Arts Festival
- Note the position regarding 'community payback'.
- Note small grants awarded in 2012/13.

## **1 Purpose of this report**

1.1 This report reminds Members of the Well Being Budget allocated to Outer East in 2012/13 and how Area Committee agreed to allocate the funds against specific work streams. It also requests funding for new projects in Outer East.

## **2 Background information**

2.1 The Well Being Budget allocated to Outer East for 2012/13 is £185,220. The carry over figure from 2011/12 is £35,873 providing a total budget of £221,093.

2.2 The budget had one commitment of £33,000 to fund the annual cost of its 11 LeedsWatch CCTV cameras.

2.3 At its May 2012 meeting, Area Committee agreed to set aside funding for:

- Dedicated Probation Services 'Community Payback' Team - £15,000
- Gardening service for the elderly and disabled - £20,000
- Small grants budget (up to £500 per project) for local community based projects - £10,000
- Older Persons' Event Week 2012 - £3,500
- Cricket coaching for young people - £5,000
- Skips - £5,000

2.4 The remainder of the budget has been used to focus on the priority work with young people, community safety and community engagement/involvement.

## **3 Main Issues**

### **3.1 Target hardening in Temple Newsam**

3.1.1 After recent increases in burglary and shed break – in's in the Temple Newsam ward a project was supported at its tasking team to tackle both issues. Led by the Police and Temple Newsam Neighbourhood Watch the first aim is to improve bike and shed security by better securing the sheds using Ground Anchors. To provide 100 Ground Anchors the cost is £2249.00.

3.1.2 The properties where these devices will be installed were identified during the recent Operation Champion in the ward.

3.1.3 The second part of the project is to install 'fake TV's'. This new addition has been recommended to Neighbourhood Watches. These devices can be placed to shine an image replicating that of a TV onto a wall or curtains so that would-be thieves are dissuaded from entering the property. The advantage over TVs is they can be

positioned to shine the image onto easily seen surfaces. The cost of 100 fake TV's is £2091.60.

3.1.4 The properties where these devices will be installed will also be identified during Operation Champion.

3.1.5 This project meets the following priority of the Outer East Area Committees Business Plan:

- Residents in Outer East are safe and feel safe.

## **3.2 Garforth Arts Festival 2013**

3.2.1 Garforth Arts Festival was first held in 2005 and Outer East Area Committee has always provided some financial support from it's well being budget. This year the Educational Project strand of the Festival will work with every single child in all of the 7 School Partnership Trust primary schools through participatory arts projects, including Music, Dance and Visual Art.

3.2.2 The Festival is an ambitious community festival managed by a charitable organisation, the School Partnership Trust. It aims to provide access to high quality arts education and cultural experiences for people in the ex-coalfield areas of East Leeds, a key focus of which is to engage children and young people.

3.2.3 This application seeks to create a range of participatory drama, dance, music and art projects for children in the area, forming part of the educational strand of the festival, as well as supporting core costs of the festival.

3.2.4 It will create the circumstance for new projects to take place, add capacity and invite professional practitioners to work with a variety of children and young people across the Outer East Area of Leeds, to enhance and enrich their learning.

3.2.5 Projects will be tailored to the needs and priorities of the individual schools, for example the FriiSpray digital art project entitled Great Big Paint will see each child create images using a cutting-edge digital art system, bringing together technology and visual arts. This is a priority the target schools wanted to explore. The images resulting from this project will be combined into an animated video which will then be screened around the town via display in public service buildings, businesses and onto buildings using high-power projectors.

3.2.6 One project "Anthem For Garforth" is a music composition project involving many of the children from the primary schools. There will be a massed performance of the piece at the festival involving all the children. The piece will also be recorded and used throughout the festival as an anthem that many of the children from the local community will feel proud of.

3.2.7 The Zulu Tradition project will see a company of Zulu dancers and musicians deliver workshops in each of the primary schools on traditional African drumming, dance and song, broadening the cultural awareness of the children. They will work with them to create a performance which will be showcased at the Garforth Arts Festival.

- 3.2.8 The culmination of the educational work each year is the festival period itself, which runs over two weeks at the end of June and the start of July. In 2012, over 20 events took place throughout this period, and brought together professional practitioners and artists, to perform alongside children and young people.
- 3.2.9 The festival addresses local social exclusion by providing community based participatory creative arts opportunities for children and young people and to help create a sense of pride and achievement in local communities and promote a positive image of the area. For individuals, the projects aim to build confidence and encourage team working and collaboration, whilst providing exciting learning opportunities through and in the arts.
- 3.2.10 The total cost of the project is over £120,000 with Area Committee requested to award £5,000 from it's well being budget. Other funding has come from Arts at Leeds, Youth Music, Arts Council England, School Partnership Trust, Leeds Inspired, Cultural Education Funding.
- 3.2.11 This project meets the following priorities of the Outer East Area Committees Business Plan:
- Residents in Outer East have access to opportunities to become involved in sport and culture
  - Provide a range of positive activities for young people across Outer East

### **3.3 Probation Services – Community Payback**

- 3.3.1 At the Outer East Area Committee meeting held on the 12<sup>th</sup> of February 2013 it was reported that in order to provide a dedicated 'community payback' team for Outer East in 2013/14 the cost had risen from £15,000 to £29,500.
- 3.3.2 It was agreed that approaches would be made to Parish Councils and Aire Valley Homes to see if this project could be jointly funded in future years and then report this back to Area Committee.
- 3.3.3 **Aire Valley Homes (AVH).** Aire Valley Homes provide one dedicated team that is identical to the team funded in Outer East i.e. a team of 7 working 3 days per week. It is funded through the respective area panels and the team works across 3 Area Committee boundaries (inner south, outer south, outer east). Therefore effectively it works in outer east 1 day per week and works almost exclusively on AVH land. The cost to AVH to fund a team in 2013/14 has also risen from £15,000 to £29,500.
- 3.3.4 Having discussed this with the officer responsible for delivering this service in AVH it does not appear to be feasible to team up on this project.
- 3.3.5 **Parish Councils.** All Outer East Parish Council's have been contacted regarding the project and the cost increase with a request to consider providing £2,000 towards the total cost of the scheme. Further details on feedback should be available by the time Area Committee meets in March.

- 3.3.6 Area Committee are reminded to note that if it does not fund a dedicated team for the area the central 'community payback' team will still be available. It may mean however that any request for the service remains in a queue and that the teams are deployed by probation services rather than priority work being identified by the Area Support Team/Area Committee.
- 3.3.7 The issue was discussed at the Outer East Environmental sub-group held 28<sup>th</sup> of February 2013 where it was agreed to look into the Environmental Locality Team taking on the role of supervising the individuals on community payback. This may mean Area Committee funding some of the hours of a supervisor within the locality team but not paying any costs to probation services. At the time of writing this report no costs had been provided.

### **3.6 Small Grants**

- 3.6.1 The details of small grants received since April 2012 is detailed on **Appendix 1**.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 All projects developed are in consultation with Elected Members and local communities. Approval for a contribution from the well being budget is secured at Area Committee.

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

- 4.2.1 Community groups submitting a project proposal requesting funding from the well being budget have an equal opportunities policy and as part of the application process, complete a section outlining which equality group the project will work with, and how equality and cohesion issues have been considered.
- 4.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

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

- 4.3.1 The projects outlined in this report contribute to targets and priorities set out in the following council policies:
- Vision for Leeds
  - Safer & Stronger Communities Plan
  - Children & Young Peoples Plan
  - Health & Well Being City Priority Plan

#### **4.4 Resources and Value for Money**

4.4.1 There is no new resource implications as a result of any projects detailed within this report. In all requests for funding from Area Committee applicants are asked to consider value for money during the application process.

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

4.5.1 Legal implications as a result of this report will be reflected in any subsequent Funding Agreements and Contracts to Tender that arise from projects funded from the Well being Budget.

4.5.2 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are no longer eligible for call in.

4.5.3 There are no key or major decisions being made that would be eligible for call in.

#### **4.6 Risk Management**

4.6.1 All proposals requesting well being funding complete a section in the application process outlining the risks associated with the project and how they will be managed.

### **5 Conclusions**

5.1 The report provides information on how the well being budget 2012/13 has been allocated against priorities identified in its Business Plan.

5.2 The report also requests that Area Committee consider new requests for funding.

### **6 Recommendations**

6.1 Area Committee is requested to:

- Approve £5,000 for Temple Newsam target hardening
- Approve £5,000 for Garforth Arts Festival
- Note the position regarding 'community payback'.
- Note small grants awarded in 2012/13.

### **7 Background documents**

7.1 Well Being Budget report to Outer East Area Committee – May 2012

7.2 Well Being Budget report to Outer East Area Committee – July 2012

7.3 Area Functions schedule report to Outer East Area committee – July 2012

7.4 Well Being Budget Report to Outer East Area Committee – February 2013



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

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**Appendix 1 - Outer East small grant position as at 6 March 2013**

Total budget: £10,000  
 Current grant total: £3,910

<b>Cross Gates &amp; Whinmoor ward</b>		<b>Ref</b>	<b>Status</b>	<b>£</b>
Blessed JH Newman Social Club	Queen's Diamond Jubilee BBQ	OE 11 12 S	Paid	500.00
St Gregory's Rainbows	25 year celebrations	OE 12 03 S	Paid	190.00
Activ8 Leeds	Flea Club	OE 12 06 S	queries	-
<b>Garforth &amp; Swillington ward</b>		<b>Ref</b>	<b>Status</b>	<b>£</b>
Swillington Saints FC	Equipment for new team	OE 12 08 S	Approved	370.00
G&S ward Luncheon Clubs	Christmas parties	OE 12 09 S	Approved	400.00
<b>Kippax &amp; Methley ward</b>		<b>Ref</b>	<b>Status</b>	<b>£</b>
Kippax Welfare Cricket Club	Junior cricket net	OE 12 01 S	Rejected	-
Allerton Bywater ARLFC	Coaching fees	OE 12 02 S	Rejected	-
Kippax Kabin Ladies Group	New equipment	OE 12 04 S	Paid	450.00
Brigshaw Cop-operative Trust	Dancing on Ice at Vicars Court, A.Bywater	OE 12 10 S	Approved	500.00
Micklefield Male Voice Choir	Uniforms and new music	OE 12 11 S	Paid	500.00
Ledston Parish Council	Ledston in Bloom - floral displays 2013	OE 12 12 S	Approved	500.00
<b>Temple Newsam ward</b>		<b>Ref</b>	<b>Status</b>	<b>£</b>
Halton Moor Storm ARLC	New equipment	OE 12 05 S	Approved	500.00

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Report author: Stuart Robinson

Tel: 0113 247 4360

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

### Report to East (Outer) Area Committee

Date: 19<sup>th</sup> March 2013

### Subject: Dates, Times and Venues of Area Committee Meetings 2013/14

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Crossgates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		
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. In line with previous practice, Area Committees have agreed their meeting schedule for the forthcoming municipal year at the last ordinary meeting of the current municipal year, in order to enable the agreed schedule to appear within the Council's diary.
2. The purpose of the report is to request Members to give consideration to agreeing the dates and times of their Area Committee meetings for the 2013/2014 municipal year which commences in May 2013, whilst also considering whether any revisions to the current meeting venue arrangements should be explored.

### Recommendations

3. Members are requested to consider the options detailed within the report and to agree the Committee's meeting dates and times for the 2013/14 municipal year, in order that they may be included within the Council's official diary for the same period.
4. Once the date of the Annual Council Meeting for 2014 has been finalised, Members are requested to agree to the Chair, in consultation with Area Management Officers, approving the arrangements for the seventh Area Committee meeting (the main purpose for which is to elect a Chair for the forthcoming municipal year), with all Committee Members and relevant parties being informed of the arrangements for the meeting at the earliest opportunity.

5. Members are requested to give consideration as to whether they wish to continue with the Committee's current meeting venue arrangements or whether they would like to request any amendments to such arrangements.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to seek the Area Committee's formal approval of a meeting schedule for the 2013/2014 municipal year.
- 1.2 In addition, Members are requested to give consideration as to whether they wish to continue with the Committee's current meeting venue arrangements or whether they would like to request any amendments to such arrangements.

## **2 Background information**

- 2.1 The Area Committee Procedure Rules stipulate that there shall be at least six ordinary meetings of each Area Committee in each municipal year.
- 2.2 The Procedure Rules also state that each Committee will agree its schedule of meetings for the forthcoming year, either at the last meeting in the current municipal year or at its first meeting in the new municipal year. However, in order to appear in the Council's official Diary and Yearbook for 2013/14, the dates and times of the Area Committee meetings need to be approved at the earliest opportunity.

## **3 Main issues**

### **3.1 Meeting Schedule**

- 3.1.1 The following provisional dates have been agreed in consultation with the Area Leader and their team. They follow the same pattern as last year, i.e. Tuesday in July, September, October, December, February and March :-

2<sup>nd</sup> July 2013; 10<sup>th</sup> September 2013; 15<sup>th</sup> October 2013; 10<sup>th</sup> December 2013;  
11<sup>th</sup> February 2014; 18<sup>th</sup> March 2014

- 3.1.2 A similar pattern of meetings is being suggested in respect of the other 9 Area Committees, so that for co-ordination purposes, all Area Committees are meeting in the same basic cycle and months. Whilst Members have discretion as to which actual dates they wish to meet, any proposed substantial change to the cycle may cause disruption in terms of co-ordination between the Area Committees.

### **3.2 Meeting Days and Times**

- 3.2.1 Currently the Committee meets on a Tuesday at 4.00pm and the above suggested dates largely reflect this pattern.
- 3.2.2 Meeting on set days and times has the advantage of certainty and regularity, which assists people to plan their schedules. The downside might be that it could serve to exclude certain people i.e. members of the public, for instance, who have other regular commitments on that particular day or who might prefer either a morning or afternoon meeting or a meeting immediately after normal work hours.

- 3.2.3 For these reasons, some Area Committees have chosen to vary their meeting days and times, alternating between different weekdays and holding daytime and evening meetings alternately. Others, however, have chosen a regular pattern similar to this Committee's existing arrangements.
- 3.2.4 Together with the 6 ordinary meetings proposed for the Area Committee, in line with the Constitution, paragraph 3.1.1 (above) should also propose a seventh meeting, the main purpose for which is to elect a Chair for the forthcoming municipal year. This meeting is required to take place in the run up to the Annual Council Meeting (specifically, this meeting is required to take place by no later than the last working day before the Annual Council Meeting).
- 3.2.5 Currently, there is some uncertainty around the date on which the 2014 Annual Council Meeting will take place, which is due to the fact that the date for the Local Elections is yet to be confirmed, as it may potentially be linked to the date of the European Elections. With this in mind, it is proposed that the scheduling of the seventh Area Committee meeting in May/June 2014 be revisited, once the date of the Annual Council Meeting has been finalised.

### 3.3 **Meeting Venues**

- 3.3.1 Currently the Committee alternates venues between the four Wards and the Civic Hall.
- 3.3.2 If the Committee were minded to request officers to explore possible alternative venues not currently utilised, then the considerations Members and officers would need to take into account are matters such as cost, accessibility – particularly for people with disabilities – and the facilities available at the venue, e.g. IT facilities for presentations etc.
- 3.3.3 In some instances, Committees utilise the Civic Hall as a meeting venue. The meeting facilities in the Civic Hall may be better in some instances, and the venue is possibly more convenient, given that Leeds is the hub of the public transport system. However, when considering the scheduling of meeting venues between the locality and the city centre, Members may wish to balance the benefits of the Civic Hall with the benefits of meeting within the Area's locality.

## 4 **Corporate Considerations**

### 4.1 **Consultation and Engagement**

- 4.1.1 In compiling the proposed schedule of meeting dates and times, the current Area Committee Chair, the Area Leader and colleagues within Area Management have been consulted.
- 4.1.2 The submission of this report to the Area Committee forms part of the consultation process as it seeks the views of Elected Members with respect to the Area Committee meeting schedule and venue arrangements.



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

- 4.2.1 There are no specific implications relating to equality and diversity or cohesion and integration arising from this report, however, in considering the matters detailed, Members may wish to give consideration to ensuring that the Area Committee meeting arrangements are accessible to all groups within the community.

## **4.3 Council policies and City Priorities**

- 4.3.1 An Area Committee meeting schedule which facilitates a widely accessible but robust decision making forum is in line with the Council's Policies and City Priorities.

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

- 4.4.1 There are no resource implications directly arising from the submission of this report to the Area Committee.

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

- 4.5.1 In line with Executive and Decision Making Procedure Rule 5.2, the power to Call In decisions does not extend to decisions taken by Area Committees.

## **4.6 Risk Management**

- 4.6.2 There are no risks directly arising from the submission of this report to the Area Committee, however, not determining an agreed meeting schedule at this meeting may result in the dates not featuring within the 2013/14 Council diary.

## **5 Conclusions**

- 5.1 The Area Committee Procedure Rules stipulate that each Committee will agree its schedule of meetings for the forthcoming year, either at the last meeting in the current municipal year or at its first meeting in the new municipal year. In order to enable the Committee's meeting schedule to feature within the Council's diary for 2013/14, Members are requested to agree the arrangements for the same period at today's meeting.

## **6 Recommendations**

- 6.1 Members are requested to consider the options detailed within the report and to agree the Committee's meeting dates and times for the 2013/14 municipal year, in order that they may be included within the Council's official diary for the same period.
- 6.2 Once the date of the Annual Council Meeting for 2014 has been finalised, Members are requested to agree to the Chair, in consultation with Area

Management Officers, approving the arrangements for the seventh Area Committee meeting (the main purpose for which is to elect a Chair for the forthcoming municipal year), with all Committee Members and relevant parties being informed of the arrangements for the meeting at the earliest opportunity.

- 6.3 Members are requested to give consideration as to whether they wish to continue with the Committee's current meeting venue arrangements or whether they wish to request any amendments to such arrangements.

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

- 7.1 None.

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