



EAST (INNER) AREA COMMITTEE

**Meeting to be held in Harehills Primary School, Darfield Road, Harehills LS8 5DQ on
Thursday, 20th June, 2013 at 5.30 pm (Map attached)**

MEMBERSHIP

Councillors

M Ingham	-	Burmantofts and Richmond Hill;
A Khan	-	Burmantofts and Richmond Hill;
R Grahame	-	Burmantofts and Richmond Hill;
A Hussain	-	Gipton and Harehills;
K Maqsood	-	Gipton and Harehills;
R Harington	-	Gipton and Harehills;
G Hyde	-	Killingbeck and Seacroft;
B Selby	-	Killingbeck and Seacroft;
V Morgan	-	Killingbeck and Seacroft;

Co-optees

- Harehills Forum
- Gipton CLT
- Killingbeck & Seacroft CLT
- Burmantofts & Richmond Hill CLT

**Agenda compiled by:
Helen Gray
Governance Services Unit
Civic Hall
LEEDS LS1 1UR
Tel: 24 74355**

**Area Leader:
Rory Barke
Tel: 33 67627**

A G E N D A

Item No	Ward/Equal Opportunities	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 24 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>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <ol style="list-style-type: none"> 1. To highlight reports or appendices which officers have identified as containing exempt information within the meaning of Section 100I of the Local Government Act 1972, 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. 2. To consider whether or not to accept the officers recommendation in respect of the above information. 3. If the recommendation is accepted, to formally pass the following resolution:- RESOLVED – That, in accordance with Regulation 4 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 or Section 100A(4) of the Local Government Act 1972 as appropriate, the public be excluded from the meeting during consideration of those 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:-‘ 	
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>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p>MINUTES</p> <p>To confirm as a correct record the minutes of the meeting held on 16th May 2013</p>	3 - 6
8			<p>MATTERS ARISING</p> <p><u>APPOINTMENTS AND ROLES</u> – The Area Committee has a number of appointments to consider and it is intended to discuss nominations and make appointments at the start of the meeting – agenda items 9, 10, 11 and 12 refer</p> <p>(Time – 10 minutes)</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p>APPOINTMENT OF CO-OPTES TO AREA COMMITTEES</p> <p>To consider the report of the Chief Officer (Democratic and Central Services) on the appointment of co-optees to East Inner Area Committee</p>	7 - 10
10	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p>APPOINTMENT OF AREA LEAD MEMBERS, CLUSTER REPRESENTATIVES AND CORPORATE CARERS</p> <p>To consider the report of the Assistant Chief Executive, Customers and Communities, inviting the Area Committee to make appointments to the Area Lead Member roles, the Clusters and the Corporate Carer Group for the 2013/14 Municipal Year</p>	11 - 18
11	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p>AREA UPDATE REPORT</p> <p>To consider the Area Update report provided by the ENE Area Leader; including the draft Community Charter for approval, minutes of the EIAC sub group meetings and recommendations and highlighting the work undertaken in the locality to meet the Area Committees 'agreed priorities</p>	19 - 44
12	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</p> <p>To consider the report of the Chief Officer (Democratic and Central Services) on local authority appointments to Outside Bodies</p>	45 - 56
13	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p>ENVIRONMENTAL SLA</p> <p>To consider the report of the ENE Locality Manager, Environment & Neighbourhoods providing a comprehensive end of year performance report for the 2012/13 Service Level Agreement and setting out the details of the Service Level Agreement for 2013/14, including new commitments</p> <p>(Time – 10 minutes)</p>	57 - 110

Item No	Ward/Equal Opportunities	Item Not Open		Page No
14	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p>2011 CENSUS RESULTS</p> <p>To consider the report of the Assistant Chief Executive, Customers and Communities, providing the Area Committee with a summary of the results of the 2011 Census and highlighting some of the emerging issues</p> <p>(Time – 10 minutes)</p>	111 - 118
15	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p>CHILDREN'S SERVICES - TARGETED SERVICES RESPONSE TO MANAGING SCHOOL ATTENDANCE</p> <p>To consider the report of the Director of Children's Services focussing on attendance rates and persistent absenteeism issues affecting those schools which fall within the East Inner Area Committee area</p> <p>(Time – 10 minutes)</p>	119 - 134
16	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p>CHILDREN'S SERVICES - INVESTING IN YOUNG PEOPLE: UPDATE OF THE FUTURE DIRECTION OF YOUTH SERVICES AND DELEGATED FUNCTIONS FOR AREA COMMITTEES</p> <p>To consider the report of the Director of Children's Services providing an update on the recommendations of Executive Board on 13th March 2013 in respect of the future direction of Youth Services in Leeds and informing the Area Committee of its delegated responsibilities for Youth activity funding</p> <p>(Time – 10 minutes)</p>	135 - 140

Item No	Ward/Equal Opportunities	Item Not Open		Page No
17	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p>BETTER LIVES FOR PEOPLE OF LEEDS: CARE HOMES AND DAY SERVICES FOR OLDER PEOPLE</p> <p>To consider the report of the Director of Adult Social Services outlining the Better Lives vision for Leeds which has informed the review undertaken of the council care homes and day centres. The report outlines the proposed options for the future of three Care Homes and Day centres located within the East Inner area and invites comment from the Area Committee as part of the statutory consultation</p> <p>(Time – 10 minutes)</p>	141 - 158
18	Burmantofts and Richmond Hill; Garforth and Swillington; Killingbeck and Seacroft		<p>NORTH EAST DIVISIONAL COMMUNITY SAFETY PARTNERSHIP ANNUAL REPORT</p> <p>To consider the report of the Director of Environment & Neighbourhoods providing an update on the overall performance of the North East Divisional Community Safety Partnership and Neighbourhood Policing Teams for 2012/13 and highlighting the work undertaken by the partnership to reduce crime and disorder within the locality</p> <p>(Time – 10 minutes)</p>	159 - 188
19	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p>WEST YORKSHIRE FIRE SERVICE ANNUAL REPORT</p> <p>To receive the Annual Report from West Yorkshire Fire and Rescue Service providing an update on performance and emergency response activity for the 2012/13 year and setting out the revised approach to targeting risk reduction in the East Leeds Area. The report also provides the Area Committee with an update on the proposed merger of Gipton and Stanks fire stations and the progress of the Firefly project</p> <p>(Time – 5 minutes)</p>	189 - 196

Item No	Ward/Equal Opportunities	Item Not Open		Page No
20	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p>WELLBEING FUND</p> <p>To consider the report of the ENE Area Leader providing details of the Well being fund spend to date, including details of new projects for consideration</p> <p>(Time – 5 minutes)</p>	197 - 212
21			<p>AREA CHAIR'S FORUM MINUTES</p> <p>To receive the Area Chairs report, including the minutes of the Area Chairs Forum meeting held 1st March 2013</p>	213 - 222
22			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note the next meeting will be held on TUESDAY 3rd September 2013 at 5.30 pm. This meeting will be held at Victoria Primary School, Ivy Avenue, LS9</p>	

Harehills Primary School, Darfield Road, Harehills, LS8 5DQ



This page is intentionally left blank

EAST (INNER) AREA COMMITTEE

THURSDAY, 16TH MAY, 2013

PRESENT: Councillor G Hyde in the Chair

Councillors A Hussain, B Selby, V Morgan,
M Ingham, A Khan, R Grahame,
K Maqsood and R Harington

96 Chair's Opening Remarks

Councillor Hyde welcomed all present and outlined his intention to vary the agenda in order to deal with Agenda item 9 as the first item of business. He also tendered his apologies as he would have to leave the meeting shortly

RESOLVED – The Committee agreed to deal with Agenda item 9 “election of Chair” as the first item of business

97 Election of Area Committee Chair for the 2013/14 Municipal Year

The Chief Officer, Democratic and Central Services, submitted a report on the arrangements for the East Inner Area Committee to elect the Chair for the 2013/14 Municipal Year, in accordance with the Area Committee Procedure rules. The deadline for submission of nominations had been 5.00pm on Wednesday 15th May 2013. EIAC noted receipt of one nominee – Councillor Asghar Khan – for the position of Chair

RESOLVED – That Councillor Khan be duly elected Char of East Inner Area Committee for the 2013/14 Municipal Year

(Councillor Hyde withdrew from the meeting at this point. Councillor Khan took the Chair)

98 Chair's Comments

Councillor Khan expressed the appreciation of the Committee for the work undertaken by Councillor Hyde during the previous year and he emphasised the challenges ahead during the coming year and encouraged the Committee to work together as a team

99 Open Forum

Rosie Cook (co-ordinator of ELFB and Urban Mission Worker for Lincoln Green and Burmantofts) and Pastor Andy Lenton (Bridge Street Church) attended the meeting as representatives of East Leeds Food Bank (ELFB)

Ms Cook provided information in respect of:

- the background to the establishment of the ELFB, a franchise under the nationwide umbrella of the Trussell Trust
- the intention to utilise three spaces in the IEAC area to support local people and provide debt counselling advice, a job club and social facilities wherever possible
- The referral and Voucher Scheme to be used

EIAC noted that other schemes were emerging in the area and were concerned that provision would not be efficiently targeted. Members were also keen to receive ward briefings on this scheme, along with information on the pattern of provision across the EIAC area. Ms Cook provided assurance that the Trussell Trust was liaising with independent Food Banks in order to create a network of provision.

RESOLVED –

- a) To note the contents of the presentation and to thank Ms Cook and Pastor Lenton for their attendance
- b) To request that Area Management Officers organise a series of ward briefings providing further information on the pattern of provision in the locality and to include further information from ELFB

100 Apologies

Apologies for absence were received from Mr Manners, Killingbeck & Seacroft CLT

101 Minutes

RESOLVED – That the minutes of the previous meeting held 21st March 2013 be agreed as a correct record

102 Matters Arising

Minute 85 – Children’s Services Update – Councillor R Grahame highlighted his ongoing concerns regarding the impact of child poverty on achievement for young people and requested that an item be placed on a future agenda addressing the relevant issues. Members noted that Executive Board was to consider an overall approach to welfare reform, benefits and poverty; which would inform the approach to be adopted by council services; at which point relevant officers could be invited to attend EIAC to provide a presentation

103 Wellbeing Fund

The ENE Area Leader submitted a report providing an overview of spending to date and seeking consideration of a number of new projects requesting funding. One further project - "Pigeon Cote Road" previously discussed by ward Members, was tabled at the meeting for consideration.

Members noted receipt of Appendix A at the meeting showing the schedule of projects approved the previous year including those rolled forward into this financial year. EIAC commented on the following:

- other funds likely to be devolved in order to support local service provision
- ongoing discussions in respect of Town and District Centre Funding for the Inner East area
- impact of neighbourhood planning and the progress of the Neighbourhood Plan for the Killingbeck & Seacroft ward
- a request for further information on the Lawrence Road alley gating scheme to be provided to local ward Members

Members noted the comment made in respect of the need for local ward Councillors to be consulted whenever the Authority is seeking to sell land within their ward and the request for Asset Management and Planning officers

to be invited to attend a future Committee meeting should communication not improve.

RESOLVED –

- a) to note the contents of the report and appendices
- b) That having considered the project proposals, approval be given to the following grants

Lark in the Park	£1,000.00
BRH Litter Bins	£1,660.50
Haselwood Dene underpass	£3,619.23
Tradex Sports project	£3,750.00
Pigeon Cote Road	£2,500.00

104 Any Other Business

Members noted that Mrs C Grimshaw, Area Management Officer, was moving to a new post to support another Area Committee in the forthcoming Municipal Year. EIAC thanked her for her hard work and support both at Committee and ward briefing level. Additionally, Members noted that Mr A Birkbeck was in attendance and welcomed him to his new role as support officer for the Committee

105 Date and Time of Next Meeting

RESOLVED -

- a) to note the date and time of the next meeting as Thursday 20th June 2013 at 5.30pm at Harehills Primary School
- b) to note that venues for the meetings throughout the year had now been confirmed as the following
 - a. September – Victoria Primary School
 - a. October – Community Links meeting room
 - b. December/February/March – Civic Hall Leeds

This page is intentionally left blank

Report of the Chief Officer (Democratic and Central Services)

Report to East Inner Area Committee

Date: 20th June 2013

Subject: Appointment of Co-optees to Area Committees

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

Summary of main issues

1. This report outlines proposals regarding the appointment of co-optees onto the Area Committee.

Recommendations

2. The Area Committee is requested to:
 - 2.1. Approve the appointment of those co-optees named within the report for the remainder of the 2013/14 municipal year, in order to support the work of the Committee.
 - 2.2. Request that future appointments to the co-optee vacancies be reported to the Area Committee as appropriate

1 Purpose of this report

- 1.1 This report seeks to gain approval of the appointment of co-optees to the Area Committee for the remainder of the municipal year.

2 Background information

- 2.1 The Area Committee Procedure Rules state that each Area Committee may select up to five co-opted members to assist in the discharge of the Committee's role, in accordance with Article 10 of the Constitution.

2.2 Co-opted members may participate in the debate in the same way as Elected Members, but have no voting rights.

2.3 No co-opted member shall be appointed for a period beyond the next Annual Meeting of the Council.

3 Main issues

3.1 The East Inner Area Committee will receive nominations for co-option from the following Community Leadership Teams or Forums for the 2013/14 Municipal Year:

- Burmantofts & Richmond Hill Community Leadership Team
- Killingbeck & Seacroft Community Leadership Team
- Gipton Community Leadership Team
- Harehills Forum

3.2 The following community representatives were co-opted onto the Area Committee for 2012/13

- Imran Khan – Harehills Forum
- Rod Manners – Killingbeck & Seacroft CLT
- Grace Mangwanya – Gipton CLT

3.3 At the time of writing the report the following formal nominations have been received:

Rod Manners – Killingbeck & Seacroft CLT

Grace Mangwanya – Gipton CLT

Phil Rone - Burmantofts & Richmond Hill CLT

Denise Ragan – Burmantofts & Richmond Hill CLT

3.4 Responses are likely to be received from the Harehills Forum in time for the Area Committee meeting and will be reported to the Area Committee.

3.5 The Area Committee can appoint up to 5 co-optees. Two nominees have been received from the Burmantofts and Richmond Hill CLT, intending to represent each of the localities within the ward. There is support from local ward members for this approach and the Area Committee is asked to consider whether to support the approach and to appoint the nominees for the 2013/14 year.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 This report provides Area Committee Members with the opportunity to formally consider the possible appointment of co-optees to the Committee for the remainder of the municipal year.

4.1.2 The provision of co-opted representatives on Area Committees enables representatives of the local community to engage in the Committee's decision making process.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 In considering the appointment of co-optees, Members may wish to give consideration to ensuring that any co-options are representative of the community that the Area Committee covers.

4.3 Council policies and City Priorities

- 4.3.1 Co-opted representation on Area Committees, which enables representatives of the local community to engage in the decision making process is in line with the Council's Policies and City Priorities.

4.4 Resources and value for money

- 4.4.1 There are no implications arising from this report in respect of resources or value for money.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 In line with the Council's Executive and Decision Making Procedure Rules, all decisions taken by Area Committees are not eligible for Call In.

4.6 Risk Management

- 4.6.1 There are no implications in respect of risk management arising from this report.

5 Conclusions

- 5.1 Given the provisions within the Constitution regarding the appointment of co-opted representatives to Area Committees, the Area Committee is invited to determine the appointment of co-optees for the remainder of the municipal year.

6 Recommendations

The Area Committee is requested to:

- 6.1 Approve the appointment of those co-optees named within the report for the remainder of the 2013/14 municipal year, in order to support the work of the Committee.
- 6.2 Request that future appointments to the co-optee vacancies be reported to the Area Committee as appropriate

7 Background documents¹

- 7.1 There are no Background Documents associated with this report.

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

This page is intentionally left blank

Report of Assistant Chief Executive (Customers and Communities)

Report to Inner East Area Committee

Date: 20th June 2013

Subject: Appointment of Area Lead Members, Cluster Representatives and Corporate Carers

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

Summary of main issues

1. A review of area working was completed in December 2012 with a number of recommendations agreed by Executive Board. One of the recommendations was to develop and strengthen the existing local “champion role” and re-launch this as an Area Lead Member role. On 9th May Executive Board approved a report setting out the role itself along with training and support arrangements with further details on the number and titles confirmed at the Annual Council Meeting on 20th May. Another recommendation of the review was that nominations to local Children’s Services Cluster partnerships across the city also becomes an Area Committee appointment. This aims to strengthen local working arrangements by clearly establishing a formal link between Area Committees and Clusters to better support the needs children and families across the city. This change was agreed at Member Management Committee on 4th June. At this time of year Area Committees are also asked to nominate their representative on the Corporate Carers Group and in light of the development of the Area Lead Member for Children’s Services it is proposed that these roles are combined.

Recommendations

2. The Area Committee is invited to appoint to the following roles for the next municipal year:
 - at least one member to each of the Area Leads Member role listed in section 3 below.

- confirm that the Area Lead Member for Children’s Services will also fulfil the role of the committees representative on the Corporate Carers Group.
- member representatives to the local Children’s Services Clusters relevant to the Area Committee as listed in section 3.

1 Purpose of this report

- 1.1 This report invites Area Committees to make appointments to Area Lead Member roles, Clusters and Corporate Carers Group for the next municipal year 2013-14.

2 Background information

Area Lead Member Role

- 2.1 A review of area working was completed in December 2012 with a number of recommendations agreed by Executive Board. One of the recommendations was to develop and strengthen the existing local “champion role” and re-launch this as an Area Lead Member role. This role was further clarified and agreed by Executive Board on 9th May with the number of roles and functional area covered agreed at the Annual Meeting of Full Council on 20 May 2013.
- 2.2 Overall this role is seen as important in providing a local “Lead Member” perspective on various issues and in driving democratic accountability by providing Area Committee based leadership on key issues. The Area Lead Member role would also work closely with Executive Members and Directors to better align city wide and local policy making, share best practice, provide support and challenge and help embed the locality working design principles.
- 2.3 It also links to the Commission for Local Government which identified the critical importance of local democratic leadership in driving the way in which local government responds to a changing and ever more challenging environment. Within the current financial context where budgets are shrinking and difficult decisions need to be made in terms of service delivery the importance of ensuring a strong local perspective and driving more local decision making is seen as an essential ingredient to making the right decisions.

Children’s Services Cluster Partnerships

- 2.4 The Children’s Cluster Partnerships evolved originally in response to the extended schools initiative, then as extended services partnerships but have evolved to be an integral part of the locality model which sit under the Children’s Trust Board. They provide an inclusive partnership offer to our universal services in schools and children’s centres. Increasingly council services are being re-shaped to strengthen and develop relationships through the cluster model. The purpose of cluster partnerships are to:

- Enable local settings and services to work together effectively to improve outcomes for children, young people and their families, focusing on what will make the biggest difference in that area;

- Build capacity to improve preventative / early help services to meet local needs;
- Promote the ambition of a child friendly city across the locality.

- 2.5 In April 2011 the Children’s Trust Board agreed the adoption of a minimum standard for the terms of reference across the cluster partnerships which included elected members as standing members of the governance group for each partnership. Elected Members also sit alongside a senior leader (local authority partner) from the Children’s Services Directorate to be part of the Council’s representation on each cluster partnership.
- 2.6 In October 2011 Member Management Committee agreed to categorise the cluster partnerships as Strategic and Key Partnerships and appointed a number of representatives to sit on the clusters. However, another recommendation of the Review of Area Working was that nominations to local Children’s Services Cluster Partnerships across the city also becomes an Area Committee appointment. This is in order to clearly establish a formal link between Area Committees and Clusters and enable and support the building of closer working arrangements to better support the needs children and families across the city.
- 2.7 On 4th June 2013 Member Management Committee delegated the nomination of Elected Members representatives to local Children’s Services Cluster partnerships to Areas Committees with effective from the new municipal year.

Corporate Carers’ Group

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

3 Main issues

Area Lead Member/Corporate Carers Group

- 3.1 The Area Lead Member role aims to provide a local “lead” perspective and further facilitate local democratic accountability; particularly in conjunction with the relevant Executive Member. It is formally defined as covering the following areas:

- To provide local leadership and champion the agenda at the area committee.
- To represent the area committee at relevant meetings, forums and local partnerships.
- To build links with key services and partners.
- To provide a link between the area committee and the Executive Member to ensure local needs are represented, issues are highlighted, best practice is shared and to facilitate local solutions to any issues.
- To maintain an overview of local performance.
- To consult with the area committee and represent local views as part of the development and review of policy

3.2 As set out in the Constitution the Area Committee is invited to appoint to the following Area Lead Member roles, in respect of:

- Environment & Community Safety
- Children's Services
- Employment, Skills and Welfare
- Health, Wellbeing and Adult Social Care

3.3 In recognition of the differing size of individual Area Committees and that these roles may need to be tailored to best reflect specific local needs and circumstances Area Committees may wish to consider splitting two of the roles namely:

- Environment & Community Safety – with one member focusing on the environment agenda and another community safety.
- Health, Wellbeing and Adult Social Care – with one member covering public health and wellbeing agenda and another focusing on adult social care and community health services.

3.4 The Area Committee is also required to nominate a representative on the Corporate Carers Group and in light of the development of the Area Lead Member for Children's Services it is suggested that these roles are combined.

3.5 Work is underway to develop supporting briefs for each Area Lead Member role that define in more detail the role, the link to the relevant Executive Member, links to Area Committee sub-groups (or other local mechanisms for all members to provide views and input), key officer and partner contacts, training and support arrangements and any formal partnership meeting that the Area Lead Member is required to attend. In line with member feedback these aim to define the minimum only with scope for each Area Lead Member to further develop arrangements their suit their own style of working and the particular local needs of the area.

3.6 The effectiveness of this approach will be monitored through Area Chairs and Area Leaders with updates provided within the Area Working Annual Report to Executive Board (first report due Autumn 2013). The number and functional areas covered by Area Lead Members will be reviewed annually as part of the

Annual Council Meeting to ensure it is working and continues to align to the Executive Member portfolios.

Children’s Services Cluster Partnership Representatives

3.7 The Area Committee is invited to nominate members to each cluster partnership within their area. The table below sets out the suggested numbers and ward links as a basis for discussion:

CLUSTER	NOS of ELECTED MEMBERS SUGGESTED	SUGGESTED AREA COMMITTEE LINK	SUGGESTED WARD LINK
Seacroft Manston	2	East (Inner) <i>East (Outer) (NB SE Area)</i>	1 Seacroft and Killingbeck <i>1 Crossgates and Whinmoor (NB SE Area)</i>
Inner East	2	East (Inner)	1 Burmantofts and Richmond Hill 1 Gipton and Harehills
CHESS (Chapelton extended schools and services)	2	North East (Inner)	1 Chapel Allerton 1 Gipton and Harehills

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The development of the Area Lead Member role falls directly out of the recent review of area working which was subject to significant consultation with a range of stakeholders including members and officers. An all party working group also further debated and shaped the review findings. A further consultation was undertaken subsequently with Area Committees in order to better define the role itself and to understand the training and support required. The output of this consultation was considered by Executive Board on the 9th May and influenced the final definition of the role and functional areas.

4.1.2 Public consultation was not considered necessary for this decision as it relates to internal arrangements to the council.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Equality is clearly represented within a number of the formally stated roles of an Area Committee. These include: to act as a focal point for community involvement, help members listen to and represent their communities and help members understand the specific needs of the community in their area. The development of the Area Lead Member role aims to support members in undertaking this role of championing local needs by providing clear links to both the relevant Executive Member, council service staff and to partners agencies. In

addition it provides the mechanism for, and encourages, the negotiation and development of local solutions that suit local circumstances which will in turn address any issues of inequality.

4.3 Council Policies and City Priorities

4.3.1 These arrangements aim specifically to support in the delivery of improved outcomes in line with the City Priority and Council Business Plans with many of the proposed roles lining directly to key priorities. The aim being to ensure that local needs are represented better in policy/strategy setting, decision making, service design and delivery and partnership working through this key role. The development of the Area Lead Member role provides an opportunity for members to develop their community leadership role as set out within the Commission for Local Government.

4.4 Resources and value for money

4.4.1 There are no resource implications arising directly from this proposal.

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no specific legal implications and the report is available to the public. In line with the Executive and Decision Making Procedure Rules, the power to Call In decisions does not extend to those decisions taken by Area Committees.

4.6 Risk Management

4.6.2 This report implements a recommendation made by Executive Board and as such there are no direct risks arising from the proposals. Improving the governance and accountability of local partnerships through challenge and support from area leads is seen as important in delivering improved outcomes and tailoring services to local needs. There are also clear links to a number of the budget and financial risks and the development and strengthening of our locality working arrangements and local decision making will help to minimise key financial risks going forward.

5 Conclusions

5.1 The review of area working in 2012 recommended the development of the existing “champion” role into an Area Lead Member role in order to provide a local “lead” perspective on various issues, drive democratic accountability at a local level and better link Area Committees to Executive Members. This report invites Area Committees to make appointments to Area Lead Member roles, Clusters and Corporate Carers Group for the next municipal year 2013-14.

6 Recommendations

6.1 The Area Committee is invited to appoint to the following roles for the next municipal year:

- at least one member to each of the Area Leads Member role listed in section 3 below.

- confirm that the Area Lead Member for Children’s Services will also fulfil the role of the committees representative on the corporate carers group.
- member representatives to the local Children’s Services clusters relevant to the area committee as listed in section 3.

7 Background documents¹

7.1 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.

This page is intentionally left blank

Report of ENE Area Leader

Report to Inner East Area Committee

Date: 20th June 2013

Subject: Area Update Report

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

Summary of main issues

1. This report contains a final draft Community Charter for sign off by the Area Committee. The Charter will then be distributed to community groups and local organisations as in previous years.
2. This report provides Members with recommendations from its sub groups and has minutes attached.
3. This report provides further updates as to the on-going work of the Inner East Area Committee.

Recommendations

4. The Inner East Area Committee is requested to approve the attached Inner East Area Community Charter for 2013/14.
5. That Members note the contents of the report and make comment where appropriate.

1 Purpose of this report

- 1.1 This report seeks Area Committee approval for the 2013/14 draft Community Charter.
- 1.2 To provide members with an overview of the work being carried out to address the Area Committee's agreed priorities.

2 Background information

- 2.1 The Area Committee Business Plan provides a complete set of papers relating to the area, which is refreshed annually. The actions and priorities will be monitored at the Area Committee meetings and performance managed.
- 2.2 The refreshed priorities of the Inner East Area Business Plan for 2013/14 were approved at a meeting of the Area Committee on 7th February 2013.
- 2.3 In 2009/10 the Area Committee also agreed that they would pilot the production of a Community Charter to present the Area Business Plan (previously known as the Area Delivery Plan) in a more user friendly and understandable format and to help provide clearer progress reports to Area Committee during the year. The Area Committee agreed this was a success and decided to continue the production of a Charter in subsequent years.
- 2.4 At its meeting in June 2012 the Area Committee agreed to establish four sub groups to assist in carrying out Area Committee business. Membership was agreed to be one member of each ward sitting on each sub group, officers are invited to advise as appropriate.
- 2.5 The four sub groups are; Environmental Sub Group; Community Centres Working Group; Health & Wellbeing Sub Group and the Planning Sub Group. The groups each meet 6 yearly in line with the Area Committee cycle.

3 Main issues

3.1 Community Charter

- 3.1.1 It was agreed by the Inner East Area Committee that a draft version of the 2013/14 Community Charter be brought to the June 20th Area Committee meeting and that the style and format be approved by Area Committee members.
- 3.1.2 Since then work has been ongoing to finalise the draft charter including all text and photographs as necessary. The final draft Community Charter for 2013/14 is attached at Appendix 1.
- 3.1.3 Through the work of the Area Support Team and the various partners in the area projects will be developed to address the agreed priorities included in the charter. Work continues to develop further actions to address the identified priorities and progress will be reported on a regular basis to the Area Committee as set out in the forward plan.

- 3.1.4 When printed, the charter will be distributed to community groups and local organisations to help raise awareness of the Area Committee and its role. They will be requested to pass on and make available copies to their members and the public as appropriate.

4 Sub Groups

- 4.6 At its meeting in June 2012 the Inner East Area Committee agreed membership of a number of sub groups to make recommendations for progress against key headings in the Area Committee work plan. The headings below contain updates on the work carried out by these sub groups.

4.6.1 Environmental Sub Group

The Environmental Sub Group met on 26th February 2013 and discussed issues relating to the probation contract, the Environmental SLA and refuse issues. Minutes are attached in full at **Appendix A**.

4.6.2 Community Centres Working Group

The Community Centres Working Group met on 7th March 2013 and discussed issues relating to the letting and usage of community centres across Inner East Leeds, with a particular focus on Alston Lane, Lincoln Green and Nowell Mount Community Centres. Full minutes are attached at **Appendix B**.

4.6.3 Health & Wellbeing sub group

The Health and Wellbeing sub group met on 14th May 2013 and discussed issues relating to obesity, smoking and diabetes. Minutes are attached in full at **Appendix C**.

4.6.4 Planning Sub Group

The Planning Sub Group met on 2nd April 2013 and on 25th May 2013 and discussed issues relating to local planning applications, neighbourhood planning and new permitted development rights. Minutes are attached in full at **Appendices D & E**.

5 Priority Neighbourhoods

5.1 Burmantofts & Richmond Hill

Work is continuing to deliver the priorities outlined in the Neighbourhood Improvement Plan. Recent activities undertaken include:

- The IT suite is now installed at Ebor Gardens Community Centre. The facility will be ready to use in July. The scheme has been jointly funded between the Area Committee and GMB.
- A number of community based summer holiday activities for young people have been commissioned to take place throughout the six week holidays.
- The first Burmantofts Gala is scheduled for Sunday 30th June, 12pm – 3pm, taking place on Oxtan Fields and is free for the whole community to enjoy.
- An agreement has been made with Parks & Countryside to develop a master plan for parks and play areas in the ward to bring them up to the Leeds Quality Standard.
- The last meeting of the Burmantofts Neighbourhood Improvement Board took place in May. A representative from Land Securities was present and work is

underway to develop opportunities for local people to access employment and training at Trinity.

- Work is set to commence shortly on the improvement programme to the subway running under York Road from Haselwood Dene. The scheme will hold community workshops so local people can get involved in designing a community mosaic that will be placed in the underpass.
- New bins have been installed on Haselwood Mews and Haselwood Green to address long standing refuse collection issues.

5.2 Harehills

- Vicki Hooper, the new Neighbourhood Manager for Harehills, started her role on 22nd May. Despite only being in post for a matter of days, Vicki has already begun to engage key stakeholders in the area via a series of introductory meetings.
- Area Committee work is continuing in Harehills with both the Harehills Lane Traders and the Keep Harehills Tidy campaign. Meetings of both these groups took place on the evenings of 5th and 6th June respectively.
- The Youth Hub at Hovingham Primary School is proving extremely popular and an official launch event took place on 28th May 2013 with both the Lord Mayor and Police Crime Commissioner in attendance.
- Plans are currently in development to hold a Harehills Festival in Banstead Park in early September 2013. Community group CATCH (Community Action to Change Harehills) are leading on this project with help from the Area Support Team.

5.3 Gipton

- Gipton Gala is scheduled to take place on Sunday 7th July 2013.
- Gipton Opportunity Shop is starting week commencing 3rd June. Weekly sessions will run every Wednesday for a year covering a whole host of activities from developing IT competency and improving employment prospects to life skills such as cookery lessons. Sessions will be held in the Gipsil Family and Support Centre.
- A number of community based summer holiday activities for young people have been commissioned to take place throughout the six week holidays
- Throughout June, Street Work Soccer will be delivering weekly sessions at the Dame Fanny Waterman Centre MUGA for youngsters of all ages.
- The Positive Futures project will be in the area to deliver detached youth work during the summer months.

5.4 Killingbeck & Seacroft

- Seacroft Gala is scheduled to take place on Saturday 6th July 2013.
- Seacroft Opportunity Shop is starting week commencing 3rd June. Weekly sessions will run every Tuesday for a year covering a whole host of activities from developing IT competency and improving employment prospects to life skills such as cookery lessons. Sessions will be held at the Denis Healy Centre.
- A number of community based summer holiday activities for young people have been commissioned to take place throughout the six week holidays.

- Throughout June, Street Work Soccer will be delivering weekly sessions at the Cross Gates Community Centre for youngsters of all ages.
- There is to be a Seacroft Young People's Day held on 23rd August 2013.
- Events to bring the "Seaside to Seacroft" will be held in venues in both Killingbeck and Seacroft. More details to emerge shortly.

6 Community Engagement

- 6.1 Since the last NIP update report to Area Committee on 21st March, two Community Leadership Team meetings have taken place. The meeting on 16th April focussed on environmental issues and the CLT are looking at developing a 'Keep Burmantofts & Richmond Hill Tidy' campaign. The meeting held on 11th June focussed on free school meals along with the election of a co-optee to the Area Committee.
- 6.2 A large-scale consultation is currently underway on Denis Healy Centre field. The aim of the consultation is to capture community views on the future of this provision. Consultation is also on-going with local people relating to the emerging Seacroft Neighbourhood Plan.

7 Corporate Considerations

7.1 Consultation and Engagement

- 7.1.1 In each of the priority neighbourhoods, there are a range of different community engagement and consultation methods being employed. In Gipton, Seacroft, Burmantofts and Richmond Hill, Community Leadership Teams are the main community involvement mechanism in place. Harehills priority neighbourhood links with the community via the Chapeltown & Harehills Forum. In Burmantofts there is also a Neighbourhood Improvement Board in operation. These collectives have been directly involved in the priority setting for the current priorities we are working towards as part of the Neighbourhood Improvement Plans, which in turn link into the Area Committee Business Plans and Community Charter priorities.

7.2 Equality and Diversity / Cohesion and Integration

- 7.2.1 An equality screening document was completed as part of the development of; Neighbourhood Improvement Plans; 'Local Management Teams' which are a central function of the officer working groups; and Community Leadership Teams.

7.3 Council policies and City Priorities

- 7.3.1 The priorities of the Area Committee Business Plan and Community Charter directly link into the council 'Best City' priorities for Leeds.

7.4 Resources and value for money

- 7.4.1 The Team Neighbourhood approach brings a range of services together to utilise officer resources more effectively on tackling key neighbourhood issues
- 7.4.2 In order to achieve priorities, funding sources will be joined up together as far as possible to maximise the way in which funding is invested on local priorities

7.5 Legal Implications, Access to Information and Call In

7.5.1 There are no legal implications associated with this report.

7.5.2 There is no exempt or confidential information

7.5.3 In line with the Council's Executive and Decision Making Procedure Rules, agreed at Full Council May 2012, all decisions taken by Area Committees are not eligible for Call In

7.6 Risk Management

7.6.1 There are no major risks associated with the content of this report.

8 Conclusions

8.1 As highlighted above, there are a number of actions ongoing to achieve Area Committee priorities and fulfil its work programme, but despite this, the Area Support Team recognises that there is still a significant amount of work to be done to achieve the Area Committee priorities. Therefore this report will be a regular item at the Inner East Area Committee to update you of progress.

9 Recommendations

9.1 Members are asked to approve the draft Inner East Area Community Charter for 2013/14.

9.2 Inner East Area Committee are asked to note the contents of this report and comment as appropriate.

10 Background documents¹

10.1 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.

Inner East Area Committee Chair’s Introduction

Hello and welcome to your Area Committee charter for 2013/14 that sets out our priorities for the forthcoming year. These have been agreed in consultation with local people and our partner organisations.

The Area Committee is a formal, local committee who have powers and responsibilities to address issues at a local level. They have delegated functions for environmental services, CCTV, etc. The committee meets six times a year and meetings are themed, for example around community safety.

Our priorities are the local issues that have been agreed as important in consultation with local people and partners. This work is on top of the minimum standards you expect from Leeds City Council, but we also work to make sure these minimum standards are being met in your area.

Also inside is an update on our achievements in 2012/13 and a list of how the wellbeing budget was spent last year.

We would really like to hear from you. If you have any comments or would like to get more involved in the work of the Area Committee or groups in your area please contact us.

Best Wishes,

Councillor Asghar Khan

Chair of the Inner East Area Committee

Your Area Committee

The nine councillors that cover the Burmantofts & Richmond Hill, Gipton & Harehills, Killingbeck & Seacroft wards from the Inner East Area Committee.

Burmantofts & Richmond



Councillor
Ingham



Councillor
Grahame



Councillor
Khan



Councillor
Hussain



Councillor
Maqsood



Councillor
Harington

Gipton & Harehills

Killingbeck & Seacroft



Councillor
Hyde



Councillor
Morgan



Councillor
Selby

The dates and times for this year’s Inner East Area Committee meetings are:

- 20th June 2013 at 5.30pm - Harehills Primary School
- 5th September 2013 at 5.30pm - Victoria Primary School
- 17th October 2013 at 5.30pm - Seacroft Village Hall
- 5th December 2013 at 5.30pm - Civic Hall
- 6th February 2014 at 5.30pm - Civic Hall
- 20th March 2014 at 5.30pm - Civic Hall

Covering Communities in the wards of Burmantofts & Richmond Hill, Gipton & Harehills, Killingbeck & Seacroft

Richmond Hill

Seacroft

Lincoln Green

Cross Gates

Ebor Gardens

Gipton

Harehills

Killingbeck

Burmantofts

East End Park

Osmondthorpe

2013/14 Priorities – supporting Leeds be the best

Health and Wellbeing

- Fund projects in our neighbourhoods to support and empower those affected by child sexual exploitation, domestic violence and mental health issues.
- Provide opportunities for people to take part in physical activity locally and support campaigns which promote healthy lifestyles.
- Support work to reduce alcohol abuse and alcohol related anti social behaviour in our neighbourhoods.
- Support work to reduce tobacco use, including niche tobaccos, in our neighbourhoods.



Children and Young People

- Provide a range of activities such as; school holiday activities, sports and art activities for young people to enjoy in their local neighbourhood, in local venues.
- Provide targeted support to young people to reduce the risk of them not being in education, employment or training.
- Promote the representation of young people on the CLT's so that their voices are heard by the major decision making bodies.

Business

- Fund the employment of a young unemployed person from the Inner East area, for 12 months, as a Level 2 Business & Administration apprentice to the Area Support Team, its partner agencies and a business sector partner.
- Where possible ensure that IT facilities are available at our community venues to allow people to access job search facilities, and support the provision of job search assistance in our community buildings.
- Work to ensure that the impact of welfare reform changes on local people is minimised by offering support, advice and assistance.

Communities

- Work as a team with all council departments, police, health, housing providers and other organisations to tackle the problems identified in our communities and support residents groups who want to improve their local environment.
- Promote restorative practices as the way we do business with our partners and residents.
- Provide advice and practical help with home security to reduce the risk of burglary and continue to provide CCTV in areas which are hotspots for crime and anti social behaviour
- Support local communities to put on events, galas and festivals throughout the year for the whole community to enjoy.



Living Environment

- Support local communities to develop Neighbourhood Plans for their neighbourhood, led by the Community Leadership Team (CLT), to ensure that residents are able to influence development in their area.
- As funding becomes available undertake works to improve our community parks, play areas, allotments, sports pitches and community centres.
- Work with partners to bring about the physical regeneration of Inner East Leeds.

How to get involved

We would love you to come along to a committee meeting and be involved in discussions about local services. This year we will be sending out invites to people and groups on our mailing list to do just that. If you want to be added to our mailing list email eastnorth.east@leeds.gov.uk

2012/13 How we made a difference

You Said ... You wanted a Better Environment

We Did...

- ◆ **Community Payback-** a team was funded to work solely in the Inner East area clearing up green spaces and improving the environment.
- ◆ **Drinking Ban-** a Designated Public Place Order (DPPO) was introduced across Harehills to tackle the problems arising from on-street drinking. The whole of the Inner East area now benefits from a DPPO.
- ◆ **Skips-** 28 skips were funded last year to help with community clean ups.
- ◆ **Environmental Improvements Zones-** New EIZs have been set up in areas of Burmantofts and Harehills, to improve and tackle long standing environmental issues. A dedicated team of council enforcement officers and other services are working in these areas to help residents keep areas clean and tidy.



You said ... You wanted more Things to Do

We Did ...

- ◆ **Young People's Activities-** a 6 week programme of summer holiday activities across the area was funded, engaging lots of young people in positive activities, including sport, arts and crafts, dance and film-making.
- ◆ **Youth Hub-** a Youth Hub has been established in partnership with CATCH and West Yorkshire Police, near Hovingham Primary School in Harehills. The success of this project has resulted in the Youth Hub being operated from this site 2 evenings per week, attracting up to 40 young people at a time, some acting as peer mentors. Activities include help with CV writing and college applications.
- ◆ **Local Events-** Funding and support was provided for great community gatherings such as Gipton Gala, Harehills Mini Olympics, Killingbeck and Seacroft Gala, Lark in the Park at East End Park and the Olympic Torch Festival at Banstead Park.
- ◆ **New IT facilities-** a new computer suite was funded at Lincoln Green Community Centre.



You Said ... You wanted a Better Community

We Did ...

- ◆ **Burglary Reduction Measures-** Homes across the area have been target-hardened, by identifying areas that have a high rate of burglary. Burglary reduction information and home security packages were provided to the identified areas which successfully reduced burglary rates.
- ◆ **Small Grants-** £11,500 was set aside for local community groups to apply to support local events and projects, in total 28 projects were supported, including a Film Club at Kentmere Community Centre and Kick Start Attendance Groups to improve school attendance.
- ◆ **Getting People Back into Work-** Projects to help job seekers to find work were funded in Gipton as well as crèche facilities for the Volunteers Programme at Ebor Gardens Community Centre.
- ◆ **Partners and Communities-** A new Burmantofts Neighbourhood Improvement Board has been established. The NIB brings together local residents and partner organisations to work together to find solutions to neighbourhood issues.



How we spent our wellbeing in 2012/13

Every year the Inner East Area Committee receives an allocation of funding known as wellbeing, to use to deliver local activities and projects to help them meet their priorities for the year. Below is a list of what the funding was spent on in 2012/13.

Projects			
Neighbourhood Manager post for Burmantofts & Richmond Hill	£30,000	Burglary reduction measures in ENEHL properties	£4,500
Neighbourhood Manager post - Killingbeck & Seacroft	£30,000	Harehills street drinking ban	£3,801
Area wide budget to tackle crime and grime	£26,179	Burmantofts Gateway Stone	£3,750
Inner East summer holiday activities	£25,332	Community engagement & events budget	£3,000
CCTV	£14,878	Rookwoods Recreation Area	£3,000
Project to support job seekers in Gipton	£12,165	Football sessions for young people in Harehills	£3,000
Small grants for the community	£11,500	Monkswood Rise Footpath	£2,588
Ashton Park community hub	£10,000	Crèche to support job seekers at Ebor Gardens	£2,500
East Leeds FM Refurbishment	£10,000	Off-road bikes for the Police	£2,499
Farm Road dropped kerb, Seacroft	£10,000	St Philip's Church Hall Improvements	£2,360
Improvement of cricket facilities for Harehills team	£10,000	Health support for families with disabled children	£2,329
Seacroft South CCTV Camera	£8,294	Harehills Child Exploitation Worker	£2,311
Lincoln Green Community Centre computer suite	£7,806	East Leeds Cricket Club Fencing	£1,973
Community Payback (Probation Service)	£7,625	Wykebeck School Atrium Blinds	£1,900
Apprenticeship scheme	£7,500	New bench at Bankcroft Rise, Seacroft	£1,800
Ebor Gardens Community Centre IT suite	£7,500	World Music Mini-Fest, Harehills	£1,699
Child exploitation project, Seacroft	£6,958	Killingbeck & Seacroft Gala	£1,500
Burmantofts & Richmond Hill after school sports	£6,300	Harehills Mini Olympics	£1,426
Haselwoods Bin Solution	£6,072	Beechwood School parking restrictions, Seacroft	£1,260
Saxton Gardens residents parking scheme	£6,000	Gipton Gala 2012	£1,000
Seacroft Gymnastics provision	£5,041	Lark in the Park event, East End Park	£1,000
Seacroft young people's training scheme	£5,000	Support for young Mum's, Seacroft	£1,000
Parking restrictions in Seacroft	£5,000	Burglar Alarm and security measures	£779
Welfare Reform Support	£4,999	Blossom Hill domestic violence support	£589
Seacroft reduction in Anti-Social Behaviour	£4,677		

We hope you have enjoyed reading this charter and feel inspired. If there is anything else we can help you with, if you would like to apply for a grant or if you have any comments on the charter please email:- east.north.east@leeds.gov.uk or phone 0113 33 67644

INNER EAST ENVIRONMENT SUB GROUP
DATE/ TIME : 26th February 2013, Reginald centre
CHAIR: Cllr Graham Hyde

1.0 Present: Councillor Graham Hyde, Chair (CGH), Councillor Asghar Khan (CAK),

In attendance: Hayley Thackwray (HT), John Woolmer (JW), Steve Vowles (SV), Simon Frosdick (SF), Carly Grimshaw (CG), Mick Johnson (MJ), Mick Breakwell (MB), Sarah May (SM) Stacey Rockcliffe (SR)

Apologies: Councillor Arif Hussain

ITEM DISCUSSED	ACTION
<p>2.0 <u>Minutes of previous meeting and apologies</u></p> <p>2.1 The minutes were agreed as a true record.</p>	
<p>3.0 <u>Probation contract</u></p> <p>3.1 SM attended to brief members on the changes to the contract that the Area Committee has with Probation Services which has resulted in the fee to continue the service rising significantly from £7.5k to £29k</p> <p>3.2 It was explained that as their targets have changed they have put a much higher cost to the service Area Committee receives. For the same amount that Councillors are currently paying, they could continue to receive the service for 52 days per year and chose whether to have this as one day per week or to put the days together as blocks, perhaps in the summer.</p> <p>3.3 SV updated that ENEHL also has a contract and they are looking to renew it, he didn't know if they were also facing the same price increase. Members recommended that SM meet with SV and probation services to ensure that the same contract is being offered to everyone and SM/CG to arrange to bring it to Area Committee for members to make a decision on spend.</p>	SM/CG
<p>4.0 <u>Environmental SLA</u></p> <p>4.1 JW brief Members on the new SLA intended to be brought to Area Committee for approval. He mentioned that as part of this there is the opportunity for members to 'buy in' services, this could be something such as additional litter picks, members could pay for the overtime and direct the resource.</p>	

4.2	A discussion was had regarding how the EAT team could provide most of what Probation Services are offering but at a much lesser cost, it was also discussed how this role could have an element of environmental education in it, as there is currently no one whose role it is to work with the community to educate them to change their habits.	
4.3	JW was requested to bring a report to Area Committee setting out how his proposal would work, what services they could carry out and how much it would cost. Members can then make a decision at Area Committee regarding how they will fund targeted environmental clean-up services in their area.	JW
4.4	The report JW is bringing to March Area Committee is for discussion only, the SLA for agreement will be brought to the June meeting.	
4.5	Environmental Improvement Zones were discussed; members asked which ones are currently operational and if any new ones have been set up. A discussion was also had about how well they are working. HT informed the group that a new zone was just being set up on the Nowell's and they would work to target the problem streets there, she also mentioned that a Local Management Team meeting was being set up in the area and that this should help to coordinate action.	
5.0	<u>Refuse</u>	
5.1	Members raised that there is still a problem with cleaning up after the bin wagons, a coordinated approach with litter pickers following the wagons to clear the area is not happening.	
5.2	Ways in which this could be combatted; such as bin crews sweeping up after collections were discussed, and one problem which was identified was that information sharing is probably not as good as it could be. Information regarding route failures is not always communicated to the Environmental Action Team (EAT).	
5.3	The group was informed that a 'dashboard' is being developed so that the contact centre can let customers who call know if there has been a route failure. It was requested that they also pass this information to the Environmental Action Team.	SR
5.4	Members stressed that it was important that the different teams are working together effectively before the fortnightly bin collections are introduced at some point in the future, the three main points the group agreed that need to be tackled are: <ol style="list-style-type: none"> 1. Bin Crews aren't cleansing up properly 2. People who live in the area aren't taking care of their own environment and are littering etc 3. Effective enforcement action needs to be carried out. 	
5.5	SR agreed to enhance supervision of bin crews in the Inner East area to ensure that they are doing their jobs effectively, as refuse operatives should be cleaning up any spillages that they make when emptying the bins.	SR
5.6	JW and SV agreed to look at the detail of which streets are the problem streets and why it is always these streets, possibly instructing a mapping exercise be	JW/SV

	carried out.	
5.7	SR agreed that she needs to know about problems as they occur, as she isn't always informed.	
5.8	CG to invite someone from the fortnightly collection working group to the next sub group to discuss progress.	CG
6.0	<u>Any other business</u>	
6.1	The upcoming closure of Stanley Road was discussed, members asked that Andrew Lingham be reminded of his commitment to monitor the surrounding streets after it closes to see if fly tipping increases.	
6.2	The group was briefed that Parks & Countryside will be picking up managing the grounds maintenance and forestry contracts for ENEHL.	
6.3	Members asked that thanks for Wendy Breakwell be minuted, she is moving onto a new role in the council but her hard work in the area has been very much appreciated.	
7.0	TIME AND DATE OF NEXT MEETING	
7.1	Wednesday 17 th July 2013 @ 2pm, Reginald Centre	

This page is intentionally left blank

INNER EAST COMMUNITY CENTRE WORKING GROUP

Thursday 7th March 2013, Reginald Centre

In Attendance: Councillor Hyde (Chair), Cllr Khan (BRH), Trudie Canavan (Strategy & Commissioning), Sarah May & Clare Wiggins (ENE Area Support Team),

1.0	Introductions and apologies
	Councillor Hyde welcomed everyone to the meeting. Apologies from Cllr Maqsood and Cllr Morgan. CW to add Sharon Smith to future meeting invites.
2.0	Minutes of the last meeting and matters arising
2.1	Minutes of the meeting held on 10 th Jan were agreed as an accurate record.
2.2	2.3 – <ul style="list-style-type: none"> funding has been secured for installation of wifi at Richmond Hill Community Centre through the Connecting Cities programme. SM has chased Peter Harding on this and is still awaiting a response re the wi-fi installation date. All other IT issues at Richmond Hill CC have been resolved. CW to develop a business case for installation of IT at Henry Barran, Kentmere and DFWCC.
2.3	2.5 – Re’new delivered two sessions but there was no one in attendance. Re’new did advertise the events via Job Centre Plus Outreach Workers and local networks. A report around this has been submitted to local Ward Councillors.
2.4	4.10 – Cllr Khan raised an issue re Lettings dealing with potentially interested groups. The message from lettings has apparently been that there are no caretakers in place and therefore some community centres are unavailable. The group agreed that the message from Lettings needs to be consistently positive and helpful and offer alternatives where bookings were impossible to accommodate.
2.5	SM and J Buck to oversee projects within Inner East community centres to support people into work and training. Some discussion took place around publicity. It was agreed that there was a need to package each centre and what’s on offer there. This could be done as an A5 leaflet (not glossy). This could also be placed in notice-boards at community centres (including the new one at Richmond Hill CC. In addition, they could be e-mailed to partners for circulation. Area Support Team to work on publicity.
2.6	The Lincoln Green IT suite will be formally opened on Tuesday 26 th March 1-2pm. The café will be open and plenty of activities. SM was congratulated on this project.

2.7	3.1 – The group discussed the signage issue at Lincoln Green. Members have now requested signage from the road from the road for Lincoln Green. Costs are being generated for this work. Until recently, no funding was available to action the signage as all BRH tasking funds had been committed.
3.0	City-wide review
3.1	TC confirmed that the Dennis Healey CC would be coming across to the Area Committee imminently. A report would have to go through Children’s Services and to AMB before Area Committee.
4.0	Updates on priority centres: Alston Lane, Lincoln Green, Nowell Mount
4.1	<u>Alston Lane</u> Cllr Hyde expressed his preference for Alston lane CC to be transferred to GIPSIL.
4.2	<u>Nowell Mount</u> Discussions focused on Nowell Mount. It was agreed that there would be a separate meeting with SM / CW / R Barke and BRH ward Members.
4.3	SM went through her report. The key features were: <ul style="list-style-type: none"> • The centre is only used 3 hours per week (2 Youth Service + 1 x Councillor surgery) • There is also some ad-hoc use e.g. Police PACT meetings, but these are not due to continue. Also approximately 1hr per month of community group. • The Youth Service has advised that they do not have staff resources to increase their use and in any case would be unlikely to use Nowell Mount for increased provision. • The centre is costing £21,000 p/a to run which equates to £138 p/a • One potential user is Little Elves childcare. However, there are a number of unresolved issues in relation to this group’s application • There are no caretaking costs at the centre – all users are key-holders • Compared with Lincoln Green and Richmond Hill CCs, the current and potential future use of Nowell Mount is very weak
4.4	It was reported that Sam Leigh had put in a Letting application on 15 th February. Adele in Lettings had e-mailed Cllr Khan to confirm. Cllr K to forward this e-mail to SM / TC / CW.
4.5	It was agreed that there needed to be clarity on where any capital receipts from the disposal of Nowell Mount could be spent.
5.0	Updates on other community centres
5.1	<u>Harehills Place</u> The disposal of Harehills Place is being dealt with by Asset Management.
5.2	CW to confirm the % that would be retained locally and whether this would be ring-fenced to the Area Committee or the ward. The group queried whether any of these funds could be used to provide IT in DFWCC, Henry Barran or Kentmere CCs.

5.3	<u>Dame Fanny Waterman Community Centre</u> TC agreed to convey a message to Lettings stating that all lettings should be free for 12 months, as agreed at Area Committee.
5.4	<u>Kentmere & Henry Barran</u> Colleagues from the Area Support Team and Strategy & Commissioning have been working with North Seacroft Good Neighbours and Gipton Together to develop effective and sustainable future management models for these centres.
6.0	AOB
6.1	TC raised the issue of a potential transfer of the Shantona Women's Centre to Children's Services. The group confirmed that this seemed a sensible option and they supported it.
7.0	Date and time of next meeting
	Thursday 2 nd May 2013 at The Reginald Centre

This page is intentionally left blank

INNER EAST HEALTH & WELLBEING SUB GROUP
DATE/ TIME : 14th May, 10.30am, Reginald Centre
CHAIR: Cllr Roger Harington

1.0 Present: Councillor Roger Harington (CRH), Councillor Vonnie Morgan (CVM), Liz Bailey (LB), Janet Smith (JS), Carly Grimshaw (CG)

Apologies: Councillor Ron Grahame, Andy Birkbeck

ITEM DISCUSSED	ACTION	
2.00	<u>Minutes & matters arising</u>	
2.1	Due to problems with IT the minutes were not available for approval. Actions requested for this meeting included a full table of all of the on-going health projects in the wedge so that the sub group can monitor and drive progress.	
2.2	LB presented a matrix of projects that their team is currently involved in in the area. Members agreed that this should be a working document to be added to and updated for the group's reference.	
3.00	<u>Obesity</u>	
3.1	There is a regular multi agency meeting held in Harehills and coordinated by a Childhood Obesity specialist employed by the NHS. JS is trying to replicate this model in Seacroft.	
3.2	Cllr Harington asked that he be invited to the next Harehills Obesity meeting so that he can get an understanding of how it works, It was also mentioned that there is a Childhood Obesity Action Plan for Harehills which he would like to see a copy of	LB
3.3	JS was asked to forward a link to the Change for Life website to members so that they get an understanding of what this is as the 'Change for Life' branding is used by schools and partners involved in the childhood obesity partnership.	JS
3.4	JS was asked to invite CVM to the Seacroft Health & Wellbeing partnership that she is establishing and forward an invitation to CRH to the Harehills one, again so that they get an understanding of the work happening in the area.	JS
4.00	<u>Smoking</u>	
4.1	LB is still to analyse the results of the young people's smoking questionnaires that were undertaken in Seacroft, once done she will send these results to members.	LB

4.2	LB has asked for results of a spirometry test to see how effective the referral service at Bellbrooke surgery is at for getting people to stop smoking, to chase up for next meeting.	LB
4.3	It was discussed that there was a project set up in harehills to work on smoking cessation projects in the area, this was led by a member of staff who is no longer available for this work so the group has lacked direction. Area Support assistance with this group was offered and JS and Natalie Mulik from the Area Support Team will drive it forward.	JS
4.4	CRH updated the group that he is attending a Stop Smoking meeting in Chapel Allerton so that he can witness how this service operates and he will update the group at the next meeting.	CRH
5.00	<u>Diabetes</u>	
5.1	There has been a one off £6,000 investment of Public Health funds into raising awareness of diabetes in harehills. This is as there is a high prevalence of diabetes in South Asian communities. The money has funded project workers to use various methods to raise awareness and encourage people to get checked and seek appropriate treatment. LB to look into what the impact of the funding has been.	LB
6.00	<u>Any other business</u>	
6.1	CRH asked if LB could look into if 'Health Trainers' or something similar still exists in the different neighbourhoods. These are local people trained up to give out advice in their communities.	
6.2	LB was asked to look into the Health statistics which support the priorities in the matrix presented and circulate to sub group members	
6.3	LB updated that she is involved in work to try to reduce the suicide rate in Burmatofts & Richmond Hill as a recent rate has identified that there is a slightly higher incidence in this ward than in others.	
6.4	CRH and LB updated that they have recently met with Nahid at the Shantona centre who has expressed an interest in setting up a walking for health group for her clients. She was also interested in encouraging women to take up bike riding. LB to put her in touch with Karen peck, Active	
7.0	TIME AND DATE OF NEXT MEETING/ AOB	
7.1	There were a number of other projects identified to be added to the table, such as the welfare reform work, mental health and COPD. LB & JS to expand the document to include all health related projects, not just those undertaken by their team.	LB/JS
7.2	9 th July, 10am, Reginald Centre	

**INNER EAST PLANNING SUB GROUP
DATE/ TIME : 2nd April 2013; Civic Hall
CHAIR: Cllr Asghar Khan**

1.0 Present: Councillor Asghar Khan (Cllr AK), Councillor Brian Selby (Cllr BS), Clare Wiggins (CW) (Area Support Team), Ian Mackay (Planning)), Andrew Crates (AC))

Apologies: Councillor Arif Hussain

ITEM DISCUSSED	ACTION
<p>2.0 <u>Minutes and matters arising</u></p> <p>2.1 The minutes were agreed as a true record.</p> <p>2.2 In relation to item 2.2, clean energy, it was noted that a briefing had taken place before Easter and work would take place in partnership with Network Rail.</p> <p>2.3 In terms of significant developments, Seacroft hospital had been approved. In relation to Thorpe Park a new mixed use proposal had been submitted including retail. The Fearnville House application had been withdrawn. Further pre-application discussions were taking place to try and resolve the tree issues. The Fellmonger's Arms application had been approved.</p> <p>2.4 In relation to the Fire Station at Killingbeck, details of landscaping were being discussed with Parks & Countryside. Section 106 funding for greenspace was also being discussed. The decision was being delegated to officers to discuss with ward Members. It was agreed that the Area Committee should keep the sub group updated.</p>	<p align="right">Area Support</p>
<p>3.0 <u>Future agendas</u></p>	
<p>3.1 It was agreed that the next meeting should include an update on the land in front of Lincoln Green health centre as this is currently an eyesore. The Area Committee had stated that they would look into this. Area Support to check with Locality Team.</p>	<p align="right">Area Support</p>
<p>3.2 York Road library is a further site that needs attention. The Conservation Team are looking at this. AC to investigate.</p>	<p align="right">AC</p>

3.3	Business planning particularly may also be a useful item for a future meeting e.g. Roundhay Road / Harehills Lane. Councillors stated that they are keen to encourage opportunities for business start-ups. It may be useful for Employment & Skills officers to attend for that item (not the next meeting). Initially, it was agreed that AC would bring back some information on the policy position.	AC
4.0	<u>Neighbourhood Development Plans (Ian Mackay)</u>	
4.1	IM explained that the decision to undertake a neighbourhood plan must come from the community. The Area Committee can decide to support the process and help with capacity building to try and engage with those who would not normally get involved. Members voiced concerns that small but articulate groups tend to get their voices heard. There is a need to make sure the process is representative.	
4.2	Neighbourhood Plans are split into two sections – 1) planning 2) other issues. The inspector can only look at the former. Neighbourhood Plans must be in conformity with the planning framework, equality issues etc. Once adopted, a neighbourhood plan becomes a statutory document and Plans Panel must take it into account.	
4.3	Within non-parished areas, a decision on an appropriate boundary should come from the local community. It may then be appropriate to arrange a workshop to agree what issues the neighbourhood plan should focus on / why is there a need for one? A good example is Aireborough and Yeadon. Some discussion has taken place around this plan and whether this should include Rawdon in order to reflect strategic issues such as Leeds Bradford airport and the A65 corridor.	
4.4	Site allocations consultation will take place in June / July. This process is likely to kick start some neighbourhood planning. It may also mean that some groups do not start the neighbourhood planning process as they may get what they want through the site allocations process.	
4.5	Within East Leeds, there are significant areas of brownfield land and there is a need to balance the development of these areas with a vision for the local community.	
4.6	The next steps for neighbourhood planning are: <ul style="list-style-type: none"> • Agree boundaries and submit • Apply for designation - through ward Members and Area Committee chair, request report from IM asking for endorsement • Signed off by Chief Planning Officer • Designation of Area Forum – minimum of 21 members who live or work in the area, must be set up with the express purpose of neighbourhood planning • Membership must be open and should include organisations such as HCA, NHS etc • Community Leadership Teams (CLTs) could be a starting point but they have wider business issues. A neighbourhood planning forum could be set up as a working group under the umbrella of the CLT 	
4.7	Councillors queried who actually makes the decisions in relation to neighbourhood planning.	

4.8	IM referred to the alternative Neighbourhood Framework approach e.g. Belle Isle and Middleton. Although this does not form a statutory plan, it is advisory.	
4.9	It may be useful to have a discussion with ward Members and the Area Committee to see if they would be happy with a Neighbourhood Framework rather than a Neighbourhood Plan. Cllr Blake has been involved in discussions with Mark Mills regarding Middleton.	Area Support / Area Committee
4.10	It may also be useful to seek feedback from Inner West Area Committee who are looking at developing a neighbourhood plan for New Wortley as well as South area who are looking at Crossgates.	Area Support
4.11	It may be useful to run a workshop / SWOT analysis to assess whether there is an interest for neighbourhood planning.	
4.12	Cllr Khan would like neighbourhood planning on the Burmantofts CLT agenda. Clarification is required on the demand for neighbourhood planning in this area.	S May
5.0	<u>Any other business</u>	
5.1	No other business raised.	
6.00	TIME AND DATE OF NEXT MEETING	

This page is intentionally left blank

INNER EAST PLANNING SUB GROUP
DATE/ TIME : 22nd May 2013; Civic Hall (Room B)
CHAIR: Cllr Brain Selby

1.0 Present: Councillor Brian Selby (Cllr BS), Andrew Birkbeck (AB - Area Officer, LCC) Andrew Crates (AC – Principal Planner, LCC)

Apologies: Councillor Arif Hussain, Councillor Asghar Khan

ITEM DISCUSSED	ACTION
2.0	<u>Minutes and matters arising</u>
2.1	In the absence of Cllr Khan, Cllr Selby agreed to chair the meeting. AB
2.2	The minutes were agreed as a true record barring an amendment to minute 2.3 regarding to Seacroft Hospital. AC explained that two determination applications had been approved for the demolition of a records store building and the boiler house.
2.3	In relation to item 3.1, AB agreed to make contact with the Locality Team with regards to the land in front of Lincoln Green Health Centre that is currently an eye sore – further clarification needed as to the exact location of the site in question. AB
3.0	<u>Significant development updates</u>
3.1	It was agreed that AC would provide a full briefing at a future planning sub group meeting relating to the proposed Clean Power site on Bridgewater Road. At the present time the applicant needed to do more work on their planning application. The Clean Power website has more details on their proposals: http://leedsenergy.info/index.html AC
3.2	Discussions with the applicants were on-going regarding the new mixed-use proposal at Thorpe Park. AC explained that officers were mindful of the potential impact on the surrounding Town and District Centres.
3.3	York Road Library, which is now owned by Rushbond PLC, is currently been investigated by the council's Conservation Team. An update will be forthcoming from AC at a future planning sub group meeting. AC
3.4	Discussions relating to the Killingbeck Fire Station site were continuing and were currently with the council's Chief Executive. Cllr Selby said he hoped that some form of affordable housing provision could be factored into the proposals for any vacated sites.
3.5	AC circulated three maps relating to shop frontages at Seacroft Centre, Harehills Lane and Harehills Corner. AC explained that the existing frontages policy was still governed by the Leeds Unitary Development Plan (UDP) and AC

	as a result was somewhat dated. AC did explain that the shop frontage policy is due to be updated when the council's Core Strategy is formally adopted next year (anticipated Spring 2014). AC said he would bring the maps to the next meeting of the planning sub group to run by Cllr Hussain and Cllr Khan.	
3.6	New powers relating to permitted development rights will come into place on 30 th May 2013. These new powers allow the lawful change of use of one type of classified development (retail, commercial etc) into another for a limited period of two years. Under the new powers householders can also make certain types of minor changes to their house without needing to apply for planning permission i.e. 6m extension on semi-detached and terraced houses. AC explained that due to the nature of permitted development the council could not charge a planning fee for processing these requests and that the applicant would not be required to produce a full planning application. Cllr Selby expressed concern that disputes could arise between neighbours as a result of these proposals and he requested that planning officers produce an urgent briefing for Members on both the potential costs and implications of new powers for Leeds City Council.	AC
4.0	<u>Any other business</u>	
4.1	Agenda items for the next planning sub group meeting will be any opportunities to encourage the development of employment and skills via the planning process and an update on the site allocations consultation. AB to invite the relevant Officers to the next meeting.	AB
4.2	AB to arrange that the agenda and meeting notification are sent out in good time to ensure maximum attendance at future planning sub group meetings.	AB
5.0	<u>Time and date of next meeting</u>	
5.1	Next meeting to be arranged in early July. AB to circulate dates and times to Members and Officers.	AB

Report of the Chief Officer (Democratic and Central Services)

Report to EAST INNER AREA COMMITTEE

Date: 20TH JUNE 2013

Subject: Local Authority Appointments to Outside Bodies

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

Summary of main issues

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

Recommendations

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

1 Purpose of this report

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

2 Background information

- 2.1 In April 2004 Full Council agreed that in future, Elected Member appointments to Outside Bodies should be undertaken by a constituted body of Elected Members and that appointments to all outside bodies should, where appropriate, be made

with due regard to proportionality within the law. Attached at Appendix 1 is the agreed Appointments to Outside Bodies Procedure Rules.

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

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

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

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

3 Main issues

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

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

3.3 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Area Committee as a whole.

3.4 All appointments are subject to annual change unless otherwise stated within the constitution of the external organisation, which will therefore be reflected on the table at Appendix 2. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.

3.5 Elected Members² will fill all available appointments but it is recognised that Political Groups may not wish to take up vacancies which are made available to

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

² Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such

them. In such circumstances, vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.

3.6 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.

3.7 Area Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.

4 Appointments 2013-2014

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

- Chapeltown Citizens Advice Bureau (1)
- Richmond Hill Elderly Aid (1)
- ENE Area ALMO Panel (3)

4.2 Area Lead Member Roles

In recent years, Area Committees have appointed to Leeds Initiative Area Based Partnership Groups. Specifically, Area Committees have appointed Members acting as local 'champions' in respect of each theme based Leeds Initiative Partnership Group. However, appointments to these Groups have now been superseded by Area Committee appointments to the newly established Area Lead Member Roles.

The establishment of Area Lead Member Roles followed an extensive consultation exercise which included all Area Committees. The matter was subsequently considered by Executive Board on 9th May 2013, with the details presented to the Annual Meeting of Council on 20th May 2013. A dedicated report providing further details on the Area Lead Member Roles and inviting the Area Committee to appoint to those roles can be found elsewhere on the agenda.

5 Corporate Considerations

5.1 Consultation and Engagement

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

persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

5.2 Equality and Diversity / Cohesion and Integration

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

5.3 Council policies and City Priorities

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

5.4 Resources and value for money

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

5.5 Legal Implications, Access to Information and Call In

5.5.1 In line with the Council's Executive and Decision Making Procedure Rules, the power to Call In decisions does not extend to those decisions taken by Area Committees.

5.6 Risk Management

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

6 Conclusions

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

7 Recommendations

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

8 Background documents³

8.1 There are no Background Documents associated with this report.

³ 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.

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

Body/Person with authority to
change the document

Full Council

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

1.0 Scope

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

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

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

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

Appointments to Outside Bodies Procedure Rules

3.0 Determination of how an Appointment should be made

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

4.0 The Appointment Procedure

Strategic and Key Partnerships

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

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

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

Appointments to Outside Bodies Procedure Rules

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

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

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

Community and Local Partnerships

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

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

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

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

Appointments to Outside Bodies Procedure Rules

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

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

Support for Elected Member Appointees To External Organisations

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

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

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

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

This page is intentionally left blank

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	CIr Y/N	Review Period	Group
Chapelton Citizens Advice Bureau	Yes	1	Jun-13	1	K Maqsood (min39)	Y	3 yearly	vacancy
Richmond Hill Elderly Aid		1	Jun-13	1	Maureen Ingham	Y	Annual	Labour
East North East ALMO Area Panels	No	3	Jun-13	3	Maureen Ingham Vonnie Morgan Kamila Maqsood	Y Y Y	Annual Annual Annual	Labour Labour Labour

		5		5		5
Number of places		5				
Places held pending review		5				
Places currently filled beyond Ju		0				
Number of places to fill		5				

		Percentage of Members on the Committee	Notional Places Allocated
Number of Members in the Com	9		
Labour	9	100	5.00
Liberal Democrat	0	0	0.00
Conservative	0	0	0
Other to list			
Total	9		9

Chapelt 262 9479

Richmo 248 5200



Report author: John Woolmer
 Email: john.woolmer@leeds.gov.uk
 Tel: 0113 336-7650
 Facebook: ENELocalityTeam

Report of the ENE Locality Manager, Environment & Neighbourhoods Directorate

Report to the Inner East Area Committee

Date: Thursday 20th June, 2013

Subject: Service Level Agreement – 2012/13 End of Year Performance Report and 2013/14 Approval

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

Summary of main issues

1. Following the successful introduction of the first ever Service Level Agreement (SLA) part way through 2011/12 and the completion of a first full year's SLA in 2012/13, a refreshed SLA has been drawn up for the delivery of environmental services in Inner East during the 2013/14 municipal year.
2. This report provides details of the agreement, including new commitments to be delivered through the locality team in 2013/14, and seeks approval of the document which will steer the work of the East North East Locality Team over the year ahead.
3. This report also takes the opportunity to provide an end of year performance report for the 2012/13 SLA.

Recommendations

The Area Committee is asked to approve the attached Service Level Agreement for the delivery of delegated environmental services during the 2013/14 municipal year. The Committee is also asked to analyse performance information relating to 2012/13 and, where appropriate, refer issues to the Environmental Sub Group to look at in more depth.

Purpose of this report

- 1 The purpose of this report is to present, for approval, the Service Level Agreement (SLA) for 2013/14. This agreement will provide the basis on which the work of the Environmental Locality Team will be directed and be publicly accountable through the Area Committee for over the year ahead.
- 2 The report also provides information relating to the performance of the service in delivering commitments made in the 2012/13 SLA and invites Members to examine any elements of the work through it's Environmental Sub Group.

Background information

- 3 At it's meeting of 30th March 2011, the Executive Board approved revisions to the Area Committee Function Schedules to include a new delegated responsibility for Street Cleansing & Environmental Enforcement Services.
- 4 The delegation makes clear the responsibility of Area Committees to negotiate, develop and approve a Service Level Agreement (SLA) with the service that achieves as a minimum, the service standards set by Executive Board. The SLA should determine the principles of deployment of the available resources by:
 - the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)
 - the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.
- 5 Services originally included in the delegation were:
 - Street cleansing (mechanical and manual);
 - Leaf clearing;
 - Litter bin emptying;
 - Gully cleaning
 - Graffiti removal
 - Needle removal
 - Ginnel clearance
 - Dog warden services;
 - Littering & flytipping regulation;
 - Domestic & commercial waste (storage & transportation issues);
 - Highways enforcement (abandoned & nuisance vehicles, A-boards on pavements, mud on roads and placards on street furniture);
 - Graffiti enforcement; and
 - Overgrown vegetation controls.
- 6 To enable this to happen, a restructuring of the previous Streetscene service was undertaken and completed by September 2011. Importantly this separated out the local street cleansing functions from the city's refuse and recycling functions and created for the first time local supervisory/support roles for a key front line service.

- 7 At the same time, Environmental Action Teams that had previously just focused on enforcement and regulatory practices were brought together with the street cleansing function to create new Locality Teams.
- 8 It is important to stress that both these sets of staff came across on existing job descriptions, grades and therefore historic work practices.
- 9 The delegation of the specified environmental services to Area Committee means that the majority of service resources, mainly staffing, are devolved to a locality level to a Locality Manager.
- 10 These resources are organised into three wedge based teams for East North-East, South South-East and West North-West, aligned to Locality Teams. The Service Level Agreement sets out the how those resources will be used to meet the requirements of each Area Committees in order to achieve the outcome of clean streets.
- 11 The first SLA for 2011/12 went live in September 2011. Reports to the December and March Area Committees cycles outlined progress over the period of the first SLA.
- 12 New for the 2012/13 SLA were more specific, locality commitments around such issues as:
 - Priority ginnels for programmed cleansing/maintenance,
 - Cleaning of arterial routes
 - Gully cleansing,
 - Use of locality managed dog warden resource,
 - De-leafing,
 - Litter bin replacements/new sites,
 - Targeting of zero tolerance enforcement (geographical and issue based),
 - Cleaning around recycling (e.g. bottle banks) facilities on public highway/land
- 13 The SLA makes a commitment to local performance reporting and management which was strengthened during 2012/13 through the Environmental Sub Group and attendance at all ward members meetings by the most senior officer available (usually the Locality Manager).

Main Issues

- 14 The SLA sets out for each Area Committee how the locality resources will be used in their particular area to meet local needs and help achieve the outcome of clean streets.
- 15 An end of year report on how the service has used its resources to deliver the 2012/13 SLA is provided in Appendix A. This includes:
 - a. A break-down of the numbers and type of customer service requests dealt with by the Locality Team during 2012/13 for each ward (split by street cleansing and enforcement activity)
 - b. Examples for each ward of how successful actions have made a difference

- c. An analysis of action taken in the area's initial Environmental Improvement Zones (EIZ), together with a tracking of residents perception
 - d. The final financial/spend position of the locality budget for 2012/13
- 16 The proposed SLA for the 2013/14 municipal year is attached at Appendix B. Included for the first time this year is a supplementary menu of additional localised activity that can be commissioned by the Area Committee.
 - 17 The Locality Manager is accountable to the Area Committee for the use of that resource and the performance of the service in relation to the approved SLAs. The Area Committees themselves are accountable to the Executive Board.
 - 18 A breakdown of the ENE Locality Team budget for 2013/14 is shown at Appendix C.
 - 19 The current operational structure of the ENE Locality Team is provided at Appendix D.

2012/13 SLA – End of Year Performance Review

- 20 Appendix A (part 1) provides a breakdown of the different service requests that come through to the team and have been responded to. The referrals come mainly through the council's Customer Contact centre but also direct to the team (for example through Elected Members and through pro-active work of staff). Each referral is treated as a separate case and properly managed through the council's case management systems. Work has continued during 2012/13 to ensure this system is being used as effectively as possible – so that meaningful analysis can be done, there is the correct prioritisation of referrals as they come in to match the resources available and customers are provided with the best response possible. The service requests show that in 2012/13:

(a) Enforcement customer responsive activity:

- ✓ There were 3,502 cases investigated in Inner East for enforcement action - an average of nearly 14 new cases per working day (for information, the total enforcement cases across ENE amounted to 6,037 which is an average of just over 23 cases per day).
- ✓ The ward split of enforcement referrals worked out as 35% Burmantofts & Richmond Hill, 53% Gipton & Harehills, 12% Killingbeck & Seacroft.
- ✓ 1,391(40%) of cases related to waste in gardens or other domestic waste issues such as rubbish not properly contained within grounds.
- ✓ 645 (18%) of cases related to dog enforcement requests (e.g. reports of dogs off lead)
- ✓ 326 (9%) related to investigation of flytipping (i.e. waste illegally left on public land)
- ✓ 132 (4%) related to reports of overgrown vegetation (e.g. hedges) that were obstructing public paths etc.
- ✓ 185 (5%) related to reports of bins on streets – i.e. domestic “wheely” bins not taken back in by residents within a reasonable time and therefore potentially causing obstruction or a waste/litter problem.

- ✓ 1,196 (46%) of all cases resulted in legal notices being served in Inner East (figure excludes dog related cases as legal notice analysis not available yet)
- ✓ 125 litter/waste related fixed penalty notices were issued across Inner East amounting to £14,650 in fines.
- ✓ 22 prosecutions were made

(b) Street cleansing customer responsive activity:

- ✓ there were 3,329 referrals for street cleansing action in Inner East - an average of just under 10 jobs per working day which is of course on top of the existing, programmed work (for information, the total street cleansing requests across ENE amounted to 5,857 which is an average of 16 cases per day).
- ✓ The ward split of street cleansing referrals worked out as 41% Burmantofts & Richmond Hill, 46% Gipton & Harehills, 13% Killingbeck & Seacroft.
- ✓ 1,557 (47%) of the total referrals related to reports of flytipping. Of these 771 were proactive referrals (ie flytips spotted and dealt with by our staff whilst out and about).
- ✓ 355 (11%) of referrals were for requests for graffiti to be removed (currently done by a citywide team)
- ✓ 175 (5%) of requests related to reports of blocked gullies that needed clearing
- ✓ 387 (12%) of requests related to reports of litter or requests for paths to be swept (excluding for leaves)
- ✓ There were 31 requests over the year for full litter bins to be emptied.
- ✓ We responded to 51 requests for ginnel cleaning and 116 requests to clean up dog mess.
- ✓ Of additional interest may be the 87 dead animals removed by our staff from the streets

(c) Street cleansing programmed activity:

- 21 In addition to the responsive service provided by the Locality Team, the majority of the street cleansing operations are delivered on a programmed/scheduled basis. For mechanical sweeping that is organised through “blocks” of streets. For manual litter picking/sweeping it is delivered through lists of priority streets. Both can be amended by the relevant set of ward members within the existing staffing/resource they have for their ward.
- 22 In terms of performance for 2012/13, the mechanical sweeping resource was programmed to clean 1,497 blocks in the Inner East area and actually delivered 1,215 (i.e. 81% of programmed sweeps were delivered, which compares to 75% in 2011/12). The main reason for “missed” blocks is the unavoidable consequences of bad weather (the machines can not operate in freezing conditions or on laying snow or in very heavy rain – all of which there was an exceptional amount of during 2012/13). Other factors that affected 2012/13 included some long term sickness within the mechanical staff and to a lesser extent one-off, large events in 2012 such as the Queens Jubilee and Olympic Torch, for which we used capacity days that we would otherwise have used to recover missed routes around that time.
- 23 New to the Locality Team in 2012/13 was the management of the gully cleansing resource for the area. This has enabled Members to have a quicker route through to the resource and resulted in an improvement in response times to reports of blocked

gullies. The service is delivered through one gully tanker for the ENE locality operating 7 days per week. The resource is programmed to work a ward at a time around the ENE locality, inspecting and cleaning every gully. The crew completed Gipton and Harehills ward (4,932 gullies visited and cleaned) in 2012/13. However, the crew also responded to 175 individual requests for clearance of blocked gullies in the Inner East area during the year. It is currently estimated that it will take between 18-24 months to complete a full cycle of gully cleansing across ENE. However, it should be noted that 2012/13 was the second wettest year on record and also we lost a significant amount of days due to ice/snow. Where we have had the greatest difficulty is on main roads that require traffic management to allow safe access to gullies – particularly those in the central reservations. Work is on-going with colleagues in Highways to develop a citywide programme of traffic management to assist this and other street cleansing operations in all three localities. It is however very costly and there is not a specific budget set aside for it in either service.

- 24 An issue that particularly affects the ENE locality (although not very significantly in the Inner East area) is leaf-fall. The service provides a dedicated resource for removing leaf-fall during the autumn/early winter months. The resource is a mixture of mainly programmed work on sets of streets agreed with ward members, and reactive work as reports of excessive leaf-fall in streets are reported through. In 2012/13 we reached an agreement with council's grounds maintenance contactor, Continental Landscapes, to provide the main part of the labour force rather than employ agency staff. This helped keep a number of staff in full time employment that would otherwise have been laid off and meant we got experienced staff with good local knowledge.
- 25 In 2012/13 it is estimated that 7 tonnes of leaves were removed from the Inner East area through this dedicated resource. In addition, we also used mechanical sweepers on capacity days to respond to ad-hoc referrals from Members and residents.

(d) Outcomes of the activities

- 26 Sections 20 to 25 provide a statistical summary of how the delegated service has performed over the year in terms of workload in response to customer referrals and programmed work. They also give Members an idea of the proportions for each type of issue that has to be dealt with in the Inner East area and within their particular wards.
- 27 However, it is also the outcomes achieved and overall effectiveness in making a difference within neighbourhoods that the success of the SLA will be judged on.
- 28 The overall measure of cleanliness across the city has improved from 85.9% of sites which were acceptably clean in 2011/12 to 92.0% of sites in 2012/13.
- 29 At an area level, to a large degree the outcomes are judged/monitored through accountability of the Locality Team at monthly ward member meetings, quarterly Environmental Sub Group meetings, local Neighbourhood Improvement Boards and publicly at the Area Committee itself. Crucially, resident perception surveys are carried out in the Environmental Improvement Zones where the problems have been historically the greatest and where resources are disproportionality deployed.

- 30 Provided in Appendix A (part 2) are some typical examples for each ward to evidence how actions mainly taken by our enforcement staff have made an effective, visible difference.

(e) Resource management for 2012/13

- 31 In terms of financial management, the final ENE Locality Team budget position for 2012/13 is provided in Appendix A (part 3). The bottom line shows that the amount spent for the year was within the budget originally allocated.
- 32 The main variations to note are the “overspend” on operational cover costs which were offset by an “underspend” on enforcement staff. This was a planned, one-off variation necessitated by a need to manage an inherited budgetary difficulty caused by an historic overspend of overtime from when street cleaning staff were part of the Streetscene Service. By building in capacity days and improving the use of cover and efficiency of services, it is hoped that from 2013/14 onwards the operation cover costs will be managed within budget for the first time. This is a risk though, and will need careful monitoring, as it will require reducing annual spend on cover from about £150k to about £100k. The risk is that more missed blocks and litter picking schedules are not recovered and that has an affect on service standards.
- 33 Sickness levels across the team/service are a continued focus. During 2012/13 ENE Locality Team staff were on average absent for 13 days per FTE. We do not have a comparative figure for the team during 2011/12. The Locality Teams have a significantly greater proportion of front line, manual staff, which are a group of staff that historically have consistently experienced sickness levels well above the council average. The ENE Locality team absence rate for 2012/13 is the lowest of the three localities. It is worth noting that when street cleansing was part of the old Streetscene service the absence rate was somewhere in the mid-20s per FTE.
- 34 During 2012/13 the service restructured the enforcement part of the locality teams. This process enable several inherited job descriptions and grades to be streamlined into two new, fit for purpose roles/grades. For the ENE Locality Team this has resulted in 2 x Senior Environmental Officers posts (SO1 grade) and 10 x Environmental Action Officer posts (C3 grade). There are currently two vacancies in the team, which are in the process of being recruited to.
- 35 A new post was also created for each locality team – a Resource and Caseworker (SO1 grade). In part, this post was created to fill the service challenge/development gap created by the cancellation of the planned secondment of two senior posts from the Area Management (now Area Leadership) team. This post will also provide support for the existing streets supervisor by overseeing how customer/member referrals are best responded to, ensuring the operational cover budget is more effectively/ efficiently used and providing a greater focus on attendance management – allowing the streets supervisor to spend more time out with front line staff; supporting, supervising and quality assuring.

(f) Targeted work in the Environmental Improvement Zones (EIZs)

- 36 During 2012/13 the locality team focused attention on the establishing 7 sets of EIZs in the Area Committee's agree priority neighbourhoods. The zones that were established are:
- Bellbrookes, Broughtons, Hovingham/Dorsets, Markham Av/Airies, Nowells, Sandhursts, Seaforths, Seacroft Shopping parades (South Seacroft, Boggart Hill and Dib Lane).
- 37 Appendix A (part 4) provides a summary of the actions that have been taken in each zone, together with an analysis of the resident surveys that have been undertaken to baseline and then track perceptions.
- 38 During 2012/13 the EIZs saw a total of 1,468 cases identified by enforcement staff working in these zones where action was required. As a result, 808 legal notices were served in the target streets and 700 separate, unscheduled jobs done by street cleansing solely in the EIZs.
- 39 The focus of the enforcement and educational action was around the management of waste by a significant number of residents and landlords – mainly the condition of gardens/yards where uncontained waste was causing a public health concern or where some residents were not presenting their waste for collection in a responsible way. The number of cases where the legal notice led to a fine though was relatively small (30) as the intervention nearly always resulted in the resident/landlord taking action within permitted time. There have been a number of successful prosecutions in the Magistrates Court though, with details provided on each EIZ summary sheet
- 40 The tracking of resident perceptions shows a mixed response so far from residents in terms of improved views on how clean their neighbourhood is, how well they believe the Council and residents themselves keep their area clean, and what their continued key issues are.
- 41 To a degree this is what was expected when the EIZ approach was proposed and agreed to. There was a consensus that it would take a significant period of time to change people's views, build trust and to change behaviours. A period of 2 to 3 years was agreed by the Area Committee as a realistic timeframe to judge success and expect to see lasting changes made. We are just one year in for the first set of EIZs and much less for others.
- 42 The focus of the first full year of establishing EIZs has very much been on an enforcement led approach, complemented by a combination of introductory information for households and resident contact through survey and door knocking work.
- 43 Although there has been significant amount of time spent walking the EIZs by staff and a number of high profile press releases highlighting actions taken, a priority for 2013/14 in the established zones needs to be more positive engagement with residents. It is hoped to work closely with the Neighbourhood Managers in this regard.

(g) Working with Ward Members

- 44 Throughout the year the Locality team responded to requests made through ward members through emails, phone calls and meetings. On-going actions were tracked at the regular ward member meetings facilitated by Area Management. A senior member (where possible the Locality Manager) of the locality team attended all ward member meetings as required by Members.
- 45 Requests from ward members included amendments to mechanical and manual sweeping routes and/or schedules, new or resitting of litter bins, one-off clean ups and enforcement action.

Refreshed SLA and Service Developments for 2013/14

- 46 The proposed SLA for 2013/14 can be found at appendix B. Service improvements and additions for the year ahead include:
- A commitment to regularly inspect and respond to a priority list of “sites of concern” in each ward (e.g. ginnels, bottle banks, gullies, laybys, pockets of land) to be agreed, mapped and monitored at ward member level.
 - A programme to be developed to tackle priority sites in each ward that are prone to litter accumulating between the end of the cutting season and beginning of the next (and therefore do not get litter picked by the grounds maintenance contractor in this period).
 - Extra Housing Revenue Account (HRA) and Area Committee matched funded neighbourhood cleaning and educational resource to work in the neighbourhoods where existing services currently struggle with access due to estate design etc. In Inner East these will be focused on problematic parts of Burmantofts, Cross Green/East End Park, Lincoln Green, Harehills and South Seacroft areas. As well as getting on top of issues that hitherto have fallen through gaps in service provision, this temporary crew/team will help inform how a new, one environmental service for the locality is designed when appropriate resources and responsibilities are transferred from ENE Homes to the Locality Team during 2013/14.
 - Trialling of a partnership protocol with Safer Leeds CCTV to exchange intelligence/evidence relating to environmental crimes committed in Inner East; where on street CCTV has captured incidents such as litter thrown from cars, dogs off lead/fouling and flytipping.
 - Trialling of covert CCTV in flytipping hotspots, with costs to be recovered through court where possible
 - Establishment of further Environmental Improvement Zones (EIZ) as capacity allows
 - A menu of additional chargeable services for Members to consider commissioning extra local, targeted provision
- 47 In addition to the service delivery commitments made in the SLA, it is proposed that we also introduce a commitment to support, advise and bring forward local solutions with colleagues in Waste Management Services; using the Area Committee to involve Members and provide greater local accountability and understanding. This will be focused on:
- a) where local issues impact on the delivery of a safe, efficient and reliable waste collection service – for example access problems causing “missed” collections

- b) Developing domestic waste solutions for areas which will not receive increased recycling services through Alternate Week Collections (AWC).
- c) Providing performance information relating to recycling rates across the Area Committee to help identify where there are opportunities to further support and improve recycling by residents and reduce the amount of waste sent to landfill.

48 Aside from these additional commitments, the basis of the SLA and how the service delivers its core functions remains as it was for 2012/13. However, there will be a number of service improvement/developments that will be progressed during the year that the Area Committee will influence and be involved in. These include:

- The creation of one environmental service for the city, based around the successful Locality Teams. This will involve work to agree which elements of environmental cleanliness work currently undertaken in the ALMOs will transfer to Locality Teams. It will provide opportunity to review existing streets cleansing practices and make operational improvements.
- A review of environmental services that are still delivered citywide with a view to transferring responsibilities and resource to Locality Teams where that makes sense. This will include the Household Bulky Item collection service.

Corporate Considerations

49 Consultation and Engagement

In addition to scheduled environmental sub-group meetings, discussions and agreements on priorities and emerging issues will continue at the monthly ward level meetings with Members. The Area Committee will also continue to receive six monthly updates on performance and be consulted, as it was for this SLA at the March 2013 meeting, on future SLAs/service developments. The locality team will also continue to engage with local groups as agreed with local ward members and support Community Leadership Team or Neighbourhood Board meetings as appropriate/relevant.

50 Equality and Diversity/Cohesion and Integration

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

51 Council Policies and City Priorities

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

The SLA makes a significant contribution towards the Council being able to demonstrate its values of fairness, teamwork, openness, working with citizens and achieving value for taxpayers' money.

The SLA also helps deliver key "budget plus" strands of the Council Business Plan around priorities such as *improving the approach to locality working*, and, *improving the way the Council is organised including consideration of alternative delivery models*.

52 Resources and Value for Money

The SLA is transparent about the level of resources available to deliver services within the ENE Locality area over the period. The level of revenue resources within ENE Locality remains as per the levels during the 2012/13 municipal year. It should be noted however that there is a financial expectation that £33k of savings will be achieved in 2013/14 through the creation of one environmental service as part of the ALMO review; together with an ELI/line by line saving of £16k to contribute towards corporate targets.

At the time of writing, there are no new capital funds available to repair/replace litter bins (ENE was allocated £22k in 2011/12 and £17k in 2012/13). However, it is likely that a new allocation of £100k for 2013/14 will be shared between the three localities and city centre. An update will be provided to Members. What is clear though is that any new allocation will need to be spent on replacing existing, dilapidated litter bins. Any litter bins required for new sites will need to be funded through Wellbeing or Member's local budget allocations.

A number of additional services such as the bush crew, needle removal, car parks and graffiti removal were added to the delegation during 2011/12. Whilst these services were delegated with a full service budget the management and supervision of these additional services is being met from existing resources and responsibility is currently shared across the three teams. Proposals will be developed, with involvement of Area Committees, to look at these resources together with the resources to be transferred from the ALMOs and the Household Bulky Collection service, with the aim of providing one locality based service that covers as many of these responsibilities as possible and delivered in the most efficient and effective way.

53 Legal Implications, Access to Information and Call In

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

There are no further legal implications. The report contains no information that is deemed exempt or confidential.

The Area Committee's decision to approve, or not, the attached Service Level Agreement is no longer eligible for call-in.

54 Risk Management

The Area Committee is being asked to approve the attached Service Level Agreement, which will formalise the partnership arrangements between the ENE

Environmental Locality Team and the Committee. The Service Level Agreement ensures the significant input of the Area Committee and influence over the locality teams budget deployment at a local level.

Conclusions

- 55 A significant amount of collaborative work has been undertaken and real progress since the first, part-year, SLA which took effect from September 2011. Performance monitoring has been established through the Area Committee's Environmental Sub group and highlight reports provided to the Area Committee at half year and full year. The 2013/14 SLA will also be underpinned by continued engagement and responsiveness at ward member level and tracking of progress/actions at ward meetings with an increased emphasis on the monitoring of known problem spots/sites of concern.
- 56 The 2013/14 SLA seeks to build on progress made in last year's first full-year SLA and to continually improve and better align delegated services to local need. The SLA demonstrates that the delegated service continues to progress, through the addition of new responsibilities and improved capacity to deliver more through more effective working. The locality team will strive to continue this progression through to 2014/15.

Recommendations

- 57 The Inner East Area Committee is asked to:
- a) Note the contents of the report;
 - b) Note the end of year performance report for the 2012/13 SLA;
 - c) Approve the attached Service Level Agreement for 2013/14 as summarised in sections 46-48 of this report and provided in Appendix B..

Background Papers

Leeds City Council Constitution

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

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

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

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

Report: Delegation of Environmental Services – Service Level Agreement, to Area Committee 5th September 2011

Report: Environmental Services - Performance Update on the Service Level Agreement, to Area Committee 12th December 2011

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

Report: Delegation of Environmental Services – Service Level Agreement, to Area Committee June 2012

Report: Environmental SLA – 6 month update, to Area Committee December 2012

Report: Environmental Services – Consultation on the 2013/14 Service Level Agreement – to Area Committee March 2013

Inner East SLA Performance Report 2012/13 - Analysis of Enforcement Related Customer Requests Appendix A (Part 1a)

EIE Area Committee - Enforcement SRs Job Type Date Range - 01/05/2012 To 30/04/2013	Service Requests				Notices Served				FPNs Served				Prosecutions			
	Burmantofts & Richmond Hill	Gipton & Harehills	Killingbeck & Seacroft	Totals	Burmantofts & Richmond Hill	Gipton & Harehills	Killingbeck & Seacroft	Totals	Burmantofts & Richmond Hill	Gipton & Harehills	Killingbeck & Seacroft	Totals	Burmantofts & Richmond Hill	Gipton & Harehills	Killingbeck & Seacroft	Totals
Complaint against service - delay				0								0				0
Compliment - Quality of work / service		3		3								0				0
Dog Fouling	36	34	19	89					1	2		3		1		1
Dog Fouling Signage Requests	14	8	9	31								0				0
Advice Regarding Dog	3	8	1	12								0				0
Dog Attacking Animal	3	2		5								0				0
Dog Attacking Human	4	3	5	12								0				0
Dogs on Lead adjacent to Highway		1		1						1		1				0
Keeping Dogs On Leads At All Times	1	1	1	3						1	1	2				0
Dogs on Lead in Prescribed Area	4			4					2			2	1		1	2
Dog Chipping	1	1		2								0				0
Dangerous Dog at Large	5	3		8								0				0
Dangerous Dog Incident	2	1	2	5								0				0
Found Dog	104	76	67	247								0				0
Lost Dog	17	26	30	73								0				0
Stray Dog	21	32	31	84								0				0
Stray Dog Pick Up	14	12	16	42								0				0
Dog Warden Assistance Requested	9	11	7	27								0				0
Drainage	28	78	2	108								0				0
Commercial Premises Duty of Care	23	22	7	52					1	8		9				0
Commercial Waste Issues	42	92	10	144					7	5		12		1		1
Domestic Waste Issues	68	361	19	448					1	1		2				0
Flytipping	114	175	37	326					6	14		20	1	1		2
Area Letter Drop	1	5		6								0				0
Litter Problems	18	28	8	54					3	9	3	15		1		1
Vehicle - Stop and Search	9	10		19					1	3		4				0
Waste in Gardens	437	484	22	943					32	10	2	44	10	3		13
A Board		1		1								0				0
Abandoned Caravan/Trailer				0								0				0
Abandoned Trolley				0								0				0
Abandoned Vehicle	1	8	3	12								0				0
Damage to Highway	4	21	7	32								0				0
Graffiti	3			3								0				0
Gully Referred to Highways	3	15	5	23								0				0
Illegal Advertising	2	5	2	9								0				0
Illegal Vehicle Crossing	1	2	3	6								0				0
Mud etc on Road	2	2	4	8								0				0
Nuisance Vehicle				0								0				0
Obstruction	5	19	2	26								0				0
Overgrown Vegetation	58	49	25	132								0				0
Trading on Highway	4	2		6								0				0
Dangerous Tree		1	1	2								0				0
Verge or Pavement Parking		2		2								0				0
Vehicles for Sale	2	1	3	6								0				0
Dangerous Wall				0								0				0
Housing - Defect	18	31	1	50								0				0
Housing - Dirty	4	2		6								0				0
Housing - Other	14	10	6	30								0				0
Housing - Vacant	12	7	1	20								0				0
Bin not Returned	47	126	12	185					5	3		8	2			2
Nuisance - Accumulation/Deposit	47	31	11	89						1		1				0
Nuisance - Light				0								0				0
Nuisance - Other	4	6	6	16								0				0
Nuisance - Premises	2			2								0				0
Odour - Agricultural				0								0				0
Odour - Other	3	9	2	14								0				0
Environ Protection - Request for Advice	4	16	8	28						1		1				0
Smoke from Bonfire	2	10	4	16								0				0
Smoke from Chimney				0								0				0
Rodents	8	18	4	30								0				0
Total:	1228	1871	403	3502	346	826	24	1196	60	59	6	125	14	7	1	22

Section 47	£100	3	6	£900
Section 46	£75	5	5	£750
Section 34(A)	£300	4	9	£3,900
Section 5B	£300	1	3	£1,200
Section 94(B)	£75			£0
Section 94(A)	£100	35	12	£4,900
Section 88	£75	12	24	£3,000
FPN Totals:	£6,575	£7,575	£500	£14,650

This page is intentionally left blank

Inner East SLA Performance Report 2012/13

Analysis of Street Cleansing Related Customer Requests

Inner East Area Committee - Streets Service Requests				
Job Type Date Range - 01/05/2012 To 30/04/2013	Burmantofts & Richmond Hill	Gipton & Harehills	Killingbeck & Seacroft	Totals
Litter Bin Empty	20	4	7	31
Litter Bin Request	9	7	7	23
Litter Bin Repair	1	2	1	4
Bulky request	107	177	28	312
Street Cleansing Missed	4	2		6
Street Cleansing New Route	1			1
Street Cleansing Quality	3	1	1	5
Dog Fouling	60	27	29	116
Fly Tips	509	953	95	1557
Footpath Sweeping	56	21	9	86
Ginnel	30	7	14	51
Keys From Down a Gully				0
Graffiti	196	80	79	355
Gully	79	68	28	175
Leafing	13	5	6	24
Litter Complaint	151	80	70	301
Needles and Drug Paraphernalia Cleaning		3		3
Public Toilets Maintenance and Cleaning				0
Dead Animal Removal	33	30	24	87
Road Sweeping	109	64	19	192
Totals:	1381	1531	417	3329

Fly Tip Removal Breakdown	Burmantofts & Richmond Hill	Gipton & Harehil	Killingbeck & Seacroft	Totals
Reactive Removals	284	437	65	786
Proactive Removals	225	516	30	771
Total:	509	953	95	1557

This page is intentionally left blank

Burmantofts and Richmond Hill Ward

St Elmo's - We received information from a local Councillor that there was waste in and around the back garden of an empty property. Our officer had difficulty tracing the owner and so had no other alternative than to affix a Section 4 legal notice of the Prevention of Damages By Pest Act 1949 notice to the door. The notice was not complied with and therefore clearance and securing of access (as the property appeared derelict) work was arranged and carried out in default through a contractor. Work is on-going to recover the costs, which is likely to be through a legal charge being put on the property.

Before - *Notice Served* - *After*



East Park Grove - Having received a report from ward members that a disused garage was open to access and being used for drug taking, an officer visited and spoke with residents in the area. The open garage was full of domestic waste and residents confirmed the view that it was attracting anti-social behaviour and drug taking. Consequently, a Section 80 legal notice of the Environmental Protection Act 1990 was served on the owner of the garage to remove the waste and secure the garage from unauthorised entry. The notice was complied with - i.e. the waste was removed and the garage made secure within the required 48 hours. The officer also liaised with the local NPT to report the anti-social behaviour in the area and report actions being taken to secure the garage etc.

Before



After





Before



After

A Section 92a legal notice of the Environmental Protection Act 1990 was served on the owner of the above property as the garden was full of domestic waste and complaints had been made. This notice was not complied with and so a Fixed Penalty Notice was issued. However, as part of the investigative work it became apparent that the owner had mental health issues and was a hoarder. The officer liaised with a social worker and family members to get the garden cleared. The FPN was withdrawn and the owner is now being supported by a social worker and family members with provisions in place so a similar situation didn't occur in the future.

Gipton and Harehills Ward

Conway Road - We received a complaint from a member of the public regarding a constantly running overflow pipe. This is considered dangerous as water pours out on to the footpath and freezes in the winter months, as well as potentially making the path slippery anyway. A Section 59 legal notice of the Building Act 1984 was served which required the owner to repair the pipe within 28 days. The owner complied with the notice.



Cowper Crescent - We had received a complaint regarding an empty property, that was open to access and full of waste. Despite numerous attempts to work with the owner, they failed to comply with the s.80 of the Environmental Protection Act 1980 served. Work in default was carried out to secure the property and remove the waste. Prosecution is pending.

Before

After





Before



After

Roundhay Road - Whilst investigating a commercial complaint (see below) in the area an officer came across a pile of uncontained domestic waste from residential flats. A Section 46 legal notice of the Environmental Protection Act 1990 was issued. Working with cooperation of the letting agents, the waste was removed and now domestic waste is being contained in an acceptable condition. However, the Section 46 notice remains in place and should uncontained waste be found here again an immediate fine (FPN) will be issued.

Roundhay Road - We received complaints that commercial waste was not being stored appropriately. An officer investigated and as a result three legal notices were served on Section 4 of the Prevention of Damage By Pests Act 1949 and on Sections 34(5) and Section 47 of the Environmental Protection Act 1990. As per the terms of the notices, the waste was cleared within 48hrs. However, the notices remain live on the business to help prevent offence reoccurring, in which case a fine and/or prosecution be considered.

Before

After



Killingbeck and Seacroft

Ramshead Drive – Report of fly tipping of approximately 2 tonnes of soil in Lime Pit Woods. After investigations, all the soil was removed and a Formal Caution served on perpetrator.



Limewood Approach – Electricity substation. Issues reported of fly tipping, needles and human waste. Working with Northern Gas Networks Ltd, they cleared the site and replaced the insecure fencing. A “No fly tipping” sign erected. No issues reported since.





Before



After

Boggart Hill Shops (above) - Complaints were received regarding the environmental condition around the shops on Boggart Hill Drive. An officer visited the shops and spoke with all the business and issued a Section 47 legal notice to Harmony Hill Alternative therapy for non-containment of commercial waste, this has now been fully complied with. All businesses on the parade were asked to ensure they kept their areas at the back of the shops just as clean as the shop fronts, which they are now doing. The street cleansing staff and ENE Homes caretakers will also ensure that there are regular litter picks and a sweep once a week to help ensure the area stays clean and tidy.

Regular enforcement visits are carried out and a section 46 legal notice has been served on the residential flats above the shops to ensure they contain their domestic waste. To help residents we have arranged with refuse colleagues for an extra 100 litre wheeled bin to be placed at the back for the flats. Since the new bin has been in place things have been much better, and no domestic waste issues have been reported or observed since.

Officer continue to attended local tasking meetings to build closer relationships with other agencies and visit the area on a regular basis looking to build up key contacts to encourage local residents to help identify, report and resolve issues.

Dibb Lane Shops - Complaints were received from members of the public and Councillors regarding the condition of the shops on Dibb Lane. An officer visited the shops and spoke with all the business about the condition of the shop fronts and about the need to fully contain their trade waste at all times. This was followed up with letter and information to all



business explaining their duties and how we can help. Duty of care visits are planned to ensure all businesses have sufficient trade waste arrangements in place and if not legal notices will be served. However, so far, businesses seem have taken the advice on board and are ensuring their shop frontage is swept by a member of staff daily, and that it is checked regular during the day and any litter removed or swept. One report has been made to the police regarding a regular drinker using the shops as his toilet and local NPT teams have carried out regular patrols and the shop owners have also been informed to report incidents to the police. The shops are looking much cleaner and further regular visits will be carried out by an enforcement officer.

ENE Locality Team - Financial Statement for 2012/13 (Final Position)

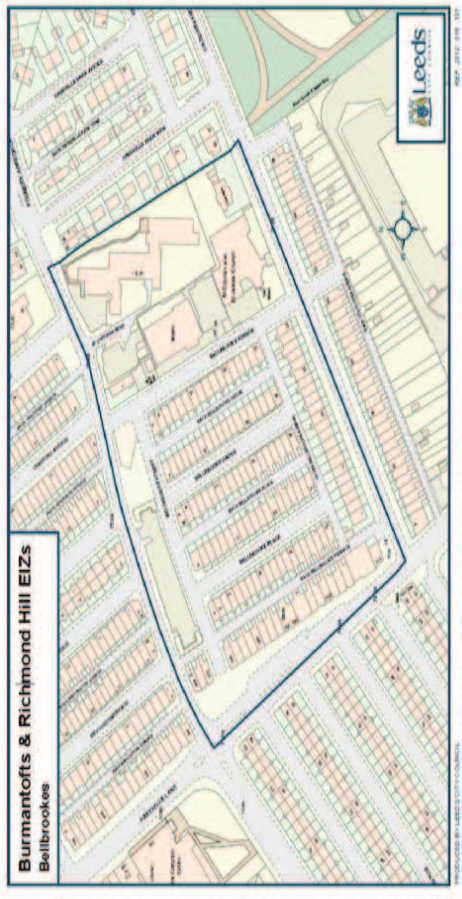
Appendix A (part 3)

Budget Heading	Original £	Spend £	What is NOT included:
Staff Functions			There are a number of elements of the overall delegation that will continue to be budgeted for at a city level. These are:
Management	219,240	158,347	
Operational Support	63,920	64,313	
Streets Supervisors	67,720	68,172	
Bulk/Fly tipping team	83,730	87,061	
Mechanical Pathsweepers	216,130	217,713	
Mechanical Roadsweepers	84,700	86,069	
White Bag Crew	163,550	168,644	Dog Warden Service Graffiti team
Street Litter Pickers	338,930	335,230	Weedspraying
Environmental Action Officers	426,910	304,645	Disposal cost of street waste
Operational cover	109,350	155,914	Gullies
Deleafing driver (Agency)	9,180	9,181	Past pension costs
Insurance, training & travel	4,700	3,230	
	1,788,060	1,658,519	
Premises Costs	97,978	95,805	
			Incl. £87k rent/service costs for Reginald Centre offices, £9k Works in Default (note that the £87k cost includes cost of other services using the same office)
Supplies and Services	45,910	89,655	
			Operational materials/equipment (inc £22,500 for de-leafing staff from Cont. Landscapes)
Fleet & Transport Costs			
Fleet Hire	170,060	236,323	Contract hire of 5 x pathsweepers + £16,636 for hire of de-leafing vehicle
Leasing costs	17,050	20,942	
Maintenance/repairs	112,080	63,312	Running costs for 2x Road Sweepers, 2x Caged tipper, 1x Tipper,
Fuel	97,230	114,747	1x operational van (also includes £4,928 fuel for the de-leafing operation)
Vehicle insurance	3,360	3,360	
Staff travel	6,840	6,104	
	406,620	444,788	
Legal Costs	8,520	10,114	
Prudential Borrowing costs	4,500	5,000	Cost of prosecutions and advice Financing costs of litter bin replacement capital scheme
TOTAL EXPENDITURE	2,351,588	2,303,881	
INCOME	-29,890	- 31,219	Ad hoc cleansing, Court Costs and recovery of 'Works in Default'
SUB TOTAL	2,321,698	2,272,662	
Targeted efficiency	- 50,000	-	Closer working with Parks & Countryside
NET BUDGET	2,271,698	2,272,662	

This page is intentionally left blank

Resident Perception Tracker

	Marks out of 10		Percentage of residents who thought this was a key issue/problem											
	How clean is the street?	How clean is the area?	Residents LCC efforts?	Residents efforts?	Wheely bins	Waste in gardens	Shop bins	Shop waste	Street litter	Flytipping	Dog mess	Housing conditions	Bin yards etc	Other
Initial Zone Setup Score	4.4	4.0	4.5	4.5	38%	58%	11%	9%	75%	55%	59%	50%	2%	0%
6 Monthly Re-Score	4.3	3.5	5.5	3.4	55%	64%	18%	18%	73%	50%	68%	55%	14%	0%
12 Monthly Re-Score														



Date Work in Zone Commenced: June 2012
 Number of Domestic Properties: 150
 Number of Commercial Properties: 22

Main Issues Identified via Perception Surveys
 Street Litter & Dog Fouling

Enforcement Service Requests	Cases Identified	Notices Served	Notices Complied	FPNs Issued	FPNs Paid	FPN Value	Ongoing Prosecutions	Streets Service Requests	SRS Identified
Dog Fouling & Signage	5						Litter Bin Empty		
Commercial Waste	19	8	8				Litter Bin Request		
Domestic Waste	1						Leafing	1	
Fly Tipping	2						Bulky Request	1	
Litter Problems							Dog Fouling	5	
Waste in the Garden	107	54	41	9	3	£300	Fly Tip	42	
Obstruction							Footpath Sweeping	1	
Overgrown Vegetation	19	1	1				Cleansing Missed	1	
Illegal Advertising							Graffiti		
Housing Defect	1						Gully	2	
Housing Dirty							Litter Complaint	4	
Housing Other	1	1					Dead Animal Removal		
Housing Vacant	1	1	1				Road Sweeping	3	
Drainage	12	4	3						
Bin Left out on the Street									
Accumulation of Faeces	14	3	1						
Odour Issues	1								
Totals:	183	72	55	9	3	£300			60

Issues and approach

The main issues in the area are bins on street, flytipping, litter and waste in gardens

To tackle these issues where possible the EIZ is visited and walked on a daily basis. We have organised a joint clean-up day for all the alleys. We have also stencilled all the refuse/wheely bins and replaced and lifted any contaminated/damaged bins. We are monitoring refuse bin collections as the consequences of late/missed collections in this zone are greater than other areas.

In the next 6 months we plan to serve a blanket S46 legal notice on all residents but this will be when the non-collection issues have been resolved. This legal notice will then allow us to immediately take action and fine those who do not keep their waste contained.

We will continue to investigate any fly tips and arranged to have them removed and serve Litter Clearance Notices for waste in gardens.

Legal Action/ Completed Prosecutions

Defendant Details: Sally Scnnett & Paul Vico - 25 Bellbrooke Place.
Offence Details: PDPA49 - Prevention of Damage by Pests Act 1949. (WIG)
Result Details: Guilty - fine imposed. Fine £200. Surcharge £30. Costs: £562.54
Total Fine Imposed: £792.54

Defendant Details: resident on Bellbrooke Grove
Offence Details: EPA90 - Environmental Protection Act 1990 (WIG)
Court Hearing Scheduled for: 12th June 2013

Defendant Details: resident on Bellbrooke Grove
Offence Details: EPA90 - Environmental Protection Act 1990 (WIG)
Court Hearing Scheduled for: 12th June 2013

This page is intentionally left blank

Resident Perception Tracker

	Percentage of residents who thought this was a key issue/problem													
	How clean is the street?	How clean is the area?	LCC efforts?	Residents efforts?	Wheely bins	Waste in gardens	Shop bins	Shop waste	Street litter	Flytipping	Dog mess	Housing conditions	Bin yards etc	Other
Initial Zone Setup Score	4.9	3.6	4.0	3.4	35%	43%	6%	3%	66%	53%	77%	32%	3%	0%
6 Monthly Re-Score														
12 Monthly Re-Score														

Enforcement Service Requests	Cases Identified		Notices Served	Notices Complied	FPNs Issued	FPNs Paid	FPN Value	Ongoing Prosecutions	Streets Service Requests	SRS Identified
	How clean is the street?	How clean is the area?								
Dog Fouling & Signage	1								Litter Bin Empty	
Commercial Waste	1								Litter Bin Request	
Domestic Waste	19	18	1						Litter Bin Repair	
Fly Tipping	6	1	1						Bulky Request	7
Litter Problems	1			1				1	Dog Fouling	1
Waste in the Garden	35	14	9					1	Fly Tip	43
Obstruction								1	Footpath Sweeping	2
Overgrown Vegetation									Gimmel	
Odour Issues	1								Graffiti	2
Housing Defect	2	5	2						Gully	1
Housing Dirty									Litter Complaint	5
Housing Other	1								Dead Animal Removal	
Stray Dog	1								Road Sweeping	11
Drainage	3	2								
Bin Left out on the Street	12	7								
Accumulation of Faeces	1									
Nuisance Other	1									
Totals:	85	47	13	1	0	£0	2	Total:		72

Main Issues Identified via Perception Surveys
Dog Mess & Street Litter

Date Work in Zone Commenced: February 2013
Number of Domestic Properties: 217
Number of Commercial Properties: 22

Intervention Plan (inc timescales)

In the next 6 months we plan to have had a bin stenciling day so that residents bins can be easily identified. We will incorporate this with a community clean up day.

Environmental Action Officers Report

The biggest problems in this EIZ are:
Bins on street, waste in gardens and litter. We have served S46 legal notices on 2 full streets and numerous Litter Clearing Notices. We walk the area on a daily basis. We have also liaised with our street colleagues regarding the litter and flytipping issues – arranging for the items to be removed after checking for any evidence. We also recently had a journalist from Radio 5 Live shadowing us when visiting residents regarding waste in garden issues which was then featured on a late night show. We continue to build relationships with landlords in the area to make clear expectations and to work positively on mutually beneficial outcomes.

Legal Action/ Completed Prosecutions

Defendant Details: Resident on Broughton Terrace
Offence Details: EPA90 - Environmental Protection Act 1990 (WIG)
Court Hearing Scheduled for: 12th June 2013
Defendant Details: resident on Brown Hill Crescent
Offence Details: EPA90 - Environmental Protection Act 1990 (Littering on Strathmore View)
Court Hearing Scheduled for: To Be Confirmed, Not Yet Scheduled



This page is intentionally left blank

Resident Perception Tracker

Marks out of 10	Percentage of residents who thought this was a key issue/problem													
	How clean is the street?	How clean is the area?	LCC efforts?	Residents efforts?	Wheely bins	Waste in gardens	Shop bins	Shop waste	Street litter	Flytipping	Dog mess	Housing conditions	Bin yards etc	Other
Initial Zone Setup Score	3.7	3.6	4.6	2.5	71%	83%	21%	8%	81%	77%	45%	39%	2%	2%
6 Monthly Re-Score	4.3	3.9	5.4	3.6	89%	74%	15%	12%	83%	71%	42%	36%	3%	6%
12 Monthly Re-Score														

Enforcement Service Requests	Cases Identified	Notices Served	Notices Complied	FPNs Issued	FPNs Paid	FPN Value	Ongoing Prosecutions	Streets Service Requests	Srs Identified
Dog Fouling & Signage								Litter Bin Empty	
Commercial Waste	11	8	8					Litter Bin Request	
Domestic Waste	82	78	2					Litter Bin Repair	
Fly Tipping	7	2						Bulky Request	13
Litter Problems	3	1						Dog Fouling	1
Waste in the Garden	95	72	54	2	2	£200		Fly Tip	107
Obstruction	5	2	1					Footpath Sweeping	
Overgrown Vegetation	9	3	2					Ginnel	
Vehicle Stop & Search	1							Graffiti	6
Gullies & Highways	4							Gully	2
Housing Defect	4	2	1					Litter Complaint	2
Housing Other	1							Dead Animal Removal	
Housing Vacant	1							Road Sweeping	1
Drainage	7	1							
Request for Advice	2								
Rodents	3								
Trading on Highway	1								
Bin Left out on the Street	4								
Accumulation of Faeces	4	2							
Area Letter Drop	1								
Totals:	245	171	68	2	2	£200	0	Total:	132

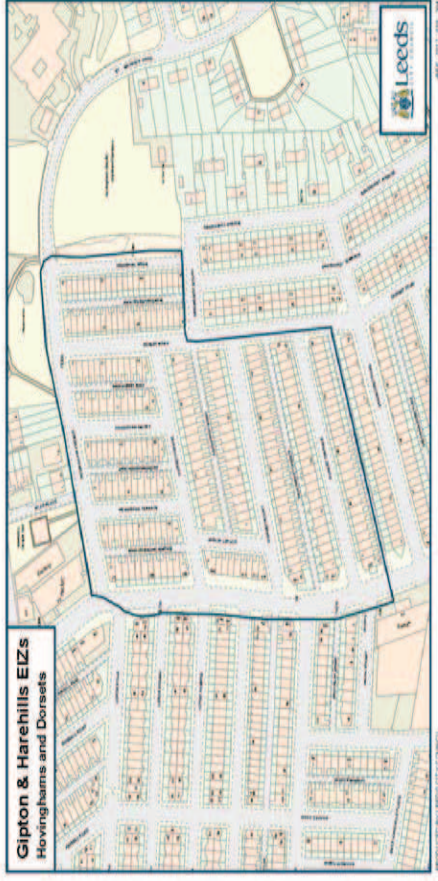
Legal Action/ Completed Prosecutions

No Prosecutions have yet been undertaken in this Zone.

Main Issues Identified via Perception Surveys

Wheellie Bins & Street Litter

Date Work in Zone Commenced: June 2012
 Number of Domestic Properties: 265
 Number of Commercial Properties: 16



Intervention Plan (inc timescales)

We will look at better ways for the service to clean the streets better as the mechanical "street king" often can't clean due to the vast amount of cars parked up on the estate.

For now though, we will be starting a rolling programme again in June where we will send out letters to residents letting them know we will be in their street on a certain day and could they remove their vehicles for a couple of hours. This will allow us to get the gully team, litter pickers, bulk team and street kings to clean the street.

We will also be door knocking with local residents and Councillors advising the community on environmental matters in the area, and give them useful numbers like the bulk collection and missed bin collection number. We will also let residents know about the keep Harehills tidy campaign.

Environmental Action Officers Report

While out in the area the main issues identified are blocked gullies and litter on the street and refuse bins left on streets. We have issued section 46 legal notices on domestic properties who have been leaving the bins out in the streets on non collection days and fixed penalty notices have been issued to repeat offenders.

Over the next 6 months we will be visiting the area weekly to identify properties that have already been issued legal notices and issue fines where offences still persist. We will issue more enforcement notices to the rest of the EIZ where required.

With regards to litter and blocked gullies we will walk the EIZ regularly and report issues to our streets staff.

This page is intentionally left blank

Resident Perception Tracker

	Percentage of residents who thought this was a key issue/problem												
	How clean is the street?	How clean is the area?	LCC efforts?	Residents efforts?	Wheely bins	Waste in gardens	Shop bins	Shop waste	Street litter	Flytipping	Dog mess	Housing Conditions	Bin yards etc
Initial Zone Setup Score	5.0	4.7	5.8	4.1	61%	16%	8%	84%	74%	37%	16%	0%	1%
6 Monthly Re-Score	4.8	4.3	5.3	5.0	61%	7%	10%	89%	75%	26%	8%	3%	3%
12 Monthly Re-Score													

Enforcement Service Requests	Cases Identified	Notices Served	Notices Complied	FPNs Issued	FPNs Paid	FPN Value	Ongoing Prosecutions	Streets Service Requests	SRS Identified
Dog Fouling & Signage	1							Litter Bin Empty	6
Commercial Waste	3	2	2					Litter Bin Request	1
Domestic Waste	19	6	3					Needles	2
Fly Tipping	11			3	3	£225		Bulky Request	11
Litter Problems	6			2	2	£150		Dog Fouling	1
Waste in the Garden	148	86	79					Fly Tip	100
Obstruction	4	1						Footpath Sweeping	3
Overgrown Vegetation	14	1	1					Leafing	1
Component - Work Quality	1							Graffiti	3
Housing Defect	7	5	1					Gully	3
Housing Dirty	1							Litter Complaint	4
Housing Other	1	1						Dead Animal Removal	1
Housing Vacant	2							Road Sweeping	14
Drainage	8	2	2						
Bin Left out on the Street	5	1	1						
Accumulation of Faeces	1								
Smoke from Bonfire	3								
Totals:	234	105	89	5	5	£375	0	Total:	150

Legal Action/ Completed Prosecutions

No Prosecutions have yet been undertaken in this Zone.



Main Issues Identified via Perception Surveys
Street Litter & Fly Tipping

Date Work in Zone Commenced: July 2012
Number of Domestic Properties: 516
Number of Commercial Properties: 20

Intervention Plan (inc timescales)

Over the next 6 months officers will be visiting the area weekly to identify property's that have already been issued legal notices and issue Fines or prosecute.
Officers will also be looking at why people are fly tipping in the area and ensuring local residents are fully aware of the councils free bulky collection service and opening times of the household waste sites. As well as building up community links with local residents with a view of building key contacts in the area.

Environmental Action Officers Report

While out in the area the main issues identified were fly tipping and bins on streets, officers have issued some section 46 notices on domestic properties who have been leaving the bins out in the streets on a non collection day and fixed penalty notices are issued to repeat offenders.
Officers have also been speaking with local residents to try and identify who is fly-tipping in the area as the problems seem to be mattresses and bulky household furniture, officers are working closely with streets teams to promptly move the waste once it has been searched for evidence.

Officers will be attended local tasking meetings to build closer relationships with other agencies and patrolling the area on a regular basis looking to build up key contacts to try and get local residents to help identify who is fly-tipping in the area.
Over the next 6 months officers will be looking to visit any local business and problematic properties and try and help the local residents build on local pride in their area.

All fly tipping incidents will be investigated and where ever possible evidence taken and offenders dealt with to the full extent of the law.

This page is intentionally left blank

Resident Perception Tracker

	Percentage of residents who thought this was a key issue/problem													
	How clean is the street?	How clean is the area?	LCC efforts?	Residents efforts?	Wheely bins	Waste in gardens	Shop bins	Shop waste	Street litter	Flytipping	Dog mess	Housing conditions	Bin yards etc	Other
Initial Zone Setup Score	4.8	3.4	5.3	4.0	39.0%	60.0%	3.0%	3.0%	48.0%	34.0%	58.0%	34.0%	0.0%	2.0%
6 Monthly Re-Score	5.7	3.7	6.2	4.9	74.0%	61.0%	6.0%	6.0%	61.0%	38.0%	72.0%	47.0%	6.0%	2.0%
12 Monthly Re-Score	5.1	4.2	5.1	4.7	50.0%	55.0%	3.0%	3.0%	60.0%	37.0%	62.0%	32.0%	6.0%	3.0%

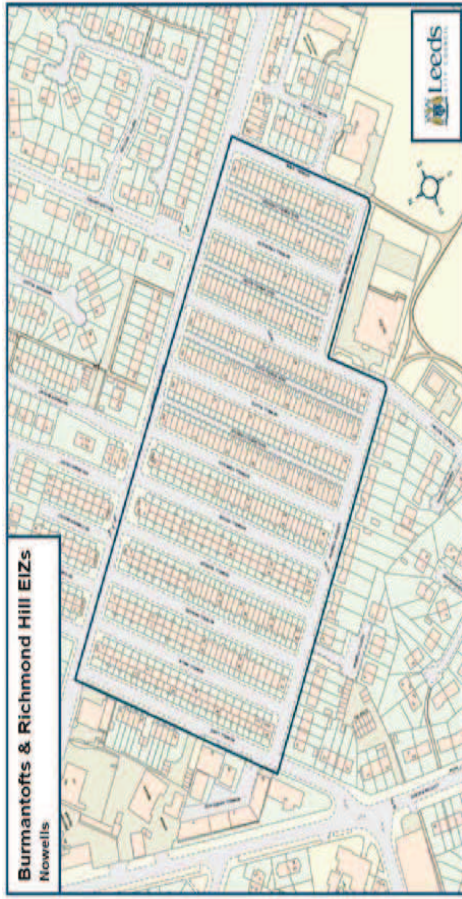
Enforcement Service Requests	Cases Identified	Notices Served	Notices Complied	FPNs Issued	FPNs Paid	FPN Value	Ongoing Prosecutions	Streets Service Requests	SRS Identified
Dog Fouling & Signage	10						Litter Bin Empty	1	1
Commercial Waste	18	8	5	2	1	£300	Litter Bin Request	1	1
Domestic Waste	8	3	1				Litter Bin Repair	2	2
Fly Tipping	7	1	1				Bulky Request	9	9
Litter Problems	4						Dog Fouling	3	3
Waste in the Garden	244	123	109	7	6	£600	Fly Tip	31	31
Obstruction	1						Footpath Sweeping	3	3
Overgrown Vegetation	12	1	1				Ginnet	5	5
Illegal Advertising	1						Graffiti	2	2
Housing Defect	3	3					Gully	8	8
Housing Dirty	2						Litter Complaint	6	6
Housing Other	7	2	1				Dead Animal Removal		
Housing Vacant	6	3	3				Road Sweeping	5	5
Drainage	7	6	6						
Bin Left out on the Street	3	1							
Accumulation of Faeces	9	3	2						
Smoke from Bonfire	1								
Totals:	343	154	129	9	7	£900		Total:	76

Legal Action/ Completed Prosecutions

Defendant Details: Adrian Brough - 3 Nowell Grove
Offence Details: EPA90 - Environmental Protection Act 1990. (WIG)
Result Details: Guilty - fine imposed. Fine £100. Surcharge £15. Costs: £478.79 Total Fine Imposed: £593.79
Defendant Details: Steven Atkinson & Tracey Turner - 9 Nowell Place
Offence Details: EPA90 - Environmental Protection Act 1990. (WIG)
Result Details: Guilty - fine imposed. Fine £200. Surcharge £30. Costs: £517.50 Total Fine Imposed: £747.50
Defendant Details: Landlord of a property on Nowell Mount
Offence Details: PDPA49 - Prevention of Damage by Pests Act 1949(WIG) Court Hearing Scheduled for: 12th June 2013
Defendant Details: Anthony Smith - 34 Nowell Mount
Offence Details: EPA90 - Environmental Protection Act 1990. (WIG)
Result Details: Guilty - fine imposed. Fine £400. Surcharge £40. Costs: £568.99 Total Fine Imposed: £1028.99

Main Issues Identified via Perception Surveys
Dog Fouling & Waste in Gardens

Date Work in Zone Commenced: May 2012
Number of Domestic Properties: 457
Number of Commercial Properties: 8



Intervention Plan (inc timescales)

Environmental Action Officers Report

The main issues in the area are bins on street, flytipping, litter and waste in gardens.

To tackle these issues we visit and walk the area where possible on a daily basis. We are monitoring refuse (wheely) bin collections, as this an on-going issue.

In the next period we plan to arrange a bin stencilling day as part of the work to tackle wheely bins left on streets. This will also enable us to serve a blanket Section 46 legal notice on all residents. This notice will allow us to then take immediate, swift action to fine anyone continuing not to contain and present their waste properly.

We will continue to monitor the missed bin collection situation, serve Litter Clearance Notices for waste in gardens and investigate any fly tips and have them removed.

This page is intentionally left blank

Sandhursts EIZ - 2012/13 Report

Environmental Improvement Zone - Area Committee Report (01/05/2012 - 30/04/2013)

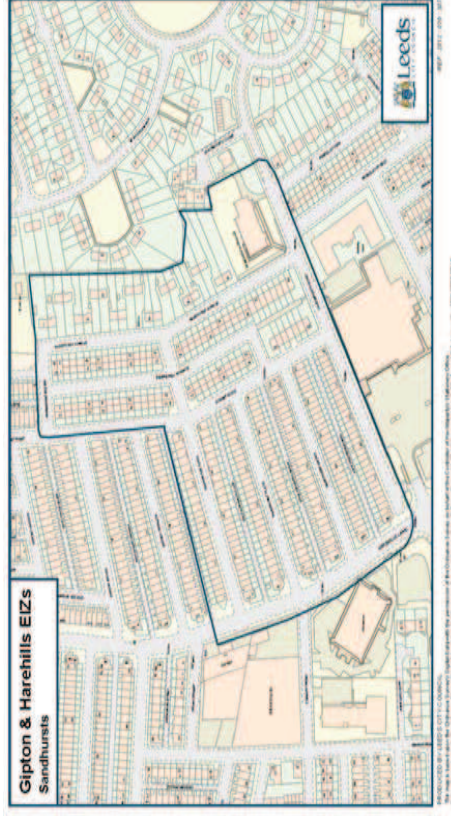
Resident Perception Tracker

	Percentage of residents who thought this was a key issue/problem													
	How clean is the street?	How clean is the area?	LCC efforts?	Residents efforts?	Wheely bins	Waste in gardens	Shop bins	Shop waste	Street litter	Flytipping	Dog mess	Housings conditions	Bin yards etc	Other
Initial Zone Setup Score	4.4	3.8	5.4	4.1	56%	58%	18%	13%	68%	53%	49%	20%	2%	7%
6 Monthly Re-Score	4.0	4.1	5.0	3.1	83%	72%	9%	9%	89%	69%	60%	20%	12%	7%
12 Monthly Re-Score	4.2	3.7	4.7	4.3	65%	54%	8%	6%	86%	64%	67%	30%	4%	6%

Enforcement Service Requests	Cases Identified	Notices Served	Notices Complied	FPNs Issued	FPNs Paid	FPN Value	Ongoing Prosecutions	Streets Service Requests	SRS Identified	
Dog Fouling & Signage	1							Litter Bin Empty		
Commercial Waste	6	4	4					Litter Bin Request		
Domestic Waste	64	57	1	1	£75			Litter Bin Repair		
Fly Tipping	8	2	2					Bulky Request	13	
Litter Problems	1							Dog Fouling	4	
Waste in the Garden	130	97	73	1	£100		1	Fly Tip	78	
Rodents	2							Footpath Sweeping	1	
Overgrown Vegetation	9	3	3					Needles	1	
Component - Work Quality	2							Graffiti	3	
Requests for Advice	1							Gully	3	
Odour Issues	1							Litter Complaint	3	
Area Letter Drop	4							Dead Animal Removal		
Gullies to Highways	2							Road Sweeping	3	
Drainage	12	7	5					Total:	109	
Bin Left out on the Street	66	60		2	2	£75				
Accumulation of Faeces	10	6	3							
Smoke from Bonfire	2									
Totals:	321	236	91	4	4	£250				1

Legal Action/ Completed Prosecutions

Defendant Details: resident of Sandhurst Place
Offence Details: EPA90 - Environmental Protection Act 1990 (WIG)
Court Hearing Scheduled for: 12th June 2013



Date Work in Zone Commenced: May 2012
 Number of Domestic Properties: 354
 Number of Commercial Properties: 10

Main Issues Identified via Perception Surveys
 Street Litter & Dog Mess

Intervention Plan (inc timescales)

We will look at better ways for the service to clean the streets better as the mechanical "street king" often can't clean due to the vast amount of cars parked up on the estate.

For now though, we will be starting a rolling programme again in June where we will send out letters to residents letting them know we will be in their street on a certain day and could they remove their vehicles for a couple of hours. This will allow us to get the gully team, litter pickers, bulk team and street kings to clean the street.

We will also be door knocking with local residents and Councillors advising the community on environmental matters in the area, and give them useful numbers like the bulk collection and missed bin collection number. We will also let residents know about the keep Harehills tidy campaign.

Environmental Action Officers Report

While out in the area the main issues identified are blocked gullies and litter on the street and refuse bins left on streets. We have issued section 46 legal notices on domestic properties who have been leaving the bins out in the streets on non collection days and fixed penalty notices have been issued to repeat offenders.

Over the next 6 months we will be visiting the area weekly to identify properties that have already been issued legal notices and issue fines where offences still persist. We will issue more enforcement notices to the rest of the EIZ where required.

With regards to litter and blocked gullies we will walk the EIZ regularly and report issues to our streets staff.

This page is intentionally left blank

Resident Perception Tracker

	Percentage of residents who thought this was a key issue/problem													
	How clean is street?	How clean is the area?	LCC efforts?	Residents efforts?	Wheely bins	Waste in gardens	Shop bins	Shop waste	Street litter	Flytipping	Dog mess	Housing conditions	Bin yards etc	Other
Initial Zone Setup Score	4.8	3.1	4.8	3.7	56%	55%	29%	6%	85%	65%	74%	25%	0%	0%
6 Monthly Re-Score														
12 Monthly Re-Score														

Enforcement Service Requests	Cases Identified	Notices Served	Notices Complied	FPNs Issued	FPNs Paid	FPN Value	Ongoing Prosecutions	Streets Service Requests	SRS Identified
Dog Fouling & Signage	1							Litter Bin Empty	
Commercial Waste	7	4						Litter Bin Request	
Domestic Waste	5	2						Litter Bin Repair	
Fly Tipping	5							Bulky Request	12
Litter Problems	1							Dog Fouling	4
Waste in the Garden	22	13	7					Fly Tip	62
Obstruction	3							Footpath Sweeping	
Overgrown Vegetation								Ginnel	
Illegal Advertising	1							Graffiti	9
House Defect	3	2	1					Gully	1
Housing Dirty								Litter Complaint	8
Housing Other								Dead Animal Removal	1
Housing Vacant								Road Sweeping	2
Drainage	4	2	1						
Bin Left out on the Street	5								
Accumulation of Faeces	1								
Smoke from Bonfire									
Totals:	57	23	9	0	0	£0	0	Total:	99

Legal Action/ Completed Prosecutions

No Prosecutions have yet been undertaken in this Zone.



Date Work in Zone Commenced: February 2013
 Number of Domestic Properties: 376
 Number of Commercial Properties: 22

Main Issues Identified via Perception Surveys
 Street Litter & Dog Mess

Intervention Plan (inc timescales)

In the next 6 months we plan to have had a bin stencilling day so that residents bins can be easily identified. We also plan to write to businesses in the area to ensure that they have the correct commercial waste contracts in place.

Environmental Action Officers Report

The biggest problems in this EIZ are:
 Flytipping, litter, bins on street. Blanket Section 46 legal notices have been sent to all the residents in Seaforth Terrace and Seaforth Place so that we can then follow up any any continually offences more swiftly and with a fine.
 We check the flytipping 'hotspots' on a daily basis and work closely with streets colleagues regarding the flytipping and litter – arranging for the items to be removed after checking for any evidence.

We also have a good working relationship with business owners and speak to them regularly regarding commercial waste.

This page is intentionally left blank

Services Level Agreement 2013/14 Delegation of Environmental Services

1 Parties

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

2 Period of the agreement

- 2.1 This Service Level Agreement will take effect from 20th June 2013 until 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 achieve agreed standards of delivery for those services that fall within the scope of the environmental delegation to Area Committees.
- 3.2 To set out the outcomes expected of the environmental Locality Team within the Area Committee's area and how success will be measured.
- 3.3 To promote greater accountability in the provision of environmental services and to enable elected Members to be more involved in decisions concerning the prioritisation and level of service delivered within the scope of the delegation. As well as improved flexibilities around those services which are delivered on a routine/routes basis, this may 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

- Leaf clearing
 - Flytipping removal
 - Gully cleansing
- **Regulatory environmental services -**
 - Flytipping enforcement
 - Graffiti enforcement
 - Dog controls (e.g. strays, fouling)
 - Highways enforcement
 - Domestic & commercial waste storage & transportation control
 - Overhanging vegetation control
 - Litter control (FPNs, flier controls etc)
- 4.2 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, normal working hours basis. Weekend and evening working is possible by prior arrangement, but usually at additional expense.
- 4.3 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 appendix 1.

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: 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 Area Lead Member: To work collegiately with the other Environmental Area Lead Members 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) Environment Sub-group: To receive 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 2014/15. To consider equality, diversity, community cohesion and community safety matters in relation to the delegation of environmental services.

Environmental Locality Manager

- 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 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;

6 Service principles and priorities

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

(a) **Outcome focused:**

The ENE Locality Team will focus on delivering the best outcome for residents across the Inner NE 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 every x weeks, but everyone will be entitled to get their street swept as and when needed if it is the best solution to making sure it doesn't fall to an unacceptable standard of cleanliness.

(b) **Responsive to local needs:**

The service will be more responsive to local needs. There will be greater capacity built in to react to current grotspots, plan for known local events that

may effect the cleanliness of neighbourhoods and go where the problem is at that time.

(c) **Common sense approach:**

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

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

The service will work as part of the “team neighbourhood” approach and contribute towards tackling problems identified in the agreed priority neighbourhoods of Burmantofts, Gipton, Harehills, Richmond Hill and Seacroft.

(e) **Supporting community action:**

We will work better with community based organisations that add value to what we do and contribute towards making our streets and neighbourhood cleaner.

(f) **Education and Enforcement:**

We will develop and implement local strategies which effectively combine education and enforcement approaches to tackling long standing problems. For example we will develop a better relationship with schools to work together to prevent litter on school routes and have a clearer policy around the cleaning of shop frontages that works in partnership with local businesses to make local shopping centres/main streets clean and pleasant places to visit. We will take a lead on the environmental improvement of agreed zones within the priority neighbourhoods.

(g) **Working with ENE Homes to deliver more effectively:**

We will work in partnership with ENE Homes to make more effective and efficient use of our combined resource; focusing initially on joint approaches to cleaning open land/spaces and developing a maintenance programme for ginnels.

(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.

7 Service activity

7.1 The Environmental Locality Team, via this SLA, undertakes to provide the following service provision to the Inner East wards of Burmantofts & Richmond Hill, Gipton & Harehills and Killingbeck & Seacroft, as 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, 3 weekly, 6 weekly or 12 weekly basis.

Each block represents approximately 20km of road/paths (ie 10km x 2 sides of the road) and is now split into 2 halves – and sweeping alternates between the two halves each time the block is scheduled to be cleaned. Those streets/roads that have been identified as requiring a sweep/clean at every visit are indicated on the route maps. The service will work with ward members to review the new routes/blocks and agree where changes to which streets are done on which cycle/or on both can be made.

A mechanical path sweeper can complete one route per working day, whilst a road sweeper can complete two routes per day. Routes are scheduled to be completed for both path and road sweeping on the same day and frequency, therefore on the same day two path sweepers will complete the same two routes that one road sweeper completes.

Detailed schedules and maps of the routes of the mechanical sweeping function are available from the team and can be amended through agreement at ward member meetings providing there is no affect on neighbouring wards or extra resource requirement.

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

(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 routes and frequencies covered by the Inner NE SLA are available from the team.

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.

There is no direct capacity built into this element of the service to cover for sickness and annual leave although call can be made on the limited cover budget.

(c) Litter Bins

Litter bins will be emptied and the immediate vicinity checked for cleanliness by one of the two crews on duty in the ENE 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/exceptional busy period, the service will make all reasonable attempts to empty the bin within 24 hours of it being reported.

(d) Flytipping

The team will aim to respond to reported instances of flytipping on public land within 24 hours. This will usually involve an initial visit by enforcement staff to assess whether sufficient evidence can be gathered to enable a legal notice to be issued or fine/prosecution to be made. If the flytip is then clear to be removed by LCC then our flytip crew will do this as soon as possible, usually within 48 hours.

(d) Gully cleansing

There are approx 44,000 gullies to clean across the 9 wards in the ENE locality. In Inner East there are 15,528 which breaks down as: 5,316 in Burmantofts and Richmond Hill, 4,932 in Gipton and Harehills and 5,010 in Killingbeck and Seacroft. The one vehicle allocated to ENE will operate on a 7 day/wk shift pattern. It will spend about two months in each ward throughout the year, working 6 days in that ward and using the other day to respond to referrals from other parts of the locality. In periods of heavy rain etc, the crew may be stood down from ward based programmed work to concentrate on referrals only. The team will respond as quickly as they can to ward member (and public) referrals of blocked drains/gullies. A full cycle of clearing/cleaning of all gullies across ENE is estimated to take 18 months (but may be longer depending on weather). Gipton and Harehills was completed in 2012/13. Burmantofts and Richmond Hill ward will be completed in the first half of 2013/14 and then the next Inner East ward to be programmed in will be Killingbeck and Seacroft.

7.3 Environmental Enforcement and Regulation

The enforcement element of the service operate on a Monday – Friday basis, although weekends and evening working is possible by prior arrangement, but usually at additional expense.

Historically, 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 in this manner takes up approximately 80% of the time available within the team.

For 2013/14 the work of this element of the team will be split into two parts – those focusing proactively on agreed improvement zones in the Area Committees' priority neighbourhoods, and the rest responding to issues as they arise throughout the remainder of the ENE locality.

The Environmental Improvement Zones (EIZs) to be continued to be tackled in 2013/14 in Inner East area are:

- Bellbrookes
- Broughtons
- Hovingham/Dorsets
- Markham Av/Airlies
- Nowells
- Sandhursts
- Seaforths
- Seacroft Shopping parades (South Seacroft, Boggart Hill and Dib Lane).

A number of further EIZs have been identified and agreed with ward members and as capacity allows in 2013/14 work will begin on those. The priority within wards will be determined by local ward members and the priority order within the Area Committee agreed at the Environmental Sub Group.

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

The SLA also includes deployment of the dog warden resource in the locality team. This small resource (1.5 staff), will be used to problem solve and utilise the intelligence/resource of other locality team staff and partner organisations to tackle hotspot streets/open spaces/parks where dog fouling, nuisance and flouting of dog control orders is worst. They will also continue to respond to reports of stray dogs.

7.4 **Temporary “hot spot” Team**

For 2013/14 a small, temporary “hot-spot” crew (inc a dedicated enforcement officer) will be deployed across a number of discreet neighbourhoods in Inner East where local issues such as the estate design are currently causing existing services problems in successfully delivering their standard service and where longer term changes to service delivery may be needed.

As well as getting on top of issues that hitherto have fallen through gaps in service provision, the temporary team will help inform how a new, one environmental service for the locality is designed when resources and responsibilities are transferred from ENE Homes to the Locality Team during 2013/14.

This temporary resource will be funded by a combination of Housing Revenue Account (£83k maximum) and Inner East Wellbeing budget (£40k maximum).

The Locality Manager will be accountable for the effective use of this resource and will report through the SLA mechanism to Area Committee/local ward members.

7.5 **Responding to urgent issues**

Urgent, unforeseen issues within the Area Committee area, wedge or elsewhere in the City may arise which require a service response outside of the capacity of the locality team. In such an event, resources may have to be

temporarily diverted from scheduled work. If this occurs the Environmental Locality Manager will inform the Committee Chair and Environment Champion as soon as possible. The scale and impact of the diversion of resources will be fully detailed within subsequent performance reports to the Area Committee.

8 Service outcomes

8.1 Local Authority performance on local environmental cleanliness has in the past been measured at a city-wide level using the National Indicator 195 (NI 195). Whilst this indicator is no longer in use nationally, it will continue to be used with some amended methodology to measure cleanliness at city level. The indicator measures the number of sites surveyed to be satisfactory in terms of the presence of:

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

8.2 The overall effectiveness of the locality driven service will be monitored at a city level with regard to the above measurement and reported to Area Committees.

8.3 In addition, the effectiveness of the interventions and actions carried out in the new EIZs will be measured by six monthly resident satisfaction/perception surveys in the agreed zones. These will be reported through the sub group to Area Committee.

9 Accountability

9.1 The Environmental Locality Manager will be accountable to the Area Committee for the delivery of services as laid out in the SLA.

9.2 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.

9.3 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.

9.4 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.

10 Reporting & performance monitoring

10.1 Environment Sub-group

Quarterly service activity reports will be submitted by the Environmental Locality Manager to the Environment Sub-group for consideration. Through the sub-group, the report will be used to identify changes in issues and priorities, and therefore guide service delivery over the following quarter(s).

10.2 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.

10.3 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.

11 Review process

11.1 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.

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

11.3 The review process will commence in Oct – Dec quarter and completed in the Jan – March quarter. An outline draft SLA for 2014/15, will be presented for consultation at the last Area Committee meeting of the municipal year (March/April).

11.4 The new SLA for the 2014/15 municipal year will be formally approved by the Area Committee at its first meeting of that next municipal year (June/July), along with the end of year service monitoring report outlining performance against the 2013/14 agreement.

11.5 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 Environment 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.

12 Resolving Disagreements

12.1 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.

12.2 In general, it is expected that all parties will try to resolve a dispute locally in the first instance. 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.

12.3 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.

13 Confidentiality & Legal Requirements

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

13.2 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, must be met through this agreement. 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.....

Appendix 1: Roles and Responsibilities of Parties

The Area Committee

- To develop and approve an annual Service Level Agreement (SLA) to achieve as a minimum the Council's statutory obligations and the execution of Executive Board policies;
- To determine, via the SLA, the principles of deployment of the available resources by:
 - identifying priorities for service delivery (both geographical and in terms of types of service to be delivered)
 - Agreeing the most appropriate approaches to be taken to achieve local environmental cleanliness and quality;
- To be responsible for monitoring and reviewing the delegated activities in relation to the service outcome specified in the SLA; and
- To be responsible for negotiating amendments to the SLA with the Service to accommodate unforeseen events or address patterns of service failure during the course of the agreement period. Inevitably

Area Chair

- To lead the Area Committee in its consideration and decision making processes in regard to the delegated environmental services;
- To represent the Area Committees' view point on environmental services and related issues outside of Committee meetings, e.g. Area Chairs' meeting;
- To liaise with the Locality Team Manager to ensure that decisions on service delivery are being made in accordance with the Agreement;
- To work in partnership with other Chairs across the relevant 'wedge' and the city as a whole as required; and
- To establish and maintain productive relationship with Officers to achieve the best outcomes from the available resources.

Area Lead Member

- Through an environment sub-group (where one exists), to act on behalf of the Area Committee in overseeing the implementation of those parts of environmental services delegated to the Area Committee;
- To promote commitment to the wider local environmental agenda through the active engagement of elected Members, local authority environmental services and local partners;
- To increase the understanding of the barriers and issues faced at locality level to improving local environmental quality;
- To help change attitudes and behaviours to improve the environment at a local level; and
- To establish and maintain productive relationship with Officers to achieve the best outcomes from the available resources.

Environment Sub-group

- To oversee and give support to the implementation of the SLA, including securing community involvement in the design, deployment and monitoring of the delegated services;
- To receive quarterly reports on the delegated services and closely monitor the performance and outcomes of the SLA;

- With relevant officers, to undertake, an annual review of the SLA.
- To assist in the annual development of a new SLA, setting priorities for service delivery;
- To consider in-year variations to the SLA, making agreed recommendations to the Area Committee and Locality Manager to implement; and
- To consider equality, diversity, community cohesion and community safety matters in relation to the delegation of environmental services.

The Environmental Locality Manager

- To deliver services under the delegation in line with the preferences and guidance set out by Members within this SLA;
- 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;
- To maintain records of service activity as necessary to monitor performance against the SLA outcomes.
- 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.

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.

This page is intentionally left blank

ENE Locality Team - Budget for 2013/14

Appendix C

Budget Heading	£	What this pays for	What is NOT included:
Staff Functions			
Management	163,838	Locality Manager, Service and Team Manager	
Operational Support	65,250	3 staff to provide admin, case referral management, finance support etc	
Streets Supervisors	101,042	2 Supervisors working shifts to cover the 7 day/wk service + 1 Resource & Casework	
Bulk/Fly tipping team	84,760	2 drivers and 2 street attendants working shifts to deliver a 7 day/wk service	
Mechanical Pathswweepers	216,590	10 drivers working shifts to deliver a 7 day/wk service	Past pension costs
Mechanical Roadswweepers	85,680	4 drivers working shifts to deliver a 7 day/wk service	Dog Warden Service
White Bag Crew	167,840	4 drivers and 4 street attendants working shifts to deliver a 7 day/wk service	Graffiti team
Street Litter Pickers	334,980	17.4 street attendants working shifts to deliver a 7 day/wk service	Weedspraying
Environmental Action Officers	353,750	2 Senior Environmental Action Officers + 10 EAOs	Disposal cost of street waste
Operational cover	100,400	Operational cover for annual leave, sickness, additional work etc	Gullies
Deleafing staff budget	27,690	Driver plus operatives for seasonal deleafing team	
Insurance, training & travel	4,700		
	1,706,520		
Premises Costs	85,000	£75k rent/service costs for Reginald Centre offices, £10k Works in Default (note that the £75k cost includes cost of other services using the same office)	
Supplies and Services	53,380	Operational materials/equipment	
Fleet & Transport Costs			
Fleet Hire	244,880	Contract hire of 5 x pathswweepers , 2 x Roadswweepers, 1 x Deleafing vehicle	Planned to be delegation Master Key Fuel (further work) £44k
Leasing costs	20,950		FPN income (£84k) (change in current system / ICT)
Maintenance/repairs	57,420	Running costs for 5xpathswweepers , 2xRoadswweepers, 1xDeleafing vehicle, 1 Supervisor Van, 2 Enforcement Vans, 2x Caged Tipper and 1xTipper	Managers vans £12k Water (Standpipe charges) £30k
Fuel	125,900		
Vehicle insurance	3,360		
Staff travel	6,840		
	459,350		
Legal Costs	19,450	Cost of prosecutions and advice	
Prudential Borrowing costs	5,000	Financing costs of Bin replacement	
Support Costs - HRA	7,580		
TOTAL EXPENDITURE	2,336,280		
INCOME	- 18,110	Ad hoc cleansing, Court Costs and recovery of 'Works in Default'	Fuel - ongoing inflation pressures Attendance management TOIL Agency usage Fleet - replacement costs
SUB TOTAL	2,318,170		
Targeted efficiency	- 48,830	Transfer of Estate Caretakers (33k) and ELI target /line by line (16k)	
NET BUDGET	2,269,340		

This page is intentionally left blank



Shift workers - delivering 7 day/wk service

Mechanical Cleaning
(18 staff)

4 x Road Sweeper Drivers
10 x Path Sweeper Drivers
4 x Gully Crew

Equates to 5 path sweeper, 2 road sweeper and 1 gully tanker vehicles. Work on programmed basis with a capacity day built in each week to catch up on lost days/respond to referrals.

Litter Picking etc
(18 staff)

17.2 Street Attendants

Equates to 9 litter pickers working in ENE per day. Work on a programmed list of streets to litter pick and empty bins each day, with no capacity built in for recovery days.

Litter Bins/Bags
(8 staff)

4 x Sideloader Drivers
4 x Street Attendants

Equates to 2 sideloader vehicles, one covering outer one covering inner. Main role is to pick up full white bags from roadside and empty litter bins where needed.

Flytipping
(4 staff)

2 x Drivers
2x Street Attendants

Equates to 1 vehicle (7.5 tonne truck) working in ENE per day. Respond to referrals, mainly flytipping but also help with clean ups. Work closely with enforcement staff.

Enforcement & Regulatory
(12 staff)

EIZs: 5 x Enforcement
Rest: 5 x Enforcement
1.5 x Dog Wardens

EIZ staff – proactive focus on priority zones agreed at Inner Area Cttees
Rest – mainly responsive service across ENE
Dogs Wardens – intelligence led work, stray dogs etc

Operational Support
(3 staff)

1 x Admin Officer
2 x Assistants

Provide business support to the team. Ensure processing of all referrals, case management, financial and HR issues, performance management and changes to routes etc.



Supervisor (Streets)
Andy Gibson



Supervisor (Streets)
Mik Breakwell

Resource & Caseworker
Laura Eagle

2 x Senior Enforcement EIZs - Sharron Almond
Rest – Jessica Hodgson



Mick Johnson
Team Manager
mick.johnson@leeds.gov.uk



Hayley Thackway
Service Manager
hayley.thackway@leeds.gov.uk



John Woolmer
Locality Manager
john.woolmer@leeds.gov.uk

Line managed by

Helen Freeman, Chief Officer



ENE Locality Team

Customer Referrals:

Referrals should be made to:
eneaction@leeds.gov.uk or tel. 222-4406

This will ensure each referral is properly case managed and customers are kept informed of the outcome/action taken.

This page is intentionally left blank

Report of Assistant Chief Executive, Customer Access and Performance

Report to Inner East Area Committee

Date: 20th June 2013

Subject: 2011 Census Results

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

Summary of main issues

1. The Census, which is undertaken every ten years, provides a count of the population in local areas and establishes the base from which subsequent mid-year population estimates are produced. It provides the basis for central and local government, health authorities and many other organisations to target their resources and to plan housing, education, employment, health, transport and other services for years to come.
2. The Census is a vital planning tool for both the public and private sectors and the data that is derived from it is an essential element in intelligence led decision making. The data helps to build a comprehensive picture of conditions in localities and helps identify the critical issues facing neighbourhoods. Indices based on Census data are widely used as indicators of deprivation which are then used extensively to target areas of greatest need.
3. The Census also establishes a new baseline for much of the city's equality and diversity data and will provide an opportunity to re-assess the extent inequalities across the city.
4. An analysis of the data has been published as "Leeds: The Big Picture". This provides a summary of the city-wide results from the 2011 Census and, where possible, includes comparisons to the 2001 Census. This document is available on the Leeds

Observatory under the “Resources and Documents” section
(<http://www.westyorkshireobservatory.org/Leeds>)

5. Individual profiles, in the same format as the Leeds: Big Picture, have been produced for Area Committees and for electoral wards. These documents are also available on the Leeds Observatory.
6. This report highlights some of the main findings from the 2011 Census for the Inner East area (there are some significant differences between the constituent wards), but most notably:
 - At the Area Committee level, Inner East has the highest proportion of children and young people in the city
 - There is an increasing diversity within the population, with the BME population increasing from 20% in 2001 to 38.6% in 2011 (at the Area Committee level, Inner East has the highest proportion of people from BME communities, with Gipton and Harehills having the highest proportion at the ward level)
 - The number of residents born outside of the UK has more than doubled from 7,616 in 2001 to 16,674 in 2011
 - An increase in the number of households renting from the private sector
 - At the Area Committee level, Inner East has the highest proportion of lone parents, with Gipton and Harehills having the highest proportion at the ward level
 - 37.1% of adults in the area have no qualifications, compared to 23.2% across the city as a whole
 - Although there has been a fall in the number of people reporting limiting long-term illness in the area from 15,673 in 2001 to 14,646 in 2011, Inner East has the highest proportion of people with a limiting long-term illness, with Killingbeck and Seacroft having the highest proportion at ward level

Recommendations

7. The Area Committee is asked to discuss the emerging issues and to consider how it can use the data to inform its neighbourhood improvement strategies.

1 Purpose of this report

1.1 The purpose of this report is to:

- Provide the Inner East Area Committee with a summary of the results from the 2011 Census; and
- To highlight some of the issues emerging from the 2011 Census

2 Background information

2.1 The Census is completed every ten years and is the largest piece of social research undertaken in the country. It tells us how many people live where and provides valuable information on the make-up of local communities. It captures the defining characteristics of the population: who we are; how we live; and what we do. It is unique because it is the only information source that captures all these characteristics across the whole population.

2.2 The last Census took place on 27 March 2011. It was conducted on a resident basis, and the statistics relate to where people usually live, rather than where they were on Census night. Students who were studying away from home during the term were enumerated at their term-time address.

2.3 The Census asks questions about work, health, national identity, citizenship, ethnic background, education, second homes, language, religion, marital status and so on. These statistics are then used to build a picture of our society. The Census is important because it provides the basis for central and local government, health authorities and many other organisations to target their resources more effectively and to plan housing, education, employment, health, and transport services for years to come, e.g.

- Data about the age and make-up of the population, and on their health enables organisations to plan and fund health and social services;
- Housing information highlights where accommodation is inadequate and helps in planning new housing;
- Economic data helps both public and private sectors to plan employment and training policies and to decide where to locate or expand their businesses;
- Information about travel to and from work and car ownership highlights the pressures on transport systems and how road and public transport could respond to meet local needs;
- Information about ethnic groups helps central and local government to plan and fund initiatives to meet the needs of these minority groups and to address inequalities;
- Census statistics helps research organisations to decide how, when and where to capture representative samples.

3 Main issues

3.1 The Area Committee profile provides a factual analysis of the data produced from the 2011 Census. It compares the data for area to the averages for the city as a whole and, where possible, includes comparisons to information from the 2001 Census. The profile also provides a selection of graphs and charts comparing the

data for the three constituent wards in Inner East (some of which have been included in this report).

3.2 Key findings

3.2.1 Population

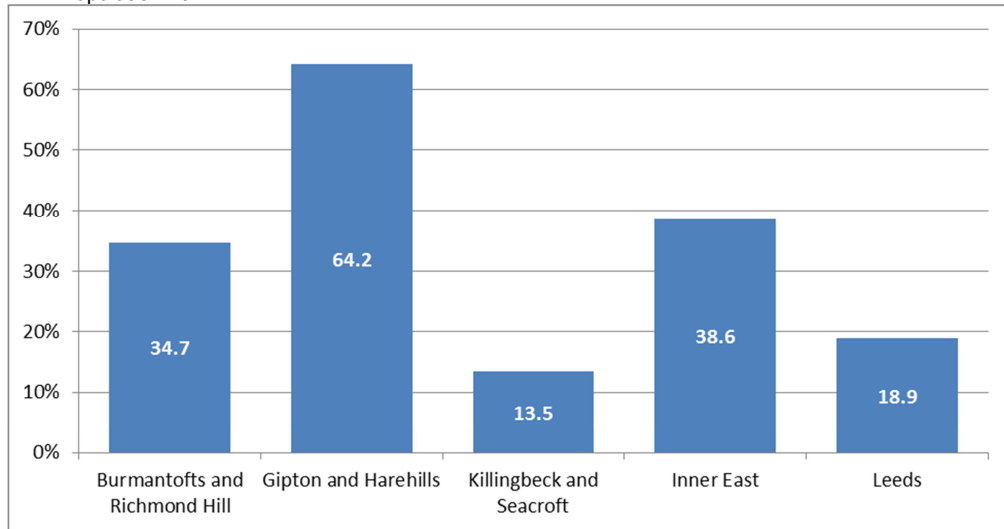
- The Census shows that there are 75,670 people living in the area
- The population has increased by just over 4,000 people (5.6%) between 2001 and 2011, broadly the same level of increase as for the city as a whole (5%)
- Children and young people (aged 0-15 years) account for 24.9% of the population, higher than the city average of 18.3%
- There are lower proportions of people in the age bands from 45 years upwards than is average for the city (31.3% compared to 37.6%)
- At the Area Committee level, Inner East has the highest proportion of children and young people in the city, with Gipton and Harehills having the highest proportion at the ward level



3.2.2 Diversity

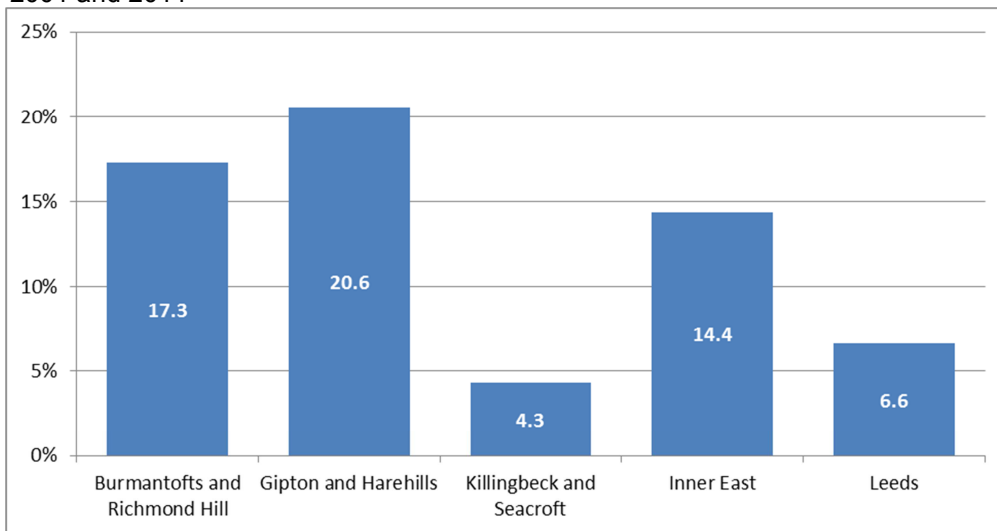
- 38.6% of the population in the area are from Black and Ethnic Minority (BME) communities (more than double the city BME rate of 18.9%)
- The BME population in the area has increased from 20% in 2001
- With 6,273 people (8.3% of the total population) the Pakistani community is the largest "single" BME community in the area
- At the Area Committee level, Inner East has the highest proportion of people from BME communities, with Gipton and Harehills having the highest proportion at the ward level

BME Population 2011



- The number of residents born outside of the UK has more than doubled from 7,616 (10.6% of the population) in 2001 to 16,674 (22.1%) in 2011, with 3,680 people being born in the EU and 12,994 born elsewhere
- 65.3% of people born outside the UK arrived in the last 10 years (higher than the rate for Leeds as a whole)
- 67.3% of foreign born usual residents were between the ages of 16 and 44 when they arrived in the UK and 28.5% were aged 15 or younger

Percentage of resident population born outside the UK and arriving in this country between 2001 and 2011

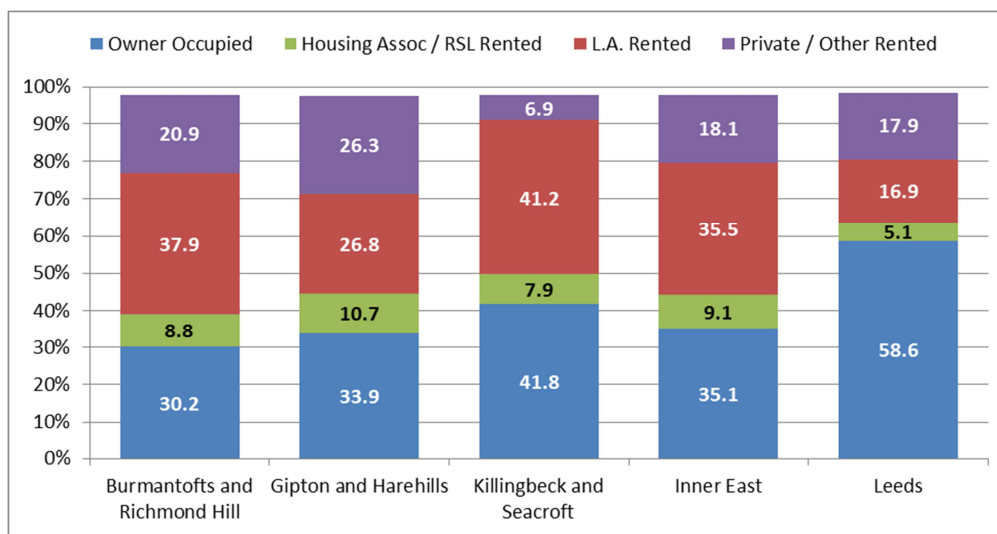


- In 3,484 households there were no residents who spoke English as a main language
- 51.1% of people in the area are Christian (lower than the city average of 55.9%)
- 15.3% of people in the area are Muslim (higher than the city average of 5.4%)
- 1.1% of people are Sikh (city averages is 1.2%)
- No other faith group in the area accounts for more than 0.7% of the population

3.2.3 Housing

There are 32,244 occupied households in the area, of which:

- 35.1% are "owner occupied" (much lower than the city rate of 58.6%), and the level of owner occupation has fallen from 37.9% in 2001
- 62.7% of households in the area are rented (this has stayed broadly the same over the decade), and is well above the city average of 39.9%
- The proportion of households that are renting from the local authority (through an ALMO) has fallen from 41.3% in 2001 to 35.5% in 2011
- The proportion renting from a housing association or other RSL has increased from 7.6% in 2001 to 9.1% in 2011, while the proportion renting from the private sector has increased from 13.2% to 18.1%
- At the Area Committee level, Inner East has the highest proportion of households renting from a social landlord



3.2.4 Household Composition

- The number of single person households in the area has increased from 35.7% in 2001 to 38.3% in 2011 (compared to a city rate of 33.3% in 2011)
- 15.1% of households consist of pensioners only (compared to 19.1% for the city), and of the 4,877 pensioner only households in the area 3,586 are occupied by a lone person (11.1% of all households in the area)
- 5,636 households in the area (17.5%) are headed by a lone parent, much higher than the city average of 10.9%
- The proportion of lone parent households has increased from 16.4% in 2001
- At the Area Committee level, Inner East has the highest proportion of lone parents, with Gipton and Harehills having the highest proportion at the ward level

3.2.5 Economic Activity and Qualifications

- 65.4% of people in the area aged 16-74 are economically active, lower than the city rate of 69.5%, and the breakdown is different with the area having higher proportions of part-time employees and unemployed people

- At the time of the Census 4,886 people in the area were unemployed (9.3% of all people aged 16-74), compared to a city rate of 4.8%
- 37.1% of adults in the area have no qualifications, compared to 23.2% across the city as a whole

3.2.6 Transport

- 53.5% of households in the area have no car or van, compared to a city rate of 32.1%
- At the Area Committee level, Inner East has the highest proportion of households without access to a car or van
- Driving a car or van is still the most popular method of travelling to work with 23.5% of people in the area (aged 16-74) choosing this method (compared to a city rate of 35.9%), but at the Area Committee level, Inner East has the highest proportion of people travelling to work using public transport

3.2.7 Health and Wellbeing

- There has been a fall in the number of people reporting limiting long-term illness in the area from 15,673 in 2001 to 14,646 in 2011
- 6,511 people in the area (8.6% of the total population) are providers of unpaid care, with 2,030 people providing care for 50 or more hours per week
- At the Area Committee level, Inner East has the highest proportion of people with a limiting long-term illness, with Killingbeck and Seacroft having the highest proportion at ward level

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 This is an information report that provides commentary and analysis on data that has been published by the Office for National Statistics and is already in the public domain. Consultation evidence is therefore not required.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 The Census establishes a new baseline for much of the city's equality and diversity data. There is an acknowledged link between deprivation and many of the equality groups and the Census will provide an opportunity to assess progress over the last 10 years. The data will support the annual Equality and Diversity Position Statement that is produced alongside the State of the City report.
- 4.2.2 The Intelligence and Improvement Team will also be producing a detailed analysis of the 2011 Census data relating to both BME and faith communities across the city.

4.3 Council policies and City Priorities

- 4.3.1 The Census is important as it provides the basis for central and local government, health authorities and many other organisations to target their resources more effectively and to plan housing, education, employment, health, and transport services for years to come.

4.4 Resources and value for money

4.4.1 There are no resources or value for money issues.

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no legal implications.

4.6 Risk Management

4.6.1 There is a risk that failure to adequately consider the implications of the Census data will impact on our ability to bring about improved outcomes for communities.

5 Conclusions

5.1 This report highlights some of the key findings to emerge from the 2011 Census and begins to identify some of the possible implications for services. The quality and accessibility of intelligence about the city is now more important than ever in the context of significant reductions in funding across the public sector. The way in which data, analytical and research resources might work more closely together in the future to understand issues affecting Leeds and to help inform the way in which these issues are addressed continues to be a topic for exploration and debate.

6 Recommendations

6.1 The Area Committee is asked to discuss the emerging issues and to consider how it can use the data to inform its neighbourhood improvement strategies.

7 Background documents¹

7.1 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 Children’s Services – Targeted Services

Report to Inner East Area Committee

Date: 2nd April 2013

Subject: Targeted Services response to managing School Attendance

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Burmantofts and Richmond, Gipton and Harehills, Killingbeck and Seacroft
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 type="checkbox"/> No

Summary of main issues

Poor attendance is often a symptom of more complicated family issues and cannot be dealt with in isolation or by an individual service. The approach developed through Children’s Services and the clusters aims to provide a variety of options for schools and parents to support attendance at school. The lead family practitioner model and the use of an appropriate assessment of need should ensure that the right resource and services are used at the right time.

A detailed breakdown of each school within the Inner East Area Committee Area provides the latest position regarding attendance rates and current numbers of persistently absent pupils. While most schools have improved their rates of attendance there are still some schools that are significantly below the city average.

While the statutory requirements to support Academies remains, the non-statutory element is no longer provided by the Council unless as a traded service.

Where efforts at working with families to improve a child or young person’s attendance have not been successful, in a small number of cases the local authority is obliged to make use of the statutory enforcement tools available to take legal action against parents.

Legal enforcement will be used where appropriate and the use of Education Supervision Orders is increasingly being used as a positive tool to support children and their families.

The transient nature of the population in some areas of the city can have a significant impact on attendance rates and while there are procedures in place for dealing with Children Missing Education (CME) the volume of this work and the impact on children's education should not be underestimated.

Recommendations

The Area Committee note the content of the report.

The Area Committee identify any specific areas of interest raised in the report for which they would like further detailed information; this could include:

- The impact on the area created by the highly mobile/transient nature of the local population.
- Further information on the tools and powers available for dealing with persistent and entrenched poor attendance – including case studies
- Further information on the role of Governors in relation to school attendance with the offer to provide a bespoke awareness session for Councillors who may also have a role as a school Governor.
- More information on specific initiatives to improve attendance (as detailed in **Appendix 2**)

Purpose of this report

- 1.1 Following the Inner East Area Committee meeting on 21st March 2013, additional detailed information was requested in relation to the attendance performance of schools within the Inner East Area Committee area. In particular information was requested to be broken down by attendance rates and persistent absenteeism for individual schools; details of the main contacts from the council providing support to schools for attendance related issues and what action was being taken for those schools where attendance continued to be an issue.
- 1.2 Councillors also asked about the impact caused by the transient nature of the population in the area, while this is a significant and complex issue it has not been possible to provide the level of detail within this report. It is recommended that a future report considers this area in more detail.
- 1.3 This report will focus on the schools which fall within the Inner East Area Committee area which comprises of parts of three cluster areas; Inner East, Seacroft and Manston and CHESS. **Appendix 1** details individual schools and their respective clusters.

2 Background information

- 2.1 Children's Services has restructured its services to align to the 25 clusters within the city. Clusters have evolved from the extended services offer and are now

more than just school focussed partnerships, having broader involvement from a number of different statutory and voluntary sector services. Clusters have developed structures and services to meet the needs of children and young people who live or who attend schools within the cluster. Clusters have their own staffing and resources but work in partnership to provide early intervention and prevention services. Each cluster in the city has a local authority funded targeted services resource allocation to focus on improving the outcomes for children and young people who are at particular risk from becoming a Child Looked After (CLA), having poor or non-school attendance or becoming NEET (not in education, employment and training).

- 2.2 Children's Services provides a number of resources directly aligned to the clusters, these resources are based on levels of need and comprise in each of these three clusters of a Targeted Services Leader and a number of full time equivalent Attendance Improvement Officers (AIOs). An additional targeted services resource is currently been recruited to Inner East cluster. In addition to the cluster targeted resource there are 2.5 Attendance Advisers for the East North East Area, each Attendance Advisor has responsibility for a number of clusters. The contact details for all these staff can be found in **Appendix1**.

3 Main issues

3.1 Managing Attendance responsibilities

- 3.2 All children of compulsory school age are entitled to an education that is appropriate to their age, ability and aptitude. This right is embedded in law – both in the Education Act 1996 and Human Rights legislation. In order to secure regular attendance at school (because outcomes for children and young people who do not attend school regularly are far worse than for those that do attend), parents are held responsible for their child's regular attendance at school or otherwise. Failure to secure their attendance can result in legal enforcement action being taken. In Leeds our Attendance Advisers, are granted the power to discharge this statutory duty on behalf of the local authority.
- 3.3 All schools, whatever their status, should aim to achieve the highest possible levels of attendance as schools, children's services and local authorities are all accountable for outcomes for children and young people.
- 3.4 Schools are responsible for their own attendance levels and although there is no longer a legal requirement for a school to set a target the Ofsted framework also sets out that when evaluating the behaviour and safety of pupils at the school, inspectors "*will consider pupil attendance and punctuality at school and in lessons*".
- 3.5 Every school should have a current, effective attendance policy detailing the procedures and systems for encouraging regular school attendance and investigating the underlying causes for poor school attendance. There should be a clear escalation of intervention within the school which is understood by all teaching and non-teaching staff.

3.6 In 2012 Children's Services Scrutiny Board undertook an enquiry into attendance across the city. The report focussed on two case study areas one of which was Inner East. The report recommendations and Directors Response can be found on the following link below¹

Children's Services approach to managing attendance

3.7 Poor school attendance is often the symptom of much wider issues and in Children's Services we are working towards a model of delivery in which the lead family practitioner (from whichever discipline they may come) is the best person to understand the needs within a family and how those needs can be supported. This means that attendance improvement officers are part of a wider workforce who can support families to overcome barriers to regular attendance. The success to improving attendance will come about because we don't just rely on one service to deal with attendance in isolation. In the clusters relevant to the Inner East Area, AIOs are now embedded as part of the cluster resource. AIOs bring expertise and specialist knowledge and have close working relationships with schools, they also have a number of other specialist areas and skills with which they can work with families, these are;

- Individual family case work – taking lead family practitioner role including coordinate of the CAF (the preferred assessment of need)
- Fast track to attendance initiatives providing a less intensive intervention where attendance issues are emerging or are not yet problematic
- Supporting school staff and providing school training for CPD in full
- Preventative, attendance improvement initiative work and parenting work

3.8 The AIOs strengths in the area of family support and expertise on attendance are complemented by Attendance Advisors who not only have a statutory enforcement function, but also support the clusters to be aware of national developments, changes to legislation and development of whole school/cluster policy; they support schools to prepare for Ofsted and to act as a critical friend to support the development of improvement action plans.

3.9 A six stage process has been developed which sets out the roles and responsibilities of the school, local authority (non-statutory role) and local authority (statutory role). This document can be provided by contacting the report author.

3.10 Each cluster has a guidance and support structure which is the main referral route for attendance cases from school requiring additional support.

3.11 The status of schools does have a bearing on services that can be provided by the local authority. Academies are funded directly for the provision of support services for attendance and therefore do not receive any non-statutory provision from the local authority. Within the Inner East Area Committee there are currently 5 Academies (3 High Schools and 2 Primary Schools) with a further 2 in train for conversion this year (Oakwood and the new school at Florence Street) See **Appendix 1**.

- 3.12 A service level agreement is in place for Academies which sets out the statutory provision and allows Academies the opportunity to buy in additional traded services.
- 3.13 Details of the statutory service to academies can be provided on request to the report author.

Statutory Enforcement

- 3.14 Where efforts at working with families to improve a child or young person's attendance have not been successful, in a small number of cases the local authority is obliged to make use of the statutory enforcement tools available to take legal action against parents. This represents a relatively small proportion of the total work with families and is only sought when all other avenues have failed to secure an improvement in attendance.
- 3.15 The range of such tools spans the use of Penalty Notices to Education Supervision Orders. The evidence base for their impact is a challenge as these families are, by their very nature, those with the most deeply entrenched problems. The use of Fast Track to Attendance Initiatives is often successful as a very swift early intervention where a warning of the level of attendance is sufficient and they are widely used across schools and clusters. Education Supervision Orders are an order that is placed on the child and the local authority is appointed by the court to supervise that child's education either at school or at home for specified period of time. Education Supervision Orders are often successful when the parent is willing to engage with services but feels unable to bring about changes without significant support.
- 3.16 Although the evidence that the more punitive measures are not effective is hard to establish, their deterrent effect should not be discounted. When custodial sentences (which are extremely rare) have been publicised many schools reported increased attendance and that parents had an increased awareness about their responsibilities and the consequences of failing to meet those responsibilities. In a Child Friendly City, the aim should be to increase the use of Education Supervision Orders. Local authorities must consider applying for Education Supervision Orders before prosecuting parents.
- 3.17 Local authorities have the power to prosecute parents who fail to ensure their child's regular attendance at school, under section 444 of the Education Act 1996. Section 444 has two separate but linked offences; section 444(1) where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend school regularly and fails to ensure the child does so. **Appendix 2** provides an overview of the enforcement action taken during this current school year for schools in the Inner East Area.

Individual School Performance

- 3.18 **Appendix 2** provides an overview of the current and past attendance rates for each of the schools in the Inner East Area. A commentary has been provided for those schools

4 Corporate Considerations

- 4.19 There are no corporate considerations this report provides information requested by the area committee into specific local activity.

4.1 Consultation and Engagement

- 4.1.1 The report provides additional information relating to school attendance issues for the committee area, as a result of the report further consultation with key stakeholders may be required to focus on specific areas of the report.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Equality issues are implicit in the information provided in this report. The differences shown illustrate that there are different levels of need and outcomes across the area and the wider city.

4.3 Council policies and City Priorities

- 4.3.1 A significant proportion of the information included in this report relates to the city priorities for children and young people and the outcomes contained in the CYPP 2011-15

4.4 Resources and value for money

- 4.4.1 There are no resource implications in this report

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 This report is not eligible for call in due to being a Council function

4.6 Risk Management

- 4.6.1 There are no risk management implications in this report.

5 Conclusions

- 5.1 As requested at its last Area Committee meeting, this report provides information on the attendance performance of schools within the Committee's area and the range of work done to support improved attendance. Members of the Area Committee may wish to identify specific items of interest that they would like to consider further in future reports. This could include:

The impact on the area created by the highly mobile/transient nature of the local population.

Further information into the tools and powers available for dealing with persistent and entrenched poor attendance – including case studies

The impact on the area created by the highly mobile/transient nature of the local population.

Further information on the tools and powers available for dealing with persistent and entrenched poor attendance – including case studies

Further information on the role of Governors in relation to school attendance with the offer to provide a bespoke awareness session for Councillors who may also have a role as school Governors.

More information on specific initiatives to improve attendance (as detailed in Appendix 2)

6 Recommendations

6.1 The Area Committee note the content of the report.

6.2 The Area Committee identify any specific areas of interest for which they would like future reports.

7 Background documents¹

7.1 ¹ Scrutiny Inquiry into School attendance -
<http://democracy.leeds.gov.uk/documents/s69741/directors%20response%20-%20scrutiny%20inquiry%20into%20improving%20attendance.pdf>

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.

This page is intentionally left blank

Contact list for Attendance Improvement Officers, Attendance Advisors and Line managers by Cluster and School						
Cluster + Schools	Attendance Advisor (AA)	AA Mobile	Attendance Improvement Officer (AIO)	AIO Mobile	AIO Managed by	Targeted Services Leader for the Cluster
Seacroft/Manston Beechwood PS Parklands County Primary Cross Gates PS GrangeFarm PS Our Lady of Good Counsel Catholic PS Seacroft Grange PS David Young Community Academy E-ACT East Leeds Academy	Louise Horsley	07891 270319	Ian Cliff Jeremy Baron	07891 270315 07891 272303	Keith Lander	Keith Lander – 07891 272820
Inner East All Saints PS Ebor Gardens PS Richmond Hill PS St Augustines Catholic PS St Patricks Catholic PS Victoria PS Wykebeck PS Brownhill PS (A) Oakwood PS (pending A) Shakespeare PS St Nicholas PS St Peter's CofE PS Woodlands PS (A) Mount St Mary's Catholic High Co-op Academy	Joy Fry	07981 272305	Sarah Hunter Chantelle Chester Mechelle Holley Tina Rose	07891 277232 07891 272316 07891 270314	Melanie Robinson	Melanie Robinson – 07891 276141

CHESS	Attendance Advisor (AA)	AA Contact	Attendance Improvement Officer (AIO)	AIO Mobile	AIO Managed by	Targeted Services Leader for the cluster
Bankside PS Harehills PS Hoviingham PS	Joy Fry	07981 272305	Brenda Hogg	07891 277231	Steve Lake	Steve Lake 07712214473

Inner East Area Committee Schools by cluster

Cluster	Primary school	Current Persistent Absence (Number)	Attendance Previous Years (Whole Year)		
			2011/12	2010/11	
I/E	All Saints C of E Primary School	18	95.7	95.2	+ 0.5
CHESS	Bankside Primary School	46	94.7	92.2	+2.5
S/M	Beechwood Primary School	18	95.8	93.7	+2.1
I/E	Brownhill Primary School	Not submitted	94.3	91.7	+2.6
S/M	Cross Gates Primary School	26	94.5	93.1	+1.4
I/E	Ebor Gardens Primary School	13	93.5	93.5	=
S/M	Grange Farm Primary School	32	95.3	94.1	+1.2
CHESS	Harehills Primary School	67	94.2	93	+1.2
CHESS	Hovingham Primary School	48	95.1	93.1	+2.0
I/E	Oakwood Primary School	24	93.7	92.7	+1.0
S/M	Our Lady of Good Counsel Catholic Primary School	26	94.3	95.1	-0.8
S/M	Parklands County Primary School	34	93.5	93.8	-0.3
I/E	Richmond Hill Primary School	9	94.3	93.1	+1.2
S/M	Seacroft Grange Primary School	24	94.6	92.7	+1.9
I/E	Shakespeare Primary School	24	95.5	94.5	+1.0
I/E	St Augustine's Catholic Primary School	31	94.6	95.2	-0.7
I/E	St Nicholas Catholic Primary School	12	96.6	95.9	+0.7
I/E	St Patrick's Catholic Primary School	11	96.9	94.1	+2.8
I/E	St Peter's C of E Primary School	8	96.6	95.5	+1.1
I/E	Victoria Primary School	3	93.6	93.6	=
I/E	Woodlands Primary School	Not submitted	92.6	90.8	+1.8
I/E	Wykebeck Primary School	36	94	92.4	+1.6
	Secondary				
S/M	David Young Community Academy	Not sub	91.7	90	+1.7
S/M	E-ACT Leeds East Academy	91	89.5	86.1	+3.4
I/E	Mount St Mary's Catholic High School	Not sub	92.7	91.6	+1.1
I/E	The Co-operative Academy of Leeds	Not sub	87.9	86.7	+1.2

Data Commentary

- Full year data is provided as the most accurate way to demonstrate the attendance trend.
- Persistent Absent figures provided are current “live” cases and are presented as a number rather than a percentage and should therefore be treated with caution as they are affected by the school size.
- The majority of schools have an improving trend although many are below the Area average of 94.6% for Primary and 91.4% for Secondary schools.
- Last year attendance improved in Leeds secondary schools by 1.4 percentage points. 2 of the secondary schools in the area increased their attendance by at least that with the remaining only slightly missing that improvement rate. Across the city Secondary attendance continues to be at its highest level since recording began.
- Attendance in Leeds primary schools improved by 1.1 percentage points in 2011/12, more than double the improvement seen in 2010/11 and attendance in Leeds primary schools is now above national and statistical neighbours. 14 of the primaries in the area achieved at least a 1.1 percentage improvement in 2011/12.

Legal Cases in 2011/12 for Inner East Area Committee

There were 40 legal cases in 2011/12 for the area. Of these 31 were Magistrate Court Fines, 2 were Parenting Orders issued by the Magistrates Court, 1 was an aggravated offence and 6 were Education Supervision Orders. The parent who was convicted of the Aggravated offence was issued a 12 month probation order and the case is open to the Children’s Social Work Services.

In the current year so far we have had 8 Education Supervision Orders (ESO), with a focus on Primary School age pupils. These families are also open to the Children’s Social Work Service and/or the Family Intervention Services, with the statutory order supporting their engagement. Focussing the ESO at primary school children should help to engage with families earlier to prevent poor attendance in high school, which we know can lead to low attainment and NEET.

Initiatives to improve attendance

The following are some examples of work that has been undertaken across the clusters (in some cases such Give it 100% campaign clusters have funded the rewards) and also targeted at specific schools

- “Give it 100%” campaign in the Inner East Cluster during 2013 saw 2059 primary school pupils in the cluster achieving 100% attendance for the month of March. Financial support from Inner East Cluster
- Punctuality Campaign/ Late Gates in February 2013 in Inner East Cluster.
- Attendance Advisers work in partnership with the Area Support Team and contribute to the Neighbourhood Improvement Plan (Seacroft Manston)
- Attendance Advisers work closely with the Admissions Dept to move forward the new policy for Pupil Admissions and to reduce the impact of in-year transfers on overall attendance.
- Truancy Sweeps have been undertaken across the area as a joint initiative between Neighbourhood Police Teams, schools and Targeted Services.
- Reception age pupils have been targeted in a specific campaign in Primary Schools in CHESS and Inner East, and further campaigns are planned across the whole area.
- Referrals for “Children Missing Education” are followed up within the protocol to safeguard children and young people, and to reduce the impact on individual schools attendance.
- Seacroft Manston Cluster has “SMART” Team who offer Group Work, Truancy Patrol, One to One support and Parenting Courses.
- In Seacroft Manston Cluster the “On Street” Project visit targeted individual pupils who are absent from school.
- All Inner East and CHESS Schools are actively involved in the Cluster Partnership and Guidance and Support.

In addition to the above, individual schools have received the following support.

Strategies for Individual Schools

All Saints C of E	Persistent Absent (PA) Review and action planning. Regular links with AIO. Good links with Guidance and Support
Bankside Primary	Attendance Review from Attendance Adviser. Increased from 88% to current levels over the past 5 years following work with School Leadership Team. Good links with Cluster Partnership. Cluster attendance policy implemented consistently.
Beechwood Primary	PA Action Planning completed. Regular contact with AIO. Links to Guidance & Support

Brownhill Primary	Additional half day from AIO to improve Stage One interventions, extra home visits, meetings in school etc. "Late Gates" punctuality campaign, "Give it 100%" campaign and attendance at Attendance Workshops.
Crossgates Primary	Attendance audit undertaken and additional support to School staff offered.
Ebor Gardens	Register Audit completed and recommendations made. Additional half day from AIO to improve Stage One interventions, extra home visits, meetings in school etc
Grange Farm	PA Action Planning completed. Regular contact with AIO. Links to G&S.
Harehills Primary	Attendance Reviews undertaken and additional support from Attendance Adviser. Links to the Cluster Attendance Meetings. Some attendance issues arising from transient population and extended leave. Cluster policy actioned consistently.
Hovingham Primary	Attendance Reviews undertaken and additional support from Attendance Adviser. Links to the Cluster Attendance Meetings. Some attendance issues arising from transient population and extended leave. Cluster attendance policy implemented consistently.
Oakwood Primary	Additional half day from AIO to improve Stage One interventions, extra home visits, meetings in school etc Review of Persistent Absentees with the Attendance Adviser. School have designated staff with responsibility for attendance.
Our Lady of Good Counsel	Attendance Review from Attendance Adviser. Staff link in with Attendance Practitioners forum.
Parklands Primary	Intensive support from Attendance Adviser (weekly) Support to School Staff on a Positive Health Initiative. Fast Track cohort identified and warnings issued. Intensive caseload for Cluster AIO. Additional AIO support for Families First cases.

Richmond Hill	School has increased in numbers. PA Review and Action Planning. Additional half day from AIO to improve Stage One interventions, extra home visits, meetings in school etc. Attended additional Training Workshops. Legal interventions for some cases.
Seacroft Grange	Making good progress. School have appointed a designated member of staff who links well with Cluster Partners.
Shakespeare Primary	Attendance Review from Attendance Adviser. Additional half day from AIO to improve Stage One interventions, extra home visits, meetings in school etc. "Late Gates" punctuality campaign, "Give it 100%" campaign and attendance at Attendance Workshops. School sets an aspirational target
St Augustines	PA Review and Action Planning. Regular links with AIO. Legal cases undertaken (ESO). Review with Attendance Adviser is pending
St Nicholas	PA Review and Action Planning. Regular links with AIO. Links with Cluster Practitioners Meeting.
St Patricks	PA Review and Action Planning. Regular links with AIO. Links with Cluster Practitioners Meeting.
St Peters	PA Review and Action Planning. Regular links with AIO. Links with Cluster Practitioners Meeting.
Victoria Primary	Full day Attendance Audit from two Attendance Advisers and Action Plan drawn up. . Additional half day from AIO to improve Stage One interventions, extra home visits, meetings in school etc. "Late Gates" punctuality campaign, "Give it 100%" campaign. PA Review with the AIO. Attendance affected by 3 large families with additional needs. Legal interventions undertaken. Training to school staff offered.
Woodlands	Additional full day from AIO to improve Stage One interventions, extra home visits, meetings in school etc. "Late Gates" punctuality campaign, "Give it 100%" campaign. PA Review with the AIO. School have appointed a designated member of staff. Leaflets and letters have been translated into other languages by the Cluster. Support from Gypsy Roma Traveller Achievement Service.

Wykebeck	School has expanded in numbers. Long term Stage One support from the AIO, action points and recommendations made. Targeted Services Leader is awaiting a meeting with the Head Teacher. Attendance Review from Attendance Adviser offered.
DYCA	Recent Staff restructure. Good links with the Cluster Partnership. Regular contact with Attendance Adviser
Leeds East Academy	Recent change of Leadership, continued links with Cluster Partnership. Academy Sponsor is same as West Leeds Academy where attendance has been improving.
Mount St Mary's	Weekly support from AIO on Stage One interventions. Fast Track cohort identified and warnings issued. AIO leads on some CAFs. Truancy themed assemblies with AIO. Truancy Sweeps undertaken. A high level of support from Cluster Team.
The Co-op Academy	Half Termly Meetings with Attendance Adviser and Persistent Absence review and action planning undertaken. Excellent links with Cluster Partnership and attendance at all practitioner meetings and attendance workshops. Legal interventions undertaken. School undertake their own Fast Track (Penalty warning) initiatives. Good links with Guidance and Support.

Report of the Director of Children’s Services

Report to: Inner East Area Committee

Date: 20th June 2013

Subject: Investing in Young People: Update of the Future Direction of Youth Services and Delegated Functions for Area Committees



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

Summary of main issues

1. Youth Services across the country have seen significant changes and challenges in recent year. In the context of major financial pressures facing local authorities and their partners, national youth services have been reducing and in some places removed altogether.
2. In Leeds there remains a strong collective will to continue to invest in young people, by drawing together the various strands of youth activity currently operating across the council and the city, into a strong co-ordinated model providing an enhanced offer for the children and young people of Leeds. The aim is to make services to young people integral to the ambition to make Leeds the best UK city to grow up in – a child friendly city.
3. Development of a new model for youth services across Leeds has been agreed by the Council’s Executive Board in March 2013. The model is based on the investment in the key role of Area Committees to appropriately determine local youth provision that best helps address agreed priority outcomes for each particular area. Area Committees will have more resource and more say around how this is achieved locally.
4. In March 2013 the Council’s Executive Board approved a new allocation to the overall Area Committee budget ring-fenced for youth activities of £250k in 2013/14 and £500k in 2014/15, with a clear expectation that young people help to shape the decision making around the spending of this resource, against an agreed set of outcomes.

5. The new allocation for the East Inner Area Committee budget ring-fenced for youth activities is £34162 in 2013/14 and £68323 in 2014/15. The Area Committee function schedule for Youth Activity Breeze Funding is to commission, monitor and evaluate local play, arts, sports and cultural activity for young people age 8-17 with the involvement and participation of children and young people. This is supported with training opportunities for members and officers.
6. Executive Board also endorsed proposals for the Executive Member for Children's Services and Area Committees about how best to enable spend £2.54 million on targeted youth work across local areas in Leeds. The Executive Member intends to take a report to the July Executive Board to confirm how the targeted youth work budget will be allocated after further consultation with Area Committees.

Recommendations

7. The Area Committee is asked to give consideration to:
 - how the Breeze youth activity funding will build on the current model of activity funding in Inner East and how to build on the Breeze brand;
 - how they can maximise funding streams in Inner East to maximise activity for children and young people;
 - how children and young people will be involved throughout the planning, decision making and evaluation of the activity funding building on existing consultation used in 2013.
 - The Area Committee Chair and new Area Lead for Children's work with the Executive Member Children's about how to best enable spend of £2.54 million on targeted youth work across local areas in Leeds.

1 Purpose of this report

- 1.1 The purpose of this report is to provide the Area Committee with an update on the recommendations agreed at the Executive Board 13th March 2013; Investing in Young People: Future Direction for Youth Services in Leeds
- 1.2 The report will predominantly inform and update area committees of their delegated responsibilities for Youth activity funding. It will include how they commission, monitor, evaluate local play, arts, sports and cultural activity for young people age 8-17 years with the involvement and participation of children and young people throughout the process.

2 Background information

In March 2013 Executive Board agreed:

- 2.2.1 To note the comprehensive consultation and assessment work undertaken to develop a new vision for the 'youth offer' in Leeds, endorsing the continued commitment to youth services as a key strand of the child friendly Leeds ambitions.
- 2.2.2 To approve the new 'youth offer' outlined in this report bringing together a more co-ordinated approach to universal services, improved targeted and specialist provision, through an enhanced role for Area Committees and clusters and a stronger use of the Breeze brand.
- 2.2.3 To delegate responsibility to the Director of Children's Services and Director of City Development in consultation with the relevant Executive Board. Members to implement the remodelling of council run youth services and those provided by key partners in order to deliver the new approach. Full staff and Union engagement will also be ensured through this process.
- 2.2.4 Endorse the proposal for discussions between the Executive Member for Children's Services and Area Committees about how to best enable spend of £2.54 million on targeted youth work across local areas in Leeds.
- 2.2.5 Approve a new allocation to the overall Area Committee budget ring-fenced for youth activities of £250k in 2013/14 and £500k in 2014/15, with a clear expectation that young people help to shape decision making around the spending of this resource, against an agreed set of outcomes.

3 Main issues

- 3.1 The Area Committee function schedule for Youth Activity Breeze Funding is to commission, monitor and evaluate local play, arts, sports and cultural activity for young people age 8-17 with the involvement and participation of children and young people.
- 3.2 In order to support Area Committees and enable the successful commissioning, monitoring, and evaluation of activity with children and young people,

Children's Services, City Development and partners will support the process with a support team for each of the 3 Council administrative areas.

- 3.3 Workshops will be offered for members and officers to support the engagement of children and young people in the process. Planning workshops will be offered to support Area Committees to evidence existing activity, identify gaps and to prioritise.
- 3.4 Applicants for the funding will need to be registered with the Breeze Culture network which will ensure all safeguarding measures are in place.
- 3.5 Monitoring data for 2013/14 will be gathered using the well-being model until the Breeze data management system is fully operational. In the future monitoring will be supported through the Breeze Team and the Breeze data management system which is being trialled currently in 2 areas and if successful will be rolled out. This will link to children and young people's Breeze cards and will provide a range of data which will be reported back to area committees through the Children's Services updates provided to area committees on a 6 monthly basis. Further monitoring will be required to ensure the qualitative data is collected in line with the Well Being model this will be facilitated by the support teams mentioned above.
- 3.6 The central Breeze team are managed within City Development and strong links remain to Children's Services supporting the diverse cultural offer of activities to children and young people in the city. Breeze has continued its success in the delivery of popular and successful activity for children, young people and families across the city. The delivery of the Breeze brand is supported by the Breeze Leeds website and the Breeze culture network enabling easy access for schools and young people to sport, arts and culture and will be utilised in supporting the youth activity funding process.
- 3.7 The youth activity funding creates further opportunities to link with area cluster partnerships, schools and other partners to maximise activity and opportunities for children and young people.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Further discussions between the Executive Member for Children's Services and Area Committees will take place about how to best enable spend of £2.54 million on targeted youth work across local areas in Leeds.
- 4.1.2 Further engagement with young people and partners are fundamental to the delegation model
- 4.1.3 Young people have been involved in training to support the commissioning process in localities through a range of workshops supported by the Children's Services Voice and Influence team, youth service and voluntary sector partners.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Youth activity funding delegated to area committees can support cohesion and integration in localities where identified as a local need with children and young people. The process envisaged encourages participation and engagement of young people and partners.

4.3 Council policies and City Priorities

4.3.1 Council policies and city priorities supported are the obsessions and priorities contained within the Children and Young People’s plan, the Leeds Education Challenge and the priorities of the sustainable Economy and Culture Partnership. They are also complementary to a number of Executive Board Papers; those in the March 2013 ‘Inspiring a Generation: A Sporting Legacy for Leeds, December 2012 ‘Review of Area Working: Findings and Recommendations, March 2013 Deputation To Council – Leeds Children’s Mayor Regarding The Winning Manifesto – ‘Leeds Offers Fun, Free, Fitness For The Family’

4.4 Resources and value for money

4.4.1 It is planned to take a paper to the Council’s executive board in July to secure approve for the formula which will be used to distribute £2.53m of targeted youth work resource. This resource is currently largely spent on the staffing costs of the Council’s Youth Service and on some contracts with voluntary sector organisations.

4.4.2 Allocated budget for Youth Activity Funding based on population data. The 8-17 populations by wards have been based on data received from NHS Leeds. The data is based on addresses of children and young people registered with GP’s. This has been shown to be the most comprehensive, accurate and up to date source of data for the population of children and young people.

4.4.3 The budget allocation for each area committee is as follows:

Local Breeze Activity				
Area Committee	Area	8-17 population	2013 /14 allocation	2014/15 allocation
<i>Inner East</i>		11434	34162	68323
<i>Inner North East</i>		8647	25835	51670
<i>Outer North East</i>		6861	20499	40997
	East North East	26942	80495	160990
<i>Inner South</i>		8322	24864	49728
<i>Outer East</i>		9701	28984	57968
<i>Outer South</i>		10080	30116	60232
	South	28103	83964	167927
<i>Inner North West</i>		5986	17884	35769
<i>Inner West</i>		5423	16202	32405
<i>Outer North West</i>		9451	28237	56474
<i>Outer West</i>		7771	23218	46435
	West North West	28631	85541	171083
		83676	250000	500000

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 The remodelling of council run youth services and those provided by key partners will have implications for the council and this will be mitigated as far as possible ensuring the correct procedures are followed.

4.6 Risk Management

- 4.6.1 High consideration must be given to the implications of the recommendations for staff in the LCC Youth Service.
- 4.6.2 There are a number of youth work contracts with voluntary sector bodies in Leeds currently funded who will need to be supported through new or revised commissioning arrangements.
- 4.6.3 The involvement and participation of children and young people is key to ensuring the right activities are available and suitable. It is essential that teams support this process to build success.

5 Conclusions

- 5.1 In conclusion the youth activity funding creates an opportunity to build on activity provided locally meeting identified need. The process of involving children and young people in the decision making supports Leeds being a Child Friendly City and ensures children's needs are central to the process.
- 5.2 Locality budgets for activity will generate opportunity for creative ways to work across partnerships in localities.

6 Recommendations

- 6.1 The Area Committee is asked to give consideration to:
- how the Breeze youth activity funding will build on the current model of activity funding in Inner East and how to build on the Breeze brand;
 - how they can maximise funding streams in Inner East to maximise activity for children and young people;
 - how children and young people will be involved throughout the planning, decision making and evaluation of the activity funding building on existing consultation used in 2013.
 - The Area Committee Chair and new Area Lead for Children's work with the Executive Member Children's about how to best enable spend of £2.54 million on targeted youth work across local areas in Leeds.

7 Background documents¹

- 7.1 Executive Board 13th March 2013; Investing in Young People: Future Direction for Youth Services in Leeds.

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



Report author: Dennis Holmes
Tel: 2474959

Report of the Director of Adult Social Services

Report to Inner East Area Committee

Date: 20 June 2013

Subject: **Better Lives for People of Leeds: Care Homes and Day Services for Older People**

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

Summary of main issues

1. This report outlines the Better Lives vision in which context a review of the council owned care homes and day centres has been completed and proposals developed that revise the current service model and, if implemented would lead to the decommission of three facilities within this area.
2. This report follows the decision of the Executive Board in February 2013 to begin a period of statutory consultation on these proposals. It outlines the proposed options for the following care homes and day centre in the inner east area that have been subject to consultation.
 - Amberton Court, Gipton & Harehills
 - Fairview, Killingbeck & Seacroft
 - Doreen Hamilton Day Centre, Burmantofts & Richmond Hill

3. This report describes the consultation process devised to seek the views of those older people currently living in the care homes, those receiving respite, day centre users, carers, relatives and staff who provide care and support.
4. In preparation for the submission of recommendations to Executive Board in September 2013, Members of the Inner East Area Committee are invited to highlight any specific local issues that will help plan for the future needs of older people and contribute to the proposals as part of the consultation process.
5. Building on the September 2011 Executive Board report, and through a number of projects sitting within the Better Lives Programme, Adult Social Care is working towards a five - ten year vision for housing and care for older people. This report outlines the Better Lives vision which involves taking a holistic look at what services are currently provided and how the needs and demands of future generations of older people can be best provided within the locality of Leeds, particularly in the context of significant financial constraints and reductions in public expenditure.
6. Finally, this report informs members of the Inner East Area Committee of the progress made in implementing the option approved by the Executive Board in September 2011 for Lincolnfields Day Centre.

Recommendations

1. Members of the Inner East Area Committee are requested to:
 - a) Note and consider the consultation process to implement the recommendations of the Executive Board on 15 February 2013.
 - b) Suggest any specific local issues that will help plan for the future needs of older people and make a response as part of the consultation process agreed by Executive Board.
 - c) Note and consider the content of this report and recognise the progress in implementing the option approved by the Executive Board in September 2011 for Lincolnfields Day Centre.

1. Purpose of this report

- 1.1. This report outlines the Better Lives vision in which context a review of the remaining care homes and day centres has been completed and proposals developed that revise the current service model and, if implemented would lead to the decommissioning of three facilities within this area.
- 1.2. At its meeting on Friday 15th February 2013, the Council's Executive Board approved the commencement of formal statutory consultation on these proposals. This report outlines the proposed options for the following care homes and day centre located within the Inner East area.
 - Amberton Court, Gipton & Harehills
 - Fairview Killingbeck & Seacroft
 - Doreen Hamilton Day Centre, Burmantofts & Richmond Hill
- 1.3. Consultation with residents and respite users of these homes, their relatives and carers ended on 3 June 2013. In preparation for the submission of recommendations to Executive Board in September 2013, this report seeks the insight and observations of the Inner East Area Committee and invites them to consider and comment on the issues addressed in the report.
- 1.4. This report also presents the Inner East Area Committee with an update on the progress made in implementing the options approved by the Executive Board in September 2011 for Lincolnfields Day Centre.

2. Background Information

- 2.1. Previous reports to the Executive Board in November 2010 and Area Committees in February 2011 provide the context for the review of in-house care homes and day centres for older people. In relation to the future of older people's care home provision these matters were the subject of an inquiry conducted by Adult Social Care Scrutiny Board in October and November 2010. The inquiry accepted that people's expectations around the choice, quality and control over their residential accommodation had increased significantly and that a position of 'no change' in the provision of council-run care was not an option. On this basis, the following criteria were developed and agreed by the board as a sound framework for considering the most appropriate alternative option in relation to each of the 19 council owned and operated care homes and day centres:
 - The current profile of residents living in the home/using the centre, their needs, levels of dependency and risks associated with their care and those of their carers
 - the current profile of the staff team, skill mix and length of service;
 - the wishes of staff in relation to the recent offer of early leaver initiatives;
 - the strategic 'fit' of the unit in the future vision for adult social care in the city;
 - the current profile of bed use: specialist, generic, permanent, transitional;

- the current use of the facility under agreement with partners;
 - the availability of appropriate alternative facilities nearby;
 - the trend in levels of unoccupied places;
 - the unit cost of placements in the facility;
 - the material condition of the building;
 - the capital and revenue requirements over the next five years to maintain the facility to basic standards;
 - the capital and revenue requirements to upgrade the facility to approach compliance with the 2002 minimum standards;
 - the impact of other Council initiatives in the local community.
- 2.2. These options were subject to a comprehensive consultation process which included residents, day centre users, carers, families, staff, community organisations, elected representatives, partners in the NHS, the voluntary and independent sectors, and members of the general public. In addition, to ensure that future services reflect local needs and opportunities officers in ASC made presentations to all ten area committees in January and February 2011 and three Area Committee Chairs meetings in December, April and June 2011.
- 2.3. The review concluded that to maintain and operate much of the council's care home and day facilities is unrealistic both in terms of changing future demand and expectations and unaffordable in terms of the level of investment needed to make them viable for the future. Although the quality of care is high and most of the buildings are performing as intended, they will become "unfit for purpose" as the needs of future generations change.
- 2.4. In September 2011, following extensive and comprehensive consultation, the Council's Executive Board agreed the implementation of proposals for its in-house care home and day centre provision which included:
- 2.5. **Care Homes** - the decommissioning of three care homes, the decommissioning (at a future date) of three further care homes, the retention of three specialist dementia units, the development of Harry Booth House as an Intermediate care unit and the development of Richmond House as a specialist respite centre.
- Day Centres** - the decommissioning of four centres and to maintain eight centres as specialist resource units.
- 2.6. Approval was also given to an on-going review of eight care homes and six day centres where no recommendations were made as part of the first phase of the review and where appropriate to bring forward further options with City Development and Environment and Neighbourhoods.
- 2.7. This report outlines the Better Lives vision in which context a review of the remaining care homes and day centres has been completed and proposals developed that revise the current service model and, if implemented would lead to the decommission of three facilities within this area.

- 2.8. An assessment of the individual care homes and day centres which were kept under review as part of the first phase of this programme has been completed and measured against the criteria agreed by Executive Board in December 2010 outlined in paragraph 2.1 above. It has been supplemented with further data on the over 75 population (current and projected), planned independent sector developments and health and income statistics to give a clearer picture of where demand for development of older peoples housing and care is most needed and also where adequate levels of provision of services are evident.
- 2.9. In addition to the option appraisal, a coordinated programme of activity has been taking place across the directorates of City Development, Adult Social Care and Environments and Neighbourhoods. This has aimed to analyse the demand and supply for older people's housing and identify solutions in the challenging context of the aging population, diverse needs and aspirations of older people.

3. Main issues

- 3.1. The country is faced with an increase in the proportion of older people in its population and a decrease in the amount of local government funding to support them. Older people tell us that they want to stay living in their own homes for as long as possible. The Leeds Housing Strategy for Older People supports this view, with one of the key aims to ensure 'greater numbers of older people are assisted to maintain independent living in safe and affordable housing'
- 3.2. Social care policy in recent years has also aimed to reduce the need for residential and nursing care through the stimulation of preventive services, the use of direct payments and personal budgets and other forms of community based support. A recent example of which is the success of the Leeds community based reablement service which forms part of the intermediate tier pathway. The reablement service incorporates Homecare Reablement (SkILs Team), an Outreach Service and Assistive Technology to provide older people with the opportunity to regain skills and confidence that may have been lost after a spell of ill health to remain independent in their own home.
- 3.3. Leeds is already amongst the highest investors in preventative direct access social care services in the country. Its Neighbourhood Networks have received national attention for their innovative support for older people. Neighbourhood Network schemes are community based, locally led organisations that enable older people to live independently and pro-actively participate within their own communities by providing services that reduce social isolation; provide opportunities for volunteering; act as a "gateway" to advice, information, and services; and promote health and wellbeing to improve the quality of life for the individual. Neighbourhood Networks are working to develop new services that will help to prevent older people going into hospital unnecessarily, and supporting them by providing a greater range of activities using new funding available through direct payments.
- 3.4. In phase 1 of this programme, nineteen older people transferred to Neighbourhood Networks. The transfers to the new service were facilitated by

inviting staff from the Neighbourhood Networks to visit the centres prior to closure and discuss with the older people the services on offer. This was followed by trial visits to the new day time activities provided by the neighbourhood Networks. It was found that many of the older people were aware of the services due to the regular newsletters circulated by some of the Neighbourhood Networks. Some service users already attended activities on the days they were not attending day centres.

- 3.5. The Department of Health National Framework aims to ensure fair, high quality, integrated health and social care services for older people by linking similar services supporting independence and promoting good health.
- 3.6. Against a backdrop of reducing government funding and increasing demand, Leeds Adult Social Care is faced with the challenge of how to facilitate greater choice for older people, improve standards, achieve better outcomes and meet the increasing aspirations of the citizens of Leeds. This requires a shift in current investment away from what might be regarded as “tired” or outmoded facilities with limited popularity coupled with services that limit choice towards reinvestment in new approaches, including personal budgets and integrated services.
- 3.7. For the past seven years Leeds has now seen year on year reductions in the numbers of weeks of care used by publicly funded individuals in long term residential and nursing care settings, almost certainly due to the success of community based interventions.
- 3.8. Although the demand for long term care homes may be decreasing there is continuing demand and a potential continuing role for the local authority in the provision of specialist care, provided in partnership with the NHS.

4. Better Lives for Older People: The Vision

- 4.1. The Better Lives Programme sets out an emerging care strategy based on empowering people to give them choice and control over the type of accommodation they live in, the type of support they receive and who provides the support. This will be done through a mixture of enterprise, integration and through new developments in housing, care and support options for older people. Given this, and in the context of significant financial constraints and reductions in public expenditure, steps are being taken to design innovative, efficient and integrated models of care and support alongside increased partnership working with statutory and voluntary sector partners. The Better Lives programme has been designed to help address these challenges and at the same time continue to improve health, social care and housing outcomes for older people in Leeds.
- 4.2. Although the Better Lives for People in Leeds programme has its origins in the transformation of adult social care it has implications for the whole of the council. It invites Leeds City Council to take a corporate approach to the future development of care and support services in the city. This will ensure the development of a sustainable social care sector that offers a range of accessible, affordable and quality services. It will involve a process that

supports closer working of some of the different functions of the council relating to adult social care, housing, development, planning and regeneration to ensure that the choice of local housing, care and support options for older people is expanded.

- 4.3. Finally, in response to comments and concerns raised by Scrutiny Board members and the public as part of the consultation undertaken in 2011, a Residential Quality Governance Framework and associated fee structure for residential and nursing home care has been adopted by the Council and is being put into place for the next five years. This will provide the Council with far greater contractual influence over the quality of independent sector care within a long term, affordable structure.

5. Proposed Options

- 5.1. An option appraisal has been undertaken to bring forward the following proposed options for Amberton Court and Fairview care homes, and Doreen Hamilton Day Centre. These proposals have been the subject of consultation. The appraisal has been undertaken by officers in Adult Social Care according to the criteria and requirements agreed by Executive Board on 15 December 2010.

- 5.2. The following information is intended to provide Members with the rationale and data used to determine the proposal for each facility in the Inner East area.

5.3. Amberton Court

- 5.3.1. At its meeting on 15 February 2013, the Executive Board gave approval to begin formal statutory consultation on the proposal to close Amberton Court and transfer residents to other services of their choice already available in the area.

5.4. Strategic Alignment

- 5.4.1 Amberton Court does not provide specialist dementia care. The vision looks to develop high quality specialist services for dementia with people with general needs being supported through alternative types of care and support services. These include community schemes which may delay need for residential care.

5.5. Area profile

- 5.5.1 Locally there is the availability of alternative residential homes. Within two miles of Amberton Court there are three independent sector care homes providing a total of 213 beds.
- 5.5.2 Available at Appendix 1 is a map which shows the location of these homes.

5.6. Resident profile

5.6.1 Current occupancy levels are low with twelve permanent residents out of a capacity of thirty five beds.

5.7. Financial profile

5.7.1 The total annual costs (gross) are £968,203. The weekly unit cost (gross) of a bed is £646. (Figures based on 2012/13 actual managed costs).

5.7.2 The standard residential fee payable to the independent sector under the council's quality framework agreement is £429 per week (from 1 April 2013).

5.7.3 If the home closed there would be a net saving of £529,771 (based on actual permanent occupancy of 13 residents as at May 2013).

5.7.4 The most recent cost estimates for maintenance/ upgrade are:

- £412,900 for planned maintenance over the next five years
- £1,423,365 for work to meet 2000 CQC Standards
- £1,572,647 to meet standards required for specialist dementia provision.

5.8. Fairview

5.8.1. At its meeting on 15 February 2013, the Executive Board gave approval to begin formal statutory consultation on the proposal to close Fairview and transfer residents to other services of their choice already available in the area.

5.9. Strategic Alignment

5.9.1. Fairview provides specialist dementia care and has been subject to further review to allow negotiations with the market to ensure that specialist provision is available within current and planned independent sector care homes.

5.9.2. The Leeds dementia strategy looks to develop a city-wide, multi-agency approach to dementia care, with potential for partnership working and development of services with the independent sector to increase the quality and range of services available.

5.10. Area Profile

5.10.1. Within less than two miles of Fairview there is a Council care home, The Green which provides 37 beds. In addition a further fifty nine beds and 17 extra care flats are currently under construction at The

Seacroft Grange development. Available at Appendix 2 is a map which shows the location of these homes.

5.11. Resident Profile

5.11.1. Current occupancy levels are low with twenty permanent residents out of a capacity of thirty seven beds.

5.12. Financial Profile

5.12.1. The total annual costs (gross) are £1,092,119. The weekly unit cost (gross) is £670. (Figures based on 2012/13 actual managed costs).

5.12.2. The standard residential fee payable to the independent sector under the Council's quality framework agreement is £442 per week (from 1 April 2013)

5.12.3. If the home closed there would be a net saving of £560,330 (based on actual permanent occupancy of 20 residents as at May 2013).

5.12.4. The most recent cost estimates for maintenance/upgrade are:

- £600,050 for planned maintenance over the next five years
- £1,427,932 for work to meet 2000 CQC Standards
- £1,706,073 to meet standards required for specialist dementia provision

5.13 Doreen Hamilton

5.13.1 At its meeting on 15 February the Executive Board gave approval to begin formal statutory consultation on the proposal to develop the role of the Doreen Hamilton building so that it can play a wider role in the life of its local community. Part of this proposal would include supporting people who currently use the older people's day centre to find alternative daytime support within the local area.

5.14 Strategic Alignment

5.14.1 Doreen Hamilton day centre does not provide a specialist service. It opens only three days per week and there is low demand for the service. Currently the average daily attendance is thirteen service users out of a daily capacity of thirty. There are twenty four people on the register.

5.15 Area Profile

5.15.1 There are other community services within the area, including Richmond Hill Elderly Action, North Seacroft Good Neighbours, South Seacroft Friends and Neighbours, Burmantofts Senior Action, Leeds Irish Health and Homes, Swarcliffe Good Neighbours Scheme, AGE,

Crossgates and District Good Neighbours Scheme and HOPE. There are also five luncheon clubs. Available at Appendix 3 is a map which shows the location of these services.

5.16 Service User profile

5.16.1 Available at Appendix 4 is the current service user profile.

5.17 Financial profile

5.17.1 Capital expenditure of £40,126 is required on the building.

5.17.2 If the centre was to close there would be a net saving of £88,080 based on 2013/14 prices.

5.18 Proposed future use of the building

5.18.1 Should the Executive Board agree this proposal it is suggested that discussions take place with Ward Members, the Neighbourhood Manager and the Burmantofts Community Leadership team around the future of the Doreen Hamilton Day Centre site.

5.19 Consultation & Engagement

5.19.1 Detailed consultation on the proposals is taking place between 11 March and 3 June 2013 with those directly affected.

5.19.2 Detailed consultation on the proposals is taking place

5.19.3 The whole consultation and engagement process, endorsed by the Executive Board, is aimed at seeking the views of those people currently living in residential care homes, respite users, day centre users, their carers, relatives and the staff who provide care and support. A consultation plan has been developed that incorporates the need to be mindful of engaging with older people who may be inevitably anxious about the proposals, particularly those with complex needs, such as those with dementia.

5.19.4 The consultation, undertaken in a 'person centred' way, involves talking directly to residents, day centre users, their families and carers about why the changes are being proposed and to ensure that the rationale behind the proposals is clearly understood.

5.19.5 A questionnaire, available in a range of formats, is being used to ensure consistency. The aim is to capture people's responses to the proposed changes and determine the impact on individuals. For people who are not able to make decisions for themselves, or have no relatives or friends to be present, steps are being taken to ensure an independent advocate is present to ensure they are appropriately consulted and their views recorded.

5.19.6 The following responses have been received from residents, their relatives and carers in respect of the facilities outlined in this report. The findings from these responses are currently being analysed.

Facility	Completed Questionnaires
Amberton Court	23
Fairview	23
Doreen Hamilton	19

5.20 Staff

5.20.1 Formal consultation with staff is taking place. A questionnaire was approved by the Trade Unions and made available to all staff for completion. As part of the programme communications planned for staff, meetings are taking place throughout the consultation period to address employee matters, complete questionnaires and update staff on progress of the programme.

5.21 Elected Members, Parish and Town Councils

5.21.1 A Cross Party Member Advisory Board under the chair of the Executive Lead member for ASC has been established to provide an opportunity for councillors of all parties to discuss a shared interest in further improving services for older people.

5.21.2 Steps have been taken to ensure that all elected members are kept fully informed on the proposed options. As a likely first point of contact for people directly affected a briefing note outlining the proposals was circulated to all 99 members in February 2013. In addition, Members in wards with facilities affected by the changes have been invited to attend individual briefings with senior managers in Adult Social Care. A range of formal and informal representations have been received from local elected members.

5.22 Members of Parliament

5.22.1 A briefing note outlining the proposals was issued in February to all Members of Parliament. A range of representations have been received.

5.23 Consultation with Trade Unions

5.23.1 The Trade Unions have been invited to comment on the proposals and meetings have been scheduled with senior managers from Adult Social Care throughout the consultation period.

6 Consultation Analysis and Evaluation

6.1 All the responses collected during the consultation and the outcome of the Equality Impact Assessments will be used to draw up recommendations to be considered by the Executive Board in September 2013.

7 Better Lives for Older People: Progress in the Inner East area

7.1 Lincolnfields Day Centre,

7.1.1 The centre was decommissioned in line with the recommendations of Executive Board in September 2011. To ensure the safe transfer of service users, a detailed Assessment and Closure Protocol was developed and implemented by a dedicated social work team. Following an individual needs assessment, eighteen service users were transferred sensitively and safely to the following alternative day services. Specifically this included trial visits or meetings with alternative service providers and transfer to the new service with friendship groups.

Alternative Service	Number of Service Users
Wykebeck Valley Day Centre	12
Action for Gipton Elderly (Neighbourhood Network)	1
The Green Day Centre	2
Radcliffe Lane Day Centre	1
Frederick Hurdle Day Centre	1
Bay Tree	1

7.1.2 Of the other service users assessed, one chose not to continue with day services as they were adequately supported at home and in the community. Another four people were found to have high levels of need requiring residential care.

7.1.3 On completion of the transfer of all service users the centre closed on 21 December 2011. Reviews were undertaken to check that the older people were settling in their new day time activities and further follow-up reviews completed three months after the move to new services.

7.1.4 The building has been in use since March 2012 by the Children's Services Education Outreach Team.

7.2 Staff

7.2.1 One member of staff left on the Early Leavers Initiative scheme. Three took up alternative posts in the service.

7.3 Savings

- 7.3.1 The total recurring savings for Lincolnfields day centre is £120,700 based on actual net expenditure 2011/12. The savings relate to the managed costs of the establishment and do not include departmental or central overheads.

8 Corporate Considerations

8.1 Consultation and Engagement

- 8.1.1 The proposals presented in this report endorsed by the Executive Board, are the subject of a formal and comprehensive programme of consultation and engagement.
- 8.1.2 The responses to the consultation received from the Inner East Area Committee will be incorporated into the feedback from all stakeholders and will be used to draw up recommendations to be considered by the Executive Board in September 2013.

8.2 Equality and Diversity / Cohesion and Integration

- 8.2.1 An initial Equalities Impact Screening was prepared for the February 2013 Executive Board report against all the equality characteristics as laid down by legislation. Equality Impact Assessments will be developed from the information gathered from the consultation process and will be reviewed as plans develop. Individual equality impact assessments for each option are being prepared against all the equality characteristics as laid down by legislation. They will form part of the consultation process and will be reviewed as plans develop.

8.3 Council Policies and City Priorities

- 8.3.1 Over the last decade the Council has invested heavily in a range of services for older people that offer them choice in the support they need to remain in their own homes and communities. These services include personal budgets, assistive technology, reablement / intermediate care, neighbourhood networks, home care, sheltered and extra-care housing and accessible community facilities.
- 8.3.2 Leeds City Council's Top 25 priorities set out the delivery milestones of the Council for 2012-13 which support delivery of the key priorities in the city priority plan and Council business plan 2011-15. In relation to Adult Social Care this includes supporting Better Lives through enterprise with the development of a wider range of care service providers. This will increase the range of choices open to service users.
- 8.3.3 The Council also has a duty of care to existing service users. This will be maintained throughout the change programme by ensuring that

service users are kept fully informed of the planned changes and timescales, their needs are fully assessed, they are offered a choice in alternative provision, their quality of care is maintained and they have no additional costs to pay. The important role of family carers is also recognised and they will be kept fully informed and offered a carers assessment, where appropriate.

8.4 Resources and Value for Money

8.4.1 There are no direct financial implications for the area committee to consider at this stage.

8.5 Legal Implications, Access to Information and Call In

8.5.1 There is no decision to be taken at this stage therefore this report is not subject to call-in.

8.6 Risk Management

8.6.1 Risk management processes are in place and the programme is included within the Council's corporate risk register.

9 Recommendations

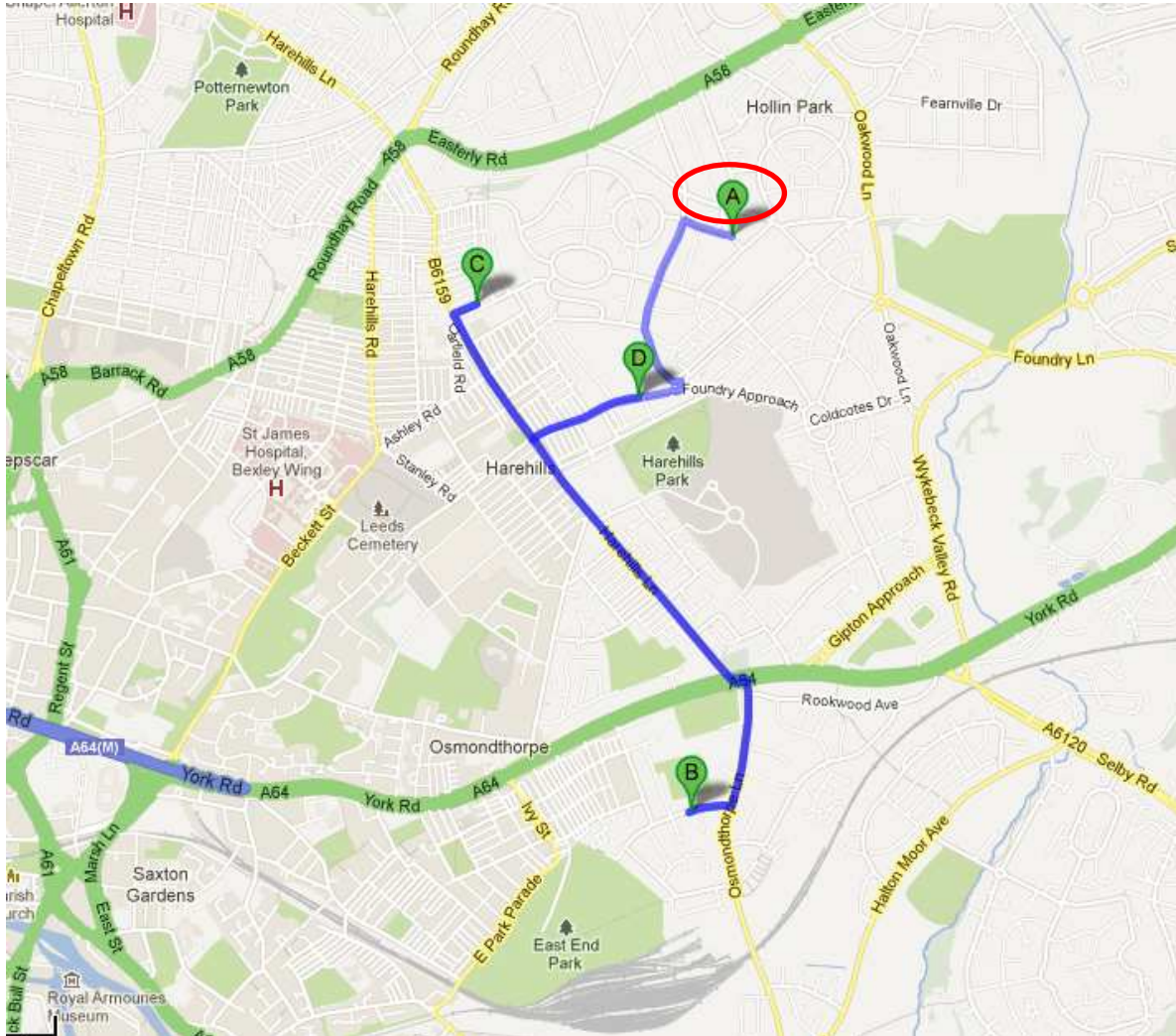
9.1 Members of the Inner East Area Committee are requested to:

- a) Note and consider the consultation process to implement the recommendations of the Executive Board on 15 February 2013.
- b) Suggest specific local issues that will help plan for the future needs of older people and make a response as part of the consultation process agreed by Executive Board
- c) Note and consider the content of this report and recognise the progress in implementing the options approved by the Executive Board in September 2011 for Lincolnfields Day Centre.

10 Background Documents.

10.1 None.

Alternative Provision Amberton Court



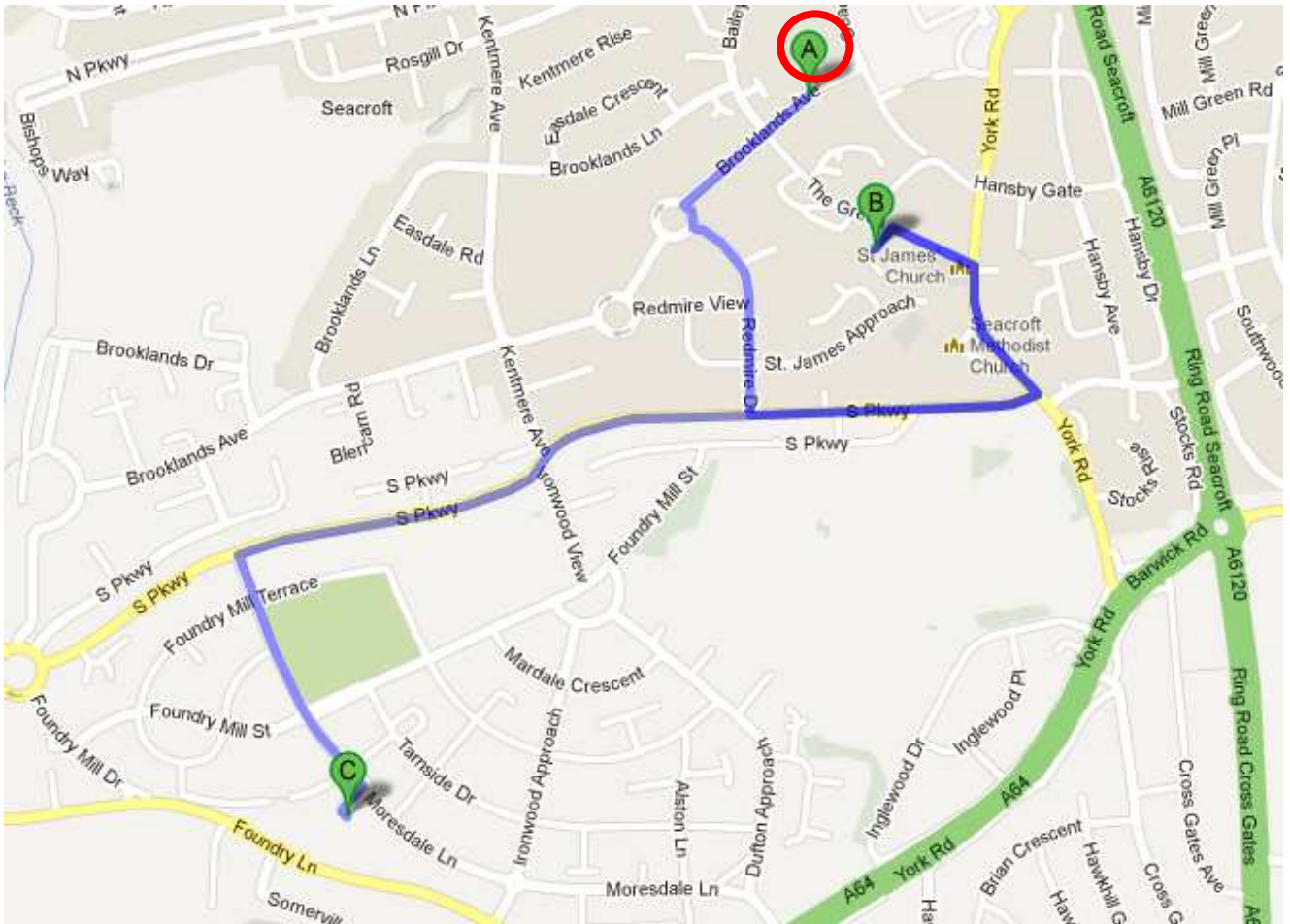
A = Amberton Court, Leeds LS8 3LR (35 beds)

B = Atkinson Court, Leeds LS9 9EJ - 1.9 miles (75 beds)

C = Berkeley Court, Leeds LS8 3QJ - 0.6 miles (78 beds)

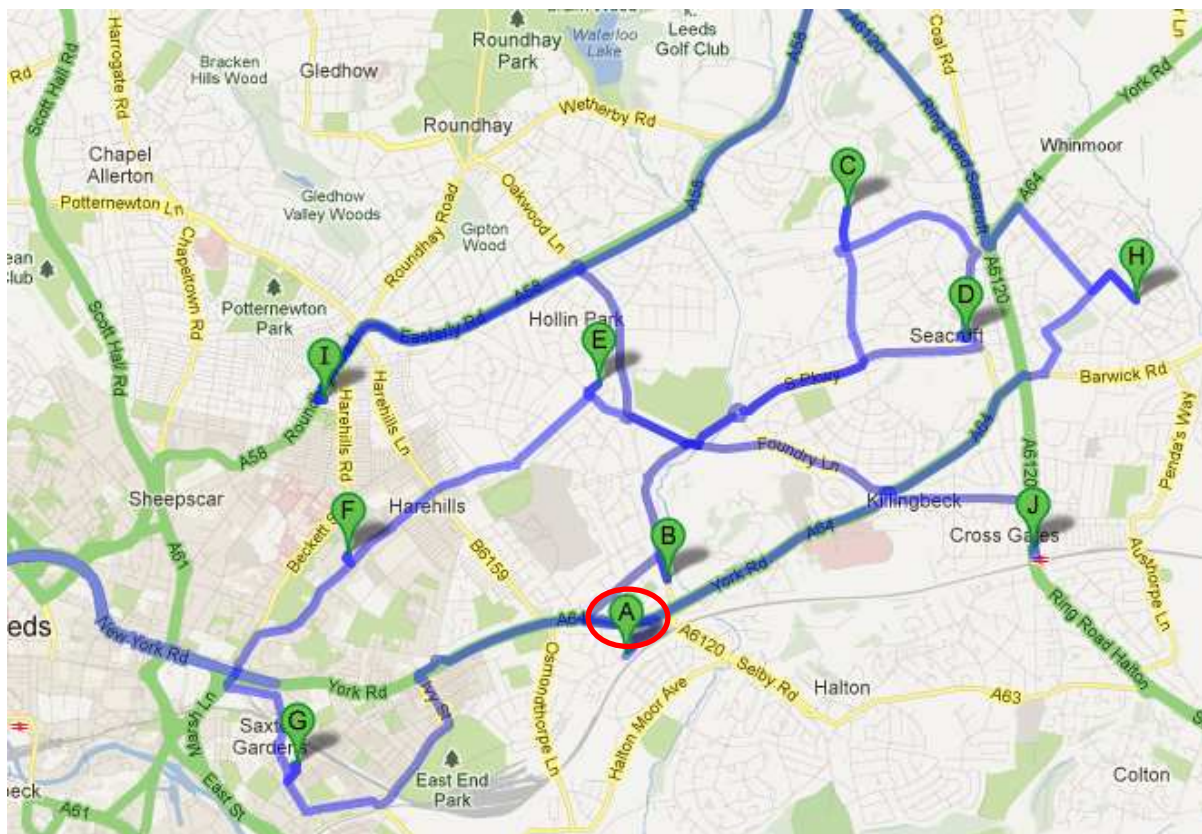
D = Oak Tree Lodge, Leeds LS8 3LJ - 0.5 miles (60 beds)

Alternative Provision Fairview



- A – Fairview, LS14 6NW (34 permanent beds)
- B – The Green, LS14 6JL - 0.8 miles (37 beds)
- C - The Grange – Springfield Health Group- 1.1 miles (under construction) (59 beds + 17 extra care) LS14 6JR

Alternative Provision Doreen Hamilton



- A – Doreen Hamilton Day Centre
- B – Wykebeck Valley Day Centre, Wykebeck Valley Road – **1.0 miles**
- C – North Seacroft Good Neighbours Scheme, Kentmere Avenue -**2.9 miles**
- D – South Seacroft Friends and Neighbours, 1081 York Road – **2.7 miles**
- E – Action for Gipton Elderly (AGE), 5-11 Oak Tree Drive – **1.7 miles**
- F – Burmantofts Senior Action, 25 Shakespeare Close – **1.8 miles**
- G – Richmond Hill Elderly Action, Long Close Lane – **2.2 miles**
- H – Swarcliffe Good Neighbours Scheme, Stanks Gardens – **3.3 miles**
- I – Leeds Irish Health and Homes, Roundhay Road – **1.9 miles**
- J – Cross Gates and District Good Neighbours Scheme – **2.7 miles**

Doreen Hamilton Service User Profile

Age profile	
41-64	0
65-79	13
80-89	11
90-99	1
100+	1

Length of time attending	
Less than a year	6
1-2 years	6
3-4 years	3
5-6 years	1
7-8 years	6
9-10 years	4
11+ years	0

Practical support required	
Toileting	10
Bathing	5
Hoist use	6
Feeding	3
Manual wheelchair user	7
Electric wheelchair user	3
Use of walking aid other than stick	5

Address by ward	
Burmantofts and Richmond Hill	3
Cross Gates and Whinmoor	8
Garforth and Swillington	3
Killingbeck & Seacroft	3
Kippax & Methley	3
Temple Newsam	5

Report of North East Divisional Community Safety Partnership

Report to Inner East Area Committee

Date: 20th June 2013

Subject: North East Divisional Community Safety Partnership Annual Report

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Gipton and Harehills		
Burmantofts and Richmond Hill		
Killingbeck and Seacroft		
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. To update ward members of the overall performance of the North East Divisional Community Safety Partnership and Neighbourhood Policing Teams for 2012/13.
2. To provide an overview of the work undertaken by the partnership within the locality to reduce crime and disorder.

Recommendations

3. The Area Committee is asked to note the contents of this report of the North East Divisional Community Safety Partnership.
4. Members are asked to continue supporting the Divisional Community Safety Partnership in relation to prioritising the new Safer Leeds Priorities and tackling Burglary Dwelling during 2013/14 through partnership work at neighbourhood level.

1. Purpose of this report

The report will focus on the following key issues:

- Update members on progress and outputs of the neighbourhood management tasking arrangements
- Report on thematic sub groups and activities
- Report on the performance of the North East Police Division and partnership
- Summary of ward crime statistics, public confidence and user satisfaction
- Report on multi agency 'Operation Champions'
- Report on agreed community initiatives funded via Proceeds of Crime confiscations (POCA)

2. Background information

- 2.1 This report provides Members of the Area Committee with an overview of the performance of the North East Divisional Community Safety Partnership and ward based Neighbourhood Policing Teams. It will also include details of the key initiatives that have been delivered in local communities to reduce crime and disorder. The report focuses upon the period 1st April 2012 to 31st March 2013.

3. Main issues

3.1 Performance Framework

- 3.2 The Divisional Community Safety Partnership (DCSP) will continue to develop activity and management performance against strategic outcomes of the city, defined by The Safer and Stronger Communities Board Partnership plan 2011-2015 which will focus on delivering the following strategic priorities:

- Reducing crime levels and its impact across Leeds
- Effectively Tackle and Reduce Anti-social behaviour in our Communities

- 3.3 Safer Leeds has six key priorities for 2013/14:

- Reducing burglary and anti-social behaviour tackling domestic abuse
- Tackling domestic abuse
- Reducing re-offending
- Improving our understanding of child sexual exploitation
- Dealing with dangerous 'Legal Highs' and cannabis
- Strengthening community engagement and support to victims

- 3.4 Attached is an updated structure chart for the North East Divisional Community Safety Partnership (see Appendix A) with details of the relevant lead officers. The structure is continuously reviewed to ensure delivery against new priorities.

4. Operation Champion

- 4.1 A number of 'multi agency operation days of action' have been carried out across the ward during 2012/13 and have been based around themes and deployed into areas of concern. We will continue to deliver operations during 2013/14 with a minimum requirement of four operations per year per Neighbourhood Policing Team.

5. Operation Outwork

- 5.1 As the scrap metal market maintains its consistently high prices the theft of metal continues to be a problem across the North East Leeds Policing area. Whether it is cable theft, burglary other, general theft non specifics or full blown burglary dwellings the target is often metal in order for the criminals to cash in.
- 5.2 Joint partnership operations between Neighbourhood Policing Teams and the Environmental Locality Team were delivered on a monthly basis and will continue through 2013. These operations include setting up road checks and routine stopping of waste carrier vehicles in order to complete checks on such vehicles. The Police staff conduct normal police checks on all passengers and pay attention to the condition of such vehicles alongside East North East Environmental Locality team staff that provide trained expertise regarding waste carrier licence/rules and conditions.

6. POCA

- 6.1 The North East Division allocated a further £29,000 and carried forward £9187.85 from 11/12 totalling £38,197.85 funding confiscated from criminals under the Proceeds of Crime Act to the Divisional Community Safety Partnership during 2012/13 to support local groups with community projects/activities. In total, across the whole division, we approved and funded 123 applications and spent £33,243. We continue to receive positive feedback from the community. Information regarding the awards continues to be advertised in the Neighbourhood Management / Neighbourhood Policing Team newsletters and on the police Neighbourhood Policing Team websites. We will be continuing the scheme into 2013/14 (Appendix B provides a summary of projects funded in the Inner North East Area).

7. Confidence and Satisfaction

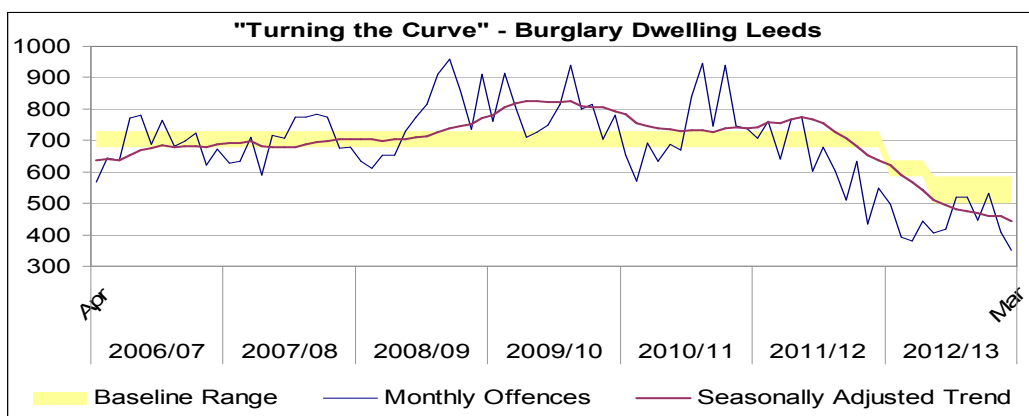
7.1 North East Leeds continues to have the highest public confidence in local policing during 2012/13 at 60.5% (March 2013) compared with the West Yorkshire force average of 53.9%.

7.2 Operation Confidence continued during 2012/13 with two editions and is a contributing factor to the high rates of public confidence. The North East Division produces 11 neighbourhood management newsletters detailing partnership activity around crime and grime within the Neighbourhood Policing Team and delivers to 128,000 households. The initiative has been funded by North East Police Division, East North East Homes, Safer Leeds Partnership and Aire Valley Homes, we are anticipating securing funding for 2013/14 for a further two editions whilst investigating other options alongside social media such as Facebook and Twitter to improve engagement with local communities.

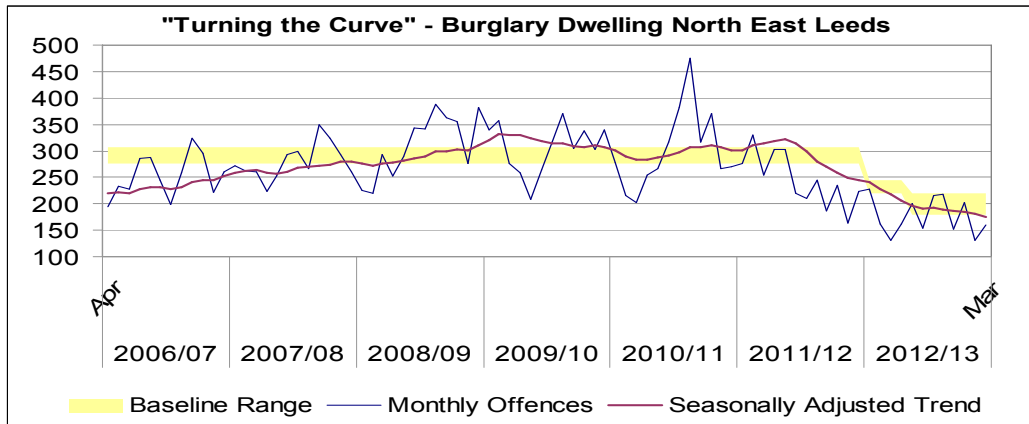
8. Burglary Dwelling

8.1 Burglary Dwelling remains a key priority in relation to allocation of resources both staffing and financial. Tackling burglary dwelling remains the key priority within the division and across the whole of Leeds, we are working closely with Safer Leeds Strategic Burglary Group and partner agencies to maximise opportunities for closer working, sharing good practise and continue to deliver initiatives at a local neighbourhood level.

8.2 Overall a very successful year in 2012/13 there were 5,305 recorded domestic burglaries in Leeds, down 30.8% when compared with the previous year equivalent to 2357 fewer victims.



8.3 Overall year to date burglary offences for North East Leeds are down 28.35 % on the same period last year (833 less offences).



9. Ward Risk Matrix

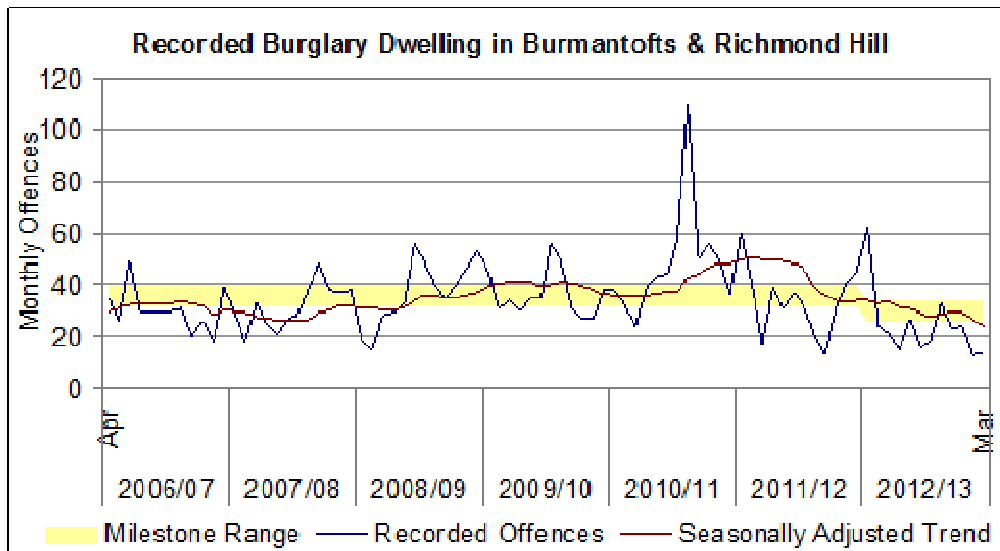
9.1 During 2012/13 there were nine strategic localities of concern. The inner east area committee area have all three wards as strategic localities of concern, Burmantofts & Richmond Hill alongside Gipton & Harehills are in the top three wards across the city. The strategic burglary group are currently reviewing best practise in relation to partnership work and reviewing the localities of concern for 2013/14. The Divisional Community Safety Partnership have recommended all three wards to be the focus for additional partnership work on reducing burglary dwelling during 13/14 from the Inner East Committee Area.

Ward	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	12 Month Total	12 Month % Change	3 Month Change	Colour Key
Hyde Park & Woodhouse	Very High	Very High	Very High	Very High	Very High	Very High	Very High	Very High	Very High	Very High	Very High	Very High	328	-45.1%	-43.7%	Very High Concern
Burmantofts & Richmond Hill	Very High	Very High	Very High	Very High	Very High	Very High	Very High	Very High	Very High	Very High	Very High	Very High	289	-29.0%	-31.1%	Very High Concern
Gipton & Harehills	Very High	Very High	Very High	Very High	Very High	Very High	Very High	Very High	Very High	Very High	Very High	Very High	280	-26.9%	-1.4%	Very High Concern
Armley	High	High	High	High	High	High	High	High	High	High	High	High	252	-35.4%	-13.8%	High Concern
Headingley	High	High	High	High	High	High	High	High	High	High	High	High	230	-43.5%	-61.4%	High Concern
Roundhay	High	High	High	High	High	High	High	High	High	High	High	High	225	0.0%	-20.3%	High Concern
Killingbeck & Seacroft	High	High	High	High	High	High	High	High	High	High	High	High	221	-38.8%	-8.8%	High Concern
Middleton Park	High	High	High	High	High	High	High	High	High	High	High	High	215	11.4%	-21.0%	High Concern
Beeston & Holbeck	High	High	High	High	High	High	High	High	High	High	High	High	205	-3.3%	-22.2%	High Concern
Kirkstall	High	High	High	High	High	High	High	High	High	High	High	High	203	-43.3%	52.3%	High Concern
Cross Gates & Whinmoor	High	High	High	High	High	High	High	High	High	High	High	High	182	-38.9%	-10.0%	High Concern
Weetwood	High	High	High	High	High	High	High	High	High	High	High	High	182	-25.7%	7.5%	High Concern
Bramley & Stanningley	High	High	High	High	High	High	High	High	High	High	High	High	181	-56.9%	122.9%	High Concern
Temple Newsam	High	High	High	High	High	High	High	High	High	High	High	High	179	-27.8%	-20.3%	High Concern
Farnley & Wortley	High	High	High	High	High	High	High	High	High	High	High	High	175	-39.7%	-23.3%	High Concern
City & Hunslet	High	High	High	High	High	High	High	High	High	High	High	High	170	-17.5%	2.2%	High Concern
Pudsey	High	High	High	High	High	High	High	High	High	High	High	High	170	-30.6%	7.3%	High Concern
Calverley & Farsley	High	High	High	High	High	High	High	High	High	High	High	High	167	-32.1%	-35.0%	High Concern
Chapel Allerton	High	High	High	High	High	High	High	High	High	High	High	High	164	-46.9%	-18.8%	High Concern
Moortown	High	High	High	High	High	High	High	High	High	High	High	High	154	-35.3%	-50.0%	High Concern
Alwoodley	High	High	High	High	High	High	High	High	High	High	High	High	138	-15.3%	-32.4%	High Concern
Horsforth	High	High	High	High	High	High	High	High	High	High	High	High	127	-18.6%	-6.1%	High Concern
Morley North	High	High	High	High	High	High	High	High	High	High	High	High	121	-14.2%	34.6%	High Concern
Adel & Wharfedale	High	High	High	High	High	High	High	High	High	High	High	High	105	-34.8%	10.0%	High Concern
Harewood	High	High	High	High	High	High	High	High	High	High	High	High	91	4.6%	26.3%	High Concern
Rothwell	High	High	High	High	High	High	High	High	High	High	High	High	88	-11.1%	47.4%	High Concern
Morley South	High	High	High	High	High	High	High	High	High	High	High	High	82	-24.8%	-34.4%	High Concern
Wetherby	High	High	High	High	High	High	High	High	High	High	High	High	78	6.8%	125.0%	High Concern
Otley & Yeadon	High	High	High	High	High	High	High	High	High	High	High	High	69	-20.7%	-42.9%	High Concern
Garforth & Swillington	High	High	High	High	High	High	High	High	High	High	High	High	64	-28.9%	83.3%	High Concern
Ardsley & Robin Hood	High	High	High	High	High	High	High	High	High	High	High	High	63	-14.9%	-33.3%	High Concern
Guiseley & Rawdon	High	High	High	High	High	High	High	High	High	High	High	High	53	-39.1%	7.1%	High Concern
Kippax & Methley	High	High	High	High	High	High	High	High	High	High	High	High	50	-35.1%	-9.1%	High Concern

10. Burglary Dwelling – Inner East Wards

10.1 A successful year in relation to reduction of overall burglary dwelling within all the Inner East Wards, achieving a significant reduction. The burglary action plans for Killingbeck and Seacroft , Burmantofts and Richmond Hill were developed with key partner agencies was delivered during 12/13 and incorporated key strands including offender management, stolen goods market, reducing victimisation and crime reduction. Significant financial investment was provided by East North East Homes to continue the target hardening initiative of ALMO properties alongside allocations from area committee to support security improvements to vulnerable tenants in the private rented sector and owner occupiers. An outcome based accountability session was held in Feb 2013 for the Gipton / Harehills ward, with partnership activity commencing in April 2013.

10.2



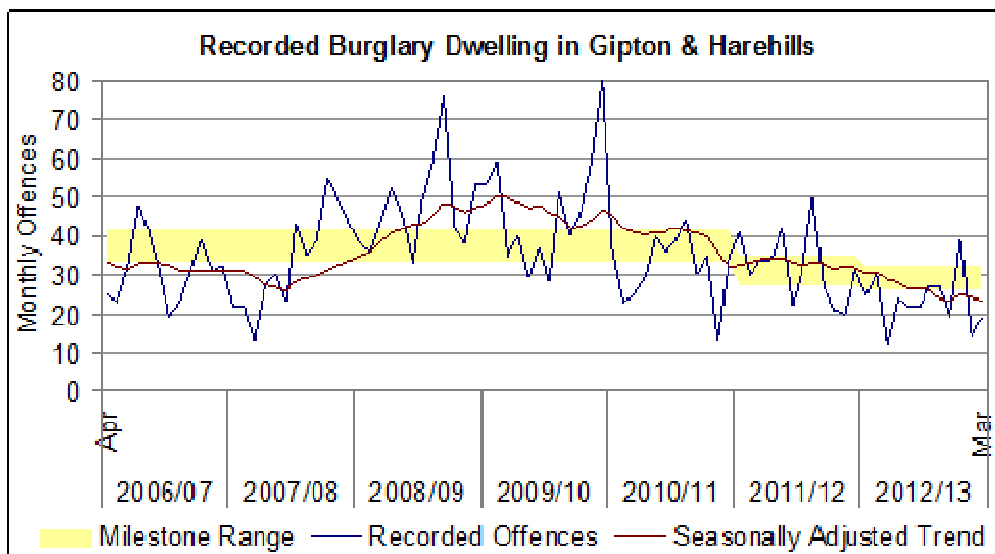
10.3 **Progress April 2012 to March 2013**

10.4 Out-turn was 209 offences, falling in 2012/13 compared with 2011/12. The year to date average is 24 offences per month and attained the milestone level 2.

Month	Offences	Average To Date
Apr-12	62	62
May-12	24	43
Jun-12	21	36
Jul-12	15	31
Aug-12	27	30
Sep-12	16	28
Oct-12	18	26
Nov-12	33	27
Dec-12	23	27
Jan-13	24	26
Feb-13	13	25
Mar-13	14	24
Year to Date	290	24

Month	Cumulative 2012-13	Cumulative 2011-12	Change
Apr	62	60	2
May	86	100	-14
Jun	107	117	-10
Jul	122	156	-34
Aug	149	187	-38
Sep	165	224	-59
Oct	183	256	-73
Nov	216	277	-61
Dec	239	290	-51
Jan	263	321	-58
Feb	276	362	-86
Mar	290	407	-117
-29% Change Year to Date			

10.5 Gipton & Harehills



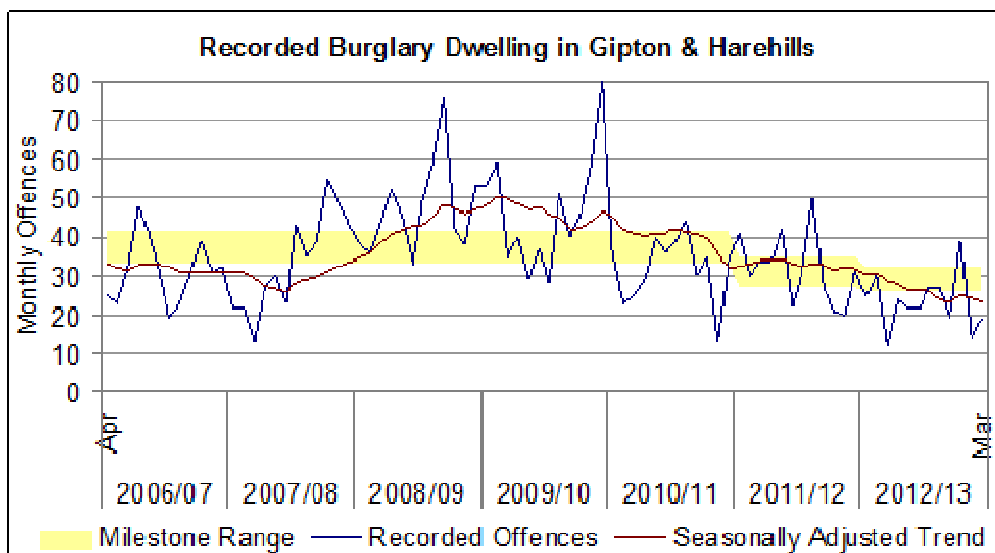
10.6 Progress April 2012 to March 2013

10.7 Out-turn was 280 offences, falling by 27% in 2012/13 compared with 2011/12. The year to date average is 23 offences per month and has attained the Milestone 2 level.

Month	Offences	Average To Date
Apr-12	25	25
May-12	30	28
Jun-12	12	22
Jul-12	24	23
Aug-12	22	23
Sep-12	22	23
Oct-12	27	23
Nov-12	27	24
Dec-12	19	23
Jan-13	39	25
Feb-13	14	24
Mar-13	19	23
Year to Date	280	23

Month	Cumulative 2012-13	Cumulative 2011-12	Change
Apr	25	41	-16
May	55	71	-16
Jun	67	105	-38
Jul	91	139	-48
Aug	113	181	-68
Sep	135	203	-68
Oct	162	234	-72
Nov	189	284	-95
Dec	208	311	-103
Jan	247	332	-85
Feb	261	352	-91
Mar	280	383	-103
-27% Change Year to Date			

10.8 Killinbeck & Seacroft



10.9 Progress April 2012 to March 2013

10.10 Out-turn was 221 offences, falling by 39% in 2012/13 compared with 2011/12. The year to date average is 18 offences per month and has attained the Milestone 2 level.

Average

Month	Offences	To Date
Apr-12	15	15
May-12	15	15
Jun-12	13	14
Jul-12	14	14
Aug-12	17	15
Sep-12	17	15
Oct-12	30	17
Nov-12	18	17
Dec-12	20	18
Jan-13	27	19
Feb-13	21	19
Mar-13	14	18
Year to Date	221	18

Month	Cumulative 2012-13	Cumulative 2011-12	Change
Apr	15	25	-10
May	30	55	-25
Jun	43	92	-49
Jul	57	136	-79
Aug	74	170	-96
Sep	91	197	-106
Oct	121	223	-102
Nov	139	254	-115
Dec	159	295	-136
Jan	186	328	-143
Feb	207	349	-142
Mar	221	361	-140
-39% Change Year to Date			

11. Most Active / Amber Nominals / Burglary Group

11.1 The group continues to meet on a six weekly basis and looks at how best to manage individuals offending behaviour through offering support through targeted services or taking enforcement action. The youth offending service have widened their remit to offer voluntary support to those wishing to engage outside of the criminal justice system. We have developed close working relationships with targeted services and refer into guidance and support structures.

12. Neighbourhood Management Tasking Key Achievements 2012/13

12.1 The eleven neighbourhood management tasking teams continue to meet six weekly and are still firmly embedded into agencies day to day business. Members continue to be invited to attend and support meetings.

12.2 This is not an exhaustive list of activities but includes key achievements from each of the neighbourhood management tasking teams within the Inner East area.

13. Burmantofts and Richmond Hill

- **Burglary Reduction Initiative** - Fortnightly mini operation champions took place between the Neighbourhood Policing Team, East North East Homes and Leeds Anti-Social Behaviour Unit. There have been over 1200 properties in hot spot areas visited and offered additional target hardening and crime prevention advice.
- **Kitsons, Dents, Oxleys and Clarks bin solutions** – The Area Support team led a project to implement a bin solution for the area to improve long standing refuse collection issues. Each property was provided with two wheeled bins which had a bin sticker placed on each which was designed by pupils of Richmond Hill Primary School. An environment event was held at the primary school for residents to ask any questions they may have around the new bin collections. Fines already in the process of being issued to residents who are not putting their bins away and keeping the area clean.

- **Live on the Drive** - The third Live on the Drive event took place on Saturday 1st September 2012. This is a free event for young people living in the East End Park area and takes place on East Park Drive. There were a number of fun activities including face painting, bouncy castles, hook a duck, coconut shy and a community barbeque. Members of the Burmantofts & Richmond Hill Neighbourhood Policing Team played street hockey and basketball with young people from the area and nearly 400 people were in attendance. The event was organised in partnership with Community Unity, LCC East North East Area Support Team, BRH Neighbourhood Policing Team and East North East Homes. Funding for the event was provided through Inner East Area Committee and proceeds of crime funding.
- **Cherry Row** –Joint work has been undertaken with the East North East and South East Locality Teams to improve Cherry Row. Inner East Area Committee funded improvements to the alley way for commercial bin storage. The South East Locality Team are now taking enforcement action against commercial businesses if they aren't complying with the new arrangements. The East North East Locality Team are litter picking / cleaning the area more frequently.
- **Operation Champion** - led by staff from East North East Homes targeting anti-social behaviour and drug related issues in tower blocks in the Burmantofts area.
- Environmental Improvement Zone work has continued in the Bellebrookes and Nowells areas with a number of residents receiving fines for non-compliance of notices
- Problem ginnels in Osmondthorpe have been cleared by Probation Service's Community Payback Team.
- Funding has been provided through the Tasking budget to improve problematic alley gate locks in the Nowells and a contribution has been made towards CCTV in the Rookwoods area.
- The Designated Public Place Order (DPPO) continues to be enforced across the area and local complaints have significantly reduced since its implementation.
- Partnership Metal theft days of action, continue in the ward with regular visits to the scrap metal dealers (11.2.13 and 27.3.13).
- Local drug dealers have been targeted with partnership agencies, as part of Operation Sugarloaf, numerous offenders charged with drug dealing.
- Three brothers whom have caused persistent problems in relation to crime across the ward have been injunctioned out of the area until July 2017.
- Operation Champion held on 11th March 2013 focussing on loan shark activity in the Rookwoods and Cross Green area.
- East Park Grove Task Group established to work with private landlords to address their concerns about crime and grime issues.
- Reinforced alley gate locks and closing devices installed on Back Nowell Place, due to on-going issues of locks being damaged on the street.
- New wheelie bins including house numbers provided to all houses on Bellbrookes to assist with environmental enforcement action.
- 8/3/13 - Crime reduction advice given by neighbourhood policing team at The International Women's day.

14. **Killingbeck and Seacroft**

- Multi-agency work on the Poole Estate has successfully identified 6 anti-social behaviour (ASB) offenders who have been addressed jointly by schools, Leeds Anti-Social Behaviour Unit and Police. Licensing enforcement at a local Working Men's Club has also contributed to the reduction in ASB and residents report the situation has vastly improved.

- Off Road motorcycles continue to be seized from offenders in the ward.
- Police and Partner agencies were nominated for a Force Award for their actions in safeguarding a Seacroft family and reintegrating them back into the community.
- Leeds Watch cameras continue to make a real difference in South Seacroft and contribute to the reduction in ASB and crime.
- A further Leeds Watch camera is planned for the Hawkshead Crescent / Borrowdale Terrace
- Burglar resident in Almo property on Kentmere Rise had tenancy terminated following imprisonment.
- Burglar resident in Almo property on Mardale Crescent had tenancy terminated following charge.
- Priority criminal resident in Almo property on Moresdale Lane had tenancy terminated following imprisonment.
- Operation Champion completed tackling ASB and criminal damage on the Foundry Mills.
- Littering at South Parkway Shops tackled through visible PCSO patrols and East North East Locality team taking enforcement action against shop owners and liaison with Leeds East Academy.
- Highways and environmental improvements undertaken on Tarnside Drive which has resulted in the reduction of ASB. The improvements were funded by East North East Homes Area Panel.
- Target hardening initiatives delivered on 20 hot spot streets for burglary dwelling involving the Neighbourhood Policing Team, CASAC and Leeds Anti-Social Behaviour Team.
- Environmental enforcement work carried out in partnership with East North East Homes, East North East Locality Team and the Neighbourhood Policing Team regarding waste in gardens and high hedges on the top ten burgled streets.
- An 'on street detached project' delivered across the ward in hotspot areas for anti-social behaviour and burglary dwelling to engage with young people at risk of engaging in criminal activity and divert them into youth provision and support services.

15. Gipton

- Operation Champion took place in the St Wilfrids & Easterly new Build areas focussing on burglary dwelling.
- Tasking funded an alley gate to the side of Amberton Shops.
- Three housing cautions served on East North East Homes tenants for growing cannabis
- Operation Champion themed "operation confidence" was completed on Oakland's estate where police confidence is seen to be low.
- Alley gate keys purchased for the PCSO teams to enable them to close and lock alley gates whilst on their patrols.
- Coldcotes shops designated an EIZ to combat litter and fly tipping and additional litter bins installed.
- 10 dog fouling signs agreed for the area and a responsible dog owner day held in Harehills Park.
- A range of diversionary activities funded through community first to help reduce ASB / Crime and increase community confidence, which included: martial arts defence for Women, football, basketball, dance classes.

- PCSO's worked with St Nicholas school to design road safety posters aimed at reducing speed.
- A covert drugs operation to identify ring leaders of drug dealers and to instigate relevant charges on individuals and tenancy action where appropriate.
- In response to ASB complaints from multi storey flats, 6 prohibition notices served on youths, locking mechanism updated to prevent illegal entry in response to shoplifting and ASB complaints at Tesco's.
- Burglary OBA action plan is being implemented by all partners.

16. Harehills

- Funded 6 anti-dog fouling signs and held a multi-agency responsible dog ownership day at Harehills Park in response to complaints regarding dog fouling. A large number of dogs were chipped at the event and PCSO's and dog wardens did joint patrols to speak to owners about their responsibilities. Partners involved included Neighbourhood Policing Team, East North East locality team, The Dogs Trust, Area Support and East North East Homes
- An Operation Champion took place in the Hovinghams & Dorsets to coincide with the launch of the Environmental Improvement zones. Partner agencies conducted door to door visits and issued questionnaires and perception surveys. One truant was found and sent back to school on the day.
- An Olympic Torch event was coordinated to coincide with the torch passing through Harehills. Over 2000 people attended and got involved with family activities and a range of sporting tasters. Community Spirit in Harehills was commended in the Yorkshire Evening Post.
- In response to resident complaints re ASB, litter and dog fouling at Banstead Park, new litter bins and dog fouling signs installed, youth services approached young people to encourage into their provision and a Responsible Dog Owner day planned.
- In response to reports of vandalism & anti-social behaviour at Harehills Park. The bowling green wall was repaired by probation, LASBT visited the complainant and letters were dropped in the area to establish any other issues. The East North East Locality Team sent warning letters to rugby and football clubs who use park on a weekend to clear up litter after themselves, the situation appears to have improved.
- A range of summer holiday activities put on throughout full six weeks in visible public spaces as an ASB deterrent. Multi sports at Ashton Park particularly successful, with large numbers turning up to play football. Discussions on-going to continue this on a regular basis throughout term time.
- As part of the launch of the designated public place area, The Youth Service health bus was brought to Ashton Park. Football sessions were held on the park and young people invited on to the health bus to discuss dangers of alcohol and other health issues.
- Alley gate keys purchased for the PCSO teams to be able to close and lock alley gates whilst on their patrols to try combat the issue of them being left open regularly.
- The Shisha bar on Roundhay Road was served a notice to close under planning legislation for breaching their opening hours. Planning conditions were adhered to and the premises reopened however they have now been fined £5,000 for allowing smoking in a public place. There have been on-going issues relating to antisocial behaviour in this area.

- Children's Services porta cabin opened on an evening during Ramadan as a drop in youth club for young people causing ASB between the hours of 10pm-1am. This was staffed by the Neighbourhood Policing Team Youth Services.
- An Operation Champion took place on the Sandhurst & Dorsets on the 8th March 2013. The operation included carrying out an environmental visual audit looking for burglary reduction opportunities, CASAC fitting sash jammers, raising awareness of the environmental improvement zones. LASBT and environmental enforcement visits, door knocking to encourage reporting of anti-social behaviour. Operation Confidence leaflets were delivered to residents alongside information around youth service activities and Keep Harehills Tidy Campaign.
- **Keep Harehills Tidy-** The East North East Locality Team, West Yorkshire Police, Ward Councillors and East North East Area Support established a meeting of residents to work alongside statutory services and take responsibility for their neighbourhood. A group of 10 residents have now been established with a chair and secretary, a high publicity launch event and leafleting campaign is planned to encourage more people to join the campaign and promote a cleaner environment.
- Removed illegally placed containers from behind shops on Roundhay Road working with East North East Homes and Locality Team.
- Harehills Traders - The Neighbourhood Policing Team, Community Safety, LCC Planning, LCC Highways, LCC Regeneration, Councillors and Area Support met with a group of local traders to address a number of complaints in the area which cut across all areas of work. An action plan has been put together to try to tackle the complaints and it is hoped that the Traders will establish themselves as some form of 'Town Team' (with our support) going forward.

17. Thematic Sub Groups and Activities

18. Designated Public Place Order – Harehills

- 18.1 A report setting out the proposals for a Designated Public place order for the area of Harehills was taken to Leeds City Councils Licensing Panel on 26th June 2012 outlining the legal framework, summary of evidence and the consultation undertaken. The order was granted and came into force on the 1st August 2012. (Appendix C illustrates the designated area)
- 18.2 Designated Public Place Orders (DPPOs) are made under the Criminal Justice and Police Act 2001. Under the Act, the Council can, by Order (or a series of Orders), designate public places within which it is an offence to consume alcohol after being requested by a Police Constable or a Police Community Support Officer (PCSO) not to do so. An Officer can ask any person to surrender alcohol or open alcohol containers if the Officer reasonably believes the person is, has been or intends to consume alcohol in that place. In due course, wardens will be accredited to exercise these powers. Penalties for this offence include a penalty for disorder (PND) £50 or arrest and prosecution for a level 2 fine, maximum of £500. Bail conditions can be used to stop the individual from drinking in the public place pending prosecution for the offence. The legislation does not ban the drinking of alcohol in Designated Public Places, and therefore it **does not** prohibit drinking alcohol in authorised street cafes and at authorised public entertainment events in

public areas. Legislation is designed to reduce anti-social street drinking either during the day (typically street users of alcohol and other substances) or in respect of night-time issues such as people drinking in the street and on the way to and from licensed areas or premises, e.g. in the queue for a club, having left a public house or in a fast food queue.

- 18.3 Section 26 of the Violent Crime Reduction Act 2006 came into force on 6th April 2007. It amended the Criminal Justice and Police Act 2001. Prior to this amendment pubs and clubs that have a licence to sell or supply alcohol under the Licensing Act 2003 could not form part of the DPPO. These premises would include public spaces licensed by local authorities for alcohol and regulated entertainment. This led to a conflict between the local authorities desire to licence public spaces for community events and the desire to use DDPOs to tackle anti-social drinking. This conflict was rectified by the amendment. There are no public places licensed by the Local Authority within the proposed area.
- 18.4 Under the amendment, premises where local authorities are permitted to sell or supply alcohol or premises that are occupied or managed on behalf of local authorities, for the sale and supply of alcohol will be excluded from a DPPO. The exclusion will only last while the premises are in use and for 30 minutes following the last supply/sale of alcohol. At all other times the premises will be subject to the DPPO.
- 18.5 The Neighbourhood policing team continue to enforce the designated public place order and frequently remove alcohol from persons on the street. To date over 80 different persons have had alcohol confiscated and there have been no arrests or prosecutions where persons have refused to surrender their alcohol.

19. **CCTV – Seacroft South**

- 19.1 A new CCTV scheme was installed by Leeds Watch into the South Seacroft Area during the summer of 2012 comprising of nine new cameras in the locations highlighted below. The cameras were located in hot spot areas, the streets were selected from analysis of reported crimes and anti-social behaviour. The capital costs of the project was funded by East North East Area Panel and East North Homes and revenue costs for the next 5 years were supported by ward councillors in the Inner East Area Committee. Early evaluation indicates that they have contributed towards reductions in crime and anti-social behaviour and provided reassurance to residents in the areas concerned. A full evaluation will be requested in August 2013 to compare overall figures with the previous year.

- Foundry Mill Street x 2
- Hawkshead Crescent x 3
- Moresdale Lane x 1
- Dufton Approach x2
- Ironwood Approach x 1

20. Off Road Bikes / West Yorkshire Police

- 20.1 The inner East Area Committee (June 2012) contributed towards the lease costs to retain 2 off road motorcycles within the division for a 12 months period.
- 20.2 The information below outlines some performance information and examples of successes in the Inner East Area Committee area:

July – September 2012

Stop searches: 12
Calls attended: 27
Section 59 warnings: 13
Vehicle seizures: 9
Arrests/Summons:8

October – December 2012

Stop searches: 11
Calls attended: 26
Section 59 warnings: 4
Vehicle seizures: 5
Arrests/Summons: 12

January – March 2013

Stop searches: 6
Calls attended: 41
Section 59 warnings: 8
Vehicle seizures: 6
Arrests/Summons: 5
Optimal patrols: 12
Cannabis warnings:1

- A well-known burglar drove by whilst using his mobile phone. He had no driving licence or insurance. His Vauxhall Astra was seized and crushed and he was reported for summons for careless driving.
- A man from Tarnside Drive decided to test his new purchase, a Kawasaki KX125 off road motorcycle out on the Fearnville Fields before riding home. He was met on his

street by the off road unit, yards from his garden.. His motorcycle was seized and he was sent back to court for having no licence or insurance.

- The area of the Rein and surrounding streets had become a hotspot. Following the seizure of three motorcycles in as many weeks in the area the local Neighbourhood Policing Team set up a multi-agency operation Champion with housing, Leeds Anti-Social Behaviour Unit and the courts Warrants Office. Officers from the unit caught a man who had tried to escape from a house with his pit bull terrier. He was stopped on Boggart Hill Drive with the dog. He was arrested on suspicion of possession of a dangerous dog. He received an £80 fine and his dog was found to be dangerous and destroyed. Officers were informed about an uninsured motorcycle which was taken from The Rein to an address on the Kentmeres in an attempt to avoid officers conducting the visits. The motorcycle was seized and destroyed.
- Whilst on patrol on a Saturday night officers spotted a Yamaha DTZ 125 on Boggart Hill. Neither the pillion nor the driver were wearing a helmet. On investigation they were both found to be in possession of cannabis and the driver was intoxicated He was arrested and charged with drink driving, no insurance and driving without a licence as well as possession of cannabis. After pleading guilty to being over twice the legal drink drive limit he was banned from driving for 18 months and fined £250. His motorcycle was also seized. The passenger received a caution for possession of cannabis.
- Responding to an incident on Torre Road officers simply had to follow the fresh tracks left in the grass which led to the owner and his new uninsured Quadzilla. His Quad was seized.
- A number of complaints were being received regarding nuisance motor cycles and riders gathering around the Poole Estate. The off road unit was deployed to the location and waited as all appeared very quiet. Within a few minutes of arrival a number of motorcycles arrived. Two riders were stopped and their motorcycles checked over. The rear tyre fell far below the legal limit on one of the bikes and the rider was issued a Fixed Penalty Ticket and a Section 59 warning notice due to his manner of riding. He was advised to take the motorcycle home. Approximately 45 minutes later the Off Road Unit returned to the estate to find that the same riders had also returned and were still riding in an anti-social manner. The rider noticed the Police and made off at speed. The Unit recognised the rider and motorcycle

from the earlier incident and attended his home address. Within an hour of the rider being issued a warning his motorcycle was seized.

- The unit was deployed in the K&S area of the division actively looking for a recently stolen moped that had been taken from Cross Gates. Owing to the versatility of the bike the officer was able to hide amongst the tree line at the bottom of North Parkway. After a brief wait a group of males appeared from the darkness pushing a moped and riding another motorcycle. The officer emerged from the trees causing the group to split. Although no arrests were made at the time, the youths were identified and the stolen moped recovered with minimal damage.
- While patrolling the BRH area, Officers in plain clothes noticed two males riding a Vespa type moped. On noticing the plain clothes officers, the riders attempted to evade them by riding along a pedestrian walkway under the railway lines. Due to vehicular access the officers were unable to follow. Due to the Units knowledge of the division's Ginnels and alleyways, they were able to intercept the males and the Vespa. This resulted in the arrest of a rider and recovery of the bike.
- A recently stolen Mercedes A Class Motor vehicle was spotted being driven by the Unit. This vehicle was followed resulting in the occupant's abandoning the car and running through a pedestrian access gate towards North Parkway. Fortunately the police motorcycle was able to pursue the occupants resulting in a number of arrests and the recovery of the stolen vehicle.
- A speeding BMW was stopped on Boggart Hill Drive trying to race with a Volvo. The driver was issued with a section 59 warning so if he drives in the same manner again his vehicle will be seized.

21. Hate Crime MARAC

21.1 The hate Crime Multi-Agency Risk Assessment Conference (HC MARAC) continues to meet monthly. The overall objectives of the group is to:

- Support and assist victims of hate crime in order to protect them and ensure that they are not re-victimised.
- Ensure that effective co-ordinated multi agency enforcement action is taken against perpetrators of hate crime to prevent their re-offending and to ensure successful prosecution outcomes at Court.
- Contribute to the "Hate crime reduction agenda in Leeds".

21.2 During 2012/13 we have received positive feedback from residents, exits surveys illustrate that they are happy with the response and support they have received from partner agencies.

21.3 Overall the Inner East area has shown a decrease of 7.8% in recorded hate crimes reported (see chart below)

INNER EAST		
Incidents	Change	% Change
166	-12	-7.8%

21.4 The chart below illustrates hate crimes by ward:

Burmantofts/Richmond Hill			Killingbeck & Seacroft			Gipton/Harehills		
Incidents	Change	% Change	Incidents	Change	% Change	Incidents	Change	% Change
44	2	4.8%	47	-7	-13.0%	75	-7	-8.5%

22. Domestic Violence MARAC

22.1 The North East Divisional MARAC continues to meet monthly to develop multi-agency interventions to support victims of domestic violence. Overall a very successful year in relation to reduction of repeat victimisation of cases managed through the MARAC.

23. Inner East Cluster

23.1 Inner East Cluster has adopted the whole cluster approach to address domestic violence in the area. They are working in partnership with Safer Leeds domestic violence team. A programme of training, support and awareness raising initiatives has taken place.

23.2 The overall aims were to:

- Raise awareness of domestic violence and impact on children and families
- Increase practitioner confidence to seek advice and support
- Increase knowledge of services in the area to access support

23.3 Local evidence that shows there is a need for this additional support:

- 30% of 81 cases (last 5 G & S meetings) have reported domestic violence occurrences.
- High number of referrals into Children's Social Work Services in relation to domestic violence

23.4 Work undertaken:

- DV awareness presentations delivered in 11 out of 15 schools

- DV full day training session delivered to Domestic Violence leads
- NSPCC assemblies delivered to KS2 & KS3 pupils in 11 out of 13 primary schools
- New Beginnings programme delivered in 4 schools (i.e. targeted work for children identified as being affected by DV)
- Blossoms DV women's support group for women affected by DV

23.5 The work is on-going and showing positive results, increasing staff confidence and prompting early responses to support children affected by domestic violence.

24 Harehills Primary Safe as Houses Programme

24.1 Domestic violence work is on-going in Harehills Primary School with the aim to improve safety at home for children. The programme has been run for the second year and once again began with a theatre workshop performance by the locally based Theatre in Education. The aim of Safe as Houses is to enable children to talk about situations that make them feel safe and unsafe, where to go for help and understand who they can talk to. The workshop themes are then taken up in the classrooms. Using the characters in the drama helps children to discuss difficult issues in a safe way that is not threatening to them. Parents were also invited to view the performance but uptake was disappointingly low.

25. Leeds Anti-Social Behaviour Team

25.1 LASBT data for 2012/13 has been drawn from on a total of 528 surveys from 1060 named victims (an overall response rate of 50%).

25.2 The charts below outline by ward the number of enquiries received, new cases opened and a summary of the legal outcomes.

LASBT Enquiries Received 2012/13	
Ward	Grand Total
Burmantofts & Richmond Hill	175
Killingbeck & Seacroft	151
Gipton & Harehills	210

LASBT New Cases Opened 2012/13	
Ward	Grand Total
Burmantofts & Richmond Hill	118
Killingbeck & Seacroft	113
Gipton & Harehills	86

LASBT Legal Outcomes 2012/13						
Ward	Adjourned	Injunction	Possession granted	Suspended Possession Order	Withdrawn	Grand Total
Burmantofts & Richmond Hill			2	5		7
Killingbeck & Seacroft			3	2		7
Gipton & Harehills	2			5	2	9

26. Ward Performance

Inner East

PersonWardCode	Q12 How satisfied are you with the overall service provided by the Leeds ASB Team?						Grand Total	% 'Satisfied' or 'Very Satisfied'
	Very Satisfied	Satisfied	Neither Satisfied Nor Dissatisfied	Dissatisfied	Very Dissatisfied			
Burmantofts and Richmond Hill	29	19	2	1	1	52	92.3%	
Gipton and Harehills	20	16			1	37	97.3%	
Killingbeck and Seacroft	25	19	4	1	2	51	86.3%	
Grand Total	74	54	6	2	4	140	91.4%	

27. Overall Performance of North East Divisional Community Safety Partnership and Ward crime statistics - MARCH 2013

28. Performance Headlines

- Total Crime across North East Police Division reduced by 10.6% (2,290 less crimes) during 2012/13 compared with the previous year, an improvement on the 7% reduction the previous year.
- Overall year to date offences for burglary dwelling across North East Leeds are down 28.35% on the same period last year (833 less offences).
- Overall crime across the Inner East area committee area has reduced 9.9 % (1000 less crimes).
- Highest confidence rate in local policing across West Yorkshire
- Reduction of overall serious acquisitive crime offences
- Reduced perception of ASB increasing in local areas
- Reduced levels of serious violent crime

29. Crime and ASB 2012/13

29.1 Overall a really successful year in relation to recorded crime and anti-social behaviour.

29.2 The below statistics show crime from 1st April 2012 until March 31st 2013 by ward areas compared to the same dates for previous year.

Recorded Crime by Ward 01/04/2012 to 31/03/2013	BURMANTOFTS & RICHMOND HILL			GIPTON & HAREHILLS			KILLINGBECK & SEACROFT			INNER EAST		
	Offences	Change	% Change	Offences	Change	% Change	Offences	Change	% Change	Offences	Change	% Change
Burglary Dwelling	266	-113	-25.7%	279	-104	-26.5%	213	-144	-36.2%	734	-327	-31.5%
Burglary Elsewhere	178	-22	-11.0%	170	28	16.1%	178	-57	-36.7%	528	-78	-15.5%
Criminal Damage	538	-41	-7.5%	559	-74	-11.5%	567	-75	-11.1%	1690	-151	-10.2%
Drugs Offences	180	20	11.1%	234	-94	-41.7%	128	8	4.1%	248	-6	-1.1%
Fraud & Forgery	51	15	11.7%	55	3	5.5%	123	58	12.5%	257	86	20.5%
Handling	8	-5	-30.0%	12	-8	-33.3%	4	-11	-73.5%	22	-24	-51.0%
Other Crime	88	-11	-12.5%	88	-30	-34.0%	88	-7	-10.5%	157	-58	-28.5%
Other Theft	504	-156	-20.5%	525	15	2.7%	511	-51	-10.1%	2571	-222	-8.5%
Robbery	82	12	17.1%	80	-4	-4.8%	23	0	0.0%	188	8	1.8%
Sexual Offences	40	10	25.0%	48	18	37.5%	35	2	5.4%	127	25	24.5%
Theft from Motor Vehicle	408	104	24.2%	238	-17	-6.7%	134	8	2.5%	778	20	1.1%
Theft of Motor Vehicle	86	17	24.5%	83	-21	-25.4%	88	28	46.1%	224	24	12.0%
Violent Crime	455	-55	-12.2%	523	-143	-20.5%	388	-70	-18.5%	1410	-178	-15.5%
Recorded Crime Total	2983	-235	-7.3%	3325	-379	-10.2%	2778	-386	-12.2%	9086	-1000	-9.9%

29.3 The below statistics show anti-social behaviour calls recorded by West Yorkshire Police from 1st April 2012 until March 31st 2013 by area committee and further broken down into ward areas. The Inner East area has seen an overall reduction of 25.3% (1396 less incidents reported).

INNER EAST		
Incidents	Change	% Change
4132	-1396	-25.3%

Gipton /Harehills			Burmantofts& Richmond Hill			Killingbeck & Seacroft		
Incidents	Change	% Change	Incidents	Change	% Change	Incidents	Change	% Change
1587	-542	-26.1%	1157	-410	-26.2%	1386	-424	-23.4%

30. Public Confidence and User Satisfaction in the Police (Killingbeck & Seacroft)

Public Confidence	March 2012	March 2013	
Confidence in local policing	58.2%	61.8%	+2.6%
Overall Satisfaction	87.6%	86.0%	-1.6%
Perceptions of ASB increasing	13.7%	13.0%	-0.7%

31. Public Confidence and User Satisfaction in the Police (Gipton & Harehills)

Public Confidence	March 2012	March 2013	
Confidence in local policing	47.9%	42.3%	-5.6%

Overall Satisfaction	85.5%	78.8%	-7.3%
% of residents who think ASB has increased	22.8%	21.5%	-2.3%

32. Public Confidence and User satisfaction in the Police (Burmantofts & Richmond Hill)

Public Confidence	March 2012	March 2013	
Confidence in local policing	51.0%	48.1%	-2.9%
Overall Satisfaction	86.3%	84.1%	-2.2%
% of residents who think ASB has increased	18.1%	20.4%	+2.3%

33. Corporate Consideration

34. Consultation and Engagement

34.1 The North East Divisional Safety partnership works in partnership with the voluntary and community sector and when necessary carries out statutory consultation as appropriate

35. Equality and Diversity / Cohesion and Integration

35.1 Consideration is given to the equality impact of delivering the Safer Leeds strategy across North East Police Division. Where a negative equality impact is identified action will be taken to mitigate the impact or risk.

36. Council Policies and City Priorities

36.1 The North East Divisional community safety partnership delivers directly against The Safer and Stronger Communities Board Partnership plan 2011-2015.

37. Resource and Value for Money

37.1 The work undertaken by the DCSP is underpinned by maximisation of resources through effective partnership work.

38. Legal Implications, Access to Information and Call In

- 38.1 There are no exempt or confidential information contained in this report.
- 38.2 There are no legal implications associated with this report.
- 38.3 There are no key decisions associated with this report, so it is not subject to call in.

39. Risk Management

- 39.1 There are no major risks associated with the content of this report.

40. Conclusions

- 40.1 Overall a very successful year for North East in relation to overall crime reduction, public confidence and increased performance and perceptions in dealing with anti-social behaviour. The DCSP will continue to prioritise burglary dwelling during 2013/14 to ensure reductions are sustained and further improvements are made.

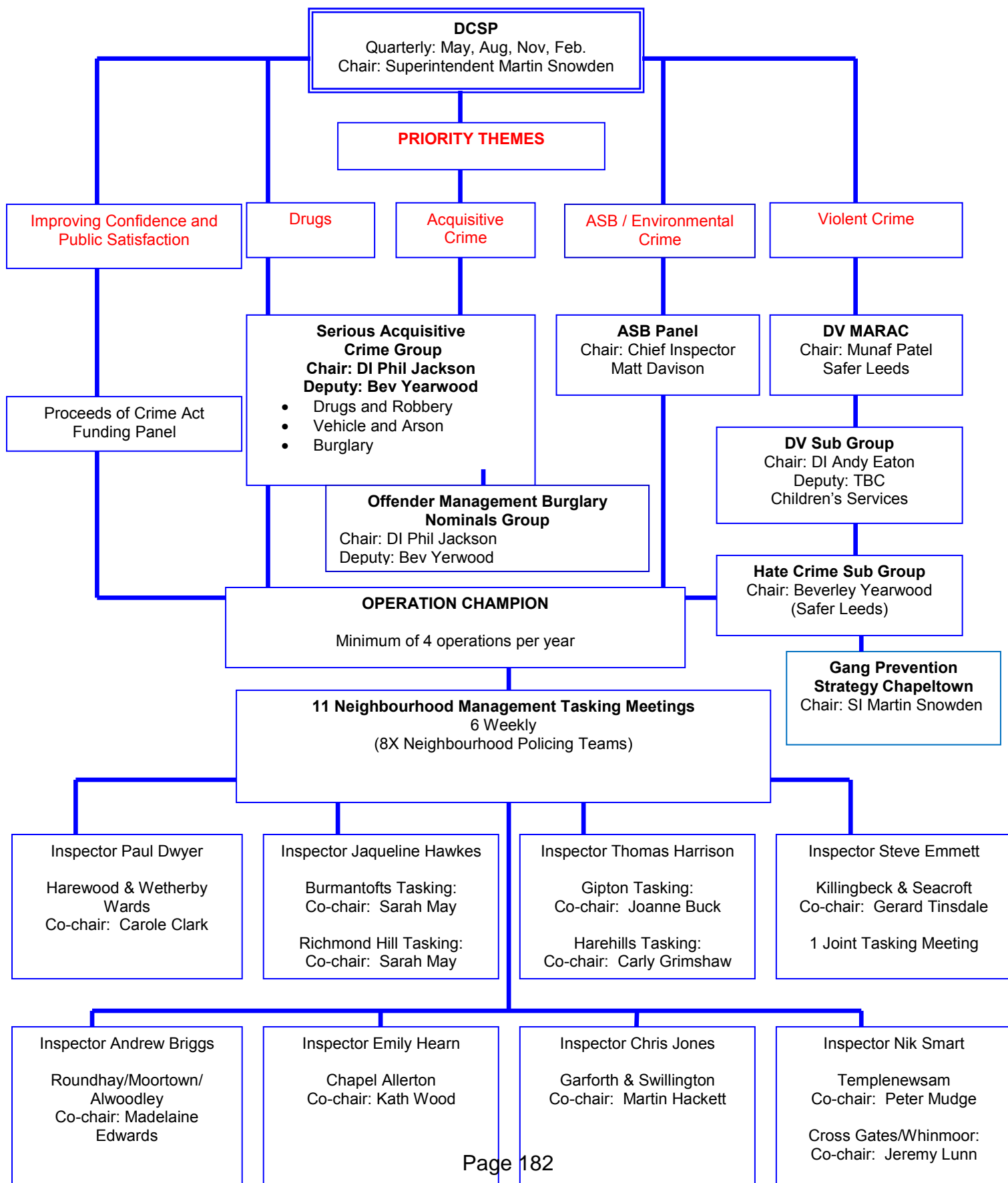
41. Recommendations

- 41.1 Members are asked to continue supporting the Divisional Community Safety Partnership in relation to prioritising and tackling Burglary Dwelling during 2013/14 through partnership work at neighbourhood level.

42. Background Documents

- 42.1 Safer Leeds OBA Burglary Year End Report

North East Division
Divisional Community Safety Partnership



Killingbeck and Seacroft				
POCA Ref	Date	Brief Description	Organisation	Amount Paid
433	15/03/2012	Multi-sport in Killingbeck and Seacroft - project to encourage young people between the ages of 5-13 to improve wellbeing through sports, everyone but especially ethnic minorities	Victor White	£250
465	08/05/2013	Ramshead Jubilee Street Party - 4th June - many organisations will be holding a street party for local residents. Bouncy castles, vintage tea rooms, face painting, jewellery making.	LS14 Trust	£125
466	08/05/2012	Creative Fun - group at Kentmere every Friday night 6-8pm for 14-20yrs who have a variety of additional needs such as autism, aspergers and epilepsy for example. Work alongside Leeds Youth Service and People in Action.	People in Action	£250
468	08/05/2012	South Seacroft Action Group Community Fun Day - Community Funday - Sat 28th July 2012. Free bouncy castles, BBQ stall, information and face painting.	South Seacroft Acion Group	£250
470	08/05/2012	Digital Lounge Community Garden - constructing a garden and leisure area on patch of land. Will benefit all members of the community.	Leeds Princes Trust Team 5	£250
471	08/05/2012	Jubilee Street Party at Ramshead shops - Children's activities, family workshops and a banner.	Bancroft Residents Association	£125
502	19/07/2012	Equipment for Activities - The project is to support disabled and vulnerable ENEHL tenants with the aim to build their confidence and skills.	Inclusive & Active Group	£250
504	23/07/2012	Kick UK - Students to participate in martial arts activities at the Denis Healey Centre on a Thursday from 4pm – 5.30pm. We are looking to provide a stable environment for young people to learn about themselves through the medium of Martial Arts. Young people will have the opportunity to learn about self-defence, structure and discipline to support any behavioural issues they may have.	Euaklyn Griffin/Robert Esterine	£250.00
516	22/08/2012	S.T.A.R Seacroft Taking Action for Regeneration - S.T.A.R are a newly formed voluntary committee who are starting a Community Prize Bingo session at Denis Healey Centre. The aim of the Bingo is to generate money to pay for resources, trips, events for local children.	STAR	£250
522	25/09/2012	Opportunities Inspiring Learning (OIL) - The O.I.L project will aim to deliver education/training and volunteering options to young people aged 14-25+ in a area of the city which is recognised as having high NEET, worklessness and benefit claimants. Leeds 14 is also recognised as having above average young people living in the area.	Opportunities Inspiring Learning	£500
527	26/09/2012	Ramshead Community Halloween Party - LS14 Trust, The Gate Pub, and local businesses are holding RAMSHEAD COMMUNITY HALLOWEEN PARTY Wednesday 31 OCTOBER 2012 – 5.30 TO 7.00 PM - Halloween costume party with refreshments, games, competitions, disco, and face painting.	LS14 Trust	£125
530	09/10/2012	Princes Trust Team 6 Community Project - We are putting together a movie club for the 'over 60's' at Seacroft Good Neighbours Scheme where they can socialise with other people. We are also designing murals on the walls of the room to brighten up the area of entertainment. The planning of the project is	Princes Trust Project Team	£250

		currently underway and we are due to start work on 2nd October. The project will be completed by 21st October.		
534	09/10/2012	South Seacroft Friends and Neighbours Laptop - Staff to work on laptops. 6 years ago 2x laptops were purchased. 1 broke 9 months ago and had to be replaced and the other one has just had temp repair work and in poor condition.	The Methodist Church Hall	£480
550	13/11/2012	Seacroft Frontline Domestic Violence Training - This project will provide 6 sessions of two hours each to local workers and community leaders to help build the skills necessary for sensitive acknowledgement and support for people experiencing domestic violence. The intention is to provide a safe space to work out some of the personal barriers faced by workers broaching this difficult subject and build confidence and skills to help overcome these barriers safely. The training will take place on November 28th and Dec 5th 2012.	Women's Health Matters	£250
551	13/11/2012	Film Furniture Club - To provide a proportion of the furniture required for our new Film Club	North Seacroft Friends and Neighbours	£200
560	18/02/2013	Princes Trust Team 7 Community Project - We are going to decorate a brand new centre for young people aged 14-25 year old. The work will start on Monday 4th February and will be completed by Monday 24th February. It is called O.I.L (Opportunities for Inspiring Learning) and is a place where people can learn mechanic skills.	Princes Trust Project Team	£250
570	25/02/2013	Ramshead Street Party - To promote healthy eating and lifestyles. Free food and drink will be supplied to children and on-going activities.	Barncroft Residents Association	£125
470	08/05/2012	Digital Lounge Community Garden - constructing a garden and leisure area on patch of land. Will benefit all members of the community.	Leeds Princes Trust Team 5	£250

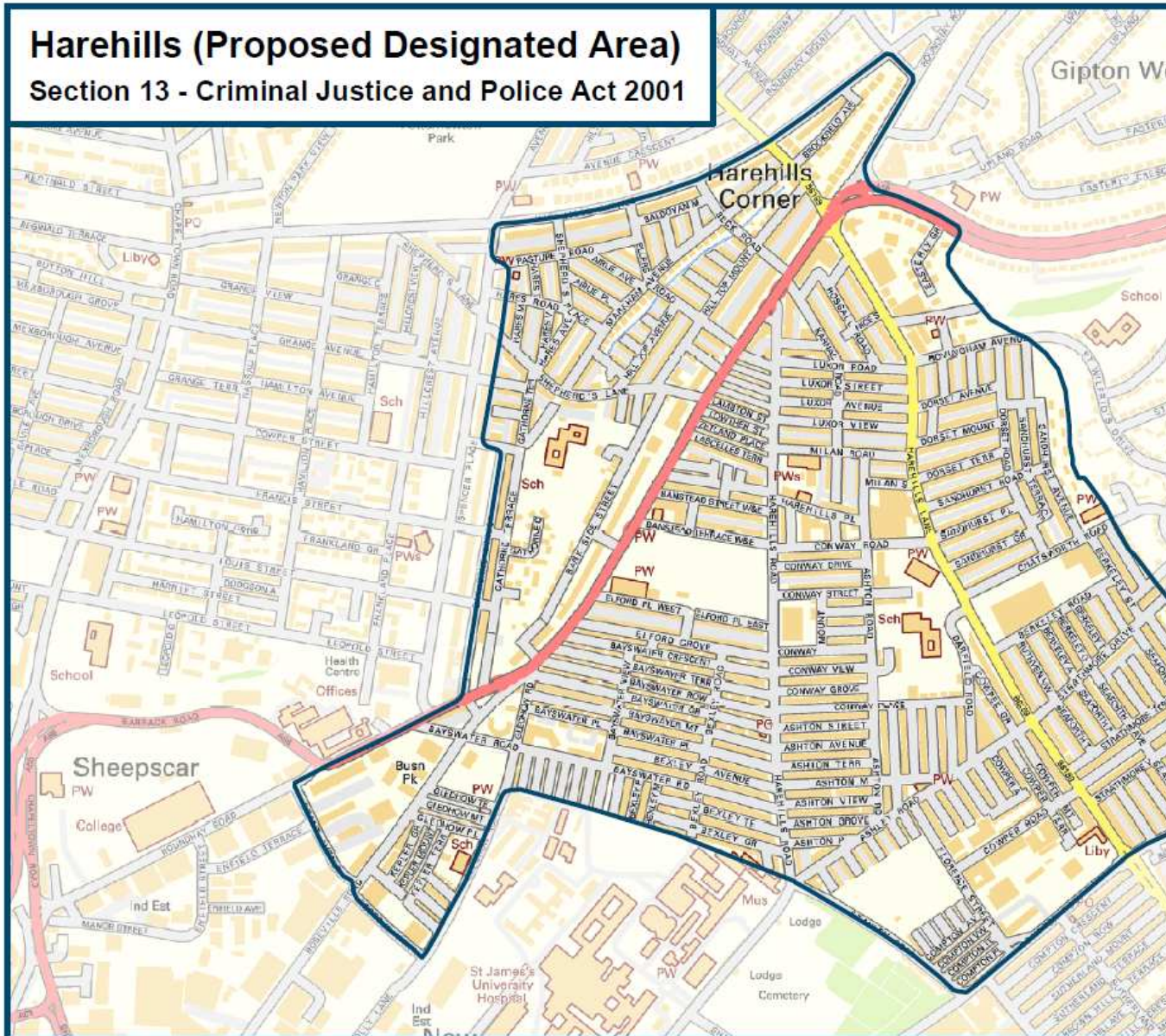
Gipton and Harehills				
POCA Ref	Date	Brief Description	Organisation	Amount Paid
454	19/04/2012	Jubilee Party - would like to hold a jubilee party for all the community on Jubilee day - 06.06.12. For all ages, with food and advertisement.	J. J. Khader	£250
450	10/04/2012	A Royal Garden Party - to take place on 03.06.12. Fun filled with games, egg and spoon, a sack race, fancy dress and refreshments.	Leeds Mencap	£247
475	25/06/2012	Leeds Refugee World Cup 2012 - Refugee week 2012 football tournament and fun event	Refugee Council	£250
485	19/06/2012	Harehills Gardening Group - Gardening club for parents with children attending school. The group brings different parents together also helping parents learn how to grow their own fruit and veg.	Harehills Primary School	£250
494	03/07/2012	Gipton Parents United - Gipton as a community is in the lowest 10% of deprivation at Gipton Children Centre we have a group of local parents who are wanting to help and volunteer at the centre they are very enthusiastic to support fun days and have organised a trip but are needing help with funding transport cost and resources and materials for fun days picnics etc. the group is made up of 88% white British 12% ethnic minority.	Gipton Children's Centre	£250
508	27/07/2012	Projector and Display Screen - As stated the aim of the proposed funding bid is to acquire the funds to purchase the projector and display screen. This equipment will assist greatly and helps the centre to become more interactive when delivering any education, training classes, presentations and community messages, hopefully in the very near future.	Bangladesh Community Centre	£250
532	09/10/2012	KPM Community Outreach Programme - We are seeking support towards our community outreach activities for six weeks (3rd Nov- 8th December). This will allow us to work towards a sharing for Christmas for family and friends as well as other performance opportunities such as a fundraising showcase we are organising in the local area.	Kingdom Performance Ministries	£250
548	13/11/2012	Leeds Children's Circus Winter Show - To deliver a Christmas Show where children who attend our weekly Circus group can showcase all they have learnt throughout the year, to friends and family. The show will also include a surprise performer and refreshments as well as the children's performance. We would like to apply for the grant to help with costs of room hire, some materials, refreshments and the performer. The show is to be held on 11th December 2012.	Leeds Children's Circus	£250
568	18/02/2013	CATCH -We have recently set up our CATCH base in a port-cabin (large enough to accommodate a range of activities for the community in particular the young people). The port-cabin is set out in a classroom format, including a large kitchen area, a one to one room and toilets. It is now referred to as 'The Hub'. The funding will pay for equipment: Table Tennis £95, Nintendo Wii £110, Additional Console £15, Games £30	(CATCH) Community Action To Change Harehills	£250

Burmantofts and Richmond Hill				
POCA Ref	Date	Brief Description	Organisation	Amount Paid
458	08/05/2012	Rugby Cubs - 16 wk rugby sessions in the summer for 3-6yr olds	East Leeds Rugby Club	£250
423	20/02/2012	New Kit Equipment - to replace kit for under 9's	The Leeds Irish Centre RLFC	£250

448	05/04/2012	Shakespeare Primary School Fun Day - Fun day on 15th June, 3-5pm. Parents at school have fundraised towards the day. To encourage family time, the money will pay for urban and stencil arts. Children to create their own piece of graffiti art.	Julie Moron	£240
463	08/05/2012	Young Peoples Club - to run a 2wk young people's club at the end of the summer (May and June). Arts and Crafts session, workshops on citizenship and how to become a good member of society, also healthy eating.	Active 8 Leeds	£250
479	07/06/2012	Torch in the Park Event - to celebrate the Olympic torch passing on 24th June, 3pm. Cricket taster sessions, bowls taster sessions, netball session, wheelchair basketball, rugby etc.	East Leeds Cricket Club	£250
480	07/06/2012	New Kit Equipment - to replace equipment for under 9's - balls, drinks carriers, tackle pads, first aid kits etc.	The Leeds Irish Centre RLFC	£250
484	19/06/2012	Shakespeare Children's Day - Physical play and movement play activities in the park aimed at families who have at least one child under the age of five years.	Shakespeare Children's Centre	£250
487	19/06/2012	Free Community Day - Free outreach and community day for the community in Burmantofts on Sat 18th August 2012 11am - 3pm	St Agnes PCC	£250
488	19/06/2012	Lark in the Park - Lark in the Park 21st July 2012 Zest's role is to provide a henna artist, give out free water and fruit and provide children's races.	Zest Health for Life	£250
490	03/07/2012	Boxercise with shadow - We aim to run a pilot session of boxercise with "Shadow" (John Keenan - former boxer) for young people as part of our summer activities programme on the 7th August 2012. This is with the view to run regular classes starting in September. These sessions would target young people with behavioural problems. As well as exercise the sessions would offer advice on subjects such as avoiding conflict, conflict resolution, self-control, self-esteem, respect and anger management. John has a lot of experience of working with young people and he has trained with some of the top boxers including Prince Naseem. Extended Schools Services for the Inner East Cluster are providing refreshments for the session and this session will be advertised as part of the summer activities programme for the cluster.	Hope Families	£250
507	26/07/2012	Burmantofts Friendship Group Celebration of 14 years - On 27th September, the Friendship Group will have been running for 14 years with 2 founder members still attending. The group would like to celebrate such an achievement by having a lunch out. The group are self-funded and have their own bank account which is overseen by Burmantofts Senior Action. If the group are lucky with the funding, please can the money be paid direct to the group (bank details are given), if not BSA will be happy to take responsibility.	Burmantofts Senior Action (BSA)	£120
510	06/08/2012	Junior Rugby Equipment - The club would like to purchase some training equipment for use by the junior teams of East Leeds and as a resource for the community if required.	East Leeds Rugby Under 13 All Stars	£250
511	06/08/2012	Chester Zoo Trip 31 August 2012 - To take families from Richmond Hill/Burmantofts to Chester Zoo.	Zest Health for Life	£500
514	22/08/2012	Ebor Gardens Advice Centre - Providing money advice, debt casework & income maximisation service to the community of burmantofts & the wider Leeds Area.	Ebor Gardens Advice Centre	£250

521	25/09/2012	Communication and Publicity - BSA is a charity that supports older people to live independently in their own homes. A number of events are planned throughout the year and people who attend these events like to have a photograph taken with their friends. Also a camera is essential for production of publicity materials and pictures of the area. On trips, the member of staff who goes will give out a mobile telephone number in case of emergency which is usually their own, this is not good practice. A pay as you go mobile will be used by the worker for all events and also for contacting other agencies who only use mobile phones thus minimising the telephone costs to the charity. BSA would like a digital camera and an office mobile telephone for such events.	Burmantofts Senior Action (BSA)	£250
531	09/10/2012	Equipment for Burmantofts Community Nursery - This funding if secured would enable the nursery to purchase bamboo mesh screening to enclose the nursery's garden/play area.	Burmantofts Community Nursery	£500
535	16/10/2012	Trick or Treat Halloween Party - Leeds Mencap's Halloween party will be taking place on Saturday 27th October between 5-7pm. The event will be an inclusive event with a fun filled itinerary for all the family to enjoy including: party games, disco, a dance workshop, ghost stories, arts and crafts, face painting, children's tombola, and tasty Halloween treats.	Leeds Mencap	£250
543	02/11/2012	Stoney Rock Court Sheltered Housing Activities - The tenants group are applying for funding to develop a programme of activities for residents of Stony Rock Sheltered Housing Complex. We want to reduce the isolation of residents living at the centre and create a greater sense of community. We have consulted residents who have informed the residents group they would like: <ul style="list-style-type: none"> • Cards afternoon/evening • Dominos Afternoon/evening • Board games afternoon/evening 	Stoney Rock Court Residents Association	£332
584	25/03/2013	Pyramid of Arts High Support Sound and Sensory Group - Pyramid of Arts run weekly collaborative arts groups for people with and without learning disabilities, including a Sound and Sensory High Support Group for people with profound and multiple disabilities, who meet at St Agnes Church in Burmantofts. The group runs on a Tuesday afternoon from 1 – 3pm every week during term time. The participants of the Sound and Sensory High Support Group.	Pyramid of Arts	£248

Harehills (Proposed Designated Area)
Section 13 - Criminal Justice and Police Act 2001



PRODUCED BY LEEDS CITY COUNCIL

This map is based upon the Ordnance Survey's Digital Data with the permission of the Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office
 © Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings © Crown Copyright. All rights reserved. Leeds City Council O.S. Licence No. 100018667 (2012)

Report of West Yorkshire Fire and Rescue Service

Report to Inner East Area Committee

Date: 20th June 2013

Subject: West Yorkshire Fire and Rescue Service Annual report

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Gipton and Harehills Burmantofts and Richmond Hill Killingbeck and Seacroft		
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. Update on performance 1/4/12 – 31/3/13
2. Update on revised approach to targeting risk reduction in the East Leeds Area
3. Progress on Firefly project

Recommendations

4. It is recommended that the Inner East Area Committee note this report

1 Purpose of this report

1.1 Purpose of this report is

2 To provide information on the emergency response activity in the Inner East Area 1/4/12 – 31/3/13

3 To update the Inner East Area Committee members with the changes to the Local Area Risk Reduction Team (LARRT) within the East Leeds area.

4 To provide an update on the proposed merger of Gipton and Stanks fire stations into a new build station in the Killingbeck area.

5 Background information

5.1 West Yorkshire Fire and Rescue Service (WYFRS) continue to strive towards its ambition of 'Making West Yorkshire Safer,' coupled with its aim to 'provide an excellent fire and rescue service, working in partnership to reduce death, injury, economic loss and contribute to community wellbeing.'

5.2 Performance

5.3 Incident data showing activity from 1/4/12 – 31/4/13 in Ward areas. Data broken down into four groups;

1. **Primary fires.** Any incident where fire has involved something of value i.e. Property, Vehicles etc.

2. **Secondary fires.** Any incident where fire has involved something of little or no value. I.e. refuse, derelict property, grass etc.

3. **Special service calls.** Any incident not involving fire. These include: Road traffic collisions (RTC), Lift rescues, Persons trapped etc.

4. **False Alarms.** Any incidents where the services of WYFRS are not required. These include: Automatic fire alarms (faulty apparatus etc.), genuine cause for concern from member of public, malicious actuation of fire alarm or hoax calls.

The above categories have been further broken down into accidental and deliberate.

5.4 Incident data showing activity in Ward areas

2011/12		Primary Fires					Secondary Fires			Special Service Calls			False alarms				Total
Ward	Accidental Dwelling Fires	Deliberate Dwelling Fires	Other Accidental	Other Deliberate	Total	Accidental	Deliberate	Total	RTCs	Other SSCs	Total	Apparatus	Good Intent	Malicious	Total	Incidents	
Burntontofts Richmond Hill	23	5	13	25	66	12	138	150	7	74	81	153	70	11	234	531	
Gipton Harehills	27	8	15	27	77	9	169	178	12	36	48	250	137	23	410	713	
Killingbeck Seacroft	22	10	7	28	67	15	217	232	8	25	33	148	70	24	242	574	
Total	72	23	35	80	210	36	524	560	27	135	162	551	277	58	886	1818	
2012/13		Primary Fires					Secondary Fires			Special Service Calls			False alarms				Total
Ward	Accidental Dwelling Fires	Deliberate Dwelling Fires	Other Accidental	Other Deliberate	Total	Accidental	Deliberate	Total	RTCs	Other SSCs	Total	Apparatus	Good Intent	Malicious	Total	Incidents	
Burntontofts Richmond Hill	24	7	16	18	65	11	95	106	7	48	55	100	81	19	200	426	
Gipton Harehills	26	7	3	14	50	4	69	73	11	29	40	201	74	14	289	452	
Killingbeck Seacroft	20	7	8	18	53	9	79	88	3	27	30	135	43	7	185	356	
Total	70	21	27	50	168	24	243	267	21	104	125	436	198	40	674	1234	
Reduction																	
Ward		Primary Fires					Secondary Fires			Special Service Calls			False alarms				Total
Burntontofts Richmond Hill	1	2	3	-7	-1	-1	-43	-44	0	-26	-26	-53	11	8	-34	-105	
Gipton Harehills	-1	-1	-12	-13	-27	-5	-100	-105	-1	-7	-8	-49	-63	-9	-121	-261	
Killingbeck Seacroft	-2	-3	1	-10	-14	-6	-138	-144	-5	2	-3	-13	-27	-17	-57	-218	
Total	-2	-2	-8	-30	-42	-12	-281	-293	-6	-31	-37	-115	-79	-18	-212	-584	
%age change		-2.78%	-8.70%	-22.86%	-37.50%	-20.00%	-33.33%	-53.63%	-52.32%	-22.22%	-22.96%	-22.84%	-20.87%	-28.52%	-31.03%	-23.93%	-32.12%

6 Main issues

- 6.5 Continue to identify the most vulnerable members of the community within the Inner East Area, and target our resources in those areas where the risk is greatest. The Inner East area has now amalgamated with the Inner North East, outer East and the outer North East to create the East Leeds local risk reduction team.
- 6.6 Over the last 10 years WYFRS have surpassed all expectations by exceeding targets for reducing malicious fires, arson and the number of deaths and injuries caused by fires in the home. Further reduction of risk is proving more challenging, and new, smarter ways of working are being developed. This new way of working relies on close partnership working with agencies that are assisting us by identifying and referring those most in need of assistance.
- 6.7 The East Leeds Local Area Risk Reduction Team will focus resources and further develop partnership working. An example of this is the collaboration with East North East Homes (ENEH) which has now been extended into its second year where a member of their staff is seconded to work within WYFRS Fire Prevention department.
- 6.8 Historically WYFRS have carried out 21,000 Home fire safety checks across the Leeds district. It has been decided that a more targeted approach to identify the most vulnerable residents of West Yorkshire was required. A new system has been developed which looks at the severity of risk to an individual along with the likelihood of a fire occurring. This ensures that resources are being targeted at the most vulnerable groups.
- 6.9 We will continue to deliver the highly successful Schools education package to all year 5 students, which include fire and road safety. Gipton Fire station will again host the highly successful Schools week in July 2013.
- 6.10 We have been installing the Firefly system in the most vulnerable residences in the Inner East area since August 2012. To date, approximately 120 dwellings now benefit from this system of identifying those less able to escape in a fire situation.
- 6.11 West Yorkshire Fire and Rescue Authority have approved the merger of Gipton and Stanks fire stations following a Public consultation period in 2011/2012. The proposal is to build a new two pump station in the Killingbeck area. The Fire Authority is currently at the planning stage in the process to purchase the site of the old petrol station, off the A64 at Killingbeck. WYFRS are hopeful that planning will be approved, the land purchased from LCC, and that the new station will be built by August 2015.

7 Corporate Considerations

7.1 Consultation and Engagement

7.1.1 WYFRS consult regularly on proposals for improving fire cover. An extensive consultation was undertaken in 2011 which resulted in the approval of a merge of Gipton and Stanks fire stations into to a newly built Station in the Killingbeck area.

7.1.2 Equality and Diversity / Cohesion and Integration

7.1.3 WYFRS perform at the excellent level of the Fire and rescue services Equality Framework, and were the first FRS to achieve this level.

7.2 Council policies and City Priorities

7.2.1 WYFRS are a member of the safer Leeds Partnership.

7.3 Resources and value for money

7.3.1 There are no resource implications.

7.4 Legal Implications, Access to Information and Call In

7.4.1 There are no legal implications.

7.5 Risk Management

7.5.1 A Community risk management strategy is contained within the WYFRS 2011-2015 Service Plan.

8 Conclusions

8.1 WYFRS works closely with partners and the community it serves to improve its understanding of local needs and prioritise resources where they are most needed, WYFRS continues to deliver its services in the most cost effective way.

9 Recommendations

9.1 It is recommended that the Area Committee note this report.

10 Background documents — located at WYFRS website:

WYFRS Service Plan 2011-2015

Leeds district risk reduction plan 2013 / 2014

10.1 Appendix A

Maps showing Home Fires safety Checks carried out in 12 month period
1/4/12 – 31/3/13

Home Fire Safety Checks in Burmantoffs and Richmond Hill Ward 2012/2013



Mode: Default Indicators



Options

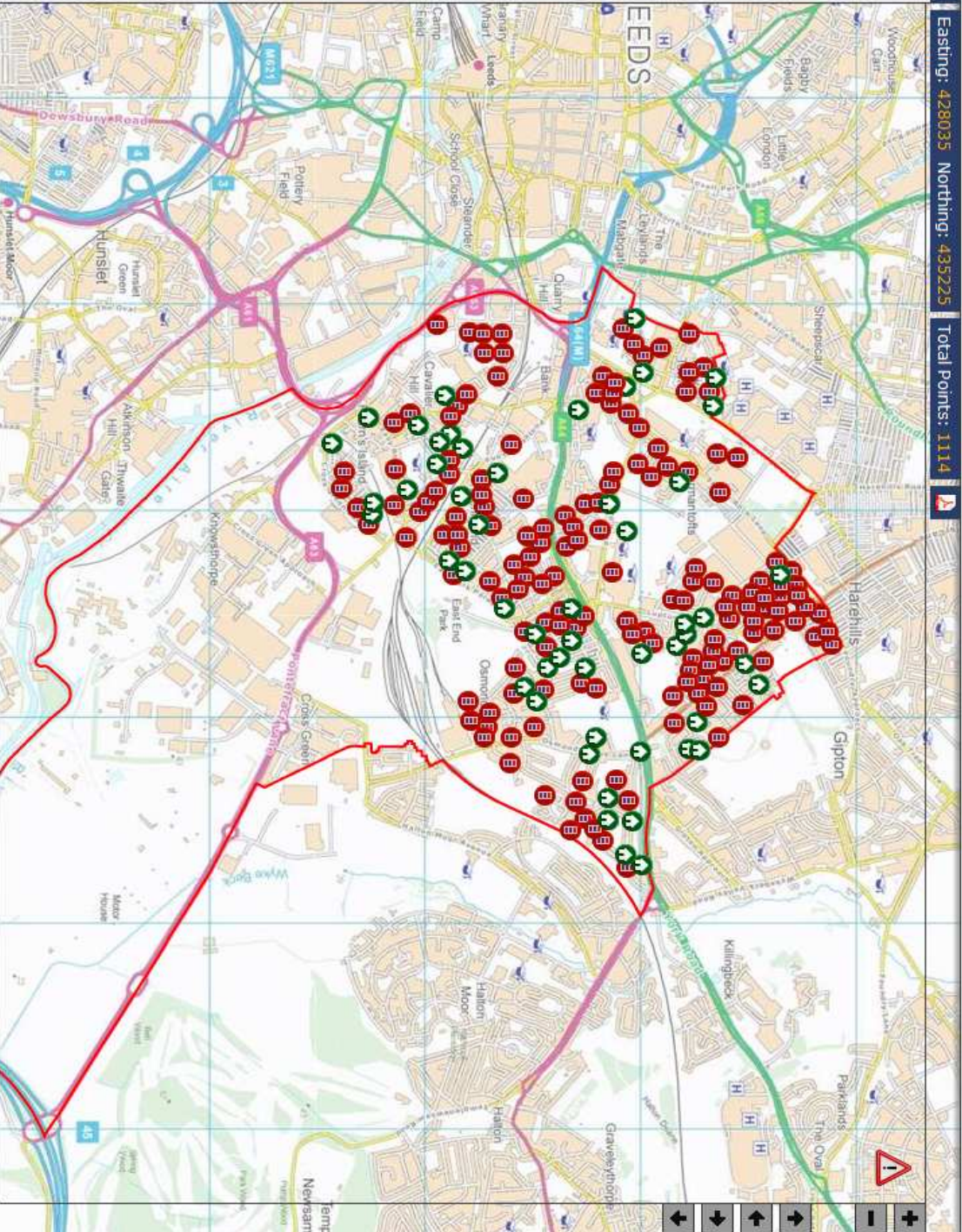
Eastings: 428035 Northings: 435225

Total Points: 1114

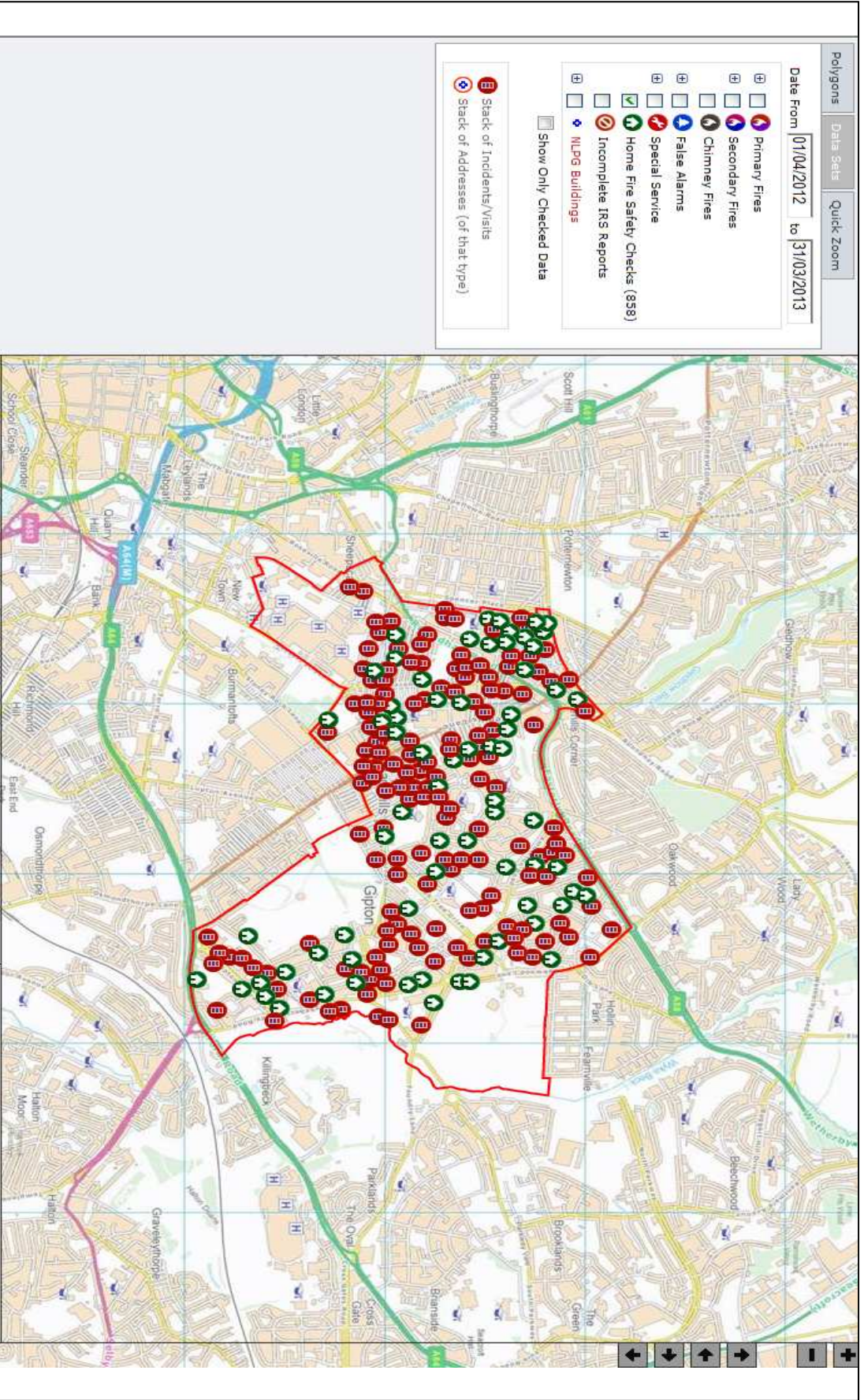
Polygons Data Sets Quick Zoom

Date From 01/04/2012 to 31/03/2013

- Primary Fires
- Secondary Fires
- Chimney Fires
- False Alarms
- Special Service
- Home Fire Safety Checks (2228)
- Incomplete IRS Reports
- NLPG Buildings
- Show Only Checked Data
- Stack of Incidents/Visits
- Stack of Addresses (of that type)

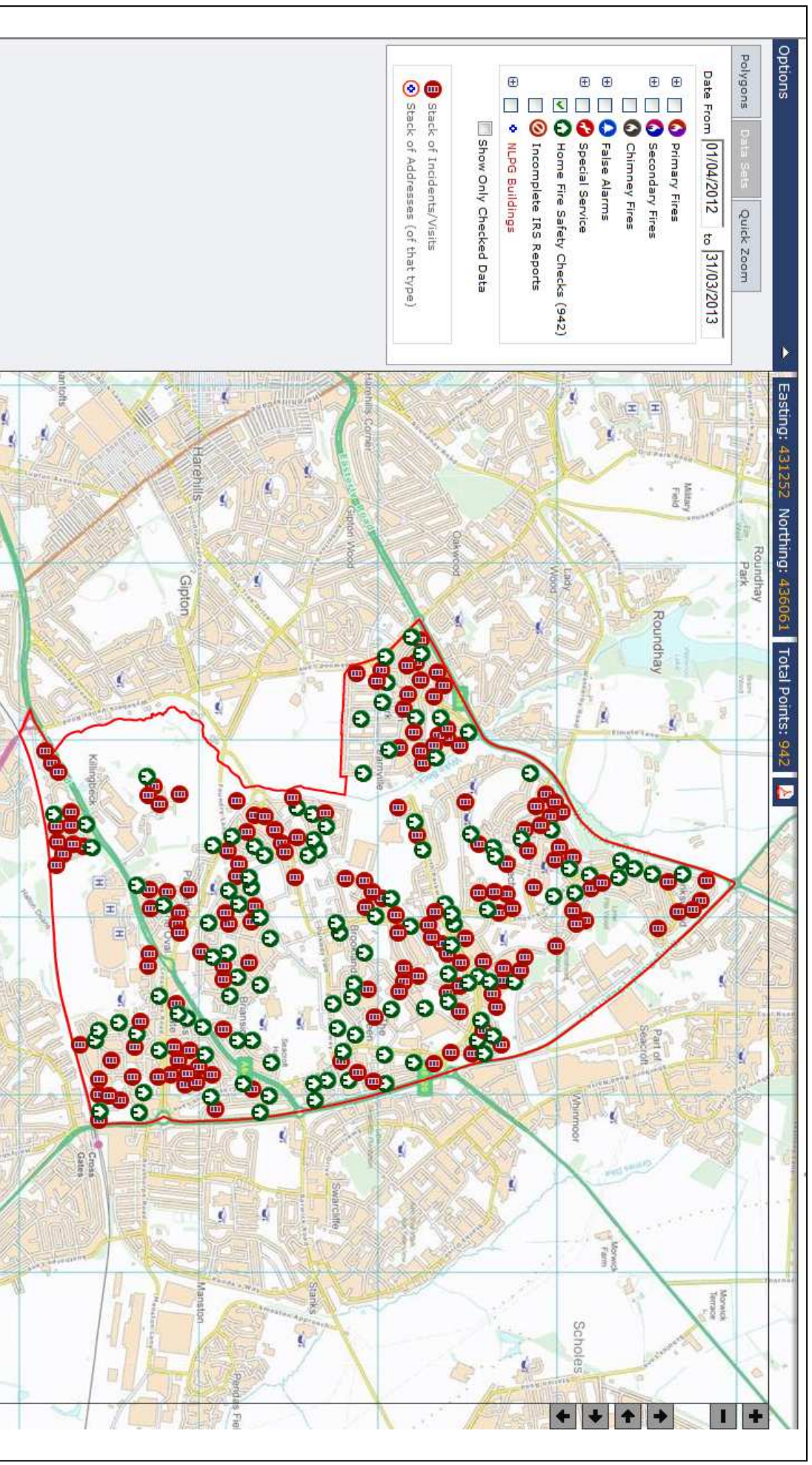


Home Fire Safety Check in Gipton and Harehills Ward 2012 / 2013



1.1

Home Fire Safety Checks in Killingbeck and Seacroft Ward 2012/2013



Report of ENE Area Leader

Report to Inner East Area Committee

Date: 20th June 2013

Subject: Wellbeing Fund

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

Summary of main issues

1. This report provides members with an update on the current position of the capital and revenue budget for the Inner East Area Committee.
2. Applications for funding are included in the report for member's consideration.

Recommendations

3. Members are asked to:
 - Note the spend to date and current balances for the 2013/14 financial year;
 - Consider the following project proposals and approve where appropriate the amount of grant to be awarded:

Off Road Motor Bikes	£2,500
Ebor Gardens IT Suite – Top Up Costs	£3,565
Rigtons and Haselwoods Parking Solution	£7,500
Visit to Holocaust Centre, Newark	£250

Purpose of this report

- 1.0 The purpose of this report is to provide the Area Committee with details of its well being fund spend, including details of new projects for consideration.

Background information

- 2.0 Each of the ten Area Committees receives an allocation of revenue funding. The amount of funding for each Area Committee is determined by a formula based on 50% population and 50% deprivation in each area, which has been previously agreed by the Council's Executive Board.
- 2.1 It has been agreed that the revenue wellbeing budget for the Inner East Area Committee for 2013/14 is £261,760. This is the same revenue budget that was allocated last year. Carryover of uncommitted revenue funds from 2012/13 has also continued, and added to this the additional underspend as reported at May 16th Area Committee the total budget for 2013/14 is £376,826.41. It must be noted by the Area Committee that this figure includes schemes approved and ongoing from 2012/13 which are carried forward to be paid.
- 2.2 As agreed at the March 2013 meeting, once the agreed topsliced projects are removed the remaining budget will be split three ways between the wards. The amount available for each ward to spend in 2013/14 is £36,653 plus a small amount of carry forward from 2012/13 (see appendix A for more details).
- 2.3 From the ward allocations the Area Committee agreed to set aside a pot for small grants and pot for the Tasking teams as follows;

Killingbeck & Seacroft

Small grants	£5,000
Tasking	£6,000

Gipton & Harehills

Small Grants	£5,000
Gipton Tasking	£4,500
Harehills Tasking	£4,500

Burmantofts & Richmond Hill

Small Grants	£2,000
Tasking	£9,000

- 2.4 Wellbeing fund applications are considered at the relevant Ward Member meetings, where possible, for Members recommendations to the Area Committee prior to the meeting.
- 2.5 The Area Committee Wellbeing fund is used to commission activity and projects which support activities in the Neighbourhood Improvement Plans which in turn support the overarching priorities of the Area Business Plan and Community Charter, and the themes of the Leeds Strategic Plan. Applications are also accepted from organisations in the local area who can demonstrate that their

project supports these priorities. These projects are monitored quarterly on progress, with a final evaluation taking place when the project is completed.

- 2.6 **Appendix A** to this report shows projects already approved in 2013/14. It also shows projects approved in 2012/13 which were carried forward for spend in this financial year. It will be submitted to the Area Committee for Members reference.

Small Grants

- 2.8 Community organisations can apply for a small grant to support small scale projects in the community. A maximum of two grants of up to £500 can be awarded to any one group in any financial year, to enable as many groups as possible to benefit. These are approved by Councillors outside of the Area Committee meeting and are funded from a small grant pot set aside by ward members from their ward allocation.

The following amounts were allocated in the Small Grant pots for 2013/14:

Burmantofts & Richmond Hill	£2,000
Killingbeck & Seacroft	£5,000
Gipton & Harehills	£5,000

At the time of writing no small grants have been approved for 2013/14.

Community Engagement

- 2.9 The Area Committee approved an amount of £3,000 at its March 2012 meeting for spend on Community Engagement activities
- 2.10 The funds are to be spent on room hire, refreshment and stationary costs associated with community meetings. Details of the expenditure to date against this budget are detailed in **Appendix B**.

Crime and Grime Tasking

- 2.11 Each of the priority neighbourhoods in the Inner East Area has a multi-agency tasking team which focuses on tackling crime, anti-social behaviour and environmental problems. Ward members have set aside a portion of their ward allocation to support the work of these teams; this pot is managed by the Area Support Team. Details of the expenditure to date under this heading are detailed in **Appendix C**.

Project Monitoring Update

- 2.12 Projects which are awarded wellbeing funding are required to submit project monitoring returns giving details of what the project has achieved. Project updates are detailed in **Appendix D**.

3.0 New projects for Consideration

3.1 **Project:** Off Road Motor Bikes
Organisation: North East Police Division
Wards affected: Burmantofts & Richmond Hill, Gipton & Harehills and Killingbeck & Seacroft
Amount applied for: £2,500
Projected year of spend: 2013/14

Project overview:

- This application is for funding to cover the lease costs to retain 2 off road motorcycles within the North East Police division for 12 months at a total cost of £5,670.
- The division will continue to fund costs such as fuel, specialist uniform and staff resources.
- The aims of the service are to reduce complaints of anti-social behaviour relating to nuisance motorbikes and noise, increase public confidence and contribute towards increased safety in green spaces and public places.

Ward Member recommendations: Ward members are supportive of the project. It contributes towards Best City..... for Communities.

3.2 **Project:** Ebor Gardens IT Suite – Top Up Costs
Organisation: LCC ENE Area Support Team
Ward affected: Burmantofts & Richmond Hill
Amount applied for: £3,565
Projected year of spend: 2013/14

Project overview:

- This project is for some additional costs to establish the Ebor Gardens IT Suite. The funding required covers the licence costs, new furniture for the facility and money to cover a plaque and catering for the opening event which is anticipated to take place in July 2013.
- The IT Suite will provide a massive benefit for the groups already using the facility and will hopefully generate new users to the facility.
- Inner East Area Committee and the GMB have funded the computer suite infrastructure costs and provision of the new machines.

Ward Member recommendations: Ward members are supportive of the project. It contributes towards Best City..... for Business.

3.3 **Project:** Rigtons and Haselwoods Parking Solution
Organisation: LCC ENE Area Support Team
Ward affected: Burmantofts & Richmond Hill
Amount applied for: £7,500
Projected year of spend: 2013/14

Project overview:

- For a number of years, residents of the Rigtons and Haselwoods area have raised concerns regarding parking issues caused by commuters either into Leeds city centre or hospital workers. Quite often, people are parking on pavements and street corners making the area very dangerous for both

pedestrians and drivers. The area also surrounds Ebor Gardens Primary School, where there has previously been a serious incident involving a car crashing into the fencing outside the school.

- A community consultation exercise has been undertaken with local residents living in the effected streets to find out how they'd like to see the issue being addressed. Two options were suggested to residents:
Traffic Regulation Order (TRO)
 - The introduction of a permit holder only scheme
 - This would prevent commuter cars parking in the area without a permit.
 - This could effect parents picking up their children
 - The TRO would be enforced by the Council's Civil Enforcement OfficersWaiting Restrictions
 - Waiting restrictions to be put in place for limited parking times across the area
 - The introduction of waiting restrictions would not affect cars picking up children from the school
 - The waiting restrictions would be enforced by the Council's Civil Enforcement Officers
- The first phase of the consultation with the Rigton's area has been completed. 113 addresses were contacted, with 45 responses being received. The results were that 27 people favoured the introduction of a TRO, with the remaining 17 wanting waiting restrictions to be put in place.
- Haselwood residents are currently being in the process of being consulted over this particular proposal.
- Residents have been made aware that there could be potential charges for parking permits introduced but the possible levels of charges have not been agreed as yet and are subject to public consultation.
- The project would be delivered by LCC Highways and the monitored by LCC Parking Enforcement.

Ward Member recommendations: Ward members are supportive of the project. It contributes towards Best City..... for Communities.

- 3.4 **Project:** Visit to the Holocaust Centre, Laxton, Newark
Organisation: Council of Christians and Jews, Leeds Branch
Ward affected: Killingbeck & Seacroft
Amount applied for: £250 (from Small Grant pot)
Projected year of spend: 2013/14

Project Overview

- The aim of the project is assist teaching staff of the David Young Academy Community Academy (DYCA) to promote inter-racial harmony and demonstrate the consequences of not doing so.
- The Group, including 40 students from the David Young Community Academy, will visit the Holocaust Centre at Laxton, Newark and this will be a full day's event. Guides will be provided at no additional cost.

Ward Member recommendations: Ward Members have asked that this Small Grant application be considered at the Area Committee meeting for further discussion.

Corporate Considerations

4.0 Consultation and Engagement

In order for ward members to make an informed decision on wellbeing spending they are provided with details of the projects and the opportunity to discuss them at ward member meetings. The Neighbourhood Managers are also consulted to assess how the project supports the relevant Neighbourhood Improvement Plans.

4.1 Equality and Diversity / Cohesion and Integration

All projects funded by wellbeing monies must demonstrate:

- Equality and diversity issues have been considered in the planning of the project,
- How equality and diversity issues have shaped the project delivery;
- The impact of the project will be on different groups;
- How the project will promote good community relations between different groups and how barriers that might prevent their involvement will be overcome.

4.2 Council Policies and City Priorities

Wellbeing funding is used to support the priorities set out in the Inner East Area Business and Community Charter which are agreed with the local communities of Inner East and key stakeholders. More detailed action plans, Neighbourhood Improvement Plans (NIPs) are prepared for each priority neighbourhood. Both the Area Business Plan, Community Charter and the NIPs support the Vision for Leeds.

4.3 Resources and Value for Money

Spending and monitoring of the Wellbeing budget is administered by the Area Support Team in accordance with the decisions made by this Area Committee.

4.4 Legal Implications, Access to Information and Call In

The Area Committee has delegated responsibility for taking of decisions and monitoring of activity relating to utilisation of capital and revenue wellbeing budgets within the framework of the Council's Constitution (Part 3, Section 3D) and in accordance with the Local Government Act 2000.

There is no exempt or confidential information in this report.

In line with the Council's Executive and Decision Making Procedure Rules, agreed at Full Council May 2012, all decisions taken by Area Committees are not eligible for Call In.

4.5 Risk Management

All wellbeing funded projects must demonstrate that they have identified any potential risks for the project and what action would/will take to avoid or minimise them. Details of the risk assessments individual projects are available from the author of this report.

5.0 Conclusions

The well-being fund provides financial support for projects in the Inner East Area which support the priorities of the Community Charter and Neighbourhood Improvement Plans.

6.0 Recommendations

The Area Committee is requested to:

1. Members are asked to:

- Note the spend to date and current balances for the 2013/14 financial year;
- Consider the following project proposals and approve where appropriate the amount of grant to be awarded:

Off Road Motor Bikes	£2,500
Ebor Gardens IT Suite – Top Up Costs	£3,565
Rigtons and Haselwoods Parking Solution	£7,500
Visit to Holocaust Museum, Newark	£250

7.0 Background documents

None.

This page is intentionally left blank

Funding / Spend Items	BURMANTOFTS AND RICHMOND HILL	GIPTON & HAREHILLS	KILLINGBECK & SEACROFT	Area Wide	Total
Balance b/f 2012-13	39,464.71	37,748.12	37,638.75	214.83	115,066.41
New Allocation for 2013-14	36,653.00	36,653.00	36,653.00	151,801.00	261,760.00
Total available (incl b/f bal) 2013-14	76,117.71	74,401.12	74,291.75	152,015.83	376,826.41
Schemes Approved from 2012-13 budget to be spent in 2013-14	31,235.34	33,353.09	36,680.43	214.83	101,483.69
Amount of b/f budget available for new schemes 2013-14	44,882.37	41,048.03	37,611.32	151,801.00	275,342.72

2012-13 Schemes to be paid for in 2013-14	BURMANTOFTS AND RICHMOND HILL	GIPTON & HAREHILLS	KILLINGBECK & SEACROFT	Area Wide	Total
Alleygates - Lawrence Road	0.00	1,490.00	0.00		1,490.00
Dog Fouling signs for Seacroft x10	0.00	0.00	250.00		250.00
Lincoln Green Square Additional Litter Bins	700.00	0.00	0.00		700.00
Grit Bin Refil on Oakham Way	75.54	0.00	0.00		75.54
Rookwoods Covert Camera	1,000.00	0.00	0.00		1,000.00
New grit bin East Park Street Junction with Garton Terrace	168.38	0.00	0.00		168.38
New grit bin 40 Charlton Street	168.38	0.00	0.00		168.38
Spray Paint for Bin Stencils	23.94	0.00	0.00		23.94
Rectify and Install perspex screens to community notice boards	0.00	180.00	0.00		180.00
Repair broken glass Thorn Walk Noticeboard	0.00	150.00	0.00		150.00
Installation of dog fouling signs x 10	0.00	100.00	0.00		100.00
Leeds Rhinos Coaching at Woodlands Primary School	0.00	200.00	0.00		200.00
Solon Security - Purse strings	0.00	66.00	0.00		66.00
100 x Purse Bells	0.00	78.00	0.00		78.00
Repair broken window notice board Moresdale Lane	0.00	0.00	150.00		150.00
Installation of dog fouling signs x 10	0.00	0.00	100.00		100.00
BRH NIB taxi recipets	0.00	0.00	0.00	16.30	16.30
Refreshments for Womens Event 9 March 2013	0.00	0.00	0.00	10.98	10.98
Taxi to BRH Community First Panel 11 March 2013	0.00	0.00	0.00	9.80	9.80
Gipton Tasking Refreshments	0.00	0.00	0.00	4.95	4.95
Repair to Nowell Mount Community Centre Noticeboard	0.00	0.00	0.00	150.00	150.00
Red Ribbon for BRH Rookwood Event	0.00	0.00	0.00	3.00	3.00
Taxi to BRH CLT	0.00	0.00	0.00	6.40	6.40
Taxi to BRH CLT	0.00	0.00	0.00	6.40	6.40
Taxi to BRH CLT	0.00	0.00	0.00	7.00	7.00
Cross Green Noticeboards (Refund to ENEH for cancelled scheme)	1,410.00	0.00	0.00		1,410.00
Youth Service / Tradex Sports Project	0.00	3,000.00	0.00		3,000.00
South Gipton Community Centre Furniture	0.00	432.73	0.00		432.73
Body and Soul Project	0.00	0.00	6,958.00		6,958.00
Apprenticeship - Area Support Team	2,500.00	2,500.00	2,500.00		7,500.00
Saxton Gardens Traffic Regulation Order (£3,000 approved + income)	6,000.00	0.00	0.00		6,000.00
Beechwood Mushroom Bollards	0.00	0.00	840.00		840.00
Pigeon Cote Road Seacroft	0.00	0.00	5,000.00		5,000.00
Burmantofts Community Gala 2013	3,500.00	0.00	0.00		3,500.00
Lincoln Green IT Suite (additional funding)	1,120.44	0.00	0.00		1,120.44
Multi Sports Training	3,150.00	0.00	0.00		3,150.00
Blossom Hill Domestic Violence	589.66	589.66	589.68		1,769.00
Harehills Child Sexual Exploitation Worker	0.00	2,311.00	0.00		2,311.00
Opportunities Inspiring Learning	0.00	0.00	5,000.00		5,000.00
Seacroft & Manston Cluster Gymnastic Provision	0.00	0.00	5,041.00		5,041.00
Work Plan Club	0.00	12,165.00	0.00		12,165.00
Ashton Park Hub	0.00	10,000.00	0.00		10,000.00
Farm Road Dropped Kerb	0.00	0.00	10,000.00		10,000.00
Holistic Health	2,329.00	0.00	0.00		2,329.00
Ebor Gardens IT Suite	7,500.00	0.00	0.00		7,500.00
G&H Holiday Programme (Small Grant)	0.00	90.70	0.00		90.70
Creative Fun (Small Grant)	0.00	0.00	251.75		251.75
Burmantofts & Richmond Hill Summer Activities	1,000.00	0.00	0.00		1,000.00
Total of schemes approved in 2012-13	31,235.34	33,353.09	36,680.43	214.83	101,483.69

Approved 2013-14 Schemes	BURMANTOFTS AND RICHMOND HILL	GIPTON & HAREHILLS	KILLINGBECK & SEACROFT	Area Wide	Total
Tasking	9,000.00	9,000.00	6,000.00		24,000.00
Small Grants	2,000.00	5,000.00	5,000.00		12,000.00
Community Engagement				3,000.00	3,000.00
Neighbourhood Manager Posts	0.00	0.00	0.00	92,717.00	92,717.00
NM Phones (from 12/13 underspend)	0.00	0.00	0.00	1,084.00	1,084.00
Environmental Action Team	0.00	0.00	0.00	40,000.00	40,000.00
Work Plan Club	0.00	0.00	12,165.00	0.00	12,165.00
Youth Service / Tradex Sports Project	0.00	3,750.00	0.00	0.00	3,750.00
Summer Holiday Sports Programme 2013	10,000.00	10,000.00	10,000.00	0.00	30,000.00
Inner East CCTV	0.00	0.00	0.00	15,000.00	15,000.00
Burmantofts & Richmond Hill Litter Bins	1,660.50	0.00	0.00	0.00	1,660.50
Haselwood Dene Underpass	3,619.23	0.00	0.00	0.00	3,619.23
Lark in the Park 2013	1,000.00	0.00	0.00	0.00	1,000.00
Pigeon Cote Road	0.00	0.00	2,500.00	0.00	2,500.00
Total of schemes approved in 2013-14	27,279.73	27,750.00	35,665.00	151,801.00	242,495.73

Grand Total Projected Spend 2013-14 (incl b/f schemes)	58,515.07	61,103.09	72,345.43	152,015.83	343,979.42
Total Budget Available for 2013-14 (incl b/f Bal)	76,117.71	74,401.12	74,291.75	152,015.83	376,826.41
Remaining Budget Unallocated	17,602.64	13,298.03	1,946.32	-	32,846.99

This page is intentionally left blank

Inner East Area Committee 2013/14

Appendix B

Community Engagement	Payment	Actual Spend	Committed	Ear 12-13	Ear 13-14	Total	Remaining
CE 01 BRH NIB Venue Hire 1/5/13	MP	48.00					
CE 02 Keys for noticeboard	Petty Cash			4.00			
CE 03 Gift Cards for Survey	Petty Cash			20.00			
CE 04 Taxis for BRH Community First Panel	Petty Cash			9.80			
CE 05 Room Hire - Victoria Primary (BRH Leadership Team)	Recharge	100.00					
3,000.00		148.00	-	33.80	-	181.80	2,818.20

This page is intentionally left blank

Burmantofts & Richmond Hill Tasking		Actual Spend	Committed	Ear 12-13	Ear 13-14	Total	Remaining
	Skips	150.00	1,350.00				
BRH 01	Burmantofts Welcome Stone		175.00				
BRH 02	Maintain Flowerbeds in Burmantofts		1,411.48				
BRH 03	Crime Prevention Session (Bev)			120.00			
9,000.00		150.00	2,936.48	120.00	-	3,206.48	£ 5,793.52

Burmantofts & Richmond Hill - Tasking (Skips Breakdown)		Actual Spend	Goods Rec'd	Ear 13-14	Ear 14-15	Total	Remaining
04/04/13	15 Buller Close	150.00					
25/04/13	18 Torre Close			150.00			
09/05/13	18 Torre Close		150.00				
23/05/13	Snake Lane Pitches x 2		260.00				
16/05/13	6 Torre Close		150.00				
1,500.00		150.00	560.00	150.00	-	860.00	£ 640.00

Gipton Tasking		Actual Spend	Committed	Ear 12-13	Ear 13-14	Total	Remaining
	Skips	-	1,000.00				
4,500.00		-	1,000.00	-	-	1,000.00	£ 3,500.00

Gipton - Tasking (Skips Breakdown)		Actual Spend	Goods Rec'd	Ear 12-13	Ear 13-14	Total	Remaining
1,000.00		-	-	-	-	-	£ 1,000.00

Harehills - Tasking		Actual Spend	Committed	Ear 12-13	Ear 13-14	Total	Remaining
	Skips	-	1,000.00				
H 01	Hawkshead CCTV Camera		100.00				
H 02	New Litter Bin - Roundhay Road		330.00				
H 03	Trolley Coin Keyring (agreed 11/12 but not on sheet)			174.00			
H 04	Distraction Burglary Event July 13 (Feeling Good Theatre Co)			60.00			
H 05	Solon Order (11/12) - sirens, pens and bag clips			340.50			
4,500.00		-	1,430.00	574.50	-	2,004.50	£ 2,495.50

Harehills - Tasking (Skips Breakdown)		Actual Spend	Goods Rec'd	Ear 12-13	Ear 13-14	Total	Remaining
05/06/13	4 Ashley Avenue			150.00			
1,000.00		-	-	150.00	-	150.00	£ 850.00

Killingbeck & Seacroft - Tasking		Actual Spend	Committed	Ear 12-13	Ear 13-14	Total	Remaining
	Skips	-	2,000.00				
K&S 01	St James Church Ginnel - remove trees & fence		695.00				
K&S 02	Kentmere Avenue - install mushroom bollards						
K&S 03	Shoes Initiative (Barratt Shoes)			250.00			
K&S 04	Beechwood WMC Improvements			1,250.00			
6,000.00		-	2,695.00	1,500.00	-	4,195.00	£ 1,805.00

Killingbeck & Seacroft - Tasking (Skips Breakdown)		Actual Spend	Goods Rec'd	Ear 12-13	Ear 13-14	Total	Remaining
2,000.00		-	-	-	-	-	£ 2,000.00

This page is intentionally left blank

Monitoring returns on wellbeing projects

Project: Target Hardening Scheme (Inner East)			
Lead organisation: East North East Homes		Wellbeing Funding: £9,000	
<p>The project has, so far, run extremely smoothly because the majority of high risk burglary areas have, to date, been in areas which have predominantly consisted of Leeds City Council properties. The funding aims to complement the works undertaken in these highlighted areas by providing a provision to “target harden” non ALMO properties in conjunction with a ENEHL lock upgrading programme in burglary hotspot areas. The hotspot areas have been identified through the OBA sessions carried out across Leeds and individual streets have been pinpointed by West Yorkshire Police. Outcomes are as follows:</p>			
Area Committee Money spent by CASAC - 1st August 2012 to 31st March 2013			
Area	Burmantofts & Richmond Hill	Killingbeck & Seacroft	Gipton & Harehills
Amount Available	£1,500	£1,500	£1,500
Amount Spent	£1,498.64	£1,437.10	£0.00
Amount Remaining	£1.36	£62.90	£1,500.00
Area	Chapel Allerton	Roundhay	Moortown
Amount Available	£1,500	£1,500	£1,500
Amount Spent	£1,498.42	£0.00	£22.80
Amount Remaining	£1.58	£1,500.00	£1,477.20
Grand Total			
Amount Available		£9,000	
Amount Spent		£4,457	
Amount Remaining		£4,543	
<p>The number of properties that have received security upgrades as a result of this Area Committee funding are as follows:</p> <ul style="list-style-type: none"> • Burmantofts & Richmond Hill – 25 – the majority of works carried out here was around the Clifton’s, which were designated as burglary hotspot areas • Killingbeck & Seacroft – 25 – a burglary hotspot was identified in Cross Gates Lane and as a result the majority of referrals came from there • Gipton & Harehills – 0 – work has not commenced in this area as yet • Chapel Allerton – 30 – the majority of works carried out here were around Scott Hall Road and Meanwood Road, as they are on the periphery of the predominantly ALMO owned Beckhill and Farm Hill estate. These estates were identified as burglary hotspots and works were carried out here. • Roundhay - 0 – work has not commenced in this area as yet • Moortown – 1– work has not commenced in this area as yet – this specific referral was for a vulnerable elderly lady <p>The reason for the variance in properties with security upgrades by region is that the assessments provided are bespoke and as a result the target hardening measures provided vary at every property.</p> <p>We anticipate that the success of the project will continue throughout the remaining period due to excellent working relations with the West Yorkshire Police and Leeds City Council</p>			

This page is intentionally left blank

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

Report to Inner East Area Committee

Date: 20th June 2013

Subject: Area Chairs Forum Minutes

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

Summary of main issues

1. This report formally notifies members of the decision made by full council that Area Chairs Forum minutes should be considered by Area Committees as a regular agenda item at future Area Committee meetings.
2. The report also includes background information regarding the Area Chairs Forum meetings.

Recommendations

3. The Inner East Area Committee is asked to note the contents of the report and to consider the minutes from the Area Chairs Forum meetings at this and future Area Committee Meetings.

1 Purpose of this report

- 1.1 The purpose of this report is to formally notify Members that the minutes of Area Chairs Forum meetings will be brought to Area Committee meetings as a regular agenda item, and to give a brief overview of the Area Chairs Forum meetings.

2 Background information

- 2.1 Area Chairs Forum meetings take place on a bi-monthly basis and are chaired by the Deputy Leader of Council and Executive Member for Neighbourhoods, Housing and Regeneration.
- 2.2 Meetings are attended by the ten Chairs of the Area Committees, the Assistant Chief Executive (Planning, Policy & Improvement), the three Area Leaders and the Neighbourhood Services Co-ordinator in Leeds Initiative.
- 2.3 Agenda items focus on issues relating to services delegated to Area Committees, future delegations of services, locality working and any other issues that can be influenced by, or have an impact on, Area Committees.

3 Main issues

- 3.1 Following recommendations by the General Purposes Committee, full council approved on 26th May 2011 that minutes of the Area Chairs Forum meetings should be considered by Area Committees, and that this should be a regular agenda item for Area Committee meetings.
- 3.2 Area Chairs Forum minutes will only be available to be considered by Area Committees once they have been agreed as an accurate record by the subsequent Area Chairs Forum meeting.
- 3.3 Attempts will be made to include Area Chairs Forum minutes in papers issued prior to Area Committee meetings, however due to some tight deadlines between meetings, it may be necessary to table the minutes at certain Area Committee meetings.
- 3.4 The Area Chairs Forum meeting dates and times for 2013/14 are as follows:
 - 28th June 2013 11:00 – 13:00 Room 4 Civic Hall
 - 6th September 2013 14:00 – 16:00 Room 4 Civic Hall
 - 11th October 2013 14:00 – 16:00 Room 4 Civic Hall
 - 25th November 2013 13:30 – 15:30 Room 4 Civic Hall
 - 20th January 2014 13:30 – 15:30 Room 1 Civic Hall
 - 7th March 2014 10:00 – 12:00 Room 1 Civic Hall
 - 2nd May 2014 10:00 – 12:00 TBC, Civic Hall

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 There has been no need to publicly consult on the inclusion of Area Chairs Forum Minutes on Area Committee agendas, however the matter has been discussed by the General Purposes Committee.

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council Policies and City Priorities

4.3.1 The inclusion of Area Chairs Forum minutes on Area Committee Agendas is a revision to the Area Committee Procedure Rules within the Constitution agreed by full council on 26th May 2011.

4.4 Resources and Value for Money

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

4.6.1 There are no risk management issues relating to this report.

5 Conclusions

5.1 Full Council has approved the recommendations of the General Purposes Committee to include the Area Chairs Forum minutes as a regular item at future Area Committee meetings.

6 Recommendations

6.1 The Inner North East Area Committee is asked to note the contents of the report and to consider the minutes from the Area Chairs Forum meetings at this and future Area Committee Meetings.

7 Background documents

7.1 None

This page is intentionally left blank

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

This page is intentionally left blank