



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	-	Guiseley and Rawdon;
P Latty	-	Guiseley and Rawdon;
P Wadsworth (Chair)	-	Guiseley 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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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 form 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

Item No	Ward	Item Not Open		Page No
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>	

Agenda Item 7

NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 14TH MAY, 2012

PRESENT: Councillor G Latty in the Chair

Councillors B Anderson, C Campbell,
J L Carter, B Cleasby, R Downes, C Fox,
C Townsley, P Latty, P Wadsworth,
D Collins and S Lay

89 Appeals Against Refusal of Inspection of Documents

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

90 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

91 Late Items

There were no late items.

92 Declaration of Interests

There were no declarations of interest.

93 Apologies for Absence

There were no apologies for absence.

94 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.

95 Minutes -

The minutes of the North West Outer Area Committee meeting held on 26th March 2012 were approved as a correct record.

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

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

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

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

RESOLVED-

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

97 Date and Time of Next Meeting

2pm Monday 18th June 2012, Civic Hall, Committee Room 1.

NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 26TH MARCH, 2012

PRESENT: Councillor G Latty in the Chair

Councillors B Anderson, C Campbell,
J L Carter, B Cleasby, D Collins,
R Downes, C Fox, G Kirkland, C Townsley,
P Latty and P Wadsworth

73 Chair's Opening Remarks

The Chair welcomed all in attendance to the meeting of the North West (Outer) Area Committee.

In addition, on behalf of the Committee, the Chair paid tribute to and thanked Councillor Graham Kirkland for his service both to the Committee and to the Council, together with the invaluable work he had undertaken in his Ward during his 45 years as an Elected Member, as this marked his final meeting of the North West (Outer) Area Committee, before stepping down from his position as a Leeds City Councillor.

74 Late Items

There were no late items as such, however, it was noted that supplementary information had been circulated to Committee Members following the despatch of the agenda, in the form of a further expression of interest for Wellbeing funding from the Adel Association, to be considered as part of the report entitled, 'Wellbeing Report' (Minute No. 82 referred).

75 Declaration of Interests

Councillor Anderson declared personal and prejudicial interest in respect of the expression of interest for Wellbeing funding entitled, 'Healthy Living for Older People', due to being an observer at the management committee meetings of OPAL (Older People's Action in the Locality) and also a personal and prejudicial interest in the expression of interest for Wellbeing funding entitled, 'No Cold Calling', due to his position in respect of the Adel Association. Both matters were considered as part of the item entitled, 'Wellbeing Report' (Minute No. 82 referred)

Further declarations of interest were made at later points in the meeting (Minute No. 82 referred).

76 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.

77 Minutes of the Previous Meeting

RESOLVED – That the minutes of the previous meeting held on the 6th February 2012, be approved as a correct record.

78 Matters Arising from Minutes

Area Update Report – Minute No. 70 – 6th February 2012

Members noted the low immunisation levels of vulnerable adults and children which had been highlighted at the previous meeting and the fact that the matter would be considered further by the Committee's Health and Wellbeing Sub Group.

It was stated that during a recent Scrutiny Board meeting, related statistics had come to light regarding immunisation levels across Leeds. In response, it was noted that such matters could be looked at as part of the Health and Wellbeing Sub Group's further consideration of the low immunisation levels of the Outer North West's vulnerable adults and children.

79 Environmental Services: Development of the 2012/13 Service Level Agreement

The Director of Environment and Neighbourhoods submitted a report providing details of the services which were to be added to the Locality Team's portfolio in respect of Environmental Services provision and therefore included within the associated Service Level Agreement (SLA) for 2012/2013. In addition, the report consulted the Area Committee upon those service areas which Members would like to be prioritised within the updated SLA.

The Committee noted that as further information on related matters was expected to be received shortly, it was proposed that formal consideration of the Area Committee's Environmental Services SLA was deferred to the June 2012 meeting, with the draft SLA being provided to Members in advance of this meeting, for consideration and comment.

In relation to the SLA, Members raised concerns regarding the respective negotiated agreements with Parks and Countryside and West North West homes Leeds ALMO which were yet to be established, and requested that such concerns were forwarded to the Head of Environmental Action for consideration.

RESOLVED –

- (a) That the formal consideration of the Environmental Services Service Level Agreement (SLA) for 2012/13 be deferred to the June 2012 meeting, with the draft SLA being provided to Committee Members in advance of this meeting for consideration and comment.
- (b) That in relation to the SLA, Members' concerns regarding the need to have the respective negotiated agreements with Parks and Countryside and the West North West homes Leeds ALMO established and operational, be forwarded to the Head of Environmental Action.

80 **Proposal to Develop Integrated Health and Social Care Teams**

The Director of Adult Social Care submitted a report providing details of the work which was currently being undertaken in Leeds which was aimed at improving the effectiveness of health and social care services across the city. The report described the approach of using demonstrator sites, which were being utilised in order to test out and develop a number of aspects of the proposed service model.

Following an introduction to the report from John Lennon, Chief Officer (Access and Inclusion), a question and answer session ensued. The key areas of discussion were as follows:-

- Members highlighted the key contribution that Ward Councillors could make to the development of the service provision model and the need to ensure that Ward Members were afforded sufficient opportunity to become involved in such matters.
- In responding to Members' enquiries, the Committee was provided with details regarding the funding arrangements which were in place for the development of the demonstrator sites, together with details of the Local Authority's role in the development of the service provision. Members noted that temporary funds had been allocated by Government towards the initial costs associated with service transformation, but concerns were raised at the fact that there was not to be an increase in funding for the Local Authority in the longer term.
- With regard to addressing service users needs, Members highlighted that a more preventative approach was needed to accompany the proposed changes in service delivery, in order to ensure that, wherever possible, service users remained in their own homes. The Committee highlighted the vital role of the Re-ablement Service, which looked to keep service users within their own homes.
- Responding to Members' enquiries, the Committee received details regarding the developments which had occurred which aimed to ensure that a joined up approach was being taken by the NHS and the Local Authority in respect of the delivery of health and social care services.
- Members highlighted their concerns regarding the lack of co-terminosity in place, specifically in respect of the geographical boundaries which the NHS worked to, when compared to those boundaries used by the Local Authority, West Yorkshire Police and the ALMOs.
- The Committee highlighted the need for a truly multi-agency approach to be taken when addressing health and social care issue.
- Assurances were sought specifically in respect of domiciliary care, and the need to ensure that value for money, together with a modernised service was achieved in this area.

RESOLVED –

- (a) That the content of the submitted report be noted.
- (b) That regular updates on the progress being achieved on the demonstrator sites be submitted to the Committee over the next 12 months, and that any future reports on such matters include further details regarding the associated costs and funding arrangements in place for this transformation of service delivery.

81 Joint Strategic Needs Assessment and Area Profiles

The Director of Public Health submitted a report which provided an update on the emerging priorities for the Outer North West area, which had arisen following the refresh of the Leeds Joint Strategic Needs Assessment (JSNA).

Having received a brief introduction to the report from Victoria Eaton, Consultant in Public Health and Tim Taylor of Adult Social Care, a question and answer session ensued. The main areas of discussion were as follows:-

- Members highlighted the striking differences which could be found within the life expectancy statistics for different communities within the same geographical area.
- Responding to Members enquiries, the Committee was provided with an explanation of how the data had been divided, and noted that the statistics for each Area Committee had been broken down into Middle Level Super Output Areas (MSOAs), an approach which was used nationally. Members noted that the minimum population for an MSOA was 5,000.
- The Committee received details of the range and age of the data which had been drawn on to compile the life expectancy statistics and considered the accuracy of such statistics.
- Members discussed how the statistics could be effectively utilised in order to address the health issues which had been revealed by the data compiled.

Having given consideration to the appropriateness of the recommendations detailed within the report, it was

RESOLVED –

- (a) That the contents of the submitted report be noted, together with the vital role which can be played by Ward Councillors in addressing the health needs of the area.
- (b) That further updates be provided to the Area Committee in due course, and as part of such updates, further detail be provided on the identification of the vulnerable groups in the area and the actions which are being taken to support them.
- (c) That as part of any further updates, details regarding the identification of the different agencies which are tasked with addressing such health

needs be provided, together with the work that they are currently undertaking.

82 Wellbeing Fund Budget Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report outlining the current position statement of the Area Committee's Wellbeing budget, detailing for determination those expressions of interest received for Wellbeing funding and presenting for information those Small Grant applications which had been received to date.

In considering the Wellbeing application entitled, "Off-Road Bikes", Members received confirmation that the use of the bikes would be restricted to the four Outer North West Wards only.

The Chair requested that in future, all relevant Ward Members were fully briefed on Wellbeing applications affecting their Wards, prior to the matter being formally determined by the Area Committee.

RESOLVED –

- (a) That the current position of the Wellbeing budget, as set out within sections 2 and 3 of the submitted report, be noted.
- (b) That the following be agreed in respect of those expressions of interest received for Wellbeing funding, as detailed within section 4 of the submitted report:-

<u>Name of Project</u>	<u>Name of Delivery Organisation</u>	<u>Decision</u>
Site Based Gardener	Parks and Countryside	£23,534.00 (£13,357.00 Guiseley & Rawdon Ward and £10,777.00 Otley & Yeadon Ward) – Approved
Youth Service – Driver Training	Youth Service	£2,460.00 Revenue (615.00 per Ward) - Approved
Queen's Diamond Jubilee Celebrations Horsforth Party in the Park	Horsforth Town Council	£2,000.00 Revenue - Approved
Replacing Trees in the Cookridge Garden Estate	Cookridge Garden Estate (1919) Covenant Protection Association	Additional £300.00 Revenue - Approved
Healthy Living for Older People	Older People's Action in the Locality (OPAL)	£2,820.00 - Approved
Police Off-Road Bikes	West Yorkshire Police	£1,500.00 Revenue (£375 per Ward) - Approved
Golden Acre Car Park	Parks and Countryside	£30,000.00 Revenue – That Adel & Wharfedale

No Cold Calling Adel Association

contribute a maximum of £10,000.00 revenue and Otley & Yeadon contribute £5,000.00 revenue towards this project, with further discussions being held with Parks & Countryside on whether the scheme can be delivered on the basis of the funding that has now been committed. £1,494.00 Revenue – Approved, with the contribution to be agreed from WNWhL ALMO being deducted from the Committee’s total funding allocation.

(c) That the small grant and skip approvals, as detailed within section 5 of the submitted report, be noted.

(Having declared personal and prejudicial interests in the respective Wellbeing applications entitled, ‘No Cold Calling’ and ‘Healthy Living for Older People’ , Councillor Anderson left the room during the consideration of these applications and took no part in the voting thereof)

(During the consideration of this item, Councillor Collins declared a personal and prejudicial interest in the Wellbeing application entitled, ‘Queen’s Diamond Jubilee Celebrations – Horsforth Party in the Park’, due to being a member of Horsforth Town Council. In declaring this interest, Councillor Collins did not speak during the consideration of this matter or vote upon it)

(During the consideration of this item, Councillor J L Carter declared a personal interest in the Wellbeing application entitled, ‘Police Off-Road Bikes’, due to being Vice Chair of the West Yorkshire Police Authority)

83 Children's Services Performance Report to Area Committees

The Director of Children’s Services submitted a report providing an update on the key developments which had occurred in Children’s Services, following the previous update reports which had been considered by the Committee in 2010 and 2011 respectively.

Having received a brief introduction to the key points within the submitted report from Steve Walker, Deputy Director, Safeguarding, Specialist and Targeted Services, and Simon Flowers, Strategic Leader for Education Integration, a question and answer session ensued. The main issues raised were as follows:-

- Members requested that in future reports, comparative statistics from previous years are included in respect of the data presented to the Committee regarding the 15 key indicators.
- Responding to Members' enquiries, details were provided regarding the compilation of the statistics detailed within the submitted report and how the data overcame the fact that often, young people attended schools which were located outside of the Ward in which they resided. Members noted that data could be provided which encompassed all those young people who attended schools within the Outer North West area.
- The Committee noted that the 'not in employment, education or training (NEET)' statistics related to those young people between the ages of 16 – 19, and responding to Members' enquiries, the Committee received a definition of the 'not known' classification.
- With regard to those young people who fell within the NEET and 'not known' categories, Members were provided with details regarding how those individuals who fell within these categories were identified and tracked, should they have re-located. In addition, Members also discussed what the expected level for NEETs and 'not knowns' in the Outer North West area may be and were provided with details of the actions being taken to reduce such levels.
- The Committee highlighted the similar issues which connected those young people falling within the NEET and 'not known' categories with those issues which were raised earlier in the meeting, during the consideration of the report on the Joint Strategic Needs Assessment and also the report regarding health and social care reform. Members emphasised that the role which could be played by Children's Services in the future development of the Joint Strategic Needs Assessment and also the work which continued in respect of health and social care reform.
- Members requested that in respect of future reports submitted to the Committee, the data relating to pupils achieving 5+ GCSEs at grades A*-C was broken down further by individual school.

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That the comments made by the Area Committee in respect of the data within the submitted report be noted.

84 LDF Core Strategy - Publication Document

The Director of City Development submitted a report making the Committee aware of the public consultation exercise which was currently ongoing in respect of the Council's Core Strategy document. In addition, as part of that consultation process, the report sought comments from the Area Committee in respect of the soundness of that document.

Having received a brief introduction to the report, a question and answer session ensued. The key points raised were as follows:-

- Responding to Members' enquiries, the Committee was provided with details regarding the extent of the consultation being conducted;
- The Committee noted that Elected Members of the Council and members of the public would have the opportunity to contribute towards the selective Green Belt review, which was to be undertaken in due course as part of the overarching process;
- Members received assurances regarding the protected status of Green Belt areas within Leeds, during the consultation stage of the Core Strategy;
- The Committee received an update regarding the current position of the Government's new Planning Policy Framework which was scheduled to be unveiled and how such a Framework would supersede existing Planning Policy Guidance;
- Members requested access to the associated Site Allocations document when it became available;
- Members noted that one of the 'Housing Market Characteristic Areas' had been named Aireborough and received details regarding the boundaries which would form this area;
- Emphasis was placed upon the need for Leeds to have a Core Strategy in place, in order to ensure that as a planning authority, it could effectively defend any planning appeals it faced.

Following the question and answer session, the Committee raised several concerns and requested that such concerns were formally recorded and submitted as part of the associated consultation process:-

- Concerns were raised regarding the overarching levels of housing requirement which had been identified as part of Spatial Policy 6, specifically when considering the current low levels of housing demand and also in respect of the ability to deliver such significant levels of housing development, based on the number of new houses which had been built in recent years;
- The need to ensure that a more effective approach towards affordable housing was established as part of the Core Strategy, and the need to ensure that developers' were required to make adequate contribution towards such provision;
- The need for the Core Strategy to ensure that any new developments were made sustainable via the promotion of local employment opportunities, the establishment of effective transportation infrastructure and the development of any additional accommodation for education provision which was required as a result of such development. In addition, it was emphasised that the Core Strategy needed to ensure that developers were obliged to make adequate contribution towards such matters;
- Members raised concerns regarding the accuracy of the timings within the 'Accessibility Standards' as detailed within appendix 2 of the Core Strategy document;

- Representations were made regarding the fact that under the Core Strategy, Horsforth did not currently possess 'village' status, but rather formed part of the 'Main Urban Area'.

In conclusion, the Committee agreed that, in considering whether the Core Strategy document was sound, Members' comments and concerns, as detailed above, be formally recorded and submitted as part of the associated consultation process.

RESOLVED – That in considering whether the Core Strategy document is sound, the Committee's comments and concerns, as detailed above, be formally recorded and submitted as part of the associated consultation process.

85 Area Update Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report which brought together a range of information regarding Area Committee business. As such, the report provided details of the key messages from Area Committee Sub Groups and Area Forums, whilst also receiving an update in respect of projects and service provision, including the Area Committee's Business Plan.

Having considered the future operational arrangements for the Area Committee's Sub Groups, it was agreed that from the commencement of the new municipal year, each Chair of the Area Committee's Sub Groups, in conjunction with the Area Support Team, established a meeting schedule for each Sub Group for the duration of the municipal year. During the consideration of this matter, it was suggested that the membership of each Sub Group should include at least one representative from each of the four Outer North West Wards.

With regard to the Area Committee's Business Plan, which was appended to the submitted report, Members were requested to approve the Plan as a draft, with the proposed final document, incorporating Members' comments, being submitted to the June 2012 meeting for formal consideration.

RESOLVED –

- (a) That the contents of the submitted report, together with the comments made by the Committee, be noted.
- (b) That the Area Committee's Business Plan, appended to the submitted report, be approved as a draft document, with the proposed final document which incorporates Members' comments, being submitted to the June 2012 meeting for approval.
- (c) That the Area Support Team continue to monitor and develop the Business Plan, with the proposed final version being submitted to the June 2012 meeting.
- (d) That from the commencement of the new municipal year, each Chair of the Area Committee's Sub Groups, in conjunction with the Area

Support Team, establish a meeting schedule for each Sub Group for the duration of the municipal year.

86 Area Chairs' Forum Minutes

The Assistant Chief Executive (Customer Access and Performance) submitted a report presenting for comment the minutes of the Area Chairs' Forum meeting held on 13th January 2012.

Responding to enquiries relating to the minute entitled, 'Localism Act: Feedback from Area Committee Meetings', Members received further details regarding the discussion held at the Area Chairs' Forum meeting in respect of Area Committees' role in 'community planning'.

RESOLVED - That the submitted report, together with the content of the minutes from the Area Chairs' Forum meeting held on 13th January 2012, be noted.

87 Dates, Times and Venues of Area Committee Meetings 2012/2013

The Chief Officer (Democratic and Central Services) submitted a report which sought the Committee's formal approval of a meeting schedule for the 2012/2013 municipal year. In addition, the report invited the Committee to give consideration to the current meeting venue arrangements, and whether they wished to alter such arrangements.

The Chair requested that in future, Area Committee meetings were not scheduled for the Monday prior to full Council meetings, in order to avoid any potential clashes with political Group meetings.

RESOLVED – That the proposed 2012/2013 meeting schedule for the North West (Outer) Area Committee, as detailed within the submitted report be approved.

88 Date and Time of Next Meeting

2.00 p.m., Monday, 14th May 2012 in the Civic Hall, Leeds, LS1 1UR.

Meeting concluded at 4.25 p.m.

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

Report to North West (Outer) Area Committee

Date: 18th June 2012

Subject: Consultation on Plain Packaging

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

Summary of main issues

1. This report introduces a presentation from Paul Lambert Health Improvement Specialist NHS Airedale, Bradford and Leeds. The presentation provides information on a public consultation on plain packaging of tobacco products.

Recommendations

2. The Area Committee is requested to consider and comment upon the presentation.

1 Purpose of this report

- 1.1 The presentation is intended to provide 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.

2 Background information

- 2.1 At the last meeting of the Outer North West Health & Well-being Sub Group Members received information on the 'Leeds Lets Change' Scheme. This is a city wide programme which helps people to adopt a healthier lifestyle, through accessing healthy living services, community activities and self-help resources.
- 2.2 A discussion took place on the sale of alcohol to young people and what steps are being taken to tackle this issue. The Head of Health Improvement at Leeds Primary Care Trust (PCT) informed Members that a tobacco control strategy is

being developed. There is also consultation being planned on plain packaging for tobacco products.

- 2.3 The Sub Group invited a representative from the NHS to attend the next Area Committee to present information on the public consultation on plain packaging of tobacco products.

3 Corporate Considerations

3.1 Consultation and Engagement

- 3.1.1 The presentation provides details of the consultation on plain packaging of tobacco products.

3.2 Equality and Diversity / Cohesion and Integration

- 3.2.1 There are neither equality and diversity or cohesion and integration implications arising from this presentation

3.3 Council policies and City Priorities

- 3.3.1 The work described in this presentation fits with existing Council Policy.

3.4 Resources and value for money

- 3.4.1 There are no resource implications for Leeds City Council.

3.5 Legal Implications, Access to Information and Call In

- 3.5.1 There are no legal implications, access to information or Call In

3.6 Risk Management

- 3.6.1 None

4 Conclusions

- 5.1 Having regard to the presentation received Members are asked to consider and comment upon the presentation.

5 Recommendations

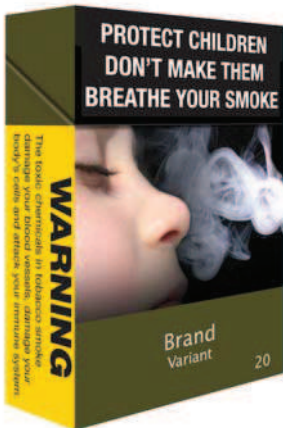
- 5.1 The Area Committee is requested to consider and comment upon the presentation

6 Background documents¹

- 6.1 None

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

Appendix 1 Smokefree Action Coalition Briefing Protecting children from tobacco marketing



Why we want your support for plain packs in the UK

The UK Government has committed to carrying out a public consultation on plain packaging of tobacco products. The Smokefree Action Coalition supports plain packs because there is good evidence¹ that they:

- are less attractive, particularly to young people;
- make the health warnings stand out more; and
- reduce the ability of the packaging to mislead consumers about the harms of smoking.

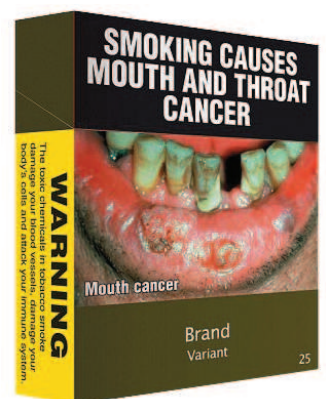
Smoking is an addiction of childhood – we need to protect the next generation

- Smokers start as children and continue as addicts: two thirds of smokers start before they are 18 and the vast majority while still teenagers;²
- Every year 340,000 children in the UK are tempted to try smoking;³
- Two thirds of smokers want to quit and many more regret having started; and⁴
- Smoking remains the major cause of premature death and disease killing over 100,000 people in the UK each year, more than the next six causes of preventable death put together.⁵

Plain packs required in Australia

From December 2012 tobacco packs in Australia will be plain and standardised:

- The only branding will be the product name in a standard font and colour;
- The pack and contents will be a standard shape, size and colour;
- Health warnings on front and back will be increased in size;
- Tax stamps will remain; and
- All packs will have the quitline number and web address.



Australian pack

Fact not Fiction: The truth behind tobacco industry myths

Myth #1: *There is no evidence plain packs will work*

FACT: A large body of evidence demonstrates plain packaging would be effective. Peer reviewed studies from around the world consistently show that plain packs are less appealing, make health warnings more effective and reduce the ability of the packaging to mislead consumers about the harms of smoking.⁶

Myth#2: *Tobacco smuggling will increase because plain packs are easily counterfeited*

FACT: Existing packs are no obstacle to counterfeiting. There is no evidence that plain packaging will lead to an increase in the illicit trade in tobacco, thereby reducing legal sales. Tobacco packs are already easily counterfeited which is why the industry is required to put covert markings on all tobacco packs to distinguish between authentic and counterfeit packs. Plain packs may not have tobacco brand logos and colours but they will have all the health warnings and other markings required on current packs – so they will be no easier to counterfeit.

Myth #3: *Plain packs will cause confusion and extra costs for small businesses*

FACT: It's no more difficult selling plain packs than branded packs. Industry estimates that it would take 45 seconds longer per sale are based on a survey of the opinions of just 6 tobacco retailers. Objective research measuring over 5,000 transactions found that plain packs if anything reduced transaction times and selection errors. Retail sales will decline gradually but not overnight as the main impact will be on reducing uptake amongst young people not on current smokers, so shops will have time to adapt. It's no more difficult selling plain packs than branded packs.^{7 8}

Myth #4: *There is no public support for plain packs*

FACT: Eight out of ten people would support plain packaging if there was evidence that plain packs are less attractive to children and young people than branded packs, according to a YouGov poll.⁹

Myth #5: *Plain packaging will breach intellectual property rights leading to compensation claims*

FACT: The use of tobacco trademarks is already limited by law. All plain packaging does is limit the use of tobacco company trademarks. The government will not be acquiring trademarks or other property from the companies so compensation will not be due. International trade agreements do not create a right to use trademarks, and in any case, they allow for governments to implement measures to protect public health.¹⁰

Myth #6: *Tobacco is going to be put out of sight so we don't need plain packs*

FACT: Legislation already passed by parliament will put cigarette packs out of sight in shops, but once outside they will continue to work as the industry's 'silent salesman' advertising brands and promoting smoking to children. Tobacco packs have been described as 'badge products' that become 'mobile advertising for the brand'.¹¹

Myth #7: *It may be tobacco today but other consumer products will follow*

FACT: Tobacco is not like any other product, it is the only legal consumer product on the market which is lethal when used as intended. That is why the UK and over 170 other governments have signed up to the WHO Framework Convention on Tobacco Control which places legal obligations on governments to strictly regulate tobacco products. Plain packs for tobacco will not therefore set a precedent for other consumer products.¹²

A full briefing is available www.smokefreeaction.org.uk/plain-packaging

¹ [Plain packaging of tobacco products: A review of the evidence](#). Cancer Council Victoria, 2011

² Robinson S & Bugler C. [Smoking and drinking among adults, 2008](#). General Lifestyle Survey 2008. ONS, 2010.

³ [Impact Assessments for the Health Bill](#). Department of Health, January 2009 page 18 para 54

⁴ [Smoking and Drinking Among Adults 2009](#) Office for National Statistics

⁵ [Written Evidence to the Health Select Committee](#), Royal College of Physicians 2005

⁶ [Plain Packaging of tobacco products: A review of the evidence](#). Quit Victoria 2011

⁷ [Potential impact on retailers from the introduction of plain tobacco packaging](#). Deloitte Australia, February 2011

⁸ Carter OBJ, Mill BW, Phan T, et al [Measuring the effect of cigarette plain packaging on transaction times and selection errors in a simulation experiment](#). *Tob Control* doi:10.1136 Published on-line 26 September 2011

⁹ The poll was a representative sample of 2,328 adults and was carried out by YouGov for ASH. Fieldwork was undertaken between 29th October - 1st November 2010. The survey was carried out online. The figures have been weighted and are representative of all GB adults (aged 18+)

¹⁰ Freeman B, Chapman S, Rimmer R, [The case for the plain packaging of tobacco products](#) *Addiction* 2008;103(4):580–590.

¹¹ Alemanno A., Bonadio E., [Do you mind my smoking? plain packaging of cigarettes under the trips agreement](#). *J. Marshall Rev. Intell. Prop. L.* 450 Spring 2011

¹² WHO [Framework Convention on Tobacco Control](#)

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

Report to North West (Outer) Area Committee

Date: 18th June 2012

Subject: Well-Being Fund Budget Report

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

Summary of main issues

1. This report seeks to update Members on the current amount of capital and revenue funding committed and available via the Area Committee well-being budget for wards in the Outer North West area.
2. In addition, the report seeks approval for new projects and to note approvals for small grants and skips given since the last Area Committee.

Recommendations

3. The Area Committee is asked to:
 - note the amount of revenue well-being budget available for 2012/13
 - review the new project applications submitted for the Area Committee's consideration
 - Consider and comment on whether or not to progress options for the funding of a Localism Officer.

- note the approvals for small grants and skips given since the last Area Committee.

1 Purpose of this report

- 1.1 The purpose of this report is to provide Members 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.

2 Background information

- 2.1 Members are advised of the new revenue well-being allocation for the Outer North West Area Committee of £160,940 for the financial year 2012/13 (£40,235 per ward). The allocation has been based on the 2010/11 formula of 50% population and 50% disadvantage. The carry forward of uncommitted well-being funds from 2011/12 will continue.
- 2.2 There is no additional well-being capital allocation for 2012/13. However, Area Committee's can continue to commit capital resources in 2012/13 if they still have uncommitted funds available from their previous allocations.

3 Main issues

- 3.1 Following projects agreed at the last meeting, a total of £247,522 remains available for supporting revenue priorities in the area.
- 3.2 The table at 3.3 includes details per ward of the total available revenue for 2012/13 including carry-forward from 2011/12, amounts already committed from 2011/12 and the balance remaining.

3.3 Table 1: Revenue

Ward	2012/13 allocation	2011/12 Carry forward	Balance remaining
Adel & Wharfedale	£40,235	£64,195	£104,430
Guiseley & Rawdon	£40,235	£7,712 (overspend)	£32,523
Horsforth	£40,235	£3,730	£43,965
Otley & Yeadon	£40,235	£26,369	£66,604

- 3.4 A total of **£8,235** remains available for supporting capital priorities in the area.
- 3.5 The table below details the total capital remaining for 2012/13.

3.6 Table 2: Capital

Ward	Carry forward from 2010/11	Total spent 2011/12	Balance remaining
Adel & Wharfedale	£0	£0	£0
Guiseley & Rawdon	£32,625	£31,150	£1,475
Horsforth	£0	£0	£0
Otley & Yeadon	£17,960	£11,200 (includes £5000 repayable loan)	£6,760

4 Well-being Projects

4.1 Details of new expressions of interest requesting funding from the well-being budget are detailed below. The Area Committee is asked to consider the projects.

4.2 **Name of Project:** Horsforth PCSOs

Ward Affected: Horsforth

Name of delivery organisation: West Yorkshire Police and Horsforth Town Council

Amount requested: £8,100 (revenue).

The Horsforth PCSO project has been operational since 2004. The funding provides part payment for two Police Community Support Officers for Horsforth. These are pooled centrally in a group with other PCSO's by West Yorkshire Police and are currently based in Otley. PCSO's patrol the streets of Horsforth and provide a deterrent against crime and antisocial behaviour. In patrolling they also reduce the public's fear of crime. PCSO's also contribute to improving road safety by spending time on the roads of Horsforth using the Speed Indication Device to identify speeding drivers. PCSO's also assist with policing all major events held in Horsforth.

4.3 **Name of Project:** Community Skips Budget

Ward affected: Adel & Wharfedale, Guiseley & Rawdon and Horsforth

Name of delivery organisation: West North West Area Support Team

Amount requested: £4,000 (revenue)

The skips budget is to assist local groups who want to conduct community clean-ups in their area. A notional skips allocation of £4,000 has been incorporated into the well-being budget since April 2004. In 2012/13 a total on £1,791 was spent on providing 18 skips.

4.4 **Name of Project:** Small Grants Budget

Ward affected: All Outer North West Wards

Name of delivery organisation: West North West Area Support Team

Amount requested: £12,000 revenue (£3,000 per ward).

The Outer North West Area Committee established a small grant budget in 2004. Originally it was agreed that this resource would be for grant applications up to £500 for a single organisation this amount was increased to £1,000 at the June 2010 meeting. Groups and organisations that apply or enquire about small grants are supported and given guidance on their application by the Area Support Team. In line with City Council financial regulations the small grants are monitored to ensure that expenditure is in line with grant approval. In 2011/12 a total of £xxx was spent on small grants.

4.9 **Name of Project:** AVSED IT System

Ward affected: Guiseley & Rawdon and Otley & Yeadon

Name of delivery organisation: Aireborough Voluntary Services to the Elderly with Disabilities (AVSED)

Amount requested: £4,800 revenue (£3,300 G & R, £1,500 O & Y)

Funding will contribute towards the upgrade of AVSED's IT equipment. AVSED are solely reliant on a database and computer programmes for the input of their client information and production of documents required to run the project. Their current equipment is slow, inefficient and unreliable.

In April 2012, the database corrupted and the majority of information was lost. A new database was purchased however AVSED require new software to work alongside the new database (Windows 7) which also requires new hardware as the current hardware is too outdated to support the new software.

4.10 **Name of Project:** Additional staff resources for Otley Wharfemeadows Park and Yeadon Tarnfield Park

Ward affected: Otley & Yeadon

Name of delivery organisation: Parks & Countryside

Amount requested: £2,998 revenue

Due to the popularity of Wharfemeadows and Tarnfield Parks during the summer months there is always a large amount of litter left behind. Additional staff resources are therefore required to undertake duties such as the emptying of litter bins, litter-picking across the sites and the general upkeep of the parks as required.

Funding will pay for 2 members of staff to work weekends from 30th June to the 2nd September plus the August bank holiday for three hours each day.

4.11 **Name of Project:** Otley Town Football Club

Ward affected: Otley & Yeadon

Name of delivery organisation: Otley Town Football Club

Amount requested: £5,000 capital

Otley Town Football Club wishes to refurbish their club facilities.

Work will include refurbishment of the referees dressing rooms and clubhouse, creation of a double garage, new toilet and roof repairs. The total cost of the project is £29,420, the club plan to fund the remaining costs through their own club funds.

The improvements will enable Otley Town Football Club to have sustainable facilities for the future to encourage and increase participation for both junior and senior members.

4.12 **Name of Project:** Guiseley Theatre Gas Boiler

Ward affected: Guiseley & Rawdon

Name of delivery organisation: Guiseley (AOS) Theatre

Amount requested: £5,640 revenue

Guiseley Theatre lease the building from Leeds City Council but are responsible for all internal repairs. The two boilers which have been in place for over 50 years are no longer working and cannot be repaired. Well-being funding would contribute towards the cost of installing a new gas heating boiler and the removal of the two old boilers. The total cost of this project is £11, 281 however the group have been asked to match fifty percent of the cost.

4.13 **Name of Project:** Aireborough Family Fun Afternoons and Summer Playscheme

Ward affected: Guiseley & Rawdon and Otley & Yeadon

Name of delivery organisation: Aireborough Extended Services / Guiseley Children's Centre

Amount requested: £4,356 (£2,178 G& R, £2,178 O & Y)

Aireborough Extended Services are intending to develop several community cohesion events to bring together and support families in Otley & Yeadon and Guiseley & Rawdon. Events will include: 5 family fun afternoons for children upto 11 years, at Guiseley Children's Centre; 1 family fun afternoon for young people upto 16 years at Yeadon Westfield Infant School and a 2 week play scheme for children aged 5 – 11 years at Yeadon Westfield Infant School.

4.14 **Name of Project:** CASAC Burglary Reduction

Ward affected: All outer wards

Name of delivery organisation: CASAC Leeds

Amount requested: £40,000 revenue (£10,000 per ward)

CASAC Burglary Reduction was established in 2001 in response to meeting Home Office objectives of reducing domestic burglary by 25% and maintaining it. The service is delivered through a multi-agency partnership between Safer Leeds, CASAC-Leeds and West Yorkshire Police.

CASAC aims to alleviate the fear of burglary among residents in Leeds and to assist in reducing burglary and repeat burglary rates. Over 66,000 properties have been visited since the scheme started in 2001. Safer Leeds analysis of burglaries has shown that the repeat burglary rate for properties target hardened is 2%, which is very favourable when compared to Leeds' repeat burglary rates in non target hardened properties of 8%.

The £40,000 grant from the North West Outer Area Committee will enable CASAC to continue to offer pro-active and re-active target hardening services in the outer areas of the North West division.

This project has been discussed at the Community Safety Group on 23rd March 2012 and the group asked for the project to be taken to the June Area Committee for Discussion.

5 Potential Project

5.1 Localism / Planning Officer

The Area Committee is asked for their views on whether or not they wish to consider funding a Localism Officer or Community Planner for the Outer North West area.

In addition Members are asked to consider how this would work in relation to local neighbourhood forums and community groups.

Attached at Appendix 1 are two options to consider.

5 Small Grants

5.1 The following table details the small grant allocations per ward and the total spend on small grants in 2011/12. Any balances that remain from the 2011/12 small grant budget will be repaid into the main well-being fund and are reflected in the carry-forward figure in table 1 above. Overspends have been deducted from the carry-forward figures and again are detailed in table 1 above.

5.2 Table 3: Small Grants

Ward	Allocation	Details of spend	Balance remaining
Adel & Wharfedale	£3,000	£1,418	£1,582
Guiseley & Rawdon	£3,000	£987	£2,013
Horsforth	£3,000	£625	£2,375
Otley & Yeadon	£3,000	£1,188	£1,812

5.3 The following small grant applications are reflected in the above table and are presented for information:

- Otley Carnival 2012 (approved during 11/12 to be paid from 12/13 budget) (O&Y £500)
- Pool Feast 2012 (A&W £500)
- Revisit Youth Service (G&R £362.50, O&Y £362.50)
- Fire Fly WYFS (All wards £125)
- Bramhope Queens Diamond Jubilee (A&W £500)
- Guiseley Clock Tower Pot (G&R £500)
- Leeds Gathering (O&Y £200)
- Arthington Queen's Diamond Jubilee (A&W £293)
- Hall Park Concerts (H £500)

5.4 The following table details the number of skips per ward and the total spend on skips in 2011/12. Any balances remaining have been repaid into the main well-being budget and are reflected in the carry-forward figure in table 1 above.

5.5 Table 4: Skips

Ward	Allocation	Details of spend	Balance remaining

Adel & Wharfedale	£1,000	£117	£883
Guiseley & Rawdon	£1,000	£192	£808
Horsforth	£1,000	£117	£883
Otley & Yeadon	£1,000	£351	£649

6 Corporate Considerations

6.1 Consultation and Engagement

6.1.1 Local ward members have been consulted on new projects being presented at this meeting of the Area Committee.

6.2 Equality and Diversity / Cohesion and Integration

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

6.3 Council Policies and City Priorities

6.3.1 The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009. This approval was rolled forward to 2011/12 with amendments made to the environmental delegation.

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

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

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

6.4 Resources and Value for Money

6.4.1 Programmes of work outlined in this report are resourced in the main by area management staff and where relevant their partners, which in turn provides value for money.

- 6.4.2 In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via well being budgets.
- 6.4.3 In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council departments mainstream budgets, and external partner agencies e.g. the Police and NHS Leeds, which is in turn reflected in the fact that the Area Committee's role here is only to influence, develop and consult. However, on occasion, wellbeing funding has resourced some projects related to its roles, e.g. conservation area reviews.

6.5 Legal Implications, Access to Information and Call In

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

6.6 Risk Management

- 6.6.1 Risk implications and mitigation are considered on all well-being applications.

7 Conclusions

- 7.1 The report outlines potential projects through the Area Committee's well-being budget. These are projects which assist in the work programme of the area management team. The report outlines the budget remaining for the Area Committee's use for the rest of the financial year.

8 Recommendations

- 8.1 Members of the Outer North West Area Committee are requested to:
- 8.2 Note the current position of the well-being budget as set out at sections 2 and 3.
- 8.3 Consider and agree the projects as outlined at 4.0.
- 8.4 Consider and comment on whether or not to progress options for the funding of a Localism Officer.
- 8.5 Note the small grant and skip approvals detailed at 5.0.

9 Background documents

- 9.1 None

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

Appendix 1

The government published the Localism Bill on the 13th December 2010. The bill aims to shift power from central government back into the hands of individuals, communities and councils. This will enable a whole host of major decisions to be made locally by people most affected by those decisions. The legislation will provide new opportunities for communities but there will be a need to be prepared at a local level to make best use of those opportunities such as Neighbourhood Forums, Neighbourhood Plans, Right to Challenge, Assets of Community Value etc.

In order to address this emerging agenda, two options are presented for the Area Committee to consider:

Option 1

A time limited post of **Localism Officer** is proposed. The post will be based within the area support team.

The principal accountabilities for the post would be:

- To develop and maintain close working relationships with local Parish and Town Councils in order to help them benefit fully from the emerging localism agenda, ensuring they have training, skills and the support necessary to take advantage of opportunities
- To support ward, town and parish councillors and communities in bringing decision making and service delivery to a local level, as appropriate
- To plan, develop and manage fundraising to maximise income generation for the area and to support organisations in the development of funding bids
- To provide advice to ward, town and parish councillors and local organisations on project design and development
- To support local initiatives that help maintain the vitality of local communities

More detailed work on the post job description would take place with ward members. A budget of approximately **£40,000** would be required to fund this post.

Option 2

A **community planning officer** post would provide support and assistance to the Area Committee and the local community on planning related matters. The assistance will take the form of general planning advice, support on specific planning applications, help with developing planning related projects and providing training on statutory planning functions to parish and town councils and community groups.

Specifically the post holder would:

- Support and advise on specific planning applications
- Advise on planning policy
- Assist the Compliance Team (cases and letting board restrictions) and Conservation Team where appropriate
- Coordinate and attend appropriate area committee sub groups
- Advise communities on appeals and public enquiries

- Keep the Area Committee and the local community up to date with any changes to policy and legislation and of the implications of any changes

More detailed work on the job description would take place with ward members. A budget of approximately **£40,000** would be required to fund this post.

Report of the Director of Environment & Neighbourhoods

Report to North West (Outer) Area Committee

Date: 18th June 2012

Subject: Delegation of Environmental Services - Service Level Agreement 2012/13

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Adel & Wharfedale, Guiseley & Rawdon, Horsforth, Otley & Yeadon		
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?	Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

Summary of main issues

1. A Service Level Agreement has been drawn up for the delivery of environmental services in Outer North West Leeds over the 2012/13 municipal year.
2. This report provides final details of the agreement and seeks approval of the document which will steer the work of the West and North West (WNW) Environmental Locality Team over the next year.

Recommendations

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

1 Purpose of this report

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

2 Background information

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

3 Main issues

- 3.1 The first SLA for 2011/ 12 went live in September 2011 - reports to the December and March Area Committees outlined progress over the period of the first SLA. The Locality Team has developed its capacity and learnt lessons from its first half year of delivering services through a SLA with the Area Committee. The SLA for 2012/13 also includes more specific commitments around such issues as:
- Priority ginnels for programmed cleansing/maintenance,
 - Cleaning of arterial routes,
 - De-leafing,
 - Litter bin replacements/new sites,
 - Targeting of zero tolerance enforcement (geographical and issue based),
 - Dedicated enforcement/education patrols resources to be prioritised and directed at a ward level,
 - Cleaning around recycling (e.g. bottle banks) facilities.
- 3.2 Members have also raised the issue of performance management and reporting in the service. The SLA outlines the commitment to performance reporting and management which will be significantly strengthened over this SLA cycle.
- 3.3 The delegation of the specified environmental services to Area Committees means that service resources, mainly staffing, which were previously managed centrally, are now devolved and managed by Locality Managers.
- 3.4 To enable this to happen, a restructuring of the previous Streetscene service was undertaken. Importantly this separated out the local street cleansing functions from the city's refuse and recycling functions and created for the first time local supervisory/support roles for a key front line service. At the same time, Environmental Action Teams that had previously just focused on enforcement and regulatory practices were brought together with the street cleansing function to create new Locality Teams.
- 3.5 These resources are organised into three locality based teams for West and North North West, South East and East North East. They are geographically aligned to and work closely with the new Area Support Teams (formerly Area Management).
- 3.6 The SLA sets out for each Area Committee how resources will be used in their area to meet local needs and achieve the outcome of clean streets. The SLA for the 2012/ 13 municipal year is attached at Appendix A.
- 3.7 The Locality Managers are accountable for the use of that resource and performance of the service to the Area Committees through the approved SLAs. The Area Committees are accountable to the Executive Board. A breakdown of the WNW Locality Budget is shown at Appendix B.
- 3.8 The current structure for the Locality Team for the WNW area is shown at Appendix B.

4 Progress under 11/12 SLA and increased service commitments for 2012/13 SLA

4.1 Successes:

- Established a good relationship with Members with increased confidence and trust that the service will deliver as promised and respond to issues as they arise,
- Established good working relations with Town and Parish councils in the area including Horsforth, Otley and Pool Parish Councils and local residents groups,
- Successful delivery of a de-leaving programme across the area during the autumn/early winter months, with capacity to respond to Members' requests,
- Introduction of a joint programme of priority ginnel cleansing in Otley & Yeadon- with development work on-going in the other 3 wards in WNW,
- New litter bins ordered/ installed across the Area Committee,

4.2 Lessons learnt:

- Quicker response to requests for new (and repairs to) litter bins needed,
- We have not been able to respond adequately to litter on arterial routes where additional health and safety precautions/procedures are necessary,
- Improvements required in gulley cleansing schedule and communication on 'hot-spots' with members,
- Still some occasions where litter bins are overflowing,
- More work required in developing local dog enforcement/ cleansing strategies,
- More control and influence of enforcement services is required at a ward level.

4.3 Ward Plans for 2012/ 13 - The locality team will develop and agree simple and effective Ward Plans for each of the four ward areas in ONW Leeds over quarter 2 and 3 of the 12/13 SLA. These plans will be reviewed quarterly and ensure that the locality team is able to prioritise and respond to local needs at a neighbourhood level.

4.4 The Locality Team has developed its capacity and learnt lessons from its first half year of delivering services through a SLA with the Area Committee. The SLA for 2012/13 will enable more specific commitments in ONW Leeds around such issues as:

- Priority ginnels for programmed cleansing/maintenance,
- Cleaning around recycling (e.g. bottle banks) facilities,
- Cleaning of guided bus lanes,
- Cleaning of arterial routes (in conjunction with the new grounds maintenance contract with Continental Landscapes),

- De-leafing,
- Litter bin replacements/new sites,
- Targeting of zero tolerance enforcement (geographical and issue based through ward plans).

4.5 Outer North West Elected Member expectations:

Elected Members have/ will be consulted about their particular priorities and expectations for further improvements in the 2012/13 SLA. The following is a summary of their views to date:

- Would like to see certain stretches of arterial routes cleaned more effectively.
- Would like to see more evidence of the service operating pro-actively, rather than re-actively in terms of cleansing known hot-spots.
- Would like to see better coordination and accountability of the Grounds Maintenance Contract.
- Would like to see better accountability of refuse and waste management issues.
- Would like to see better joint-working with Parks & Countryside and North West North West Homes.
- Would like to see better communication on gully cleansing issues particularly in relation to 'hot-spot' schedules.

4.6 Executive Board expectations:

In addition, a report presented to the Executive Board by the Assistant Chief Executive (Customer Access and Performance) on 10th February 2012 included the following summary of feedback from Elected Members on issues they would like to see addressed in the new SLA for 2012/13:

- An account of what the service is doing to become more efficient and effective and how it will evidence productivity gains to Area Committees,
- Strengthening the education and enforcement strategy of the service,
- Improving the reporting of progress to area committees that minimises jargon, uses plain English, describes outcomes and includes resident satisfaction measures,
- Providing for a robust community engagement strategy that draws on intelligence gathering from and feedback to the community,
- Strengthening and providing consistency in the involvement of Police Community Safety Officers in enforcement action,

- Deepening the engagement of Parish and Town Councils in the delegation,
- Providing clarity on the resources and approach applied to bin-yards and how a range of local resources will be aligned to tackle the problem,
- Providing clarity on the resources and approach applied to ginnel and gulley cleansing and graffiti and how a range of local resources will be aligned to tackle the problem,
- Improving the levels of coordination for white bag collection,
- Providing clarity on the role of the Community Payback Team in environmental improvement programmes,
- Addressing the lack of litter bins e.g. near bus stops,
- Addressing the approach to orphan land and private estates.

4.7 The locality team will address the above through the 2012/13 SLA and will update the area committee on its progress throughout the year.

5 Corporate Considerations

5.1 Consultation and Engagement

- 5.1.1 In addition to a special environmental sub-group held in May, a number of Ward level meetings with Members are planned for the period July - September 2012 to agree detailed ward plans.
- 5.1.2 On-going consultation has also been undertaken with Area Committees and Environmental Sub-groups of the Area Committees, including the sub group representing the Outer North West Area Committee on all aspects of the SLA delivery over the last six months.

5.2 Equality and Diversity / Cohesion and Integration

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

5.3 Council Policies and City Priorities

- 5.3.1 The delegation of environmental services to Area Committees, via an approved Service Level Agreement, contributes significantly towards the Stronger Leeds section of the new Safer & Stronger Communities Plan 2011-15. By delivering

services at an Area Committee level, the priority to *'ensure that local neighbourhoods are clean'* will be much more achievable.

5.4 Resources and Value for Money

5.4.1 The SLA is transparent about the level of resources available to deliver services within the WNW Locality area over the period. The level of resources within WNW Locality remains as per the levels during the 2011/12 municipal year. A number of additional services such as Gully Cleaning, Needle Removal, and Graffiti Removal were added to the delegation during 2011/ 12. Whilst these services were delegated with a full service budget the management and supervision of these additional services is being met from existing resources. Further discussions will take place across the year about resource allocation and deployment at Area Committee, Locality Team and citywide levels.

5.5 Legal Implications, Access to Information and Call In

5.5.1 Following revision to the Council's Constitution, as detailed at 4.3.2, the Area Committee has the legal powers to approve the attached Service Level Agreement and therefore formally undertake the delegation of services set out within it.

5.5.2 There are no further legal implications.

5.5.3 The report contains no information that is deemed exempt or confidential.

5.5.4 The Area Committee's decision to approve, or not, the attached Service Level Agreement is not eligible for call-in, within the standard five working day period from the date the decision is published.

5.6 Risk Management

5.6.1 The Area Committee is being asked to approve the attached Service Level Agreement, which will formalise the partnership arrangements between the WNW Environmental Locality Team and the Committee. The Service Level Agreement ensures the significant input of the Area Committee and influence over the locality teams budget deployment at a local level.

6 Conclusions

6.1 A significant amount of collaborative work has been undertaken and real progress made during the first SLA which took effect from September 2011. This second SLA will apply for a period 1 year, during which time performance monitoring will be reported to the Area Committee and Environmental Sub group.

6.2 The 2012/ 13 SLA seeks to build on the foundations laid under the first SLA and seeks to continually improve and better align delegated services to local need through the revised SLA principles. The 2012/ 13 SLA will also be supported by strong ward planning to improve the area committee's influence over the deployment of enforcement resources.

7 Recommendations

7.1 The Area Committee is asked to:

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

8 Background documents

8.1 Leeds City Council Constitution.

8.2 Report: Delegation of Environmental Services - Service Level Agreement, to Area Committee - September 2011.

8.3 Report: WNW Locality Team Service Level Agreement Performance Update, to Area Committee - December 2011.

8.4 Report: Environmental Services - Consultation on the 2012/13 Service Level Agreement to Area Committee 21st March 2012.

Draft Services Level Agreement Delegation of Environmental Services

1 Parties

- 1.1 This Service Level Agreement is made between the **Outer North West Area Committee** and the **West North West Environmental Locality Team**.

2 Period of the agreement

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

3 Purpose of the agreement

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

4 Scope of services covered by the agreement

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

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

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

- **Regulatory environmental services -**

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

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

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

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

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

4.4 The staffing structure of the West North West Locality Team is provided in appendix C. The budget currently available to the Locality Manager to deliver service commitments made in the SLAs for the four Area Committees in WNW area is provided in appendix B.

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

5 Roles & responsibilities

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

Elected Members

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

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

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

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

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

Environmental Locality Manager (Jason Singh)

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

6 Service principles and priorities

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

(a) Outcome focused:

The WNW Locality Team will focus on delivering the best outcome for residents across the Outer North West area - so that the streets and neighbourhoods in which they live are of an acceptably clean standard.

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

(b) Responsive to local needs:

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

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

(c) Common sense approach:

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

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

The service will work as part of a multi-agency approach and contribute towards tackling problems identified in agreed priority neighbourhoods. We will target our enforcement resources and activities to deal with areas and issues of priority in each ward.

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

(e) Supporting community action:

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

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

(f) Education and Enforcement:

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

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

(g) Working with West North West Homes Leeds (WNWHL), Registered Social Landlords (RSLs), Parks and Countryside and other partners to deliver more effectively:

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

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

(h) Planning for seasonal and annual events:

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

A forward programme of seasonal and other events will be developed and agreed through Outer North West Environmental Sub-Board.

7 Service activity

- 7.1 The WNW Locality Team, via this SLA, undertakes to provide the following services to the Outer North West wards determined by the Committee and

statutory obligations placed upon the Council. Activity type is split between programmed and reactive service provision, with activity detailed separately below for each service.

7.2 Street Cleansing Functions

(a) Mechanical Path & Road Sweeping

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

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

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

(b) Manual Litter Picking

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

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

(c) Litter Bins

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

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

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

wards will be shared with Elected Members prior to any repairs or replacements taking place.

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

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

(d) Flytipping

The service will operate sideloader and bulk vehicles seven days per week utilising four operatives on a 4 x 3 shift pattern.

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

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

(e) Ginnel cleaning

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

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

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

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

7.3 Environmental Regulation

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

The majority of work undertaken by the Regulatory team involves responding to requests for service made by members of the public, via the Council's

contact centre, or ward Members. Responding to these issues takes up approximately 60% of the time available within the team. On this basis the Area Committee is currently able to direct approximately 40% to be used best to fit with local priorities.

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

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

7.4 Responding to urgent issues

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

8 Service outcomes

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

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

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

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

9 Community Engagement

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

10 Accountability

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

11 Reporting & performance monitoring

- 11.1 Environmental Sub-group
Regular (minimum quarterly) service activity reports will be submitted by the Environmental Locality Manager to the Outer North West Environmental Sub-Group, or equivalent, for consideration. Through the sub-group, the report will be used to identify changes in issues and priorities, and therefore help guide service delivery over the following quarter(s).
- 11.2 Area Committee
Twice yearly performance monitoring reports will be submitted by the Environmental Locality Manager to the Area Committee for consideration. The report will detail the performance against service outcomes and the execution of Executive Board policy locally.
- 11.3 Executive Board

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

12 Review process

- 12.1 The Agreement will be reviewed on an annual basis, to inform the production and approval of subsequent Agreements. The review will be undertaken in line with the corporate budget cycle and review process, to ensure that consideration is given to changes in budget allocation and corporate priorities.
- 12.2 The review process will be undertaken jointly with officers of the service and all, or nominated Members from the Area Committee.
- 12.3 The review process will commence in the October to December 2012 quarter and completed in the January to March 2013 quarter. Proposed updates to the service principles and priorities will be presented at the last Area Committee meeting of the municipal year (March/April) so that a full, revised SLA for 2013/14 can then be worked up to also incorporate any service activity changes required. Also provided will be the second service monitoring report outlining performance against the current year's agreement.
- 12.4 The new SLA for the 2013/14 municipal year will be formally approved by the Area Committee at its first meeting of that municipal year (June/July 2013).
- 12.5 Simple "in-year" changes to how an element of the service is organised and delivered in wards can be agreed outside of any formal review process of the Agreement between ward members and the Locality Manager. Providing the change can be met from within existing capacity in that ward. For example, the additional/amendments of litter bins locations, minor revisions to mechanical and manual sweeping routes/frequencies and agreeing localised enforcement priorities.
- 12.6 Where requested ward changes would have an impact on the service capacity across the Area Committee, the Environmental Sub-group would consider the matter and if necessary refer to the Area Committee for a decision.
- 12.7 Where requested changes to service delivery within an Area Committee would have an impact on capacity across the Locality, initial discussions would be held between Area Committee Chairs to agree the best way forward. If agreement can not be reached the current SLA arrangement would stand.
- 12.6 Both parties can request re-negotiation of the contents of the agreement in the event of changes to local need or preferences, service demand or citywide policy in respect of environmental cleanliness/services. Any requests will need to be formalised through either an Area Committee meeting or the Environmental Sub-group, whichever is deemed most appropriate. Should urgent changes to service delivery be required, then under the Council's

scheme of delegated authority, the Environmental Locality Manager will have the power to approve and implement such changes.

13 Resolving Disagreements

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

14 Confidentiality & Legal Requirements

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

Signed:.....
Date:

Signed:.....
Date:

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Appendix B - WNW Locality Team - Draft Budget for 2012/13

Budget Heading	£	What this pays for	What is NOT included:
Staff Functions	-		
Management & Support	214,140	Locality Manager, Service and Team Managers and Admin Support	<p>There are a number of elements of the overall delegation that will continue to be managed and budgeted for at a city level. These are:</p> <ul style="list-style-type: none"> Dog Warden Service Graffiti team Weedspraying Disposal cost of street waste Past pension costs
Supervisors	65,240	2 Supervisors working shifts to cover the 7 day/wk service	
Bulk/Fly tipping team	161,050	4 drivers and 4 street attendants working shifts to deliver a 7 day/wk service	
Pathsweepers	216,890	10 drivers working shifts to deliver a 7 day/wk service	
Roadsweepers	86,920	4 drivers working shifts to deliver a 7 day/wk service	
Litter bins emptying	163,050	4 drivers and 4 street attendants working shifts to deliver a 7 day/wk service	
Street Litter	441,740	24 street attendants working shifts to deliver a 7 day/wk service	
Headingley cleansing	210,560	6 drivers and 4 street attendants working shifts to deliver a 7 day/wk service	
Environmental Health & Technical	245,180	7 environmental health and technical staff	
Community Enforcement Staff	171,390	6.61 community enforcement staff	
Overtime	136,640	} operational cover	
Supply (Agency)	24,540		
Insurance, training & travel	6,890		
	2,144,230		
Premises Costs	10,000	Incl. £10k Works in default (recovered by income)	
Supplies and Services	121,860	Operational materials/equipment	<p>Planned to be delegation</p> <ul style="list-style-type: none"> Master Key Fuel (further work) £137k FPN income (£84k) (change in current system / ICT) Managers vans £65k Water (Standpipe charges) £70k
Fleet & Transport Costs		Contract hire of 5 x pathsweepers	<p>} Running costs for 2x Road Sweepers, 2x Caged tipper, 4x Tipper, 1x operational van</p>
Fleet Hire	156,330		
Leasing costs	28,650		
Maintenance/repairs	136,090		
Fuel	96,390		
Vehicle insurance	4,870		
Staff travel	33,370		
	455,700		
Legal Costs	25,800	Cost of prosecutions and advice	<p>Risks</p> <ul style="list-style-type: none"> Fuel - ongoing inflation pressures Attendance management TOIL Agency usage Fleet - replacement costs
Prudential Borrowing costs	8,500	Financing costs of Bin replacement	
TOTAL EXPENDITURE	2,766,090		
INCOME	- 30,970	Ad hoc cleansing, Court Costs and recovery of 'Works in Default'	
SUB TOTAL	2,735,120		

Targeted efficiency

- 50,000

Closer working with Parks & Countryside

NET BUDGET

2,685,120

Appendix C

Environmental Services - West North West Locality Team* (Excluding city-wide graffiti team - 6 staff)

Work 4x3 shifts to deliver a 7 day/week service

Jason Singh
Locality Manager
 Tel: 07891272817 / 2146541

Alison Gilliland & Sam Woodhead
Service Manager

Claire Copley/ Rachel McCormack
Team Manager
 Tel: 07891273501

Line managed by

Helen Freeman, Head of Environmental Action

Accountable to

Inner West, Outer West, Inner NW and Outer NW Area Committees through annual Service Level Agreements (SLA)

Supervisor
 Steve Spencer

Supervisor
 Shabaj Ali

One Gully vehicle:
 N Grayson & P Dalton
 E Casey & P Varley

Enforcement
 (12.2 staff)
 (13.2 if including INW funded post)

INW Student Area
 (10 staff)

Mechanical Cleaning
 (16 staff)

Litter Picking
 (24 staff)

Litter Bins
 (12 staff)

Flytipping
 (12 staff)

Environmental Health Officer
 Terry Robinson
 Jamie Friel
 Andrea Smith

Senior Technical Officers
 Victoria Whalley
 Jessica Hodgson
 Narinder Mathru

Admin
 (2.6 staff)

Path Sweeper Drivers:
 1 David Carroll
 2 David Whaley (Scrab)

Sideloader Drivers:
 3 Derek Morgan
 4 Vacant (Kennedy Agency)

Street Attendants:
 5 James Wood
 6 Damon Poxon

Flytipping Drivers:
 7 Darren Crosley
 8 Robert Parker

Streets Attendants:
 9 Steven Barrett
 10 Vacancy Agency Carrington

Road Sweeper Drivers:
 1 Gary Walker
 2 Wayne Moth
 3 Keith Shuttler
 4 Steven Wilson

Path Sweeper Drivers:
West Sk10 11
Covers LS28, 12, 13
 1 (Sk10) R Moore
 2(Sk10) John Rose
 3(SK11)John Clay
 4 (SK11) D Downes
(Sk12) LS6
 5 Sk12S Hughes
 6 Sk12 E Melling
Outer north west covers Sk13. & 14
LS 20 19 16 18 5,4
 7.Sk13 Philip Gill
 8. Sk13Paul Jackson
 9 Sk14 Carl Smith

Street Attendants:
Pudsey
 1 David Morley
 2 Lee Cope
Bramley
 3 Anthony Chalders
 4John Cichorz
Wortley
 5 Anthony Morgan
 6 Darren Coote
Armley
 7 Vacant
 8 David Hannah
Otley
 9 Graham Sanderson
 10 Andrew Dunne
Guiseley
 11 Gary Squires
 12. Michael Huchthins
Horsforth
 13 Craig Robinson
 14 Stephen Emmett
Hea/Hyde
 15 Paul Jagger
 16 Andrew Carroll

See side box

Sideloader Drivers:
 1 Arthur Wilby (W)
 2 Paul Brady (W)
 3 Mark Chadwick(NW)

North west
 4 Derek Love (NW)
 on Union duties covered M Mortimer

Street Attendants:
 1 Peter Formoy (W)
 2 David Crowther (W)
 3 David Rowson(NW)
 4 Martin Simpson (NW)

Drivers:
 1Phillip Cowie
West

2 Vacant West
 Ibbitson agency

3 Vacant North West
Motimer acting up

4. Micheal Smith

North West

Street Attendants:
 1 Philip Marsden west
 2 Josef Adamczyk west
 3 Stuart Ellner North west
 4 Anthony Charlesworth North west

Enforcement

Technical Officers
 1 Claire Simms
 2 Martin Beaumont

CEOs
 1 Martin Allen
 2 Lynn Barnes

CESOs
 1 Pat Moore
 2 Vicky Mackey
 3 Debbie Ingle (0.6)

INW Funded STO : Mark Freer

Admin Supervisor
 1 Angela Cromack (JS)
Admin Assistants
 1 Becky Williams
 2 Sarah King

Holt Park
 17 Paul Murphy
 18 Lewis Smith
West Park
 19 Barry Anderson
 20 James Aveyard
Kirskstall
 21 John Wilson
 22 Glen Pick Union Agency Asquithi cover
Headingley
 23.Mortimer acting up

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

Report to North West (Outer) Area Committee

Date: 18th June 2012

Subject: Area Committee Community Engagement Plan

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Adel & Wharfedale, Guiseley & Rawdon, Horsforth and Otley & Yeadon	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input 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 sets out a community engagement plan for the North West (Outer) Area Committee. It describes the delegated responsibility for community engagement and highlights the corporate context for this area work. It outlines the work being undertaken to improve community forums and undertake consultation in support of the Business Plan.

Recommendations

Members are asked to:

- Note the content of this report and comment on any of the matters raised
- Agree to receive a further report in the Autumn to review progress made in relation to community engagement

1 Purpose of this report

- 1.1 This report 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
- 1.2 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.

2 Background information

2.2 A Delegated Responsibility for Engagement:

Area Committees have a responsibility for community engagement delegated by Executive Board as follows:

Each Committee will agree a local community engagement plan based on an agreed template to ensure consistency across the city. Information on how Area Committees have delivered on their community engagement plans, will be included in an annual report to the Executive Board, which outlines achievements from the previous year to deliver the (Area Business Plan), and future priorities.

*2011/12 Function Schedule,
Council's Constitution (Part 3, section 3c)*

- 2.3 This report describes a Community Engagement Plan for the North West (Outer) Area Committee that will fulfil this requirement.
- 2.4 Leeds City Council Spectrum of Engagement

The Leeds City Council Framework for Community Engagement provides a useful context for the North West (Outer) community engagement plan. This is broken down into the following strands of activity.

- **Inform** – we tell people what we have decided is going to happen
- **Consult** – we present options and ask for views, but we decide what to do
- **Involve** – we invite communities to develop options with us and jointly decide what to do, but the community aren't necessarily involved in doing anything or taking responsibility or leadership on it
- **Collaborate** – we work with communities in deciding what to do and everyone has a role to play delivering, we are sharing responsibility
- **Empower** – we encourage and support communities to get on and do it for themselves

3 Main issues

This section of the report sets out the key issues affecting the North West (Outer) Area Committee community engagement plan.

3.1 Leeds Citizens Panel

The development of the Leeds Citizens Panel provides new opportunities for community engagement, particularly at the Area Committee level. The demographic representation and the efficiency with which responses are able to be received and analysed should make it a valuable component of the Area Support Team's community engagement strategy.

The Area Committee has received information on the Leeds Citizens Panel, and work is now progressing to begin its use with the first set of surveys to panel members beginning in May 2012. It is proposed that the results of Citizens Panel consultations be presented to Area Committees in an annual report in the Autumn.

3.2 **Community Forums**

Forum meetings are the primary method for holding public meetings by the Area Support Team and are offered to all four Area Committees in the West North West. There are some variations in how the meetings are delivered, but for the most part they are offered at the Ward level and follow a similar pattern:

- Chaired by an elected member
- Open to the public to attend
- Held during the evening in locally accessible venues
- A set agenda with speakers from local services
- Administered by Area Support Team
- Accountable to Area Committees but operates in an advisory capacity only

3.2 A recent review of community forum meetings has identified a number changes that can be introduced to improve their value as a community engagement tool. These include:

- Developing an agenda forward plan so that more time is available to get partners involved and a dialogue with the public can be managed over the year.
- A programme of Forum publicity should be developed which seeks to increase public attendance.
- Services should be encouraged to attend and contribute more to forum meetings.
- Building on the value of the Police PACT meetings, opportunities for merging other public meetings with Forums should be considered.
- A wider range of meeting formats should be developed which improve the quality of the engagement.
- The content of Forum meetings should link to Area Committee Business Plan consultation
- The equality impact of forum meetings should be considered

3.3 The North West (Outer) Area Committee currently supports two community forums as follows:

- Yeadon Community Forum
The Yeadon Forum meets two times a year and is chaired by Cllr Campbell.
- Guiseley and Rawdon Community Forum

The Guiseley and Rawdon Forum meets 6 times a year and is chaired by Cllr Graham Latty.

3.5 Priority Neighbourhoods

Where Area Committees have identified individual neighbourhoods which should be targeted to address service improvement and deprivation issues, additional consultation will be undertaken. This will normally take the form of public meetings where the attending public will be asked to identify neighbourhood improvement priorities and give comment on proposed actions by services.

For the Outer North West Area Committee, Holt Park has been identified as a priority for addressing community safety issues. Further details of this proposed programme of work will be reported to area committee at a later date.

3.6 Area Committee Business Plan Consultation

The Area Committee Business Plans set out each committee's priorities for service integration and improvement against the themes of the Leeds Strategic Plan.

The Area Support Team will continue to take a lead role in supporting the Area Committees to revise and refresh the Business Plans each year to ensure the priorities and outcomes are still relevant and reflect the views of local people.

An annual programme of Business Plan consultation will be developed which provides information on how proposed changes to services will be implemented and how these changes will impact people locally. Further work is needed to clarify how this activity will be undertaken and what should be done to ensure consistency across the service.

4.0 Corporate Considerations

4.1 Consultation and Engagement

Area Committees have a delegated responsibility for community engagement. This report sets out how the North West (Outer) Area Committee will seek to meet this requirement.

4.2 Equality and Diversity / Cohesion and Integration

Each of the elements of the Area Committee Community Engagement Plan has been reviewed individually in relation to equality and diversity.

4.3 Council policies and City Priorities

Community engagement is one of the cross-cutting themes that underpins the delivery of the city and council plans, and links to a wide range of existing or developing agendas, including the Customer Access Strategy, Equalities, Research and intelligence, Commissioning and is a key aspect of The Commission on the Future of Local Government.

4.4 Resources and value for money

Area Support Team will provide the officer support to the Outer North West Area Committee community engagement plan. The team will work to ensure that community forums and business plan consultation activities are supported efficiently and that they offer good value to the Area Committee.

4.5 Legal Implications, Access to Information and Call In

There are no legal implications associated with this report. In line with the Council's Executive and Decision Making Procedure Rules, all decisions taken by Area Committees are not eligible for Call In

4.6 Risk Management

This report describes a community engagement plan which will help the Area Committee to understand community needs and priorities and reduce the risk of legal challenge to decisions on the basis of weak or flawed consultation evidence.

5 Conclusions

- 5.1 Community engagement fulfils a key function of the Area Committee. The Area Support Team will continue to offer support to the Area Committee to deliver community forums and undertake engagement activity in support of the Business Plan.

6 Recommendations

Members are asked to:

- Note the content of this report and comment on any of the matters raised
- Agree to receive a further report in the Autumn to review progress made in relation to community engagement

7 Background documents¹

- June 2011 Area Committee Roles report to North West (Outer) Area Committee
- July 2011 Report to Corporate Leadership Team, A New Citizens Panel for Leeds
- October 2011 Business Plan Report to North West (Outer) Area Committee
- December 2011 Citizens Panel Report to North West (Outer) Area Committee

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

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Report author: Gerry Burnham

Tel: 0113 3367867

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

Report to North West (Outer) Area Committee

Date: 18th June 2012

Subject: Area Update Report

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

Summary of main issues

1. This report provides Members with a summary of sub groups business since the March Area Committee. As well as seeking approval of the Area Business Plan and Action Plan for 2012-15.

Recommendations

1. Members are asked to:
 - Note the contents of this report and to comment on any of the matters raised.
 - Approve the Business Plan at Appendix 1, and agree to adopt the four year plan which will be subject to refresh annually.
 - Agree to the Area Support Team continuing to monitor and develop the Business Plan
 - Note the enclosed appendix setting out the role of Affordable Warmth Partnership and agree a Fuel Poverty Champion from the Area Committee.

1. Purpose of this report

- 1.1 The purpose of the area update report is to bring together a range of information relating to Area Committee business into a single report to help limit the number of items being presented to each Area Committee meeting.

2. Background information

- 2.1 The Area Committee currently has five groups looking at service provision within the delegated functions of Community Safety, Children & Young People, Environmental Services, Health & Well-being and Transport.
- 2.2 There are currently two ward forums in the outer area for Guiseley & Rawdon and Yeadon. The forums meet on a regular basis approximately four or five times a year.
- 2.3 A decision was made by Full Council that Area Chair's Forum minutes should be considered by Area Committees as a regular agenda item, these appear elsewhere on this Committee's agenda.

3 Main issues

3.1 Environmental Services Sub Group

- 3.1.1 There has been one meeting of the sub group since the last Area Committee held on the 26th March. The following issues were discussed:
- 3.1.2 The Locality Manager provided an update on the delegation of Environmental Services. The service is currently working on improving enforcement, deciding area priorities and developing ward related plans.
- 3.1.3 Service request information for the period 1st February to 18th March was circulated. Environmental Services received 290 requests for service in the outer north west area.
- 3.1.4 Concerns were raised that dog fouling is now a major issue not just in outer north west but throughout the city. It was felt that LCC needs to give this matter more priority and that more enforcement action and prosecutions are required.
- 3.1.5 A discussion took place on the cost of litter bins and the possibility of using clearly marked wheelie bins in some locations which would be less expensive. The sub group made no objections to this idea and therefore wheelie bins may be considered in some locations.
- 3.1.6 Environmental Service is currently working its way through the ginnel list which will take a year to complete. They are working in partnership with WNW Homes and Parks & Countryside.
- 3.1.7 Parks & Countryside and WNW Homes provided updates on their respective services.

3.2 Health & Well-being Sub Group

3.2.1 The Health & Well-being Sub Group has not met since their last meeting on the 13th March.

3.3 Community Safety Sub Group

3.3.1 The Community Safety sub group has met once since the last Area Committee held on the 26th March. The following issues were discussed:

3.3.2 The North West Community Safety Officer confirmed that WNW Homes plan to replace their properties existing locks, with Avocet ABS locks through a rolling programme.

3.3.3 Inspector Coldwell informed Members that actual burglaries have reduced in areas where target hardening has been delivered. CASAC were asked to submit a bid for renewal funding for target hardening work.

3.3.4 Inspector Coldwell provided a crime overview for outer north west.

3.3.4 An update was given on Area Committee funded projects which included Off Road Bikes and Capture Cars.

3.3.5 Members requested more information on the Cold Calling Zones. Trading Standards lead on this project and the project aims to stop companies calling to properties for work or to sell items.

3.3.6 Councillor Fox thanked Councillor Kirkland for his work on the Community Safety Sub Group and wished him a happy retirement from his role as Councillor.

3.4 Children & Young People's Sub Group

3.4.1 The Children & Young People's Sub Group has met once since the last Area Committee held on the 26th March. The following issues were discussed:

3.4.2 Youth Service are going through a period of change and are now delivering work to meet the Leeds priorities rather than national targets.

3.4.3 Children's Services explained the policy for allocating school places. The Service is looking at the possibility of additional capacity in local primary schools.

3.4.4 Following the last inspection at Inglewood Children's home in March, the interim inspection saw a significant improvement in the home.

3.4.5 The next meeting of the sub group is to be held on 26th June.

3.5 Transport Sub Group

3.5.1 Members held their Outer North West Transport Sub Group meeting on the 27th March. Members deliberated and compiled a number of key issues and priorities that they want to take forward over the forthcoming year. The priorities centred

around bus routes, congestion, parking and the Leeds Bradford International Airport strategy going forward.

A follow up meeting with the Chief Officer for Highways and Transportation was held on the 22nd May. Discussions centred around the transport priorities for the Outer North West and the Local Implementation Plan for 2014, which included discussions around the routes A65 and A660, in relation to congestion and improving the bus service and links with the Leeds Bradford International Airport, with a view to reducing car usage. Members agreed to attend a joint Outer and Inner Area Committee Transport Sub Group in June to look at priorities and strategic links across the two Area Committees.

3.6 Guiseley & Rawdon Forum

- 3.6.1 The forum last met on the 9th May, the theme of the meeting was Community safety.
- 3.7.2 West Yorkshire Police presented a summary of crime issues in the area over the last month.
- 3.7.3 CASAC gave a presentation on target hardening and also demonstrated how easily burglars can gain access to properties with Euro profile locks on.
- 3.7.4 A representative from YARN (Yeadon & Rawdon Neighbourhood Watch) informed residents of the no cold calling zones in the area and measures residents can take to secure their property and themselves.
- 3.7.5 The next meeting will be held on Wednesday 18th July.

3.8 Yeadon Forum

- 3.8.1 The forum met on the 21st March 2012. Presentations were given by a number of services:
- 3.8.2 West Yorkshire Police presented a summary of crime issues in the area over the last month. The Police have carried out an operation to identify people selling scrap metal to the dealers.
- 3.8.3 Jason Singh from the Environmental Locality team updated the group on the Environmental Services, Service Level Agreement. Residents were invited to help identify priorities for the area.
- 3.8.4 A date for the next meeting has yet to be arranged.

3.9 Project and Service Update

3.9.1 Business Plan

- 3.9.1 Business Plan for 2011-15

The Outer North West Area Support Team has been working on a Business Plan for 2012-15. A draft copy of the Business Plan was approved at the March Area

Committee and following that any necessary amendments have been made. The Business Plan will be monitored by the Area Committee who will be presented with regular progress reports.

- 3.9.2 A copy of the Business Plan and action plan is attached to this report (appendix 1 and 2). It is proposed that this will replace previous Area Delivery Plans, and will set out priorities for the forthcoming years. The full Business Plan is presented to the Area Committee for final approval. It is a three year plan running from 2012 -15 and will be refreshed annually.

3.10 Area Leadership Team Update

- 3.10.1 The WNW Area Leadership Team was established to bring together the Chairs of the Area Committee with a cross section of senior officers and partners to facilitate integrated locality working. The aim is to connect senior officers and partners to an area of the city so that they are able to better understand the needs of localities and to learn more about communities to inform service delivery. By working across boundaries leaders will be able to take advantage of the opportunities of integration and improve outcomes.

- 3.10.2 The WNW Area Leadership Team is chaired by Sandie Keane (CLT Director). The group has met 3 times and during these meetings has agreed some operating principles, identified an agreed set of priorities and explored geographical priority areas based on an assessment of need. The WNW Area Leadership team priorities are: Communities (including Community Safety and Environment), employment and skills, and, health and well-being (focus on health inequalities). The group have developed relationships which have led to new opportunities emerging for integrated working including, work to support the WNW community safety activity relating to reducing burglary, closer working between organisation at the local level and some joint planning activity with the ALMO's around environment and community safety in specific areas. There is also work underway to run a multi-agency referral scheme in an area of the WNW, specifically linked to improving outcomes relating to health and well-being. The network of leaders has also been used to support the development in the Big Local area of Hawksworth Wood.

- 3.10.3 The next steps are for groups of leaders to develop work programmes around the themes recently agreed which will be part of the longer term improvement activity. However, partners are also bringing issues to the group that require immediate action or that are opportunities to address problems. The Outer NW Area Committee Chair can work with the sub-groups within the area committee to feed local issues into the Area Leadership Team.

3.11 Area Committee Fuel Poverty Champion

The Leeds Affordable Warmth partnership has been established to address fuel poverty problems and is seeking representation from each Area Committee to represent the views from a locality perspective and influence decisions on service provision. Members are asked to note the enclosed appendix setting out the role and agree a fuel poverty champion from the Area Committee.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Community Forums are held in the Guiseley & Rawdon ward and Yeadon. In addition, ward members are consulted on projects and initiatives within their ward.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 This section is not applicable to this project.

4.3 Council Policies and City Priorities

4.3.1 The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009. This approval was rolled forward to 2010/11 and is also being rolled forward to 2011/12 with amendments to the environmental delegation.

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

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

- Vision for Leeds
- Leeds Strategic Plan
- Health and Well-being City Priorities Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

4.4 Resources and Value for Money

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

4.4.2 In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council department's mainstream budgets, and external partner agencies e.g. the Police and NHS Leeds, which is in turn reflected in the fact that the Area Committee's role here is to influence, develop and consult. However, on occasion, well-being funding has resourced some projects related to its roles e.g. area based regeneration schemes and conservation reviews.

4.5 Legal Implications, Access to Information and Call In

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

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

4.5.3 This report is not subject to Call-In as it is the Area Committees functions which are delegated Executive functions.

4.6 Risk Management

4.6.1 There are no risks associated with this report.

5 Conclusions

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

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

6 Recommendations

6.1 Outer North West Area Committee Members are requested to:

- Note the contents of the report and comment on any aspect of the matters raised.
- Approve the Business Plan at Appendix 1;
- Agree to the Area Support Team continuing to monitor and develop the Business Plan;
- Agree to adopt the three year Business Plan that will be subject to a refresh annually.

7 Background documents

7.1 Outer North West Area Delivery Plan 2008-11

7.2 Executive Board Report, Proposed Changes to the Leeds Initiative Partnership and the City Planning Framework, 15th December 2010

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

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Outer North West Area Committee Business Plan 2012/15

Contents

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1. Chairs Foreword

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3. Functions of the Area Committee

4. Well Being Budget

5. Ward Profiles

6. Priorities and Actions for 2012/13

7. Priority Neighbourhoods

8. Partnership and Integrated Working

9. Community Engagement

10. Commitment to Equalities and Cohesion

11. Monitoring Arrangements and Promotion of Area Committee Achievements

Executive Summary

About the Business Plan

In 2008, the Leeds Strategic Plan brought together the themes in the existing Vision for Leeds and Local Area Agreement to provide an integrated framework for partners to tackle city wide priorities. In order to translate city wide priorities and outcomes to local improvement priorities, the Area Committee approved a three year Area Delivery Plan in June 2008 which was refreshed in June 2009 and rolled forward to June 2011.

This Business Plan replaces the Area Delivery Plan, reflects changes to the City and council planning and partnership framework and incorporates local community engagement planning and actions. The Business Plan will continue to outline local priorities and actions and reflect the themes and aims of Leeds Initiative, in addition to providing a framework for the spend of the well being budget.

An action plan accompanies the Business Plan, in which it sets out the priorities, actions and outcomes to be achieved. At the heart of the action plan is the Outer North West Area Committee's ambition to improve the quality of life to residents to see that:

- Residents in the Outer North West have access to opportunities to become involved in sport and cultural activities.
- Better use is made of our community buildings.
- Local businesses are supported to help create a flourishing local economy.
- As many opportunities as possible for people to get jobs or learn new skills are provided.
- Crime and antisocial behaviour are tackled, with a particular focus on reducing burglary rates.
- The views of local people in decision making are listened to and local events are supported that bring people together.
- Volunteering is supported within our local communities.
- Local people are consulted on changes that may affect their lives and support them to get involved in local decision making.
- The local environment and our parks and open spaces are improved.
- Healthy lifestyles are promoted and health inequalities tackled.
- All children and young people in Leeds have access to out of school activities.
- Public services are encouraged to work together with local residents to improve our most deprived neighbourhoods.

The Business Plan will enable the Area Committee to fulfil the principles of integrated locality working and improving local services. The priorities in the Business Plan Action Plan have been selected after a study of the prospects, opportunities and challenges facing the local residents and agreed with local partners and Members.

How we will deliver this plan

The Area Support Team will play a key role in engaging the public and other stakeholders to shape the content of the Business Plan Action Plan going forward, manage performance and report progress.

1. Foreword by Outer North West Area Committee Chair

Welcome to our Outer North West Area Committee Business Plan which covers the period 2012/15. Decisions on this plan are made by the Ward Councillors of the Outer North West Area Committee:

- Adel & Wharfedale (Cllr B Anderson, Cllr J L Carter, Cllr C Fox)
- Guiseley & Rawdon (Cllr G Latty, Cllr P Latty, P Wadsworth)
- Horsforth (Cllr B Cleasby, Cllr D Collins, Cllr C Townsley)
- Otley & Yeadon (Cllr C Campbell, Cllr R Downes, Cllr Lay)

Ward Councillors are local representatives and have a key role as community champions.

In July 2011, your Area Committee agreed to develop a Business Plan as a means of setting out our priorities and outcomes for improving the Outer North West area. The plan will be revised and refreshed every year to ensure the priorities and outcomes are still relevant.

The primary focus of the Area Committee continues to be improving local services in Outer North West Leeds and to work in partnerships with Council services and key agencies, including the Police, Health Services, West North West Homes, Parish and Town Councils and the Voluntary and Community sector to achieve local aspirations. The Area Committee must also demonstrate our contribution to the success of Leeds, therefore the plan reflects the themes and aims of the Leeds Initiative and links local and city wide outcomes.

**Cllr Paul Wadsworth
Outer North West Area Committee Chair**

2. Area Committee Introduction

Decisions on this Business Plan are made by the Ward Councillors of the Outer North West Area Committee:

- Adel & Wharfedale (3 Elected Members)
- Guiseley & Rawdon (3 Elected Members)
- Horsforth (3 Elected Members)
- Otley & Yeadon (3 Elected Members)

Ward Councillors are local representatives and have a key role as community champions. Whilst this Area Committee had decided not to co-opt members, should this be reviewed at any point, the co-opted members would not have voting rights as legally only Elected Members or council officers (with delegated powers) can make decisions about how the Council's budget is spent.

Area Committee meetings are held at least six times a year and the public are encouraged to attend and participate through the 'Open Forum' section at the beginning of the meeting. 2012/13 Outer North West Area Committee dates are:

Monday 18 th June 2012
Monday 24 th September 2012
Monday 5 th November 2012
Monday 10 th December 2012
Monday 4 th February 2013
Monday 25 th March 2013
Monday 14 th May 2013

The business plan will be revised and refreshed every year to ensure the priorities and outcomes are still relevant.

3. Functions of the Area Committee

The 2011/12 Function Schedule, included in the Council's Constitution (Part 3, section 3c), outlines both Delegated Functions and Priority Advisory Roles of the Area Committee and was presented and agreed at the 20th June 2011 Area Committee. A copy is available on request.

Delegated Functions:

- Area Well Being Budgets
- Community Centres
- Neighbourhood Management Co-ordination
- CCTV
- Street Cleansing & Environmental Enforcement Services

Priority Advisory Functions: (influencing, developmental and consultative responsibilities)

- Community Engagement
- Community Greenspace
- PCSOs, Neighbourhood Policing Teams, multi agency crime and grime operations
- Highways Maintenance (continuation of ward member responsibility)
- Local Children and Young People Plans
- Health and Wellbeing (Including Adult Social Care)
- Area Based Regeneration Schemes and Town and District Centre Projects
- Conservation Area Reviews

Well being budget:

To take decisions about and monitor activity relating to the use of the annual capital and revenue allocation to each Area Committee.

- a) The well being budget is used to support the priorities identified by Elected Members in consultation with residents and partners. It is administered by the Area Support Team on behalf of the Area Committee.
- b) The Area Committee receives a report at each Area Committee meeting with an updated budget position.

Community Centres:

In relation to each community centre identified by the Director of Environment and Neighbourhoods and within the Committee's area, to:

- *oversee controllable revenue budgets, operational arrangements and the use of the centres;*
 - *agree and implement a schedule of charges and discounts for directly managed centres;*
 - *make asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.*
- a) Under the current Functions Schedule there are currently three community centres delegated to this Area Committee:

Appendix 1

- Yeadon Town Hall
 - Cross Green Community Centre
 - Weston Lane Youth Centre
- b) There is an ongoing review corporately in relation to community centres looking at the current delegation and market rental assessments.
- c) The business plan will assist the Area Committee in monitoring improvements to the centres. Reports will be provided to the Area Committee on progress, which will include information from Corporate Property Management on budget and maintenance and the corporate review of the market rental assessments.

Neighbourhood Management:

To agree priority neighbourhoods (through the approval of the business plan) and to agree and monitor Neighbourhood Improvement Plans for the area.

The business plan provides a framework to manage the delivery of key project activity in priority neighbourhoods focusing on the achievement of measurable improvements to service delivery using largely mainstream resources. The Area Committee will have a direct role in setting the governance arrangements and community engagement programmes for priority neighbourhoods.

- a) The priority neighbourhoods for the Outer North West have been identified as Holt Park and the Weston estate in Otley.
- b) Neighbourhood Improvement Plans will be approved on an annual basis and will set out actions to target the priorities identified within each priority neighbourhood.
- c) Reports will be provided to the Area Committee to highlight achievements and provide performance management information.

CCTV

To maintain an overview of the service in the area and receive regular information about it.

- a) The Area Committee will receive an annual report in June to provide an update in relation to CCTV. In addition regular reports will be provided to members via email.

Environmental Services:

To develop and approve annual Service Level Agreements to achieve as a minimum, the service standards set by Executive Board. Via the Service Level Agreement, to determine the principles of deployment of the available resources by:

- *the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)*
- *The agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.*

To be responsible for monitoring and reviewing the delegated activities in relation to the service outcomes specified in the SLA.

To be responsible for negotiating amendments to the SLA with service providers to accommodate unforeseen events or patterns of service failure, during the course of the SLA.

- a) The Area Committee has an Outer North West Environmental sub group with member representation from each ward and meets on a regular basis to oversee the development and implementation of the SLA. Service activity reports will be submitted by the Environmental Locality Manager to the Environmental Services sub group for consideration. Through the sub-group, the report will be used to identify changes in issues and priorities and therefore help guide service delivery over the following period. Feedback from these meetings will form part of the regular reporting to the Area Committee to performance manage the delegation.
- b) Twice yearly performance monitoring reports will be submitted by the Environmental Locality Manager to the Area Committee for consideration to enable members to review the implementation and delivery of the SLA.
- c) An annual report will be submitted by the Area Committee to Executive Board detailing the performance against service outcomes and the extension of Executive Board policy locally.

Community Engagement:

Each Committee will agree a local community engagement plan based on an agreed template to ensure consistency across the city. Information on how Area Committees have delivered on their community engagement plans, will be included in an annual report to the Executive Board outlining achievements from the previous year and future priorities.

- a) As part of this business plan, a programme of community engagement will be developed with the aim of providing consistency across the 10 Area Committees. This activity will fulfil the Area Committee delegated responsibilities and will be managed by the Area Support Team on behalf of the Area Committee.

Ward Member Briefings

- a) Ward Member meetings will be held for each ward three times during the year with the purpose to identify ward projects and monitor progress of these projects. The meetings will be arranged and facilitated by the Area Support Team with an action plan provided for each.
- b) Where members have specific issues, partners will be invited to attend meetings to discuss and agree actions to address.
- c) A regular cycle of invited guests will be agreed with members to provide update reports and progress as and when appropriate.

Forward Plan

A forward plan will be produced annually, outlining the reports scheduled for the Area Committee in that municipal year.

4. Well Being Budget

Each Area Committee has been delegated 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 set out in this Business Plan. The Area Support Team work in partnership with agencies and service providers to ensure an efficient and effective use of funding, and where possible, request match funding to be secured to ensure leverage is achieved.

Outlined in the table below is a record of how the 2011/12 revenue budget of £160,940 is currently allocated to support priorities in the Outer North West. The table also shows how the 2011/12 revenue allocation has been aligned to city wide themes and local priorities.

INCOME		Revenue Well being budget 2011/12	£160,940
EXPENDITURE			
Theme	Projects		
Sustainable Economy and Culture			
	Yeadon Festive lights		£4,690
	Guiseley & Rawdon festive lights		£4,330
	Guiseley in Bloom		£1,600
	Horsforth Christmas Lights		£5,000
	Horsforth Queens Jubilee		£2,000
Safer and Stronger Communities			
	Police Off-road Motorcycles (Year 3 final yr)		£1,497
	Police Off Road Bikes		£1,500
	No Cold Calling Zones		£1,229
Health and Well Being			
	OPAL		£2,820
Children and Families			
	Rawdon St Peter's Adventure Playground		£5,000
	Aireborough Summer Activities Scheme		£21,537
	Driver Training		£15,000
Housing and Regeneration			
	Heritage Lighting, Back Church lane, Adel		£1,800
	Site Based Gardener		£23,534
	Golden Acre Car Park		£15,000
	The Phonix Project		£10,000
	Broadgate Primary School Outdoor Space		£5,515
	Surprise View Car Park		£2,500
TOTAL			£124,552

A report was submitted to the Area Committee on the 26th September 2011 outlining the major benefits and added value of capital well being funding in West North West

Appendix 1

Leeds. This showed that since 2004, nearly £596,000 has been spent on 57 projects, leveraging in £1,265,000 of internal funding and £736,000 from external sources. The report also demonstrated the range of projects supported by the Area Committee's well being fund from the following themes:

- Developing community capacity
- Community safety
- Enhancing town and district centres
- Improving the environment, greenspaces and parks
- Enhancing community assets
- Highways and sustainable transport schemes

The full capital budget for Outer North West is nearly fully committed with £8,000 remaining. There has been no new capital allocation since 2009/10.

5. Ward Profiles

Profiles are available for each of the four wards in the Outer North West and will be reviewed annually by the Area Support Team. They include the following information:

- Ward Members
- Geographical location
- Socio-economic/demographic summary
- Priority Neighbourhoods
- Assets (Schools, main council facilities, main non council facilities)
- Key priorities in each ward (including development/regeneration plans, local issues and challenges)
- Key local organisations

These profiles are used in conjunction with Neighbourhood Index and Indices of Deprivation to provide a context for shaping local priorities.

6. Priorities and Actions for 2012/13

An action plan outlining the Area Committee priorities and actions for 2012/13 has been produced and will be reviewed annually. This is what the Area Committee will do based on the new integrated locality working design principles.

7. Priority Neighbourhoods

The Outer North West Area Committee has identified two priority neighbourhoods; Holt Park and Weston Estate, Otley.

These Neighbourhoods have been identified as priority neighbourhoods based on the following information:

- Neighbourhood Index
- Indices of Deprivation
- Consultation with Elected Members
- Data available from partners on their service users

Neighbourhood Improvement Plans have been undertaken in the Holtdales in Adel & Wharfedale ward and Weston estate in Otley & Yeadon ward. This has involved a number of agencies working in partnership to tackle a range of issues with a particular focus on environmental crime and young people's issues. As a result a number of initiatives have been undertaken in the areas including community days, additional activities aimed at young people and the installation of community recycling facilities.

8. Partnership and Integrated Working

Locality Working is about working better with a wide range of services, organisations and residents to improve local communities. It focuses on better coordination and cohesive service delivery which is able to best meet the needs of local people. The Area Committee will nominate champions for partnership roles to support this agenda.

2012/13 Area Committee Champions

Cllr Barry Anderson	Environmental Champion
Cllr Graham Latty	Health and Well being Champion
Cllr Brian Cleasby	Community Safety Champion
Cllr Pat Latty	Children's Champion
Cllr Brian Cleasby	Business & Transport

West North West Leadership Team

This was established in September 2011 and is chaired by a member of the corporate leadership team. It will oversee the development and successful implementation of local integrated services that improve outcomes in the west north west neighbourhoods. The new locality working approach is outlined in the design principles agreed by Executive Board in December 2010. (a copy of the design principles is available on request)

West North West Environmental Integrated Locality Working group

The West North West Area Leader, with partners, has established a West North West Environmental Integrated Locality Working group to oversee integrated locality working to tackle environmental issues in key areas of the wedge. This group will meet bi-monthly. In addition to improved visual appearance in the targeted neighbourhoods, lessons learnt and future collaborative working will be identified and implemented.

Outer North West Environmental Sub Group

The Outer North West Environmental sub group is made up of a member from each Outer North West ward and meets on a bi-monthly basis. The aim of the group is to provide strategic direction for the improvement of service delivery and the quality of the environment for the Outer North West through a targeted response to local priorities, better co-ordination of service delivery and investment in public green spaces.

Community Safety Tasking

The Outer North West Tasking group works in partnership with other agencies and takes a problem solving approach to crime and environmental issues. Intelligence

sharing means that actions are intelligence led, focusing on hotspot areas. The group meets monthly and regularly reports back to the Area Committee and the Divisional Community Safety Partnership.

Health & Wellbeing Sub Group

The Outer North West Health & Wellbeing sub group is made up of a member representative from each ward and meets on a regular basis, with service delivers and partner organisations, to support the development of health services within the outer north west, focusing on the development of services in line with local needs.

Community Safety Sub Group

The Outer North West Community Safety sub group is made up of a member from each ward and meets on a regular basis with service deliverers and partner organisations including West Yorkshire Police and LASBT, to oversee and support the development of community safety issues within the area. It focuses on the development of services and initiatives in the area in line with local needs.

Children & Young People's Sub Group

The Outer North West Children's and Young People sub group is made up of a member from each ward and meets on a regular basis, with service providers from Children's Services, the youth service and other agencies where appropriate, to support the development of services for children and young people in the area in line with local needs. The group advises on the appropriate targeting of resources to achieve the best outcomes for young people.

Business & Transport Sub Group

The Outer North West Business & Transport sub group is made up of a member representative from each ward and meets with service providers to look at specific transport, planning and business related issues in the area.

9. Community Engagement

Developing a programme of community engagement is one of the Area Committee's key responsibilities. This business plan seeks to provide a robust framework for community engagement which supports the identification of business plan activity and involves the public in local decision making. To facilitate this process it is recommended that engagement activity should be split into two main components:

- a) Primary Engagement: A core programme of primary engagement for all 10 Area Committees should be implemented which provides a consistent approach for consulting the public on the broad priorities for each area and meets the requirements for the area committees' delegated function. It is proposed that this is undertaken through an annual survey of Citizens Panel members and is implemented as part of the annual Business Plan development and review process. The results of this consultation will be presented in a report to Area Committees setting out the findings of the consultation against the business plan themes.
- b) Secondary Engagement: In addition to this core programme of primary engagement, each area committee may elect to undertake additional engagement as it relates to the business of the Area Committee. For the

Outer North West this may include but is not limited to: a neighbourhood survey for each priority neighbourhood, up to 8 ward forums and drop-in sessions a year and a range of engagement activities linked to the delivery of individual projects and programmes of service improvement.

A community engagement forward plan will be produced annually, outlining the reports scheduled for the Area Committee in that municipal year. The Area Support Team will manage this programme of activity on behalf of the Area Committee which may include contributions of resources from other services and agency partners.

10. Commitment to Equalities and Cohesion

Leeds City Council has a strong commitment to equality and cohesion. Community cohesion is a key priority for the Area Committee and their work within local communities is aimed at developing harmonious communities where people can come together in a spirit of cooperation to improve their area.

Leeds City Council has an Equality Framework and achieved an 'Excellent' standard in May 2011. The Area Support Team is responsible for ensuring that equality standards are embedded in all Area Committee work.

Well being funding agreements are signed by all agencies and community groups who receive funding and outline that, to receive the funding, they must implement and adhere to their own equality statements.

11. Monitoring Arrangements and Promotion of Area Committee Achievements

The Action Plan outlining the Area Committee priorities and actions will be subject to performance monitoring. Further performance management arrangements will be developed during the implementation of the Business Plan.

What do we propose to do? (Outcome)	How will we do it?	Who? (Service)	Performance Measures (evaluates the service)	Indicator (quantify the achievement)
Sustainable Economy and Culture				
Residents in Outer North West have access to opportunities to become involved in sport and cultural activities	Identify opportunities to encourage increased use of community assets	Area Support Team Library Service Yeadon Tarn Leisure Centres	Numbers of visitors and participants	
Make better use of our community buildings	Support our community centres in the area to have sustained and where possible, increased usage. Assist in reviewing the Council's assets (buildings) in relation to community involvement, usage, running and disposal. Identify assets of community value.	Area Support Team Area Support Team	Continued use of community centres, increased/alternative usage Running of buildings by third party organisations. Disposal of under utilised assets	
Work with local businesses to support a flourishing local economy	Support the regeneration of local town and district centres to reduce the number of empty shop units and to enhance the attractiveness and environmental quality of the areas	Area Support Team	Flourishing and diverse local economy	
Provide as many opportunities as	Support residents in our neighbourhoods to achieve	Jobs and Skills	Attendance by local community at skills and	

possible for people to get jobs or learn new skills	job readiness through the provision of skills and training activities.		training activities	
Safer and Stronger Communities				
Fight crime and antisocial behaviour. With a particular focus on reducing burglary rates	<p>Work with partners to identify and tackle crime hotspot areas</p> <p>Reduce burglary through multi agency working and specific initiatives such as the capture house and capture car projects</p> <p>Provide residents with support, advice and equipment to help them prevent burglary</p>	<p>Area Support Team</p> <p>Neighbourhood Policing Team</p>	<p>Reduction in crime figures particularly burglary and anti-social behaviour.</p> <p>Number of convictions resulting from the capture house and capture car projects</p> <p>Increased perception of community safety amongst residents.</p>	
Listen to the views of local people in our decision making and support local events that bring people together	<p>Provide a range of ways for residents and partners to have their say about local priorities.</p> <p>Develop Area Leadership Teams to oversee neighbourhood improvement plans for our priority neighbourhoods.</p> <p>Support local community events across the area throughout the year</p>	<p>Area Support team</p> <p>WNW Homes, Parks & Countryside, Streetscene Services, Youth Service, Extended Services</p>	<p>Holding of community engagement events such as community forums and meet the people events</p> <p>Holding of community events and relevant activities for families and young people</p>	
Support volunteering within our local communities	Provide information and opportunities for people to get involved with volunteering.	<p>Area Support Team</p> <p>Third Sector partners</p>	Increased number of volunteers	
Consult local people	Undertake annual consultation	LCC Corporate	Survey undertaken, analysis	

<p>on changes that may affect their lives and support them to get involved in local decision making</p>	<p>through the Leeds Citizens Panel to identify Area Committee priorities.</p> <p>Provide the public with information to assist them in understanding local issues through a range of communication channels including public meetings</p> <p>Seek the views of the public on key developments that will affect the areas where they live</p> <p>Support local voluntary, community and faith organisations to play a lead role in the development of neighbourhood activities</p> <p>Provide support to communities and neighbourhoods in the Neighbourhood Planning process. Level of support offered to be determined by the current infrastructure within a community to develop plans.</p>	<p>Communications and Area Support Team</p> <p>Area Support Team</p> <p>Area Support Team LCC Regeneration Service</p> <p>Area Support Team WNW Homes</p> <p>Area Support Team</p>	<p>complete and findings reported to Area Committee</p> <p>Undertake up to 12 forums and public drop in meetings in the Outer North West</p> <p>Hold community meetings in priority neighbourhoods and ensure that significant developments are appropriately communicated to the public. Community organisations will have the capacity and opportunity to engage with, lead and influence neighbourhood activities</p> <p>Number of groups and organisations supported in developing a neighbourhood Plan</p>	
<p>Improve the local environment and</p>	<p>Work with Streetscene and the Area Committee sub</p>	<p>Area Support Team</p>	<p>Successful implementation of the streetscene delegation</p>	

our parks and open spaces	<p>group to deliver the new Service Level Agreement to meet community need around Streetscene and environmental improvements</p> <p>Work with residents and local groups to ensure the cleanliness of our streets and open spaces; take enforcement action where there are problems eg dog fouling; work with local businesses, schools and environmental groups on litter picking and cleaning where it is needed.</p> <p>Work with relevant partners to reduce the number of derelict buildings and land and the impact they have on communities</p> <p>Work with partners through Locality Working to resolve land ownership issues which may result in unsatisfactory maintenance (rationalise service provision)</p>	<p>Waste Management Services Environment sub group</p> <p>Area Support Team Environmental Services</p> <p>Area Support Team Asset Management</p> <p>Area Support Team Environmental Services Parks & Countryside WNW Homes</p>	<p>Improved cleanliness of streets and pavements</p> <p>Feedback from community forums</p> <p>Increased number of enforcement actions/fixed penalty notices</p> <p>Reduction in numbers of derelict buildings/land/eye sore sites</p> <p>Timely (joined up) grounds maintenance. Reduction in maintenance costs through efficiency improvements</p>	
Health and Wellbeing				
Promote healthy lifestyles and tackle	Deliver projects to target health issues through local	Area Support Team		

health inequalities	health and well-being groups and priority neighbourhoods in conjunction with Public Health	Public Health		
Children and Families				
All children and young people in Leeds have access to out of school activities.	Commission Outer North West Extended Services Clusters to deliver a broad range of out of school activities for 5-19yr olds Deliver projects to introduce and involve young people in outdoor activities available through the facilities at Yeadon Tarn	Extended Services Clusters Area Support Team Sports Development	Numbers of young people participating in the sessions	
Housing and Regeneration				
Encourage public services to work together with local residents to improve our most deprived neighbourhoods	Use our well-being budget to help community groups and voluntary organisations to deliver projects to improve the area through Locality Working to improve our most deprived and unclean areas	Area Support Team (relevant Council departments)	Improvement in ranking of most deprived neighbourhoods (SOA)	

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

Report to North West (Outer) Area Committee

Date: 18th June 2012

Subject: Area Committee Sub Groups

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

Summary of main issues

1. This report sets out the roles of the Outer North West Area Committee Sub Groups and seeks nominations for the position of Chair and Elected Member representation to each group. It also seeks Member views on the relevance and frequency of sub groups.

Recommendations

Members are asked to:

- 4.1 Review the relevance and frequency of sub groups in the outer north west.
- 4.2 Nominate an Elected Member representative from each ward for each Sub Group.
- 4.3 Select a chair for each Sub Group of the Outer North West Area Committee.

1 Purpose of this report

- 1.1 The purpose of this report is to seek Member views on the relevance and frequency of sub groups in the outer north west.
- 1.2 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.
- 1.3 The report also seeks nominations for the position of Chair to each group.

2 Background information

- 2.1 The Outer North West Area Committee has used a range of sub groups in the past to address issues of thematic importance. The committee currently operates five sub groups: Community Safety, Environment, Children and Young People, Transport and Health & Well-being. There is also a joint Transport group that meets alongside members of the Inner North West Area Committee.
- 2.2 The sub groups have been operating since 2006. A number of recent developments including the launch of Locality Working and the Area Support Team may prompt the need to review whether sub groups are still addressing the most relevant theme areas. Members may also wish to review the frequency of sub groups given the reduction in resources within the Area Support Team
- 2.3 The main purpose of the sub groups is to: influence key priorities in relation to services; monitor performance and delivery of services; provide a forum for consultation; review and monitor the Business Plan and explore ways for developing the Action Plan for 2012 / 15.
- 2.3 The sub groups are provided with officer support by the Area Support Team and operate in an advisory capacity. Key messages are passed to the Area Committee for approval.
- 2.4 This report highlights the current arrangements for elected member representation to these sub groups and seeks Members views on the representation for 2012-13.

3 Main issues

Community Safety Sub Group

- 3.1 The Community Safety Sub Group meets 4 times per year, it is recommended that this frequency continues. It receives regular updates from West Yorkshire Police and Community Safety.
- 3.2 The current Elected Member representation of the Community Safety Sub Group is made up of one Councillor representative per ward:

Councillor Cleasby - Horsforth
Councillor G Latty - Guiseley & Rawdon
Councillor Fox - Adel & Wharfedale
Vacant - Otley & Yeadon

- 3.3 Members are asked to agree the Councillor representation from each ward and selection of chair.

Environment Sub Group

- 3.6 The Environment Sub Group meets 6 times per year, it is recommended that this frequency continues. It receives service reports from Environmental Services and Parks and Countryside and oversees the Service Level Agreement in relation to the delegated functions of cleansing and environmental enforcement services. .

- 3.7 The current Elected Member representation to the Environment Sub Group is made up of one Councillor representative per ward:

Councillor Anderson – Adel & Wharfedale
Councillor Wadsworth - Guiseley & Rawdon
Councillor Cleasby- Horsforth
Councillor Campbell - Otley & Yeadon

- 3.8 Members are asked to agree the Councillor representation from each ward and selection of chair.

Children & Young People's Sub Group

- 3.10 The Children & Young People's Sub Group meets 4 times per year, it is recommended that this frequency continues. It receives regular updates from the Youth Service and West Yorkshire Police as well as discussing items such as school provision.

- 3.11 The current Elected Member representation to the Children & Young People's Sub Group is made up of one Councillor representative per ward:

Councillor P Latty – Guiseley & Rawdon
Councillor Fox – Adel & Wharfedale
Councillor Collins - Horsforth
Councillor Downes – Otley & Yeadon

- 3.12 Members are asked to agree the Councillor representation from each ward and selection of chair.

Health & Well-being Sub Group

- 3.13 The Health & Well-being Sub Group currently meets approximately 3 times per year, it is recommended that this frequency continues. A variety of health issues are discussed and services such as the Primary Care Trust (PCT), Adult Social Care and Leeds Teaching Hospital Trust have attended the meeting to present items.

- 3.14 The current Elected Member representation of the Health & Well-being Sub Group is made up of one Councillor representative per ward:

Councillor G Latty – Guiseley & Rawdon
Councillor Anderson – Adel & Wharfedale
Councillor Cleasby – Horsforth

Vacant - Otley & Yeadon

- 3.15 Members are asked to agree the Councillor representation from each ward and selection of chair.

Transport Sub Group

- 3.16 In addition to the Outer North West Business and Transport Sub Group which considers local business and transport issues, there is also a joint meeting held bi-annually with the Inner North West Transport Sub Group. The purpose of the combined group is to make links across the geographical boundaries of the two Area Committees, raise local concerns and progress pressing priorities through the Council and regional infrastructures. It is recommended that the outer north west Transport Sub Group meets meet 4 times per year.
- 3.17 The current Outer North West Elected Member representation on both these sub groups is made up of one Councillor representative per ward:

Councillor Cleasby – Horsforth
Councillor Anderson – Adel & Wharfedale
Councillor Wadsworth – Guiseley & Rawdon
Councillor Downes - Otley & Yeadon

- 3.18 Members are asked to agree the Councillor representation from each ward and selection of chair.

3.19 Policy Sub Group

At the June 2011 Area Committee it was resolved that a Policy sub group be created. This group has never formally met and the Chair of the Outer North West Area Committee has suggested that this group be superseded by a meeting of the Area Committee Chair and Sub Group Chairs for outer north west.

Corporate Considerations

3.1 Consultation and Engagement

- 3.1.1 Elected members have been consulted on the content of this report.

3.2 Equality and Diversity / Cohesion and Integration

- 3.2.1 There are no equality and diversity issues in relation to this report.

3.3 Council policies and City Priorities

- 3.3.1 The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009. This approval was rolled forward to 2010/11 and 2011/12 and is also being rolled forward to 2012/13 with amendments to the environmental delegation. The Area Functions are included in the Council's Constitution (Part 3, section 3c).

3.4 Resources and value for money

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

3.5 Legal Implications, Access to Information and Call In

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

3.6 Risk Management

3.6.1 There are no risk management implications to this report.

4 Conclusions

4.1 The Outer North West Area Committee sub groups provide the Area Committee with the opportunity to consider information on five key areas of work in much more detail than would be possible through the main meeting cycle. It is therefore felt that the sub groups should continue to meet, to provide this additional capacity and membership should be confirmed for the municipal year 2012-13.

5 Recommendations

5.1 Members are asked to:

- § Review the relevance and frequency of sub groups in the outer north west.
- § Nominate an Elected Member representative from each ward for each Sub Group.
- § Select a chair for each Sub Group of the Outer North West Area Committee.

6 Background documents¹

6.1 The Council's Constitution (Part 3, section 3c).

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

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Report author: Gerard Watson
Tel: 0113 39 52194

Report of the Chief Officer (Democratic and Central Services)

Report to North West Outer Area Committee

Date: 18th June 2012

Subject: Local Authority Appointments to Outside Bodies

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

Summary of main issues

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

Recommendations

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

1 Purpose of this report

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

2 Background information

- 2.1 In April 2004 Full Council agreed that in future, Elected Member appointments to Outside Bodies should be undertaken by a constituted body of Elected Members and that appointments to all outside bodies should, where appropriate, be made with due regard to proportionality within the law. Attached at Appendix 1 is the agreed Appointments to Outside Bodies Procedure Rules.
- 2.2 The Member Management Committee has responsibilities for Council appointments to Outside Bodies and for exercising decision making in the following areas:
- Considering requests from Outside Organisations seeking Elected Member representation;
 - Determining the category of appointment which will govern which Committee will make the appointments;
 - Making Elected Member appointments to Outside Bodies within the Strategic and Key Partnership category.
- 2.3 Due to the large number of organisations seeking Council representation, Council agreed that appointments within the Community and Local Engagement Category will be considered and approved by Elected Members serving on the relevant Area Committee.
- 2.4 In July 2004 the Member Management Committee met to consider allocation of appointments to each Area Committee. Attached at Appendix 2 are those that have been determined should be made by this Area Committee.

3 Main issues

- 3.1 The Area Committee is requested to determine the appointments to those Outside Body appointments as detailed within Appendix 2.
- 3.2 The Area Committee must first consider whether it is appropriate for an appointment to be of a specific office holder¹ either by reference, if this is available, to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.

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

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

4 Appointments 2012-2013

- 4.1 This year there are **5** appointments to be made in relation to the following organisations:-

Aireborough Voluntary Services to the Elderly with Disabilities

Aireborough Voluntary Services to the Elderly with Disabilities provides a range of services to promote independent living for older people. One of about 40 Neighbourhood Network Schemes. They are only able to help with social activities for people with physical disabilities or recovering from depression. Volunteers do not have the necessary skills to deal with dementia or alzheimers or other serious mental health issues.

This is an annual appointment, and the current representative is **Councillor Downes**.

Bramhope Youth Development Trust

The objective of Bramhope Youth Development Trust is set out by the Charity Commission as follows:-

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

‘To advance the education of young people in the area of benefit through their leisure time activities in order to develop their physical and mental capabilities and improve their conditions of life’

Under the Trust scheme the ‘area of benefit’ means the village of Bramhope and the surrounding neighbourhood.

The Trustees will try at all times to respond positively to request for funding, however it must be noted the Trustees have a legal responsibility to work within the definitions as stated in the Trust Deed.

This is an annual appointment, and the Council’s current representative is **Councillor Fox**.

Horsforth Live at Home Scheme

The aims of the Horsforth Live at Home Scheme are as follows:-

‘To provide companionship, outings and help with shopping, nourishing hot meals and social activities – all designed to help older people stay independent and supported in their own communities’.

This is an annual appointment, and the Council’s current representative is **Councillor Cleasby**.

Prince Henry’s Grammar School – Foundation Governors

The Prince Henry’s Grammar School Foundation Governors exist to support the school in different ways to those of the main Governing Body. In particular, they have a responsibility with regard to the use of the land on which the school exists. They administer funds which enable them to be associated with the recording of achievement through the award of Scholarships, Leaving Exhibitions and other prizes. They also award annual prizes for sporting achievements and an annual travel bursary.

This is a three yearly appointment and the Council’s current representative is **Councillor Downes** and is not due for appointment until June 2014.

Rawdon and Laneshaw Bridge Trust

The Rawdon and Laneshaw Bridge School Trust is a Registered Charity No 529297 which was founded by deed dated 22 May 1746. The original endowment came from the Green-Emmott family of Emmott Hall, Colne and Rawdon. The Trust exists to provide grants to deserving young persons under the age of 21 and resident in Rawdon who are engaged in full-time education at university, college, grammar or secondary school. Such grants are to be applied for their education, maintenance or advancement.

This is a three yearly appointment and the Council's current representatives are **Councillor Cleasby, S Waddington** and **J Peebles** and is not due for appointment until June 2014

ALMO Outer North West Area Panel

There are four Area Panels in the West North West area which cover the following areas:-

- Outer West – Calverley and Farsley, Pudsey and Farnley and Wortley
- Inner West – Bramley and Stanningley and Armley
- Outer North West – Guiseley and Rawdon, Otley and Yeadon, Adel and Wharfedale and Horsforth
- Inner North West – Weetwood, Headingley, Kirkstall and Hyde Park and Woodhouse

Each Area Panel will work to Terms of Reference and a Code of Conduct.

Each Area Panel will consist of:

- One Board Director
- Two local Ward members
- Six Tenants

The remit of the Area Panels is wide and encompasses several service areas. Area Panels will have a number of functions, ranging from monitoring services, influencing their design and being consulted on policy changes and making recommendations on change to these to the main Board.

Each Area Panel will be responsible for a budget which will cover:

- Support for tenants groups
 - Support for community groups
 - Local environmental budgets
 - Local Community safety budgets
- These are annual appointments, and the Council's current representatives are **Councillor Latty** and **Councillor Fox**.

4.2 Area Based Partnership Groups

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

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

5 Corporate Considerations

5.1 Consultation and Engagement

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

5.2 Equality and Diversity / Cohesion and Integration

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

5.3 Council policies and City Priorities

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

5.4 Resources and value for money

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

5.5 Legal Implications, Access to Information and Call In

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

5.6 Risk Management

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

6 Conclusions

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

7 Recommendations

7.1 The Area Committee is asked to confirm the appointments to those Outside Bodies identified within Appendix 2, or agree any changes to the schedule, having

regard to the Appointments to Outside Bodies Procedure Rules, as outlined within this report and as detailed at Appendix 1.

8 Background documents³

- 8.1 Appointments to Outside Bodies Procedure Rules
- 8.2 Area Committee Procedure Rules
- 8.3 Area Committees' Terms of Reference

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

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APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

Body/Person with authority to
change the document

Full Council

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

1.0 Scope

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

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

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

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

Appointments to Outside Bodies Procedure Rules

3.0 Determination of how an Appointment should be made

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

4.0 The Appointment Procedure

Strategic and Key Partnerships

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

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

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

Appointments to Outside Bodies Procedure Rules

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

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

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

Community and Local Partnerships

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

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

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

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

Appointments to Outside Bodies Procedure Rules

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

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

Support for Elected Member Appointees To External Organisations

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

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

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

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

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Appendix 2

Area Committee Appointments to Outside Bodies (North West Outer)

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Clfr Y/N	Review Period	Group
Aireborough Educational Charity	Yes	3	Jun-14 Jun-14 Jun-14		Michael Dunn S Waddington N Gledhill	N N N	4 Years 4 Years 4 Years	
Aireborough Voluntary Services To The Elderly With Disabilities	Yes	1	Jun-12	1	Ryk Downes	Y	Annual	Liberal Democrat
Bramhope Youth Development Trust	Yes	1	Jun-12	1	Clive Fox	Y	Annual	Conservative
Horsforth Live At Home Scheme	Yes	1	Jun-12	1	Brian Cleasby	Y	Annual	Liberal Democrat
Prince Henry's Grammar School - Foundation Governors	Yes	1	Jun-14	1	Ryk Downes	Y	3 Years	Liberal Democrat
Rawdon And Laneshaw Bridge Trust	Yes	4	Jun-13 Jun-13 Jun-13 Jun-14		Brian Cleasby Mr S Waddington Mr J Peebles Mr D Longley	Y N N N	3 years 3 Years 3 Years 3 Years	Liberal Democrat
ALMO Outer North West Area Panel		2	Jun-12 Jun-12	1 1	Graham Latty Clive Fox	Y Y	Annual Annual	Conservative Conservative

13 5

Number of places 13
 Places held pending review 5
 Places currently filled beyond June 12 8
 Number of places to fill 5

Number of Members in the Committee Area 12

Percentage of Members on the Committee
 Notional Places Allocated

Labour	0	0	0.00
Liberal Democrat	5	42	0.00
Conservative	7	58	0.00
Other to list			
Total	12		0

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