



**SOUTH (OUTER) AREA COMMITTEE**

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**Meeting to be held at Drighlington Meeting Hall  
On Monday, 3rd December, 2012 at 4.00 pm**

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**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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**South East Area Leader:  
Shaid Mahmood  
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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><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting.)</p>	
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p><b>RESOLVED</b> – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

Item No	Ward	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATION OF INTERESTS</b></p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>MINUTES - 15 OCTOBER 2012</b></p> <p>To confirm as a correct record the minutes of the meeting held on 15 October 2012</p>	1 - 6
7			<p><b>OPEN FORUM</b></p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p> <p><b>(10 mins discussion)</b></p>	

Item No	Ward	Item Not Open		Page No
8			<p><b>CHILDREN AND YOUNG PEOPLE OUT OF SCHOOL ACTIVITIES 2012/13: INTERIM REPORT</b></p> <p>To receive and consider the attached report of the Area Leader – South East Leeds</p> <p><b>Presentation 10 Minutes/Discussion 10 Minutes (Council Function)</b></p>	7 - 16
9			<p><b>SOUTH AND OUTER EAST LOCALITY TEAM SERVICE LEVEL AGREEMENT PERFORMANCE UPDATE</b></p> <p>To receive and consider the attached report of the Locality Manager (South and Outer East Leeds)</p> <p><b>Presentation 10 Minutes/Discussion 10 Minutes (Executive Function)</b></p>	17 - 30
10			<p><b>MORLEY LITERATURE FESTIVAL 2012 - EVALUATION REPORT</b></p> <p>To receive and consider the attached report of the Area Leader – South East Leeds</p> <p><b>Presentation 10 Minutes/Discussion 10 Minutes (Executive Function)</b></p>	31 - 50
11			<p><b>PRIORITY NEIGHBOURHOOD WORKER UPDATE</b></p> <p>To receive and consider the attached report of the Priority Neighbourhood Worker.</p> <p><b>Presentation 10 Minutes/Discussion 10 Minutes (Executive Function)</b></p>	51 - 62
12			<p><b>REAPPOINTMENT OF TRUSTEES TO THE ARCHBISHOP MARGETSON FUND</b></p> <p>To receive and consider the attached report of the Assistant Chief Executive (Corporate Governance) &amp; the Director of Resources</p> <p><b>Presentation 5 Minutes/Discussion 5 Minutes (Council Function)</b></p>	63 - 66

Item No	Ward	Item Not Open		Page No
13			<p><b>SUMMARY OF KEY WORK</b></p> <p>To receive and consider the attached report of the Area Leader – South East Leeds</p> <p><b>Presentation 5 Minutes/Discussion 10 Minutes (Executive Function)</b></p>	67 - 118
14			<p><b>WELL BEING BUDGET REPORT</b></p> <p>To receive and consider the attached report of the Area Leader – South East Leeds</p> <p><b>Presentation 5 Minutes/Discussion 5 Minutes (Executive Function)</b></p>	119 - 146
15			<p><b>DATES, TIMES AND VENUES OF FUTURE MEETINGS</b></p> <p>Monday, 4 February 2013 at Morley Town Hall Monday, 25 March 2013 at Rothwell One Stop Centre</p> <p>All meetings commence at 4.00 p.m.</p>	

## **SOUTH (OUTER) AREA COMMITTEE**

**MONDAY, 15TH OCTOBER, 2012**

**PRESENT:** Councillor K Bruce in the Chair

Councillors N Dawson, J Dunn, J Elliott,  
R Finnigan, B Gettings, S Golton,  
T Leadley, L Mulherin, K Renshaw and  
S Varley

### **30 Declaration of Interests**

Councillors Elliott, Leadley and Varley declared a pecuniary interest in Agenda Item 11, Garden Maintenance Service Evaluation 2011-12 due to their positions with Morley Elderly Action. They left the room while the decision was made on this item.

### **31 Minutes - 3 September 2012**

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

### **32 Open Forum**

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

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

### **33 Proposals for Changes to Fire Service Emergency Cover in West Yorkshire**

The report of West Yorkshire Fire Service outlined the proposed changes to West Yorkshire Fire Service, particularly to the Fire Stations of Hunslet & Morley and Garforth & Rothwell which cover the Outer South area.

The Chair welcomed the following to the meeting for this item:

- Ian Dunkley, Senior Operations Manager
- Mark Allen, Station Commander, Morley and Rothwell

Members were informed of spending cuts that the Fire Service faced following the Comprehensive Spending Review and the development of an eight year strategy to address this. A major study had been carried out across West

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to be held on Monday, 3rd December, 2012

Yorkshire which had considered where to site stations and engines to minimise risk. Further considerations included the following:

- The introduction of combined aerial response units which reduced the need for two engines at incidents.
- The introduction of smaller vehicles for smaller incidents.
- Ensuring fire engines are stationed at optimum locations for responding to emergencies.
- Locations to site new stations between the current positions of Rothwell & Garforth and Morley & Hunslet.
- Fire Safety Awareness – the 4 strand plan for the area of Prevention, Protection, Response and Resilience.

In response to Members comments and questions, the following issues were discussed:

- There had been a massive drop in the number of fires that the fire service attended and a reduction in the number of deaths. Closure of stations would not necessarily mean reduced response times as at the current time it could depend where appliances were located.
- West Yorkshire Fire Service had fitted over a million smoke alarms over the past 5 years.
- Morley was considered to be a low risk area with an average of a seven and a half minute response time. The target time for responses was ten minutes.
- Improving response times – roll out of traffic light computers.
- Concern that disadvantaged areas which had a higher risk would be worse off under the new proposals with regard to response times.
- Reductions to back office staffing.
- Shared fire control with South Yorkshire.
- New stations would be cheaper to maintain and be more efficient than existing stations.
- Members agreed that representation needed to be made regarding the proposals.

#### **RESOLVED –**

- (1) That the Area Committee opposed the closures as outlined by West Yorkshire Fire and Rescue
- (2) That the area committee affirms its commitment to work together to reverse any decisions taken locally or nationally to close fire stations in its area and intends to write to local MP's and Leeds City Council seeking their support in doing so
- (3) That the Chair of the Outer South Area Committee submit a formal written objection to the fire station closures to West Yorkshire Fire & Rescue on behalf of the Outer South Area Committee

### **34 White Rose Learning Centre Update**



The report of the Head of Employment and Skills provided an update on the employment and skills development opportunities for young people and adults at the White Rose facility.

Members were given a summary of services on offer at the White Rose Learning Centre and the following issues were highlighted:

- Partnership working with the Council and Job Centre Plus.
- Opportunities for 16 to 18 year olds – these included apprenticeships, vocational qualifications and work experience.
- Opportunities for adults included a 'Routeway to Work' course and a Sector Based Work Academy which helped with developing employment skills.

In response to Members comments and questions, the following was discussed:

- It was felt that the White Rose Learning Centre was a step in the right direction and it was welcomed that it helped people get a work history and work experience.
- It was requested that there should be an Outer South Area Committee Member on the steering group.

**RESOLVED –**

1. That the report be noted.
2. Members would welcome the opportunity to visit the facility
3. Outer South Area Committee Membership on the steering group be requested.

**35 Drighlington Library: Community Rental Subsidy**

The report of the Area Leader outlined a request from the Friends of Drighlington Community Library to waive the standard community rental agreement (CRA) cost for space within Drighlington Meeting Hall and also requested that the Director of Environment and Neighbourhoods agree a 100% reduction of £6,860 for the rent and service charges.

It was reported that the Friends of Drighlington Community Library had recruited over 60 volunteers willing to assist with the running of the library and it was proposed to open the library for 6 days a week. Members expressed support for what was considered to be an excellent example of community involvement.

**RESOLVED –** That the rent and service charge for Friends of Drighlington Community Library use of the Library Space within Drighlington Meeting Hall be reduced to nil for a period of 12 months and that this agreement is backdated to the commencement of the letting and that the arrangement be reviewed annually to determine whether the letting agreement should continue and agree the future arrangements, with a view to reducing the level of discount on a sliding scale.

## **36 Garden Maintenance Service Evaluation 2011-12**

The report of the Area Improvement Manager, South East Leeds provided an update and evaluation of the Garden Maintenance Scheme operated by Morley Elderly Action. The Outer South Garden Maintenance Scheme had completed the second year of a three year project agreed by the Area Committee.

Members were reminded that the report was deferred at the last meeting so that a representative from Morley Elderly Action could be present to answer questions. It was also noted that a concern was raised regarding a complaint of over-charging by a contractor...

The Chair welcomed Ann Minke of Morley Elderly Action to the meeting for this item.

The following issues were discussed:

- With regard to the previous concern that had been raised, it was noted that Morley Elderly Action had identified several improvements to the operation of the scheme that would, in future, benefit clients. It was also confirmed that the request for service by the client should have come directly to Morley Elderly Action before being allocated to a gardener. The improvements to the delivery of this service identified by Morley Elderly Action should remove the possibility of any future occurrence of this type of incident.
- Members questioned how the funding for the scheme was split between administration costs and payments to contractors.
- Work carried out on a Ward level across Outer South was discussed. It was suggested that the scheme be reviewed so that a revised scheme could be considered at the end of the current agreement.

### **RESOLVED –**

- (1) That the report be noted.
- (2) That Morley Elderly Action retain the under spend figure from the Outer South Garden Maintenance Service 2011/12 to support an enhanced service delivery in 2012/13

## **37 Summary of Key Work**

The report of the Area Leader – South East Leeds presented an update on the key work that was taking place within the Outer South Leeds area.

Aretha Hanson, Area Officer presented the report.

Issues highlighted from the report included the proposed changes to Crime and Grime arrangements and Community First Panel funding. Ellie Rogers,

who had recently taken up the post of Priority Neighbourhood Worker was introduced to Members.

Members referred to the minutes of the Area Chair's Forum and discussed youth provision . Whilst it was acknowledged there had been an improvement with Youth Service provision in Outer South over the previous few years, it was felt that due to the differing needs across the wards it would be better if Youth provision was the responsibility of the Area Committee. This had been discussed at the Area Chair's Forum.

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

### **38 Well-being report October 2012**

The report of the Assistant Chief Executive (Customer Access and Performance) provides 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 actions in the Area Committee Business Plan.

Aretha Hanson, Area Officer presented the report and informed the Committee that the funding approved at the September Area Committee for Newlands Church CCTV would not be progressed as the CCTV equipment had been installed prior to Area Committee approval. Funding regulations stipulate that wellbeing funding cannot be used for projects which have already taken place so the funding amount .had been returned to Morley South capital allocation.

Members were also asked to consider applications for the following projects:

- Crime & Grime: Feeling Safe in Rothwell
- Cold Calling Control Zones
- Christmas Trees and Lights 2012 – Rothwell and Ardsley & Robin Hood

**RESOLVED** –

- (1) That the report be noted.
- (2) That the position of the Well-being Revenue Budget be noted.
- (3) That the revenue projects already agreed be noted.
- (4) That the capital projects already agreed be noted.
- (5) That the following project proposals be approved:
  - Crime & Grime: Feeling Safe in Rothwell - £1,999.70 (revenue)
  - Cold Calling Control Zones - £1,535.82 (revenue)

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to be held on Monday, 3rd December, 2012

- Christmas Trees and Lights 2012 (Rothwell) - £50 (revenue)
  - Christmas Trees and Lights 2012 (Ardsley & Robin Hood) - £2,797.40 (revenue)
- (6) That the small grants situation be noted.

**39 Dates, Times and Venues of Future Meetings**

- Monday, 3 December 2012 at Drighlington Meeting Hall
- Monday, 4 February 2013 at Morley Town Hall
- Monday, 25 March at Rothwell One Stop Centre

All meetings to commence at 4.00 p.m.



Report author: Jo Shiffer and Helen Kerr  
 Cluster Managers  
 Rothwell, Morley & CATSS Clusters

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

**Report to South Leeds (Outer) Area Committee**

**Date: Monday 3<sup>rd</sup> December 2012**

**Subject: Children and Young People Out of School Activities 2012/13: Interim Report**

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 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 outlines the activities carried out by the Outer South Clusters of Rothwell, Morley and Ardsley/Tingley (CATSS) from March 2012 to present and the proposed use of funding to 31<sup>st</sup> March 2013.

**Recommendations**

2. The Area Committee is asked to:
  - a) note the contents of the report and make comment as appropriate.

## 1 Purpose of this report

1.1 To report to members on the progress and plans for the clusters through 2012/13.

## 2 Background information

2.1 As in 2010/11 and 2011/12, the Outer South Area Committee commissioned in March 2012 the three Clusters partnerships to deliver 'universal activity' with the following criteria:

- Activities should be for a range of age groups (ages 5-19).
- Funded activity should complement provision to provide a comprehensive activity schedule across the four electoral wards, within cluster boundaries.
- The programme should support and empower the community, voluntary and faith sector to provide local activities for themselves.
- Consider funding allocations for a range of positive activities including community days, summer camps, local sport, culture and dance activity, targeting direct provision for children and young people.
- Support activities in Outer South Area Committee Priority Neighbourhood areas (NIPs).
- Consider the targeted and coordinated delivery of mini Breeze events which will be marketed across the Outer South.
- Provide access to the Breeze Culture Network and necessitate as a statutory duty, partner's uploading concise data to the Breeze and Family Hub websites.
- The programme would seek to provide activity programme to August 2013 to run in line with cluster planning and academic years.

2.2 The Outer South 2012-15 Area Committee Business Plan (ABP) has Culture, Thriving, Health and Well Being themes at its core. The ABP identified supporting partners in Extended Services, Youth Service, Sports Development and the Third Sector in the provision of out of school and holiday activities for children and young people as a priority.

2.3 For 2011-12, Members agreed that £20,000 Well-Being funding be used to support the development and delivery of an annual programme of out of school activities. The Area Committee report of 4 July 2011 described how this annual programme would be developed with partners of the Outer South Children and Young People Working Group, the community and voluntary sector, working through the three Outer South Extended Services Clusters of Ardsley and Tingley (CATSS), Morley and Rothwell.

2.4 For 2012 -13, Members agreed that £20,000 Well being funding would continue to be used to support the development and delivery of an annual programme of out of school/ holiday activities.

2.5 Area Support developed this Commissioning Pilot by working closely with the Advisor and Cluster Managers. The design and implementation of this process was undertaken by the Cluster Managers with the agreement of the Cluster Steering Groups. The proposals were refined based on a clear evidence of 'need' which dovetailed and added value to existing cluster funding.

2.6 The Activities Grant as a separate grant ceased in August 2011. Since August 2011, the cluster budgets have increased family support services as a response to need and provided a budget for a more targeted approach to out of school and holiday activities in the three clusters as clusters continue to move towards the locality Children's Services structure.

### 3 Main issues

#### 3.1 April 2012 – March 2013 Programme Commissioning

3.1.1 Clusters have allocated funding to help schools and communities to ensure local affordable out of hours activities are accessible to all children (universal) including those children and young people who would not otherwise be able to afford them (the target group determined by schools as 'vulnerable' or 'targeted'). The purpose of funding is to support the raising of aspirations and opportunities beyond the school day and in holiday times, creating more positive relationships with low income families and enabling engagement with schools, learning and attainment for children who qualify for free school meals. All activities support the Children Leeds outcomes:

**CYP Are safe from harm**

**CYP do well at all levels of learning and have skills for life**

**CYP choose healthy lifestyles**

**CYP have fun growing up**

**CYP are active citizens who feel they have a voice and influence**

There is significant focus on the '3 obsessions' of raising attendance, reducing the risk of children and young people who are Not in Employment, Education or Training (NEET) and reducing the need for children and young people to be Looked After.

3.1.2 Outer South Well Being Funding allocations for **2012-13** have been calculated using a formula provided in the 4 July 2011 Outer South Area Committee Report, which equates to:

	Allocation %	Allocation £
<b>Cluster of Ardsley Tingley Schools</b>	22	4,400
<b>Morley Children's Services Cluster</b>	42	8,400
<b>Extended Services Rothwell</b>	36	7,200
<b>Total</b>	<b>100</b>	<b>20,000</b>

#### 3.2 Activities from March 2012 to September 2012

3.2.1 Following consultation with young people and drawing on previous experience, clusters advertised for providers through the city wide electronic Breeze Culture Network, which offers all providers the opportunity to submit proposals for consideration. Each Cluster Steering Group has an Activities Sub-Group to consider all proposals against agreed criteria. The Children Leeds approved 'ABC Protocols' were used for all contracts.

3.2.2 The 2012/13 cluster budgets for out of school and holiday provision are

- Cluster of Ardsley and Tingley Schools: **£15,000**
- Morley Children's Services Cluster: **£40,000**
- Rothwell Cluster: **£30,000**

3.2.3 These figures represent cluster funding allocated to activities for children and young people. Whilst each cluster has employed and commissioned staff to respond to supporting universal, universal plus and targeted services for children, young people and families with varied levels of need, there remains limited opportunities for targeted children and young people across the outer south to access universal out of school hours and holiday activities at an affordable cost.

3.2.4 These figures reflect the change in cluster focus to increased family support and counselling services. Each cluster has employed and commissioned staff to respond to supporting universal, universal plus and targeted services for children, young people and families with varied levels of need.

3.2.5 Total cluster budgets for clusters for 2012/13 (ending August 2013) including Wellbeing Funding to support both universal and targeted activity.

- Cluster of Ardsley and Tingley £19,400
- Morley Children's Services Cluster £48,400
- Rothwell Cluster £37,200

3.2.6 The overall activities budget for each cluster comprises of Wellbeing funding (approximately one quarter of the overall activities budget) together with cluster funding. This combination enables clusters to maximise the benefit to children and young people by providing more out of school hours and holiday provision together with match funding and contributions in kind from partners. The co-ordination and quality assurance provided by clusters ensures that activities are of a high standard whilst avoiding duplication.

3.2.7 Match funding across Rothwell, CATSS and Morley clusters includes the following:

- Staffing
- Venues
- Equipment
- Transportation
- Publicity
- Resources

### 3.3 **Children and Young People Working Group**

3.3.1 The working group met on one occasion between April 2012 and August 2012 and have put in place a regular cycle of meetings to continue its work.

### 3.4 **Voluntary and Community Sector**

3.4.1 The voluntary and community sector are encouraged and supported to access the procurement briefs on the Breeze Cultural Network on an ongoing basis.



### **3.5 Planning and Commissioning**

- 3.5.1 As previously, the commissioning process enabled clusters and partners from the Children and Young People's Working Group to ensure the activities that were offered complimented existing provision and covered a wide range of activities and all the age ranges.
- 3.5.2 Previous and ongoing consultation processes with young people by the clusters and the Youth Service ensured that young people and children's voice shaped the menu of activities e.g. older children prefer to have activity away from the main base of school.
- 3.5.3 Joint planning continues to prevent duplication of dates and activities.
- 3.5.4 The Breeze Culture Network offers a fair and transparent tool to put out to tender briefs for commissioning activity with young people. Signposting to this Network gives all agencies information and access to the process for being locally commissioned.
- 3.5.5 Following from the pilot work with Breeze in previous years, it is hoped to put in place a more robust process for gathering information on young people's access to activities. Breeze cards have been used for registration in all activities; however this process is currently being re-assessed, due to proposed changes within the Breeze team. Cost and capacity for collation of data has had a significant impact on the availability of data through Breeze.
- 3.5.6 For summer 2012, Rothwell Cluster produced 6,500 copies of 16 page glossy booklet at a cost of £2,000 and distributed to all children and young people via schools, community and public venues. The CATSS & Morley Clusters produced 9,000 copies of 20 page glossy booklet at a cost of £3,500 and distributed to all children and young people via schools, community and public venues. The increase in uptake during the summer was encouraged through the Cluster's hands on approach with the publicity of information e.g. to delivering assemblies and through Family Support Workers direct support work with targeted young people and their families. Feedback from parents/carers seemed to indicate that many activities were over-subscribed in part due to economic factors.

### **3.6 Outcomes**

- 3.6.1 The programme to date funded by both the Wellbeing Fund and continuing cluster budget has supported a programme of activity in all three cluster areas. A perception of increased engagement in planned activity may support a significant reduction in ASB as reported by Police Tasking Groups across the Outer South.
- 3.6.2 Using the Cluster Managers as the single point of contact streamlines communication between agencies supporting particularly access for Looked After Children (LAC) and families seen as vulnerable. Agencies working with LAC and targeted children were keen to access the Summer Programme of activities and because of the joint publicity were able to incorporate the summer programme into their child protection planning.

- 3.6.3 The joined up approach and direct communication facilitated swift and easy access for children and young people being supported by specialist services, such as Signpost, Children’s Social Work Services and health professionals.
- 3.6.4 Most cluster activities were over-subscribed, in part due to economic factors (decreased number of local affordable universal activities being offered throughout the community) and in part due to better communication and co-ordination between professionals from Children’s Services and clusters.
- 3.6.5 Overall figures based on half day as one session:

**Summer 2012**

**Table A**

<b>Cluster</b>	<b>Rothwell</b>
No of sessions	112
No of places accessed	2,593 + (Mini Breeze: 484)
No of targeted places accessed	1,107
No VCF sector providers	3
No. statutory providers	4
No. of other providers	5
Providers commissioned	Youth Service Breeze Back Lane Stables The Works Skatepark Rothwell Leisure Centre Total Sports Coaching School staff Sports Xtra Health for All Just Addictive Music Curry Cuisine Groundwork
Total cost of summer activities	£18,505

**Table B**

<b>Cluster</b>	<b>CATSS</b>
No of sessions	95
No of places accessed	2146
No of targeted places accessed	1200
No VCF sector providers	3
No. statutory providers	2
No. of other providers	6
Providers commissioned	Youth Service Back Lane Stables The Works Skatepark Total Sports Coaching School staff Health for All Bob’s Your Uncle Discover and Create The Climbing Wall South Leeds City Learning Centre DAZL
Total cost of summer activities	£9,206

**Table C**

<b>Cluster</b>	<b>Morley</b>
No of sessions	111
No of places accessed	1,072
No of targeted places accessed	604
No VCF sector providers	4
No. statutory providers	3
No. of other providers	5
Providers commissioned	Youth Service Back Lane Stables The Works Skatepark Total Sports Coaching School staff Health for All Discover and Create The Climbing Wall Leeds 2 Success Barnardos South Leeds City Learning Centre DAZL
Total cost of summer activities	£19,589

### 3.7 Proposed programme from October 2012 to March 2013

<b>Cluster</b>	<b>Rothwell</b>
No of sessions anticipated	50
No of places to be accessed	500
Proposed activities	Range of sports, day trips, creative arts, informal educational and leisure activities

<b>Cluster</b>	<b>CATTS</b>
No of sessions anticipated	40
No of places to be accessed	200
Proposed activities	Youth service provision, day trips, sports activities, horse riding, educational activities

<b>Cluster</b>	<b>Morley</b>
No of sessions anticipated	50
No of places to be accessed	400
Proposed activities	Youth service provision, day trips, sports activities, horse riding, educational activities

### 3.8 Future plans Rothwell

- 3.8.1 The Rothwell cluster and partners consult with children and young people in order to offer an attractive menu of activities that children and young people both enjoy participating in and benefit from. This is done by including children and young people in the planning group as well as ongoing consultation at a variety of events. Feedback from young people aged 11+ includes activities taking place off the school site, which the cluster has taken on board for this age group. The cluster continues to prioritise the support of local groups and events where possible, including the Fun Day at John O' Gaunts and the Rothwell Mini-Breeze in the summer.

- 3.8.2 In order to reduce printing costs, the cluster is currently trialling publicity material in an electronic format only for partners to distribute to children, young people and families, with a small number of hard copies available in public venues such as libraries and reception areas.
- 3.8.3 As the Cluster Manager is carrying out a dual role as Targeted Services Leader, the cluster will be recruiting a staff member to co-ordinate the out of school hours and holiday activity programme.

### **3.9 Future Plans Ardsley & Tingley**

- 3.9.1 Ardsley & Tingley cluster have prioritised health and fitness as one of the areas for development. With last year's funding a programme of dance and fitness classes were delivered in all of the primary schools. As a result of this there is now a permanent class which runs in one of the local community centres and is accessed by many of the local community. The class is open to children aged between 5yrs and 19yrs and has proved very successful. There is also a focus on developing links with the Youth Service to enable young people to access alternative provision after school, developing practical skills, for example motorbike maintenance, stable management and hair and beauty programmes.
- 3.9.2 There will also be work done on developing the cluster council in order to enable young people to have a voice when it comes to the decision making around cluster budget.

### **3.10 Future Plans Morley**

- 3.10.1 Morley Cluster has collaborated with the Youth Service and Morley Leisure centre in order to provide activities for young people on a Friday evening at Morley Leisure centre. It was evident that young people in the community need to be more actively involved in exercise and believe that the newly refurbished leisure centre would be an ideal place for activities for older children to take place. The leisure centre is located centrally and would be easily accessible to the vast majority of young people. The new centre manager has welcomed the collaborative approach and the sessions will begin after October half term.
- 3.10.2 As part of our program to ensure children and young people have a 'voice' and be involved in the decisions about the activities they would like to see available the cluster is working towards a cluster council. This will give a group of children and young people the opportunity to have their say on issues that impact on them and be able to feed back to their school council. Last year not all schools responded to the questionnaires sent out so there will be a more proactive approach in setting up this forum.

## **4. Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 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.

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

4.2.1 Community groups submitting a project proposal requesting funding from the Well being budget have an equal opportunities policy and as part of the application process, complete a section outlining which equality groups the project will work with and how equality and cohesion issues have been considered.

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

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

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

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

- Vision For Leeds
- 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 There are no resource implications as a result of this report.

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

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

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

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

## **4.6 Risk Management**

- 4.6.1 This report provides an update on 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.

## **5 Conclusions**

- 5.1 The partnership work between Outer South Committee, the three clusters and partners, continues to result in Well Being funding and cluster funding supporting a varied menu of a broad provision of out of school and holiday activities for 5-19 year olds across the Outer South. The activities are welcomed by children, young people and families and well attended, often oversubscribed.
- 5.2 The Leeds City Council Breeze Culture network is an invaluable tool in the process, ensuring the maximum number of agencies and partners are able to bid into a fair and transparent process.

## **6 Recommendations**

- 6.1 The Area Committee is asked to note the contents of the report and make comment as appropriate.

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

There are no background documents associated with this paper.

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

**Report of Locality Manager (South and Outer East Leeds)**

**Report to South Leeds (Outer) Area Committee**

**Date: Monday 3<sup>rd</sup> December 2012**

**Subject: South and Outer East Locality Team Service Level Agreement  
Performance Update**

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 provides an update on performance against the Service Level Agreement (SLA) between South Leeds (Outer) Area Committee and the South South-East Environmental Locality Team. This report covers the period from 1<sup>st</sup> July 2012 to 31<sup>st</sup> October 2012.

**Recommendations**

2. That South Outer Area Committee note and comment on the contents of this report.

## 1 Purpose of this report

- 1.1 This report provides an update on performance against the SLA between Outer South Area Committee and the South South-East Environmental Locality Team. This report covers the period from 1<sup>st</sup> July 2012 to 31<sup>st</sup> October 2012.

## 2 Background information

- 2.1 Executive Board approved revisions to the Area Committee Function Schedules to include a new delegated responsibility for Street Cleansing & Environmental Enforcement Services in March 2011. The delegation makes clear the responsibility of Area Committees to negotiate, develop and approve a 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.
- 2.2 The delegation of environmental services to Area Committee means that service resources, mainly staffing, are now devolved. Resources are organised into three wedge based teams for East North-East, South South-East and West North-West, aligned to new Locality Teams. The SLA sets out the detail of the resources which will be allocated to the Area Committees.
- 2.3 The annual SLA for the Outer South Area Committee was agreed on 2<sup>nd</sup> July 2012.

## 3 Main issues

- 3.1 Section 6.0 of the SLA sets out the principles and priorities against which the Locality Team's success will be measured. The following describes performance against these principles and priorities in the first six months of this year's SLA.

### 3.2 Delivery of Ward Priorities

- 3.2.1 **Appendix A** describes the identified priority areas for each ward in Outer South area. Throughout the autumn the priority areas have been surveyed in order to decide on specific actions to take. The survey incorporated a baseline cleanliness and environmental assessment. Actions to be taken focus on changing behaviours include enhanced patrol work and proactive action around environmental issues.
- 3.2.2 Each priority piece of land has been allocated to an enforcement officer for investigation of issues and proposed resolution. A summary of the actions proposed and taken is at **Appendix B**. Over the next period we will continue to report back on proposals and progress.
- 3.2.3 A programme of inspection and cleaning is in development working closely with the ALMOs and Parks and Countryside Services. A ginnel standard has been developed by Aire Valley Homes which we intend to adopt to give a baseline against which to assess the condition of a ginnel on a regular basis.



- 3.2.4 Several ginnels have now been added on to existing cleansing schedules and we are in the process of assessing the rest in order to determine whether they can be added to schedules, need extra resource to be provided, or can be inspected and dealt with on a reactive basis.
- 3.2.5 A covert CCTV camera has now been purchased by the service and is being deployed across the wedge on a rolling basis. Anti-fly tipping signs are also available and have been deployed on many sites across the wedge to deter fly tipping.
- 3.2.6 Ward based patrol work is not yet in place due to the need for a review of our risk assessments and development of staff. However we expect this to be underway by January 2013.

### **3.3 Delivery of SLA Priorities**

#### ***a) Outcome Focused***

- 3.3.1 Following consultation with Elected Members about the measure of street cleanliness (National Indicator (NI) 195) and it's usefulness at a local level, this is now carried out on a citywide basis only. The latest figure for citywide cleanliness indicates that 91% of sites surveyed were at a satisfactory level of cleanliness.
- 3.3.2 The duty of care of businesses is a key focus within the SLA. Several businesses in priority areas have been approached to discuss their duty of care in terms of littering in proximity to their premises. For example a convenience store in East Ardsley has received an inspection and has been reminded of their duties. A takeaway on Queen Street Morley is currently being prosecuted for failing to appropriately store their waste. Further work to extend this into others areas will continue.

#### ***b) Responsive to Local Needs***

- 3.3.3 A review of mechanical cleansing blocks is currently taking place to increase the frequency and quality of cleaning in some priority areas without reducing frequency in others. In some areas we will also seek to fix scheduled cleaning on particular days in order to aid coordination with Waste Management, housing ALMOs and community groups, e.g. John O'Gaunts estate. Proposals will be brought to Elected Members through the Environmental Sub-Groups in early 2013.
- 3.3.4 Capacity days continue to allow the impact of seasonal tasks, such as leafing, to be minimised. As in previous years we have supported the In Bloom judging process across many areas of the wedge and Outer South Leeds (including Morley and Woodlesford). This included intensive cleaning prior to judging and supporting in bloom groups with litter and waste collections.

#### ***c) Common Sense Approach***

- 3.3.5 Work will continue with frontline staff to engender the principle of not walking past a problem. There are several examples where the new service is working as one. However, this continues to be an area of focus within all staff appraisals. Fly-tip removal crews continue to examine tips for evidence before removing them, and reporting them for investigation to their enforcement colleagues.

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

- 3.3.6 Proposals for the identified priority areas are being developed as per 3.4.1 above. Work with colleagues in Aire Valley Homes, Parks and Countryside and the Police to develop proposals to take action to improve the environment in these areas will continue.
- 3.3.7 Partnership working has improved greatly over the last 12 months. The section from 3.2.13 below describes some examples of partnership working having an impact over the last six months.

**e) Supporting community action**

- 3.3.8 The Environmental Action Teams, largely the CESO staff, have consistently attended most neighbourhood forums over the last few years. Staff have been informed that they now represent the full range of services within the Locality Team, which should significantly improve engagement with street cleansing services.
- 3.3.9 Over the last month most forums have also been attended by either the Locality Manager or Service Manager.
- 3.3.10 South Locality team has recently undertaken a pilot work placement scheme with HMP Leeds. Trainees, released on a temporary licence from HMP Leeds are with us for a five week period undertaking work across the wedge area and creating additional capacity. This has been a great success with the following work being carried:
- Litter picked , cut back the bushes and cleansed the Pass Over the M62 in Thorpe.
  - Cut back and litter picked the ginnel off Wood Lane to Churchfield Lane, Rothwell.
  - Litter picked and cut back ginnel from Wood lane to Manor Crescent, Rothwell
  - Cut back over hanging bushes and tidy Fall Lane East Ardsley.
  - Litter pick path off Cherry Tree Walk. East Ardsley.
  - Cut back and litter pick ginnel off Oak Road Morley.
  - Litter pick and remove fly tipping in and side of Lay-bys at M62, Rothwell
  - Cut back and litter pick Ginnel into Levisham Park off Middleton Road, Morley.
  - Ginnel next to Country Baskets, Ardsley
  - Clearance of ginnel at Castlefields, Robin Hood

**f) Education and Enforcement**

- 3.3.11 Changes to the tasking arrangements in South area, including joint chairing between Environmental Services and the Police and the involvement of Area Committees' Environment and Community Safety Champions, has resulted in more integrated working between services including the use of enforcement action.
- 3.3.12 Training has now taken place with PCSOs across most of the South and East NPT areas in order to provide them with the knowledge to effectively witness and take statements for dog fouling and other environmental offences. Morley NPT PCSOs have reported 3 offences of dog fouling in October following the training which we are now pursuing.

### **g) Partnership Working and Development**

- 3.3.13 Work is ongoing with Aire Valley Homes to develop models of integrated working on housing estates. AVHL, Parks and Countryside and Highways Services are working with us in partnership to put in place a programme of monitoring and cleaning for priority ginnels (see 3.2.3 above).
- 3.3.14 Working closely with Parks and Countryside areas where we can be more flexible with our combined resources to create benefits will be identified. For example, developing arrangements where Parks and Countryside empty some litter bins on the highway during week days in return for the Locality Team emptying bins in some parks on weekends (when Parks & Countryside has no staff in work). Reciprocal arrangements have been agreed with Parks and Countryside around Scatcherd Park, Morley which, once implemented, will result in improvements in cleanliness in and around the park.
- 3.3.15 Work with partners in the ALMOs and Parks and Countryside to expand the range of people who might take direct enforcement action in future will continue.
- 3.3.16 The Locality Manager jointly chairs (with the Chief Inspector for Neighbourhoods) a partnership Crime and Grime group. This group looks to deal with blockages to resolution of issues and has developed a priority plan for the delivery of this work. An early example of the success of this work is a case of Anti-social behaviour in Morley. Multi-agency evidence lead directly to an injunction being granted from preventing the person from "...engaging in any behaviour that is likely to cause nuisance to any other person in the Leeds area; using threatening or offensive words or gestures to other people; setting fires on any open land and storing or leaving any material or property on the lane at the rear..." of his property.

### **h) Seasonal and annual events**

- 3.3.17 A forward plan of events is in production initially focused on leaf-fall clearance and Christmas light events.
- 3.3.18 A programme of cleansing priority leafing areas is now being delivered. No additional resources are provided to SSE Locality Team to provide this function. The use of capacity days assists progress in the Outer South area and where complaints are received we are generally dealing with them quickly.

## **3.4 Service Delivery Performance**

- 3.4.1 **Appendix C** contains the tables which support the descriptions of performance below. Overall 3,028 requests for service were received between 1st July and 31<sup>st</sup> October 2012 of which 813 were for the Outer South wedge area (27%). The most prevalent issues in Outer South in the period were, in descending order: fly-tipping (clearance and enforcement), overgrown vegetation, littering and gully cleaning. These accounted for 53% of requests received for the area.
- 3.4.2 It should be noted that robust systems to record frontline operational service delivery have only been in place since 20th August 2012.

- 3.4.3 96% of manual cleansing rotas in Outer South wedge were undertaken as scheduled in the period. The four non-running routes were all due to holidays. There is a limited budget to cover manual cleaning, budget equivalent to covering 1 in 6 absences, so not all holidays can be covered.
- 3.4.4 86% of the mechanical cleansing rotas in Outer South wedge were undertaken as scheduled in the period. Of the 23 routes that did not run in the period 1 was due to a breakdown, 8 were due to holidays, 8 due to sickness, 5 due to working to cover refuse collection and 1 'other' operational reason, e.g. leaving work in a different area. Whilst we have budget available to cover mechanical cleaning staff it is often difficult to source drivers.
- 3.4.5 Wedge-wide services generally ran as scheduled, with the exception of 1 occasion where the litter bin team did not run due to holidays which were not able to be covered and gulley cleaning service which did not run on 10 occasions in the period due to 3 sickness, 4 holidays, 1 occasion of working to cover refuse collection and 2 'other' operational reasons. It is often very difficult to source appropriately skilled cover for gulley crews, however we are in the process of training staff across the service so that cover will be easier in future.
- 3.4.6 Only 3 Fixed Penalty Notices were served on residents in Morley North (2) and Morley South (1), all for dogs not being on the lead. No Fixed Penalty Notices for dog fouling or littering were served in the Outer South area in the period. The low level of action in the area is of concern and we will focus on increasing the level of legal action across the area over the next period. An increased focus on the priority areas should also increase the level of action taken across the piece.

## **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 2012 to involve Members in the development of the Service Level Agreement (SLA) for 2012/13. 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 was also undertaken with Area Committees and Environmental Sub-groups of the Area Committees, including the sub group representing Outer South Area Committee on all aspects of the SLA delivery over the last six months.
- 4.1.3 Various consultation and engagement exercises have been undertaken with Members on an individual basis, as well as at ward and Area Committee level.
- 4.1.4 Performance against the SLA is now routinely discussed at all Environmental Sub-Groups.

## **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, will significantly contribute 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 There are no resource implications.

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

- 4.5.1 There are no legal implications.
- 4.5.2 The report contains no information that is deemed exempt or confidential.

## **4.6 Risk Management**

- 4.6.1 There are no risk management implications within this report.

## **5 Conclusions**

- 5.1 Positive progress has been made in the first six months of the Service Level Agreement for 2012/13.

## **6 Recommendations**

- 6.1 That South Leeds (Outer) Area Committee note and comment on this report.

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

- 7.1 There are no background documents associated with this report.

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

## **Appendix A – Outer South Ward Priorities**

### **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 - fly tipping
  - Batley Road – Haigh Hall - fly tipping
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/Fairfax 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 junction 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
- Gypsy 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.



## **Appendix B – Priority Land Actions**

### ***Allotment gardens – derelict land on A61 - Ardsley and Robin Hood***

No details of ownership at land registry. A portion of the land is owned by a local resident. Land will be monitored and action taken is possible.

### ***Lower Thorpe Lane – fly tipping - Ardsley and Robin Hood***

Fly tipping signage installed. Monthly site visit in place. Consider use of CCTV

### ***Batley Road/Haigh Hall – fly tipping - Ardsley and Robin Hood***

Fly tipping signage installed. Monthly site visit in place. Consider use of CCTV

### ***Drighlington Bypass - Morley North***

Monthly site visit and cleanse if necessary. Work with grounds maintenance contractor to coordinate work and traffic manage if necessary.

### ***Rein Road adjacent to south of M62 - Morley South***

Area prone to tipping. Routinely visited, no tipping at present. Signage and CCTV to be used.

### ***Water Haigh Woodland Park – Rothwell***

Regular patrols by Dog Wardens and Enforcement staff in place.

### ***Land around Haigh Side Farm to estate - Rothwell***

All Nearby properties written to re reporting of fly tipping and consequences of being caught fly tipping. Signage and CCTV to be considered.

## Appendix C – Summary Performance Information

**Table 1: Service Requests – 1<sup>st</sup> July to 31<sup>st</sup> October 2012**

DESCRIPTION	Ardsley & Robin Hood	Morley North	Morley South	Rothwell	Outer South Total
Overgrown Vegetation	24	28	35	38	125
Flytipping (Clearance)	19	22	21	33	101
Gully	20	19	22	11	74
Flytipping (Enforcement)	9	9	15	12	46
Litter Complaint	10	7	20	7	46
Road Sweeping	11	6	19	6	42
Ginnel	8	1	7	11	27
Bin not Returned	3	2	13	8	26
Dog Fouling	6	2	9	4	21
Dead Animal Removal	4	3	10	2	19
Domestic Waste Issues	2	5	9	3	19
Nuisance - Other	7	1	5	4	18
Commercial Waste Issues	2	5	9	1	17
Smoke from Bonfire	5	2	7	3	17
Drainage	1	3	4	8	16
Waste in Gardens	1	3	7	4	16
Dog Fouling Enforcement Signage Request	4		6	5	15
Litter Bin Empty	3	2	5	4	14
Dog Fouling General Area	1	2	4	5	12
Footpath Sweeping	2	5	2	3	12
Litter Bin Request	3	2	6		11
Litter Problems	3		4	2	11
Graffiti	1	1	1	7	10
Nuisance - Accumulation/Deposit	1	1	2	6	10
Rodents	2	2	3	2	9
Bulky request	1	3	2	1	7
Illegal Advertising		1	3	1	7
Odour - Other	3	1	1	2	7
Obstruction	1	3	1	1	6
Mud etc on Road	3			1	5
Nuisance - Premises		1	2	2	5
Smoke from Chimney	1		2	2	5
Leafing		2	1	1	4
Abandoned Vehicle	1	2			3
Commercial Premises Duty of Care Inspect	2		1		3
Complaint - Quality of our work /service					3
Damage to Highway	1	1		1	3
Housing - Other		3			3
Odour - Agricultural	2			1	3
A Board				2	2
Housing - Defect		1	1		2
Housing - Vacant		1		1	2
Odour - Industrial	1				2
Request for Environmental Information	1	1			2
Flyers			1		1
Housing - Dirty			1		1
Housing - Gas Safety			1		1
Legal Advice - LCC Properties		1			1
Noise - Domestic	1				1
<b>TOTAL</b>	<b>170</b>	<b>154</b>	<b>262</b>	<b>205</b>	<b>813</b>

**Table 2: Manual Cleaning – 20<sup>th</sup> August to 31<sup>st</sup> October 2012**

Area	Scheduled	Ran	% Ran
Ardsley and Robin Hood	10	10	100%
Morley North	32	32	100%
Morley South	73	70	96%
Rothwell	30	29	97%
Outer South Total	103	99	96%
SSE Wedge Total	594	547	92%

**Table 3: Mechanical Cleaning – 20<sup>th</sup> August to 31<sup>st</sup> October 2012**

Area	Scheduled	Ran	% Ran
Ardsley and Robin Hood	43	35	81%
Morley North	28	25	89%
Morley South	36	31	86%
Rothwell	56	49	88%
Outer South Total	159	136	86%
SSE Wedge Total	525	444	85%

**Table 4: Wedge-wide Services – 20<sup>th</sup> August to 31<sup>st</sup> October 2012**

Team	Scheduled	Ran	% Ran
Outer Litter Bin Team	73	72	99%
Inner Litter Bin Team	73	73	100%
Gulley Cleaning	73	63	86%
Flytip Removal	73	73	100%

**Table 5a: Fly-tip removal (number of jobs) – 1<sup>st</sup> June to 31<sup>st</sup> August 2012**

Area Committee Area	Days to Clear					Total
	1	2	3	4	5+	
Inner South	178	25	7	11	38	259
Outer East	21	1	6	3	17	48
Outer South	29	9	4	7	22	71
SSE Total	228	35	17	21	77	378

**Table 5b: Fly-tip removal (%) – 1<sup>st</sup> June to 31<sup>st</sup> August 2012**

Area Committee Area	Days to Clear					Total
	1	2	3	4	5+	
Inner South	69%	10%	3%	4%	15%	100%
Outer East	44%	2%	13%	6%	35%	100%
Outer South	41%	13%	6%	10%	31%	100%
SSE Total	60%	9%	4%	6%	20%	100%

**Table 6a: Full litter bin emptying (number of jobs) – 1<sup>st</sup> June to 31<sup>st</sup> August 2012**

Area Committee Area	Days to Empty					Total
	1	2	3	4	5+	
Inner South	5	3	2		1	11
Outer East	3	3	1	2	6	15
Outer South	4	1		1	2	8
Grand Total	12	7	3	3	9	34

**Table 6b: Full litter bin emptying (%) – 1<sup>st</sup> June to 31<sup>st</sup> August 2012**

Area Committee Area	Days to Empty					Total
	1	2	3	4	5+	
Inner South	45%	27%	18%	0%	9%	100%
Outer East	20%	20%	7%	13%	40%	100%
Outer South	50%	13%	0%	13%	25%	100%
SSE Total	35%	21%	9%	9%	26%	100%

**Table 7: Legal Notices Served – 1st July to 30th September 2012**

LEGAL NOTICES	Ardsley & Robin Hood	Morley North	Morley South	Rothwell
EP47 - Commercial Waste Issues		1		
EP80 - Nuisance - Accumulation/Deposit			1	1
EP80 - Smoke from Bonfire			1	
EPA92A - Domestic Waste Issues			1	
HW132 - Flyers			1	
HW132 - Illegal Advertising			2	
HW154 - Overgrown Vegetation	2	3	4	2
LG29 - Housing - Vacant	1			
TCP215 - Housing - Vacant				1
Total	3	4	10	4

**Table 8: Prosecution Action Taken – 1<sup>st</sup> July to 30<sup>th</sup> September 2012**

PROSECUTION TYPE	Ardsley & Robin Hood	Morley North	Morley South	Rothwell
Domestic Waste Issues		2		
Flyposting		1		
Waste in Gardens		1		
Total	0	4	0	0



Report author: Light Addaquay  
Tel: 0113 39 51654

**Report of the Area Leader**

**Report to South Leeds (Outer) Area Committee**

**Date: Monday 3<sup>rd</sup> December 2012**

**Subject: Morley Literature Festival 2012 – Evaluation Report**

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

**Summary of main issues**

1. The Area Committee approved £10,000 revenue Wellbeing Funding to Morley Literature Festival Committee to support the delivery of the seventh Morley Literature Festival in 2012. This report presents the Evaluation Report of the 2012 festival to the Area Committee as part of the Well being monitoring process and asks Members to note funding agreed for the 2013 festival and consider a funding recommendation to support the 2014 festival.

**Recommendations**

2. Members of the Outer South Area Committee are requested to:
  - § Note contents of Report and make comment as appropriate.
  - § confirm funding already ringfenced for the 2013 festival, subject to Executive Board approval of the 2013/14 revenue Well being Budget
  - § Area Committee to consider ringfencing 2013/14 Well being funding for the 2014 festival, subject to Executive Board approval of the 2013/14 revenue Well being Budget

## **1 Purpose of this report**

- 1.1 The purpose of this report is to introduce the 2012 Evaluation Report of the Morley Literature Festival as part of the Well being funding monitoring process. This information will also be used to confirm funding already agreed for the 2013 festival and to consider Wellbeing funding in 2013/14 to support the festival in 2014.

## **2 Background information**

- 2.1 In September 2006 the inaugural Morley Literature Festival took place and following its success the Area Committee agreed to support the festival to become an annual event. Since 2006, the Area Committee have annually approved revenue funding from the Wellbeing budget to support the festival.
- 2.2 In line with the Morley Literature Festival constitution, the Area Committee nominated Cllr Bob Gettings, Cllr Shirley Varley and Cllr Judith Elliott to the Morley Literature Festival Committee. Cllr Elliott was re-elected as Chair of the 2012 Festival Committee.

## **3 Main issues**

### **3.1 Area Committee Links**

- 3.1.1 In the 2012-15 Outer South Area Committee Area Business Plan, Members have identified supporting community events that offer the opportunity for residents to be involved with cultural and sporting activities as a key priority under the theme of 'Culture' to contribute towards the City Priority Plan outcome 'Get more people involved in the city's cultural opportunities through increasing the proportion of adults and children who regularly participate in cultural activities'
- 3.1.2 Members identified Morley Literature Festival as a strong vehicle for community engagement and an opportunity to develop further the strong community spirit in Morley. The festival is now a prestigious event which alongside other initiatives provides the town with a strong annual calendar of events, supported by all partners.
- 3.1.3 The Area Committee have three representatives on the Morley Literature Festival Committee Councillor Bob Gettings, Councillor Judith Elliott and Councillor Shirley Varley.

### **3.2 Evaluation Report**

- 3.2.1 The attached evaluation report has been written by the Festival Director, in conjunction with the Chair and the Festival Committee Executive Members. The report structure covers all key aspects of the festival and provides recommendations for each section that will form the basis of the framework for the Festival Committee to consider the future organisation of the event.
- 3.2.2 The 2012 Morley Literature Festival continued its predecessor's trend and was hugely successful. The programme of events this year increased engagement

with community partners and used more community venues. Events were also staged in Morley Town Hall, Morley Library, Tingley Methodist Church, St Peter's Church, Churwell Community Centre and Gildersome Conservative Club. The programme had a high quality line up including Peter Hook, Gavin Esler, Stuart Maconie and Val McDermid. The Literary Luncheon was a sell out again this year. The festival continued to benefit from the patronage of Gervase Phinn who was installed as the festival patron in 2010.

3.2.3 As detailed in the attached evaluation report, improvements to the delivery of the festival were made in 2012. Further areas for improvement have been identified through the evaluation process that will enhance the future delivery of the festival.

3.2.4 The committee are confident of continuing to deliver a successful festival next year and would like to thank the Area Committee for approving funding in this years budget for 2013. The Festival Committee would also ask the Area Committee to consider providing the same funding arrangement for 2014. Area Committee Wellbeing Funding will provide a secure foundation for the delivery of the eighth festival in 2013; in particular it will allow the committee to secure the services of the Director at this crucial time. The Area Committee are asked to note that any funding will be subject to Leeds City Council Executive Board approval of the 2013/14 revenue Wellbeing Budget and beyond.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

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

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

4.2.2 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.

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

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

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

- Vision For Leeds
- 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 This report introduces the evaluation report for the 2012 festival which demonstrates how the Area Committee Wellbeing funding was used.
- 4.4.2 The Area Committee has already agreed to support the festival in 2013 with funding from this years budget. This will ensure the Festival Director is in place to prepare for a successful 2013 festival, any delay could threaten the festival and would not be the best use of resources.

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

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

#### **4.6 Risk Management**

- 4.6.1 This report introduces the evaluation report for the 2012 Morley Literature Festival and as such there are no risks are identifiable. Any projects funded through Wellbeing budget complete a section identifying risks and solutions as part of the application process.

### **5 Conclusions**

- 5.1 This report introduces the 2012 Morley Literature Festival Evaluation Report.

### **6 Recommendations**

- 6.1 Members of the Outer South Area Committee are requested to:
- Note contents of Report and make comment as appropriate.
  - confirm funding already ringfenced for the 2013 festival, subject to Executive Board approval of the 2013/14 revenue Well being Budget
  - Area Committee to consider ringfencing 2013/14 Well being funding for the 2014 festival, subject to Executive Board approval of the 2013/14 revenue Well being Budget

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

- 7.1 Morley Literature Festival 2012 – Evaluation Report (6 -14 October 2012)

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





**Morley Literature Festival**

**6-14 October 2012**

**EVALUATION REPORT**

**Prepared by Jenny Harris, Festival Director**

**23 October 2012**

**e: [jenny@morleyliteraturefestival.co.uk](mailto:jenny@morleyliteraturefestival.co.uk)**

## Festival Facts & Figures

- 10 days of literature in Morley and Leeds City Centre
- 2042 attenders at 27 live events
- 5 new temporary public art commissions for Morley Town Centre by local artists
- 1 new video commission inspired by Morley by Northern Art Prize winning artist
- 921 children across Morley Schools involved in the Schools Programme

## What the Audience Thought...\*

- "I loved the quality of the guests and a really good vibe, no hint of the stuffy cultural elitism that can accompany "literature" events."
- "Having never been to a Lit Fest I didn't know what to expect. I absolutely loved it."
- "The programme this year was really varied and included loads of opportunities to hear some great speakers. The organisers should be congratulated for producing a great festival that we can all be proud of."
- "I loved the warm welcome from all festival officials, terrific organisation of seating, visual aids and wonderful food!; excellent speakers- enlightening, amusing and uplifting"

## What the Authors Thought...

- I think the festival is getting better each year and I was proud to be part of it.  
Gillian Rogerson
- I was so touched by, and grateful for, everything you had all done to make Val and me feel so welcome, from the delicious high tea to the lovely flowers. I thoroughly enjoyed myself and was so glad the audience responded so well.  
NJ Cooper
- I really enjoyed coming up - an easy trip, a well-organised festival and an enthusiastic crowd. So ask me again!  
Simon Garfield

\*(quotes taken from our post-festival survey)

## **1. Introduction**

- 1.1 This report evaluates the seventh Morley Literature Festival (MLF), taking account of opinions and feedback from the Festival Director, the Festival Committee, members of the public through audience survey, email and social media comments, and visiting artists and authors. It also sets out a set of recommendations for improvements for next year and beyond, for consideration by the MLF Festival Committee.
- 1.2 This year's festival was another critical success, with a 10-day programme of high profile events, new commissions, new and ongoing partnerships and considerable media coverage.
- 1.3 The festival maintained its turnover through a variety of income streams including the new fund Leeds Inspired, which allowed for the maintenance of activity at 2011 levels, the creation of a public art programme and the development its schools programme. Despite concerns about advance ticket sales, the final sales figures pretty much match last years in terms of attendance numbers. Although sales for the larger events were down, sales across the board were only slightly under 2011 levels.
- 1.4 Morley Literature Festival continues to maintain its reputation as a creative and playful cultural event within the region and attracts media coverage and visitors to Morley itself.

## **2. Festival Background**

- 2.1 In September 2006 the inaugural Morley Literature Festival took place and following its success Area Committee agreed that the festival should become an annual event.
- 2.2 An evaluation report of the first festival recommended that a locally based organising committee be established and that a freelance Festival Director be appointed to develop the programme and deliver the 2007 Literature Festival. Since then the festival has run successfully on an annual basis on these terms.
- 2.3 Alongside MLF runs a smaller separate organisation Friends of Morley Literature Festival, set up after the 2007 festival, to support the festival aims and objectives. The Friends have their own committee and accounts.
- 2.4 In January 2010 a new festival director, Jenny Harris, was appointed. This year's festival was Jenny's third as Festival Director.

## **3. Festival Structure & Delivery**

- 3.1 Jenny Harris was contracted as Festival Director for a further year from November 2011. Jane Zanzottera was contracted on a freelance basis to develop and deliver the schools programme and Anita Morris Associates were approached to run the Festival PR after their success in raising the festival's profile in 2011.

- 3.2 The Festival Committee met bi-monthly throughout the year. At the 2012 AGM, Cllr Judith Elliott was reappointed Chair. Dilys Hetherington, Shirley Varley and Janet Harrison continued in their roles as Secretary, Vice Chair and Treasurer respectively.
- 3.3 The Festival is a constituted voluntary group and Committee meetings during 2012 included executive members plus invited representatives from Morley Town Council, Friends of Morley Literature Festival, Leeds Town Hall's Arts Service, the Library Service plus the Morley Town Manager. The Leeds business sector was represented by Anys Williams, (AMA Associates) and Monica Tailor (Kilo75).
- 3.4 The Committee continues to function well and all members feel involved in the direction and organisation of the festival. Everyone is proactive in supporting the festival at every level, including volunteering during the festival week itself.
- 3.6 The Friends of Morley Literature Festival organised this year's stewarding and door sales, as well as refreshments for several events. They also organised a successful Short Story Competition, which resulted in 72 entries from around the world. The runner-up was presented with a cash prize donated by the Friends at a Mayor of Morley reception during the festival.
- 3.7 This year MLF benefited from its ongoing relationship with Leeds Met and 10 students who acted as volunteers during the festival week, invigilating the public artworks and being the public face of the festival to passers-by in the Town Centre.
- 3.8 Once again, the delivery of the festival put significant pressure on all contracted staff and volunteers and consideration of the length of next year's festival should take into account the human resources required to deliver a festival of this size.
- 3.9 MLF received in-kind support this year from Leeds Lights and Highways who advised on and installed artworks and banners in the Town Centre at minimal cost.
- 3.10 Morley Town Hall's heating system was not in operation for the first week of the festival. No prior warning was given to the festival that there was an issue with the building, and no contingency measures were put in place or suggested by Facilities. In the event, and with the intervention of Area Committee members and officers, heating was restored by Saturday 13th October for the festival's final two days. It is a concern that Facilities do not seem to take into account public events within the building and audiences at those events when planning and carrying out works. They also do not always operate in a professional manner when communicating with external hirers who are paying money to use the Town Hall.
- 3.11 The porters at Morley Town Hall were very helpful during the festival week, but we would discourage them from Front of House duties as they do not always create the appropriate impression to members of the public.

- 3.12 The library service supported the festival delivery through additional staff resources at events, ticket sales, free use of the building and marketing and programming support. Staff are very supportive of the event and there are opportunities to develop further the relationship in 2013, possibly through the joint-organising of a large readers day.

## Recommendations

- I. Continue relationship with Leeds Met to recruit volunteers from the student body
- II. Develop and market volunteering opportunities to increase the pool of volunteers across the festival.
- III. Invest time in discussing specific event requirements with porters, particularly around the end of events and members of the public leaving the building
- IV. Develop joint delivery plan for some 2013 events/activities with Libraries

## 4.0 The Festival Programme

- 4.1 Once again, this year's festival incorporated 2 weekends, enabling us to programme more family events, as well as have wider date availability for headline authors.
- 4.2 The events programme comprised 27 public events. Of those, 4 were events for children and 2 were creative writing workshops.
- 4.3 The festival continues to enjoy the patronage of Gervase Phinn who judged this year's Short Story Competition.
- 4.4 The quality of the programme attracted praise - we were able to attract authors of the calibre of Peter Hook, Gavin Esler, Stuart Maconie and Val McDermid.
- 4.5 This year's events programme was enhanced by two bespoke public art projects, funded by Arts Council England and Leeds Inspired, which added value and depth to the festival:

### Paul Rooney - Feral-Knowledge

Northern Art Prize winning artist Paul Rooney created a five minute video artwork inspired by Morley and its history of class, work and identity. The work combines still images with text and an ambient soundtrack and was projected in the Small Banquet Room at Morley Town Hall during the festival dates. The plan originally was to use an empty shop but we were unable to secure one during the relevant time-frame.

### Signs of the Times

Five local artists were commissioned to create a series of playful public signs for Morley's pedestrian precinct based around the idea of Fact/Fiction. These temporary signs were displayed for the duration of the festival and audiences in the town centre encouraged to discover them via a leaflet.

- 4.6 The events programme attracted audiences from Lancashire, South Yorkshire, Wakefield, Kirklees, Bradford as well as all parts of Leeds for events (see Appendix 1 for detailed

audience figures). Sales were lower than expected for headline events, but across the festival were only slightly behind 2011's record audience figures.

- 4.7 Ticket prices were increased this year after several years at standstill rates and in response to the trend for authors charging more to appear at events (in previous years, we have had several free events that have subsidised the overall programme). We would not envisage a further rise next year however as prices are now in line with comparable festivals.
- 4.7 Venues used included Tingley Methodist Church, St Peter's Church, Churwell Community Centre and Gildersome Conservative Club, as well as our core venues Morley Town Hall and Morley Library.
- 4.8 A small charge was introduced for this year's creative writing workshops for adults and these remain popular. Prices should increase next year to match the prices of workshops at other regional festivals.
- 4.10 Community events were organised in Gildersome, Tingley and Churwell and were organised and promoted by individual committee members. All three were well supported by local audiences.
- 4.11 Literary fiction continues to attract low audiences, despite a varied range of authors. We also have little poetry in the festival and intend to develop a plan with libraries for 2013 to rescope our offer to audiences - potentially through the presenting of a Readers' Day, involving a range of authors and workshops and promoted across the city in partnership with Libraries.
- 4.11 We developed two new links with city centre venues this year, allowing us to reach potential new audiences and spread the MLF brand whilst presenting authors at Waterstones and City Varieties respectively.
- 4.12 MLF decided not to take part in Light Night this year as the resources required to do so last year were onerous. However as it takes place on the eve of the festival's first day, it remains a potentially great marketing opportunity for the festival and we will seek to show Paul Rooney's film as part of the event in 2013.
- 4.13 We were less able to secure exclusive headliners this year - such as Lucy Worsley and Ian Rankin in 2011. Many of our authors also appeared at Ilkley Literature Festival, which takes place over the same time period. The regional literature scene is also becoming more crowded: Arts Council England funded a new Wakefield Lit Fest which took place only a week before MLF. However, the festival relies on the Publishing calendar's Christmas schedule to ensure a good crop of authors during the October period at reasonable cost. It is recommended that we carry out some research and consult with funders and other professionals into the pros and cons of potentially moving the festival

dates to avoid clashing with similar events.

### Recommendations

- I. Research and report on the potential pros/cons of moving the festival dates, and present report to the Committee in 2013 (No change to 2013 dates envisaged).
- II. Secure funding for another bespoke project for 2013 in order to maintain our regional distinctiveness
- III. Maintain pricing at 2012 levels but increase workshop fees
- IV. Develop new plan to present and promote literary fiction and poetry with Libraries
- V. Continue to develop links with city centre venues and partners, whilst maintaining bulk of activity in Morley itself

## 5.0 Schools, Family and Young Peoples' Events

5.1 Following the end of Find Your Talent the Schools Programme was rescoped in 2012 to ensure that we were offering as many children as possible quality creative experiences as part of the festival.

5.2 The Schools Programme this year had 3 elements:

### Two Author Days in Morley Library.

Six free full class sessions in the library with an author were allocated to primary schools on a first come, first served basis. 178 children attended, from Asquith, Gildersome, Hill Top, Churwell and Seven Hills.

Horrible Science - A free author event at Morley Town Hall during the school day was offered to all schools. 391 children attended with teachers.

The Poetry Factor - the pilot for a new project, presented in partnership with ArtForms (Education Leeds) and offered to all schools. Working with spoken word artist Andy Griffiths, this included a whole day workshop in the participating school (for up to 75 children); selected children then attended a day-long boot camp and presented their poetry at a showcase event. The cost of this was £550 per school.

360 children from five schools participated in the pilot - Bruntcliffe, Asquith, Gildersome, Birchfield and Drighlington and 60 parents attended the final showcase at Bruntcliffe School. A DVD of the project will shortly be available and will be used as a promotional tool to encourage a city-wide roll out of Poetry Factor

5.2 Whilst several teachers expressed the view that it could be challenging/expensive to transport the children to a central location (Library, Town Hall), this did not deter places being filled and in the case of the Morley Library events, we had to tell schools that the places were already taken.

- 5.3 Having been to the library events, several teachers specifically mentioned how good it was to come to the library for an event “it’s a good experience for the children”, “takes them to a place they may not have been before”.
  
- 5.4 Horrible Science author Nick Arnold commented that it was “commendable” that Morley Literature Festival had a schools programme and cited several higher profile literature festivals that fail to do the same.
  
- 5.5 Both Emma Barnes and Curtis Jobling made it explicit in their Library sessions that being an author/illustrator/”creative” was something that the children could aspire to do (both now and as a career).
  
- 5.6 The connection with ArtForms eased the administration burden for MLF of extracting payment from schools. The schools who signed up accepted the cost and, in fact, saw it as good value for money when they compared it to the daily rate of other creative practitioners. All the teachers involved cited the impact it had had on their children, stating that it had increased the children’s confidence; motivated the children to “organise themselves to rehearse and get along” and supported their writing.
  
- 5.7 The combination of Morley Literature Festival and ArtForms working together is powerful. None of the schools wanted a “free” taster offered by the poet, Andy, because “we know that when it’s you organising it, it’s going to be good”.

## **Recommendations**

### **I. Consultation with schools**

Over the last 3 years, MLF has offered schools a range of ‘models’ of how the Schools Programme can operate. There are now enough variations and examples to actually do some meaningful consultation with schools on what they would like the 2013 MLF Schools programme to look like, to ensure that the MLF continues to offer a relevant and engaging Schools offer.

### **II. Libraries**

The experience of hosting the author sessions in Morley Library was very positive. The staff were fantastic! To try to alleviate the challenge for schools around accessing a central location, we have discussed the potential for using Gildersome and Ardsley/Tingley libraries in 2013. These the libraries could be opened for MLF on days when they are closed to the public.

### **III. Balance**

The 2012 Schools Programme has provided a good balance for differing levels of engagement in the Festival for children and young people in Morley eg large and small events and CYP participation (The Poetry Factor). For 2013, the Schools programming needs to look at addressing the balance in terms of meeting the needs of a wider variety



of ages. In 2012, there were limited opportunities for KS1 pupils and post-16 young people.

## **6.0 Finances, Fundraising and Sponsorship**

6.1 The financial foundation for this year's festival was secured by the Outer Area Committee with an allocation of £10,000, with additional support from Morley Town Council and Land Securities. Arts@Leeds confirmed a new three year funding award for the festival from 2012 of £2000 per year. One off project grants were awarded from Arts Council England (£9,000) and Leeds Inspired (£8,500) towards the public arts programme and associated activity.

### **• 6.2 Support in kind was given by:**

- § Morley Observer and the Culture Vulture - media partners
- § Blackwells - booksellers at all events
- § Leeds Libraries - use of free venue, selling tickets, staffing at out of hours and children's events
- § Morley St Peters, Churwell Community Centre, Gildersome Conservative Club, Tingley Methodist Church - free venues
- § White Rose Shopping Centre - marketing support
- § Love Arts Leeds - presenting partner at Waterstones
- § Harrogate's Theakston's Crime Writing Festival - presenting partner
- § Welcome to Yorkshire - online marketing support
- § Leeds Met - curatorial support and volunteers
- § City Varieties - presenting partner
- § Leeds Lights and Highways - in-kind production support

6.3 Detailed final accounts will be audited and submitted to the Festival Committee later in the year, but an indicative income and expenditure statement for the 2012 festival is given below:

<b>Expenditure</b>	<b>Cost</b>	
<b>Professional Fees</b>	Festival Director	£10,000
	Leeds Inspired project management	£1,500
	Schools co-ordinator	£2,000
	PR	£750
<b>Artistic Programme</b>	Guest speakers - fees/expenses	£8,350
	Artists commission fees	£3,100
	Leeds Inspired artists materials	£850
	Literary Luncheon - food	£2,125
<b>Production</b>	Production Costs - Artistic programme	£1,647
	Production Costs - Events	£2,046
	Town Hall hire	£520
<b>Education</b>	Schools and young people's activity	£1,650
	Breeze project (carryforward from 2011)	£1,000
<b>Marketing</b>	Website maintenance	£300
	Design & Print	£4,650
	Marketing support	£600
	Arts programme design & print	£1,300
<b>Miscellaneous</b>	Stationery/Postage	£400
	Volunteers expenses	£100
	Public Liability Insurance	£162
	Sundries - refreshments etc	£750
	Contingency	£1,000
<b>TOTAL</b>		<b>£44,800</b>

<b>INCOME</b>		
	Profit 2011	£2,500
	South Leeds Area Committee	£10,000
	Morley Town Council	£1,000
	Land Securities	£2,000
	Arts Council England G4A	£9,000
	Income from Schools	£0
	Arts@Leeds	£2,000
	Ticket sales	£8,475
	Bar/raffle/Bookstall profits	£600
	Friends of Morley Literature Festival	£900
	Leeds Inspired	£8,500
<b>Total</b>		<b>£44,975</b>

6.6 The turnover of this year's festival maintained its 2011 level. Fundraising was once again very successful, with significant grants from the Arts Council and Arts@Leeds towards the public arts programme. However, these project grants, whilst enabling us to develop the festival's curatorial reputation, do not directly support the festival's core events programme and it is this area in which investment would really help develop and sustain

audiences.

- 6.7 Fundraising will continue to be a challenge in the coming 12 months and in the current financial climate, although the new 3-year scheme from Arts@Leeds is a welcome development.

### **Recommendations**

- I. Consult with Arts Council England on the best funding approach for 2013 to support literature events
- II. Develop a new project idea for the 2013 Leeds Inspired grants programme (Rugby League theme)
- III. Consult with Morley's Town Centre Manager on potential joint funding bids for literacy and advocacy activity with young people linked to the festival
- IV. We have made an initial approach to Land Securities/White Rose to increase their financial contribution to the festival from 2013 to support the Schools Programme. This will be followed up formally in the new year.
- V. Explore options for Crowd Funding offered by Leeds Community Fund's new initiative

## **7.0 Marketing and Publicity**

- 7.1 The festival brand was refreshed in 2012 but the overall look and materials remained the same following 2011's makeover.
- 7.2 8000 festival brochures were produced and distributed via direct mail and by hand to libraries, schools, arts venues and businesses in Morley, Leeds, and the Wakefield area. An additional 10,000 fliers were produced and most distributed via &Co to leaflet racks throughout West Yorkshire. Morley schools received and distributed fliers via book bags. 200 full colour posters were printed and distributed, including A0 posters for the White Rose centre.
- 7.3 The website was updated and from the programme launch to the end of the festival the site received 6,139 visits, of which 4208 were unique (ie new rather than returning) visits. This represents an increase in visits of 7.8%
- 7.4 Social media activity was carried out via the festival's Facebook page and Twitter. Twitter noise was considerable during the festival period, and enhanced by live-tweeting at selected events by guest tweeters. E-fliers were designed and sent out to promote the festival. E-bulletin subscribers currently number 286, an increase of over 100 since the 2011 festival.
- 7.5 Anita Morris Associates, the region's leading PR company for the arts, were contracted to produce an overall press release and listings for the festival. We had good coverage via leading articles and author interviews in the Yorkshire Post and Yorkshire Evening Post, as

well as plenty of coverage in the Morley Observer, and their Batley/Dewsbury partners. The festival was pick of the week in the Independent. The Culture Vulture, our online media partner, ran a preview and The Guardian online and Beyond Leeds ran favourable preview pieces.

A press book has been produced by AMA Associates indicating the amount and value of coverage generated (not ready at the time of this report but available on request).

- 7.6 Support from Radio Leeds was disappointing this year despite the offer of a broad range of authors for interview.
- 7.7 We received a complaint from a member of the public about the lack of access information in our marketing materials. As a result we immediately carried out a full access audit of all venues and made information available on our website. Ticket sales staff were also given a briefing sheet on access issues. From 2013 we will ensure that the brochure contains access information.
- 7.8 Vinyl banners and posters advertised the festival within Morley but otherwise it continues to be a challenge to create a real presence in the Town Centre, with most shops unable or unwilling to display posters and brochures.
- 7.9 Reciprocal marketing was developed with West Yorkshire Playhouse, Leeds Art Gallery, Opera North, Harrogate Festivals, City Varieties, Love Arts Leeds and The Grand Theatre marketing to their own mailing lists and through their online channels. Welcome To Yorkshire provided free online coverage on their website.

Photography from the 2011 festival features in the new Guide to Leeds Art Gallery.

- 7.10 A local photographer undertook some pro-bono work for the festival this year, covering our headline events. A selection of the photos can be found on MLF's flickr site.

## **Recommendations**

### **I. Marketing Materials/Budget**

The quantities and variety of marketing materials wasn't quite right this year and needs rescoping for 2013. In particular the festival would benefit from more pop up banners that can be used in partner venues, and less posters & brochures

### **II. Marketing Timetable**

The timing of the brochure mailing needs moving forward in next year's schedule to ensure our marketing arrives before or concurrent with Ilkley's. This year we were slightly late and some of our regular audience had already booked for alternative events at Ilkley Lit Fest.

### III. Marketing Channels

The cost of postage has increased dramatically and it will be more cost-effective to promote the email list as a communication method going forward, whilst still giving interested audiences the option of a brochure through the post. The facebook page continues to gain new followers and a considered social media campaign will be developed for 2013.

### IV. Audience Evaluation

This year we introduced comment books to the festival and received some lovely comments from members of the public. We have also conducted our first online audience survey (results not yet in!). MLF should develop these and other methods of audience feedback in 2013 as they are useful for advocacy as well as planning.

### V. Access

Following feedback from members of the public, next year's brochure will contain more information on venue access and parking.

#### 8.0 Ticketing

- 8.1 The Box Office function for the festival was managed once again by The Grand Theatre with Morley Library acting as a sales agent. This enables the festival to offer a telephone and online booking service to audiences.
- 8.2 The Grand has updated its computer box office system and one of the unexpected side effects of this was that many online bookers found the online booking pages counter-intuitive, believing events to be sold out when in fact there were plenty of tickets still available. Unfortunately we have no idea how many potential sales were lost as a result as it was only after a couple of chance comments during the run up to the festival week that we realised there was a problem and sought to remedy it with the Grand. During the festival week however, there were plenty of other anecdotal comments to suggest that it could have been a significant loss in income and audiences this year.
- 8.3 There were also a couple of occasions when box office staff at the Grand did not deal with or pass on access enquiries from wheelchair users which resulted in embarrassment for the festival.
- 8.4 Ticket prices were increased this year, after a static 3 years, in order to manage the VAT increase and increase in author fees, and in line with other festivals in the region.
- 8.5 Sales were challenging this year, with concerns over ticket numbers right up to the start of the festival itself. In the event, overall ticket sales were respectable and only slightly down on last year, although we were disappointed by audience figures at the larger events, in comparison to 2011. This is felt to be due to a range of factors including:

- recession

- post Olympics event fatigue
- competition from Ilkley and Wakefield Literature Festivals
- problems with online booking (see 8.2)
- increased ticket prices

### **Recommendations**

- I. Continue to use the Grand Theatre Box Office in 2012 but consult with Manager about best way to ensure all sales staff are fully briefed. Produce access information briefing sheets for sales staff and work with the Manager to ensure online information issue has been resolved
- II. Run sales briefing session with staff at the Library
- III. Maintain ticket prices at 2012 levels

### **9.0 Front of House and Production**

- 9.1 The stewarding at this year's festival was very well organised by the Friends' Ann Dodgson. Generally the standard of stewarding was good, although the pool of stewards needs replenishing for 2013. There are other volunteering opportunities within the festival that need defining and promoting to attract a range of supporters with time and expertise to give.
- 9.2 The new drapes and lighting on the Morley Town Hall stage are fantastic and we will benefit in future years from these additional improvements thanks to Morley Operatic Society.
- 9.5 A licensed wine bar was provided for three town hall events which proved very popular, and helped raise income for the festival. Following feedback from audience members in 2011 we provided tea and coffee refreshments at most events this year, some of which were included in the ticket price.
- 9.6 Event management remains a challenge to deliver across the festival. This year, there were less concurrent events to manage, but the student volunteers needed meeting, briefing and managing, meaning the festival director worked ten 13 hour days during the festival. Additionally some of the older members of the committee were overtired at the end of the festival.
- 9.7 Bookselling for this year's festival was provided by Blackwells of Leeds. They provided an excellent service once again, although book sales were very erratic!

### **Recommendations for the MLF Committee**

- I. Now that the new drapes and lighting are in place at Morley Town Hall we will invest in a flying banner for the stage for next year's Alexandra Hall events

- II. Event Management and human resources must be at the heart of next year's programme plan. Any additional projects will include an element of project management as part of the fundraising bid, and we will seek to use additional external experts to deliver these elements rather than keeping them in-house.
- III. Volunteering opportunities will be identified within the festival and job descriptions produced. These will then be promoted widely via the website and our partner networks to attract a broad range of volunteers to support the festival's work.

## **10.0 Friends of Morley Literature Festival**

- 10.1 Once again the Friends of the festival were a great resource in terms of managing stewards, supporting the running of events and donating funds towards events.
- 10.2 The Friends ran the Short Story competition this year; 72 entries were received and Patron Gervase Phinn helped select the final winners.
- 10.3 Whilst the support the Friends give to the festival is clear and welcome, the benefits of being a Friend still remain unclear and the organisation would benefit from some support to develop their offer to the public.

### **Recommendations**

- I. Continue to support the Friends
- II. Support the Friends to refine their offer to potential new members

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Report author: Ellie Rogers & Aretha Hanson  
 Tel: 0113 3951658

**Report of: Priority Neighbourhood Worker**

**Report to: Outer South Area Committee**

**Date: Monday 3<sup>rd</sup> December 2012**

**Subject: Priority Neighbourhood Worker Update**

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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

To provide members with an update on the work of the Priority Neighbourhood Worker (PNW).

To outline the need for further capacity building and support in former Neighbourhood Improvement Plan (NIP) and supported areas to make resident groups more independent, effective and representative and widen community networks.

To provide members with an outline of the future work of the PNW in designing a programme of work to target key priorities of Health and Wellbeing and Community Safety in priority neighbourhoods.

**Recommendations**

Members are asked to:

- a) note the contents of this report and make comment as appropriate;
- b) approve the proposal for further support to former NIP and supported areas;
- c) approve the further development of community leadership through a community champion model.

## **1 Purpose of this report**

- 1.1 To provide an interim report on the initial work of the recently appointed Priority Neighbourhood Worker.
- 1.2 To present the early findings of a review of the support offered to residents groups in former NIP and supported areas in the Outer South. This review is ongoing and a further update will be presented to a future Area Committee.
- 1.3 To set out the proposals for developing future streams of targeted work in priority neighbourhoods.

## **2 Background information**

- 2.1 In July 2012 the Area Committee agreed to fund a further 3 year term from March 2013 for a PNW, working 3 days a week in Outer South. The work would build on the successful programme of NIP's and Supported Areas across Outer South. To date the PNW has engaged with resident groups and established good relationships with local community groups and offered them training and support.
- 2.2 The departure of the PNW in June 2012 has provided an opportunity to review the role of the PNW and develop new schemes of work, working in partnership with other members of the Area Support Team, to develop targeted schemes of work around key issues in communities.
- 2.3 The July 2012 Area Committee agreed to secure the progress made to date, while supporting resident groups further 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 the Area Community Safety Co-ordinator.
- 2.4 It was agreed that target neighbourhoods would be selected from the former NIP programme and agreed by the Area Committee at a future date.

## **3 Main issues**

### 3.1 Findings of the review of Supported Neighbourhoods

- 3.1.1 The PNW has made contact with residents in former NIP and supported areas and has conducted a review of their support needs using a questionnaire and face to face meetings. Work will continue and more information will be brought to a future Area Committee. A summary of work to date is detailed at **Appendix 1**.
- 3.1.2 Discussions with resident leaders have identified common problems, such as a lack of engagement and attendance from community members at meetings and a difficulty either in retaining existing committee members or in attracting new members to groups. In addition to ongoing support these issues will be addressed through training around committee roles and team work, to help individuals and groups to resolve conflict, work together and develop the skills to become self sustaining.

- 3.1.3 It has been recognised that innovation and diversification of routes into community action needs to be addressed. Residents have said that a meeting is not necessarily the best way for some residents to become involved in their community and that people may find activities and groups more accessible. By exploring other ways in which people can get involved in community life, while addressing issues that affect communities it is hoped to strengthen community infrastructure and make groups such as the local residents group more sustainable and representative.
- 3.1.4 One approach to developing community leadership which is gathering currency in many areas is the Community Champion model. The community champion model provides the opportunity to identify local residents, inviting them to participate in a structured programme of support, provided with appropriate training and information so as to be equipped to address particular issues and in doing so strengthen community infrastructure.

### 3.2 Community Champions

- 3.2.1 A community champion is a volunteer who is engaged, trained and supported to use their knowledge and place in the local community to help friends, families and others in their communities. Messages are passed on peer to peer both through informal networks and more formal sessions with local groups and schools.
- 3.2.2 Relationships with relevant agencies are fostered in order to bridge the gap between services and communities. They are then able to educate, inspire and motivate community members becoming advocates for change and influence in local organisations.
- 3.2.3 The community champion model is transferable across disciplines. The work to develop a Community Health Champion model is advanced with a strong evidence base, especially in Yorkshire and the Humber. The Community Health Champions model has been developed and delivered by Altogetherbetter in 12 projects across Yorkshire over 5 years. You can read more about community health champions at: <http://www.altogetherbetter.org.uk/community-health-champions>.

### 3.3 Community Health Champions in Outer South

- 3.3.1 Leeds JSNA Statistics have identified health issues associated with higher levels of deprivation within the four wards of Morley North, Morley South, Ardsley and Robin Hood and Rothwell. These include obesity, poor diet, and alcohol misuse, smoking, coronary heart disease, cancers and neoplasms.
- 3.3.2 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. A programme of work based on a Community Health Champions model would encourage responsibility and control over health for participants and those they influence.

### 3.3.3 The Health Champions programme involves:

- Recruiting champions with an interest in health and wellbeing.
- Inviting champions to design a programme of training based around the issues they feel are prevalent in their communities and which are personal to them. Information on lifestyle issues, such as smoking, alcohol, healthy eating and physical activity, along with information about health conditions such as diabetes and the wider wellbeing issues such as financial inclusion, environment or fuel poverty would be introduced through a series of training sessions.
- Training sessions will be facilitated by Joanne Loft, supported by the PNW and delivered by a number of agencies including Leeds City Council, NHS Leeds and the Voluntary Sector.
- Champions pass on key health and wellbeing messages to the community and signpost to a range of local health and wellbeing activities. The PNW would help to link champions into local community infrastructure and would also offer support and group development to anyone wishing to start their own community group as a result of the champions programme. These will improve pathways into community involvement, allowing varied and accessible settings for individuals to participate in community life.
- Examples of activities delivered by champions are; organised health walks, allotment and food growing initiatives, fruit tuck shops in local schools, delivering health awareness sessions on chronic conditions.
- The health champions model impacts at an individual level, building the confidence, self esteem and self belief of participants. There are improvements in health, lifestyle choices and employability.
- The approach supports the appropriate use of services, including reducing barriers to access, decreasing hospital admissions and improving health status, including improved disease management where the focus is on long term conditions.

## 3.4 Community Safety Champions

- 3.4.1 As outlined in July's Area Committee Report the PNW will work with the Area Community Safety Co-ordinator to establish new ways of communicating community safety messages to communities. The PNW will work with existing resident's groups and community groups to develop ways in which community safety messages can be passed on through them, an example of this in Inner South has been the cascading of home safety messages through the facebook group of a residents group, live crime issues have also been fed back to police officers through information posted on the group. Working on issues that are identified by communities also creates a greater relevance and buy in than promoting city wide campaigns.

3.4.2 The PNW will work with the Area Community Safety Co-ordinator to develop a peer to peer learning programme around crime issues, a network of Community Safety Champions. This will involve:

- A training programme which delivers training and information around city priorities and community concerns, these will be identified by participants
- Champions will work to deliver crime messages and resolve crime issues in their communities in creative and locality led projects
- This could allow certain long standing issues that are dealt with at TARA meetings to find community resolutions, in a similar way to NIP's but with leadership and project ideas emerging at a community level.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

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

### **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 considerer these issues.

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

4.3.1 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.

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

5.1 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.

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

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

5.4 There are no direct implications for the above as a result of this report.

## **6 Risk Management**

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

## **7 Conclusions**

- 7.1 There is a need for ongoing assistance to former NIP and supported areas, community groups still feel that they need support and there is potential for development of individuals and groups through training and mentoring. Community infrastructure is fragile and finding ways to diversify routes into community action would strengthen community life.
- 7.2 The further development of a Community Champion model, whereby we work to identify individuals to develop their roles as community leaders and their capacity to deliver messages and activities to community members, has been evidenced as a sustainable and volunteer led programme for supporting communities.
- 7.3 Community Health Champions directly address health problems within communities including lifestyle and wellbeing issues. The evidence base for Community Health Champions shows a three-fold benefit: to the individual, to the community and to the agencies that work with that community. Community Health Champions have contributed to community infrastructure in setting up groups and activities that enhance the programme and the community.

## **8 Recommendations**

- 8.1 Members are asked:
- a) to note the contents of this report and make comment as appropriate;
  - b) to approve the proposal for further support to former NIP and supported areas;
  - c) to approve the further development of community leadership through a community champion model.

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

- 9.1 There are no background documents associated with this paper.

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

## **Priority Neighbourhood Worker Project – Six Month Update**

This is an update report from the recently appointed Priority Neighbourhood Worker (PNW) to November 2012. The post is employed by Health for All on behalf of the Outer and Inner South Area Committees 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.

### **Change In Post**

In June 2012 the PNW Nicky Greening resigned and a review of the work undertaken by the PNW was undertaken. Following consultation with Outer and Inner Area Committee Chairs, an enhanced job description was developed and recruitment took place over the Summer. The new PNW Ellie Rogers was appointed and started work on 10<sup>th</sup> September 2012.

The PNW has carried out a review of the work previously undertaken across Outer South and made contact with the supported groups. The PNW has attended residents group and surveyed groups using a questionnaire. From this work three categories of support have been identified detailing the different levels of support available to groups (**Appendix 2**).

The PNW has researched and met with others providing similar support to communities and compiled a list of resources available. The focus has been around providing support to encourage independence and to avoid duplication of services available. As a result of this the PNW will work more closely with Voluntary Action Leeds, Health for All and the Involvement and Improvement Officers based at Aire Valley Homes in order to better co-ordinate support to groups. In conjunction with partners it is proposed to organise an annual conference for residents groups. This event will offer workshops, opportunities to share best practice, opportunities to develop individuals and groups and to foster a mentoring network between Residents Groups.

The PNW will help to develop strong connections between groups, service providers, local councillors and the wider voluntary sector, acting as a link to training and funding opportunities and encouraging groups to join such networks over time. There will be an emphasis on group development, ensuring the content and management of meetings is developed and valued as well as much more practical elements such as organising events, this should help sustainability.

The summary below shows work with groups to date and a description of the proposed levels of support. Members are invited to comment on this schedule and further discussions will take place with Members during the next round of Ward Based Briefings.

## Supported Areas

### 1. John O'Gaunts

High Support

- Assistance was provided to leaflet for the AGM
- Attended the AGM where a new committee was voted in
- Met with the committee several times
- Support has been given in developing policies, risk assessments, booking venues, chairing meetings and obtaining funding
- The group will be receiving bespoke training from Voluntary Action Leeds around committee roles and other aspects of running a community group
- Support is being provided for planning a Christmas event for families on the estate
- Support is being provided to establish a coffee morning on the estate, starting on 23<sup>rd</sup> November
- The group will be meet fortnightly once as a committee and once for public meetings
- Continued support will be provided to help develop and promote ideas, projects and group roles.

### 2. Rothwell TARA

Low Support

- The group has requested assistance with increasing numbers at meetings and to occasionally attend meetings
- The group met on 7<sup>th</sup> November 2012 where introductions were made
- It has been observed that older members of the group feel threatened by younger members of the community, there are plans to work with the Youth Service and PCSO's to engage these young people in the work of the Residents Association
- Support will be provided to help increase numbers at meetings and the PNW will attend meetings as and when requested

### 3. Tingley TARA

To be determined

- Although contact has been made with Tingley TARA a completed questionnaire has not yet been returned



- Awaiting dates of the next meetings.

#### **4. Thorpe Community Group**

High Support

- There are only two remaining committee members and a meeting hasn't been held for several months
- An AGM has been planned and advertised in the village
- Discussions have taken place around holding a Christmas event

#### **5. Robin Hood TARA**

Medium Support

- PNW has attended a committee and an open meeting
- Support has been requested in developing group roles and in engaging young people in the worker of the TARA, there are plans to develop a programme of work around this.
- Support has been given around policy development
- Support to plan a winter celebration event being held in the community orchard
- Training for the group will be organised in the new year

#### **6. Newlands & Denshaws**

Medium Support

- The group have asked that the PNW attend meetings and provide assistance with events
- A meeting was held regarding the establishment of a committee to oversee the running of the old post office as a community venue. PNW is working alongside the Small Groups Development Worker at Voluntary Action-Leeds to provide legal, funding and practical advice with these plans.

#### **7. Harrops & Askey TARA (Former Harrops & Bridge Street NIP)**

To be determined

- Contact has been made, awaiting dates of the next meetings.

#### **8. Oakwell & Fairfax**

To be determined

- Follow up contact to be made

**9. Asquith & Ingles**

To be determined

- Follow up contact to be made

**10. Springbank & Moorlands**

To be determined

- Follow up contact to be made.

Levels of support:

High	Groups
<p>Role development &amp; assistance to identify and procure training beneficial to group members                      Personal development with group members using outcome star/volunteer pack                      Constitution &amp; Policy writing                      Attendance at meetings and support with administering and facilitating meetings                      Support to make links with key partners e.g.- AVH, elected members, police                      Assistance in applying for funding both finding opportunities and drafting funding bids                      Support to plan and run projects and events                      Access to peer “mentoring scheme” and support in this relationship if required                      Annual Review of group activities &amp; support needed                      Attendance at Better Together Event</p>	<p>John O’Gaunts TARA                       Thorpe Community Group</p>
Medium	Groups
<p>Monthly phone call to nominated member for update on progress and to discuss any issues                      Attendance at meetings as and when requested and to disseminate information                      Personal development with group members using outcome star/volunteer pack                       Sharing information largely through email:                      Forwarding all community funding opportunities to group including Well Being fund                      Forwarding all training opportunities to the group                      Forwarding relevant community events &amp; schemes                       Available via phone and email for support when needed e.g.:                      Recruitment                      Funding                      Making new relationships with partners                       Annual Review of group activities &amp; support needed                      Attendance at Better Together Event                      Access to peer “mentoring scheme”</p>	<p>Robin Hood TARA                       Newlands &amp; Denshaws</p>

Low	Groups
<p>Sharing information largely through email:            Forwarding all community funding opportunities to group including Well Being fund            Forwarding all training opportunities to the group            Forwarding relevant community events &amp; schemes</p> <p>Available via phone and email for support when needed e.g.:            Recruitment            Funding            Making new relationships with partners</p> <p>Annual Review of group activities &amp; support needed            Attendance at Better Together Event            Recruitment of members as volunteers in a “mentoring scheme” and support in this</p>	<p>Rothwell TARA</p> <p>Tingley TARA</p>



Originator: David Beirne  
Tel: 2474266

**Report of the Assistant Chief Executive (Corporate Governance) & the Director of Resources**

**South Outer Area Committee**

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

**Subject: Reappointment of Trustees to the Archbishop Margetson Trust Fund**

**Electoral Wards Affected: All**

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

Eligible for Call In

Not Eligible for Call In  
(Details contained in the report)

**EXECUTIVE SUMMARY**

The Archbishop Margetson Education Trust Fund is seeking approval to reappoint its trustees. This trust fund is small but has a rich history. It dates back to the seventeenth century and was formed to support students in the area of Drighlington. It has been revitalised in recent years following the involvement of representatives of the local community.

**1.0 PURPOSE OF THIS REPORT**

The purpose of this report is to seek Members' approval of the reappointment of the current group of trustees of the Archbishop Margetson Trust Fund. This group draws on representatives of Drighlington Parish Council and Drighlington Primary school, with Leeds City Council being represented by a local ward member, Councillor Gettings.

**2.0 BACKGROUND INFORMATION**

2.1 The Archbishop Margetson educational trust fund has a long history with its origins dating from 1678 when James Margetson, the Archbishop of Armagh, made provision in his will for the ongoing support of the Free School that he had built in Drighlington. The Trust Fund in its modern form came under the auspices of Leeds

City Council following local government reorganisation in 1974. However, it became inactive for several years prior to local representatives of the community in Drighlington becoming involved and taking stewardship of the fund in 2009. They have been successful in attracting some new donations to this small fund, which currently amounts to £4k. The trustees aspire to finesse the stipulated purpose of the fund so that it will be more suitable for making regular awards and can actively support the school children of the area.

- 2.2 The current group of trustees were appointed in 2009. They included four representatives of the local community as nominated by the local ward members, and appointed for three years. Three of them were Drighlington Parish Councillors at the time, Arthur Thornton, Janet Scholes and Mike Rhodes. The other local representative was one from Drighlington Primary School, initially to be the Head Teacher, Sue Jackson. The fifth trustee is Councillor Gettings representing the City Council on the trust and appointed for a term ending on the date of the appointment of the successor or any time after the ordinary day of retirement as Councillor.

### **3.0 MAIN ISSUES**

- 3.1 The Trust Fund is seeking Leeds City Council's agreement to the reappointment of the current group of trustees.

### **4.0 IMPLICATIONS FOR COUNCIL POLICY AND GOVERNANCE**

- 4.1 The appointment of the current group of trustees was agreed at the February 2009 meeting of this Area Committee and it is advised that this is the appropriate forum to consider their proposed reappointment.

### **5.0 LEGAL AND RESOURCE IMPLICATIONS**

- 5.1 As mentioned, the Trust also has aspirations to fine-tune the purpose of the Fund and the qualifying criteria that determine who can benefit from it so that it can better serve the community and fulfil its remit. The aim would be to make awards to children in the final year at Drighlington Primary Schools in recognition of merit, achievement or effort in the general curriculum of the school. If any child has shown particular talent in a specific field, awards may be made to develop those talents, if due to the financial situation of the family, they may not be developed to their full potential. Awards would be in the form of educational books or equipment to assist in the development of the talents of the recipient during their secondary education. It is envisaged that the school would nominate a short-list of five pupils with the trustees choosing two winners. Students will have had to attend the primary school for at least three years and have at least one parent or guardian who is resident in Drighlington.
- 5.2 Going forward, the Trust also aspires to change the nomination of trustees so that three are nominated by the Parish Council, one from the Primary School and a Ward Councillor to represent the City Council. It is understood that the Trust has discussed all these changes with the Charity Commission. Colleagues in Legal Services have contacted the Charity Commission seeking a view on these proposals and are awaiting a response. Once in receipt of this feedback, they will consult with Governance Services to determine the appropriate means of progressing these particular proposals. In the meantime, approval of the reappointment of the trustees is being sought under the established arrangements to allow the Trust to continue its activities.

## **6.0 RECOMMENDATIONS**

Members of the Area Committee are requested to

- Approve the reappointment of the current trustees to the Archbishop Margetson Trust Fund, with the four local representatives serving for a period of three years.

### **Background Papers**

Report to February 2009 meeting of South Leeds (Outer) Area Committee on the Appointment of New Trustees to the Archbishop Margetson Trust Fund

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Report author: Aretha Hanson

Tel: 2474309

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

**Report to South Leeds (Outer) Area Committee**

**Date: Monday 3<sup>rd</sup> December 2012**

**Subject: 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**

This report presents an update on the key work taking place within the Outer South Leeds area, not covered elsewhere on the agenda

**Recommendations**

The Area Committee is asked to:

- a) Note the contents of the report and make comment as appropriate
- b) request a Funding Application to February 2013 meeting for Morley Police Station opening hours
- c) Nominate a representative to the Point Steering Group

## **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**

- 2.2 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 of the meeting held on 11 September 2012 were approved at the meeting on 2 November and are attached at **Appendix 1**.

### **3.2 Area Committees role in Neighbourhood Planning**

- 3.2.1 At the Area Chairs Forum meeting on the 2<sup>nd</sup> November Area Chairs discussed the role of Area Committees in the developments of Neighbourhood Planning.
- 3.2.2 Neighbourhood planning is part of the Localism Act and is a key part of local decision making procedures.
- 3.2.3 Members will be aware of the pilot scheme running in Holbeck that is updated in this report on a regular basis, further Neighbourhood Plans could arise in Outer South in the future if this pilot is successful.
- 3.2.4 With this potential for more plans being developed in the future, members are asked to note **Appendix 1.1** which is a discussion paper presented to the last Area Chairs meeting around the role of Area Committees in the process of Neighbourhood Planning.

## **4.0 Updates by theme: Children & Families**

### **4.1 Children & Young People's Working Group Update**

- 4.1.1 The Outer South Children & Young People's Working Group met on 27<sup>th</sup> September and the draft minutes are attached at **Appendix 2**.

## **5.0 Updates by Theme: Sustainable Economy and Culture**

### **5.1 Community Centres Sub Committee**

5.1.1 The Outer South Community Centres Sub Committee last met on 7<sup>th</sup> November 2012 and the draft minutes and supporting documents are attached at **Appendix 3**.

### **5.2 The Point Steering Group**

5.2.1 At the October Area Committee Members received an update report from Employment & Skills on the new learning centre at White Rose (The Point).

5.2.2 The Steering Group aims to oversee the development of a high quality learning offer with progression to employment opportunities and the Terms of Reference are attached at **Appendix 4**.

5.2.3 Members are asked to nominate a representative to the Point Steering Group to represent the Outer South Area Committee.

## **6.0 Updates by Theme: Safer and Stronger Communities Board**

### **6.1 Outer South Environmental Sub-Group**

6.1.1 The next meeting of the Outer South Environmental sub-group is on 13 November 2012 and the minutes will be presented to a future Area Committee.

### **7.2 Community Safety**

#### **7.2.1 Crime and Grime**

7.2.2 The November meeting of the South Leeds Crime and Grime Partnership will be approving the final version of the Action Plan for 2012-13. The plan brings together the local delivery of the following Safer Leeds and environmental priorities:

- Reducing crime and its impact across Leeds
- Effectively tackle and reduce ASB in our communities
- Improving safeguarding and reducing vulnerability for individuals, families and communities
- Ensuring that local neighbourhoods are clean
- Increase a sense of belonging that builds cohesive and harmonious communities

And locally agreed priorities as follows:

- Reducing the levels of metal theft
- Reducing ASB in Beeston Hill
- Reducing the impact of prostitution on individuals and communities in Holbeck
- Improving access to shared environmental intelligence
- Developing a joined up approach to address the issues around dog fouling

- Managing the impact of illegal traveller encampments in communities
- Responding to young people's concerns about their environments

7.2.3 The Outer South Area Committee will continue to be represented on the Crime and Grime Partnership by its Environmental Champion (Cllr Karen Bruce) and Community Safety Champion (Cllr Neil Dawson).

7.2.4 Morley Police Station

7.2.5 At the September Area Committee, Members received a verbal briefing from Chief Superintendent Paul Money on proposed changes to the opening hours of the helpdesk at Morley Police Station. A request was made by the Chair at that meeting, for further discussion to take place and for Members to consider ways of reducing the impact on the community.

7.2.6 A meeting was held at Holbeck Police Station in October 2012 with the Chairs and representatives of the Outer South Area Committee and Morley Town Council, Police and Council officers. At the meeting Chief Supt Money outlined the background to the proposed changes to opening hours at Morley Police Station and the steps that have been taken to ensure the station remains open. A briefing document was presented and a copy of this has been sent to all the councillors of the Outer South Area Committee. The current proposal guarantees a helpdesk service will be available at Morley for 40 hours per week, In addition, West Yorkshire Police are looking into remodelling the front desk at Morley so that there is a vestibule where calls can be made to staff based within the building when the helpdesk is closed. The details of this have yet to be finalised. The changes to the helpdesk opening hours are still being finalised therefore it is unlikely that the changes will be made in the current financial year.

7.2.7 The meeting agreed that a joint funding arrangement be progressed to support a further 8 hours per week for one year in the first instance The estimated cost of 8 additional hours per week for one year is £5000 Chief Supt Money confirmed that the police will be able to match fund 50% (£2500) of the cost of the additional hours. The Outer South Area Committee agreed to consult further with Members with a view to a wellbeing application being submitted for 25% (£1250 approx) from the budget for 2013/14. Morley Town Council agreed to propose an allocation of 25% (£1250 approx) in their budget planning process for 2013/14. Members proposed that the pattern of hours should be matched to the level of footfall as far as possible in order to get best value from the proposal. It was agreed that Cllr Dawson as Community Safety Champion would propose hours to members of the group by email. The proposed new hours for the helpdesk are as follows:

<b>Proposed opening hours for Morley Helpdesk</b>		
Monday	10.00 until 18.00	8
Tuesday	10.00 until 16.00	6
Wednesday	10.00 until 18.00	8
Thursday	10.00 until 14.00	4
Friday	10.00 until 20.00	10
Saturday	10.00 until 14.00	4
Sunday	Closed	
<b>Proposed additional hours – funded by C&amp;H Division, Area Committee and Morley Town Council</b>		
Tuesday	16.00 until 20.00	4
Thursday	14.00 until 18.00	4

7.2.8 This proposal is currently being costed to ensure that the WYP Business Manager can take account of shift enhancements for evening and weekend working.

7.2.9 Members are asked to approve the proposal as outlined above and to request that a full proposal be submitted by Morley Neighbourhood Policing Team for consideration at the February meeting of the Area Committee.

### 7.3 Wellbeing projects

#### 7.3.1 Tingley Crescent Gating Project

The Gating Order has been approved and the Plans Panel have granted permission for the gates to be installed. The contractors have carried out a site visit and the gates have now been ordered. Additional funding is being requested in order that the gates are fitted with self closing pistons – further details can be found in the Wellbeing report. Residents have been advised of progress via a meeting of the residents association. A letter has also been sent to residents explaining how the scheme will operate and inviting those who live on Tingley Crescent or Aspen Court to request a key for the gates. The installation of the gates is expected by the end of November 2012.

### 8.0 **Updates by Theme: Health and Well being**

8.1 The South East Health and Well being partnership met on the 4 October and the draft minutes are included at **Appendix 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 29 November 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 **Integrated Locality Working**

### 10.1.1 Citizen Panel Update

10.1.2 As part of a process of developing the Leeds Citizens' Panel, a report was presented to the Area Chairs forum in November 2011 and the ten Area Committees in the December 2011 setting out the proposed changes to the service. As part of this consultation process Members requested that periodic updates be provided to Area Committees on the progress of the development of the Leeds Citizens Panel. This section of the report highlights the progress that has been made in relation to recruitment of new citizens panel members and which consultations have been undertaken to date.

### Citizens Panel Membership

10.1.3 An increase in panel membership from 1,500 to 6,000 is a key element of the improvements to the Leeds Citizens Panel. The smaller membership only allowed us to consult on issues affecting the whole of Leeds. The new larger body of panel members will allow us to provide analysis of consultations at the Area Committee level while retaining a representative sample based on age, gender and ethnicity. This will enable us to understand resident perceptions of services at the locality level.

10.1.4 Efforts to undertake citizens panel recruitment have been more challenging than first anticipated and it is taking longer to achieve the target of 6,000 panel members. However, steady progress is still being made and the current membership of the Leeds Citizens Panel is now at 3,919. **Appendix 6** sets out the details of panel membership at the city and area committee level as of 1 November 2012. Please note that total membership for age, gender, or ethnicity will not exactly add up to the total number of panel members as some personal information was missing when panel members submitted their applications. Work is being undertaken to receive this information from all panel members which should fix this problem in the future.

10.1.5 The citizens panel has been widely promoted in a number of ways in the past year, and some obvious gaps in membership have been identified particularly in relation to inner-city areas and young people across the city. This is a common pattern with citizens panels across the UK and further work will be undertaken to target recruitment efforts to fill the remaining gaps. Arrangements are being put in place to merge the analysis of Children's Services consultation through Breeze card-holders and the Leeds Youth Council and that of the Leeds Citizens Panel to help minimise the temporary gap in young person representation on the Citizens Panel. Members are asked to comment on how the Council should target its efforts to fill the gaps in Leeds Citizens Panel membership.

### Programme of Consultation

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

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

### Next Steps

- 10.1.7 Management of Panel membership will be an ongoing feature of work to support the functioning of the Leeds Citizens Panel and will need be refreshed on a regular basis with approximately one third of members being replaced with new members each year New demographic targets for the city and individual area committee areas will need to be set this year to reflect recent census data
- 10.1.8 The first year of operating the improved citizens panel has demonstrated the opportunities for cost savings for services while still achieving high response rates. An increase in the confidence in the Citizens Panel as a viable mode of public consultation has increased the request for surveys

10.1.9 A process for managing the forward plan of Citizens Panel surveys will be put in place to ensure that panel members do not receive too many surveys in a short period of time and that busy holiday periods can be avoided This process will also ensure that we are able to combine surveys to avoid duplication and save costs

10.1.10As well as being a valuable tool for reducing costs associated with public consultation the Leeds Citizens Panel has begun to prove its value in helping to shape opinions about important changes to Council services For example, the findings from the Kirkgate Market survey has highlighted the need to broaden the options being considered for its future development, and analysis from the budget consultation through the Leeds Citizens Panel will be presented to Full Council in February to help set the budget for 2013-14

10.1.11Members are asked to comment on how the Council should target its efforts to fill the gaps in Leeds Citizens Panel membership

10.2 Priority Neighbourhood Worker update

10.2.1 The Priority Neighbourhood Worker Report is included elsewhere on the agenda.

## **11.0 Corporate Considerations**

### **11.1 Consultation and Engagement**

11.1.1 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.

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

11.2.1 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.

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

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

### **11.3 Council Policies and City Priorities**

11.3.1 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



## **11.4 Resources and Value for Money**

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

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

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

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

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

## **11.6 Risk Management**

11.6.1 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.

## **12.0 Conclusions**

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

## **13.0 Recommendations**

13.1 The Area Committee is asked to:

- a) Note the contents of the report and make comment as appropriate.
- b) request for a Funding Application to February 2013 meeting for Morley Police Station opening hours
- c) Nominate a representative to the Point Steering Group

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

14.1 There are no background documents associated with this paper.

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

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**Area Chairs Forum  
Friday 11<sup>th</sup> September 2012  
West Room, Civic Hall**

**Attendance:**

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

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

Minutes: S. Warbis

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

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

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

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

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

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

**KM**

#### **4.0 Environmental Delegation SLA2 Feedback**

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

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

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

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

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

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

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

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

## **5.0 Community First Update**

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

## **6.0 Wellbeing Mid-Budget Update**

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

be put in place to resolve issues.

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

## **7.0 Area Working Review**

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

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

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

## **8.0 Any Other Business**

- 8.1 There was no other business.

## **9.0 Date of Next Meeting**

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

**Area Chair's Forum  
2 November 2012, West Room, Civic Hall**

**Discussion note on the Role for Area Committee in Neighbourhood Planning**

**What is Neighbourhood Planning ?**

1. Neighbourhood planning is one of the five key measures in the Localism Act and specifically relates to the production of neighbourhood plans, Neighbourhood Development Orders (NDO) and Community Right to Build Orders (CrTB).
2. A neighbourhood plan must be in conformity with the Council's Core Strategy, the National Planning Policy Framework and human rights and equality legislation.
3. A neighbourhood plan can be used to determine where development should take place and what it should look like.
4. The content of the plan will be decided by local communities, as will the decision to prepare a plan.

**Local Authority roles and responsibilities**

5. The Local Planning Authority has responsibility for determining applications for Neighbourhood Plan areas and designating Neighbourhood Forums.
6. The Council has a 'duty to support' local communities. How this is done is left to local authorities.
7. The Council will pay for and organise the examination and referendum on the plan.

**The role of Area Committees**

8. The Neighbourhood Planning Regulations do not specify a formal role for Area Committees in neighbourhood planning.
9. It was agreed at Executive Board (June 2012) that Area Committees will have a consultative role to play in all aspects, including advising, signposting, empowering and providing mediation where necessary.
10. There is an opportunity for neighbourhood plans to include 'non-planning' opportunities. This is something Area Committees could take a lead on.
11. Experience so far shows that Area Committees have an important role to play in adding value, resolving conflict, partnership working and delivery.
12. Given the frequency of Area Committee meetings it was agreed that the Chairs of the Area Committees (and local ward members) would be consulted on the designations within their area.

### The level of interest (neighbourhood plans)

13. The first 10 neighbourhood area designations have been made in the **Outer North East** area.
14. There are a further 15 (or more) possible designations across the city.
15. There is a medium-high level of interest in some parts of the city (parished and outer areas) but a low level of interest in the inner areas.
16. Aberford, Barwick in Elmet and Scholes, Horsforth, Thorner and Adel have submitted applications to be designated a neighbourhood area, decision pending.
17. Collingham, Headingley and Hyde Park, Carlton, Rothwell, Oulton & Woodlesford, Aireborough, East Keswick, New Wortley, Pool in Wharfedale and Micklefield have all expressed an interest in producing a neighbourhood plan but have yet to submit an application.

### Area Committee involvement

18. The Chair of **Outer North East** Area Committee and local ward members have been consulted on the 10 designations. The Localism Officer is advising, signposting and supporting communities.
19. **Outer North East** and **Outer East** ward members are currently seeking to resolve boundary disputes in Aberford and in Barwick in Elmet and Scholes.
20. In **Inner South** Holbeck is making impressive progress and is seen by DCLG as a national exemplar for neighbourhood planning in the inner-city. The Area Support Team is supporting the local community in setting up the neighbourhood forum.
21. In **Inner North West** Headingley and Hyde Park have expressed an interest in preparing a neighbourhood plan. The Community Planner supports Area Committee on neighbourhood planning and planning issues generally.
22. In **Inner West** community representatives from New Wortley have expressed an interest in preparing a plan. Area Support Team to provide support.
23. In **Outer South** Rothwell, Oulton and Woodlesford and Carlton are all preparing to be designated a neighbourhood area/forum. Area Support Team will assist in setting up the forum.
24. In **Outer East** Kippax Parish Council is being assisted by the Area Support Team on plan preparation
25. In **Outer North West** the Area Committee has supported local interest in neighbourhood planning with a £500 grant to fund awareness building, publicity and consultation in Guiseley and Yeadon.
26. There is no interest so far in **Inner East, Inner North East** or **Outer West**



### Clarifying the role for Area Committees

Area Chairs are asked to consider the questions posed in column three of the table below as to whether these are potential roles they would wish to consider and any associated resource implications.

<b>Neighbourhood plan stage/task</b>	<b>Agreed role for Area Committee</b>	<b>Other questions for Area Chairs to consider as possible roles</b>
<b>1. Promotion of neighbourhood planning in inner-city/deprived areas</b>	Support where interest has been expressed.	Actively promote awareness in inner-city areas?
<b>2. Designation of Neighbourhood Area</b>	Area Committee Chair consulted on timescales, issues and boundary.	Report to Area Committee prior to designation in non-parished areas?
<b>3. Designation of Neighbourhood Forum</b>	Area Chair consulted on application, Area Committee provide support, advice and mediation.	Report to Area Committee – early stage and on the application?
<b>4. Preparation of neighbourhood plan</b>	Area Support Team to advise on complimentary content.	Provide local-specific guidance on non-planning opportunities, partnerships and delivery?
<b>5. Consultation on the draft plan</b> (undertaken by local community)	Advise and support community consultation.	'Non-planning' feedback agreed at Area Committee?
<b>6. Examination</b>	Contribute to examiner's advisory report.	Report examination recommendations to Area Committee?
<b>7. Referendum</b>	No role defined.	Advise on timing, assist electoral services.
<b>8. Delivery</b>	No role defined.	Delivery of 'non-planning' content, partnership support.

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## Outer South Area Committee Children and Young People Working Group

**Thursday 27 September 2012, 13:30PM**  
Conference Room, Dewsbury Road One Stop Centre

<b>ATTENDANCE</b>		
Cllr Bob Gettings (Chair)	Ward Councillor and Outer South Children's Champion	
Glen O'Malley (G'OM)	Youth Service (Ardsley & Robin Hood & Morley Wards)	
Jason Tabor (JT)	LCC Breeze Team	
Inspector Paul Sullivan (PS)	Rothwell NPT	
Amy Tolliday (AT)	Connexions Targeted Support	
Helen Kerr (HK)	Extended Services for Morley, and Ardsley and Tingley Clusters	
Light Addaquay (LA)	South East Area Support Team	
Aretha Hanson (AH)	South East Area Support Team	
		<b>ACTION</b>
<b>1.0</b>	<b>Welcome and Introductions</b>	
1.1	Councillor Bob Gettings chaired the meeting and welcomed everyone.	
<b>2.0</b>	<b>Apologies</b>	
2.1	Apologies received from Jo Shiffer, Adrian Lee, Inspector Yvette Hammill	
<b>3.0</b>	<b>Minutes and Matters Arising</b>	
3.1	The minutes of the last meeting were agreed as a true record	
<b>4.0</b>	<b>Terms of Reference Review</b>	
4.1	<p>Councillor Gettings prompted the discussion about the value of having the Children &amp; Young People working group. Main points raised and key points for discussion and debate were:</p> <ul style="list-style-type: none"> <li>• Need to explore how this meeting links with other meetings to ensure that it has more strategic focus and reflects the vision of Leeds and the Leeds City Priority Plans</li> <li>• Potentially pick up issues highlighted by scrutiny board, so the group becomes more task focused and target more specific cluster level local issues.</li> <li>• Clusters vary in their delivery and also tends to be more focused on the school's agenda and there was the tendency to exclude community vote in local matters.</li> <li>• PS suggested the group being more task focused, targeting specific cluster level issues.</li> <li>• YH shared the view that the meeting does not require police attendance as they have close involvement with the Clusters and it is their support of them that seems to address what they need to with regards to young people and have found that at previous meetings the agenda doesn't require contribution from the police. Having said that the police are happy to support any community work with partners so if the membership was to change, the group will still have the full support of the police.</li> <li>• AT added that the working group duplicates other meetings she attends and as such currently doesn't add value to her service.</li> </ul>	

	<ul style="list-style-type: none"> <li>• There was a general consensus that, there is a certain degree of overlap better the working group and the cluster meetings</li> <li>• It was suggested to consider representation from the Area Support Team on the Cluster meetings before the Children and Young People working group is disbanded.</li> </ul>	
<b>5.0</b>	<b>Developing work Strands</b>	
5.1	Deferred to next meeting.	
<b>6.0</b>	<b>Summer Activities Update</b>	
<b>6.1</b>	<p><b>Cluster Manager Update: Helen Kerr (HK) –</b></p> <p>HK reported that this year's summer activities were highly successful. A small fee was charged at almost all the sessions and a total of £1000 generated.</p>	
<b>6.2</b>	<p><b>Youth Service Update: Glen O'Malley (G'OM)</b></p> <p>G'OM reported there were a few snagging issues to begin with: not all the schools were putting the booklets out. Targeted kids did not attend the sessions planned and there were also issue regarding checking who were eligible for Free School Meal.</p>	
<b>6.3</b>	<p>Glen informed the group he has been involved in conversations with Steve Rampton the Leisure Centre Manager on how best to use the sports facilities in Morley Leisure Centre.</p> <p>Glen shared the proposal below:</p> <p>The project will run on a Friday evening from 6.30 to 8.30pm at Morley Leisure Centre. Starting on Friday 12 November 2012 for a period of three months.</p> <p>The Youth Service will provide three Youth Workers to support the delivery of the session for Three months. Hoping to secure two volunteers to assist with the delivery.</p> <p>The young people are required to pay 50p per person per night to contribute towards the cost of the nightly session. The over all cost per night is £47.00, the balance between young people contributions and the overall cost is to be covered via Morley Cluster funding pot.</p> <p>The Leisure centre have offered the use of an activity room and half the large sports hall and access to the gymnasium (4 to 6 young people per night – depending on Youth Service staff / volunteer level). We are hoping that access to the swimming pool once per month will be available, Steve is looking into this and will advise.</p> <p>I have liaised with my staff and they feel we would need a tutor on a couple of nights, maybe three (once per month). My staff are able to facilitate dance / drama and general sports activities. The aim being to facilitate 6 weeks of dance in the activity room followed by 6 weeks of drama, this would be complimented with sports in the sports hall each week. If there are sufficient staff we would aim to engage 4 to 6 young people in the gymnasium during each session.</p> <p>My staff are currently drawing up a programme and will advise me of what tutors they would like, can you confirm funding is available to cover the cost of tutors</p>	

<b>7.0</b>	<b>Breeze Monitoring</b>	
7.1	JT confirmed the new BreezeCards are now fully operational and has a strip that will enable families with multiple children to track the card by writing individual names on it. He added there will still be a card number to enable the monitoring process.	
7.2	<p>He informed the group that about 17,000 plus young people attended the Breeze Tour this summer. Event were held at Armley Park, Temple Newsam, Roundhay park, John Charles Centre and Kirstall Abbey which was the most well attended.</p> <p>In response to the group's comment and questions, the following issues were discussed with regards to breeze Monitoring:</p> <ul style="list-style-type: none"> <li>• Data can still be collated for the new cards and uploaded onto the Breeze Culture Network.</li> <li>• There were reservations about how previous data collated were not utilised</li> <li>• JT assured the group that once partners start to upload information unto the Breeze Culture Network it will become an effective tool and information can downloaded by demographic.</li> <li>• JT added that the Breeze Culture Network will serve as an infrastructure to promote activities as well as record attendance to sessions.</li> </ul>	
7.3	<p>The following issues/concerns were raised by the group:</p> <ul style="list-style-type: none"> <li>• Lack of consultation with the working group</li> <li>• Advertising of targeted sessions on the Breeze Culture Network</li> <li>• Data inputting can be a tasking due to reduced capacity within the current structures.</li> </ul>	
<b>8.0</b>	<b>Any Other Business</b>	
8.1	None	
<b>9.0</b>	<b>Future Meeting Dates</b>	
9.1	<p>Three meetings per year agreed</p> <ul style="list-style-type: none"> <li>• 17<sup>th</sup> January 2013 - 1.30pm, Dewsbury Road One Stop Centre.</li> <li>• 23<sup>rd</sup> May 2013 - 1.30pm, Dewsbury Road One Stop Centre.</li> <li>• 19<sup>th</sup> September 2012 1.30pm, Dewsbury Road One Stop Centre.</li> </ul> <p>Invites to be sent out by Area Support Team</p>	<b>AH</b>

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## MINUTES

Appendix 3

<b>PRESENT:</b>	Councillors: Bob Gettings (Chair), Cllr Lisa Mulherin, Cllr Judith Elliott, Cllr Karen Bruce Officers: Pauline O'Connell(PO), Malcolm Fisher(MF), Carl Sawyer(CS), Jonathan Sharp(JS), Stephanie Mortimer(SM), Light Addaquay(LA) and Aretha Hanson(AH)
<b>APOLOGIES:</b>	Trudie Canavan

<b>1.0</b>	<b>Introductions &amp; Apologies</b>	<b>ACTION</b>
1.1	Councillor Bob Gettings welcomed everyone to the meeting.	
1.2	Cllr Karen Bruce was in attendance for Cllr David Nagle	
<b>2.0</b>	<b>Tour of Windmill Youth Centre</b>	
2.1	<p>The following issues were identified:</p> <ul style="list-style-type: none"> <li>• Door access to disabled toilet restricted</li> <li>• Access works needed to bring centre up to date and accessible to all</li> <li>• Stair lift currently stuck and not fit for purpose</li> <li>• Look into putting in a ramp to aid access – results from DDA assessment needs to be considered</li> <li>• Structural work at the rear entrance is restricting emergency access</li> </ul> <p>Malcolm to examine issues identified and report back to the sub committee.</p>	<b>MF</b>
<b>3.0</b>	<b>Minutes of the last meeting</b>	
3.1	Minutes of the last meeting held on 16 <sup>th</sup> May 2012 were agreed as a correct record.	
3.2	<p>(2.1) Small Banqueting Room :- Delegated to Area Committee</p> <ul style="list-style-type: none"> <li>○ Display cabinet needs cleaning and repair – broken glass. Equipment needed to lift cabinet and repair flooring under the cabinet space - Cllr Elliott asked if a new display cabinet can be sourced from either the civic or museum. Carl explained there was no cabinet at civic and facilities management had no links with the museum and has offered to look into it.</li> </ul> <p>Cllr Elliott to provide Stephanie with measurements for the cabinet.</p> <ul style="list-style-type: none"> <li>○ Crack in flooring and threshold at entrance door also the loose carpeting taped down across doorway is lifting. - Stephanie Mortimer to liaise with Malcolm Fisher and progress with the issues identified.</li> </ul>	<p><b>CS</b></p> <p><b>Cllr Elliott</b></p> <p><b>SM/MF</b></p>

3.3	(2.2) Large Banqueting Room:- Delegated to Area Committee <ul style="list-style-type: none"> <li>o Look into requesting some painting from Leeds Arts Gallery's storage for display</li> <li>o Costing for Edwardian light fitting over the piano – Carl Sawyer to provide costing.</li> <li>o Hoists/equipment required to move piano - it was reported that Morley Town Council are looking to provide this</li> <li>o Cracked window needs repair and cleaning</li> </ul>	CS MTC SM/MF
3.4	(2.4) Alexandra Hall:- Delegated to Area Committee <ul style="list-style-type: none"> <li>o Smashed window needs repair</li> <li>o Covering on arched windows peeling off, permanent blinds required</li> <li>o Dedicated bar room/area needed</li> <li>o Collapsible staging - Facilities Management to provide costing.</li> </ul>	CS
3.5	(2.5) Morleian:- Delegated to Area Committee <ul style="list-style-type: none"> <li>o New piano required – Carl to enquire if the piano at Blackburn Hall can be transferred to Morleian if no longer in use.</li> </ul>	CS
3.6	(2.7) <ul style="list-style-type: none"> <li>o Provide lighting in the Wells to illuminate the stained glass windows – Malcolm to provide costing.</li> </ul>	MC
3.7	(7.2) Pauline asked for permission to put up a glass display cabinet /notice board at the entrance of Morley Town Hall. It has to be a suitable type of glass to compliment the building.  Pauline to provide costing.	PO
3.8	Members expressed disappointment regarding lack of communication with user groups during the Morley Literature Festival and during the refurbishment of Tingley Youth Centre  The committee has asked for Anne Chamber's attention to be drawn to them.	LA
3.9	All issues identified to be registered in the work programme.	LA
<b>4.0</b>	<b>Matters Arising</b>	
4.1	St Gabriel's – Pauline O'Connell to check and confirm that the £10 per hour is now reflected in the lettings system.  Cllr Mulherin reported that St Gabriel's management committee application for Community First grant has been approved. Work will commence when funding is released.	PO
4.2	Tingley Youth & Community Centre Adult Social Care – meeting to be rescheduled, Trudie Canavan to provide update following the meeting.  User Group meeting for Tingley had been arranged for 23 November Cllr Mulherin asked for all user groups to be invited to the meeting.	TC PO



4.3	Cllr Elliott reported that there is a lot of litter strewn around Morley Town Hall and also there are overgrown weeds that need attention. Light to report to the locality team.	LA
<b>5.0</b>	<b>Drighlington Library</b>	LA
5.1	<p>The report went to the Outer South Area Committee October meeting. Members supported the recommendation that Friends of Drighlington be allowed subsidised accommodation to the value of £6,860 for the rent and service charge for a period of 12 months with a review of the arrangements annually to determine whether the arrangement should continue and to agree future conditions of use, with a view to reducing the discount on a sliding scale.</p> <p>The report was then presented to Director of Environment and Neighbourhoods for the final decision. Following the sign off of the Delegated Decision Notice, the group received a final letter confirming the decision and the next steps.</p> <p>Members were invited to share their thoughts on what monitoring the group will undertake so as to measure their progress. 'A starter for 10' was tabled for comments.(Attached below)</p>	
<b>6.0</b>	<b>Outer South Community Centre Work Programme</b>	
6.1	An updated work programme was presented to the committee. Please see work programme. (Appendix 3.1)	
<b>7.0</b>	<b>Peel Street report update</b>	
7.1	Malcolm reported that the centre has been declared surplus and has been taken into void management by CPM. Handover from City College planned for 15 <sup>th</sup> November. Depending on budget, the current decision is to either market it or demolish and sell the site. Malcolm to update committee on progress.	MF
<b>8.0</b>	<b>Any other business</b>	
8.1	None	
<b>9.0</b>	<b>Time and date of next meeting</b>	
	<ul style="list-style-type: none"> <li>• 10.00am Wednesday <b>6th February 2013</b> - Drighlington Meeting Hall – Date not suitable for all. Light to propose some new dates for consideration</li> <li>• 10:00am Wednesday, 15<sup>th</sup> May 2013</li> <li>• 10:00am Wednesday, 6<sup>th</sup> November 2013</li> </ul>	<p>LA</p> <p><b>All to note</b></p>

## Friends of Drighlington Community Library

### Annual Review: Initial Ideas

- The 'friends of group' has contacted Ann Day (Libraries Development) for details of any and all information regarding monitoring processes that Leeds Libraries use. The

group will mirror these statistics on a monthly basis in order to assess how progress is being made.

- As a small charity supporting a 'free' library we intend to monitor our income on a weekly basis to demonstrate how progress is being made.
- The group will have regular meetings with library members and undertake surveys of the local area to explore ways to generate income.
- Number of sessions open
- Number of visitors/members/loans
- Number of volunteers targeted/recruited
- Training programme for volunteers – what sort of training is in place
- Recruitment and retention programme
- Customer satisfaction surveys
- Volunteer evaluation form
- Number of library members
- Feedback from events
- Income raised from events
- New projects in the pipe works
- Provision of relevant library stock
- Links with schools and other local groups
- Links to Morley Literature Festival
- Establish /operate a book club
- Activate and use door counter

## Outer South Community Centres Sub Committee: Work Programme

Chair: Cllr Bob Gettings				Appendix 3.1		
<b>Members:</b> Cllr. Judith Elliott(Morley South), Cllr Lisa Mulherin ( Ardsley & Robin hood), Cllr David Nagle( Rothwell), Trudie Canavan (Strategy and Commissioning), Jonathan Sharp (Strategy and Commissioning), Carl Sawyer (Facilities Management), Pauline O'Connell(Facilities Management), Malcolm Fisher (Corporate Property Management), Light Addaquay(Area Support Team), Aretha Hanson(Area Support Team)						
Strategic Target	Facilities	Action/Issues	Comment/Progress to date	Action Owner	Contributing Officers	Due Date
<b>To ensure the community centres portfolio is operating effectively</b>	<b>All</b>	Review the usage pattern of community facilities in outer South Leeds.	As and when there is a particular issue at the facility.	Malcolm Fisher	All	
		Look at the list of backlog maintenance for all community facilities and prioritise for any funding which may become available		Malcolm Fisher		
		Members requested for Anne Chambers to intervene to expedite the release of the maintenance log.	An email was sent to Anne on 8th November. List should be received by end of November.	Light Addaquay	Anne Chambers	30/11/12
<b>Maintenance and management issues</b>	<b>Blackburn Hall</b>	Painting of the ladies toilet	Carl Sawyer reports due to budget pressures there is no monies for the re painting of the female toilets but will ensure it is placed on any planned maintenance programme with Malcolm.	Carl Sawyer		
			Jonathan to speak to Trudie to see if there is any spare capacity within the budget	Jonathan Sharp	Trudie Canavan	30/11/12
			Malcolm suggested providing the caretaker with some paint and explore feasibility of caretaker doing the work.	Malcolm Fisher		30/11/12

## Outer South Community Centres Sub Committee: Work Programme

Strategic Target	Facilities	Action/Issues	Comment/Progress to date	Action Owner	Contributing Officers	Due Date
		Piano	Consider transferring piano to Morleian Room at Morley Town Hall if no longer being used.	Carl Sawyer	Facilities Management Team	30/11/12
	<b>Churwell Community Centre (Stanhope Hall)</b>	Update on lease/cladding on roof.	Lease still being progressed by legal team.	Trudie Canavan		
	<b>East Ardsley CC</b>	East Ardsley Community Association have signed and returned the Heads of Terms so the lease is now being drafted by Legal.	Lease still being progressed by legal team	Trudie Canavan		
	<b>Morley Town Hall (Morelian, Alexandra Hall, Small Banqueting and Large Banqueting)</b>	Ongoing work to resolve hearing and heating issues was explained. The Council Chamber would receive a 'loop' facility. Meanwhile, it was suggested that the Alexandra Hall should also be fitted out.	Pauline has organised for the loop system within the building (Alexandra Hall, Council Chamber and Large Banqueting Hall) to be checked and a quote to be provided for it to be repaired.	Pauline O'Connell		
		<b>Small Banqueting Room:</b> o Display cabinet needs cleaning and repair – broken glass. Equipment needed to lift cabinet and repair flooring under the cabinet space o Crack in flooring and threshold at entrance door also the loose carpeting taped down across doorway is lifting.	Stephanie Mortimer to liaise with Malcolm Fisher and progress with the issues identified.	Stephanie Mortimer/ Malcolm Fisher		
		<b>Large Banqueting Room:</b> o Look into requesting some painting from Leeds Arts Gallery's storage for display	Stephanie Mortimer to liaise with Malcolm Fisher and progress with the issues identified.	Stephanie Mortimer/ Malcolm Fisher		

## Outer South Community Centres Sub Committee: Work Programme

Strategic Target	Facilities	Action/Issues	Comment/Progress to date	Action Owner	Contributing Officers	Due Date
		o Costing for Edwardian light fitting over the piano	Carl Sawyer to provide costing for the light fitting	Carl Sawyer		
		<b>Alexandra Hall:</b> o Smashed window needs repair o Covering on arched windows peeling off, permanent blinds required o Dedicated bar room/area needed o Collapsible staging	Stephanie Mortimer to liaise with Malcolm Fisher and progress with the issues identified.  Carl Sawyer to provide costing for the collapsible staging	Stephanie Mortimer/ Malcolm Fisher  Carl Sawyer		
		<b>Morleian:</b> o New piano required	Look into transferring piano from Blackburn hall if not in use	Carl Sawyer		30/11/12
		<b>Wells:</b> Provide lighting in the Wells to illuminate the stained glass windows	Malcolm to provide costing	Malcolm Fisher		
	<b>Lewisham Park</b>		No issues at present			
	<b>Rose Lund Centre</b>		No issues at present			
	<b>Tingley Youth &amp; Community Centre</b>	Concerns have been raised regarding lack of information to users groups as to when work was to commence.	Pauline O'Connell has arranged a meeting with all building users and ward cllrs for the 23rd of November 2012. 2-3.30pm. Pauline O'Connell to feedback to South East Area Support Team.	Pauline O'Connell		30/11/12
		Side door left opened by the band, leaves the building insecure	Pauline to look into it	Pauline O'Connell		

## Outer South Community Centres Sub Committee: Work Programme

Strategic Target	Facilities	Action/Issues	Comment/Progress to date	Action Owner	Contributing Officers	Due Date
	<b>West Ardsley Community Centre</b>	<ul style="list-style-type: none"> <li>• Although Kaleidoscope were awarded rental support for West Ardsley CC in 2011-12, this is reviewed annually. It is unlikely that rental support will continue for 2012-13 due to the organisation being in a healthier financial position.</li> <li>• 90% rental support awarded for 2012-13</li> </ul>	Report is currently being drafted to look into whether Kaleidoscope still fits the criteria for rental support. If their account shows they have made a profit the original decision of a stepped up rent will apply. Report will be ready for circulation to the sub committee in January 2013.	Trudie Canavan		31/01/13
	<b>Windmill Youth Club</b>	Disabled access within the building and disabled toilets are inadequate - If a wheelchair user gets out of their wheelchair, uses the stair lift up the few stairs, their wheel chair is still at the bottom of the lift.	Malcolm to examine the issues identified and report back to the committee	Malcolm Fisher		31/01/13
		Ascertain ownership of washer-Dryer Machine	Facilities Management to put a sign on machine with a deadline for end of November, if no one comes forward to claim it. It should be recycled. St Jude's, SLATE or St Vincent can be explored.	Pauline O'Connell	Facilities Management Team	30/112012

## Outer South Community Centres Sub Committee: Work Programme

Strategic Target	Facilities	Action/Issues	Comment/Progress to date	Action Owner	Contributing Officers	Due Date
Rationalisation of community facilities portfolio	Gildersome Youth Club	<ul style="list-style-type: none"> <li>• To be pursued at future Morley North Ward Member Briefing. – proposal to extend and build a meeting hall to be considered in the future – pending asset management review</li> <li>• Key holding agreed by Youth Service</li> </ul>				
	St Gabriel's Community Centre	CPM to investigate and report on current position regarding repairs at this centre.	Funding approved from Community First Fund, to be used towards decorations			31/11/2012
Pricing and Lettings Policy for South Leeds	All	Implementation of a revised Pricing & Lettings Policy for South Leeds	City Wide Review still under way, meeting scheduled for 19th November 2012. Sub groups set up to oversee a number of strands:			
			<b>1st Group : Rationalisation of existing centres</b> and looking at the 16 sites			
			<b>2nd Group: Partnership and new opportunities</b> - a visit to Huddersfield to look at remote control access to door entry and CATs			
			<b>3rd Group : Value for Money</b> - led by Steve Hulme- use /longevity of community centres			

## Outer South Community Centres Sub Committee: Work Programme

Strategic Target	Facilities	Action/Issues	Comment/Progress to date	Action Owner	Contributing Officers	Due Date
<b>Promote the facilities we have on offer to local people, businesses and organisations</b>		Develop marketing and promotional strategy for Outer South Leeds Community Centres	Jonathan distributed the final Morley Town Hall leaflet to members present. Jonathan to forward leaflet to Cllr Mulherin and Cllr Bruce for information	<b>Jonathan Sharp</b>		14/11/12



**Outer South Community Centre Backlog Maintenance  
Figures\***

Property	Survey Date	Grade	P1 Imminent	P2 Essential	P3 Desirable	P4 Long Term	Total	P1 Imminent	P2 Essential	P3 Desirable	P4 Long Term	Total
Blackburn Hall	Jul-09	B	123,150	63,400	6,700	22,000	215,250	115,264	30,493	3,044	22,545	171,345
East Ardsley Community Centre	Aug-02	B	210	6,755	25,275	1,950	34,190	271	8,725	32,647	2,519	44,162
Gildersome Youth Club	Nov-01	B	8,332	17,343	17,305	29,700	72,680	12,155	25,300	23,057	43,327	103,839
Lewisham Park Centre	Feb-00	B	6,900	16,480	11,400	20,620	55,400	7,927	9,386	18,051	23,262	58,625
Rose Lund Community Centre	Oct-02	B	730	11,380	21,552	0	33,662	0	8,178	16,854	0	25,031
St Gabriel's Community Centre	Oct-01	B	3,618	14,612	12,395	6,640	37,265	5,278	19,128	15,164	9,687	49,257
Tingley Youth and Community Centre (formerly West Ardsley Youth Centre)	Oct-01	C	2,331	41,396	23,135	9,000	75,862	2,788	48,135	16,798	13,129	80,851
Windmill Youth Centre	Jul-05	C	265	100,067	87,363	4,000	191,695	0	21,920	11,525	0	33,445

**\* This is the current list of backlog. These amounts should be treated with care as the condition surveys were done sometime ago, particularly Blackburn Hall where a fair amount of work has been done already inc boiler. There are no plans for any further work currently as there is very little funding available for capital works across the whole Council.**

Department: **Address:Blackburn Hall,Commercial Street,Rothwell,Leeds,LS26 0QE**

Order Nr	Date Request Created	Job Description	Priority	Date Authorised	Status	Contractor
115208	03-Jul-2012	Fault on a hot boiler in bar area - used for washing - electric boiler - continually over heating filling room with steam inspect and correct site contact Craig 2821459	General within 6 weeks	04-Jul-2012	4_ORDS	Property Maintenance
117360	28-Aug-2012	FAO Ewa (CS) further works to fire alarm system following service repair emergency lights £250.00 site contact 2821459	General within 3 weeks	28-Aug-2012	4_ORDS	Property Maintenance
119795	15-Oct-2012	Investigate x2 rads in change rooms, x1 leaking + x1 valve missing. Craig 2821459	General within 3 weeks	17-Oct-2012	4_ORDS	Property Maintenance
119740	15-Oct-2012	Replace missing section of wooden hand rail to disabled access at side of building..inspect and correct site contact Craig 2821459	General within 3 weeks	29-Oct-2012	P_COMP	Property Maintenance
120379	26-Oct-2012	FAO Ken Gill to replace temperature sensor as per Paul Sweeney 07891 270588- site contact Craig 2821459	General within 3 weeks	29-Oct-2012	4_ORDS	Property Maintenance

Department **Address:East Ardsley Community Centre,Main Street,East Ardsley,Leeds,WF3 2AT**

Order Nr	Date Request Created	Job Description	Priority	Date Authorised	Status	Contractor
119529	10-Oct-2012	Boiler not working, no heating or hot water, see Susan tel; 01924822796 - confirmation of call to PM 11.10am - 10.10.12	Emergency within 4hr	10-Oct-2012	4_ORDS	Property Maintenance

Department: **Address:Gildersome Youth Club,Street Lane,Gildersome,Morley,Leeds,LS27 7HR,**

Order Nr	Date Request Created	Job Description	Priority	Date Authorised	Status	Contractor
118197	17-Sep-2012	heating pipe leaking in the jelly tots room (wood round pipework, rotting),also heating pipe in the small room leaking (wood round pipework rotten) see Kelly tel; 2432791or 07718178065	General within 3 weeks	20-Sep-2012	P_COMP	Property Maintenance
119742	15-Oct-2012	water pipes in small hall leaking badly, full length of the hall, see Kelly tel; 2532791 - confirmation of call to PM 9.00am - 15.10.12	Emergency within 4hr	15-Oct-2012	4_ORDS	Property Maintenance
120104	22-Oct-2012	FAO Scott (AG) further works to fire alarm system following service repair fire alarm £140.00 site contact Kelly 07718 178065	General within 3 weeks	25-Oct-2012	4_ORDS	Property Maintenance

Department: **Address:Lewisham Park Centre,Clough Street,Morley,Leeds,LS27 8RW,**

Order Nr	Date Request Created	Job Description	Priority	Date Authorised	Status	Contractor
119605	11-Oct-2012	Faulty outside light above emergency exit - inspect and correct site contact Lynn 2520724	General within 3 weeks	24-Oct-2012	4_ORDS	Property Maintenance

Order Nr	Date Request Created	Job Description	Priority	Date Authorised	Status	Contractor
118914	27-Sep-2012	CS - Repair e/lights after service as per Jason @ PM £170	General within 3 weeks	04-Oct-2012	4_ORDS	Property Maintenance

Department: **Address: St Gabriel's Youth And Community Centre, Fall Lane, East Ardsley, Wakefield, WF3 2BE**

Order Nr	Date Request Created	Job Description	Priority	Date Authorised	Status	Approved Date	Contractor	Tot Payment
117210	22-Aug-2012	Renew 2 external small windows to toilet corridor after vandalism , currently secured - must comply with BS6262 std site contact Sue 07722 611718	General within 3 weeks	23-Aug-2012	4_ORDS	-	Herbert T Forrest (Leeds)	0.00
118973	28-Sep-2012	Carry out 17th edition electrical testing as per Mark Emmerson 07891 277408.	General within 3 weeks	04-Oct-2012	4_ORDS	-	Property Maintenance	0.00
119458	09-Oct-2012	Renew broken toilet seat female toilet no caretaker on site for access contact Middleton Park Complex 3950395. Prior to attending.	Priority 5 Days	10-Oct-2012	4_ORDS	-	Property Maintenance	0.00

Department: **Address: Tingley Youth And Community Centre, Smithy Lane, West Ardsley, Leeds, WF3 1QG**

Order Nr	Date Request Created	Job Description	Priority	Date Authorised	Status	Approved Date	Contractor	Tot Payment
119095	02-Oct-2012	AG - Repair emergency lights after service, FAO SCOTT.	General within 3 weeks	08-Oct-2012	4_ORDS	-	Property Maintenance	0.00
119210	04-Oct-2012	one of the central heating thermostats in the main sports hall not working, see Phil tel; 3951100	General within 3 weeks	11-Oct-2012	4_ORDS	-	Property Maintenance	0.00

Department: **Address: Windmill Youth Club, Marsh Street, Rothwell, LS26 OAG**

Order Nr	Date Request Created	Job Description	Priority	Date Authorised	Status	Approved Date	Contractor	Tot Payment
115446	06-Jul-2012	Replace vinyl flooring to bathroom 10' x 8' contact Glen Wilson for access 07754601619	Planned	06-Jul-2012	P_COMP	-	Property Maintenance	0.00
116180	24-Jul-2012	FAO Scott (AG) , further works to fire alarm system following service repairs to emergency lights estimate £120.00 site contact Glen Wilson 07754 601619	General within 3 weeks	25-Jul-2012	4_ORDS	-	Property Maintenance	0.00
117797	06-Sep-2012	Replace square energy bulbs to alarm room, nr. ladies toilets. Give 1 hour notice to Danny on 07921 814188 B4 going to site	General within 3 weeks	14-Sep-2012	4_ORDS	-	Property Maintenance	0.00
117800	06-Sep-2012	Repair wooden boxed in over pipes in hall, broken . Contact Danny 1 hour B4 going to site on 07921 814188	General within 3 weeks	14-Sep-2012	4_ORDS	-	Property Maintenance	0.00
119091	02-Oct-2012	Replace 2 lights in alarm storage room (4 prong type). see Glen (caretaker 07754 601619	General within 3 weeks	08-Oct-2012	4_ORDS	-	Property Maintenance	0.00
119499	10-Oct-2012	Repair hot water boiler in Kitchenette area site contact Glen Wilson 07754 601619	General within 3 weeks	12-Oct-2012	4_ORDS	-	Property Maintenance	0.00

Order Nr	Date Request Creaz	Job Description	Priority	Date Authorised	Status	Approved Date	Contractor	Tot Payment
118710	25-Sep-2012	Repair leaking radiator and check heating boiler. as per Steph Mortimer 07891 272878. see Jayne 07747 174816. - 18/10/12 Mr Beezer would like to meet engineer on site no heating and no hot water - 2531774 or 07989 474975	General within 3 weeks	03-Oct-2012	P_COMP	-	Property Maintenance	0.00
118750	26-Sep-2012	roof leak from a vent above disabled toilet. see Mr Beever tel; 2531774-07989474975	General within 3 weeks	03-Oct-2012	4_ORDS	-	C P Thornton	0.00

Department: **Address: Peel Street Youth Club**

None outstanding

# Morley Town Hall Briefing

## Work Programme Supplementary



### 1. Roofing issues – service disruption

Areas that were affected by the theft of lead on 2 separate occasions at Morley were:

- a chimney breast wall in housing through to DST – no service areas affected as it was dealt with asap and no complaints were forwarded through to me.
- the IT Suite – dealt with asap by CPM and contractor to minimise damage and prevent leak exelling through the ceiling.
- The court room – main area of concern. FM staff provided interim precautions over the weekend and then CPM and contractors set to work to prevent further leaks. Tarpaulin was put on to prevent leaking and then CPM staff actually went up again and weighted it down to prevent further exposure as this had not been done by the contractor.

### 2 a) Boiler Issues

#### Consideration of users surrounding Morley Town Hall Boiler Servicing

1. Firstly, this was replacement and not servicing and this was due to follow on from the initial planned maintenance for the windows and roof programme. The initial date set for completion of those was the 8/6/12. This overran and was completed on 3/8/12 with the scaffolding removed on 6/8/12.
2. A price was received from Property Maintenance in mid-July for the replacement of the boilers, but under CDM Regulations the works couldn't commence until the principal contractors from the first project had left site. As stated above the project overran.
3. On 21/8/12 the Chief Officer gave approval for the works on the boiler and the order was raised on the 24/8/12 for Property Maintenance to do the works.
4. A start date was then awaited from Property Maintenance although the order was received by them w/c 27/8/12. Property Mtce did try get one of the old boilers to work but it failed completely.
5. Property Maintenance did not submit a program of works for the replacement boilers through to CPM and hence they did not have the information to pass to Carl Sawyer.

#### Users not being informed of an apparent problem with the boilers and lack of heating

1. Issues raised from an FM point of view with Property Maintenance during week commencing 17.9.12 through helpline by Morley TH staff. This was then escalated by complaints from clients on 21.9.12 and Property Maintenance provided the 2 bar free standing heaters in error.
2. I had the free standing heaters removed on 24.9.12 as they were a fire risk. As they were removed myself and Gerry Batty went round explaining why they were being removed and the plans to provide alternative sources of heating. The oil filled radiators were to be delivered on 25.9.12 to replace the five free standing ones. We would then need to carry out further building tests before providing any further additional heating as we were conscious of the capacity before the electrical systems would become overloaded.

3. Electricians attended site on 25.9.12 to do tests and then provided further heating that day. 10 additional radiators were provided and that took us up to capacity. Mark Hudson attended site on the afternoon of 25.9.12 and personally went round with me to every user and took temperature readings in offices and also spoke to staff and answered any questions staff had. All offices were of a comfortable temperature and staff seemed happy with explanations given.
4. I then liaised with staff on a daily basis to update on any developments.
5. The boilers were delivered on to site on Monday 1/10/12 after several attempts as temp road closure notices had to be sought and also the boilers had to be craned in due to the weight and the size. They were then put together by the manufacturers and Property Maintenance then set to work on the commissioning of one of the boilers. This was eventually up and running by 14.00pm on Friday 12.10.12 following intervention from Les Reed who became involved on the 8/10/12

### **Lessons learned**

1. An issue that has been highlighted is the lack of information sharing between Property Maintenance and CPM and that PM did not submit a plan of works through to CPM (P Sweeney and T Orrah) for them to then submit through to the DPM. CPM have now put measures in place and are now going to be more vigilant with chasing for schedule of works and also requesting revised submissions should project deviate from the original plans in future.
2. CPM have stated that the ideal time to replace boilers is May when the heating goes off, but unfortunately as the boilers weren't working and the progression of the backlog maintenance project prevented it being done to the timescales hoped. CPM will give further consideration to planning of these projects in the future.
3. FM endeavoured to keep staff as updated as possible and feel that this was done to a satisfactory level although any recommendations where justified would be taken and acted upon where necessary.
4. It shouldn't take the intervention of Heads of Service to get people to realise there's a serious issue and to get people to react. CPM have recognised that there communication channels need to improve.

### **Relevant Information**

#### **Current situation is as follows:**

Although there was a hiccup earlier this week the boiler is working ok now. The boiler that is up and running is working on a temporary flue that will be replaced by a permanent flue on 1/11/12. Then Property Maintenance will attend and do the necessary works required to complete. The second boiler is built but has not yet been commissioned by Property Maintenance. The permanent pipe works will be installed and then work will commence to replace a temporary flue (as with the first boiler) with a permanent one. There has been no specified date for the works on the second boiler given yet.

## TERMS OF REFERENCE

### Name of Group: The Point Steering Group

#### Aim:

Oversee the development of a high quality learning offer with progression to employment opportunities

#### Key Objectives:

- Development of a strategy and implementation of an action plan for developing and promoting the learning opportunities being offered within the centre
- Development of a strategy and implementation of an action plan for the promotion of the centre as a recruitment hub for Employers
- Development of a strategy to identify and engage under represented groups from the local community
- Development of progression routes into and out of the learning centre
- Development of effective relationships and communication channels between stakeholders

#### Membership:

Councillor Kim Groves, Employment and Skills lead, Leeds City Council  
Alison Niven, Retail Operations Director, North, Scotland and London, Land Securities  
Alice Winter, Head of Employment Leeds, Leeds City Council  
Jane Hopkins, Head of Employment and Skills, Leeds City Council  
Gary Milner, Head of 14-19 Strategy and Services, Leeds City Council  
Ann Marie Spry, Vice Principal - Adult, Community & Higher Education, Leeds City College  
Alison France, Employer and Partnership Manager, Jobcentre Plus

#### Meeting Arrangements:

**Chair:** Councillor Kim Groves

**Frequency:** Quarterly

**Servicing arrangements:** Leeds City Council

**Accountability:** Leeds City Council

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## **Minutes of South East Leeds Health and Wellbeing Partnership 4<sup>th</sup> October 2012**

### **Attendees:**

Shaid Mahmood (Chair) – Localities and Partnerships  
Bash Uppal – LCC Adult Social Care/NHS Leeds  
Pat McGeever – VCFS rep  
Cllr Paul Truswell – Inner South Elected Member Health Champion  
Emma Stewart – LINK  
Janette Munton – Public Health

### **Attendees Commissioning Session:**

Heather Thomson – NHS Leeds Commissioning  
Emma Strachan – NHS Leeds Commissioning  
Janice Burberry – NHS Leeds Children's Commissioning  
Michelle Atkinson and Jennifer Cooper – LCC ASC commissioning

### **Attendees Providers session:**

Susie Brown – Ministry of Food  
Carol Weir – LCHC – weight mgt service  
Alyson Bertram – LCC leisure services  
Alex Hammond – LCHC – healthy living advisors  
Hanif Malik – Hamara  
Pat McGeever – Healthforall  
Antony Stringwell – Parks

### **Task group attendees:**

Elaine Rey – LCC Policy Unit  
Lisa Lennon – LCC Intelligence & Improvement Unit  
Sam Coupland – LCC Leisure services  
Joanne Davis – Health Improvement Specialist  
Jo Loft – LCC Adult Social Care – Health Improvement Officer

### **1. Welcome, introductions and apologies**

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

### **Apologies:**

Dave Mitchell, Sue Gamblen, Tom Smith, Barbara Temple, Bridget Emery, Julie Bootle, Gerry Shevlin, Cllrs Varley and Lewis, LCHC & LYPFT.

### **2. Minutes of meeting held on 31 May 2012**

Agreed as an accurate record.

### **3. Matters arising – none outstanding**

#### **4. Obesity Review 2 – 3 discussion with commissioners**

Shaid opened the meeting and reiterated the aims of the Obesity review in inner south and introduced the format and process for the meeting.

Elaine and Lisa gave a short presentation outlining why the review had changed from Obesity to unhealthy weight, progress so far and some initial observations for discussion.

**Action:** A copy of the presentation was agreed to be circulated to attendees.

Janice Burberry clarified that there is clear Leadership in relation to Children's obesity, with a City wide Children's Obesity Strategy in place and a management board in place who manage the action plan. There may be a gap regarding similar structures/strategy for adult obesity.

Query about the statement that there is low level support in place and +27 BMI services and seems to be a gap in the middle – we need to be clear about what the definitions of levels are so that we can map services to this and see if there are any gaps. Also, commissioned services need to know what level they fall into.

Possible issue about the transition between ages 16 – 20 for disabled people.

New Active Sports Officers in place in localities.

#### **JB presentation**

- City wide strategy in place for Children.
- A children's obesity management board is in place who manage the children's obesity action plan.
- Commissioning is done on a city wide basis.
- The VCFS are commissioned to reach parts of the community that are hard to reach.
- 16 interventions are in place some of these include:
  - national child measurement programme - broken down into cluster analysis.
  - Watch It service.
  - HENRY linked into children centres.
  - Commission VCFS to deliver the Active for Life programme (8000 children), also football, dancing DAZL, skate parks etc.
  - Change 4 Life programme – Health for All. Need to look at outcomes. Capacity to take on more families.

#### ***Suggestions for improvement***

- Could do more to raise awareness of care management pathways.
- Currently no rep from local H&W Partnerships on the Children's Obesity Board, could strengthen links.
- Could do targeted sessions with GPs and nurses in order to raise awareness of pathways available. This has already been done in some areas.
- More work with VCFS as they know communities.

Demonstration sites – evaluation completed.

#### **Heather Thomson presentation**

Confirmed Challenges in adult weight management:

- Lack of national guidance.

- No national targets in place.
- Lack of city wide obesity strategy.
- Prevention budget dwarfed by treatment costs.

**Commissioning:**

- Weight management service for adults
- Healthy lifestyles service
- Bodyline referrals
- 3<sup>rd</sup> sector commissioning – ministry of food, cook and eat courses
- Bariatric surgery
- Health Trainers
- Leeds Lets Change

Commissioning targeted at areas of deprivation.

**Weight management service:**

City wide aimed at people with a BMI over 30 or 28 with co-morbidities (average BMI is 43).

**Outcomes:**

- focus on recorded weight loss and long term maintenance of weight loss.
- Target to achieve 60% of patients achieving a minimum of 3% weight loss over max 12 contacts.
- At least 60% of completers maintained a weight loss of at least 3% of their presenting weight 6 months following completion of an intervention.
- The outcome measure is that 47% of people achieve their target.

Following consultation and review, new name 'Weigh Ahead'. Changes to service include:

- All patients offered 1 2 1 appointment.
- Inclusion of behavioural therapy

Starting to collect data at MSOA level.

**Emma Strachan presentation:**

Bodyline – available through GP practices and specialist healthy living service. Entitles patients to access unlimited off peak leisure provision at any LCC leisure centre for £5. Approx. 75% of South East GP practices to be on board by end Oct.

Ministry of Food – not commissioned to achieve weight loss and now do a 12 month follow up.

Health for All commissioned to run cooking courses in Inner South.

All cooking work is evaluated which includes fruit & vegetable consumption, unhealthy snacks consumption, salt consumption and confidence to cook.

New Obesity NICE guidance available from Nov 2012 – focus on working with local communities.

Public Health outcomes framework.

Question was asked about feedback processes following referrals – weight management feedback now through system1. Leeds Lets Change provide quarterly

feedback to GPs on activity, advice, numbers accessing the service etc. The data goes to the Leeds Lets Change Champion in the practice, it is difficult to say how they use this information. There has been a phased approach to Bodyline, wider marketing to be completed.

3<sup>rd</sup> sector monitoring forms have been revamped – copy to be provided.

Leeds Lets Change website will include the 3<sup>rd</sup> sector in the future.

***HT and ES Suggestions for improvement:***

- Better understanding of obesity prevalence – better data.
- Develop local targets.
- Develop city wide strategy for adults like the children's strategy including prevention and treatment.
- Increase capacity of services particularly in BMI 25 – 30 range.
- Look at how we reframe the healthy lifestyles pathways for those accessing services like Ministry of Food.
- Cultural Change – how do we influence this.

**Michelle and Jenny Cooper presentation:**

Neighbourhood Networks are jointly commissioned by the council and health. Outcomes focused service specification.

Promoting healthy eating, exercise in a way that people who attend the networks want. Has one monitoring systems which is shared with partners.

A small number of neighbourhood networks are starting to look at providing some services traditionally provided by ASC. This is done within the context of shrinking budgets. Services based around the individual, they know local community, people and organisations in the community. Can also refer to other services. Have local volunteers. Neighbourhood networks provide services based on what local older people want.

Elaine outlined next steps which were outlined on the slides.

Shaïd thanked all for their contributions and partnership moved to meeting with Providers.

**5. Obesity review 3 – 4 provider services discussion**

Round table introductions were made.

Shaïd outlined what is expected of the meeting and gave a brief overview of the discussions in the commissioner session.

Elaine and Lisa gave a short presentation outlining why the review had changed from Obesity to unhealthy weight, progress so far and some initial observations for discussion. It was noted that there is good data for children's but lack in adults. It's clear that joint working is key.

**Action:** A copy of the presentation was agreed to be circulated to attendees.

Bash referred to the providers summary. Noted gap on health trainer information and Parks.

**Action: Bash** to update.

Pat questioned capacity in 3<sup>rd</sup> sector and confirmed there is a willingness to create more places funding permitting.

The question of costs was raised and acknowledged that this was missing from picture. General view was that focus needs to be on outcomes rather than cost. Also acknowledged difficult to do comparison across providers given contracts varied from small (15k) to very large amounts of funding (250k).

Some concern was expressed over future commissioning when public health move into the Council.

The group talked about the need for prioritisation. No clear pathway. Interventions were classed by commissioners as levels/ tiers of 1,2 or 3 provision. The tiers were not understood by the partnership or some of the providers.

Cllr Truswell questioned how far do commissioners measure impact and share good practice – what is seen as good practice? Need to transfer resources to the ground for practical action – less administration.

**Action: Carol** agreed to provide definitions.

Feedback on suggestions for improvement made by providers included:

- focus needs to be on prevention and improving referrals e.g. ministry of food piloted free places with GPs but only 8 received.
- need for collaboration across sectors and within the third sector, would need someone to facilitate this. The silo approach to commissioning has led to competitive environment.
- need to change perceptions by some professionals of the 3<sup>rd</sup> sector role which is to add value.
- contracts need to allow flexibility for 3<sup>rd</sup> sector to demonstrate added value at ground level, contracts have become too prescriptive and allow less opportunity for discussion and debate in terms of what might work on the ground.
- need meetings between commissioners and providers not just contract managers.
- need for clarity on what constitutes best practice.
- commissioning need to link to local need and what works on the ground.
- need for a shared vision.

Carol shared changes they made of opening up weight management services to self referral as existing approach linked to BMI alone doesn't work.

Janette confirmed measures were designed jointly with 3<sup>rd</sup> sector to help strengthen their position.

A request was made by Alyson who informed group of leisure services plans to reopen Middleton sports centre and want to engage with 3<sup>rd</sup> sector to define needs and barriers. Also looking at Birmingham model of low cost/no cost to increase use of facilities.

Ruth highlighted that more money now in obesity as a result of GP engagement e.g. Leeds Lets Change 500k.

Overall view was adult unhealthy weight commissioning not linked sufficiently to needs in localities. Pathways not clear what is in place. Lack of evidence of what works. View that need a long term vision. Good time to connect to Olympics. Need for more joined up approach outlining full range of need with clear leadership and champions.

**Action:** All providers and commissioners that attended to be sent copy of slides and next steps.

All thanked for contributions.

## **5. Any other business**


### **Commissioning obesity services in a reformed NHS conference 30<sup>th</sup> October in London**

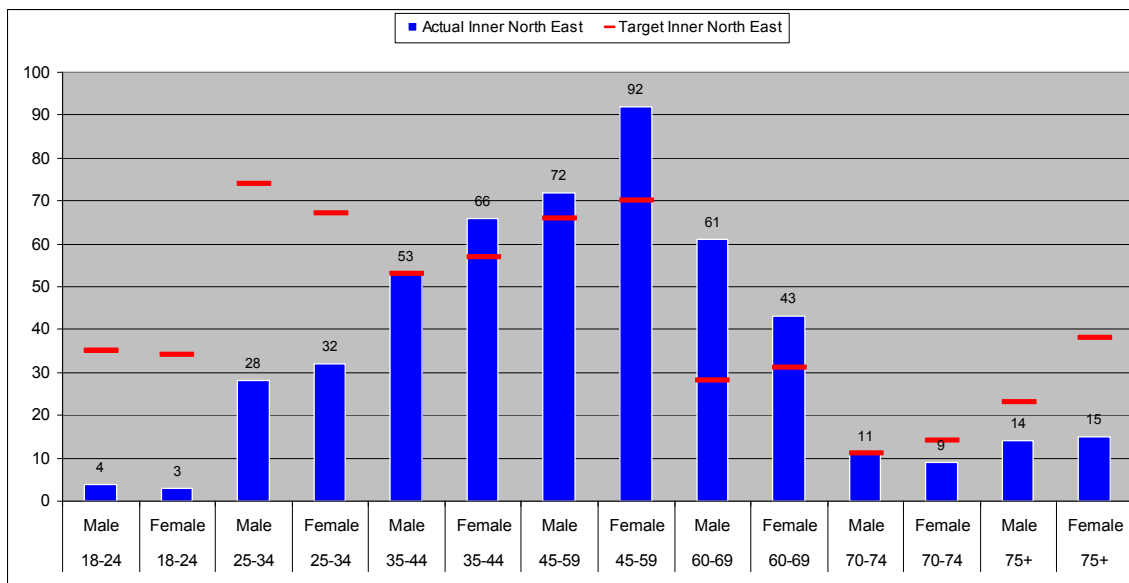
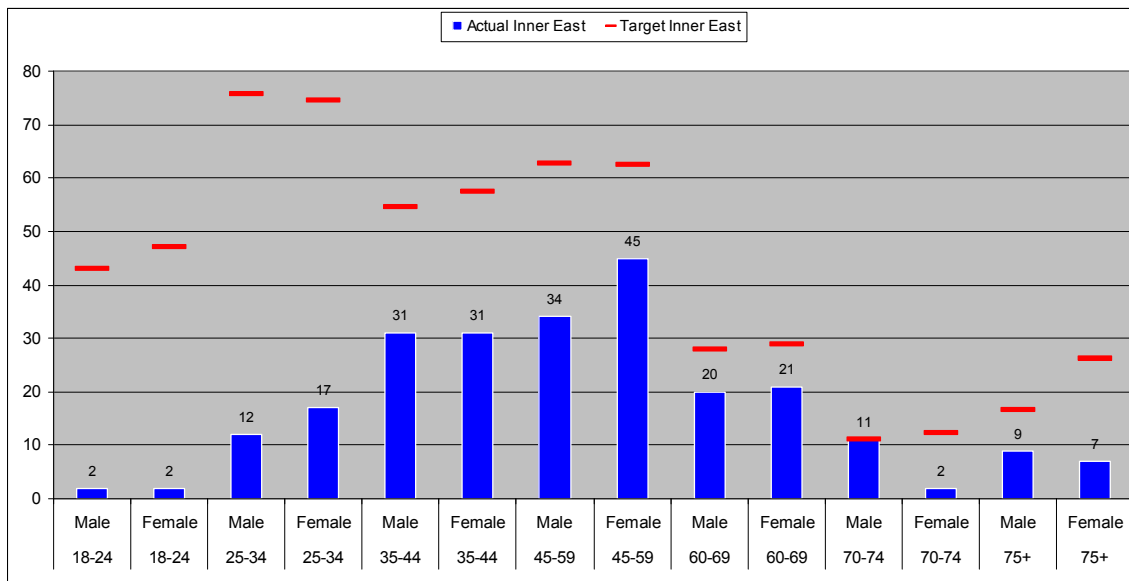
Need to get back to Bash if interested in attending.

## **6. Date and time of next meeting**

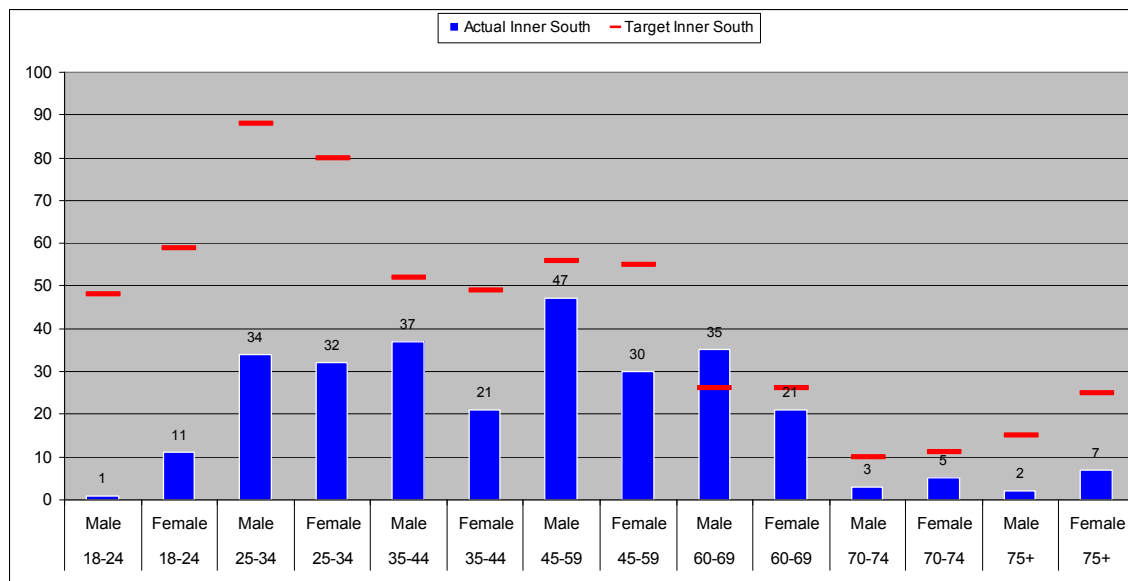
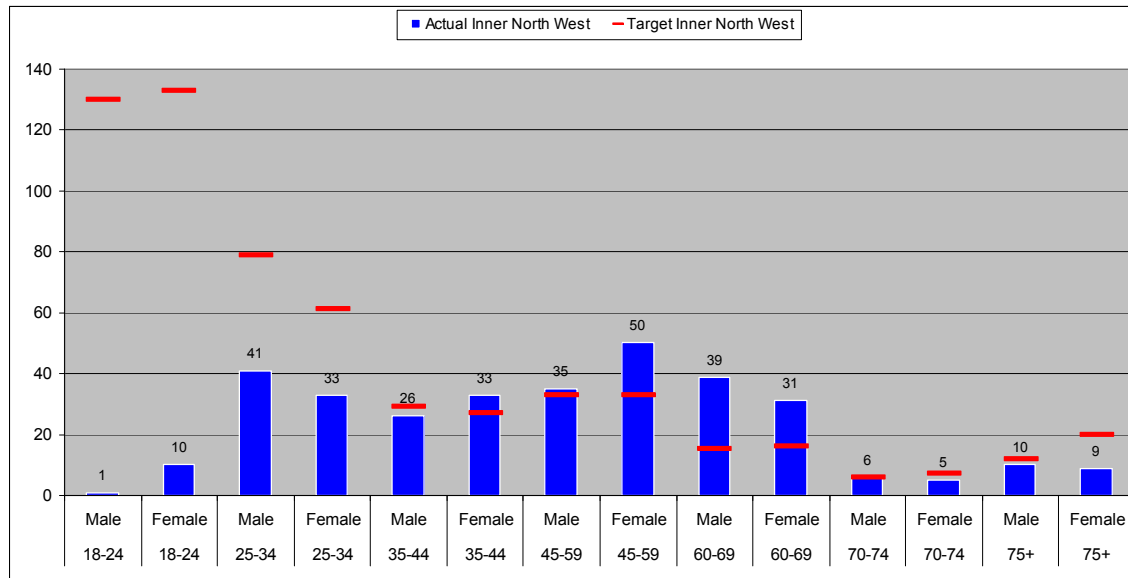
29<sup>th</sup> November 2012 at 2 – 4 Civic Hall

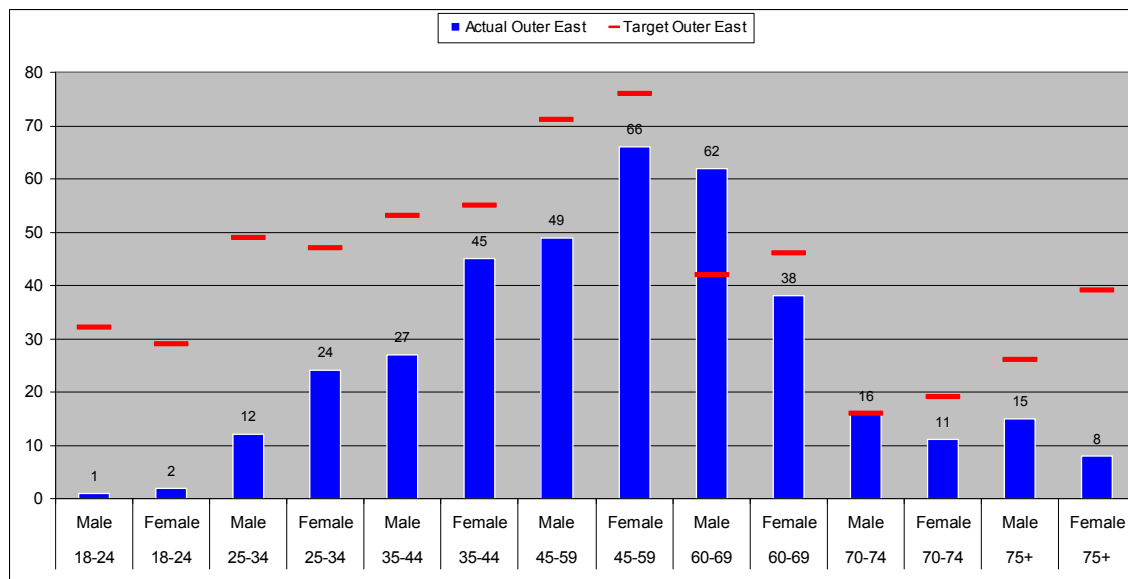
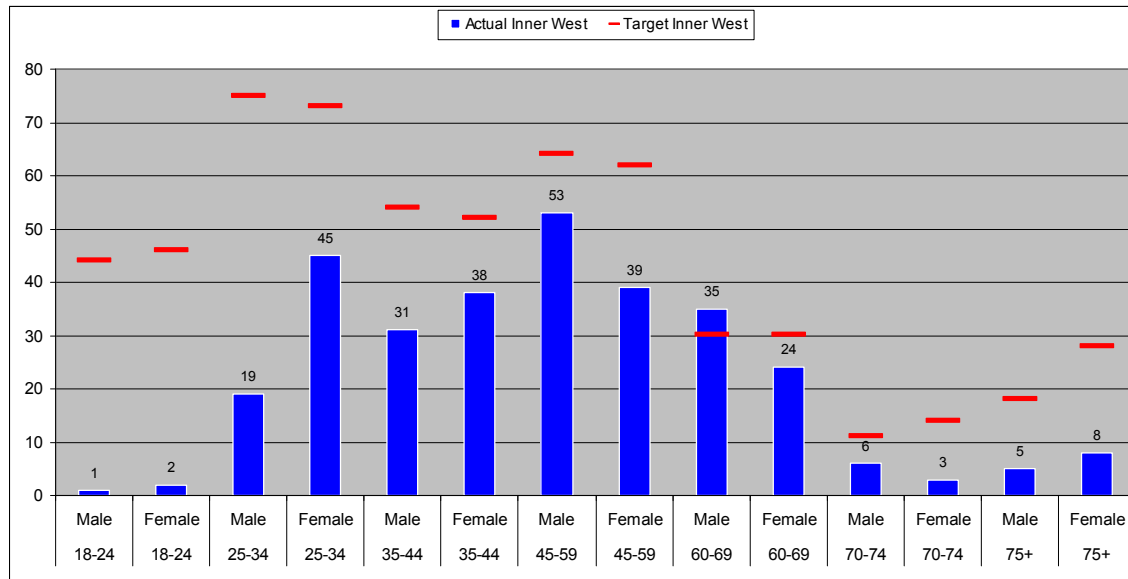
**Leeds Citizens Panel  
Membership Summary** (correct as of 1 November 2012)

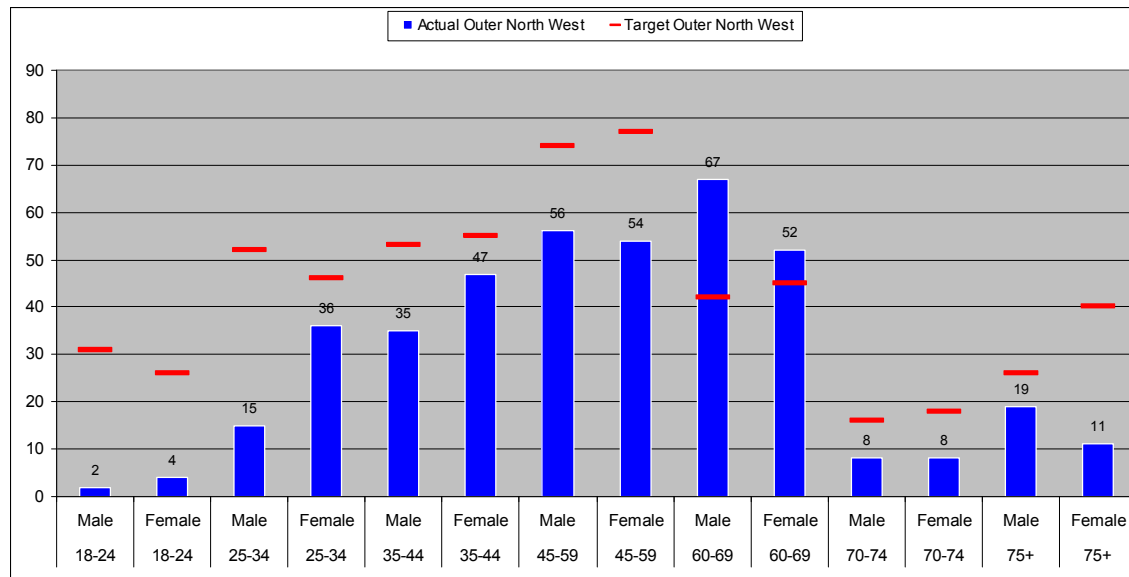
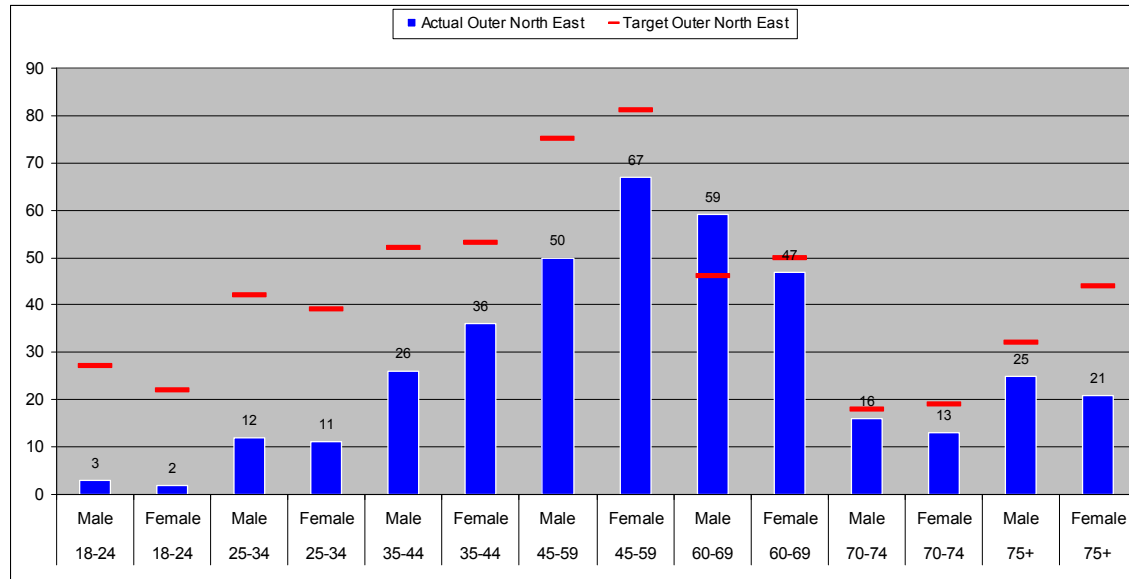
<b>Quick Summary</b> 				
		Count	% of Total Target	
Total Recorded:		<b>3919</b>	65.3%	No. of Emails: 3126 (79.8%)
		<b>Total</b>	<b>Target</b>	<b>% of Target</b>
Age Groups:	18-24	68	912	7.5%
	25-34	542	1262	42.9%
	35-44	763	1036	73.7%
	45-59	1144	1301	87.9%
	60-69	842	680	123.8%
	70-74	175	272	64.4%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

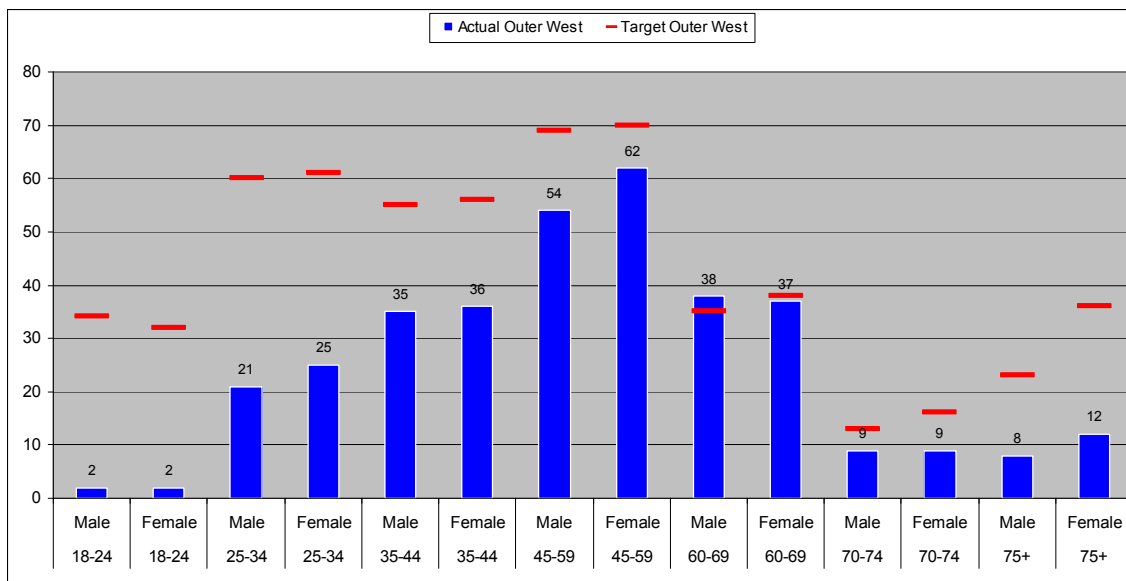
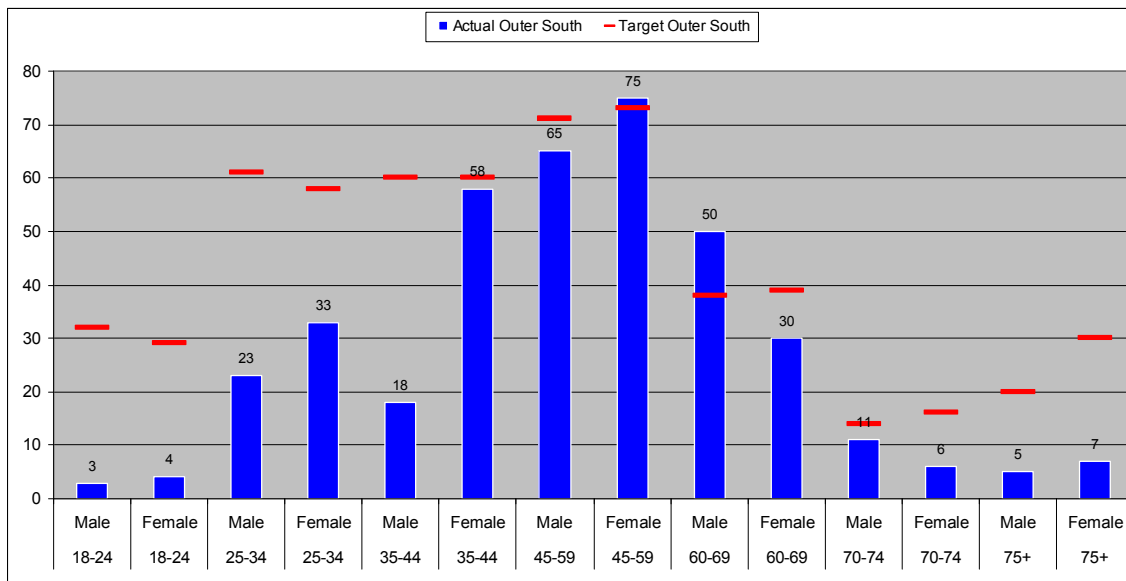












**Report of Assistant Chief Executive (Planning, Policy and Improvement)**

**Report to: South Leeds (Outer) Area Committee**

**Date: Monday 3<sup>rd</sup> December 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 capital and revenue funding for consideration and approval.
4. Details of revenue projects agreed to date (Appendix 1).
5. Details of capital projects agreed to date (Appendix 2).
6. A summary of the revenue for 2011/12 and 2012/13 already approved and linked to the priorities and actions in the Area Committee Business Plan.
7. 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. Consider the project proposals detailed in 4.0
- f. 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 2012/13 already approved and linked to the priorities and outcomes in the Area Committee Business Plan.
- 1.5 Details of capital and revenue funding for consideration and approval.
- 1.4 Details of revenue projects agreed to date (Appendix 1).
- 1.5 Details of capital projects agreed to date (Appendix 2).
- 1.6 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 **£49,178.68**. The remaining balance is divided between the four wards in the Outer South Area: Ardsley & Robin Hood; Morley North; Morley South; Rothwell and is shown in **Table 2** below.

Table 1		2011/12	2012/13
<b>INCOME</b>	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	
	<b>TOTAL</b>	<b>£217,735.53</b>	<b>£237,269.62</b>
<b>RING FENCED AMOUNTS</b>			
	Allocated Funding Carried forward from 2010-11	£245.00	£0.00
	Allocated Funding Carried forward from 2011-12	£22,566.63	(£27,036.90)
<b>ADP Theme Project</b>		<b>2011/12</b>	<b>2012/13</b>
<b>Sustainable Economy and Culture</b>		<b>£55,176.05</b>	<b>£36,010.25</b>
	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	£7,500.00
	Christmas trees and decorations	£10,890.00	£11,555.00
	Ardsley & Robin Hood: Copley Lane Christmas Lights	£0.00	£955.25
<b>Safer And Stronger Communities</b>		<b>£74,651.49</b>	<b>£72,043.79</b>
	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
	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
<b>Health and Well Being</b>		<b>£33,000.00</b>	<b>£33,000.00</b>
	Garden Maintenance Scheme (Year 3 of 3)	£33,000.00	£33,000.00
<b>Children and Families</b>		<b>£23,750.00</b>	<b>£20,000.00</b>
	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
	Balance Remaining	<b>£53,479.62</b>	<b>£49,178.68</b>
<b>TOTAL</b>		<b>£186,822.54</b>	<b>£188,090.94</b>

Table 2	Ardsley & Robin Hood	Morley North	Morley South	Rothwell
Balance Remaining	£11,834.13	£11,834.13	£11,834.13	£11,834.13
Ring fenced for Ardsley and Robin Hood	£1,842.15			
<b>Balance per ward</b>	<b>£13,676.28</b>	<b>£11,834.13</b>	<b>£11,834.13</b>	<b>£11,834.13</b>
Ardsley & Robin Hood Christmas provision: Copley Lane	£2,797.40			
<b>Total spend</b>	<b>£2,797.40</b>	-	-	-
<b>Total remaining balance per ward</b>	<b>£10,878.88</b>	<b>£11,834.13</b>	<b>£11,834.13</b>	<b>£11,834.13</b>

### 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 £6,544.57.

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

	<b>Ardsley and Robin Hood</b>	<b>Morley North</b>	<b>Morley South</b>	<b>Rothwell</b>
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
<b>New Balance</b>	<b>£878.80</b>	<b>£4,139.90</b>	<b>£1,525.80</b>	<b>£0.07</b>

### 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 Members are asked to consider the following projects:-

4.5.1 **Project Title:** Alleygates – Tingley Crescent  
**Name of Group or Organisation:** Safer Leeds – Community Safety  
**Total Project Cost:** £4086.80 capital  
**Additional funding:** £140.00 capital  
**Ward Covered:** Morley South

**Project Summary:** The proposal to install gates at either end of Tingley Crescent was put forward on 18<sup>th</sup> May 2012 meeting and funding of £4,086.80 was approved. Additional funding is being requested in order that the gates can be fitted with self closing pistons.

**Area Committee/Area Business Plan Key Themes and Action Plan Priorities:**  
This proposal supports the Area Committee priority: 'reduce crime and the fear of crime' by 'investing in physical measures to help reduce crime and anti social behaviour'.

Area Support Team recommend to Members to approve this revised proposal.



#### 4.5.2 **Project Title:** Community Heroes Event

**Name of Group or Organisation:** South East Area Support Team

**Amount funding:** £1,000 revenue

**Wards Covered:** Ardsley & Robin Hood, Morley North, Morley South and Rothwell

**Project summary:** As part of the Outer South Area Committee's Community Engagement work, the PNW is proposing to organise an event for all of the Outer South Tenants and Residents Associations. The event would take place on Monday 11 March 2013 and would focus on achievements of volunteers within the residents associations and celebrate their commitment to improving their neighbourhoods. Partners who have a role to play in providing information and supporting community groups will be invited to attend and support the event.

**Area Committee/Area Business Plan Key Themes and Action Plan Priorities:** the project supports the Outer South Area Committee's Community engagement work.

Area Support Team recommend to Members to approve this revised proposal.

### 5.0 **Small Grants Update**

#### 5.1 Oulton and Woodlesford Neighbourhood Plan

5.1.1 A Small Grant Application for £250.00 has been received from the Oulton Society. The funds would be used to produce a Neighbourhood Plan for Oulton & Woodlesford and are required for initial start up to provide maps, stationery, printing materials and hire of halls for community events and meetings.

5.1.2 Neighbourhood Planning is one of the five key measures in the Localism Act and specifically relates to the production of neighbourhood plans, Neighbourhood Development Orders and Community Right to Build Orders.

5.1.3 The application from Oulton and Woodlesford for a small grant is the first of this nature and, given that funding for this type of project has not been identified, Members are asked to consider this application and agree a process for progressing future applications.

### 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. Consider the project proposals detailed in 4.0
  - f. Note the Small Grants situation in 5.0

### **Background Documents<sup>1</sup>**

There are no background documents associated with this paper.

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

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		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	
Rothwell NPT speeding		£1,385.58
Morley NPT (OS-11-11 (5)	£2,996.85	
NIP: Asquith & Ingles	£454.12	£985.00
NIP: Springbank & Moorlands	£1,028.00	£934.00
Ringfenced to Ardsley and Robin Hood	£1,842.15	
Morley Stroke Cricket Club - Money Back		-£57.50
<b>TOTAL</b>	<b>£10,825.82</b>	<b>£16,211.08</b>

Project	Delivery Organisation	2012/2013 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance	
<b>Projects rolled forward from 2011/12</b>		<b>£27,036.90</b>	<b>£16,211.08</b>	£10,825.82	£0.00	
<b>Skips Budget To provide skips for community use.</b>	South East Area Management	£2,000.00	£1,070.00	£270.00	£660.00	Community groups undertake clean-ups. Improved streetscene in local neighbourhoods. Increased community pride.
<b>Small Grants Fund a fund for small scale community based projects meeting Area Delivery Plan priorities.</b>	South East Area Management	£5,000.00	£2,500.00	£0.00	£2,500.00	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.
<b>Communications budget to enable effective communication and consultation on Area Committee issues.</b>	South East Area Management	£1,000.00	£126.00	£0.00	£874.00	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.

**Outer South Wellbeing Budget  
2012 - 2013**

Project	Delivery Organisation	2012/2013 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance	
<b>Activities for Children and Young People</b>	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.
<b>Priority Neighbourhood Worker</b>	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.
<b>Site Based Gardeners</b>	Parks and Countryside	£34,937.41		£34,937.41	£0.00	3 full time Gardeners for 1/2 year. Crime reduction. Reducing fear of crime. Increasing voluntary and community engagement. Cleaner safer public green spaces.
<b>Morley Literature Festival 2012</b>	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.
<b>Rothwell 600 Celebrations</b>	Rothwell 600 Committee	£7,500.00	£4,000.00	£3,000.00	£500.00	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.
<b>Garden Maintenance Scheme Morley Elderly Action</b>	Morley Elderly Action	£33,000.00	£0.00	£33,000.00	£0.00	100 gardens visited over the course of the year. Environmental improvements. People being helped to maintain their homes. Community Safety benefits.
<b>Off Road bikes</b>	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.
<b>No Cold Callers</b>	South Leeds Area Management	£2,400.00	£0.00		£2,400.00	Raising awareness in local community and reduce incidents of nuisance calls

Project	Delivery Organisation	2012/2013 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance	
Victims Fund	Victims Support	£1,000.00	£0.00	£1,000.00	£0.00	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 2012 trees and decorations	Leeds Lights	£11,555.00	£0.00		£11,555.00	Develop community pride through festive activities and provide an attractive town centre that increases footfall and supports businesses.
Alleygates, Tingley Crescent:	Leeds Community Safety	£1,340.00	£618.12	£721.88	£0.00	Reduction of crime within area, providing a sense of security for residents
Copley Lane Christmas Lights (Ardsley and Robin Hood)	Leeds Lights	£955.25			£955.25	Develop community pride through festive activities and provide an attractive town centre that increases footfall and supports businesses.
<b>TOTAL</b>	<b>Projects agreed</b>	<b>£188,090.94</b>	<b>£24,525.20</b>	<b>£83,755.11</b>	<b>£79,810.63</b>	
	<b>Balance</b>				<b>£49,178.68</b>	

Remaining balance split between four wards : November 2012



2004 - 2012 Capital Budget

Appendix 2

Ardsley & Robin Hood Project Name	Delivery Organisation	Projected Capital Cost	Actual Spend	Outcomes	Status
Sports Facility Development The development of a home ground site with training facilities and a club house for Tingley Athletic Junior Football Club Approval date: 25/04/2005	Tingley Athletic Football Club	£ 20,000.00	£ 20,000.00	Clearance of the existing site Levelling and drainage of the site. Provision of a new access point with car parking facilities. Build of a new clubhouse with changing facilities and multi purpose room. More people in the area benefiting from local sports facilities.	Complete
West Ardsley Community Centre Improvements Repairs to bring community centre back into active use Approval date: 11/07/2005	City Development/ Neighbourhoods & Housing	£ 16,564.00	£ 16,564.00	Restore outside lighting. Replace existing handrails. Additional fencing. Roller shutter door. Replace gutter and fall pipes. Connect gas supply to centre. Maintenance works to gents toilets. After school and youth provision provided in the area. More young people engaged in diversionary activities. A base for community groups to hold activities in the area.	Complete
Litterbins Ardsley & Robin Hood 2005/2006 Additional litterbins for areas identified as being problematic for litter. Approval date: 12/12/2005	Environmental Services	£ 2,900.00	£ 2,900.00	17 Dual compartment, free standing litter bins. A reduction in the amount of litter in the area. Improvements to the environment.	Complete
East Ardsley Community Centre Fence Security measures taken around the East Ardsley Community Centre which has been a hotspot for ASB Approval date: 12/12/2005 (£13,193)	City Development	£ 12,300.00	£ 12,300.00	A security fence to be installed around the Centre. Lighting to be installed on the exterior of the centre. Planning permission to be obtained from City Services. A reduction in the amount of vandalism the centre was experiencing.	Complete
Westerton Road Allotments Fencing To erect steel fencing around the back of Westerton Road Allotments. Approval date: 06/11/2006	Parks & Countryside	£ 10,071.75	£ 10,071.75	A steel security fence. Reduction in vandalism, and anti social behaviour.	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
Tingley Athletic Junior Football Club – Car Park Provision To continue development of Tingley Junior Athletic FC by supporting the installation of a car park surface on the overflow car park. Approval date: 25/02/2005	Tingley Junior Athletic Football Club	£ 12,000.00	£ 12,000.00	New Overflow car park for users of Tingley FC. Supporting community groups to improve local environment and involving more young people in activities.	Complete

2004 - 2012 Capital Budget

Appendix 2

Ardsley & Robin Hood Project Name	Delivery Organisation	Projected Capital Cost	Actual Spend	Outcomes	Status
Smithy Lane Recreation Ground To develop play facilities at this Parks and Countryside owned recreational ground. Approval date: 09/02/2009	Parks and Countryside	£ 35,000.00	£ 35,000.00	New play facilities. Tenants and Residents Group supported in delivering a project requested from community consultation. Improvement to the environments. Reduction in ASB. Increased facilities for children and young people.	Complete
Smithy Lane Recreation Ground Youth Equipment To purchase and install a 'Nexus' play unit Approved date: 30/11/09	Parks and Countryside	£ 8,000.00	£ 8,000.00		Complete
Improved Drainage to Public Footpath Number 20 Rothwell at Oakley underpass Installation of a gully to prevent a key public right of way being flooded. Approval date: 14/04/2008	Parks and Countryside	£ 1,717.19	£ 1,717.19	Improved footpath. Improvement to the environment. Supporting local residents association to improve local environment.	Complete
Lofthouse Cemetery Erect a new metal fence and a gate Approval date: 15/03/10	Parks and Countryside	£ 5,500.00	£ 5,500.00	Reduce ASB and vandalism, improve security and visual impact.	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
Litterbins 2010/2010 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
Robin Hood Athletic FC - new changing facilities New changing facilities at local club Approval date: 18/10/10	Robin Hood Athletic FC	£ 5,000.00	£ 5,000.00	Local community facility improved to provide high quality activities for children and young people.	ongoing
East Ardsley Recreation Ground Footpath Improvements Improve footpath at the recreation group Approval date: 14/03/11	Parks and Countryside	£ 5,000.00	£ -	Increased access to leisure facilities for local residents.	ongoing
Proposed Zebra Crossing, Robin Hood Installation of a Zebra Crossing on Leadwell Lane/Westfield Road Approval date: 14/03/11	Highways	£ 20,000.00	£ -	Increased safety for pedestrians crossing Leadwell Lane and Westfield Road in Robin Hood	ongoing
Improved Access, East and West Ardsley Allotment Association To allow the community group to build a hard standing drive for deliveries to their shop. Approval date: 14/03/11	Parks and Countryside	£ 1,300.00	£ 1,300.00	Increased sustainability for this group as they are able to sell produce and supplies with the profits going back into the association.	Complete

2004 - 2012 Capital Budget

Appendix 2

Ardsley & Robin Hood Project Name	Delivery Organisation	Projected Capital Cost	Actual Spend	Outcomes	Status
Rothwell NPT Pro Laser Device To purchase a pro laser speeding device Approval date:	Rothwell NPT	£ 1,750.00	£ -	Reduction in speeding and road traffic collisions in Rothwell NPT area.	ongoing
Northfield Place Fencing Installation of new fencing Approval date:	Aire Valley Homes	£ 560.00	£ -	Reduction in fear of crime as footfall is diverted away for vulnerable residents gardens and homes.	ongoing
Ramsgate Crescent additional parking Approval date:	Parks and Countryside	£ 3,323.31	£ -	Increased use of a community facility. Improved physical appearance of a priority neighbourhood.	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
Smithy Lane Rec Goal Posts Purchase 5 a side goal ends for the park. Approval date: 17/10/11	Parks and Countryside	£ 750.00	£ -	Encourage use of the park, enhance the environment and safeguard children and properties by deterring children from playing close to the properties.	ongoing
<b>Ardsley &amp; Robin Hood Total</b>		<b>£ 169,873.20</b>	<b>£ 135,289.89</b>		

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All Morley Projects	Delivery Organisation	Projected Capital Cost	Actual Spend	Outcomes	Status
Morley Community Radio A radio station to be established covering the Morley area Approval date: 24/04/2005	Morley Community Radio	£ 10,000.00	£ 10,000.00	Broadcasted 12 days in December and 10 days in July. 40 people were involved. Many voluntary and statutory organisations fed into this and gave interviews on air. More local people being aware and able to voice their opinion on local issues.	Complete
Morley Leisure Centre Disability Access Measures to make Morley Leisure Centre DDA compliant. Approval date: 11/07/2005	Leisure Services	£ 15,000.00	£ 15,000.00	New disabled changing facilities. Lowering of reception counter. More disabled people being able to access Morley Leisure Centre facilities and the health benefits that will come from that.	Complete
Town Centre Environmental Improvements Environmental Improvements in Morley Town Centre Approval date: 11/07/2005	Morley In Bloom	£ 1,000.00	£ 1,000.00	Purchase of flowers, shrubs, planters and tubs and gardening equipment for use in Morley Town Centre. A more pleasant environment in Morley Town Centre encouraging more people to shop there.	Complete
New Creation To run environmental projects in Morley schools until the end of 2008. Approval date: 25/02/2008	Groundwork	£ 1,000.00	£ 1,000.00	Yellow Woods Challenge. Recycled Christmas Decorations projects. Development of bring bank sites in Morley schools. Composting schemes in Morley schools. Litter pick with Seven Hills primary School. Increase Young people and their family's knowledge of environmental issues such as recycling. An increase in recycling rates in the Outer South. Environmental Improvements in the Outer South.	Complete
Morley Bottoms Regeneration Scheme Physical regeneration to the Morley Bottoms area. Approval date: 25/09/2006 (£30,000) Install new layby along with seating and fencing. Approval date: 25/09/2006 (£8,006.57)	City Projects Team	£ 34,742.13	£ 34,742.13	Improve appearance. Fencing. Landscaping. Stabilizing bank. Develop lay by. Improve appearance; quality and value of the local area as well improve the public realm and environment. Significant regeneration scheme to improve the street scene and support economic development.	Complete
Morley Bottoms Phase 3 Public realm improvements including repainting and repairing seating, provide ornate street lighting and spotlight on war memorial. Approval date: 30/11/10	City Projects Team	£ 5,400.00	£ -	Improved street scene and better link between town centre and Morley Bottoms.	Ongoing
Morley Bottoms Phase 3 additional Public realm improvements including repainting and repairing seating, provide ornate street lighting and spotlight on war memorial. Approval date: 15.03.10	City Projects Team	£ 1,200.00	£ -	Improved street scene and better link between town centre and Morley Bottoms.	Ongoing
Scatcherd Park War Memorial Restoration of the war memorial Approval date: 10/09/2007	Parks and Countryside	£ 10,000.00	£ 10,000.00	Improve appearance. Protection of a local heritage site and improve the general appearance of the park while promoting pride in the area.	Complete

2014 - 2012 Capital Budget

Appendix 2

All Morley Projects	Delivery Organisation	Projected Capital Cost	Actual Spend	Outcomes	Status
Electrical Services to Bandstand Installation of an outdoor power point at the bandstand. Approval date: 17/11/2007(£936)	Civic Buildings	£ -	£ -	Develop the technical infrastructure of the town centre. Support outdoor entertainment such as the Morley light switch on and future events.	Complete. Paid through TCM
Glutton Street Cleanser Purchase of a mechanical sweeper Approval date: 17/11/2007	Environmental Services	£ 6,000.00	£ 6,000.00	Improve the appearance of the Town and surrounding area. Improved street cleaning of Morley town centre.	Complete
Car parking scheme at Queensway Car Park Installation of equipment providing time limited parking in car park. Approval date: 17/11/2007	City Development	£ 6,000.00	£ 6,000.00	Improved car parking provision in town. Support development of town through improved infrastructure.	Complete
Morley Heritage Society Provision of an archive for Morley Heritage Society Approval date: 25/02/2008	Corporate Property Management	£ 1,700.00	£ 1,700.00	New archive to house and show artefacts of Morley Heritage. Support development of community group. £1800 ring fenced but project underspent.	Complete
Morley Bring Site Improve and enhance existing recycling facilities in Morley Approval date: 25/02/2008	City Development	£ 6,162.25	£ 6,162.25	Improved recycling facilities in Morley. Encourage residents to recycle, reuse and reduce waste.	Complete
Morley Town Hall Improve facilities at Morley Town Hall. Approval date: 25/02/2008 (£31,000 approved)	Corporate Property Management	£ 29,822.79	£ 29,822.79	Four rooms in Town Hall to be improved and enhanced. Encourage Town Hall to be rented out by the public and increase rental income.	Ongoing
Morley in Bloom Purchase of planters Approval date: 25/02/2008 £1,835.40	Morley in Bloom	£ -	£ -	Increase number of planters in Morley and improved appearance of community. Cleaner neighbourhoods and vibrant town centres and creation of community spirit.	Complete. Paid through revenue budget
Morley Elderly Action Building extension at Morley Elderly Action (£40,000) Approval date: 08/12/2008	Morley Elderly Action	£ -	£ -	New space within the voluntary organisation to offer more services to the users of the centre and also provide additional funding streams for the charity and therefore increasing its sustainability.	Cancelled due to no match funding secured
Speed Indicator Display Device Purchase a SID Device to be deployed in partnership with community groups, schools and police to reduce speeding in Morley Approval date: 6.09.11	Morley NPT	£ 2,516.58	£ 2,516.58	Reduction in Speeding and road traffic collisions in Morley NPT area.	Complete
Alexandra Hall Improvements 7 phases of work including stage improvements, new floor, curtains, lighting and electrics. Approval date: 4/7/11 Approval date: 5/9/11 25K+ 4K	Morley Amateur Operatic Society	£ 29,000.00	£ 14,300.00	Improved facilities in the Alexandra Hall; benefiting the current users of the room and to make a much more attractive venue for hirers, increasing the sustainability of the community centre.	Ongoing
<b>All Morley Total</b>		<b>£ 159,543.75</b>	<b>£ 138,243.75</b>		

2014 - 2012 Capital Budget

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

2014 - 2012 Capital Budget

Appendix 2

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 Community 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 Purchase 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
<b>Morley North Sub Total</b>		<b>£ 86,840.23</b>	<b>£ 70,625.95</b>		
<b>All Morley (50%)</b>		<b>£ 79,771.88</b>	<b>£ 61,971.88</b>		
<b>Morley North Total</b>		<b>£ 166,612.11</b>	<b>£ 132,597.83</b>		



2014 - 2012 Capital Budget

Appendix 2

Morley South Project	Delivery Organisation	Projected Capital Cost	Actual Spend	Outcomes	Status
Neighbourhood Improvement Area – Newlands & Denshaws A plan to aimed at making improvements in Priority Neighbourhoods. Approval date: ?	South Area Management	£ 25,100.00	£ 25,100.00	Albert Drive Shop Improvements. Kick around area in Newlands. Lewisham Park Improvements. More diversionary activities for young people in the area. A safer neighbourhood with a reduction in the fear of crime amongst residents.	Complete
Rein Park – Morley South An efficient hand over of the Public Open Space on the Rein Road Development in Morley South, from the developer to Parks and Countryside Department in an area with a high level of ASB. Approval date: 12/12/2005	Parks & Countryside	£ 3,000.00	£ 3,000.00	Land adopted. Fencing. Trees planting. Reduction in the number of reported incidents of anti social behaviour in the area.	Complete
Morley South Litterbins 2005/06 Additional litter bins for areas identified as being problematic for litter. Approval date: 12/12/2005	Environmental Services	£ 4,700.00	£ 4,700.00	14 additional dual compartments, free standing litter bins for Morley South. A reduction in the amount of litter in the area. Improvements to the environment.	Complete
Magpie Lane – Morley South Environmental improvements to secure Magpie Lane and prevent travellers from re entering the site. Approval date: 12/12/2005	Leeds South Homes	£ 8,000.00	£ 8,000.00	Measures taken to prevent travellers from re-entering the site on Magpie Lane. Improvements in the physical environment of the area. Residents of the area feeling more secure.	Complete
Lewisham Park Youth Centre CCTV CCTV scheme for Lewisham Park youth centre. Approval date: 12/12/2005	City Services	£ 8,400.00	£ 8,400.00	CCTV. A decrease of ASB in the area. Safer communities.	Complete
Litterbins 2007/08 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
Denshaw Grove Landscaping Clear fly tipping, level the area and seed, create path and install a fence with lockable gate. Approval date: 07/07/2008	Groundwork	£ 2,214.97	£ 2,214.97	Safer stronger community. A safe and pleasant place to play.	Complete
Improvements to Footpath 79, Wide Lane Resurface footpath Approval Date: 30/03/09	Parks & Countryside	£ 3,162.40	£ 3,162.40	Improved Environment for local residents and allow better access of public right of way.	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

2014 - 2012 Capital Budget

Appendix 2

Morley South Project	Delivery Organisation	Projected Capital Cost	Actual Spend	Outcomes	Status
Magpie Lane Play Space Provide new play facilities at Magpie Lane. Approval Date: 18/10/10	Parks & Countryside	£ 7,576.00	£ 7,576.00	More activities for children and young people and improvements to the local environment.	Complete
Woodkirk Murals (My Woodkirk) Install large murals in Woodkirk Approval Date: 14/03/11	Morley	£ 20,000.00	£ 10,000.00	Improved physical appearance of local environment. Greater sense of community identify and community spirit.	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
Alleygates, Tingley Crescent: Approved 18/5/12	West Yorkshire Police	£ 2,364.00	£ -	the installation of alley gates on the ginnel adjacent to Tingley Crescent	ongoing
<b>Morley South Sub Total</b>		<b>£ 89,454.32</b>	<b>£ 77,090.32</b>		
<b>All Morley (50%)</b>		<b>£ 79,771.88</b>	<b>£ 69,121.88</b>		
<b>Morley South Total</b>		<b>£ 169,226.20</b>	<b>£ 146,212.20</b>		

2014 - 2012 Capital Budget

Rothwell Projects	Delivery Organisation	Projected Capital Cost	Actual Spend	Outcomes	Status
Neighbourhood Improvement Area – John O’Gaunts A plan to aimed at making improvements in Priority Neighbourhoods 9K + 11.6K Approval date: ?	South Area Management	£ 20,600.00	£ 20,600.00	Diversionary activities for young people. Pathways Initiative. Gardening Initiative. Youth Shelter. More diversionary activities for young people in the area. A safer neighbourhood with a 17 Dual compartment, free standing litter bins. A reduction in the amount of litter in the area. Improvements to the environment.	Complete
Litterbins Rothwell 2005/06 Additional litter bins for areas identified as being problematic for litter. Approval date: 24/10/2005	Environmental Services	£ 5,000.00	£ 5,000.00	Two new changing rooms. Officials room with toilet and shower activities. More young people involved in more sporting activities. Facilities meeting Sports England Requirements for health and safety.	Complete
Oulton & Woodlesford Sports & Social Facilities The refurbishment and extension of the existing changing facilities / club house at Oulton and Woodlesford Sports and Social Club. Approval date: 06/02/2006	Parks & Countryside	£ 20,000.00	£ 20,000.00	2 new changing rooms. Officials room with toilet and shower facilities. More young people involved in sporting activities. Facilities meeting Sports England Requirements for health and safety.	Complete
Rose Lund Centre Improvements The extension of the Rose Lund Centre. Approval date: 25/02/2008	Parks & Countryside	£ 20,000.00	£ 20,000.00	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
Litterbins 2007/08 Additional litterbins for areas identified as being problematic for litter. Approval date: 25/02/2008	Environmental Services	£ 2,325.00	£ 2,325.00	Additional litter bins. A reduction in the amount of litter in the area. Improvements to the environment.	Complete
Rothwell Litterbins Additional litterbins for areas identified as being problematic for litter. Approval date: 25/02/2008	Environmental Services	£ 4,800.00	£ 4,800.00	Improved recycling facilities in Rothwell. Encourage residents to recycle, reuse and reduce waste.	Complete
Rothwell Bring Site Improve and enhance existing recycling facilities in Rothwell. Approval date: 25/02/2008	City Development	£ 6,782.93	£ 6,782.93	Enhance and develop a community centre. Increase community use of building.	Ongoing
Windmill Youth Club Improve facilities at Windmill Youth Club. Approval date: 25/02/2008 (£30,707 approved)	Corporate Property Management	£ 13,885.37	£ 13,885.37	Improved recycling facilities in Rothwell. Encourage residents to recycle, reuse and reduce waste.	Complete
Recycling Bring Sites (additional) Resurfacing of the site. Approval date: 25/02/2008	City Development	£ 3,914.00	£ 3,914.00	Improve retail area on Manor Road in Wood Lane, Rothwell.	Complete
Manor Road Shops Improvement works to area on Manor Road, Wood Lane Estate. Approval date: 25/02/2008	Groundwork	£ 19,453.75	£ 19,453.75	Improve experience of participants and audience members to Rothwell Competitive Music Festival and provide an income to the group by hiring staging out to users of Blackburn Hall for a	Complete
Rothwell Competitive Music Festival - Staging Purchase temporary and portable staging Approval date: 1st February 2010	Rothwell Competitive Music Festival	£ 2,100.00	£ 2,100.00	More activities for children and young people and improvements to the local environment.	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		Complete

2014 - 2012 Capital Budget

Rothwell Projects	Delivery Organisation	Projected Capital Cost	Actual Spend	Outcomes	Status
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
Manor Road Shops CCTV Improve the quality of the cameras, update the recording system and move system to LLC owned property Approval date: 06/09/10	Commercial Asset Management	£ 3,389.00	£ 3,389.00	Reduction in crime and fear of crime, improvement to the local environment. Project will also support the work of the local TARA as they identified and supported the project through its	Complete
Rothwell NPT Pro Laser Device To purchase a pro laser speeding device Approval date:	Rothwell NPT	£ 1,750.00	£ -	Reduction in speeding and road traffic collisions in Rothwell NPT area.	Ongoing
Manor Road Litterbin Purchase of a single litterbin Approval date: 4/7/11	Streetscene	£ 400.00	£ -	Reduction in the amount of litter in the area, Improvements to the appearance of the local neighbourhood.	Ongoing
John O'Gaunts Gardening Group Purchase of equipment Approval date: 4/7/11	John O'Gaunts Gardening Group	£ 1,139.93	£ 600.00	Support residents in a priority neighbourhood to manage and maintain their gardens. Providing a sense of ownership and contributing to a cleaner and more attractive 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
Woodsford Rec Environmental Improvements To support phase 1 improvement works at park. Approval date: 4/7/11	Parks and Countryside	£ 8,000.00	£ -	Improvements to access, new seating, signage and planting aim to increase community pride and ownership of the park.	Ongoing
Springhead Park Access To support improvements to paths on Park Lane and Oulton Lane entrances. Approval date: 17/10/11	Parks and Countryside	£ 7,000.00	£ -	Improve access and the accessibility into and around the park for users, improve the appearance of the park and will provide an enhanced visitor experience.	Ongoing
Rothwell Haigh Road Cemetery To build up the wall on Styebank Lane. Approval date: 17/10/11	Parks and Countryside	£ 800.00	£ -	Significantly improve the appearance of the local environment.	Ongoing
Springhead Park Playground Funding will provide new play equipment and improvements to the access to the bowling green Approval date: 5/12/11	Parks and Countryside	£ 15,900.00	£ -	Significantly improve the appearance of the local environment.	Ongoing
Rothwell Country Park Inprinciple agreed to support a green gym project	Parks and Countryside	£ 1,000.00	£ -	Significantly improve the appearance of the local environment.	Ongoing
Wood Lane Estate Youth Shelter. Approved 18/5/12	LCC Youth Service	£ 6,700.00		Provision of shelter for young people in an area that is appropriate potential reduction in anti-social behaviour	Ongoing

2014 - 2012 Capital Budget

Appendix 2

Rothwell Projects	Delivery Organisation	Projected Capital Cost	Actual Spend	Outcomes	Status
Rothwell Total		£ 170,751.93	£ 125,462.00		

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## 2014 - 2012 Capital Budget

<b>2004 - 2012 Capital Budget</b>		<b>683,008.00</b>	
	<b>Projected Spend</b>	<b>Actual Spend</b>	<b>Balance</b>
Ardley & Robin Hood	169,873.20	135,289.89	878.80
Morley North	166,612.11	70,625.95	4,139.90
Morley South	169,226.20	77,090.32	1,525.80
Rothwell	170,751.93	125,462.00	0.07
<b>Projects Agreed</b>	<b>676,463.43</b>	<b>408,468.16</b>	<b>6,544.57</b>

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