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SOUTH (INNER) AREA COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Wednesday, 21st November, 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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South East Area Leader:
Shaid Mahmood
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A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

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

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

A G E N D A

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

Item No	Ward	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES - 26TH SEPTEMBER 2012</p> <p>To confirm as a correct record the minutes of the meeting held on 26th September 2012.</p>	1 - 8
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>WHITE ROSE LEARNING CENTRE UPDATE</p> <p>To receive a report of the Head of Employment and Skills providing an update on the employment and skills development opportunities for young people and adults at the White Rose facility .The report also provides an overview of proposed developments at the centre.</p> <p>(Council function)</p>	9 - 16
9			<p>EMPLOYMENT AND SKILLS UPDATE REPORT</p> <p>To receive a report of Head of Employment and Skills identifying some of the challenges in engaging and supporting adults and young people not in employment. The report also outlines key initiatives being taken forward by the Council in partnership with others to maximise opportunities for local people to secure employment.</p> <p>(Council function)</p>	17 - 24
10			<p>WELLBEING REPORT</p> <p>To receive a report of the Assistant Chief Executive (Customer Access and Performance) providing the Area Committee with an update on the current amount of revenue and capital funding committed and available via the Area Committee well – being budgets for Inner South.</p> <p>(Executive function)</p>	25 - 42
11			<p>SUMMARY OF KEY WORK</p> <p>To receive a report of the Area Leader – South East Leeds, detailing work by the Area Management Team on key priorities in the Inner South Area if Leeds since the last Area Committee meeting.</p> <p>(Executive function)</p>	43 - 102

Item No	Ward	Item Not Open		Page No
12			<p data-bbox="676 181 1318 248">DATES, TIMES AND VENUES OF FUTURE MEETINGS</p> <p data-bbox="676 286 1347 360">6:30pm Wednesday 9th January 2012, Tenants Hal, Acre Close, Middleton, LS10 4HX</p> <p data-bbox="676 439 1110 472">MAP OF TODAY'S MEETING</p> <p data-bbox="676 510 1066 544">Civic Hall, Leeds, LS1 1UR</p>	103 - 104

Agenda Item 6

SOUTH (INNER) AREA COMMITTEE

WEDNESDAY, 26TH SEPTEMBER, 2012

PRESENT: Councillor A Ogilvie in the Chair

Councillors J Blake, D Congreve,
K Groves, E Nash, A Ogilvie and
P Truswell

14 Election of Chair

In the absence of Councillor Gabriel, Councillor Ogilvie was elected Chair for the meeting.

15 Appeals Against Refusal of Inspection of Documents

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

16 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

17 Late Items

There were no late items submitted to the agenda.

18 Declaration of Disclosable Pecuniary and Other Interests'

There were no declarations made.

19 Apologies for Absence

Apologies for absence were received from Councillors A Gabriel, P Davey, and M Iqbal.

20 Minutes - 20th June 2012

The Minutes of the meeting held on 20th June 2012 were approved as a correct record.

21 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 ask questions on matters within the terms of reference of the Area Committee.

On this occasion, there were no members of the public present.

Draft minutes to be approved at the meeting
to be held on Wednesday, 21st November, 2012

22 Sports and Active Recreation Officers Update

The South East Area Leader submitted a report which outlined the current roles of the Sports and Active Recreation officers and provided contact information for relevant staff.

Andrew Wilson, Club Development Officer and Sam Coupland Active Lifestyles Officer were in attendance to highlight the work they undertake and to answer Member questions.

Members considered the report and began by asking the officers present about linking up their work with local amateur rugby league clubs and other sports clubs who need players. Questions were also put to officers about the costs of accessing this service for young people, costs of funding the activities and whether Officers had the resources to capture the potential interest in sports and active recreation in inner south Leeds.

Members highlighted to officers present that consideration should be given to maximising the green spaces within the area which outside school hours are underused.

Members asked to be updated on projects to be circulated to allow better synergy with other local initiatives.

RESOLVED – that the report be noted.

23 Community Right to Bid

The Acting Chief Asset Management Officer submitted a report which updated the Area Committee on developments with Community Right to Bid and advised of the implementation date.

Neil Charlesworth (Community Asset Officer) was in attendance to answer Member questions.

Members considered the report and asked how Community Right to Bid worked and how an interest could be registered.

Members expressed a cautionary note as in many cases it might be difficult to raise the finance to bid for property.

Discussion also took place on the comparison between Community Right to Bid and the right to run services. The Area Leader, Shaid Mahmood advised on the differences between the two initiatives.

This topic will be picked up as part of the Neighbourhood Improvement Boards to give a more local insight in to its role.

RESOLVED - that the report be noted.

24 Proposals for Changes to Fire Service Emergency Cover in West Yorkshire.

West Yorkshire Fire Service submitted a report which provided the Area Committee with the opportunity to discuss potential issues arising from the proposed merger of Hunslet and Morley Fire station.

Nick Smith, District Fire Commander and Peter Lau Station Commander delivered a power point presentation with Members about fire services in south Leeds, response times, the reduction in risk over the last few years and the building of a new fire station with the merger of Hunslet and Morley fire stations.

Members put forward their opinions on the proposals which included concerns about the cost of building a new fire station compared to keeping the existing stations open.

Members carefully considered the response times to emergencies and how these would be effected by the merger. Concern was expressed over the loss of fire staff following the merger and how this might effect public confidence in the service provided.

Members questioned the fire officers as to the numbers of smoke alarms fitted and what approaches were being taken to fit more fire alarms in domestic properties and reducing fire risks.

Members to be provided with requested information on response times directly.

RESOLVED – that the contents of the report be noted.

25 Remobilisation of the New Generation Transport (NGT) Scheme: Current position and Public Consultation

The NGT Project Manager, Andrew Wheeler, presented a report of the New Generation Transport Team which provided an update on the NGT scheme including its rationale.

Vanessa Allen, NGT Planning and Urban Design Manager, was also in attendance to inform the Area Committee about the Transport Works Orders which will be used to progress the scheme.

Members asked questions about the route and in what order it would be constructed. Members suggested that instead of building the route all at once whether it might be sensible to construct the southern line first to minimise disruption across the City.

Concerns were also raised about the integration of bus services and ensuring that services in the south of Leeds are not damaged by the introduction of NGT and its proposed route.

Members also questioned officers present about the expansion of NGT to other areas of the City and how parking would be managed for people wishing to leave their cars on the outskirts of the city and travel to the centre using NGT.

Members asked that NGT officers might consider naming the Penny Hill stop 'Hunslet Library' and also requested that consideration be given to holding a competition amongst local schools for the design of the NGT vehicles.

Members to be provided with layout plans of the Stourton Park & Ride site to identify any issues with increasing traffic on the Belle Isle side of the site.

RESOLVED –

- (a) that the report and on going consultation be noted; and
- (b) that Members suggestions be taken into consideration by the NGT management team.

Following discussion of this item, due to time constraints, the Chair requested that all reports requiring the Area Committee to take a decision be heard before items not requiring decisions, owing to the risk that the meeting would become inquorate when Councillor Nash left at 8:30pm.

26 Transfer of Belle Isle Foundation to Childrens Services - Family Contact Centre and office base for the South Locality Safeguarding Team.

The South East Area Leader submitted a report which sought approval for the disposal of the Belle Isle Foundation Unit so that it can be used by Children's Services.

RESOLVED – that the Area Committee approve the disposal of the Belle Isle Foundation Unit so that it can be used by Children's Services.

27 Wellbeing report

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

1. Confirmation of the 2012/13 revenue allocation and the 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 (as shown at Appendix 1 to the report)
5. Members were also asked to note the current position of the Small Grants Budget

Members discussed ring fencing of money and requested further action be taken to put this money to good use.

RESOLVED –

- (a) that the contents of the report be noted;
- (b) that the position of the Well Being Budget as set out at paragraph 3.0 of the report be noted;
- (c) that the points raised under ring fencing arrangements set out in paragraph 3.3 of the report be noted and brought to the next Member Meeting for discussion
- (d) Members supported the proposed ringfencing of £130,000 (2013/14) for Children & Young People’s work as part of the new process for funding.
- (e) that that Well Being revenue projects previously agreed, as shown at Appendix 1 to the report, be noted;
- (f) 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 Provision	St Luke’s Care	£28,301 (October 2012 – March 2013)(Revenue) All three wards. APPROVED
Middleton Friday Night Project	Breeze Team	£5,000 (Revenue) Middleton Park Ward. APPROVED
Off Road Bikes	West Yorkshire Police	£3,952 (Revenue) All three wards. APPROVED
Dream Radio Drama	Dream Reality	£15,000 (Revenue) All

		three wards. NOT APPROVED
Atha Street Bollards	LCC Highways	£790 (Revenue) Beeston & Holbeck ward. APPROVED

(g) that the small grants situation as set out in paragraph 5.0 to the report be noted.

28 Appointment of Area Committee Representation upon Leeds Initiative Area Based Partnership Groups

The Assistant Chief Executive (Customer Access and Performance) and the Chief Officer (Democratic and Central Services) submitted a report which provided background to local Member representation upon Leeds Initiative area Based Partnership Groups, and invited the Committee to determine the elected Member appointments to those groups.

RESOLVED – The Area Committee resolved that:

- (a) Area Committee Champion to the South East Health and Wellbeing Partnership – Councillor Truswell
- (b) Area Committee Champion to the South Leeds Crime and Grime Group – Councillor Groves

29 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 & actions, 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.

Officers present confirmed that a meeting has been scheduled relating benefits and charges.

RESOLVED -

- (a) that the report be noted; and
- (b) Members approved the Inner South Area Committee Business Plan action plan attached at Appendix 13 to the report.

30 Children's Services Update Report to Area Committees - Inner South

Area Head of Targeted Services (South East Leeds), Martyn Stenton presented a report of The Director of Children's Services which provided the Area Committee with an update on Children's Services Developments.

The Chief Officer (Partnership and Development Business Support) Sue Rumbold was in attendance to help answer Member questions.

Members considered the resources of Children's Services in South Leeds and whether these were enough to deal with the number of cases especially as the clusters are only meeting every 12 weeks. Officers highlighted the increase of resources in the area and the better retention of staff following a difficult two year period for Children's Services.

Members also agreed that the new arrangements will take a while to settle down and that the recent increase in interventions has improved the service.

RESOLVED – that the report be noted.

(Councillor Nash left the meeting at 08:30pm at the end of discussion of this item, this left the meeting inquorate and limited the decision making powers of the Area Committee)

31 Community Safety Activity in 2011/2012 in Inner South

The Area Community Safety Officer presented a report of The Director of Environment and Neighbourhoods submitted a report which provided the annual update form the Area Community Safety Co-ordinator on activity in Inner South to deliver the key outcomes agreed for both Safer and Stronger Communities.

Inspector Paul Ackerman and Sgt Dennison were also in attendance to answer member questions.

Members questioned the officers present about the ward risk matrix table for the city (see paragraph 3.2.2 for the report) particularly what the colours meant and the reasons behind Middleton Park ward becoming of high concern in March and April 2012.

Discussion took place on the classification of offences and how they should be split out; specifically the difference within violence and that domestic violence against young people should be a separate category, information was also requested with regards to Children in care effected by such violence.

Although not in attendance Councillor Gabriel and Councillor Gruen, through the Area Leader, wanted to convey to members that as a result of the discussions at the Inner South Area Committee meeting in September 2011, there is now a city wide initiative around prostitution. With the successes that

have already been achieved, Cllr Gruen wanted to pass on his thanks for initiating this work. .

RECOMMENDED –

- (a) that the contents of this report be noted;
- (b) that the approach outline at paragraph 6.1.3 to the report to deliver Community Safety and environmental agendas in Inner south Leeds during 2012/13;
- (c) that a further report be submitted to consider the issues raised at paragraph 6.2.3 to the report; and
- (d) that further information be provided to Members in relation to violence against children in care.

32 Dates, Times and Venues of Future Meetings

6:30pm, 21st November 2012, Venue, Civic Hall, Leeds.

Report of: Head of Employment and Skills

Report to: Inner South Area Committee

Date: Wednesday 21st November 2012

Subject: White Rose Learning Centre Update

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

1. The Point, is a new service offer located at the White Rose Shopping Centre. It will offer a range of services designed to connect young people and adults to learning and employment opportunities in the retail sector in White Rose and beyond.
2. Partnership work with Land Securities, Leeds City College, Jobcentre Plus and the Council has enabled the refurbishment and re-launch of the former study support centre at White Rose to provide local people with access to employment and skills support to connect to opportunities in retail, a key sector in local economy.

Recommendations

3. The Area Committee notes the content of this report.

1 Purpose of this report

- 1.1 To provide an update on the employment and skills development opportunities for young people and adults at the White Rose facility .
- 1.2 To provide an overview of proposed developments at the centre.

2 Background information

- 2.1 The White Rose facility was originally used as a Study Support Centre, offering Out of Hours Learning opportunities to pupils from local high schools. It was provided by the developer, Land Securities, as part of the S106 planning obligations on the original development. It had been operating successfully for a number of years but this opportunity ceased due to the loss of a number of DfE funding streams, previously drawn down by Children's Services. A number of staff deployed to deliver the service were released and the full Study Support offer ceased in August 2011.
- 2.2 It was agreed to establish a new partnership to restore the facility and broaden the focus of learning activity taking place. The partnership includes the Council, LCC, (Employment and Skills and Children's Services) Leeds City College, LCCol, Jobcentre Plus, JCP and Land Securities, LS. It reflects the intention to join up a coherent, bespoke learning offer for 16+ young people and adults with employment opportunities within the White Rose Centre and beyond. In line with a refreshed focus is a new name – The Point – to be officially launched in October 2012.
- 2.3 The Point Steering Group comprises:
 - Councillor Kim Groves, Chair, Leeds City Council
 - Alison Niven, Retail Operations Director, North, Scotland and London, Land Securities
 - Jane Hopkins, Head of Employment and Skills, Leeds City Council
 - Gary Milner, Lead – Skills for Life, Leeds City Council
 - Ann Marie Spry, Vice Principal - Adult, Community & Higher Education, Leeds City College
 - Tracey Greig, Employment Leeds, Leeds City Council
 - Alison France, Employer and Partnership Manager, Jobcentre Plus

The Steering Group is supported by an Operational Group which mirrors its organisational representation, with the addition of the National Careers Service.

3 Main issues

3.1 Skills Training and Support

- 3.1.1 The facility comprises a 15 place learning 'suite' with ICT resources and group space and an informal reception area. There is also a small office space for break out or confidential work. In summary, there are two strands to the skills training and support offer:

- **A post 16 offer including retail and complementary learning**

offering opportunities to those young people who choose a vocational route after leaving school and adults seeking further skills development, delivered by LCCol.

- **Information, advice and guidance (IAG), signposting and jobsearch support**

Delivered by LCC Employment and Skills Service, JCP and the National Careers Service, NCS. This will be fully operational at the end of October when the centre had Wi Fi installed, enabling a full service offer by all partners

The post 16 skills offer is wide ranging and will include a learning package for young people from Entry Level 3 through to Level 3. Offering a broad range is critical as it is acknowledged that there is something of a challenge in marketing this learning area to young people in particular. It is one of the less popular vocational subjects, with accreditation commonly being perceived as unnecessary in terms of gaining employment in this field.

3.1.2 For those aged 16-18, the offer for learning and work preparation can include:

- An Apprenticeship route for those with the potential to achieve a Level 2 qualification. With a preparatory route, ahead of a full Apprenticeship, it offers a range of starting points and can include Apprenticeships up to Level 3.
- A vocational qualification route for those seeking a more diverse learning opportunity or those who may not have the potential to achieve a full Apprenticeship framework, eg Diploma opportunities.
- For those in receipt of Jobseekers Allowance (JSA), often due to vulnerable status, work experience can be available for 2-8 weeks, extended to 12 where there is an offer of progression onto an Apprenticeship.

3.1.3 For those 18 and over, the offer is equally diverse but the pathways available to an individual are dependent on their status and eligibility. Those in receipt of an active benefit namely JSA or Employment Support Allowance, (ESA Work Support Group), will be expected to participate in one of the Get Britain Working Measures or if they remain workless they will receive a mandatory referral to the Work Programme.

- LCCol's '*Routeway to Work*' course is available prior to or as part of the DWP Work Programme. It offers 12 weeks of part time classroom based preparation for employment in a range of customer service occupations including Security, Hospitality, Retail and Call Centres at Level 1.
- For those closer to the labour market and not currently engaged in the Work Programme, a Sector Based Work Academy, SBWA could also be available. Lasting for 2-6 weeks a SBWA includes:
 - Pre employment training – vocational and/or generic employability skills
 - Work experience
 - A guaranteed interview

- 3.1.4 The IAG, individualised jobsearch support and signposting will offer personalised, complementary support to those engaged on learning provision within The Point but also provide drop in and by appointment support for those who require short term or specific one to one delivery. The joint expertise of JCP advisors, the National Careers Service and Employment and Skills staff will provide a comprehensive and quality service offer.
- 3.1.5 The key recruitment mechanism to date has been through Jobcentre Plus referral of customers 18 years plus to the Routeway and SBWA opportunities. These learning packages have been developed in response to identified needs, with particular input from South Leeds and Morley Jobcentres. The recruitment of young people is most manageable and effective through Leeds City College's established processes. The Point provides a local venue to those young people applying for mainstream vocational opportunities. It is anticipated that as the The Point becomes established it will develop gain recognition and improve its profile and the opportunities for referral and access for adults will open up further.
- 3.1.6 Since the facility became available on a full time basis at the end of July 2012 the first 12 week opportunity, Routeway to Security, has concluded. It recruited and retained 15 learners aged 18-55. 6 learners were from LS11, 5 from LS 27 and the remainder from LS 8, 15 and 12. All learners were referred by JCP and tracking employment outcomes for these learners is underway.
- 3.1.7 A Routeways to Retail opportunity and part of LCCol's Diploma in Retail commenced in late September. SBWA's are planned for two White Rose employers, Argos and Next with The Point being used as an interview facility for both.

3.2 Employer Engagement

- 3.2.1 In developing the employer focus, there has been considerable work undertaken along with Jobcentre Plus and Land Securities, to engage the White Rose employers.
- 3.2.2 Intelligence from Land Securities along with other stakeholders indicates that the successful engagement of employers will be a significant challenge. Aside from the general economic climate which has substantially impacted the volume and calibre of candidates for vacancies, White Rose vacancies hold an additional attraction in terms of accessibility, free parking and the compact, quality shopping experience from which employees can benefit. Employers experience no problem at all with recruitment. It is critical therefore, that in communicating the offer, the partnership focuses on:
- the local dimension,
 - potential improvements to staff retention due to the investment made by candidates prior to employment
 - employer influence of the learning offer and their opportunity to 'test out' employees
 - the fit with the national drive to realise a step change in the fortunes of out of work young people particularly, within our disadvantaged communities.

- 3.2.3 A number of employers have national accounts with JCP and so links are already established. The Point partnership and facilities are therefore able to enhance the recruitment support offer available to the employer, building on the success of established JCP 'products' such as SBWA's.
- 3.2.4 Additionally, there are Employment and Skills obligations attached to the current expansion of White Rose through the Section 106 agreement and the Employment Leeds team are working to ensure these are met. These obligations include jobs and work experience opportunities.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The Steering Group, involving a number of stakeholders, has led the work to develop The Point and the services to be offered from the centre. Work is ongoing through the Employment and Skills service and JCP to take forward the dialogue with the centre's employers and the Centre Manager to support current and ongoing recruitment and development needs.
- 4.1.2 Over 300 potential users of the centre were consulted during the summer linked to activity to promote the facility. Both young people and adults were asked what they would like to see offered at the centre.
- 4.1.3 The Executive Member for Leisure and Skills and Councillors Groves, Murray, Finnigan and Dawson were consulted on the proposed activity.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 The programme of activities at The Point is designed to re-engage young people and adults, many that are far from the labour market and disconnected from mainstream provision and support. The Point will increase the activities available to these groups and enable a broader range of provision with intensive support to attract marginalised young people.

4.3 Council policies and City Priorities

- 4.3.1 Increasing employment and raising skill levels amongst young people and adults is a key priority for the Council and its partners. The service offer at The Point contributes to the achievement of targets in both the Sustainable Economy & Culture and Children & Young People's City Priority Plans by increasing skills levels and the number of young people and adults in work and/or learning.

4.4 Resources and value for money

- 4.4.1 The centre is leased to the Council by Land Securities for learning uses on a peppercorn rent under the S106 planning obligation on the original development. Other costs are covered by partners through in-kind staffing support or a financial contribution. Leeds City Council's Employment and Skills and Children's Services

are meeting costs relating to marketing, ICT upgrades, refurbishment and utilities, maintenance, in the current financial year through existing approved budgets. Plans for sustainable financial arrangements beyond this are in development.

- 4.4.2 The learning offer delivered by Leeds City College is funded through the Education and Skills Funding Agencies as part of their dedicated budgets for the delivery of this provision.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 The decisions to establish The Point and align services have been administrative and therefore not subject to call in.
- 4.5.2 A Data Sharing Agreement has been developed and signed by all parties to enable the sharing of data to support joint working, referrals and signposting of customers and tracking outcomes to monitor the effectiveness of the provision.

4.6 Risk Management

- 4.6.1 An options appraisal was undertaken as a basis for consultation with key stakeholders including senior officers from Children's Services, Leeds City College and Jobcentre Plus. The risks associated with each option were carefully considered and have informed the delivery model.
- 4.6.2 Council officers have worked closely with partners to shape provision. The identification of barriers to participation and other risks associated with delivery and organisational performance have been part of the planning process. The Steering and Operational Groups considered how these risks will be addressed and managed along with the implementation of preventative and remedial actions where necessary.

5 Conclusions

- 5.1 The Point will, in part, be a satellite delivery location for the city's developing retail offer, the Retail Academy. The centre will offer a focused rather than exclusive retail skills and employment route. Although in the initial phases the focus will be on the successful recruitment to programmes within the Point, servicing on site and local employers, overtime there is an aspiration to extend the offer to other locations within the area for example the South Leeds Hub, in order to widen accessibility for other neighbourhoods. These locations would be used where employer recruitment needs and timescales require additional resources beyond the 15 learner capacity of The Point. .
- 5.2 Further development of the learning offer linked to employment opportunities is underway with plans to include an offer for pre 16 learners. Discussions are taking place with Education Business Partnerships to deliver their school and academy based programmes within The Point, maximizing the benefits of a 'real time' environment for learners. This will support work to demonstrate and promote the varied and exciting opportunities and progression routes available through a career retail.

- 5.3 The support of the Area Committee in promoting the opportunities outlined in the report and further identifying local community needs to further inform the development of activities at the centre. .

6 Recommendations

- 6.1 The Area Committee notes the content of this report.

Background documents¹

There are no background documents associated with this report

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

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Report of Head of Employment and Skills

Report to Inner South Area Committee

Date: Wednesday 21st November 2012

Subject: Employment and Skills Update 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

1. The report identifies some of the barriers faced by those seeking employment or training and points to the need to ensure services are aligned to ensure that there is effective support for individuals and efficient use of resources.
2. It report describes current activity to support local people into employment. It includes delivered and commissioned provision by the Council and its partners, local and national programmes

Recommendations

3. The Area Committee is asked to note the contents of this report.

1 Purpose of this report

- 1.1 To identify some of the challenges in engaging and supporting those adults and young people not in employment.
- 1.2 To outline key initiatives being taken forward by the Council in partnership with others to maximise opportunities for local people to secure employment.

2 Background information

- 2.1 Increased unemployment during the economic downturn and prolonged recession has disproportionately impacted on those neighbourhoods with the highest levels of claimants and in particular young people, leaving those groups furthest removed from the labour market potentially dependent on benefits for a longer period of time. Some neighbourhoods within Inner South have out-of-work benefit claimant rates well above the city average.
- 2.2 The area has higher JSA claimant rates than the city rate of 4.3%, ranging from 6.1% in City and Hunslet to 7.6% in Middleton and Beeston and Holbeck. Although these are below some of the city's wards with the highest rates (9.8% in Burmantofts and Richmond Hill), they are in the top ten. Of the 4236 people claiming JSA in the area, 1181, 28% are aged 16-24.
- 2.3 A range of national and local programmes have emerged to address unemployment amongst young people and adults, particularly those furthest from the labour market. However, despite a number of interventions, some of the highest rates of unemployment persist in some of the city's most deprived wards. Funding pressures and a commitment to develop a more coherent offer to meet a range of needs have led to a diverse and collaborative approach to implementing employment and skills strategies for the city.

3.0 Barriers to work and training

- 3.1 Many of the challenges faced by those seeking work are common across the city but disproportionately impact on those neighbourhoods where there are concentrations of vulnerable and marginalised groups. The barriers they face are not new, often a combination of organisational and circumstantial factors, for example employer recruitment practice; low skill levels/lack of recent work experience. Some of the most prevalent barriers are briefly summarised below:
- 3.2 **Low skills and qualification levels.** Data from the 2001 census shows that Inner South wards are within the lowest 6 within the city having between 42% -49% of people with no qualifications. Between 14%- 18% have a Level 1 as their highest qualification against a city average of 15.9%. Using customer profile information from the Council's Jobshops, over 50% of customers from the area are skilled at or below Level 1. Census data for those with ESOL needs is not sufficiently reflective of the current position given the demographic changes over time but clearly language remains a barrier to many jobseekers.

- 3.3 **Lack of recent work experience.** This often disproportionately affects young people and impacts their capacity to make realistic work choices, acquire references, learn specific work skills and establish a track record.
- 3.4 **Mobility.** The affordability of transport for those on benefits or low incomes can be problematic while seeking employment and attending training or accessing other support. The accessibility to transport is cited in some areas where individuals feel they are disadvantaged in accessing opportunities across the city. Mobility barriers are also often characterised by peoples' perceptions of and willingness to travel to work.
- 3.5 **Childcare.** Access to affordable local childcare during working hours and at the beginning and end of the school day can be problematic for many parents seeking work.
- 3.6 **Competitive selection.** The recruitment practices of many employers in a very competitive labour market has resulted in individuals being required to demonstrate a testing range of skills and personal qualities through applications, pre-selection processes and interviews. The need for efficiencies in dealing with very large volumes of applications and the opportunities afforded by the internet has seen a shift to on-line recruitment. In many cases, failure to successfully complete the initial on-line selection phase prohibits re-application to that employer for a period of time, commonly 6 months.
- 3.7 **Aspiration.** The absence of positive role models, negative perceptions of work prospects and consequently the value of learning/training often result in a rejection of available opportunities due to low aspiration. Unrealistic aspiration in terms of wages, the requirements of work and often terms and conditions can lead young people to choose less constructive pathways.

4.0 Working with Employers

- 4.1 The Council, and its partners, are taking forward a number of strategies to support young people and adults back into employment, taking account of the barriers identified above. These represent a combination of activities and detailed below are those activities which are employer focused.
- 4.2 The Council's Employment Leeds team is currently working with a number of businesses to meet their workforce development needs by investing in skills training to up-skills their existing workforce and recruit to fill skills gaps through local recruitment. Using intelligence from employers about their recruitment needs, processes and skills requirements, the service is able to design and deliver support programme for local people to access these opportunities. A recent example of this is the work Employment Leeds and Jobcentre Plus have undertaken with ASDA to support recruitment in Leeds and understand what this means for potential applicants to vacancies at the Middleton site. Another example is the work with Iceland where the company will be using the Council's Jobshop at Tunstall Road as its main recruitment base for its new Dewsbury Road outlet.
- 4.3 The Employment Leeds team works with key businesses in the City to ensure opportunities are made available to a wider range of communities than might

otherwise be the case. Employment and Skills Obligations placed on developers and contractors working with the Council are usually targeted to adjacent communities to ensure that the employment generating potential of the development or service provision benefits that community. Support is provided to recruit local labour, provide apprenticeship and work experience placements and support local business supply chains. Over 1,000 vacancies will be supported in the end use business on developments scheduled to commence trading next year. These will be made available to local communities through the network of learning and skills providers and other support organisations.

- 4.4 In November, the City Deal programme will enable the establishment of the Apprenticeship Training Agency, a limited company jointly owned by the Council and Leeds City College to support local employers, particularly small and medium enterprises (SME's) to benefit from the Government's increased investment in apprenticeships. The ATA will support small businesses that are unable to take the risk of directly employing an apprentice themselves, opening up a much larger group of businesses to the apprenticeship market. Given the large number of SME businesses in south Leeds, it has the potential to create additional apprenticeship places for young people to secure jobs and improve their skill levels.
- 4.5 The retail sector continues to play an important role in the local economy within Inner South and across the city. There is significant ongoing and planned investment in retail developments in both the city centre and in out-of-town sites that will create a significant number of job opportunities over the next few years. There are proposals for a refreshed Retail Academy, based on the National Retail Skills Sector model of a Skills Shop, tailored to the local economy. The new facility will accommodate a broad range of retail associated training services at all levels. This will be complementary to the provision offered at the Point at White Rose Shopping Centre.

5.0 Support to individuals and local communities

- 5.1 The Council delivers and commissions a range of activity to support people acquire skills and secure employment. The main delivered service is the Jobshop network. There are 2 full time Jobshops that serve the inner South area, Penny Hill and Tunstall Road Centre, both in City and Hunslet ward. There is also a sessional Jobshop service at St.George's Centre in Middleton operating a half day per week.
- 5.2 Jobshops offer a range of Information, Advice and Guidance services to customers by accredited staff. These include guidance and support on jobsearch, producing CVs, completing applications, information about job roles and the job market and signposting to other services. All customers have an induction on their first visit, to assess their needs and determine the support required to enable them to gain employment. Since January this year almost 2,000 individuals have registered at the Inner South Jobshops. In the same period, 400 Jobshop customers from this area have moved into employment and almost the same number have been referred to other organisations for additional support to become more job ready.
- 5.3 Members of the Jobcentre Plus Outreach Team have a sessional presence within Jobshops to complement the service offered by the Council. They work informally with customers to advise on in-work benefit calculations, work experience and

training options and prepare individuals who maybe required to attend health capability assessments. Specialist information is also provided for Lone Parents and those in receipt of health related benefits.

- 5.4 As part of the Government's Youth Contract, Leeds (alongside Bradford and Wakefield) has been awarded funding under the City Deal programme to deliver support to 16 and 17 year olds not into education, work, apprenticeships or training. This is in addition to the current work to support young people through targeted services. The Council has contracted delivery to a range of organisations that have a successful track record in delivering support to young people from a variety of backgrounds. The model focuses on a Key Worker approach to identify and engage those 16 and 17 year olds who require additional support to move into work or further learning. It is anticipated that the average length of stay on the programme will be 6 months. Individuals will be able to access mentoring support from businesses and take up work experience placements, enabling them to acquire references and get a real taste of the world of work. Delivery commenced in late September 2012.
- 5.5 The Council, as a local fund manager for the Skills Funding Agency, commissions activity from learning providers, primarily third sector organisations to deliver Community Learning. This is typically first step, term time provision within localities offering those aged 19 years plus an opportunity to develop skills and confidence. There is specific provision for those with learning difficulties and disabilities, mental health issues and other vulnerable groups. A significant amount of provision is focused on developing employability skills and provision is being planned to support some of the areas employment opportunities arising over the next year. The intelligence outlined in section 4 will inform programme planning to ensure that the design, availability, and location of support is aligned to maximise outcomes for local people. For example, provision will include support to prepare local residents to secure the skills and confidence required to progress through on-line recruitment and pre-selection processes. The service will work with its commissioned providers to ensure there is capacity to meet demand and respond to identified needs.
- 5.6 In addition to the above activity, the Council supports a range of targeted activity. Examples of this include: commissioned construction skills training providing a tailored programme of first steps engagement, employability training and work experience. The programme adds value by providing 'wrap-around' support to existing skills provision. The Council also supports provision specifically for BAME groups, offering accredited skills development, work experience placements and jobsearch support for those seeking work in a variety of sectors.

6.0 Partner Activity

- 6.1 Jobcentre Plus is the key agency charged by Government with supporting people back into work. All new benefit claimants are assessed by Jobcentre Plus Personal Advisers who refer individuals to a range of support measures dependant on their status and eligibility. In short there are two phases in the Jobcentre Plus 'Customer Journey', the Get Britain Working measures and for those still unsuccessful in securing employment, the Work Programme. Get Britain Working includes:

- Work Clubs - to encourage people to share skills and experience
- Work Together - a way of developing skills through volunteering
- Work Experience - to give people practical experience and access to recent references
- Enterprise Allowance - support and financial help for self-employment
- Sector Based Work Academies - linking work experience and skills training to real recruitment activity
- Mandatory Work Activity – targeted at those who continually fail to comply with the required job search activity

- 6.2 Work Clubs in Inner South are run by Health for All and Igen, operating from The Pavilion, Dewsbury Road, Belle Isle Family Centre, Middleton Family Centre, Holbeck Youth Centre, Roselund centre, Rothwell. Each session is available half a day per week and given they started in August and September, take up is currently low. Work Clubs compliment the Council's Jobshop delivery by locating in areas where there is no Jobshop presence and offering more informal provision for those who may require more intensive support ahead of accessing other mainstream services. The Council actively seeks opportunities to inform the roll out of Work Clubs to support intelligent mapping and aligned service delivery.
- 6.4 Work Clubs are established in response to needs identified by Jobcentre Plus or from within communities. Following a request, Jobcentre Plus will check with local networks to identify a partner and explore their potential for delivery. If successful, up to £10k is available to organisations for start up costs (eg ICT, other capital equipment etc) but there is no funding for ongoing expenditure. Where an organisation is able and willing to proceed, Jobcentre Plus can provide the final approval within 2/3 weeks.
- 6.5 Although there have been no Sector Based Work Academies based in the area this year, there have been two city centre based opportunities to which local eligible claimants will have been referred including MacDonaldis and Capita.
- 6.6 The Work Programme is delivered by two providers, Ingeus and Interserve (formerly BEST Ltd), both located within the city centre. Customers do not select their provider as referrals are mandatory and made on an alternate basis. The Work Programme provides a tailored approach to supporting individuals address any barriers and therefore the level, type and range of interventions vary according to individual need.
- 6.7 Data is not yet available on job outcomes from the above interventions. Although there are discussions in place around data sharing with Work Programme providers, performance information is not currently in the public domain.
- 6.8 In addition to the above activity the Department for Work and Pensions has commissioned a national support programme, with ESF funding, to support families. The contract focuses on supporting families or members of a family who are experiencing multiple barriers and to be eligible an individual in the family must be in receipt of work related benefits. The local delivery provider within the city is Pinnacle People. The training and support that is available for individuals is focussed on 4 Core Themes, Family, Lifestyle, Finance and volunteering and Work

solutions. Pinnacle deliver and signpost to a range of opportunities to develop vocational skills, confidence and motivation. They can also arrange work experience placements where appropriate. Pinnacle employ Life Coaches to work on a 1-1 basis with individuals visiting them at home if required. All individuals have their eligibility checked via Jobcentre Plus prior to referral to the programme.

7.0 Corporate Considerations

7.1 Consultation and Engagement

7.1.1 Consultation and engagement with a wide range of stakeholders has been an integral part of the development of current programmes to ensure they meet the needs of communities and businesses. These have included Jobcentre Plus, learning and skills providers from the third, public and private sectors and the Skills Funding Agency. The Council seeks regular feedback from its Jobshop customers and participants on employability and skills training programmes to ensure that their experience informs and shapes provision.

7.2 Equality and Diversity / Cohesion and Integration

7.2.1 There is a wide range of activity supporting young people and adults into work or further skills training. The targeted support is designed to reach those groups furthest from the labour market, experiencing multiple barriers and often disconnected from mainstream provision. The activities to engage and support employer recruitment will increase the number of opportunities available to communities.

7.2.2 Equality Impact assessments have been undertaken and inform individual programmes. It is not appropriate to include a comprehensive and detailed list of individual projects within the headline initiatives detailed in this report. However it should be noted that there is a range of support targeted at specific groups facing particular barriers to work including BAME groups, women, those with health issues or disabilities and other vulnerable groups.

7.3 Council policies and City Priorities

7.3.1 Increasing employment and raising skill levels amongst young people and adults is a key priority for the Council and its partners. The range of initiatives delivered by partners contributes to the achievement of targets in both the Sustainable Economy and Culture and the Children's and Young People's City Priority Plans by increasing skills levels and the number of young people and adults in work and or learning.

7.4 Resources and value for money

7.4.1 The resource for this range of interventions comes from a variety of agencies. Collaborative working with partners ensures added value remains key within existing and any planned programmes.

7.5 Legal Implications, Access to Information and Call In

7.5.1 There are no legal implications or decisions required.

7.6 Risk Management

- 7.6.1 Risk assessments have been undertaken as necessary for individual programmes. Consideration of sustainability issues is ongoing.

8.0 Conclusions

8.1 The range of interventions in support of businesses, local communities and particularly those groups of young people and adults furthest from the labour market is complex. Given the economic challenges, the implementation of the Government's welfare reforms and the entrenched nature of unemployment in some of the city's most disadvantaged communities effective collaboration with partners is critical. There is an ongoing commitment to ensure Council activity and that of its partners is aligned to ensure the best use of resources and outcomes for local people.

8.2 Members may wish to consider, in their role as community leaders, how they can support the employment and skills agenda locally and:

- identify local networks / groups that could support a work club so that we can link them to Jobcentre Plus for further information and support
- support the drive to increase the number of young people accessing apprenticeships and businesses offering apprenticeship posts by disseminating information to local people and businesses to identify local business networks / forums which may benefit from the services offered by Employment Leeds
- be aware of the changing recruitment and selection practices used by employers and disseminate information when available on local learning opportunities particularly those we are now putting together on ICT / on line recruitment and selection processes so that local people are aware and prepared to take advantage of forthcoming job opportunities
- feed information/ ideas through to the Employment and Skills Board on how we can best support local residents and ensure programmes and initiatives continue to meet their needs

Information to support the above activity is contained in the appendices and the following link to the Employment and Skills section on the Council's web pages.
www.leeds.gov.uk/employmentleeds

9.0 Recommendations

9.1 The Area Committee is asked to note the contents of this report.

Background documents¹

There are no background documents associated with this report

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



Report author: Gavin Forster
Tel: 74310

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

Report to South Leeds (Inner) Area Committee

Date: Wednesday 21st November 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

3.3.1 Community Safety ringfencing

3.3.2 Members approved an allocation of £1800 for Trading Standards to develop three No Cold Calling Zones during 2012/13. However, there have been a number of factors that have impacted on the delivery of the project. The staff team supporting the zones has halved in size over the last year and the number of zones they manage has increased from 17 to 80. The zones are an initiative that Trading Standards do not receive funding to manage – the funding from Area Committees or similar organisations only covers the cost of materials – therefore their delivery has to be prioritised alongside their funded projects. Trading Standards are in the process of delivering zones that have already been approved by the Outer South Area Committee prior to the proposal coming to Inner South. There have been delays in progressing these as match funding was being pursued from Aire Valley Homes. The limited capacity of officers to progress the Outer South scheme has had a knock on effect on the development of a similar project for Inner South.

3.3.3 Trading Standards are therefore proposing changes to the way in which zones are set up to reflect their reduced capacity in managing them. A protocol is being drafted that will outline these changes. They will still be able to offer workshops and training though will require a much greater commitment from communities or partner agencies to co-ordinate their development. In light of these changes, it is proposed that the allocation for 2012/13 is withdrawn and brought back into the wellbeing pot. Officers will review the scheme in Outer South and the Trading Standards protocol for delivery of the zones. Subject to this being satisfactory, there may then be scope to explore further work to develop schemes in Inner South during 2013/14. Members are asked to approve this approach.

3.4 Community Safety 2013/14

3.4.1 Members are asked to consider ringfencing an amount of money for community safety activity during 2013/14 of £17,452. The Inner South Area Committee has in previous years allocated amounts of funding to support community safety activity. The allocation in 2011/12 was £15,000 and in 2012/13 it was £27,000 to be split across all three wards.

3.4.2 The progress of projects supported by this funding have been shared with the Area Committee via wellbeing and Summary of Key Work reports.

3.4.3 The projects funded during 2012/13 and recommendations for future funding are shown in the table below

Project Summary Information	Amount allocated and start/end dates	Proposal for 2013/14	Proposed allocation for 2013/14
<p>Off Road Bikes <i>West Yorkshire Police</i> Aim of the project to reduce ASB caused by nuisance motorbikes by funding the hire of two off road bikes for use by WYP Traffic Officers</p>	<p>£3952 Sept 2012 to Sept 2013</p>	<p>Continue to fund This project commenced in 2011/12 and has delivered positive results that have been supported by Members. Officers will continue dialogue with the police and Members to assess the need and outcomes of the project. Subject to those conversations being satisfactory, the recommendation is to continue to fund the project.</p>	£3952
<p>Victims Fund <i>Victim Support</i> Aim of the project to provide low level target hardening to residents in Inner South experiencing ASB.</p>	<p>£2500 Ongoing</p>	<p>Continue to fund This project commenced in 2011/12 and has delivered positive results that have been supported by Members. Officers will continue dialogue with the Victim Support and Members to assess the need and outcomes of the project. Subject to those conversations being satisfactory, the recommendation is to continue to fund the project.</p>	£2500
<p>Crime and Grime projects <i>Leeds Community Safety</i></p>	£4118	<p>No further funding The strategic nature of the Crime and Grime group has meant that it has not developed any specific projects to be funded. It has also gone through a period of transition during the last 12 months. The ACSC will continue to promote the wellbeing fund to partner agencies via the Crime and Grime group in order that projects may be developed during the year. In light of this change in approach, it is proposed this is not included in the ringfenced amount for 2013/14.</p>	NIL
<p>Domestic Violence Education and Support Project <i>Women's Health Matters</i></p>	£8000 revenue	<p>Continue to fund In order to successful establish a group for the benefit of women in Inner South Leeds, WHM has carried out an extensive amount of networking to promote the project to partner agencies. The</p>	£8000

To offer group work support to women who are or have experienced domestic violence who are living in Inner South Leeds		sensitive nature of the issue being addressed requires a high level of trust in those providing the support and between those making referrals. This has taken time and is starting to bring positive results. However, as Welfare Reform continues, the burden is likely to be felt most keenly in families where tensions already exist. Therefore it is important to continue to support this area of work. As Public Health moves to the Local Authority, there may be opportunities for them to maintain support for the group from 2014. Discussions are ongoing to pursue this option. It is recommended that the Area Committee continues to fund this project for a further year.	
Education and Awareness project around alcohol misuse for young girls <i>Getaway Girls</i>	£6630	No further funding This project has been successfully delivered. Getaway Girls have been invited to submit an application to the Children and Young People's Group for funding of activity. It is recommended that this project is removed from the community safety allocation.	NIL
No Cold Calling Zones <i>West Yorkshire Trading Standards</i>	£1800 September 2012 to March 2013	No further funding Due to changes in the capacity of Trading Standards affecting their ability to support cold calling zones this project has been shelved for 2012/13. It is recommended that further work is done to assess the impact of the schemes delivered in Outer South, to determine the capacity to delivery and if appropriate to submit an application to the general pot.	NIL
NPT projects	No allocation during 2012/13	In previous years, NPTs have successfully delivered projects to address emerging community safety concerns. It is recommended that an amount of funding is ringfenced in order to allow them to respond positively to rising or emerging issues throughout the year.	£3000
Total	27,000		17,452

3.5 Children & Young People's Working Group

3.5.1 The table below shows the breakdown requested at the September meeting, of the £60,000 allocated to Children & Young people. Members are reminded that this funding was allocated prior to the development of the current commissioning process

Total Budget £60,000				
Scheme	Costs	B&H	C&H	MP
YS Summer Programme	£3,928.00	£2,078.00	£1,850.00	
YS Young people First	£15,390.00	£9,128.00	£6,262.00	
St Lukes Cares	£28,301.00	£9,282.00	£10,868.00	£8,151.00
Friday Night project	£5,000.00			£5,000.00
Totals	£52,619.00	£20,488.00	£18,980.00	£13,151.00

3.5.2 The balances will be taken in to account as part of the Children & Young peoples commissioning 2013/14 described below.

3.6 Underspends on budgets

3.6.1 Members will recall that at the last meeting current underspends on a number of budgets were highlighted

3.6.2 It is suggested that around £15,000.00 of these underspends could be included as part of the ringfence for CYP projects in 2013/14. The current balances are as follows:

	Total budget Allocated	Current spend	Underspend	B&H	C&H	MP
Small grants	£15,000.00	£5,567.00	£9,433.00	£5,233.00	£1,975.00	£2,225.00
Skips	£3,500.00	£900.00	£2,600.00	£1150.00	£560.00	£890.00
Communications budget	£3,000.00	£665.00	£2,335.00	£805.00	£1000.00	£530.00
Community safety	£27,000.00	£22,882.00	£4,118.00	£1,372.66	£1,372.67	£1,372.67
Children & Young people	£60,000.00	£52,619.00	£7,381.00	-£488.00	£1,020.00	£6,849.00
Total	£108,500	£82,633.00	£25,867.00	£8,072.66	£5,927.67	£11,866.67

3.6.3 Further details of the breakdown of the £130,000.00 will be provided at the January meeting along with the recommendations from the CYP working group.

3.6.4 Prior to the January meeting officers will discuss individual ward breakdowns with ward Members.

3.7 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	£83,654.36	£90,342.80	£45,340.25
variations	-£760.41	-£162.91		-£597.50
Available Budget	£443,097.00	£158,331.45	£165,182.80	£119,582.75
Projects carried forward form 2011/12	£113,368.54	£39,866.51	£39,544.49	£33,957.54
Available budget for 2012/13	£329,728.46	£118,464.94	£125,638.31	£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	£9,373.00	£2,943.00	£3,610.00	£2,776.00
South Leeds Life	£9,000.00	£3,000.00	£3,000.00	£3,000.00
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		
Hamara - Enhance learning & employment	£12,370.00		£12,370.00	
Market place events	£3,000.00	£1,000.00	£1,000.00	£1,000.00
Atha Street Bollards	£790.00	£790.00		
2012/13 projects approved	£200,019.58	£70,817.91	£69,092.67	£60,856.00
Total remaining balance 2012/13	£128,961.88	£47,637.03	£56,545.64	£24,769.21

3.8 Small grants criteria 2013/14

3.8.1 Small grants have been offered to local community groups since 2004. They have allowed for a range of local community led projects to be delivered.

3.8.2 With introduction of Community First and other funding sources there are now alternatives to this pot.

3.8.3 With the reduced level of applications for grants in the last year it is an opportunity for members to discuss the criteria for this ringfence for the new financial year.

3.8.4 The current criteria states the following:

- A maximum of 1 grant per year per organisation
- Limited to a maximum of £500 (unless covering a number of wards then it is limited to £1,000)
- Applicants must be community led organisations
- Schools and LCC departments are not eligible
- Each application is assessed based on its value for money and appropriateness
- Can be used for running expenses

3.8.5 Members are asked to discuss these criteria and suggest any changes for the 2013/14 financial year.

3.9 Skips Criteria 2013/14

3.9.1 In a similar way to small grants the skips budget has been in place for some years supporting community clean ups.

3.9.2 The current criteria states the following:

- A maximum of 1 skip per year per organisation, unless on a partnership project with match funded skips from Aire Valley Homes Leeds.
- Individuals are not eligible to apply, the scheme must be as part of an organised clean up.

3.9.3 Members are asked to discuss these criteria and suggest any changes for the 2013/14 financial year.

3.10 Capital funding available for 2010/11

3.10.1 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**

3.10.2 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

3.10.3 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 seven weeks before an Area Committee to allow officers to appropriately scrutinise schemes and confirm that they adequately meet the priorities set out as part of the Area Committee Business plan. This scrutiny may involve discussion at appropriate working groups and with relevant partner agencies to make sure that the projects presented to Members have all of the necessary information to allow decisions to be made.

4.3 Members are asked to consider the following projects:

4.4 Project Summary: Middleton Park Ward Bins
Name of Group or Organisation: South East Area Support Team
Total Project Cost: £7,000
Amount proposed from Well Being Budget 2012/2013: £7,000
Wards Covered: Middleton Park

The proposal is to install 22 litterbins in Middleton Park ward specifically placed in locations which suffer from problems relating to littering. Members have already chosen the locations to best address the needs. The Locality team have been involved in the discussions with regards to emptying etc.

This scheme supports the Inner South Area Committee Business plan through the following priority:

'Neighbourhoods in Inner South are clean and attractive'

5.0 Small Grants Approvals

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

Project	Delivery organisation	Ward	£
Skelton Grange Environment Centre Open Day 2012	Friends of Skelton Grange	C&H	500
St Andrews Pantomime Group	Beauty & The Beast Pantomime	B&H	500

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

There are no background documents associated with this report

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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Inner South Wellbeing Budget 2010 - 2012

Allocation	2012 / 2013		B&H	C&H	MP
	£	£			
	£ 224,520.00	£ 74,840.00	£ 74,840.00	£ 74,840.00	£ 74,840.00
	£ 219,337.41	£ 83,654.36	£ 90,342.80	£ 45,340.25	
middleton elderley	-£ 597.50				-£ 597.50
kidz club remaining balance	-£ 162.91	-£ 162.91			
Cottingley Health & Wellbeing Remaining Balance					
TOTAL	£ 443,097.00	£ 158,331.45	£ 165,182.80	£ 119,582.75	

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	2,250.00	£2,250.00
Kidz Klub	IS-11-10	162.91	£1,955.38
Community Safety	IS-11-17a	5,000.00	
Friday Night Project	IS-11-30	1,500.00	
TOTAL		£ 8,939.41	£ 27,751.06

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		8,017.22	8982.78		£ 5,500.00	£ 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	£ 10,326.67	£ 10,326.66	
IS-11-33 MEA Outreach worker 2012/13		2,838.48	3135.52					£ 5,974.00	
IS-10-13 HW Middleton Ederley Care			192.50					£ 192.50	
IS-11-06 Cottingley Health and Wellbeing			518.38		£ 518.38				
IS-11-17bCommunity 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		14,150.50	14,150.50		£9,282.00		£10,868.00		£8,151.00
TOTAL		£ 73,132.26	£ 39,169.00		£38,799.99		£39,544.49		£33,956.78

Inner South Wellbeing Budget
2010 - 2012

		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	£ 112,301.26	£38,799.99	£39,544.49	£33,956.78	£ 39,169.00	£ 73,132.26	£ -
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	£ 4,307.00		£ 10,693.00
Skips To provide skips for community use.	South East Area Support Team	£ 3,500.00	£ 1,500.00	£ 1,000.00	£ 1,000.00	£ 620.00	£ 80.00	£ 2,800.00
Communications Budget Budget to enable effective communication and consultation on Area Committee issues in the Outer South.	South East Area Support Team	£ 3,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 978.15	£ 278.50	£ 1,743.35
Festivals 2012/13 Funding to support the community festivals in 2012	South East Area Support Team	£ 17,000.00	£ 5,500.00	£ 5,500.00	£ 6,000.00			£ 17,000.00
Environmental budget To support environmental initiatives to target issues	South East Area Support Team	£ 3,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00			£ 3,000.00
Community Safety Budget To support NPT to deliver community safety initiatives	South East Area Support Team	£ 27,000.00	£ 9,000.00	£ 9,000.00	£ 9,000.00		£ 18,224.00	£ 8,776.00
Children and Young People Sub Group	Inner South Children & Young People's	£ 60,000.00	£ 20,000.00	£ 20,000.00	£ 20,000.00		£ 19,318.00	£ 40,682.00

		2012/2013 Revenue Costs						
Project	Delivery Organisation	Approved	B&H	C&H	MP	Actual	Committed	Balance
	Strong People's Sub-group							
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		£ -
Bads in the Park / Dog Show (additional fund	Friends of Cross Flatt	£ 300.00	£ 150.00	£ 150.00			£ 300.00	£ -
Middleton Craft, Flower and Produce show (additional funding)	Friends of Middleton F	£ 2,080.00			£ 2,080.00		£ 2,080.00	£ -
Neighbourhood Woker	HFA	£ 13,601.58	£ 13,601.58					£ 13,601.58
Middleton & Belle Isle Christmas Lights	Leeds Lights	£ 6,000.00			£ 6,000.00			£ 6,000.00

Project	Delivery Organisation	2012/2013 Revenue Costs							Balance
		Approved	B&H	C&H	MP	Actual	Committed	Balance	
Middleton Gala	SLAST	£ 5,000.00			£ 5,000.00	£3,402.40	£476.83	£ 1,120.77	
Cottingley NIP	SLAST	£ 3,000.00	£ 3,000.00					£ 3,000.00	
Enhance Learning and Employability		£ 12,370.00		£ 12,370.00			£12,370.00	£ -	
Market Place Event		£ 3,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00			£ 3,000.00	
Atha Street Bollards		£ 790.00	£ 790.00				790	£ -	
TOTAL	Projects agreed	£ 313,110.84	£ 109,632.90	£ 108,650.16	£ 94,827.78	£ 48,976.55	£ 152,717.59	£ 111,416.70	
	Balance	£ 129,986.16	£48,698.55	£56,532.64	£24,754.97				

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Report author: Gavin Forster
Tel: 2474310

Report of Area Leader – South East Leeds

Report to South Leeds (Inner) Area Committee

Date: Wednesday 21st November 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.

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 Meetings

- 3.1.1 The minutes from the meeting held on 13th July 2012 are attached at **Appendix 1**.
- 3.1.2 Minutes from the 11th September 2012 meeting were approved at the meeting on 2nd November 2012 and are attached at **Appendix 2**.
- 3.1.3 The minutes of the meeting held on the 2nd November will be approved at the 10th January 2013 and presented to a future Area Committee meeting.

3.2 Area Committees role in Neighbourhood Planning

- 3.2.1 At the meeting on the 2nd November Area Chairs discussed the role of Area Committees in the developments of Neighbourhood Planning.
- 3.2.2 Neighbourhood planning is part of the Localism Act and is a key part of local decision making procedures.
- 3.2.3 Members will be aware of the pilot scheme running in Holbeck that is updated in this report on a regular basis, further Neighbourhood Plans could arise in Inner South in the future if this pilot is successful.
- 3.2.4 With this potential for more plans being developed in the future, members are asked to note **Appendix 3** which is a discussion paper presented to the last Area Chairs meeting around the role of Area Committees in the process of Neighbourhood Planning.

4.0 Updates by theme: Children & Families

4.1 Children & Young People's Sub-group

- 4.2 At the September Area Committee, members approved the ringfencing of £130,000 for projects in 2013/14, this includes some spend this financial year and some out of next to ensure an effective spend profile.
- 4.3 Work has been ongoing to further develop the criteria and timescales to implement an effective Wellbeing funding application process for 2013/14. Application were requested

to be submitted by the 15th October, of which 19 were received. This deadline allows the schemes to be discussed by the Children & Young Peoples working group and subsequently submitted to the January Area Committee for ratification.

- 4.4 The schemes will be judged on their merits based on the needs identified by the applicant and how joined up and cost efficient the schemes are at delivery. Priority areas will be taken in to account and also existing provision.
- 4.5 The last meeting of the group took place on the 19th November which involved the discussions around the submitted applications. The results of this meeting will be submitted to the January Area Committee as part of the wellbeing report for final approval.

5.0 Updates by theme: Safer Stronger Communities Board

5.1 Inner South Environmental Sub-Group

5.1.1 The last meeting of the group took place on the 15th October, the minutes of which were to be approved at the next meeting.

5.1.2 Discussions at the October meeting included:

- Service Performance
 - o Manual mechanical cleaning
 - o Flytip removal
 - o Full litter bin emptying
 - o Enforcement activity
- SLA2 delivery of priorities
 - o Review mechanical cleansing blocks
 - o Actions on specific ward priorities, including land and ginnels

5.1.3 The minutes of the April meeting have previously been presented to members as part of this report.

5.2 Community Safety

5.2.1 The South Leeds Crime and Grime Partnership has its first meeting on 20th September and confirmed the new arrangements as outlined to Members in the Community Safety Report at their September Area Committee. The November meeting of the South Leeds Crime and Grime Partnership will be approving the final version of the Action Plan for 2012-13. This will be circulated to Members by email. The plan brings together the local delivery of the following Safer Leeds and environmental priorities:

- Reducing crime and its impact across Leeds
- Effectively tackling and reducing ASB in our communities

- Improving safeguarding and reducing vulnerability for individuals, families and communities
- Ensuring that local neighbourhoods are clean
- Increasing a sense of belonging that builds cohesive and harmonious communities

and locally agreed priorities as follows:

- Reducing the levels of metal theft
- Reducing ASB in Beeston Hill
- Reducing the impact of prostitution on individuals and communities in Holbeck
- Improving access to shared environmental intelligence
- Developing a joined up approach to address the issues around dog fouling
- Managing the impact of illegal traveller encampments in communities
- Responding to young people's concerns about their environments

5.2.3 The Inner South Area Committee will continue to be represented on the Crime and Grime Partnership by its Environmental Champion (Cllr Adam Ogilvie) and Community Safety Champion (Cllr Kim Groves).

5.2.4 Further to a request at the September Area Committee a report into the levels of, issues around and responses to domestic violence in Inner South Leeds is being prepared and will be presented to Members at a future meeting of the Area Committee. Members are aware that wellbeing funding has been granted to Women's Health Matters (WHM) to set up and run a support group in Inner South Leeds for women who have or are experiencing domestic violence. WHM have been building networks with a range of services across Inner South in order to generate referrals to the group. This includes presentations to the Clusters, the police Safeguarding team, Children's Centres, members of the Domestic Violence MARAC meeting and other service providers who work with women in a range of settings. Whilst the numbers of women attending the group is fairly low currently, this is to be expected for groups dealing with this highly sensitive issue. The networking with services will build trust and lead to an increase in women accessing support and ultimately improving their safety. WHM are available to present their work at a future Area Committee if Members feel this would be helpful.

6.0 Updates by theme: Health and Wellbeing

6.1 Niche Tobacco

6.1.1 NHS Leeds in partnership with Leeds City Council Adult Social Care have jointly funded a project to raise awareness of the harmful effects of using niche tobacco products such as Shisha (waterpipe) and chewing products (e.g:Paan). The project aims to undertake targeted work within Beeston, Harehills and Hyde Park/Burley, all of which are neighbourhoods with higher concentrations of South Asian communities.

6.1.2 Programme of work is to include:

- Train the trainer sessions to support frontline staff to understand the issues so that they can pass on knowledge and raise awareness of the dangers of niche tobacco use

- The provision of promotional materials to be located in key venues, such as GP practices, dentists, community organisations
- Additional cessation support from Leeds Stop Smoking Services
- Intelligence information to support the development of a niche tobacco health needs assessment by Public Health
- Multi Agency Enforcement activity

The programme of work will begin in December 2012 and run for 12 months.

6.1.3 The business case report on this project is attached as **Appendix 4** and outlines the background to this project and will be presented to the Beeston, Holbeck & Hunslet NIB.

6.2 Volunteer Health Champions

6.2.1 NHS Leeds has funded a project to recruit and support a group of volunteer health champions within the Inner South area of the city. The work will initially take place within Cottingley and will link to the current programme of work taking place in this area to build on community development and infrastructure. Officers from Leeds City Council and NHS Leeds will work alongside Health for All to recruit, train and support the community volunteers with the aim of them using their life experience, understanding and position of influence to help their friends, families, neighbours, communities and work colleagues lead healthier lives.

6.3 Health & Wellbeing Partnership

6.3.1 The approved minutes from the 27th July meeting minutes are attached as Appendix 5. for comment.

6.3.2 The South East Health and Well being partnership last met on the 4th October 2012, the minutes are attached as **Appendix 6**.

7.0 **Updates by theme: Housing & Regeneration**

7.1 Holbeck Phases 1, 2 and 3 Clearance Areas

7.1.1 The Council is currently considering a range of options for the redevelopment of this site.

7.2 Beverleys Housing Development

7.2.1 Due to the severe weather problems in June/July and August, the handover of the completed site has been delayed. The formal handover of the completed site will now take place mid November 2012. The Council, Chevin HA and Unity HA will be organising a Completion Event, provisionally scheduled for November/ December 2012.

7.2.2 All the 28 social rented properties have been advertised in the Leeds Homes Flyer and all the properties have been let or pre-allocated. Nine properties are now occupied. The 27 shared ownership properties have also been advertised in the Leeds Homes Flyers and with Whitegates Estate Agents on Dewsbury Road. To date, 21 applicants have applied to purchase these properties and 9 have been sold. A Local Lettings policy was

devised for the Beverleys and preference was given to 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

7.3 Garnets Housing Area

Demolition

- 7.3.1 Formal Approval authorising expenditure to complete the demolition of the last 2 blocks containing 37 – 51 Garnet Grove and 38 – 52 Garnet Terrace was obtained on 18th September 2012. It is anticipated that demolition will commence from the beginning of November 2012 and will be completed in mid December 2012. Letters will be delivered to the neighbouring residents advising them of the exact dates, once confirmation has been received from the Council's Property Management Services.

Refurbishment.

- 7.3.2 The refurbishment works on 66 & 72 Garnet Terrace and 64, 66, 69 & 71 Garnet Grove have now been completed by AVHL and these properties have now been let or pre-allocated. Leeds Federated Housing Association have started refurbishment works to their properties at 63 and 67 Garnet Place, and 65,67 and 68 Garnet Grove on 24th September 2012. They anticipate that the works will be completed by March 2013 and the properties subsequently relet.
- 7.3.3 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 anticipated that all the Council owned empty properties within these blocks will be refurbished and brought back in to use during the current financial year.

7.4 Middleton Housing Development Sites 1,2,3, Intake View and Middleton Park Road

- 7.4.1 The Planning Application submitted by Sanctuary Housing was approved on the 1st October and the accompany S106 agreement has now been completed. The transfer of the land from the Council to Sanctuary is now progressing. Keepmoat who are Sanctuary's contractor have agreed to support small scale local community projects and Sanctuary are open to suggestions for any possible beneficiaries. Keepmoat are seeking to undertake some early work to divert utilities over the course of the autumn and will subject to the land transfer commence construction of the new properties in the new year.

7.5 Middleton and Belle Isle Neighbourhood Framework

- 7.5.1 The initial ideas proposed for inclusion within the Neighbourhood Framework have been shared with ward members and the Middleton and Belle Isle Neighbourhood Improvement Board. Wider stakeholder and community engagement to seek views about the area and some of the possible opportunities is to take place in early November before further consultation on the proposals in December and January. The framework will then be presented to Planning Board for approval. The framework will inform future

development proposals and be used as a material consideration by planning services when determining planning applications.

7.6 Beeston Hill & Holbeck PFI

- 7.6.1 Sustainable Communities for Leeds (sc4L) is the preferred bidder set to undertake large scale housing regeneration in Beeston Hill & Holbeck. The refurbishment of existing properties and environmental improvements will be carried out in the first three years of the contract. The new build housing will take four years to complete.
- 7.6.2 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.
- 7.6.3 Further updates on timescales for these events will be provided at the next meeting of the Area Committee.

8 **Integrated Locality working**

8.1 Beeston, Holbeck & Hunslet Neighbourhood Improvement Board

- 8.1.1 The most recent meeting of the board took place on the 10th September 2012, the minutes of the meeting will be presented to a future meeting.
- 8.1.2 The minutes of the previous meeting on the 29th June are attached for members comments as **Appendix 8**.

8.2 Belle Isle & Middleton Neighbourhood Improvement Board

- 8.2.1 The last meeting of the Neighbourhood Improvement Board was held on the 4th September 2012. The minutes of the meeting will be presented to members at a future Area Committee meeting.
- 8.2.2 The next meeting of the board is planned for 4th December 2012.

8.3 Cottingley Neighbourhood Improvement Plan

- 8.3.1 The latest meeting of the NIP took place on the 12th October 2012, the minutes are attached for information along with the minutes of the 7th September 2012. (**Appendix 9 & 10**)
- 8.3.2 The current NIP action plan is attached as **Appendix 11**.

8.4 Cottingley Recycling Project

- 8.4.1 With the ongoing work focused on the recycling scheme, developments have been made around a protocol with regards to refuse collection. This document outlines the expectations of support from both the community and services in this area of work. A copy of the protocol is presented as **Appendix 12**.

8.4.2 Progress has been made on the pilot community recycling scheme on the Cottingley estate. The following has taken place since the last update to members:

- Communications documents and letters produced, printed and delivered
- 05/09/2012 - All addresses in pilot zone 'door knocked' with assistance from AVHL – spoke to 27 households
- All addresses leafleted and TRAC Facebook group used to promote information session
- 26/09/2012 - Information and Q & A session held at primary school, approx 12 further residents attended.
- 12/10/2012 – Visit to resident concerned about bin location with Councillor and AVHL TMOs
- This communications period reached all residents with feedback from around 35%.
- Consultation has taken place with service managers and crews have been advised of the pending changes.

8.4.3 The next stages in the implementation process are as follows:

- Consultation is due to take place with bin crews and supervisors as well as unions and health and safety on site
- 2 x recycling site locations where residents have raised objections to be reviewed
- Highways to be instructed to carry out necessary works

8.4.4 Further updates to the area committee will be provided at significant milestones, Ward members will be updated at their ward based briefings.

- Communications were very successful and are the key milestone to report
- The majority of feedback has been positive with residents very keen on an improvement to their current service for both recycling and residual waste.

9.0 Localism

9.1 Neighbourhood Planning Front Runners Pilot

9.1.1 Forum representatives attended a walkabout held on the 16th September to identify the good and less good features of the area, identify improvements and to consider the boundaries of the neighbourhood plan.

9.1.2 Community members from Holbeck attended a citywide event about neighbourhood planning, which was held at Leeds Civic Hall. One of the Holbeck residents gave a presentation about the Holbeck Neighbourhood Plan. The representatives from DCLG attended a walkabout of Holbeck to understand the area and its issues at first hand in the afternoon prior to the evening event.

9.1.3 The neighbourhood forum met on the 25th October, details of the meeting will be circulated to members in due course. Residents and representatives of various organisations and Elected Members signed up to membership of the Forum. The

meeting decided the proposed Holbeck Neighbourhood Area – most of this is in Beeston & Holbeck Ward with a small part in City & Hunslet Ward. An application to designate this the Holbeck Neighbourhood Area will then be made to the Council. The Council will then advertise the proposed boundary and there will be a six week period during which representations can be made. Officers will then consider any representations that have been made along with any planning issues and prepare a report for the Chair of the Inner South Area Committee and local Ward Members to consider.

9.1.4 A support group continues to meet to support and guide the Holbeck work. The acting chair of the Forum is being provided with continuing support by LCC Officers

9.2 Community First updates

9.2.1 Since Members were last updated on the progress of the Community First Panels, the groups have met again and recommended further schemes. **Appendix 13** outlines the projects recommended thus far.

10.0 Corporate Considerations

10.1 Consultation and Engagement

10.1.1 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.

10.2 Equality and Diversity / Cohesion and Integration

10.2.1 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.

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

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

10.3 Council Policies and City Priorities

10.3.1 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

10.4 Resources and Value for Money

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

10.5 Legal Implications, Access to Information and Call In

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

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

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

10.6 Risk Management

10.6.1 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.

11 Conclusions

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

12 Recommendations

12.1 The Area Committee is asked to:

- a) note the contents of the report and make comment as appropriate.

Background documents¹

There are no background papers associated with this report

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.

**Area Chairs Forum
Friday 13th July 2012
Committee Room 3, Civic Hall**

Attendance:

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

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

Minutes: S. Warbis

Attending for specific items: Steve Carey, Lelir Yeung, Cllr Blake, Cllr Dowson

Item	Description	Action
1.0	Apologies	
1.1	Cllr A McKenna, Cllr J McKenna, Cllr Wadsworth, Jane Maxwell, Beth Logan	
2.0	Minutes and Matters Arising	
2.1	The minutes of the previous Area Chairs Forum meeting on 12 th March 2012 were agreed as an accurate record.	
2.2	<u>6.13 of previous minutes – Apprenticeships</u> North East outer will be looking at the apprentice option at their meeting in September and if proceeding will be looking to take on someone living in their area. South Inner, while supporting the idea of apprentices have reservations over whether wellbeing money is the most appropriate way to fund posts. South Inner will be revisiting in September but looking at options for the following financial year. Outer West are doubtful they have funding for this year but will be looking at the options for 2012/13. East Inner are looking to directly support a NEET in their area and see this as part of a wider programme for apprentices involving the ALMO. It was clarified that in the option being proposed to Area Committees the apprentice post would be managed by officers in the Area Teams but would gain experience through placements with other partners such as the police. It was re-emphasised that Area Committee involvement in supporting apprentices would show their commitment to the council wide ambitions for apprentices.	
3.0	Area Chairs Forum Terms of Reference	
3.1	Draft terms of reference were brought to the meeting and were adopted by the forum.	
4.0	Update on Presupposing for Welfare Reforms	
4.1	Steve Carey, Chief Revenues and Benefits Officer, attended and brought a report to provide an update on the implementation of the Government's Welfare Reforms and the approach being taken in Leeds to address the issues caused by the reforms.	
4.2	The focus has been on preparing for the reforms at a local level and looking at what we can do as an authority to help those most vulnerable to the impact of the reforms. There has been targeting of advice to people who we know will be affected through mail shots and followed up by visits.	

4.3	The view has been taken to inform people of what the likely impact will be now, although the implications will not take effect for another 8 months in some cases. General information has been displayed in One Stop Centres, GP surgeries, Libraries etc.	
4.4	Voluntary Sector organisations have been briefed on the impact of the reforms and work has also been carried out amongst clusters and head-teachers forum and other organisations that will have contact with vulnerable groups.	
4.5	There will however be groups of people for who it is more difficult to predict the implications of the reforms, and other groups for who it is harder to get information to. There is therefore a need to involve the Area Support Teams and Area Committees to identify these groups and assist in getting advice and information to them.	
4.6	It is anticipated that the introduction of Universal Credit will lead to problems including access to online systems and support, and payments being made in arrears, including those to cover rent. The Department of Work and Pensions (DWP) is looking at providing support in exceptions which may include rent support going straight to landlords in some cases, however in principal the DWP wants people to take responsibility for paying their own rent.	
4.7	Leeds is looking to develop a wrap around service for support tailored to individuals and move away from the rigid prescribed approach taken by the DWP. Executive Board has given approval for a council tax support scheme for certain groups but further consultation is required to establish what other support may be appropriate.	
4.8	The ALMOs in Leeds are also identifying which of their tenants will need support in the transition to Universal Credit payments, and work is also being carried out to assess the councils capacity for online access for Universal Credit claims.	
4.9	There are some concerns about how Jobcentre Plus will be accountable locally for it's provision of benefits support. At the moment there is no process in place.	
4.10	Concerns were raised by Area Chairs over the impact that would be seen in inner city areas and large council estates as rents become less affordable and pressures are put on people to move out of areas into smaller properties / houses of multiple accommodation. Also the issue of tenants being in arrears as benefit payment schedules change, and the move to monthly payments. It was agreed that Third Sector organisations would be vital in providing support and that the council should be promoting services such as credit unions and local support networks.	
4.11	It was pointed out that although the council will have the ability to provide some discretionary housing payments, this would need to be targeted, and it would be impossible to provide support to everybody that needed it. Members of the public would be looking to the council for help and it needs to be made clear that difficulties that occur are not the result of Local Authority policies, and communications on what options are available needs to be clear.	
4.12	LCC and the ALMOs are monitoring the increase in customer contacts regarding Welfare Reforms and the impact that this is having on resources and capacity.	
4.13	Concerns were raised as to how effective information distribution had been so far. There was a feeling that particularly private tenants were not taking in the messages of how they could be affected. It was recognised that mail shots would not always be read and it was pointed out that joint work with the	

	Citizen's Advice Bureau was taking place to raise awareness with their customers, and that commissioning of support services for targeted groups was being looked at.	
4.14	The issue was raised of increased vulnerability of members of the community with mental health problems and particularly those being discharged from hospitals. Steve Carey said that there had been sessions with the NHS but agreed that there could be a focus on providing information to those discharging patients and those providing outreach care.	
4.15	Area Chairs mentioned that local Elected Members are likely to get an influx of individual cases and that they needed to be armed with the information of what support is available and what the options are. Steve Carey mentioned that there is an intention to contact all elected members when the policy on discretionary rent support is finalised to make councillors aware of the policy and the routes for referral. There will also be briefings to the local MPs.	
4.16	There have been constructive sessions with Steve Carey and the Area Leaders to look at how Area Support Teams can provide intelligence on communication strategies, vulnerable groups, third sector partners and other local approaches to supporting people vulnerable to Welfare Reforms.	
4.17	It was agreed that a report is needed for Area Committees on the impact of Welfare Reforms and how Area Support Teams and Area Committees can play their part in helping local people. The report needs to be tailored to the individual circumstances of each Area.	SC/ALs
4.18	Cllr Gruen asked for a report to be considered for Cabinet on Welfare Reforms, detailing the options for support that are available and detailing a communication plan for reaching vulnerable people.	SC
5.0	Review of Area Working – Next Steps	
5.1	James Rogers gave a verbal update on initial progress of the Review of Area Working – Next Steps.	
5.2	The All Party Members groups had met twice, the second meeting having taken place yesterday, and have signed off the project plan outline and the communication plan.	
5.3	Engagement will commence with a number of sessions open to all Elected Members to explore their views of what is currently working and what isn't, what functions they feel are appropriate for Area Committees, how we can improve local engagement etc. Invitations will be sent in the next few days.	
5.4	In September there will be wider consultation with partners, community groups etc. There will also be an examination of finances to look at how budgets are allocated and potential for using section 106 money and capital receipts locally.	
5.5	A community engagement plan will be developed and it was suggested that, regardless of the review, more work should be undertaken to optimise the ongoing engagement of members of the Citizen's Panel within local areas.	ALs
5.6	Geography will be looked at to examine issues relating to boundaries for Area Committees, Parishes, Clusters, Neighbourhood Policing Teams etc. although this is not the emphasis of the review.	
5.7	The delegations and responsibilities of Area Committees will be looked at and it is vital that members views area at the heart of this. There will also be a	

	consideration of local partnership arrangements.	
5.8	The review will look at different models from other parts of the country and will also look to build on and share good practice that is evident in the different areas of Leeds.	
6.0	Equality Improvement Priorities 2011-2015	
6.1	Lelir Yeung, Head of Equalities, attended to present a report on the Equality Improvement Priorities 2011-2015.	
6.2	The Equality Improvement Priorities and revised Equality and Diversity Policy are going through Executive Board and Scrutiny Boards and there is a view to also take them to Area Committees. Lelir Yeung invited comments from Area Chairs on the priorities and how these could be taken into the Areas.	
6.3	Member Champions have been involved in ensuring that the right priorities have been set and part of their role is to update and inform members of their respective parties.	
6.4	It was explained that these are the high level equality priorities linked to the City Priority Plan and that it is necessary to get beneath issues to look at specific areas such as access to employment for specific communities.	
6.5	Reference was made to the underperformance at school of children in ethnic minority groups and the knock on effect that this can have for opportunities in adult life.	
6.6	It was acknowledged that there continue to be some significant issues for the city, which is why plans need to be in place to attempt to get a the root of problems.	
6.7	It was mentioned that the Members Champion group was a good forum to challenge services on what actions are being taken to address problems. Performance measurement has been carried out but there needs to be more appraisal of what has had the most impact and how this can be built on.	
6.8	Cllr Hussain mentioned that he had been involved when the equality unit was set up in the 1980s and had hoped that approaches agreed then would have been embedded within 5 years. It is right that there are city wide plans but it is also important to have area plans that target need at a local level. It is also important to bring in partners to develop plans and to measure what difference is made.	
6.9	It was mentioned that there was a need to have an equality focus locally, and that this was in all likelihood built into the devolved functions already. It was stated all cabinet members should be conversant with the plan and it should be influencing every portfolio.	
6.10	It was agreed that a piece of work needs to be carried out by Lelir Yeung and the Area Leaders to identify how the Equality Improvement Priorities are reflected in localities and how action can be identified and progressed at a local level with member support. It was agreed that Lelir Yeung would work with the Area Leaders to determine how the Equality Improvement Priorities can be made more relevant within local areas.	LY / ALS
7.0	Scrutiny Enquiry Report – Fuel Poverty	
7.1	Kathy Kudelnitzky, Chief Officer Localities and Partnerships, tabled a paper	

	outlining a recommendation from the Scrutiny Board (Safer and Stronger Communities) relating to the establishment of Fuel Poverty Champions for each Area Committee. A draft response was tabled and views were asked from attendees for suggested amendments.	
7.2	It was raised that if Area Committees were to take on new functions there would be a need for Area Committees to operate differently in terms of sub groups and champions and that it was important for any roles to be effective. It was also noted that more roles and functions would add to the workload of Area Committee members.	
7.3	It was mentioned that there was a limited resource with an increasing remit. 10 Area Committees, 3 Area Leaders, one Chief Officer. There needed to be shared practice amongst the Area Committees and an efficient model needed to be developed, allowing for the differing needs of each area.	
7.4	It was also mentioned that there needed to be a level of political coordination with better links between the work of Executive Board and Area Committees.	
7.5	Area Leaders referred to the timeliness of the Review of Area Working. Pressures will be put on the Area Support Teams and the Area Committees and there will be a need for services to respond and the organisation to mature to meet the demands.	
7.6	In light of the ongoing review it was agreed that a response for the Scrutiny Board Fuel Poverty report recommendations should be drafted to state that Area Committee Fuel Poverty Champions will be considered in the Review of Area Working along with the wider issue of members roles and links to services and partnerships.	SW
8.0	Youth Service Review Update	
8.1	A discussion took place amongst attendees at the forum meeting prior to the arrival of Cllr Blake who was attending to provide an update on the Youth Service Review.	
8.2	Area Committees have previously expressed that they feel that they can have a beneficial impact on Youth Services in their areas and are keen to be involved in the review of the service and to have more of an influence in the future.	
8.3	Cllr Gabriel mentioned that she had been interviewed by the appointed consultant and her view was that the service would need to become a more targeted and specialised service. It was important to utilise voluntary and community based groups to deliver activities in their area. Area Committees could have a role in influencing this.	
8.4	Cllr Hyde had also been interviewed by the consultant. He felt that there was potential for commissioning to be carried out at three levels: local, intermediate and city wide and that Area Committees could be heavily involved in this. Parameters could be set centrally but Area Committees have insight into the local priorities and should have the ability to influence or commission provision from the youth service and also private and community organisations.	
8.5	Rory Barke had also been interviewed by the consultant and felt that there was scope for the expertise within Youth Services to be used to develop and support local providers.	
8.6	Cllr Blake joined the meeting with Cllr Dowson to provide an update on the Youth Services Review.	

8.7	There is a lot of history to the agenda involving different experiences in different parts of the city. There has been a lack of satisfaction from members over aspects of provision, but specifically around a lack of awareness of intended provision and a lack of information regarding the impact of the service.	
8.8	Many Local Authorities have withdrawn from providing Youth Service provision but this is not the view taken in Leeds. LCC needs to be able to influence approaches for the youth of the city or there is a danger that children will be poorly served in the future.	
8.9	There have been cross party talks about Youth Services issues. There have previously been changes to the formula for allocating resources and this needs to be looked at again in light of the changing population in Leeds.	
8.10	There is a will to devolve resources down to a local level, to clusters and beyond, and there is a will to empower Area Committees and move some commissioning down to a local level. To meet the differing needs in differing areas.	
8.11	A consultant has been brought in with an objective eye and he will be interviewing all of the Area Chairs individually. He will also be collecting local views through interviews in the patches to get a view on past experiences, future aspirations, and how local people can be involved in developing the service.	
8.12	A report will be pulled together which will be subject to further consultation with members and eventually for Executive Board approval. It will be important to acknowledge that all areas are different, with differing dynamics of youths, differing degrees of community infrastructure and differing opinions of how provision should be run, and these views need to be reflected in the report.	
8.13	It was agreed that Ken Morton should be invited to the next Area Chairs Forum meeting to provide an update on the Review of Youth Services and provide feedback on the consultation carried out by the consultant.	SW
9.0	Any Other Business	
9.1	<u>Items for Future Area Chairs Forum Meetings</u> Area Chairs were invited to suggest items for future forum meetings. Items suggested were: <ul style="list-style-type: none"> • Review of Area Working • Update and Overview of Clusters • Third Sector Review • Sharing Good Practice Between Area Committees • Welfare Reform further update 	
9.2	CLLr Gabriel gave her apologies for the next meeting.	
10.0	Date of Next Meeting	
10.1	Tuesday 11 th September 2012, 13:00 – 15:00, West Room - Civic Hall	

**Area Chairs Forum
Friday 11th September 2012
West Room, Civic Hall**

Attendance:

Councillors: P. Gruen (Chair), G. Hyde, G. Wilkinson, A. McKenna, J. Akhtar, P. Wadsworth, J. McKenna, J. Jarosz
Officers: J. Rogers, K. Kudelnitzky, R. Barke, S. Mahmood, J. Maxwell

Minutes: S. Warbis

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

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

settings.

3.5 Areas covered within the presentation included:

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

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

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

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

KM

4.0 Environmental Delegation SLA2 Feedback

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

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

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

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

4.5 The ongoing restructure of environmental enforcement is wide and deep and is causing some concern amongst staff members. It was pointed out that the review was not about saving money, would not impact on the locality team budgets and would not lead to a reduction in frontline staff. The review is looking at the roles of local staff. Currently there are 7 differing job descriptions

and the intention is to streamline this to 2 roles that will be able to carry out a wider range of duties including enforcement. There will also be increased supervisor capacity to quality assure performance and have more contact with staff.

- 4.6 Concerns were raised by Area Chairs over the speed of the restructure and the impact that this is having on staff. There were also concerns expressed about a potential reduction in environmental health officers. Helen Freeman stated that staff had been given a full month for consultation and had been given notice when this would commence. Trade Unions had been involved in the process which was still ongoing. Environmental Health Officers did not fall within the remit of the restructuring of local teams, however there may be amendments to their job descriptions going forward, although they would still have an environmental health remit.
- 4.7 There was praise for the links that have been established with the environmental service Locality Managers but it was felt that some of the Environmental Sub Groups could be more effective. This was a matter for individual Area Committees and particularly Area Chairs to address.
- 4.8 There was a general satisfaction with the direction of travel for SLA2 and there was a feeling that the service had been transformed. There was a feeling that there was more honesty within the service regarding service provision, but it was also stressed that the Area Committees needed to individually hold the service to account and maintain their monitoring role.

5.0 Community First Update

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

6.0 Wellbeing Mid-Budget Update

- 6.1 Cllr Gruen stated that the levels of under-spend of wellbeing funds at the end of last year will not be acceptable this year in the current climate. Area Chairs and Area Leaders need to have discussions about how to utilise their budgets this year.
- 6.2 There needs to be an understanding of what is happening to existing commitments and where blockages are occurring in releasing funds. There also

needs to be a plan in place to re-assign committed funding where it is clear that it will not be spent in the current financial year.

- 6.3 It was pointed out that some Area Committees had used wellbeing funds to support posts dealing with new emerging areas such as neighbourhood planning and this might be a route that other Area Committees might want to take.
- 6.4 It was suggested that there needed to be a detailed look at all individual cases where funds have been allocated and not spent and that action plans needed to be put in place to resolve issues.
- 6.5 It was pointed out that in some areas there are issues over funds allocated to wards not being spent, and that Area Chairs had a role in encouraging those wards to release money. It was stressed that wellbeing funds needed to be spent wisely and appropriately.

7.0 Area Working Review

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

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

- 7.7 Concerns were raised that only 35 members had attended the drop in sessions, although it was pointed out that consultation with members will also take place through other routes. It was pointed out that certain wards had not had any member participation in the consultation so far. The APWG had so far formed a consensus on most of the issues being addressed.

7.8 A set of recommendations are due to be taken to the executive board in November with the aim to implement in April 2013.

8.0 Any Other Business

8.1 There was no other business.

9.0 Date of Next Meeting

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

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

Discussion note on the Role for Area Committee in Neighbourhood Planning

What is Neighbourhood Planning ?

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

Local Authority roles and responsibilities

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

The role of Area Committees

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

The level of interest (neighbourhood plans)

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

Area Committee involvement

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

Clarifying the role for Area Committees

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

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

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PUBLIC HEALTH BUSINESS CASE TEMPLATE (2012-13 NON-RECURRENT FUNDING)	
TITLE	
Niche Tobacco Project in Inner South and Inner East Leeds	
Bash Uppal and Liz Bailey - Health and Wellbeing Improvement Managers	
EXPECTED OUTCOMES/OUTPUTS	Community awareness of harmful effects of using niche tobacco products (shishas, chewing products etc) Staff awareness of harmful effects
SUMMARY DESCRIPTION OF WORK PROGRAMME including objectives, methodology/ process and involvement of partners	To undertake targeted work within neighbourhoods (Beeston and Harehills) with higher concentrations of south Asian communities. Programme to include: - train the trainer to support staff understanding so that they can pass on knowledge and raise of dangers of niche tobacco. - provision of promotional materials, posters, flyers etc located in key venues such as GP practices; dentists; community organisations etc - to provide additional cessation support from stop smoking service - to provide intelligence information to support development of niche tobacco health needs assessment by Public Health
TOTAL RESOURCES REQUIRED	Total funding required 70k with commitment from Adult Social Care for 10k.
BREAKDOWN OF EXPECTED EXPENDITURE (include start date and stages up to the end of March 2013)	25k for niche tobacco project worker managed by WYTS to run train the trainer work 25k to fund cessation support worker time from stop smoking service 20k for training and promotional materials, room hire, printing etc costs
CRITERIA	To start programme from 1 st August 2012 to 31 st July 2013
What is the local story describing the need?	DESCRIBE BENEFITS Smoking is the biggest single preventable cause of premature death. According to national research over 200 diseases are linked to smoking with the most common being cancer, heart disease, stroke and COPD. The mainstream focus has been related to reducing numbers of people that smoke cigarettes. In more recent times there is growing concern developing about the availability of other types of tobacco that are increasingly being used, particularly by BME communities. These 'niche' tobacco products include smoking or chewing tobacco (smokeless tobacco), Beed/bidi (Indian cigarettes), Snuff, Gul, Guikha, Paan, Shisha (tobacco smoked using water pipe) as well as others. Many of these products have no health warning and are not recognised by communities as having high levels of nicotine, or causing mouth and throat cancers. Leeds has seen a rise recently in Shisha cafes opening up and use of water pipes is now more common at social events. The key message we want to get across to communities, in particular young people with whom this is now more common is the high nicotine content as 'one hour on a Shisha is equivalent to smoking 100 cigarettes'. Dentists are also concerned about the use of chewing tobacco which is very common in the Bangladeshi community and cause for concern.
How does this improve service access & equity?	The area health and wellbeing partnerships are contributing to delivery of key priorities within the health and wellbeing city priority plan. One of the key priorities is to 'help protect people from the harmful effects of tobacco'. We are looking to ensuring equitable access by targeting communities using alternative tobacco products to cigarettes.

<p>What is the evidence of effectiveness?</p>	<p>There is little data intelligence gathered by agencies on effects of 'niche tobacco' and NICE are looking to develop a learning pack over the coming year. We have looked at best practice in the region and Kirklees and Bradford NHS alongside West Yorkshire Trading Standards, have already undertaken a programme as outlined.</p>	
<p>Describe how this will prevent ill health and reduce health inequalities</p>	<p>The numbers of people dying from smoking related disease is nearly 5 times the combined number of deaths from other preventable causes, such as accidents, drugs and alcohol deaths or suicides.</p> <p>This project will focus on prevention and early intervention, link to other programmes such as the lung cancer screening and cessation support. Work in partnership with local VCFS organisations. Targeting BME communities, challenging cultural norms by highlighting dangers.</p>	
<p>Describe how this contributes to Local priorities & National outcomes</p>	<p>The area health and wellbeing partnerships are contributing to delivery of key priorities within the health and wellbeing city priority plan. One of the key priorities is to 'help protect people from the harmful effects of tobacco'.</p>	

Minutes of South East Leeds Health and Wellbeing Partnership 26th July 2012

Attendees:

Dave Mitchell (Chair) – Leeds South and East CCG
Janine Brooks – Health for All (health trainer)
Brenda Fullard – NHS Leeds
Lisa Lennon – LCC Intelligence & Improvement Unit
Cllr James Lewis – Outer East Health Champion
Pat McGeever – VCFS rep
Alia Nessa – Health for All (health trainer co-ordinator)
Elaine Rey – LCC Policy Unit
Cllr Paul Truswell – Inner South Elected Member
Bash Uppal – LCC Adult Social Care/NHS Leeds
Hannah Lacey – cover for Aneesa
Julie Bootle – ASC
Gerry Shevlin – Community Safety
Kim ?????????? – LYPFT
Julie Killick – LCHC
Joanne Davis – Health Improvement Specialist
Cllr Shirley Varley – Outer South health champion
Emma Stewart – LINK

1. Welcome, introductions and apologies

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

Apologies:

Janette Munton, Sue Gamblen, Tom Smith, Barbara Temple, Bridget Emery, Ruth Middleton, Aneesa Anwar.

2. Minutes of meeting held on 31 May 2012

Agreed as an accurate record.

3. Matters arising

It was asked if the presentations from the previous meeting on 31 May had been circulated. Confirmed that yes they had but for the localism item there had been no presentation.

Action: Aneesa to send copy to Cllr Truswell.

Niche Tobacco project – Bash confirmed NHS Leeds having approved funding bid to support delivery of this project in Beeston.

4. Health Trainers Role Presentation – Pat McGeever, Alia Nessa and Janine Brookes

The presenters introduced themselves and Alia gave a brief overview of the Health Trainer programme. The aim is to reduce health inequalities and 88% of PCTs now have a service of this type. The Leeds Health Trainer service began in 2007 and is run through the voluntary sector organisation Health for All.

Janine then told the meeting about her role as a Health Trainer. Clients can self-refer or can be referred by a GP or other health professional. They receive 6-8 sessions of 1-1 support where their lifestyle is assessed, issues are identified and simple targets are set. Most people recognise what their issue is and the goals set include the simplest things first. Examples were given of people who have used and benefited from the service.

There are often cases where using the Health Trainer service results in onward referrals for the client in alcohol management or mental health for example.

The service is evaluated at both local and regional levels and through client feedback. Many clients choose to attend "client reunions" where further support and experience sharing can be gained. There is also the suggestion of using peer support in future.

The majority of requests to this service (68%) were for help in tackling obesity and improving diet.

There are some funding pressures on the scheme with a 25% reduction in Health Trainers in 2011. The service currently has a budget of £150,000 for 5 Health Trainers plus a service manager. This equals £215 unit cost per client.

Achievements of the scheme include successfully reaching the communities that are most deprived and in many cases gaining a sustainable behaviour change in the client.

It was asked what skills are needed in order to become a Health Trainer. All Health Trainers are from the local communities that they serve, with the language skills and the knowledge to best serve that community.

There is an imbalance between genders with few men using the service. It is widely acknowledged that men do not engage so readily as women and generally have less health awareness. Also women tend to cook and shop so men feel the benefits of a change in lifestyle/diet indirectly if women attend these services. There is now a male health trainer and schemes such as "Menspace" in Holbeck which are trying different ways to engage men and there is a need to find more "men friendly" activities. For example Zumba and similar are targeted at women.

There is still a question over who will fund the Health Trainers scheme in future as it is currently funded by Public Health. Will the local authority or clinical commissioning groups (CCGs) fund this from next year?

Also flagged up was the recently established healthy lifestyle advisors programme which is also based in GP practices. The question and need for clarity about how this differed to health trainers was also raised.

Action: Aneesa to attach presentation with the minutes.

5. Obesity Review Process – Bash Uppal, Elaine Rey and Lisa Lennon

Elaine presented background information from the JSNA, which highlights obesity as the second most preventable cause of ill health after smoking. It cost the NHS £205 million in 2010 and obesity rates for both children and adults are higher in deprived areas.

Bash reminded partners that a background paper outlining the picture for Leeds had been sent out prior to the meeting. It included details of NICE guidance on tackling obesity. Also sent out was a paper outlining current physical and nutrition activities taking place in inner south from our local knowledge, to be used as a baseline.

The proposal for the review was to concentrate on the situation in the Inner South area with the idea of relating what we learn into other areas.

Process - 4th October meeting to be used to consult current commissioners and providers of services.

Action: All partners to send back to Bash suggestions / revisions to proposed list of stakeholders.

Action: Bash, Dave, Elaine and Lisa to put together template for gathering key information in preparation for the next meeting. There were suggestions made for template to also focus on costs of current services commissioned in inner south.

Action: Working group to get together to make questions more cost focused.

Action: Brenda to provide additional support to the working group.

Community involvement sessions will be scheduled for late October. We need to find the reasons why some people don't engage as well as feedback from those using current commissioned services.

All findings to be reviewed at the partnership meeting scheduled for 29th November, to agree local actions and recommendations to inform key stakeholders.

Final draft report to be produced for January 2013 partnership meeting for agreement and follow on to relevant boards such as, the Health & Wellbeing Board, Health Improvement Board, South East Area leadership team and SE CCG.

There were no objections to carrying forward this piece of work in the Partnership.

Action: Aneesa to attach presentation with the minutes.

6. Any other business

None.

7. Date and time of next meeting

It was noted that the date of the next meeting had been changed to 4th October at 2 – 4 Civic Hall.

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Minutes of South East Leeds Health and Wellbeing Partnership 4th October 2012

Attendees:

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

Attendees Commissioning Session:

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

Attendees Providers session:

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

Task group attendees:

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

1. Welcome, introductions and apologies

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

Apologies:

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

2. Minutes of meeting held on 31 May 2012

Agreed as an accurate record.

3. Matters arising – none outstanding

4. Obesity Review 2 – 3 discussion with commissioners

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

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

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

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

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

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

New Active Sports Officers in place in localities.

JB presentation

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

Suggestions for improvement

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

Demonstration sites – evaluation completed.

Heather Thomson presentation

Confirmed Challenges in adult weight management:

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

Commissioning:

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

Commissioning targeted at areas of deprivation.

Weight management service:

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

Outcomes:

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

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

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

Starting to collect data at MSOA level.

Emma Strachan presentation:

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

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

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

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

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

Public Health outcomes framework.

Question was asked about feedback processes following referrals – weight management feedback now through system1. Leeds Lets Change provide quarterly feedback to GPs on activity, advice, numbers accessing the service etc. The data goes to the Leeds Lets Change Champion in the practice, it is difficult to say how they use this information. There has been a phased approach to Bodyline, wider marketing to be completed.

3rd sector monitoring forms have been revamped – copy to be provided.

Leeds Lets Change website will include the 3rd sector in the future.

HT and ES Suggestions for improvement:

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

Michelle and Jenny Cooper presentation:

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

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

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

Elaine outlined next steps which were outlined on the slides.

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

5. Obesity review 3 – 4 provider services discussion

Round table introductions were made.

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

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

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

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

Action: Bash to update.

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

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

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

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

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

Action: Carol agreed to provide definitions.

Feedback on suggestions for improvement made by providers included:

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

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

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

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

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

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

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

All thanked for contributions.

5. Any other business

Commissioning obesity services in a reformed NHS conference 30th October in London

Need to get back to Bash if interested in attending.

6. Date and time of next meeting

29th November 2012 at 2 – 4 Civic Hall

Fuel Poverty Area Committee Champions Role

Inquiry into Fuel Poverty (April 2012) Recommendation number 8

(i) That Area Committees nominate a Fuel Poverty Champion to drive forward local action in addressing fuel poverty problems associated with their particular areas

(ii) That the Area Committee Fuel Poverty Champions liaise with their respective locality Health and Wellbeing Improvement Managers to agree the appointment of one Fuel Poverty Champion

Current position

- Citywide Affordable Warmth Partnership – meets quarterly
- Membership is made up of elected members from each political group
- Chaired by elected member. For 2012 it is Cllr David Blackburn

Potential role of Fuel Poverty Area Committee Champion if agreed

- To attend on behalf of the area committee the citywide Affordable Warmth Partnership
- To represent views from a locality perspective
- To be aware of neighbourhoods / vulnerable groups of high need
- To promote programmes addressing fuel poverty e.g. Wrap up Leeds, Green doctor, Warm home service etc.
- To signpost and support local people to access the services that are available (financial support and affordable warmth provision)
- To influence and inform decision makers on local needs for future service provision
- To lobby local energy providers and funding providers to address the needs of vulnerable households.
- To report back to area committee on progress made / highlight issues

To be supported by:

The lead officer for citywide partnership and locality Health and Wellbeing Improvement Managers.

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Meeting of the Beeston, Holbeck & Hunslet Neighbourhood Improvement Board

Minutes of the meeting held on Friday 29th June 2012 At Leeds City College, Beeston Centre, Burton Avenue (Room F12).

Present

Cllr Angela Gabriel (Chair)	LCC - Leeds City Council
Cllr Adam Ogilvie	LCC – Leeds City Council
Neil Diamond	Aire Valley Homes Leeds
Al Garthwaite	South Leeds Community Radio/Vera Media/Aspire To Succeed
Shaid Mahmood	LCC – Chief Executive's Office
Ian Pickup	Voice of Holbeck
Ashley Dublin	Aire Valley Homes Leeds (Minutes)
Shaun Kelly	LCC – Financial Management
Matthew Walker	Leeds Federated Housing Association Ltd
Aretha Hanson	LCC – Localities and Partnerships
Joanne Loft	LCC – Health and Wellbeing
Liz Lawrence	LCC – Employment and Skills
Tom O'Donovan	Area Improvement Manager
Anne-Marie Spry	Leeds City College
Simon Betts	Jobcentre Plus
Ali Akbar	Unity Housing
Mahboob Nazir	Abu Huraira Masjid & KMWA Community Centre

Apologies

Cllr Mohammed Iqbal	LCC – Leeds City Council
Steve Peacock	Cross Ingrams Area Residents Association (CIARA)
Maggie Hartley	JESS Cluster (Extended Services)
John Ashton	JESS Cluster (Extended Services)
Chris Town	Resident Landlords Association
Jane Hopkins	LCC – Employment and Skills
Sally Blunt	Leeds City College

1.0 Introductions and Apologies

1.1 The Chair welcomed all to the meeting, introductions were made around the table and apologies were noted.

2.0 Minutes of Board Meeting on Friday 20th April 2012 and the Core Group of 1st June 2012

2.1 These were passed as being a true and correct record.

3.0 Matters Arising - Board Meeting 20th April

3.1 Shaid Mahmood – The Troubled Families initiative is to be added to list of agenda items for a future meeting.

3.2 Tom O'Donovan anticipates John Ashton and Maggie Hartley will come to the next meeting to bring an update on the JESS Cluster.

3.3 Item 8.1 – A leadership conference is being planned for the public, private and third sectors as well as communities throughout Leeds.

Action

3.4 Item 7.6 – Cllr Gabriel confirmed that the owners of the Malvern Public House are seeking to convert the building into a convenience store.

4.0 Employment and Skills Board (Tom O’Donovan)

4.1 It was highlighted that Cllr Adam Ogilvie is now part of this Board.

4.2 Tom O’Donovan circulated the jobs and skills action plan for the Middleton Park Ward. Current activities to support NEET’s, provide training and job opportunities are outlined in this plan.

The board had recently made the following changes.

- Agreed to work across whole inner south and not just Middleton Park from the next meeting in September
- Cllr Adam Ogilvie will represent Beeston & Holbeck ward on the Board
- Agreed 3 Learning Market events
- To be named Employment & Skills Board rather than sub group

Tom suggested he would bring back more updates to the next meeting.

TPO

4.3 A new job shop will be opening on Old Elland Road in the next few months.

5.0 Locality Worklessness (Liz Lawrence)

5.1 A map of provision and also showing location of claimants was tabled for discussion. Gaps in provision were noted. In particular Cottingley.

5.2 Jobcentre Plus, Employment and Skills Service and White Rose Learning Centre are key organisations which have programmes of work in place to reduce claimant rates and get people into work.

5.3 A range of programmes are coming online at the White Rose Learning Centre and consultation is to be held to assess needs.

5.4 Cllr Ogilvie stated he is keen to see the Library Services getting involved to help bring in more job shops.

5.5 An agreement has been reached with ‘Health for All’ to deliver five work clubs which are due to start within the next few weeks.

5.6 Al Garthwaite suggested the college and the third sector organisations need to have stronger links. This engagement should be better so that community learning is done in co-operation between the agencies.

5.7 Liz Lawrence and Tom O’Donovan to meet to discuss programmes of work in the Cottingley area. Meetings are being held with key organisations to avoid overlapping and duplication of work.

LL/TPO

6.0 Welfare Reform (Shaun Kelly)

6.1 Draft regulations for Universal Credit are currently under a review to check for inconsistencies and a response to these regulations from the Authority is expected in July 2012.

Any information around this can be found on the Council’s ‘Share Point’ web page.

- 6.2 Locally, all housing benefit claimants have been sent a letter to inform them of the benefit cap to commence in 2013. Letters informing of under occupancy are due to go out on the 2nd July 2012.
- 6.3 By October 2013, 50% of all new housing benefit claims will be made online. LCC has a pilot scheme to support people and help them to get online access.
- 6.4 There have been schemes across the country where housing benefit has been paid directly to tenants in order to see how this will work out. Assessments can be made and practical ideas can be brought forward as to how to help vulnerable people.
- 6.5 The current Social Fund will be abolished and community care grants etc will be put into one pot - unofficially named - "Local Welfare Provision".
- 6.6 People who are under occupying by 1 bedroom could lose 14% of their housing benefit, and people who under occupy by two bedrooms or more will lose 25% of their housing benefit.
- 6.7 The ALMO has agreed to contact every tenant who could be affected by these changes in order to offer advice and support.
- 6.8 Neil Diamond will distribute to the Board, a copy of the publication taken from the Aire Living magazine around welfare reform advice, and also a copy of the letter that Aire Valley Homes will send out to people under occupying their homes. **ND**
- 6.9 Shaun offered the following points for consideration and response from NIB members.
1. What can they do locally to increase capacity to support tenants to get online when they need to claim Universal Credit?
 2. What information can they provide around identifying most vulnerable families or individuals
 3. What avenues can they provide to help us communicate changes to people who may be reluctant to deal with us
 4. Can they facilitate meetings with 3rd Sector Leaders locally to discuss the range and availability of support to people struggling with the reforms (either financially or with compliance/behaviour requirements)? **All**
- Steven Carey was also keen that Jobcentre Plus have accountability locally for the way they administer Universal Credit, the support they provide to get people onto Universal Credit, the work they do at locality level to support people into work and the impact of the sanctions approach they apply. Is there a role for Improvement Boards or Area Committees here? **All**
- 7.0 Area Committee Updates (Tom O'Donovan)**
- 7.1 Tom O'Donovan presented this item and copies of the report on the Summary of Key Work and minutes from the South East Leeds Health and Wellbeing, and Cottingley Multi Agency Group meetings were circulated.
- 7.2 The Children and Young People's Sub-group are to address issues around duplication of service and transparency.
- 7.3 Steps have been taken to develop a city wide Prostitution Safety Strategy for Leeds.
- 7.4 A Neighbourhood Improvement Plan (NIP) for the Cottingley area has been established following recent multi agency work.

8.0 Any Other Business

8.1 Mahboob Nazir spoke to the Board about the Interactive Project which aims to bring deprived young people from all faiths, cultures and communities together in sports and other activities.

10 of the young people who display leadership qualities will be selected to be put onto a leadership programme.

The project is welcoming any links which may help young people gain an accreditation of some form.

8.2 Cllr Angela Gabriel officially extended thanks to Sally Blunt for her hard work and input throughout her time on the Board. Sally is retiring and will no longer attend these meetings. Anne-Marie Spry will now represent Leeds City College.

8.3 The dates of future meetings have been changed to Mondays instead of Fridays to improve attendance at the meetings.

9.0 Dates of Future Meetings

10th September 2012 – 14:00 – 15:30 - Beeston Village Community Centre. St Anthony's Drive, Beeston, Leeds, LS11 8AB

**Cottingley Neighbourhood Improvement Plan Steering Group Meeting
Friday 7 September 2012
MINUTES**

Attendance:

Cllr Adam Ogilvie	Ward Councillor (Chair)
Cllr David Congreve	Ward Councillor
Greg Sallabank	Environmental Services
Rachel Brighton	NHS
Joanne Hainsworth	Extended Services
St Clair Brown	Youth Service
Robyn Holland	TRAC member
Adele Bosworth	TRAC member
Christine Robinson Perkins	TRAC member
Neil Collins	Aire Valley Homes
Elizabeth Comer	Aire Valley Homes
Brendon Manion	Aire Valley Homes
Dianne Elson	Cottingley Primary School
Paul Ackerman	West Yorkshire Police
Steve Stewart	Leeds Anti Social Behaviour Team
Ellie Rogers	Priority Neighbourhood Worker
Ali Gilfillan	Youth Worker
Aretha Hanson	South East Area Support Team
Apologies:	Jayne Holland, South Leeds Live at Home Lynn Bailey, Health for All Cllr Angela Gabriel, Ward Councillor Tom O'Donovan, South East Area Support Team Lisa Scott, Leeds Anti Social Behaviour Team Simon Lonsdale, Job Centre Plus Rev Jude Smith – Cottingley Church

1	Welcome and introduction	ACTION
1.1	Welcome and introductions were made.	
2	Minutes and matters arising from the meeting held on 23 July 2012	
2.1	The minutes were approved as an accurate record of the meeting.	
2.2.	There were no matters arising.	
3	Priority Neighbourhood Worker	
3.1	Ellie Rogers introduced herself to the meeting as the new Priority Neighbourhood Worker. Ellie was welcomed to the group.	

**Cottingley Neighbourhood Improvement Plan Steering Group Meeting
Friday 7 September 2012
MINUTES**

4	Action Plans update	
4.1	<p>(a) Children & young people</p> <p>1. The local take-away has employed a couple of older youths.</p> <p>(b) Older People</p> <p>1. £500 has been given to Health for All (Healthy Communities Team) to run a winter wellbeing event. Partners involved in the planning include Jayne Holland and AVH. Event taking place on Wednesday 31 October.</p> <p>2. Christine Robinson is getting CRB checked so that more work can be done with a wider range of people.</p> <p>3. Bingo is no longer taking place. There is money in the bank account and the account needs to be closed. The suggestion is that the remaining money being donated to Macmillan Cancer Support and the group were asked whether they agreed to this suggestion.</p> <p>4. Diane Elson offered the school (within school time) as a venue for bingo which would also be an opportunity young people to engage with older people. Any arrangements need to be established by 1 December. TRAC to liaise with Diane Elson and develop plan.</p> <p>(c) Community Engagement</p> <p>1. Fixed rate room hire costs need to be established for TRAC to hire Cottingley Community Centre.</p> <p>2. Diane Elson offered school at £7 per hour during school hours and £6.50 up to 6.00 pm.</p> <p>(d) Community Safety</p> <p>1. There have been 14 offences of arson mainly on cars and policing has been increased.</p> <p>2. Reports have been made as young people on motor bikes are speeding around the estate.</p> <p>(e) Employment & Skills</p> <p>1. There is a city wide campaign to raise awareness of illegal money lending. The group were invited to let Rachel have local intelligence.</p> <p>(f) Health</p> <p>1. Smoking event taking place on 27 September and available to anyone working in or around Cottingley. Resource packs are available and the group were invited to contact Rachel for bookings.</p>	TRAC / Diane Elson

**Cottingley Neighbourhood Improvement Plan Steering Group Meeting
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	<p>2. Rachel to circulate contact details of Aimie Clelland who will be working with obese families or families at risk of being obese.</p>	<p>RB</p>
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**Cottingley Neighbourhood Improvement Plan Steering Group Meeting
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	(g) Environment 1. Clarification was sought about when residents can put rubbish out. Confirmed that rubbish can be put out at 7.00 pm the night before collection. Tom Smith to look at the policy and liaise with refuse team. 2. Trees at side of properties: some have caused damage to buildings/conservatory. Liz Comer to liaise with Adele Bosworth.	TS LC/AB
4.2	Action Plan updates were provided see separate documents.	
5	Cottingley Refuse & Recycling Pilot Project	
5.1	Communications have been printed and circulated to residents this week. Leaflets have been handed out.	
5.2	The next stage is to continue communications with residents. AVHL has booked a "drop in bus" for 19 September for Cottingley Park/Cottingley Fold. There will also be another round of door knocking for those houses that have more steps.	
5.3	There is a question about whether there should be wheelie bins or communal bins at the bottom of Cottingley Chase.	
5.4	Highways are scheduled to put in hard standings and procurement for frames is ready to go out. Implementation expected November. The key over the next month is to get information from residents about what they want. Also want to utilise TRAC Facebook group, attend next TRAC meeting and attend AVHL surgeries. Greg to share contact details with TRAC.	GS
6	Any other business	
6.1	There has been feedback from residents that they have not seen the Police on the estate. However, TRAC have done a walkabout and have noticed that there are Police vans in the area.	
6.2	TRAC are organising a coach trip to see Blackpool illuminations which will take place towards the end of October. If there is any information which needs to be circulated to residents it can be handed to them during the coach trip.	
6.3	Christmas Fayre organised by the church will take place on 24 November.	
6.4	TRAC will be organising a carol service for Christmas in the shopping precinct. Open invite for police to join. Date to be advised.	

**Cottingley Neighbourhood Improvement Plan Steering Group Meeting
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6.5	Dog fouling: on Wednesday 5 September children were taken to the field but it was not possible for them to do anything due to the amount of dog fouling. Tom Smith will arrange for patrols on the field and explore including it as an area for patrols.	TS
7	Date and time of next meeting	
7.1	12 October 2012 at 2.00 pm : Cottingley Community Centre	All

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**Cottingley Neighbourhood Improvement Plan Steering Group Meeting
Friday 12 October 2012
MINUTES**

Attendance:

Cllr Adam Ogilvie	Ward Councillor (Chair)
Greg Sallabank	Environmental Services
Joanne Hainsworth	Extended Services
Rachel Brighton	NHS
Adele Bosworth	TRAC
Christine Robinson Perkins	TRAC
Heather Hart	Cottingley Children's Centre
Elizabeth Comer	Aire Valley Homes
Neil Collins	Aire Valley Homes
Dianne Elson	Cottingley Primary School
Ellie Rogers	Priority Neighbourhood Worker
Aretha Hanson	South East Area Support Team
Apologies:	Robyn Holland, TRAC Lisa Scott, Leeds Anti Social Behaviour Team Jayne Holland, South Leeds Live at Home Nicola Moss, Recycling Lynn Bailey, Health for All Cllr Angela Gabriel, Ward Councillor Cllr David Congreve, Ward Councillor Inspector Paul Akerman, WYP Tom O'Donovan, South East Area Support Team St Clair Brown, Youth Service Ali Gilfillan, Cottingley Youth Project Brandon Mannion, Commercial Asset Management

1	Welcome and introduction	ACTION
1.1	Welcome and introductions were made.	
2	Minutes and matters arising from the meeting held on 23 July 2012	
2.1	The minutes of 07/09/12 were looked at and the following amendment made: 4.1.C The price for room hire at the school stands at £7 until 6pm, £17 after 6pm. The minutes were then agreed.	
2.2.	There were no matters arising.	

**Cottingley Neighbourhood Improvement Plan Steering Group Meeting
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4.2	Recycling Bins will be placed in frames.	GS
4.3	It was confirmed wheelie bins will be labelled with addresses and there will be enforcement to ensure these aren't left out all week.	GS
4.4	There had been no calls to the contact centre with questions or complaints.	
4.5	There will be a Health and Safety assessment for interested parties including the unions, once this process has happened they are ready to move forward to implementation. This will hopefully happen week commencing 15/10/12.	GS
5	Budget	
5.1	There is a £3000 budget attached to the NIP. Examples of things this could be spent on are : Leaflet printing Community Event Youth Provision Lunch Club Allotment Project	
5.2	Ellie Rogers invited people to send a submission of interest to her by the 26 th October. Please include a project outline, the amount requested, whether this is a contribution or full cost and when the project will take place. Applications to be sent ellie.rogers@leeds.gov.uk by Friday 26 th October.	ER/ All
5.3	Ellie Rogers will meet with TRAC members to consider submissions which will be brought for final decision to a future NIP meeting.	ER/ TRAC
5.4	Joanne Hainsworth put forward a suggestion for a Christmas Holidays provision, the group thought this was a good idea, Joanne to email Ellie if she wishes to pursue this.	JH
5.5	It was also suggested it could be used for newsletter printing costs, TRAC to pursue if they wish.	TRAC
6	Any other business	
6.1	Rachel Brighton has submitted a bid for free school meals in school holidays and subsidised breakfast and after school clubs. This would fund a post	

Cottingley Neighbourhood Improvement Plan Steering Group Meeting
Friday 12 October 2012
MINUTES

	across Inner South.	
7	Date and time of next meeting	
7.1	09/11/2012 at 2.00 pm : Cottingley Community Centre	All

Cottingley Neighbourhood Improvement Plan

October 2012 Update

Issue	Action	Who Involved	Summary of work	Current Actions
<p>Children and Young People</p> <p>To give young people in Cottingley a voice and encourage interaction between young and old</p>	<p>To develop a Youth Forum whereby young people can meet to discuss and raise issues</p>	<p>Jude Smith Ali Gilfillan TRAC</p>	<p>Area Committee, allocated via the Health and Wellbeing Group funded £900. Young People engaged in planning and participating in trips over the summer.</p>	<p>The young people are meeting on Monday (15th October) to plan an event for during the half term break, which will be open to other young people on the estate. They will also be participating in the Winter Wellbeing event on the 31st October. This is an exciting time for the forum, as it is encouraging them to think of what they can do to benefit others.</p> <p>Ali Gilfillan has submitted an application to Cash 4 Kids for the Youth Forum, this is supported by the Health & Well Being group.</p>
	<p>To link young people to TRAC and other community meetings & activities</p>	<p>Cottingley Youth Project Youth Service TRAC Health & Wellbeing Group PNW</p>	<p>TRAC and the police helped to facilitate boxing classes over the summer holidays.</p>	<p>Ensure links are made between the youth service and other youth provision in the area.</p> <p>Young People will be serving soup at the Winter Wellbeing Event.</p>
	<p>To provide activities and learning opportunities for young people and to build their confidence.</p>	<p>Cottingley Youth Project Youth Service</p>	<p>CYP run Homework Clubs on Tue, Wed, Thur. YS run Youth Club Wed 7-9 YS Mobile Provision 7-9 Tue, 12-2 Sat.</p>	<p>We have a strong established group of year 8s and 9s who are using our provision well. We are developing their independent learning and confidence as part of a peer mentoring project, so that they can help those in younger year groups with their work</p> <p>It is proving more difficult to engage with the current Year 7 students, with only one regular attendee. We are running an event to follow up on the transition</p>

Appendix 11

				<p>work done in the primary school to engage with the year group, and see if a homework club is appropriate for the group, and discuss alternative provision with them if not.</p> <p>Extended Services are providing a half term holiday club from 10-2pm, Tue, Wed, Thur at the Primary School. They will look at extending this to Christmas Provision.</p>
	<p>To link to citywide young people's alcohol and substance misuse insight and campaign co-creation.</p>			<p>Alcohol awareness week campaign – free resource pick up (South Leeds – 16 November) and optional training available – around referral pathways into service and awareness of service availability.</p> <p>Contact RB for further details – promo material to be sent to NIB group.</p>
<p>Older People</p>				
<p>Social activities for older people</p>	<p>To set up a luncheon club and cafe</p>	<p>Jayne Holland (SLLAH)</p>		<p>Research in to the development of a weekly luncheon club in Cottingley Community Centre. Jayne has applied for ASC luncheon club funding for a new luncheon club for over 55s in Cottingley to start in the New Year. We are hoping to start it whether we get the funding or not.</p> <p>Could be scope to link into activities at Dulverton Court.</p>
		<p>Jayne Holland (SLLAH)</p>	<p>A chair based exercise class takes place on a Tuesday morning 11:30-12:30.</p>	
		<p>Jayne Holland (SLLAH)</p>	<p>A door to door shopping service to Morrisons runs on a Thursday.</p>	
		<p>Jayne Holland (SLLAH)</p>	<p>A monthly newsletter is distributed to elderly residents.</p>	
		<p>Jayne Holland (SLLAH)</p>		<p>Increase befriending scheme in the area</p>

		Jayne Holland (SLLAH)		Re-launch the walking group
		Jayne Holland (SLLAH)		Look into possibility of having a worker just for Cottingley.
Community Engagement				
Identify priorities and issues for the area	Residents Consultation In Bloom Consultation	H & WB Group	Taken Place. Results of consultations put into Action Plan .	
Improve Community Engagement	Cottingley Community Centre	Ellie Jude TRAC Cllr Ogilvie	Information for accessing Community First grant and Aire Valley Homes money sent to TRAC (Robyn Holland). Problems with room hire costs at the centre. Centre seen as inaccessible to the community. Discussion around a user group for the centre.	Meeting being held regarding the community centre on 8 th November 2012. Ellie researching original lease agreements for the building. Jude has established a "Jubilee Fund" – groups and individuals are entitled to 4 hours plus for free, providing their activity has a community focus. Users will be asked to attend a User Group meeting to discuss the running of the centre. In total 500hrs are available. 10 hrs have been used.
	Cottingley In Bloom Group			Next Meeting Monday 5 th November, 2pm. Plans are to put in low planters near the shops and involve the school in maintaining these. A funding bid has gone in.
Community Safety				
Anti social behaviour	Inform residents of phone numbers.	Police	Action was taken during crime action day to talk to alleged perpetrators of racist graffiti in the tower blocks.	Police are considering re-introducing the direct telephone number for racist graffiti removal.
	Action to tackle ASB	Jamie Martin/Steve		

		Stewart (LASBT) TRAC	TRAC have regular contact with residents both in person and on facebook, through this they are able to spread community safety messages and report back incidents to the police through TRAC & NIP Meetings.	
Domestic Violence & Abuse	Inner South Alcohol Project	Community Safety NHS		<i>Project planned to reduce users of hospital services?</i> Alcohol Awareness Training 16 th November – contact Rachel Brighton for more information.
Employment & Skills				
?	Primary School? Welfare Reform? Connexions?		?	Job/Work club to be explored. A range of agencies can be invited to provide information advice & guidance on a regular basis to encourage people into employment. Leeds City College are employing a development worker for South Leeds. A jobs and skills centre focusing on retail has been opened at the White Rose Centre, help with IT, CV's and a range of courses available.
	Illegal Money Lending	NHS	Illegal money lending TV clip played at Cottingley surgery?	
	Debt Advice	NHS	A CAB session is provided at Cottingley Surgery. Providing 4 appointments a month, you have to be registered at the GP to attend.	As this service is limited by the number of appointments and by the conditions to attend (being registered at the surgery) Rachel Brighton is looking into funding to have more sessions at various accessible venues on the estate. Health & Wellbeing Group will support this.
Health				
Support residents of Cottingley to eat a healthy and well balanced diet	Free School Meals During Holidays	NHS Cottingley Primary Cottingley CC		Rachel Brighton has put in a bid for free school meals during holidays and subsidised breakfast and after school clubs.
	Provide residents with	Healthy	Dave Walker at Get Fresh,	

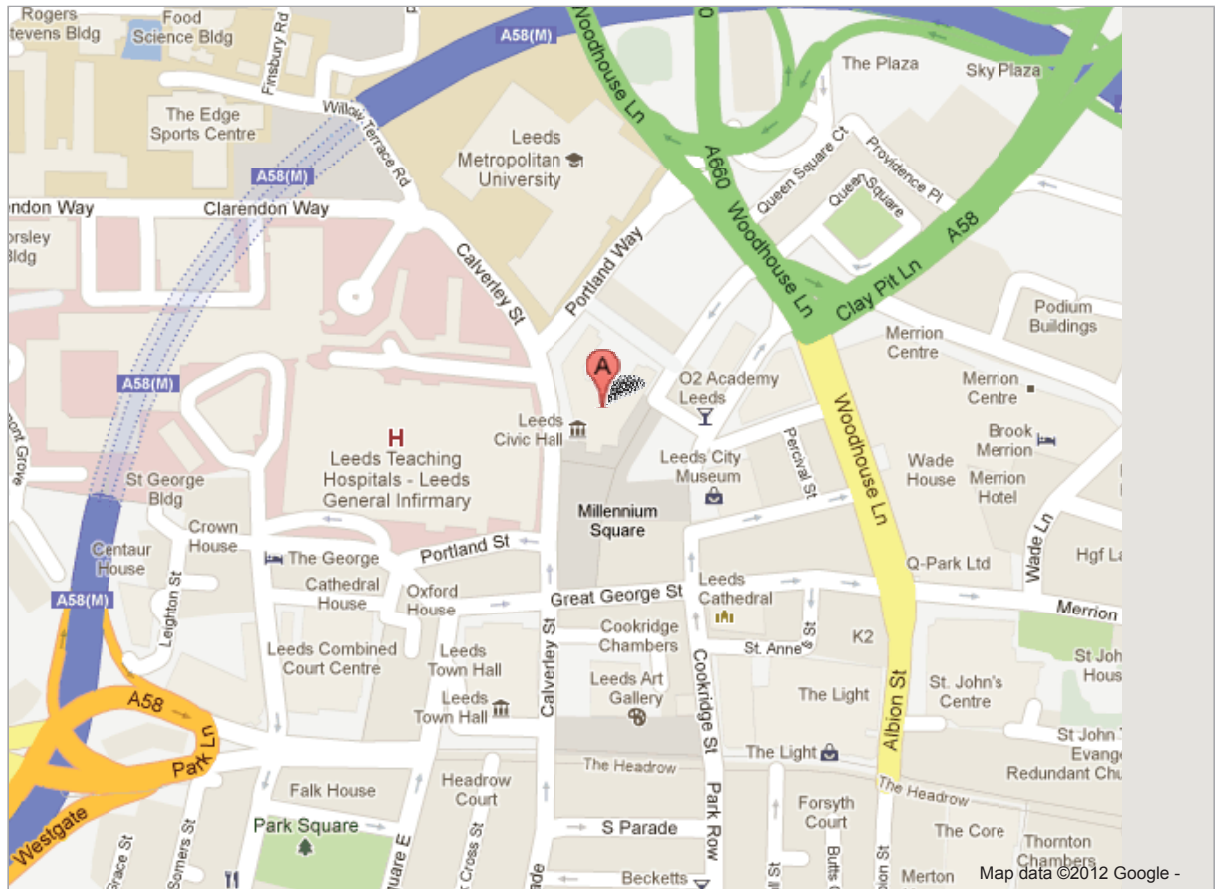
	opportunities to purchase healthy and affordable food.	Communities Team (H4A)	HLN will deliver vegetables for free should a group or agency wish to sell them.	
	Promote healthy start vitamin and voucher scheme	All partners		
	Provide healthy cooking courses to residents	Healthy Communities Team (H4A)	H4A have provided a Men's Cooking Group -two bbq's and healthy pizza nights, curry nights and Men's Family Fun event. Sessions have been well attended.	Change 4 Life worker working on Cottingley – Amie Clelland. Cooking Group established at school, active games library being developed. 1 day a week funding has been given for Andy Picken (H4A) to develop a Health Champions volunteering scheme for peer to peer delivery of health messages within communities.
Health Awareness	Health Awareness	Healthy Communities Team (H4A)	23 May: Sun awareness 27 June: Men's health 18 July: Tobacco 19 Sept: Weight management	Health table held at Cottingley Towers 17 October: Mental Health
	Winter Wellbeing Event	H4A NHS CYP SLLAH PNW		31 st October 11:30am – 2pm Winter Wellbeing event being held at Cottingley Community Centre. Slipper Exchange, free hot water bottles (provided by local pharmacy), AVH & Morrison (home security), free soup, children's activities, Zumba.
Develop opportunities for residents to develop ideas and set up activities	Support to run events and groups	NHS AVH Dan Cullum PNW Ellie Rogers	Summer Trip Mini Olympics and summer fun day	Trip to Blackpool Christmas Fair Saturday 24 th November 11-3 Christmas Carol Singing
Ensure Local Campaigns are embedded in practice and promoted locally through outreach and at local events.	Time to Change Get a cough, get a check Change 4 Life	All Partners		Get a cough, get a check and Change 4 Life will be promoted at the Winter Wellbeing Event.
Develop and deliver			Workforce development	Smoke free homes work delivered at Cottingley

Appendix 11

<p>work to support NHS priorities around smoking Unhealthy lifestyles</p>			<p>training happened September.</p>	<p>primary by Space 2 via creative artwork sessions Children at Cottingley primary school (yr 5/6) have had an afternoon session learning about second hand smoke – they are encouraged to share messages about the benefits of having a smoke free home with their families. – resources distributed Space 2 some working with both parents and children in Cottingley to look at second hand smoke around the perimeter of the school and childrens centre and also look into the social norms of the area in relation to smoking.</p>

Agenda Item 12

To see all the details that are visible on the screen, use the Print link next to the map.



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