
NORTH WEST (OUTER) AREA COMMITTEE

**Meeting to be held in on
Monday, 18th June, 2012 at 2.00 pm**

MEMBERSHIP

Councillors

B Anderson	-	Adel and Wharfedale;
J L Carter	-	Adel and Wharfedale;
C Fox	-	Adel and Wharfedale;
G Latty	-	Guisley and Rawdon;
P Latty	-	Guisley and Rawdon;
P Wadsworth (Chair)	-	Guisley and Rawdon;
B Cleasby	-	Horsforth;
C Townsley	-	Horsforth;
D Collins	-	Horsforth;
C Campbell	-	Otley and Yeadon;
R Downes	-	Otley and Yeadon;
S Lay	-	Otley and Yeadon

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**Agenda compiled by:
Governance Services
Civic Hall
LEEDS LS1 1UR
Telephone: 0113 395 1632**

Phil Garnett

**W N W Area Leader: Jane Maxwell
Tel: 0113 336 7858**

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
			<u>PROCEDURAL BUSINESS</u>	
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 Chief Democratic Services Officer at least 24 hours before the meeting.)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p>	

Item No	Ward	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF INTERESTS</p> <p>To declare any personal / prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p>MINUTES</p> <p>To confirm as a correct record the minutes of the meeting held on 14th May 2012 and to consider any matters arising from the minutes of the meeting held on 26th March 2012.</p>	1 - 12

Item No	Ward	Item Not Open		Page No
8			<p>CONSULTATION ON PLAIN PACKAGING</p> <p>To consider the report of the Assistant Chief Executive (Customer Access & Performance) which provides an opportunity for Members of the Area Committee to receive a presentation from Paul Lambert, Health Improvement Specialist on a public consultation on plain packaging of tobacco products.</p>	13 - 16
9			<p>WELL-BEING FUND BUDGET REPORT</p> <p>To consider the report of the Assistant Chief Executive (Customer Access & Performance) providing the Committee with an update on the current amount of revenue and capital funding committed and available via the Area Committee well-being budgets for wards in the Outer North West. It seeks approval for new projects and provides details of small grant applications received since the last Area Committee.</p>	17 - 26
10			<p>DELEGATION OF ENVIRONMENTAL SERVICES - SERVICE LEVEL AGREEMENT 2012/13</p> <p>To consider a report of the Director of Environment & Neighbourhoods presenting to the Area Committee, for approval, a final version of the Service Level Agreement (SLA) through which the work of the Environmental Locality team will be steered over the year.</p>	27 - 50
11			<p>AREA COMMITTEE COMMUNITY ENGAGEMENT PLAN</p> <p>To consider a report of the Assistant Chief Executive (Customer Access & Performance) which describes a community engagement plan for the North West (Outer) Area Committee and sets out how the Area Committee will fulfil its delegated responsibility for engagement. The report asks members to consider plans to improve the functioning of community forums and consider the proposed engagement activity in support of the Business Plan.</p>	51 - 56

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12			<p>AREA UPDATE REPORT</p> <p>To consider the report of the Assistant Chief Executive (Customer Access & Performance) providing Members with information on a range of Area Committee business, including key messages from forums and sub groups, together with project and service activity.</p>	57 - 84
13			<p>AREA COMMITTEE SUB GROUPS</p> <p>To consider the report of the Assistant Chief Executive (Customer Access & Performance). Seeking Member views on the relevance and frequency of sub groups in the outer north west. The report sets out the roles of the Outer North West Area Committee Sub Groups and seeks nominations for elected Member representatives from each ward to each sub group. The report also seeks nominations for the position of Chair to each group.</p>	85 - 90
14			<p>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</p> <p>To consider the report of the Chief Officer (Democratic and Central Services) outlining the Area Committee's role in relation to Elected Member Appointments to Outside Bodies and asks the Committee to determine the appointments to those organisations which fall to the Committee to make an appointment to.</p>	91 - 106
15			<p>DATE AND TIME OF NEXT MEETING</p> <p>2pm 24th September 2012. Venue to be confirmed.</p>	