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SOUTH (OUTER) AREA COMMITTEE

Meeting to be held in The Large Banqueting Suite, Morley Town Hall
On Monday, 2nd July, 2012 at 4.00 pm

MEMBERSHIP

Councillors

J Dunn	-	Ardsley and Robin Hood;
L Mulherin	-	Ardsley and Robin Hood;
K Renshaw	-	Ardsley and Robin Hood;
R Finnigan	-	Morley North;
B Gettings	-	Morley North;
T Leadley	-	Morley North;
N Dawson	-	Morley South;
J Elliott	-	Morley South;
S Varley	-	Morley South;
K Bruce	-	Rothwell;
S Golton	-	Rothwell;
D Nagle	-	Rothwell

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A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

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

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

A G E N D A

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

Item No	Ward	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2000 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES - 18 MAY 2012</p> <p>To confirm as a correct record the minutes of the meeting held on 18 May 2012</p>	1 - 4
7			<p>AREA CHAIR'S FORUM MINUTES</p>	
8			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p> <p>(10 mins discussion)</p>	

Item No	Ward	Item Not Open		Page No
9			<p>NOTIFICATION OF APPOINTMENT OF AREA COMMITTEE CHAIR FOR 2012/13</p> <p>To receive and consider the attached report of the Chief Officer (Democratic and Central Services)</p>	5 - 8
10			<p>AIRE VALLEY HOMES SERVICE DELIVERY UPDATE</p> <p>To receive and consider the attached report of the Chief Executive of Aire Valley Homes (Council Function)</p> <p>Presentation 5 Minutes/Discussion 5 Minutes</p>	9 - 20
11			<p>DELEGATION OF ENVIRONMENTAL SERVICES - SERVICE LEVEL AGREEMENT</p> <p>To receive and consider the attached report of the Director of Environment and Neighbourhoods (Executive Function)</p> <p>Presentation 5 Minutes/Discussion 10 Minutes</p>	21 - 46
12			<p>PRIORITY NEIGHBOURHOOD WORKER</p> <p>To receive and consider the attached report of the South East Area Leader. (Executive Function)</p> <p>Presentation 5 Minutes/Discussion 5 Minutes</p>	47 - 72
13			<p>WELL BEING BUDGET REPORT</p> <p>To receive and consider the attached report of the South East Area Leader (Executive Function)</p> <p>Presentation 5 Minutes/Discussion 5 Minutes</p>	73 - 86
14			<p>SUMMARY OF KEY WORK</p> <p>To receive and consider the attached report of the South East Area Leader (Executive Function)</p> <p>Presentation 5 Minutes/Discussion 5 Minutes</p>	87 - 116

Item No	Ward	Item Not Open		Page No
15			<p>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</p> <p>To receive and consider the attached report of the Chief Officer (Central and Democratic Services) (Council Function)</p> <p>Presentation 5 Minutes/Discussion 5 Minutes</p>	117 - 130
16			<p>DATES, TIMES AND VENUES OF FUTURE MEETINGS</p> <ul style="list-style-type: none"> ○ Monday, 3rd September 2012 - Civic Chamber - Rothwell One Stop Centre, Rothwell ○ Monday, 15th October 2012 -Thorpe Primary School - Dolphin Lane, Thorpe, Wakefield, WF3 3DG ○ Monday, 3rd December 2012 Drighlington Meeting Hall - Drighlington Library, Moorland Road, BD11 1J2 ○ Monday, 4th February 2013 - Large Banqueting Room - Morley Town Hall, Morley ○ Monday, 25th March 2013 - Civic Chamber - Rothwell One Stop Centre, Rothwell <p>All meetings to commence at 4.00 p.m.</p>	

SOUTH (OUTER) AREA COMMITTEE

FRIDAY, 18TH MAY, 2012

PRESENT: Councillor R Finnigan in the Chair

Councillors K Bruce, N Dawson, J Dunn,
J Elliott, B Gettings, S Golton, T Leadley,
L Mulherin, D Nagle, K Renshaw and
S Varley

75 Declaration of Interests

Councillor T Leadley declared a personal interest in Agenda Item 9, Summary of Key Work due to the reference to Morley Conservation Area and his position as Chair of the Morley Town Council Planning Committee.

76 Minutes - 26 March 2012

RESOLVED – That the minutes of the meeting held on 26 March 2012 be confirmed as a correct record subject to the following amendment:

Minute 71 – Drighlington War Memorial – that £2,000 Capital be agreed.

77 Open Forum

The agenda made reference to the provision contained in the Area Committee Procedure rules for an Open Forum Session at each ordinary meeting of an Area Committee, for members of the public to ask questions or to make representations on matters within the terms of reference of the Area Committee. On this occasion, no matters were raised under this item by those members of the public who were in attendance.

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

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

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

It was reported that two nominations had been received for Area Committee Chair on behalf of Councillors K Bruce and R Finnigan and Members were asked to vote

RESOLVED-

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

Draft minutes to be approved at the meeting
to be held on Date Not Specified

- b) That following a tied vote, the Election of Chair be referred to the Annual Council meeting on 21 May 2012.

79 A Summary of Key Work

The report of the Area leader presented a summary of the key work that had taken place within the Outer South Area which was not covered elsewhere on the agenda.

Tom O'Donovan, Area Improvement Manager presented the report.

Members were informed of meetings of the Area Committee Sub Groups and minutes were appended to the report. Information was also submitted regarding the Health for All project and Conservation Audits.

Councillor Leadley reported that it had been asked to refer the Conservation Audits to Executive Board as following inquiries from the public and a freedom of information request.

RESOLVED – That the report be noted.

80 Outer South Area Committee Wellbeing Budget Report

The report of the Area Leader provided Members with the following:

- Confirmation of the 2012/13 revenue allocation.
- The current position of the Well Being budget.
- Details of capital and revenue funding for consideration and approval.
- Details of revenue projects agreed to date.
- Details of capital projects agreed to date.
- A summary of the revenue for 2011/12 and 2012/13 already approved and linked to the priorities and outcomes in the Area Committee Business Plan.
- The current position of the Small Grants Budget.

Tom O'Donovan, Area Improvement Manager presented the report.

Members were given further information on the projects that funding had been requested for. In response to Members comments and questions, the following issues were discussed:

- The proposals for Christmas Trees and Lights were a replication of previous years.
- Alleygating – closure at the end of Tingley Crescent, it was reported that there were two alternative routes.
- Remaining revenue budget – it was proposed that this was equally divided between the four Area Committee wards.

RESOLVED –

Draft minutes to be approved at the meeting
to be held on Date Not Specified

- (1) That the report be noted.
- (2) That the position of the Well Being revenue budget as set out at 3.0 be noted.
- (3) That the revenue projects already agreed as listed in Appendix 1 be noted.
- (4) That the capital projects already agreed as listed in Appendix 2 be noted.
- (5) That the following project proposals be approved:
 - Wood Lane Estate Youth Shelter - £6,700 capital
 - Alleygates, Tingley Crescent - £4086.80 capital
 - Christmas Trees and Lights 2012 - £11,505 revenue
- (6) That an in principle agreement be given to the remaining revenue budget being equally divided between the four wards of the Area Committee subject to the development of suitable projects.

81 Dates, Times and Venues of Future Meetings

- Monday, 2nd July 2012 Large Banqueting Room, Morley
Town Hall, Morley
- Monday, 3rd September 2012 Civic Chamber - Rothwell One Stop
Centre, Rothwell
- Monday, 15th October 2012 Thorpe Primary School - Dolphin
Lane, Thorpe, Wakefield, WF3 3DG
- Monday, 3rd December 2012 Drighlington Meeting Hall -
Drighlington Library, Moorland Road, BD11 1J2
- Monday, 4th February 2013 Large Banqueting Room - Morley
Town Hall, Morley
- Monday, 25th March 2013 Civic Chamber - Rothwell One Stop
Centre, Rothwell

All meetings to commence at 4.00 p.m.

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Report of the Chief Officer (Democratic and Central Services)

Report to South (Outer) Area Committee

2 July 2012

Subject: Notification of Appointment of Area Committee Chair for 2012/2013

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Ardsley and Robin Hood, Morley North, Morley South, Rothwell		
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 the requirements set out in the Area Committee Procedure Rules, this report is submitted to formally notify Members of the appointment made by Council at its Annual Meeting on the 21st May 2012 to the position of South (Outer) Area Committee Chair, following the initial consideration of this matter by the Area Committee at its meeting on 18th May 2012.

Recommendations

2. The Area Committee is recommended to note that Councillor K Bruce was elected as Chair of the South (Outer) Area Committee for the duration of the 2012/2013 municipal year by Council at its Annual Meeting on 21st May 2012.

1 Purpose of this report

- 1.1 The purpose of this report is to formally notify Members of the appointment of Councillor K Bruce to the position of South (Outer) Area Committee Chair for the duration of the 2012/2013 municipal year, which was made by Council at its Annual Meeting on 21st May 2012.

2 Background information

- 2.1 In line with Area Committee Procedure Rule 5.11, where Council has made an appointment of an Area Committee Chair, there is a requirement for the decision to be formally reported to the relevant Area Committee.

3 Main issues

- 3.1 At its previous meeting on 18th May 2012, the South (Outer) Area Committee formally undertook the process to elect a Committee Chair for the 2012/2013 municipal year. In line with Area Committee Procedure Rules, as an overall majority could not be achieved for one nominee, the matter was referred to full Council for determination.
- 3.2 At the Annual Council Meeting on 21st May 2012, Council resolved to elect Councillor K Bruce as Chair of South (Outer) Area Committee for the 2012/2013 municipal year.
- 3.3 In line with Area Committee Procedure Rule 5.11, where Council has made such an appointment of an Area Committee Chair, there is a requirement for the decision to be reported to the relevant Area Committee.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 This report fulfils the requirement within Area Committee Procedure Rules to formally notify the relevant Area Committee following an appointment at full Council to the position of Area Committee Chair.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 There are neither equality and diversity nor cohesion and integration implications arising from this report.

4.3 Council policies and City Priorities

- 4.3.1 The recommendations within this report are in line with the Council's Constitution, and are therefore also in line with the Council's policies.

4.4 Resources and value for money

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

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 In line with the Council's Executive and Decision Making Procedure Rules, all decisions taken by Area Committees are not eligible for Call In.
- 4.5.2 This report fulfils the requirement within Area Committee Procedure Rules to formally notify the relevant Area Committee following an appointment at full Council to the position of Area Committee Chair.

4.6 Risk Management

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

5 Conclusions

- 5.1 In line with the requirements set out within the Area Committee Procedure Rules, this report is submitted to formally notify Members of the appointment made by Council at its Annual Meeting on the 21st May 2012 to the position of South (Outer) Area Committee Chair, following the initial consideration of this matter by the Area Committee at its meeting on 18th May 2012.

6 Recommendations

- 6.1 The Area Committee is recommended to note that Councillor K Bruce was elected as Chair of the South (Outer) Area Committee for the duration of the 2012/2013 municipal year by Council at its Annual Meeting on 21st May 2012.

7 Background documents¹

- 7.1 Area Committee Procedure Rules
- 7.2 Schedule 8(c) of the Annual Council Meeting Agenda Papers – 21st May 2012

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

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Report of Chief Executive of Aire Valley Homes Leeds

Report to South Leeds (Outer) Area Committee

Date: Monday 2 July 2012

Subject: Aire Valley Homes Service Delivery Update

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

Summary of main issues

1. Aire Valley Homes Leeds (AVHL) is the provider for housing management services for 15,500 homes within the South and South East areas of the City
2. The details contained within this report are intended to provide the Outer South Area Committee with an update on how AVHL are contributing to the key city wide service delivery priorities and how we are engaged in partnership work to improve local services that are responsive to the needs of local communities.
3. The details contained within this report are also intended to provide the Outer South Area Committee with an update on AVHL current performance and levels of customer satisfaction.

Recommendations

The Area Committee are asked to note the content of the attached report and raise any queries.

1.0 Purpose of this report

- 1.1 The purpose of the attached report is to provide Members of the Outer South Area Committee with an update on areas of activity and performance.

The report will also highlight areas of joint work that are currently ongoing between AVHL and other Council services to deliver a comprehensive service that is responsive to the needs of individual local communities.

2.0 Background information

- 2.1 Since the Service Level Agreement has been agreed between the Area Committee and the Locality Team, AVHL has been working closely with the Area Leader and the Locality Manager to integrate local service provision to pool resources, avoid duplication and deliver VFM.

The emphasis for effective service delivery for AVHL has been refocused over recent months and whilst good quality housing management service delivery is the core function of the organisation there has been a recognition that in order to deliver against its key strategic objectives there needs to be a focus on increased customer satisfaction, working in partnership with other service providers and working within community boundaries rather than specific housing estates.

3.0 Main issues

3.1 Partnership working

3.1.1 Outer South Area Panel

In addition to the funds that are available through the Well Being Budget the Outer South Area Panel has been allocated £90k which is used to fund local schemes that are submitted from a range of local community groups. Due to match funded bids this has generated nearly £300k of additional income. A breakdown of the schemes that have been funded this year by the Outer South Area Panel is attached as Appendix 1.

3.1.2 Environmental Clean Up Campaigns

The Estate Caretaking Team from AVHL have provided resources to assist with a number of clean up campaigns across the outer South area and have provided skips for local residents groups as part of a number of local clean up campaigns.

Over the last 12 months the AVHL Environmental Caretaking team have removed over 1,000 metric tonnes of rubbish and recycled 79% of this total.

As part of their regular estate inspections they have collected 318 fridges, 526 TV's and 334 car tyres that have been fly tipped.

3.1.3 Joint Working With The Police

Since the introduction of the new local based anti social behaviour teams in April last year, AVHL have had the opportunity to influence the deployment of police resources through the NPT's. The locally based ASB teams are managed by a Manager employed by the ALMO who manages staff from LCC, Police, Victim Support, Arson Task Force and the noise nuisance team through matrix management arrangements.

Through the local Tasking Meetings AVHL, along with a full range of service partners, we are able to influence PCSO resources as joint funding has been provided through the Housing Revenue Account.

3.1.4 Children's Services

Local housing staff have undertaken joint awareness training with staff from the local children's centres around safeguarding and vulnerability. We are in the process of developing a series of welfare benefit advice sessions which will be delivered to all children's centres across AVHL in preparation of the welfare reforms.

As part of the work we are undertaking to prepare for the impact of the welfare reforms we are undertaking a piece of work to map out our customer base to understand the demographics within our properties rather than relying on tenant data alone. This information, when available, will assist Children's Services to project future pressures on school places within geographical localities.

In order to assist with the corporate priority to reduce the number of looked after children the ALMO's have set aside resources within their individual Capital programmes to provide an element of joint funding if required to facilitate building alterations to avoid placing children into the care of the local authority.

AVHL has agreed to jointly fund the building of an extension to assist Children's Services in locating three looked after children within the extended family.

We have also identified an ALMO property that can be developed into a small children's home and are working with Children's Services to develop these proposals through joint funding.

3.1.5 Older Peoples Housing Services

AVHL manages a total of 1932 units of sheltered accommodation, of which over 600 are situated within the Outer South Area Committee boundary.

In order to ensure that the service provision is delivered based on individual need individual Support Plans are undertaken on a regular basis to change the service provision, or bring in additional support providers, dependent on the needs of the customer.

Within all sheltered schemes a replacement programme of the current Care Ring system is being undertaken, with potential to include assistive technology through Telecare to increase the provision of independent living rather than taking up hospital bed spaces.

AVHL is currently looking to develop a scheme with the NHS to commission a small number of bed spaces which will be available on a short term basis to avoid hospital bed blocking.

The older peoples supported housing service that is provided to sheltered properties has recently been externally inspected and was awarded a 5 'A' rating which is the highest possible rating. There are currently only 15 organisations nationally that have been awarded a similar rating.

In addition to the service that is provided within the sheltered schemes across AVHL we have introduced a cross tenure floating support service so that individuals can purchase these services, on a flexible basis to meet customer demands.

In order to allow existing residents to remain in their current homes, and avoid relocating, AVHL has spend approx £2m this year delivering aids and adaptations work.

3.1.6 Community Payback

Last year AVHL commissioned West Yorkshire Probation Trust to deliver a Community Payback scheme for AVHL. The scheme delivered 16,000 hours of activity which is commissioned through our existing resources would have cost £176k.

It is proposed to commission a further scheme in 2012/13 which will deliver 14,000 hours of activity.

3.1.7 Employment Initiatives

During the last year AVHL ran a Future Jobs Fund programme and delivered 37 placements. Whilst the national average of placements remaining in work after 6mths is around 50% the average in Leeds is approx 61% with the success rate for AVHL is 84%.

Of the 37 placements facilitated by AVHL, 15 have obtained full time employment within the ALMO's/LCC.

AVHL is fully engaged with the current Youth Inspire scheme and has taken on 3 placements with more opportunities being developed.

In addition to the above AVHL has entered into a partnership with Job Centre Plus and have formally seconded a member of their staff to work alongside our Benefit Advisors and Financial Inclusion Officer.

Since the partnership began there have been a number of positive outcomes such as;

- Twice yearly contact with 3,600 households who have made contact for benefit advice.
- 208 people have moved into paid employment
- 28 people helped into voluntary work to gain employment experience
- Over 400 tenants have moved into further education or college courses.
- Over 5,000 face to face enquiries

3.1.8 Energy Efficiency

In addition to the schemes that are delivered through the Capital programme AVHL has just secured over £1m through a partnership with Eggborough Power Station to reduce our carbon footprint.

The scheme in Hunslet will involve a comprehensive package of works to 220 properties to reduce their carbon footprint and increase energy efficiency.

AVHL is working with Yorkshire Energy Services, who are delivering the Wrap Up Leeds scheme, to facilitate loft and cavity wall insulation free for owner occupiers.

3.2 **Operational Performance**

3.2.1 Repairs and Maintenance

Since the introduction of the new repairs and maintenance services, which was introduced in April 2011, this is the main area for service failure and tenant dissatisfaction.

While vast improvements have been made to both contractor performance and telephony response times, there is further work required to reach the expected levels of performance and customer satisfaction.

The level of poor performance being delivered by Morrison has been escalated to the national Chief Executive of the company and penalties, within the terms of the contract, are being invoked.

3.2.2 Re-structure

In order to review business priorities and redirect resources within the Housing Management division a review has been undertaken.

The main drivers and outcomes of the review are;

- To create a specialist team of TMO's to support vulnerable customers
- Create a generic role for the TMO's to avoid duplication
- Create a specialist arrears team to focus on enforcement arrears activity
- Prepare for the introduction of the Welfare Reforms
- Create the role of Partnerships Manager to deliver joint working

3.2.3 Anti Social Behaviour

The new locally based ASB team are now fully integrated into the overall service provision for tenancy enforcement and ASB action and are currently reporting customer satisfaction levels of 83% following case closure.

The satisfactions level of customers being kept up to date with actions has also increased and currently stands at 87%.

Further development work is currently ongoing to integrate the noise nuisance team in order to create a holistic service to ASB intervention and enforcement.

3.2.4 Resident Engagement

There are 32 formally registered residents groups within AVHL that cover over 50% of the stock.

In addition to the above we have 4 tenants who have been elected as Board Members and we have just undertaken a recruitment process to appoint 12 members of the Scrutiny Steering Group which will become the formally recognised process to replace the formal Audit Commission inspection regime.

3.2.5 Local Ward Member Engagement

AVHL welcomes the opportunity to attend the Area Committees to present our current achievements and report performance and recognises the need for our performance data to be delivered to a Ward level.

In developing a revised Performance Management Framework it is recognised that future reporting against KPI's needs to be available at a Ward level. AVHL's Management Team have recently developed a programme of quarterly Member briefing sessions which can be increased in frequency at Members request.

3.2.6 Tenancy Management

In order to become more visible and accountable to our customers we have introduced a schedule of estate walkabouts.

Every quarter a formal walkabout will be arranged and invites sent to all service partners, local Members, RTG's and the Police. There are currently 71 quarterly walkabouts undertaken across AVHL.

In addition each TMO has a schedule of less formal monthly walkabouts to ensure that we can respond to customer demands and undertake formal visits when required through booked appointments. There are currently 201 monthly walkabouts undertaken across AVHL.

Enough flexibility has been designed into the schedule to enable urgent matters to be attended to outside the formal estate walkabout structure.

3.2.7 Staff Engagement

In order to recognise that staff are our biggest asset, we have undertaken a recent staff culture audit which has demonstrated an improvement in all 22 questions. It is also worth noting that the highest scoring areas were around;

- Focus on the customer
- High performing expectations
- Open to change
- Diversity is valued and embraced

3.2.8 Customer Satisfaction

The most recent STATUS survey that was conducted in 2010 reported overall tenant satisfaction at 69%, which was a reduction of 2% from the previous survey in 2008.

Since these results were published AVHL have been working hard to improve areas of service dissatisfaction and can report the current level of overall tenant satisfaction is over 90%

3.2.9 Capital Programme

Plans are currently being developed to mobilise this year's Capital programme which stands at £14.3m. The main areas of spend within this year's programme includes;

Work to maintain decency = £7.25m
Aids & adaptations = £1.8m
Fuel poverty & energy efficiency = £2.5m
Health and safety work = £500k
Burglary reduction initiatives = £500k
Sheltered housing investment = £1.2m

4.0 Corporate Considerations

4.1 Consultation and Engagement

AVHL has a formal structure to deliver a full range of consultation and engagement activities with its tenants.

4.2 Equality and Diversity / Cohesion and Integration

AVHL fully complies with The Equality Act 2010 which brings together all previous equality legislation into one Act. This important piece of legislation helps to ensure that everyone has the right to be treated fairly at work, or when using services. It protects people from discrimination on the basis of 9 protected characteristics: race, gender, disability, religion and belief, sexual orientation, age, gender reassignment, marriage and civil partnerships and maternity and paternity.

AVHL has developed our equality priorities in line with LCC's Business Plan, LCC Equality Improvement Priorities and AVHL's annual Business Plan for 2012/13.

Following a comprehensive consultation exercise, with both customers and staff, we have developed our top five priority equality priorities which are;

- Support
- Financial Inclusion
- Fair access
- Safety
- Listening

4.3 Council policies and City Priorities

The work undertaken by staff from AVHL as identified within the attached report is intended to contribute to priorities set out in the following policies;

- Vision for Leeds
- Children and Young Peoples Plan
- Safer and Stronger Communities Plan
- Health and Well being Priority Plan
- City Regeneration Priority Plan

4.4 Resources and value for money

AVHL receives its income from the HRA via the Council through a Management Fee.

Whilst services provided by AVHL are not funded through the General Fund by avoiding duplication of workload, working in partnership by sharing resources, AVHL can effectively contribute to delivering local services in communities that delivers VFM against a programme of efficiencies.

4.5 Legal Implications, Access to Information and Call In

None

4.6 Risk Management

None

5.0 Conclusions

The partnership approach to service delivery that has been adopted by AVHL has been well received by service partners and has improved overall customer satisfaction levels with our customers.

6.0 Recommendations

The Area Committee are asked to note the content of the attached report and raise any queries.

7.0 Background documents

Aire Valley Homes Leeds Contribution to Locality Working and Involvement in Area Committees - 5th September 2011

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Inner South Area Panel 2011-12

Date	Status	Partners	Area	Match Funding	Panel Funding	Project Description
April	Completed	Holbeck In Bloom	Beeston + Holbeck		1,000.00	To provide 30+ summer baskets mounted on lighting columns
April	Completed	Local Residents + Inners South Housing Team	Beeston + Holbeck		3,100.00	To install 1.8m bow top fencing at Atha Street to reduce ASB
June	Completed	Hunslet TARA	City + Hunslet		350.00	Contribution towards the Hunslet Festival attended by all agencies and voluntary sector providers
June	Completed	Westwood TARA	Middleton Park		350.00	Contribution towards the Westwood Gala attended by all agencies and voluntary sector providers
June	Completed	Holbeck TARA	Beeston + Holbeck		1,000.00	Contribution towards Holbeck Fun day attended by all agencies and voluntary sector providers
July	Completed	LCC Youth Offending Team	Beeston + Holbeck		966.00	A project to build bridges between ex offenders and older residents to construct a Peace Garden
July	Completed	NACRO - South Leeds Youth Inclusion	Middleton Park	2,000.00	500.00	Contribution towards a youth inclusion project "BIG LUNCH"
July	Completed	Cockburn School + Aire Valley +WNWHL	Middleton Park		645.50	Project to engage pre NEET teenagers in a music project known as "Rock School" The 5 day programme culminated in live performance at the Wardrobe Venue Leeds
July	Completed	LCC Parks	City + Hunslet		8,800.00	Rocheford Boundaries Landscaping
August	Completed	Older Person's Forum	Cross ALMO	9,082.45	3,027.48	In partnership with Leeds Older Peoples Forum an Elderly Debt Management Service will be available to older tenants aimed at reducing arrears and writing off credit for vulnerable tenants
August	Completed	LCC PMS	Beeston + Holbeck	40,000.00	11,390.55	Project to remodel redundant Bin Areas in Holbeck Bin Yards
August	Completed	LCC Parks	Middleton Park		1,890.00	Project to clear and enhance large area of green space at Manor Farm Green
August	Completed	Cardinal Youth Club	Beeston + Holbeck	4,200.00	800.00	Cardinal Youth Club 10th Year Celebration - Community day The event itself includes a mega slide, inflatable titanic, human football, bucking bronco, cream tea's for the elderly, Zulu warriors, belly dancers, steal drums, sky lanterns and more.
September	Completed	Middleton TARA	Middleton Park		2,500.00	Project for Local schools + Tenants to design "Welcome To Middleton Sign"
September	Completed	Middleton TARA	Middleton Park		255.00	A contribution made to support the "Communities In The Park" initiative which encourages local people to volunteer make friends and support the "Friends Of Middleton Park"
September	Completed	LCC Signpost - Fire Service	Cross ALMO	800.00	270.00	Project with the Fire Service and LCC Signpost aimed at helping young people understand the impact of bad behaviour , project includes a passing out parade for the new "Young Fire Fighters"
September	Completed	Groundwork	Beeston + Holbeck		3,500.00	To fund an 8 week programme to engage young people between the ages 8-14 to volunteer in the local area improving the environment and meeting older people in the Cardinal Estate community
October	Completed	Renew - Middleton Children's Centre	Middleton Park		1,835.00	To provide an IT club based at the local community hub. Local people will be encouraged to develop new IT skills and develop CV's complete Job search with a representative from JCP who helps tenants into work
October	In Progress	West Yorkshire Probation	Cross ALMO	235,000.00	16,000.00	To provide a SLA with Community Payback to deliver 16,000hrs on environmental improvements such as strimming cutting back litter picking , gritting and painting the work would cost AVHL 247K to deliver in house not including 70K in overheads
October	Completed	Ingram Gardens Community	Beeston + Holbeck		50.00	Cross Ingram Tenants Coffee Morning
October	Completed	Hunslet Parkside	City + Hunslet	449.00	1,000.00	Hunslet Parkside - Improvements To Training Facilities 200 Boys Girls benefit
October	Completed	CIARA	Beeston + Holbeck		300.00	Cardinal Community Group XMAS Dinner Social Event
October	Completed	Holbeck TARA - Leeds Fed - Morrison FS	Beeston + Holbeck	300.00	100.00	Holbeck XMAS Market - Santa's Grotto, Café Stalls fun activities
November	Completed	Cardinal Court Tenants Association	Beeston + Holbeck		500.00	A contribution towards regular luncheon club which provides hot meals for older residents for an affordable price - The funding went towards a new electric oven
November	Completed	Middleton Primary School	Middleton Park		50.00	Selection Boxes - Carol Service
January	Proposed	Future Arts Project - Princes Trust - Leeds Fed	Cross ALMO	9,000.00	3,000.00	Arts based initiative focused on local people defined as NEET and aged 16-25
				300,831.45	63,179.53	

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Report of the Director of Environment & Neighbourhoods

Report to South Leeds (Outer) Area Committee

Date: Monday 2 July 2012

Subject: Delegation of Environmental Services – Service Level Agreement

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Ardsley and Robin Hood, Morley North, Morley South, Rothwell		
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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

Summary of main issues

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

Recommendations

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

1 Purpose of this report

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

2 Background information

- 2.1 At its meeting of 30th March 2011, the Executive Board approved revisions to the Area Committee Function Schedules to include a new delegated responsibility for Street Cleansing & Environmental Enforcement Services.
- 2.2 The delegation makes clear the responsibility of Area Committees to negotiate, develop and approve a Service Level Agreement (SLA) with the service that achieves as a minimum, the service standards set by Executive Board. The SLA should determine the principles of deployment of the available resources by:
- the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)
 - the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.
- 2.3 Services included in the delegation are:
- Street cleansing (mechanical and manual);
 - Leaf clearing;
 - Litter bin emptying;
 - Gully cleaning
 - Graffiti removal
 - Needle removal
 - Ginnel clearance
 - Dog warden services;
 - Littering & flytipping regulation;
 - Domestic & commercial waste (storage & transportation issues);
 - Highways enforcement (abandoned & nuisance vehicles, A-boards on pavements, mud on roads and placards on street furniture);
 - Graffiti enforcement; and
 - Overgrown vegetation controls.
- 2.4 The delegation of the specified environmental services to Area Committee mean that service resources, mainly staffing, are devolved. These resources are organised into three wedge based teams for East North-East, South South-East and West North-West, aligned to Locality Teams. The Service Level Agreement sets out the detail of the resources which will be allocated to the Area Committees.

3 Main issues

- 3.1 A report to March Area Committees outlined progress over the period of the first SLA. The report also outlined successes and lessons learnt which were used as the basis for revised principles. These revised initial principles were outlined in the report.
- 3.1 The Locality Team has developed its capacity and learnt lessons from its first half year of delivering services through a SLA with the Area Committee. The SLA for 2012/13 also includes more specific commitments around such issues as:
- Priority ginnels for programmed cleansing/maintenance
 - Cleaning of arterial routes
 - De-leafing
 - Litter bin replacements/new sites
 - Targeting of zero tolerance enforcement (geographical and issue based)
 - Dedicated enforcement/education patrols resources to be prioritised and directed at a ward level.
 - Cleaning around recycling (e.g. bottle banks) facilities
- 3.2 Members have also raised the issue of performance management and reporting in the service. Section 11 outlines the commitment to performance reporting and management which will be significantly strengthened over this SLA cycle.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Ward level workshops were held with Ardsley and Robin Hood, Morley North, Morley South and Rothwell Elected Members in May and June to involve Members in the development of the Service Level Agreement (SLA). The workshops also provided an opportunity for Members to consider current service schedules and activity, in terms of meeting the need of local areas. The workshops lead directly to changes within the SLA and ward based priority plans.
- 4.1.2 In addition to Ward Member workshops consultation has also been undertaken with the Environmental Sub – Group of the Outer Area Committee on all aspects of the SLA delivery over the last six months.

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council Policies and City Priorities

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

4.4 Resources and Value for Money

- 4.4.1 The SLA is transparent about the level of resources available to deliver services within the SSE Locality area over the period. The level of resources within SSE Locality remain as per the levels during 2011/12 municipal year. Further discussions will take place across the year about resource allocation and deployment at Area Committee, Locality Team and citywide levels.

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

- 4.6.1 The Area Committee is being asked to approve the attached Service Level Agreement, which will formalise the partnership arrangements between the South South East Environmental Locality Team and the Area Committee. Should the Service Level Agreement not be approved then the Locality Team will still be required to deliver environmental services within the area, however this will be without the significant input of the Area Committee.

5 Conclusions

- 5.1 A significant amount of progress has been made over the period of the first SLA. The new SLA for the year ahead has incorporated this learning and the feedback from Elected Members to give us the basis for further improvements over the year ahead.
- 5.2 The SLA will be reviewed annually to inform the production and approval of subsequent agreements for future years, in line with corporate budget cycle and review process.

6 Recommendations

6.1 The Area Committee is asked to:

- a) Note the contents of the report;
- b) Approve the attached Service Level Agreement (**Appendix 1**).

7 Background documents

7.1 Leeds City Council Constitution.

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

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

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

7.5 Report: Environmental Services Delegation – Update and Progress, to Area Committee 20th June 2011.

7.6 Report: Delegation of Environmental Services – Service Level Agreement, to Area Committee 21st September 2011.

7.7 Report: South and Outer East Locality Team Service Level Agreement Performance Update, to Area Committee 11th January 2012.

7.8 Report: Towards More Integrated Locality Working 2: An early review of the Environmental Services delegation. To Executive Board, 10th February 2012.

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

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Appendix 1

Services Level Agreement Delegation of Environmental Services

1 Parties

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

2 Period of the agreement

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

3 Purpose of the agreement

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

4 Scope of services covered by the agreement

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

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

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

- **Regulatory environmental services -**

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

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

(a) Street Cleansing - deliver a 7 days a week service across the city. Staff work 10 hours shifts per day based on a 4 by 3 shift pattern over a fortnight. Operations commence between 6am and 8am.

(b) Regulatory Environmental Services - operate on a Monday to Friday, 7am to 7pm. Some weekend and late evening/early morning work is possible by prior arrangement, but usually at additional expense.

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

4.4 The staffing structure of the South South-East Locality Team is provided in **Appendix A**. The budget currently available to the Locality Manager to deliver service commitments made in the SLAs for the three Area Committees in SSE area is provided in **Appendix B**.

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

5 Roles & responsibilities

5.1 The specific responsibilities of parties involved in the delivery, management and oversight of the SLA are set out in the following paragraphs.

Elected Members

(a) Area Committee: responsibility delegated from Executive Board to develop and agree the SLA each year and to monitor the delivery of the

service against the agreed specifications and outcomes. To negotiate changes to the SLA to address unforeseen issues/events and address service failure/inefficiencies.

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

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

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

Environmental Locality Manager (Tom Smith)

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

6 Service principles and priorities

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

(a) Outcome focused:

The SSE Locality Team will focus on delivering the best outcome for residents across the Outer South area - so that the streets and neighbourhoods in which they live are of an acceptably clean standard. It is this equality of standard that every resident will be entitled to, not necessarily the same quantity of service. For example, not everyone will get their street swept the same number of times per year, but everyone will be entitled to get their street swept as and when needed if it is the best solution to make sure it is maintained to an acceptable standard of cleanliness.

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

(b) Responsive to local needs:

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

We will respond to all requests for new litter bins or relocating existing ones to more effective locations. If the requests can not be met we will explain why.

(c) Common sense approach:

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

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

The service will work as part of a multi-agency approach and contribute towards tackling problems identified in agreed priority neighbourhoods. We will target our enforcement resources and activities to deal with areas and issues of priority in each ward. **Appendix C** sets out the initial ward based priority areas for the year ahead.

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

(e) Supporting community action:

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

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

(f) Education and Enforcement:

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

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

(g) Working with Aire Valley Homes Leeds (AVHL), Registered Social Landlords (RSLs), Parks and Countryside and other partners to deliver more effectively:

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

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

(h) Planning for seasonal and annual events:

We will ensure that there is sufficient capacity and flexibility in the service to programme in work to deal with leaf fall in autumn and help clean up after significant community events planned during the year. During 2012 this will include preparations and aftermath of the Olympic torch journey through Leeds, other Olympic events that may be held in the community and local events in celebration of the Queen’s Diamond Jubilee (e.g. street parties).

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

7 Service activity

- 7.1 The Environmental Locality Team, via this SLA, undertakes to provide the following service provision to the Outer South wards of Ardsley and Robin

Hood, Morley North, Morley South and Rothwell, determined by the Committee and statutory obligations placed upon the Council. Activity type is split between programmed and reactive service provision, with activity detailed separately below for each service.

7.2 Street Cleansing Functions

(a) Mechanical Path & Road Sweeping

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

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

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

(b) Manual Litter Picking

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

The service will work with Elected Members to continually review the routes and seek agreement for changes to street cleansing approaches or frequencies where appropriate. Where possible, variations to the routes will be negotiated at ward member meetings. This will be limited to instances where the total daily distance covered is not increased significantly.

(c) Litter Bins

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

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

A survey of bins across the area will be undertaken to identify bins that require refurbishment or replacement. The replacement/refurbishment of existing damaged bins will be prioritised within the existing capital budget (see

appendix B). The apportionment of litter bin repairs and replacements across wards will be shared with Elected Members prior to any repairs or replacements taking place.

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

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

(d) Flytipping

The service will operate one sideloader vehicle seven days per week utilising four operatives on a 4 x 3 shift pattern. This effectively gives us one driver and one crew member each day.

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

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

(e) Ginnel cleaning

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

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

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

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

7.3 Environmental Regulation

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

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

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

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

7.4 Responding to urgent issues

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

8 Service outcomes

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

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

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

8.2 We acknowledge that the service will be measured not only through surveys of cleanliness but also through the perception of the quality of environments. We will work to develop appropriate mechanisms to capture information from

our customers and Elected Members to effectively gauge the satisfaction and perception of our services.

9 Community Engagement

- 9.1 The SSE Locality Team will engage with the community via existing mechanisms set out in the Area Committee Business Plan and work with the Area Leadership team to avoid duplication and make the best use of any time spent consulting.
- 9.2 The Team will work with Elected Members to identify local opportunities for engagement specifically around local environmental priorities, particularly with residents involved in helping improve the condition of neighbourhoods through In Bloom, Friends of and other such groups.
- 9.3 We will work with the South South-East Area Leadership Team to develop our approaches to engaging with residents in Outer South to engender a sense of responsibility for environmental quality in their areas and mobilise communities into action.

10 Accountability

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

11 Reporting & performance monitoring

- 11.1 Environmental Sub-group
Regular (minimum quarterly) service activity reports will be submitted by the Environmental Locality Manager to the Outer South Environmental Sub-Group, or equivalent, for consideration. Through the sub-group, the report will be used to identify changes in issues and priorities, and therefore help guide service delivery over the following quarter(s).
- 11.2 Area Committee
Twice yearly performance monitoring reports will be submitted by the Environmental Locality Manager to the Area Committee for consideration.

The report will detail the performance against service outcomes and the execution of Executive Board policy locally.

11.3 Executive Board

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

12 Review process

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

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

12.3 The review process will commence in the October to December 2012 quarter and completed in the January to March 2013 quarter. Proposed updates to the service principles and priorities will be presented at the last Area Committee meeting of the municipal year (March/April) so that a full, revised SLA for 2013/14 can then be worked up to also incorporate any service activity changes required. Also provided will be the second service monitoring report outlining performance against the current year's agreement.

12.4 The new SLA for the 2013/14 municipal year will be formally approved by the Area Committee at its first meeting of that municipal year (June/July 2013).

12.5 Simple "in-year" changes to how an element of the service is organised and delivered in wards can be agreed outside of any formal review process of the Agreement between ward members and the Locality Manager. Providing the change can be met from within existing capacity in that ward. For example, the additional/amendments of litter bins locations, minor revisions to mechanical and manual sweeping routes/frequencies and agreeing localised enforcement priorities.

12.6 Where requested ward changes would have an impact on the service capacity across the Area Committee, the Environmental Sub-group would consider the matter and if necessary refer to the Area Committee for a decision.

12.7 Where requested changes to service delivery within an Area Committee would have an impact on capacity across the Locality, initial discussions would be held between Area Committee Chairs to agree the best way forward. If agreement can not be reached the current SLA arrangement would stand.

12.6 Both parties can request re-negotiation of the contents of the agreement in the event of changes to local need or preferences, service demand or citywide policy in respect of environmental cleanliness/services. Any requests will

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

13 Resolving Disagreements

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

14 Confidentiality & Legal Requirements

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

Signed:.....

Date:

Signed:.....

Date:

Environmental Services – South and Outer East Locality Team Structure

**Public Contact:
0113 2224406**

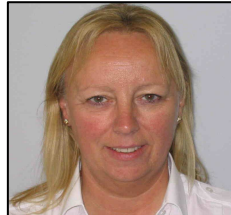


Tom Smith
Locality Manager
tel: 2243829 / mobile: (07891) 272747

Paul Spandler
Service Manager
tel: 24 75666 / mobile: (07891) 277013

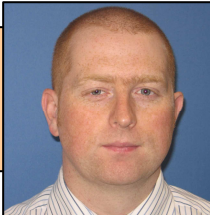


Steve Wetherill
Team Manager
tel: 39 50646 / mobile: (07891) 275596



Michelle McGill
Supervisor
mobile: (07891) 277577

Chris Pierpoint
Supervisor
mobile: (07891) 273794



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

Mechanical Cleaning
4 Drivers of Road Sweepers
8 Drivers of Path Sweepers

Litter Picking
16 Streetscene Attendants

Litter Bin emptying
4 Drivers
4 Streetscene Attendants

Bulk / Fly tipping
2 Drivers
2 Streetscene Attendants

Gulley Cleansing
2 Drivers
2 Streetscene Attendants

Dog Wardens
2 Dog Wardens

Enforcement
18 Environmental Health Officers / Technical and Community Enforcement Staff

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SOUTH Locality Team - Draft Budget for 2012/13

Budget Heading	£	What is NOT included:	
Staff Functions			
Management & Support	220,810	<p>There are a number of elements of the overall delegation that will continue to be managed and budgeted for at a city level. These are:</p> <p>Dog Warden Service Graffiti team Weedspraying Disposal cost of street waste Past pension costs</p>	
Supervisors	67,710		
Bulk/Fly tipping team	77,440		
Pathsweepers	173,220		
Roadsweepers	85,400		
Litter bins emptying	169,310		
Street Litter	299,220		
Environmental Health & Technical	142,040		
Community Enforcement Staff	416,710		
Overtime	84,780		
Supply (Agency)	21,660		
Insurance, training & travel	5,670		
	1,763,970		
Premises Costs	10,000		
Supplies and Services	58,440		
Fleet & Transport Costs			
Fleet Hire	148,360	<p>Planned to be delegation</p> <p>Master Key Fuel (further work) £137k FPN income (£84k) (change in current system / ICT) Managers vans £65k Water (Standpipe charges) £70k</p>	
Leasing costs	10,910		
Maintenance/repairs	110,610		
Fuel	78,490		
Vehicle insurance	4,670		
Staff travel	23,340		
	376,380		
Legal Costs	33,400		
Prudential Borrowing costs	5,500		
TOTAL EXPENDITURE	2,247,690		
INCOME	- 61,770		<p>Risks</p> <p>Fuel - ongoing inflation pressures Attendance management TOIL Agency usage Fleet - replacement costs</p>
SUB TOTAL	2,185,920		
Targeted efficiency	- 50,000		
NET BUDGET	2,135,920		

What this pays for

Locality Manager, Service and Team Managers and Admin Support
2 Supervisors working shifts to cover the 7 day/wk service
2 drivers and 2 street attendants working shifts to deliver a 7 day/wk service
8 drivers working shifts to deliver a 7 day/wk service
4 drivers working shifts to deliver a 7 day/wk service

16.0 street attendants working shifts to deliver a 7 day/wk service
4 environmental health and technical staff
15.4 community enforcement staff
}operational cover

Incl. £10k Works in default (recovered by income)

Operational materials/equipment

Contract hire of 4 x pathsweepers

Running costs for 2x Road Sweepers, 1x Caged tipper, 2x Tipper, 1x operational van

Cost of prosecutions and advice
Financing costs of Bin replacement

Ad hoc cleansing, Court Costs and recovery of 'Works in Default'

Closer working with Parks & Countryside

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Ardsley and Robin Hood Ward

1. Priority Areas:
 - Oakley Street area
 - Martingale Drive and The Canter
 - Fairleigh Road shops
 - Leigh Avenue and Road area
 - The Crescent, West Ardsley
 - Northfield Avenue and Place, Robin Hood

2. Priority Land/Open Spaces:
 - Allotment gardens – derelict land on A61
 - Top end of Northfield Place and Northfield Avenue
 - Former Library site at West Ardsley
 - Lower Thorpe Lane - flytipping
 - Batley Road – Haigh Hall - flytipping

3. Priority Ginnels
 - Castlefield end of Matty Lane
 - Back of Woollin Avenue – Hill Top Primary School
 - Old Hall Road to Westerton Road, West Ardsley
 - Bradford Road to The Grove, West Ardsley
 - Cherry Tree Walk to Forsyth Avenue, East Ardsley
 - New Lane, West to East Ardsley

4. Other Priority Actions
 - Investigate use of CCTV for fly-tipping
 - Horses on Thorpe Lane
 - Support new in Bloom groups, e.g. Lowry Road group
 - Reduce dog fouling.

Morley North Ward

1. Priority Areas
 - Fairfax Ave, Oakwell Road, Margetson Road – Drighlington
 - Hodgson Lane, near playing fields, Drighlington.
 - Vicarage Ave, Gildersome
 - Moorland Ave and Springbanks, Gildersome
 - Asquith Ave – Gildersome to Morley
 - Ingles, Morley
 - Hepworth Avenue, William Street, Park Street, Churwell
 - Manor Road, Churwell

2. Priority Land/Open Spaces
 - Drighlington bypass

3. Priority Ginnels
 - Moorside View/Farifax Avenue
 - Penfield Road/Moorside Walk
 - Co-op on Finkle Lane to Parkway
 - Street Lane to Finkle Lane, Gildersome
 - Bank Avenue
 - Ginnels off Forest Bank Gildersome
 - Mill Bank: Identified as Springbank Avenue to Mill Lane
 - Whitehall Road to Dean Park Road
 - William Street/Daffil Ave, Churwell
 - Old Road/Elland Road, Churwell
4. Other Priority Actions
 - Support to Parish Council's and 'action groups'
 - Trial barrows and other equipment in Morley town centre

Morley South Ward

1. Priority Areas
 - Albert Drive and Rydall Drive
 - Gillroyd Parade shops
 - Eyrie Approach and junc with Magpie Lane
 - Harrops
 - Dawson Hill
 - Morley Town Centre in Queen Street and alleys off.
 - Rein Road/Syke Road/Baghill Road
2. Priority Land/Open Spaces
 - Site at Britannia Road
 - Rein Road adjacent to south of M62
3. Priority Ginnels
 - Jubilee Place, Morley
 - Bruntcliffe Lane to Foster Crescent
 - Dawson Hill to Brighton Avenue
 - Syke Road/Wharfedale Rise
 - Westfield Road to B6123
 - Wide Lane
4. Other Priority Actions
 - Trial barrows and other equipment in Morley town centre
 - Dog fouling
 - Enforcement action around thrown litter from cars

Rothwell Ward

5. Priority Areas
 - John O'Gaunts estate – focus on First and Third Avenues
 - Cornwall Crescent, Cotswold Drive, Manor Road, Albany Road, Castle Road, Manor Crescent, Pasture View Road
 - Estate in triangle of Holmsley Field Lane, North Lane, Green Lea

6. Priority Land/Open Spaces
 - Water Lane Woodland Park
 - Land around Haigh Side Farm to estate

7. Priority Ginnels
 - Pathway 149, (Langdale Road to Oulton Primary School), Rothwell
 - Gipsy Lane to Parkway
 - Oulton Drive to Public House
 - Cornwall Crescent (up side of Victoria Junior School)
 - 28-39 Temple Avenue, John O'Gaunts
 - Between 144 and 142 Aberford Road
 - Eastfield Crescent
 - Mill Pit Lane
 - Holmsley Lane to Eighth Avenue

8. Other Priority Actions
 - Reduce dog fouling
 - Support to community groups including: Rothwell, Woodlesford and Oulton, Carlton, John O'Gaunts Residents Associations.

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Report author: Nicky Greening
and Aretha Hanson
Tel: 395 0390

Report of Area Leader-South East Leeds

Report to South Leeds (Outer) Area Committee

Date: Monday 2nd July 2012

Subject: Priority Neighbourhood Worker –Outer South

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

Summary of main issues

To provide Members with a six month update on the Priority Neighbourhood Worker (PNW) project from September 2011 to March 2012 as part of the Wellbeing funding monitoring process (**Appendix 1**).

To report on the arrangements to recruit to the vacant PNW post following the resignation of Nicky Greening, with effect 22nd June 2012.

Building on the successful Outer South Priority Neighbourhood Worker project the report outlines the development of a new programme of work which will incorporate the health and community safety themes. Members are asked to consider a proposal to address some of the ongoing issues by developing a new model of working in priority neighbourhoods.

Recommendations

Members of the Outer South Area Committee are requested to:

- a) note the contents of the report and make comment as appropriate
- b) Agree a further 3 year term for the Priority Neighbourhood Worker Project from March 2013
- c) Consider and agree to the development of the proposal outlined in the report.

1.0 Purpose of this report

- 1.1 To provide Members with a six month update on the Priority Neighbourhood Worker (PNW) project from September 2011 to March 2012 as part of the Wellbeing funding monitoring process (**Appendix 1**).
- 1.2 To report on the arrangements to recruit to the vacant post following the resignation of Nicky Greening, with effect 22nd June 2012.
- 1.3 Building on the successful Outer South Priority Neighbourhood Worker project the report outlines the development of a programme of work which will incorporate the health and community safety themes. Members are asked to consider a proposal to address some of the ongoing issues by developing a new model of working in priority neighbourhoods.

2.0 Background information

- 2.1 In September 2008, the Area Committee renewed its commitment to supporting deprived neighbourhoods by approving a revised programme of Neighbourhood Improvement Plan (NIPs) and three years funding for a Priority Neighbourhood Worker (PNW).
- 2.2 Members received a full evaluation of the Priority Neighbourhood Worker and the 2008-11 NIP programme at the March 2011 Area Committee, and agreed to extend the PNW project for a further two years to 31st March 2013, subject to annual Executive Board approval of future Well being Budgets.
- 2.3 The role of the PNW had always involved developing community empowerment and the capacity of residents to organise and represent their area. This work includes supporting residents with training and developing their role in planning, organising and managing their own community initiatives and projects. In September 2008, Members recognised that beyond the NIP a stronger and more robust agreement was required to define this ongoing critical work. The 'Supported Area' was developed and agreed as a means to achieve this.
- 2.4 In Sept 2012 the PNW became a shared resource with the Inner South Area Committee. The PNW currently works 3 days in the Outer Area and 2 days in the Inner. The work in the Inner area involves leading the Cottingley Neighbourhood Improvement Plan which commenced in May 2012 and providing support and guidance to the Tenants & Residents Association Cottingley (TRAC), developing

capacity of residents to organise and represent their area, including supporting residents with training and developing their role in planning, organising and managing their community initiatives and projects.

- 2.5 The final Outer South Neighbourhood Improvement Plans in Springbank and Moorlands and Asquith and Ingles in Morley North are now completed. This provides an opportunity to review the project and consider the development of new work based on the successful elements of the PNW.
- 2.6 Officer discussions have recognised the success of the project to date in supporting residents, improving their capacity to provide leadership in their communities and the ongoing need to support local resident groups in key neighbourhoods. By developing a rolling programme of work it is planned to secure the progress made to date, while developing resident groups to address priority issues in their area. This will involve residents supported by the PNW developing partnership work, with the Health & Well-being Improvement Manager and Area Community Safety Co-ordinator.

3.0 Six Monthly Monitoring Update

- 3.1 The attached monitoring report (**Appendix 1**) has been written by the Priority Neighbourhood Worker and outlines achievements of the project September 2011 – March 2012.

4.0 Future Working

- 4.1 To develop a new programme of work focusing on priority neighbourhoods in each of the Outer South Wards.
- 4.2 The neighbourhoods will selected from the former NIP programme and will be decided by the Area Committee.
- 4.3 Outlined below is a summary of future key work that is dependant on the PNW to deliver:
 - Establish a network of volunteers from the local communities who have an interest in health and wellbeing
 - Establish information and support sessions
 - Identify training needs of volunteers
 - Signpost residents to a range of local health and wellbeing activities
 - Build capacity of groups to deliver new model ways of working that can potentially be replicated across the city
 - To be active in promoting campaigns to communities in the Outer South

5.0 Health and Wellbeing

- 5.1 Leeds JSNA Statistics have identified health issues associated with higher levels of deprivation within the four priority neighbourhoods. These include obesity, poor diet, and alcohol misuse, smoking, coronary heart disease, cancers and neoplasms.
- 5.2 One of the areas identified within the South East Health and Wellbeing Partnership Priorities Plan is the need to improve communications, community engagement and community capacity building in order to enhance community knowledge of healthy lifestyles and increase awareness of health and wellbeing services within the area.
- 5.3 Within the City Health and Well - Being priorities there is an identified need to enable people who are the poorest to improve their health the fastest. By building health capacity and maximising resources the community engagement programme, which includes community capacity building, will help reduce the health inequalities gap.
- 5.4 The purpose of the community capacity building project is to encourage local communities to engage with the health and wellbeing agenda. The main aim is to enhance capacity within the local community through the use of community health champions with a view to empowering the individual and the community so that they can increase responsibility and control for their own health and that of the people around them.
- 5.5 The project will recruit volunteers from the local community who have an interest in health and wellbeing. The volunteers would attend short information sessions to learn more about a variety of health and wellbeing issues that could affect themselves, their family, their friends and the wider community. Information on lifestyle issues, such as smoking, alcohol, healthy eating and physical activity, along with the wider wellbeing issues of financial inclusion and fuel poverty would be introduced through a series of training sessions aimed at providing key health and wellbeing messages to be passed onto the community and also to support signposting to a range of local health and wellbeing activities.
- 5.6 In order to aid the development of the community health champions and allow shared learning it is envisaged that forums would be established in key neighbourhoods in Outer South. It is expected that this will contribute to work being developed in the south east and link to an overarching network group for the wedge.
- 5.7 This extension to community capacity building programmes has been successful in many cities throughout the United Kingdom. The main outcome of all the programmes has been community empowerment in health and wellbeing. An evaluation of the Community Health Champion role, which was led by Judy White from Leeds Metropolitan University, revealed a solid body of evidence on the benefits of engaging community members in promoting health and many cities have successfully adopted a flexible health champion approach to put in place a model of empowerment.

6.0 Community Safety

- 6.1 The aim of the role would be to develop new ways of working with communities that reduce the likelihood of them becoming victims of crime.
- 6.2 The community safety issues to be addressed by the role will be agreed in a number of ways:
- Crime data for each of the neighbourhoods will be used to identify any particular crime concerns to be addressed. If there is a crime that is higher than average or of particular concern to the communities, we will look to see how work can be done with residents to alleviate its impact or to prevent it happening
 - Whilst numbers of burglaries are generally low in all four Outer South wards, burglary remains a priority for the city. Examining the data will identify if there are any particular concerns or hotspots in the neighbourhoods to be targeted. Even if there are no hotspots, the proposed change in the PNW role presents an opportunity to develop a model of working with communities to disseminate burglary reduction and other messages. The work would link to the citywide Burglary Reduction Promotions and Communications Delivery Plan
 - The South Leeds Alcohol Harm Reduction Plan has a number of themes relating to the health and community safety impact of alcohol in local communities. Issues to be addressed include encouraging the reporting of alcohol related ASB and underage alcohol sales for example. The Alcohol and Community Safety group also has plans to develop a series of co-ordinated campaigns during November 2012 to address the interlinked issues of alcohol and domestic violence.
- 6.3 The PNW role will build on the capacity of the groups to model ways of working that can potentially be replicated across the city. This would look to move beyond approaches that “give” information to communities and work out how best to really influence change in people’s behaviour. The proposed role would explore the best fit in terms of each locality to share information that people can then share with others that promotes change and reduces the risk of them becoming a victim of burglary or other crime type.
- 6.4 16 Day of Action to reduce violence against women and National Alcohol Awareness Week – November 2012. These two campaigns are run independently of one another until now. Both take place during November so there is an opportunity to harmonise them and deliver some overlapping messages to raise awareness of the harm of both and support available. The PNW could have a role in working with community groups to develop the messages and them to deliver them.

7.0 Management

- 7.1 The PNW would continue to be employed by Health for All and managed by the South East Area Support Team. The current work programme provides the PNW with a clear plan of work, agreed by the Area Committee and would be revised in the light of the changes reported here and proposals to develop role to incorporate three days a week to support targeted work in the Outer South Leeds. South East

Support Team would manage this work to ensure that the PNW time is split between Inner and Outer South.

8.0 Benefits

8.1 The following are some benefits which have been identified if the new approach is developed

- Communities better engaged in health and wellbeing agenda
- Residents take on responsibility and have better control of their health and wellbeing
- Increased awareness and knowledge of health and Wellbeing themes giving residents the opportunity to make better lifestyle choices
- Better uptake of Health and Well-being services and activities
- Communities' awareness raised of community safety themes reducing the likelihood of them becoming victims of crime
- Effectively delivery of key messages and current crime concerns passed on to communities within the Outer South
- Awareness raised with residents of harm and support services available through campaigns and promotion of interlinking issues.

9.0 Corporate Considerations

9.1 Consultation and Engagement

9.1.1 This report is a product of consultation with Members, residents and partners and presents a proposal for Members to consider.

9.2 Equality and Diversity / Cohesion and Integration

9.2.1 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considerer these issues.

9.3 Council Policies and City Priorities

9.3.1 The work outlined in this report contributes to targets and priorities set out in the following council policies.

- Vision for Leeds
- Children and Youth People Plan
- Health and Well being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration Priority Plan.

10 Legal Implications, Access to Information and Call In

- 10.1 Legal implications as a result of this report will be reflected in any subsequent Funding Agreements and Contacts to Tender that arise from projects funded from the Well being Budget.
- 10.2 All decisions taken by the Area Committee in relation to the delegated functions from the Executive Board are eligible for Call In.
- 10.3 There are no key or mayor decisions being made that would be eligible for Call In.
- 10.4 There are no direct implications for the above as a result of this report.

11.0 Risk Management

- 11.1 All proposals requested Well being Funding complete a section in the application process outlying the risks associated with the project and how they will be managed.

12.0 Conclusions

- 12.1 The Priority Neighbourhood Worker Project has delivered a successful programme of work in recent years. This work including the NIP programme has been well received by all the communities involved. Resident leaders in these communities harbour a high level of appreciation and goodwill towards this work. This is due in no small part to the work of Nicky Greening. But, it is worth noting that this appreciation is also directed to the Area Committee and Elected Members who have supported the work.
- 12.2 This report and appendix forms part of the Well being Budget monitoring requirements by presenting an evaluation report to Members and accounting for the revenue Well being funding allocated.
- 12.3 Members are asked to note the resignation of the PNW with effect from Friday 22 June 2012 and agree that this provides an opportunity to consider the future role of the PNW project.
- 12.4 Following a briefing with the Inner and Outer Area Committee Chairs the recruitment process to appoint to the vacant post has been put in place. Following advert and shortlisting, interviews will take place mid-July with a view to the new PNW being in post in September.

13.0 Recommendations

- 13.1 Members are asked to:
 - a) note the contents of the report and make comment as appropriate
 - b) Agree a further 3 year term for the Priority Neighbourhood Worker Project from March 2013
 - c) Consider and agree to the development of the proposal outlined in the report.

14.0 Background documents

- 14.1 Outer South Area Committee, Priority Neighbourhood Worker and Neighbourhood Improvement Plans 2008-11 14th March 2011
- 14.2 Outer South Area Committee, Priority Neighbourhood Worker Update June 2010
- 14.3 Outer South Area Committee, Priority Neighbourhood Worker Update November 2009
- 14.4 Outer South Area Committee, Priority Neighbourhood Worker Update June 2009
- 14.5 Outer South Area Committee, Priority Neighbourhood Worker and Neighbourhood Improvement Plans September 2008

Priority Neighbourhood Worker Project – Six Month Update

This is a six month update report of the Priority Neighbourhood Worker project from September 2011 to March 2012. The post is employed by Health for All on behalf of the Outer South Area Committee but is directly line managed by South East Area Support Team and located in the South East Area Support Team Offices within the Dewsbury Road One Stop Centre in Leeds.

1. Neighbourhood Improvement Plans

Since the last Priority Neighbourhood Worker (PNW) report in September 2011, two Neighbourhood Improvement Plans (NIP's) in the Asquith and Ingles and Springbank and Moorlands in Morley North have started. Residents Associations who are in the Supported Area Status continue to receive support from the Priority Neighbourhood Worker, and the Priority Neighbourhood Worker Project is now a shared resource between the Outer and Inner South Area Committee.

Subject: 'Asquith and Ingles Neighbourhood Improvement Plan'

Date: 22nd June 2011-16th April 2012

Evaluation Report

Executive Summary

The Area Committee identified several priority neighbourhoods via National Statistics on deprivation and recurring issues for example anti-social behaviour.

As well as consultation with Ward Members in Ward Based Briefing, local residents, agencies and organisations. From these identified neighbourhoods, the Area Committee agreed to a programme called (NIP's) Neighbourhood Improvement Plans. Neighbourhood Improvement Plans are in place to tackle issues within Neighbourhoods and build capacity amongst residents.

Purpose of the Report

The purpose of this report is to evaluate the 'Asquith and Ingles Neighbourhood Improvement Plan' by documenting, planning, delivery and feedback from all parties we hope to learn from the experience and inform future Neighbourhood Improvement Plans.

Background

Asquith and Ingles in Morley North was identified as one of the Priority Neighbourhoods to receive a Neighbourhood Improvement Plan. Each Neighbourhood Improvement Plan (NIP) has a Steering Group which monitors the process and delivery of the Neighbourhood Improvement Plan.

The NIP Steering Group main aims for the Asquith and Ingles are:

- To improve community engagement
- Support community safety projects
- Provide activities for children and young people
- To address environment issues

The Steering Group is made up of Councillors, Local residents and Partners who work within the NIP area.

Asquith and Ingles Neighbourhood Improvement Plan. (NIP)

Steering Group Membership:

- | | |
|-----------------------|------------------------------------|
| • Councillor Leadley | Chair of NIP and Ward Councillor |
| • Councillor Gettings | Ward Councillor |
| • Councillor Finnigan | Ward Councillor |
| • Baljit Kissy | Aire Valley Homes |
| • Paul Bracewell | Aire Valley Homes |
| • John Scales | Aire Valley Homes |
| • Carol Law | Morley Elderly Action |
| • Louise Walker | Morley North Children's Centre |
| • Glen O Malley | Leeds City Council Youth Service |
| • Julia Macgregor | Morley Neighbourhood Policing Team |
| • Gillian Austerfield | Asquith Primary School |
| • Joy Norman | District Nursing |
| • Sue Holdsworth | Job Centre Plus |
| • Nicky Ramsden | Groundwork |

NIP Process

The Asquith and Ingles NIP Steering Group was launched on Wednesday 22nd June 2011 and finished on Monday 16th April 2012. During this period the Steering Group met monthly at Asquith Primary School. An area profile was produced and the Steering Group made the decision on how to consult with residents within the NIP Boundary. A budget was allocated for the NIP and an Action Plan for the area is developed.

Boundary Area

The following is a list of streets included in the identified NIP Area.

- Asquith Drive
- Deansway
- Asquith Avenue
- Deanfield Avenue
- Ingle Grove

- Ingle Crescent
- Ingle Avenue
- Woodlands Drive
- Horsforth Street
- Deanfield Garage
- Ingles Court

The NIP boundary area includes Deanfield Garage, Ingles Court Sheltered Housing Complex, and a parade with two shops; a fish and chip takeaway and newsagents. Situated just outside the boundary area is Asquith Primary School and Morley North Children's Centre.

Budget

Asquith & Ingles NIP Budget	Budget
Completing questionnaire	£20:00
Printing costs of questionnaire	£138:00
Youth Service Mobile Session	£870
Groundwork Junior Warden	£500
Printing Leaflets	£32:00
Community Event	£985
Total	£2,545

The Neighbourhood Improvement Plan was supported with additional funding received through Extended Services, The Leeds City Council Youth Service and Asquith Primary School who provided match funding for projects.

Consultation

The Asquith and Ingles consultation questionnaire was produced and delivered to every household within the boundary area. Reply consultation boxes were placed at Asquith Primary School, Morley North Children's Centre, Morley Elderly Action and Morley Town Hall. Aire Valley Homes located their mobile office on the estate for an afternoon to consult with local residents. 31 responses were received in total.

The Action Plan

During the second meeting the NIP steering group devised an Action Plan which consisted of the following key priorities.

- Community Engagement
- Community Safety
- Activities For Children and Young People
- Environment

The Priorities were then addressed through a project or action and the information is recorded onto the NIP Action Plan, then at each of the NIP meetings each project or action is discussed and updated.

The following is a summary of achievements from each of the priorities identified.

Community Engagement

Residents Association.

A leaflet was designed and delivered to every household within the NIP boundary to advertise the residents meeting held on the 18th January 2012 at the Arkle Pub.

Groundwork, Morley Neighbourhood Policing Team and Aire Valley Homes attended and 4 local residents. After discussion it emerged that residents did not have any neighbourhood issues and seemed mainly interested in getting involved with volunteering opportunities. Contact has been made with these residents to see if they are interested in supporting the community event in June 2012.

Community Event

As part of the NIP it was decided to hold a community open day to celebrate the Queens Jubilee. The event took place on Saturday 16th June 2012 from 11am -2 pm at Asquith Primary School. The event was was lead by Asquith Primary School and supported by local parents and partners on the NIP steering group.

The event was advertised on the following websites: Extended Services, Aire Valley Homes and Morley Neighbourhood Policing Team and a leaflet was delivered to every household within the NIP boundary.

The project received £985 from the NIP budget.

The activities organised on the day included:

- A Football Tournament
- Crown Parade
- Various displays stands
- The Neighbourhood Policing Team crime prevention information
- The Police Dog Handler
- Extended Services
- West Yorkshire Fire Service attended with a fire engine
- Dance performance.
- Groundwork's garden games
- Morley Elderly Action
- The Morley Exotic Animals
- Face painting
- Donkey rides
- BBQ/ Strawberries and cream

Budget Breakdown

Community Event	Budget
Exotic Animals Gildersome	£300
Donkey Rides	£250
Dance Show	£25
Football (medals and refreshments)	£50
Jubilee Crown Parade (Prizes)	£20
Gazebos (3 @ £60)	£180
Printing Costs (Filers)	£100
Banner	£60
Total	£985

Community Safety

During the NIP meetings it was raised that older people living on the estate had complained of noise nuisance with neighbours. As a result the Noise Nuisance and Neighbourhood Policing Team Leaflet were delivered with the consultation questionnaire.

The consultation results highlighted that the estate was now a lot quieter than in previous times with few incidents of anti-social behaviour recorded and a much tidy environment.

Residents did comment that young people did hang around the area but this was often not linked to anti-social behaviour. It was noted by the steering group that during the summer months young people did congregated on the Asquith Primary School field but the installation of CCTV cameras and a visual presence of PCSO's had helped reduced the number of anti-social behaviour incidents reported.

Speeding was raised as a community issue from the consultation results especially around Asquith Avenue and Ingle Avenue with people exceeding the 20mile speed limit. Highways informed the steering group all possible restrictions where now in place and advised the steering group to raise with the Morley Neighbourhood Policing Team.

A project was developed between Asquith Primary School and Morley Neighbourhood Policing Team as part of the NIP where children from Asquith Primary School became Junior Traffic Wardens for the day.

Children issued parking tickets to cars parked illegal outside of the school and got the opportunity to learn how to use the (SID) Speed Indication Device with Police Officers. The second part of this project involved children designing posters around road safety. The posters will be displayed around the school aiming to educate on the dangers of speeding.

Traffic Calming Project

Highways are conducting a traffic survey for areas identified where speeding traffic is an issue.

Activities For Children's and Young People

Morley Cluster

The Morley Cluster holiday provision had a successful uptake from targeted areas this included the Asquith and Ingles estate.

Leeds City Council Youth Service

Results from the consultation raised a lack of activities for young people and a request for more activities to be arranged within the area.

The steering group agreed to provide funding towards the Youth Services Mobile Provision for one evening per week. Sessions have been a success with up to 12 young people in attendance; these include young people identified as NEET.

Feedback from young people attending the sessions has been positive and numbers of young people attending increasing on a weekly basis.

Environment

The consultation raised complaints regarding properties with overgrown hedges on the estate. This issue has now been resolved by Aire Valley Homes.

As part of the NIP the Morley Elderly Action Gardening Scheme leaflet was delivered to older people within the boundary area. 1 older person took up the scheme.

Paul Spandler from the Locality Team attended the meeting in November 2011 and noted concerns over fly tipping on Dawson Hill. The NIP boundary area will also be provided with signage and stickers to address the issue of dog fouling on the estate. The Dog Warden Service has been made aware of hotspot locations via feedback from residents and partners.

Groundwork Junior Wardens Project

The Groundwork Junior Wardens Scheme received funding through the Asquith and Ingles NIP budget for £500; the rest of the funds were provided through Extended Services and Asquith Primary School. The sessions have been well attended by young people aged 5-12 years.

Information Leaflets provided through NIP

- Noise Nuisance
- Morley Neighbourhood Policing Team
- Residents Meeting
- Community Event

Subject: 'Springbank and Moorlands Neighbourhood Improvement Plan'

Date: 19th July 2011-18th May 2012

Evaluation Report

Executive Summary

The Area Committee identified several priority neighbourhoods via government statistics on deprivation and recurring issues for example anti-social behaviour. As well as consultation with Ward Members, local residents, agencies and organisations.

From these identified neighbourhoods, the Area Committee agreed to a programme called (NIP's) Neighbourhood Improvement Plans. Neighbourhood Improvement Plans are in place to tackle issues within Neighbourhoods and build capacity amongst residents.

Purpose of the Report

The purpose of this report is to evaluate the 'Springbank and Moorlands Neighbourhood Improvement Plan' by documenting, planning, delivery and feedback from all parties we hope to learn from the experience and inform future Neighbourhood Improvement Plans.

Background

The Springbank and Moorlands estate in Rothwell was identified as one of the Priority Neighbourhoods to receive a Neighbourhood Improvement Plan (NIP) Each NIP has a Steering Group which monitors the process and delivery of the NIP.

The NIP Steering Group main aims for the Springbank and Moorlands estate are:

- To address priority issues for children and young people living within the boundary area of NIP.
- To provide an additional social activity for older people.
- To engage with residents from priority neighbourhoods.
- To address environmental issues.

The Steering Group is made up of Councillors, Local residents and Partners who work within the area.

Springbank and Moorlands Neighbourhood Improvement Plan. (NIP)

Steering Group Membership:

- Councillor Gettings Chair of NIP and Ward Councillor
- Councillor Leadley Ward Councillor
- Councillor Finnigan Ward Councillor

- John Scales Aire Valley Homes
- Ann Minke Morley Elderly Action
- Carol Law Morley Elderly Action
- Gillian Lowrey Gildersome & Drighlington Children's Centre
- Mr Kurth Gildersome Primary School
- Mark Scott Gildersome Primary School
- Helen Kerr Extended Services
- Glen o'Malley Leeds City Council Youth Service
- Kelly Reid Morley Neighbourhood Policing Team
- Thomas Doolan Morley Neighbourhood Policing Team
- Lesley Gettings Gildersome Parish Council
- Joy Norman Neighbourhood District Nursing Team
- Philip Turner Birthfield Primary School
- Felicity Lawson St Peter's Church
- David Newton Gildersome Baptist Church
- Michelle Stokoe-Marshall Bruncliffe School

NIP Process

The Springbank and Moorlands NIP Steering Group was launched on 19th July 2011 and finished on 18th May 2012.

During this period the Steering Group met monthly at St Peter's Church. An area profile was produced and the Steering Group made the decision on how to consult with residents within the NIP Boundary. A budget was allocated for the NIP and an Action Plan for the area is developed.

Boundary Area

The boundary area for the Springbank and Moorlands Neighbourhood Improvement covers 7 streets: Spring View, Springbank Avenue, Springbank Crescent, Springbank Road, Church Avenue, Spring Avenue, Moorland Avenue.

Budget

Springbank and Moorelands NIP Budget	Budget
Printing consultation	32
Printing residents leaflets	32
Promoting NEG Funding	174
Proposed for training for volunteers	600
Donkey Sanctuary Project	1000
St Peter's Luncheon Club	150
Room Hire/Refreshments	50
Bottle bank Project	28
Allotment Project	934
Total	3,000

Consultation

For the consultation a questionnaire was designed by parents at the Gildersome and Drighlington Children's Centre and delivered to every household within the NIP Boundary. 69 responses were received in total and the questionnaire focused on the following topics Training, Transport, Communication and social activities.

The priorities of Community Engagement, Children and young people, Community Safety and Environment emerged from the questionnaire results. The results from the consultation influenced the priorities identified on the Action Plan.

The Action Plan

During the first meeting the NIP steering group devised an Action Plan which consisted of the following four key priorities.

- Community Engagement
- Children and Young People
- Community Safety
- Environment

The Priorities were then addressed through a project or action and the information is recorded onto the NIP Action Plan, then at each of the NIP meetings each Project or Action was discussed and updated.

The following is a summary of achievements from each of the priorities identified.

Community Engagement

Residents Meeting

On Saturday 5th November 2011 a residents meeting was organised at Gildersome Meeting Hall from 10am -12pm. The meeting was advertised on the Aire Valley Homes and Neighbourhood Policing Team Websites and each household within the boundary area received a leaflet. Ward Councillors, The Parish Council, St Peter's Church and Gildersome and Drighlington Children's Centre attended the meeting with 8 residents.

Volunteering Programme

Gildersome and Drighlington Children's Centre received £600 from the NIP budget towards a Volunteering Programme.

The programme designed by the Children's Centre encouraged residents to get involved with volunteering opportunities in their local community and covered training in group working, safeguarding and volunteering in the community.

7 parent volunteers completed the training are now are waiting CRB checks to start volunteering projects.

Attendees will now decide where to offer volunteering support and it is hoped that they will represent areas through the Parent Participation Panel and Aire Valley Homes Area Panel.

St Peter's Church Luncheon Club

It was raised by partners on the steering group that the older person's Luncheon Club at St Peter's Church did have a shortage of older attendees from within the Neighbourhood Improvement Plan boundary area.

As an incentive the steering group agreed to fund £150 towards free Luncheon Club places at St Peter's Church. This was for up to 10 older people from within and just outside the boundary area. A leaflet was designed and volunteers from St Peter's Church distributed leaflets. Aire Valley Homes provided addresses for older tenants within their properties for the leaflet drop.

Children and Young People

NEG Funding

Feedback from partners and statistics identified that children from within the boundary area are progressing at a lower level and not achieving academically. Links have been suggested that a low uptake of the Nursery Education Grant (NEG) funded places from within the boundary area is partly responsible.

A consultation with families (approx 14) all with young children was carried out at Gildersome Children's Centre. None of the families were aware of the NEG funding. NEG funding ensures all children aged 3 years and upwards have the opportunity to access a formal learning environment. The steering group agreed to support and match fund a campaign to promote the NEG funded scheme.

In Jan 2012 a leaflet was distributed within the boundary area advertising how to apply for NEG funding and the Children's Centre organised a number of open days in June 2012. The events will take place in both the private and statutory childcare settings within the area. A number of families from within the NIP area will qualify to access free childcare for their children age 2yrs and over.

The overall aim of the project is to encourage parent/carers back to work and give all children the opportunity to access early learning opportunities therefore narrowing the attainment gap.

The Children's Centre have met with local child care providers to encourage them, including Childminders to apply for status to deliver this free childcare for the most vulnerable children.

Supporting Families Project

Partners on the steering group raised concerns over children who live within the boundary area of the NIP that are currently none attendees at school.

The steering group wanted to look at ways to support getting the child back into education. A supporting families meeting was arranged to develop a working relationship between partners whereby information is shared about identifying families early who may have attendance difficulties. The supporting families group will link into the Cluster Care and Guidance meetings.

By providing comprehensive support to those who struggle with attendance more families will receive the right support. Computer systems have now been put in place to develop a working relationship with partners to share information on families requiring additional support and flag up any poor attendees early.

Donkey Sanctuary Project

The Donkey Sanctuary Project proposal was brought to the steering group in January 2012 by Gildersome Primary School. The project involves adopting two donkeys from the Elizabeth Svendsen Trust who are a UK based charity.

Children from Gildersome Primary School who live within the NIP boundary and who have been identified as having poor attendance will be offered the chance to be carers for the adopted donkeys. The role will involve getting up early in the morning to look after the animal's welfare. It is hoped that this would encourage children to show a commitment to attending school to carry out their duties as carers for the donkeys.

The following partners are supporting the project Gildersome Primary School, Gildersome Primary School Parent and Teachers Association and Aire Valley Homes.

The field planned to house the donkeys is situated next to Aire Valley Homes Sheltered Housing Complex 'The Grove' whose older residents are looking forward to the intergenerational work this project will bring to the community. Consultation results have shown residents are in support of the project. The steering group agreed to fund £1000 from the NIP budget towards project start up costs.

In addition to receiving funding through the Neighbourhood Improvement Plan Gildersome Primary School applied to MARS and received funding towards the cost of paddock fencing and a working party of staff to help construct the paddock.

A working group of parents who are going to support the project has now been set up and the project is now awaiting planning permission.

Community Safety

The Neighbourhood Policing Team (NPT) Leaflet was delivered to every household within the NIP boundary to encourage residents to use and have knowledge of how to contact the Police.

The NPT continue to attend the Parish Council meetings and since the introduction of PCSO's within the area the general feeling is that community safety issues have improved.

Moorland Crescent Allotment

After the NIP consultation 8 residents from Moorland Crescent wrote to Aire Valley Homes with a request for an allotment site on Moorland Crescent.

Aire Valley Homes applied for planning permission and the project was approved by the LCC Leaders Panel. The steering group agreed to fund the testing of soil contamination out of the NIP budget.

As the residents were not in an existing community group it was agreed for the project to be set up under the Parish Council until such a time it becomes a constituted group under Aire Valley Homes.

Bottle Bank

During the NIP consultation residents requested a bottle bank on the site of Spring Avenue and Church Avenue. This resulted in a second consultation being arranged with residents within the boundary area to gather opinions from a wider group of residents about the possibility of a recycling bottle bank.

From the second consultation 56 responses were received in total with 36 residents in support of the project and 17 objections.

The steering group discussed the results from the consultation and agreed to pursue the project with a built in review.

Information Leaflets

As part of the NIP several leaflets were produced:

- Residents Meeting
- Social Activities Leaflet
- Luncheon Club Leaflet
- Bottle bank Consultation Leaflet

Supported Areas

John O' Gaunts Residents Association

Tracey Gilmore took up the position of Secretary with the John O Gaunts Residents Association after the AGM. Tracey has since been supported with the role with advice on minute taking, the organisation of meetings and applying for funding.

Tracey completed a Minute Taking Course at Voluntary Action Leeds and attended a Finding Funding Course in March 2012 and joined the Aire Valley Homes Tenants Scrutiny Panel.

The previous Secretary applied to the Area Committee Wellbeing Small Grants Fund for a grant towards a summer fair. Because of a change of committee members and lack of organisation the application had to be extended and the planned summer fair did not take place and a community clean up with BBQ was arranged at the Rose Lund Centre in it's place.

In November 2011 a Christmas Fair was organised and with the support from the PNW the group applied to the Area Committee Wellbeing Small Grant Fund to hold the event.

The Christmas event was supported by the young people who attend the John O' Gaunts Youth Service. Young people designed the leaflets and posters to advertise the fair and organised a hamper to raise funds for the tenants association.

Local residents from the Mother's Pride Teatime Club provided catering on the day and children received presents from Santa.

The TARA continues to hold monthly meetings at the Rose Lund Centre and Temple Lawn Sheltered Housing Complex. The Temple Lawn meetings have received better attendance from local residents and both meetings have strong support from partners. These include Ward Councillors, Aire Valley Homes and the Neighbourhood Policing Teams.

Skills of committee members have improved with additional training and support received. The PNW is in regular contact with committee members and provides advise, support and information beneficial to running the group

Temple Lawn Luncheon Club

The PNW supported the Temple Lawn Luncheon Club with an application to the Area Committee Wellbeing small grant fund and with drawing up a Safeguarding Adults Policy and Risk Assessment.

Wood Lane Teatime Club

The Wood Lane Teatime Club was set up with funding received through the Wood Lane 'You Choose' event. In 2011 the PNW supported the group with setting up its own bank account drawing up a constitution and policies.

Volunteers from the Teatime Club applied to ARISE in November 2012 and received £1,000 in funding towards rent and equipment.

Additional to this the Teatime Club have successfully recruited new volunteers to support the running of the club and seen new local families attend the sessions.

Wood Lane Tenants and Residents Association

The Wood Lane Tenants and Residents Association continue to hold monthly meetings between Royd's Court and Haigh Road in Rothwell.

The TARA has good links with partners, Rothwell Neighbourhood Policing Team, Aire Valley Homes and Ward Councillors and produces a newsletter twice a year.

The group have not identified any training needs and limited to no support is required from the PNW. Contact is kept via email and telephone calls.

Tingley TARA Residents Association

The Tingley TARA has a full Committee and holds regular 6 weekly meetings that are well attended by local residents. Guest speakers have been invited to the meetings including Paul Spandler from the Locality Team and CASAC an organisation that address's community safety issues.

Due to a lack of support from volunteers the annual community event is no longer held and the committee have agreed to focus more on running meetings and projects.

The plans for 2012 so far include an Easter Egg Hunt and an activity day for 8-16 year olds. Larger projects the TARA are working on is a Community Garden. Funding towards this project has so far been received through UK Youth and Starbucks.

Sharna Ramsden Chair of Tingley TARA has joined the Community First Panel and plans to submit a proposal for funding towards the Community Garden on behalf of the residents association.

Very limited support for this group is required as this is one of the strongest TARA in the Outer South. The TARA has good attendance from all ages in the community and works well with partners. Meetings are organised and limited support is required with running projects.

Thorpe

The Thorpe TARA currently does not have a full committee due to the resignation of one of its committee members. Meetings continue to be organised at the Thorpe Community Centre to encourage residents to get more involved.

It is essential that new committee members are recruited for this TARA and a plan of action is developed to increase the attendance at meetings from the local community. A meeting has been arranged with existing committee members to identify a way forward. A few residents have expressed an interest in becoming committee members and this will require following up.

Work continues on encouraging groups to make full use of the Thorpe Community Centre and it has been suggested that a partnership group should be set up to oversee the running and organisation of the centre.

Northfield and Hopefields

The Northfield and Hopefield TARA has a full committee. Roles include President, Chair, Vice Chair, Secretary, Treasurer, Project Officer and Committee Members.

The group advertises itself well in The Rothwell Record and the 'Local To You' magazine and each month a full page article is written by Ray Whincup.

A Christmas party was held in 2011 and the committee continue to invite guest speakers to each meeting. Examples include Neighbourhood Watch, The Locality Team, Leeds Federation, and Highways.

The TARA has worked in partnership with Parks and Countryside on the Copley Lane Community Orchard Project. On Sunday 20th November 2011 the association celebrated with an Open Day where children brought bug hunting kits and residents got the opportunity to get involved with fruit tree planting. The day also saw demonstrations on how to care for the orchard by Leeds Wildlife.

The PNW offers limited support to this group but was recently contacted by the committee regarding the co-ordination of meetings and records of the meeting. As a result the PNW has been supporting the Secretary with her role for the group.

Newlands and Denshaws TARA

The Newlands and Denshaws TARA continues to run well and held a successful Christmas party in 2011. Project plans for 2012 include its annual Community Day on the 2nd June 2012 which will link into the Jubilee Celebrations.

Steven Pearson Chair of the Committee attended the Aire Valley Homes 'Better Together Event' on 16th March 2012 at the John Charles Centre. The event enables resident associations to come together to get to know each other and share ideas and experiences.

Asquith and Ingles

A residents meeting was held on the 18th January 2012 at the Arkle Pub. The meeting had a low attendance from local residents and it was agreed to not arrange another meeting.

Parents from Asquith School offered volunteering time towards the Queens Jubilee at Asquith Primary School on Saturday 16th June 2012.

Springbank and Moorlands

A priority of the Springbank and Moorlands NIP was to establish a residents group for the area. A residents meeting was organised at Gildersome Meeting Hall on Saturday 5th November 2011 and 7 residents attended in total.

The residents were then invited to a meeting held at Gildersome and Drighlington Children's Centre with the aim of getting a group of residents to represent the area 1 resident attended from the NIP area.

The Volunteers Training Programme a project funded by the NIP budget started on February 21st 2012 at the Children's Centre. The programme was attended by 8 parent volunteers who will support the Children's Centre services and groups.

Allotment Group

In January 2012 John scales Housing Officer from Aire Valley Homes brought a letter written by 7 residents from Moorland Crescent asking if unused land on Moorland Crescent could be turned into an allotment site.

The project went to the NIP Steering Group for discussion and partners allocated the allotment project with £935 from the NIP Budget. A planning application has been submitted to Leeds City Council and that is now awaiting a decision.

It was agreed by that the Parish Council will act as an umbrella organisation for the allotment project until the group is established and constituted in its own right.

Oakwell and Fairfax

After several attempts to engage with local residents and set up a residents group it was decided to not pursue a group because of a lack of attendance at meetings.

Harrops and Askey TARA

In August 2011 the PNW attended the Youth Services mobile provision to talk with residents within in the Harrops and Askey's area about setting up a residents association.

A number of residents expressed an interest in joining a residents group and agreed to meet on regular bases at Woodkirk School in Morley.

In December 2011 residents officially took on committee roles and registered the TARA with Aire Valley Homes. A constitution and policies were drawn up by the committee and bank account opened.

The TARA continues to hold monthly meetings at Woodkirk School and plans for 2012 include a community outing and clean up. The PNW continues to attend both the committee and residents meetings as this TARA is newly established.

John Mckee has since attended the Aire Valley Homes 'Better Together' event on 16th March 2012 and delivered a presentation on the day about setting up a new Tenants and Residents Group. John is also now a member of the Tenants Scrutiny Panel at Aire Valley Homes.

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

Report to South Leeds (Outer) Area Committee

Date: Monday 2nd July 2012

Subject: Outer South Area Committee Well being Budget Report

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

Summary of main issues

This report seeks to provide Members with:

1. Confirmation of the 2012/13 revenue allocation
2. The current position of the Well being Budget.
3. Details of revenue projects agreed to date (Appendix 1).
4. Details of capital projects agreed to date (Appendix 2).
5. A summary of the revenue for 2011/12 and 2012/13 already approved and linked to the priorities and outcomes in the Area Committee Business Plan.
6. Members are also asked to note the current position of the Small Grants Budget.

Recommendations

Members of the Outer South Area Committee are requested to

- a. Note the contents of the report.
- b. Note the position of the Well being Revenue Budget as set out at 3.0.
- c. Note the revenue projects already agreed as listed in Appendix 1.
- d. Note the capital projects already agreed as listed in Appendix 2.
- e. Note the Small Grants situation in 5.0

1 Purpose of this report

- 1.1 Confirmation of the 2012/13 revenue allocation and carry forward figure.
- 1.2 An update on both the revenue and capital elements of the Well being budget.
- 1.3 A summary of the revenue allocation for 2011/12 already approved that were linked to the priorities and outcomes in 2011/12 Area Delivery Plan (ADP).
- 1.4 A summary of the revenue allocation for 2012/13 already approved and linked to the priorities and outcomes in the Area Committee Business Plan.
- 1.5 Details of revenue projects agreed to date (Appendix 1)
- 1.6 Details of capital projects agreed to date (Appendix 2)
- 1.7 Members are also asked to note the current position of the Small Grants Budget

2.0 Background information

- 2.1 Each Area Committee has been allocated a Well being Budget which it is responsible for administering. The aim of this budget is to support the social, economic and environmental well being of the area by using the funding to support projects that contribute towards the delivery of local priorities.
- 2.2 Well being funding cannot be paid retrospectively. An application form must be submitted and approved by the Area Committee before activities or items being purchased through Well being funding are completed or purchased.
- 2.3 Members are reminded that due to the timescales required for the scrutiny and processing of documentation prior to submission to the Area Committee that the deadline for receipt of completed application forms is at least five weeks before an Area Committee.

3.0 Well Being Budget Position

3.1 Revenue 2012/13

- 3.1.1 **Table 1** shows a carry forward figure of £53,479.62. This figure includes £22,566.63 of funding already attached to ongoing projects that was not spent in 2011/12.
- 3.1.2 The revenue budget approved by Executive Board for 2012/13 is £183,790.00
- 3.1.3 Therefore the total amount of revenue funding available to the Area Committee for 2012/13 is £214,702.99
- 3.1.4 The Area Committee is asked to note that £165,792.06 has already been allocated from the 2012/13 Well being Revenue Budget as listed in **Appendix 1**. This leaves a balance yet to be committed of **£48,910.93**

Table 1		2011/12	2012/13
INCOME	Revenue Well being Budget	£183,790.00	£183,790.00
	Roll Forward	£30,459.05	£53,479.62
	Funding made available through conversion of PB projects to Capital	£1,587.14	
	Re-allocation of Town Centre Manager Pension provision not taken up	£1,899.34	
	TOTAL	£217,735.53	£237,269.62
RING FENCED AMOUNTS			
	Allocated Funding Carried forward from 2010-11	£245.00	£0.00
	Allocated Funding Carried forward from 2011-12	£22,566.63	(£22,566.63)
ADP Theme Project		2011/12	2012/13
Sustainable Economy and Culture		£55,176.05	£35,505.00
	Small Grants Scheme	£5,338.45	£5,000.00
	Communications Budget e.g. printing, meetings	£114.60	£1,000.00
	Town Centre Management	£21,070.00	£0.00
	Morley Literature Festival 2012	£10,000.00	£10,000.00
	Rothwell 600	£7,763.00	£8,000.00
	Christmas trees and decorations	£10,890.00	£11,505.00
Safer And Stronger Communities		£74,651.49	£75,444.91
	Support for Community Safety Off Road Bikes	£2,964.00	£2,964.00
	Victims Support – Victims Fund	£1,000.00	£1,000.00
	No Cold Callers	£0.00	£2,400.00
	Crime and Grime Issues	£0.00	£4,000.00
	Priority Neighbourhood Worker	£25,224.48	£20,402.38
	Neighbourhood Improvement Plans Asquith/Ingles. Springbank / Moorlands	£2,598.88	£3,401.12
	Site Based Gardeners	£34,951.50	£34,937.41
	Community Skips	£920.00	£2,000.00
	Environmental Sub Group – SLA development	£0.00	£3,000.00
	Tingley Crescent - Alleygating		£1,340.00
Health and Well Being		£33,000.00	£33,000.00
	Garden Maintenance Scheme (Year 3 of 3)	£33,000.00	£33,000.00
Children and Families		£23,750.00	£20,000.00
	Activities for Children and Young People	£20,000.00	£20,000.00
	John O'Gaunts Mothers Pride Tea Time Club	£3,750.00	£0.00
Ring fenced for Ardsley and Robin Hood		£0.00	£1,842.15
	Balance Remaining	£53,479.62	£48,910.93
TOTAL		£186,822.54	£214,702.99

3.2 Capital

3.2.1 Of the £683,008 capital funding allocated to the Area Committee for 2004/12 a total of £676,463.44 has been committed to date leaving a balance of £6,544.56.

3.2.2 Members are asked to note the capital allocation by Ward. The spend broken down by Ward is as follows

	Ardsley and Robin Hood	Morley North	Morley South	Rothwell
Total Allocation 2004-12	£170,752.00	£170,752.00	£170,752.00	£170,752.00
Allocation to date	£169,873.20	£166,612.11	£169,226.20	£170,751.93
New Balance	£878.80	£4,139.90	£1,525.80	£0.07

3.2.3 Members are asked to note that the NIP areas have not received a capital allocation and therefore any capital projects for the NIP areas must be submitted to the Area Committee for approval

4.0 Well Being Projects for Approval

4.1 **Appendix 1** details revenue projects that have been commissioned by the Area Committee to date, including a current position statement and project outcomes.

4.2 It is possible that some of the projects in **Appendix 1** may not use their allocated spend. This could be for several reasons including the project no longer going ahead, the project not taking place within the dates specified in the funding agreement or failure to submit monitoring reports.

4.3 Details of projects agreed for the capital budget to date, including a current position statement and project outputs are listed in **Appendix 2**

4.4 Members are asked to note that the deadline for receipt of completed application forms is at least five weeks before an Area Committee to allow for processing the necessary paperwork.

4.5 There are no projects for consideration at this meeting.

5.0 Small Grants Update

5.1 There have been no small grants approved since the last Area Committee.

6.0 Corporate Considerations

6.1 Consultation and Engagement

6.1.1 Projects are developed to address priorities in the Area Committee Business Plan. The production of this plan is informed by Local Councillors and local residents. All projects developed are in consultation with Elected Members and local communities. Approval for any contribution from the Well being budget is secured at Area Committee.

6.2 Equality and Diversity / Cohesion and Integration

6.2.1 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 groups the project will work with and how equality and cohesion issues have been considered.

6.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

6.2.3 A light touch Equality Impact Assessment is carried out for all projects.

6.3 Council Policies and City Priorities

6.3.1 The projects outlined in this report contribute to target and priorities set out in the following council policies:

- Vision for Leeds
- Children and Young Peoples Plan
- Health and Well being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

6.4 Resources and Value for Money

6.4.1 Resource implications will be that the remaining balance of the Well being Budget for capital and revenue will be reduced as a result of any projects funded.

6.5 Legal Implications, Access to Information and Call In

6.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are eligible for Call In.

6.5.2 There are no key or major decisions being made that would be eligible for Call In.

6.5.3 There are no legal implications as a result of this report.

6.6 Risk Management

6.6.1 This report provides an update on work in the Outer South and therefore no risks are identifiable. Any projects funded through Well being budget complete a section identifying risks and solutions as part of the application process.

7.0 Conclusions

7.1 The report provides up to date information on the Area Committee's Well being Budget.

8.0 Recommendations

- 8.1 Members of the Outer South Area Committee are requested to:
- a. Note the contents of the report;
 - b. Note the position of the Well being Revenue Budget as set out at 3.0;
 - c. Note the revenue projects already agreed as listed in Appendix 1;
 - d. Note the capital projects already agreed as listed in Appendix 2;
 - e. Note the Small Grants situation in 5.0.

Background Documents¹

Well Being Report 18th May 2012.

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

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**Outer South Wellbeing Budget
2012 - 2013**

		2012 / 2013
Budget	Allocation	£183,790.00
	Roll forward	£53,479.62
	TOTAL	£237,269.62

Projects rolled forward from 2011/12	Committed	Paid
Morley Tasking - CASAC	£2,500.00	
Morley Literature Festival	£10,000.00	
Off Road Bikes	£2,964.00	
Rothwell NPT	£999.70	
Rothwell NPT smartwater	£1,005.00	
Skips Budget 2011 - 12	£110.00	
Rothwell NPT speeding	£1,991.08	
Morley NPT (OS-11-11 (5))	£2,996.85	
TOTAL	£22,566.63	£0.00

Project	Delivery Organisation	2012/2013 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance	
Projects rolled forward from 2011/12				£22,566.63		
Skips Budget To provide skips for community use.	South East Area Management	£2,000.00	£0.00	£590.00	£1,410.00	Community groups undertake clean-ups. Improved streetscene in local neighbourhoods. Increased community pride.
Small Grants Fund a fund for small scale community based projects meeting Area Delivery Plan priorities.	South East Area Management	£5,000.00	£0.00	£0.00	£5,000.00	Voluntary and community groups supported through grant aid. Increased range of community activity. Increased community participation. Increased community pride. Delivery of Area Delivery Plan priorities.
Communications budget to enable effective communication and consultation on Area Committee issues.	South East Area Management	£1,000.00	£0.00	£0.00	£1,000.00	5 newsletters, Questionnaires, Promotional material. Increased awareness of the Outer South Area Committee. Improved consultation that can inform local projects and plans. Public participation in projects / plans.
Neighbourhood Improvement Area – Asquith / Ingles continuation	South East Area Management	£1,439.12	£985.00	£0.00	£454.12	Projects aimed at the priorities identified: Crime and ASB, Environment and young people. Narrowing the gap: improved services and wellbeing of the area.
Neighbourhood Improvement Area – Springbank / Moorlands continuation	South East Area Management	£1,962.00	£0.00	£0.00	£1,962.00	Projects aimed at the priorities identified: Crime and ASB, Environment and young people. Narrowing the gap: improved services and wellbeing of the area.

**Outer South Wellbeing Budget
2012 - 2013**

Project	Delivery Organisation	2012/2013 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance	
Activities for Children and Young People	Children and Young Peoples Working Group	£20,000.00	£0.00		£20,000.00	Summer activities for young people across the Outer South area. More young people involved in activities over the school holidays. Reduction in complaints of anti social behaviour in the area over the holidays.
Priority Neighbourhood Worker	South East Area Management	£20,402.38	£0.00		£20,402.38	One worker to help progress NIP projects. Increased social capital through capacity building of small groups and the voluntary sector.
Site Based Gardeners	Parks and Countryside	£34,937.41	£0.00		£34,937.41	3 full time Gardeners for 1/2 year. Crime reduction. Reducing fear of crime. Increasing voluntary and community engagement. Cleaner safer public green spaces.
Morley Literature Festival 2012	South East Area Management	£10,000.00	£0.00		£10,000.00	A five day festival with a full programme. Increased community spirit, education and activities for families. Encourage partnership work between the public and private sectors. Engender a stronger community link with the town centre.
Rothwell 600 Celebrations	Rothwell 600 Committee	£8,000.00	£0.00		£8,000.00	Several events and activities ran by local community groups. Encourage people from a wide variety of backgrounds to share and appreciate the culture and heritage of the area. Use the celebrations as vehicle to regenerate the Ward through a variety of methods, promoting community pride and identity.
Garden Maintenance Scheme Morley Elderly Action	Morley Elderly Action	£33,000.00	£0.00		£33,000.00	100 gardens visited over the course of the year. Environmental improvements. People being helped to maintain their homes. Community Safety benefits.

**Outer South Wellbeing Budget
2012 - 2013**

Project	Delivery Organisation	2012/2013 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance	
Off Road bikes	South Leeds Area Management	£2,964.00	£0.00		£2,964.00	Reduction in off road bike offences. Reduction in fear of crime amongst South Leeds residents.
No Cold Callers	South Leeds Area Management	£2,400.00	£0.00		£2,400.00	Raising awareness in local community and reduce incidents of nuisance calls
Victims Fund	Victims Support	£1,000.00	£0.00		£1,000.00	Reduction in the fear of crime and repeat offences through target hardening work.
Crime and Grime Issues	South Leeds Area Management	£4,000.00	£0.00		£4,000.00	
Environmental Subgroup SLA development	South Leeds Area Management	£3,000.00	£0.00		£3,000.00	Cleaner neighbourhoods and improved environmental appearance.
Xmas 2011 trees and decorations	Leeds Lights	£11,505.00	£0.00		£11,505.00	Develop community pride through festive activities and provide an attractive town centre that increases footfall and supports businesses.
Ring Fenced for Ardsley / Robin Hood	South Leeds Area Management	£1,842.15	£0.00		£1,842.15	
Alleygates, Tingley Crescent:	Leeds Community Safety	£1,340.00			£1,340.00	Reduction of crime within area, providing a sense of security for residents

**Outer South Wellbeing Budget
2012 - 2013**

Project	Delivery Organisation	2012/2013 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance	
TOTAL	Projects agreed	£165,792.06	£985.00	£23,156.63	£164,217.06	
	Balance				£71,477.56	

Morley North Projects	Delivery Organisation	Projected Capital Cost	Actual Spend	Outcomes	Status
Gildersome Springbank Green Doorstep Project The transformation of an area of under used public green space that is subject to fly tipping and vandalism into a community resource. Approval date: 24/10/2005	Gildersome Action Group	£ 5,000.00	£ 5,000.00	Clearance of area. Litter bins in area. Benches in the area. Soft landscaping. An improvement to the physical environment of the area.	Complete
Gildersome CCTV Scheme The installation of a CCTV system around Gildersome Meeting Hall to reduce incidences of ASB and vandalism. Approval date: 11/07/2005	Gildersome Action Group	£ 12,600.00	£ 12,600.00	7 high resolution day / night cameras to be installed. A reduction in the incidents of crime and ASB in the area. A reduction in the fear of crime amongst local residents.	Complete
Drighlington Library Disability parking Improvements to Drighlington Library and meeting hall to make the building more DDA compliant and improve access to disabled users. Approval date: 12/12/2005	Learning & Leisure	£ 4,500.00	£ 4,500.00	Two additional disabled parking bays. An increase number of people being able to take advantage of facilities at Drighlington Library and meeting hall.	Complete
Minibus A new mini bus for the school to help continue the pupils sporting success and achievements Approval date: 12/12/2005	Birchfield School	£ 5,000.00	£ 5,000.00	Contribution towards mini bus for the school. More young people involved in diversionary activities.	Complete
Drighlington Meeting Hall Improvement to Drighlington Meeting hall Approval date: 05/11/2007	Learning and Leisure	£ 7,500.00	£ 7,500.00	Upgrade of Kitchen. Upgrade of toilets. New storage. Continued and developed use of Drighlington Meeting hall by community groups.	Complete
Litterbins 2007/2008 Additional litterbins for areas identified as being problematic for litter. Approval date: 25/02/2008	Environmental Services	£ 2,325.00	£ 2,325.00	6 additional litter bins. A reduction in the amount of litter in the area. Improvements to the environment. £2,400 ring fenced but actual project underspent.	Complete
Springfield Mill Park Environmental Improvements to Springfield Mill Park Approval date: 07/07/2008	Friends of Springfield Mill Park	£ 5,000.00	£ 5,000.00	New footpath, hedging and plants. New notice board and bases for picnic benches. Improved habitats for wildlife. Increased community involvement and ownership of the site. Improvements to the local environment.	Complete
Churwell Park Improvements to Churwell Park Approval date: 14/04/2008	Parks and Countryside	£ 5,000.00	£ 5,000.00	New benches and plants for shrub beds. Improvements to the environment.	Complete
Churwell Park CCTV Installation of CCTV at Churwell Park Approval date: 30/11/09	Churwell Action Group	£ 14,757.00	£ 14,757.00	New CCTV system installed. Local community group Churwell Action Group supported in deterring vandalism to improvement works.	Complete
Lofthouse PB Projects decided by the community through participatory budgeting to receive funding. Approval Date: 15/3/10	Lofthouse Brass Band and Carlton Scouts.	£ 2,540.75	£ 2,540.75	More activities for children and young people and improvements to the local environment.	Complete

Morley North Projects	Delivery Organisation	Projected Capital Cost	Actual Spend	Outcomes	Status
Removal of Walton Drive Steps Removal of steps and replacement with ramp and triangle of mortar along wall. Approval date 01/02/2010	Transport Strategy Team	£ 2,500.00	£ -	Improve access from Oakwell and Fairfax estate to services on Wakefield Road and reduce ASB on the estate by preventing congregation of young people by footpath.	Ongoing
Litterbins 2010/2011 Additional litterbins for areas identified as being problematic for litter Approval date: 21/6/2010	Environmental Services	£ 3,200.00	£ -	6 additional litter bins. A reduction in the amount of litter in the area. Improvements to the environment.£2,400 ring fenced but actual project underspent.	ongoing
St Peter's Communtiy Hall Stonework repairs to the gable end wall Approval date: 18/10/10	Environmental Services	£ 6,332.00	£ 6,332.00	Improvements to a local community facility.	Complete
Gildersome Grit Bins Installation of 2 blue grit bins in Gildersome, Action Group responsible for maintenance. Approval date: 31/1/11	Gildersome Action Group	£ 414.28	£ -	Increased safety and access to local facilities by residents during bad weather conditions.	ongoing
Guiding Centenary New planter in Gildersome Approval date: 14/03/11	Gildersome Action Group	£ 2,000.00	£ -	Improved physical appearance of the local environment.	ongoing
Posts for Dog Fouling Signs Purchase 16 posts and brackets to allow A4 signs to be erected. Approval date: 4/7/11	Parks and Countryside	£ 71.20	£ 71.20	Reduction in dog fouling at parks across the outer south.	ongoing
Springbank Playing Fields - Securing Site Purcahse gate and fencing. Approval date: 4/7/11	Parks and Countryside	£ 2,000.00	£ -	A secure leisure site to be used for recreational purposes by local residents and visitors.	ongoing
Stanhope Memorial Renovation Building works	CPM	£ 3,000.00	£ -	Renovation works to stanhope memorial hall	ongoing
Stanhope Memorial Renovation Roof Cladding	CPM	£ 1,100.00	£ -	Renovation works to stanhope memorial roof cladding	ongoing
Drighlington War Memorial	Drighlington Parish Council	£ 2,000.00	£ -	Improvements to the existing War Memorial	ongoing
Morley North Sub Total		£ 86,840.23	£ 70,625.95		
All Morley (50%)		£ 79,771.88	£ 61,971.88		
Morley North Total		£ 166,612.11	£ 132,597.83		



Report author:

Aretha Hanson

Tel: 39 50390

Report of Area Leader – South East Leeds

Report to South Leeds (Outer) Area Committee

Date: Monday 2nd July 2012

Subject: A Summary of Key Work

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

Summary of main issues

1. This report presents a summary of key work taking place within the Outer South Leeds area, not covered elsewhere on the agenda.

Recommendations

2. The Area Committee is asked to:
 - a) Note the contents of the report and make comment as appropriate
 - b) Agree appointments to Area Committee Sub Groups
 - c) Confirm Peel Street Community Centre surplus to requirements

1.0 Purpose of this report

- 1.1 To bring to Members' attention in a succinct fashion, a summary of key work which the Area Support Team are engaged in based on priorities identified by the Area Committee, that are not covered elsewhere on this agenda. It provides opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.

2.0 Background information

- 2.1 Members will recall at the July 2011 Area Committee, a revised title and format for this report was introduced based on proposed changes to the Leeds Initiative partnership and planning framework for the city and in an effort to be more focused on current priorities.

3.0 Main Issues

3.1 Area Chairs Forum

- 3.1.1 The minutes from the meeting held on Monday 12 March 2012 will be approved at the next Area Chairs Forum and will be presented to a future Outer South Area Committee.

4.0 Appointment to Area Committee sub groups and thematic champions

- 4.1 Members are asked to confirm representation on the following Area Committee Sub - Groups for the new municipal year:

Sub Group	Number of places	Current Appointees
Outer South Community Centres Sub - Group	4- one member per ward	Cllr Gettings, Cllr Dunn, Cllr Elliott, VACANCY
Children & Young People's Working Group	1 – children's champion	Cllr. Bob Gettings
Environmental Sub - Group	4 – one member per ward	Cllr Finnigan, Cllr Varley, Cllr Dunn, Cllr Golton

- 4.2 Each of these groups forms a key part in the delivery of priorities set out as part of the Outer South Area Committee Business Plan.
- 4.3 Due to ongoing discussions with Leeds Initiative, Member champion roles will be discussed as part of the September round of Area Committees.

5.0 Updates by theme: Children & Families

5.1 Children & Young People's Working Group Update

- 5.1.1 The Outer South Children & Young People's Working Group met on the 24 May and minutes are attached at **Appendix 1**. The last meeting of the group took place on the 22 June 2012. Minutes will be presented to a future meeting.

6.0 Updates by Theme: Sustainable Economy and Culture

6.1 Community Centres Sub Committee

- 6.1.1 The Outer South Community Centres Sub Committee met 16 May 2012 at Morley Town Hall. The minutes are attached for information at **Appendix 2**.

6.2 Peel Street Centre

- 6.2.1 A full report providing an overview of current developments at Peel Street Centre, Morley, is attached at **Appendix 3**.
- 6.2.2 Members are asked to note the content of the report, make comments as appropriate and declare the centre as surplus to requirements.

7.0 Updates by Theme: Safer and Stronger Communities Board

7.1 Outer South Environmental Sub-Group

- 7.1.1 The last meeting of the group took place on the 25 April 2012 the minutes of which will be approved at the 25 July 2012 meeting and presented to a future meeting of the Area Committee.
- 7.1.2 A full report to sign off SLA2 is presented elsewhere on the agenda.

7.2 Community Safety

- 7.2.1 The Morley Crime and Grime Group has four key areas of work that it is progressing. They are:
- Developing a co-ordinated response to illegal encampments of travellers that seeks to minimise their impact on the community
 - Engaging with Morrison's supermarkets at a senior level to encourage their support for and involvement in community safety awareness at their stores
 - Ongoing work to resolve a long term ASB issue (for reasons of confidentiality it is not appropriate to disclose the location in this report)
 - Developing closer working relationships with Adult Social Care to improve responses to vulnerable individuals who are causing concern to other residents.
- 7.2.2 The Rothwell Crime and Grime Group has four key areas of work. They are:
- Developing a joined up approach to littering near schools by piloting work to engage the school in awareness raising and enforcement in partnership with the Environmental Action Team

- Widening the scope of agencies who can assist with tackling issues of dog fouling – a programme of awareness raising and information is being rolled out by the EAT to PCSOs, Parks and Countryside and Aire Valley Homes Leeds staff
- Building networks and communications between front line staff to provide greater connectivity between services
- Developing a multi agency response to metal theft across south Leeds

7.2.3 The work programme above has been developed over the last six months by the partners and Members at the respective meetings. The strategic nature of the groups means that many of the issues will have a wider geographical impact but they will be “owned” by their respective meeting to ensure they remain the focus of attention.

7.3 Tingley Crescent

7.3.1 At the last Area Committee Members approved of £2,364 capital and £1,340 revenue wellbeing funding for the installation of alley gates on the ginnel adjacent to Tingley Crescent. The Following update is provided for information:

- The planning application has now been submitted and the outcome of that is likely to be known in August
- The application for a Closure Order will be made to Highways in June
- The installation of the gates (subject to both applications being approved) is likely to be September 2012

7.3.2 Members will be advised of further developments as they occur.

7.4 West Yorkshire Police Off Road Bikes

7.4.1 Members will recall at the March Area Committee, approval was given for the off-road bike scheme. Below is a summary of what the programme achieved last year:

7.4.2 Two officers were engaged on the project, although in December 2011 one of the officers was injured whilst participating in the project.

Vehicle seizures (ASB)	8
S.59 Warnings	60
Calls for Service answered:	
September	13
October	8
November	3
December	4
January	8
February	11
March	13
April	17
May	21

- 7.4.3 The project is having a positive effect in reducing the impact on the lives of local communities through the use of nuisance motorcycles on public land.
- 7.4.4 One of the officers sustained an injury which prevented him from continuing with the project. The remaining officer has continued with support from officers from other divisions, from the LCC Parks and Countryside. Foot officers have been deployed in support but have a limited effectiveness.
- 7.4.5 In May 2011 a 'day of action' was conducted in conjunction with West Yorkshire Police NPTs, Roads Policing, Air Operations and the Parks & Countryside bikers. The targeted activity resulted in five s.59 warnings being issued and advice given to local residents about contacting the police when they see nuisance bikes or quads.
- 7.4.6 During October and November, a demonstration Polaris Quad was available to the project. This was well received by local residents as it attracted significant attention and was more than able to tackle nuisance quads and bikes. The use of the quad provided a better opportunity for the officers to interact with the local youths.
- 7.4.7 All staff and motorcycles are managed by West Yorkshire Police. Contracts available on request.
- 7.4.8 Members have agreed funding for 2012/13 subject to this evaluation. Subject to Members comments, officers will work with the Police to develop this project further.

8.0 Updates by Theme: Health and Well being

- 8.1 The South East Health and Well being partnership met on the 29 March and 31 May 2012. The minutes are attached for information at **Appendices 4 and 5**.

9.0 Updates By Theme; Housing and Regeneration

9.1 Conservation Audits

- 9.1.1 Following a further round of public consultation that ran from January to March 2012, all consultation responses are being reviewed and considered and amendments made to the appraisal and proposed boundary as appropriate. The project is due to be discussed at Planning Board on 30th July 2012. It may also be considered by Executive Board. If approved the revised boundary will be designated and the appraisal will be adopted as a material consideration in the planning process.

10.0 Localism

10.1 Communities First Panels

- 10.4.1 Community First Panels are operating in the Wards of Ardsley Robin Hood and Morley South, supported by Health for All. To date significant progress has been made in each of the panels, Pat McGeever (Health for All) has provided updates as the Panel Partner attached at **Appendix 6**.

11.0 Inner South Area Committee Business Plan

11.1 At the September 2011 Area Committee members supported the development of a business plan that outlined all delegations, ward profiles and an action setting out the main priorities of the Committee.

11.2 It was proposed that the Business Plan document be brought to the first meeting of the municipal year. Due to ongoing discussions around the Champion roles by Leeds Initiative and also the delays in final confirmation of the delegations to Area Committees, the Business Plan will be brought to the September 2012 Area Committee for sign off.

12.0 Corporate Considerations

12.1 Consultation and Engagement

12.1.1 Projects are developed to address priorities in the Area Committee Business Plan. The production of this plan is informed by Local Councillors and local residents. All projects developed are in consultation with Elected Members and local communities. Approval for any contribution from the Well being budget is received at the Area Committee.

12.2 Equality and Diversity / Cohesion and Integration

12.2.1 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 groups the project will work with and how equality and cohesion issues have been considered.

12.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

12.2.3 A light touch Equality Impact Assessments is carried out for all projects.

12.3 Council Policies and City Priorities

12.3.1 The projects outlined in this report contribute to targets and priorities set out in the following council policies:

- Vision For Leeds
- Children and Young Peoples Plan
- Health and Well being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

12.4 Resources and Value for Money

12.4.1 The declaration of Peel Street as surplus to requirements should prevent the Council incurring additional costs not currently met, such as security and safety.

12.5 Legal Implications, Access to Information and Call In

12.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are not eligible for Call In.

12.5.2 There are no key or major decisions being made that would be eligible for Call In.

12.5.3 There are no legal implications as a result of this report.

12.6 Risk Management

12.6.1 This report provides an update on work in the Outer South and therefore no risks are identifiable. Any projects funded through Well being budget complete a section identifying risks and solutions as part of the application process.

13.0 Conclusions

13.1 The report provides up to date information on key areas of work for the Area Committee.

14.0 Recommendations

14.1 The Area Committee is asked to:

The Area Committee is asked to:

- a. Note the contents of the report and make comment as appropriate
- b. Agree appointments to Area Committee Sub Groups
- c. Confirm Peel Street Community Centre surplus to requirements

Background documents¹

Summary of Key Work, 26th March 2012

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

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Outer South Area Committee
Children and Young People Working Group

Thursday 24 May 2012, 13:30PM
Small Banqueting Room, Morley Town Hall

ATTENDANCE	
Cllr Bob Gettings (Chair)	Ward Councillor and Outer South Children's Champion
Jo Shiffer (JS)	Extended Services, Rothwell
Adrian Lee (AL)	Youth Service (Rothwell, Garforth & Kippax Wards)
Glen O'Malley (G'OM)	Youth Service (Ardsley & Robin Hood & Morley Wards)
Jason Tabor (JT)	LCC Breeze Team
Inspector Yvette Hammill (YH)	Rothwell NPT
PC Coates	Morley NPT
Amy Tolliday (AT)	Igen
Sharon Kumar (SK)	Igen
Helen Kerr (HK)	Extended Services for Morley, and Ardsley and Tingley Clusters
Charlie Tatman (CT)	LCC's Sports Development
Light Addaquay (LA)	South East Area Support Team
James Mosley (JM)	South East Area Support Team

ACTION

1.0	Welcome and Introductions	
1.1	Councillor Bob Gettings chaired the meeting and welcomed everyone.	
2.0	Apologies	
2.1	Apologies received from Leon Reed South Leeds Youth Hub	
3.0	Minutes and Matters Arising	
3.1	The minutes of the last meeting were agreed as a true record	
3.2	(Item 6.3) Amy clarified that schools have the obligation to provide the destination of their of the young people and to know where they are and what they are doing	AT
3.3	Councillor Gettings prompted the discussion about the value of having the Children & Young People working group. Main points raised and key points for discussion and debate were: <ul style="list-style-type: none"> • If the role of this working group contradicts the meetings taking place within the current clusters arrangements • Is the working group the best forum for these issues or are we better giving clusters the flexibility to drive this agenda forward • Most of the group members present at this meeting attend cluster meetings which do not have Area Support representation • It was acknowledge the original set up as a working group was for better coordination of partners and but the role has evolved since. • It was pointed out that clusters are influenced by the schools agenda and that the Area Support Team brought the community element into the mix. It was also pointed out that each cluster has different members and ways of working it was therefore agreed that the children's working group was the preferred forum. 	

4.0	Summer Promotion	
4.1	<p>Jo Shiffer and Helen Kerr updated the group on progress to date.</p> <ul style="list-style-type: none"> • Commissioning brief has gone out and advertised on the breeze network and decisions made after the deadline date. • Activities sub committee will be deciding the outcome of successful applications • Ideal locations to hold events are a challenge as most schools have their building work done during the school holidays and others are reluctant for their premises to be used due to caretaker arrangements. • Activities Booklet will be going out to all schools and to be distributed to every child. 	
5.0	Referrals of priority young people to activities	
5.1	<p>Emails will be sent out to schools about the activities on offer. The top 100 methodology is being adopted to target these young people. However it is proving to be a challenge.</p>	
6.0	Breeze Monitoring	
6.1	<p>JT informed the group about a system change around breeze cards including how information is held and accessed. Developments around the data set and the type of information collated are been explored. It believed these modifications will lead to a more a more cost effective way of monitoring usage.</p> <p>He added there will be a uniform card with no visible personal data, the data will be stored in an encrypted format on the magnetic strip.</p>	
6.2	<p>Currently Breeze card usage data is no longer being analysed because the breeze team no longer have the capacity to process the data in its paper format.</p> <p>Main points raised and key points for discussion and debate were:</p> <ul style="list-style-type: none"> • Why wasn't there any consultation with the Children and Young People working group? • Have the young people been consulted regarding the changes with the cards? • There will be issues with families with multiple children – keeping track of the various cards • How data will be collated if it has no visual information • Cost implications were raised, as this will require card readers to be procured and used at each event it was also noted partner organisations do not share the system. 	
6.3	<p>G'OM suggested a monitoring exercise to be carried out into the usage of the new card before roll out. Jason to feedback to the steering group.</p>	

7.0	Any Other Business	
7.1	Amy Tolliday tabled a breakdown of NEET, EET and Not Knowns. The data has been produced by ward.	
7.2	There was discussion around issues with data sharing how this has restricted data access to the clusters. This is an ongoing barrier to progress. HK to email the existing barriers to Councillor Gettings.	
7.3	AT mentioned attendance at the drop-in sessions continue to be a challenge; different venues such as youth clubs are being explored to target the young people.	
7.4	SK informed the group a pilot project is being held at Royds High School to target 10 Year 11 young people with low attendance, supporting them with confidence building, conflict management among other programmes with the hope of improving their attendance.	
8.0	Future Meeting Dates	
8.1	<p>Three meetings per year agreed</p> <ul style="list-style-type: none"> • 27th September 2012 1.30pm, Dewsbury Road One Stop Centre. <p>Invites to be sent out by Area Support Team</p>	AST

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MINUTES

PRESENT:	Councillors: Bob Gettings (Chair) In attendance: Pauline O'Connell, Trudie Canavan, Jonathan Sharp, James Mosley and Light Addaquay
APOLOGIES:	Councillor Lisa Mulherin, Councillor Judith Elliott & Carl Sawyer.

1.0	Introductions & Apologies	ACTION
1.1	Councillor Bob Gettings welcomed everyone to the meeting.	
2.0	Tour of Morley Town Hall Rooms	
2.1	Small Banqueting Room :- Delegated to Area Committee <ul style="list-style-type: none"> ○ Good general condition ○ Display cabinet needs cleaning and repair – broken glass. Equipment needed to lift cabinet and repair flooring under the cabinet space ○ Crack in flooring and threshold at entrance door also the loose carpeting taped down across doorway is lifting. 	
2.2	Large Banqueting Room:- Delegated to Area Committee <ul style="list-style-type: none"> ○ Look into requesting some painting from Leeds Arts Gallery's storage for display ○ Costing for Edwardian light fitting over the piano ○ Hoists/equipment required to move piano ○ Cracked window needs repair and cleaning 	
2.3	Council Chamber:- Not Delegated to Area Committee <ul style="list-style-type: none"> ○ Some broken seats ○ New upholstery required for some of the seats ○ General redecoration required 	
2.4	Alexandria Hall:- Delegated to Area Committee <ul style="list-style-type: none"> ○ Smashed window needs repair ○ Covering on arched windows peeling off, permanent blinds required ○ Dedicated bar room/area needed ○ Collapsible staging 	
2.5	Morleian:- Delegated to Area Committee <ul style="list-style-type: none"> ○ New piano required 	
2.6	Mayor's Parlour :- Not Delegated to Area Committee <ul style="list-style-type: none"> ○ Paint peeling from ceiling ○ Look into requesting some painting from Leeds Arts Gallery's storage for display in the reception area. 	
2.7	Other:- <ul style="list-style-type: none"> ○ Provide lighting in the Wells to illuminate the stained glass windows 	
3.0	Minutes of the last meeting	

3.1	Minutes of the last meeting held on 9 th November 2011 were agreed as a correct record.	
4.0	Matters Arising	
4.1	(2.7) St Gabriel's - £10 per hour was agreed at Area Committee – lettings system to reflect the new cost.	
4.2	(4.0) Tingley Youth & Community Centre Adult Social Care – meeting to be rescheduled, Trudie Canavan to provide update following the meeting.	TC
5.0	Draft Peel Street report	
5.1	Agreed to declare centre as surplus. Report to go to the 2 nd July Area Committee Meeting.	
6.0	Outer South Community Centre Work Programme	
6.1	An updated work programme was presented to the committee. Please see work programme.	
7.0	Any other business	
7.1	Confirmations of thematic champions for 2012/13 will be sought at the 2 nd of July Area Committee meeting.	
7.2	Pauline asked for permission to put up a glass display cabinet /notice board outside Morley Town Hall. It has to be a suitable type of glass to compliment the building. Pauline to provide costing.	PO
8.0	Time and date of next meeting	
	<ul style="list-style-type: none"> 10.00am Wednesday 7th November. It was agreed to meet at Windmill Youth Centre – Light to check availability. 	All to note LA

Report of the Area Leader – South East Leeds

Report to South Leeds (Outer) Area Committee

Date: Monday 2nd July 2012

Subject: Peel Street Centre

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

Summary of main issues

This report provides the Area Committee with an overview of current developments at Peel Street Centre, Morley.

Recommendation

1. Members are asked to note the content of this report and make comments as appropriate and declare the centre as surplus.

1 Purpose of this report

The purpose of this report is to update members on the current position at Peel Street Centre.

2 Background information

- 2.1 In July 2006, five community facilities were transferred to the responsibility of Area Committees as part of the annual delegation of functions – the centres were Peel Street CC, Blackburn Hall, Churwell Community Centre, East Ardsley CC, and West East Ardsley CC. Of these centres, three were leased and two were directly managed by the Council. Further centres were added to the portfolio in 2008 – Gildersome YC, Lewisham Park, Rose Lund Centre, St Gabriel's, Tingley YC, Windmill YC.
- 2.2 In November 2007, the Outer South's Community Centre Sub Group began a review of the facilities delegated to the Area Committee. The scope of the work was to ensure that the Area Committee had a portfolio of facilities which were well used, in relatively good condition and were financially efficient to operate. The outcome of this exercise was that several of the buildings were highlighted for a further more detailed review, with Peel Street Centre being one of them.
- 2.3 In November 2007, a report was presented to the Outer South Area Committee to support the proposal to explore options for this centre. It was proposed that an approach to be made to Joseph Priestley College to ask if they'd like to take on the building - either through a lease or sale.
- 2.4 At the time there were five main user groups who provided activities for older people in the form of luncheon or social clubs. All the groups had free usage and were not required to make pay any charges under the new pricing and lettings policy. Joseph Priestley College did operate some classes at the facility at the time. The centre was used on an average of 18 hours per week.
- 2.5 Consultation with users groups raised some concerns about the building being fit for purpose. Surveyor inspections revealed £26,500 of backlog maintenance on the building. This figure did not cover DDA works that also needed to be carried out at the premises. The building was also costing approximately £34,000 to operate per annum with only £500 income being generated through lettings to Joseph Priestley College.
- 2.6 Following further consultation it was agreed by the Community Centres Sub Group and the Outer South Area Committee to cease the use of Peel Street. Work then took place with each of the groups to identify other appropriate facilities. The result was that all user groups were then decanted to other buildings including, Morley Town Hall and Lewisham Park Youth Club.
- 2.7 In September 2008, Joseph Priestley College took over use of the building on a Tenancy at Will, with a view to leasing the building. A stepped rent was agreed with the college, starting at £1000 per annum. For various reasons, the lease was never completed. They have occupied the premises under tenancy at will and paid £1000

per annum from September 2008 until September 2011. Currently, September 2011 to September 2012 they will pay rent of £4000.

3 Current Position

- 3.1 On 1 August 2011, Joseph Priestley College became Leeds City College following a merger. The Joseph Priestley Corporation has now been dissolved with all undertakings transferred to Leeds City College.
- 3.2 After the merger, the college reviewed their property portfolio and have concluded they no longer need this site. They now occupy the premises under a Tenancy at Will from 16 September 2011 terminating on 15 September 2012.
- 3.3 The land surrounding the premises is not owned by Leeds City Council.
- 3.4 There are still a number of backlog maintenance issues at the building. There is no current estimate of the cost to deal with the backlog as it would incur the cost of having a surveyor inspection and assessment of the condition of the building.
- 3.5 In the current year, September 2011 to September 2012, a rental income of £4000 will be received from Leeds City College (Peel Street Morley).
- 3.6 There are various local community facilities in the area such as Morley Town Hall, Lewisham Park CC, as well as other facilities provided by churches and Morley Working Men's Club, where former user groups were successfully decanted.
- 3.7 Given that Peel Street has not operated as a community facility since August 2008 there is no identifiable use for this building and it is recommended it be deemed surplus to requirements.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The Outer South Communities Centres Sub Committee in determining their objectives have engaged key partners and considered both local and citywide emerging priorities. The decision in November 2007 followed a period of consultation. There has been no demand to have this centre return to its previous use. Local groups and organisations are well served with facilities in this area.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 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: Reducing the number of buildings we own.
 - Vision For Leeds

- Children and Young Peoples Plan
- Health and Well being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

4.4 Resources and Value for Money

4.4.1 Depending on the decision of the Area Committee with regard to the future of Peel Street Centre, there could be resource implications. I.e. either an efficiency saving to re-invest into other community centres across the Outer South Area Committee Community Centre portfolio or create a budget pressure by keeping it open, as there is no budget provision for Peel Street.

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no legal implications associated with this report.

4.5.2 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are 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 This report provides an update on the Peel Street Centre and no risks have been identified.

5.0 Conclusions

5.1 The Area Committee agreed the centre was surplus to requirements in 2007 and the users were successfully decanted to other local community facilities in the area. Subsequently, Joseph Priestley College took on the centre on a tenancy at will basis. However, Joseph Priestley College has now undertaken a review of their property portfolio and have decided they no longer need the building and will be vacating the premises in September 2012. No other local interest has been identified.

6.0 Recommendations

6.1 Members are asked to note the content of this report and make comments as appropriate and declare the centre as surplus to requirements.

Background documents¹

Outer South Community Centre Issues November 2007

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

Minutes of South East Leeds Health and Wellbeing Partnership 29th March 2012

Attendees:

Dave Mitchell (Chair) – Leeds South and East CCG
Bash Uppal – LCC Adult Social Care/NHS Leeds
Shaid Mahmood – SE Area Leader
Pat McGeever – Health for All
Jo Loft – LCC Adult Social Care
Barbara Temple – Children's Services
Julie Bootle – LCC Adult Social Care
Brenda Fullard – NHS Leeds
Janette Munton – NHS Leeds
Jane Moran – LCC Adult Social Care

1. Welcome, introductions and apologies

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

Apologies were received from Cllr Lewis, Cllr Groves, Cllr Varley, Sue Gamblen, Ruth Middleton, Debra Gill, Tom Smith, Gerry Shevlin and Aneesa Anwar.

2. Minutes of meeting held on 26th January 2012

Agreed as an accurate record.

3. Matters arising

Pat McGeever brought along copies of South Leeds Life to be shared amongst the partnership. The magazine is produced every 3 months and has received very positive feedback.

John Lennon has taken a paper on the Integrated Health and Social Care teams to Area Committees. The paper has been very well received and Outer South Area Committee highlighted that they felt well informed of this through the SE Partnership.

4. Area Profiles/JSNA – Brenda Fullard

Brenda gave a presentation on the 108 MSOA Area Profiles that are now available on the Leeds Observatory website – www.westyorkshireobservatory.org.

Brenda went through the headline facts for the SE Area and circulated a paper with background information on the areas (electronic copy of the presentation and paper attached to minutes).

Information to go to the Health and Wellbeing Board on 25th April 2012.

Some gaps have been identified, for example Mental Health, Children and Ageing Well. These are being looked at with a view to addressing them in the next JSNA in 2014.

It was discussed during the meeting that the 3rd Sector have an important role to play in shaping the information in this area as they have the knowledge of the area and

the population and an awareness of work that is carried out without NHS/Local Authority funding. Links also need to be made to wider issues: housing, jobs and skills, domestic violence.

The information has been to the Area Committees and has now been passed back to the Partnership and the Neighbourhood Improvement Boards for action. Shaid also suggested that the information needed to go to Ward Meetings to be looked at not just as a health issue but with a multi agency approach with member and public involvement.

Actions for the Partnership:

- Share this information with wider partners
- Populate the MSOA Action tables with current activity and return to aneesa.anwar@leeds.gov.uk by 18th May 2012 (tables attached to minutes).

5. Priorities update – Bash Uppal

Bash went through her summary update

South Leeds Alcohol and Community Safety – Domestic Violence and Alcohol – Gerry Shevlin

3 Key areas of work:

- Preventing violence
- Improving the provision of services
- Working in partnership

The group has updated it's action plan which is available on request and is due to meet again on 17th April 2012.

Community Engagement Programme – Jo Loft

Initial work has begun on the development of a community health champion model for the SE. Work to begin in Middleton/Belle Isle followed by Garforth/Kippax and Hunslet.

Action: JL to contact Matt Lund to discuss the work programme and link to other work taking place.

Wellbeing Portal – Portal has been updated and now has a page of it's own rather than going through the Leeds Initiative website.

Presentations going to the CCGs in April.

Integrated Health and Social Care Update – James Goodyear

The demonstrator site within Garforth and Kippax has now gone live. Staff are now working together in Kippax Health Centre.

Engagement event was held on the 23rd February and now looking to establish a time bank for local people.

MARS – Bash Uppal

Multi Agency Referral Scheme has now been adopted by the Council as a good practice model of integrated locality working. The model is currently being used by 2 projects (infant mortality and wrap up warm) within the city while a steering group is established LCC corporately to manage future delivery.

Action: full report to be attached to the minutes.

NAEDI Cancer Work

Brenda informed the partnership that the early diagnosis of cancer programme has been extended to April 2013 and there are to be more community health educators involved. Issue raised around the fact that Community Health Educators do not work within the South of the city.

Action: Brenda to look into health educators involvement in south with Louise Cresswell and feedback to the partnership.

6. Development of Health and Wellbeing Strategy - process

Paper was sent out with the agenda for comments. Some members had not received this so paper will be circulated again with minutes.

Action for the Partnership: please can any comments be sent to Bash/Christine Farrar.

7. Any other business

Hunslet Housing Development Update – meeting was held prior to the partnership meeting at which Andrew Graham gave a presentation of the draft master plan. Key action was to continue discussions on infrastructure planning at a future meeting.

Action: Richard Shaw to circulate via Bash electronic copies of both the master plan presentation and existing mapping work already undertaken .

8. Next meeting

31st May 2012 at 2 – 4 at Civic Hall

Agenda items for future meetings:

May:

- Localism Act 2011 – **Jane Harwood**
- The implications of Welfare Reforms – **Steve Carey**
- Review of actions and priorities in line with the JSNA

July

- Update on Integrated Health and Social Care teams – **John Lennon**

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Minutes of South East Leeds Health and Wellbeing Partnership 31st May 2012

Attendees:

Dave Mitchell (Chair) – Leeds South and East CCG
Bash Uppal – LCC Adult Social Care/NHS Leeds
Shaid Mahmood – SE Area Leader
Pat McGeever – Health for All
Louise Hackett (Bridget Emery's rep) – Environment & Neighbourhoods
Pat McGeever – Health for All
Cllr Varley – Health Champion
Emma Stewart plus PA – LINK
Aneesa Anwar (minutes) – LCC, Support to Health & Wellbeing Partnerships

In attendance: Diane Gill, Beth Logan.

1. Welcome, introductions and apologies

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

Apologies were received from Julie Bootle, Jane Moran, Cllr Groves, Tom Smith, Janette Munton, Brenda Fullard, Bridget Emery and Barbara Temple.

2. Minutes of meeting held on 26th January 2012

Agreed as an accurate record.

3. Matters arising

Area profiles item is on agenda.

Following on from a suggestion Shaid made Jo Loft has met with Matt Lund to update on community engagement and capacity building in South Leeds.

NAEDI - health educators are supporting to promote the lung cancer project. Brenda has asked Louise Creswell to get more information – Ruth to follow up.

Action: Ruth requested a paper copy of Hunslet master plan.

4. The implication of Welfare Reforms – Diane Gill

Diane presented about welfare reforms. An overview was given about how private rented sector will be affected by the reforms.

Action: Diane to send information on hotspots in Wards for welfare housing cuts to share with partners.

Also attached is a copy of the full presentation.

From April 2013 social sector will also be affected. Local housing allowance is being affected.

Oct 2013 will see universal credit moving people into work.

Housing benefit will be paid as pension credits.

Working class will be affected and pensioners will be protected.

Looking at protecting and supporting vulnerable people.

Benefit cap - 350-400 families affected, mainly families with 4 or more children will see an impact.

Personal independent payment - PIP will be much more strict than disability living allowance.

Diane to do a presentation to a third sector meeting to ensure that local people are getting the messages on the impact and affects of welfare reforms.

Welfare reforms is all agendas and Diane and her colleagues are presenting to various groups.

5. Localism Act 2011 – Beth Logan

Beth gave a presentation on the Localism Act.

Neighbourhood planning was implemented in November 2011 which must be prepared by a Parish / Town Council.

Once plans are drawn up they are subject to independent inspection. The inspector will look at general rules, then plans have to go to a local referendum. 50% or more will have to agree in favour before it is submitted.
It will take most communities 2-3 years to plan.

It is also noted that neighbourhood plan may not suit all communities.

Dependent on what the plan / report is will have a substantial amount of cost affecting it.

Neighbourhood Development order allows designated sites to be built in a certain way.

Community rights to build enhances powers and has potential for people to benefit.

Community rights to challenge is due to take effect in June 2012. It will enable communities to challenge to take over services they think can be run differently or better.

6. Area Profile tables

Bash circulated update MSOA table, not all partners had provided feedback, so there are gaps.

Bash asked members how to take the work forward, should we continue adding to the table or look at each topic as a priority at future meetings. Agreed to continue updating the table and to try out topic approach undertaking a mini scrutiny and pulling together recommendations.

Discussion on topics included looking at alcohol & smoking and getting lead officers to attend.

Action: Agreed for next meeting to focus on obesity and invite Emma Croft & Heather Thomson and others supporting this agenda.

7. Locality programmes update – Bash Uppal

Wellbeing portal

One stop centres engaged to promote the portal at their 16 sites.

All encouraged to let Bash know if their organisation would like a demonstration of the portal as part of a soft launch.

Free school meals

Child poverty group are looking at uptake of free school meals. Bash & Barbara have been looking at possibility of provision during summer holidays. The Middleton cluster have agreed to fund and undertake trial this year in the holidays. The proposal is to work in 4 schools with 50 places on offer for children eligible both currently taking up free school meals or entitled to the service. There will be activities focussed around parents so it allows them to participate in activities with their children.

A trial will be done in summer holidays so an update will be given after the trial on the evaluation.

Niche tobacco

West Yorkshire Trading Standards have approached Bash re tobacco use and shisha cafes, to run a programme similar to one they have delivered in Kirklees and Bradford. The proposal for Leeds is to run a project in Beeston and Harehills aimed at the south Asian BME community. A bid to Pfizer for funding the project has been submitted and outcome will be known in early July. To strengthen the bid an 'in principle' decision for the shortfall has been approved by LCC Adult Social care and Public Health.

8. Any other business

South Leeds Radio are looking to run a health promotion programme. The community has been approached and letters of support provided by NHS Leeds to support the bid for funding.

Citizen's panel survey questionnaire was tabled. This has replaced the residents household survey run in previous years.

Action: all to send comments by next week on any changes to the health and wellbeing survey.

Prostitution in Holbeck area – Shaid provided update on enforcement action that is being taken aimed at 19 – 45 year olds who are trafficking in the area. They will tackle child sexual exploitation. Shaid said Health needs to be involved in this piece of work. Caroline Foster was identified as a lead person from health for Shaid to approach.

The South Area Leadership Team has agreed not to establish a separate health group. They have asked to be sent health & wellbeing updates on the work by

partners so that they can offer their support. A recent example includes 'health is everyone's business' events to be run on 26th and 28th June in Belle Isle and Middleton aimed at providing all frontline staff with key health messages around smoking, so they in turn can support local residents to access relevant support.

Action: Bash to circulate the information, all to encourage their frontline staff to attend.

Community First Scheme grants recommending giving funds out to specific groups to deliver activities. Need to explore and encourage people to take up the opportunity of getting money to deliver health & wellbeing activities in the area.

Health champions will be elected after July by the area committees.

9. Next meeting

Agenda items for future meetings:

July

- Update on Integrated Health and Social Care teams – **John Lennon**
- Exploring challenges and work taking place on Obesity – **Emma Croft & Heather Thomson**

ARDSLEY & ROBIN HOOD – COMMUNITY FIRST

Community First is an £80 million Government funded programme which will run for 4 years (up to March 2015) providing small grants from £250 up to £2,500 to community groups in this area. A panel of local people and councillors has been established in order to consider applications.

The programme is designed to help communities come together and identify their strengths and priorities in order to plan for the future and become more resilient.

The Ardsley & Robin Hood Ward has been awarded £50,865 from the fund over the next four years. Year 1 was £8,436, Year 2 is £12,734, Year 3 is £12,732 and Year 4 is £16,960.

The priorities for Ardsley & Robin Hood include:-

- Improving the local environment or community facilities
- Increasing the support for older people to combat social isolation
- Improving the health of people who live in the ward
- Increasing the number and variety of activities available for young people
- Improve facilities and activities for families with young children

The members of the panel are currently:-

- Councillor Lisa Mulherin – Elected Ward Member
- Sheila Glover – Local resident, East Ardsley Luncheon Club & Western Walk, Tingley
- Trevor Sherbourne – Local resident, St Gabriel's Community Centre
- Sharna Ramsden – Local resident, Tingley Tenants & Residents Association (TARA)
- Councillor Jack Dunn – Elected Ward Member
- Margaret Foster – Local resident
- Gail Firth – Northfield Community Group
- Sarah Jackson – Manager, Lofthouse Childrens Centre
- The Panel Partner is Pat McGeever, CEO of Health for All

The panel has met several times, most recently on 18th May 2012. We met with several community groups before the Panel to assist in the completion of the proposal forms. Several groups would have welcomed financial support for the organisation of Jubilee events but the grants are currently taking some time to be processed at national level so these events will be held in Summer instead.

We received 7 proposals and recommended six, amounting to approx.£9,100 which leaves approx. £12,070. (Figures are approximate because I have not yet received the full minutes of the last meeting, which were being produced by one of the Panel members). Proposals recommended include environmental improvements by 'In Bloom' and residents' groups, a community garden, activities for older people, improvements to community premises.

Details of the successful applications will be on the website very shortly.

The next meeting of the panel is scheduled for 14th September 2012.

MORLEY SOUTH – COMMUNITY FIRST

Community First is an £80 million Government funded programme which will run for 4 years (up to March 2015) providing small grants from £250 up to £2,500 to community groups in this area. A panel of local people and councillors has been established in order to consider applications.

The programme is designed to help communities come together and identify their strengths and priorities in order to plan for the future and become more resilient.

The Morley South Ward has been awarded £33,910 from the fund over the next four years. £5,624 in Year One, £8,489 in Year 2, £8,488 in Year three and £11,309 in Year 4.

The priorities for Morley South include:-

- Improving the environment – a local park or green space
- Increasing the range of activities available for young people and families
- Increasing support for vulnerable people of all ages
- Improving the health of inhabitants of the ward
- Bringing different communities within the ward closer together through events etc.
- Supporting the improvement of premises used for community use

The members of the panel are currently:-

- Nancy Fawcett – Local resident and Morley Rugby Club
- Steven Holt – Local resident and Morley Amateur Operatic Society
- Shirley Varley – Elected Ward Member and St Mary's In The Wood
- Wyn Kidger – Local resident
- Keith Robinson – Morley Chamber of Trade & Commerce (resigned)
- Judith Elliott - Elected Ward Member
- Christine Hirst – Local resident
- Pat McGeever – Panel Partner, Health for All

The panel has met several times, most recently on 29th May, 2012. A drop in session was organised on 16th April at Morley Town Hall to assist groups with completion their application forms.

Eleven applications have been received and out of these the Panel agreed to recommend nine proposals. These included improvements to community facilities used by large numbers of community groups, equipment for activities for young people and older people, events. The Panel did not support several proposals for one off trips or events or proposals with no or very little volunteer involvement.

The total for Years 1 and 2 amounted to £14,113. The money allocated so far towards the above successful applications is £10,922, leaving the sum of £3,191 to

be allocated at the next meeting on 6th November 2012. Details of the successful applications will be on the website very shortly.

The Panel discussed holding a celebration event for groups to showcase their activities and celebrate their successes and considered producing a colourful magazine similar to South Leeds Life to promote the groups and the Panel members including elected members.

Report of the Chief Officer (Democratic and Central Services)

South Outer Area Committee

2 July 2012

Subject: Local Authority Appointments to Outside Bodies

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

Summary of main issues

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

Recommendations

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

1 Purpose of this report

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

2 Background information

- 2.1 In April 2004 Full Council agreed that in future, Elected Member appointments to Outside Bodies should be undertaken by a constituted body of Elected Members and that appointments to all outside bodies should, where appropriate, be made with due regard to proportionality within the law. Attached at Appendix 1 is the agreed Appointments to Outside Bodies Procedure Rules.
- 2.2 The Member Management Committee has responsibilities for Council appointments to Outside Bodies and for exercising decision making in the following areas:
- Considering requests from Outside Organisations seeking Elected Member representation;
 - Determining the category of appointment which will govern which Committee will make the appointments;
 - Making Elected Member appointments to Outside Bodies within the Strategic and Key Partnership category.
- 2.3 Due to the large number of organisations seeking Council representation, Council agreed that appointments within the Community and Local Engagement Category will be considered and approved by Elected Members serving on the relevant Area Committee.
- 2.4 In July 2004 the Member Management Committee met to consider allocation of appointments to each Area Committee. Attached at Appendix 2 are those that have been determined should be made by this Area Committee.

3 Main issues

- 3.1 The Area Committee is requested to determine the appointments to those Outside Body appointments as detailed within Appendix 2.
- 3.2 The Area Committee must first consider whether it is appropriate for an appointment to be of a specific office holder¹ either by reference, if this is available, to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.

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

- 3.3 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Area Committee as a whole.
- 3.4 All appointments are subject to annual change unless otherwise stated within the constitution of the external organisation, which will therefore be reflected on the table at Appendix 2. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 3.5 Elected Members² will fill all available appointments but it is recognised that Political Groups may not wish to take up vacancies which are made available to them. In such circumstances, vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 3.6 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.
- 3.7 Area Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.

4 Appointments 2012-2013

- 4.1 This year there are **seven** appointments to be made in relation to the following organisations:-
- Morley Town Centre Management Board
 - Morley Literature Festival
 - Outer South ALMO Area Panel

4.2 Area Based Partnership Groups

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

Given the significant reconfiguration which has been made to the structure of Leeds Initiative, the overarching matter of Elected Member representation in respect of Leeds Initiative is scheduled to be considered by Member Management Committee in the new municipal year. Following Member Management

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

Committee's consideration of this matter, further details will be provided to Area Committees at the earliest opportunity.

5 Corporate Considerations

5.1 Consultation and Engagement

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

5.2 Equality and Diversity / Cohesion and Integration

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

5.3 Council policies and City Priorities

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

5.4 Resources and value for money

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

5.5 Legal Implications, Access to Information and Call In

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

5.6 Risk Management

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

6 Conclusions

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

7 Recommendations

7.1 The Area Committee is asked to confirm the appointments to those Outside Bodies identified within Appendix 2, or agree any changes to the schedule, having

regard to the Appointments to Outside Bodies Procedure Rules, as outlined within this report and as detailed at Appendix 1.

8 Background documents³

- 8.1 Appointments to Outside Bodies Procedure Rules
- 8.2 Area Committee Procedure Rules
- 8.3 Area Committees' Terms of Reference

³ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

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APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

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APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

1.0 Scope

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

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

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

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

Appointments to Outside Bodies Procedure Rules

3.0 Determination of how an Appointment should be made

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

4.0 The Appointment Procedure

Strategic and Key Partnerships

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

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

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

Appointments to Outside Bodies Procedure Rules

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

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

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

Community and Local Partnerships

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

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

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

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

Appointments to Outside Bodies Procedure Rules

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

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

Support for Elected Member Appointees To External Organisations

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

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

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

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

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