



WEST (OUTER) AREA COMMITTEE

**Meeting to be held in on
Friday, 22nd March, 2013 at 1.00 pm**

MEMBERSHIP

Councillors

A Carter	-	Calverley and Farsley;
J Marjoram	-	Calverley and Farsley;
R Wood	-	Calverley and Farsley;
M Coulson	-	Pudsey;
J Jarosz	-	Pudsey;
R Lewis	-	Pudsey;
A Blackburn	-	Farnley and Wortley;
D Blackburn	-	Farnley and Wortley;
J Hardy	-	Farnley and Wortley;

Co-optees

Rev Paul Ayers	-	Faith Representative
Rev Kingsley Dowling	-	Farnley & Wortley

**Agenda compiled by:
Andy Booth
Governance Services Unit
Civic Hall
LEEDS LS1 1UR
Tel: 0113 247 4325**

**West North West Area Leader: Jane
Maxwell
Tel: 33 67858**

A G E N D A

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

Item No	Ward	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF INTERESTS</p> <p>To declare any personal / prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p>MINUTES - 18 JANUARY 2013</p> <p>To confirm as a correct record the minutes of the meeting held on 18 January 2013</p>	1 - 4
8			<p>MINUTES OF AREA CHAIR'S MEETING</p> <p>To note the latest minutes of the Area Chair's meeting.</p>	5 - 10

Item No	Ward	Item Not Open		Page No
9			<p>CHILDREN'S SERVICES UPDATE</p> <p>To receive and consider the attached report of the Director of Children's Services</p>	11 - 24
10			<p>BUSINESS MANAGEMENT PROJECT</p> <p>To receive and consider the attached report of the Assistant Chief Executive (Customer Access and Performance)</p>	25 - 34
11			<p>WEST NORTH WEST HOMES LEEDS INVOLVEMENT IN AREA COMMITTEES</p> <p>To receive and consider the attached report of the Chief Executive, West North West Homes.</p>	35 - 40
12			<p>PARKS AND COUNTRYSIDE ANNUAL REPORT</p> <p>To receive and consider the attached report of the Chief Officer, Parks and Countryside.</p>	41 - 58
13			<p>AREA LEAD ROLE</p> <p>To receive and consider the attached report of the Assistant Chief Executive (Customer Access and Performance)</p>	59 - 66
14			<p>CONSULTATION ON FURTHER PROPOSALS FOR PRIMARY SCHOOL PROVISION</p> <p>To receive and consider the attached report of the Director of Children's Services</p>	67 - 72
15			<p>COMMUNITY SAFETY REPORT</p> <p>To receive and consider the attached report of the Director of Environment and Neighbourhoods</p>	73 - 82
16			<p>WELLBEING MONITORING REPORT</p> <p>To receive and consider the attached report of the Assistant Chief Executive (Customer Access and Performance)</p>	83 - 90

Item No	Ward	Item Not Open		Page No
17			<p>AREA UPDATE REPORT</p> <p>To receive and consider the attached report of the Assistant Chief Executive (Customer Access and Performance)</p>	91 - 104
18			<p>AREA COMMITTEE DATES, TIMES AND VENUES 2013/14</p> <p>To receive and consider the attached report of the Chief Officer (Central and Democratic Services)</p>	105 - 110
19			<p>DATE AND TIME OF NEXT MEETING</p> <p>Friday, 17 May 2013 at 1.00 p.m.</p> <p>MAP OF TODAY'S VENUE</p> <p>Pudsey Town Hall, Robin Lane, Pudsey, LS28 7BL</p>	

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WEST (OUTER) AREA COMMITTEE

FRIDAY, 18TH JANUARY, 2013

PRESENT: Councillor D Blackburn in the Chair

Councillors A Blackburn, M Coulson,
J Hardy, J Jarosz, R Lewis, J Marjoram and
R Wood

45 Late Items

The Chair admitted the following late item to the Agenda:

- Welfare Reform Impact on Council Tenants

46 Declaration of Interests

There were no declarations of interest.

47 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor A Carter.

48 Open Forum

The agenda made reference to the provision contained in the Area Committee Procedure Rules for an Open Forum Session at each ordinary meeting of an Area Committee, for members of the public to ask questions or to make representations on matters within the terms of reference of the Area Committee.

Kevin Bruce of West North West Homes addressed the meeting. He informed Members of a recent report to Executive Board outlining options for the future of the ALMO to either merge the ALMOs into a single organisation or revert to direct council management. A two month consultation period would commence from 28 January 2013 and there would be drop in sessions for Elected Members. Members highlighted the need for Area Committee involvement and local implications and requested an update at the March meeting.

49 Minutes - 14 December 2012

RESOLVED – That the minutes of the meeting held on 14 December 2012 be conformed as a correct record.

(a) Matters arising from the Minutes

Draft minutes to be approved at the meeting
to be held on Friday, 22nd March, 2013

Further to reports of missed sweeping rounds, this had been discussed at the Environmental Sub Group. There had been no pattern to the missed rounds and these had occurred due to a variety of reasons mainly involving staff absence.

It was reported that the 'Making the Grade' project would be holding an event on 22 March at Pudsey Council Chamber which would involve holding a mock trial. Members were invited along to the event which would be held prior to the next meeting of the Area Committee.

50 HLN Development Worker

The report of the Assistant Chief Executive (Customer Access and Performance) provided the Area Committee with an update on the work of the Community Development Worker (Swinnow and Heights & Gambles) run by the Healthy Living Network.

The Chair welcomed Carol Clarkson, Community Development Worker to the meeting for this item.

Further issues highlighted in relation to the report included the following:

- Work had previously focussed solely in Swinnow but had now been expanded to include Gambles and the Heights.
- There had been difficulty finding suitable and accessible venues in Gambles and the Heights.
- Work was being carried out to establish the kind of activities people would be interested in.
- It was agreed for Carol Clarkson to meet with Farnley and Wortley Ward Members to discuss options in further detail.
- Skills exchange with Armley Juniors.
- Work in Swinnow – links with Swinnow Primary, events carried out, community clean up day, volunteer produced newsletter.

Further discussion focussed on the use of Community Centres and other venues that could be of use.

RESOLVED – That the report be noted.

51 Wellbeing Monitoring Report

The report of the Assistant Chief Executive (Customer Access and Performance) updated Members on the current amount of revenue funding committed and available via the Area Committee well-being budget for wards in the Outer West area.

Harpreet Singh, Area Management Officer presented the report.

Members were informed of the remaining balance for wellbeing revenue spending and that there would be a review on capital expenditure since 2004. There would be workshop meetings and it was reported that there may be some funds available from underpending.

RESOLVED – That the report be noted.

52 Area Update Report

The report of the Assistant Chief Executive (Customer Access and Performance) informed the Area Committee of progress against the Area Support Team work programme for Outer West Leeds and local contributions to Council priorities.

Harpreet Singh, Area Management Officer presented the report.

The following issues were highlighted:

- Farsley Town and District Centre Scheme – Works were due to be completed by the end of February 2013.
- CCTV at Farfield Avenue – this was due to be completed by the end of January 2013.
- Farsley and Pudsey Lights – both these were successful well attended events.
- Seniors Network Support in Calverley – funding was available for a scheme to be run with Leeds Libraries and Adults Social Care. There would be further consultation and a briefing was offered to Members.

RESOLVED – That the report be noted.

53 Wellbeing Commissioning 2013/14 and Update Report

The report of the Assistant Chief Executive (Customer Access & Performance) provided information on processes adopted by other Area Committees for commissioning Wellbeing projects. The report also asked the Committee to consider Wellbeing priorities for 2013/14.

Harpreet Singh, Area Management Officer presented the report.

Issues highlighted included the following:

- The process used for commissioning Wellbeing projects in the North West Area Committees.
- Consultation regarding the commissioning process.
- Identifying different themes and priorities for wellbeing funds.
- Proposed workshops and consultation with Members.

RESOLVED – That the report be noted.

54 Welfare Reform Impact on Council Tenants

Draft minutes to be approved at the meeting
to be held on Friday, 22nd March, 2013

The joint report of the Chief Officer (Revenues and Benefits) informed the Area Committee on Welfare Reform changes that impact on council tenants and are due to be implemented in April 2013. It also summarised work that was currently being undertaken to prepare tenants for those changes and for future changes that will impact later in the year.

Jane Maxwell, West North West Area Leader presented the report.

The following issues were highlighted:

- Changes to social sector size criteria, reduction in Council Tax Support and changes to the Social Fund.
- The ALMOs, BITMO and Housing Associations would be speaking to tenants affected by the reform proposals.
- Changes to discretionary housing payments – Leeds would be getting additional funding from Government to accommodate challenges around social size criteria and benefit caps.
- Consultation – a further report would be brought to the Area Committee and there would be roadshows at one stop centres.
- Impact on employers as benefit changes may affect the number of hours people want to work.
- Providing support for training and job opportunities.
- Private sector tenants – work would be carried out through voluntary sector partners to provide guidance and support.

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

- Housing exchange schemes and financial incentives.
- Limited supply of housing and cost of letting vacant properties.
- Concern that people will face eviction due to financial reasons and children being housed in high rise blocks.
- Potential pressure on ALMO budgets due to increased turnover of housing.

RESOLVED – That the report be noted.

55 Date and Time of Next Meeting

Friday, 22 March 2013 at 1.00 p.m.

Agenda Item 8

**Area Chairs Forum
Wednesday 9th January 2013
Committee Room 4, Civic Hall**

Attendance:

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

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

Minutes: S. Warbis

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

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

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

Shaun Kelly

Steve Carey

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

4.0 Area Review – Executive Board Paper and Implementation Planning

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

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

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

5.0 Wellbeing Budgets

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

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

**Dean
Marshall**

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

6.0 Any Other Business

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

7.0 Date of Next Meeting

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

Report of the Director of Children's Services

Report to West (Outer) Area Committee

Date: Friday 22 March 2013

Subject: Consultation on further proposals for primary school provision for September 2014

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, Kippax and Methley, Bramley		
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 presents the Area Committee with an update on the work being undertaken across the city to ensure the authority meets its statutory duty to ensure sufficiency of school places in the context of an increasing birth rate. This includes formal consultation on six proposals, for which members comments are sought, and an update on four proposals consulted upon in September and October 2012.

Recommendations

2. Members of the Area Committee are asked to consider the consultation information and comment on the proposals, and note the update on previous consultations. Individual members have been briefed where the issues discussed directly affect their wards.

1 Purpose of this report

- 1.1 This report is intended to ensure members are fully briefed on the proposals being brought forward in response to rising demand for reception places city wide and are able to comment on them. This report also updates members on the four proposals consulted on in September and October 2012.

2 Background information

- 2.1 The local authority has a legal duty to ensure there are enough school places to meet the needs of its children and families. At its meeting on 15 February 2013 Executive Board considered the report 'Basic Need Programme – Part A Permission to consult on a further round of school place expansions for 2014, Part B – Design and Cost Report Morley Newlands Primary School and approved consultation on the following proposals:

- to expand Allerton Bywater Primary School from a capacity of 210 pupils to 420 pupils with an increase in the admission number from 30 to 60 with effect from September 2014;
- to expand Asquith Primary School from a capacity of 210 pupils to 420 pupils with an increase in the admission number from 30 to 60 with effect from September 2014;
- to expand Morley St Francis Catholic Primary School from a capacity of 154 pupils to 210 pupils with an increase in the admission number from 22 to 30 with effect from September 2014;
- to expand East Ardsley Primary School from a capacity of 315 pupils to 420 pupils with an increase in the admission number from 45 to 60 with effect from September 2014;
- to expand Robin Hood Primary School from a capacity of 315 pupils to 420 pupils with an increase in the admission number from 45 to 60 with effect from September 2014;
- to lower the age range of Hollybush Primary School from 5 to 11 to 3 to 11

- 2.2 Under the Education and Inspections Act 2006 these require a statutory process, and this consultation forms the first part of that process. A consultation document is available for the five expansion proposals, which provides further information and background to the proposals. The document can be found on the Council website at <http://www.leeds.gov.uk/residents/Pages/Consultations-and-reviews.aspx>.

- 2.3 The consultation period runs from Monday 25 February 2013 to Friday 29 March 2013. Consultation on lowering the age range of Hollybush Primary School will conclude on 12 April 2013. Children's Services are holding meetings and drop in sessions to gather the views of the community and enable them to ask questions. The findings from the consultation will be presented to the Executive Board, who will decide whether to proceed to the next stage of the process.

- 2.4 These proposals form part of the ongoing programme of work to address capacity and sufficiency across all of Children's Services. This includes provision for primary and secondary school places, early years places and those for children with complex needs. The primary places are proposed in response to demographic growth in the city. Further papers will be brought forward in 2013 to address ongoing sufficiency issues.
- 2.5 The proposal in relation to Hollybush Primary School seeks to formalise the arrangements in respect of the governor led nursery provision delivered previously by the Local Authority but since September 2011 by the leadership and management of the school.
- 2.6 To meet likely demand for reception places in September 2013, some of the schools identified above have agreed to admit extra children into reception in September 2013, namely Allerton Bywater (up to 30 additional children), Asquith (up to 30) and East Ardsley (up to 15).
- 2.7 Part B of the report relates to capital spend on the Morley Newlands Primary School linked to the rebuilding and expansion of the school as part of the basic need programme.

3 Main issues

3.1 Consultation on proposals.

- 3.1.1 The proposals are being brought forward to address a predicted shortage of school places in the city due to a rising birth rate and the impact of new housing. Details of the proposals are described in full within the consultation document. In addition, the following points should be noted:
- 3.1.2 Any new school buildings are subject to the normal planning permission process, allowing any interested parties to comment. The two processes are independent and the outcome of one does not presuppose the outcome of the other. Based on our experience to date we have started to progress consultation with planning colleagues much earlier, although we remain mindful of how much can be done whilst still at risk of the proposals not proceeding.

3.2 Update on previous proposals

- 3.2.1 On 18 July 2012, the Executive Board granted permission to consult on the following proposals for primary school expansion from September 2014:
- Expansion of Little London Primary School from 210 places to 630 places, by increasing the admission limit from 30 to 90
 - Expansion of Rufford Park Primary School from 210 places to 315 places, by increasing the admission limit from 30 to 45
 - Expansion of Tranmere Park Primary School from 315 places to 420 places, by increasing the admission limit from 45 to 60

- Expansion of Sharp Lane Primary School from 420 places to 630 places, by increasing the admission limit from 60 to 90

3.2.2 Public consultation on the above proposals ran from Monday 10 September 2012 to Friday 19 October. All views and responses gathered during the consultation period were presented to the Executive Board at its December meeting, and permission was granted to proceed to statutory notice on three of the proposals – the expansions of Rufford Park, Sharp Lane and Little London Primary Schools. It was agreed that the Tranmere Park proposal be paused to allow officers to carry out further work in relation to the proposal. There are no alternatives currently identified for 2014, and temporary measures will be put in place until a permanent solution is found for the Guiseley/Yeadon/Rawdon Area.

3.2.3 The statutory notices in relation to Rufford Park, Sharp Lane and Little London were published on 8 February and a four week representation now follows this, where the public have a further opportunity to comment on the proposals. A final decision will be made by the Executive Board in spring 2013 at the earliest.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Any proposal to create additional school places requires engagement with a wide variety of stakeholders, and is managed in accordance with the relevant legislation. This occurs before a proposal has been developed as well as during the consultation period. All members have had copies of the consultation document. Further copies are available on <http://www.leeds.gov.uk/residents/Pages/Consultations-and-reviews.aspx>.

4.1.2 Papers have been provided to all area committees city wide to ensure all indirect as well as direct impact on all wards is considered.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 An Equality, Diversity, Cohesion and Integration screening exercise has been completed for each proposal, and the potential impact of the proposals on age, gender, race, disability, sexual orientation, religion or belief has been considered.

4.3 Council Policies and City Priorities

4.3.1 The proposals are brought forward to meet the Council's statutory duty to secure sufficient school places.

4.4 Resources and Value for Money

4.4.1 The projects will be funded from the education capital budget.

4.5 Legal Implications, Access to Information and Call In

4.5.1 The authority has a legal duty to ensure sufficiency of provision. Under the Education and Inspections Act 2006 the proposed expansions and new schools are prescribed changes, requiring a public consultation in the first instance.

4.6 Risk Management

- 4.6.1 Should these proposals be approved, the delivery risks will be managed through a risk register kept by the project manager assigned.
- 4.6.2 Should these proposals not be approved, alternative measures will need to be identified to ensure the council meets its statutory duties. This work is being developed in parallel with the proposal.

5 Conclusions

- 5.1 These proposals form part of the authority's ongoing planning to meet the need for school places across the city due to rising demographics and new housing. Secondary planning is also now forming an increasing part of the work and discussions continue with schools to release existing capacity.

6 Recommendations

- 6.1 The Area Committee is requested to:
- Note and consider the report
 - Consider any response they wish to make as a part of the formal consultations

7 Background documents¹

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

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

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All area committees Spring 2013 Children's Services performance update		CURRENT REPORTING PERIOD										
			East North East			West North West				South East		
Measure	Data period	Leeds	Outer NE	Inner NE	Inner E	Outer NW	Inner NW	Inner W	Outer W	Outer E	Outer S	Inner S
1. Number of children and young people 0-19	Jan 2012	171,127	12,664	17,246	23,910	18,189	15,242	11,581	15,737	18,515	19,944	18,099
2. Percentage of children and young people	Jan 2012	n/a	7.4%	10.1%	14.0%	10.6%	8.9%	6.8%	9.2%	10.8%	11.7%	10.6%
3. Number of primary schools	Current	218	23	16	22	28	19	15	21	28	24	22
4. Number of secondary schools	Current	36	3	2	4	6	3	2	4	5	5	2
4a. Number of through schools	Current	2	0	2	0	0	0	0	0	0	0	0
5. Number of children's centres	Current	58	3	6	11	4	7	4	4	6	6	7
Keeping children safe from harm												
6. Number of children looked after	31 Dec 2012	1,395	18	63	384	46	130	156	78	78	81	307
6a. Distribution of children looked after by area committee (%)	31 Dec 2012	n/a	1.3%	4.5%	27.5%	3.3%	9.3%	11.2%	5.6%	5.6%	5.8%	22.0%
7. Number of children entering care	Apr-Dec 2012	281	...	8	71	6	31	28	16	12	19	61
8. Number of children subject to a child protection plan	31 Dec 2012	956	13	66	174	27	110	129	67	83	72	188
8a. Distribution of CPPs by area committee (%)	31 Dec 2012	n/a	1.4%	6.9%	18.2%	2.8%	11.5%	13.5%	7.0%	8.7%	7.5%	19.7%
9. Number of CAFs initiated	Apr-Dec 2012	648	22	39	128	53	67	55	40	77	49	100
10. Number of requests for service	Apr-Dec 2012	24,862	816	1,426	5,254	1,438	1,804	2,387	1,765	2,053	2,052	4,056
11. Number of requests for service leading to a referral	Apr-Dec 2012	8,281	217	538	1,937	344	578	779	572	670	694	1,535
12. Number of LCC-employed foster carers	31 Dec 2012	550	21	69	81	47	40	28	29	55	46	59
12a. Number of family placement foster carers	31 Dec 2012	104	6	16	7	11	...	11	5	16	13	11
Do well in learning and have the skills for life												
13. Primary school attendance levels	2011-12 HT 1-5	95.8%	96.7%	96.1%	94.6%	97.0%	95.7%	95.5%	96.0%	95.8%	95.8%	94.9%
14. Secondary school attendance levels	2011-12 HT 1-5	93.7%	93.6%	94.7%	91.4%	94.7%	93.2%	90.8%	93.7%	94.7%	93.6%	93.3%
15. Number of pupils persistently absent at primary	2011-12 HT 1-5	1,589	52	140	377	69	119	133	111	177	164	247
16. Number of pupils persistently absent at secondary	2011-12 HT 1-5	3,142	258	238	337	349	244	328	274	322	598	194
17. Number of NEET ⁱ	31 Dec 2012	1,374	44	97	270	47	92	121	92	125	82	198
17a. Percentage of NEET ⁱ	31 Dec 2012	6.0%	3.1%	4.1%	8.6%	1.8%	5.4%	7.5%	4.0%	4.2%	2.9%	7.4%
18. Number of 'not knows'	31 Dec 2012	2,056	109	167	322	227	186	180	199	295	312	461
18a. Percentage of 'not knows'	31 Dec 2012	10.9%	7.6%	7.0%	10.3%	8.9%	10.9%	11.1%	8.7%	9.9%	11.2%	17.3%
19. Foundation Stage good level of development	2011-12 AY	62.8%	75.0%	63.9%	49.6%	76.7%	64.9%	53.6%	63.2%	65.3%	67.6%	49.8%
20. Key Stage 2 level 4+ English and maths	2011-12 AY	77.3%	87.6%	75.9%	67.5%	84.5%	76.6%	72.1%	79.2%	75.6%	81.7%	72.5%
21. 5+ A*-C GCSE inc English and maths	2011-12 AY	54.3%	59.6%	48.9%	38.9%	66.0%	53.1%	36.8%	60.6%	58.1%	57.2%	44.4%
Choose healthy lifestyles												
22. Teenage pregnancy ⁱⁱ	Jun 09-Jun 10	1,145	43	65	233	70	78	122	101	134	115	184
Voice and influence												
23. 10 - 17 year olds committing an offence	Apr-Sept 2012	507	13	38	126	17	44	42	38	30	33	78

All area committees Spring 2013 Children's Services performance update		CURRENT REPORTING PERIOD										
		Data period	Leeds	East North East			West North West				South East	
Measure				Outer NE	Inner NE	Inner E	Outer NW	Inner NW	Inner W	Outer W	Outer E	Outer S
Ofsted inspections												
24. Percentage of primary schools good or better	31 Dec 2012	76%	87%	81%	73%	93%	74%	67%	71%	71%	71%	64%
25. Percentage of secondary schools good or better	31 Dec 2012	61%	67%	100%	25%	67%	33%	50%	75%	60%	60%	50%
26. Percentage of children's centres good or better ⁱⁱⁱ	31 July 2012	81%	100%	100%	75%	100%	60%	100%	100%	100%	67%	80%
27. Percentage of children's homes good or better	31 Dec 2012	45%	67%		0%		50%	33%		0%		0%
Ofsted judgement												
28. Primary schools: Outstanding	31 Dec 2012	41	9	5	4	6	2	1	3	3	5	3
28a. Primary schools: Good	31 Dec 2012	124	11	8	12	20	12	9	12	17	12	11
28b. Primary schools: Satisfactory/Requires Improvement	31 Dec 2012	51	3	3	6	2	4	5	6	8	7	7
28c. Primary schools: Inadequate	31 Dec 2012	2	0	0	0	0	1	0	0	0	0	1
29. Secondary schools: Outstanding	31 Dec 2012	2	0	0	0	0	0	0	0	1	1	0
29a. Secondary schools: Good	31 Dec 2012	21	2	4	1	4	1	1	3	2	2	1
29b. Secondary schools: Satisfactory/Requires Improvement	31 Dec 2012	12	1	0	3	2	1	1	1	1	2	0
29c. Secondary schools: Inadequate	31 Dec 2012	3	0	0	0	0	1	0	0	1	0	1
30. SILCs (citywide): Outstanding	31 Dec 2012	2										
30a. SILCs (citywide): Good	31 Dec 2012	3										
30b. SILCs (citywide): Satisfactory/Requires Improvement	31 Dec 2012	0										
30c. SILCs (citywide): Inadequate	31 Dec 2012	1										
31. Pupil referral units (citywide): Outstanding	31 Dec 2012	0										
31a. Pupil referral units (citywide): Good	31 Dec 2012	2										
31b. Pupil referral units (citywide): Satisfactory/Requires Improvement	31 Dec 2012	1										
31c. Pupil referral units (citywide): Inadequate	31 Dec 2012	0										
32. Children's centres: Outstanding	31 July 2012	2	0	1	1	0	0	0	0	0	0	0
32a. Children's centres: Good	31 July 2012	19	1	2	2	1	3	2	1	1	2	4
32b. Children's centres: Satisfactory	31 July 2012	5	0	0	1	0	2	0	0	0	1	1
32c. Children's centres: Inadequate	31 July 2012	0	0	0	0	0	0	0	0	0	0	0
33. Children's homes: Outstanding	31 Dec 2012	1	0		0		1	0		0		0
33a. Children's homes: Good	31 Dec 2012	3	2		0		0	1		0		0
33b. Children's homes: Adequate	31 Dec 2012	7	1		1		1	2		1		1
33c. Children's homes: Inadequate	31 Dec 2012	0	0		0		0	0		0		0
Key: AY - academic year FY - financial year HT - half term ... data below five (suppressed for confidentiality)												
ⁱ The citywide figure reports 'adjusted NEET' (see data definitions), the area committee figures do not take account of 'adjusted NEET'												
ⁱⁱ No new data available since the last report												
ⁱⁱⁱ No further children's centres inspections have been undertaken since the last report												

PREVIOUS REPORTING PERIOD												All area committees
												Autumn 2012 Children's Services performance update
	East North East				West North West				South East			
Data period	Leeds	Outer NE	Inner NE	Inner E	Outer NW	Inner NW	Inner W	Outer W	Outer E	Outer S	Inner S	Measure
Jan 2012	171,127	12,664	17,246	23,910	18,189	15,242	11,581	15,737	18,515	19,944	18,099	1. Number of children and young people 0-19
Jan 2012	n/a	7%	10%	14%	11%	9%	7%	9%	11%	12%	11%	2. Percentage of children and young people
Current	218	23	16	22	28	19	15	21	28	24	22	3. Number of primary schools
Current	38	3	4	4	6	3	2	4	5	5	2	4. Number of secondary schools
Current	0	0	0	0	0	0	0	0	0	0	0	4a. Number of through schools
Current	58	3	6	11	4	7	4	4	6	6	7	5. Number of children's centres
												Keeping children safe from harm
30 June 2012	1432	18	68	385	51	132	169	84	91	77	299	6. Number of children looked after
30 June 2012	n/a	1.3%	4.7%	26.9%	3.6%	9.2%	11.8%	5.9%	6.4%	5.4%	20.9%	6a. Distribution of children looked after by area committee (%)
Apr-Jun 2012	75	21	...	10	10	5	12	7. Number of children entering care
30 June 2012	894	12	32	165	28	100	131	76	86	62	179	8. Number of children subject to a child protection plan
30 June 2012	n/a	1.3%	3.6%	18.5%	3.1%	11.2%	14.7%	8.5%	9.6%	6.9%	20.0%	8a. Distribution of CPPs by area committee (%)
Apr-Jun 2012	243	12	14	47	18	34	16	16	30	18	35	9. Number of CAFs initiated
Apr-Jun 2012	9,026	259	520	1,872	522	722	890	676	765	778	1,417	10. Number of requests for service
Apr-Jun 2012	3,053	62	205	721	125	197	293	193	256	262	590	11. Number of requests for service leading to a referral
	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	12. Number of LCC-employed foster carers
	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	12a. Number of family placement foster carers
												Do well in learning and have the skills for life
Autumn 2011	95.9%	97.0%	96.2%	94.5%	97.2%	95.7%	95.6%	96.2%	96.0%	96.0%	95.0%	13. Primary school attendance levels
Autumn 2011	94.1%	94.2%	94.9%	91.3%	95.0%	93.9%	91.6%	93.9%	95.0%	94.1%	93.6%	14. Secondary school attendance levels
Autumn 2011	1,941	71	153	408	89	147	141	164	227	215	326	15. Number of pupils persistently absent at primary
Autumn 2011	2,996	245	228	471	318	197	238	310	346	497	146	16. Number of pupils persistently absent at secondary
30 June 2012	1,603	32	108	310	63	104	137	94	132	101	214	17. Numbers of NEET
30 June 2012	7.0%	2.0%	4.5%	9.7%	2.4%	5.8%	8.4%	4.1%	4.4%	3.6%	7.5%	17a. Percentage of NEET
	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	18. Number of 'not knows'
	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	18a. Percentage of 'not knows'
	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	19. Foundation Stage good level of development
	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	20. Key Stage 2 level 4+ English and maths
	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	21. 5+ A*-C GCSE inc English and maths
												Choose healthy lifestyles
Jun 09-Jun 10	1,145	43	65	233	70	78	122	101	134	115	184	22. Teenage pregnancy
												Voice and influence
2011-12 FY	958	28	67	0	49	100	84	79	73	83	157	23. 10 - 17 year olds committing an offence

PREVIOUS REPORTING PERIOD												All area committees
												Autumn 2012 Children's Services performance update
		East North East			West North West				South East			
Data period	Leeds	Outer NE	Inner NE	Inner E	Outer NW	Inner NW	Inner W	Outer W	Outer E	Outer S	Inner S	Measure
31 July 2012	69%	87%	63%	64%	89%	74%	47%	62%	68%	67%	55%	Ofsted inspections
31 July 2012	58%	100%	75%	25%	67%	33%	50%	50%	60%	60%	50%	24. Percentage of primary schools good or better
31 July 2012	81%	100%	100%	75%	100%	60%	100%	100%	100%	67%	80%	25. Percentage of secondary schools good or better
31 July 2012	45%	67%		100%		50%	33%		0%		0%	26. Percentage of children's centres good or better
												27. Percentage of children's homes good or better
												Ofsted judgement
31 July 2012	40	8	5	4	6	2	1	3	3	5	3	28. Primary schools: Outstanding
31 July 2012	110	12	5	10	19	12	6	10	16	11	9	28a. Primary schools: Good
31 July 2012	66	3	6	8	3	4	8	8	9	8	9	28b. Primary schools: Satisfactory/Requires Improvement
31 July 2012	2	0	0	0	0	1	0	0	0	0	1	28c. Primary schools: Inadequate
31 July 2012	2	0	0	0	0	0	0	0	1	1	0	29. Secondary schools: Outstanding
31 July 2012	20	3	3	1	4	1	1	2	2	2	1	29a. Secondary schools: Good
31 July 2012	13	0	1	3	2	1	1	2	1	2	0	29b. Secondary schools: Satisfactory/Requires Improvement
31 July 2012	3	0	0	0	0	1	0	0	1	0	1	29c. Secondary schools: Inadequate
31 July 2012	1											30. SILCs (citywide): Outstanding
31 July 2012	4											30a. SILCs (citywide): Good
31 July 2012	0											30b. SILCs (citywide): Satisfactory/Requires Improvement
31 July 2012	1											30c. SILCs (citywide): Inadequate
31 July 2012	0											31. Pupil referral units (citywide): Outstanding
31 July 2012	2											31a. Pupil referral units (citywide): Good
31 July 2012	1											31b. Pupil referral units (citywide): Satisfactory/Requires Improvement
31 July 2012	0											31c. Pupil referral units (citywide): Inadequate
31 July 2012	2	0	1	1	0	0	0	0	0	0	0	32. Children's centres: Outstanding
31 July 2012	19	1	2	2	1	3	2	1	1	2	4	32a. Children's centres: Good
31 July 2012	5	0	0	1	0	2	0	0	0	1	1	32b. Children's centres: Satisfactory
31 July 2012	0	0	0	0	0	0	0	0	0	0	0	32c. Children's centres: Inadequate
31 July 2012	0	0		0		0	0		0		0	33. Children's homes: Outstanding
31 July 2012	5	2		1		1	1		0		0	33a. Children's homes: Good
31 July 2012	6	1		0		1	2		1		1	33b. Children's homes: Adequate
31 July 2012	0	0		0		0	0		0		0	33c. Children's homes: Inadequate

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

Area Committee: Outer West

Spring 2013 Children's Services performance update

Measure	Leeds	Outer W	Current data period	Highest	Average	Lowest
1. Number of children and young people 0-19	171,127	15,737	Jan 2012	23,910	17,113	11,581
2. Percentage of children and young people	n/a	9.2%	Jan 2012	14.0%	10.0%	6.8%
3. Number of primary schools	218	21	Current	28	22	15
4. Number of secondary schools	36	4	Current	6	4	2
4a. Number of through schools	2	0	Current	2	0	0
5. Number of children's centres	58	4	Current	11	6	3

Commentary

The Outer West area committee has 9.2% of the city's 0-19 population, which represents 15,737 children and young people. There are 21 primary schools, four secondary schools, and four children's centres located within the area committee boundary.

Keeping children safe from harm	Leeds	Outer W			Current data period	Highest	Average	Lowest
		Current reporting period	Previous reporting period	Direction of travel				
6. Number of children looked after	1,395	78	84		31 Dec 2012	384	134	18
7. Number of children entering care	281	16	5	(Cumulative)	Apr-Dec 2012	71	28	6
8. Number of children subject to a child protection plan	956	67	76		31 Dec 2012	188	93	13
9. Number of CAFs initiated	648	40	16	(Cumulative)	Apr-Dec 2012	128	63	22
10. Number of requests for service	24,862	1,765	676	(Cumulative)	Apr-Dec 2012	5,254	2,305	816
11. Number of requests for service leading to a referral	8,281	572	193	(Cumulative)	Apr-Dec 2012	1,937	786	217
12. Number of LCC-employed foster carers	550	29	n/a	(New data item)	31 Dec 2012	81	48	21
12a Number of family placement foster carers	104	5	n/a	(New data item)	31 Dec 2012	16	11	5

Commentary

5.6% (78) of the children looked after population comes from the Outer West area. This figure is six lower than the June 2012 figure and reflects the decline in the numbers of children looked after across the city. 5.7% (16) of all children and young people entering care between April and December 2012 come from the Outer West area.

6.2% of CAFs initiated across the city come from the Outer West area. 1,765 requests for service, of which 572 met the threshold for being treated as a referral to the Children's Social Work Service, are from the area. The number of children and young people currently subject to a child protection plan is 67, nine lower than the June 2012 figure.

Do well in learning and have the skills for life	Leeds	Outer W			Current data period	Highest	Average	Lowest
		Current reporting period	Previous reporting period	Direction of travel				
13. Primary school attendance levels	95.8%	96.0%	96.2%		2011-12 HT 1-5	97.0%	95.8%	94.6%
14. Secondary school attendance levels	93.7%	93.7%	93.9%		2011-12 HT 1-5	94.7%	93.4%	90.8%
15. Number of pupils persistently absent at primary	1,589	111	164		2011-12 HT 1-5	377	159	52
16. Number of pupils persistently absent at secondary	3,142	274	310		2011-12 HT 1-5	598	314	194
17. Number of NEET ⁱ	1,374	92	94		31 Dec 2012	270	117	44
17a Percentage of NEET ⁱ	6.0%	4.0%	4.1%		31 Dec 2012	8.6%	4.9%	1.8%
18. Number of 'not knows'	2,056	199	n/a	(New data item)	31 Dec 2012	461	246	109
18a Percentage of 'not knows'	10.9%	8.7%	n/a	(New data item)	31 Dec 2012	17.3%	10.3%	7.0%
19. Foundation Stage good level of development	62.8%	63.2%	n/a	(Annual data item)	2011-12 AY	76.7%	63.0%	49.6%
20. Key Stage 2 level 4+ English and maths	77.3%	79.2%	n/a	(Annual data item)	2011-12 AY	87.6%	77.3%	67.5%
21. 5+ A*-C GCSE inc English and maths	54.3%	60.6%	n/a	(Annual data item)	2011-12 AY	66.0%	52.4%	36.8%
<p>Commentary</p> <p>Primary school attendance in the Outer West area was 96.0%, marginally lower than the autumn 2011 figure but above the city average. Secondary school attendance was also marginally lower than the autumn 2011 figure, but was the same as the city average. 111 (7.0% of the city cohort - the third lowest of all area committees) of children were persistently absent (missing at least 15% of school) from primary schools in the area, and 274 (8.7%) children and young people were persistently absent from secondary schools in the area.</p> <p>The number of NEET young people in the Outer West area at the end of December was 92, two lower than the June figure. The level of NEET was 4.0%, significantly below the citywide level of 6.0%. Future reports will compare data with a corresponding period from 12 months ago. The total number of NEET for the West North West area in December 2011 was 449.</p>								
Choose healthy lifestyles	Leeds	Outer W			Current data period	Highest	Average	Lowest
		Current reporting period	Previous reporting period	Direction of travel				
22. Teenage pregnancy ⁱⁱ	1,145	101	n/a	(No new data)	Jun 09-Jun 10	233	115	43
<p>Commentary</p> <p>There are no new data since the last report.</p>								
Voice and influence	Leeds	Outer W			Current data period	Highest	Average	Lowest
		Current reporting period	Previous reporting period	Direction of travel				
23. 10 - 17 year olds committing an offence	507	38	79	(Not comparable)	Apr-Sept 2012	126	45.9	13

Ofsted inspections	Leeds	Outer W			Current data period	Highest	Average	Lowest
		Current reporting period	Previous reporting period	Direction of travel				
24. Percentage of primary schools good or better	76%	71%	62%	↔	31 Dec 2012	93%	75%	64%
25. Percentage of secondary schools good or better	61%	75%	50%	↔	31 Dec 2012	100%	59%	25%
26. Percentage of children's centres good or better ⁱⁱⁱ	81%	100%	100%		31 July 2012	100%	88%	60%
27. Percentage of children's homes good or better	45%				31 Dec 2012	67%	25%	0%
Ofsted judgement - Outer West	Current period: 31 Dec 2012				Previous period: 31 July 2012			
	Outstanding	Good	Satisfactory	Inadequate	Outstanding	Good	Satisfactory	Inadequate
28. Primary schools	3	12	6	0	3	10	8	0
29. Secondary schools	0	3	1	0	0	2	2	0
30. SILCs (citywide)								
31. Pupil referral units (citywide)								
32. Children's centres	0	1	0	0	0	1	0	0
33. Children's homes								
<p>Commentary</p> <p>Both the percentage of primary schools, and secondary schools, rated good or better in the Outer West area have risen since the last report, with two primaries, and one secondary improving their ratings to good from satisfactory. The percentage of secondary schools rated good or better is 14 points above the city average, and the percentage of primary schools rated good or better has improved by nine points, and is now only five points behind the city average. There are no children's homes located in the Outer West area.</p>								
Secondary schools	Current period		Previous period		Direction of travel			
	Ofsted	Attendance	Ofsted	Attendance	Ofsted	Attendance		
Crawshaw School	2	93.1%	2	93.7%				
Priesthorpe School	2	93.9%	3	94.3%	↔			
Pudsey Grangefield School	2	94.3%	2	94.3%				
The Farnley Academy	3	92.5%	3	93.4%				

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

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

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

ⁱⁱ No new data available since the last report

ⁱⁱⁱ No further children's centres inspections have been undertaken since the last report

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

Report to Outer West Area Committee

Date: 22nd March 2013

Subject: Business Management Project Update

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

Summary of main issues

1. This report provides the Area Committee with an update on progress so far, on the 'Business Management Project' run by Leeds Ahead.

Recommendations

1. Members are asked to:
 - Note the contents of the presentation by Leeds Ahead.
 - Note the attached update report from Leeds Ahead, for 'Business Management Project' at appendix 1.

1 Purpose of this report

- 1.1 The purpose of this report is to update members on the progress made by the Business Management Project run by Leeds Ahead.

2 Background information

- 2.1 Leeds Ahead set out an innovative local business engagement approach to support business growth and deliver private sector resources and investment to identified priorities within the Outer West Leeds.
- 2.2 The business management project, funded through Leeds Ahead provides regular signposting to up to 300 businesses and has an active involvement in the business forums in the Outer West.
- 2.3 The project provided a practical mechanism to "integrate" local businesses into local delivery and enable them to invest back into and improve their local areas.
- 2.4 The 'Make the Grade' element of the project which involves work with schools is working with Crawshaw High School. Funding has been secured in excess of £50,000 and over 20 businesses have agreed to support Crawshaw School.

3 Main issues

- 3.1 A Local Business Engagement Team was formed to conduct business outreach and facilitate the practical involvement of businesses in different initiatives.
- 3.2 This approach was considered highly efficient as one single business outreach function served a multitude of different purposes and leverages value on several fronts.
- 3.3 The project aimed to deliver advice and signposting to help businesses to survive and grow. It also aimed to promote the different ways in which businesses could themselves support the wider area and enable their immediate practical involvement in those initiatives.
- 3.4 The project aimed to leverage substantial private sector match funds. These are aligned with initiatives such as the 'Make the Grade' private sector-funded education business partnerships.
- 3.5 One of the main objectives of the project for 2012, was to launch a 'Make the Grade' programme in one school. Crawshaw School under the leadership of Joanne Russ was very excited to be the first school in Outer West to join the programme. The school are very excited at being part of a project that has been so successful in other parts of the city.
- 3.6 As part of the delivery of this initiative Leeds Ahead were to source external partners to work with the school over a three year period. These external partners commit to contributing 3k per year and the school 5k per year.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Ward Members are consulted on projects and initiatives within their ward which link to the Area Support Team work programme and locality priorities. This is undertaken via regular ongoing “Two Way Feedback” meetings, held with Area Support Team, and ad hoc meetings/telephone conversations as and when required.

4.1.2 Community forums are held in Pudsey & Swinnow and Tyersal every quarter within Outer West Leeds to inform communities.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 This section is not applicable to this report.

4.3 Council Policies and City Priorities

4.3.1 The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009, this approval was rolled forward to 2012/13 with amendments only to environmental delegations.

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

4.3.3 Area Management’s work programme contributes at a local level to the themes contained in the:

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

4.4 Resources and Value for Money

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

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

4.4.3 In order to meet the Area Committee’s roles, funding is in the main supplied by other Leeds City Council Departments main stream budgets, and external partner agencies e.g. the Police and Primary Care Trust, which is in turn reflected in the fact that the Area Committee’s role here is only to influence, develop and consult.

However, on occasion, wellbeing funding has resourced some projects related to its roles, e.g. community engagement, area based regeneration schemes and conservation area reviews.

4.5 Legal Implications, Access to Information and Call In

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

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

4.6 Risk Management

4.6.1 There are no significant risks identified in this report.

5.0 Conclusions

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

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

6.0 Recommendations

6.1 The Outer West Area Committee members are invited to:

- i. Note the contents of the presentation by Leeds Ahead.
- ii. Note the attached update report from Leeds Ahead, for the Business Management Project at appendix 1

Background documents¹

None

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

APPENDIX 1

Crawshaw School Activities (Academic Year 2012/13)

Activity	Dates and times	Business(es) Supporting	Notes
Careers Event (x2) COMPLETE	Wednesday 7 th November 2012 (AM and PM) 9am – 3pm with lunch	Asda Pudsey, Baker Tilly, Direct Line, Feature Media, Gaunts, Leeds United Foundation, Police Inner West, Pudsey Legal, Shepherd Construction and Engineering, The AA and Zenith	Target year group: Year 9 (200 pupils). We invite 1-4 volunteers from each business to take part. We invite all businesses to invite suppliers and clients to attend the Careers Events.
Asda Ice Cream Challenge IN PROGRESS	Challenge started on 7 th December 2012.	Asda (Asda House)	Target group: Year 9 (16 students). The winning team from Crawshaw will be invited to present against two other Make the Grade Schools in Leeds (Cockburn and Ralph Thoresby) to win a chance of getting their ice cream produced.
Interview Skills and Practice COMPLETE	Wednesday 27 th February 2013 Approx. 12pm – 3pm	Asda (Asda House), Baker Tilly, Kayes Solicitors and Zenith.	Target year group: Year 12 (54+ pupils) Location TBC. We invite 1-4 volunteers from each business to take part.
Interview Skills and Practice	Wednesday 6 th March 2013 Approx. 12pm – 3pm	Asda (Asda House), Baker Tilly, Kayes Solicitors and Zenith.	Target year group: Year 12 (54+ pupils) Location TBC. We invite 1-4 volunteers from each business to take part.
Workplace Visit and Functional Workshop COMPLETE	24 th January 2013 start and TBC	Zenith	Target year group: Year 10 BTEC Business students (TBC 20 pupils*).
Workplace Visit and Functional Workshop	8 th March 2013 and 22 nd March 2013	Pudsey Legal	Target year group: Year 10/11 BTEC students (TBC 20 pupils*). Class targeting still to be decided
Workplace Visit and Functional Workshop	w/c 22 nd April 2013 and w/c 29 th April 2013	Baker Tilly	Target year group: Year 10 (aged 14-15, 15 students*) – Class targeting still to be decided (Business Studies or PSHCE)
Workplace Visit and Functional Workshop	Dates TBC	Asda (TBC)	Target year group: Year 10/11 BTEC students (20 pupils*).

Programme Overview as at 15th January 2013 for Year 1 of Make the Grade programme

* These are linked activities and as such the same students will attend the Workplace Visit (off site) and the Functional Workshop (on site at school).



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Appendix 2

Businesses Supporting Crawshaw School Make the Grade Partnership

Pudsey Legal
Zenith
Eversheds
ASDA Group Limited
Baker Tilly
Gaunts Ltd
Feature Media
West Yorkshire Police - Inner
West
Leeds United Foundation
Direct Line
MG Engineering
Shepherd Construction Ltd
AA
Arup Partners Ltd
Red
ATR Group
Britvic
Cloud 9
Colas
SMP
R&R Ice Cream
Hachette
Communis
Logistik
Premier Farnell
Eversheds
Mill Asset Management Group
Harper Collins
Grant Thornton

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5-3-1 Pledges

Business Names	Pudsey	Date	Invest More in People	Mentor a budding entrepreneur
Red Pudsey	Pudsey	03/05/12	*	
DN Estates	Pudsey	03/05/12	*	*
Bentley Butchers	Pudsey	03/05/12	*	
Big Bathroom Shop	Pudsey	03/05/12	*	
Chic Boutique	Pudsey	03/05/12	*	
Vac Shack	Pudsey	03/05/12	*	
Pudsey Pharmacy	Pudsey	03/05/12	*	*
Mr. Sandwich	Pudsey	03/05/12	*	
Card Box	Pudsey	03/05/12	*	*
Jewellers	Pudsey	03/05/12	*	
Chris Gill Optician	Pudsey	05/09/12	*	
Flowers Market	Pudsey	05/09/12	*	
Church Lane Pharmacy	Pudsey	05/09/12	*	*
The lady cares	Pudsey	05/09/12	*	
Schofield Insurance Brokers Ltd	Horsforth	22/6/2012	*	
Yeadon Westfield Junior School	Yeadon	22/6/2012		
Sharps Fabric Printers Ltd	Yeadon	22/6/2012	*	
Danish Design Pet Products Ltd	Yeadon	22/6/2012	*	
CMM Ltd	Pudsey	08/02/12	*	
ID Maintenance Ltd	Pudsey	08/02/12	*	
Tweed House Veterinary Surgery	Pudsey	08/02/12	*	
Sterling Locks Ltd	Pudsey	08/02/12		
FCC (Leeds) Ltd	Horsforth	10/09/12	*	
Apex Roofing & Joinery Ltd	Horsforth	10/09/12	*	*
Rarter Ltd	Yeadon	10/09/12	*	
Heli-Jet Aviation	Yeadon	10/09/12	*	
Box of Cards	Farsley	01/08/12	*	*
Geo Cars	Pudsey	01/08/12	*	
Pudsey Carpet Centre	Pudsey	06/09/12		*
Express Shoe Repair	Pudsey	06/09/12	*	
Lady Grande	Pudsey	06/09/12	*	
Sharps Pet World	Pudsey	06/09/12	*	
Pudsey fisheries	Pudsey	14/9/2012	*	
Wetherby Whaler	Pudsey	14/9/2012	*	
Sunny Bank Mills	Farsley	18/9/2012	*	
Gaunts	Farsley	18/9/2012	*	
Cubik Solutions Ltd	Wortley	21/10/2012	*	*
Microtek Services Ltd	Wortley	21/10/2012	*	
Hollinbay Consultancy Services Ltd	Wortley	21/10/2012		
Linetime Ltd	Wortley	21/10/2012	*	
Pancredit Systems Ltd	Farsley	21/10/2012	*	
Guiseley Engineering Co. Ltd	Guiseley	11/12/12	*	
Descon Ltd	Guiseley	11/12/12		
Rigton Insurance Services Ltd	Horsforth	11/12/12	*	
Premier Telecom	Horsforth	11/12/12	*	

Build links with education placements to unemployed people to offer an apprenticeship

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Report of West North West Homes

Report to Outer West Area Committee

Date: 22nd March 2013

Subject: West North West homes Leeds involvement in Area Committees

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

Summary of main issues

1. WNWhL provides a range of housing management services in the West and North West of Leeds. The Outer West Area Committee area is coterminous with the 'Outer West' housing management area comprising 5200 properties in the Farsley, Calverley, Pudsey, Wortley and Farnley Wards. Tenancy and Estate Management services are delivered locally from Wortley Area Office at 36 Heights Drive, Wortley, LS12 3SU
2. Support services such as rent accounting, lettings and property repairs are delivered through a centralised structure, however, all customer enquiries can be made locally at the Wortley Area Office and at the Pudsey One Stop Centre; or via the Council Contact Centre.
3. This report seeks to advise the Area Committee of activities undertaken by WNWhL which impact on local communities and areas where opportunities exist to work collaboratively to improve conditions for local people.
4. This is the fourth of two bi-annual reports, agreed by Area Committee, to provide an update of activities and services undertaken by WNWhL.

Recommendations

Members of the Outer West Area Committee are invited to note the content of this report; WNWhL will provide a six monthly update report.

1. Purpose of this report

- 1.1. To outline the purpose of West North West homes Leeds (WNWhL) involvement in Area Committees, and to explore ways of making involvement as meaningful and productive as possible

2. Background information

- 2.1. An introductory report was submitted to the Outer West Area Committee in June 2011, outlining areas of mutual interest and opportunities to promote collaborative working for the benefit of communities in Outer West Leeds. The report recommended that WNWhL should provide further reports on a twice yearly basis.
- 2.2. This report focuses on examples of joint working, and activities which promote community involvement and well being.

3. Main issues

3.1. Environmental Management

3.2. Partnership Working – Locality Arrangements

Joint working has continued during 2012/13 between West North West homes Leeds (WNWhL) and Leeds City Councils, Outer North West, Locality Team. The main focus of delivering joint work is to improve environmental conditions in the Outer West area. We have recently undertaken joint work at Upper Wortley Road, Wortley and Dawson's Corner, Farsley.

3.3. Estate Grading

In line with WNWhL published service standards, the Neighbourhood Management Officer arranges regular estate inspections which take place on a monthly basis for each area; and quarterly estate gradings. Estate gradings are promoted on WNWhL website and welcomes the opportunity for customers, partners, Ward Members and other representatives to attend the inspections and gradings. Our next gradings are listed below:

Date	Estate	Meeting Point	Time
3.6.13	Whincover	Shops on Whincover Drive	10.00am
10.6.13	Fawcett	Entr. to estate on Lower Wortley Road	10.00am
17.6.13	Low Moorside	Community Centre next to Co-op	10.00am
24.6.13	Cobdens	Cobden School	10.00am
28.6.13	Nutting Groves & Bawn Approach	Entr. To Nutting Grove estate	10.00am
2.4.13	Bawns estate	Hill Top Community Centre	10.00am
9.4.13	Butterbowl estate	Library – Whincover Drive	10.00am
16.4.13	Tong estate	Shop on Tong Approach	10.00am
23.4.13	Stonecliffe estate	Church on Stonebridge Lane	10.00am
10.4.13	Heights estate	36 Heights Drive	10.00am
17.4.13	Greenthorpes	Jct. Greenthorpe Road & Heights Drive	10.00am
24.4.13	Gambles	Foyer Gamble Hill Croft	10.00am

4.6.13	Roker estate	Jct. Kent Road & Roker Lane	10.00am
13.6.13	Acres Hall & Chaucers	1 Scott Street	10.00am
26.6.13	Harleys & Highburys	6 Harley Drive	10.00am
4.7.13	Claremonts & Crimbles	Claremont Community Centre	10.00am
9.7.13	Fartown & Littlemoores	1 Littlemoor Crescent	10.00am
17.4.13	St Lawrence & Toft House Close	1 Heath Grove	9.30am
1.5.13	Highfields, Westdales & Mt Tabor Street	Entr. Mt Tabor Street	9.30am
13.5.13	Marsden Court	Marsden Court, community room	11.00am
16.5.13	Brookleigh	Brookleigh community room	2.30pm
21.5.13	Farsley estate	Farfield Avenue shops	9.20am
24.5.13	Dawson Corner	Dawson Corner community room	11.00am

3.4. The table below provides details of grading scores.

	Target	December 2011	December 2012
Excellent	40%	22%	34%
Good	50%	34%	46%
Acceptable	10%	44%	20%
Poor	0%	0%	0%

The positive work undertaken by the Neighbourhood Management Officers and the Neighbourhood Caretakers has seen a marked improvement in estate grading scores from December 2011 to December 2012.

We are focusing and targeting resources toward estates that require improvement, which currently have a grading score of less than excellent or good. A number of action days are planned during 2013 to drive these improvements.

3.5. Multi Storey Flats

There is an ongoing city wide review of multi storey flats. We undertake annual consultation with residents living in multi storey flats in order to gauge satisfaction levels. Recent consultation undertaken with residents has highlighted concerns in relation to; cleaning, blocked chutes, outstanding repairs and anti social behaviour. The cleaning service is provided by LCC Property Maintenance and Cleaning Services. We work closely with the cleaning provider to maintain good cleaning standards in our multi storey and low rise flats. There are 10 multi storey blocks in Outer West. Our Neighbourhood Caretaking Team visit all 10 blocks daily and in some cases twice daily, where there are high numbers of anti social behaviour and significant issues with blocked chutes. The Caretaker role is pivotal in delivering a quality service in our multi storey flats, they undertake a daily health and safety patrol, including fire safety checks, collection of bulky waste items, spot cleaning,

gather intelligence in respect of anti social behaviour and clearing of blocked chutes. The current number of Caretakers in Outer West is 9, the resource required to undertake daily checks in the multi storey flats in order to maintain high standards is 5, leaving 4 Caretakers to undertake estate based work.

4. Multi Agency Work

4.1. We have delivered 3 local action days since the last report, in the following areas; The Heights East & The Heights West, Wortley, Upper Wortley Road, Wortley, Claremonts & Crimbles, Pudsey, which focused on the Claremont and Crimbles embankment. A further day is planned for the Farfield estate in Farsley, which will take place the first week in March 2013. As previously mentioned areas that currently have a grading status of less than excellent or good will be targeted for improvement.

4.2. The noticeable outcome of these action days has been improved environmental conditions, local residents have provided positive feedback about improved conditions. We have seen an increase in estate gradings, 2 of the above areas have seen an improvement increasing from an acceptable to a good score.

4.3. Area Panels

Bids approved during 2012/13 are:

- Additional security measures Minster flats, Farsley
- Additional security measures New Street Grove, Pudsey
- Joint funding with Area Management CCTV Farfield Avenue, Farsley
- Installation of metal fencing Heights Drive, Wortley
- Installation of metal fencing Tong estate, Wortley
- Safety barrier, Gamble estate, Wortley

4.4. Community Engagement

4.5. Social Housing Equality Framework (SHEF)

4.6. WNWhL has a successful track record in community engagement. We have recently undertaken an external peer challenge assessment with the aim to achieve the "Excellence" level of SHEF. The assessment was led by the Local Government Association who are responsible for making the award. The basis for the peer challenge was a framework where WNWhL equality and diversity performance was benchmarked against the following five areas:

- Knowing your customers
- Leadership, partnership and organisational commitment
- Customer Engagement
- Responsive services, access and customer care
- A skilled and committed workforce

4.7. We are delighted to report that an Excellent standard has been awarded following the assessment.

4.8. We have an established Tenant Scrutiny Executive, a method of involving customers which offers us independent challenge and suggests proposals for change to the way we deliver our services. This has been done in consultation with customers. They are currently looking into Property Security and are reporting to the WNWhL Board with recommendations in January 2013.

5. Corporate Considerations

5.1. Consultation and Engagement

The joint work and development of shared services between WNWhL and the Outer West Area Committee, provides an efficient and cost effective way of working, to drive improvement and efficiency, within the Outer West area.

5.2. Equality and Diversity / Cohesion and Integration

There are no specific equality considerations arising from this report. The services and functions described in this report are consistent with the Council's and WNWhL's approach to Equality Diversity and Cohesion.

5.3. Council Policies and City Priorities

The content of this report is consistent with the WNWhL strategic objectives, and the strategic aims of the Council encompassed by the Vision for Leeds; Leeds Children & Young Person Plan; Strategic Health & Wellbeing Plan.

5.4. Resources and Value for Money

No additional resources are needed to deliver the approach outlined in this report which will be delivered within existing resources.

5.5. Legal Implications, Access to Information and Call In

There are no legal implications arising from this report.

5.6. Risk Management

There are no risk implications arising from this report.

6. Conclusions

6.1. It is concluded that there are clear benefits and opportunities for WNWhL working closely with Area Committees as outlined in this report. Developing this approach provides the opportunity to further develop services and join up working to the benefit of residents, which ensures that all agencies in the area target resources in a joined up and effective way.

7. Recommendations

7.1. Members are invited to note this report, and it is recommended that WNWhL provide a further six monthly update to Area Committee of progress with areas of mutual interest in the March/April cycle of meetings

8. Background documents

8.1. None.

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Report of The Chief Officer of Parks and Countryside

Report to West Outer Area Committee

Date: 22nd March 2013

Subject: Annual Report – for the Parks and Countryside Service

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

Summary of main issues

1. The report provides an area profile of key assets, information on park usage and a customer based perspective of the quality of the assets and services provided.
2. It highlights the current progress towards Leeds Quality Park (LQP) status for community parks in the area. It provides the costs of achieving and retaining LQP status in community parks up to the year 2020.
3. The report details capital improvements in community parks, sport pitches and fixed play in the area for the last 12 months and planned improvements to be delivered in the next 12 months.
4. It gives a detailed breakdown of events and volunteering in the area.
5. It gives an overview of the Streetscene Grounds Maintenance contract considering performance for grass cutting in 2012. It sets out the specification and how this is developing alongside suggesting increased engagement in performance monitoring.

Recommendations

6. The Area Committee is requested to note the content of the report and to communicate priorities for investment in community parks, playing pitches and fixed play facilities in light of the issues raised.

1 Purpose of this report

- 1.1 This report seeks to further develop the relationship between the Parks and Countryside service and the West Outer Area Committee, as agreed at Executive Board.
- 1.2 It provides an overview of the service and sets out some of the challenges faced along with key performance management initiatives. In addition it seeks to provide a positive way forward for delivering the extended role of the Area Committee.
- 1.3 In particular it sets out at an area level progress made in attaining Leeds Quality Park standard. It also sets out investment needs to attain LQP standards and to retain them.

2 Background information

Service Description

- 2.1 Leeds City Council has one of the largest fully inclusive local authority Parks and Countryside services, managing almost 4,000 hectares of parks and green space. This includes 7 major parks, 62 community parks and 95 recreation grounds and 391 local green spaces, which include 144 playgrounds and 500 sports facilities ranging from skateboard parks to golf courses, and which play host to 600 events annually. The service also manages a nursery which produces over 4 million bedding plants each year, 97 allotment sites, over 800km of Public Right of Way (PROW), and 156 nature conservation sites, as well as 22 cemeteries and three crematoria.
- 2.2 The 2009 Parks and Countryside residents survey showed that the service attracts almost 68 million visits each year from Leeds' residents alone, and that approximately 96% of these are regular park users. These range from anybody using a park for informal recreation (e.g. walking, observing nature) to people who take part in formal activities (e.g. football clubs, conservation volunteers or to attend events). The user surveys also evidenced that 10m visits are made to our green space by Young People (12-19) compared to 3.6m by Children (5-11).

Description of Priority Advisory Function

- 2.3 The priority advisory function for Area Committees relates to community parks provision that have a wide range of facilities, including general recreation, sports pitches, play and formal and informal horticultural facilities.
- 2.4 Where developments are less significant or only impact on one site then ward members and community groups will be informed and consulted using established procedures. It is important to note that good levels of engagement with ward members exist and this function seeks to enhance this engagement.

3 Main issues

Area Profile of the Service

- 3.1 The following table summarises community green space assets managed by Parks and Countryside in the West Outer Area Committee:

Asset	Quantity
Community parks	10
Playing Pitches:	
Cricket	7
Football	27
Rugby League	4
Rugby Union	1
Bowling greens	9
Playgrounds	15
Multi-use games areas	2
Skate parks	2

Community Parks

- 3.2 The service undertook a residents survey using the Citizen's Panel methodology during the summer of 2012. Whilst this has provided some city wide data, more work is required to provide sufficient data at an area committee level. Options to undertake additional surveys during 2013 are currently being examined to provide an updated dataset for usage and satisfaction.
- 3.3 Analysis from the 2009 residents survey was carried out relevant to the 10 community parks in the area which are;

Site Name	Annual Number of Visits	Total Annual Visits to West Outer Community Parks is 7m approx.
Brookfield Rec Ground	2,515	
Calverley Park	1,267,553	
Farnley Hall Park	1,426,855	
Hainsworth Park	207,180	
New Farnley Park	60,355	
New Wortley Rec Ground	350,717	
Pudsey Park	2,426,679	
Tyersal Park	90,533	
Western Flatts Park	616,898	
Westroyd Park	561,863	

- 3.4 The residents survey provides significant insight into the users of community parks, demographics of users, how they get there and what they do. A detailed insight of each community park is given in appendix 1. The key analysis points are;
- Approximately 68% of visitors are adults with 32% children or young people.
 - There are a wide range of reasons for visiting but nearly all visitors at some point go for relaxation, exercise or play.

- Nearly 70% of visitors travel to the park on foot of which 66% take less than 10 minutes to travel there.
- Of the 28% who visit by car 58% take less than 10 minutes to get there.
- 35% of visitors go to community parks either every day or on most days, whilst 71% go at least once a week.

3.5 Parks and Countryside provide annual pitch hire for sports teams in the area. The table below shows the number of teams with current bookings playing on pitches in the area; *(note this excludes clubs who have a long term lease in place)*

Age Group	No of Teams
Open Age	20
Juniors	14

Volunteering in the Parks and Countryside Service

3.6 The Service continues to focus on increasing the number of volunteers and groups working in the area. There has been a significant increase in the value of activities which take place particularly in the area of corporate volunteering. Our emphasis for the next 12 months will be to :

- Seek to increase corporate volunteering working in partnership with Leeds Ahead.
- Continue to improve involvement with the many “in bloom” groups in Leeds.
- It is an ambition to have a volunteer group for every community park where there is a site based gardener.

3.7 It is estimated that volunteers across all groups contribute nearly 900 days of voluntary work in the West Outer area over a 12 month period. The tables below give details of works undertaken in West Outer since November 2011 and the active groups in the area Committee;

Table 1 - Work undertaken by volunteers working with the Rangers;

Site	Organisation	Task	No. of Vol Days
Post Hill Woods, Pudsey	Friends of Post Hill	Planting Tansy	0.6
	Leeds Parks Volunteers	Bench installation x 3 and woodland management	2.4
		Woodland Management - tree thinning	0.8
Pudsey Park	Pudsey Park Volunteers	Painting the visitor centre	2.4
	Youth Probation Service	Cut back, litter pick, footpath scrape	7.4
Upper Moor, Pudsey	Youth Probation Service	Step Creation	11.4
		Step Creation and Bench Preparation	5.7
Total			30.7

Table 2 - Corporate volunteer actions;

Site	Organisation	Task	No. of Vol Days
Upper Moor, Pudsey	Baker Tilley	Step Creation	12.9
Total			12.9

Table 3 - Summary of the groups who are active in the West Outer area :

Group Name	Number of Volunteers	Estimated Volunteer Days
Friends of Post Hill	15	32
Friends of Pudsey Park	15	60
Friends of Woodhall Lake	10	24
Leeds Parks Volunteers	4	78
Leeds Voluntary Footpath Rangers	6	130
Leeds Wildlife Volunteers	12	216
Total	62	540

Table 4 - Existing in bloom groups within the West Outer area;

In Bloom Group	Number of Volunteers	Award Won (Yorkshire in Bloom)	Estimated Volunteer Days
Calverley	15	Urban Community – Gold	280
New Farnley	5		120
Pudsey	12	Large Town - Silver	240
Total			640

Events

- 3.8 The bookings and licensing team has introduced improvements to the application process for events that occur on parks. They are providing greater assistance in helping community groups organise events with particular emphasise on ensuring legal and safety requirements are met but do not deter groups and organisations from organising activities. The table below shows a list of events held in the outer West area in 2012:

Site Name	Month	Event	Total
Calverley Park (Victoria Park)	April	Airienteers	1
	May	Airienteers	1
	June	Diamond Jubilee Childrens Day	1
		Jubilee Event	1
		Summer Bands	1
	July	Calverley Parkside Summer Fair	1
		Summer Bands	2
	August	Cricket tournament	1
		Summer Bands	1
Farnley Hall Park	June	Summer Bands	1
	July	Community Day - WY Police	1
		Summer Bands	1
Houghside	May	Stanningley Albion Fundraiser	1
New Farnley Recreation Ground	July	Summer Bands	1
	August	Summer Bands	1

Site Name	Month	Event	Total
New Wortley Recreation Ground	June	Summer Bands	1
	July	Summer Bands	1
Post Hill Woods, Pudsey	May	Pudsey Pacers	1
Pudsey Park	June	Pudsey Jubilee Party	1
		Summer Bands	2
	July	Pudsey Pacers 10k Run	1
		Summer Bands	3
	August	Dragonfly TV Filming	1
		Summer Bands	3
	September	Summer Bands	1
October	Home Tweet Home	1	
Queens Park, Pudsey	May	Pudsey Carnival (19th - 23rd Funfair)	1
	July	Pudsey Jr's Football Gala	1
Swinnow Moor (Swinnow Lane)	June	Animal Welfare Charity Event	1
Western Flatts Cliff Park	June	Summer Bands	1
	August	Summer Bands	1
Westroyd Park	June	Summer Bands	1
	July	Summer Bands	1
	August	Summer Bands	1
Woodhall Lake	November	Weekly Forest Sessions	1
	December	Weekly Forest Sessions	1
Total			42

Community Parks – Leeds Quality Park Status

3.9 The Parks and Green Space Strategy was approved at Executive Board in February 2009 and sets out the vision and priorities to 2020. One of the key proposals contained in the strategy is the aspiration for all community parks to meet the Green Flag standard for field based assessment by 2020. The Green Flag Award Scheme represents the national standard for parks and green spaces. It has been developed around eight key criteria as follows;

- **A welcoming place** - how to create a sense that people are positively welcomed in the park
- **Healthy, safe & secure** - how best to ensure that the park is a safe & healthy environment for all users
- **Clean & well maintained** - what people can expect in terms of cleanliness, facilities & maintenance
- **Sustainability** - how a park can be managed in environmentally sensitive ways
- **Conservation & heritage** - the value of conservation & care of historical heritage
- **Community involvement** - ways of encouraging community participation and acknowledging the community's role in a park's success

- **Marketing** - methods of promoting a park successfully
- **Management** - how to reflect all of the above in a coherent & accessible management plan or strategy and ensure it is implemented.

3.10 The Parks and Countryside service reports annual performance against two local indicators based upon the Green Flag Award scheme;

- *The percentage of Parks and Countryside sites assessed that meet the Green Flag standard.*
- *The percentage of Parks and Countryside community parks which meet the Green Flag standard.* Performance against these indicators is illustrated in section 3.32.

3.11 The indicator includes an assessment of each community park which has particular relevance to Area Committee engagement. The scheme is known as the Leeds Quality Park (LQP) standard. The following table provides a summary of these assessments for the West Outer Area Committee.

Site	Year Assessed	Welcoming Place	Healthy, Safe, Secure	Clean, Well Maintained	Sustainability	Conservation / Heritage	Community Involvement	Marketing	Meets Standard?
Brookfield Rec Ground	2010								Yes
Calverley Park	2010								Yes
Farnley Hall Park	2012								Yes
Hainsworth Park	2012								No
New Farnley Park	2011								Yes
New Wortley Rec Ground	2012								No
Pudsey Park	2010								Yes
Tyersal Park	2011								No
Western Flatts Park	2012								Yes
Westroyd Park	2012								Yes

Key:

Meets Leeds Quality Park Standard on average for this key criteria	
Below Leeds Quality Park Standard on average for this key criteria	

3.12 From this table, there are 7 parks identified that meet the Leeds Quality Park Standard in the area, with 3 not reaching the standard. This is an increase of 1 (New Farnley Park) since the previous Committee report.

3.13 The residents survey in 2009 enables an assessment of visitor numbers and satisfaction rating (scored out of 10) for a number of criteria for each park, set out in the following table:

Site	Design and Appearance	Cleanliness and Maintenance	Ease to Get Around	Range of Facilities	Horticultural Maintenance	Nature Conservation	Facilities for Families	Sports Facilities	Overall Impression
Calverley Park	9.1	8.6	9.2	7.1	9.4	8.0	7.8	8.0	8.5
Farnley Hall Park	7.9	7.8	8.7	5.5	8.1	7.7	6.7	6.2	7.5
Hainsworth Park	6.9	7.3	8.7	5.5	6.5	5.8	6.9	6.0	7.1
New Farnley Park	7.6	7.2	8.0	5.2	7.6	6.4	6.5	6.0	7.2
New Wortley Rec Ground	7.3	6.6	8.5	5.4	7.8	7.1	4.9	6.1	6.6
Pudsey Park	8.7	8.2	8.9	7.0	9.0	8.3	7.7	6.2	8.3
Tyersal Park	5.6	7.6	8.8	5.2	6.8	6.8	5.2	5.2	6.4
Western Flatts Park	7.1	7.3	8.2	5.6	8.1	7.2	4.7	6.6	7.0
Westroyd Park	8.7	7.7	9.0	7.0	8.4	8.0	7.5	7.3	8.7

Note – Brookfield Recreation Ground had insufficient responses to be able to accurately produce satisfaction data

Key:

Generally meets LQP expectations	7.0 - 10	
Generally below LQP expectations	0.0 – 6.9	

This table broadly correlates with the professional audit undertaken for the Leeds Quality Parks assessment set out in paragraph 3.11. In particular scores and visitor numbers are higher for the parks that meet the LQP standard. There are however issues identified with the range of facilities offered in many of the parks and sports facilities.

Playing Pitches

- 3.14 The residents survey in 2009 allowed respondents to rate sport facilities in parks. The results are shown in the table below;

Rating of Sports facilities	2009 (West Outer)	2006 (West Outer)
Fair to very good	80.3%	73.8%
Poor or very poor	19.7%	26.2%

The results show an increase in rating of the sports facilities from the 2006 survey. This data is related to the table set out in paragraph 3.13.

Fixed Play

- 3.15 The residents survey in 2009 allowed respondents to rate facilities for children and their parents. The results are shown in the table below;

Rating facilities for children	2009 (West Outer)	2006 (West Outer)
Fair to very good	81.7%	77.1%
Poor or very poor	18.3%	22.9%

Results show an increase in those who rated facilities as fair or above.

3.16 Improvements to community parks during 2012 are as follows:

- Farnley Hall Park – Resurfacing of car park at main entrance.

3.17 The following table provides a perspective on the minimum level of investment required to achieve the LQP standard for the five remaining parks. It also includes the level of reinvestment required across all the community parks in order to sustain the LQP pass up to 2020;

Site Name	Cost to Achieve (excluding fixed play)	Reinvestment (excluding fixed play)
Hainsworth Park	£5,000	
New Wortley Rec Ground	£156,812	
Tyersal Park	£124,500	
Total to achieve LQP	£286,312	
Average annual reinvestment		£31,659
Total reinvestment to 2020		£253,275
Overall Total Investment to 2020		£539,587

3.18 Reinvestment levels are estimated according to the expected lifespan of equipment and infrastructure as set out below;

Description	Timescale for Recurring Investment
Signage and interpretation	5 years
Fixed play (including MUGA's/skate parks)	10 years
Bins and benches	15 years
Paths and infrastructure	25 years
Landscaping	25 years

3.19 Planned improvements for the next 12 months are;

- Queens Park – New MUGA and playground refurbishment (£289k).
- New Wortley Recreation Ground – Improvements to park infrastructure, removal of bowling green and horticultural works (£60k).
- Western Flatts Park – MUGA fencing (£10k).
- Farnley Hall Park – Lawns Lane entrance, general improvements – work ongoing.
- Post Hill – Wildlife pond creation

3.20 In terms of fixed play, work has been undertaken to set out refurbishment requirements over a 10 year rolling programme in support of the outcomes of the Fixed Play Strategy. The average cost of a new playground is currently about £120k; Multi-use games areas and skateparks are slightly cheaper on average at about £90k

each. The table below shows the capital investment required on an ongoing basis to fund the area committees existing fixed play sites;

Fixed Play Type	No.	Total Replacement Cost £'s	Required Average Annual Spend £'s
Play Areas	15	1,800,000	180,000
Multi Use games Areas	2	180,000	18,000
Skate Parks	2	180,000	18,000
Totals		2,160,000	216,000

Area Committee funding for additional on site gardeners

- 3.21 West Outer Area Committee provide additional funding for gardeners to increase site based presence at parks in the area. For 2012-13 this funding totalled £23,534 for site based presence at Tyersal Park and New Farnley Park.
- 3.22 Since the introduction of site based gardeners, analysis shows that complaints to both Ward Councillors and the Parks and Countryside Service have declined on sites with increased daily presence. In addition, the service has observed an increase in the number of residents using parks and open spaces which is backed up by the residents survey data.
- 3.23 The site based gardeners increase working relationships with users, local residents and community groups. These site based staff further increase users satisfaction and support the aspiration to increase volunteer groups working within parks.

Streetscene Grounds Maintenance

- 3.24 Following a procurement exercise the streetscene grounds maintenance contract was awarded to Continental Landscapes Ltd (CLL) with effect from 1st January 2012. This contract covers sites that are located alongside the highway network or amongst residential streets managed by the council's Arms Length Management Organisations (ALMOs and BITMO). The specification requires the contractor to undertake litter removal from sites they maintain at each visit supporting the council's wider efforts to maintain clean streets. The table below shows the asset breakdown of contract items for the West Outer area committee:

Asset Type	Annual Visits	Unit	Measure
Amenity Grass	13	M ²	697,649
Premium Grass	26	M ²	45,361
Rough Grass	3	M ²	58,129
Sight Line	3	M	1,455
Rough Linear	3	M	4,588
Primary Network Class I	6	M ²	16,969
Primary Network Class II	3	M ²	117,959
Shrub Beds	2	M ²	8,141
Hedges	3	M	1,661
Rose Beds	2	M ²	44
Total			951,956

3.25 Despite 2012 being one of the wettest summers ever recorded the contractor has completed grass cutting operations as required by the contract specification. During June the specification was revised to increase the mowing frequency on grass plots adjacent to sheltered housing and this has proven to be very successful in addressing issues of grass length and overspill of cuttings in these areas. Regular monitoring of the contractors work is undertaken with a target sample size of 10%. Analysis of city wide performance for the 2012 mowing season shows that the contractor achieved an average failure rate of less than 1%.

3.26 The Safer and Stronger Communities Scrutiny Board Working Group examined the contract during the summer and produced a number of recommendations that are currently being considered or have already been introduced. These include:

- Increasing frequencies to 16 grass cuts and 6 shrub/rose visits.
- That any proposed removal of shrub/rose beds are consulted on with ward members and parish/town councils prior to removal.
- That options to increase 'joined up working' with locality management are explored.
- To examine options to increase efficiencies by better utilisation of contractor resources during the winter.
- That parish and town councils are encouraged to engage in contract performance management.
- That an improved communications strategy is developed.
- That area committees are provided with performance information relevant to the area.
- That contract management efficiencies are sought alongside increased consistency of approach.
- Establishing funding to address problem sites until ownership can be established.

3.27 From 1st September 2012 management of the contract passed to Parks and Countryside and work has commenced to restructure the contract team to achieve increased coordination and efficiency from grounds maintenance and weed spraying contracts. It is proposed that officers attending the area committee environment sub groups will provide regular updates on performance and any proposed changes to the contract.

3.28 As a result of the ALMO review currently underway, arrangements regarding the provision of ALMO elements of the contract may change.

Coordinated Working with Environmental Services

3.29 The Parks & Countryside Service move to the Environments & Neighbourhoods Directorate has given opportunities to improve collaborative working. In particular improvements in horticultural land management, cleansing and more efficient use of resources in regard to;

- Co-ordination of weed spraying activities with the grounds maintenance contract with a consistent approach to monitoring.

- Traffic Management arrangements co-ordinated to minimise costs and disruption of the highway.
- Litter collection in the vicinity of community parks, and as part of normal operations site based gardeners undertake an initial litter pick of the park which is being expanded to include some areas outside the curtilage of the park. Conversely, street cleansing staff now assist with emptying litter bins in parks on a weekend when parks staff are not always present.
- Work is underway to map all maintainable ginnels and establish work requirements to draw up an annual co-ordinated work schedule. Work is already co-ordinated to undertake weed-spraying where the locality team have already cut back vegetation, and removed detritus from the surface of the path.
- Locality Managers have led on consultation and worked with Parks and Countryside on developing proposals around dog control orders in Leeds.
- The Parks and Countryside service has a number of welfare facilities and yard space available in most community parks distributed throughout the city which has provided an opportunity for the locality based teams to use these facilities for staff welfare provision and as operational bases.

3.30 Specific coordinated working relevant to the West Outer Area Committee has occurred at;

- **Calverley Park** – A joint education day was held over the summer where dog fouling enforcement staff joined with Parks & Countryside Parks watch staff, PCSO's to engage with the public. Calverley Parkside Primary School children were also involved. Posters designed by the children were attached to lamp posts in and around the park. Leaflets were handed out to dog walkers.

Parks & Countryside Key Performance Indicators

3.31 The following table highlights key performance indicators relevant to the service;

PI Code	Description	2010/11 Actual	2011/12 Actual	2012/13 Target	2013/14 Target
LKI-GFI / CP-PC50 / EM38	The percentage of parks and countryside sites assessed internally that meet the Green Flag criteria	23% (Target 23%)	26.2% (Target 26.2%)	29.4%	32.6%
LKI-PCP 22	Overall user satisfaction with Parks and Countryside (from the user survey)	N/A	N/A	7/10	N/A
New	The percentage of parks and countryside community parks which meet LQP status	33.9%	38.7% Target (40%)	47.5%	55%

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Close liaison with community and ward members is already in existence, utilising a variety of mechanisms, for example through residents' surveys, multi-agency meetings and community forums. In addition volunteers, Friends of groups and local residents are regularly consulted on local projects with input on design and physical implementation of a wide range of site improvements.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 This report does not have an impact on equality and diversity. Further information is available on analysis of the residents survey 2009 specifically regarding equality issues on request.

4.3 Council Policies and City Priorities

4.3.1 The contents of this report set out how the Executive Board requirements can be met by taking a more proactive approach to involve and engage Area Committees in matters relating to community parks.

4.3.2 The information within the report contributes significantly to the sustainable economy and culture city priority plan.

4.4 Resources and Value for Money

4.4.1 The central government's Comprehensive Spending Review has had significant impact on local government budgets and it is anticipated that the budget allocation for Parks and Countryside will continue to be very challenging.

4.4.2 The service undertakes to sustain and develop the services provided to the public and has traditionally used a number of sources of financial support to achieve developments. These include grants from bodies such as Green Leeds Ltd, Sustrans, Natural England, National Lottery funding and developer contributions via section 106 (S106) funds.

4.5 Legal Implications, Access to Information and Call In

4.5.1 This report has no legal implications and is not subject to call in. There is no information which is confidential or exempt.

4.6 Risk Management

4.6.1 There are no significant risk management issues contained within the report, its conclusions and recommendations.

5 Conclusions

5.1 Community green space contributes in many ways to the delivery of the Corporate Priority Plan. They provide places for relaxation, escape, exercise and recreation. They bring communities together and make a positive contribution to the local

economy, education, improve public health and well-being, and generally make a better place to live, work and visit.

- 5.2 Improvements to community parks, fixed play and playing pitches remain a priority, and there already has been investment made to deliver improvements along with further schemes identified. Issues are being addressed through the Parks and Green Space Strategy along with implementation of the Fixed Play Strategy and Playing Pitch Strategy.
- 5.3 Community engagement remains a key activity for the service with regular correspondence, attendance at meetings and briefings, along with more localised consultation where required. As described at 3.2 options to undertake additional surveys during 2013 are currently being examined to provide an updated dataset for usage and satisfaction.
- 5.4 A programme of activities is planned for which updates and reports can be provided to the Area Committee to help inform, consult and influence community green space management.

6 Recommendations

- 6.1 The Area Committee is requested to note the content of the report and to communicate priorities for investment in community parks, playing pitches and fixed play facilities in light of the issues raised.

7 Background documents

- 7.1 Area Committee Roles, Outer West Area Committee, 4th July 2011.
- 7.2 Annual Report for Parks and Countryside Service in West Outer Area Committee, Outer West Area Committee, 14th October 2011.
- 7.3 Parks and Greenspace Strategy, Executive Board, February 2009.
- 7.4 Fixed Play Strategy, Executive Board, September 2002.

Appendix 1: Detailed Residents Survey Information

1.1 Total Number of Annual Visits

	Community Parks	Other P&C Sites	Total
West Outer	7,011,149	1,812,302	8,823,451

1.2 Reasons for Visiting – respondents select their five main reasons (The 24 choices have been grouped in this table)

Reason	Calverley Park	Farnley Hall Park	Hainsworth Park	New Farnley Park	New Wortley Rec Ground	Pudsey Park	Tyersal Park	Western Flatts Park	Westroyd Park	West Outer Total %
Exercise	98	68	78	60	100	63	60	86	83	74
Play	76	42	89	20	93	68	40	46	25	60
Dog walking	24	52	11	40	27	14	60	32	42	27
Enjoy the surroundings	42	49	22	40	33	70	60	41	54	55
Family outings	28	26	44	20	67	53	20	27	13	39
Relaxation	100	100	89	100	87	91	100	78	100	95
See Wildlife	2	32	11	0	13	37	40	11	33	26
Sport related	40	12	11	40	67	7	0	24	38	19
Other	20	0	22	20	0	14	0	14	17	12
Events	12	5	0	0	7	12	0	8	4	9

1.3 Age Profile of Visitors

Site	Age 20 – 39	Age 40 – 59	Age 60+
Calverley Park	39%	39%	22%
Farnley Hall Park	22%	47%	31%
Hainsworth Park	38%	62%	0%
New Farnley Park	20%	40%	40%
New Wortley Rec Ground	50%	22%	28%
Pudsey Park	37%	28%	35%
Tyersal Park	50%	25%	25%
Western Flatts Park	27%	43%	30%

Site	Age 20 – 39	Age 40 – 59	Age 60+
Westroyd Park	35%	26%	39%
West Outer Total	33.9%	34.4%	31.7%

How visitors get to the parks and how long it takes to get there

1.4 Visitors on Foot – Journey Time

Site	% of visitors on foot	Less than 10 mins	10–20 mins	20-30 mins	30+ mins
Calverley Park	92%	83%	15%	2%	0%
Farnley Hall Park	32%	50%	45%	5%	0%
Hainsworth Park	100%	89%	11%	0%	0%
New Farnley Park	60%	67%	33%	0%	0%
New Wortley Rec Ground	94%	86%	13%	0%	0%
Pudsey Park	63%	50%	37%	10%	3%
Tyersal Park	100%	80%	20%	0%	0%
Western Flatts Park	82%	68%	32%	0%	0%
Westroyd Park	79%	89%	10%	0%	0%
West Outer Total	67%	66%	28%	5%	1%

1.5 Visitors by Car - Journey Time

Site	% of visitors by car	Less than 10 mins	10–20 mins	20-30 mins
Calverley Park	4%	100%	0%	0%
Farnley Hall Park	68%	56%	38%	7%
Hainsworth Park	0%	~	~	~
New Farnley Park	40%	50%	50%	0%
New Wortley Rec Ground	0%	~	~	~
Pudsey Park	29%	58%	38%	4%
Tyersal Park	100%	~	~	~
Western Flatts Park	12%	75%	0%	25%
Westroyd Park	17%	50%	50%	0%
West Outer Total	28%	58%	37%	5%

1.6 How long do visitors stay. (Detailed information on each community park is available on request).

Time	Summer Stay		Winter Stay	
	Weekend	Weekday	Weekend	Weekday
Less than 30 Minutes	11%	20%	23%	30%
30 minutes to 1 hour	44%	48%	44%	44%
1 to 2 hours	32%	22%	22%	12%
2 to 4 hours	7%	5%	4%	1%
4 or more hours	2%	0%	1%	0%
Do not visit	3%	4%	7%	13%

1.7 How often do visitors go. (Detailed information on each community park is available on request).

	Summer	Winter
Every Day	11%	9%
Most Days	24%	14%
Once or Twice a week	36%	27%
Once every two weeks	20%	16%
Once a month	9%	24%
Seldom or never	0%	10%

1.8 Information taken from comments made in the survey.

Site	General satisfaction comments	What would make you stay longer or encourage more use	Any other comments
Calverley Park	Enjoy the brass bands. Majority of comments positive on the quality of maintenance and park overall.	Dog control/less dog fouling. Better play equipment for younger children. Toilets. Small café facility.	Additional comments include continued concern over dogs roaming free.
Farnley Hall Park	Lots of positive comments on new play area.	Toilets. Café facility. Increased number of benches.	Some horse riders commented on good bridal path. Car park in poor condition.

Site	General satisfaction comments	What would make you stay longer or encourage more use	Any other comments
Hainsworth Park	~	More benches/picnic tables.	Additional bins as when busy they fill up too quickly.
New Wortley Rec Ground	Damage, litter and graffiti to play area is a major concern. Dog fouling.	Better quality play area. Some people will not use at times due to anti-social behaviour.	~
Pudsey Park	Many positive comments regarding maintenance and facilities within the park. Only negative comments are on the quality of toilets.	Improved catering facility. More events.	Increased publicity about what's going on. Some visitors concerned about older children in the park causing trouble.
Tyersal Park	Improved play area required and less vandalism.	Improve the tennis courts.	Something for the older children.
Western Flatts Park	Some pathways need resurfacing. More facilities within the park.	The major point raised is the play area improving along with its location.	Rose garden often locked during day. More activities/events needed.
Westroyd Park	Dog fouling a concern of many. Improved drainage and path infrastructure.	Less broken glass from anti-social behaviour. Dog fouling reduced.	Some community events in the park would be good.

Report of Assistant Chief Executive Customer Access and Performance

Report to Outer West Area Committee

Date: 22 March 2013

Subject: Development of Area Lead Role

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input 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

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

Recommendations

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

1 Purpose of this report

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

2 Background information

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

3 Main issues

Defining the Area Lead Role

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

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

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

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

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

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

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

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

Training and Support

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

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

Other relevant issues

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

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

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

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

4 Corporate Considerations

4.1 Consultation and Engagement

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

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

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

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council Policies and City Priorities

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

4.4 Resources and value for money

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

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no specific legal implications, the report is available to the public and is subject to call in.

4.6 Risk Management

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

5 Conclusions

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

6 Recommendations

- 6.1 Members are asked to give their views on these proposed arrangements for Area Committees to appoint a set of Area Leads across a number of themes from the next municipal year. In particular Members are asked to comment on the following:

- Is the area lead role as described right – what changes / additions / amendments might be needed? What might need to go into the more detailed job description?
- Is the list of core functional areas that each area committee should appoint to right?
- Do the broad elements of training/support make sense or are there gaps – what role is there for peer support?
- Any other comments / suggestions particular around the key issues highlighted?

7 Background documents¹

- 7.1 None

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

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Report author: Stuart Gosney
Tel: 0113 224 3867

Report of the Director of Children’s Services

Report to West (Outer) Area Committee

Date: Friday 22 March 2013

Subject: Consultation on further proposals for primary school provision for September 2014

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

Summary of main issues

1. This report presents the Area Committee with an update on the work being undertaken across the city to ensure the authority meets its statutory duty to ensure sufficiency of school places in the context of an increasing birth rate. This includes formal consultation on six proposals, for which members comments are sought, and an update on four proposals consulted upon in September and October 2012.

Recommendations

2. Members of the Area Committee are asked to consider the consultation information and comment on the proposals, and note the update on previous consultations. Individual members have been briefed where the issues discussed directly affect their wards.

1 Purpose of this report

- 1.1 This report is intended to ensure members are fully briefed on the proposals being brought forward in response to rising demand for reception places city wide and are able to comment on them. This report also updates members on the four proposals consulted on in September and October 2012.

2 Background information

- 2.1 The local authority has a legal duty to ensure there are enough school places to meet the needs of its children and families. At its meeting on 15 February 2013 Executive Board considered the report 'Basic Need Programme – Part A Permission to consult on a further round of school place expansions for 2014, Part B – Design and Cost Report Morley Newlands Primary School and approved consultation on the following proposals:

- to expand Allerton Bywater Primary School from a capacity of 210 pupils to 420 pupils with an increase in the admission number from 30 to 60 with effect from September 2014;
- to expand Asquith Primary School from a capacity of 210 pupils to 420 pupils with an increase in the admission number from 30 to 60 with effect from September 2014;
- to expand Morley St Francis Catholic Primary School from a capacity of 154 pupils to 210 pupils with an increase in the admission number from 22 to 30 with effect from September 2014;
- to expand East Ardsley Primary School from a capacity of 315 pupils to 420 pupils with an increase in the admission number from 45 to 60 with effect from September 2014;
- to expand Robin Hood Primary School from a capacity of 315 pupils to 420 pupils with an increase in the admission number from 45 to 60 with effect from September 2014;
- to lower the age range of Hollybush Primary School from 5 to 11 to 3 to 11

- 2.2 Under the Education and Inspections Act 2006 these require a statutory process, and this consultation forms the first part of that process. A consultation document is available for the five expansion proposals, which provides further information and background to the proposals. The document can be found on the Council website at <http://www.leeds.gov.uk/residents/Pages/Consultations-and-reviews.aspx>.

- 2.3 The consultation period runs from Monday 25 February 2013 to Friday 29 March 2013. Consultation on lowering the age range of Hollybush Primary School will conclude on 12 April 2013. Children's Services are holding meetings and drop in sessions to gather the views of the community and enable them to ask questions. The findings from the consultation will be presented to the Executive Board, who will decide whether to proceed to the next stage of the process.

- 2.4 These proposals form part of the ongoing programme of work to address capacity and sufficiency across all of Children's Services. This includes provision for primary and secondary school places, early years places and those for children with complex needs. The primary places are proposed in response to demographic growth in the city. Further papers will be brought forward in 2013 to address ongoing sufficiency issues.
- 2.5 The proposal in relation to Hollybush Primary School seeks to formalise the arrangements in respect of the governor led nursery provision delivered previously by the Local Authority but since September 2011 by the leadership and management of the school.
- 2.6 To meet likely demand for reception places in September 2013, some of the schools identified above have agreed to admit extra children into reception in September 2013, namely Allerton Bywater (up to 30 additional children), Asquith (up to 30) and East Ardsley (up to 15).
- 2.7 Part B of the report relates to capital spend on the Morley Newlands Primary School linked to the rebuilding and expansion of the school as part of the basic need programme.

3 Main issues

3.1 Consultation on proposals.

- 3.1.1 The proposals are being brought forward to address a predicted shortage of school places in the city due to a rising birth rate and the impact of new housing. Details of the proposals are described in full within the consultation document. In addition, the following points should be noted:
- 3.1.2 Any new school buildings are subject to the normal planning permission process, allowing any interested parties to comment. The two processes are independent and the outcome of one does not presuppose the outcome of the other. Based on our experience to date we have started to progress consultation with planning colleagues much earlier, although we remain mindful of how much can be done whilst still at risk of the proposals not proceeding.

3.2 Update on previous proposals

- 3.2.1 On 18 July 2012, the Executive Board granted permission to consult on the following proposals for primary school expansion from September 2014:
- Expansion of Little London Primary School from 210 places to 630 places, by increasing the admission limit from 30 to 90
 - Expansion of Rufford Park Primary School from 210 places to 315 places, by increasing the admission limit from 30 to 45
 - Expansion of Tranmere Park Primary School from 315 places to 420 places, by increasing the admission limit from 45 to 60

- Expansion of Sharp Lane Primary School from 420 places to 630 places, by increasing the admission limit from 60 to 90

3.2.2 Public consultation on the above proposals ran from Monday 10 September 2012 to Friday 19 October. All views and responses gathered during the consultation period were presented to the Executive Board at its December meeting, and permission was granted to proceed to statutory notice on three of the proposals – the expansions of Rufford Park, Sharp Lane and Little London Primary Schools. It was agreed that the Tranmere Park proposal be paused to allow officers to carry out further work in relation to the proposal. There are no alternatives currently identified for 2014, and temporary measures will be put in place until a permanent solution is found for the Guiseley/Yeadon/Rawdon Area.

3.2.3 The statutory notices in relation to Rufford Park, Sharp Lane and Little London were published on 8 February and a four week representation now follows this, where the public have a further opportunity to comment on the proposals. A final decision will be made by the Executive Board in spring 2013 at the earliest.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Any proposal to create additional school places requires engagement with a wide variety of stakeholders, and is managed in accordance with the relevant legislation. This occurs before a proposal has been developed as well as during the consultation period. All members have had copies of the consultation document. Further copies are available on <http://www.leeds.gov.uk/residents/Pages/Consultations-and-reviews.aspx>.

4.1.2 Papers have been provided to all area committees city wide to ensure all indirect as well as direct impact on all wards is considered.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 An Equality, Diversity, Cohesion and Integration screening exercise has been completed for each proposal, and the potential impact of the proposals on age, gender, race, disability, sexual orientation, religion or belief has been considered.

4.3 Council Policies and City Priorities

4.3.1 The proposals are brought forward to meet the Council's statutory duty to secure sufficient school places.

4.4 Resources and Value for Money

4.4.1 The projects will be funded from the education capital budget.

4.5 Legal Implications, Access to Information and Call In

4.5.1 The authority has a legal duty to ensure sufficiency of provision. Under the Education and Inspections Act 2006 the proposed expansions and new schools are prescribed changes, requiring a public consultation in the first instance.

4.6 Risk Management

- 4.6.1 Should these proposals be approved, the delivery risks will be managed through a risk register kept by the project manager assigned.
- 4.6.2 Should these proposals not be approved, alternative measures will need to be identified to ensure the council meets its statutory duties. This work is being developed in parallel with the proposal.

5 Conclusions

- 5.1 These proposals form part of the authority's ongoing planning to meet the need for school places across the city due to rising demographics and new housing. Secondary planning is also now forming an increasing part of the work and discussions continue with schools to release existing capacity.

6 Recommendations

- 6.1 The Area Committee is requested to:
- Note and consider the report
 - Consider any response they wish to make as a part of the formal consultations

7 Background documents¹

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

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

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Report author: Gill Hunter
 Inspector Mark Adams WYP
 Tel: 0113 3367868

Report of the Director of Environment and Neighbourhoods

Report to West (Outer) Area Committee

Date: 22nd March 2013

Subject: Community safety Report

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

Summary of main issues

1. This report discusses recent crime statistics for Outer West Leeds;
2. Acquisitive crime; Burglary remains a priority for the North West Division and Safer Leeds partnership with additional resource allocated to reduce burglary across the city.
3. Partnership Action Days;
4. Targeting partnership actions to tackle concerns around anti-social behaviour in Outer West Leeds.

2. Recommendations

2.1 The Area Committee is asked to:

- note the report and offer comment

3. Purpose of this report

- 3.1** This report provides the opportunity for Inspector Marc Adams and Gill Hunter to provide the Outer West Area Committee with information on crime trends,

partnership initiatives and future joint projects between Leeds City Council and West Yorkshire Police in Outer West.

4. Background information

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

5. Main issues

5.1 Community Safety is one of the priority areas for the Area Committee. Regular reports are received from Community Safety and West Yorkshire Police on key

5.4 Burglary

Burglary remains a priority for the North West Division and Safer Leeds partnership with additional resource allocated to reduce burglary across the city. Over the last few weeks there has been a slight spike in burglaries in the Pudsey area, however there has also been a number of arrests.

During the last few months there have been a number of targeted operations including operation Optimal, targeted door knocking and leaflet drops, crime prevention events at the Owlcotes centre where free timer switches and light bulbs along with literature and advice regarding sneak in burglaries, Euro profile locks, theft from motor vehicles were also promoted.

5.6 Neighbourhood Police Team Performance Outer West

The tables below show the crime types from week commencing 7th January – 11th February for Calverley/ Farsley, Farnley/Wortley and Pudsey wards and compares these figures with the previous 6 weeks.

Figure 1: Priority Crime in the Pudsey NPT area over the last six week period compared with the previous six week period.

Occurrence Type	w/c 07/01/13	w/c 14/01/13	w/c 21/01/13	w/c 28/01/13	w/c 04/02/13	w/c 11/02/13	Current Total	Previous Total	Change +/-
ARSON				1	2		3	3	0
ASSAULT	8	9	7	5	6	9	44	56	-12
BURGLARY DWELLING	13	13	4	13	20	9	72	92	-20
BURGLARY OTHER	8	3	7	10	10	7	45	42	3
CRIMINAL DAMAGE - BUILDING NON DWELLING	1		1	2		4	8	17	-9
CRIMINAL DAMAGE - DWELLING	5	3	3	1	4	4	20	33	-13
CRIMINAL DAMAGE - MOTOR VEHICLE	9	4	5	6	1	5	30	28	2
CRIMINAL DAMAGE - NON SPECIFIC	2		2	3	5	2	14	13	1
ROBBERY		1		1	1		3	4	-1
SERIOUS VIOLENT CRIME	1						1	5	-4
THEFT FROM PERSON			2		1		3	3	0
THEFT FROM VEHICLE	8	8	13	11	4	8	52	51	1
THEFT NON SPECIFIC	12	10	3	14	4	2	45	42	3
THEFT OF PEDAL CYCLE					2		2	0	2
TOMV/TWOC	3	6	3	5	2	3	22	17	5
Total	70	57	50	72	62	53	364	406	-42

*Previous 6 weeks 26/11/12 – 06/01/13

In the last six weeks we have seen a reduction overall of 42 offences in total. Particularly pleasing are the reductions in Burglary Dwelling, Criminal Damage(to dwelling), and assault(reductions of 20, 13 and 12 respectively. Operation Optimal and increased visibility during the evenings in Pudsey Town centre have helped to achieve these positive results. The increases shown are only very small in comparison with the largest increase being 5 in relation to theft of motor vehicle.

Figure 2: Priority Crime in the Calverley and Farsley ward (Ward 8) over the last six week period compared with the previous six week period.

Occurrence Type - Ward 8	w/c 07/01/13	w/c 14/01/13	w/c 21/01/13	w/c 28/01/13	w/c 04/02/13	w/c 11/02/13	Current Total	Previous Total	Change +/-
ASSAULT	2	3	4	1	3	3	16	9	7
BURGLARY DWELLING	9			3	7	3	22	24	-2
BURGLARY OTHER	3		3	5	7	2	20	12	8
CRIMINAL DAMAGE - BUILDING NON DWELLING	1		1			2	4	6	-2
CRIMINAL DAMAGE - DWELLING		1	1	1	2	1	6	5	1
CRIMINAL DAMAGE - MOTOR VEHICLE	2				1	2	5	6	-1
CRIMINAL DAMAGE - NON SPECIFIC	1		1	1	4	1	8	3	5
ROBBERY		1					1	0	1
THEFT FROM PERSON							0	1	-1
THEFT FROM VEHICLE	1	3	4	3	2	5	18	24	-6
THEFT NON SPECIFIC	7	6	1	8	1		23	20	3
THEFT OF PEDAL CYCLE					1		1	0	1
TOMV/TWOC	1	3		1	1	2	8	4	4
Total	27	17	15	23	29	21	132	114	18

*Previous 6 weeks 26/11/12 – 06/01/13

Although we have seen an overall increase in priority crime in ward 8 in the last 6 weeks we have seen a significant reduction in Theft from Motor vehicles from 24 to 18 offences and there has been a marked reduction since this time last year.

Figure 3: Priority Crime in the Farnley and Wortley ward (Ward 12) over the last six week period compared with the previous six week period.

Occurrence Type - Ward 12	w/c 07/01/13	w/c 14/01/13	w/c 21/01/13	w/c 28/01/13	w/c 04/02/13	w/c 11/02/13	Current Total	Previous Total	Change +/-
ARSON				1	2		3	0	3
ASSAULT	1	3	1	1	2	4	12	29	-17
BURGLARY DWELLING	2	10	2	5	3	1	23	20	3
BURGLARY OTHER	2	3	2	3	1	4	15	12	3
CRIMINAL DAMAGE - BUILDING NON DWELLING				2		1	3	7	-4
CRIMINAL DAMAGE - DWELLING	2	1	2		1	2	8	21	-13
CRIMINAL DAMAGE - MOTOR VEHICLE	1	3	5	3		2	14	13	1
CRIMINAL DAMAGE - NON SPECIFIC	1			1			2	6	-4
ROBBERY				1			1	4	-3
SERIOUS VIOLENT CRIME	1						1	1	0
THEFT FROM PERSON			1				1	0	1
THEFT FROM VEHICLE	2	4	7	4			17	14	3
THEFT NON SPECIFIC	3	2	1	1	3	1	11	17	-6
THEFT OF PEDAL CYCLE					1		1	0	1
TOMV/TWOC	1	1	3	4	1		10	9	1
Total	16	27	24	26	14	15	122	153	-31

*Previous 6 weeks 26/11/12 – 06/01/13

Ward 12 has seen an extremely pleasing reduction in overall recorded offences by 31. Violent crime has reduced significantly with 17 fewer assaults reported in the last six weeks.

Despite there being a slight increase in burglary dwellings, we are continuing to drive down incidents of burglary. It is anticipated that the launch of our Spring Burglary Initiative this week will help us, and our partners ensure that we do not see a further increase in the coming weeks.

Figure 4: Priority Crime in the Pudsey ward (Ward 28) over the last six week period compared with the previous six week period

	w/c 07/01/13	w/c 14/01/13	w/c 21/01/13	w/c 28/01/13	w/c 04/02/13	w/c 11/02/13	Current Total	Previous Total	Change +/-
Occurrence Type - Ward 28									
ARSON							0	3	-3
ASSAULT	5	3	2	3	1	2	16	18	-2
BURGLARY DWELLING	2	3	2	5	10	5	27	48	-21
BURGLARY OTHER	3		2	2	2	1	10	18	-8
CRIMINAL DAMAGE - BUILDING NON DWELLING						1	1	4	-3
CRIMINAL DAMAGE - DWELLING	3	1			1	1	6	7	-1
CRIMINAL DAMAGE - MOTOR VEHICLE	6	1		3		1	11	9	2
CRIMINAL DAMAGE - NON SPECIFIC			1	1	1	1	4	4	0
ROBBERY					1		1	0	1
SERIOUS VIOLENT CRIME							0	4	-4
THEFT FROM PERSON			1		1		2	2	0
THEFT FROM VEHICLE	5	1	2	4	2	3	17	13	4
THEFT NON SPECIFIC	2	2	1	5		1	11	5	6
TOMV/TWOC	1	2				1	4	4	0
Total	27	13	11	23	19	17	110	139	-29

*Previous 6 weeks 26/11/12 – 06/01/13

Ward 28 has seen an overall reduction in recorded offences of 29. The most significant of these reductions being in Burglary Dwelling with a total of 21 fewer offences. This reduction shows the significant impact that Operation Optimal has had in the Pudsey area.

6.0 Anti- Social Behaviour (ASB)

The table below shows ASB calls over the last six weeks compared with the previous period week commencing 7th January – 11th February

Ward	w/c 07/01/13	w/c 14/01/13	w/c 21/01/13	w/c 28/01/13	w/c 04/02/13	w/c 11/02/13	Current Total	Previous Total	Change +/-
Farnley & Wortley	12	32	20	17	9	16	106	82	24
Calverley & Farsley	11	20	10	7	5	6	59	45	14
Pudsey	7	12	12	5	14	9	59	53	6
Total	30	64	42	29	28	31	224	180	44

Anti social behaviour is recorded in many different ways. Parking disputes, people playing loud music, kids playing football and a noisy pet are all recorded as anti social behaviour. The main factor that has affected the figures in this period is snow! Every call to the police regarding children or adults throwing snowballs is recorded as anti social behaviour. I fully expect this figure to reduce during the next period. The police treat anti social behaviour very seriously, every call to the police has a follow up call and a vulnerability assessment is carried out by the Neighbourhood Policing Hub and problem plans are initiated if necessary.

6.1 Calverley/ Farsley Ward

There were 28 ASB related calls; the majority continued to be around the Farfield's, the Cotefields and Town Street in Farsley.

Following complaints of Antisocial Behaviour around Thornfield Avenue in Farsley a problem solving occurrence has been opened. A site visit also took place with the Alley gating Coordinator Brent Brady to see if it would be possible to close a ginnel leading onto Thornfield Avenue. This is a Right of Way and as such would be very difficult to close, however the Police and Leeds Anti Social Behaviour unit are working closely to resolve the ASB problems, and an action day is planned for March 2013.

The CCTV camera has been installed on Farfield Avenue and we are currently waiting for BT to connect the line so that the camera can be operational.

6.2 Farnley and Wortley Ward

In Farnley there were 28 ASB related calls; the majority occurred in the first three weeks of the current period. Youth related was the most recorded ASB type, particularly youths throwing snowballs. There were 26 ASB related calls. There was a cluster around the Gamble Hills and around the Greenthorpes. The majority were youth related and calls reported youths throwing snowballs, shining laser lights into passing vehicles, youths drinking and climbing and jumping onto a vehicle. The group of 10 young people have been identified and are been issues with Acceptable Behaviour contacts ABC's, youth services and the youth Offending team will look to see where they can look at any early interventions.

6.3 Pudsey Ward

From Church Lane to Lowtown there were 11 ASB related incidents.

Alcohol related and youth related were the most recorded ASB types. The calls reported, fighting and an assault at Barcode, men in drink and being abusive in the Golden Dragon and fighting in Bojangles. This is a reduction in previous ASB calls. The Outer West tasking partnership are looking to focus an Environmental Action day on the Swinnow area on 22nd April 2013. Partners will also support the day with crime prevention advice in preparation of the lighter nights campaign.

6.4 Diversionary work

The youth service are working with the Neighbourhood Police Team and partners in relation to targeted work and engagement with young people identified as causing ASB in the Outer West Area and where relevant the staff at Leeds Anti Social Behaviour Team with the police have issued Acceptable Behaviour Contracts (ABC's).

6.5 Speed Indicator Devise Sessions (SID)

A number of speed awareness events took place during December. Below are the results from Community Speedwatch Initiative.

Mon 3rd Dec - Hall Lane Farnley - 28 Letters Sent

Thurs 6th Dec -Henconner Lane, 33 Motorists Logged Speeding/Letters sent

Thurs 6th Dec - Hall Lane, Farnley - 14 Motorists Logged Speeding/Letters sent
Thurs 6th Dec - Tyersal Road/Arkwright Street - 3 Motorists Logged Speeding .
Letters sent

The Community Safety Partnership is working with the schools clusters in a parking awareness initiative. Once the banners are in place the PCSO's will be working with schools to promote road safety and responsible parking.

6.6 Spring Campaign

The Police have been working with West North West Homes to target ALMO and Social Landlords including the ALMO to take tenancy enforcement against tenants and their households if charged with a acquisitive crime. This will be a joint letter issued at the point of charge, followed up with a visit from the social landlord with a revenant partner agency.

6.7 Stop And Search Initiatives

This week see the launch of the Spring Burglary Initiative, which introduces fresh measures to tackle offenders and is aimed to drive the message home that burglary will not be tolerated in North West Leeds.

Operation Optimal is here to stay. Operation Optimal uses a recognised methodology that has been proven to contribute significantly to reductions in Burglary Dwelling. This methodology aims to focus resources in the right areas at the right time stopping burglars in their tracks and leading to marked reductions in offences. This is proven to have worked in North West Leeds thus far, with the division as a whole seeing a reduction of burglary offences since Operation Optimal was launched.

There have been 2 partnership stop and search initiative during February 2013 at Leeds/Bradford boarder at Phoenix Park in Thornbury. The focus has been on travelling criminals and metal thefts.

Numerous static road checks sites have been set up to disrupt travelling criminals. Numerous arrests have been made for offences ranging from disqualified driving to conspiracy to burgle. These checks will continue in order to disrupt and deter offenders.

The off road motorcycles have been relocated and are now based at Pudsey Police Station. I will ensure that this valuable resource is deployed in the most effective manner to combat ASB and nuisance.

Community Engagement & Reassurance

The Neighbourhood Police Team continue to support local forums and meetings to engage with communities and to inform them of their work, providing crime prevention advice and to feedback on the local priorities for local neighbourhoods. The merging of meeting is beneficial to partners as it is more effective in terms of resources.

8.0 Corporate Considerations

8.1. Consultation and Engagement

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

8.2 Equality and Diversity / Cohesion and Integration

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

8.3 Council Policies and City Priorities

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

8.4 Resources and Value for Money

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

8.5 Legal Implications, Access to Information and Call In

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

8.6 Risk Management

Risk implications and mitigation are considered for each project.

9 Conclusions

9.1 The report outlines the work and progress of the North West Divisional Community Safety Partnership and multi-agency partner tasking, and projects supported through the Area Committee's Well-Being budget. These are projects which assist in supporting the work programme of the Area Management Team.

10. Recommendations

10.1 Members of the Inner West Area Committee are requested to:

- Note the contents of the report and offer comments

11. Background documents

11.1 None

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

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

Report to Outer West Area Committee

Date: 22nd March 2013

Subject: Well-Being Fund Report

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

Summary of main issues

1. This report seeks to update Members on the current amount of revenue funding committed and available via the Area Committee well-being budget for wards in the Outer West area.

Recommendations

2. The Area Committee is asked to:
 - i. Note the amount of Well-Being funding remaining for 2012/13
 - ii. Consider approving the decommissioning of a project funded by the Area Committee in 2011.
 - iii. Note the new revenue wellbeing allocation for the financial year 2013/14
 - iv. Approve or otherwise the grant application taken to the Wellbeing workshop on 15 March listed at appendix 1

1 Purpose of this report

- 1.1 This report seeks to update Members on the current amount of funding committed and available via the Area Committee Well-Being Budget for wards in the Outer West area.

2 Background information

- 2.1 At the last Area Committee meeting, the Well-being revenue budget available for 2012/13 was reported as £154,434 and since April, projects totalling £153,273 had been approved.

3 Main issues

- 3.1 Area Committees have a delegated responsibility for the allocation of Area Wellbeing funding. The amount of Wellbeing funding provided to each committee is calculated using a formula agreed at Full Council taking into consideration both population and deprivation of an area.
- 3.2 It was agreed at the July Area Committee that the small grants would be suspended and any received applications would be taken to the Area Committee for consideration. Any urgent applications would be sent to Cllr Jarosz and alternatively Cllr Blackburn (in Cllr Jarosz absence) and if cleared sent to members, following the normal procedure. Please find table of commitments below:

Project Name	Organisation	Total
Summer Bands	LCC LICS	£3,000.00
Site Based Gardener	LCC P & C	£23,534.00
I Love West Leeds	I Love WL ltd	£10,000.00
Swinnow & Heights Worker	Healthy Living Network	£19,922.00
In Bloom Summer Planting	Pudsey / Calverly / Farsley IB	£9,000.00
Summer Sports & Coaching	LCC Sports Development	£2,500.00
Summer Cricket Coaching	Thornbury Cricket Club	£1,400.00
Police off road bikes	West Yorks Police	£1,500.00
Business Management Project	Leeds Ahead	£22,000.00
Farsley Jubilee Festival	Farsley Youth Development Project	£2,500.00
Outer West CCTV cameras	Leeds Watch	£30,000.00
Pudsey Festive Light switch on	Farsley Youth Development Trust	£8,000.00
Farsley Festive Light switch on	Farsley Christmas Lights	£5,000.00
Pudsey Jubilee	Farsley Youth Development Trust	£2,500.00
Pudsey Friday Night Project	LCC Breeze Team	£2,000.00
TCM - overspent		£1,684.44
Turbary Avenue railings & Broad Street Railings	Community Safety	£1,640
Cow Close Community Corner	Armley Junior	£4,893

The Business Management Project was incorrectly reported at the previous Area Committee. The Area Committee approved 22k to this project on 22 March 2012. The information has now been updated.

- 3.3 There has been no skip requests received since the last Area Committee and there is £242 remaining in the skips budget for 2012/13.
- 3.4 The Red Lane Railings project, approved in 2011/12 did not go ahead as a result of feedback from consultation. The amount approved by the Area Committee at its meeting on 14 October 2011 was £1,500. The Area Committee is asked to consider the decommissioning of this project.
- 3.5 The Outer West Area Committee seeks to ensure that Wellbeing funding is allocated in a fair and transparent way. To facilitate this process, the Outer West Area Committee have undertaken 2 Wellbeing workshops. The annual Wellbeing budgets are set by Executive Board and ratified by Full Council. The Area Committee receive project applications and these are then monitored and assessed by the Area Committee throughout the year to ensure they are fully meeting their objectives.

Wellbeing Budget 2013/14

- 3.6 The 2013/14 Wellbeing allocation for the Outer West Area Committee has now been approved by Full Council.
- 3.7 As the 2012/2013 financial year comes to an end, Area Support Team have been requesting monitoring information from project sponsors. It is expected that some projects will not have spent their complete allocation. Area Support Team are also in the process of reviewing Capital Projects that have not spent their complete allocation since 2004. Further information will be provided at the Area Committee meeting in May.
- 3.8 At the second Wellbeing Workshop of 15 March, 31 applications were considered (28 large grants and 3 small grants) and are listed in the table at **Appendix 1**. These applications were presented to members at the Wellbeing workshop for consideration to be able to provide early notification for successful projects to proceed with delivery. Appendix 1 includes the projects that were agreed in principle at the December 2012 Area Committee and projects that have been funded previously.
- 3.9 Area Committees have received the same allocation to their Wellbeing Revenue Budgets for 2013/14 as given in 2012/13. This gives the Outer West Area Committee an allocation of £154,240. Taking into account project underspends from 2012/13 so far, the total fund available for new projects in 2013/14 is **154,899**. As mentioned at 3.7, please note this figure is expected to change as the Area Support Team receive further updates on underspends on projects from 2012/13.

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council Policies and City Priorities

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

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

4.4 Resources and Value for Money

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

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

4.5 Legal Implications, Access to Information and Call In

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

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

4.5.3 This report is not eligible for call in.

4.6 Risk Management

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

5 Conclusions

- 5.1 The report outlines a limited budget remaining for the Area Committee for financial year 2012/13.

6 Recommendations

- 6.1 Members are asked to:

- i. Note the amount of revenue well-being budget available for 2012/13
- ii. Note the new revenue wellbeing allocation for the financial year 2013/14
- iii. Consider approving the decommissioning of a project funded by the Area Committee in 2011.
- iv. Approve or otherwise the grant application taken to the Wellbeing workshop on 15 March listed at appendix 1

Background documents¹

None

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

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Outer West Area Committee- 2013/14 Wellbeing Grant Applications

No.	New Revenue Funding Requests for 2013/14	Total Value of Request
Environment		
01	Pudsey in Bloom	£4,000
02	Farsley in Bloom	£3,000
03	Calverley in Bloom	£3,000
04	Site based Gardener	£23,770
05	BTCV Gardening Towards Employment	£4,211
Community Development & Engagement		
06	Summer Bands (Approved In Principle)	£3,000
07	Farsley Festival (Approved In Principle)	£2,500
08	Pudsey Carnival	£2,000
09	Pudsey Festival Lights	£8,000
10	Farsley Festival Lights	£5,000
11	I Love West Leeds	£10,000
12	Accessible Cooking Courses	£7,620
13	Cow Close Community Corner	£19,572
14	Small Grant and Skips Fund	£10,600
15	Consultation & Engagement	£1,500
Children & Young People		
16	Breeze Friday Night Project	£9,729
17	Sport coaching	£1,000
18	Summer Leadership Sports Activities	£3,724
19	Youth Service	£5,170
Health & Wellbeing		
20	CDW - (Healthy Living Network)	£19,567
Community Safety		
21	CCTV Maintenance and Monitoring	£30,000
22	Multi-Agency Action day	£1,000
23	Off Road Bikes	£2,012
24	Pudsey NPT Pedal Cycles	£1,000
25	Farsley Broad Street Lighting	£7,761
Economy & Jobs		
26	WNWHL Financial Inclusion Officer	£3,000
27	Welfare Reform Projects	£15,000
28	Local Business Engagement Proposal (Project In Development)	£14,400
Total		£221,136

Small Grants		
SG1	Garden Mower	
SG2	Running Club	
SG3	Flat Roof Repairs	

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

Report to Outer West Area Committee

Date: 22nd March 2013

Subject: Area Progress Report

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Farnley and Wortley, Calverley and Farsley, Pudsey		
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 informs the Area Committee of progress against the Area Support Team work programme for Outer West Leeds and local contributions to Council priorities.

Recommendations

1. Members are asked to:
 - Note the contents of the report, comment on any matters raised and suggest items for inclusion in future area update reports.
 - Note the enclosed appendix providing an update on the West North West Homes Leeds Outer West Area Panel minutes.

1 Purpose of this report

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

2 Background information

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

3 Main issues

Farsley Town & District Centre Scheme

- 3.1 The Farsley scheme has now been completed with Property Maintenance (PM) completing the outstanding work to the footpath. The works have been well received by councillors and local residents.
- 3.2 As mentioned at the previous Area Committee meetings, a visit with Farsley Councillors to Andrew Square discussed new plans. Discussions took place about resurfacing the grassed area with granite paving stones and York stone cobbles
- 3.3 City Development have provided a highlight report regarding the project to their Programme Board and received the Chief Officer approval for the project. City Development have undertaken a pre-start site meeting with Property Maintenance and the works will commence week commencing 18 March. The project is expected to be completed by the end of the financial year.

Environment Sub Group

- 3.4 The Outer West Environmental Sub Group continues to meet to monitor the Service Level Agreement and identify relevant environmental issues. Leaf clearing was the main priority for the remainder of the year and this would be undertaken by Continental Landscapes.

CCTV Farfield Avenue / Pudsey Town Centre

- 3.5 The Outer West Area Committee in January 2012 agreed to fund several community safety projects. One proposal was for a Closed Circuit Television (CCTV) Camera on Farfield Avenue Farsley. The provision of CCTV on Farfield Avenue would act as a deterrent to anti-social behaviour around the local shopping parade, and is subject to part funding by WNW Homes.
- 3.6 Leeds Watch have informed that the base column and electrics have now been installed. Leeds Watch are awaiting BT to install their fibre kit. Following this the camera will be installed.

Business Management Project

- 3.7 The business management project funded by the Outer West Area Committee hosted a "Mock Legal Trial," within the old court rooms in Pudsey Town Hall. This

event was held on 22 March between 9am till 11am. The activity aimed to familiarise pupils with careers in law and introduce them to legal processes and the rule of law. Councillor Coulson was appointed the judge in the case.

Healthy Living Network: Community Development Worker (Swinnow and Heights & Gambles)

- 3.8 Healthy Living Network will be holding a Gardening & Wildlife event at the Swinnow Community Centre on Saturday 4th of May. Families will be invited to the gardening afternoon to spruce up the garden ready for spring. Residents will be invited to assist with planting, digging, painting, making signs and much more. A similar gardening afternoon event will be taking place at the Swinnow Childrens Centre on 10th April to spruce up the early years garden ready for spring.

West North West Homes Area Panel

- 3.9 A copy of West North West Homes Leeds Outer West Area Panel minutes from the last meeting are attached at Appendix 1.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Elected members have been consulted on the contents of this report
- 4.1.2 Community forums are held in Pudsey & Swinnow and Tyersal every quarter within Outer West Leeds to inform communities.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 This section is not applicable to this report.

4.3 Council Policies and City Priorities

- 4.3.1 The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009, this approval was rolled forward to 2012/13 with amendments only to environmental delegations.
- 4.3.2 The Area Functions are included in the Council's Constitution (Part 3, section 3C).
- 4.3.3 Area Management's work programme contributes at a local level to the themes contained in the:
- Vision for Leeds
 - Leeds Strategic Plan
 - Health and Wellbeing City Priorities Plan
 - Children and Young People's Plan

- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

4.4 Resources and Value for Money

- 4.4.1 Programmes of work outlined in this report are resourced in the main by Area Support Team staff and where relevant their partners which in turn provides value for money.
- 4.4.2 In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via Well Being budgets and the Community Centres Budget.
- 4.4.3 In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council Departments main stream budgets, and external partner agencies e.g. the Police and Primary Care Trust, which is in turn reflected in the fact that the Area Committee's role here is only to influence, develop and consult. However, on occasion, wellbeing funding has resourced some projects related to its roles, e.g. community engagement, area based regeneration schemes and conservation area reviews.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 This report is the report of the Area Leader for West North West Leeds who has delegated responsibility to action decisions in accordance with Area Management's work programme in accordance with part 3 of the Council's Constitution in relation to Area Committee Functions.
- 4.5.2 This report is not confidential, neither is it, or part of it exempt.

4.6 Risk Management

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

5.0 Conclusions

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

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

6.0 Recommendations

6.1 The Outer West Area Committee members are invited to:

- i. Note that the contents of the report and to comment on any aspect of the matters raised.
- ii. Note the enclosed appendix providing an update on the West North West Homes Leeds Outer West Area Panel minutes.

Background documents¹

None

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

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**MINUTES
OUTER WEST AREA PANEL MEETING
4pm AT WESTFIELD CHAMBERS
WEDNESDAY 6TH FEBRUARY 2012**

Attendees:

Area Panel Members:	John Aubrey	JA
	David Atkinson (Chair)	DA
	Lydia Appleby	LA
	Corrine Brown	MC
	Brian Falkingham (Vice Chair)	B F
	Paul Tucker	PT

Officers:

Sharon Guy:	Area Performance Manager Wortley/Pudsey	SG
Lorna Bustard:	Community & Inclusion Manager	
Tracey Thorpe:	Minutes	

- 1.0 Apologies:** Councillor R Wood had informed TT that he would not be able to attend this meeting or the next one in April. SM was away on holiday, no other apologies were received. Introductions were made.
- 1.1 SG confirmed that a letter has been sent out to Kevin Sharp thanking him for all his contributions while he was on the Outer West area panel.
- 2.0 Minutes of the Previous Meeting held on 5th December 2012 and Matters Arising.**
- (Item 4.2) JA stated that he would like the lights at the Dawson's Corner Sheltered Scheme being looked into as some of the lights have not been done. BF stated this would mean putting in a new bid, JA to speak to BF on this matter.
- BF reported that Fairfield Avenue progress is starting as holes have now appeared in the ground.

Action

3.0 Capital Expenditure.

3.1 Capital Programme.

No update had been submitted by ABCL hopefully there will be one for the next meeting in April.

3.2 External Funding.

This report is only available on a quarterly basis TT is to contact Dawn Appleyard to submit one for April's meeting. Dawn Appleyard is also invited to attend if she wishes to.

TT

4.0 Customer Involvement

4.1 Area Panel Bids.

4.1.2 **AP86 2012 Cow Close Community Corner – Approved subject to funding.**

Armley Juniors Young People's charity propose to take over the running of the old Cow Close Library. The intended usage of the building is for community members to access services including debt management, training and advice, housing support, job search and skills. When the organisation is up and running it will become an incorporated organisation possibly a registered charity.

The total cost of the project will be £26,772.00; the proposed cost to the Area Panel will be £8,000. A lengthy discussion took place around what the project can offer to the area, it was agreed it is a viable scheme. Voting took place and the panel have agreed to part fund £4,000 subject to the availability of monies in April's budget, although it may be June before anything is finalised.

DA raised the question of Asbestos safety why it had not been made safe. SG informed the panel that if asbestos is present it is best left undisturbed, there is no danger or risk until it is disturbed.

4.2 Update on Previous Bids.

SG reported that good progress has been made on all bids. The New Street Grove bid AP47, SG stated at the last meeting that issues on health and safety were raised. An interim measure is to be put in place that recycling is going to be provided.

The CCTV at Fairfield Avenue has started. All other schemes are in works in progress or are awaiting completion dates.

4.3 Community Engagement & Inclusion Update. (LB)

LB gave an explanation of the report to the panel which goes out every month with a summary of the activities of the team. There are currently no Area Panel evaluations due for reporting in the Outer West area.

There has been one diverse community fund bid from Outer West, from the Rycroft High Rise Residents Association. The aim of the project was to bring residents together from the Rycroft's, Atlanta Street, Claremont's and the Crimble's sheltered scheme together on an excursion to Skipton Christmas market.

The fund continues to be promoted through a variety of mediums including the TRAs, Area Representatives and through the Sheltered Housing Schemes.

If anyone has any new and creative ideas as to how you can involve your community please contact Rukhsana Mahmood the Cohesion & Diversity Officer at WNWHL.

LB stated in order to ensure that we are meeting the needs of our Diverse Communities, twice a year forums are held for each of the Top 6 languages, other than English which is requested by our customers. These are Arabic, Farsi, Kurdish, Polish, Tigrinya and Urdu. The Farsi and Tigrinya forums were held in January. The main themes discussed were issues with repairs, publicity of the forums and customer involvement opportunities. The group was also consulted on the service standards for the community engagement team.

The Tenant Scrutiny Executive has completed their scrutiny of Property Security. This primarily covered fire safety, gas servicing and access to communal buildings. A report on their findings and recommendations was taken to the Board meeting on 24th January 2013. They have made 16 recommendations to improve our service to tenants and leaseholders, these are now being considered by the Board and an action plan for implementing those that are agreed will be developed. LB stated they are awaiting comments back from Paul Elliott.

LB reported on the Social Housing Equality Framework which undertook an external peer challenge assessment with the aim to achieve the "Excellence" level of the SHEF between 2 and 4 October 2012.

WNWHL are delighted to report a positive outcome with the '**Excellence**' standard being awarded.

The Assessment was led by the Local Government Association who will validate and formally recognise the Excellence level

The basis for the peer challenge was a framework where WNWhL equality and diversity performance was benchmarked against the following five areas:

- Knowing your customers
- Leadership, partnership and organisational commitment
- Customer engagement
- Responsive services, access and customer care
- A skilled and committed workforce

Considerable evidence was provided prior to the assessment including a Self-Assessment, Narrative and Case Studies of examples of work with positive outcomes for tenants.

Any internal findings of weakness an action plan will be put forward.

LB reported on the Tenant and Resident Associations and how they play an important role in developing community spirit. LB showed photographs of a photo competition that had been submitted through the face book page. LB stated that through the TRA we are finding adults and children are good at informing us what is and what is not working on the estates. More involvement is taking place with schools in all different areas we are working closely. Dawn Appleyard our funding officer may be able to get some funding for schools and young people to be involved with any new projects.

MC wanted to highlight the latest news of Leeds 13 postcode being reported as one of the top areas for burglary and crime. LB stated that there is a website www.police.uk which will give any updates on crime.

SG stated the overall crime has dropped; different types of crime in Pudsey/Wortley/Swinnow are not as high as in other areas. WNWhL work very closely with West Yorkshire Police.

PT reported that there is now a walk- in surgery at the Café Lux in Pudsey every Friday, where the police are happy to give feedback.

5.0 Local Issues

5.1. Local Performance Framework.

SG went through the statistics; an indication of red on the charts implies we are not meeting targets. Estate grading is still not good, although this has improved in January by excellence. SG is in negotiation with Morrison to see if they can help with any action days in Farsley and Wortley within the next six weeks.

The surveys show that 85.60% customers are satisfied with the overall service; the call centre shows improvement on customers waiting time.

We are on target with complaints that have been responded to within 10 days.

SG would like to see a narrative column on the reports, SG to contact Mary Kerr from ABCL to see if this can be provided.

SG

6.0 Grounds Maintenance Update Report.

The report highlights that grass cutting was completed on the 7th November 2013. This was the last grass cut for the season and an extra cut to what was originally planned due to wet weather over the year.

Continental Landscapes have been delivering against WNWhl performance targets with 99.5% overall performance result (99% target) 92% of assets have been cut right the first time (90% target)

A monthly customer satisfaction surveys only take a snapshot of views from our customers. Out of 367 asked, 83% have been very or quite satisfied by performance, and 14% very or quite dissatisfied. Satisfaction in the winter months is always higher than in the height of the growing season and the overall performance data is improving.

Shrub maintenance is due to be completed by mid-February some delays were experienced due to the weather and ground condition. Training has been offered to Neighbourhood management staff to ensure that all staff is confident with monitoring and that they all understand issues around inaccurate mapping and how to rectify this.

Re-stocking of shrub beds that are in a poor condition and are not always fully stocked potentially are leaving large areas which tend to be invaded by weeds. Consideration needs to be given to whether WNWhl wants to restock some of the shrub beds or if it is more appropriate to remove the remaining shrubs and grass the bed over. Area Panels may want to consider whether there are any of these changes they would like to support and fund as may local Councillors.

PT asked the question why when they are removing shrubs that these cannot be replanted to fill in gaps within boundaries. SG informed everyone that when the shrubs are removed the root is cut off so they cannot transplant them.

SG reported on the Safer and Stronger Communities Scrutiny Board, the report highlighted that during November Leeds City Council Scrutiny board; made 10 recommendations related to the Leeds wide ground maintenance contract.

The most significant recommendation (2) to WNWhl is to explore a move towards an extended shrub maintenance service; and a fortnightly grass cut frequency to achieve a better quality of service.

The response is WNWhl need to make sure that they prioritise the best use of their limited funds in these difficult financial times. WNWhl want to retain flexibility and phasing will be adopted in 2013 which will use climate condition to direct the overall frequency. It is believed that this approach offers the best value for money. The increased frequency of grass cutting on “premium” sites in response to customer concerns raised during 2012 will be retained.

Recommendation 4 ask for a number of departments and continental to review the existing litter picking responsibilities and opportunities for more joined up working.

The response is some consideration is being given for Continental to expand litter collection to cover adjacent hard surface where applicable in co-ordination with street cleansing activities.

Recommendation 10 is to develop a Communication Strategy aimed at promoting public awareness of behaviour that is obstructive to the delivery of a good quality grounds maintenance service (e.g parking on public verges).

The response it is proposed that this takes place ahead of the grass cutting season in 2013.

7.0 Any Other Business

Elaine Rey from Corporate Support attended the meeting to report on the Almo review. The report has gone to the Executive board in early January; there are two options to consider. One is to go back under the direct control of Leeds City Council, two the Almo will be run as one. Letters and questionnaires have all been sent out to customers. Area Panels will continue to operate, Leeds City Council is interested in what the Area Panel's thoughts are for the future i.e. would they like to see any changes. ER stressed to the panel that no final decisions had been made.

JA reported that he would not be happy for the Almos to come back under Leeds City Councils authority.

DA asked the question is it a preferred option to come under Leeds City Council. ER stated that Leeds City Council do not have a preferred option at the moment.

A discussion took place around merging Area Panels with Area Committees, SG mentioned that this could weaken the role of the Area Panels. DA also asked would Leeds City Council still have a obligation in providing good training to members of Area Panels. ER stated that if the Almo's do come back to Leeds City Council then it would be thought any training that is needed will be delivered.

8.0 Date and Time of Next Meeting.

Wednesday 3rd April 2013 4.30pm Westfield Chambers.

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Report author: Andy Booth

Tel: 0113 247 4325

Report of the Chief Officer (Democratic and Central Services)

Report to: West (Outer) Area Committee

Date: 22nd March 2013

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

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

Summary of main issues

1. In line with previous practice, Area Committees have agreed their meeting schedule for the forthcoming municipal year at the last ordinary meeting of the current municipal year, in order to enable the agreed schedule to appear within the Council's diary.
2. The purpose of the report is to request Members to give consideration to agreeing the dates and times of their Area Committee meetings for the 2013/2014 municipal year which commences in May 2013, whilst also considering whether any revisions to the current meeting venue arrangements should be explored.

Recommendations

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

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

1 Purpose of this report

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

2 Background information

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

3 Main issues

3.1 Meeting Schedule

- 3.1.1 The following provisional dates have been agreed in consultation with the Chair, Area Leader and their team:

10th July 2013, 18th September 2013, 30th October 2013, 11th December 2013, 29th January 2013, 12th March 2014

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

3.2 Meeting Days and Times

- 3.2.1 Currently the Committee meets on a Friday at 1.00pm. The meeting days for 2013/14 have been changed and the Area Committee will meet on a Wednesday at 1.00 p.m.
- 3.2.2 Meeting on set days and times has the advantage of certainty and regularity, which assists people to plan their schedules. The downside might be that it could serve to exclude certain people i.e. members of the public, for instance, who have other regular commitments on that particular day or who might prefer either a morning or afternoon meeting or a meeting immediately after normal work hours.

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

3.3 **Meeting Venues**

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

4 **Corporate Considerations**

4.1 **Consultation and Engagement**

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

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council policies and City Priorities

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

4.4 Resources and value for money

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

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

5 Conclusions

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

6 Recommendations

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

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

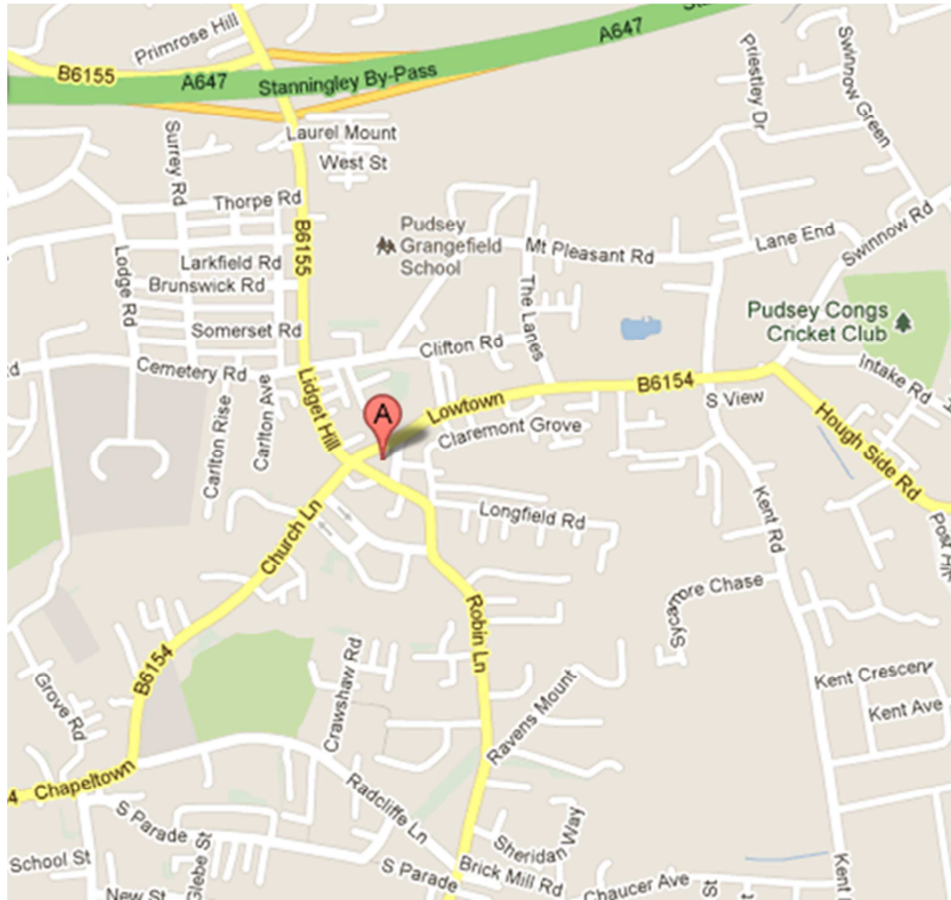
- 6.3 Members are requested to give consideration as to whether they wish to continue with the Committee's current meeting venue arrangements or whether they wish to request any amendments to such arrangements.

7 Background documents¹

- 7.1 None.

¹ 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.

Pudsey Town Hall, Robin Lane, Pudsey, LS28 7BL



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