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SOUTH (INNER) AREA COMMITTEE

Meeting to be held in Belle Isle Family Centre on
Wednesday, 20th June, 2012 at 6.30 pm

MEMBERSHIP

Councillors

D Congreve	-	Beeston and Holbeck;
A Gabriel	-	Beeston and Holbeck;
A Ogilvie	-	Beeston and Holbeck;
P Davey	-	City and Hunslet;
M Iqbal	-	City and Hunslet;
E Nash	-	City and Hunslet;
J Blake	-	Middleton Park;
K Groves	-	Middleton Park;
P Truswell	-	Middleton Park;

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A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

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

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

A G E N D A

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

Item No	Ward	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS OF INTEREST</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>MINUTES - 16TH MAY 2012</p> <p>To confirm as a correct record the minutes of the meeting held on 16th May 2012.</p>	1 - 4
7			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p> <p>(10 mins discussion)</p>	

Item No	Ward	Item Not Open		Page No
8			<p>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</p> <p>To consider the report of the Chief Officer (Democratic and Central Services) outlining the Area Committee's role in relation to Elected Member Appointments to Outside Bodies and asking the Committee to determine the appointments to those organisations which fall to the Committee to make an appointment to.</p> <p>(Council function)</p>	5 - 20
9			<p>AIRE VALLEY HOMES SERVICE DELIVERY UPDATE</p> <p>To consider the report of the Chief Executive of Aire Valley Homes Leeds which provides Members of the Inner South Area Committee with an update on areas of activity and performance.</p> <p>(Executive function)</p>	21 - 30
10			<p>DELEGATION OF ENVIRONMENTAL SERVICES - SERVICE LEVEL AGREEMENT</p> <p>To consider the report of the Director of Environment & Neighbourhoods presenting to the Area Committee, for approval, a final version of the Service Level Agreement (SLA) through which the work of the Environmental Locality team will be steered over the year.</p> <p>(Executive function)</p>	31 - 48
11			<p>A SUMMARY OF KEY WORK</p> <p>To consider a report of the Area Leader – South East Leeds, detailing work by the Area Management Team on key priorities in the inner south area of Leeds since the last Area Committee meeting.</p> <p>(Executive function)</p>	49 - 118

Item No	Ward	Item Not Open		Page No
12			<p>WELLBEING REPORT</p> <p>To consider the report of Assistant Chief Executive (Planning, Policy and Improvement) updating Members on both the capital and revenue elements of the Area Committee's well being budget, advising Members of the small grants approved since the last meeting and inviting Member to determine the capital and revenue proposals detailed within the report.</p> <p>(Executive function)</p>	119 - 132
13			<p>DATES, TIMES AND VENUES OF FUTURE MEETINGS</p> <p>Wednesday 19th September 2012 6:30pm.</p> <p>Venue to be confirmed.</p>	

Agenda Item 6

SOUTH (INNER) AREA COMMITTEE

WEDNESDAY, 16TH MAY, 2012

PRESENT: Councillor A Gabriel in the Chair

Councillors J Blake, D Congreve, M Iqbal,
A Ogilvie and P Truswell

Apologies Councillors K Groves, E Nash and P Davey

92 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection for documents.

93 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

94 Late Items

There were no late items submitted to the agenda for consideration. However supplementary information was circulated at the meeting with regards to Agenda Item 10 (Minute No.102 refers) in the form of Appendices 1 - 4.

95 Declarations of Interest

There were no declarations of interest made.

96 Apologies for Absence

There were no late items submitted to the agenda for consideration. However supplementary information was circulated at the meeting with regards to Agenda Item 10 (Minute No.102 refers) in the form of Appendices 1 - 4.

97 Minutes - 21st March 2012

The minutes of the meeting of the South Inner Area Committee were approved as a correct record subject to an amendment to Minute 85. LDF Core Strategy – Publication Document where it was requested that the following wording replace the first bullet point; “ That no property of less than 120sq Metres of ground space be divided into flats.”

98 Matters Arising

The Chief Executive, Tom Riordan, updated the Committee on the latest developments with regards to the construction of a southern entrance to Leeds Railway Station and confirmed that all Members views have been fed back to the authorities with responsibility for driving this project forward.

99 Open Forum

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

Concerns were raised about the number of horses grazing on public land in and around Beeston. A call had been logged about this previously and the Chief Executive of Aire Valley Homes Leeds agreed to follow this matter up.

A local resident raised concerns with Councillors about the poor state of the park by Lady Pitt Lane allotments, Councillor Ogilvie agreed to report this issue to the Parks and Countryside service.

At this point in the discussion Chief Executive, Tom Riordan, sought the views of Councillors and members of the public present on the devolution of powers to the Area Committee in relation to some environmental services. Following a short discussion it was generally agreed that the delegation had been a positive development and brought improvements to the service.

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

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

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

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

RESOLVED-

- a) That the contents of the report and appendices be noted; and
- b) That Councillor A Gabriel be elected as Chair for the 2012/2013 Municipal Year.

101 Wellbeing Report

The Area Officer presented a report of the Assistant Chief Executive (Customer Access and Performance). The report sought to provide:

1. Confirmation of the 2010/11 carry forward figure and 2011/12 revenue allocation.
2. Confirmation of the 2012/13 revenue allocation and the 2011/12 carry forward figure.

3. An update on both the revenue and capital elements of the Well being budget.
4. Details of revenue funding for consideration and approval
5. Details of revenue projects agreed to date (as shown at Appendix 1 to the report)
6. Members are also asked to note the current position of the Small Grants Budget

RESOLVED –

- (a) That the contents of the submitted report be noted;
- (b) That the position of the Wellbeing Budget, as set out at paragraph 3.0 of the submitted report be noted;
- (c) That the ring fencing arrangements, as proposed within paragraph 3.3 of the submitted report be approved, outlined specifically between paragraph 3.3.1 – 3.3.13. Further it was agreed that the below two applications be deferred to the Children & Young People’s Working group to allow officers to undertake further scrutiny of funding bids;
 - St Lukes Cares – HIT Base (£12,500/£15,250 (Revenue)) all three wards; and
 - Hamara Healthy Living Centre - Enhancing Learning and employability skills (£12,370 (Revenue)) all three wards (£4,123 each ward).
- (d) That the Wellbeing revenue projects, which have previously been agreed by the Area Committee, as listed within Appendix 1 to the submitted report;
- (e) That the following be agreed in respect of Wellbeing funding allocations, as detailed within paragraph 4.0 of the submitted report: -

Name of Project	Name of Delivery Organisation	Decision
Youth Service Summer Programme	LCC Youth Service	(Revenue) (£3,928 (Beeston & Holbeck Ward: £2,078; City & Hunslet Ward: £1,850) - Approved
Young People First Project	Leeds Youth Service	£15,390 (Revenue) Beeston & Holbeck (£9,129); City & Hunslet (£6,262) - Approved

Draft minutes to be approved at the meeting to be held on 20 June 2012

Summer Programme	IGEN	£2,630 (Revenue) all wards - Refused
Middleton and Belle Isle Christmas Lights	Leeds Lights	£3,000 (Revenue) Middleton Park – Approved
Belle Isle Christmas Tree	Leeds Lights	£3,000 additional for a tree in Belle Isle Approved in principle subject to final costs
Middleton Gala	Area Support Team	£5,000 (Revenue) Middleton Park - Approved in principle subject to final costs
Cottingley Neighbourhood Improvement Plan	Steering Group led by the Priority Neighbourhood worker	£3,000 (Revenue) - Approved

- (f) That the current position, in respect of Small Grant allocation, as detailed at paragraph 5.0 of the submitted report, be noted.

102 A Summary of Key Work

The Area Leader submitted a report which provided brief details of the range of activities with which the Area Support Team are engaged based on the Area Committee Business Plan priorities, that are not addressed in greater detail elsewhere on this agenda. It provided opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.

At this point the Chief Executive – Tom Riordan agreed to involve Members with the progress of Beeston Hobeck PFI scheme.

RESOLVED – That the contents of the submitted report be noted.

103 Dates, Times and Venues of Future Meetings

Wednesday, 20th June 2012 6.30pm, Belle Isle Family Centre.

Report of the Chief Officer (Democratic and Central Services)

Report to South (Inner) Area Committee

Date: 20th June 2012

Subject: Local Authority Appointments to Outside Bodies

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

Summary of main issues

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

Recommendations

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

1 Purpose of this report

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

2 Background information

- 2.1 In April 2004 Full Council agreed that in future, Elected Member appointments to Outside Bodies should be undertaken by a constituted body of Elected Members and that appointments to all outside bodies should, where appropriate, be made with due regard to proportionality within the law. Attached at Appendix 1 is the agreed Appointments to Outside Bodies Procedure Rules.

- 2.2 The Member Management Committee has responsibilities for Council appointments to Outside Bodies and for exercising decision making in the following areas:

- Considering requests from Outside Organisations seeking Elected Member representation;
- Determining the category of appointment which will govern which Committee will make the appointments;
- Making Elected Member appointments to Outside Bodies within the Strategic and Key Partnership category.

- 2.3 Due to the large number of organisations seeking Council representation, Council agreed that appointments within the Community and Local Engagement Category will be considered and approved by Elected Members serving on the relevant Area Committee.

- 2.4 In July 2004 the Member Management Committee met to consider allocation of appointments to each Area Committee. Attached at Appendix 2 are those that have been determined should be made by this Area Committee.

3 Main issues

- 3.1 The Area Committee is requested to determine the appointments to those Outside Body appointments as detailed within Appendix 2.

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

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

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

4 Appointments 2012-2013

- 4.1 This year there are **8** appointments to be made in relation to the following organisations:-

Belle Isle Elderly Winter Aid

Belle Isle Elderly Winter Aid is a registered charity (701895), founded in 1986. Their aim is to assist older people to remain living in their homes for as long as possible. This is done by providing activities and services to address the issues and problems, which older people say affect their quality of life and their ability to manage to maintain independence and continue to live at home.

This is an annual appointment and the Council's current representative is Councillor Blake.

Belle Isle Tenant Management Organisation (BITMO)

In 1991, Leeds City Council established the Belle Isle North Estate Management Board (EMB) in partnership with local tenants. The EMB only managed the north of Belle Isle - which benefited with investment via the Estate Action programme in the late 1980s and early 1990s. The southern half of the estate remained largely unimproved and required major improvements. The consultation and the

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

subsequent creation of the six ALMOs in Leeds began a debate about the future of the EMB, and of the future of the whole of the Belle Isle area.

From the time that the estate was built until the 1980s Belle Isle had been one area. In 1984 the Council decentralised the housing service, and created a larger number of smaller community based housing management areas. This led to the creation of the Belle Isle North and Belle Isle South housing areas. It had always been the hope of the EMB to bring together the north and south parts of Belle Isle back into one housing area.

Over a period of five years, a group of tenants on the Belle Isle Estate worked towards tenant management for the whole area. The formation of the Belle Isle Group (B.I.G.) led to the eventual serving of a 'Notice to Manage' and the establishment of the Belle Isle Tenant Management Organisation (BITMO).

In order to achieve full TMO status the organisation had to consult with local residents, and make sure that the local community was in support of the idea. The result of the ballot that took place showed that 94% of the people who voted were in favour of local Tenant Management. Consequently, the unification of the estate and the creation of the new organisation took place in October 2004.

Belle Isle Tenant Management Organisation is the biggest Tenant Management Organisation outside London, and is responsible for more than 2000 homes and employs 32 members of staff.

These are annual appointments and the Council's current representative are Councillors Blake and Groves.

Holbeck Elderly Aid

Holbeck Elderly Aid is a registered charity (1075934) working with older people (60+) in the community. Its aims are to promote independent living, improved quality of life and prevention of social isolation. The charity is one of the Neighbourhood Network schemes for older people.

This is an annual appointment and the Council's current representative is Councillor Ogilvie.

Middleton Elderly Aid

Middleton Elderly Aid is a registered charity (1100601) which supports the older adult residents of Middleton, to enable them to live safely and independently in their own homes. The charity provides social activities, such as luncheon clubs, trips and outings and home services, including handyperson jobs, gardening, etc.

This is an annual appointment and the Council's current representative is Councillor Groves.

ALMO Inner South Area Panel

Although the appointments to the ALMO Board of Directors are now made by the Member Management Committee (see Paragraph 2.6), the Area Committee appoints to the ALMO Area Panels.

Corporate Carers Group

Under the Children's Act 1989, all local Councillors are corporate parents (usually referred to in Leeds as corporate carers), this means they have responsibilities relating to the quality of services for those children who have been taken into care by the local authority (looked after children). In July 2006 the Council's Executive Board agreed a clearer framework for the corporate carer role in Leeds. This included establishing a core group of councillors with a special interest in leading the work on Corporate Parenting - the 'Corporate Carer' group. This core group includes representation from each of the 10 area committees in the city and takes particular responsibilities relating to influencing, performance monitoring, and governance of those issues and outcomes that affect looked after children. The group meet approximately once a month (though the regularity of these meetings is under review and may become bi-monthly) and consider information including fostering services, residential care, looked after children's educational attainment and their voice and influence across the city. Representatives are asked to link back to local looked after children's issues through their Area Committee and champion the importance of effectively supporting those children.

In 2011, the South (Inner) Area Committee appointed Cllr G Driver to this position. As Cllr G Driver is no longer a Member of Council, the Committee is being requested to appoint to the vacancy which currently exists for the South (Inner) Area Committee representative of the Corporate Carers Group.

The Area Panels have two main roles.

- § Ensuring that the organisation is providing a good service to its customers; and
- § Delivering environmental and community safety schemes that benefit its customers.

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

- § Business and Delivery Plans
- § Tenant Inspections
- § Performance
- § Tenant Participation
- § Tenancy Management
- § Repairs and Improvements
- § Lettings
- § Tenant Satisfaction
- § Staffing
- § Service Development.

Although generally the panels will be monitoring and measuring the organisation's performance across these headings they will, in time, get involved in more detailed work such as:

- § Consulting on contracts for Grounds Maintenance and Repairs
- § Recommending priorities for inclusion in Business Plan
- § Leading a tenant Inspection
- § Developing strategies for Hard to Reach Groups
- § Be involved in deciding how to enforce tenancy conditions
- § Participating in contract evaluation
- § Making recommendations for Local Lettings Policies
- § Recommending changes in service delivery
- § Getting involved in induction of new staff.

These are annual appointments and the Council's current representatives are Councillors Iqbal and Ogilvie.

4.2 Area Based Partnership Groups

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

Given the significant reconfiguration which has been made to the structure of Leeds Initiative, the overarching matter of Elected Member representation in respect of Leeds Initiative is scheduled to be considered by Member Management Committee in the new municipal year. Following Member Management Committee's consideration of this matter, further details will be provided to Area Committees at the earliest opportunity.

5 Corporate Considerations

5.1 Consultation and Engagement

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

5.2 Equality and Diversity / Cohesion and Integration

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

5.3 Council policies and City Priorities

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

5.4 Resources and value for money

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

5.5 Legal Implications, Access to Information and Call In

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

5.6 Risk Management

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

6 Conclusions

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

7 Recommendations

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

8 Background documents³

8.1 Appointments to Outside Bodies Procedure Rules

8.2 Area Committee Procedure Rules

8.3 Area Committees' Terms of Reference

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

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APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

Body/Person with authority to
change the document

Full Council

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

1.0 Scope

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

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

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

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

Appointments to Outside Bodies Procedure Rules

3.0 Determination of how an Appointment should be made

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

4.0 The Appointment Procedure

Strategic and Key Partnerships

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

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

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

Appointments to Outside Bodies Procedure Rules

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

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

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

Community and Local Partnerships

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

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

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

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

Appointments to Outside Bodies Procedure Rules

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

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

Support for Elected Member Appointees To External Organisations

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

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

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

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

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Area Committee Appointments to Outside Bodies (South Inner) - Appendix 2

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Clfr Y/N	Review Period	Group
Belle Isle Elderly Winter Aid	Yes	1	Jun-12	1	Judith Blake	Y	Annual	Lab
Belle Isle Tenant Management Organisation (BITMO)	No	2	Jun-12	2	Judith Blake Geoff Driver	Y	Annual	Lab
Holbeck Elderly Aid	Yes	1	Jun-12	1	Adam Ogilvie	Y	Annual	Lab
Middleton Elderly Aid	No	1	Jun-12	1	Kim Groves	Y	Annual	Lab
Inner South ALMO Area Panel Valley Homes Leeds	No	2	Jun-12	2	Mohammed Iqbal Adam Ogilvie	Y	Annual	Lab
Corporate Carers Group	No	1	Jun-12	1	Geoff Driver	Y	Annual	Lab
		8		8				

Number of places 8
 Places held pending review 8
 Places currently filled beyond June 12 0
 Number of places to fill 8

Number of Members in the Committee Area 9

	Percentage of Members on the Committee	Notional Places Allocated
Labour	100	12.00
Liberal Democrat	0	0.00
Conservative	0	0.00
Other to list		
Total	9	12

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Report of Chief Executive of Aire Valley Homes Leeds

Report to South Leeds (Inner) Area Committee

Date: Wednesday 20th June 2012

Subject: Aire Valley Homes Service Delivery Update

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
City & Hunslet Beeston & Holbeck Middleton Park		
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. Aire Valley Homes Leeds (AVHL) is the provider for housing management services for 15,500 homes within the South and South East areas of the City
2. The details contained within this report are intended to provide the Inner South Area Committee with an update on how AVHL are contributing to the key city wide service delivery priorities and how we are engaged in partnership work to improve local services that are responsive to the needs of local communities.
3. The details contained within this report are also intended to provide the Inner South Area Committee with an update on AVHL current performance and levels of customer satisfaction.

Recommendations

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

1.0 Purpose of this report

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

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

2.0 Background information

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

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

3.0 Main issues

3.1 Partnership working

3.1.1 Inner South Area Panel

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

3.1.2 Environmental Clean Up Campaigns

The Estate Caretaking Team from AVHL have provided resources to assist with a number of clean up campaigns including the Manor Farms, Cottingley and Cardinals and have provided skips for local residents groups as part of a number of local clean up campaigns.

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

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

3.1.3 Joint Working With The Police

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

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

3.1.4 Children's Services

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

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

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

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

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

3.1.5 Older Peoples Housing Services

AVHL manages a total of 1932 units of sheltered accommodation, of which nearly 400 are situated within the Inner South Area Committee boundary.

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

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

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

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

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

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

3.1.6 Community Payback

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

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

3.1.7 Employment Initiatives

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

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

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

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

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

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

3.1.8 Energy Efficiency

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

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

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

3.2 **Operational Performance**

3.2.1 Repairs and Maintenance

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

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

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

3.2.2 Re-structure

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

The main drivers and outcomes of the review are;

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

3.2.3 Anti Social Behaviour

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

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

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

3.2.4 Resident Engagement

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

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

3.2.5 Local Ward Member Engagement

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

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

3.2.6 Tenancy Management

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

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

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

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

3.2.7 Staff Engagement

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

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

3.2.8 Customer Satisfaction

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

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

3.2.9 Capital Programme

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

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

4.0 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

AVHL has developed our equality priorities in line with LCC's Business Plan, LCC

Equality Improvement Priorities and AVHL's annual Business Plan for 2012/13.

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

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

4.3 Council policies and City Priorities

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

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

4.4 Resources and value for money

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

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

4.5 Legal Implications, Access to Information and Call In

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

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

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

4.6 Risk Management

4.6.1 There are no risk management implications in this report. The priorities reflected in this report are monitored through AVHL and where appropriate risk management processes followed.

5.0 Conclusions

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

6.0 Recommendations

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

Background documents¹

Aire Valley Homes Leeds Contribution to Locality Working and Involvement in Area Committees - 21st September 2011

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

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Report of the Director of Environment & Neighbourhoods

Report to South Leeds (Inner) Area Committee

Date: Wednesday 20th June 2012

Subject: Delegation of Environmental Services – Service Level Agreement

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

Summary of main issues

1. A Service Level Agreement has been drawn up for the delivery of environmental services in Inner South over the 2012/13 municipal year.

2. This report provides final details of the agreement and seeks approval of the document which will steer the work of the South and Outer East Environmental Locality Team over the next year.

Recommendations

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

1 Purpose of this report

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

2 Background information

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

3 Main issues

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

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Ward level workshops were held with Beeston and Holbeck and Middleton Park Elected Members in May and June to involve Members in the development of the Service Level Agreement (SLA). The workshops also provided an opportunity for Members to consider current service schedules and activity, in terms of meeting the need of local areas. The workshops lead directly to changes within the SLA and ward based priority plans.
- 4.1.2 In addition to Ward Member workshops consultation has also been undertaken with Area Committees and Environmental Sub-groups of the Area Committees, including the sub group representing Inner South Area Committee on all aspects of the SLA delivery over the last six months.

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council Policies and City Priorities

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

4.4 Resources and Value for Money

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

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

5 Conclusions

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

6 Recommendations

6.1 The Area Committee is asked to:

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

Background documents¹

Leeds City Council Constitution.

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

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

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

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

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

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

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

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

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

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Services Level Agreement Delegation of Environmental Services

1 Parties

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

2 Period of the agreement

- 2.1 This Service Level Agreement will take effect from 20th June 2012, until five working days after the first Area Committee meeting in the municipal year 2013, or an earlier date as agreed by both parties.

3 Purpose of the agreement

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

4 Scope of services covered by the agreement

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

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

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

- **Regulatory environmental services -**

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

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

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

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

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

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

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

5 Roles & responsibilities

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

Elected Members

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

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

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

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

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

Environmental Locality Manager (Tom Smith)

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

6 Service principles and priorities

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

(a) Outcome focused:

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

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

(b) Responsive to local needs:

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

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

(c) Common sense approach:

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

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

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

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

(e) Supporting community action:

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

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

(f) Education and Enforcement:

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

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

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

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

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

(h) Planning for seasonal and annual events:

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

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

7 Service activity

7.1 The SSE Locality Team, via this SLA, undertakes to provide the following services to the Inner South wards of Beeston and Holbeck, City and Hunslet (excluding city centre provision) and Middleton Park, determined by the Committee and statutory obligations placed upon the Council. Activity type is split between programmed and reactive service provision, with activity detailed separately below for each service.

7.2 Street Cleansing Functions

(a) Mechanical Path & Road Sweeping

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

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

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

(b) Manual Litter Picking

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

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

(c) Litter Bins

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

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

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

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

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

(d) Flytipping

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

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

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

(e) Ginnel cleaning

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

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

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

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

7.3 Environmental Regulation

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

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

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

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

7.4 Responding to urgent issues

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

8 Service outcomes

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

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

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

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

9 Community Engagement

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

10 Accountability

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

11 Reporting & performance monitoring

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

11.2 Area Committee

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

11.3 Executive Board

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

12 Review process

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

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

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

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

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

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

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

- 12.6 Both parties can request re-negotiation of the contents of the agreement in the event of changes to local need or preferences, service demand or citywide policy in respect of environmental cleanliness/services. Any requests will need to be formalised through either an Area Committee meeting or the Environmental Sub-group, whichever is deemed most appropriate. Should urgent changes to service delivery be required, then under the Council's scheme of delegated authority, the Environmental Locality Manager will have the power to approve and implement such changes.

13 Resolving Disagreements

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

14 Confidentiality & Legal Requirements

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

Signed:.....
Date:

Signed:.....
Date:



Report author: Gavin Forster
Tel: 2474310

Report of Area Leader – South East Leeds

Report to South Leeds (Inner) Area Committee

Date: Wednesday 20th June 2012

Subject: A Summary Of Key Work

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

Summary of main issues and corporate governance considerations

1. This report details a range of activities taking place within the Inner South Leeds Area, some of which are dealt with in greater detail elsewhere on the agenda.

Recommendations

2. The Area Committee is asked to:

- a) note the contents of the report and make comment as appropriate.
- b) nominate appropriate Ward members for the vacant posts on sub-groups outlined in 4.0

1.0 Purpose of Report

- 1.1 To bring to Members' attention in a succinct fashion, brief details of the range of activities with which the Area Support Team are engaged based on the Area Committee Business Plan priorities, that are not addressed in greater detail elsewhere on this agenda. It provides opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.

2.0 Background Information

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

3.0 Area Chairs Forum

- 3.1 The Last meeting of the forum took place on 12th March with the minutes presented at a future Area Committee meeting.
- 3.2 At the last meeting Chairs meeting a report on 'Framework for Area Committee Sponsored Apprenticeships' was discussed. The report is attached for comment as **Appendix 1.**

4.0 Appointment to Area Committee Sub-Groups and Neighbourhood Improvement Boards

4.1 Members are asked to confirm representation on the following sub-groups and Neighbourhood Improvement Boards (NIBs) for 2012/13:

Sub Group	Number of places	Current Appointees
Children & Young People's Sub group	3 - one Member per Ward	Cllr Angela Gabriel, Cllr Judith Blake, VACANCY
Environmental Sub-group	3 - one Member per Ward	Cllr Mohammed Iqbal, Cllr Adam Ogilvie, VACANCY
Employment & Skills Sub-group	3 - one Member per Ward	Cllr Kim Groves, Cllr Adam Ogilvie, VACANCY
Beeston, Holbeck & Hunslet NIB	4 - 2 Members per Ward	Cllr Angela Gabriel, Cllr Adam Ogilvie, Cllr Mohammed Iqbal. VACANCY
Belle Isle & Middleton NIB	3 – All Ward Members	Cllr Judith Blake, Cllr Kim Groves, Cllr Paul Trusswell
Beeston Crime & Grime Tasking	2 – Environmental Champion & Community Safety Champion	Cllr Adam Ogilvie, Cllr Kim Groves
Middleton Crime & Grime Tasking	2 – Environmental Champion & Community Safety Champion	Cllr Adam Ogilvie, Cllr Kim Groves

4.2 Each of these groups forms a key part in the delivery of priorities set out as part of the Inner South Area Committee Business Plan.

4.3 Due to ongoing discussions with Leeds Initiative, Member champion roles will be discussed as part of the September round of Area Committees.

5.0 Updates by theme: Children & Families

5.1 Children & Young People's Sub-group

5.1.1 At the February Area Committee meeting, Members supported the further development of the Children & Young People's Sub-group.

5.1.2 The group last met on 25th May. The minutes of this meeting will be approved at the 31st August meeting and presented to the September Area Committee.

5.1.3 Discussions at the May meeting focused on:

- Current provision
- Joint working
- Agreement to hold a special working session to explore current provision and opportunities

- Consideration of HITBase and Hamara's funding bids

6.0 Updates by theme: Safer Stronger Communities Board

6.1 Inner South Environmental Sub-Group

6.1.1 The last meeting of the group took place on the 20th April, the minutes of which will be approved that the 20th July meeting and presented to a future meeting of the Area Committee.

6.1.2 A full report to sign off SLA2 is presented elsewhere on the agenda.

6.2 Community Safety

6.2.1 The South Leeds Burglary Group and a wide range of partnership activity continues to maintain low levels of burglary in Inner South. Aire Valley Homes, BITMO and Leeds Federated Housing Association now have processes in place to visit all victims of burglary in their properties. This will provide reassurance to residents and the opportunity to identify if further work can be done by housing providers to reduce risk of burglary on their estates.

6.2 Prostitution

6.2.1 Operation Dairy continues in Holbeck on a twice weekly basis. Officers from the Neighbourhood Policing Team patrol the area in order to identify and take action on the women operating as prostitutes. There is a clear process for officers to follow that involves a series of warnings and referrals to support agencies. The NPT are working very closely with the Leeds Anti-Social Behaviour Team (LASBT) who are building cases on the women in order to reduce the ASB element of their behaviour.

6.2.2 Further steps have taken in developing a prostitution strategy for Leeds. Senior Elected Members have agreed to set up a Steering Group to develop a long term, strategic, citywide response to address the impact of prostitution on the individuals involved and the communities affected. This Steering Group will be supported by a group of officers from a range of services including Leeds City Council, West Yorkshire Police, NHS Leeds and the third sector. This will strengthen the work that has been done in the Holbeck area by seeking to ensure that the full range of issues and the impact on all areas of the city are addressed and to reduce the negative effects that the lack of co-ordination has created in the past.

6.3 Domestic Violence

6.3.1 A number of strands of work are being progressed to enable partners to work more closely together and to improve early help and support for families affected by domestic abuse. This involves colleagues from a range of services including Safer Leeds, Police, Children's Services – Social Work, Safeguarding, Early Years and partners involved in existing MARAC arrangements and cluster support and guidance work.

- 6.3.2 One strand is the development of a triage function at Millgarth with Police Safeguarding Unit. This aims to ensure that appropriate support is offered to families where a domestic violence incident has been reported to the police and there are children in the household. A Social Worker has been allocated to the Safeguarding Unit to look at cases before referral to Children's Social Work/other Children's Services is made. This would ensure that families who consent to additional support and may not need social work involvement could be quickly signposted on to appropriate agency support and the correct cluster partnership. Partners have agreed that services working at cluster level are well placed to provide support, guidance and referral to other specialist DV services. This approach is being tested out in three clusters – JESS, Bramley and Seacroft/Manston.
- 6.3.3 The second strand is to develop the capacity and understanding of children's services cluster partnerships. A "Whole Cluster Approach" to domestic violence has been developed and is currently being trialled with schools, settings and partners working in the JESS cluster. The starting point of this is an initial session with all staff in each school in the cluster with a range of other local partners also invited. These are currently underway and once completed will be followed by a full day session for all local DV champions who will be identified in each school.
- 6.3.4 At the March meeting of the Inner South Area Committee, funding was approved for the Women's Health Matters Domestic Violence Education and Support Project. Officers subsequently have met to refine the proposed delivery of the project.
- 6.3.5 Women's Health Matters (WHM) will set up a support group for women from all three wards of Inner South who are experiencing or have experienced domestic violence. The funding will pay for worker time, crèche and room hire and refreshments. WHM are currently negotiating with local services to find venues that are safe and central to provide a suitable environment for the group. They will also ask agencies to provide room hire or crèche for no or minimal cost as this will allow them to offer further sessions to the group. It is intended that the group will run from September to March. The group will be open to all women from Inner South and will be publicised via agencies who work with women and children in each neighbourhood. Additionally, WHM will promote the group via the two Clusters that cover Inner South Leeds. Which will compliment the work described above to prove a whole cluster approach.

7.0 Updates by theme: Health and Wellbeing

- 7.1 The South East Health and Well being partnership met on the 29th March 2012. Minutes from the meetings are attached as **Appendix 2** for comment.

8.0 Updates by theme: Housing & Regeneration

8.1 Holbeck Phases 1, 2 and 3 Clearance Areas

- 8.1.1 The Council is undertaking market testing work to establish the interest and viability amongst retailers of delivering new food retail facilities in Holbeck on these sites. This is

due to be completed by the end of July 2012. Should this not result in any commercial interest for the Council to work with, it will revert back to the original proposals of providing affordable housing on the site with a development partner.

8.2 Holbeck Phase 4

8.2.1 Work has been completed to the Crosby's bin yards to a high degree of customer satisfaction. There have not been any subsequent incidences of fly tipping in the area.

8.3 Beverleys Housing Development

8.3.1 The scheme is on track to complete in August 2012. The first handover of new homes is now due to take place in June 2012. A slight delay has occurred due to inclement weather in April but the Contractors are on target to hand over properties in the first phase in June 2012.

8.3.2 The 27 shared ownership properties have been advertised in the Leeds Homes Flyer and with Whitegates Estate Agents on Dewsbury Road. To date, 9 applicants have applied to purchase the properties. The remaining 28 social rented properties have also been advertised in the Leeds Homes Flyer.

8.3.3 A Local Lettings Plan has been approved which specifies that preference will be given to those applicants with a local connection to the City and Hunslet Ward; those who are in overcrowded conditions, or willing to downsize; those in priority need; and those who have good tenancy records. A proportion of lets may also be made to applicants in Band C of the housing register provided that they have a local connection to the City and Hunslet Ward and good tenancy records.

8.4 Garnets Housing Area

Demolition

8.4.1 All the target properties in the clearance areas have now been demolished with the exception of 37 – 51 Garnet Grove and 38 – 52 Garnet. These properties currently belong to Leeds Federated Housing Association and are in the process of being transferred to Leeds City Council for demolition. It was expected that the transfer would be completed in April 2012, however, the Homes and Communities Agency requested further details in relation to the property swap arrangement. These issues have now been resolved and the transfer is expected to conclude by the end of May 2012. As soon as the transfer is completed, arrangements will be made for the demolition contractors to commence demolition without further delay.

Refurbishment.

8.4.2 The refurbishment works currently taking place on 6 properties, 66 & 72 Garnet Terrace and 64, 66, 69 & 71 Garnet Grove are nearly complete. These properties have been bought up to Decency Standards by AVHL and have been pre-allocated to applicants. Once the exchange of properties with Leeds Federated Housing Association has taken place the following properties will also be refurbished and relet by LFHA: 65, 67, 68 Garnet Grove and 63,67 Garnet Place.

- 8.4.3 The remaining properties at the Garnets which will not be demolished are 15 – 35 Garnet Place and 63 – 69 Garnet Place , 16 – 34 Garnet Grove and 64 – 70 Garnet Grove and 65 – 71 Garnet Grove and 66 – 72 Garnet Terrace. It is hoped that all Council owned empty properties within these blocks will be refurbished and brought back in to use during the current financial year.
- 8.5 Middleton Housing Development Sites 1,2 & 3 (Thorpe Road)
- 8.5.1 Sanctuary Housing held a consultation event about the proposals for 129 new homes in Middleton on 8th May. This was followed by a presentation to the Middleton community meeting on the 12th May. There was broad support for the proposals, although this highlighted the need for further work to determine the precise nature of the open space to be provided. Discussions have also been held with ward members about the opportunities to enhance pedestrian connectivity between the development sites and the new playing pitches to the rear of the leisure centre. It is anticipated that Sanctuary will submit a planning application in June.
- 8.6 Middleton Neighbourhood Framework
- 8.6.1 It has been agreed that the Middleton masterplan which was originally prepared in 2009 should be refreshed to more effectively articulate future development opportunities in Middleton. This work is being progressed and during the course of June, workshops will take place involving council officers from a range of service areas, stakeholders and local members, the aim being to collate in one place the issues facing the estate and identify how future development activity can provide solutions and enhancements. It is anticipated that there will be wider public consultation later in the year with the plan being presented to the Council's Planning Board in the autumn. Once approved, the plan will inform future development proposals and will be used as a material consideration by planning services when determining planning applications.
- 8.7 Beeston Hill & Holbeck PFI
- 8.7.1 Sustainable Communities for Leeds (sc4L) has been appointed as the company set to undertake large scale housing regeneration in Beeston Hill & Holbeck. Discussions are ongoing with the Council to confirm the finer details of the scheme with the refurbishment of Meynell Heights in Holbeck expected to start in 2012. New build works will start on the Folly Lane site in Beeston Hill.
- 8.7.2 A period of mobilisation will follow the signing of the contract with sc4L during which time there will be intensive activity within the project areas preparing residents and stakeholders for the works and Services commencement. A project launch event will be held all residents living in the project area followed by a programme of choice events for tenants and opportunities to access information on apprenticeships and employment opportunities. A service pack will be sent to all tenants whose homes will be maintained by sc4L prior to service commencement and sc4L Customer Liaison Advisors will be active in the project areas visiting those affected by the works

8.7.3 Further updates on timescales for these events will be provided at the next meeting of the Area Committee

8.8 Lower Kirkgate Heritage Lottery scheme update

8.8.1 At the March Area Committee members were updated on the ongoing developments at Kirkgate. Further updates will be provided where possible to future Area Committees through this report.

8.8.2 A Stage 2 bid, seeking £1.5m has been submitted to the Heritage Lottery Fund for Lower Kirkgate. A decision is expected by 20th July 2012. A Kirkgate Stakeholder group made of up 3rd sector partners, local businesses and the council have prepared a programme of improvements to include pop up art galleries, minor shop repairs and cleaning as a precursor to what is hoped to be a scheme launch on 31st October 2012. As a compliment to this enforcement policy is being reviewed to ensure that the THI is not undermined by breeches of planning control and that a sense of collective responsibility for the areas enhancement is cemented.

8.8.3 The stakeholder group has also submitted a High Street Innovation Fund bid to help to open up Lower Kirkgate to the rest of the city centre by re-opening the ginnels and railway arches (a decision is due to be made on 31st May 2012). Further consultation, including a First White Cloth Hall workshop is being planned for September as a precursor to the submission of a planning application for the grade 2* listed building later in the year.

9 **Integrated Locality working**

9.1 Beeston, Holbeck & Hunslet Neighbourhood Improvement Board

9.1.1 The most recent meeting of the board took place on the 20th April 2012, the minutes of the meeting will be presented to a future meeting.

9.1.2 The next meeting of the board will take place on the 29th June 2012.

9.2 Belle Isle & Middleton Neighbourhood Improvement Board

9.2.1 The last meeting of the Neighbourhood Improvement Board was held on the 22nd May 2012. The minutes of the 21st February 2012 are attached as **Appendix 3**

9.2.2 The next meeting of the board is planned for 4th September 2012.

9.2.3 Discussions have taken place around the employment and skills sub-group that was set up due to the pressing needs in the Middleton area. With the same issues being highlighted at the Beeston, Holbeck & Hunslet NIB meeting it was suggested that one meeting could serve both NIBs on this topic. Further developments are needed but the in-principle agreements have been made.

9.3 Cottingley Neighbourhood Improvement Plan

- 9.3.1 As part of the completion of the multi-agency scheme and the subsequent move to the neighbourhood improvement plan, a final report is attached as **Appendix 4** for comment.
- 9.3.2 The first meeting of the NIP meeting took place on the 11th May 2012, the minutes of the meeting will be approved at the 22nd June 2012 and presented to a future Area Committee meeting.
- 9.3.3 On the 7th March 2012 TRAC held the yearly AGM meeting. Chair, Treasurer, Secretary and Vice Chair positions were all appointed.
- 9.3.4 Committee members organised the Sphinx Square Opening Event on Saturday 5th May 2012 at Cottingley Community Centre.
- 9.3.5 The event was organised to mark the completion of the first phase of the Sphinx Square and was funded by the 'Big Lottery' and supported by Groundwork Leeds.
- 9.3.6 Committee members planned a day of activities that included a performance from Dazzle Dance, a DJ, Aire Valley Homes mobile office, a Bouncy castle and sumo suits and refreshments. The event was opened by Councillor Angela Gabriel and Hilary Benn MP and over 100 local residents were in attendance.
- 9.3.7 On Saturday 19th May the Cottingley Fair took place at Cottingley Primary School supported by TRAC the event involved stalls from local community groups including Cottingley In Bloom.
- 9.3.8 The Cottingley In Bloom Group held its second meeting 5 residents attended and partners including Aire Valley Homes, Cottingley Primary School, Leeds In Bloom and the NHS.

Cottingley Recycling Project

- 9.3.9 Officers have been developing an appropriate scheme to address the refuse and recycling issues on the estate. A pilot scheme has been chosen and funding identified to install a number of collection areas that will have a significant impact on the way that waste is collected.
- 9.3.10 The pilot scheme will cost in the region of £29,000 and be funded on a 50 / 50 basis between Aire Valley Homes Leeds and Beeston & Holbeck Councillors Ward based Initiative funds.
- 9.3.11 Details on the timescales and key milestones for the project will be provided to members through the NIP and Ward based briefings.

10.0 Localism

10.1 Communities First Panels

10.1.1 Significant progress has been made in each of the panels, Health for All have provided the attached updates as the Panel Partner. **Appendix 5**

10.1.2 All three Inner South panels have approved the necessary amounts to complete 'year 1', developments for year 2 are ongoing and will be updated to the Area Committee in due course.

10.2 Neighbourhood Planning Front Runners Pilot

10.2.1 Following approval of the Holbeck Pilot officers from Planning and South East Area Support Team have recently met with representatives of the 3 Holbeck Groups, Holbeck Area Residents Association (Gaitskell's), Cross Ingram's Residents Association and Voice of Holbeck.

10.2.2 The purpose of the meetings was to give further background and discuss the scope of the scheme and how they can be supported to take the pilot forward.

10.2.3 Holbeck is the only inner-city neighbourhood planning area in Leeds (and there are very few nationally). A real opportunity for Holbeck and for the City to demonstrate that Neighbourhood Planning is an opportunity to improve not only inner-city areas physically but in all other aspects.

10.2.4 Reports to Executive Board will address issues of governance and guidance along with the allocation of the £20,000 funding to each of the forums.

10.2.5 A small officer project team has been put in place which will support and guide the Holbeck work. The team will agree and clarify what can be offered in terms of support. Explore governance relationships, links to other pilots, the Area Leadership Team, Beeston, Holbeck & Hunslet Neighbourhood Improvement Board and the Area Committee.

10.2.6 A stakeholder event is planned for Saturday 30th June 11.00am to 3.00pm at St Matthews, which will be supported by Planning Aid. This drop in event will encourage community interest in the project, raising awareness by setting the scene in Holbeck and showing possible benefits of Neighbourhood Planning.

10.2.7 A further opportunity to involve the community and provide the outcomes from the 30th June event will be taken at the Holbeck Gala on Saturday 21st July.

10.2.8 The first meeting of the forum is planned for Saturday 28th July. Issues to be considered will include recruiting the minimum of 21 members (ensuring that equality, cohesion, diversity and integration are embedded in the process), governance, funding, appointing an interim Chair, identifying support for the process, reviewing and agreeing a boundary for the plan area.

- 10.2.9 The forum will have to consider that while the focus of Neighbourhood Planning is the use of land, planning matters generally (e.g. greenspace, highways, recreation, and leisure). Other issues of community importance can be included. This is particularly relevant to the Holbeck Pilot. The success of it may well depend on what other issues can be included in the plan.
- 10.2.10 The forum should also consider related matters such as Neighbourhood Development Orders, Community Right to Build Orders and the Community Infrastructure Levy and how it might be spent.

11 Belle Isle Tenant Management Organisation (BITMO)

- 11.1 Members are asked to note the BITMO update report to Area Committee in line with the one provided by Aire Valley Homes Leeds. This report will be presented for discussion at the next Middleton Park Neighbourhood Improvement Board. The report is presented for comment as **Appendix 6**.

12 Wellbeing Project monitoring 2010/11

- 12.1 As part of the ongoing monitoring of completed schemes members are asked to note **Appendix 7** which gives a brief summary of the projects that have been completed in the last financial year and the successes they have achieved.

13 South Leeds Life Magazine – Health For All

- 13.1 Members approved the South Leeds Life Magazine wellbeing project that was submitted by Health for All at the March Area Committee. The condition on this approval was for a distribution strategy to be developed that made sure members were happy with where the magazines were being distributed within each ward.
- 13.2 The distribution strategy is being finalised and will be sent to members via email in due course.

14 Inner South Area Committee Business Plan

- 14.1 At the September 2011 Area Committee members supported the development of a business plan that outlined all delegations, ward profiles and an action setting out the main priorities of the Committee.
- 14.2 It was proposed that the business plan document be brought to the first meeting of the municipal year. Due to ongoing discussions around the Champion roles by Leeds Initiative and also the delays in final confirmation of the delegations to Area Committees, the business plan will be brought to the September 2012 Area Committee for sign off.

15 Corporate Considerations

15.1 Consultation and Engagement

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

15.2 Equality and Diversity / Cohesion and Integration

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

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

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

15.3 Council Policies and City Priorities

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

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

15.4 Resources and Value for Money

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

15.5 Legal Implications, Access to Information and Call In

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

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

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

15.6 Risk Management

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

16 Conclusions

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

16 Recommendations

16.1 The Area Committee is asked to:

- a) note the contents of the report and make comment as appropriate.
- b) nominate appropriate Ward members for the vacant posts on sub-groups outlined in 4.0

Background documents¹

Area Committee Summary of Key Work Report, 16th May 2012

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

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Report of Area Leader (East North East)

Report to Area Chairs Forum

Date: 12th March 2012

Subject: Framework for Area Committee Sponsored Apprenticeships

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes all	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input 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. The report highlights the opportunities offered through the apprenticeships, including benefits to the employer, apprentice and wider community.
2. The report sets out a process for Area Committees to sponsor apprenticeships, including cost information.
3. It also suggests that partner agencies (through the Area Leadership Teams), may wish to consider engaging in an apprenticeship programme, working alongside the Area Committee, to provide apprentices with broader partnership experience.

Recommendations

4. The Area Chairs are asked to endorse all ten Area Committees sponsoring an apprentice as part of their commitment to reducing NEETs within their areas.

1 Purpose of this report

- 1.1 The purpose of this report is to present Area Chairs with a summary of the opportunities available to allow Area Committees to sponsor an apprentice / apprentices within their area.
- 1.2 The report outlines the benefits of and costs associated with establishing a local apprenticeship scheme.

2 Background information

- 2.1 An apprenticeship is an integrated programme of learning leading to the acquisition of the skills and knowledge required by employers. Apprenticeships are the Government's preferred route to recruiting and training young people and adults aged 16-24.
- 2.2 The completion of an apprenticeship programme of learning (known as a framework) shows employers that the holder has achieved competence in skills and demonstrated the knowledge required by the Apprenticeship.
- 2.3 In January 2009, a statutory duty was placed on public sector organisations to offer apprenticeships to young people and adults. In response, Work4Leeds. Leeds City Council's corporate apprenticeship programme was developed as part of the Council's recruitment strategy, with the aim of enabling young people and adults to access Council job vacancies and encouraging residents from key target groups to apply for entry level posts.
- 2.4 Work4Leeds also aims to ensure that the Council's workforce has the most up to date skills and qualifications for their job role. It therefore supports existing employees of all ages, working 16 hours or over, who do not currently hold a degree, HND or HNC, to work towards an apprenticeship framework relevant to their job.
- 2.5 The East North East (ENE) Area Leadership Team (ALT) at its January 2012 meeting, considered information relating to increased levels of unemployment within East North East Leeds, as well as employment support services. The ALT discussed how they could contribute to this agenda and how services could work better together locally to maximise these opportunities for local residents. This is particularly within the context of localities in Inner East Leeds having a higher than average out-of-work claimant rate in comparison to the city average.
- 2.6 Apprenticeships were one of the opportunities discussed. Partners within the ALT made a commitment to considering how they might be able to support the development of an apprenticeship within their own organisation. It is now suggested that this approach could be rolled out across all 10 Area Committees to demonstrate commitment to addressing the worklessness agenda and reducing NEETs city wide. This approach also follows on from the Leeds Apprenticeship Challenge, a business campaign launched in February 2011 to achieve 100 pledges to take on an apprentice from 100 new employers in 100 days. The

Challenge resulted in 162 businesses signing up to offer 375 apprenticeship vacancies.

2.7 Several other key activities have taken place and are planned within Leeds to raise the profile of apprenticeships in the city and support businesses and learners including:

- Employment Leeds has brokered the recruitment of apprentices by developers on landmark developments such as the Arena and contractors delivering services to the Council
- A competition, Build My Future, Build My Leeds, was run to increase awareness of apprenticeships in the construction industry for 16-18 year olds. The three winners will receive contracts to become apprentices with Laing O'Rourke and Rotary Berrmar Building on the flagship construction developments in Leeds; the Arena and the Trinity Leeds shopping centre
- Over 1000 young people and their parents and carers attended an event held in May 2011 to promote apprenticeships to Year 11 pupils
- A mentoring scheme to support new apprenticeships has been developed, particularly at the point of transition from school
- The Leeds Apprenticeship Awards were launched on 17th October 2011. Nominations were sought from businesses and learning providers across Leeds. The Awards Ceremony was held on 8th February 2012 during National Apprenticeship Week at Leeds Civic Hall. These recognised the achievements of apprentices, apprenticeship ambassadors and businesses. The winners will be put forward to the National Apprenticeship Awards.
- The Council plans to establish an Apprenticeship Training Agency to support small and medium sized businesses in the city to take on apprentices, working in partnership with Leeds City College and supported by the Chamber of Commerce

3 Main issues

3.1 Growing the number of high quality apprenticeship opportunities is a priority issue for the city to contribute to improving skill levels, increase employment and improve business productivity and creating opportunities for young people.

3.2 The Chartered Institute of Personnel Development outlines a number of key requirements for setting up and running high quality successful apprenticeship programmes, including:

- Apprenticeships need to be embedded in a workforce planning approach
- Clarity about the role that apprentices play in the organisation
- Winning the support of the existing workforce
- Training apprentices receive on and off the job needs to be high quality and tailored to employers' needs
- Recruiting apprentices may differ from the usual recruitment procedure
- Apprentices have the status of an employee and thus have similar rights
- The apprentice needs to be placed at the heart of the apprenticeship programme; employers must provide ongoing support, pastoral care and mentoring

- Employers need to make sure they provide fair access to their apprenticeship scheme
- 3.3 In addition, it should be noted that apprenticeships for 16-18 year olds must be for a minimum of 12 months.
- 3.4 Significant learning must take place whether that be on site or at college and the employer must allow sufficient time for this.
- 3.5 There are more than 240 apprenticeship frameworks across the UK, covering most occupations and sectors. These include for example:
- Business and administration
 - Customer service
 - Management
 - Volunteer management
 - Contact Centre operations
 - Adult Health & Social Care
 - Sport & Active recreation
- 3.6 Within the public sector an opportunity is being missed. The sector accounts for some 20% of the national workforce, but employs less than 10% of all apprentices. Many organisations could be taking advantage of the benefits that apprenticeships bring, as a way of unlocking talent within their local communities and ensuring that they have a workforce equipped with the skills it currently needs and those it may require in the future.
- 3.7 Leeds City Council offered 120 apprenticeships last year. If each Area Committee were to sponsor an additional apprentice, this could on its own offer an 8% increase on apprenticeships offered by the Council. It is suggested that it may be appropriate for each Area Committee to fund the costs of an apprentice in Business and Administration to be based within the Area Support Team. However, the opportunities for skills development could be enhanced by offering experience and learning within partner organisations such as Police, NHS and community sector. This would also spread the supervisory input between partners over the lifetime of the apprenticeship.
- 3.8 Through demonstrating a commitment to apprenticeships, other partner agencies including the voluntary sector may start to consider their potential to also offer opportunities, particularly in response to additional funding.
- 3.9 Partners within the ENE ALT have made a commitment to reducing NEETs and considering the potential for offering new or additional apprenticeships. However further discussions would be required to establish a model for apprentices to rotate their placement around the partner organisations. The diagram attached at Appendix 1 illustrates two possible models for an apprentice to gain experience across partner organisations.

Practicalities & Costs

- 3.10 As Apprenticeships are work-based training programmes, most of the training is 'on the job'. The rest can be provided by a local college or by a specialist learning provider. The employer must give their apprentice an induction into their role and provide on-the-job training. They are also responsible for paying the apprentices' wages.
- 3.11 Employment must be for at least 30 hours per week, except in the minority of cases where the learner cannot complete the full 30 hours. In these cases employment must be for more than 16 hours per week.
- 3.12 A learning provider such as Leeds City College (the Council's partner in its Apprenticeship Training Agency) would be available to support and guide the apprentice.
- 3.13 Apprenticeship funding is available from the National Apprenticeship Service. The size of the contribution varies depending on sector and the age of the candidate.
- For an apprentice 16-18 years old, the Council would receive 100% of the cost of training
- For 19-24 year olds, the Council would receive up to 50%
- For over 25 year olds there may be a contribution, depending on a number of factors
- 3.14 The funding is paid directly to the organisation that provides and supports the apprenticeship; in most cases this is the learning provider. Large employers with a direct contract with the National Apprenticeships Service may receive the funding themselves.
- 3.15 A National Minimum Wage for apprentices was introduced on 1st October 2010. The wage applies to all apprentices aged under 19; and Apprentices aged 19 or over in the first year of their apprenticeship. The apprentice minimum wage is currently £2.60 per hour and applies to time working plus time spent training that is part of the apprenticeship. Employers are free to pay above the new wage and many do so, for example East North East Homes Leeds pay £120 per week and for apprenticeships longer than 12 months, this increases to £156 in the second year to reflect the increased skill levels.
- 3.16 If each Area Committee were to sponsor a basic Level 2 (intermediate) apprentice paid at the minimum wage, this would require a contribution of £5,070 per year. However, if they wanted to offer a higher rate of pay such as the £120 per week offered by ENEHL, this would cost £6,240 per year. The Area Committees could decide to pay a higher rate, but it is suggested that a uniform rate across the city would offer consistency.

Benefits of Apprenticeships

- 3.17 Apprenticeships are a unique way to grow your own workforce; they combine on-the-job training within the organisation with off-the-job learning. The learning takes place in context and provides a real understanding of the working world,

combining practical skills with theoretical knowledge. They offer a career route into the organisation and an invaluable opportunity to grow the skills it requires now and in the future. Apprenticeships can also help to improve staff retention. The National Apprenticeships Agency states that apprenticeships can offer many benefits:

A more engaged workforce: 92% of employers who employ apprentices believe that apprenticeships lead to a more motivated and satisfied workforce

Lower staff turnover, fewer skills-related vacancies and reduced recruitment costs: 83% of employers who employ apprentices rely on their apprenticeships programme to provide the skilled workers that they need for the future. One in five employers is hiring more apprentices to help them through the tough economic climate.

Increased competitiveness: 80% of those employers who employ apprentices agree they make their workplace more productive

A better image and greater customer satisfaction: 81% of consumers favour using a company which takes on apprenticeships and engagement as they can be used to further develop the existing workforce.

- 3.18 At a recent Apprenticeship Workshop arranged by ENEHL, a range of benefits were highlighted by those attending who had managed or experienced working with apprentices. In addition, three apprentices themselves outlined some key benefits to themselves, the employer and the wider community. On the employer side, positive impacts included addressing skills gaps, staff retention, bringing new blood into the organisation, increased workforce productivity and improving the image and reputation of the company. In terms of benefits to the individual, they were able to learn new skills or a trade, increase their sense of pride and confidence, increase their employability, earn whilst learning and also gain a qualification. Both the employers and apprentices highlighted an increased sense of community pride as being an important result of having a motivated local workforce. All the apprentices commented that they were keen to do a good job because their friends and families lived within the area they were working in.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The Council is already committed to providing apprenticeship opportunities. Initial discussions have taken place at ENE ALT in relation to Area Committees and their partners considering their potential to offer additional apprenticeship placements. However, further consultation and engagement with partner organisations is required to establish an effective partnership apprenticeship model.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Currently, there is still great gender disparity within apprenticeships, both in terms of pay as well as the way women are represented in certain sectors and occupations. There is also a high level of under representation of BME communities in apprenticeship schemes.

4.2.2 It is suggested that if Area Committees agree to sponsor apprentices across the city, efforts should be made to target priority groups and communities. Promoting diversity in apprenticeships will contribute to creating a range of skills necessary for a successful organisation. It will also help to better reflect the Council's customers which will lead to better customer relationships.

4.3 Council policies and City Priorities

4.4 The proposal to create 10 apprentice opportunities across the city clearly meets the Council's priority within its City Priorities Plan, to reduce the number of 16-18 year olds that are not in education, employment or training (NEET), improving skills and increasing the number of employers offering apprenticeships.

4.4.1 Reducing NEETs is also one of the three 'obsessions' established within the Leeds Children's and Young Peoples Plan 2011-15.

4.5 Resources and value for money

4.5.1 Apprenticeships have been showed to provide good value for money as they learn while working on the job and in many cases the Government at least contributes, if not fully funds, the cost of learning. In terms of the return on investment linked to apprenticeships, 41% of employers say that their apprentices make a valuable contribution to the organisation during their training period, while a further third report that apprentices add value within their first few weeks. A level 3 apprentice will generate an additional lifetime benefit to themselves and their employer of £105,000.

4.6 Legal Implications, Access to Information and Call In

4.6.1 ???

4.6.2

4.7 Risk Management

4.7.1 Significant guidance and support on providing apprenticeships is available to the Area Committee to reduce the risk of an unsuccessful apprenticeship scheme. The Council itself and partners such as ENEHL have taken on a number of apprentices and the Area Committees could benefit from their advice and experience. By adopting one of the models outlined in Appendix 2, the risk can be spread across the Area Support Team and partner organisations.

5 Conclusions

5.1 This report has set out a number of reasons for considering creating additional apprenticeship opportunities. Apprenticeships are a means of developing the skills of local people, bringing young people into the workforce and reducing

NEETs. They have been shown to increase staff morale, productivity and retention and address skills gaps within the workforce.

- 5.2 The report has highlighted two potential models for Area Committees and partners to provide apprenticeship opportunities. It has explained the costs associated with sponsoring an apprentice. Practical experience and evidence from a range of employers has shown that apprenticeships can offer a range of benefits to the apprentice, the employer and the wider community.

6 Recommendations

6.1 The Area Chairs are asked to:

- a) Consider the opportunities and benefits offered through apprenticeships
- b) Request that the Area Leaders work with partner organisations to develop a model for offering one or more apprenticeships across each of the 10 Area Committees, as part of their commitment to reducing NEETs

7 Background documents

Apprenticeships that Work: A Guide for employers – CIPD (February 2012)

Briefing Note: ENE Area Leadership Team – Employment and Skills (January 2012)

Appendix 1: Potential model for Area Committee sponsored apprenticeships

Option 1

Apprentice 1 Based with Area Support Team				Apprentice 1 Based with partner organisation (a)				Apprentice 1 Based with partner organisation (b)											
				Apprentice 2 Based with Area Support Team				Apprentice 2 Based with partner organisation (a)				Apprentice 2 Based with partner organisation (b)							
								Apprentice 3 Based with Area Support Team				Apprentice 3 Based with partner organisation (a)				Apprentice 3 Based with partner organisation (b)			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

←———— months —————→

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Option 2

Apprentice 1 Based with Area Support Team				Apprentice 1 Based with partner organisation (a)				Apprentice 1 Based with partner organisation (b)			
Apprentice 2 Based with partner organisation (b)				Apprentice 2 Based with Area Support Team				Apprentice 2 Based with partner organisation (a)			
Apprentice 3 Based with partner organisation (a)				Apprentice 3 Based with partner organisation (b)				Apprentice 3 Based with Area Support Team			
1	2	3	4	5	6	7	8	9	10	11	12

←———— months —————→

N.B. Both models could be adapted to reflected the four Area Committees in West North West, although this would require engaging with a partner (c) and reducing the period of time the apprentice spent with each partner organisation to three months.

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

Attendees:

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

1. Welcome, introductions and apologies

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

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

2. Minutes of meeting held on 26th January 2012

Agreed as an accurate record.

3. Matters arising

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

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

4. Area Profiles/JSNA – Brenda Fullard

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

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

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

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

It was discussed during the meeting that the 3rd Sector have an important role to play in shaping the information in this area as they have the knowledge of the area and the population and an awareness of work that is carried out without NHS/Local

Authority funding. Links also need to be made to wider issues: housing, jobs and skills, domestic violence.

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

Actions for the Partnership:

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

5. Priorities update – Bash Uppal

Bash went through her summary update

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

3 Key areas of work:

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

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

Community Engagement Programme – Jo Loft

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

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

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

Presentations going to the CCGs in April.

Integrated Health and Social Care Update – James Goodyear

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

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

MARS – Bash Uppal

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

Action: full report to be attached to the minutes.

NAEDI Cancer Work

Brenda informed the partnership that the early diagnosis of cancer programme has been extended to April 2013 and there are to be more community health educators

involved. Issue raised around the fact that Community Health Educators do not work within the South of the city.

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

6. Development of Health and Wellbeing Strategy - process

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

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

7. Any other business

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

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

8. Next meeting

31st May 2012 at 2 – 4 at Civic Hall

Agenda items for future meetings:

May:

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

July

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

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**Belle Isle and Middleton
Neighbourhood Improvement Board meeting
St George's Centre, Middleton
Tuesday 21 February 2012**

Present: Cllr Blake (CHAIR) – Ward Councillor, Cllr Groves – Ward Councillor, Cllr Driver – Ward Councillor, Neil Diamond – AVH, Colette Jones – South Leeds Academy, Julie Jones (Minutes) – re’new, Shaid Mahmood – Area Management, LCC, Jess Ward – Leeds Federated Housing Association, Martin Hackett – Area Management, LCC, Georgina Bright– Youth Service, LCC, Lisa Huntley – re’new, Ian Ingle – Middleton Children’s Centre, Peter Nuttall – Cockburn High School, Wayne Harding – Middleton Leisure Centre, PC Dennant– West Yorkshire Police, Joanne Loft – Health Improvement Officer, LCC, Graeme Ashton – Parks & Countryside, LCC, Rev Andy Myers – St Cross Church, Middleton, Deacon Al Henry – Middleton Methodist Church, Maggie Hartley – Extended Services, Martin Bartholomew – Health for All, Gavin Forster – Area Management, LCC, Simon Betts – Job Centre Plus, Ann-Marie Spry – Leeds City College.

1.0	Welcome, Introductions and Apologies	Action
	<p>Cllr Driver welcomed everyone to the inaugural meeting of the joint Belle Isle and Middleton Neighbourhood Improvement Board (NIB) and brief introductions were made. Cllr Driver explained that historically there was a cultural divide between the two areas and he hoped that the formation of the (NIB) would provide an opportunity to bring together these communities to deliver services which fit the needs of the differing communities.</p> <p>Apologies were received from Joanne Hainsworth. Jane Hopkins, Sally Blunt, Pat McGeever, Bash Uppal, Christine Barrett, Michelle Anderson, Dawn Austwick, Leon Reed and Gareth Williams.</p>	
2.0	Agreeing Terms of Reference	
	<p>Lisa Huntley circulated a draft Terms of Reference (TOR) and explained that this was based on a template which had been used by other (NIB’s) in Inner South and she asked the Board to consider this draft. (Appendix 1).</p> <p>Lisa explained that the purpose of the (NIB) was to bring together leaders to drive change and improvements in the Belle Isle and Middleton areas so that they become economically, social thriving and well balanced communities.</p> <p>Initially the meetings will be held quarterly and will be administered by re’new until 31 March 2012.</p> <p>A Core Team will need to be formulated by the Chair to ensure that the agenda is relevant and will secure appropriate contributions to the meetings.</p>	<p style="text-align: center;">Cllrs/ LH</p>

	<p>The (NIB) should proactively seek to establish links with other service providers and partners that can benefit the work of the group in the interests of the local neighbourhoods and communities. It was noted that the boundary for the (NIB) would be the same as the Middleton Park Ward.</p> <p>The (NIB) formally agreed the draft (TOR).</p>	
3.0	Confirming Membership	
	<p>Lisa asked the Board to note the 'Membership' section on the draft (TOR) and explained that discussions had taken place with Ward Councillors and Area Management to ensure that the (NIB) had the correct balance of organisations, agencies, voluntary/community groups and local residents.</p> <p>Community representation will need to be agreed in time for the next meeting.</p> <p>LH/JJ will arrange to speak to those members of the Board who have given their apologies with regards to the (TOR).</p> <p>The (NIB) noted concerns from Youth Service that there should be a mechanism in place to ensure young peoples' views are represented on the Board.</p>	<p>Cllrs/ LH</p> <p>LH</p> <p>LH/GB</p>
4.0	Update from Middleton Regeneration Board	
	<p>Cllr Blake referred to the minutes of the last Middleton Regeneration Board (MRB) meeting held in January where it was noted that in 2004 the Middleton area was not a priority for the council and since that time significant progress had been made through partnership working.</p> <p>Cllr Blake explained that although there would be many challenges going forward especially in relation to funding constraints and the pressure on services the formation of the (NIB) would provide real opportunities.</p> <p>Shaid added that the (MRB) was unique in how it had operated but many of its ambitious plans would no longer be sustainable due to changes nationally which have added to fragmentation and work on the ground.</p> <p>Cllr Blake welcomed comments and observations from the Board.</p> <p>Christopher Simpson welcomed the creation of the (NIB) and explained that the Belle Isle area had seen major investment in council properties over the last 10 years and the problems now affecting the area were of an environmental nature and he hoped that the partnership would help address these issues.</p>	
5.0	Setting Priorities and Links – Outcome Based Accountability (OBA) Sessions	
	<p>Cllr Blake explained that in order for the (NIB) to have a real understanding of</p>	

	<p>what the key issues are for the Ward a clear methodology would need to be adopted to measure progress and ensure that Board members can contribute in the best way possible.</p> <p>Cllr Blake asked the Board to consider adopting Children’s Services methodology on Outcome Based Accountability (OBA) as this had proved a very successful way of measuring outcomes. Samples of (OBA) models were circulated to the Board (Appendix 2).</p> <p>Cllr Blake asked the Board if they could begin to identify areas of work to focus on and following a lengthy discussion the following thoughts and observations will need to be taken into consideration when setting the various themes.</p> <ul style="list-style-type: none"> • A Jobs and Skills agenda will need to work with JCP and local businesses and residents should also benefit from business organisations. The impact of welfare reforms should also be included. • The Children’s Well Being agenda should include mental health issues. Issues relating to alcohol and domestic violence, NEET’s, Early Education work and elderly people should also be considered. <p>Based on the discussions at the meeting the Board confirmed following themes:</p> <ul style="list-style-type: none"> • Housing – sub group exists (Neil Diamond) • Environment & Community Safety– tasking group exists • Employment and Skills – sub group exists • Health and Well Being • Education <p>Lisa is to circulate information outlining the themes and will request Board members to nominate themselves to form a small group that will help shape the priorities under each of the themes along with identifying any gaps.</p>	<p>LH</p>
<p>6.0</p>	<p>Any Other Business</p>	
	<p>Cllr Blake informed the Board that Belle Isle Winter Aid had just celebrated its 25th anniversary and that this model of good practice was now replicated city wide and nationally.</p> <p>Rev Andy Myers asked the Board if they could provide financial support to Middleton St Cross Church Youth Club and a Well Being event. Cllr Blake explained that Councillors do have funding streams and other pots of money that are available locally, like Community First.</p> <p>Rev Myers was also concerned about the competitiveness issue with regards to funding applications. Shaid explained that other (NIB’s) had joined together to submit shared bids.</p>	

	<p>It was also suggested that Middleton St Cross Church link in with Georgina Bright with regards to the youth work being carried out at the Church and that they also link in with the South Leeds Academy regarding multi faith work at the school.</p> <p>The Police noted concerns regarding the increase in cannabis farms within the Belle Isle area and said that they were aware of the problems and were working with the housing providers to deal with this issue. They also added that they were noticing more problems relating MCAT and Methadone usage within the area.</p> <p>Angela Goodyear, re'new Employment Team, explained that funding had been secured with LCC to establish the 'Jobwise!' programme which seeks to help and support Leeds residents' aged 19 and over to find work. The programmes run for an 8 week period and each session will be 3 hours long. The programme aims to build up skills and confidence, help with job search and interview/CV skills in the target group. It will also include advice on budgeting especially in relation to the transition from benefits to employment.</p> <p>A programme is currently running at the Middleton Play & Learn Centre (crèche facilities provided) and a course is due to start in April at the Manor Field Hall in Belle Isle, it is hoped that a crèche facility will also be built into this programme.</p> <p>Cllr Blake explained that Cllr Driver was retiring as a Ward Councillor at the next election in May and she expressed her gratitude to Geoff for all the hard work that he had carried out within the Ward over the past few years.</p>	
<p>7.0</p>	<p>Date and Time of Next Meeting(s)</p>	
	<ul style="list-style-type: none"> • Tuesday 22 May 2012 at 10.00am – venue to be confirmed. 	

Cottingley Multi Agency Group

End of project report – 9 March 2012

1.0 Introduction

1.1 The purpose of this report is to provide a summary of the Cottingley Multi Agency project, the main achievements and the next steps.

1.2 Following a successful initiative in the Cardinals Estate last year. Ward Members requested a similar project be established in Cottingley Hall. Following discussions with Councillors, residents, the Area Support Team and partners the project was established in July 2011 under the leadership of Cllr Adam Ogilvie. Various agencies came together with a view to tackling some of the main issues on the estate in a co-ordinated way and in line with the One Council and Integrated Locality Working. The intention was to roll out the model that had been developed on the Cardinals Estate in particular to have a intensive short term intervention that focused on key issues, particularly those relating to crime and grime, to bring about a visible improvement on the estate and bringing resident involvement to the forefront of the work. The methodology included frequent environmental audits to ensure that relevant issues were being tackled quickly.

1.3 In September 2011 the Inner South Area Committee agreed funding to secure the services of the Outer South Priority Neighbourhood Worker for 2 days a week in Cottingley Hall. The worker would take a community development approach on the estate particularly to work with Tenants and Residents Association Cottingley (TRAC) to develop the organisation's capacity so as to promote a strong and cohesive community and subsequently to develop the Neighbourhood Improvement Plan for the estate.

1.4 The Multi Agency Steering Group first met in July 2011, followed by 8 subsequent meetings with its final meeting being 9 March 2012. Membership of the steering group has included representatives from:

- Tenants and Residents Association Cottingley (TRAC)
- Beeston & Holbeck Ward Councillors
- Locality Team, LCC
- Waste Management Services, LCC
- Recycling and Waste, LCC
- Leeds Anti-Social Behaviour Team, LCC
- Highways Maintenance, LCC
- Traffic Management, LCC
- Area Support Team, LCC
- Youth Service, LCC
- Aire Valley Homes Leeds (AVHL)
- Commercial Asset Management, LCC
- NHS Airedale, Bradford and Leeds Cluster
- Church in Cottingley
- Cottingley Primary School
- Parks & Countryside, LCC
- Sustainable Transport, LCC

2.0 Issues

2.1 The main Issues identified at the start of the project were:

- **Refuse collection & recycling:** the major problem is that most residents on the estate are on a bag collection as a result bags are taken by some residents to unofficial collection points ahead of collection day and bags are getting torn open. There are also problems with recycling – and more residents need to recycle their waste: recycling bags are not always collected and some resident use recycling bags for residual waste. It was also noted that residents had to wait six to eight weeks for bulky items to be collected.
- **Littering/flytipping:** there is regular large amounts of litter and bulky items on the estate. Hotspots include areas around the shops/pub/school precinct, ginnels, areas of long grass. The weekly litter pick cleaned only the main road around the estate, with no regularly cleaning of the internal area of the estate, footpaths etc.
- **Grounds maintenance:** there were overgrown bushes/shrubs and trees in public areas. Some tree roots are lifting and damaging footpaths.
- **Gardens:** some gardens had considerable amounts of waste in them. Some overgrown gardens were badly affecting ginnels.
- **Paths/steps:** some steps were in a dangerous condition; some paths were in a very poor condition. Some of the paths were littered and needed cleaning, some were affected by overhanging vegetation.
- **Shops/pub area:** there were concerns particularly about the poor state of cleanliness of the shops area and about the derelict pub being an eyesore and a target for vandalism.
- **Highways/traffic issues:** note enough dropped kerbs on the estate to assist people in wheelchairs; there was parking causing obstructions on various roads; lack of 'no parking' signs/lines by the bus stop outside the station; problems with traffic and parking on Cotingley Approach; parking problems associated with Leeds United match days.
- **Anti-social behaviour:** it was noted that ASB had been a problem particularly recently before the project was established, this included vandalism at the closed pub.

2.2 **Resident involvement:** It was agreed at the beginning of the project that resident involvement in all aspects of the project was essential and that residents needed support to develop the capacity to lead follow up work. As noted above, residents are been supported by the Priority Neighbourhood Worker.

2.3 **Action Plan:** an action plan has been developed for the project to tackle the main issues identified above, with short (up to six months), medium (up to 12 months) and long term actions (12 months and beyond). The steering group has monitored the action plan to ensure that agreed actions have been carried out in a co-ordinated way by the services/agencies involved.

2.4 **Publicity:** initial publicity for the project including promoting the action day (see below) was provided by a leaflet produced by West Yorkshire Police. The project has also been publicised in the newsletters which the school has produced with input from the TRAC and other agencies.

3.0 Achievements

3.1 **Action Day:** This launched the initiative on Saturday 23 September 2011 this involved a clean up of the estate together with the provision of six skips for residents to dispose of bulky items etc. Over 40 people actively participated in the clean up including staff from a range of agencies (including West Yorkshire Police, Locality Team, Aire Valley Homes, Area Support Team, Ward Councillors) and about 12 residents and also children from the School. There were three teams to cover the three zones that the estate was divided into; they were tasked with cleaning up the litter that had been

identified in audits the week before. The Action Day gained press coverage in the Morley Observer and the South Leeds Life. The clean up made a significant impact on the cleanliness of the estate.

3.2 Environmental audits: the estate was divided into three zones for the purpose of carrying out environmental audits. 18 environmental audits have been carried out. The main participants in the audits have been representatives from AVHL, the Environmental Services Locality Team, West Yorkshire Police and residents. AVHL Caretaking Team and Environmental Services Locality Team are the main services addressing the over 250 pieces of work that have been identified:

Rubbish/litter

The highest number of identified jobs related to rubbish and litter dumped on the estate in a variety of locations particularly including in ginnels, also on grassed areas and drying areas. Most of the jobs do not identify in detail the type of rubbish but the specified items include black bags, settees, cardboard, leaves, wood, bricks, concrete, mattress, stereo speakers and toys, paint tins, fish tank and a rabbit hutch! Included in this total are seven cases of light littering where litterpicking is needed to clear the problem this includes ginnels and other areas particularly including the area around the school, pub and shopping precinct.

Gardens

This includes overgrown gardens and waste in gardens which have a detrimental impact on the appearance of the area.

Footpaths/steps

Most of the identified problems with footpaths/steps have either been sorted out or have been scheduled and will be sorted out shortly or have been inspected and it has been decided that no further action is justified at present because e.g. the situation is not dangerous. Overgrown vegetation on the paths is being cutback and litter is being collected as identified on the environmental audits.

Other

A range of one-offs has been included in 'other' including some housing repair issues – lead stolen from the porch of a house, unsafe wall, collapsed wall, burnt guttering, racist graffiti, leaking down pipe, a broken window, missing gully grates, cars parked on grass, swing on a tree, street sign missing.

3.3 Recycling & refuse collection

- Replacing the current bag collection arrangements: the estate has been surveyed and outline proposals have now been produced for introducing wheeled bins for landfill waste for the approximately 60% of households that can have wheeled bins; other residents will have to take their bags to communal bins. Communal bins are to be provided for recycling waste. The proposals are being developed for introducing in a pilot area before being rolled out over the whole estate. This should resolve one of the most significant waste collection/recycling issues on the estate.
- Scheduling of street cleaning: previously street cleaning had been carried out *before* bags were collected; street cleaning has now been re-scheduled to be carried *after* bags are collected.
- Residents not getting bags: bags should now be left for residents; bags left for residents at the housing office's community room.
- There had been problems with bags left by communal bins at the multi-storey blocks but these problems have now been resolved.

3.4 Littering/flytipping

- Litterpicking: staff will be more proactive e.g. the litter picker is expected to clean areas of ginnels near the highway.
- Cleaning area around the multi storey blocks: roles have been clarified and standards have improved.
- Enforcement: a Cottingley resident was fined £300 for flytipping and the case is to be publicised in the newsletter

3.5 Grounds maintenance

- There has been a considerable improvement with overgrown shrubs cut back.
- The mapping of shrubs etc has been updated for the new grounds maintenance contractor. All areas that should be maintained under the grounds maintenance contract now get cut regularly.
- As part of the contract the contractors should do a litterpick before grasscutting, maintaining shrubs and hedges.

3.6 Gardens

- Enforcement action by AVHL (for AVHL tenants) and the Locality Team (for owner-occupiers, private sector tenants) has been taken and further enforcement is in progress.
- At least 8 gardens have been cleared, with residents responding to requests rather than needing a formal legal notice.

3.7 Paths/steps

- The environmental audits identified a number of high profile issues on paths and roads that needed to be resolved. In response to the findings from the audits a number of repairs to tackle dangerous steps, potholes on roads, repair problems with paths, replacement of barriers near the School have been carried out or will be carried out by 31st March 2012. This work has been funded through the Highways Maintenance budget.
- After inspection, some issues identified on the walkabouts were not tackled as they were deemed not to be sufficiently urgent to need immediate attention.
- A major improvement to the 'white path' linking Cottingley Drive with Cottingley Approach is currently being carried out to replace the flags with macadam. This has been funded by AVHL

3.8 Shops/pub area

Various issues were identified in the shops/pub area and a number of these have been tackled:

- **Litter:** persistent litter problems have been identified during the regular environmental audits and tackled during the action day and subsequently by the Locality Team, AVHL caretakers. Residents are also litterpicking this area twice weekly. New bins are to be provided for the shopping area funded by AVHL and the Inner South Area Committee. Children from the School had taken photographs during a walkabouts and make various suggestions about keeping the estate cleaner.
- **Cleanliness of the shops:** the cleaning of the shops area has been improved, there has been a deep clean of the area and the floor will be painted to improve its appearance and make it easier to keep clean in the future. A letter has been sent to all shopkeepers reminding them of the need to assist with trying to keep the shopping centre and surrounding area clean. New bins are to be provided in and near the shops funded by AVHL, the Inner South Area Committee and Commercial Asset Management.

- **Appearance of the shops:** the shops have been painted inside and outside to improve their appearance; the canopy is due to be painted; and there is to be improved lighting by the bus stop. This work has been funded by AVHL.
- **Anti-social behaviour:** one of the shopkeepers has been instructed not to allow teenagers access to the precinct out of hours.
- **Sphinx Public House (Cottingley Arms):** the pub has been empty since early 2009 and has been a major eyesore in the area. This was demolished towards the end of 2011 and the landscaping of the area and the provision of new paths on the site of the demolished pub is now in progress. This work is funded by Area Valley Homes and the Inner South Area Committee.

3.9 Highways/Traffic issues

A scheme to introduce some restrictions on parking on Cottingley Drive and at some bends on the estate is underway.

3.10 Anti-social behaviour/crime

- The Anti-Social Behaviour Team has spoken to the families of alleged perpetrators of hate graffiti and also sent letters about alcohol and drug abuse.
- The phone number for the anti-social behaviour team has been publicised in the initial leaflet on the estate.
- A leaflet about burglary and a light timer has been delivered to every household on the estate.

4.0 Outstanding action plan issues

A number of issues on the action plan are still to be resolved including:

4.1 Refuse collection/keeping the estate clean

- Enforcement action needs to be taken against residents throwing rubbish out of the windows of the multi storey blocks
- Responsibilities for litterpicking on the interior of the estate to be determined (including responsibilities for keeping the paths clean)
- The agreed option for introducing wheeled bins and communal bins for recycling waste and for those who cannot have wheeled bins is to be piloted on the estate; the funding and timetable for this is yet to be determined.

4.2 Roads/traffic

- Speeding cars on Dulverton Grove near school – meeting to be convened
- Enforcement action to be taken against those parking on the yellow lines.
- Long term scheme to tackle parking particularly on Cottingley Approach on match days to be developed. Ward Members to be briefed by Highways Traffic Management

4.3 Shops/pub

- Locality Team to carry out patrols (possibly joint patrols with PCSOs) re littering and dog fouling at the shops
- 'No dogs' signs to be put up
- Anti-social behaviour near the shops: shopkeepers to be encouraged to put up 'call 101' signs;

4.4 Accessibility for people with disabilities

- More dropped kerbs to be provided on estate to create pathways
- Cars parked near bus stop near station: 'no parking' signs near bus stop are needed
- Access to buses near shops: kerb to be raised or bus stop moved

Next steps

The next steps following the end of this project are:

- A Neighbourhood Improvement Plan (NIP) is to be set up to tackle a range of issues with various services and agencies including residents. The NIP will be co-ordinated by the Priority Neighbourhood Worker who is already supporting TRAC. It is expected that the NIP will consider how best to co-ordinate outstanding action plan issues.
- It is suggested that the environmental audits should continue on a fortnightly basis so that the whole estate is audited every four weeks. (Zones 1 & 2 covered at one audit, zone 3 at the following audit).
- It is suggest that the audits should be co-ordinated by AVHL, this responsibility would include maintaining the schedule of audits, and ensuring identified issues are notified to the particular service/agency responsible.
- The achievements of the project to be publicised in the next issue of the newsletter.

5.0 Conclusions

Significant progress has been made in tackling tackle issues identified in the action plan for this short-term programme with the various agencies/services working together better. The NIP which is to be set up shortly will consider how best to co-ordinate outstanding action plan issues.

BEESTON & HOLBECK WARD – COMMUNITY FIRST

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

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

The Beeston & Holbeck Ward has been awarded £152,595 from the fund over the next four years - £25,308 for Round 1, £38,202 for Round 2, £38,195 for Round 3 and £50,890 for Round 4.

The aims for Beeston & Holbeck include:-

- Supporting local projects that improve the quality of life for local people
- Promoting a sense of ownership not only of problems but of local opportunities and resources too
- Starting more neighbourhood groups and revitalising existing groups
- Introducing a new approach to funding projects – leveraging time, money and other resources – helping neighbourhoods play a leading role in regenerating their area

The priorities for Beeston & Holbeck include:-

- Increasing the number and variety of activities for all members of the community (children and young people, families and older people)
- Improving the local environment
- Improving health and wellbeing
- Building the aspirations and opportunities for members of the local communities
- Increasing skills to enable local people to take up work opportunities
- Strengthening existing groups, encouraging the development of new groups in the ward and fostering greater co-operation between groups by strengthening their infrastructure and developing their capacity to increase active citizenship

The outcomes for Beeston & Holbeck include:-

- Communities being able to help themselves and others
- Neighbourhood groups that are better able to express their needs and influence decisions made about that community
- Neighbourhood groups that are better able to take control of resources needed to make a difference, enhancing confidence; capability and partnership.

The members of the panel are currently:-

- Councillor Adam Ogilvie
- Councillor Angela Gabriel
- Ian Pickup – Voice of Holbeck
- Jude Smith – Cottingley Church
- Christine Thornton – Beeston Forum
- Yvonne Crowther – Cardinals Youth project
- Gerald Jennings – Land Securities

The Panel Partner is Pat McGeever, Health for All.

The panel has met several times, most recently on 21st May and then a further meeting on 28th May 2012.

27 proposals were received and out of these the Panel recommended 21 proposals. A total of £35,802 was allocated which leaves £27,506 to be allocated at two further meetings to be held this financial year.

The next meeting will be held on 3rd September 2012.

Proposals supported include environmental improvements, activities for young people, healthy lifestyle programmes for older people, women, families, carers, disabled children and contributions towards improvement of facilities in community centres used by large numbers of groups.

Proposals which the Panel decided not to support included those from large organisations wishing to establish volunteering schemes which had minimal involvement from local people in the development of the proposal.

Celebration events and events to inform groups of other funding streams will be organised in the Autumn.

CITY & HUNSLET WARD – COMMUNITY FIRST

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

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

The City & Hunslet Ward has been awarded £237,370 from the fund over the next four years - £39,368 for Round 1, £59,426 for Round 2, £59,414 for Round 3 and £79,163 for Round 4.

The aims for City & Hunslet include:-

- Supporting local projects that improve the quality of life for local people
- Promoting a sense of ownership not only of problems but of local opportunities and resources too
- Starting more neighbourhood groups and revitalising existing groups
- Introducing a new approach to funding projects – leveraging time, money and other resources – helping neighbourhoods play a leading role in regenerating their area

The priorities for City & Hunslet include:-

- Improving the local environment
- Increasing support and activities for older people
- Improving health and increasing physical activities for the community
- Increasing and improving the number and variety of activities for young people and children
- Developing the aspirations and skills of local people to enable them to have more prospect of improving their work opportunities

The outcomes for City & Hunslet include:-

- Communities being able to help themselves and others
- Neighbourhood groups that are better able to express their needs and influence decisions made about that community
- Neighbourhood groups that are better able to take control of resources needed to make a difference, enhancing confidence; capability and partnership.

The members of the panel are currently:-

- Councillor Mohammed Iqbal

- Councillor Patrick Davey
- Patricia Jackson – Hunslet Tenants & Residents Association
- Vivienne Bates – Beeston In Bloom
- Hanif Malik – Hamara
- Mahboob Nazir – Hardy Street Mosque
- Dennis Robins – Hunslet Club

The Panel Partner is Pat McGeever, Health for All.

The panel has met several times, most recently on 22nd May 2012. A further meeting is scheduled for 13th June 2012 because the Panel did not allocate the full sum of £39,368 which is available in Year One. This amount must be agreed and recommended to CDF at national level by end of June 2012 or we will lose that money. Approx two thirds of that sum was successfully allocated.

The proposals supported included activities, events and programmes run by volunteer led community and support groups, environmental groups, older people, women, young people. The proposals not supported were those from large organisations which appeared to request subsidies for groups to use their facilities or services. This is not what the grants are for so we will be feeding back to those organisations that if volunteer led groups approach the Panel for assistance to use their services, and those services are of benefit to the community, then they will be reconsidered.

Panel members volunteered to encourage more applications from small groups in the Hunslet area eg tenants and residents' groups, community and self help groups.

A fuller report will be available following the additional meeting on 13th June 2012.

MIDDLETON PARK WARD – COMMUNITY FIRST

About Community First

The Community First programme aims to support local projects which promote a sense of community ownership and action. The grants, ranging from £250 to £2,500, are designed to help small groups and voluntary organisations to help themselves and others in their communities.

Each ward receiving Community First funding has had to set up a panel of local elected members and representatives of local community groups and organisations which receive proposals from groups. The panel meets regularly to discuss proposals and if the Panel members feel the proposal fits the aims of the programme and will bring benefit to the local community, then the proposal is recommended to a national organisation called CDF – the Community Development Foundation. CDF hold the funds and make the final decision regarding whether a proposal is accepted. CDF then makes direct contact with the successful applicant and takes details of their bank account, numbers of volunteers etc. Each proposal needs to be match funded by either cash or volunteer time. The forms are fairly straightforward to complete but some groups have needed help with them.

It has also become clear that, for a group to be able to accept a grant from CDF, then they need to have an email address so some groups may need help in setting up one.

Each panel has had to establish a website. The three inner south panels have websites linked to the South Leeds Life website. Details on panel membership, the priorities chosen by the panel and details of meetings, decisions, projects etc all need to be kept up to date on the website.

Middleton Park Community First

The programme runs over 4 years and started in April 2011 so we are now in the second year. The funding available for Middleton Park Ward is £118,685 over the 4 years. The priorities for Middleton Park ward are:

- Promoting a safe Environment
- Increasing the number and variety of activities for children and young people
- Improving health and wellbeing
- Encouraging community groups to develop and thrive
- Enhancing the quality of life for older people

The members of the panel are currently:

- Councillor Judith Blake
- Councillor Kim Groves
- Geoff Byers (Manorfield Hall)
- Al Henry (Middleton Methodist Church)
- Lynne Morgan (Westwood Community Association)
- Pat McGeever (Health for All – Panel Partner)

The Panel Partner is the contact with CDF and ensures the meetings are held, ensures that the administration is efficient and that the projects are recommended when decisions are made and ensures that details on the website are kept updated. There is very little in the funding to support administration costs but there is some for room hire, travel expenses for Panel members etc.

There should be between 4 and 8 members of the Panel. Lisa Huntley from Renew was until recently on and supporting the panel but has now left so there are several vacant place on the panel for representatives of local community groups or organisations. Is there any area or community of interest not represented?

Action so far

The panel has met several times, most recently on 9th May 2012.

Information regarding the programme was distributed through a variety of sources and fifteen completed applications were received. Before the meeting, several groups requested assistance with completion of the forms so we organised a Drop In at Tenants Hall which was well attended. We have also given assistance and advice to other groups who were unable to attend that event.

Understanding the programme...

Most applicants understood the programme's aims – ie to offer small grants to small community and self help groups for activities or events or work that is genuinely match funded by volunteer time. There were some applications from groups to 'buy in' or commission other organisations to organise events for them and also some applications from larger, more established organisations to support or create posts or run schemes. The panel did not accept applications to create substantial posts – that is not what these grants are for. In the case of a larger organisation wishing to organise activities or events in line with the aims of the programme, we are

suggesting that the applicant revise their proposal to fit better with the aims and spirit of the scheme – perhaps by establishing a new user group of beneficiaries and encouraging them to make the application.

At the Panel Meeting...

Of the 15 applications :

Several were from large organisations to part fund substantial posts or to subsidise trips to their centres so these were not recommended.

Most were from local grassroots groups for a variety of activities or schemes eg for children, young people, families – these were recommended.

Some were for activities that would definitely benefit the community but were from organisations so we are going back to these saying that we want to support the activity but the application needs to come from eg a group of young people or a group of older people – that is one of the prime aims of the grants scheme – to help people do things for themselves rather than doing things for people. This is an opportunity for new community and self help groups to be set up and for organisations to work in a different, enabling way – if they are not already doing so!!

The sum of £19,684 was 'spent' ie recommended and there is now the sum of £29,713 for the second year available. Details of the successful applications will be on the website when all applicants have been informed.

Nest Steps...

The next meeting is scheduled for Wednesday 25th July at Manorfield Hall.

It would be good if more small community groups were informed of the programme, particularly those in Belle Isle – applications were under represented in this first round.

We would welcome suggestions as to how we can spread the word – perhaps another Drop In event? All of the information is available on the website but not everyone is on line as we know. It seems to be a very useful and even exciting scheme – there will be the potential at some stage to bring community groups together to meet others and celebrate their work.

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Report author: Chris Simpson
Tel: 214 1816

Report of Chief Executive of Belle Isle Tenant Management Organisation
Report to Inner South Area Committee
Date: Wednesday 20th June 2012
Subject: Belle Isle Tenant Management Organisation Service Delivery Update

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No City & Hunslet Beeston & Holbeck Middleton Park
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. Belle Isle Tenant Management Organisation (BITMO) is the provider for housing and estate management services for nearly 2,000 homes within Belle Isle neighbourhood of South Leeds.
2. The details contained within this report are intended to provide the Inner South Area Committee with an update on how BITMO are contributing at a local level to the key city wide service delivery priorities and how we are engaged in partnership work to improve local services that are responsive to the needs of local communities.
3. The details contained within this report are also intended to provide the Inner South Area Committee with an update on BITMO current performance and levels of customer satisfaction.

Recommendations

The Area Committee are asked to;

- Note the content of the attached report and raise any issues
- Consider the proposal that BITMO submit a similar update report every six months

1.0 Purpose of this report

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

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

2.0 Background information

Belle Isle TMO is the largest estate based Tenant Management Organisation in the country.

Belle Isle has, for nearly a quarter of a century, been at the forefront of resident led service delivery in Leeds. This began in the late 1980s with Belle Isle North Estate Management Board. Nearly 15 years later, in 2004, BITMO was founded following the conclusion of the Right to Manage process which included an extension of the management area, to encompass the Belle Isle South estate. A successful ballot of all tenants in the management area underpinned this change. The estate ballot was repeated in September 2009 and delivered a resounding confirmation that BITMO continued meet with tenant satisfaction and should continue. In line with the management agreement this ballot will be repeated every 5 years. BITMO's responsibilities under this Management Agreement are summarised in the table below.

Table 1: Summary of BITMO responsibilities under the Right to Manage
Collection of rent on behalf of Leeds City Council. BITMO - also manages the process of managing rent arrears for current and former tenants
Managing the letting of all Council properties on Belle Isle.
Tenancy management and enforcement in Belle Isle.
Management of day to day repairs and maintenance in Belle Isle properties.
Management of capital investment in Belle Isle properties.
Community development and tenant involvement in Belle Isle.
Management of supported housing services (Sheltered)
Monitoring of Grounds maintenance work in Belle Isle
Management of forestry work

BITMO is owned by its shareholding members. Eligible shareholding members are Leeds City Council tenants or leaseholders who reside within the BITMO management area. Shares cost ten pence. The Board of Management comprises;

- 12 elected tenant or leaseholder members

- 6 co-opted members
- 2 local Councillors nominated by the Local Authority

3.0 Main issues

3.1 Partnership working

3.1.1 Middleton Park Neighbourhood Improvement Board

BITMO is a member of the emerging Middleton Park Neighbourhood Improvement Board which is due to meet for a second time in May 2012.

3.1.2 Belle Isle Connecting Communities

BITMO have supported the Connecting Communities Project in Belle Isle an initiative led by Local Ward members aimed at developing community participation. The project has seen small grants awarded to emerging community groups and has also provided capacity building training for groups and individuals.

3.1.3 Joint Working With The Police and Leeds Anti Social Behaviour Team (LASBT)

BITMO contribute resources to the South Area ASB team which is made up of staff from LCC, Police, Victim Support, Arson Task Force and the noise nuisance team.

BITMO is represented on both the Hate Crime and Domestic Violence MARAC and the bi monthly Crime and Grime Meeting.

BITMO is also working with the Area Committee Community Safety Co-ordinator and the Neighbourhood Policing Team to provide support to burglary victims in Belle isle.

3.1.4 Local Schools

BITMO has a strong connection with local schools in the area. BITMO serve as Community Governors at both Windmill and Low Road Federation and Clapgate Primary Schools. BITMO also has a good connection with the South Leeds Academy (see below)

Windmill Primary School Children have also helped produced two short films for BITMO Annual General Meetings and have also helped edit and produce BITMO's neighbourhood Newsletter (Bits 'n' Pieces).

3.1.5 Older Peoples Housing Services

BITMO manages a total of 112 units of sheltered accommodation in Belle Isle Circus and Broom Nook. In addition BITMO has the ability to provide 'floating' support to those people requiring Sheltered support within their own home.

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

In order to allow existing residents to remain in their current homes, and avoid relocating, BITMO has spends approx £250k every year delivering adaptations work.

3.1.6 Environmental action

BITMO is a client within the Grounds Maintenance Contract and is represented on the Grounds Maintenance Programme Board and the Grounds Maintenance Monitoring operational meeting. BITMO staff monitor the performance of Continental Ltd throughout the Belle Isle area.

BITMO has a team of 6 Estate Caretakers who undertake environmental work, void clearance, minor repairs and the regular weekly cycle of cleaning the 3 storey flats and maintaining the West Grange Land and Multi Use Games Area.

For the purposes of environmental work, Belle isle has been divided into 4 quarters and the Estate Caretaking Team work within each quarter for 3 weeks by rotation.

In 2012/13 the Estate Caretakers will be involved with the monitoring of the Grounds Maintenance Contract and the footpath inspection process.

The Head of Housing Management has met with Ward Councillors and the Service Manager of the Environmental Services South Locality Team to look at how services can work more closely together to further improve the environmental condition of the Belle Isle Estate

3.1.7 Employment Initiatives

Under the terms of the Belle Isle repairs and maintenance contract Morrison FS have committed to 1 apprentice per year of the contract. This apprentice has been appointed for the year 2011/12 and the recruitment process for 2012/13 is currently underway.

In addition through this contract BITMO are encouraging Morrison FS to develop a closer relationship with the South Leeds Academy Construction Centre.

BITMO continue to offer regular work experience opportunities The South Leeds Academy, most recently in April 2012.

3.1.8 Energy Efficiency

BITMO have completed insulation (cavity and roof) space to all properties in Belle Isle where this work can be undertaken.

In 2011/12 BITMO undertook a major single glazed window replacement project. It is proposed to extend this project in 2012/13 in order to complete the replacement of all single glazed windows with more efficient double glazed units.

3.1.9 Empty Properties – increasing council stock

Since 2010 BITMO have been actively returning former Council accommodation to the council's lettable stock. Former offices on Winrose Drive have become 2 one bedroom flats and a former community house on Broom Road has been converted to 2 two bed family houses.

More recently BITMO have gained planning permission to return two large family houses (4 and 5 beds) on Windmill Road to Council housing stock.

3.1.10 The Former Belle Isle Library

BITMO are currently in negotiation with LCC to lease the former Belle Isle Library site. Plans are at a very early stage and feasibility and consultation is still ongoing.

3.2 **Operational Performance**

3.2.1 Repairs and Maintenance

The Belle Isle Repairs and Maintenance contract is managed by BITMO on behalf of LCC. The contractor, Morrison FS has been in place since October 1st 2011.

Headline indicators at this point in time are that for the period October 2011 to end of March 2012:

- Morrison has completed 94% of all jobs on time – this performance has been maintained for the last three months.
- BITMO have post inspected 100% of all work completed in void/empty properties, on adaptations, investment and planned work
- BITMO have post inspected approximately 10% of day to day repairs
- BITMO are generally satisfied with the standard of work undertaken by Morrison and similarly have not experienced any increase in complaints about appointments not kept or the quality of work from tenants.
- BITMO and Morrison have been able to resolve those complaints we have received, quickly
- There are now early indications that value for money savings will be realised on this contract. Any savings will be invested in Planned Maintenance Priorities.

3.2.2 Re-structure

BITMO restructured its staffing team in 2011.

In 2012 BITMO have been able to realise a 5% reduction in management costs

and therefore have increased their repairs budget by 6%.

3.2.3 Anti Social Behaviour

Anti Social Behaviour in Belle Isle is dealt with by the Leeds Anti Social Behaviour Team (LASBT) based at Landmark Court. They also have a central performance team who collate performance information relating to the teams. LASBT are currently dealing with 13 open cases of ASB within Belle Isle. BITMO and LASBT staff meet on a monthly basis to review ASB cases and breaches of tenancy cases.

3.2.4 Resident Engagement

There are a number of active community groups in Belle Isle which are jointly supported by Local Ward members and by BITMO. These include groups in the following areas;

- Aberfields and Newhalls
- Brooms
- Rosedales

BITMO also support two sheltered housing resident groups in Broom Nook and Belle Isle Circus.

In addition BITMO also convene a Tenant Consultative Panel approximately 4 times per year – recent subjects include future use of the former Belle Isle Library site and future web site content. Future subjects include satisfaction with the repairs service.

3.2.5 Local Ward Member Engagement

Historically two out of three Middleton Park Ward members sit of the BITMO Board. These Members are nominated by the Inner South Area Committee.

Since January 2012 the BITMO Chief Executive and Head of Housing Management have prepared a headlines report for all Ward members and have diarised a monthly briefing meeting to address priority areas raised by Members.

3.2.6 Staff Engagement

The BITMO Board recognise the importance of investing in staff;

- The Third annual Staff conference highlighted areas where staff think we are performing well and areas where we need to work on.
- New Staff Appraisal system is now place to ensure continuous improvement and development
- Reports show that BITMO now has the lowest level of staff absence in 7 years (average 9 days per person per year)

3.2.7 Customer Satisfaction

BITMO are heavily reliant on high levels of customer satisfaction. Every 5 years BITMO must carry out a Ballot to ask tenants if they are satisfied with the TMO and if the TMO should continue. The last ballot of this nature was in 2009 with BITMO gaining a 90% yes vote on a 35% turnout. (The next ballot is planned for 2014).

The most recent STATUS survey that was conducted in 2010 reported overall tenant satisfaction at 75%, which was the highest recorded in the City of Leeds at that time. BITMO utilise its tenant and resident Board members, tenant panel members and local Ward members to constantly gauge opinion and satisfaction.

3.2.8 Capital Programme

Plans are currently being developed to mobilise this year's Capital programme which stands at £2,228,900. Key areas of spend within this years programme includes:

Work to maintain decency = £50k

Adaptations = £250,000

Fuel poverty & energy efficiency (Windows, boilers etc) = £1,174,300

Environmental Work = £116,000

4.0 **Corporate Considerations**

4.1 **Consultation and Engagement**

4.1.1 BITMO has a formal structure to deliver a full range of consultation and engagement activities with its tenants. This includes;

- Tenant led Board
- Tenant Consultative Panel
- Local Community Groups

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

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

4.3 **Council policies and City Priorities**

4.3.1 The work undertaken by staff from BITMO is intended to contribute to priorities set out in the following policies;

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

- City Regeneration Priority Plan

4.4 Resources and value for money

4.4.1 BITMO receives its income from the HRA via the Council through a Management Fee based on the Modular Management Agreement under the Right to Manage Regulations.

4.5 Legal Implications, Access to Information and Call In

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

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

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

4.6 Risk Management

4.6.1 There are no risk management implications in this report. The priorities reflected in this report are monitored through BITMO and where appropriate risk management processes followed.

5.0 Conclusions

5.1 BITMO have recovered from a very difficult position in early 2009 and can now demonstrate;

- Good levels of tenant satisfaction
- Increasing tenant involvement and community involvement
- Effectively managed repairs and maintenance contracts
- Significant improvement in the management of rent arrears
- Highly responsive local caretaking service
- Positive relationship with key partners and stakeholders
- Improving audit reports in all key areas of operation

6.0 Recommendations

6.1 The Area Committee are asked to;

- Note the content of the attached report and raise any issues
- Consider the proposal that BITMO submit a similar update report every six months

Background documents 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.

Wellbeing – summary of projects approved in 2011/12

Projects approved for 2011/12	Total Project Cost	B&H	C&H	MP	Final Report Submitted
1.) St.Lukes Cares - youth activities	£53,248.00	£17,940.00	£19,552.00	£15,756.00	Yes
2.) Youth Service - youth activities	£12,514.00	£7,047.00	£5,467.00		Yes
3.) re'new - work in Middleton	£26,950.00			£26,950.00	Yes
4.) Middleton Elderly Aid - outreach worker	£5,000.00			£5,000.00	Yes
5.) West Yorkshire Police - off road bikes	£2,964.00	£988.00	£988.00	£988.00	No
6.) Cottingley Health and Wellbeing Group - make a difference	£3,013.00	£3,013.00			Yes
7.) Leeds Ahead - job search support/capacity building/environmental improvement days	£4,500.00	£3,000.00	£1,500.00		Yes
8.) Aspire - investment ready partnership	£3,400.00	£1,133.00	£1,134.00	£1,133.00	No
9.) Radio Asian Fever	£5,000.00		£5,000.00		Yes
10.) Kidz Klub - in LS11	£5,677.00	£2,839.00	£2,838.00		Yes
11.) Beeston Festival 2011 - additional funding	£2,000.00	£1,000.00	£1,000.00		Yes
12.) Holbeck Gala 2011 - additional funding	£1,000.00	£500.00	£500.00		Yes
13.) Belle Isle Gala	£5,000.00			£5,000.00	Yes
14.) Hunslet Gala	£1,000.00		£1,000.00		Yes
15.) Safer Middleton	£5,000.00			£5,000.00	Not Due
16.) Summer Multi-sports camp	£4,600.00	£1,533.00	£1,533.00	£1,533.00	Yes
17.) Wednesday in the woods	£2,855.00	£713.75	£713.75	£1,427.50	Yes
18.) Fayre Care for Christmas	£1,500.00	£500.00	£500.00	£500.00	Yes
19.) ASHA Pre-School	£4,762.00		£4,762.00		Yes
20.) Middleton Circus lights	£1,430.00			£1,430.00	Yes
21.) Victims Support	£2,500.00	£833.33	£833.33	£833.34	Yes
22.) Belle Isle Christmas Lights	£1,860.00			£1,860.00	Yes

23.) Operation Dark	£4,995.00	£2,497.50	£2,497.50		Not Due
24.) Priority Neighbourhood Worker	£6,349.08	£6,349.08			Yes
25.)Cottingley Sphinx Improvements	£2,000.00	£2,000.00			Yes
26.) South Leeds Youth Theatre	£6,800.00	£2,092.31	£3,923.07	£784.62	Not Due
27.) Friday Night Project	£1,500.00			£1,500.00	Not Due
28.) SLATE Volunteer worker	£4,186.00	£1,396.00	£1,395.00	£1,395.00	Not Due
29.) Vocational Training – Hunslet Club	£30,980.00	£10,326.67	£10,326.67	£10,326.66	Not Due
30.) Middleton Elderly Aid – Outreach Worker	£5,974.76			£5,974.76	Not Due
31.) Youth Provision – St Lukes cares – 6 months	£28,301.00	£9,282.00	£10,868.00	£8,151.00	Not Due
TOTAL spend 2011-12	£246,856.64	£74,983.64	£76,331.32	£95,542.88	

Project Monitoring returns:

1.) **Project name:** Youth Activities

Name of group or organisation: St. Lukes Cares

Total project cost: £53,248.00

Amount agreed from wellbeing budget 2011/12: £53,248 .

Project summary: This project provides a mix of youth activities including open access activities for young people from various centres, from the youth bus, and young leader programmes.

The agreed provision for April 2011 to March 2012 was:

Beeston & Holbeck Ward – 4 sessions weekly

- 1 static session in Cottingley
- 1 static session in Beeston Village Community Centre
- 1 Urban Bar session (open access) (jointly funded with City & Hunslet Ward)
- 1 Urban Bar session (young leader course) (jointly funded with City & Hunslet Ward)

City & Hunslet Ward – 5 sessions weekly

- 1 mobile session in Brett Gardens
- 1 mobile session in Leasowes and Telfords
- 1 static session in the Balmorals (young leaders programme)
- 1 Urban Bar session (open access) (jointly funded with City & Hunslet Ward)
- 1 Urban Bar session (young leader course) (jointly funded with City & Hunslet Ward)

Middleton Park Ward - 3 sessions weekly

- 1 mobile/static session in the Brooms
- 1 mobile/static session in the Clearings
- 1 mobile/static session in the Manor Farms

Final Monitoring Return

The sessions have been run as above (together with additional weekly open session at the Urban Bar which St. Lukes Cares funded through other sources) with the following changes:

Balmorals – this has been an open session both static and mobile

Clearings – the session has been run for the West Granges area at the South Leeds Youth Hub

Over the year they engaged with 4,040 young people across the three wards as shown in the table below. 'New' are young people engaging for the first time; 'existing' relates to young people who have come more than once to a provision.

Ward	Young people		Total	Young leaders
	New	Existing		
Beeston & Holbeck	266	1334	1600	17
City & Hunslet	279	1042	1321	15
Middleton Park	300	819	1,119	
Total	845	3,195	4040	

2.) Project name: Young People First Project**Name of group or organisation: LCC Youth Service****Total project cost: £73,646****Amount agreed from wellbeing budget 2011/12: £12,514 wellbeing (Beeston & Holbeck Ward: £7,047; City & Hunslet Ward: £5,467) for April 2011 to March 2012.****Project summary:** The aim of this project is to provide a range of programmes to engage challenging young people, to encourage them to become involved in positive activities including sports activities, team building, dance and drama, arts and crafts, healthy living, the Carnival Project, residential, football project, accreditation programme – Duke of Edinburgh awards. Funding was agreed for rental costs of venues and for additional direct costs of resources (materials etc for activities) and for food costs only for residential. Activities to be run at the following centres:**Beeston & Holbeck Ward**

- Beeston Village Community Centre
- Hugh Gaitskell MUGA
- Cottingley Community Centre
- Holbeck Youth Centre
- Residential at Herd Farm for young people from the Ward

City & Hunslet Ward

- Old Cockburn Sports Hall
- New Beverley Community School
- Hunslet Carr Primary School
- Residential at Herd Farm for young people from the Ward

Final Monitoring Return

Beeston Village Community Centre	50 sessions – average of 16 young people attending
Hugh Gaitskell MUGA	Sessions not held – problems with bad weather, problems with lighting, difficult to get commitment from young people.
Cottingley Community Centre	49 sessions – average of 15 young people attending
Holbeck Youth Centre	49 sessions – average of 15 young people attending
Residential at Herd Farm	24 young people attended from Beeston and Holbeck Ward and 24 young people from City & Hunslet Ward.
Old Cockburn Sports Hall – Saturday sports project	50 sessions – average of 24 males attended.
Old Cockburn Sports Hall – Asian girls	50 sessions – average of 14 females attended.
New Beverley Community School	22 sessions – average 4 young people
Hunslet Carr Primary School	23 sessions – average 11 young people attending. (+ detached sessions held)

3.) Project name: re'new's work in Middleton Park Ward

Name of group or organisation: re'new

Total project cost: £30,800

Amount agreed from wellbeing budget 2011/12: £26,950 (Middleton Park Ward) for April 2011 to March 2012.

Project summary: re-new's proposal further develops neighbourhood work in both Middleton and Belle Isle. In Middleton the proposal includes continued support to the Middleton Regeneration Partnership Board, community participation and capacity building work; developing a community network, communication and marketing activity and monitoring the Regeneration Strategy and its renewed priorities.

In Belle Isle re-new's proposal will support and build on the work that Belle Isle Tenant Management Organisation which provides a sound basis for the development and integration of a neighbourhood based priorities plan, to tackle issues in response to local need. Re'new's proposal supports integrated partnership working; the development of a vision and strategy, tasking and community engagement.

Final Monitoring Return

- Middleton Regeneration Partnership Board has been supported including the development of the new Neighbourhood Improvement Board.
- Funding secured via Aire Valley Homes Leeds to purchase laptops for the Children Centre.
- Middleton website updated.
- Middleton Day attracted over 400 local people.
- Sponsorship and donations were received
- Bid developed for alcohol pilot project.
- Middleton Housing Market Assessment carried out
- Christmas markets were held in Middleton and Belle Isle and attracted over 100 local residents.
- Carol concerts were held and over 100 local people turned out to support local children.
- 6 Belle Isle steering group meetings supported.
- Two wider partnership meetings serviced.

4.) Middleton Elderly Aid – outreach worker

Total project cost: £5111.28

Amount agreed from wellbeing budget 2011/12: £5,000.00

Project summary: The purpose of this project is to continue and expand Middleton Elderly Aid's outreach work with older people, to build on their pilot in 2010/11 and to develop in areas not yet engaged with particularly the Sissons, Westwoods, Throstles and Thorpes areas. The outreach work will continue to carry out home visits and refer residents on and support them to receive appropriate allowances, get A Care Ring in their homes, referrals to other agencies e.g. for minor repairs, referral to Social Services, referral to Fire Service for fitting of smoke alarms, referral to aids and adaptations. In addition the outreach worker will develop new social activities e.g. coffee mornings in these additional areas.

Final Monitoring Return

- 111 home visits to new members of Middleton Elderly Aid to check safety and security, aids and adaptations, benefits check, winter warmth, social isolation.
 - Bi-monthly newsletter to members inviting them to trips and activities.
 - 253 referrals made to a range of agencies.
-

5.) Project name: Off Road Bikes

Name of group or organisation: West Yorkshire Police

Total project cost: £103,928.00

Amount agreed from wellbeing budget 2011/12: £2,964 (£988 from each Ward) for August 2011 to August 2012.

Project summary: The purpose of this project is to provide police off-road motorcycle patrols for the Inner and Outer South areas for 2011/12. The aim is to tackle the anti-social use of motorcycles and quad bikes by patrols of hotspot areas and reacting to incidents on greenspaces, ginnels, estates etc. Police officers will be tasked to patrol hotspots and identify offenders who are causing anti-social behaviour. The tasking will be directed by the local NPT Inspectors and based upon issues raised by Elected Members, public meetings, partners agencies and calls for service to the Police. The project will work closely with the Council's Park Rangers Service.

The project also aims to reduce casualties by promoting safe and appropriate use of motorcycles, particularly by education operations targeted on young people aged 16 -19 years.

Final Monitoring Return

Evaluation report expected shortly – information will be provided to Elected Members.

6.) Project name: Make a Difference

Name of group or organisation: Cottingley Health and Wellbeing Group

Total project cost: £3,013

Amount agreed from wellbeing budget 2011/12: £3,013

Wards covered: Beeston & Holbeck

Project summary: This project builds on residents' existing skills, capacity and resources to develop solutions to some of the issues on the estate. The key idea is to 'make a difference' – this supports residents' participation in activities that can be done in a short amount of time and be flexible about time commitment (rather than asking residents to sign up to unsustainable, large volunteering projects). The partners involved will deliver on the workstreams appropriate to their remit.

The particular projects are:

1. Meeting costs (room hire, refreshments) – for discussing informal volunteering opportunities.
2. Hire of Breeze inflatables for the Cottingley Gala
3. Costs of gardening and growing project for e.g. hanging baskets, soils, plants, materials, tools.
4. Meeting costs (room hire, refreshments), and activity workshops to develop a youth forum.
5. Physical activity and cookery taster sessions.

Final Monitoring Return

- Breeze inflatables provided for Cottingley Fayre
- Raised flower beds have been developed at the Primary School
- Health event and 5 cookery course sessions
- 6 exercise and Zumba dance sessions
- As part of flexible volunteering and good neighbourliness workstream: Disability Awareness Day held at the Primary School, organised and delivered by parents with the support of teaching staff; wet-combing session at the school also organised by parents to provide practical support in dealing with head lice.

An extension has been given to project to develop the youth forum and good neighbourliness scheme.

7.) Project name: Job search support / Capacity building for community groups / Environmental improvement days

Name of group or organisation: Leeds Ahead

Total project cost: £9,000

Amount agreed from wellbeing budget 2011/12: £4,500 (Beeston & Holbeck Ward: £3,000; City & Hunslet Ward: £1,500)

Wards covered: Beeston & Holbeck; City & Hunslet

Project summary: There are three distinct sub projects that form this overall project which is targeted at the Beeston Hill and Holbeck area:

- 1. Provide support to help at least 30 residents who are working to become job ready:** Leeds Ahead will work with partners (Job Centre Plus and Learning Partnerships) to enhance the work they are doing at Hillside, New Bewerley Primary School and Ingram Road Primary School. In particular Leeds Ahead will link in business volunteers with backgrounds in recruitment and HR to provide job search support to residents including CV/employability and interview sessions, work place visits and work placements.
- 2. Capacity building for community groups:** Leeds Ahead would work with Members/Area Management Team to identify three groups that would benefit from intensive support.
- 3. Environmental improvement days:** Leeds Ahead will link two teams of volunteers into three 'in bloom' organisations to continue work to improve and maintain the appearance of local neighbourhoods.

Final Monitoring Return

Support provided for St. Matthews Community Centre user group

Support provided for 6 environmental improvement days (Holbeck in Bloom x 3; Beeston in Bloom x 3)

8.)Project name: Investment-ready partnership

Name of group or organisation: Aspire to succeed

Total project cost: £3,400

Amount agreed from wellbeing budget 2011/12: £3,400 (£1,133 from each Ward)

Wards covered: All three Wards

Project summary: The aim of this project is to formalise the existing Aspire to Succeed partnership and make it demonstrably investment-ready; this is particularly important as commissioners wish to fund collaborative and joint partnership bids and are not prepared to contract with individual small organisations. The Aspire To Succeed partners are ASHA Neighbourhood Centre, Hamara Centre, Health for All, the Hunslet Club, Learning Partnerships, SLATE, South Leeds Community Radio, St Lukes Cares.

The partnership is applying for funding for a facilitator to run an away day to agree and formalise the aims etc of the partnership and agree the most appropriate legal entity for the partnership, legal costs of checking and implementing the agreed e model for forming the partnership into a legal entity, design and produce promotional material, website design and hosting.

Final Monitoring Report

A variation in the outputs for this project were agreed with Members to include professional input to a full application for Big Lottery/European funding and part of the costs of a high profile launch for the partnership. The final report missed the deadline but it is expected soon.

9.) Project name: Making Community Radio

Name of group or organisation: Radio Asian Fever

Total project cost: £12,000

Amount agreed from wellbeing budget 2011/12: £5,000

Wards covered: City & Hunslet Ward

Project summary: Radio Asian Fever serves the South Asian community of Leeds which are mainly concentrated in particular neighbourhoods including Beeston. The aim of this project is to enable the radio station to re-locate to more suitable premises (on the ground floor of the resource centre on Roundhay Road) which will provide access to a wider group of people for example those in wheelchairs; in addition the funding will enable them to build and set up a studio and training/production facilities including essential equipment and technical set up, move of technical equipment, soundproofing etc.

Final Monitoring Return

The studio has moved to a new location on the groundfloor, New purpose built studio, training and production room facilities provided. Technical equipment was moved to their new premises.

10.) Project name: Kidz Klub in LS11

Name of group or organisation: Kidz Klub

Total project cost: £31,819

Amount agreed from wellbeing budget 2011/12: £5,677 (£2,839 from each of Beeston & Holbeck and City & Hunslet Wards)

Wards covered: Beeston & Holbeck; City & Hunslet

Project summary: Kidz Klub is a charity promoting the welfare of children and families in the inner city of Leeds. Kidz Klub is seeking funding towards the costs of delivering their summer camp, the costs of the summer visit to Lightwater Valley theme park, and part funding of salary costs for the General Worker for one year (7.5 hours a week). This worker in addition to running the weekly club also looks after the home visits, trains and supports under 18s volunteers and arranges fundraising events and social events with young volunteers.

Final Monitoring Return

- Eleven children and four adult leaders had a long weekend residential at Herd Farm activity centre.
- 45 people went on the summer visit to Lightwater Valley theme park
- General worker led the Kidz Klub weekly sessions in LS11, co-ordinates the home visiting programme, trained 13 new volunteers, mentored one new young volunteer, organised a fundraiser and social event for the young volunteers.

11.) Project name: Beeston Festival

Name of group or organisation: Beeston Festival Committee

Total project cost: £15,463

Amount agreed from wellbeing budget 2011/12: £5,000 (£2,500 from each of Beeston & Holbeck and City & Hunslet Wards)

Wards covered: Beeston & Holbeck; City & Hunslet

This project was to run the Beeston Festival in 2011.

Final Monitoring Return

The 17th Beeston Festival was held on 11th June 2011 and attracted about 5,000 people who enjoyed a range of stalls, including information and food stalls, a wide range of entertainment from the four stages, a semi final of South Leeds Superstars, children's activities, and a 'green zone' highlighting environmental issues.

12.) Project name: Holbeck Gala

Name of group or organisation: Holbeck Gala Committee

Total project cost: £10,000

Amount agreed from wellbeing budget 2011/12: £3,000 (Beeston & Holbeck: £2,000; City & Hunslet: £1,000)

Wards covered: Beeston & Holbeck; City & Hunslet

Project summary: This project was to run the Holbeck Gala in 2011.

Final Monitoring Return

The Holbeck Gala was held on 16th July and attracted approximately 1,300 people who enjoyed a range of stalls, including information and food stalls, a range of entertainment and activities, and the grand finale of South Leeds Superstars.

13.) Project name: Belle Isle Gala

Name of group or organisation:

Total project cost: £5,000.00

Amount agreed from wellbeing budget 2011/12: £5,000

Wards covered: Middleton Park

This project was to run the Belle Isle Gala in 2011.

Final Monitoring Return

The event was held and seen as a success locally due to the numbers of local people involved in the day.

14.) Project name: Hunslet Community Gala
Name of group or organisation:
Total project cost: £
Amount agreed from wellbeing budget 2011/12: £
Wards covered: City & Hunslet
This project was to run the Hunslet Community Gala in 2011.

Final Monitoring Return

The event was held and seen as a success locally due to the numbers of local people involved in the day.

15.) Project name: Safer Middleton
Name of group or organisation: West Yorkshire Police
Total project cost: £5,000
Amount agreed from wellbeing budget 2011/12: £ 5,000
Wards covered: Middleton Park

Project summary: The project will provide a range of crime reduction products to victims of burglary and / or members of the community who are elderly or vulnerable. This will include information about CASAC Checkpoint, promoting credit union, giving out Smartwater, door chimes, door chains / viewers, timers, door chain mirrors, purse dipping bells and KeySafes if appropriate. Target streets in burglary hotspot areas will be identified. Residents will be visited by a PCSO (or similar) who will give them the product/information as appropriate along with general advice and reassurance messages

Final Monitoring Return

This project is scheduled to run from November 2011 to October 2012 so a final report is not yet due.

16.) Project name: Summer Multi-Sports Camp
Name of Group or Organisation: Community Sports
Total Project Cost: £7,200
Amount agreed from Well Being Budget 2010/2011: £4,600 revenue (£1,533 from each Ward)

Ward Covered: All three Wards

Project Summary: Community Sports (part of LCC's Sport and Active Recreation Service) aim to provide a week of sport and recreation activities in summer 2011 at John Charles Centre for Sport. This will be for 50 – 100 young people aged 8 – 12 years old of all abilities from Inner South Leeds. The purpose of the camp is to encourage young people at an early age to become physically active through sport and active recreation with a view to their lifelong participation.

Final Monitoring Return

Two weeks were held – August and October. 78 young people attended on at least one day of the camps (including some young people who attended both camps). A range of activities were provided including various sports and team building games.

17.) Project name: Wednesdays in the Woods (summer activity programme)

Name of Group or Organisation: Health for All

Total Project Cost: £2,855

Amount agreed from Well Being Budget 2011/12: £2,855 revenue (£1,427.5 Middleton Park Ward, £713.75 from Beeston & Holbeck and City & Hunslet)

Ward Covered: Beeston & Holbeck, City & Hunslet and Middleton Park

Project Summary: Health for All aim to run Wednesdays in the Woods – this is a summer outdoor activity programme for families (predominantly with children aged 0 – 13 years) from across Inner South Leeds. The events are held on four Wednesdays in August. They hope that 600 people will attend the events (approximately 300 families). Activities will include sports, arts and crafts, dance and music.

Final Monitoring Return

Four family fun days were held in August 2011 at Cross Flatts Park, Middleton Methodist Church, Cottingley Primary School and Middleton Park. A total of 614 people attended. All the events offered a wide range of activities including themed bouncy castles, face painting, sports activities, bay areas with soft play. Each event had a particular theme with a varied of activities linked to that particular theme.

18.) Project name: Christmas Hamper Distribution

Name of Group or Organisation: Fayre Care for Christmas

Total Project Cost: £3,000

Amount agreed from Well Being Budget 2011/12: £1,500 revenue (£500 from each Ward)

Ward Covered: Beeston & Holbeck, City & Hunslet and Middleton Park

Project Summary: Fayre Care for Christmas provides Christmas hampers of seasonal food for financially deprived families in South Leeds. They intend to distribute 100 hampers at a total cost of £3,000. Referrals are made via health, social services and early years colleagues. The qualifying criteria are that that the family is resident in south Leeds and has at least one child.

Final Monitoring Return

100 food hampers were distributed to 99 families on 23 December 2011, one family with 12 children received two hampers. 51 families lived in LS10 area; 47 families lived in the LS11 area.

19.) Project name: Asha Pre-School

Name of Group or Organisation: ASHA Neighbourhood Project

Total Project Cost: £4,762

Amount agreed from Well Being Budget 2011/12: £4,762 revenue

Ward Covered: City & Hunslet

Project Summary: ASHA Neighbourhood Project is converting their ten place crèche to a ten place pre-school which open in September 2011. Children accessing the pre-school will be three and four year olds who are eligible for free nursery entitlement. The aim of this project is to upgrade their current provision so that they can become a pre-school. There is a need for more nursery education grant funded places in the area.

Final Monitoring Return

The crèche was re-decorated and converted into a pre-school. A new partition has been installed to separate the community waiting room from the pre-school. New resources and equipment was purchased.

20.) Project name: Middleton Circus Christmas Lights

Name of Group or Organisation: Leeds Lights

Total Project Cost: £1,430

Amount agreed from Well Being Budget 2011/12: £1,430

Ward Covered: Middleton Park

Project Summary: This project builds on last years improvements to the infrastructure of Middleton Circus to allow the installation of a Christmas tree and associated motifs. This year's project will continue the success by again installing the tree and four festive motifs.

Final Monitoring Return

The tree and festive motifs were provided and recovered at the end of the Christmas holiday season.

21.) Project name: Victims of Crime fund

Name of Group or Organisation: Victim Support

Total Project Cost: £2,500

Amount agreed from Well Being Budget 2011/12: £2,500

Ward Covered: All three Wards.

Project Summary: This proposal is to support the Victims Support Victims Fund. The fund supports target hardening improvements such as security lights, fencing, alarms and video door intercom for vulnerable clients who have been victims of race/hate or Anti Social Behaviour. Alternative options such as Sanctuary, CASAC or Enhanced Services will have been unable to support. Referrals requesting funding are submitted for consideration at the Race/Hate MARAC meeting or to the Victim Support Outreach Team direct. In some instances priority preventative work is considered with a robust application.

Final Monitoring Return

This project is to run for the year from September 2011 to September 2012 and therefore the final report and evaluation has not yet been received. The outturn of this project will be reported to a later meeting of the Area Committee.

22.) Project name: Belle Isle Christmas lights
Name of Group or Organisation: Leeds Lights

Total Project Cost: £1,830

Amount agreed from Well Being Budget 2011/2012: £1,830

Ward Covered: Middleton Park

Project Summary: To improve three lighting columns on Belle Isle Road enabling them to hold festive motifs. This is a permanent improvement and would reduce the costs in future years. The costs also include for the hire, installation and removal of three motifs.

Final Monitoring Return

The festive motifs were provided and recovered at the end of the Christmas holiday season.

23.) Project name: Operation Dark

Name of Group or Organisation: West Yorkshire Police

Total Project Cost: £4,995

Amount agreed from Well Being Budget 2011/12: £4,995

Ward Covered: Beeston & Holbeck; City & Hunslet

Project Summary: The purchase of 3,700 timer lights to be distributed to targeted neighbourhoods in the Holbeck Police division. These timers will help to address the increase in burglary rates associated with the darker nights and properties being left vacant without lights on.

Final Monitoring Return

This project is to run for the year from September 2011 to September 2012 and therefore the final report and evaluation has not yet been received. The outturn of this project will be reported to a later meeting of the Area Committee.

24.) Project name: Priority Neighbourhood Worker

Name of Group or Organisation: Health For All

Total Project Cost: £6,349

Amount agreed from Well Being Budget 2011/12: £6,349

Ward Covered: All three Wards.

Project Summary: Health for All was commissioned to employ a Priority Neighbourhood Worker for the Inner South that will deliver the Inner South Area Committee's Neighbourhood Improvement Plan Programme. The funding is to employ the Worker for two days a week from 1st October 2011 to 31st March 2012.

Final Monitoring Return

Members have been given significant updates on this project as part of the Summary of Key work report at each Area Committee. Significant progress has been made on the estate and future updates will be provided as part of the regular reporting schedule through the Area Committee and also the Beeston & Holbeck Ward member briefings.

25.) Project name: Cottingley Sphinx Improvements

Name of Group or Organisation: Aire Valley Homes / Corporate Asset Management

Total Project Cost: £77,000.00

Amount agreed from Well Being Budget 2011/2012: £ 5,000.00 (£2,000 Revenue, £3,000.00 Capital)

Ward Covered: Beeston & Holbeck,

Project Summary: Demolition works are planned for the Sphinx pub to enhance the area and reduce the long term maintenance issues around the site. These works are being carried out by LCC Building services. When the main element of the works are completed a second element is proposed to improve the cleared site. This funding will contribute a funding cocktail alongside AVHL Area Panel funding to rehabilitate the site for the benefit of the local community. This funding will also cover the cost of replacing two new litter bins.

Final Monitoring Return

Works on site have been completed. Sites for the bins are being identified in early June in conjunction with the Locality team to make sure they are in the most appropriate places for pick up etc.

26.) Project name: South Leeds Youth Theatre – culminating culture 2012

Name of Group or Organisation: South Leeds Youth Theatre

Total Project Cost: £14,600

Amount agreed from Well Being Budget 2011/2012: £6,800

Ward Covered: Beeston & Holbeck (£2,092.31), City & Hunslet (£3,923.07) and Middleton Park (£784.62)

Project summary: The aim is to use the arts as a tool to increase self esteem, aspiration and encourage community cohesion. The group use performance as a platform for the voices of local children and young people. This funding will allow the young people to take part in a much larger scheme as part of the Olympics. Having access to a larger venue and involving more partner agencies will help to support the young people in a range of ways. Once completed the performance will be taken on a mini tour of local community festivals such as Beeston festival, Holbeck Gala and Middleton Gala.

Final Monitoring return

This project is to run for the year from November 2011 to October 2012 and therefore the final report and evaluation has not yet been received. The outturn of this project will be reported to a later meeting of the Area Committee.

The Following schemes were approved at the February and March meetings and therefore will not be submitting final returns till the next update to members.

27.) Project name: Friday Night Project
Name of Group or Organisation: Friday Night Project
Total Project Cost: £28,000
Amount agreed from Well Being Budget 2011/2012: £1,500
Ward Covered: Middleton Park

28.) Project name: Slate Volunteer worker
Name of Group or Organisation: SLATE
Total Project Cost: £4,186
Amount agreed from Well Being Budget 2011/2012: £4,186
Ward Covered: All three wards

29.) Project name: Vocational Training
Name of Group or Organisation: Hunslet Club
Total Project Cost: £30,980
Amount agreed from Well Being Budget 2011/2012: £30,980
Ward Covered: All three wards

30.) Project name: Outreach Worker
Name of Group or Organisation: Middleton Elderly Aid
Total Project Cost: £5,974.76
Amount agreed from Well Being Budget 2011/2012: £5,974.76
Ward Covered: Middleton Park

31.) Project name: Youth Provision 2012
Name of Group or Organisation: St Luke's Cares
Total Project Cost: £28,301
Amount agreed from Well Being Budget 2011/2012: £28,301
Ward Covered: All three wards



Report author: Gavin Forster
Tel: 74310

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

Report to South Leeds (Inner) Area Committee

Date: 20th June 2012

Subject: Wellbeing Report

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

Summary of main issues

This report seeks to provide Members with:

1. Confirmation of the 2012/13 revenue allocation and the proposed 2011/12 carry forward figure.
2. An update on both the revenue and capital elements of the Well being budget.
3. Details of revenue funding for consideration and approval
4. Details of revenue projects agreed to date (Appendix 1)
5. Members are also asked to note the current position of the Small Grants Budget

Recommendations

Members of the Inner South Area Committee are requested to:

- a) Note the contents of the report.
- b) Note the position of the Well being Budget as set out at 3.0.
- c) Consider the points raised under the ring fencing arrangements in 3.3
- d) Note the Well being revenue projects already agreed as listed in Appendix 1.

- e) Consider the project proposals detailed in 4.0
- f) Note the Small Grants situation in 5.0

1.0 Purpose of this report

This report seeks to provide:

- 1.1 Confirmation of the 2012/13 revenue allocation and the proposed 2011/12 carry forward figure.
- 1.2 An update on both the revenue and capital elements of the Well being budget.
- 1.3 Details of revenue funding for consideration and approval
- 1.4 Details of revenue projects agreed to date (Appendix 1)
- 1.5 Members are also asked to note the current position of the Small Grants Budget

2.0 Background information

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

3.0 Well being Budget Position

Members should note the following points: -

3.1 Revenue funding 2011/12

- 3.1.1 The approved revenue budget for 2011/12 was **£224,520.00** with a carry forward amount **£175,708.00**. The total commitment for the year 2011/12 was £ 180,890.59

3.2 Revenue funding available for 2012/13

- 3.2.1 The revenue budget approved by Executive Board for 2012/13 is **£224,520.00**.
- 3.2.2 **Appendix 1** shows the projects funded by the Area Committee up to and including the May meeting. The carry forward figure for 2011/12 is **£219,337.41**.
- 3.2.3 Therefore the total amount of revenue funding available to the Area Committee for 2011/12 is **£ 443,857.41**.

3.3 Revenue funding 2012/13

Children & Young People's Working Group

- 3.3.1 Following the establishment of the Children & Young People's Working Group, Members at the March Area Committee approved the allocation of £60,000 to this area of work. The group brings together representatives from the statutory and community & voluntary sector who work with and for children & young people, their families and carers in the Inner South. By working together the group will support, coordinate and monitor partner's respective delivery arrangements, to ensure that the Area Committee funding produces added value in provision and enhance the positive impact of this work on the lives of children and young people in the Inner South.
- 3.3.2 At the last Area Committee meeting the HITBase and Hamara projects were submitted to the Children & Young Peoples working group. They were considered at the 25th May meeting. Issues have been addressed or are in the process of being clarified. The projects are included in section 4.0 of this report for members consideration.

3.3.3 Remaining budget

Allocations already agreed and the decisions made at the March meeting result in the following budgets being available for the 2012/13 financial year:

Project	Total	B&H	C&H	MP
Allocated Budget 2012/13	£224,520.00	£74,840.00	£74,840.00	£74,840.00
Carry Forward	£219,337.41	£83,346.17	£90,034.61	£45,032.06
Available Budget	£443,857.41	£158,186.17	£164,874.61	£119,872.06
Projects carried forward form 2011/12	£113,966.04	£39,866.51	£39,543.49	£34,555.04
Available budget for 2012/13	£329,891.37	£118,627.85	£125,639.31	£85,625.21
Small grants	£15,000.00	£8,000.00	£4,000.00	£3,000.00
Skips	£3,500.00	£1,500.00	£1,000.00	£1,000.00
Communications budget	£3,000.00	£1,000.00	£1,000.00	£1,000.00
Festivals 2013	£17,000.00	£5,500.00	£5,500.00	£6,000.00
Environmental Budget	£3,000.00	£1,000.00	£1,000.00	£1,000.00
Community Safety Budget	£27,000.00	£9,000.00	£9,000.00	£9,000.00
Children & Young People Budget	£60,000.00	£20,000.00	£20,000.00	£20,000.00
Festivals 2012 (additional funding)	£2,880.00	£483.33	£317.67	£2,080.00
South Leeds Superstars	£9,329.00	£2,943.00	£3,610.00	£2,776.00
South Leeds Life	£9,000.00	£3,000.00	£3,000.00	£3000.00
Marlborough Green Roofs	£5,995.00		£5,995.00	
Hunslet Library	£1,300.00		£1,300.00	
Priority Neighbourhood Worker	£13,601.58	£13,601.58		
Middleton & Belle Isle Christmas Lights	£6,000.00			£6,000.00
Middleton Gala	£5,000.00			£5,000.00
Cottingley NIP	£3,000.00	£3,000.00		
2012/13 projects approved	£184,649.58	£69,042.91	£55,735.67	£59,871.00
Total remaining balance 2012/13	£145,242.79	£49,584.94	£69,903.64	£25,754.21

3.4 Capital funding available for 2010/11

3.4.1 Of the **£700,000** capital funding allocated to the Area Committee for 2004/10 a total of **£700,300** has been committed to date leaving an overspend of **£300**

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

	Beeston & Holbeck	City & Hunslet	Middleton Park
Total Allocation 2004-11	£233,333.33	£ 233,333.33	£ 233,333.34
Allocation to date	£230,951.99	£232,120.28	£240,551.42
Balance	£2,381.34	£1,213.03	0.00

3.4.3 Members are asked to note that as the capital expenditure report (Appendix 2 in previous reports) has not changed significantly of late, therefore it will not be included as part of this report going forward. Copies of the document are available on request.

4.0 Wellbeing Projects for approval

4.1 It is possible that some of the projects in **Appendix 1** may not use their allocated spend. This could be for several reasons including the project no longer going ahead, the project not taking place within the dates specified in the funding agreement or failure to submit monitoring reports. Due to this the final revenue balance may be greater than the amount specified in 3.2.4.

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

4.3 Members are asked to consider the following projects:

4.4 Project Summary: HITBase

Name of group or organisation: St Luke's Cares

Total Project Cost: £12,500/£15,250 (depending upon option approved)

Amount proposed from Well Being Budget 2012/2013: £12,500/£15,250 (Revenue)

Wards Covered: All three wards

The aim of this project is to improve the IT skills of long term unemployed people (target group - over 40's) in the two Wards so that they can gain a recognised qualification which will assist them in accessing meaningful employment.

HITBase (based at St. Lukes Church, Malvern Road, Beeston) offers a range of qualifications at different levels including the European Community Driving Licence (ECDL) which is widely recognised by employers as a valuable qualification. HITBase will also help improve long term employed people's online job search skills and help with

advice on CVs and teach people how send an email with an attachment which is an essential skills as many employers only accept job applications by email and most require a CV to be attached. HITBase will also work with young people who are not in employment, education or training to gain these computer qualifications.

Over the course of the one year project, St. Lukes intend 20 people to gain an entry level qualification, 12 people to gain a level 1 qualification, 8 people to pass the ECDL, 2 people to gain a Level 2 qualification. They intend to help 200 people to have their job-related IT skills improved up (e.g. sending a CV with an email) and have a CV written or improved upon.

The wellbeing funding requested is to pay for the staff costs for running and co-ordinating the project for two/two and a half days a week for the year, management fee, course registration fees, printing and office costs. This funding would allow HITBase to offer the qualifications for no cost to the clients – at other centres clients have to pay. Three options are proposed for Members to determine, in all three options the majority of days provided for the provision would be at HITBase’s centre at St. Luke’s Church, Malvern Road, with satellite provision being developed in Middleton Park Ward in two options. The three options are:

Option	No. of days at HITBase/ week	No. of days in Middleton Park Ward/ week	B&H Ward £	B&H Ward £	MP Ward £	Total £
A	2		6,250	6,250		12,500
B	1.5	0.5	4,875	4,875	2,750	12,500
C	2	0.5	6,250	6,250	2,750	15,250

This application was discussed at the Children & Young Peoples working group where a number of questions were raised about how the scheme fits with other providers in the area. Discussions have subsequently taken place with LCC Employment & Skills Officers to confirm the scope of the alternative options currently on offer. There are currently a number of options open to the over 40’s to access similar schemes through Leeds city College and Work clubs run by LCC. If approved this scheme would result in duplication of existing service rather than add to it. Discussions are ongoing between LCC Employment & Skills and Middleton Park Members about how to most effectively address the current gaps in provision in the ward along with the difficulties in recruitment to schemes.

With regards to current provision in the Inner South Area, Jobshop and Work Club services are free in all cases and Leeds City College offer free accredited courses. If someone has been referred to the college by Job Centre Plus there is no charge. If some one is in receipt of benefit and goes direct there is just a one off £10 college admin charge which would be reversed if the person could have been referred by JCP and a detour just takes place. Finally even if it isn’t free by virtue of either of these means, then if they are on a low income the college discretionary fund could ensure there are no charges

Area Committee Business Plan Priorities:

This proposal supports the Area Committee action to 'Provide opportunities for people to access jobs or learn new skills'

4.5 Project Summary: Enhancing Learning and employability skills

Name of group or organisation: Hamara Healthy Living Centre

Total Project Cost: £12,370

Amount proposed from Well Being Budget 2012/2013: £12,370 (Revenue)

Wards Covered: City & Hunslet

The aim of this project are: to help raise the educational attainment levels of young people; assist with improving the employability skills of the target group by achieving accredited qualifications and moving into apprenticeships or employment; and improve relations among disparate groups of young people from different backgrounds. Many of the participants will be young people who would not access mainstream provision.

The partnership comprising Hamara, Leeds United Community Foundation and the White Rose Shopping Centre will encourage cross boundary/cross ethnic participation in the project:

- Offering out of school learning opportunities at the existing Learning Centres at each of the three agencies
- Increase employability skills through workshops and training run at each of the three organisations, and this will link to apprenticeship opportunities at Leeds United and at the White Rose shopping centre
- Remove barriers to integration by offer chances to take part in social events (e.g. football matches, events, cultural activities).

If approved, the funding will be used to pay for the establishment of a six months pilot project to use as evidence to establish a longer term project. The specific costs to be met are: staffing costs, tutors/trainers; training, workshop materials and accreditation costs; publicity and marketing, contribution to revenue costs, costs of a celebration event.

This project was discussed at the Children & Young People's working group. A number of questions about the delivery of the project were subsequently considered in detail with Hamara. Overall the group were supportive of the scheme and its principles but raised concerns over the scope of the initial project. It Was thought that the nature of the intensive work needed to deliver a successful pilot scheme across all wards would need more funding than had been requested. Therefore the recommendation from the Children & Young people's group is to support the scheme in a smaller geographical area, to test the principles, and roll out the project if successful to the other wards as part of the full scheme. With the established links that Hamara have in the City & Hunslet ward it is suggested that this ward is the focus for the pilot scheme.

Area Committee Business Plan Priorities:

This proposal supports the Area Committee action to 'Provide opportunities for people to access jobs or learn new skills'

4.3 **Project Name:** Market Place Events

Delivered by: Learning Partnerships

Total Project Cost: £3,000

Amount proposed from Well Being Budget 2012/2013: £3,000(Revenue)

Wards Covered: All three wards (£1,000 each ward)

Discussions have taken place around the Belle Isle & Middleton NIB's employment and skills sub-group, that was set up due to the pressing needs in the Middleton area. With the same issues being highlighted at the Beeston, Holbeck & Hunslet NIB meeting it was suggested that one meeting could serve both NIBs on this topic. Member representation from the Beeston, Holbeck & Hunslet NIB has been included on the group and has resulted in the development of a series of events.

The market place events will encourage young people and their parents to attend and access information on a range of topics focused on getting them in to appropriate training.

The funding from Area Committee will allow the events to be booked in to appropriate venues in each of the three wards along with providing refreshments and cover the staffing costs of Learning Partnerships (LP) who will facilitate the event. LP have a track record of delivery from these events and provide goody bags and a number of attractions to draw people in such as arts and crafts, nail art and various stalls providing information on a range of issues.

The events will tie in with things like parents evenings or school open days in order to attract a large number of people.

Suggested venues:

- South Leeds Academy -Oct
- Cockburn – Jan 2013
- Primary School (to be determined for City & Hunslet Ward) – Feb/March

Area Committee Business Plan Priorities:

This proposal supports the Area Committee action to 'Provide opportunities for people to access jobs or learn new skills'

5.0 **Small Grants Approvals**

5.1 There has been three small grants approved since the last Area Committee meeting.

Project	Delivery organisation	Ward	£
Queens Diamond Jubilee Street Party	51st Leeds Guides (Hunslet Parish Church)	C&H/MP	300
Cottingley Summer Fayre	Cottingley Summer FAYRE	Beeston & Holbeck	500
Hanging Baskets	Beeston In Bloom	B&H/C&H	1000

6.0 Corporate Considerations

6.1 Consultation and Engagement

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

6.2 Equality and Diversity / Cohesion and Integration

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

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

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

6.3 Council Policies and City Priorities

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

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

6.4 Resources and Value for Money

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

6.5 Legal Implications, Access to Information and Call In

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

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

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

6.6 Risk Management

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

7.0 Conclusions

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

8.0 Recommendations

8.1 Members of the Inner South Area Committee are requested to:

- a) Note the contents of the report.
- b) Note the position of the Well being Budget as set out at 3.0.
- c) Consider the points raised under the ring fencing arrangements in 3.3
- d) Note the Well being revenue projects already agreed as listed in Appendix 1.
- e) Consider the project proposals detailed in 4.0
- f) Note the Small Grants situation in 5.0

Background Documents¹

Well Being Report 21st June 2011
Well Being Report 21st September 2011
Well Being Report 8th November 2011
Well Being Report 11th January 2012
Well Being Report 8th February 2012
Well Being Report 21st March 2012
Well Being Report 16th May 2012

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

**Inner South Wellbeing Budget
2010 - 2012**

	2012 / 2013	B&H	C&H	MP
Allocation	£224,520.00	£ 74,840.00	£ 74,840.00	£ 74,840.00
Carry forward	£219,337.41	£ 83,654.36	£ 90,342.80	£ 45,340.25
TOTAL	£443,857.41	£158,494.36	£165,182.80	£120,180.25

Projects rolled forward from 2011/12 (Accruals)		Committed	Paid
IS-09-43 Women Health Matters	£	26.50	£1,312.56
IS-10-12 Environmental Planters at St Matthews	£	1,002.02	
IS-11-01 St Lukes Cares	£	13,312.00	
IS-11-03 work in Middleton			£ 6,669.10
IS-11-04 Middleton Elderley Aid - Outreach Worker	£	1,250.00	
Leeds Ahead - job search support IS-11-07	£	4,500.00	
Kidz Klub IS-11-10	£	2,118.29	
Community Safety IS-11-17a	£	5,000.00	
Friday Night Project IS-11-30	£	1,500.00	
TOTAL	£	28,708.81	£ 7,981.66

Projects rolled forward from 2011/12		Committed	Paid	B&H	C&H	MP
IS-11-02 Youth Services - Youth Activities	£	2,565.06	5389.32	£4,055.13	£3,899.25	
IS-11-08 Aspire to Succeed	£	3,400.00		£1,133.00	£1,134.00	£1,133.00
IS-11-13 Leeds Festival 12/13	£	17,000.00		£ 5,500.00	£ 5,500.00	£ 6,000.00
IS-11-28 Cottingley Sphinx	£	2,000.00		£ 2,000.00		
IS-11-32 Hunslet Club	£	30,980.00		£ 10,326.67	£ 10,326.67	£ 10,326.66
IS-11-33 MEA Outreach worker 2012/13	£	5,974.76				£ 5,974.76
IS-11-13 HW Middleton Ederley Care	£	597.50	£ 192.50			£ 790.00
IS-11-06 Cottingley Health and Wellbeing	£	1,584.90		£ 1,584.90		
IS-11-17b Community Safety	£	4,995.00		£ 2,497.50	£2,497.50	
IS-11-29 South Leeds Youth Theatre	£	6,800.00		£2,092.31	£3,923.07	£784.62
IS-11-31 SLATE	£	4,186.00		£1,395.00	£1,396.00	£1,395.00
IS-11-34 St Lukes Cares 2012/13	£	28,301.00		£9,282.00	£10,868.00	£8,151.00
TOTAL	£	108,384.22	£ 5,581.82	£39,866.51	£39,544.49	£34,555.04

2012/2013 Revenue Costs								
Project	Delivery Organisation	Approved	B&H	C&H	MP	Actual	Committed	Balance
2010/11 Rolled forward projects	South East Area Support Team	£ 113,966.04	£39,866.51	£39,544.49	£34,555.04	£ 5,581.82	£ 108,384.22	£ -
Small Grants Provision of a small grants fund for small scale community based projects meeting Area Delivery Plan priorities.	South East Area Support Team	£ 15,000.00	£ 8,000.00	£ 4,000.00	£ 3,000.00	£ 500.00		£ 14,500.00
Skips	South East Area Support Team	£ 3,500.00	£ 1,500.00	£ 1,000.00	£ 1,000.00	-£ 260.00	£ 460.00	£ 3,300.00

2012/2013 Revenue Costs									
Project	Delivery Organisation	Approved	B&H	C&H	MP	Actual	Committed	Balance	
To provide skips for community use.									
Communications Budget	South East Area Support Team	£ 3,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 22.50	£ 87.50	£ 2,890.00	
A budget to enable effective communication and consultation on Area Committee issues in the Outer South.									
Festivals 2012/13	South East Area Support Team	£ 17,000.00	£ 5,500.00	£ 5,500.00	£ 6,000.00			£ 17,000.00	
Funding to support the community festivals in 2012									
Environmental budget	South East Area Support Team	£ 3,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00			£ 3,000.00	
To support environmental initiatives to target issues									
Community Safety Budget	South East Area Support Team	£ 27,000.00	£ 9,000.00	£ 9,000.00	£ 9,000.00			£ 27,000.00	
To support NPT to deliver community safety initiatives									
Children and Young People Sub Group	Inner South Children & Young People's Sub-group	£ 60,000.00	£ 20,000.00	£ 20,000.00	£ 20,000.00		£ 19,315.00	£ 40,685.00	
Superstars - Tiger 11	Tiger 11	£ 9,373.00	£ 2,958.00	£ 3,624.00	£ 2,791.00			£ 9,373.00	
South Leeds Life Magazine	Health For All	£ 9,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00			£ 9,000.00	
Marlborough Green Roof Projects	Groundwork Leeds	£ 5,995.00		£ 5,995.00			£ 5,995.00	£ -	
Hunslet Library - additional items		£ 1,300.00		£ 1,300.00				£ 1,300.00	
Holbeck Gala (additional funding)		£ 500.00	£ 333.33	£ 166.67				£ 500.00	

Appendix 1
Inner South Wellbeing Budget
2010 - 2012

2012/2013 Revenue Costs								
Project	Delivery Organisation	Approved	B&H	C&H	MP	Actual	Committed	Balance
Bads in the Park / Dog Show (additional funding)	Friends of Cross Flatts	£ 300.00	£ 150.00	£ 150.00				£ 300.00
Middleton Craft, Flower and Produce show (additional funding)	Friends of Middleton H	£ 2,080.00			£ 2,080.00			£ 2,080.00
Neighbourhood Woker	HFA	£ 13,601.58			£ 5,000.00			£ 13,601.58
Middleton & Belle Isle Christmas Lights	Leeds Lights	£ 6,000.00			£ 6,000.00			£ 6,000.00
Middleton Gala	SLAST	£ 5,000.00			£ 5,000.00			£ 5,000.00
Cottingley NIP	SLAST	£ 3,000.00	£ 3,000.00					£ 3,000.00
TOTAL	Projects agreed	£ 298,615.62	£ 95,307.84	£ 95,280.16	£ 99,426.04	£ 5,844.32	£ 134,241.72	£ 158,529.58
	Balance	£145,241.79	£63,186.52	£69,902.64	£20,754.21			

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