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SOUTH (OUTER) AREA COMMITTEE

Meeting to be held in the East Room, Civic Hall, Leeds
on Wednesday, 15th May, 2013 at 4.00 pm

MEMBERSHIP

Councillors

J Dunn	-	Ardsley and Robin Hood;
L Mulherin	-	Ardsley and Robin Hood;
K Renshaw	-	Ardsley and Robin Hood;
R Finnigan	-	Morley North;
B Gettings	-	Morley North;
T Leadley	-	Morley North;
N Dawson	-	Morley South;
J Elliott	-	Morley South;
S Varley	-	Morley South;
K Bruce	-	Rothwell;
S Golton	-	Rothwell;
D Nagle	-	Rothwell;

Agenda compiled by:
Andy Booth
Governance Services Unit
Civic Hall
LEEDS LS1 1UR
Tel: 24 74325

South East Area Manager:
Shaid Mahmood
Tel: 22 43973

A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

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

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

A G E N D A

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

Item No	Ward	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF 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>MINUTES - 25 MARCH 2013</p> <p>To confirm as a correct record the minutes of the meeting held on 25 March 2013</p>	1 - 8
7			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p> <p>(10 mins discussion)</p>	

Item No	Ward	Item Not Open		Page No
8			<p>ELECTION OF CHAIR</p> <p>To receive and consider the attached report of the Chief Officer (Democratic and Central Services)</p> <p>Presentation 5 Mins/Discussion 5 Mins (Council Function) Presenting Officer: Andy Booth</p>	9 - 12
9			<p>WELL BEING REPORT</p> <p>To receive and consider the attached report of the Assistant Chief Executive (Customer Access and Performance)</p> <p>Presentation 10 mins/Discussion 10 mins (Executive Function) Presenting Officer: Aretha Hanson</p>	13 - 30
10			<p>A SUMMARY OF KEY WORK</p> <p>To receive and consider the attached report of the Area Leader – South Leeds.</p> <p>Presentation 10 mins/Discussion 10 mins (Executive Function) Presenting Officer: Aretha Hanson</p>	31 - 98
11			<p>DATES, TIMES AND VENUES OF FUTURE MEETINGS</p> <p>Monday 15th July 2013 Monday 9th September 2013 Monday 21st October 2013 Monday 2nd December 2013 Monday 27th January 2014 Monday 31st March 2014</p> <p>All meetings to commence at 4.00 p.m. Venues to be confirmed.</p>	

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Agenda Item 6

SOUTH (OUTER) AREA COMMITTEE

MONDAY, 25TH MARCH, 2013

PRESENT: Councillor K Bruce in the Chair

Councillors N Dawson, J Dunn, J Elliott,
R Finnigan, B Gettings, S Golton,
T Leadley, L Mulherin, D Nagle,
K Renshaw and S Varley

Apologies Councillor

65 Late Items

There were no late items as such. The Chair allowed an additional application for funding from Rothwell & District Carnival Committee to be considered along with Agenda Item 14, Well Being Budget Report.

66 Declaration of Interests

In relation to Agenda Item 11, Outer South Garden Maintenance Service, Councillors J Elliott, T Leadley and S Varley brought their membership of Morley Elderly Action to the attention of the Area Committee.

67 Minutes - 4 February 2012

RESOLVED – That the minutes of the meeting held on 4 February 2013 be confirmed as a correct record.

68 Matters Arising from the Minutes

Minute No 59 – Parks and Countryside Annual Report

It was reported that there had been further discussion with the Chief Officer (Parks and Countryside) regarding resources and the role of the Area Committee.

69 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.

70 Children's Services Update

Draft minutes to be approved at the meeting
to be held on Monday, 13th May, 2013

The report of the Director of Children's Services provided the Area Committee with an update on Children's Services developments. Updates included:

- Key developments concerning Children's Services in Leeds, including the development of targeted services and locality provision.
- Performance against the Children and Young People's Plan (CYPP); information was provided at an Area Committee level where possible.
- Headline school results for the 2011-12 academic year.

Steve Walker, Deputy Director-Safeguarding, Specialist & Targeted Services presented the report.

Issues highlighted from the report included the following:

- Good progress towards reducing the number of looked after children.
- Improvement in reducing the number of young people not in education, employment or training,
- Improved school attendance figures.
- Cluster working – the Committee was given an example of successful cluster working and the different partners involved.
- Members' attention was drawn to the tables appended to the report which detailed performance information.

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

- Improvements in Ofsted ratings for primary schools.
- Recruitment of young people to participate in the National Citizen Service programme.
- Concern regarding a fall in attendance levels at Royds and Rodillian Schools.
- Families First programme.
- Recruitment of foster carers.
- Ofsted inspection of children's homes.

RESOLVED –

- a) That the contents of the report be noted; and
- b) That a further update report be submitted to the Committee in three months time.

the report be noted.

71 Consultation on Further Proposals for Primary School Provision for September 2014

The report of the Director of Children's Services presented the Area Committee with an update on the work undertaken across the city to ensure that the authority meets its statutory duty to ensure sufficiency of school places in the context of an increasing birth rate. This included formal

consultation on six proposals, for which Members' comments were sought, and an update on four proposals consulted upon in September and October 2012.

Stuart Gosney, Capacity Planning and Sufficiency Lead, Children's Services presented the report.

Consultation would take place on the following proposals that affected the Outer South area:

- Allerton Bywater Primary School – expand from one to two form entry from September 2014
- Asquith Primary School – expand from one to two form entry from September 2014.
- Morley St Francis Catholic Primary School – increase admission number from 22 per year group to 30 from September 2014.
- East Ardsley Primary School – increase admission number from 45 to 60 per year group from September 2014.
- Robin Hood Primary School – increase admission number from 45 to 60 per year group from September 2014.
- Hollybush Primary School – lower the age range from 5 to 11 to 3 to 11.

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

- Thorpe Primary School – although Thorpe Primary School had a large waiting list, there was currently more demand on East Ardsley and Robin Hood Primary Schools. This did not rule out the possibility of future expansion at Thorpe Primary and some work had been carried out to assess capacity issues at Thorpe.
- Concern that expansion of Robin Hood Primary School would have an effect on Rothwell Primary schools.
- Future concern due to new housing development, particularly in Morley. It was reported that work would be undertaken with planning and housing developers with a view to investigating the possibility of a new school in a strategic location in Morley.
- Popularity of schools in the Outer South area and pupils from outside the area wanting to access these schools.

RESOLVED – That the report be noted.

72 Area Lead Role

The report of the Assistant Chief Executive (Customer Access and Performance) referred to the review of area working which was completed in December 2012. One of the recommendations was to develop and strengthen the existing local 'Champion role' and re-launch this as an Area Lead Role. The main aims included strengthening links to the Executive Member and Council Services, improve training and support and encourage both formal and informal links to relevant partners.

Draft minutes to be approved at the meeting
to be held on Monday, 13th May, 2013

Shaid Mahmood, South East Area Leader presented the report.

Members attention was brought to the key elements of the Area Lead role as outlined in the report and the list of core area leads that needed to be developed.

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

- Current champion roles and how they interacted with partners.
- Role of sub-committees and how the Area Lead role could be linked to sub-committees.
- How an Area Lead would report back to Area Committees.
- Neighbourhood planning – could this include strategic planning?
- How could the Area Lead role focus more on outcomes and meet the localism agenda?

It was reported that Members comments would be fed into further discussion regarding the development of the Area Lead role. Members were requested to provide an initial response to the Area Leader's notes of the discussion to meet feedback deadlines. Responses beyond the deadlines would still be communicated to Heather Pinches. The Chair thanked current Champions for their work.

RESOLVED – That the report be noted.

73 Outer South Garden Maintenance Scheme

The report of the Area Leader – South East Leeds, reminded Members of the garden maintenance scheme delivered by Morley Elderly Action. The previously agreed 3 year scheme had finished in 2012/13 and an evaluation report had been presented to the Area Committee in October 2012.

Subsequent to this, the Area Leader was requested to investigate alternative schemes for comparability and provide the Area Committee with options for consideration for the following financial year. The report contained details of gardening schemes provided elsewhere along with different service delivery options from Morley Elderly Action.

Aretha Hanson, Area Officer presented the report.

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

- Further to comments on the Swarcliffe Gardening Scheme which was funded by the East Outer Area Committee, it was reported that it had been very difficult to provide comparative information, particularly on value for money, due to the differing nature of the schemes but the report aimed to give a broader view on other schemes.

- Morley Elderly Action submitted a reduced management fee from the previous scheme which would allow more funds to be available to provide for gardening services.

Members' attention was brought to the options for service delivery as provided by Morley Elderly Action. A proposal was made to take Option One for a period of three years which would retain the current client subsidy and deliver a total of 4,375 hours gardening. Six Members voted in favour of this option. A further proposal was made to take Option Three for one year. This would provide a free hour to new and existing customers, retain the current client subsidy and deliver a total of 3,062 hours gardening. Six Members voted in favour of this option, including the Chair with the casting vote. At this stage of the meeting further information was provided by Morley Elderly Action which included the following:

- Option three and other options that included free hours or a change in the client subsidy would make it difficult to take on new clients due to the reduced hours of provision and funding would be likely to run out in September.
- Options that reduced the gardening hours would mean that services would not be available to all that requested them and would result in the introduction of a waiting list.

Further issues discussed included the following:

- The management fee covered stationery, postage and other running costs.
- Concern that options which reduced the payments to gardeners would not be feasible.
- Breakdown of funding allocated would be £11,500 to Morley Elderly Action Staff costs, £4,000 for the management fee and £17,500 thousand for gardening services. There would be no additional cost than in previous years.
- 3,900 hours of gardening provision had been carried out in the previous year.

Having considered all of the information detailed within the submitted report, together with the further detail that had been provided during the course of the meeting, a proposal was made to take Option One as detailed within the report for a period of three years which would retain the current client subsidy and deliver a total of 4,375 hours gardening.

RESOLVED – That Option One as outlined in Appendix 2 of the report be approved in principle for a period of three years, subject to annual review of

the delivery of the scheme in terms of value comparison and impact, and Area Committee being allocated the necessary funding in future years.

74 St Gabriel's Community Centre

The report of the Area Leader – South East Leeds provided a review of the operation of the St Gabriel's Community Centre over the last 12 months. It highlighted the work of the Management Committee, Outer South Community Centre Sub Committee, Area Support Team and partners in supporting the operation of the centre.

Aretha Hanson, Area Officer presented the report.

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

- Recent decoration and repair work carried out by Members of the community. It was reported that the centre was looking greatly improved and the Members asked that thanks be recorded to those involved.
- Concern regarding the number of broken or cracked windows at the centre.
- Involvement of the Community Centres Sub Group with volunteers. Disappointment was expressed that the necessary officers did not always attend sub group meetings,
- Use of the centre for Elections.
- Funding and insurance.

RESOLVED –

- (1) That the report be noted.
- (2) That a further review be brought to the Area Committee in 12 months.

75 Summary of Key Work

The report of the Area Leader – South East Leeds presented an update on the key work taking place within the Outer South Leeds area not covered elsewhere on the agenda.

Aretha Hanson, Area Officer presented the report.

Greg Sallabank, Environment and Neighbourhoods attended the meeting to inform the Area Committee of the new recycling services. It was reported that letters had been sent out to local residents and that a briefing session for Elected Members would be held in April 2013.

Further issues highlighted from the report included Community Safety and Community First Grants. Members were reminded that if there were any community groups that could benefit from the community first grants scheme to contact Ellie Rogers, Priority Neighbourhood Worker.

Draft minutes to be approved at the meeting
to be held on Monday, 13th May, 2013

RESOLVED – That the report be noted.

76 Well Being Budget Report

The report of the Assistant Chief Executive (Customer Access and Performance) presented the Area Committee with the following:

- Confirmation of the 2012/13 revenue allocation
- The current position of the Well Being Budget
- Details of capital and revenue funding for consideration and approval
- Details of revenue projects agreed to date
- Details of capital projects agreed to date
- A summary of the revenue for 2011/12 and 2012/13 already approved and linked to the priorities and actions in the Area Committee Business Plan.
- The position of the small grants budget.

Aretha Hanson, Area Officer presented the report and Members were asked to consider requests for funding for the following projects:

- Replacement of perimeter fencing on Rein Park, Morley
- Outer South Christmas Tree Lights for 2013/14
- Rothwell Celebrations 2013/14

RESOLVED –

- (1) That the report be noted
- (2) That the position of the Well Being Revenue Budget be noted.
- (3) That the revenue projects already agreed be noted.
- (4) That the capital projects already agreed be noted.
- (5) That the following project proposals be approved:
 - Replacement of perimeter fencing on Rein Park, Morley - £5,480 - approved
 - Outer South Christmas Tree Lights for 2013/14 – Morley North & South - £7,205 approved; Rothwell - £5,000 approved, Ardsley & Robin Hood - £2,985 approved
 - Rothwell Celebrations 2013/14 - £5,700 – approved.

77 Dates, Times and Venues of Area Committees 2013/2014

The report of the Chief Officer (Democratic and Central Services) sought the Area Committee's formal approval of a meeting schedule for the 2013/14 Municipal Year.

Andy Booth, Governance Services presented the report.

Draft dates were outlined in the report for the 2013/14 Municipal Year.

A suggestion was made that Area Committee meetings should be held more frequently and at a time that may encourage public attendance.

RESOLVED – That the South Outer Area Committee should continue to meet at 4.00 p.m. and on the following dates in the 2012/13 Municipal Year:

Monday, 15 July 2012

Monday, 23 September 2012

Monday, 2 December 2012

Monday, 27 January 2013

Monday, 31 March 2013

78 Date and Time of Next Meeting

Wednesday, 15th May 2013 at 4.00 p.m.

Report of Chief Officer (Democratic and Central Services)

Report to South Outer Area Committee

Date: 15th May 2013

Subject: Election of Area Committee Chair for the 2013/2014 Municipal Year

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If relevant, name(s) of Ward(s):</i> Ardsley and Robin Hood, Morley North, Morley South, Rothwell		
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. Area Committee Procedure Rules require that the Chair of each Area Committee will be elected from amongst the City Councillors eligible to serve on that Committee.
2. Following the closure of nominations for the position of Chair, and prior to the Annual Council Meeting, Area Committees are required to meet to elect a Chair for the forthcoming Municipal Year.
3. Therefore, the Area Committee is recommended to elect a Chair for the 2013/2014 Municipal Year, from amongst the nominations which have been received. The Area Committee will be informed at the meeting of the nominations which have been received for the position of Chair.

Recommendations

4. Members of the Area Committee are recommended to elect an Area Committee Chair for the 2013/2014 Municipal Year, from amongst the nominations which have been received.

1 Purpose of this report

- 1.1 The purpose of the report is to explain the arrangements for the annual election of Chairs for Area Committees and that in line with this process, to recommend that the Area Committee elect a Chair for the 2013/2014 municipal year.

2 Background information

- 2.1 Article 10 of the Council's Constitution sets out the composition, functions and role of Area Committees.
- 2.2 Paragraph 5 of the Area Committee Procedure Rules deals with the process by which Chairs for Area Committees are elected. Attached as appendix 1.

3 Main issues

- 3.1 The Area Committee Procedure Rules state that the Chair of each Area Committee will be elected from amongst the City Councillors eligible to serve on that Committee.
- 3.2 Each Political Group with Members elected within an Area Committee's boundary may submit a nomination from amongst Members on the Area Committee to Chair that Committee, via the Group Whip. An independent Member may also put forward a nomination.
- 3.3 The deadline for the submission of nominations for the position of Chair was 5.00pm on Tuesday, 14th May 2013. The Area Committee will be notified at the meeting of the nominations which have been received, prior to the election taking place.
- 3.4 The Procedure Rules state that following the closure of nominations and before the Annual Council Meeting, Area Committees will meet to agree the election of Chair for the forthcoming Municipal Year.
- 3.5 The Chair will be elected by an overall majority of first votes cast by those Members eligible to do so and present at the meeting. The Member presiding at the meeting as Chair will have no second or casting vote. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.
- 3.6 Where an overall majority of votes cannot be obtained, or it is not possible to hold or convene a quorate meeting of the Area Committee, or for any other reason a decision is not possible in advance of the Annual Council Meeting, then the appointment will be made at the Annual Council Meeting.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 All Group Whips have been given due notice of the deadlines relating to the submission of nominations for the position of Area Committee Chairs, and have been provided with details of the process.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 There are no specific implications relating to equality and diversity or cohesion and integration arising from this report.

4.3 Council policies and City Priorities

4.3.2 Operational and effective Area Committee meetings, which facilitate a widely accessible but robust decision making forum are in line with the Council's Policies and City Priorities. In order for such meetings to take place, an eligible City Councillor must be properly elected to the position of Area Committee Chair.

4.4 Resources and value for money

4.4.3 There are no direct resource implications arising from the submission of this report to the Area Committee.

4.5 Legal Implications, Access to Information and Call In

4.5.4 This report is not subject to Call In, as the Executive and Decision Making Procedure Rules state that the power to Call In decisions does not extend to those decisions taken by Area Committees.

4.5.5 The process summarised above regarding the election of Area Committee Chairs is in line with the Area Committee Procedure Rules.

4.6 Risk Management

4.6.6 There are no risks directly arising from the submission of this report to the Area Committee, however, not electing a Chair for the 2013/14 municipal year at this meeting will mean that the matter would have to be resolved at the Annual Council Meeting.

5 Conclusions

5.1 The Area Committee Procedure Rules state that the Chair of each Area Committee will be elected from amongst the City Councillors eligible to serve on that Committee, and that between the closure of nominations (5.00pm, 14th May 2013) and the Annual Council Meeting (6.00pm, 20th May 2013), the Area Committee will meet to agree the election of Chair for the forthcoming Municipal Year. The Committee therefore is recommended to elect a Chair at this meeting for the 2013/2014 Municipal Year, from the nominations which have been received.

6 Recommendations

6.1 Members of the Area Committee are recommended to elect an Area Committee Chair for the 2013/2014 Municipal Year, from amongst the named nominations which have been received.

7 Background documents¹

None

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

Report of Assistant Chief Executive (Customer Access and Performance)

Report to: South Leeds (Outer) Area Committee

Date: Wednesday 15th May 2013

Subject: Outer South Area Committee Well being Budget Report

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Ardsley & Robin Hood Morley North Morley South Rothwell
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

This report seeks to provide Members with:

1. Confirmation of the 2013/14 revenue allocation and the 2012/13 carry forward figure.
2. An update on both the revenue and capital elements of the Wellbeing budget.
3. Details of revenue funding for consideration and approval.
4. Details of revenue projects agreed to date (Appendix 1).
5. Details of capital projects agreed to date (Appendix 2).
6. A summary of the revenue proposals for 2013/14 which link to the priorities and actions in the Area Committee Business Plan.
7. Members are also asked to note the current position of the Small Grants Budget.

Recommendations

Members of the Outer South Area Committee are requested to

- a) Note the contents of the report;
- b) Note the position of the Wellbeing Budget as set out at 3.0;
- c) Consider and make decisions on proposals raised in 4.0;
- d) Note the Wellbeing revenue projects already agreed as listed in Table 1;
- e) Note the Small Grants position in 5.0.

1 Purpose of this report

- 1.1 Confirmation of the 2012/13 and 2013/14 revenue allocation and carry forward figure.
- 1.2 An update on both the revenue and capital elements of the Well being budget.
- 1.3 A summary of the revenue allocation for 2012/13 already approved and linked to the priorities and outcomes in the Area Committee Business Plan.
- 1.4 A summary of the proposed ring-fencing for Area Committee Wellbeing funding for 2013/14.
- 1.5 Details of capital and revenue funding for consideration and approval.
- 1.6 Details of revenue projects agreed to date (Appendix 1).
- 1.7 Details of capital projects agreed to date (Appendix 2).
- 1.8 Members are also asked to note the current position of the Small Grants Budget.

2.0 Background information

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

3.0 Well Being Budget Position

3.1 Revenue funding available for 2013/14

- 3.1.1 The revenue budget approved by Executive Board for 2013/14 is £183,790.00 and is the same as 2012/13.
- 3.1.2 **Appendix 1** shows the projects funded by the Area Committee up to and including the March 2013 meeting. The carry forward figure for 2013/14 will be finalised with central finance and reported to the July Area Committee.
- 3.1.3 These figures have been taken into account as part of the 2013/14 Budget summary later in this report. If members request any changes to these figures they will have an impact on the amount of budget available for new schemes.
- 3.1.4 Table 1 below has an additional column showing how the 2013/14 revenue budget could be allocated by the committee. In making these suggested allocations, officers have in mind the following points:
 - § The small grant allocation to remain ring fenced at £5,000. This is based on the 2012/13 spend being £4,340.00
 - § It is proposed to retain the communications budget at £1,000 for 2013/14.

- § £1,180 was spent on Community Skips in 2012/13 and it is proposed that the skip budget is ring fenced at £2,000 for 2013/14.
- § Morley Literature Festival Committee has received an annual contribution from the Area Committee to ensure the delivery of this key event. A contribution of £10,000 for the 2014 festival is proposed.
- § Rothwell 600 has received a contribution from the Area Committee to ensure the delivery of various events. A proposed allocation of £8,000 for 2013/14 is included.
- § The Christmas Lights and Decoration received an allocation of £11,555 in 2012/13 Area Committee has already approved £ £14,940 for 2013/14 and the final proposals for a scheme for Rothwell of £4,740 is included at 4.5.5 below.
- § In line with the new approach to enhance Community Safety and tackle Crime and Grime. Members are asked to ring fence £4,000 to respond to community safety issues that arise during the year.
- § In 2012/13 £2,964 was approved for off road bikes scheme with an actual spend of £1,976. The Committee is asked to include £1,976 continuation funding for the off road bikes scheme and £1,000 towards the Victim Support Fund. The application for Victim Fund is included at 4.5.1 below.
- § Outer South Site Based Gardeners project was approved at February 2013 Area Committee and agreed at £35,654.01.
- § Members are asked to note the costing for the Priority Neighbourhood Worker is based on 3 days per week with the other 2 days per week funded by the Inner South Area Committee. Members will receive an update report to a future meeting.
- § The Community Heroes Event took place in 2013 and £1,000 was allocated for 2012/13. It is proposed that £1,500.00 be ring-fenced for an event in 2013/14.

3.1.5 **Table 1** shows a carry forward figure of **£40,311.78**. This takes account of funding already attached to ongoing projects that was not spent in 2012/13.

3.1.6 The revenue budget approved by Executive Board for 2013/14 is £183,790.00 and is the same as last year. Therefore the total amount of revenue funding available to the Area Committee for 2013/14 is £224,101.78.

3.1.7 The amounts are based on the agreed allocations in 2012/13 and will be finalised with central finance and a more accurate figure reported to the June Area Committee. Consequently, the amount of available funds may change.

3.1.4 The Area Committee is asked to note that £158,472.39 has already been allocated from the 2013/14 Well being Revenue Budget as listed in **Appendix 1**.

Table 1		2012/13	2013/14
INCOME	Revenue Well being Budget	£183,790.00	£183,790.00
	Brought forward from 2012/13	£53,479.62	£40,311.78
	Less rollforward 2011/12 projects	£-27,036.90	
	TOTAL	£210,232.72	£224,101.78

RING FENCED AMOUNTS		2012/13 £	2013/14 £
ADP Theme Project			
Sustainable Economy and Culture			
	Small Grants Scheme	£5,000.00	£5,000.00
	Communications Budget e.g. printing, meetings	£1,000.00	£1,000.00
	Morley Literature Festival 2012	£10,000.00	£10,000.00
	Rothwell 600	£8,000.00	£8,000.00
	Christmas trees and decorations	£11,555.00	£14,940.00
	Ardsley & Robin Hood: Copley Lane Christmas Lights	£1,842.15	£0.00
	Total Sustainable Economy and Culture	£37,397.15	£38,940.00

Safer And Stronger Communities			
	Support for Community Safety Off Road Bikes	£2,964.00	£1,976.00
	Victims Support – Victims Fund	£1,000.00	£1,000.00
	No Cold Callers	£2,400.00	£0.00
	Community Safety Issues	£4,000.00	£4,000.00
	West Yorkshire Pedal Bikes	£1,000.00	0
	Priority Neighbourhood Worker	£20,402.38	£20,402.38
	Site Based Gardeners	£34,937.41	£35,654.01
	Community Skips	£2,000.00	£2,000.00
	Environmental Sub Group – SLA development	£3,000.00	£0.00
	Tingley Crescent – Alleygating	£1,340.00	0
	Rein Park Perimeter fencing	£5,480.00	£0.00
	Total Safer and Stronger Communities	£78,523.79	£65,032.39

Health and Well Being			
	Garden Maintenance Scheme (3 year scheme 2013 – 2016)	£33,000.00	£33,000.00
	Community Heroes Event	£1,000.00	£1,500.00
	Total Health and Well Being	£34,000.00	£34,500.00

Children and Families			
	Activities for Children and Young People	£20,000.00	£20,000.00
	Total for Children and Families	£20,000.00	£20,000.00

	Total spend against projects	£169,920.94	£158,472.39
	Balance Remaining	£40,311.78	£65,629.39
	TOTAL	£210,232.72	£224,101.78

3.2 Capital

3.2.1 Of the £683,008 capital funding allocated to the Area Committee for 2004/12 a total of £676,743.44 has been committed to date leaving a balance of **£6,264.57**.

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

	Ardsley and Robin Hood	Morley North	Morley South	Rothwell
Total Allocation 2004-12	£170,752.00	£170,752.00	£170,752.00	£170,752.00
Allocation to date	£170,013.20	£166,612.11	£169,366.20	£170,751.93
New Balance	£738.80	£4,139.90	£1,385.80	£0.07

4.0 Well Being Projects for Approval

4.1 **Appendix 1** details revenue projects that have been commissioned by the Area Committee to date, including a current position statement and project outcomes.

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

4.3 Details of projects agreed for the capital budget to date, including a current position statement and project outputs are listed in **Appendix 2**.

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

4.5 Members are asked to consider the following projects:-

4.5.1 **Project Summary:** Victim's fund

Name of Group or Organisation: Victims Support

Total Project Cost: £2,500

Amount proposed from Well Being Budget 2012/2013: £1,000

Wards Covered: All Outer South Wards

Victim Support's antisocial behaviour outreach project is a specialist service that works alongside the Leeds City Council antisocial behaviour team and the neighbourhood policing team. They provide confidential emotional support, information and practical support to victims of ongoing and persistent anti-social behaviour and hate crime.

This project will look to use the wellbeing grant to help implement a variety of practical measures available to individuals in the outer south wards. The focus of this is to provide 'target hardening', improving the security of a person's home or act as a deterrent to further incidents. The project theme would therefore be 'Thriving Places',

and the priorities the project would be looking to enhance 'reducing crime and the fear of crime' and 'tackling anti-social behaviour'.

In previous years the funding has provided trembler alarms, door chimes, personal alarms, padlocks, dummy CCTV, security lighting, deadlocks and antisnap locks to victims of anti-social behaviour and we would be looking to continue to provide these items.

These purchases have an immediate and positive impact on the victims' quality of life and emotional wellbeing. The project will aim to achieve this by using the funding in a re-active manner by responding to the needs of the victim and taking a flexible and adaptable approach towards making security improvements. This will therefore be used to respond to the practical needs of the victim in a variety of ways, taking account of the type of crime in terms of what security measure would be suitable and also the vulnerability of the client

Area Committee/Area Business Plan Key Themes and Action Plan Priorities:

These proposals supports the Area Committee priority "Residents in Outer South are safe and feel safe as a result of reduced crime and ASB

Project Title: John O Gaunts Junior Wardens Scheme

Name of Group or Organisation: Groundwork Leeds

Total Project Cost: £3,500

Amount proposed from Well Being Budget 2013/2014: £3,500

Ward Covered: Rothwell

Project Summary

The project aims to encourage young people to get involved in their local community and provide a safe, supervised environment for their personal development.

The project will liaise with John O Gaunts TARA, John O Gaunts Gardening Group and a variety of organisations working in the area and target up to 15 young people who live on the John O Gaunts estate to take part in a session once a week for 12 weeks after school hours 6pm – 8pm and occasional Saturdays. The main focus for the sessions will be the allotments located on the estate which are in need of attention. As the Junior Wardens become involved in sessions on the allotments, it is envisaged that there will be a positive reduction in anti- social behaviour currently being experienced on the site. By the young people actually being involved in helping improve the allotments it is hoped they would develop a sense of pride in the work they carry out and take some ownership in the site.

The Junior Wardens will learn and use a variety of different skills to work alongside the John O Gaunts TARA, John O Gaunts Gardening group and other organisations, to plan what is achievable in the time available. By working closely with others in their neighbourhood, we anticipate young people are less likely to cause damage to their local environment but rather will learn to value and protect it for the future.

The grant will be used to fund the sessions, i.e. Venue fees, staff time, travel, pens, paper etc for planning, gardening and cleaning materials and the final session that will be a celebration event.

Area Committee/Area Business Plan Key Themes and Action Plan Priorities:

These proposals support the Area Committee priority “Harmonious Communities and Environment and Health and Wellbeing”.

4.5.5 Project Title: Outer South Christmas Trees & Lights for 2013/14

Name of Group: Leeds Lights

Rothwell: £4,740 Revenue

Wards covered: Rothwell

Area Support Team has worked with Ward Members to identify options for Christmas trees and lights for 2013/14 and packages for Ardsley & Robin Hood and Morley North & South were approved at the March 2013 meeting.

Following further consultation with the Rothwell Ward Members the following package is proposed for 2013/14.

Commercial St.

1 x sign in small garden at the top of Commercial Street	£300
Hire of 24 motifs at £185 per motif	<u>£4,440</u>
Total costs for Rothwell	<u>£4,740</u>

Members are asked to confirm the Rothwell provision for 2013/14.

Area Committee/Area Business Plan Key Themes and Action Plan Priorities:

This proposal supports the Area Committee priority: ‘Residents in Outer South have access to opportunities to become involved in sport and culture’.

5.0 Small Grants Update

5.1 There have been no small grants approved since the last Area Committee.

6.0 Corporate Considerations

6.1 Consultation and Engagement

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

6.2 Equality and Diversity / Cohesion and Integration

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

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

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

6.3 Council Policies and City Priorities

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

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

6.4 Resources and Value for Money

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

6.5 Legal Implications, Access to Information and Call In

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

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

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

6.6 Risk Management

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

7.0 Conclusions

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

8.0 Recommendations

- 8.1 Members of the Outer South Area Committee are requested to
- a. Note the contents of the report.
 - b. Note the position of the Well being Revenue Budget as set out at 3.0.
 - c. Note the revenue projects already agreed as listed in Appendix 1.
 - d. Note the capital projects already agreed as listed in Appendix 2.
 - e. Consider the project proposals detailed in 4.0
 - f. Note the Small Grants situation in 5.0

9.0 Background Documents¹

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

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

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Outer South Wellbeing Budget
2012 - 2013

Budget	Allocation	£183,790.00
	Roll forward	£53,479.62
	TOTAL	£237,269.62

Projects rolled forward from 2011/12	approved	Committed	Paid	Balance to be carried forward 2013/14
Morley Tasking - CASAC	£ 2,500.00		£2,500.00	
Morley Literature Festival	£ 10,000.00		£10,000.00	
Off Road Bikes	£ 2,964.00		£2,964.00	
Rothwell NPT	£ 999.70		£914.72	
Rothwell NPT smartwater	£ 1,005.00		£1,005.00	
Rothwell NPT speeding	£ 1,385.58		£1,385.58	
Morley NPT (OS-11-11 (5)	£ 2,996.85		£2,996.85	
NIP: Asquith & Ingles	£ 1,439.12		£985.00	
NIP: Springbank & Moorlands	£ 1,962.00		£934.00	£1,028.00
Ringfenced to Ardsley and Robin Hood	£ 1,842.15		£1,842.15	
Morley Stroke Cricket Club - Money Back	-£ 57.50		-£57.50	
TOTAL	£ 27,036.90	£0.00	£25,469.80	£1,028.00

Project	Delivery Organisation	2012/2013 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance to be carried forward 2013/14	
Projects rolled forward from 2011/12		£27,036.90	£25,469.80	£0.00	£1,028.00	
Skips Budget To provide skips for community use.	South East Area Management	£2,000.00	£1,180.00			Community groups undertake clean-ups. Improved streetscene in local neighbourhoods. Increased community pride.
Small Grants Fund a fund for small scale community based projects meeting Area Delivery Plan priorities.	South East Area Management	£5,000.00	£4,340.00			Voluntary and community groups supported through grant aid. Increased range of community activity. Increased community participation. Increased community pride. Delivery of Area Delivery Plan priorities.

**Outer South Wellbeing Budget
2012 - 2013**

Project	Delivery Organisation	2012/2013 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance to be carried forward 2013/14	
Communications budget to enable effective communication and consultation on Area Committee issues.	South East Area Management	£1,000.00	£200.33			5 newsletters, Questionnaires, Promotional material. Increased awareness of the Outer South Area Committee. Improved consultation that can inform local projects and plans. Public participation in projects / plans.
Activities for Children and Young People	Children and Young Peoples Working Group	£20,000.00	£20,000.00		£0.00	Summer activities for young people across the Outer South area. More young people involved in activities over the school holidays. Reduction in complaints of anti social behaviour in the area over the holidays.
Priority Neighbourhood Worker	South East Area Management	£20,402.38	£15,170.91			One worker to help progress NIP projects. Increased social capital through capacity building of small groups and the voluntary sector.
Place Based Gardeners	Parks and Countryside	£34,937.41	£34,937.41		£0.00	3 full time Gardeners for 1/2 year. Crime reduction. Reducing fear of crime. Increasing voluntary and community engagement. Cleaner safer public green spaces.
Morley Literature Festival 2012	South East Area Management	£10,000.00	£10,000.00		£0.00	A five day festival with a full programme. Increased community spirit, education and activities for families. Encourage partnership work between the public and private sectors. Engender a stronger community link with the town centre.
Rothwell 600 Celebrations	Rothwell 600 Committee	£8,000.00	£7,330.00			Several events and activities ran by local community groups. Encourage people from a wide variety of backgrounds to share and appreciate the culture and heritage of the area. Use the celebrations as vehicle to regenerate the Ward through a variety of methods, promoting community pride and identity.

**Outer South Wellbeing Budget
2012 - 2013**

Project	Delivery Organisation	2012/2013 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance to be carried forward 2013/14	
Garden Maintenance Scheme Morley Elderly Action	Morley Elderly Action	£33,000.00	£33,000.00		£0.00	100 gardens visited over the course of the year. Environmental improvements. People being helped to maintain their homes. Community Safety benefits.
Off Road bikes	South Leeds Area Management	£2,964.00	£1,976.00			Reduction in off road bike offences. Reduction in fear of crime amongst South Leeds residents.
No Cold Callers	South Leeds Area Management	£2,400.00	£1,535.82			Raising awareness in local community and reduce incidents of nuisance calls
Victims Fund	Victims Support	£1,000.00	£942.00			Reduction in the fear of crime and repeat offences through target hardening work.
Crime and Grime Issues	South Leeds Area Management	£4,000.00	£1,999.70		£2,000.30	
Environmental Subgroup SLA development	South Leeds Area Management	£3,000.00	£2,940.00			Cleaner neighbourhoods and improved environmental appearance. Purchase of CCTV to combat fly-tipping.

**Outer South Wellbeing Budget
2012 - 2013**

Project	Delivery Organisation	2012/2013 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance to be carried forward 2013/14	
Xmas 2012 trees and decorations	Leeds Lights	£11,555.00	£10,405.00			Develop community pride through festive activities and provide an attractive town centre that increases footfall and supports businesses.
Alleygates, Tingley Crescent:	Leeds Community Safety	£1,340.00	£1,108.12		£231.88	Reduction of crime within area, providing a sense of security for residents
Copley Lane Christmas Lights (Ardley and Robin Hood)	Leeds Lights	£1,842.15	£1,842.15		£0.00	Develop community pride through festive activities and provide an attractive town centre that increases footfall and supports businesses.
Community Heroes Event	South East Area Support Team	£1,000.00			£1,000.00	Develop and deliver an awards event for community groups across the outer south area
Police Mountain Bikes	NPT	£1,000.00			£1,000.00	The bikes will provide PCSO's with more capacity to cover larger areas, provide high visibility within the community, access a higher number of residents who are most vulnerable, make areas more accessible
Replacement of perimeter fencing at Rein Park, Morley		£5,480.00			£5,480.00	
TOTAL	Projects agreed	£196,957.84	£148,907.44	£0.00	£10,740.18	

Outer South Wellbeing Budget
2012 - 2013

Project	Delivery Organisation	2012/2013 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance to be carried forward 2013/14	
	Balance	£40,311.78			£40,311.78	

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Table 2	Total	Ardsley & Robin Hood
	£	£
Balance Remaining	47,336.53	11,834.14
Ring fenced for Ardsley and Robin Hood	1,842.15	1,842.15
Balance per ward	49,178.68	13,676.29

Ardsley & Robin Hood Christmas provision: Copley Lane	1,842.15	1,842.15
Community Hero's Event 2013	1,000.00	250
WYP PCSO Pedal Bicycles	1,000.00	333
Rein Park Perimeter Fencing, Morley	5,480.00	-
Total spend	22,412.15	6,145.15

Refund from Christmas Trees & Lights for 2012/13	1,150.00	0
Total remaining balance per ward	27,916.53	7,531.14

Morley North	Morley South	Rothwell
£	£	£
11,834.13	11,834.13	11,834.13
-	-	-
11,834.13	11,834.13	11,834.13

-	-	-
250	250	250
334	333	-
-	5,480.00	-
5,271.50	5,270.50	5,725.00

575	575	0
7,137.63	7,138.63	6,109.13



Report author: Aretha Hanson
Tel: 2474309

Report of Area Leader – South East Leeds

Report to South Leeds (Outer) Area Committee

Date: Wednesday 15th May 2013

Subject: Summary of Key Work

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Ardsley and Robin Hood Morley North Morley South Rothwell
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

This report presents an update on the key work taking place within the Outer South Leeds area, not covered elsewhere on the agenda

Recommendations

The Area Committee is asked to:

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

1.0 Purpose of this report

- 1.1 To bring to Members' attention in a succinct fashion, a summary of key work which the Area Support Team are engaged in based on priorities identified by the Area Committee, that are not covered elsewhere on this agenda. It provides opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.

2.0 Background information

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

3.0 Main Issues

3.1 Area Chairs Forum

- 3.1.1 The minutes of the meeting held on 9th January 2013 were approved at the meeting on 1st March 2013 and are attached at **Appendix 1**. The minutes of the meeting held on 1st March were approved at the meeting on 3rd May 2013 and are attached at **Appendix 1A**. The minutes of the 3rd May meeting will be approved at the next meeting scheduled for 13th June and minutes will be presented to a future Area Committee.

4.0 Updates by theme: Children & Families

4.1 Children & Young People's Working Group Update

- 4.1.1 The Outer South Children & Young People's Working Group next meet on Thursday 23rd May 2013. The group is currently reviewing the Terms of Reference and membership.

5.0 Updates by Theme: Sustainable Economy and Culture

5.1 Community Centres Sub Committee

- 5.1.1 The Community Centres Sub Committee last met on 27th February 2013 and draft minutes were included in previous papers. The next meeting takes place on 15th May and minutes will be presented to a future Area Committee.

5.2 Rose Lund Community Centre

- 5.2.1 As part of Environment and Neighbourhoods community centres review, a number of centres have been identified that would be more appropriately vested with another directorate due to the nature of the activities taking place. The Rose Lund Community Centre, Rothwell ward, is one of those identified, with the majority of activity being delivered by Children's Services. They provide Children's Centre services from the building Monday to Friday. There is some evening and weekend use by youth service and DAZL dance. Discussions have been held with Children's Services who are happy to take on this centre as it would enable them to enhance children's services in the area, particularly for two year olds. The revenue budget would transfer alongside the building so there would be no negative impact on Children's Services, or the users.

- 5.2.2 The Outer South Community Centres Sub Group are supportive of this proposal, as are Rothwell ward members although they would like Children's Services to promote the centre to local people through attendance at tenants and residents meetings.
- 5.2.3 The transfer from Environment and Neighbourhoods to Children's Services will take place when all reporting has been completed. This will then mean the centre will be taken out of the portfolio of centres delegated to Outer South Area Committee.
- 5.2 The Point Steering Group
- 5.2.1 The Point Steering Group last on 5th March 2013 and minutes and the minutes are attached at **Appendix 2**. The next meeting will take place on 1st July 2013, minutes will be presented to a future Area Committee.
- 5.3 Morley Empty Shops Fund
- 5.3.1 The Empty Shops Fund is available for shops in Morley and landlords can apply for a maximum of £2,600 towards the costs of replacing shop fronts. An application has been made for a new shop front at 30-32 Chapelhill, Morley. The application is currently being considered by Morley Town Centre Management Board. Area Committee will be kept informed of progress.
- 5.4 Wesley Street Public Conveniences
- 5.4.1 The public convenience at Wesley Street, Morley has been closed and unused for a number of years. It is located adjacent to a car park on the outskirts of the city centre. Wesley Street is a back street as opposed to a main thoroughfare and any change of use should only have a positive impact on the surrounding environment. Demolition of the building is estimated to be in the region of £25,000 and the Council would then retain the financial liability of managing the land. Disposal would create a capital receipt for the Council as well as save money on demolition and maintenance.
- 5.4.2 Before the building can be sold, it needs to be declared surplus to the requirements of Environment and Neighbourhoods. The Acting Chief Asset Management Officer will then be requested to authorise the property to be declared surplus to the Council's requirements and arrange for it to be sold.
- 5.4.3 Consultation has taken place with members of Morley Town Centre Management Board, Morley Town Council and Morley North and South Ward Members and there is no objection to the disposal of the property.
- 5.4.4 Area Committee are informed that the building will now be declared surplus to requirements.
- 6.0 **Updates by Theme: Safer and Stronger Communities Board**
- 6.1 Outer South Environmental Sub-Group
- 6.1.1 The Outer South Environmental sub-group met on Wednesday 24th April and the draft minutes and supporting documents are attached at **Appendix 2**.

7.2 **Community Safety**

7.2.1 Crime and Grime Partnership

The next meeting of the Partnership has been postponed to May 2013. An update on progress will be presented at a future Area Committee meeting.

7.2.2 The Outer South Area Committee continues to be represented on the Crime and Grime Partnership by its Environmental Champion (Cllr Karen Bruce) and Community Safety Champion (Cllr Neil Dawson).

7.2.3 Morley Police Station

Further to previous updates given to the Area Committee. There has been no further update from the Police on this issue.

7.3 **Wellbeing projects**

7.3.1 Cold Calling Control Zones

Cold Calling Control Zones in Outer South have been launched in all four wards. Feedback from residents has been positive. This project has now been completed.

7.3.2 Tingley Crescent Alley gates

There is a £230 underspend against this project as the cost of the Gating Order Notice was lower than anticipated. However, since installation of the gates it has become necessary to remove some barriers as they are sited behind one of the recently installed alleygates which providing a climbing aid for youths to get over the locked gates. The cost of removing the barriers is £226.90 and Area Committee is asked to agree to the underspend being used to cover the cost of removing the cycle bars.

8.0 **Updates by Theme: Health and Well being**

8.1 The South East Health and Well being partnership met on the 24th January 2013 and 28th March 2013. Minutes are included at **Appendix 4**.

8.2 **International Day of Older Persons**

8.2.1 The International Day of Older Persons is celebrated annually on 1st October and is aimed at recognising the contributions of older persons and examines issues that affect their lives. Area Committee is asked to allocate £2,000 to deliver an event that coincides with the International Day of Older People. South East Area Support Team would like to engage with neighbourhood networks to plan an event that coincides with the International Day of Older Persons. Members are asked to consider ring-fencing £2,000 from wellbeing funds to support such an event.

8.3 **Welfare Reform Funding for South Leeds**

8.3.1 Members will know that £20,000 funding has been allocated to address issues around Welfare Reform. The aim of the funding is to engage and support individuals and families in South East Leeds in relation to the promotion of welfare reforms and managing the impact of the welfare reforms on individuals and

families. A specification based on the following was developed and circulated to groups that it was felt could deliver projects against it:

- Briefing sessions for frontline staff groups, including the voluntary & community sector working in South Leeds to enable them to better understand the impact of the welfare reforms
- Activity that informs tenants in the private rented sector and in priority Neighbourhood's in South Leeds about the welfare reforms.
- Activities that increase local staff and public awareness in relation to accessing affordable credit and safe savings, how to report an illegal money lender, how to refer to independent impartial money advice and avoiding scams and fraud to reduce the potential impacts of welfare reforms on an individuals/family income.
- Activities that promote signposting and referral through to other services which provide financial support.
- Activities providing budgeting advice and debt management.

8.3.2 The South East Welfare Reform Group considered 5 expressions of interest and agreed the following actions:

- Two bids were highlighted for further work. The group felt other bids did not fit criteria or offer best value.
- Public Health to consult further to ensure best value, identify any additional funding and no duplication of service. As part of this process Area Committee Chairs were briefed along with Councillor Truswell Inner Health & Wellbeing Champion. Following this round of consultation the 2 projects highlighted are agreed for implementation.

8.3.3 £17,000 has been allocated to West Yorkshire Trading Services to run the Financial Fitness Leeds Project. This project aims to improve the financial health and wellbeing of residents in the South East. A delivery programme will be drafted with Trading Standards and shared with Members before implementation. It is likely that the focus will be on Inner South East Wards. Workshops will be delivered in key community "hubs" providing residents with a better understanding of the potential impacts of the impending Welfare Reforms, increasing knowledge, skills and understanding of banking, budgeting and money management, empowering them to make more informed financial choices, enabling them to become more confident consumers, using preventative concepts to avoid financial difficulties. A case study of the programme is attached at **Appendix 5**.

8.3.5 Area Committee is asked to consider whether they would like allocate Wellbeing funds to buy-in to this programme of work and establish an enhanced Financial Fitness Project Programme in their respective areas.

- 8.3.5 £3,000 has been allocated to the Aware Group, Aire valley Homes to introduce new free internet access points in Cottingley Towers which will increase engagement with services, especially of those not currently represented as part of a community or voluntary group and build on the capacity of residents to cope with the changes of the Welfare Reform.
- 8.3.6 The South East Area Leadership Team (ALT) and the South East Welfare Reform Group will monitor implementation and provide evaluation of the projects, with updates to Area Committees through Summary of Key Works.

9.0 Updates By Theme: Housing and Regeneration

9.1 Conservation Audits

- 9.1.1 Following a further round of public consultation that ran from January to March 2012, all consultation responses are being reviewed and considered and amendments made to the appraisal and proposed boundary as appropriate. The project was discussed at Planning Board on 29th November 2012. The appraisal and boundary review may also be considered by Executive Board. If approved, the revised boundary will be designated and the appraisal will be adopted as a material consideration in the planning process.

10.0 Localism

11.0 Integrated Locality Working

11.1 Community Heroes Event

- 11.1.1 The Community Heroes Event took place on 16th April and provided an opportunity for Area Committee to say thank you to Community Heroes for the work that is done in local communities. Over 70 people attended and the groups had the opportunity to meet other community groups, councillors, funders and voluntary sector organisations to share best practice and find out about services and support available to them. The groups were invited to share pieces of work they were particularly proud of.
- 11.1.2 Feedback from the event is currently being collated and a further update will be provided at a future area committee.

12.0 Corporate Considerations

12.1 Consultation and Engagement

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

12.2 Equality and Diversity / Cohesion and Integration

- 12.2.1 Community groups submitting a project proposal requesting funding from the Well being budget have an equal opportunities policy and as part of the application process, complete a section outlining which equality groups the project will work with and how equality and cohesion issues have been considered.
- 12.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.
- 12.2.3 A light touch Equality Impact Assessments is carried out for all projects.

12.3 Council Policies and City Priorities

- 12.3.1 The projects outlined in this report contribute to targets and priorities set out in the following council policies:
- Vision For Leeds
 - Children and Young Peoples Plan
 - Health and Well being City Priority Plan
 - Safer and Stronger Communities Plan
 - Regeneration City Priority Plan

12.4 Resources and Value for Money

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

12.5 Legal Implications, Access to Information and Call In

- 12.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are not eligible for Call In.
- 12.5.2 There are no key or major decisions being made that would be eligible for Call In.
- 12.5.3 There are no legal implications as a result of this report.

12.6 Risk Management

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

13.0 Conclusions

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

14.0 Recommendations

- 14.1 The Area Committee is asked to:
- a) Note the contents of the report and make comment as appropriate.

15.0 Background documents¹

15.1 There are no background documents associated with this paper.

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

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

Attendance:

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

Minutes: S. Warbis

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

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

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

**Shaun
Kelly**

**Steve
Carey**

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

4.0 Area Review – Executive Board Paper and Implementation Planning

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

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

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

5.0 Wellbeing Budgets

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

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

**Dean
Marshall**

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

6.0 Any Other Business

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

7.0 Date of Next Meeting

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

**Area Chairs Forum
Friday 1st March 2013
Committee Room 1, Civic Hall**

Attendance:

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

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

Minutes: S. Warbis

Attending for specific items: D. Lyons, D. Roberts, H. Pinches, E. Richardson, P. Fairfax

Item	Description	Action
1.0	Apologies	
1.1	Cllr A McKenna	
2.0	Minutes and Matters Arising	
2.1	The minutes of the previous Area Chairs Forum meeting on 9 th January 2013 were agreed as an accurate record.	
2.2	<u>3.14 of previous minutes – Welfare Reform</u> It was noted that due to personal circumstances no officer was able to attend with the item on welfare reform at the West Inner Area Committee meeting on 20 th February. It was also noted that officers were working hard to prepare citizens, councillors and front line staff for the impact of welfare reforms but despite this there would be a real impact on the city in the coming months.	
2.3	<u>3.20 of previous minutes – Welfare Reform</u> There was some discussion over a consortium working with voluntary groups looking for funding from Area Committees relating to welfare reform activity. It was reaffirmed that each Area committee would have to decide individually the priorities for their funding and which applications should be successful.	
3.0	Approaches to Financial Inclusion	
3.1	David Roberts, Senior Policy and Information Officer, attended with Dianne Lyons, Chief Executive Leeds CAB and gave a presentation on the challenges of welfare reform and financial inclusion in Leeds.	
3.2	The presentation highlighted the issues of families without savings and those in debt, and raised the issues of benefit caps, under occupancy, households without bank accounts and changes to the DWP social fund. Also information was given on the support and advice being provided on debt advice by the CAB and other partners and support being provided through the Leeds Credit Union, including new accounts aimed at helping those most vulnerable.	
3.3	Information was also provided on Headrow Money Line which can offer higher risk loans, as an alternative to payday lenders, at significantly reduced interest rates.	
3.4	Area Chairs welcomed the information given and were pleased with the amount of advice and support that was being made available. However it was also recognised that there would still be a lot of Leeds residents in difficulty and that there may be unrest within some communities.	
3.5	It was pointed out that there would be certain situations where individuals would not be able to pay bills, including rent and council tax, and that the council needed to be clear on how it would deal with these situations.	

- 3.6 It was mentioned that a report would be going to Executive Board in April outlining the authority's stance, and that it was important that support should be given to frontline staff who would be dealing with individuals with real problems.
- 3.7 The question was raised as to how smaller organisations that can offer support were being linked into approaches by CAB, Advice Centres and the Credit Union. It was pointed out that there were still a lot of people who were not aware of how they would be affected by changes to the welfare system. Dianne Lyons informed the meeting that a partnership exists that includes around 35 providers, both large and small, and that further funding is being sought through the lottery fund to develop back office systems and referral services that will link the partners closer together and provide a means for the most appropriate referrals for support.
- 3.8 It was also pointed out that there has been a shift in the advice being sought from debt advice to benefit advice and the CAB is looking at capacity issues and how it can be best organised itself to meet the increasing demands.
- 3.9 David Roberts was thanked for his presentation on financial inclusion and it was suggested that it might be relevant for this to be taken to Area Committee meetings in the future.

**David
Roberts**

4.0 Review of Area Working

- 4.1 Heather Pinches attended with a discussion paper regarding the development of the Area Lead Role for Area Committees.
- 4.2 It was pointed out that the paper did not cover the entirety of the new role and that more detail would need to be provided in "job descriptions" for the roles, including details of responsibilities and support for the role.
- 4.3 A comment was made around the potential role of co-optees as Area leads and that more detail needed to be given around training and development. It was also suggested that detail needed to be developed about the role relating to Neighbourhood Planning, as this seems to be a more prominent issue in localities.
- 4.4 The question was raised as to timescales for developing and implementing the Area Lead roles in Area Committees. It was agreed that the discussion paper presented should be taken to the next round of Area Committees in March. After feedback is received from Area Committees a paper will be taken to Executive Board with a view to Area Committees appointing to the roles in the June / July cycle of meetings. It was acknowledged that some Area Lead roles will be more fully developed at this time than others, and that there would be a need for some of the new Area Leads to be involved in shaping and developing their role over time.
- 4.5 Work had already started to strengthen the Area Committee Health Champion role, and it had been agreed with Cllr Mulherin that the health area could be used as a focus in developing the Area Lead Role and some principals could then be applied to other Area Lead Roles.
- 4.6 A diagram was distributed that showed the existing area and local partnership arrangements. It was explained that this had been used in a workshop the day before to start looking at models for future local partnership arrangements.
- 4.7 The workshop had highlighted that there is sometimes a disconnection between city wide and local partnerships, and that links between on the ground staff and local partnership groups also need strengthening. There is also inconsistency

across the three areas relating to employment and skills arrangements.

- 4.8 There was a feeling from the workshop that there was a need for some consistency across the three areas at the top level themed partnerships but that there should be less prescription below the Area Committee level, with local arrangements to suit local needs being the most appropriate way forward.
- 4.9 It had also been suggested that Area Committee sub groups needed to be closely related to delegations, and also that the Area Lead Role would be key to making partnership links and influence over service areas most effective.
- 4.10 It was suggested that the difficulty in being able to represent employment and skills activity on the diagram may not be because things aren't happening, but may be because communication of what is in place may need improving.
- 4.11 There was seen to be a need for further discussion about the links and relationship between Area Committees and school clusters.
- 4.12 It was stressed that the link between the ground and the strategic level needed to be developed and explained, and that methods for influencing up and down should be clear.
- 4.13 It was mentioned that Area Champions had not always been successful in the past as the roles were not defined and support was not in place. It was suggested that the Area Lead Roles needed to be sold to elected members who may have had disappointing experiences in the past. It was also suggested that there needed to be clarity about how the roles would operate and there needed to be confidence that the implementation of the Area Lead Roles would result in a change to the effectiveness of the Area Committees.
- 4.14 It was stressed that the Area Lead Roles were seen as being extremely important, but that they would rely on the services to support them, and enable them to exert influence. Links to the executive members would also be vital in making this a success and there would need to be close monitoring of how things were progressing and where there were issues to resolve.
- 4.15 It was pointed out that the partnership diagram was the wrong way round and that the community should be at the top, with Area Committees in the middle, and strategic partnerships at the bottom.
- 4.16 It was also pointed out that the third sector was missing from the diagram. It was stressed that the diagram did not attempt to capture all partnership arrangements and that the vital informal networks / levels of influence were not represented.

5.0 Transform Leeds Programme

- 5.1 Pat Fairfax, Policy and Performance Manager, attended with Erin Richardson, Transform Leeds Programme Manager with Voluntary Action Leeds, to provide background to the Transform Leeds Programme and to discuss the opportunities for Area Committee involvement in it's future development.
- 5.2 There is a need to strengthen the links between the third sector and the council at a locality level and one way could be through a regular discussion with Area Committees about local issues and priorities and to provide an update on local activity. An audit of third sector organisations highlighted that they value elected members as a source of information at a local level.
- 5.3 Transform Leeds is an 18 month programme of work, led by the third sector, that aims to radically improve support and development services for frontline third sector organisations in Leeds. It's main outcomes are to provide

sustainable support for third sector organisations, to develop local leadership and effective partnership working, and to have more efficient services with less dependence on state funding.

- 5.4 A key part of the programme is the Transform Commission, which is chaired by Councillor Yeadon, and which brings together experts and interested parties from the third sector, the council, universities and other partners. The commission would benefit from having a locality view fed in.
- 5.5 The question was asked as to whether Area Chairs felt it would be useful for third sector partners to attend Area Committees, whether regular updates would be welcomed and if Area Committees would value sharing their priorities with third sector partners.
- 5.6 It was pointed out that following the recent State of the City event, and through experience of the Stronger and Safer Partnership and the Third Sector Partnership, there is a concern that connections are not being made effectively and that these could be strengthened.
- 5.7 It was also mentioned that with the prospect of the forthcoming Youth Service delegation, strong links between the Area committees and on the ground organisations would be vital. There were some concerns raised over whether city wide third sector organisations could truly represent local groups. This is always going to be an issue, however Third Sector Leeds are now linking in to more local groups and Area Committees could assist in improving this.
- 5.8 It was mentioned that groups such as the Leeds Faith Forum are looking to forge links with the third sector and could benefit from engaging with Transform Leeds. In the past third sector groups have competed for funding but now there is an increased need for groups to be working together. There was a view that Area Committees would benefit from local updates and could also benefit from advice on how to build local consortia.
- 5.9 It was agreed that Pat Fairfax, Cllr Yeadon and Cllr Hussain would be invited to the next regular meeting with Cllr Gruen, James Rogers and the Area Leaders to discuss how to best make progress with the Transform Leeds discussions.

**Sarn
Warbis**

6.0 Wellbeing Budgets

- 6.1 The wellbeing budget position as at period 10 was circulated and discussed.
- 6.2 Great efforts had been made by all 10 Area Committees to ensure that orders were raised and payments made. It was noted that there are still issues with flagging funding for staff positions and projects that have been agreed beyond the current financial year, with budgets showing as being uncommitted on the system, when they have clearly been assigned. It was agreed that Area Leaders would pursue this with finance staff.
- 6.3 It was pointed out that the figures presented did not include commitments made during the February cycle of Area Committee meetings and that the position will have improved since then.
- 6.4 It was raised that a large amount of wellbeing money was being spent to tackle environmental issues and that there was an argument that more of the citywide funding should be used to address areas where this was particularly a problem, such as areas with high student resident numbers. It was pointed out that the distribution of resources for the environmental delegation already took this into account.
- 6.5 It was highlighted that the West Inner Area Committee, that contains only two wards, needs to use a higher proportion of it's wellbeing allocation to fund

**Area
Leaders /
Kathy
Kudelnitzky**

additional posts in it's area. It was argued that there should be a weighting used in their case when allocating wellbeing budgets.

- 6.6 It was pointed out that all Area Committees could make arguments about increased wellbeing funding for their areas. It was also pointed out that the wellbeing budgets had remained the same for at least the last two years despite financial pressures for the authority. It was accepted that there could be an argument for more targeting of environmental resources based on environmental standards, acknowledging that some areas would need more resource to reach an acceptable level, but it was also noted that areas can change in terms of their demographic, such as the student population moving more towards the city centre.
- 6.7 It was noted that there needed to be a greater degree of social responsibility in some areas, and that there could not be an expectation that the authority would repeatedly focus attention on streets that would rapidly deteriorate after remedial work was carried out. It was suggested that in certain areas more emphasis on enforcement and education was needed. It was also suggested that money raised through environmental enforcement action should remain in the area to help mitigate future problems, and also as an incentive for enforcement staff. Cllr Gruen agreed that he would investigate this suggestion.
- 6.8 There were further discussions relating to the movement of staffing resources to cover sickness in other areas, and also over the distribution of litter picking staff. It was pointed out that Area Leaders, Area Chairs and environmental sub groups all had a role in raising these issues with service managers.
- 6.9 It was raised that there should be more options for Area Committees who had committed all of their annual budgets to get support from Area Committees who had in year reserves for projects to be carried out in the next financial year.
- 6.10 It was raised that the issues relating to the distribution of resources would also arise when future delegations are being developed, and that there needed to be pressure on services to match delegations with real resources.
- 6.11 It was noted that there shouldn't be pressure to use up budgets if it resulted in unwise spending. It was also noted that there would be increased pressure for the council to allocate funding where the need was greatest in the future.

Cllr Gruen

7.0 Any Other Business

- 7.1 It was suggested that the focus of the next Area Chairs Forum meeting should be around Health Issues and particularly how to promote issues around health equality. It was agreed that invitations to the meeting should be given to Cllr Mulherin, Cllr Illingworth and Ian Cameron, Director of Public Health.

Sarn Warbis

8.0 Date of Next Meeting

- 8.1 Friday 3rd May 2013, 10:00 – 12:00, Committee Room 4 - Civic Hall

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The Point Steering Group
Tuesday 5th March 10 – 12noon Committee Room 2 Civic Hall

Attendance:

Cllr Kim Groves	CKG	Leeds City Council - Chair
Cllr Bob Gettings	CBG	Leeds City Council
Dean Stratton	DS	Land Securities
Ann Marie Spry	AMS	Leeds City College
Vicky Tindell-Starbuck	AF	Jobcentre Plus
Christine Marsden	CM	Leeds City Council
Alice Winter	AW	Employment Leeds
Gary Milner	GM	Leeds City Council
Sally Lowe	SL	Leeds City Council
Alison Ledger	AL	Leeds City Council - Minutes

Apologies:

Cllr Angela Gabriel	CAG	Leeds City Council
Cllr Karen Bruce	CKB	Leeds City Council
Alison Niven	AN	Land Securities
Jane Hopkins	JH	Leeds City Council
Alison France	AF	Jobcentre Plus

Item	Description	Action
1.0	Welcome and Introductions	
1.1	Cllr Groves welcomed everyone to the meeting.	
2.0	Membership Update	
2.1	It was confirmed that Cllr Bruce (Rothwell ward) and Cllr Gabriel (Beeston and Holbeck ward) are the new elected members on the group.	
2.2	SL was introduced to the group. Moving forward she will replace GM as the Children's services representative, subject to approval from the Chair.	
2.3	DS Land Securities, will attend the meetings alongside AN moving forward.	
3.0	Minutes of the Last Meeting	
3.1	There were no matters arising and the minutes were agreed as an accurate record.	
4.0	Learning Provision Update	
4.1	AMS advised there is currently two retail programmes at the Point 2 days a week. The feedback from students and tutors is that they enjoy being at the centre. A rolling programme of 'routeways to work' is also proving to be positive as well as a series of 1 day courses running alongside Jobcentre Plus on 'Winning applications' which is in direct response to a request from Morley job centre.	

4.2	AMS is looking into how the centre can be used for 2 days a week during half term and summer holiday. VTS advised Christmas recruitment events could be hosted there in July/August. AMS/VTS to discuss this outside the meeting.	AMS/VTS
4.3	AMS advised they are also looking to hold some family learning sessions over the summer to increase awareness but the logistics of this are still being considered.	
4.4	The group reflected that despite learning happening within the White Rose Centre, the work experience opportunities do not necessarily come from within the centre. DS advised that many of the 104 retailers are not aware of the Point and more promotion needs to be undertaken. It was agreed that staff from the Point would contact each retailer direct and arrange a meeting to promote the facility. AW to arrange.	AW
4.5	AW/AMS/VTS will discuss how information on upcoming White Rose jobs can be shared as an incentive to encourage people onto courses. DS suggested the Point staff walk around the centre once a week to pick up any vacancy information from shop windows.	AW/AMS/VTS
4.6	VTS requested a list of students looking for work experience AMS to send to VTS	AMS
5.0	Front of House Update	
5.1	So far 148 people have signed up to use the Point and 9 job outcomes have been secured. The group agreed this was a positive start and there is a need to increase promotion and connectivity.	
5.2	AW advised the service has been approached by the Dame Kelly Holmes Foundation who are interested in running a mentoring scheme and possibly undertake some delivery from the Point in late May/early June. Awaiting details of the timescales for the launch but there is potential that an Olympian will be in attendance.	
5.3	DS confirmed the centre would be happy to host the launch event and to proceed with accepting the offer. AW/DS to discuss arrangements for the launch/scheme when confirmed.	AW/DS
6.0	Employer Engagement Forward Plan	
6.1	Finalising plans to ensure there is a consistent approach to centre engagement. This will be circulated. VTS and Veronica McFarlane (from the E Leeds team) to prepare employer engagements model for the Centre.	VTS/V McF
6.2	AMS/VTS to discuss sector based plans outside of this meeting.	
6.3	AW to confirm how recruitment fairs are promoted to the general public and feed back.	AMS/VTS
6.4	CM felt she could assist with promoting the events to schools. CAG and CBG (as cluster representatives) could also help spread the messages through their meetings in schools.	

6.5	CM to provide a list of schools at cluster level not currently engaged with careers advice/guidance.	CM
7.0	Education Business Partnership Pilot	
7.1	CM provided an overview of the 'Retail into Action' pilot. The group agreed the pilot was a great success for the young people and the retailers involved.	
7.2	The group agreed there is a desire to roll this pilot out wider and to increase it's frequency. CM advised there is a need to consider the logistics and who could take the pilot forward but the benefits were obvious.	
7.3	The group conceded that there is a need to educate schools (young people and teachers) on how to locate and apply for retail opportunities. To support this, we require intelligence on businesses on employers expectations.	
7.4	KG referenced a scheme been run at Hunslet Club for 1 hour a week for 14-16year olds which is been funded by the Area Committee. CKG to confirm the details on frequency and costings to AW. AW to consider whether a similar scheme could be rolled out at the Point.	CKG AW
8.0	Any Other Business	
8.1	DS advised that the event on the 11 th April will be marketed as The Point job fair and although representatives from Land Securities will have a presence, the Point staff will be responsible for making all the arrangements. DS added that the date could be moved if required.	
8.2	AW to meet Tim Flanagan to discuss the arrangements and advise if appropriate to proceed. Consideration maybe required to link in with other events planned.	AW
9.0	Date and Time of Next Meeting	
9.1	Monday 1 st July 2013 10-12noon Committee Room 2, Civic Hall	

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Outer South Environmental Sub Group
4.00pm Wednesday 24th April 2013
Morley Town Hall
Morley

ATTENDANCE	
Cllr. Karen Bruce (Chair)	Ward Councillor
Cllr. Karen Renshaw	Ward Councillor
Cllr. Robert Finnigan	Ward Councillor
Cllr. Shirley Varley	Ward Councillor
Tom Smith	South East Locality Manager
Bob Buckenham	Parks & Countryside
Moira Burke	Office Services Manager
Aretha Hanson	Area Officer
Michael Holdsworth	Aire Valley Homes

1.0	Welcome and Introductions	ACTION
1.1	Everyone was welcomed and introductions were made.	
1.2	No apologies	
2.0	Matters arising and minutes of the last meeting	
2.1	<p>The minutes of the last meeting were agreed as an accurate account.</p> <p>A query was raised regarding the no public rights of way recorded on the Definitive Map between Queen Street and Merlyn Rees Avenue. Cllr Varley thought it was a public right of way and asked if this could be put on the Definitive Map. BB outlined how it might be picked up and agreed to send a map to Cllr Varley. Cllr Varley to note where the pathway is and let BB know. BB will explore options once the map is returned to him.</p>	<p>BB send map to Cllr Varley.</p> <p>Cllr Varley to note map and return to BB.</p>
Standing Items		
3.0	Locality Service Performance and Delivering of SLA priorities	
3.1	<p>TS handed out a report (attached) showing the SSE Locality Service Delivery Performance for the Outer South Area. The report highlighted that 2,433 requests for service were received between 1st Jan and 31st Mar of which 625 were for the Outer South Wedge area (26%). The most prevalent issues in descending order were dog-fouling, fly-tipping and litter.</p> <p>Manual Cleaning between 7th January to 14th April 2013 92% of manual cleansing rotas in Outer South wedge were undertaken as scheduled in the period a decrease from 97% in the previously reported. Of the 11 non-running routes 9 were due to holidays, 1 due to sickness and other due to scheduled training of an employee.</p>	

	<p>Mechanical Cleaning between 7th January to 14th April 2013 73% of the mechanical cleansing rotas in Outer South wedge were undertaken as scheduled in the period a significant decrease compared to the last period where 83% were undertaken. Of the 62 non-running routes 22 were due to the snow and ice, 17 due to sickness, 1 due to a breakdown, and 19 due to holidays.</p> <p>Wedge-wide Services between 7th January to 14th April 2013 Wedge-wide services generally ran as scheduled, with the exception of gulley cleaning service which did not run on 17 occasions in the period due to holidays (13 occasions) and sickness (4 occasions) and an inability to source appropriate cover.</p>	
3.2	<p>The following points were raised:</p> <ul style="list-style-type: none"> • concerns regarding the manual cleaning fall in the Rothwell area due to sickness and holidays. TS acknowledged that this is something that does happen however, there are no extra resources or funding available to compensate this • high rate of staff sickness : TS noted that although there is a problem , it is low in comparison with the other • Emptying litterbins and how members of the public can contact someone if they see a bin needs emptying. A suggestion of putting a sticker on with a contact number may be a good way of ensuring that bins get emptied • Metro Bus Bins – a lot of the bins that have been attached to the bus stops have gone missing. Metro have said they will not replace the missing bins and their emptying service is approximately 3 weekly. TS is in discussion with Metro on the issue 	TS to arrange meeting to look at resources across the areas to ensure split of resources is correct and minimising impact of staff holidays / sickness
	Meeting Specific Items	
4.0	Development of SLA3 timetable	
4.1	<p>TS handed out the draft copy of the Service Level Agreement 3 (SLA3) showing the proposed changes. Proposed amendments to SLA3 are as follows:</p> <p>7.2 Street Cleansing Functions 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, 4 weekly, or 8 weekly basis. Work cycles are fixed on particular days of the week.</p> <p>Extra days of “spare” capacity are programmed into the work cycle, allowing the service to recover days lost for planned and unplanned leave.</p> <p>Litter Bins The service operates two caged vehicles seven days per week, utilising four operatives on a 4x3 shift pattern. This effectively gives us two drivers and two crew members each day.</p>	Comments on proposed changes to SLA3 to be put forward to Tom Smith

Flytipping

Flytipping and 'hot-spot' work

The service operates two caged vehicles seven days per week utilising four operatives on a 4 x 3 shift pattern. This effectively gives us two drivers and two crew members each day.

Fly tipping 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 crews are required to undertake some scheduled 'hot spots' checks and to support other proactive work.

Ginnel Cleaning

Ward Members have identified priority ginnels for maintenance and cleansing. A ginnel standard has been developed by Aire Valley Homes and this will be used to assess the condition of priority ginnels and ensure they are maintained to standard. A programme for maintaining these priority ginnels, as resources allow, has been developed, setting out the lead agency, the frequency of inspection and the frequency of cleaning (where applicable). This can be found in Appendix C.

For those ginnels identified as Public Rights of Way (PROW), the PROW Team within Parks and Countryside will inspect each of these prior to the start of the growing season to ensure they are accessible.

7.3 Environmental Regulations

Each ward has dedicated hours of 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.

7.5 Additional Chargeable Services

There is opportunity for Area Committees or others to enhance provision in their area through the use of local budgets available to them. Examples of this work could include:

- Weekend or out of hours enforcement patrols (including dog related issues)
- Additional scheduled litter picks, i.e. recruitment of additional staff
- Additional enforcement staff, i.e. recruitment of additional staff
- Additional de-leafing capacity in autumn months

Example costs for these types of services can be found at appendix D.

Main points

- Cllr Renshaw mentioned Ginnels – TS said that there is a map available that shows all ginnels

Action: TS to forward the map showing ginnels

TS

5.0

Parks and Countryside update - Morley

5.1	The Dartmouth Park master plan is being developed. Paul Robinson is working with friends of and ward Members for Morley South (Cllrs Varley, Elliot and Dawson) regarding turning the lower tennis courts into a multi-use games area. Signage and improvements for access and horticultural features in the park possible if S.106 funding can be secured.	
5.2	Hirst Park - planned improvements arising from the development of the mills next door scheduled for this financial year	
	Lofthouse	
5.3	Work continues in the cemetery and a new tap has been installed. Improvements along the boundary of the old and new cemetery have progressed with the planting of a 1000 plus bulbs. Further work to tidy the edge is scheduled for later this year	
5.4	Dolphin Lane and Common Lane allotments – officers are still in consultation with members regarding these sites.	
5.5	Copley Lane Community Garden (now known as Robin Hood Community Garden and Maid Marion Orchard) - The Robin Hood Residents Association have signed the Stewardship Agreement and Parks and Countryside will sign in due course.	
	Rothwell	
5.7	Springhead Park improvements continuing in liaison with ward members, youth services and West Yorkshire Police, who are to targeting anti-social behaviour on Commercial Street.	
5.8	A working group has been set up to look at lights for the skateboard park. However, this is subject to consultation with local residents and the securing of funds for both the capital and revenue costs	
5.9	Springhead café – 22 enquires have been received concerning operating the café. Officers are to arrange a meeting with the ward members to discuss	
5.10	Leeds Road – new footpath link funded from S.106 to be laid out in late summer from the bus stop into the park following requests from residents. This will complement the work already undertaken on the main path way from Park Lane	
5.11	Work to improve the surface of the path through Whitehall fields will take place again late summer following enquiries from residents about the condition of the park. Vicky Nunns is due to meet with Cllr Bruce and Cllr Nagel to look at developing a playground on the Wood Lane estate if a site can be identified.	
5.12	Rothwell Country Park now has its trim trail kit in and this is being well used.	

	Work with Woodlesford Action Group continues. A new shrub will be planted before the end of May. A new bench is to be installed by the playground and one of the signs is to be re-erected later this month. The group are seeking funds to improve the park by the addition of new benches and litter bins and hope to make a start on re designing the playground.	
	South Leeds project work being undertaken by Natural Habitats Service	
5.13	Grantscape funding confirmed to build a footpath and perimeter fence around an orchard at East Ardsley Fall. Safety fencing around the two leachate ponds on site also funded. Trees for Cities have provisionally confirmed their funding for local provenance fruit trees.	
5.14	The Conservation Volunteers have planted an avenue of sweet chestnut and oak trees along the bridleway from Lingwell Nook to Moor Knoll Lane which are intended as a nurse crop for the establishment of an Elm avenue this coming winter as part of the Great British Elm experiment. The volunteers have also planted 450 native deciduous trees at Dolphin Beck Marsh as part of the 'Big Tree Plant'. The trees have been planted to shore up some severely eroded slopes adjacent to the beck and bridleway where illegal motorcycles have caused damage.	
5.15	Site assessments to be undertaken this summer to identify any points of entry where illegal vehicles are able to enter East Ardsley Fall, Thorpe Wood and Dolphin Beck and taking action to improve access security as a result of any findings.	
5.16	Welcome signs at East Ardsley Fall, Dolphin Beck Marsh and Thorpe Wood due for installation by TCV, as part of measures to protect and enhance these sites.	
5.17	The Countryside Rangers are working with Natural Habitats to get the two local schools to East Ardsley Fall - Thorpe and East Ardsley Primary schools – involved in the scheme. We're looking at trying to get the schools out on site to do education activities around wildlife, trees, pollination and local food sources.	
	Trans Pennine Trail Improvement Works	
5.18	Surface improvements to a previously muddy 1 km section of the western canal towpath between Swillington Bridge, Woodlesford and Fleet Bridge near Oulton, which forms part of the nationally recognised Trans Pennine Trail route for walkers and cyclists, now complete. Project delivered by Parks & Countryside Area East, jointly working with the Public Rights of Way Service.	
6.0	Aire Valley Homes Leeds update	
6.1	AVHL Ginnel Standard has now been introduced and the guide is being circulated (attached).	

6.2	<p>STAR / Arena Customer Satisfaction monitoring – AVHL are currently developing TMO based Action Plans which will feed into the AVHL Team this month. The group are seeking funds to improve the park by adding new benches and litter bins and hope to make a start on re-designing the playground. Service Action Plans can be consolidated into Ward based Action Plans.</p>	
6.3	<p>Environmental Action Services / ALMO Project - This project has two key objectives:</p> <p>Phase One (enhanced spend): Overall objective: To provide a cleaner street scene in estates, through an additional dedicated resource for cleansing and associated works. This to be achieved rapidly from the onset, with early noticeable effect reported by tenants.</p> <p>Phase Two (transfer of functions): Overall objective : To have transferred the responsibility and resource for street cleansing and associated works (including enforcement/education) on housing estates to the Locality Teams of Environmental Action Services.</p> <p>Mike Holdsworth AVHL, Helen Gibson WNWH and Anne-Marie Broadhead ENEH are working on this project currently on a part time basis to deliver the above objectives.</p>	
7.0	Any other Business	
	Derelict & Nuisance properties	
7.1	A piece of work is being undertaken across the city around Nuisance and Derelict Buildings/sites and a number of buildings/sites have been identified within the Outer South Area. Members were asked to let AH have any comments in relation to these properties. AH confirmed that site visits would take place and photographs taken with further updates brought to the group and possibly through Area Committee.	
	Fortnightly bin collections	
7.2	TS noted that the new cycle of fortnightly bin collections starts on Monday, 29 th April. Letters have been sent to households in the area stating new collection times.	
7.3	<p>Cllr Varley and Cllr Renshaw mentioned that with their letters they had received either a calendar or sticker noting collection dates.</p> <p>Action: TS to check out what should have happened and report back to the group.</p>	TS
8.0	Date of Future Meetings	
8.1	Wednesday, 25 th September 2013 – Windmill Youth Centre, Rothwell	

SSE Locality Service Delivery Performance – Outer South

April 2013

Overall 2,433 requests for service were received between 1st January and 31st March 2013 of which 625 were for the Outer South wedge area (26%). The most prevalent issues in Outer South in the period were, in descending order: dog-fouling, fly-tipping and litter. These accounted for 55% of requests received for the area.

a) Manual Cleaning – 7th January to 14th April 2013

Ward	No. Blocks	Ran	Not Ran	% Ran
Ardsley and Robin Hood	14	14	0	100%
Morley North	42	40	2	95%
Morley South	98	93	5	95%
Rothwell	42	36	6	86%
Outer South	140	129	11	92%
Whole SSE	798	712	86	89%

92% of manual cleansing rotas in Outer South wedge were undertaken as scheduled in the period a decrease from 97% in the previously reported period (September to December 2012). Of the 11 non-running routes 9 were due to holidays, 1 due to sickness and other due to scheduled training of an employee.

b) Mechanical Cleaning – 7th January to 14th April 2013

Ward	No. Blocks	Ran	Not Ran	% Ran
Ardsley and Robin Hood	52	40	12	77%
Morley North	37	30	7	81%
Morley South	76	53	23	70%
Rothwell	73	54	19	74%
Outer South	229	167	62	73%
Whole SSE	668	486	182	73%

73% of the mechanical cleansing rotas in Outer South wedge were undertaken as scheduled in the period a significant decrease compared to the last period where 83% were undertaken. Of the 62 non-running routes 22 were due to the snow and ice, 17 due to sickness, 1 due to a breakdown, and 19 due to holidays.

c) Wedge-wide Services – 7th January to 14th April 2013

Team	Scheduled	Ran	Not Ran	% Ran
Outer Litter Bins	98	98	0	100%
Inner Litter Bins	96	96	0	100%
Bulky/Flytipping Team	98	95	3	97%
Gully Team	98	81	17	83%

Wedge-wide services generally ran as scheduled, with the exception of gully cleaning service which did not run on 17 occasions in the period due to holidays (13 occasions) and sickness (4 occasions) and an inability to source appropriate cover.

d) Fly-tip removal – 1st January to 31st March 2013

Area Committee Area	Days to Clear Fly-tip					Total
	1	2	3	4	5+	
Inner South	115	27	7	8	25	182
Outer East	25	27	7	8	16	83
Outer South	32	27	7	8	17	91
Grand Total	172	81	21	24	58	356

Area Committee Area	Days to Clear Fly-tip					Total
	1	2	3	4	5+	
Inner South	63%	15%	4%	4%	14%	100%
Outer East	30%	33%	8%	10%	19%	100%
Outer South	35%	30%	8%	9%	19%	100%
Grand Total	48%	23%	6%	7%	16%	100%

e) Full litter bin emptying – 1st January to 31st March 2013

Area Committee Area	Days to Empty Litter Bin					Total
	1	2	3	4	5+	
Inner South	1	0	1	1	0	3
Outer East	5	0	1	1	6	13
Outer South	8	0	1	1	2	12
Grand Total	14	0	3	3	8	28

Area Committee Area	Days to Empty Litter Bin					Total
	1	2	3	4	5+	
Inner South	33%	0%	33%	33%	0%	100%
Outer East	38%	0%	8%	8%	46%	100%
Outer South	67%	0%	8%	8%	17%	100%
Grand Total	50%	0%	11%	11%	29%	100%

f) Enforcement activity – 1st January to 31st March 2013

Legal Notices Served

LEGAL NOTICES	Ardsley and Robin Hood	Morley North	Morley South	Rothwell	TOTAL
BA59 - Drainage	1				1
EP34_5 - Commercial Waste Issues			1		1
EP46 - Bin not Returned	6				6
EP46 - Commercial Waste Issues			1		1
EP46 - Domestic Waste Issues			1		1
EP47 - Commercial Waste Issues			3	1	4
EP47 - Nuisance - Other			1		1
EP59 - Overgrown Vegetation			1		1
EP80 - Dog Fouling			1		1
HW143 - Obstruction		2			2
HW151 - Mud etc on Road	1				1
HW154 - Overgrown Vegetation		2	1	1	4
LG29 - Nuisance - Premises				1	1
PD4 - Rodents			1		1
TOTAL	8	4	11	3	26

The level of legal notices remains broadly the same as at the last period.

Fixed Penalty Notices Served

FPN NOTICES	Ardsley and Robin Hood	Morley North	Morley South	Rothwell	TOTAL
FPN100 - Nuisance - Other			1		1
FPN900 - Dogs on Lead by Direction LEEDS order 11		2	2		4
FPN900 - Flytipping			1		1
FPN900 - Keeping Dogs On Leads At All Times	1				1
TOTAL	1	2	4	0	7

There has been slight increase in the number of FPNs issued from 4 in the last period to 7 in this. We remain focussed on working to increase the level of patrol work, and therefore the number of FPNs issued.

Prosecution Action Taken

There were no prosecutions in the period.

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Services Level Agreement Delegation of Environmental Services (DRAFT)

1 Parties

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

2 Period of the agreement

- 2.1 This Service Level Agreement will take effect from June 2013, until five working days after the first Area Committee meeting in the municipal year 2014, or an earlier date as agreed by both parties.

3 Purpose of the agreement

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

4 Scope of services covered by the agreement

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

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

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

- **Regulatory environmental services -**

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

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

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

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

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

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

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

5 Roles & responsibilities

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

Elected Members

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

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

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

Environmental Locality Manager (Tom Smith)

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

6 Service principles and priorities

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

(a) Outcome focused:

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

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

(b) Responsive to local needs:

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

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

(c) Common sense approach:

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

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

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

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

(e) Supporting community action:

We will work closer and better with community based organisations (such as In Bloom and Friends of groups) that add value to what we do, i.e. 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:

- developing 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 Morley, Rothwell and other commercial areas.
- continuing 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.
- addressing 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.

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

We will work in partnership with AVHL, 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 2013/14 this will include the St Georges Day parade in Morley, Christmas light switch-on events and others.

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

7 Service activity

- 7.1 The Environmental Locality Team, via this SLA, undertakes to provide the following service provision to the Outer South wards of Ardsley and Robin Hood, Morley North, Morley South and Rothwell, 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, 4 weekly, or 8 weekly basis. Work cycles are fixed on particular days of the week.**

Each block represents approximately 20km of road/paths (i.e. 10km x 2 sides of the road). 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, frequencies or days where appropriate.

Extra days of “spare” capacity are programmed into the work cycle, allowing 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

The service operates two caged vehicles seven days per week, utilising four operatives on a 4x3 shift pattern. This effectively gives us two drivers and two crew members each day.

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

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

A survey of bins across the area has been 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 and 'hot-spot' work

The service operates two caged vehicles seven days per week utilising four operatives on a 4 x 3 shift pattern. This effectively gives us two drivers and two crew members each day.

Flytipping removal is largely undertaken as a reactive service, responsive to customer complaints and 'in-house' requests (e.g. from Members, enforcement staff and partners), **although crews are required to undertake some scheduled 'hot spots' checks and to support other proactive work.**

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 ginnel standard has been developed by Aire Valley Homes and this will be used to assess the condition of priority ginnels and ensure they are maintained to standard. A programme for maintaining these priority ginnels, as resources allow, has been developed, setting out the lead agency, the frequency of inspection and the frequency of cleaning (where applicable). This can be found in Appendix C.

For those ginnels identified as Public Rights of Way (PROW), the PROW Team within Parks and Countryside will inspect each of these prior to the start of the growing season to ensure they are accessible.

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 has dedicated hours of 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.

7.5 Additional Chargeable Services

There is opportunity for Area Committees or others to enhance provision in their area through the use of local budgets available to them. Examples of this work could include:

- Weekend or out of hours enforcement patrols (including dog related issues)**
- Additional scheduled litter picks, i.e. recruitment of additional staff**
- Additional enforcement staff, i.e. recruitment of additional staff**
- Additional de-leafing capacity in autumn months**

Example costs for these types of services can be found in appendix D.

8 Service outcomes

- 8.1 Local Authority performance on local environmental cleanliness has in the past been measured at a city-wide level using the National Indicator 195 (NI195). Whilst this indicator is no longer in use nationally, it is proposed to continue its use locally, but to amend the methodology to measure cleanliness

at an Area Committee level. The indicator measures the number of sites surveyed to be satisfactory in terms of the presence of:

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

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

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

9 Community Engagement

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

10 Accountability

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

11 Reporting & performance monitoring

11.1 Environmental Sub-group

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

11.2 Area Committee

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

11.3 Executive Board

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

12 Review process

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

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

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

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

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

- 12.6 Where requested ward changes would have an impact on the service capacity across the Area Committee, the Environmental Sub-group would consider the matter and if necessary refer to the Area Committee for a decision.
- 12.7 Where requested changes to service delivery within an Area Committee would have an impact on capacity across the Locality, initial discussions would be held between Area Committee Chairs to agree the best way forward. If agreement can not be reached the current SLA arrangement would stand.
- 12.6 Both parties can request re-negotiation of the contents of the agreement in the event of changes to local need or preferences, service demand or citywide policy in respect of environmental cleanliness/services. Any requests will need to be formalised through either an Area Committee meeting or the Environmental Sub-group, whichever is deemed most appropriate. Should urgent changes to service delivery be required, then under the Council's scheme of delegated authority, the Environmental Locality Manager will have the power to approve and implement such changes.

13 Resolving Disagreements

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

14 Confidentiality & Legal Requirements

- 14.1 Where information is supplied by either party that is deemed of a confidential nature, all individuals acting on behalf of the parties will treat the information as confidential and not disclose it to any groups or individuals outside of the Agreement.

14.2 The legal requirements placed upon the Council through various pieces of legislation such as the Environmental Protection Act 1990 and the Control of Pollution (Amendment) Act 1989. It is the duty of the Environmental Locality Manager to ensure that the Area Committee fully understands any impact that their priorities or service direction may have on the ability to meet these legal requirements.

Signed:.....
Date:

Signed:.....
Date:

Cost of services to tackle localised, additional needs that the main SLA and associated delegated resource can not deliver:

1. Ad-hoc requests (per hour):

Litter picker	£15
Enforcement Patrols (inc litter patrol, dog patrols)	£23 *
Mechanical Path or Road Sweeper	£18 (assumes use of existing vehicle)

2. Additional posts (per annum):

	Without cover	Cost of cover (based on 30 days/year)	
Litter picker (Street Attendant) – doing 35hrs per week	1 day/wk	£3,800	£630
	2 days/wk	£7,600	£1,260
	3 days/wk	£11,400	£1,890
	4 days/wk	£15,200	£2,520
	5 days/wk	£19,000	£3,150
Enforcement Officer	1 day/wk	£5,800 *	
	2 days/wk	£11,600 *	
	3 days/wk	£17,400 *	
	4 days/wk	£23,200 *	
	5 days/wk	£29,000 *	

3. We can also provide quotes for one-off pieces of work that are “off highway” as such – e.g. clean ups of bits of land. These quotes would be bespoke to the job required and would either be through our own staff being brought in on overtime or through an approved contractor.

A further option is Continental Landscapes for cleaning up and cutting back etc bits of land not in the contract. Such request would be best made through ourselves initially, and we would get P&C to negotiate a quote from CL if it's something we could not do.

(* note – there are additional costs that the service may incur in relation to FPNs. legal recharges and case management. Therefore the income received from any FPNs/prosecutions would be retained by the locality team and used to offset these costs)

It is important to stress that the service will always firstly attempt to meet any additional requests through it's existing resource and use of capacity days etc. However, the first call on capacity days and core budget will be to ensure existing SLA commitments are being met – particularly through recovering lost days due to leave, sickness, mechanical failure or weather conditions.

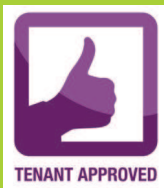
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Ginnel Guide

Aire Valley Homes Leeds

Ginnel clearing guide



www.avhleeds.org.uk





Ginnel Guide

This is a guide to Aire Valley Homes Leeds ginnel clearing policy.



The term ginnel is used to describe a passageway between two buildings.

< Here is an example of what a ginnel may look like.



Aire Valley Homes Leeds will carry out two annual inspections of ginnels in April and October. Inspections will be flexible to reflect the growing season with ginnels being weed sprayed during these visits.



During each visit, a full inspection and surface check of the ginnel will be undertaken. On inspection we will weed spray, remove fly tipping and cut back the vegetation to ensure safe passage.

Reporting issues or concerns

Our Tenancy Management Officers carry out monthly estate walkabouts to identify any additional visits that may be needed throughout the growing season and summer months. A timetable of our monthly walkabouts can be found by visiting **www.avhleeds.org.uk**.

If you would like to report concerns or issues, please contact the environmental services teams direct by calling **0800 915 6660** or emailing **avhleeds.enquiries@avhleeds.org.uk**.





Litter picked and surface checked.



Remove fly tipping.



Weed sprayed in April and October.



Cut back vegetation.





Do you need this leaflet in a different format? For any other format including large print, audio CD/tape, Braille or translated into another language please telephone 0800 915 6660

Avez-vous besoin de ce dépliant dans un format différent? Pour l'obtenir dans un autre format, à savoir en gros caractères, sur CD/cassette audio, en Braille ou dans une autre langue, téléphonez au 0800 915 6660

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کیا آپکو یہ کتابچہ کسی مختلف شکل میں درکار ہے؟ یہ کتابچہ کسی بھی دوسری شکل (جسمیں بڑے حروف کی لکھائی، آڈیو / سی ڈی ٹیپ ، بریل یا ترجمہ شامل ہیں) میں حاصل کرنے کیلئے فون نمبر 0800 915 6660 پر رابطہ قائم کریں۔

نایا تو نئےم زانیارنامہ یہ بو شنیوازیکی تر دمخوازیت؟ بو ہر شنیوازیکی تر، وک پنتی گہورہ، کاسیت یان سی دی دہنگ، برایہل بو نابینا یان وەرگیرابیت بو زمانیکی تر، تکایہ پھیونندی بکہ بہ تلمفونی
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Registered office: Navigation House, 8 George Mann Road, Leeds, LS10 1DJ



Minutes of South East Leeds Health and Wellbeing Partnership 24th January 2013

Attendees:

Dave Mitchell (Chair) – South CCG
 Bash Uppal – LCC Adult Social Care/NHS Leeds
 Cllr Paul Truswell – Inner South Elected Member Health Champion
 Councillor Shirley Varley – Outer South Elected Member Health Champion
 Gerry Shevlin – Community Safety
 Martyn Stenton – Children’s Services
 Marrisa Carroll – Leeds & York Partnership NHS Foundation Trust
 Shaid Mahmood – Area Leader
 Emma Stewart plus PA – LINK
 Pat McGeever – VCFS rep
 Aneesa Anwar – LCC Admin Support

In attendance:

Jacs Hillaby – Leeds Community Healthcare NHS Trust
 Bernie Bell – Leeds Community Healthcare NHS Trust
 Vic Clarke-Dunn – Adult Social Care
 Catherine Ward – NHS ABL Public Health

1. Welcome, introductions and apologies

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

Apologies were received from Tom Smith, Barbara Temple, Julie Bootle, Victoria Eaton, Ruth Middleton, Michelle Atkinson and Cllr Lewis.

2. Minutes of meeting held on 29th November 2012

Agreed as an accurate record.

3. Matters arising

Min 4 – noted that the report has now been circulated to the partnership and due to the size of the file the appendices were not circulated.

4. Integrated Health & Social Care update

Vic presented an update about Integrated Health & Social Care now called neighbourhood teams.

The main focus of this work is to support older people and people with long term conditions. By using the 3 strand approach (John Oldham model) where neighbourhood teams, self management and risk stratification come together for the person receiving the care and support.

Noted that there are various agencies involved in this piece of work.

There are 12 neighbourhood teams across the city with a mix of health and adult Social Care staff within each site. The neighbourhood teams based in the South area are in place in Beeston, Middleton, Hunslet and Kippax.

Actions: Vic can circulate other useful information at request.
Aneesa to circulate presentation with the minutes.

There are 4 multi-disciplinary team meetings a year, these meetings are attended by different professionals who discuss the care and support of a person whose needs may soon increase.

One of the next steps for the neighbourhood teams is to create a single gateway to our services including reablement services. This will look at a single point of urgent referral for adults including health services.

Looking at caseloads of district nurses and community matrons to identify where services can join up by building on existing approach. Adults data is to be looked at to see where the overlaps are and how all services could integrate.

There is some work being done around self management and Vic suggested the project manager for this piece of work come to a future meeting as both projects are running differently.

It was suggested to use the Calderdale model for data sharing.

5. Mental Health Challenges in South East area

Catherine Ward

Catherine presented about mental health and informed the partnership that her role is to keep people mentally healthy and well.

Catherine offered to provide further information if needed in the future.

The action plan is being updated with 6 key themes.

Data shows the majority of suicide rates are predominantly male and the majority come from white British background.

Areas of deprivation have a higher number of recorded deaths due to mental health issues.

Action: If anyone is interested in being part of one of the strategic sub groups please get in touch with catherine.ward@nhsleeds.nhs.uk.

Catherine offered to run a workshop to focus on a particular demographic area or a particular element of mental health issues.

Action: form a small group to think of what to take forward for Mental health and plan a workshop to be delivered by Catherine.

Action: Aneesa to send a copy of the presentation out with the minutes.

Bernie Bell

Bernie tabled some papers about IAPT. The service is around inter personal treatment for mental health issues.

They see 18,500 people a year and their main way of working with people is on a 1:1 and face to face contact basis.

The service is looking at linking with neighbourhood networks and people with long term conditions.

Noted that often accommodation is an issue for the service. Shaid welcomed a conversation to see if Council buildings can be used.

Action: Bernie to circulate papers electronically to be sent out with the minutes.
Marrisa Carroll

Marrisa presented about the service she works in. Their aim is to provide services that are better, simpler and more sufficient which improves peoples health and lives.

They deal with people suffering from moderate to severe mental health issues or complexity.

Single point of access anybody can refer to this service.

Some services will be delivered across the City. These are:

- Memory and younger people with dementia
- Care home service
- Assertive outreach / community forensic services
- Some psychology services

Shaid suggested it would be helpful to have discussions to engage wider services and link to other local work such as the alcohol work in south.

Action: Bash and Marrisa to discuss links with alcohol activity.
Aneesa to send a copy of the presentation out with the minutes.

6. Obesity report sign off and follow up actions

The report is now completed and the next steps include taking the report to various boards. The report is to be sent to Ian Cameron to check which boards to present it to.

Dave as Chair has agreed to present jointly with Bash. However, some boards meet on days which clash for Dave with his practice role therefore need other members of the partnership to attend.

Bash is presenting at Area Leadership Team on 11th Feb and welcomed someone else from the partnership to go with her. Agreed Shaid to support as also attending.

Bash and Joanne Davis are putting together draft action plan as per recommendations and to pull together working group with Cllr Truswell leading, focussed on the Middleton area.

It was suggested that an executive summary is needed at the beginning of the report as it's too lengthy.

Dave asked for it to be noted on behalf of the partnership that the report has been put together very well and it's a good job done.

Action: Aneesa to send final report along with appendices in a zipped folder.

7. Any other business

None.

- 8. Date and time of next meeting – 28th March at 2 – 4 at Civic Hall.**
Key agenda item - consolidating area partnership priorities and plans and connections with partners plans such as CCG priorities.

DRAFT

Minutes of South East Leeds Health and Wellbeing Partnership 28th March 2013

Attendees:

Shaid Mahmood (Chair) – Area Leader
 Bash Uppal – LCC Adult Social Care
 Cllr Paul Truswell – Inner South Elected Member Health Champion
 Councillor Shirley Varley – Outer South Elected Member Health Champion
 Tom Smith – Locality Manager
 Emma Stewart plus PA – LINK
 Pat McGeever – VCFS rep
 Jade Cicone – Minutes

1. Welcome, introductions and apologies

SMh thanked everyone for coming to the meeting.

Apologies were received from Michelle Atkinson, Dave Mitchell, Martyn Stenton, Debra Gill, Marissa Carroll, Ruth Middleton, Julie Bootle, Gerry Shevlin, Victoria Eaton and Aneesa Anwar.

2. Minutes and Matters Arising from Meeting – 24th January 2013

Agreed as an accurate record.

3. Matters arising

Item 4 - SMh asked if the presentations from mental health colleagues had been distributed, BU is sure this has been circulated to the group.

Action: Bash to check with Aneesa. Confirmed papers have been circulated previously.

Item 5 - There is a meeting to discuss the issue of mental health, this is taking place at 10am on 4th April at Merrion House.

Action: BU to send note to the group to inform them of the meeting on 4th April.

SMh asked if Catherine Ward would still be available to run a workshop, one has been run in the West.

BU confirmed she is meeting with Catherine regarding looking at planning a workshop and looking at hotspot areas within the SE.

SMh also informed the group a key issue for Cllr Wakefield is mental health as well as poverty and inequality.

As yet SMh has not heard anything from Bernie Bell regarding use of council buildings.

Action: BU to check with AA if notes were sent onto Bernie.

BU confirmed the meeting with Marissa regarding links to alcohol activity is still pending.

Obesity ICE Feedback

BU and SMh attended the ICE meeting on 26th March but were unable to give a full update due to the agenda having been brought forward in their absence.

Feedback had been received from Dr Ian Cameron that action is being progressed to appoint a lead for adult obesity and acknowledgement of the need for stronger links between children's and adults obesity activity.

One of the key questions for the partnership was about using our approach to influence commissioners – unfortunately that didn't get discussed at ICE. Andy Harris (CCG CEO) has suggested our item go on the agenda again for discussion.

Action: BU to liaise with Ian Cameron and Rob Kenyon regarding attending a future meeting of ICE to discuss

BU updated on work progressed on Middleton locality as agreed at the last meeting. There are five priorities, one of which is focusing on reducing the number of take aways within the area. Planning are leading on this. The Birmingham model and Leeds Let's Get Active will also link in with this work.

Action: BU to share action plan for Middleton once confirmed.

Action: BU to circulate list of leisure centres in the 'free swim and gym' programme with minutes.

4. Review of Partnership Priorities

BU gave a presentation, outlining the role and responsibilities of the Area Health & Wellbeing Partnership, along with terms of reference and updated membership list. Also shared was a summary of work achieved against existing priorities.

SMh praised BU and her team for the work they have done so far. SMh confirmed that a great deal of work has been done to get to this stage.

TS gave feedback on recent discussions at senior management team with Public Health colleagues within Environment and Neighbourhoods directorate was cited as an example of differing cultures and ways of working. There was a lack of local focus. The approach aimed more at delivering national messages. No mention of localities in relation to delivery of strategies. The suggestion was for a proper induction for Public Health staff to LCC required.

PM expressed concerns at prescriptive approach to commissioning by health.

Cllr Truswell expressed concerns on volume of priorities in the city strategy. There are 15 priorities in the Leeds joint health and wellbeing strategy. Some priorities apply more than others in certain areas. It was suggested that what was needed was an audit across the city of all that is being done to tackle the 15 priorities.

Cllr Truswell also felt public health resources targeted at citywide level with a lack of capacity at local level to deliver this agenda.

PM suggested we need to have 3 obsessions. Outlined a recent event at which the voluntary sectors were proposing social isolation and poverty.

Concerns were also expressed about how the city strategy lacked a locality view. It needs to be more focussed on evidenced work linked to Leeds rather than national campaigns. More needs to be done to consider best practice from elsewhere and bringing that learning into Leeds.

Cllr Varley shared her concern that CCG's generally don't seem to be 'gelling'. The boundary differences were problematic, with Morley sitting in West CCG whilst other parts of the local authority areas sat in SE CCG.

Also outlined was the need for partner agencies to own the health agenda. The need to shift from a silo working approach. Proposed the area partnership took on more of a scrutiny function.

A general consensus that the partnership needed to move away from receiving updates and presentations, to having meaningful discussions and brokering linkages between agencies, on joint agendas.

The need for clarity from health and wellbeing board, on area partnerships role and accountability. The Area Leads role will be much more about challenging and questioning.

SMh thanked the group for their contributions within this discussion. A further meeting has been arranged with the partnership reps from the CCG and Public Health.

Action: SMh and BU to pull together forward agenda plan.

5. Any other business

None.

6. Next meeting – frequency to be agreed

BU asked about future meetings and the general view was that we needed to meet more frequently whilst setting out future direction.

Action: AA to put together a schedule and circulate.

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Financial Fitness Case Study - Newsome Ward

Working with tenants, residents and front line workers across Kirklees, the Financial Fitness project aims to provide participants with a better understanding of the potential impacts of the Welfare Reforms, increasing knowledge, skills and understanding of banking, budgeting and money management, empowering them to make more informed financial choices.

Practical, hands on, engaging workshops enable participants to become more confident consumers, using preventative concepts to avoid potential financial difficulties. There has been overwhelming evidence from the start of the Financial Fitness pilot, that in the current economic climate this project has been considered incredibly timely and an appropriate method of support, relevant for Kirklees residents across the district.

Workshops include:

Banking and Budgeting

Exploring the financial situations of different characters all at key life stages, some facing challenges which could affect their likelihood of slipping in to unmanageable debt. Comparing methods of saving and borrowing money, participants explored the various APRs of high street, doorstep and high cost lenders, discussing loan sharks and typical behaviour of illegal lenders. As an ice breaker, participants wrote down everything that they could recall spending money on in the past seven days, most of the group were surprised when they added up the total spend for the week and as a result top tips from the session included:

“If I take one thing away with me today it will be looking more closely at my spending habits to save cash!”

“Be wise when spending money, check bank statements to see where savings can be made and shred it afterwards!”

After the session 72% of participants said that they would be checking their bank statements more closely over the coming week to identify potential savings. Anita, one of the group participants, highlighted the importance of checking bank statements when she told the group of how she was being charged twice for her satellite TV contract due to an error. Natasha agreed and reinforced this message with her recent experience of identity fraud. Two of the learners realised that they were spending £15 per month on the same magazine subscriptions and agreed that they would pay half each and share the magazines, a simple way of saving £7.50 each per month!

Scams and Fraud

The scams and fraud session explored practical examples of real life common scams, identity fraud, phishing scams and bogus prize draws, how to spot them and stop them, enabling participants to increase their knowledge and awareness, look out for others and say no to common scams.

Participants took part in an exercise which involved writing down scams they had come across in the past, either themselves or via friends and family members, as a group 17 different scams were identified. Amongst them the following were identified:

- Text messages advising the recipient that they had been awarded money
- Rogue tarmac and roof repairers (possible bogus traders)
- International lottery wins, Cyprus, Hong Kong, Spain and Netherlands
- Car insurance claims offering huge sums of money for bogus accidents
- Royal mail scam, note from postman unable to deliver my parcel

One of our participants was becoming increasingly concerned about doorstep callers and as a result of the session was interested in exploring Cold Calling Control Zones as a preventative measure.

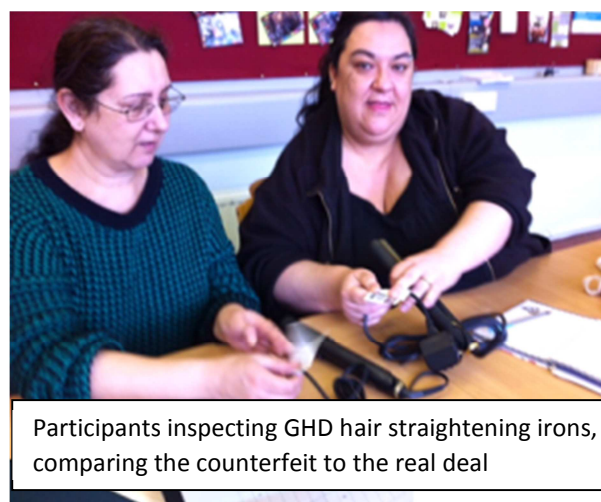
“Give me my Money Back!” - Consumer Rights

Learners examined a range of counterfeit goods, seized by Trading Standards Officers. Participants at the session said admitted that in the past they had purchased counterfeit goods such as earrings and handbags from local markets, learners were shocked to discover that counterfeit operations were often linked to serious organised crime and were encouraged to think about where they might draw the line when it comes to buying fake merchandise. GHD estimate that 7% of goods online are counterfeit, this came as a surprise to participants and the group agreed that the risks involved in buying counterfeit electrical items are not worth the chance. Top tips from the session included: *“Be careful on the web and if it seems too good to be true check it!”* Participants also said: *“Check returns policies and always keep receipts!”*

One of the younger mums in the group, surprised herself when getting most of the answers right on the consumer rights quiz and said;

“Look how well I did on that [quiz], I could work in a shop!”

One of the ladies in the group, Carole, had recently had her car serviced, this had lead on to numerous repairs and problems which were still unresolved. Following the session Carole said that she would be seeking advice from the CAB Consumer Helpline, the number given to her during the session, and stated that she would definitely act differently in the future if car repairs were not effective.



Participants inspecting GHD hair straightening irons, comparing the counterfeit to the real deal

Healthy lifestyle and shopping on a budget

The final workshop on the course coincided with the annual Scout Hut Christmas party and participants celebrated with a visit from Santa and a Christmas themed Taste Test Challenge! Branded and non branded versions of the same product were testes in a blind taste test with some surprising results (see appendix 1).



66% of participants preferred own brand cereal bars and 100% preferred non branded Christmas cake!

At the start of the session, participants were asked if they regularly checked the labels in the supermarket when filling their shopping trolleys. Only one member of the group said that she did regularly check labels, but that was only because of an allergy.

88% of the group said that they would be checking labelling more carefully in the future.

Top tips from the session include: *“Store brands can be just as tasty as own brands”* and: *“I’ll be looking at ingredients lists in the supermarket and trying cheaper brands because you can’t always tell the difference”*

By the end of the Financial Fitness Course at Newsome Scout Hut, 76% of learners said that they would be exploring volunteering opportunities to enhance their involvement in community life.

Loan Sharks - Mug Competition

To complement the workshops being delivered to parents of the local primary school, Hillside primary’s year five a six took part in a school assembly to learn about money lending, where money comes from and where people borrow from if they need some extra cash. In partnership with the Illegal Money Lending Team, the children were invited to take part in a design a mug competition, putting pencil to paper to create an eye catching design, featuring the Stop Loan Sharks reporting



STOP LOAN SHARKS CAMPAIGN - DESIGN A MUG COMPETITION

Pupils at Hillside Primary took part in a Design A Mug competition, the winning design will be printed in to 500 mugs and taken home to parents



hotline. The winning design chosen from the 60 submissions will be printed on to 500 mugs using the Proceeds of Crime Act (POCA) funding, the children will then be given a mug to take home to their parents or guardians, reinforcing the messages delivered in community workshops and spreading the Stop Loan Sharks number. The local children’s centre, who will be holding a course of workshops in May 2013, are interested in displaying posters featuring the winning and second place designs. The Huddersfield Examiner attended the school assembly presentation, delivered by WYTS, and featured the competition as part of their Neighbourhood News section.

Training sessions have been developed and delivered to front

line staff across the district to complement the Financial Fitness work being carried out in communities, in partnership with the Financial Inclusion Steering Group. Feedback includes:

“I have a much clearer understanding of welfare reforms impact now and how the changes will affect my clients. The hand-out book provided will be really helpful as I can keep it as a handy reference for any arising issues”

“It’s been very informative and eye opening”

“The information will help me in my role in terms of safeguarding, giving client’s information / warnings about scams in particular”

Tenant Reps – Consumer Champion Training

Working in partnership with Kirklees Neighbourhood Housing (KNH) and Citizens Advice Kirklees, tenant reps from local Tenant and Residents Associations were invited to attend training sessions, delivered over the course of a day, providing an overview of the Welfare Reforms, banking and budgeting advice and Scams and Fraud awareness, with an intention of creating Community Champions, the eyes and ears of the local community.



Ian collected an incredible number of newspaper clippings relating to scams and frauds

TRAs from Newsome, alongside Representatives from other Kirklees Wards, attended a session delivered at Dewsbury Town Hall. Ian, part of the group, was invited through Kirklees Federation of Tenants and residents (KFTRA) to attend. In preparation for the session, Ian spent two weeks researching scams and frauds through studying local and regional news papers. Ian collected an incredible number of newspaper clippings relating to scams and frauds, from articles about cloned bank cards to phishing and PPI scams, and brought these along to the session for facilitators and other participants to learn from. When asked about the reasons behind collection all of this evidence Ian said; *“I knew the workshop was coming and I*

knew the topic, so I thought I would do my homework... I was surprised by how much I was able to collect!”

“Creative Money Management and Make Do & Mend” at Edale Sheltered Housing Complex

An event planned in partnership with Newsome Timebanking and Kirklees Council for 8th May 2013, will give older residents at Edale Sheltered housing complex an opportunity to share their skills, pass on their knowledge and inspire others in the community to save money, make food go further and reuse, up cycle and refurbish every day objects. The event will incorporate practical, engaging workshops with reminiscence and skills sharing opportunities, which will give participants the opportunity to learn, develop skills and pass on their own knowledge and practical advice to others.

Appendix 1

Results: taste test challenge

Product	Preferred Branded	Preferred Smart Price
Strawberry cereal bars	4	6 - saving 17p per bar
Cheese Puffs	4	3 - saving 19p per bag
Salt vinegar sticks	3	3 - saving 19p per bag
Ginger Nut Biscuits	3	5 - saving 80p per pack
Christmas Cake	0	5 - saving £1.40 per cake
Mince Pies	4	5 - saving £1.20 per pack

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Aims	Objectives
1. Increase awareness of the Welfare Reforms amongst South Leeds residents and front line workers, including practical examples of the impacts of the benefit changes and how impacts can be mitigated.	Residents and front line workers demonstrate an increased awareness of the changes to benefits which will be impacting communities in the near future. Learners will better understand how the changes will affect them, and their communities and will have enhanced skills which can be used to mitigate the impacts. 80% of learners will feel better prepared for the challenges which lie ahead.
2. Improve the financial capability and confidence in money management in South Leeds residents.	Increase in residents knowledge, understanding and skills in budgeting and money management, promoting financial inclusion, assisting them to manage their household budget and tenancy effectively. 80% of learners will report feeling increased financial confidence and will have developed skills to prepare themselves for the changes which lie ahead.
3. Increase awareness of and confidence in dealing with cold calling, scams and frauds, increasing residents resistance to falling victim and ultimately parting with money.	Residents have increased awareness and are more confident in identifying and dealing with scams and frauds, protecting themselves from rogue traders' fraudulent activities. Build community resilience to rogue traders, scams and frauds by awareness raising with front line workers and partner agencies, providing sustainable community support.
4. Improve health and wellbeing of South Leeds residents	Residents better equipped to make healthy choices on a budget, identifying best shopping deals, becoming more knowledgeable on food labelling and composition. 80% of learners will report increased knowledge, awareness and understanding of food labelling and links to health to enable them to make healthier lifestyle choices on a budget.
5. Increased confidence in residents ability to source the best utility deals	Increased feeling of financial wellbeing amongst residents by developing comparison and analysis skills to identify best deals for their circumstances.

in the market place.	80% of participants will report a positive effect on their lifestyles and wellbeing due to increased confidence.
6. Create more confident, knowledgeable consumers, more aware of their rights and responsibilities	Residents will be more informed and confident shoppers, making better choices and able to get a fair deal when shopping in the home and on the high street. 80% of learners will report increased awareness and knowledge of consumer rights, feeling more empowered as consumers, able to interact confidently with traders.