



EAST (INNER) AREA COMMITTEE

**Meeting to be held in Grange Farm Primary School, Barncroft Rise, LS14 1AX on
Thursday, 24th October, 2013 at 5.30 pm (Map attached)**

MEMBERSHIP

Councillors

M Ingham	-	Burmantofts and Richmond Hill;
A Khan (Chair)	-	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

Grace Mangwanya	-	Gipton CLT
Rod Manners	-	Killingbeck & Seacroft CLT
Phil Rone	-	Burmantofts & Richmond Hill CLT
Denise Ragan	-	Burmantofts & Richmond Hill CLT

**Agenda compiled by:
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**Area Leader:
Rory Barke
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AGENDA

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>	

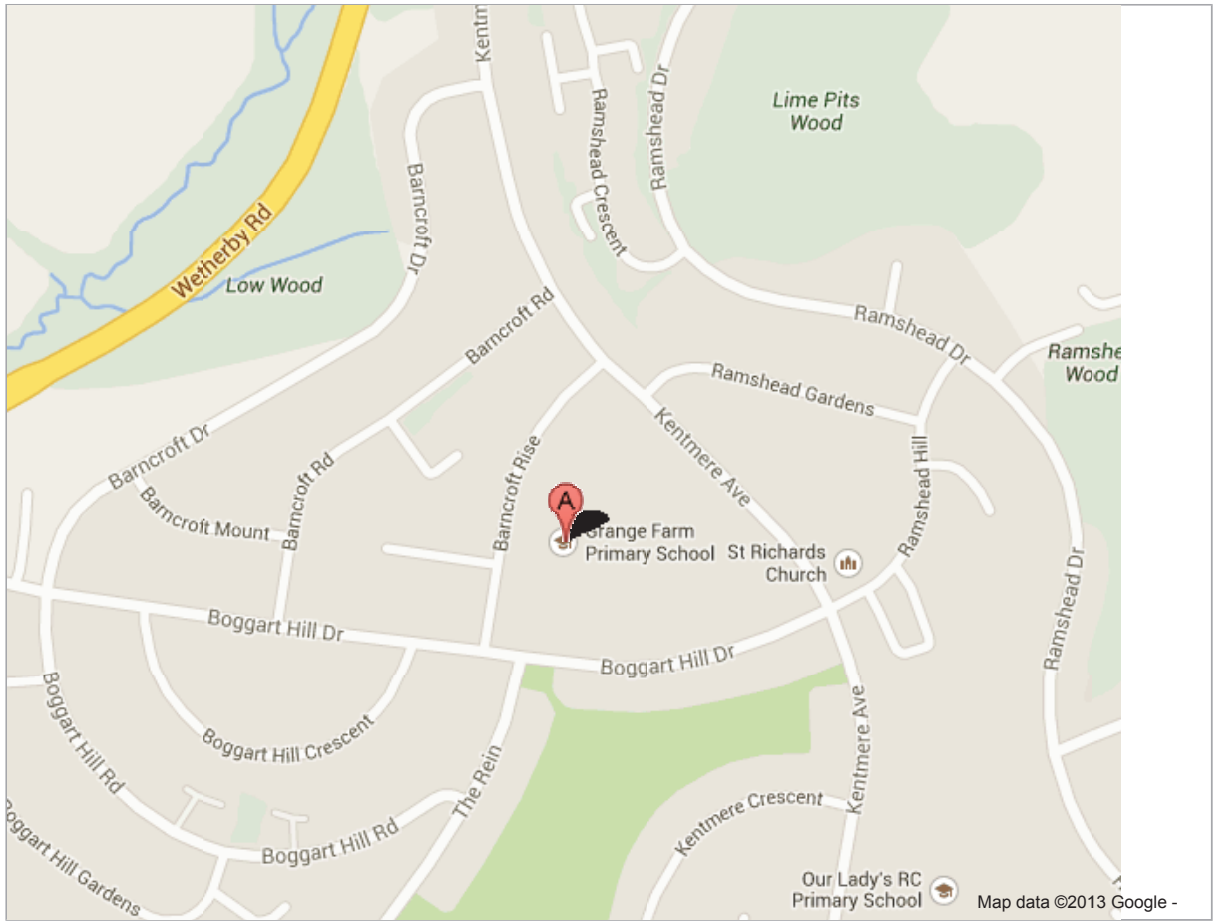
Item No	Ward/Equal Opportunities	Item Not Open		Page No
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
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 3rd September 2013</p>	3 - 8
8			<p>MATTERS ARISING</p>	
9	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p>TARGETTED SERVICES RESPONSE TO MANAGING SCHOOL ATTENDANCE</p> <p>To consider the report of the Director of Childrens Services providing an update on issues relating to school attendance within the EIAC area</p>	9 - 20

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p>EMPLOYMENT & SKILLS UPDATE REPORT</p> <p>To consider the update report of the Chief Officer, Employment and Skills, providing a high level update on activities delivered through the Employment and Skills service aimed at improving skills and increasing job outcomes in the City</p>	21 - 32
11	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p>WELLBEING REPORT</p> <p>To consider the report of the ENE Area Leader providing details of the Wellbeing fund spend to date and including details of new projects for consideration</p>	33 - 54
12	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p>AREA UPDATE REPORT</p> <p>To consider the report of the ENE Area Leader, including minutes of the EIAC sub groups</p>	55 - 74
13			<p>AREA CHAIRS FORUM MINUTES</p> <p>To receive the minutes of the Area Chairs Forum meeting held 28th June 2013 and 6th September 2013</p>	75 - 90
14			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting will be held on Thursday 5th December 2013 at 5.30 pm in the Civic Hall, Leeds</p>	

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EAST (INNER) AREA COMMITTEE

TUESDAY, 3RD SEPTEMBER, 2013

PRESENT: Councillor A Khan in the Chair

Councillors G Hyde, B Selby, R Grahame,
K Maqsood and R Harington

Apologies Councillor A Hussain, V Morgan and
M Ingham

20 Appeals Against Refusal of Inspection of Documents

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

21 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

22 Late Items

There were no late items submitted to the agenda. However, supplementary information had been sent to members of the committee in relation to items 9 (Minute no. 28 refers Children's Services Report), 10 (Minute no. 29 refers, Update on Welfare Benefit Changes) and 14 (Minute no.33 refers Wellbeing Report).

23 Declaration of Disclosable Pecuniary Interests

No declarations were made.

24 Apologies for Absence

Apologies for absence were received from Cllrs Ingham and Morgan.

25 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee. On this occasion, none of the members of public in attendance chose to speak.

26 Minutes

Resolved – That the minutes of the meeting held on 20th June 2013 be confirmed as a correct record.

27 Matters Arising

Appointment of Area Lead Members, Cluster Representatives and Corporate Carers (Minute No.7)

Members considered the setting up of sub groups and that the Area Leads feedback back to the next meeting on future work programmes.

28 Children's Services Annual Report

The report of the Director of Children's Services was presented by Paul Brennan (Deputy Director of Children's Services). The report provided a six monthly update. The report informed the Area Committee about local outcomes for children and young people and aimed to support the involvement of the Area Committee in improving outcomes by providing an update on the work of the directorate and the Leeds Children's Trust, including local children's cluster arrangements. The progress made against local and national agendas was also highlighted. The report summarised

performance at Area Committee level with a broader acknowledgement of City wide performance. Key issues for Children's Services were highlighted and included Ofsted inspection, basic need and child friendly city.

Gillian Mayfield (Targeted Services Area Lead (ENE)) was also in attendance to answer questions from the Members.

The Targeted Services Area Lead told the Committee that attendance in primary schools within the East Inner area has declined and remained steady at secondary schools. Both attendance rates are the lowest across all area committees. Work is ongoing to raise attendance levels in the East Inner area and the officer asked Committee Members in their capacity as school governors to challenge attendance particularly as governors at Academies as limited performance information is passed to Children's Services from Academies. Members were told of a change in the law in relation to taking holidays during term time and the Government initiative in the use of fixed penalty notices. Letters are to be sent from Children's Services informing all parents of the changes.

The rising child population in Leeds will require over the next three school years (2014-2016), 50 additional forms of entry, with 22 of these additional forms of entry required for 2014. Consultation will take place through the clusters representatives to identify need and locations within the community for expanding and building new schools.

There has been no overall change in the primary schools in the East Inner Area Committee area rated as good or better by Ofsted. Six remain rated as satisfactory / requires improvement. One secondary schools in the area (E-ACT Leeds East Academy) is now rated as inadequate, steps have been taken, the Principal from West Leeds Academy being brought in to oversee improvement plans. Only one of the four secondary schools is rated as good. The one Children's home in the East Inner area committee area remains adequate.

The East Inner area has the highest number of looked after children across the city. More children are subject to a child protection plan in June 2013 than June 2012. More CAFs have been initiated in the East Inner area committee area than any other area committee in the first three months of 201/13.

The Percentage of 'not known' young people in the Inner East area has reduced however the percentage of young people identified as NEET has risen. Targeted support officers mean that the NEET cohort is better informed and supported in trying to access education, employment or training.

RESOLVED – Members noted the content of the report and asked to be kept informed on localised issues.

Cllr. Hyde left the meeting at 18:15 returning at 18:16 during this item.

29 Update on Welfare Benefit changes

Steven Carey (Chief Officer, Welfare and Benefits) presented his report to the Area Committee and provided Members with a update on the Welfare Benefit changes.

Simon Swift (Area Manager, East North East Homes Leeds) was also in attendance to answer questions from Members relation to Housing payments.

The report provided an update of the impact of welfare reforms at both a city-wide and ward-level basis and also provided information on arrangements that have been put into place to support the tenants. This included the Discretionary Housing Payments scheme which provides support to tenants affected by the welfare changes, the scheme is on track to spend the full £1.9m budget with the bulk of this spend going on those deemed to be priority cases within the Council's policy.

The Benefit Cap came into effect in Leeds on 12th August 2013 around 424 families will lose some or all of their Housing Benefit. The Chair highlighted page 66 of the agenda which showed East Inner area as having the highest cases for Benefit Cap. All 424 families including those in the East Inner area have been visited to make them aware of the changes.

Preparations are underway for Universal Credit with a focus being on preparing tenants for a digital claims process, developing a Local Support Services Network, tackling high cost lenders and putting in place arrangements for dealing with direct payments of the housing element of Universal Credit to tenants. The report provided information about this programme and sought input from the Area Committee on how the programme of activity could work at a local level. From today Payday Loans adverts are banned from Council websites.

One Stop Centres are being utilised to provide a holistic approach when people access ALMO services offering Credit Union advice and links to local advice centres on debt including the East Leeds Debt Forum.

RESOLVED –

- a) That the information about welfare reforms be noted;
- b) That the information about the campaign against high cost lenders be noted;
- c) That the work going on in East North East to mitigate the impact of the changes be noted; and
- d) Members considered the impact on the local area and of the work being undertaken to mitigate the impact within East Inner

area and offered to engage with Welfare Benefits about those families in East Inner area who might need assistance.

30 Neighbourhood Improvement Plan (NIP) - Update Report

The report of the East North East Area Leader was presented by Sarah May (Neighbourhood Manager, Burmantofts and Richmond Hill) the report provided members' with an overview of the activities that have been taking place against the priorities outlined in the Neighbourhood Improvement Plans (NIPs) since April 2013.

The Neighbourhood Manager updated the Area Committee on the achievements including the first Burmantofts Gala which attracted a thousand people, those who attended gave positive feedback and work is underway to organise another event next year.

RESOLVED – That members noted the content of the report and requested details for the next Area Committee of local jobs events relating to the Victoria Gate Development.

31 Nowell Mount Community Centre Review

The Report of the East North East Area Leader sought approval from Area Committee to review options in relation to the Nowell Mount Community Centre due to low levels of use.

Option 1 - Change the facility into a Children's Services facility for the under two's.

Option 2 – If option 1 is not found to be viable declare the facility surplus and put up for sale.

RESOLVED – That the content of the report be noted and the Committee agree to proceed with option 1, with a further report to be brought back in December 2013.

Councillor Hyde left the meeting during the consideration of this item.

32 Youth Services Delegation

The report of the East North East Area Leader provided the Area Committee with proposals for spending the budget delegated to the Committee for universal youth activities.

RESOLVED – That Andrew Birkbeck (Area Officer, East North East Area Support Team) speak with Councillor Morgan as the Area Lead Member for Children's Services in relation to setting up a Children's and Young People's Sub Group, to include Elected Members from each ward, Neighbourhood Managers and any partners / stakeholders deemed appropriate.

33 Wellbeing Report

Draft minutes to be approved at the meeting
to be held on Thursday, 17th October, 2013

The report of the East North East Area Leader was presented by Andrew Birkbeck (Area Officer, East North East Area Support Team).

The report provided members with an update on the current position of the capital and revenue budget for the East Inner Area Committee.

The Area Officer explained to the Committee about the 2012/13 allocation of Capital Receipts Incentive Scheme funding and asked the Area Committee Members how they would prefer this money split and if they would want to use the money on an area wide basis for strategic priorities.

The Committee were asked to consider the following projects and approve where appropriate the amount of grant to be awarded:

Project Name	Amount
Al-Kidmat	£2,500
Lincoln Green Community Centre shutters and signage	£1,182
Burmantofts Neighbourhood News	£1,000
Litter Bins (Burmantofts)	£923
Seacroft Methodist Chapel Refurbishment	£10,000

RESOLVED – That the Area Committee:

- Noted the spend to date and the current balances for the 2013/14 financial year;
- Noted the allocation of Capital Receipts Incentive Scheme funding and agreed to split the allocation equally between the three Wards that make up the East Inner Area Committee.
- Careful consideration was given to all the proposed projects the following being approved:

Project Name	Amount	Approval
Al-Kidmat	£2,500	APPROVED
Lincoln Green Community Centre shutters and signage	£1,182	APPROVED
Burmantofts Neighbourhood News	£1,000	APPROVED
Litter Bins (Burmantofts)	£923	APPROVED
Seacroft Methodist Chapel Refurbishment	£10,000	*

*Members requested that the project for Seacroft Methodist Chapel Refurbishment be brought back to the next meeting of the Area Committee with more information and detailed statistics of attendees of the project.

34 Area Update Report and EIAC Sub Group Minutes

The report of the East North East Area Leader was presented by Andrew Birkbeck (Area Officer, East North East Area Support Team) the report provided members of the East Inner Area Committee with updates from its four sub groups.

Members requested information for the next meeting of the Area Committee in relation to the Area Panels and their funding.

RESOLVED – That Members noted the contents of the report.

35 Area Chairs Forum Minutes

The Minutes of the Area Chairs Forum meeting held on 3rd May 2013 were considered by the Area Committee.

RESOLVED – That the minutes be noted.

36 Date and Time of Next Meeting

The next meeting will be held on Thursday 17th October 2013, 5:30pm at Grange Farm Primary School, Barncroft Rise, Leeds LS14 1AX.

Report of Children’s Services – Targeted Services

Report to Inner East Area Committee

Date: 24th October 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

1. Previous reports to the Area Committee have provided an overview of the local data and a summary of some of the tools and powers available for improving attendance. This report will provide examples of the approaches taken and the outcomes that are being achieved.

2. Education Supervision Orders (ESO) provide a high challenge, high support approach to more enduring issues of poor school attendance. 100% of the cases where an ESO has been used have shown a significant improvement in attendance.

3. When a Penalty Notices warning is used the available data suggests that these are effective in improving attendance and in many cases a Penalty Notice fine is not required.

4. Working with primary schools and parents early in their children’s school life is a key approach to prevention and early identification of the underlying issues relating to poor school attendance. Considering how authorising absence for minor illnesses may perpetuate poor attendance has resulted in a successful programme of work in Parklands Primary school which is now being offered to other primary schools in the Area.

Recommendations

5. The Area Committee note the content of the report.
6. The Area Committee identify any specific areas of interest raised in the report for which they would like further detailed information; this could include:
7. The impact created by the highly mobile/transient nature of the local population or
8. More information on specific initiatives to improve attendance

1. Purpose of this report

- 1.1 At the Inner East Area Committee meeting in June 2013, detailed information was provided in relation to the attendance performance of individual schools within the Inner East Area Committee area. This information was requested and was broken down by attendance rates and persistent absenteeism for individual schools.
- 1.2. This report will focus on the specific activities and outcomes that are being delivered and provide some case study examples.

2. Background information

- 2.1 At the Area Committee meeting in September 2013 the bi-annual Children's Services report set out performance data for the Area which showed that for both primary and secondary schools, attendance is the lowest in the city. There has also been a 0.7% reduction in attendance in primary schools for the comparable previous period.
- 2.2 Poor attendance is often a symptom of more complicated family issues and cannot be dealt with in isolation or by an individual 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.
- 2.3 The conversion to academy status for some schools in the Area does affect the amount of influence the Council has over the non – statutory element of work for improving attendance.

3. Main issues

- 3.1 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.
- 3.2 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.

- 3.3 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.
- 3.4 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.
- 3.5 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. 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. The 3 primary academies in the Area have agreed to a traded service for attendance and receive the same level of support as they did prior to conversion.

4. Statutory Enforcement

- 4.1 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.
- 4.2 Penalty Notices can be issued when a child has been absent from school for five days in the same term or period of 12 weeks. For example a parent could be issued with a £60 fine for a child missing one day of school every week over a five week period or another parent could have a fine for a two week block of absence. A protocol is in place setting out the process for the issuing of a Penalty Notice and this includes the use of warning letters, when attendance levels are starting to fall.
- 4.3 Information on the use of Penalty notice warnings and fines issued during the last academic year for schools in Inner East Area for maintained schools:
- **228 penalty warnings of which 29 became fines (8 for unauthorised holidays).** A fine will only be issued if the attendance does not improve following a warning.
 - **87% penalty warnings resulted in improved attendance.**
 - **Average attendance improvement was 21%**
- 4.4 We do not have easy access to the data for the academies relating to their prevention work, so we do not know how many penalty warning letters they issued. We do know that we issued 11 penalty notice fines on their behalf for the last academic year.

4.5 An Education Supervision Order (ESO) is an order that is placed on the child and the parent when the local authority is appointed by the court to supervise that child's education for a 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. They are a restorative approach providing a high level of challenge through the statutory process with support provided to for the parent and child to address the issues that may be causing the poor attendance. Education supervision orders are generally used with primary school pupils. **Case study 2** provides an example of the impact of an ESO and also demonstrates the complex nature of the families where attendance may be symptomatic of wider issues.

- **6 ESOs in 2012/13**
- **100% of those cases saw an improvement in attendance**
- **Average improvement being 32%.**

4.6 We will use legal enforcement and prosecute parents who fail to ensure their child's regular attendance at school under section 444 of the Education Act.

- **42 prosecutions**
- **25 (60%) have resulted in an improvement in attendance**
- **average improvement being by 34%.**

Case study 3 provides an example of the use of a parenting order.

4.7 Prevention and Early intervention.

4.8 Persistent Absence can include authorised and unauthorised absence and a pupil becomes a Persistent Absentee (PA) when their attendance drops below 85%.

4.9 In response to concerns from the Head Teacher and Governors at Parklands Primary a project was undertaken in the Summer Term 2013 to target the Persistent Absentees in one of 2 ways.

4.10 A cohort of 17 pupils, where there was a high number of unauthorised absences, were sent Penalty Notice warning letters and monitored for 4 weeks, 4 of these families were invited in to school for a meeting as there was no improvement. Following the meetings all 4 pupils' attendance improved.

4.11 A cohort of 15 pupils where the absence was due to illness, and was authorised, received a more supportive letter offering help to improve their child's attendance. This was followed up with home visits, and meetings in school for the 8 pupils whose attendance was of greatest concern. All but one of these pupils showed an improvement in attendance over the summer term.

4.12 As a result of this intervention the number of pupils at Parklands Primary who were Persistent Absentees fell from 35 to 26 in this time period, and the whole school attendance improved from 91.7% in March to 94.1% at the end of the summer

term. The school has incorporated the practice of meeting with parents whose children are ill, into their approach. The Attendance Adviser and Attendance Improvement Officer will continue to offer support to the school to ensure that the improvement is sustained. This is a model of support that can be offered to any school in the Area.

4.13 In each cluster there is a support and guidance panel where agencies and services in the cluster consider cases where additional needs have been identified. In the last academic year 65 referrals were made to the Inner East Cluster for specific support relating to attendance issues.

4.14 Initiatives are useful and do usually have an impact albeit for a limited period, pressure on resources mean they cannot always be repeated to sustain long term change. The Give it 100% (covered in the June report) saw over 2,000 children achieve 100% attendance during March 2013. The late gate initiative has been offered to all schools in Inner East with 8 schools taking part.

Other factors affecting attendance in Inner East Area.

4.15 The transient nature of the population in the Inner East Area of the city, coupled with the pressure on school places and high levels of deprivation can have a significant impact on attendance rates. Schools with a high turnover of pupils during the school year in particular are affected by this and while there are procedures in place for dealing with Children Missing Education (CME) to ensure that they are safeguarded the volume of this work, the impact on children's education and the overall impact for schools should not be underestimated.

5 Corporate Considerations

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

5.2 Consultation and Engagement

5.2.1 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.

5.3 Equality and Diversity / Cohesion and Integration

5.3.1 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.

5.4 Council policies and City Priorities

5.4.1 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

5.5 Resources and value for money

5.5.1 There are no resource implications in this report

5.6 Legal Implications, Access to Information and Call In

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

Risk Management

5.6.2 There are no risk management implications in this report.

6 Conclusions

6.1 This report provides information on some of the statutory approaches to dealing with attendance and provides a couple of case studies that demonstrate the impact that can be achieved.

6.2 If attendance levels begin to drop the use of warning letters can be effective, however, where more entrenched attendance is evident the use of statutory interventions with support can achieve success.

6.3 While individually cases can be dealt with as attendance starts to drop, some of the more challenging issues for the area include the movement of pupils in year and the pressure on school places. Future reports to the committee could consider the extent of the issue and explore some of the challenges faced by schools.

7. Recommendations

7.1 The Area Committee note the content of the report.

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

Attendance Case Study: Case study 1

What were the issues?

Referral made by a high school for a family that had recurrent attendance problems. The pattern over the previous years had been a number of week's good attendance followed by a few weeks poor attendance. The 3 pupils still at school typically had had 75% attendance or less for a number of years. School felt this was partly weather related as they walked to school despite living some distance away and had more absences in winter. The parents were poor and were not able to pay regular bus fare. School were contemplating paying for the families bus fare directly.

The eldest in the family had left school with no qualifications despite being very bright due to poor attendance. Of the three pupils still at school one was entering year 11 and it was feared would end up the same as the elder sibling. The others were in years 10 and 7. It was felt that unless the pattern was stopped the poor attendance would affect them all.

What did we do?

A panel was arranged and school sent out their letters for the meeting. The family were contacted by phone and the mother said she would attend. The AIO offered to meet with her at home but she declined but did agree to attend the panel meeting when it was explained that we would be trying to make supportive arrangements in regards to the travel issues.

The parents did not attend the panel meeting. Instead their children were seen by the panel. The possible legal consequences of continued poor attendance were explained to them. Also discussed the problems of walking to school and the weather, grades aspirations and the effect of absence. It was decided to pursue free transport for the family either through school or Leeds City Council.

The AIO met with a senior transport officer for Leeds City Council and explained the case, it was agreed that due to the family circumstances a discretionary bus pass could be granted.

However the family went missing. Community Benefits and Rights were contacted who confirmed they had been evicted but no new address was known. Despite contacting the mother by phone only addresses that did not exist were given. The pupils stopped attending.

When the pupils did return to school a new address was given. Apparently the family had been sleeping in relative's houses after they were evicted and had only just been given new accommodation.

Successful home visits started to be made. More complete and up to date contact

details were made available to school. The forms for free bus passes were eventually filled in and the application was successful.

The two older pupils had over 92% attendance but the younger sibling had only 78% attendance and continued to miss lots of add days. It was decided to issue a Penalty Notice warning as the only reason for absence now appeared to be getting up late. The warning of a fixed penalty was enough to improve the attendance significantly.

Did it make a difference?

The case was eventually closed. School were pleased as the family had never attended as well for such a long period (9 months). School home contact was much stronger despite a continued reluctance on behalf of the parents to attend in school meetings. The suspected main reason for lack of attendance (transport) had been addressed. The family were in a better financial position due to the discretionary award of a bus pass.

Attendance Case Study 2

What were the issues?

Girl aged 9. Year 5 at school.

Lives with Mother;
brother aged 2;

2 half-brothers with BESD (behavioural, emotional and social difficulties) aged 16 and 19.

Mother is the designated carer for the 2 older boys with BESD. Half-sister in her early 20s lives independently, but regularly visits the family home.

Father has contact with his children at least 3-4 times a week and is in a relationship with their mother but does not live with them.

Long history of irregular school attendance and lateness.

Health – Kidney infections and chronic infestation of head lice. Parent not seeking appropriate medical attention for children.

Older boys had Anti- social Behaviour Orders

Concerns that drug dealing maybe happening from the property.

Young people in and out of the house.

Safeguarding risk to younger children.

Family did inconsistently work with professions.

A large dog (vicious) in property.

What did we do?

Due to the inconsistently way that the family engaged with professionals a prosecution was taken in December 2011 for irregular school attendance for the year 11 half-brother. Mother did not attend court and was issued a large fine. The bailiff was brought in by the court within 3 weeks.

A post court review meeting in February 2012 was held and it was explained to the mother that the action had been taken due to her lack of engagement with the support that was available to her. She agreed to work with us to improve the attendance and punctuality of her 9 year old daughter so that she did not follow the same route as her older siblings i.e. disengaging with school and becoming involved with anti-social behaviour. Mother was helped to deal with the bailiffs by the Attendance Improvement Officer and a Payment Plan was put in place by the Courts.

The case was taken to the cluster support and guidance meeting to support the family. A professionals meeting was held and the family were known to many agencies and a referral was made to Children's Social Work Service (CSWS) giving a much fuller picture of the needs of the family and a core assessment was undertaken by CSWS. The family were referred for Intensive Family Support.

Agencies now involved providing high challenge and support.

Targeted Services Attendance (Education Supervision Order)

CSWS – Core Assessment resulting in Child Protection plan

Family Intervention Service (overseeing lead practitioner and co-ordinating the agencies around the family)

Children's Centre

Catholic Care – Counsellor

School nurse

Connexions

Did it make a difference?

At the time of the Education Supervision Order (ESO) attendance was 75% at the end of the ESO attendance was 90.48%

Year 5 girl

Attendance has improved significantly, Punctuality stills needs to improve.

Father telephones each morning to make sure child up and getting ready for school.

Head lice now nearly cleared. Hair combed, cut and worn up for school. No further urine infections. Overall appearance and hygiene improving. Parents engaging better with services under the ESO. A Child Protection Plan was in place but the progress made has reduce this to a child in need plan.

2 year old brother

Attendance at the Children's Centre improved.

No concerns anymore regarding behaviour issues (Aggression)

Risk from the dog has now gone as he has been removed by the police.

16 year old Half-Brother

Connexions worker to help him with next steps towards Education, Employment and training.

No issues with Anti- Social Behaviour.

Wants to volunteer to work with dogs.

Next Steps

To help mother establish parenting skills that will give her confidence as her 2

youngest children grow up.
To keep the attendance and punctuality at school improving.
To get 16 year old a volunteering placement so that he is moving towards no longer being NEET
For Mother to put the youngest children's needs first and her expectations of them to be age appropriate. For the family to engage in the future with any support that is needed.

Attendance Case Study 3

What were the issues?

A primary school child with 69.19% attendance in Year 1 and 26.7% attendance for the start of Year 2. Attempts to address this within school had failed and the relationship between the parent and school was deteriorating.

What did we do?

The AIO made regular home visits and held fortnightly meetings in school to explore the reasons for the child's absence, to identify any support needs, and to set clear targets for improvement. A Common Internal Record was completed and a CAF offered but refused by the parent. A Parent Contract was issued with clear targets and expectations for the parent, school and professionals.

A cluster Family Support Worker (FSW) was allocated at the parent's request, which supported the parent to address housing needs, and began to explore the parent's difficulties in prioritising her child's attendance. The parent showed limited engagement with this support and the case was closed to the FSW once a house move had taken place.

The AIO provided mediation support between the parent and school, particularly in regard to the parent's concerns that her child was being bullied.

The parent identified that she wanted to transfer schools, and was given the appropriate information and support by the AIO.

The parent failed to meet the targets agreed for improving her child's attendance, as set out in the Parenting Contract and agreed at the School Attendance Panel meetings. It was felt by professionals that she could benefit from further support and work around parenting and routines, and so a Parenting Order was requested and granted in May 2013.

Did it make a difference?

Following the issuing of the Parenting Order the child's attendance improved and has been 90.68% since the Order was issued, and 100% so far this academic year.

The Parenting Order means that the child's attendance can continue to be monitored and addressed if it begins to decline. Also, the parent will receive support in

establishing routines and boundaries through a parenting programme, to maintain and embed the improvements she has made in her child's attendance.

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Report of Head of Projects and Programmes, Employment and Skills

Report to Inner East Area Committee

Date: 24th October 2013

Subject: Employment and Skills Update

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. This report provides the Inner East Area Committee with an update on employment and skills activities in Leeds, delivered through the Council's Employment and Skills service.

2. The information contained in the report supports key objectives set out in the Best Council Plan 2013-17, namely to 'promote sustainable and inclusive economic growth by improving the economic wellbeing of local people and businesses' with a specific focus on helping people into jobs and tackling poverty.

3. The report compliments a series of ward profiles being developed during September to November 2013 which detail the number and location of claimants, service provision and programmes to support those seeking skills training and work and, achievements to date focusing on those neighbourhoods with the highest rates of unemployment.

Recommendations

4. The Inner East Area Committee is asked to note and comment on the contents of this report.

1 Purpose of this report

- 1.1 The purpose of this report is to provide a high level update to the Inner East Area Committee on activities delivered through the Employment and Skills service aimed at improving skills and increasing job outcomes in the City.

2 City-wide Position

- 2.1 Data in this report includes data published by the Department for Work and Pensions (DWP) and locally captured service data. It should be noted that there is a time lag on the publication of DWP data and the latest available information has been used where possible. The locally captured data is currently being updated to inform the production of Ward profiles and as such, the figures included may not reflect the latest position for the area.
- 2.2 At the end of March 2013, employment (among the 16-64 age group) in Leeds stood at 386,100 (an increase of 1,200 jobs over the quarter and 10,500 jobs over the year). However, during the same period 42,400 people were recorded as being unemployed. This was an increase of 600 people on the previous quarter and 2,100 up on the same period last year. The Leeds' rate of unemployment is currently 10.2% against a rate for England at 8.0% and the Leeds City Region (LCR) at 8.7%.
- 2.3 In February 2013, there were 64,510 benefit claimants (16-64 years) in Leeds (a reduction of 300 claimants on the same period last year). Of the total benefit claimants, 30,040 (46%) were on Incapacity Benefit or Employment Support Allowance and 25,180 (39%) on Jobseekers' Allowance (JSA). The remaining claimants are made up of Lone Parents and those claiming other income related benefits such as working tax credits etc.
- 2.4 In February 2013, the numbers of young people 16-19 years old not in employment, education or training (NEET) was 1,437. This figure has dropped by 366 on the same period last year. The NEET rate for Leeds for this period was 6.3% (down by 1.4% on last year's figures).

3.0 Area Committee Position

- 3.1 The information in this section compliments the ward profile information currently being compiled for Members regarding employment and skills activities in their wards. This will include detailed comparative information with city wide data and a summary analysis to indicate changes in rates in numbers at the local level to assist Members determine local priorities for action and shape responses.
- 3.2 The NEET and claimant data for the wards covered by this Area Committee in February 2013 is summarised in table 1 below. The NEET figures have risen in all 3 wards on last year, Burmantofts & Richmond Hill (33.8% or 25 young people); Gipton & Harehills (1.1%) and Killingbeck & Seacroft (1.6%). Figures for all benefit claimants (16-64) rates fell across all 3 wards (average rate of 3.4%) in the last year.

Table 1

	Leeds	Burmantofts & Richmond Hill	Gipton & Harehills	Killingbeck & Seacroft
	@ Jun 13	@ Feb 13	@ Jun 13	@ Jun 13
NEETs (16-18)*	1,501	99	116	112
JSA claimants (16-24)	6,310	535	525	395
JSA claimants (16-64)	23,297	1,911	2,087	1,255
Incapacity Benefits (IB)/Employment Support Allowance (ESA) (all)	30,040	2,110	1,665	1,690

*Children's Services lead

- 3.3 In February 2013, 4,355 new jobs were advertised for Leeds on the Universal Jobmatch website. There were a limited number of employment opportunities locally with 72 jobs (1.7%) based in Burmantofts & Richmond Hill ward; 35 jobs (0.6%) in Gipton & Harehills ward and 84 (1.4%) in Killingbeck & Seacroft wards. Therefore, those seeking work will need to be prepared to travel to other areas of the city.

4. Employment and Skills Service

- 4.1 The Employment and Skills service forms part of the City Development directorate in the Council with responsibility for supporting local people develop skills and to gain employment with a particular focus on people living in the most deprived neighbourhoods (Lower Super Output Areas –LSOAs in the 20% most deprived on the Index of Multiple Deprivation). The service supported over 3,020 people into work, 7,000 adults to gain new skills and 1,121 gain qualifications in 2012/13.

4.2 Jobshops

- 4.2.1 The service provides information, advice and guidance (IAG), job search and support and job brokerage services to adults through its network of Jobshops. The main provision for this area is located at the Compton Centre on Harehills Lane. Additional jobshop sessions also currently take place at Seacroft Green Village Hall on Mondays.

- 4.2.2 The qualified guidance staff within the Jobshops are able to offer impartial information, advice and guidance to help residents to identify potential work and career options. There are facilities available to search for vacancies from a variety of online and other sources including Employment Leeds and Jobcentre Plus. Advice and support is available to help develop a CV, complete application forms,

produce covering and speculative letters, set up an e-mail account as well as how to prepare for, and approach, an interview with confidence.

- 4.2.3 Jobcentre Plus staff are available in some Jobshops offering one to one support including benefits advice, training and volunteering opportunities. Staff are also able to signpost to other partner agencies to assist and support with specific needs e.g. housing, finance including debt, language support.
- 4.2.4 Between April 2012 and March 2013, a total of 1,558 Jobshop customers gained employment including 354 customers from the Inner East area and between April-August 2013, 747 customers were supported into employment and 157 customers from the Inner East.

4.3 Employment Leeds

- 4.3.1 The Employment Leeds Team works with business customers to deliver tailored employability programmes and job brokerage services supported by access to the Jobshops customer base and, supporting business to create apprenticeships. In 2012/13, the team worked with 352 businesses to broker over 585 people into work and supported 106 businesses to create and recruit to 552 apprenticeships.
- 4.3.2 Supported by the Council's Sustainable Economy and Culture Scrutiny Board, the service has put in place a framework to ensure that joint work with Procurement and Planning services can lever additional jobs and training opportunities targeted to specific localities by placing additional obligations on developers and contractors. Obligations typically include new jobs, apprenticeships, work experience placements, skills training for existing workers, school visits etc. The obligations are negotiated with the developer or contractor and vary dependent on the nature of the work and the size and cost of the development or contract.
- 4.3.3 To date, the combined planning and procurement agreements have resulted in over 1,000 people into jobs and 129 apprenticeships in Leeds. There have been over 91 site visits and 132 work experience placements offered including 67 to young people aged 16-17 years. A more detailed analysis of the breakdown including ward level data is being prepared for Scrutiny Board in February 2014.
- 4.3.4 In 2012/13, the team delivered 47 community information and recruitment events for local businesses i.e. SMG Europe, Tesco, Care Today, Iceland, Leeds Teaching Hospitals Trust, ASDA, for a wide variety of job roles across sectors such as Health, Hospitality, Construction, Finance and Business, Manufacturing and Engineering sectors in technical, clinical and administrative job roles. All future information and recruitment events will be notified to Area Lead Members for Employment, Skills and Welfare and ward members.

4.4 Community Learning

- 4.4.1 The service leads on the delivery of a universal learning offer for the City on behalf of the Skills Funding Agency (SFA). The Community Learning provision is aimed at re-engagement of adults aged 19 years and over (25 years plus for learners with a learning difficulty or disability - LLDD) with learning, in an informal and safe

environment to acquire new skills and interests for the benefit of the individual, their family and/or their wider community networks. Community learning provides a progression gateway to more formal adult learning, social mobility and longer term employability opportunities.

- 4.4.2 In the 2012/13 academic year, over 7,000 adults from disadvantaged communities were re-engaged with learning and 1,121 people gained an accredited qualification. A total of 896 people from the Inner East Committee Area accessed this provision, 242 acquired new skills and 171 acquired qualifications. Between April to August 2013, across the City, 49 people have so far been supported to achieve improved skill levels (accredited) and a total of 1,860 learners have enrolled onto non-accredited courses across the City. Data is currently being collated for this period at the local level.
- 4.4.3 The provision for the 2013/14 academic year began in September 2013. Around 12,000 courses will be delivered this year across around 220 venues, supporting in the region of 7,000 learners. Priority groups include people not in employment and/or in receipt of benefits, with low skills levels or no qualifications, disadvantaged groups or individuals with specific needs e.g. lone parents, BAME groups, adults with learning difficulties and/or disabilities and men who are currently underrepresented within community learning.
- 4.4.4 Of the total 24 providers appointed to the Community Learning framework this year, 14 will be delivering activities across all three of the Inner East Wards. These courses and those provided in other parts of the City can be accessed by all residents of Leeds. The providers delivering locally are;

- Age UK
- Cardigan Centre
- City of Leeds YMCA
- East Street Arts
- Groundworks
- Learning Partnerships
- Leeds City College
- Libraries
- Mad Science
- re'new Leeds
- Pre-School Learning Alliance
- Royal Mencap Society
- Swarthmore
- Vera Media

- 4.4.5 Confirmation of the course details and the venues at which they will be delivered is subject to the provision of further details from providers and will be disseminated widely once this is available.

4.5 Programmes

- 4.5.1 The service also commissions other services primarily with third sector organisations to enable marginalised groups and learners living in the most

disadvantaged neighbourhoods to re-engage with learning, develop skills for jobs and increase qualifications and job outcomes e.g. **PATH** (BAME employability project) based in Chapel Allerton ward and **Nari Ekta** (Asian women's employability project) based in the city centre. Between April-June 2013, a total of 65 people have found employment and 102 have obtained additional qualifications through these projects.

- 4.5.2 Activities to meet identified skills gaps among growth sectors will continue to be supported through the service e.g. **Pathways to Construction** to assist unemployed people into training or employment in the construction industry. Since the start of the project in 2012, 296 employability sessions have been held, 199 young people have gained work experience and 164 have secured jobs. Earlier this year, the Heritage Lottery Fund (HLF) announced that Leeds' bid to the Skills for the Future Programme had been successful. **Re-making Leeds** will primarily be targeted at young people (19 years plus) to enable them to gain a NVQ Level 3 and work based experience in heritage construction. The project will also support construction based SMEs improve the skills in this sector among their existing workforce.
- 4.5.3 The **Work@Leeds** Work Experience Programme is a new eight week initiative aimed at young people between the ages of 19-24, who are claiming Job Seekers Allowance. The programme aims to engage with 90 young people and support 36 (40%) of those into employment within the Council. For the first two weeks of the programme, customers attend Leeds City College for employability training, a Council induction and are supported to achieve an accredited qualification (OCN in 'developing skills for gaining employment'). This is followed by six weeks' work experience in the Council, during which participants are supported by a robust review process. Throughout the programme, customers attend weekly job search support sessions with structured elements to prepare them for interview. Initially, five cohorts are planned, but the programme will be developed further to target other priority groups including people with disabilities and care leavers.
- 4.5.4 The first recruitment event took place on 16 September and 17 customers referred by Jobcentre Plus successfully secured places on the programme (no one among this initial cohort live in the Inner East). The next recruitment event will take place on 18 October, when a further 20 customers referred by Jobcentre Plus will be recruited
- 4.5.5 The service is responsible for the management of the **Youth Contract Support Programme 16-17 years** devolved to Bradford, Wakefield and Leeds as part of the Leeds City Region City Deal. In Leeds, the Youth Contract Support programme is primarily delivered through the Targeted IAG provider (igen) working in partnership with the Education Business Partnership (part of Employment and Skills) and Aspire-I. Young people aged 16-17 years identified as NEET, are engaged and encouraged to take part in a rolling, structured programme of activities designed to respond to their needs and help them progress into learning or work with training, supported by a key worker. Since the start of the programme in September 2012, 575 young people in Leeds have joined the programme. Of these, 348 (60%) have already progressed into education, employment or training and are receiving support to sustain this transition.

4.6 Apprenticeships

4.6.1 The **Leeds Apprenticeship Hub** was established in July in the Employment and Skills service under the City Deal. The Hub is responsible for the co-ordination of partnership activity with Apprenticeship training providers in Leeds to engage with learners and support local businesses to create new Apprenticeship opportunities. Planned activities include delivery of the school and academies engagement programme to provide general advice and guidance on apprenticeships to pupils, guidance and teaching staff and promote specific opportunities; delivery of guidance events for young people and 'make a winning application workshop' sessions which will be held across local community venues; supporting small and medium sized businesses to create apprenticeships, select the appropriate learning framework and provider and recruit.

4.6.2 **The Leeds Apprenticeship Training Agency (ATA) Limited** was set up last year by the Council and Leeds City College with support from the Chamber of Commerce to support small and medium sized businesses (SMEs) recruit and take on apprentices. The business hosting the apprentice provides the young person with vital work experience and skills, whilst the ATA acts as their employer thereby reducing the risk and administrative burden to the business. Each apprentice will complete an Apprenticeship Framework through a recognised learning provider and is paid a weekly wage.

4.6.2 All ATA vacancies are advertised locally on the ATA's and Council's websites and on the National Apprenticeship Service's website. To date, the ATA has made contact with almost 500 local businesses and actively engaged with 163 across a range of sector areas, including 7 from the Inner East area (Killingbeck & Seacroft 4; Burmantofts & Richmond Hill 2; Gipton & Harehills 1). To date, out of the 17 apprentices who have started working for the ATA, one person lives in Inner East (Killingbeck & Seacroft).

4.7 The Education Business Partnership (EBP)

4.7.1 The EBP forms part of Employment and Skills service working alongside schools and business to develop creative approaches, tailored programmes and events to learning which motivates and ensures young people are able to achieve their potential, develop employability and enterprise skills to achieve economic well-being and are work ready when they leave learning. In 2012/13 the team worked with 26 high schools, 9,500 young people aged 4-19 years and over 700 business volunteers providing support. The programme for the current academic year is now being finalised and will be advised when available.

4.8 New and Emerging Initiatives

4.8.1 There are a number of new and emerging initiatives being led by or supported through the Employment and Skills service.

Traineeships – 6 month programme introduced by Government for young people aged 16-24 that offers a progression route to Apprenticeships. The

programme is aimed at young people who require a short period of additional support to help them become 'job ready' and is therefore unsuitable for NEETs. To date there has been a small number of providers in Leeds offering this programme.

18-24 Youth Unemployment Proposals – at the end of July, the Government announced an additional £50m would be made available to the Core Cities and local authorities in Wave 2 City Deals to maximise the take up of the employer wage incentives under the Youth Contract and reduce unemployment among this age group. Leeds as part of the Leeds City Region (LCR) will be submitting a bid with a focus on maximising the wraparound support available to young people to help them become job ready and increasing the take up of the Youth Contract Wage Incentive among local employers. Decisions on bids will be known by the end of October with delivery due to begin in January 2014.

5 Current and Future Job Opportunities

- 5.1 Employment Leeds has successfully delivered a number of community information and recruitment events to support businesses recruit from local communities. Recent events have resulted in 250 appointments to SMG, the operator of the First Direct Arena and 573 appointments to Primark in their new Trinity Leeds store. This work will continue and be focused on the planned major developments below.
- 5.2 The **Veolia** waste re-cycling facility in East Leeds has the potential to create 300 construction related jobs over the next 12 months as part of its development which started on site in September 2013. A further 45 jobs to manage the new facility will be created in 2014. Job opportunities will be promoted through local events with a particular focus on East Leeds, some of which have already started e.g. information session was held on the 8 August at Richmond Hill Community Centre attended by 114 people. An update from the recently held 'meet the buyer' event for local businesses wishing to become part of the supply chain will be provided when available as well as notification of further events as the development progresses.
- 5.3 Negotiations are on-going with Scarborough Development Group, the **Thorpe Park** developer, to maximise training and job opportunities available on the proposed development in East Leeds during both the construction and end uses. Opportunities will cover a range of skills including entry level jobs, Apprenticeships and those aimed at young people not in employment, education or training (NEETs) into work. The phased delivery of this development means that a variety of construction job roles across disciplines and trades will be created at different times and levels.
- 5.4 The Thorpe Park development has the potential to generate up to 10,000 job opportunities. The majority of these will arise with end users occupying space in the development and are likely to include a wide range of sectors such as hospitality, catering, childcare, retail, leisure, engineering, pharmaceuticals, accountancy / business administration, marketing, human resources, management and cleaning.
- 5.5 Negotiations are on-going with Hammersons, the developer of the **Victoria Gate** scheme, to produce an employment charter that includes provision to support NEET young people, provide apprenticeships, and customised training for entry level role

and local recruitment initiatives as well as supply chain opportunities for local businesses. The 1,000,000 sq ft retail-led is expected to create around 4,000 retail and leisure jobs in the city centre in new retail outlets, restaurants and bars, offices and a gym.

6. Corporate Considerations

6.1 Consultation and Engagement

6.1.1 The Employment and Skills service is committed to continuous improvement of its communications and information sharing with Ward Members, partners and stakeholders including residents. In addition to reports to Area Committees, the service will work closely with and support the new Area Lead Member for Employment, Skills and Welfare to undertake their new role at a locality level.

6.2 Equality and Diversity / Cohesion and Integration

6.2.1 Evidence from the last recession and the current data indicates that increased levels of unemployment have disproportionately impacted on key groups and neighbourhoods with the highest levels of claimants. The service offers targeted support to enable those seeking skills training and paid work to reduce their benefit claim period and help them to develop the skills to secure, stay and progress in work and improve their lives.

6.3 Council Policies and City Priorities

6.3.1 The information contained in this report contributes towards the achievement of the following objectives as set out in the Best Council Plan 2013-17, namely 'promoting sustainable and inclusive economic growth by improving the economic wellbeing of local people and businesses' with a specific focus on helping people into jobs and tackling poverty.

6.4 Resources and value for money

6.4.1 The service's directly delivered and commissioned activity is reviewed on a regular basis to ensure value for money with commissioned and grant funded activity subject to external audit by Government departments and agencies. The Council also seeks to maximise its significant spending power and its role as the local planning authority through the use of employment and skills obligations on selected contracts and applications for planning consent to encourage others to deliver wider outcomes and benefits for local residents.

6.5 Legal Implications, Access to Information and Call In

6.5.1 There are no legal implications related to the information contained within or the recommendations arising from this report. The information is accessible to the public. This report is not subject to Call In.

6.6 Risk Management

- 6.6.1 Risk management remains integral to the monitoring and review processes implemented on all activity delivered through the Employment and Skills service. The delivery of activities is rigorously monitored in the context of Council priorities, prevailing economic conditions and the need to achieve greater efficiencies.

7 Conclusion

- 7.1 This report provides the Inner East Area Committee with an update on employment and skills activities across the City and at a local level, delivered through the Council's Employment and Skills service. The report compliments the employment and skills ward profiles currently being developed and will support improvements in the data and reporting at a local level moving forward. It is envisaged that this will support members to determine local priorities for action and the service to better shape provision to respond to local needs.
- 7.2 There are many national, regional and locally delivered employment and skills interventions delivered by a number of organisations from across all sectors. This report has focused on provision delivered by the Employment and Skills service of the Council only. The service also has a role in supporting Elected Members and Area Committees in articulating the needs of their area and ensuring a co-ordinated response to meet local residents' needs and make best use of public resources. Looking forward, the service will work with the Area Lead Member for Employment, Skills and Welfare to ensure that the service interventions are appropriately targeted and influence and co-ordinate the provision of other agencies where appropriate.
- 7.3 There is a wide range of provision available through the service which is accessed by and benefits local residents. However, the take up of programmes by local residents could be improved. The service will seek to provide timely and clear information to the Area Lead Employment, Skills and Welfare and ward members to support dissemination on the provision, opportunities and successful case studies to maximise take up and outcomes for local people.

8 Recommendations

- 8.1 The Area Committee is asked to note and comment on the contents of the report.

9 Background documents¹

- 9.1 Not applicable.

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.

Employment and Skills Service Contacts for Further Information

Role	Name	Telephone	E-mail
Service Locality Lead ENE Projects and Programmes	Michelle Anderson	24 78424	michelle.anderson@leeds.gov.uk
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Service Locality Support ENE Performance	Keri Evans	39 50021	keri.evans@leeds.gov.uk
Employment Leads	Alice Winter	3952394	alice.winter@leeds.gov.uk
Jobshops	Jane Hopkins	3950680	jane.hopkins@leeds.gov.uk
Education Business Partnership	Christine Marsden	39 52647	christine.marsden@leeds.gov.uk

Leeds Apprenticeship Training Agency Limited

Tel: 0113 220 6370 or e-mail: info@ataleeds.co.uk. Website: www.ataleeds.co.uk

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Report author: Andrew Birkbeck
Tel: 0113 33 67642

Report of ENE Area Leader

Report to Inner East Area Committee

Date: 24th October 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 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? 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

Members are asked to:

1. Note the spend to date and current balances for the 2013/14 financial year;
2. Note the 2012/13 allocation of Capital Receipts Incentive Scheme funding and the agreement to split this allocation equally between the three Wards that make up the Inner East Area Committee;
3. Consider the following project proposals and approve, where appropriate, the amount of Wellbeing funding to be awarded:

Radio Asian Fever	£5,000
Grange Farm School and Ramshead 20 MPH Zones	£2,700
2 <Way> Street Youth Volunteering Project	£2,000

Zest School Holiday Fun	£1,720
Zest Bowls Group	£900

4. Consider the following proposal and approve, where appropriate, the amount of CRIS monies to be granted from each Ward:

Seacroft Methodist Chapel Refurbishment	£10,000
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Purpose of this report

- 1.0 The purpose of this report is to provide the Area Committee with details of its Wellbeing 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, 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 Members should note that due to a projected underspend on the Neighbourhood Managers posts for 2013/14 there is an area wide saving of £24,536. Split three ways, this saving results in an additional £8,178 of Wellbeing money for each of three Wards that make up the Inner East Area Committee – **Appendix A** has been adjusted accordingly.
- 2.7 **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

Details of small grants that have been approved so far for 2013/14 are detailed in **Appendix B**.

Community Engagement

- 2.9 The Area Committee approved an amount of £3,000 at its March 2013 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. The expenditure to date against this budget is **£1,394.79**

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**.

Youth Activity Fund

2.13 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.

2.14 As a result, the budget ring-fenced for youth activities allocated to the Inner East Area Committee is £34,162 in 2013/14 and £68,323 in 2014/15.

2.15 Following the announcement of this funding at the June 20th Area Committee meeting, proposals for allocating this budget need to be worked up in conjunction with Elected Members, council officers, partners and young people.

2.16 At its meeting on 3rd September 2013, the Inner East Area Committee agreed to re-invest 50% of this year's Youth Activity Funding - £17,081 or £5,693 from each ward – into the 2013 Summer Holiday Activities programme

2.17 At the same meeting, the Inner East Area Committee agreed split of the remainder of this year's Youth Activity Funding allocation - £17,081 – equally between the three wards that make up the Inner East Area Committee.

2.18 As a result each Ward currently has £5,693.66 to spend on universal youth activities in 2013/14.

2.19 A Children's and Young People's Sub Group involving the Area Lead Member for Children's Services and Elected Members from each ward is in the process of being established. It is via that sub group that a methodology for allocating this funding will be developed.

Capital Receipts Programme

2.20 The establishment of a Capital Receipts Incentive Scheme (CRIS) was approved by Executive Board in October 2011. The key feature of the scheme is that 20% of each receipt generated will be retained locally for re-investment, subject to maximum per receipt of £100k, with 15% retained by the respective Ward – via the existing Ward Based Initiative Scheme - and 5% pooled across the Council and distributed to Wards on the basis of need.

- 2.21 Some receipts are excluded from the scheme and these are largely receipts that are already assumed to fund the Council's budget or are earmarked in some other way to previous or future spend.
- 2.22 Consideration has been given as to how to distribute the 5% element on the basis of need and options have been appraised. It was proposed to allocate the 5% element to Area Committees using the already established methodology that exists for allocation of funding (based on need) between Area Committees. This option results in larger sums being available within Areas to enable larger capital schemes to progress and as the Area Wellbeing capital fund is now largely exhausted, this funding stream would provide Area Committees with an on-going, albeit relatively small, source of capital funding.
- 2.23 Future allocations will take place on a quarterly basis following regular update reports to Executive Board.
- 2.24 The distribution of the 5% element to Area Committees using the Area Wellbeing methodology has resulted in the shares set out in table below:

2012/13 allocation

Area Committee	Percentage Allocation	Area Allocation
Inner South	12.50%	£14,070.76
Outer South	10.23%	£11,518.19
Outer East	10.31%	£11,607.81
Subtotal South & East		£37,196.76
Inner West	7.61%	£8,567.67
Inner North West	12.00%	£13,510.48
Outer West	8.59%	£9,666.28
Outer North West	8.96%	£10,086.17
Subtotal West/ North West		£41,830.61
Inner North East	9.00%	£10,140.70
Inner East	14.57%	£16,404.60
Outer North East	6.23%	£7,019.09
Subtotal East/ North East		£33,564.39
Total – All Areas	100.00%	£112,591.76

- 2.25 At its meeting on 17th July 2013, the council's Executive Board approved that the existing 5% allocation from 2012/13 (£112.6k) and future CRIS receipts available for allocation across wards, be allocated to the Area Committees based on the existing Area Wellbeing needs based formula.
- 2.26 On 3rd September 2013, it was agreed to split the 2012/13 allocation of £16,404.60 equally between the three Wards that make up the Inner East Area Committee. As a result of this decision, each Ward currently has a CRIS allocation of £5,468.20.
- 2.27 As requested at the September 3rd meeting of the Inner East Area Committee, more information about the Seacroft Methodist Chapel Refurbishment project (see 3.6)

has been included in **Appendix E**. The funding of this project from CRIS monies, either in part or in full is at the discretion of Members of the Inner East Area Committee.

3.0 New projects for Consideration

3.1 Project: Communications Contract Framework

Organisation: Radio Asian Fever

Wards affected: Gipton & Harehills

Amount applied for: £5,000

Projected year of spend: 2013/14

Project overview:

- Ward Members have agreed to provide funding towards Radio Asian Fever on the proviso that a communications contract is drawn up involving input from both the Area Committee and other council departments. Any contract will ensure that a clear list of outputs is agreed in line with identified Area Committee and Council wide priorities.
- Radio Asian Fever offer a good opportunity to get the council's key messages across to a wide range of communities who do not have English as their first language, in particular the South East Asian communities.
- Radio Asian Fever through its radio station and website has around 50,000 hits per month.
- Council officers have identified some of the key messages that could be delivered through Radio Asian Fever e.g. smoking cessation, Shisha/Niche Tobacco, heart disease and high blood pressure, mental health, school attendance and taking holidays during school term time, environmental messages e.g. refuse collection, recycling, littering, education and training opportunities, Welfare Reform messages.

Ward Member recommendations: Ward Members are supportive of this project as this contributes towards Best City...for communities.

3.2 Project: Grange Farm Primary School Traffic Regulation Order and Barncroft Rise/Gardens & Ramshead Drive 20 MPH zones

Organisation: Highways Services

Wards affected: Killingbeck & Seacroft

Amount applied for: £2,700

Projected year of spend: 2013/14

Project overview:

- The aim of this project is to introduce a Traffic Regulation Order (TRO) outside of Grange Farm Primary School and 20 MPH zones on both Barncroft Rise/Gardens and Ramshead Drive in Seacroft.
- The total cost of the scheme is £19,200.
- Contributions to the scheme will come from the council's Highways Department (£10,000) and Grange Farm Primary School (£6,500).
- Killingbeck & Seacroft Ward Members have been approached to fund the £2,700 shortfall for this project from their Wellbeing pot.

Ward Member recommendations: Ward Members are supportive of this project as this contributes towards Best City... to live.

3.3 **Project:** 2 <Way> Street – Youth Volunteering Project

Organisation: Learning Partnerships

Wards affected: Burmantofts and Richmond Hill

Amount applied for: £2,000

Projected year of spend: 2013/14

Project overview:

2<Way>Street is a new youth volunteering project for 16-24 year olds from East Leeds who are Not in Education, Employment or Training (NEET). The project will provide opportunities to improve young people's skills, confidence and employability whilst enabling them to make a difference in their communities.

The aim of this project is to facilitate a team of volunteers to work as youth advocates, consulting with other young people from high schools and youth/community settings including residents from the wider community and key partners, about Anti-Social Behaviour (ASB) in Burmantofts and Richmond Hill.

- Plan and deliver 8 workshops to approx. 200 young people based on Neighbourhood Police and local community priorities.
- Plan and deliver three environmental improvement projects. This work will be a vehicle for young people to talk to the wider community.
- Personal development programme supporting young people to move into education, employment or training.

Ward Member recommendations: Ward Members are supportive of this project as this contributes towards Best City... for children and young people and business.

3.4 **Project:** Zest School Holiday Fun

Organisation: Zest for Life

Wards affected: Burmantofts and Richmond Hill

Amount applied for: £1,720

Projected year of spend: 2013/14

Project overview:

- Zest will provide activities at St Agnes Church Hall in the school holidays starting at Christmas and running until Easter 2014.
- Zest already run successful activities in the summer and would like to make this a regular activity so local people know they have something for their children each holiday throughout the year.
- Activities will include a fun bus, cooking lessons and arts and crafts sessions.

Ward Member recommendations: Ward Members are supportive of this project as this contributes towards Best City... for communities

3.5 **Project:** Zest Bowls Group

Organisation: Zest for Life

Wards affected: Burmantofts and Richmond Hill

Amount applied for: £900

Projected year of spend: 2013/14

Project overview:

- Zest runs a successful bowls group for older people.

- Each week between 15 -20 people, both men and women, go to South Leeds Bowls Centre.
- The cost of the lanes is subsidised and the transport is funded by Jimbo's fund until November 2013.
- Zest can reapply for more funding from Jimbo's in April, but until then, the group are requesting a contribution from the Area Committee that will help pay for the transportation of the group to and from the Bowls Centre.
- This group are all from Burmantofts and Richmond Hill, they have made friendships and regularly support each other with hospital appointments and visits. The youngest member is 71 and the oldest is 86.

Ward Member recommendations: Ward Members are supportive of this project as this contributes towards Best City... for communities

3.6 **Project:** Seacroft Methodist Chapel Refurbishment

Organisation: Heads Together Productions

Wards affected: All

Amount applied for: £10,000 from the Capital Receipts Incentive Scheme

Projected year of spend: 2013/14

Project overview:

- This is the first and only dedicated arts venue in the whole of East Leeds, serving communities across the Inner and Outer East Leeds Wards.
- The new building will attract approximately 50 young people a week to its out of school activities, where they will have access to professional support and state of the art equipment
- Chapelfm will be available to schools in the area on five days per week, encouraging participation from Primary through to High School to enhance their curriculum
- Through partnerships with SSFN and other local groups in the area, special activities will be developed for older residents, such as Silver Screenings in the afternoon, as well as intergenerational activities such as recording oral history etc.
- Heads Together will be bringing £866,000 new money into the area; providing work placements, internships and apprenticeships for local youth; as well as recruiting a Building Manager from the local community.

Officer recommendations: As requested at the September 3rd meeting of the Inner East Area Committee, more information about this project has been included in **Appendix E**. The funding of this project from CRIS monies, either in part or in full is at the discretion of Members of the Inner East Area Committee.

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 Wellbeing fund provides financial support for projects in the Inner East Area which support the priorities of the Business Plan, Community Charter and Neighbourhood Improvement Plans.

6.0 Recommendations

The Area Committee is requested to:

Members are asked to:

1. Note the spend to date and current balances for the 2013/14 financial year;
2. Note the 2012/13 allocation of Capital Receipts Incentive Scheme funding and the agreement to split this allocation equally between the three Wards that make up the Inner East Area Committee;
3. Consider the following project proposals and approve where appropriate the amount of Wellbeing funding to be awarded:

Radio Asian Fever	£5,000
Grange Farm School and Ramshead 20 MPH Zones	£2,700
2 <Way> Street Youth Volunteering Project	£2,000
Zest School Holiday Fun	£1,720
Zest Bowls Group	£900

4. Consider the following proposal and approve where appropriate the amount of CRIS monies to be granted from each Ward:

Seacroft Methodist Chapel Refurbishment	£10,000
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7.0 Background documents

7.1 Executive Board report of 11th October 2011 – Capital Receipts Incentive Scheme

Link:

<http://democracy.leeds.gov.uk/documents/s60292/Capital%20Receipts%20Incentive%20Scheme%20Report%20App%20300911.pdf>

7.2 Executive Board report of 17th July 2013 – Capital Programme 1 Update 2013 – 2016

Link:

<http://democracy.leeds.gov.uk/documents/s99484/Capital%20Programme%20Cover%20Report%20Apps%20A-E%20050713.pdf>

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	44,831.66	44,831.66	44,831.66	127,265.00	261,759.98
Investing in Young People Fund Allocation for 2013-14	5,690.00	5,690.00	5,690.00	17,090.00	34,160.00
Total available (incl b/f bal) 2013-14	89,986.37	88,269.78	88,160.41	144,569.83	410,986.39
Schemes Approved from 2012-13 budget to be spent in 2013-14	31,235.34	22,109.41	36,428.68	195.03	89,968.46
Amount of b/f budget available for new schemes 2013-14	58,751.03	66,160.37	51,731.73	144,374.80	321,017.93

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
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
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
Community Engagement	0.00	0.00	0.00	16.30	16.30
Community Engagement	0.00	0.00	0.00	10.98	10.98
Community Engagement	0.00	0.00	0.00	9.80	9.80
Community Engagement	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
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	2,460.00	0.00		2,460.00
South Gipton Community Centre Furniture	0.00	343.75	0.00		343.75
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
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
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	22,109.41	36,428.68	195.03	89,968.46

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	5,367.00		12,367.00
Investing in Young People Fund	5,690.00	5,690.00	5,690.00	17,090.00	34,160.00
Community Engagement				2,000.00	2,000.00
Neighbourhood Manager Posts	0.00	0.00	0.00	68,181.00	68,181.00
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	9,633.00	0.00	29,633.00
Inner East CCTV	0.00	0.00	0.00	15,000.00	15,000.00
Seacroft Galas 2013	0.00	0.00	0.00	1,000.00	1,000.00
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
Off Road Motor Cycles	833.33	833.33	0.00	0.00	1,666.66
Gipton Gala 2013	0.00	1,000.00	0.00	0.00	1,000.00
AL - KHIDMAT	0.00	2,500.00	0.00	0.00	2,500.00
Ebor Gardens IT Suite (additional funding)	3,691.00	0.00	0.00	0.00	3,691.00
Rigtons & Haselwoods Parking Solutions	7,500.00	0.00	0.00	0.00	7,500.00
Shantona Womens Centre	0.00	3,168.00	0.00	0.00	3,168.00
Additional litter bins for BRH	922.50	0.00	0.00	0.00	922.50
Painting of Lincoln Green Shutters	1,182.00	0.00	0.00	0.00	1,182.00
BRH Neighbourhood News	1,000.00	0.00	0.00	0.00	1,000.00
Total of schemes approved in 2013-14	48,098.56	40,941.33	41,355.00	144,355.00	274,749.89

Grand Total Projected Spend 2013-14 (incl b/f schemes)	79,333.90	63,050.74	77,783.68	144,550.03	364,718.35
Total Budget Available for 2013-14 (incl b/f Bal)	89,986.37	88,269.78	88,160.41	144,569.83	410,986.39
Remaining Budget Unallocated	10,652.47	25,219.04	10,376.73	19.80	46,268.04

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**Inner East Area Committee 2013-14
Wellbeing Small Grants**

Appendix B

Project Name	Organisation	Amount approved	Project Summary
Swimming Pilot	Change4Life	£240 – B&RH	This project delivered a pilot swimming scheme at Fearnville Leisure Centre to try and encourage more inactive families across the Richmond Hill area to access some swimming provision at their local leisure centre.
Leeds Gathering 2013	Irish Arts Foundation	£500 – Split between BRH & G&H	The aim of this project was to: (a) to introduce and actively encourage the understanding, playing, listening, and celebration of traditional Irish music, arts and Irish cultural heritage amongst the wider community (b) to incubate a sense of awareness, ownership, pride and personal empowerment among Irish people in their own artistic and cultural heritage and, in so doing, to go some way towards attempting to offset older Irish peoples internalisation of anti-Irish racism, discrimination and oppression
Family Fun Day Out	Kentmere Children's Centre	£384 – G&H	The aim of this project was to offer families a fun activity day that promotes positive interaction between parent/carers and children. Low cost activities were provided to offer suggestions of activities that could be reproduced in the home.
Mums the Word	Mums the Word/Connexions	£500 – G&H	Mums the word meets once every three weeks at Crossgates Manston Childrens Centre. Mums the word is a group made up of young people who are teen parents or pregnant. The group is run in partnership between igen Connexions TIAG, Childrens centre staff and Youth Service. The group is designed to provide a safe meeting space for peer interaction and informal education around parenting skills and advice and information. The group invites speakers from organisations to encourage interaction with services and opportunities for engaging in education, training and employment. The group has utilised a wide skill base from all workers to provide fun activities which will encourage good parenting and home skills.
Visit to Holocaust Museum	Council of Christians and	£250 – K&S	The aim of the project is assist teaching staff of the David Young Academy Community

	Jews, Leeds Branch		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.
Family Fun Day	Gipton Children's Centre	£500 – K&S	The Children Centre currently run a group with learning partnerships who are helping the adults of the group to gain new skills to make small steps to gain employment. The group are gaining confidence looking at interview skills and devising CVs. The group have organised an end of term trip to a theme park. None of the group or their children has ever experienced a day at the theme park. Learning partnerships are funding the entry fee and the Area Committee is contributing towards the transport costs.
Summer Camp	Cross Gates Youth Opportunities	£500 – K&S	Cross Gates Youth Opportunities run an annual Summer Camp for Year 6 pupils from the Killingbeck & Seacroft area. The summer camp was held in Scargill House (near to Kettlewell/Skipton). The programme is especially geared to help young people prepare for the big move from junior school to high school. As part of this project CGYO, in conjunction with the Heateachers of the schools involved, identified 12 children from financially-challenged families to attend the summer camp from 29 July to 1 August 2013. GCYO also identified three young adults to attend the camp - who will be given the opportunity to better their skills of working with young people - but who are not currently in employment so are unable to contribute towards the cost of the trip.
Crossgates Festive Lights	Leeds City Council	£555 – K&S	To part fund, with South Area Support Team, Christmas festive motif lights on Station Road (Library side of the road) in Crossgates.
Nowell Mount Community Event	Leeds City Council Youth Service	£500 – B&RH	The Youth Service delivered a one off event at Nowell Mount Community Centre for young people and families in the area. The event took the form of a family fun day which involved a bbq, refreshments and a variety of fun activities for young people and

			families to get involved in.
Harehills Stoptober Event	Harehills Smoking Reduction Group	£500 – G&H	<p>This event is part of a programme of work being planned by the Harehills Smoking Reduction Group.</p> <p>A group of statutory and non-statutory organisations delivering services in the Harehills area of Leeds have formed a Smoking Cessation group to raise awareness of the dangers to health from the inhalation both first and second hand by inhaling nicotine and other harmful chemicals and chewing tobacco.</p> <p>The group also intend to inform and educate participants in the support available to enable them to quit smoking and make their environments smoke free and healthier for them and their families.</p>
World Poetry and Indian Music Festival	Saudha, Society Of poetry and Indian Music	£125 – BRH & £250 – G&H	<p>A two-day-long festival was held on 14th & 15th of September 2013. The World Poetry and Indian Classical Music Festival featured (http://www.worldpoetryandindianclassicalmusicfestival.com/)</p> <p>brief talks on the crises in connectivity of Classical Music, contemporary poetry sessions by local Bengali, Persian, Arabic, Urdu, Hindi and Somali young poets predominately from Burmontofts, Fearnville, Gipton, Harehills, Chapeltown (poems are in original and also in translated form to English)) as well as English writing contemporary poets. After the poetry sessions, world-class concerts showcased the leading interpreters of Indian classical music</p>
Community Litter Picking	Bankside Primary School	£420 – G&H	<p>The School Council had expressed concerns about the environmental conditions, particularly litter in their neighbourhood. A joint project was co-ordinated by the School, Community Organiser and Leeds City Council Environment Action Team, whereby children were given a presentation of the working of the environment action team, and how the road sweepers work. They also carried out a community litter pick around the entrance to the school and collected over 50 bags of rubbish. The immediate improvement around the area of the school was clear to see.</p>

			<p>The school and school council want to extend this project on community responsibility and environment in to next year and give all children the opportunity to take part in community clean up days, to create a nicer environment in the local area but also teach children about environmental issues and community responsibility. This message can then be communicated to the wider family through the children at home.</p> <p>Equipment is required to keep the project running. The pilot was operated by borrowing equipment from other organisations, in order to run regular projects litter picking and vests are needed.</p>
Stoney Rock Christmas Lunch	Stoney Rock Court Residents Association	£400 – B&RH	<p>The Stoney Rock Court Residents Association will provide a three course Christmas lunch for residents of Stoney Rock Court Sheltered housing scheme. This will reduce social isolation over the festive period. The group plan to hold the lunch on the 10th December 2013.</p> <p>Alongside the three course dinner an artist perform.</p>

Burmantofts & Richmond Hill Tasking		Actual Spend	Committed	Ear 12-13	Ear 13-14	Total	Remaining
	Skips	1,590.00	-	70.00			
BRH 01	Burmantofts Welcome Stone			175.00			
BRH 02	Maintain Flowerbeds in Burmantofts		1,411.48				
BRH 03	Crime Prevention Session (Bev)			120.00			
BRH 04	Operation Champion Supplies (B&Q spray paint)	13.30					
BRH 05	Land Registry Searches	65.00					
BRH 06	Cable ties for BRH Posters			5.00			
BRH 07	Shannon Street Cut Back of Vegetation	700.00					
BRH 08	3 x Flower bed signs			210.00			
BRH 09	Distraction Burglary Events Venues		120.00				
9,000.00		2,368.30	1,636.48	335.00	-	4,339.78	4,660.22

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					
	10/07/13 Nowell Place/Street Junction x 3	450.00					
	16/07/13 Lincoln Green Mosque and Education Centre	150.00					
	23/07/13 12 Rigton Lawn	150.00					
	01/08/13 Cromwell Mews, Rear of Lincoln Green CC	130.00					
	06/09/13 24 Compton Road			150.00			
	06/09/13 90 Compton Road			150.00			
2,500.00		1,590.00	-	450.00	-	2,040.00	460.00

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
	08.08.13 10x skips for Operation Champion on 08.08.13				1,500.00		
1,000.00		-	-	-	1,500.00	1,500.00	-

Harehills - Tasking		Actual Spend	Committed	Ear 12-13	Ear 13-14	Total	Remaining
	Skips	280.00	420.00				
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					
H 06	New Litter Bin - Roundhay Road			330.00			
H 07	Metal DPPO Sign Bexley Grove/Harehills Road		60.00				
4,500.00		1,184.50	580.00	330.00	-	2,094.50	2,405.50

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					
	14/06/13 Hovingham Allotments	130.00					
1,000.00		280.00	-	-	-	280.00	720.00

Killingbeck & Seacroft - Tasking		Actual Spend	Committed	Ear 12-13	Ear 13-14	Total	Remaining
	Skips	260.00	1,740.00				
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					
K&S 05	IE.13.14.LG - Off Road Motorcycles (£2.5k total from LG)		833.00				
K&S 06	The Rein - electrics for installation of covert camera		302.50				
K&S 07	Erect 3m high mesh fencing 11 Foxwood Close				300.00		
6,000.00		2,205.00	2,875.50	250.00	300.00	5,630.50	369.50

Killingbeck & Seacroft - Tasking (Skips Breakdown)		Actual Spend	Goods Rec'd	Ear 12-13	Ear 13-14	Total	Remaining
	27/08/13 1 Thornfield Way	130.00					
	27/08/13 2 Thornfield Way	130.00					
2,000.00		260.00	-	-	-	260.00	1,740.00

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ACTIVITY	VENUE	WARD	HOW MANY SESSIONS DELIVERED	AMOUNT FUNDED	HOW MANY ATTENDED	AGE	EVALUATION
Street Work Soccer Camps	Ebor Gardens	B&RH	8	£1,920	38	7-25	21 young people (all 38 were from various ethnic backgrounds, both male and female) attend 4 or more sessions. Feedback was excellent with requests for project to be run on a regular basis from both young people and parent/carers
Street Work Soccer Camps	Gipton/Green Space Wykebeck Primary School	G&HH	8	£1,920	36	7-25	27 young people (all 36 were from various ethnic backgrounds, both male and female) attended 4 or more sessions. Feedback from parents and young people was excellent with all enjoying the activity
Zest Fun Day in Burmantofts	Burmantofts Green Space	B&RH	4	£1,275.25	134	2-8	33 Adults and 101 Children attended over the 4 days. 18 families attended 2 or more sessions. Feedback was excellent from parents and young people.
Ice Pop Media Club - Lifeorce	Lincoln Green Community Centre and Nowell Mount Community Centre	B&RH	7	£1,850	49	8-13	33 young people over 5 days (Mon - Fri) attended the sessions at Nowell Mount Community with 14 children attending more than 3 sessions. 16 young people attend the sessions at Lincoln Green Community Centre over 2 days with 7 attending both sessions. Feedback from young people was excellent.
5-8 Year Old Multi Sports	Kentmere Community Centre and St. Richard's Church Hall	K&S	6	£800	13	5-10	9 young people, aged 5 - 10 years old, attended all 4 days at St. Richard's Church Hall. 8 young people attended the Kentmere Community Centre 2 day sessions 4 of these young people also attend the St. Richard's sessions. Facilities at both venues were ideal for sessions
5-8 Year Old Multi Sports	Church of Epiphany	G&HH	8	£800	45	4-10	23 young people attended the first 4 days with 11 attending all 4 days. 22 attended the second week with 19 attending all 4 days. Feedback from young people was excellent and the venue was ideal for running the project.
Swimming Camp Gipton - LCC Sports and Active Lifestyles	Fearnville Leisure Centre	G&HH	12	£3,722.06	117	8-12	45 places were available each day and the place were filled on each day. The activity attracted 117 different young people on one or more of the 12 days. Most young people found out about the activity through school with others finding out through Breeze booklet and Fearnville Leisure Centre. The feed back from young people was very good with them enjoying and would the archery, roller skating, dnace and skipping and they would attend again.
Up Our Street Harehills - Better Leeds Communities	Banstead Park	G&HH	6	£888	44	2-13	Up to 44 young people attended per session over the 6 sessions (1 session per week). Parents also attended on some sessions and stayed for the session, joining in with the activities. There was a good mix of ethnicity - Bangladeshi, Pakistani, African, WB Caribbean, WB, Caribbean, Kashmirir Pakistani, Gypsy Roma. Young people said that they enjoyed being outside and undertook activities that they had not done before including den building, mud play, tyre swing, making castles and forts, arts and crafts
Hip Hop Won't Stop HH Invisible Circle	Ashton Park	G&HH	5	£3,238.37	500	8-25	All days were heavily attended with approximately 80-100 young people attending each day. Young people highly enjoyed the activities provided and said that they would like to attend more activities if there were provided.
ACE Multi Sports BRH Health for All	Ebor Gardens Community Centre and Newbourn Methodist Church	B&RH	8	£800	200	5-8	All young people enjoyed the sessions and said that they would attend again if the provision was provided again. 15 young people attended per session at Ebor Gardens but the numbers were not so high (10) at the Newbourn Church despite handing out flyers in schools. Young people came from LS8+9 postcodes. Some young people have now started to attend the ACE community club.
ACE Multi Sports Seacroft Health for All		K&S	8	£800	72	5-8	Numbers were low, with 9 young people per day. Although the numbers were not high, the young people that did attend were challenging. Once the young people understood the rules and what was acceptable they then took part fully and enjoyed the activities.

ACE Multi Sports Gipton Health for All	Church of Epiphany	G&HH	10	£800	190	5-8	The project was a huge success with the young people having a great time and some have signed up to the Wednesday Community Club. The venue was ideal for the project.
Fresh Air Fun BRH - Leeds Play Network	Nowell Mount and Raincliffe Rec.	B&RH	10	£3,650	171	4-13	171 young people and 37 parents attended over the 10 sessions (most days attracted between 23-33 young people and 3-8 parents). Raincliffe Recreation Ground was a great site as it was very visual and attracted passing young people to join in with activities. Feedback from parents and young people was very good with 1 parent expressing an interest in volunteering opportunities. Young people stated that some of the activities they had not done before - den building, puppet making, obstacle course.
Outdoor Fun HH	Banstead Park	G&HH	4	£1,180	45	5-13	Over the 4 days 19, 9, 6, 11 young people attended along with 1 parent. Although there were language difficulties it did not prevent the young people joining in the activities - den building, painting, crafts, tennis, cricket, rope swings, water play and other activities. The young people said that they really enjoyed the sessions as they cannot do them at home and liked being outside. They said that they would have liked to attend even more sessions. Most children came from the Harehills area with the exception of 2 from Burmantofts & Richmond Hill
Summer Activities - Gipton Together	Henry Barran Centre	G&HH	96	£4,000	82	5-13	Young people highly enjoyed the sessions, some undertaking activities of this type for the first time. Some young people have now joined Gipton Together and are attending activities. The number of young people attending was ideal.
Multi Sports Activities HH - LCC Sport and Active Lifestyles	Ashton Park and Banstead Park	G&HH	12	£775.20	100	8-13	The sessions were attended by different ethnic groups including Roman Gypsies, Czech Republic, Polish, Pakistani, Indian, White British, Black Caribbean African. High numbers attended the junior afternoon sessions in both parks. Numbers were lower in Ashton Park on an evening for the senior sessions. Most young people found out about the session in the Breeze booklet and website. Feedback from young people was very good with all that attended enjoying the sports.
Youth Bike Project	Oil Project, Seacroft	K&S	4	£4,000	24	20	A total of 24 young people (23 from LS14 and 1 from LS17) attend the project. The 4 separate groups of young people designed and built bikes to a theme. The young people showed their commitment to by attending regularly and the results were extremely good. The young people asked for further sessions and were keen to know what else was available at the project that they could access. Young people found out about the project through word of mouth and the Breeze booklet. One young person displayed his commitment to the project by coming all the way from LS17 every day for a week to attend the project. All the young people enjoyed and learnt from their experience at O.I.L and will be invited back to join the Go Kart sessions once they are up a running.
Seacroft Seaside	Manston Park	K&S	1	£1,117	300 families	2-65	Over 300 people attended the activity and participated in workshops. Families were sign posted to other activities and free activities at Fearnville Leisure Centre. The families were shown how to cook and shop healthily on a low budget. Feedback was that the event was highly enjoyed and that this type of activity was essential for families. A group of residents expressed an interest in setting up a board to run and deliver an event in Manston Park. Most families came from LS14 and LS15 post codes. Other post codes were LS25, LS11, LS13, LS7, LS8, LS9, WF10, LS12

Appendix E

The following information was kindly provided by:

Linda Strudwick - Development Director
Heads Together - The Barn, Honley Junior School, Jaggar Lane, Honley HD9 6BT
ELFM Project - 47 Ramshead Hill, Seacroft, Leeds LS14 1BT

I have gone through all our regular attending young people - these are the youngsters that attend at least one session per week at East LeedsFM. Some of them do a couple of nights, but I am just counting them once. They also continue their attendance throughout the year, without breaking for the holidays.

In addition, we run specific courses through the school holidays, but at this stage, we do not have this data on a ward-by-ward basis.

Here are the statistics for the regular attending young people;

24% are from Temple Newsam Ward
24% are from Killingbeck & Seacroft Ward
15% are from Crossgates & Whinmoor Ward
6% are from Gipton & Harehills Ward
6% are from Moortown Ward
4% are from Burmantofts & Richmond Hill Ward
3% are from Kippax & Methley Ward
3% are from Garforth & Swillington Ward
3% are from Middleton Park Ward
3% are from Chapel Allerton Ward
3% are from City & Hunslet Ward
3% are from Alwoodley Ward
3% are from Roundhay Ward

This has been an interesting exercise. I hadn't predicted the spread of Wards. However, this is not taking into account the schools that the young people attend.

If you take the school attended as a factor, then;

42% attend school in Killingbeck & Seacroft Ward
27% attend school in Crossgates & Whinmoor Ward
18% attend school in Temple Newsam Ward
With the rest spread between Carr Manor, Roundhay, and the Coop Academy.

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Report author: Andrew Birkbeck
Tel: 0113 3367642

Report of ENE Area Leader

Report to Inner East Area Committee

Date: 24th October 2013

Subject: Area Update Report

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 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 provides members of the Inner East Area Committee with updates from its four Sub Groups and has minutes attached.
2. This report provides further updates as to the on-going work of the Inner East Area Committee, East North East Area Support Team and partners.

Recommendations

1. That members of the Inner East Area Committee note the contents of the report and make comment where appropriate.

1 Purpose of this report

- 1.1 To provide an overview of the work being carried out by the Inner East Area Committee Sub Groups to help address the Area Committee's agreed priorities.
- 1.2 To provide members with an overview of the work being carried out by the East North East Area Support Team to help address the Area Committee's agreed priorities.

2 Sub Groups

- 2.3 At its meeting in June 2012 the Inner East Area Committee agreed to establish a number of sub groups to make recommendations for progress against key headings in the Area Committee Business Plan.
- 2.4 At its meeting in June 2013, the membership of these sub groups was renewed by the Inner East Area Committee with the agreement that they meet six times a year coinciding with the Area Committee cycle. The headings below contain updates on the work carried out by these sub groups.
- 2.5 On 3rd September 2013, the Inner East Area Committee agreed to establish a fifth sub group to engage with issues relating to Children and Young People and specifically the allocation of the newly delegated Youth Activity Fund.
- 2.6 At the time of writing the Children and Young People's sub group is still in the process of being established but it is anticipated that by the next area committee cycle that this group will have met and have outlined a methodology for moving this agenda forward.
 - 2.6.1 Health & Wellbeing Sub Group
The Health and Wellbeing Sub Group met on 9th September and discussed issues relating to childhood obesity, niche tobacco, diabetes, alcohol misuse and mental health. Minutes are attached in full at **Appendix A**.
 - 2.6.2 Planning Sub Group
The Planning Sub Group met on 3rd September 2013 and discussed issues relating to Harehills Lane Shops and significant developments in the Inner East Area. Minutes are attached in full at **Appendix B**.
 - 2.6.3 Communities Centres Working Group
The Community Centres Working Group met on 27th June 2013 and discussed issues relating to the future use of Alston Lane and Nowell Mount Community Centres as well as a future management model for the Henry Barren Centre. Minutes are attached in full at **Appendix C**.
 - 2.6.4 Environmental Sub Group
The Environmental Sub Group met on 10th October and discussed issues relating to the new 'One Environmental Service', EIZs and refuse. The minutes of this meeting will be circulated at the Inner East Area Committee on 5th December 2013.

3 Priority Neighbourhoods

3.1 Burmantofts & Richmond Hill

- A workshop took place between the ENE Area Leadership Team and Burmantofts and Richmond Hill Community Leadership Team on 10th September. The workshop focused on two questions; one on communication with local residents and the other around a reality check on how services are performing in the area. Further discussions are currently on-going with Area Leadership Team as to the next steps and actions to be delivered from the session.
- The opening event for Ebor Gardens IT Suite took place on Thursday 24th October. The IT Suite was officially opened by Councillor Ron Grahame and Tim Roache of the GMB. The project was jointly funded by Inner East Area Committee and GMB. The IT facility will enhance a number of sessions which are also being operated at the facility and hopefully generate more bookings at the centre which will support local residents accessing employment and training opportunities.
- Work to improve the Haselwood Dene Underpass is well underway. The underpass has been painted and coated with anti-graffiti paint. Work is still on-going with members of the community to create a mosaic and art design which will be placed on the walls of the underpass in early 2014.
- A successful Operation Champion took place on 26th September, focussing on Lincoln Green tower blocks. The day of action included an attendance sweep focussing on addresses where young people weren't at school, a drugs warrant was executed which recovered a large quantity of cannabis, over 30 annual tenancy visits were carried out by Housing Leeds and an extensive clean-up of the area was undertaken jointly by staff from the ENE Locality Team and Housing Leeds Estate Caretakers.

3.2 Harehills

- Two Bonfire Night activities have been organised in Harehills in a bid to combat the anticipated rise in ASB during this period. These activities will take the form of a roller disco on the evening of Monday 4th November and a football event on Tuesday 5th November.
- Opportunity Shops – The Neighbourhood Manager for Harehills is working with GIPSIL and ECHO to explore the possibilities of expanding these initiatives into Harehills.
- The Neighbourhood Manager is also working with the Jobs & Skills Service to formalise referral processes between the agencies in the area offering opportunity support.
- The Town and District Centre 2 money granted for Harehills Lane improvements will be discussed at the Harehills Lane Traders meeting on the 29th October 5.30 at the Compton Centre, Members are invited to attend to discuss the bid and set priorities.

- There is an event at Shine Harehills on the 24th October (7-9pm) hosted by the Yorkshire Cricket Board who are looking at increasing participation in cricket in the South Asian community. Any interested parties are invited to attend the workshop.

3.3 Killingbeck & Seacroft & Gipton

- The 'Opportunity Shops' funded by Area Committee have been running weekly in Gipton (at GIPSIL's Support Centre at Woodfield Court) and Seacroft (at the Denis Healey Centre) since the beginning of June 2013.
- The morning sessions are traditional work clubs, offering internet access and support with job search, applications and CV writing. Afternoon sessions and other activities offer attendees access to other opportunities such as volunteering, work experience, training and sports.
- 91 people have accessed the service between the months of June and September 2013. The service has reached 49 men and 42 women from the East North East area of Leeds, including 2 people who have disclosed Disabilities (one physical disability and one learning disability). The youngest person they have worked with is 16 and the oldest is 61, all of these people are of working age.

4 **Corporate Considerations**

4.1 **Consultation and Engagement**

- 4.1.1 An integral part of the work in the four priority neighbourhoods that make up the Inner East Area Committee is to ensure that local people are involved with and consulted on the activities taking place where they live. There are currently three Community Leadership Teams (CLTs) established and operational for Burmantofts & Richmond Hill, Gipton and Seacroft. A representative of each of these CLTs currently sits as co-optee on the Inner East Area Committee. Work is underway to form a CLT for Harehills.
- 4.1.2 The above mentioned collectives have been directly involved in setting the current priorities we are working towards as part of the Neighbourhood Improvement Plans, which in turn link into the Inner East Area Committee Business Plan and Community Charter priorities.

4.2 **Equality and Diversity / Cohesion and Integration**

- 4.2.1 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.

4.3 **Council policies and City Priorities**

- 4.3.1 The priorities of the Inner East Area Committee Business Plan, Community Charter and Neighbourhood Improvement Plans directly link into the Council's 'Best City' priorities for Leeds, the City Priority Plan for 2011 – 2015 and the Vision for Leeds 2011 - 2030

4.4 Legal Implications, Access to Information and Call In

4.4.1 There are no legal implications associated with this report.

4.4.2 There is no exempt or confidential information

4.4.3 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

4.5 Risk Management

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

5 Conclusions

5.1 There are a number of actions on-going to achieve the Inner East Area Committees' priorities and fulfil its work programme - including the work of the four Sub Groups - but despite this, the Area Support Team recognises that there is still a significant amount of work to be done.

6 Recommendations

6.1 That members of the Inner East Area Committee note the contents of the report and make comment where appropriate.

7 Background documents¹

7.1 None.

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

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Minutes



INNER EAST HEALTH & WELLBEING SUB GROUP
DATE/TIME: 9th September 2013, 9am, Reginald Centre
CHAIR: Cllr Roger Harington

1.0 Present: Councillor Roger Harington (CRH), Liz Bailey (LB), Louise Cresswell (LC), Janet Smith (JS), Andrew Birkbeck (AB)

Apologies: Councillor Ron Grahame (CRG), Cllr Vonnie Morgan (CVM)

ITEM DISCUSSED	ACTION	
1.00	<u>Minutes & matters arising</u>	
1.1	The minutes were approved as an accurate record.	
1.2	<ul style="list-style-type: none"> • CRH reiterated his request to be invited to the next Harehills Obesity meeting – LB has spoken to Alison Cater previously but was told a meeting date hadn't been set. She will re contact Alison and ensure this happens. • CRH said he had met with Rachel McCormack (Environmental Services) to talk about Shisha bars in the area. CRH expressed his frustration that the prosecuting of offenders was so difficult. JS said this issue that warrants a higher profile at Tasking meetings. CRH said he would be contacting licensing to establish the procedure for prosecuting premises that flout the smoking ban. • Chris Dickinson (Head of Commissioning – Environment and Neighbourhoods) has promised to make contact with CRG about Butterfield Manor. AB to check that this has happened. • Prior to the meeting, LC had provided a list of 3rd Sector providers currently working in the Inner East area. CRH had a number of questions about the work of the providers which LC agreed to expand upon in time for the next meeting. LB to speak to Mark Phillott in ASC to check for any duplicate commissioning. • LB circulated some leaflets and information relating to the Samaritans that AB said he would pass on to CRG. 	<p>LB</p> <p>CRH</p> <p>AB</p> <p>LC/LB</p> <p>AB</p>
2.00	<u>Health Tracker</u>	
2.1	LB, JS and LC presented a matrix of projects that their team is currently	LB

2.2	involved in the Inner East area. Members had agreed that this should be a working document to be regularly added to and updated for the group's reference. The matrix is attached as an appendix to these minutes.	
3.00	<u>Any Other Business (A.O.B)</u>	
3.1	AB to ensure that Zaheda Noor from the Public Health Team is invited to future meetings.	AB
4.00	<u>Time and Date of next Meeting</u>	
4.1	Monday 28 th October 2013, 10am, Reginald Centre – AB to book venue	AB

Appendix 1

Health and Wellbeing Health Activity Inner East Leeds as of September 2013

Action	Who's involved	Current position	Next steps/outcome
<p>Childhood Obesity</p> <p>Rationale Priority within the H &WB Strategy</p> <p>Health and Wellbeing Team approached to develop joint Health/Children's Services project in Seacroft/Manston cluster</p>	<p>Alison Cater (PH Specialist Children's Directorate) Janet Smith</p> <p>Feel Good Factor Liz Bailey Janet Smith Joanne Buck Mark Smith Alison Cater</p>	<p>Harehills Project has been running for some time. Model rolled out to Richmond Hill.</p> <p>Janet Smith arranging training for frontline staff from Alison Cater</p>	<p>Using learning from/rolling out /adapting model to Seacroft Manston Cluster & other hotspots</p> <p>Training for frontline staff planned. Exploring usefulness of EPODE principles</p>
<p>Reducing damage caused by smoking & tobacco use</p> <p>Rationale Priority within the H &WB Strategy</p>	<p>Liz Bailey Janet Smith Babul Hussein Safina Sher</p> <p>Liz Bailey Claire Billingham Sally Hoy Karen Umpleby</p> <p>Liz Bailey Karen Haw (SSS Service) Vicky Walker (Respiratory Team)</p> <p>Janet Smith Vicky Walker</p>	<p>Niche tobacco project Harehills (Shisha and chewing tobacco)</p> <p>Young People's Smoking behaviour questionnaire Inner East Leeds</p> <p>COPD screening questionnaire through stop smoking service (Bellbrooke Surgery)</p> <p>Referral and follow up to preventative services</p>	<p>Dedicated Team contacting groups, mosques, staff etc to raise awareness, quit support group at Shantona Going well good engagement and coverage</p> <p>Draft report written up and distributed to youth staff for comments. (Draft report attached for information but not for wider circulation or discussion as yet please)</p> <p>Still awaiting spirometry results of people identified to assess effectiveness of method. Practice nurse now picked up again.</p> <p>Evaluation of events done.</p> <p>Developing training package for voluntary sector workers to deliver further events in</p>

Appendix 1

Health and Wellbeing Health Activity Inner East Leeds as of September 2013

Action	Who's involved	Current position	Next steps/outcome
	Harehills Healthy Living Group	via community Lung Health events General smoking cessation work in Harehills. Planning a community event for October 2013 'Stoptober to link with additional community signposting and awareness activities.	Oct & Nov Gap in ENE H &WB team and other teams but replacement capacity doesn't seem likely at the moment
	Louise Cresswell Burmantofts Health Improvement Partnership / RH HWB Partnership	Develop activity to address the impact of smoking /secondhand smoke Health For All delivering Smoke Free Homes work in B and RH.	Developing action plan for 2013/14 Third sector agencies to support roll-out of stoptober campaign
	Feel Good Factor Zest Health for Life ELHFA Space 2 Louise Cresswell (contract mgr - LCC)	Third sector contracts include referral to stop smoking service	Review of Third Sector contracts for 2013/14 underway. To include effectiveness of current referrals
Diabetes awareness raising & prevention Rationale Harehills identified as prevalence hot spot by JSNA	Liz Bailey Corrina Lawrence £6,000 one off Public Health funds for Feel Good Factor to develop	487 people provided with diabetes related information over 1 year in Harehills and Chapeltown MSOAs	Follow on work now responding to request for targeted information for South Asian/African/Carribbean groups around healthy traditional diets (FGF have reported that Nutritionist, who was to do this work has pulled out. Looking for another route to deliver)
Reducing Harm of alcohol use Rationale Priority within the H &WB Strategy	Liz Bailey Becky Malby (Leeds Uni) Service users Liz Bailey Liz Bailey	Co-producing health group working with service users to design and commission services in LS14 Delivery of ENE wide multi-agency alcohol harm reduction plan Discussions held with	Successful community event held in Seacroft 11 th July 2013. Community ideas fed into refreshed Drug & Alcohol Strategy & a number of groups progressing local actions including integration with Citizens@leeds Preparing draft outline/bid of an ENE

Appendix 1

Health and Wellbeing Health Activity Inner East Leeds as of September 2013

Action	Who's involved	Current position	Next steps/outcome
	Rory Barke	Public Health England re support available to help set up Local Alcohol Action Areas	LAAA ready for expressions of interest being released by Home Office
	Liz Bailey Louise Cresswell	Arranging training to enable non health professionals e.g. social workers, to use Audit C screening to identify and signpost those with alcohol issues	
	Louise Cresswell	Burmantofts / RH Alcohol sub group established – first meeting 9 th Sept 2013	To develop local area alcohol action plan. Share of 3K locality monies for alcohol work allocated.
		ELHFA leading alcohol peer support project in the Burmantofts area	To provide support to further develop peer support project
Financial Inclusion Rationale Help mitigate potential negative impact of Welfare Reforms	Louise Cresswell Zaheda Noor	Video clip developed to raise awareness around illegal money lending and support services available. This was played on life channel screens in health centres/GP clinics in East Leeds – Jun 2013	Illegal money lending clip to be disseminated in wider settings eg Children's Centres
		Money skills / budgeting train the trainer course developed	Course to be piloted. Resource to go to design. Launch and roll out
		Illegal money lending briefing for front line staff delivered June 2013.	30 staff in attendance. Increase in referrals through to EGAC from staff attending event. To explore opportunities to further roll out money buddies project in East Leeds.
Welfare Reforms		FGF funded by PH and Area Committee to support and engage most vulnerable and hard to reach residents in East Leeds around	Commissioned until June 2014

Appendix 1

Health and Wellbeing Health Activity Inner East Leeds as of September 2013

Action	Who's involved	Current position	Next steps/outcome
		the Welfare Reforms. Contribute to relevant local partnerships eg East Leeds Debt Forum, East Leeds Welfare Reforms Project Group	
<p>Mental Health/Suicide Prevention</p> <p>Rationale Suicide Audit & Councillor/local concerns</p>	<p>CLlr Ron Grahame Liz Bailey Sylvia Landells (ASC)</p>	<p>One meeting already held. Request for HIM input.</p> <p>Second meeting not yet held</p> <p>Mental health/suicide prevention training opportunities circulated</p>	<p>Community Sub group of citywide Suicide Group has identified key actions, which will be relevant</p> <p>5K now allocated to mental health promotion. Increase number of key workers and community members trained to identify/signpost/support those at risk of suicide</p> <p>(Awaiting a breakdown to assess number of ENE applicants for training)</p>
<p>Lifestyle and wider determinants health check for private sector tenants</p> <p>Rationale Targets vulnerable families and offers support on a number of health/welfare issues</p> <p>Tackle 'people centred' issues alongside structural improvements to housing in Cross Green</p>	<p>Liz Bailey Housing Providers Gemma Mann Health Trainers</p> <p>Dawn Bailey Liz Bailey</p>	<p>Project plan discussed. Further discussions with HTs and Housing arranged</p> <p>Workshop of key officers in September</p>	<p>Identify and support at risk tenants and assist early intervention. Link to Health Trainers, Leeds Let's Change, Financial Inclusion and mental health/suicide audit</p> <p>Met with Connect Housing Rep with a view to identifying vulnerable individuals/families. Also work to be done on 'why tenancies fail'</p> <p>Develop and deliver work around sustainable communities in Cross Green</p>
<p>Deliver 'Health is Everyone's Business' training</p> <p>Rationale Priority for ENE ALT</p>	<p>Louise Cresswell Zaheda Noor</p>	<p>Paper/project plan presented to ALT. Training to be rolled out to frontline staff in the B/RH area – 7th Oct.</p>	<p>Ensure non health staff are delivering targeted health promotion messages to vulnerable people</p>

Appendix 1

Health and Wellbeing Health Activity Inner East Leeds as of September 2013

Action	Who's involved	Current position	Next steps/outcome
		Session also arranged for Housing workers involved in Nowells Neighbourhood Approach work	
<p>Long Term conditions management</p> <p>Rationale Linked to priority within the H &WB Strategy</p>	Liz Bailey Janet Smith Vicky Walker LCHCS(Respiratory Team)	<p>Support Breathe COPD management group including inhaler technique initiatives (Seacroft)</p> <p>Contribute towards 'Know it Check it Treat It'</p>	<p>Support Funding requests and DVD development/targeted action £5,000 secured to finalise DVD after which campaign is being planned (Autumn 2013)</p> <p>Campaign completed & evaluated 2012 Planning similar for 2013 Leading on 2013 campaign, training for 3rd sector roll out organised for early October, events being booked in for October and November</p>
Build community capacity by developing Practice Health Champions	Liz Bailey Louise Cresswell	This project will be delivered in the Inner East practices that are within LCC ENE boundary, but in South & East CCG Similar project for Leeds North CCG	<p>250K provided by S &E CCG for coverage of all 44 of its practices. Includes some in Inner East</p> <p>Steering Group formed but work suspended. Model has been reviewed.</p>
<p>Reducing isolation and increase access to services for older people living in Harehills</p> <p>Rationale Identified local need</p>	Harehills Healthy Living Group SENs Project Janet Smith	SENs project providing funding for a publication detailing older people's activities and services to distribute throughout Harehills.	Funding agreed, Launch September at Compton Centre Library. Aim to link to regular older people's information/social group
<p>Increase levels of physical activity in those with or at risk of long term health conditions</p> <p>Rationale Linked to priority within the H &WB Strategy</p>	Janet Smith Hamara ECHO Centre Zest Health for Life	<p>Third Sector commissioned to support Walking for Health groups which meet weekly for short local walks in Harehills and the city centre</p> <p>Action in service plan around increasing cycling and promoting Leeds Let's get Active</p>	

Appendix 1

Health and Wellbeing Health Activity Inner East Leeds as of September 2013

Action	Who's involved	Current position	Next steps/outcome
<p>Establish Seacroft Health Improvement Group in Seacroft</p> <p>Rationale Build capacity of partners to deliver Health and Wellbeing priorities</p>	<p>Janet Smith Space 2 Seacroft Health Improvement Group</p>	<p>First meeting held April. Initial priority to focus on children's obesity. Mapping exercise carried out at the second meeting to investigate assets and links in the community to inform Health Needs Assessment</p>	<p>Initial plans are being made around future actions for: Oral Health Mental Health Physical Activity Smoking Reduction</p> <p>Further planning and delivery of projects to be carried out Project outline written for additional delivery of cooking courses in Seacroft, linking in with citywide strategy for Cook 4 Life and the Ministry of Food, requests for costings have been sent to Inner East 3rd Sector organisations</p>
<p>Establish Gipton Health Improvement Group in Gipton</p> <p>Rationale Build capacity of partnerships to deliver Health and Wellbeing priorities</p>	<p>Janet Smith Space 2 Gipton Health Improvement Group</p>	<p>2 meetings have been held, initial priorities agreed around obesity, oral health, smoking reduction, physical activity, cancers, mental health</p>	<p>Map current provision, identify scope for future actions, plan and deliver projects</p>
<p>Increasing Early detection of lung cancer</p> <p>Rationale Linked to priority within HWB strategy</p> <p>High prevalence of lung cancer in deprived communities – Inner East Leeds</p>	<p>Louise Cresswell (contract Manager) Feel Good Factor</p>	<p>FGF commissioned to raise awareness around the signs and symptoms of lung cancer and to support people from target communities in inner east Leeds to access the self-referral chest x ray clinics</p>	<p>Intended outcome – Increased early detection of lung cancer</p> <p>Will make enquiries as to whether update report available & will distribute</p>
<p>Lead and drive forward development of local HWB activity in B/RH through partnership working</p> <p>Rationale Build capacity of partnerships to deliver Health and Wellbeing priorities</p>	<p>Louise Cresswell Burmantofts Health Improvement partnership Richmond Hill Health and Well-being Partnership</p>	<p>Regular meetings held Action plan 2013-14 developed</p>	

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Minutes



INNER EAST PLANNING SUB GROUP

DATE/ TIME: 3rd September 2013 at 11.30am; Civic Hall (Room A)

CHAIR: Cllr Asghar Khan

Present: Councillor Brian Selby (CllrBS – K&S), Councillor Asghar Khan (CllrAK – B&RH), Councillor Arif Hussain (CllrAH – G&H) Andrew Birkbeck (AB - Area Officer, LCC), Andrew Crates (AC – Principal Planner, LCC),

ITEM DISCUSSED	ACTION
1.0 <u>Minutes and matters arising</u>	
1.1 1.2 – AB to chase a response on the former Burmantofts Boxing Club site and report back at the next meeting.	AB
2.0 – AB to contact Alice Winter to re-iterate the concerns of Elected Members regarding employment opportunities in Inner East Leeds.	AB
4.2 - To be amended to read as Thorpe Park not Thorp Arch.	AB
1.2 Under this item CllrAH asked AC to investigate and report back on Hollin Park Road/Oakwood Lane, Amberton Terrace Surgery and Thorn Walk.	AC
2.0 <u>Significant development updates</u>	
2.1 Killingbeck Fire Station – AC informed the meeting that outstanding issues around highways conditions and the S106 contribution were still being worked through. CllrBS asked to be kept informed of any developments.	AC
2.2 Thorpe Park – An outline planning application will be going to a specially convened City Centre Plans Panel on 19 th September. AC talked through the proposals with a map, highlighting the shift in emphasis from office space to mixed-use and retail as well as proposals for a country park. CllrBS requested that AC come back to the next meeting with a plan. CllrAK suggested that planning engage in early discussions with METRO regarding public transport access to the site.	AC
2.3 Clean Power Site on Bridgewater Road – AC explained the proposals with an accompanying map. The planning application is now valid and developers will be going to Plans Panel on 26 th September with a position statement and then to City Centre Plans Panel on 21 st November. CllrAK said that City & Hunslet Ward Councillors would also benefit from a briefing.	
2.4 South Park/Brooklands – AC reported that there had been an extension of time application submitted for this site.	
2.5 The Charlton's, East End Park – AC reported that there was no application in circulation at present but he would keep Elected Members updated.	AC
2.6 York Road Library – Discussions are still on-going with senior officers at the council. AC to report back at a future meeting.	AC
2.7 Nightingale Primary School – AC reported that planning permission had been	AC

	approved but Elected Members were concerned about any potential hold-ups. AC to update on progress at next meeting.	
2.8	Former Primrose High School Site, Gledhow Road – CllrAH enquired why a recent application for a car park on this site had been refused given the obvious parking issues at the hospital.	
3.0	<u>Harehills Lane Shops</u>	
3.1	CllrAK raised concerns about Harehills Lane as a result of walk-about with Ward colleagues and asked what input planning had had in addressing some of the issues affecting the area.	
3.2	AC said that an audit had been done in light of the site allocations process but nothing more to date.	
3.3	AC explained the intricacies around change of use from A1 to A2 and the efforts made by planning to ensure there was a good mix of units on Harehills Lane.	
3.4	AB mentioned the work of the Area Support Team with the Harehills Traders Forum and agreed to bring the minutes of the most recent meeting to the next Planning Sub Group for discussion.	AB
4.0	<u>Any other business</u>	
4.1	East Leeds Transport Strategy to be an agenda item at the next meeting.	AB
5.0	<u>Time and date of next meeting</u>	
5.1	Tuesday 12 th November at 4pm – Committee Room A	

Customer Access & Performance

East North East Area Management Team

For further information about this document, please contact:
Clare Wiggins: Area Improvement Manager (East North East)

INNER EAST COMMUNITY CENTRE WORKING GROUP

Thursday 27th June 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 were received from Cllr Maqsood and Cllr Morgan.
2.0	Minutes of the last meeting and matters arising
2.1	Minutes of the meeting held on 7 th March 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	The Lincoln Green IT suite is currently operating 4 days per week and will shortly be increased to 5 days.
3.0	City-wide review
3.1	The city-wide review has in effect been subsumed within the Asset Review, as part of the Citizens @ Leeds programme. Cllr Hyde's budget group is supportive of the proposals and a report is due back in September. However, 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.
3.2	Lettings is still an issue and work needs to be undertaken to make the system work more effectively in ENE and ensure a better customer experience. This will be a continued focus for this group.
3.3	A brief discussion took place around the new outreach advice hubs, within the 'Citizens @ Leeds' model.
4.0	Updates on priority centres: Alston Lane, Lincoln Green, Nowell Mount
4.1	<u>Alston Lane</u> Cllr Hyde expressed his dissatisfaction with process of putting Alston Lane forward as part of the HCA bid. The group agreed that they were not able to support conversion to unsupported 1 bed flats within that specific area of Seacroft as these had been proven to be unsuccessful. CW to ask officers to liaise with HCA to explore if any other options available. It was agreed that some initial consultation could be undertaken with user groups

	and wider consultation with CLT etc. There would also need to be some initial discussions with user groups around future rental charges.
4.2	<u>Nowell Mount</u> Discussions focused on Nowell Mount. Cllr Khan confirmed that BRH ward Members were broadly supportive of the plans to close Nowell Mount Community Centre. This would be considered at the next ward Member meeting and then proceed to September Area Committee. The site is designated within the UDP as 'community use' and this may need to be reviewed.
4.3	<u>Lincoln Green</u> The meeting was advised that there was an issue with the centre not being opened up for Cllr surgeries. Cllr Ingham taking this up with Les Reid.
5.0	Updates on other community centres
5.1	Joanne Buck (JB) is progressing discussions with ENEHL to look at IT provision in Henry Barren and Dame Fanny Waterman Community Centre. This is through ENEHL's digital inclusion project and will hopefully result in no charge to the Area Committee. Sharon Hughes is also looking at this through the Welfare Reform Project Team. JB has also asked ENEHL to consider Kentmere as part of this project.
5.2	Discussions are on-going to develop alternative management models for Kentmere and Henry Barren.
6.0	Date of next meeting – to be confirmed

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

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

Report to Inner East Area Committee

Date: 24th October 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 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 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

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**Area Chairs Forum
Friday 28th June 2013
Committee Room 4, Civic Hall**

Attendance:

Councillors: P. Gruen (Chair), A. Khan, S. Hamilton, A. McKenna, A. Gabriel, J. Akhtar, P. Wadsworth, C. Gruen.

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

Minutes: S. Warbis

Attending for specific items: K. Morton, M. Long

Item	Description	Action
1.0	Apologies	
1.1	Cllr Josephine Jarosz, Cllr Gerald Wilkinson	
2.0	Minutes and Matters Arising	
2.1	The minutes of the previous Area Chairs Forum meeting on 3 rd May 2013 were agreed as an accurate record.	
2.2	<u>2.6 of previous minutes – Health</u> It was requested that Cllr Mulherin be invited to the next meeting to look at links into the Areas and approaches to tackle health inequalities.	Sarn Warbis
2.3	<u>5.11 of previous minutes</u> Cllr J. Akhtar reiterated that he would like to be involved in discussions on Youth Services engagement when they commenced, particularly relating to Muslim communities.	Ken Morton
2.4	<u>8.7 – Area Leaders Round Up</u> It was stressed that work needed to be carried out to publicise the work carried out by Area Committees. Credit was not being given for projects funded by Area Committees and it was suggested that a protocol needed to be developed to include publicity in funding agreements. It was also mentioned that the role of Area Committees needed to be made clear to other organisations. Area Leaders need to make sure that local councillors are given credit for the work they are progressing. It was suggested that the name "Area Committee" did not reflect the work that was done and thoughts should be given to renaming / rebranding. It was agreed that officers would develop ideas and bring back to the next meeting.	Kathy Kudelnitzky
3.0	Targeted Youth Work – Area Formula	
3.1	Ken Morton, Head of Service Young People and Skills, attended with 2 papers discussing the timeline for developing the Area Committees leadership of the youth work service and recommendations on the area formula for distributing funding for targeted youth work budgets.	
3.2	A report will be going to the Executive Board meeting on 17th July to discuss recommendations for the distribution of the targeted youth work resource. This will follow reports to the next round of Area Committee meetings. The recommended formula is based on 50% allocated through population data, and 50% allocated based on indices of multiple deprivation. There is a proposal for a 2 year review period to account for any demographic changes.	

- 3.3 A baseline of resources will be provided for each Area Committee covering both targeted and universal provision. Discussions need to take place over how to get the best value from the resources available.
- 3.4 The question was raised as to how the provision would be monitored. It was explained that a quality assurance team would be in place to work with the Area Committees. There would be a similar client / contractor relationship to the one established through the environmental delegation, and key performance indicators would be established.
- 3.5 The movement of indicators in the Children's Plan would show performance at a macro level while there would also be monitoring at a micro level, project by project.
- 3.6 Discussions will need to take place with Area Chairs and appointed Area Lead Members to identify and explain outcomes. A team is being pulled together in Children's Services to support this role. Resourcing, reporting and finance will be arranged at the Area Committee level and structures and processes need to be put in place to allow this.
- 3.7 Processes for restructuring the service have been put in place and negotiations are ongoing with union representatives. It was stressed by Area Chairs that staff with local connections needed to be in place in local areas. It was also stressed that the important thing was to have good quality staff working in this field. This could be a combination of LCC and external staff.
- 3.8 It was also stressed that the review needed to be underpinned by transparency over available budgets and an emphasis on locally made decisions. The aim should be about value for money and meeting local needs.
- 3.9 It was mentioned that city wide assets such as Herd Farm also needed to be connected into localities, and that there should be an awareness of the city wide resource being put into these assets, and how these are being equitably accessed by different areas.
- 3.10 It was pointed out that areas with hotspots of ASB / Crime should be taken account of when resources are being allocated.

4.0 Review of ALMOs and Housing Management Arrangements

- 4.1 Martyn Long, Policy Manager – Corporate Support, attended to discuss the Review of ALMOs and Housing Management Arrangements and to begin discussions around links between Area Committees and local housing management / governance arrangements.
- 4.2 Following extensive consultation the decision had been taken last week at executive board to bring the housing management provision back to Leeds City Council in a city wide arrangement.
- 4.3 Two work streams are being developed to look at governance and tenant involvement / influence. It is being established who needs to be involved in discussions to take this forward. There is a need to make sure that there isn't a dilution of the tenant role and it needs to be established how Area Committees feel that they should be linked in.
- 4.4 It was pointed out that currently there were 10 Area Panels that included elected members, but that these were not currently directly linked to Area Committees. There is also member representation on ALMO boards but these have no formal links to Area Committees.
- 4.5 It was suggested that housing management should be a regular item for Area Committee business. It was also pointed out that Area Committee capacity

needed to be considered, particularly in light of the changes to Area Committee roles being established through the review of area working. There needs to be a channel of influence but a not formal role in managing housing stock.

4.6 It was raised that there was some disquiet amongst current ALMO directors and ALMO staff and that new structures and arrangements need to be put in place quickly.

4.7 It was raised that currently the ALMOs have differing practices and that it needed to be ensured that the merger led to levelling up and not down of standards of provision.

4.8 It was also stressed that there needed to be work to join up area priorities for Area Panels and Area Committees, and that opportunities should be taken for joint commissioning of services and activities to meet the needs of different communities.

4.9 Discussions are taking place between Area Leaders and Environment and Neighbourhoods officers to ensure that approaches to communities and housing are joined up.

5.0 Scrutiny Report – Strengthening the Council’s Relationship with Parish and Town Councils

5.1 Kathy Kudelnitzky tabled the draft response from the Customer Access and Performance directorate to the scrutiny report on Parish and Town Councils for discussion.

5.2 It was pointed out that this only had relevance to those Area Committees that had Parish Councils in their areas.

5.3 There are clear links with some of the recommendations in the report to work streams that had already been established through the review of area working.

5.4 Area Chairs were happy with the draft response that will be taken back to the Safer and Stronger Communities Scrutiny Board.

6.0 Workshop on Area Committee Meetings

6.1 A workshop took place, attended by Area Officers from the Area Support Teams, to discuss the current functioning of Area Committee meetings and to investigate what improvements could be made.

6.2 This followed recommendations within the review of area working which were drawn from discussions with the All Party Members Working Group, Area Chairs, Area Committees and officers.

6.3 Notes from the discussions can be found at appendix 1.

6.4 Feedback and recommendations will be brought back to a future meeting.

7.0 Any Other Business

7.1 Community Centres

7.2 Cllr Gruen informed the meeting that the management of community centres will be moving from the Environment and Neighbourhoods Directorate to Customer Access and Performance.

7.3 This may also involve associated functions moving from other directorates with a view to streamlining the management process for these facilities.

7.4 Area Chairs raised concerns over the progress of the current review of

community centres, particularly relating to the lettings process, and there was a call for transparency over lettings payments and subsidies that were currently in place.

- 7.5 It was also mentioned that there was a need for a central team that could manage this work rather than the current confused position with responsibility spread over several directorates.
- 7.6 West Yorkshire Police
- 7.7 Cllr Gruen Raised the news that the organisation of policing in Leeds would be moving from 3 divisions to 1 division.
- 7.8 James Rogers and the Area Leaders were involved in ongoing discussions with senior police officers regarding this, and would be taking opportunities to discuss colocation opportunities and the future of neighbourhood policing teams.
- 7.9 Initial discussions indicated that the police were committed to making new arrangements continue to work at a community level.
- 7.10 Community Radio
- 7.11 Cllr Akhtar highlighted a Ramadan radio station based in Harehills that covers a 7 mile radius, and encouraged Area Chairs to consider small grant contributions to the project. Cllr Gruen suggested that if the scheme made contact with him he would circulate the request to Area Committees for them to consider through their established grant approval process.

8.0 Date of Next Meeting

- 8.1 Friday 6th September 2013, 14:00 – 16:00, Committee Room 4 - Civic Hall

Area Chairs Forum – 28th June 2013 Workshop notes

Agenda Setting Process

- Scale down the agenda to give more time for discussion
- Members need greater involvement in agenda setting directly
- Better partnership between Area Officers and Chairs in setting agendas
- Restrict city-wide reports. Reject from agendas if not locally focused
- Forward agenda for the ACs good idea, members could input to this. However, departments pay no attention to this and often insist their reports go to ACs – more often than not to meet their needs not the needs of the locality
- Forward plan to avoid congested / light meeting agendas
- Would be good to link the agenda to the AC business plan and monitor progress – quarterly monitoring
- Late items from departments upset the themes of meetings
- Officers to be open about late reports and not protect services
- Work to be done across service areas of the council to help them fully understand the role of ACs in the democratic process – the opportunities this provides to improve services
- Departments should work to the ACs forward plan
- Improve coordination across the city e.g. P&C reporting together with Environmental services
- Give partners their own slots on agendas
- Area Improvement Managers could be linked to each major service area to facilitate relationship

Reports

- Currently reports are too lengthy – more summary of issues and highlighting of local impact. Less paper
- Need clear rules about the length of reports and what should be in summary. No jargon and glossary of terms where necessary. Shorter, sharper, key ideas and options.
- Report template should be much more flexible and less archaic (daft numbering system). Too much on background before getting to nub of issues.
- Plain English, keep the public in mind, more accessible. Meaningful recommendations required that are localised
- Short, to the point and with local impact
- Need to communicate to the rest of LCC the value of ACs and what they can bring if utilised in meaningful way
- Better use of presentations for reports
- Key messages and newsletters about work of ACs is good
- Area Committees sponsoring and annual event/conference?
- Fed up with reports for noting
- Ask services to consider what it is they want from reporting to ACs and from local councillors
- Quality Assurance process required and accountability of chief officers for the quality of reports and meeting deadlines and forward plans , etc.

Operation of Meetings

- Promote meetings to communities / local groups
- Try to get beyond attendance of the “usual suspects”
- Advertise agendas and invite attendance
- Hold meetings in community settings and at appropriate times to promote attendance
- Encourage open sessions
- Rebrand / revamp meetings. Include “community” in the title
- In some outer areas forums are more appropriate for public attendance
- Ensure that feedback from forums is taken to Area Committees
- Public attendance peaks if there is a specific local issue being discussed
- Improve / develop mailing lists to promote meetings and actions taken
- Include celebration of local activities / events / achievements at meetings
- Extraordinary area committee meetings are a good way of analysing a particularly knotty issue and provides for more in depth discussion time.
- Give more time to open forums to encourage local people’s contributions if required but recognise the time limitations of the agenda.
- Area Lead Members to speak on their subjects – with officer support

Shaping decisions

- Need to see the actions taken from the comments made at ACs – what happens?
- The report needs to help discussion e.g. options for members to consider
- Ask what do the officers want from members
- Structure the debate better – how we come to a decision
- Succinctness is really important
- Split out the background information and put in the public arena in some other way
- All comes back to officers across the council needing to better understand the role and purpose of the ACs in the democratic process and the added value local members can bring
- The pace of response and progress of actions within the council is often slow and appears to reflect silo working.
- Area Committee wellbeing funding can become tied up in local issues and we need a route to mainstream these local difficulties through core funds in services.
- Bespoke innovations such as an older people’s week or the ‘Civic Conversation’ approach can bring relevancy to area committees and help local people understand the part that local councillors can play more broadly.
- Ward meetings and neighbourhood forum meetings where they are held tend to pick up and address a lot of local issues and we need to recognise the complimentary roles of ward and area committee meetings and avoid duplication of effort.
- We need to improve promotion of area committees on a range of media including radio and social media.

**Area Chairs Forum
Friday 6th September 2013
Committee Room 4, Civic Hall**

Attendance:

Councillors: P. Gruen (Chair), S. Hamilton, G. Wilkinson, P. Wadsworth, C. Gruen, J. Jarosz.

Officers: J. Rogers, K. Kudelnitzky, S. Mahmood, J. Maxwell, S. Hughes

Minutes: S. Warbis

Attending for specific items: S. Wimsett

Item	Description	Action
1.0	Apologies	
1.1	Cllr Asghar Khan, Cllr Andrea McKenna, Cllr Karen Bruce, Cllr Javaid Akhtar, Rory Barke	
2.0	Minutes and Matters Arising	
2.1	The minutes of the previous Area Chairs Forum meeting on 28 th June 2013 were agreed as an accurate record.	
2.2	<u>2.2 of previous minutes - Health</u> Cllr Mulherin and Ian Cameron to attend the next meeting on 11 th October.	
2.3	<u>2.3 of previous minutes – Youth Service Engagement</u> Cllr C. Gruen has been involved in youth consultation. A consultation board is being set up which will attempt to represent youth across the area and not merely established youth groups.	
2.4	A youth council has been set up in Wetherby Town in the North East Outer Area involving Cllr Lamb as the Children’s Area Lead Member.	
2.5	Cllr Hamilton has had discussions regarding the Youth Service delegation in her area.	
2.6	Cllr Wadsworth mentioned that the young people sub group had met and there were good signs that school clusters were coming on board and reporting into the sub group.	
2.7	Concerns were raised over provision for 8-13 year olds following the removal of specific national funding aimed at this group.	
2.8	It was mentioned that appointments would shortly be made in the Youth Services restructuring and that Area Chairs should get in touch with panels to express the needs for their areas.	Area Chairs
3.0	Waste Policies – Engagement with Members	
3.1	This item was removed from the meeting agenda. Confirmation will be sought on how this engagement will take place, either through this meeting or through Environment Area Lead Members.	Sarn Warbis
4.0	Area Committee’s Annual Report to Full Council	
4.1	Anne McMaster brought a draft copy of the Area Committee’s Annual Report to Full Council to the meeting for comment / amendment. The report needs to be finalised by midday on Monday 9 th September to meet deadlines for submission to the Full Council meeting on Wednesday 11 th .	

- 4.2 The report expands on the report that was brought to the Area chairs Forum meeting on 3rd May outlining the achievements of Area Committees in 2012/13 and looking at the challenges ahead. The report aims to highlight good work and best practice and demonstrate the wide ranging use of wellbeing funds and the additionality that is achieved as a result.
- 4.3 It was felt that this was an opportunity to place the work of Area Committees higher up the agenda for full council. Figures show that last year there was a return on investment of £2.50 for every £1 spent through wellbeing funding which was a great achievement.
- 4.4 The report tries to capture action taken against recommendations in the review of area working and also to demonstrate how Area Committee work is addressing the city priorities by using a range of case studies. It does not attempt to capture all of the work that has taken place. The report also covers future challenges.
- 4.5 Comments on the report were invited from Area Chairs and Cllr P Gruen particularly asked if there were any pieces of work that Area Chairs were particularly proud of that had not been included in the case studies submitted so far. It was not possible to include all work carried out and it was pointed out that attempts were being made to include a balanced selection of case studies that reflected good work across all ten Area Committees.
- 4.6 It was pointed out that deadlines were tight to submit the final report for the full council meeting on Wednesday 11th September and that any comments or additions needed to be submitted to Anne McMaster by midday on Monday 9th.

5.0 Report on Area Committee Working Arrangements

- 5.1 Sally Wimsett, Policy and Performance Manager – Citizens and Communities, attended with a report on delivering the area working review recommendations regarding Area Committee working arrangements. This also took into account views gathered during the recent Area Chairs work-shop.
- 5.2 It was pointed out that meetings with the recently appointed Area Lead Members, relevant Executive Board Members, and key service officers had been arranged. The first meeting regarding environment and community safety had taken place this week and had gone well. It was agreed that these would be reported back on at the next Area Chairs Forum meeting.
- 5.3 It has been agreed that there needs to be a long term vision for Area Committees, which includes consideration of moving towards a “community Council” type approach, but there are also some short term fixes that can be applied.
- 5.4 One of the issues is that there is no common understanding of an agreed corporate process for setting Area Committee agendas. It was felt that this needed to be in place and followed up.
- 5.5 Public attendance at meetings and the profile of Area Committees needs to be improved. This is not just about broadcasting what we are doing, but about linking in with local groups and networks to set agendas that are of interest locally.
- 5.6 It was stressed that care needed to be taken to ensure that Area Committees weren’t seen as just another layer of bureaucracy. Emphasis should be placed on the added value that Area committees achieve locally when publicising their work.
- 5.7 It was pointed out that currently Area Committees receive attendance when

Kathy Kudelnitzky

they were allocating funding, but there is a difficulty in encouraging attendance otherwise. Agendas regarding specific local issues could improve this.

- 5.8 It was also mentioned that, although there had been improvement in some recent reports, generally papers received by Area Committees were still too full of "council speak" and were not engaging, or even understandable in some cases, to members of the public. It was recognised that in some cases reports were dealing with abstract concepts which were hard to express simply, but that there should be an attempt to make reports more accessible. There was also common agreement that papers need to be shorter.
- 5.9 It was raised that the name "Area Committee" did not mean anything to the public and that the term itself does not attract attendance. Previous "forums" were better attended and the name should be reconsidered.
- 5.10 It was raised that the name "Community Council" was being considered and Area Chairs were invited to provide any alternative suggestions. It was raised that geographical labelling of Area Committees such as North East Outer, West Inner etc. did not mean anything to the public. Place names would be more easily understood, although it was agreed that this could prove difficult due to the wide boundaries of Area Committees.
- 5.11 It was suggested that dates of meetings should be publicised to local groups and that contact lists should be used more effectively. It was pointed out that this would be made easier if meetings were scheduled more regularly i.e. first Tuesday of alternative months. It was pointed out that there could be problems with this approach regarding member availability due to the range of other scheduled meetings in the council diary, however it was felt that this should be explored. This will be included in the work to address practical issues such as agenda setting, attendance, venues, publicity etc.
- 5.12 It was raised that communities should be aware of where money is coming from for projects in their areas. It was suggested that there should be a common "Area Committee" logo that could be used on leaflets, banners etc. It was pointed out that North East Outer had already used a plaque stating that improvements had been funded by local ward members.
- 5.13 It was suggested that there should be a requirement for funded projects to reference Area Committees when publicising funded work. It was also suggested that there should be a requirement for Area Teams to see proofs of promotional material.
- 5.14 It was suggested that a menu of options for promoting Area Committee work should be available to be used as is appropriate.
- 5.15 It was pointed out that Area Team officers from East North East are meeting with colleagues from the Communications team next week and that these areas will be followed up. It was also raised that generally officers in services needed to make more use of the expertise in the communications team.
- 5.16 The report was welcomed by the Area Chairs Forum.

6.0 Scrutiny Report – Strengthening the Council’s Relationships with Parish and Town Councils

- 6.1 Kathy Kudelnitzky brought a report detailing actions coming out of the scrutiny report on strengthening the council’s relationship with Parish and Town Councils.
- 6.2 Area Chairs were content with work to progress on the agreed actions.

7.0 Any Other Business

7.1 Health

- 7.2 Jane Maxwell referred to the Inner West Improvement Board meeting that had taken place the previous day. Working relationships are good in the West they are now looking at how the commissioning of local work can be influenced locally.
- 7.3 The Clinical Commissioning Group (CCG) has £100k to use to improve access to services at an early stage, and are now looking beyond merely addressing health symptoms, and are recognising a need to address the underlying causes such as welfare, debt etc.
- 7.4 This is linking in with work that other agencies are carrying out and there is a subtle move towards an informal community budget model which may be strengthened in the future.
- 7.5 Cllr C. Gruen mentioned that where long term objectives are being set it is sometimes difficult to prove outcomes. There are positive signs that shared objectives are leading to cross boundary working, and that there is an understanding now of the external factors that can affect health.
- 7.6 It was pointed out that the Improvement Board was linked to the Area Committee and that partners would be coming back to the Area Committee shortly for a health themed meeting.

7.7 Welfare Reform

- 7.8 Sharon Hughes mentioned the work being carried out in the East North East area to address welfare reforms. The group that has been brought together has led to a better understanding of the cross cutting themes involved and has led to more co-ordinated approaches in this area.

7.9 Employment and Skills

- 7.10 Shaid Mahmood raised the focus that has been put on this theme in the South East area. The Area Committee Employment and Skills group, chaired by Cllr Groves is looking at addressing the breakdown in pathways to success.
- 7.11 A job shop has recently been opened in the St George's centre and there is also a credit union presence. Part of the success of this has been drawing in central support to enable the local ambitions to be realised.

7.12 Middleton Regeneration Framework

- 7.13 This links to the Neighbourhood Improvement Board and has enabled work to be carried out in areas that make sense to the community, linking parts of Belle Isle and Middleton. They are creating a master plan for buildings in the area and accelerating local activity.

7.14 NEETS

- 7.15 Cllr Wilkinson mentioned work that is going on in Outer North East with local businesses following a decision to provide support to all NEETs in the area rather than focusing on one or two apprenticeship opportunities. Local businesses are linking into local high schools and are providing work experience 1 day per week over a period of time, rather than a one off weeks placement, and this is leading to wider gaining of experience and has led to at least one permanent job appointment.

7.16 Area Committee Delegations

7.17 Cllr Wilkinson mentioned that after the successful environmental delegation, and the work being undertaken on the Youth Service delegation, the North East Outer Area Committee would like Planning Enforcement to be considered for the next delegation. Cllr P. Gruen agreed to explore this with officers in the Planning service.

**Cllr P.
Gruen**

7.18 Budgets

7.19 Cllr P. Gruen has asked for finance to report on how much has been spent of the budget that was carried over from last year identified as committed to existing projects.

7.20 Area Committees have been encouraged in the past to consider sharing money between each other where there are balances that can be used in other areas. Cllr P. Gruen also referred to the rules regarding school budgets where it is only permissible for a set percentage of the budget to be carried from one year to the next. Area Chairs were urged to examine their budgets as we approach the halfway point in the financial calendar.

Area Chairs

7.21 Items for the next meeting

- Health – Cllr Mulherin / Ian Cameron
- Targeted Youth Work update – Ken Morton
- Feedback from Area Lead Members meetings – Kathy Kudelnitzky
- Detailed report on added value from well-being spending – Shaid Mahmood

8.0 Date of Next Meeting

8.1 Friday 11th October 2013, 14:00 – 16:00, Committee Room 4 - Civic Hall

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