



EAST (OUTER) AREA COMMITTEE

**Meeting to be held in Vicar's Court, The Old School, Vicar's Terrace,
Allerton Bywater, WF10 2DJ
on Tuesday, 2nd July, 2013 at 4.00 pm**

MEMBERSHIP

Councillors

D Coupar	- Cross Gates and Whinmoor;
P Grahame	- Cross Gates and Whinmoor;
P Gruen	- Cross Gates and Whinmoor;
M Dobson	- Garforth and Swillington;
A McKenna	- Garforth and Swillington;
T Murray	- Garforth and Swillington;
M Harland	- Kippax and Methley;
J Lewis	- Kippax and Methley;
K Wakefield	- Kippax and Methley;
J Cummins	- Temple Newsam;
M Lyons	- Temple Newsam;
K Mitchell	- Temple Newsam;

**Agenda compiled by:
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**South East Area Leader:
Shaid Mahmood
Tel: 22 43973**

A G E N D A

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

Item No	Ward/	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS 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>MINUTES</p> <p>To approve the minutes of the East Outer Area Committee meetings held on 19th March 2013 and 15th May 2013</p> <p>(minutes attached)</p>	1 - 12
7			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	

Item No	Ward/	Item Not Open		Page No
8	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>NORTH EAST DIVISIONAL COMMUNITY SAFETY PARTNERSHIP ANNUAL REPORT</p> <p>To consider a report providing information on the overall performance of the North East Divisional Community Safety Partnership and Neighbourhood Policing Teams for 2012/13</p> <p>(report attached)</p>	13 - 38
9	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</p> <p>To consider a report of the Chief Officer (Democratic and Central Services) providing information on the procedures for Council appointments to outside bodies and requesting East Outer Area Committee to appoint to those bodies set out in the report</p> <p>(report attached)</p>	39 - 56
10			<p>APPOINTMENT OF AREA LEAD MEMBERS, CLUSTER REPRESENTATIVES AND CORPORATE CARERS</p> <p>To consider a report of the Assistant Chief Executive (Customers and Communities) seeking appointments from East Outer Area Committee to Area Lead Member roles, Clusters and Corporate Carers Group for the 2013/14 Municipal Year</p> <p>(report attached)</p>	57 - 64

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11	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>INVESTING IN YOUNG PEOPLE: UPDATE OF THE FUTURE DIRECTION OF YOUTH SERVICES AND DELEGATED FUNCTIONS FOR AREA COMMITTEES</p> <p>To consider a report of the Director of Children's Services providing an update on the recommendations agreed at Executive Board on 13th March 2013, in relation to the delegated responsibilities for Youth activity funding, to Area Committees</p> <p>(report attached)</p>	65 - 72
12	Cross Gates and Whinmoor; Garforth and Swillington		<p>BETTER LIVES FOR PEOPLE OF LEEDS: CARE HOMES AND DAY SERVICES FOR OLDER PEOPLE</p> <p>To consider a report of the Director of Adult Social Services on the review of council owned care homes and day centres; providing information on the consultation process which has been undertaken and setting out a proposed option for Naburn Court</p> <p>(report attached)</p>	73 - 86
13	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>SOUTH AND OUTER EAST LOCALITY TEAM SERVICE LEVEL AGREEMENT AND PERFORMANCE UPDATE</p> <p>To consider the report of the Locality Manager (South and Outer East Leeds) providing an update on the performance against the SLA between Outer East Area Committee and the South South-East Environmental Locality Team. This report covers the period from June 2012 to May 2013.</p> <p>(report attached)</p>	87 - 114

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14	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>SUMMARY OF KEY WORK</p> <p>To consider a report which details priority work carried out in the area over recent weeks together with copies of minutes relating to forums, partnership, sub-group and Area Chairs forum</p> <p>(report attached)</p>	115 - 182
15	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>WELL BEING BUDGET (REVENUE) 2013/14</p> <p>To consider a report providing details of the Well Being Budget available for Outer East in 2013/14; agreed funding streams and details of funding requests received</p> <p>(report attached)</p>	183 - 188
16			<p>DATES AND TIMES OF FUTURE MEETINGS</p> <p>10th September 2013 at 4.00pm in the Civic Hall, Leeds 15th October 2013 at 4.00pm – venue to be confirmed</p> <p>MAP OF THE MEETING VENUE</p>	

Agenda Item 6

EAST (OUTER) AREA COMMITTEE

TUESDAY, 19TH MARCH, 2013

PRESENT: Councillor A McKenna in the Chair

Councillors M Dobson, P Grahame,
P Gruen, M Harland, J Lewis, K Mitchell,
T Murray and K Wakefield

64 Chair's Opening Remarks

The Chair welcomed all in attendance to the March meeting of East (Outer) Area Committee held in the Civic Hall, Leeds.

65 Declarations of Disclosable Pecuniary and Other Interests

There were no disclosable pecuniary and other interests declared at the meeting.

66 Apologies for Absence

Apologies for absence were received on behalf of Councillors J Cummins and M Lyons.

67 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 to ask questions on matters within the terms of reference of the Area Committee.

On this occasion, there were no matters raised under this item by members of the public.

68 Minutes of the Previous Meeting

RESOLVED - That the minutes of the meeting held on 12th February 2013 be confirmed as a correct record.

69 Matters Arising from the Minutes

a) Summary of Key Work (Minute 58 a) refers
Peter Mudge, South East Area Improvement Officer informed the meeting that the general issue of 'Champions' would be discussed at today's meeting under the item 'Development of Area Lead Role' (Minute 72 refers).

b) Summary of Key Work (Minute 59 refers)
Peter Mudge, South East Area Improvement Officer referred to the clusters issue and read out the cluster support arrangements within each of the four wards for the information/comment of the meeting.

Members of the Area Committee welcomed this information, but also requested the following:-

Draft minutes to be approved at the meeting
to be held on Tuesday, 2nd July, 2013

- Copies of the minutes of Cluster meetings should be available to Ward Members
- Details of the financial aspects of the Clusters and whether they working effectively

Shaid Mahmood, South East Area Leader responded and agreed to co-ordinate this issue and to request the South East Area Improvement Officer to co-ordinate briefings with Members in conjunction with colleagues from Children's Services.

70 Summary of Key Work

The South East Area Leader submitted a report providing information on priority work carried out in the area over recent weeks and on the minutes relating to partnership and sub-group meetings.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Kippax Traders Association - Minutes of a Meeting held on 6th February 2013 (Appendix 1 refers)
- ARUP – Thorpe Park – Draft Local Employment Agreement (Appendix 2 refers)
- Area Chairs Forum - Minutes of a Meeting held on 9th January 2013 (Appendix 3 refers)
- Outer East Environmental sub-group – Minutes of a Meeting held on 28th February 2013 (Appendix 4 refers)
- East North East Divisional Community Safety Partnership – Minutes of a Meeting held on 31st January 2013 (Appendix 5 refers)
- South East Leeds Health and Wellbeing Partnership – Minutes of a Meeting held on 24th January 2013 (Appendix 6 refers)

Peter Mudge, South East Area Improvement Officer presented the report and responded to Members' comments and queries.

Discussion ensued on the contents of the report and appendices.

Councillor K Wakefield referred to the Window of Opportunity project which had been launched earlier in the day at Cross Gates shopping centre. He welcomed this initiative and reassured Members that the future of shopping developments within the area remained important and commented that the Cross Gates Shopping Centre had a very strong community base and cultural heritage.

Councillor Wakefield raised his concerns about the lack of progress in relation to a Compulsory Purchase Order in Kippax High Street. It was noted that his office had prepared a letter requesting that the matter be resolved as a quickly as possible.

Martin Hackett, Area Improvement Manager, South East Leeds reported that this particular site was being looked into by the Director of City Development. He agreed to follow up this issue with a report back on progress at the next meeting in July 2013.

The Chair then welcomed representatives from Scarborough Developments Group and who were attending the meeting to report on progress on the planning application for a mix of uses on the underdeveloped land at Thorpe Park Business Park, junction 46 of the M1, in Leeds 15.

It was reported by the South East Area Improvement Officer that planning officers had conveyed their apologies for this item.

The Committee noted that there was a delay on the transport assessment issue since the last meeting and that Scarborough Developments Group were committed to examining the options. It was reported that this delay would have an impact on the overall timescale regarding the rail bridge and would also reduce the retail/non-food content.

Specific reference was made to the document entitled 'Thorpe Park – Draft Local Employment Agreement' (Appendix 2 refers) which was work in progress.

Detailed information was also provided by Scarborough Developments Group on the latest planning issues. Members noted the following specific information:-

- Pending agreement to be signed regarding a third of the railway line
- The focus on delivering the East Leeds Orbital Route (ELOR) and Manston Link Road
- Introduction of an alternative masterplan
- Ongoing discussions with Planning officers regarding the commencement work to the bridge in May 2013
- Addressing current concerns from Town Centre Shopping

Discussion ensued on the contents of the report and appendices.

In summary, specific reference was made to the following issues:-

- The concerns expressed that the legal agreement had not been signed
- The need for Scarborough Developments Group to feed their concerns via the Executive Member, Neighbourhoods, Planning and Support Services
- The need for people in jobs and retaining skills
- The need to focus on public transport and to consider the options available
- To welcome the 'Thorpe Park – Draft Local Employment Agreement'
- The need for progress to be made on this issue

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That, on behalf of the Committee, the Executive Member, Neighbourhoods, Planning and Support Service be requested to convene a meeting with Scarborough Developments Group to discuss ongoing issues and that, if deemed necessary, arrangements be made to convene a special meeting of the Area Committee prior to the July meeting.

(Councillor J Lewis left the meeting at 4.30pm during discussions of the above item)

71 Children's Services Area Committee Update Report

The Director of Children's Services submitted a report updating the meeting on Children's Services developments.

The report provided a summary of performance at Area Committee level with a broader summary of city level performance and built on previous reports with additional local context and tracking of local indicators.

The following representatives were in attendance and responded to Members' queries and comments:-

- Steve Walker, Deputy Director, Safeguarding, Specialist and Targeted Services, Children's Services
- Mary Armitage, Integrated Processes, Head of Service, Children's Services

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Performance Data for Outer East Area Committee (Appendix 1 refers)
- Individual School Foundation Stage and Key Stage results 2012 (Appendix 2 refers)
- Individual School Key Stage 4 Results 2012 (Appendix 3 refers)
- Clusters – Member Leads; Cluster Chairs; Cluster Managers; LAPs (Appendix 4 refers)

RESOLVED-

- a) That the contents of the report and appendices be noted and welcomed.
- b) That this Committee welcomes the continued progress in relation to Children's Services issues and encourages a sustainable direction with links into other agencies.
- c) That this Committee welcomes the proposal, in principle, to provide financial support to young people wanting to access the National Citizen Service programme who were unable to self-fund and that the South East Area Leader be requested to investigate this issue further with a report back on progress.

72 **Development of Area Lead Role**

The Assistant Chief Executive Customer Access and Performance submitted a report developing initial proposals to Area Committees for their input, shaping and feedback with a view to introducing the revised Area Lead roles in the new municipal year.

Heather Pinches, Executive Officer, Performance Management, Customer Access and Performance was in attendance and responded to Members' queries and comments.

Members were asked to comment on the following specific issues:-

- was the area lead role as described right? – what changes / additions / amendments might be needed? What might need to go into the more detailed job description?
- was the list of core functional areas that each Area Committee should appoint to right?
- do the broad elements of training/support make sense or were there gaps? – what role was there for peer support?
- any other comments / suggestions particular around the key issues highlighted?

In summary, specific reference was made to the following issues:-

- Clarification of the initial proposals contained within the report
- The need for 'Champions' and the Area Lead Role to be supported as the role develops
- The Area Lead role provided a development opportunity for new Members to have a role and work with services and partners
- The need for the work of the Area Lead to give profile and publicity i.e. promoting key issues arising from the Environmental Sub Group etc

The Executive Officer, Customer Access and Performance responded and agreed to feed back the above comments into the consultation process.

RESOLVED-

- a) That the contents of the report be noted and welcomed.
- b) That the Area Committee supports the development of Area Lead roles as outlined in the report now submitted.

(Councillor M Dobson left the meeting at 5.00pm at the conclusion of this item)

73 **Outer East Area Committee Business Plan 2012-13**

The South Leeds Area Leader submitted a report presenting the 2012/13 Area Committee Business Plan which included priorities and actions for the year.

Appended to the report was a copy of a document entitled 'Outer East Area Committee Business Plan 2012/13' (Appendix 1 refers) for the information/comment of the meeting.

Martin Hackett, Area Improvement Manager, South East Leeds presented the report and responded to Members' comments and queries.

In summary, specific reference was made to the following issues:-

- The plan for next year needs to incorporate those key issues which were coming forward such as the youth service delegation, area working review, employment and skills, neighbourhood planning, highways maintenance etc and to have a mechanism in place to support these important changes
- The need for the plan to take serious note of the changes in the budget and to include details of what was in the pot

Shaid Mahmood, South East Area Leader responded and confirmed that officers were addressing what Members wanted in the plan and were mindful of the delegations. Issues regarding Service Planning and Employment and Skills would be included in the document and the process of engaging Members would also be addressed to assist them in focusing in this area.

RESOLVED-

- a) That the contents of the report and appendices be noted
- b) That this Committee notes the plan for 2012/13 in accordance with the report now submitted.
- c) That a report on the new priorities for 2013/14 be submitted to the next Area Committee meeting in July 2013.

74 Well Being Budget (Revenue) 2012/13

The South East Area Leader submitted a report updating Members on the Well Being Budget for Outer East in 2012/13; including how the Area Committee decided to allocate the funds against specific work streams and seeking approval for new project work.

Appended to the report was a copy of the following document for the information/comment of the meeting:-

- Outer East small grant position as at 6th March 2013 (Appendix 1 refers)

Martin Hackett, Area Improvement Manager, South East Leeds presented the report and responded to Members' comments and queries.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That the position of the Well Being Budget be noted.
- c) That the Small Grants approved to date be noted.
- d) That this Committee notes the position regarding 'community payback'.

- e) That approval be given to fund £5,000 for Temple Newsam target hardening in accordance with the report now submitted.
- f) That approval be given to funding £5,000 for Garforth Arts Festival in accordance with the report now submitted.

75 Dates, Times and Venues of Area Committee Meetings 2013/14

The Chief Officer (Democratic and Central Services) submitted a report seeking the Area Committee's formal approval of a meeting schedule for the 2013/2014 municipal year.

RESOLVED –

- a) That the contents of the report be noted.
- b) That approval be given to the following dates as outlined in Section 3.1 of the report:-
 - 2nd July 2013
 - 10th September 2013
 - 15th October 2013
 - 10th December 2013
 - 11th February 2014
 - 18th March 2014

N.B. All meetings to commence at 4.00pm

- c) That the meeting venues continue to alternate between the four wards and the Civic Hall.

76 Date and Time of Next Meeting

Wednesday 15th May 2013 at 4.00pm in the Civic Hall, Leeds.

(The meeting concluded at 5.20pm)

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EAST (OUTER) AREA COMMITTEE

WEDNESDAY, 15TH MAY, 2013

PRESENT: Councillor A McKenna in the Chair

Councillors D Coupar, J Cummins,
M Dobson, P Grahame, P Gruen,
M Harland, J Lewis, M Lyons, K Mitchell
and T Murray

77 Chair's Opening Remarks

The Chair welcomed all in attendance to the Special Meeting of the East (Outer) Area Committee.

78 Late Items

There were no formal late items of business to consider, however the Chair agreed to accept the following supplementary information:-

- Thorpe Park – Report of the Chief Planning Officer (Agenda Item 8)(Minute 83 refers)

The document was not available at the time of the agenda despatch, but made available to the public on the Council's website.

79 Declarations of Disclosable Pecuniary and Other Interests

There were no disclosable pecuniary and other interests declared at the meeting.

80 Apologies for Absence

An apology was received on behalf of Councillor K Wakefield.

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

The Chief Officer (Democratic and Central Services) submitted a report on the election of Area Committee Chair for the 2013/14.

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

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

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That Councillor A McKenna be elected as Chair for the 2013/2014 Municipal Year.

82 Well Being Budget (Revenue) 2013/14

The South East Area Leader submitted a report updating Members on the Well Being Budget for Outer East in 2013/14; including how the Area Committee decided to allocate the funds against specific work streams and seeking approval for new project work.

Martin Hackett, Area Improvement Manager, South East Leeds presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the contents of the report.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That approval be given to allocating £5,000 for a small grants budget in accordance with the report now submitted.
- c) That approval be given to allocating £4,680 to hold older persons event week.
- d) That approval be given to allocating £5,000 for skips.
- e) That approval be given to allocating £10,000 to its four tasking teams (to be shared equally i.e. £2,500 each)
- f) That approval be given to allocating £21,235 for Christmas lights events.
- g) That approval be given to allocating £1,000 for a communications budget.
- h) That approval be given for the balance of £121,656 being used to help fund projects that support its business plan priorities.
- i) That approval be given to awarding £1,000 to the Garforth Gala 2013.
- j) That approval be given to awarding £7,500 to Temple Newsam Out of School Activities which would be split between the Wellbeing budget and the Youth Service budget i.e. £3,750 each.
- k) That approval be given to awarding £7,000 to Cross Gates & Whinmoor Out of School Activities which would be split between the Wellbeing budget and the Youth Service budget i.e. £3,500 each.
- l) That approval be given to awarding £8,000 to Neighbourhood Elders Team (NET).
- m) That approval be given to awarding £1,900 to Garforth in Bloom.

83 Thorpe Park

The Chief Planning Officer submitted a report highlighting the current position regarding the planning applications (five in total) submitted by Scarborough Developments for undeveloped land at Thorpe Park, the associated highway infrastructure and the provision of a new public park (Green Park).

Appended to the report were copies of the following documents for the information/comment of the meeting:-

Draft minutes to be approved at the meeting
to be held on Tuesday, 2nd July 2013

- The Thorpe Park location plan
- Masterplan drawing
- Green Park proposals

The following representatives were in attendance and responded to Members queries and comments:-

- Mr Phil Crabtree, Chief Planning Officer, City Development
- Mr Andrew Windress, Planning Officer, City Development
- Mr M Jackson, Scarborough Development Group
- Mr L Savage, Scarborough Development Group
- Mr M Ralph, Scarborough Development Group

At the request of the Chair, the Chief Planning Officer briefly highlighted the main issues as part of his presentation update.

Councillor P Gruen reminded the meeting that the purpose of this presentation was to provide Members with a position statement on the latest developments in strategic terms and not to focus on the planning issues which would be addressed in detail by the City Plans Panel a later date.

Prior to receiving a detailed presentation from the relevant Planning Officer, Members queried whether the planning application for Victoria Gate would have an impact on the Thorpe Park planning application and also raised their concerns regarding the legal implications.

The Chief Planning Officer responded and confirmed that objections and comments received from third parties such as the Eastgate developers would have to be taken into account when determining the Thorpe Park planning application could have an impact on the Victoria Gate planning application.

Discussion ensued and in view of the importance and complexity of the issues, Members were in agreement to defer consideration of this presentation up date and to request the South East Area Leader to convene a Special Meeting of the East (Outer) Area Committee to be held week commencing 3rd June 2013 for the purpose of receiving a detailed presentation from the Chief Planning Officer on the Thorpe Park planning applications and to invite representatives from the Council's legal services department and Scarborough Development Group.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That the South East Area Leader be requested to arrange a Special Meeting of the East (Outer) Area Committee to be held week commencing 3rd June 2013 for the purpose of receiving a detailed presentation from the Chief Planning Officer on the Thorpe Park planning application and to invite representatives from the Council's legal services department and Scarborough Development Group.

84 Date and Time of Next Meeting

Tuesday 2nd July 2013 at 4.00pm to be held at Kippax Leisure Centre, Station Road, Kippax.

85 Chair's Closing Remarks

The Chair informed the meeting that Mr S Robinson, Governance Services would be leaving the Council on the Early Leavers Initiative at the end of May after 40 years service. Board Members conveyed their best wishes to Mr Robinson.

(The meeting concluded at 4.30pm)

Report of North East Divisional Community Safety Partnership

Report to Outer East Area Committee

Date: 2nd July 2013

Subject: North East Divisional Community Safety Partnership Annual Report

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

Summary of main issues

1. To update ward members of the overall performance of the North East Divisional Community Safety Partnership and Neighbourhood Policing Teams for 2012/13.
2. To provide an overview of the work undertaken by the partnership within the locality to reduce crime and disorder.

Recommendations

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

1. Purpose of this report

The report will focus on the following key issues:

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

2. Background information

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

3. Main issues

3.1 Performance Framework

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

- Reducing crime levels and its impact across Leeds.
- Effectively tackle and reduce anti-social behaviour in our communities.

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

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

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

4. Operation Champion

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

5. Operation Outwork

5.1 As the scrap metal market maintains its consistently high prices the theft of metal continues to be a problem across the North East Leeds Policing area. Whether it is cable theft, burglary other, general theft non specifics or full blown burglary dwellings the target is often metal in order for the criminals to cash in.

5.2 Joint partnership operations between Neighbourhood Policing Teams and the Environmental Locality Team were delivered on a monthly basis and will continue through 2013. These operations include setting up road checks and routine stopping of waste carrier vehicles in order to complete checks on such vehicles. Police staff conduct normal police checks on all passengers and pay attention to the condition of such vehicles alongside East North East Environmental Locality team staff that provide trained expertise regarding waste carrier licence/rules and conditions.

6. POCA

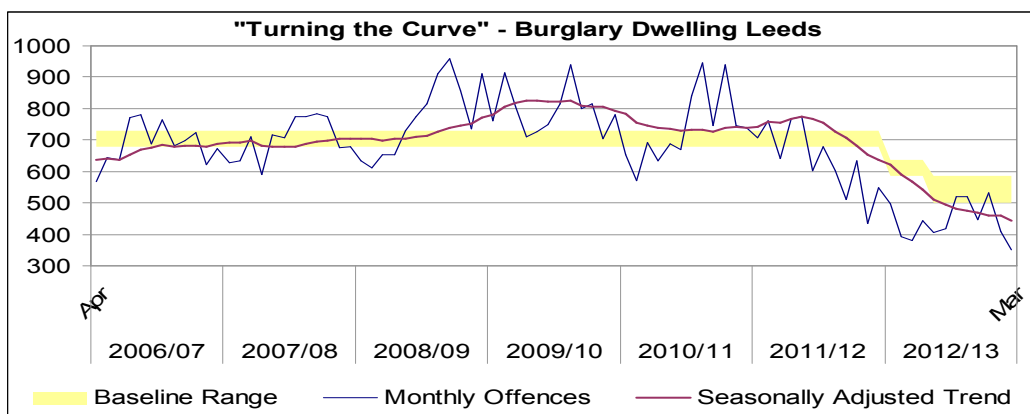
6.1 The North East Division allocated a further £29,000 and carried forward £9187.85 from 11/12 totalling £38,197.85 funding confiscated from criminals under the Proceeds of Crime Act to the Divisional Community Safety Partnership during 2012/13 to support local groups with community projects/activities.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

7. Confidence and Satisfaction

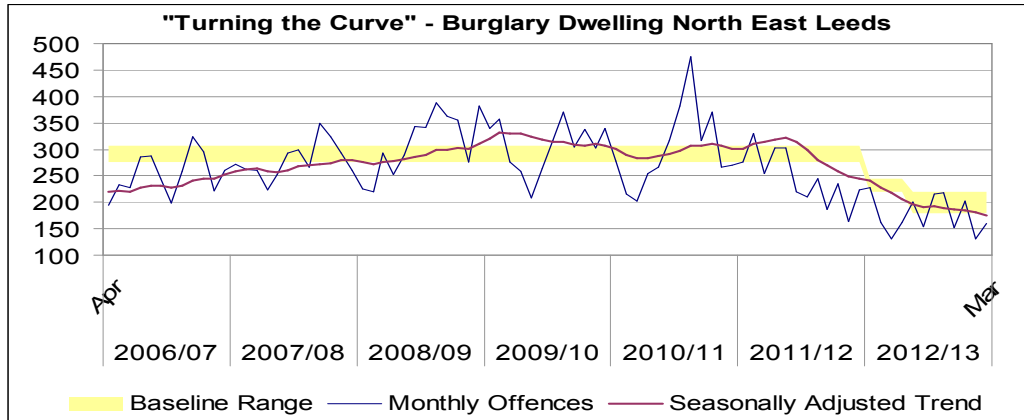
- 7.1 North East Leeds continues to have the highest public confidence in local policing during 2012/13 at 60.5% (March 2013) compared with the West Yorkshire force average of 53.9%.
- 7.2 Operation Confidence continued during 2012/13 with two editions and is a contributing factor to the high rates of public confidence. The North East Division produces 11 neighbourhood management newsletters detailing partnership activity around crime and grime within the Neighbourhood Policing Team and delivers to approximately 128,000 households. The initiative has been funded by North East Police Division, East North East Homes, Safer Leeds Partnership and Aire Valley Homes, we are anticipating securing funding for 2013/14 for a further two editions whilst investigating other options alongside social media such as Facebook and Twitter to improve engagement with local communities.

8. Burglary Dwelling

- 8.1 Burglary Dwelling remains a key priority in relation to allocation of resources both staffing and financial. Tackling burglary dwelling remains the key priority within the division and across the whole of Leeds, we are working closely with Safer Leeds Strategic Burglary Group and partner agencies to maximise opportunities for closer working, sharing good practise and continue to deliver initiatives at a local neighbourhood level.
- 8.2 Overall a very successful year in 2012/13 there were 5,305 recorded domestic burglaries in Leeds, down 30.8% when compared with the previous year equivalent to 2357 fewer victims.



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



9. Ward Risk Matrix

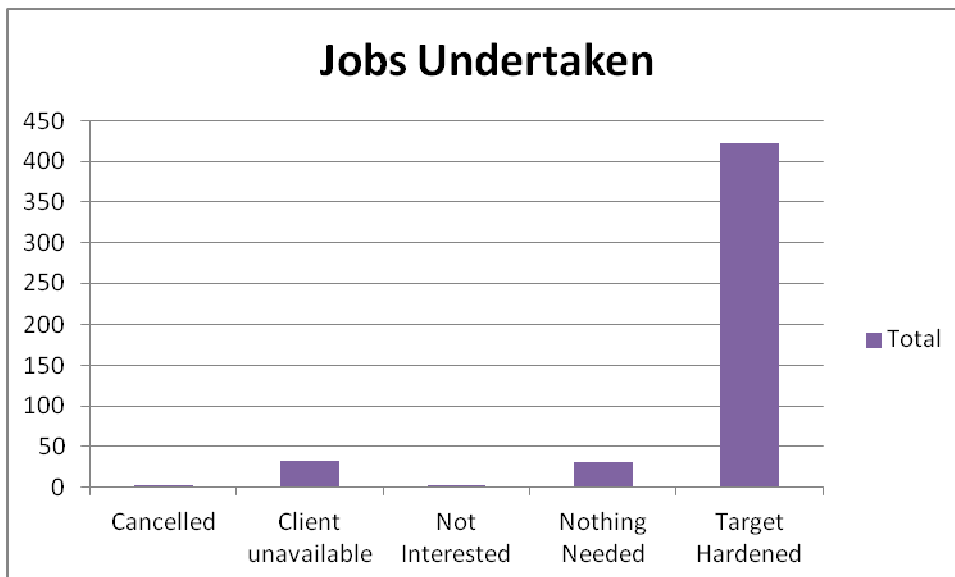
9.1 During 2012/13 there were nine strategic localities of concern. The Outer east area committee area had no localities of concern, The strategic burglary group are currently reviewing best practise in relation to partnership work and reviewing the localities of concern for 2013/14.

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

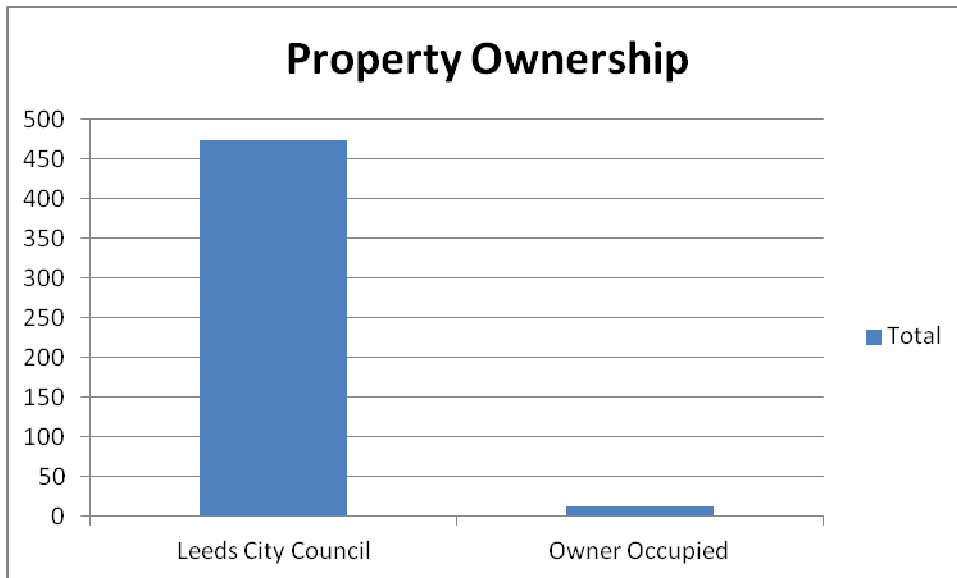
10. Whinmoor /Swarcliffe Burglary Project

10.1 At the beginning of the financial year the Whinmoor/Swarcliffe ward had seen an increase in burglary dwelling and was ranked the 9th worst out of the 33 wards across the city. A problem profile was produced by Safer Leeds which identified that the most common mode of entry was through snapping 'Euro profile locks'. From initial discussions with Aire Valley Homes funding was secured to develop an action plan to reduce burglary dwellings. Safer Leeds worked alongside Aire Valley homes and CASAC and delivered two target hardening projects in the top ten streets identified as hot spot areas. The target hardening consisted of replacement security locks, window locks and sash jammers as appropriate to each individual household. The total cost of the project was £44,913.79.

10.2 In addition to the target hardening project trembler alarms were purchased via Aire Valley Homes and residents were given two per property, alongside crime prevention advice given by the neighbourhood policing team. In addition we were allocated 2.5k from Safer Leeds to provide target hardening to vulnerable tenants that were not ALMO residents.. The chart below illustrates the number of properties target hardened.



Status	Number of jobs
Cancelled	1
Client Unavailable	32
Not Interested	1
Nothing Needed	30
Target Hardened	422
Grand Total	486



Council	Owner Occupied	Grand Total
474	12	486

10.3 All clients received a post service evaluation, which generated a 55% response rate. Of those clients, 99.8% were satisfied with the service provided by Casac and 96% state that they feel safer as a direct result.

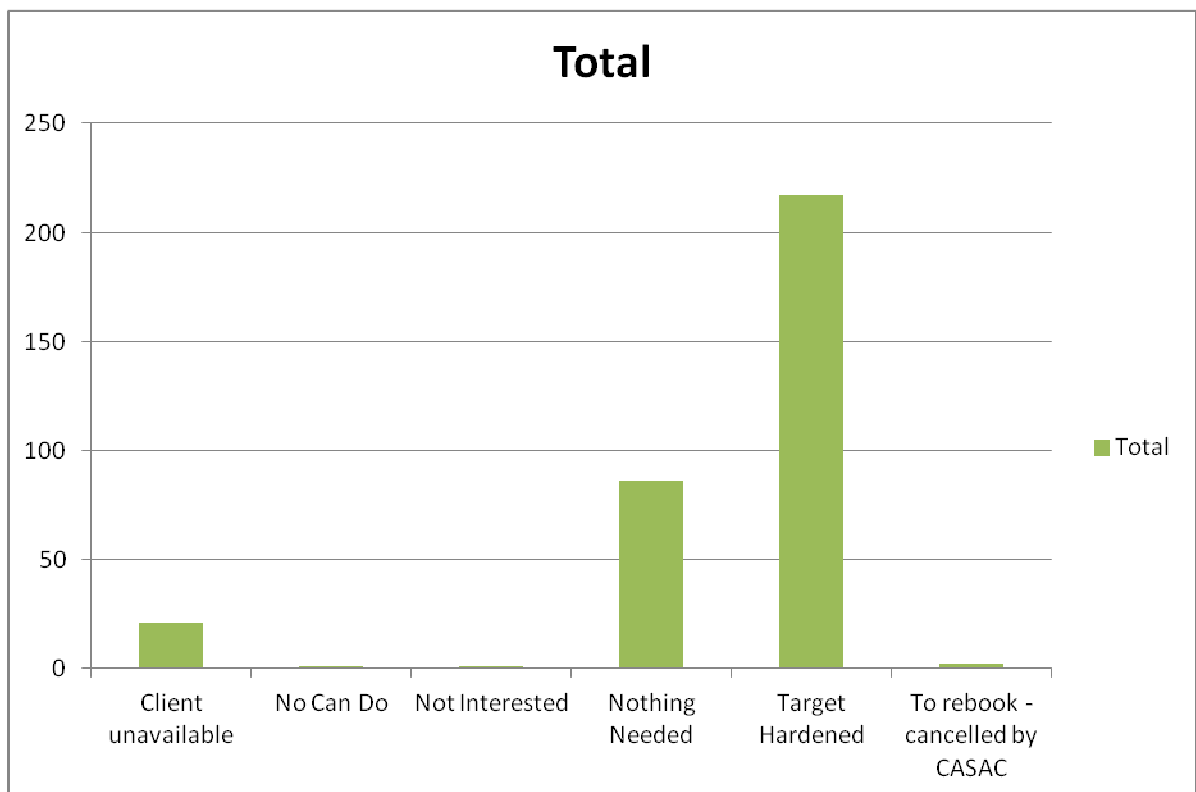
10.4 A successful year for the ward, the additional target hardening of properties alongside robust offender management from the neighbourhood policing team have contributed towards a significant reduction in burglaries, at the end of the financial year we saw a reduction of 39.9% equivalent to 119 less burglaries reported compared to the previous year. The ward is now ranked 11th across the city compared to ranking 9th during 2011/12.

11. Garforth & Villages Burglary Projects

11.1 Target Hardening Initiative - The Kippax & Methley ward had the least burglaries reported during the last financial year and the Garforth & Swillington ward was ranked 30th across the city.

11.2 Safer Leeds worked closely with Aire Valley Homes, CASAC and the neighbourhood policing team to develop a proactive burglary project to prevent an increase in burglary and increase security of Aire Valley Homes properties analysis of burglary dwelling at Aire Valley Homes properties compiled by Safer Leeds showed little evidence of issues relating to the euro profile lock. The project included fitting two sash jammers to each household to provide a secondary lock alongside additional target hardening such as window locks. The project was funded by Aire Valley Homes and overall expenditure on target hardening was £23,035.80.

11.3 **CASAC 60 Day Project in the villages – 31st March 2013**



Status	Number of jobs
Client unavailable	21
No Can Do	1
Not Interested	1
Nothing Needed	86
Target Hardened	217
To rebook - cancelled by CASAC	2
Grand Total	328

12. Immobilise

- 12.1 Immobilise is the world's largest register of possession ownership details and together with its sister sites the Police's NMPR (www.thenmpr.com) and CheckMEND (www.checkmend.com), forms a very effective tool in helping to reduce crime and repatriate recovered personal property to its rightful owners. Immobilise can be used by members of the public and businesses to register their valued possessions or company assets, and exclusive to Immobilise all account holders registered items and ownership details are viewable on the Police national property database. This online checking service is used by all UK Police forces to trace owners of lost and stolen property. In addition Immobilise is checked daily by a huge range of recovery agencies and lost property offices. As a direct result of Immobilise property is returned or information collected that assists the assists the Police in investigating criminal activity including stolen goods.
- 12.2 Aire Valley Homes have purchased two pieces of equipment and a hand held scanner and are working closely with the Garforth Neighbourhood policing team to promote this FREE service to residents in the area. The initiative was launched in Jan 2013 and PCSO'S have been visiting properties to encourage residents to register their property. In addition plans are being developed to take the equipment into local high schools to register mobile phones to reduce theft from persons.

13. Distraction Burglary Events

- 13.1 Bogus/ Distraction burglaries were highlighted across the area as a concern due to the high proportion of elderly/vulnerable residents. Although in the past distraction burglaries have been sporadic it was agreed to take a proactive approach to ensure that residents were empowered with the appropriate knowledge to reduce the risk of opportunities of becoming future victims. In partnership with the 'Feeling Good Factor Theatre Company', Safer Leeds, Aire Valley Homes, Trading standards, West Yorkshire Fire service and the Neighbourhood Policing Team 10 interactive events were delivered during Jan – March 2013 at the locations outlined below. The events were funded and supported by local Ward Councillors.
- Churchville House Community Centre Micklefield
 - Mickletown Community Centre - Methley
 - Valley Ridge Community Centre – Kippax
 - East Garforth Community Centre - Garforth
 - Primrose House Community Centre – Swillington
 - Westbourne Gardens Community Centre – Garforth
 - Crosshills Court Community Centre – Kippax
 - Hollins Grove Community Centre – Allerton Bywater
 - Church Gardens Community Centre – Garforth
 - Victoria Close Community Centre – Allerton Bywater

13.2 Overall the events were successful and a really enthusiastic and appreciative audience, and has been the case for all the sessions. In total 164 residents attended the sessions. In addition crime reduction packs tailored to the elderly which included tin safes, magnifying glass for ID, blind spot mirrors to check at the door were purchased and issued by Aire Valley Homes. All those attended were offered door safety chains if they didn't already have one fitted – Several owner occupier residents were identified as been eligible for free security upgrades and were referred to Care and Repair.

13.3 Below are a sample of the comments raised by the residents highlighted in the evaluation forms:

- **What did you find most useful about the Workshop?**

'Lots of useful information' 'professional way of getting the message across' 'the way it was portrayed' 'everything' 'very interesting you don't think that older people would also rob you' 'everything made you think twice' 'I got a lot of tips' 'the scenes from the theatre company dealing with door step callers it will help me to deal with this if the need arises' 'A general reminder of what to do and what not to do'

- **Will you do anything differently following the sessions?**

'Be more aware of risks' 'not answer the door if do not recognise through the spy hole' 'Be more aware and be on guard' 'keep door locked and put chain on when answering the door' 'be more vigilant' 'lock door and only put chain on when answering the door' 'put chain on' 'use chain and not be afraid to say no' 'Have a chain fitted' 'Always use the chain' 'Don't be afraid to say No'

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

14.1 Neighbourhood Management Tasking Key Achievements 2012/13 - The eleven neighbourhood management tasking teams continue to meet six weekly and are still firmly embedded into agencies day to day business. Members continue to be invited to attend and support meetings. This is not an exhaustive list of activities but includes key achievements from each of the neighbourhood management tasking teams within the Outer East Area.

15. Temple Newsam

- 15.1 **Operation Bellwether** - a universal operation covering hot spots to reduce burglary dwelling within the Division. Additional resources have been deployed into the Whinmoor, Swarcliffe & Halton / Whitkirk area. PSCO's have conducted high visibility patrols, attrition visits and crime prevention.
- 15.2 **Operation Bantamoor** - A specific operation to target drug dealers in the Halton Moor Area- Drugs warrants have been executed on Kendal Drive and arrests have made for drug offences – We have been working closely with East North East Homes and Leeds Anti-Social Behaviour Team re ASB enforcement .
- 15.3 **Operation Bowward** - A district burglary initiative which involved the Neighbourhood Policing Team and the execution of warrants on the Halton Moor Estate.
- 15.4 **Operation Bushminster** - A burglary imitative which involved leaflet drops with the Neighbourhood Policing Team and Leeds anti-social behaviour team.
- 15.5 Temple Newsam has benefited from Outer East Area Committee funding to provide a portable CCTV camera which can be sited in problem areas to identify environmental problems such as fly tipping, graffiti hotspots.
- 15.6 Area Committee funds have been e used to improve target hardening in the Temple Newsam area through additional safety measures for sheds and outhouses
- 15.7 A three day operation champion was conducted on 19th, 20th and 21st Feb targeting the Halton Moor and Osmondthorpe area. A range of partners were involved which included , WYP, West Yorkshire Fire service, Leeds Anti-Social Behaviour Team, East North East Homes , HMRC, Scrap metal licensing, Estate Caretakers, off Road bikers (WYP) and the environmental locality team and HM courts warrants officers . Visits were made to victims and perpetrators of anti-social behaviour
- 15.8 The days were a massive success , the results were as follows:
- 280 Vehicles stop checked
 - 4 Vehicles seized d ue to no insurance/license
 - 3 Offenders reported for summons
 - 4 EPNS (6 Points for no insurance)
 - 1 EPN for speeding
 - 6 EPNS for bald tyres
 - 13 vehicle defect rectification notices issued
 - 6 NEPN for seatbelts /MOT
 - 5 X Section 59's issued for vehicle nuisance
 - 1 Bike seized
 - Set of stolen number plates recovered

- £2807 worth of fines dealt with and 3 arrests for non-payment of fines resulting in one offender going to prison for 43 days
- 2 street warnings for cannabis use
- 16 home fire safety checks carried out
- 5 skips deployed

15.9 The Temple Newsam Neighbourhood Policing Team and Environmental Services reports general improvements to the environment. More recently partner agencies have been exploring new innovative ideas how to involve the local community and more young people in taking pride in their area and creating a better place to live. The Temple Newsam Schools Cluster, Youth Service and East North East Homes gave a joint presentation to a group of young people on how they could get involved which resulted in several young people offering to renovate a sponsored roundabout. The Tasking team gained the necessary permissions and purchased paint and equipment. The project was fully supported by local ward councillors and funded by the Outer East Area Committee.

16. Crossgates/Whinmoor

16.1 Op Bellwether is a universal operation covering hot spots to reduce burglary dwelling within the Division. Additional resources have been deployed into the Whinmoor, Swarcliffe & Halton / Whitkirk area. PSCO's have conducted high visibility patrols, attrition visits and crime prevention.

16.2 On Saturday 18th August the local Swarcliffe Community came together for what is hopefully to become the Annual Swarcliffe Gala. The Gala was the result of the 'Well Being' fund awarded by local ward councillors through Outer East Area Committee and additional funding from the Seacroft and Manston cluster, the event was co-ordinated by Aire Valley Homes and the Youth Service. The event was supported by your Local Ward Councillors other agencies including the RSPCA, the Swarcliffe Neighbourhood Policing Team, the Swarcliffe Good Neighbours Scheme, Inside Outside Group, Swarcliffe Children's Centre, Yorkshire Housing, Stanks Fire station and many more.

16.3 Two six weeks multi agency burglary projects were delivered in the Whinmoor and Swarcliffe area.

16.4 In September two partnership events to promote responsible dog owners were conducted with the RSPCA supported by Aire Valley Homes and West Yorkshire Police at Tesco Seacroft and Sainsbury Colton. During the events 168 dogs were registered, 76 dogs were micro chipped alongside offering neutering vouchers. The RSPCA received donations of £822.91.

17. Garforth, Swillington + Kippax & Methley

- 17.1 Arrests have been made over ATM cloning scam in Garforth and Police activity to alert local people and catch criminals after incidents on Main Street.
- 17.2 Ongoing partnership work between environmental locality team and PCSO's to combat litter and dog fouling has led to several notices being served during the year.
- 17.3 A multi-agency burglary project delivered across Garforth and Villages between Jan-March 2013 . Funding has also been secured for additional cold calling zones i across the area (anticipated implementation June/July 2013)
- 17.4 4 covert cameras funded to address fly tipping in hotspot areas.
- 17.5 New 'no cold calling zones' introduced in Kippax' working in partnership with Trading Standards.
- 17.6 Bogus caller project – Area committees funded a covert camera and 500 leaflets through tasking funds.
- 17.7 A problem solving approach was taken by the Neighbourhood policing team and the environmental locality team re the dumping of tyres at the old Boot & Shoe site, in excess of 500 tyres were tipped – Smartwater was utilised to mark tyres and led to the successful conviction of a flytipper.
- 17.8 Good partnership work between the neighbourhood policing team, housing and Leeds Anti-social Behaviour Team resulted in two Aire Valley Homes tenants being evicted from their homes as a result of longstanding anti-social behaviour (one in Kippax and one in Allerton ByWater).
- 17.9 Fly Tipping at Micklefield – Practical measures taken in Micklefield involving a barrier installing to prevent further flytipping
- 17.10 Another example of close partnership work solved the problem of agricultural waste being washed out on the industrial estate in Garforth. The perpetrator was identified and warned about further enforcement action. No further reports have been received to date.
- 17.11 Continued partnership work between Leeds Anti-Social Behaviour Unit, Aire Valley Homes and the neighbourhood policing team giving priority action and pursuing several cases of anti-social behaviour in the villages.

18. Thematic Sub Groups and Activities

18.1 Off Road Bikes / West Yorkshire Police

18.2 The Outer East Area Committee (June 2012) contributed towards the lease costs to retain 2 off road motorcycles within the division for a 12 months period.

18.3 The information below outlines some performance information and examples of successes in the Outer East Area Committee area:

July- September 2012

Stop searches: 12

Calls attended: 21

Section 59 warnings: 28

Vehicle seizures: 11

Arrests/Summons: 14

October- December 2012

Stop searches: 9

Calls attended: 34

Section 59 warnings: 18

Vehicle seizures: 4

Arrests/Summons: 2

Jan- March 2013

Stop searches: 7

Calls attended: 47

Section 59 warnings: 25

Vehicle seizures: 9

Arrests/Summons: 11

Stolen Vehicles recovered: 1

Optimal Patrols: 8

18.4 The unit is prevalent along with Leeds City Council Riders at major events such as Party in the Park, Opera in the Park, festivals and events at Temple Newsam. This summer we were involved in the policing of the Olympic Torch Relay as it passed through the wards. Some examples of work include:

- 18.5 The recovery of a stolen horse trailer, worth £2500, from a farm in Methley where it had been stashed away. A man from Swillington was arrested for the theft and is currently on bail. The trailer has been returned to its owner.
- 18.6 A speeding Audi driver was stopped after being recorded at 51mph in a 30mph limit in Swillington. He was dealt with at court and fined £700 and issued with 8 penalty points.
- 18.7 Following a report of an assault near Kippax sports centre where a girl was punched and kicked to the ground officers assisted rounding up three suspects who were arrested and charged with the assault.
- 18.8 The off road unit were deployed to Smeaton Approach following reports of dangerous riding The young person was reported for summons for several driving offences including due care and driving without a licence and insurance.
- 18.9 There had been several calls about a pair of green motorcycles on The Valley in Halton tearing up the grass. Officers from the local Neighbourhood Policing Team sighted the pair riding down Selby Road and called in the off road unit. The pair were tracked to a house on the Dunhill Estate. The unit used their power of entry to get into the shed where the two green Kawasaki KX125cc motorcycles, red hot and covered in mud, were being kept. The motorcycles valued at around £700 each were seized and destroyed.
- 18.10 A learner driver decided to go for a drive in his grandfather's new car without insurance or any L plates displayed. He was stopped on Stanks Drive and the car was seized and he was issued with a fixed penalty ticket.
- 18.11 Following complaints of nuisance vehicles around Halton Moor Road patrols have been increased. While parked up covering the road officers watched as a Yamaha Quad and Yamaha R6 motorcycle riding in tandem decided it would be a good idea to pull wheelies and speed down the road. They were promptly stopped, issued with section 59 warnings, penalty tickets for their tiny number plates and made to attend at a local garage to have tyres replaced.
- 18.12 The footpath leading to Chippys Quarry behind Stanks Drive is a popular place for fishing. It had become a place where people thought it safe enough from the police to smoke cannabis until the off road unit were alerted. Several stop searches and three home office warnings for possession of cannabis have addressed the problem.
- 18.13 A man was stopped after jumping a red light in Garforth. He received 3 penalty points and a £60 fine.
- 18.14 Several stolen vehicles have been recovered including a scooter which was abandoned on Ash Tree Gardens.

- 18.15 The Off Road Unit works closely with Leeds City Council Parks Watch riders providing a multi- agency partnership approach to problem solving. On one particular tour while working with the LCC riders, they received a call from a member of the public reporting that a group of youths were riding a small but fast off road pit bike in the public nature reserve near to Red Hall Vale. As police were working with LCC the unit quickly deployed to the location and between all three riders, were able to access the reserve via all entry/exit points and detain those involved. The youths who all admitted to riding the bike in turn received Sec 59 warnings and the bike was seized and crushed. The original caller was informed of our prompt action and highly commended our response.
- 18.16 Following on from an incident that occurred at the beginning of the year which involved a male falling approximately 30 feet from a disused railway bridge. The unit was first on scene owing to its off road capabilities and was able to administer first aid and stabilise the male. This incident was televised and was aired on BBC's Helicopter Hero's in November. This clearly demonstrated that the bikes are a valuable resource.
- 18.17 A man caught riding a Quad through Halton Moor Woods and on Halton Moor Road pleaded guilty to driving without a licence or insurance. He was fined £235 and received 8 penalty points on his driving licence. The quad was seized and destroyed.
- 18.18 The Bikers work closely with LeedsWatch . CCTV reports involving motorcycles are shared with the off road bikers which is a valuable tool identifying problem vehicles and drivers. One compilation of footage from Halton Moor Avenue, led to the identification of the suspects who were clearly identifiable and even took their motorcycles into their houses. Three suspects were visited at home, interviewed and admitted careless driving, driving without licences or insurance and all were reported for summons.
- 18.19 Neighbourhood officers sighted two off road motorcycles which had been causing a nuisance around Swarcliffe and Whinmoor on Naburn Approach. They directed the off road unit in and one of the males was stopped on the rugby pitches near to Coal Road. Both motorcycles were seized and the one man received a final written warning form the Youth Offending team and the other given a reprimand.
- 18.20 Two PCSO's called in the unit one evening when they saw a man riding a motorcycle without any lights on Selby Road towards Halton Moor. The man was on Coronation Parade when we caught up with him and he promptly pulled over and reported for summons.
- 18.21 Following an increase in complaints around the Stanks/Swarcliffe area patrols have been stepped up. On one patrol the unit stopped a group of 4 riders who were riding in convoy doing circuits of the estate much to the annoyance of residents. One of

the scooters appeared legitimate displaying a registration and L plates but on closer inspection the number plate did not match the scooter and the rider was trying to pass it off as genuine. The vehicle was seized and in addition to the offences of no insurance and no licence the rider was reported for fraud by false representation. Whilst waiting for the recovery truck to arrive another speeding scooter came along Stanks drive towards the officers. He was stopped due to his speed.

- 18.22 A man from Garforth was caught riding his motorcycle without a driving licence or insurance pleaded not guilty and we went to trial at court. He was found guilty and fined £675 with 8 penalty points endorsed on his driving licence. His motorcycle was seized and destroyed.
- 18.23 Update: a 15 year old male from Kippax who was caught in possession of cannabis following a stop and search by the off road unit at Kippax leisure centre was placed on a youth rehabilitation order by the Youth Court and subject to a curfew for three months.
- 18.24 Two poachers who were caught by the off road unit trespassing and hunting with dogs on land near to Strikes Garden Centre on Selby Road pleaded guilty to Daytime Poaching at Court. They were fined £200.
- 18.25 Following up on a series calls about a nuisance black motorcycle tearing up the farmers field off Church Lane, Micklefield patrols were increased. The riders were only using the motorcycle for short bursts in an effort to avoid being caught. When a fresh call came in the unit were only around the corner. The motorcycle was seized.

19. Hate Crime MARAC

- 19.1 The hate Crime Multi-Agency Risk Assessment Conference (HC MARAC) continues to meet monthly. The overall objectives of the group is to:
- Support and assist victims of hate crime in order to protect them and ensure that they are not re-victimised.
 - Ensure that effective co-ordinated multi agency enforcement action is taken against perpetrators of hate crime to prevent their re-offending and to ensure successful prosecution outcomes at Court.
 - Contribute to the "Hate crime reduction agenda in Leeds".
- 19.2 During 2012/13 we have received positive feedback from residents, exits surveys illustrate that they are happy with the response and support they have received from partner agencies.

19.3 Overall the Outer East area has shown a decrease of 19% in recorded hate crimes reported (see chart below)

Outer EAST		
Incidents	Change	% Change
50	-8	-19.0%

19.4 The chart below illustrates hate crimes by ward:

CROSS GATES & WHINMOOR			TEMPLE NEWSAM			GARFORTH SWILLINGTON &			KIPPAX METHLEY &		
Incidents	Change	% Change	Incidents	Change	% Change	Incidents	Change	% Change	Incidents	Change	% Change
11	-9	-45.0%	18	-6	-25.0%	11	7	175.0%	10	0	0.0%

20. Domestic Violence MARAC

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

21. Leeds Anti-Social Behaviour Team

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

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

LASBT New Cases Opened	
Ward	Grand Total
Temple Newsam	62
Cross Gates & Whinmoor	47
Garforth & Swillington	15
Kippax & Methley	30

LASBT Enquiries Received	
Ward	Grand Total
Temple Newsam	70
Cross Gates & Whinmoor	88
Garforth & Swillington	29
Kippax & Methley	57

LASBT Legal Outcomes 2012/13					
Ward	Closure Notice extended	Possession granted	Suspended Possession Order	Undertaking agreed	Grand Total
Temple Newsam		1	3	1	5
Cross Gates & Whinmoor	1				1
Garforth & Swillington					0
Kippax & Methley					0

22. Ward Performance

Outer East							
Count of URN	Q12 How satisfied are you with the overall service provided by the Leeds ASB Team?						
PersonWardCode	Very Satisfied	Satisfied	Neither Satisfied Nor Dissatisfied	Dissatisfied	Very Dissatisfied	Grand Total	% 'Satisfied' or 'Very Satisfied'
Cross Gates and Whinmoor	11	3		2	1	17	82.4%
Garforth and Swillington	4					4	100.0%
Kippax and Methley	4	6				10	100.0%
Temple Newsam	9	13		1		23	95.7%
Grand Total	28	22		3	1	54	92.6%

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

Performance Headlines

- Total Crime across North East Police Division reduced by 10.6% (2,290 less crimes) during 2012/13 compared with the previous year , an improvement on the 7% reduction the previous year
- Overall Year to date offences for burglary dwelling across North East Leeds are down 28.35% on the same period last year. (833 less offences)
- Overall crime across the Outer East area committee area has reduced 17.5% (961 less crimes)
- Highest confidence rate in local policing across West Yorkshire
- Reduction of overall serious acquisitive crime offences
- Reduced perception of ASB increasing in local areas
- Reduced levels of serious violent crime

24. Crime and ASB 2012/13

24.1 Overall a really successful year in relation to recorded crime and anti-social behaviour. Across the Outer East Area Committee there has been an overall reduction of 8.9% (crime) equivalent to 421 less crimes.

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

Recorded Crime by Ward 01/04/2012 to 31/03/2013	CROSS GATES & WHINMOOR			TEMPLE NEWSAM			GARFORTH & SWILLINGTON			KIPPAX & METHLEY		
	Offences	Change	% Change	Offences	Change	% Change	Offences	Change	% Change	Offences	Change	% Change
Burglary Dwelling	179	-119	-39.9%	184	-64	-25.8%	66	-24	-26.7%	52	-25	-32.5%
Burglary Elsewhere	122	-14	-10.3%	180	50	38.5%	78	5	6.8%	89	-27	-23.3%
Criminal Damage	271	-35	-11.4%	227	-27	-10.6%	108	3	2.9%	109	-27	-19.9%
Drugs Offences	49	2	4.3%	73	-14	-16.1%	23	-15	-39.5%	15	-23	-60.5%
Fraud & Forgery	41	3	7.9%	71	46	184.0%	23	-5	-17.9%	13	-3	-18.8%
Handling	2	-3	-60.0%	9	3	50.0%	1	0	0.0%	0	-3	-100.0%
Other Crime	20	-1	-4.8%	27	-1	-3.6%	12	6	100.0%	13	1	8.3%
Other Theft	368	23	6.7%	436	-70	-13.8%	216	-8	-3.6%	155	-18	-10.4%
Robbery	17	4	30.8%	15	2	15.4%	3	-1	-25.0%	3	2	200.0%
Sexual Offences	17	7	70.0%	15	-7	-31.8%	13	1	8.3%	10	-4	-28.6%
Theft from Motor Vehicle	78	15	23.8%	111	-10	-8.3%	56	4	7.7%	92	5	5.7%
Theft of Motor Vehicle	27	0	0.0%	51	16	45.7%	18	2	12.5%	26	-2	-7.1%
Violent Crime	209	4	2.0%	182	-18	-9.0%	71	-43	-37.7%	90	-14	-13.5%
Recorded Crime Total	1400	-114	-7.5%	1581	-94	-5.6%	688	-75	-9.8%	667	-138	-17.1%

24.3 The below statistics show anti-social behaviour calls recorded by West Yorkshire Police from 1st April 2012 until March 31st 2013 by area committee and further broken down into ward areas. The Outer East area has seen an overall reduction of 28.1% (763 less incidents reported).

OUTER EAST		
Incidents	Change	% Change
1957	-763	-28.1%

Incidents by Ward 01/04/2012 to 31/03/2013	CROSS GATES & WHINMOOR			TEMPLE NEWSAM			GARFORTH & SWILLINGTON			KIPPAX & METHLEY		
	Incidents	Change	% Change	Incidents	Change	% Change	Incidents	Change	% Change	Incidents	Change	% Change
ASB Incidents	617	-301	-32.8%	540	-175	-24.5%	296	-200	-40.3%	504	-87	-14.7%

25. Public Confidence and User Satisfaction in the Police (Crossgates/Whinmoor/Temple Newsam NPT)

Public Confidence	March 2012	March 2013	
Confidence in local policing	57.2%	61.8%	+ 4.6%
Overall Satisfaction	83.9%	90.0%	+6.1%
Perceptions of ASB increasing	8.6%	10.2%	+1.6%

26. Public Confidence and User Satisfaction in the Police (Garforth & Swillington, Kippax & Methley)

Public Confidence	March 2012	March 2013	
Confidence in local policing	63.1%	62.3%	-1.2%
Overall Satisfaction	85.6%	85.2%	-0.4%
% of residents who think ASB has increased	10.7%	9.9%	-0.8%

27. Corporate Consideration

28. Consultation and Engagement

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

29. Equality and Diversity / Cohesion and Integration

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

30. Council Policies and City Priorities

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

31. Resource and Value for Money

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

32. Legal Implications, Access to Information and Call In

32.1 There are no exempt or confidential information contained in this report

32.2 There are no legal implications associated with this report

32.3 There are no key decisions associated with this report, so it is not subject to call in

33. Risk Management

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

34. Conclusions

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

35. Recommendations

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

36. Background Documents

37. None

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.

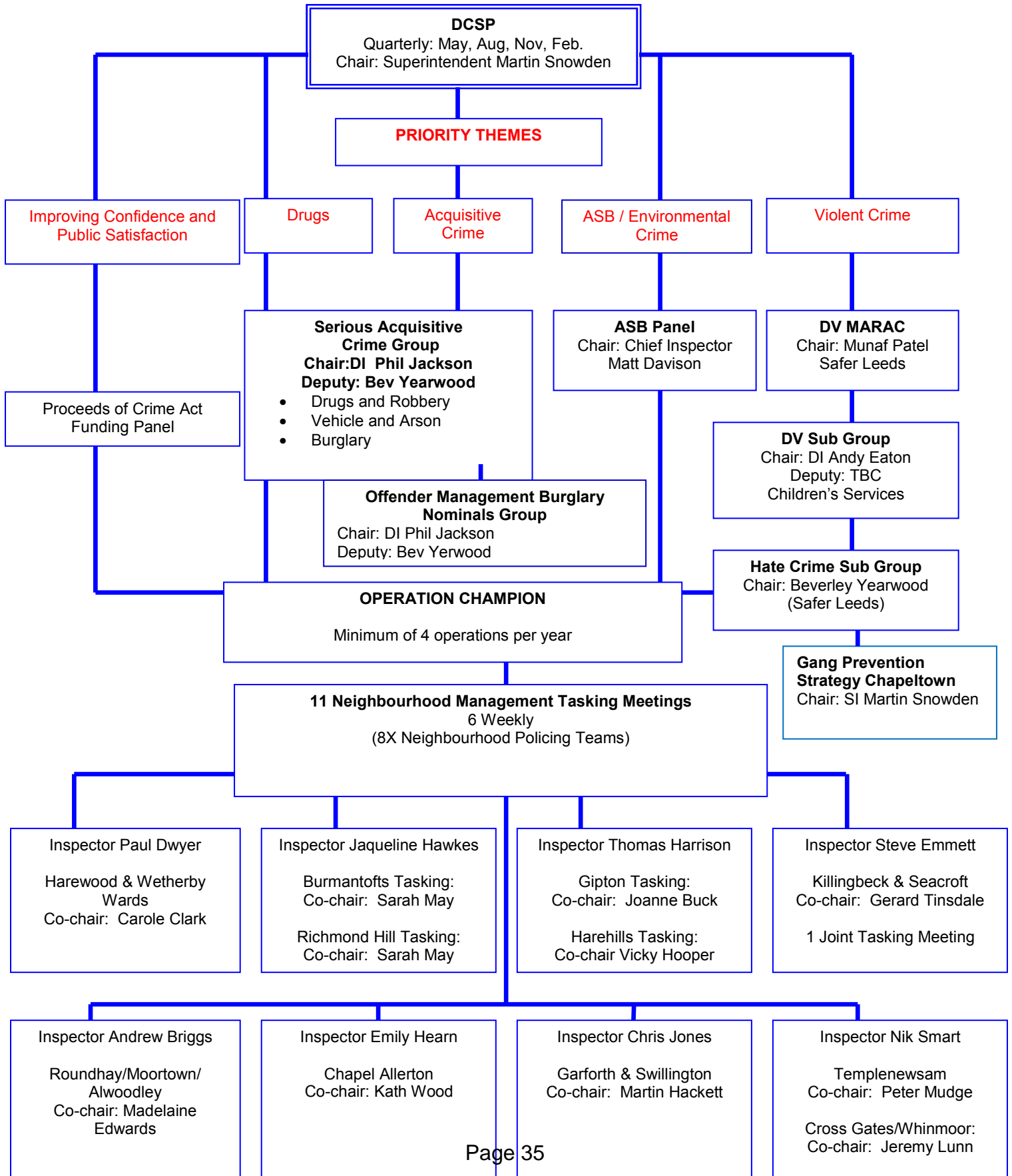
Appendix A

North East Division
Divisional

Community

Safety

Partnership



Appendix B

Garforth and Villages				
POCA Ref	Date	Brief Description	Organisation	Amount Paid
462	08/05/2012	Globe Inclusive Crafts - working with ages 8 - 18yrs. Arts and Crafts.	Globe Young Peoples Community Account	£250
464	08/05/2012	Litter Pick sticks for binannual litter pick in Garforth - clears up flytipping and smartens up streets and ginnels.	Garforth Flood Support Group	£230
449	05/04/2012	Production of High School Musical 2 - workshops twice a wk(Thursday and Fridays 7-9pm) culminating in 2 performances at Garforth Academy on May 11th & 12th 2012	St Marys Youth Theatre	£250
525	25/09/2012	Yorkshire Amateurs u15's Football Kit - To help towards the financial cost of replacing the football kits of an entire u15's football team. The estimated costs are £1050 and we envisage buying the kits by 1st October 2012	Yorkshire Amateurs Football Club	£250
566	18/02/2013	Kitchen Renovation - We have fundraised £800 to improve the kitchen at our community office out of which we support adults with learning disabilities. We need additional funds to purchase kitchen units.	The Wilf Ward Family Trust	£250
567	18/02/2013	Micklefield Male Voice Choir - To provide and update musical equipment buy new music and provide uniforms.	Micklefield Male Voice Choir	£250
462	08/05/2012	Globe Inclusive Crafts - working with ages 8 - 18yrs. Arts and Crafts.	Globe Young Peoples Community Account	£250
464	08/05/2012	Litter Pick sticks for binannual litter pick in Garforth - clears up flytipping and smartens up streets and ginnels.	Garforth Flood Support Group	£230
449	05/04/2012	Production of High School Musical 2 - workshops twice a wk(Thursday and Fridays 7-9pm) culminating in 2 performances at Garforth Academy on May 11th & 12th 2012	St Marys Youth Theatre	£250

Temple Newsam				
POCA Ref	Date	Brief Description	Organisation	Amount Paid
441	03/04/2012	6th Whinmoor Scouts - 4th - 7th May - water activity camp at a Scout Water Activity Centre. This will involve canoeing, kayaking, team building and water safety for cubs and scouts ages 8-14. Need to buy lights, tent, ground sheets.	6th Whinmoor Scouts	£250
499	04/07/2012	New u8s Junior Football Team - Following on from our successful Whiz Kids program we now have the opportunity to develop and create a new u8s football team due to the popular demand from the local community. The funding will be put towards ever increasing costs in starting a new team.	Whinmoor Juniors FC	£250
517	05/09/2012	Mosaic Mural Project - The project will run from Monday – Friday, over half-term. We will be offering a drop-in art group, from 11am – 3pm, in which local residents can come to participate in the design and making of several mosaic murals, to be displayed within, or outside of the Centre.	Swarcliffe Childrens Centre	£250
518	07/09/2012	New Youth Rugby League Club - We are a new amateur club run, by volunteers, established in July 2012 in the Halton Moor area of Leeds. Our aim is to provide a safe and sociable environment for Juniors and youths to learn skills, personnel and group discipline, to encourage a healthy life style and to provide a solid base for progression with in sports and to help set personnel goals and targets for the future.	Halton Moor Storm a.r.l.c	£500
536	16/10/2012	Neighbourhood Swap - We are planning to conduct a neighbourhood Sweep; we plan to post a promotional leaflet through every door in Halton Moor, Osmondthorpe and Sutton Park (Selby Road) as we want to ensure that every person over 60 is aware of the scheme. This will enable HOPE to support even more local older people. It will also raise the profile of the organisation and we hope, will encourage more local people to volunteer.	Halton Moor and Osmonthorpe Project	£432
544	02/11/2012	Purchase of Portable Goal Posts - Following the Fas introduction of a 9v9 format for all under 11s/12s which becomes mandatory from the end of this season; there is now a new size goal which has been introduced. However the Fas are offering a 50% discount to clubs to purchase the new portable goal.	Whinmoor Juniors FC	£350
545	02/11/2012	Grimes Dyke Junk Play Project - The Project will encourage more children to get involved in play who do not want to participate in sports activities, build relationships and develop social skills as well as attempt to reduce bullying and reduce fall outs. Training staff and writing risk assessments - 3 sessions. Training year 3 mentors to help start the project with all pupils. Obtain metal secure storage container and suitable scrap parts.	Grimes Dyke Primary School PTA	£500
549	13/11/2012	Temple Newsam Park Run - It's a free weekly 5k	Parkrun.org.uk	£250

		run held every Saturday morning for all the family to come along and have a timed run for free which can be viewed on the parkrun web page and if we do get going it will be Temple Newsam parkrun date hopefully early January.		
552	13/11/2012	Disabled Access - Paving for courtyard - Improve disabled access to the courtyard from the amphitheatre by continuing the York stone path edge around the cobbles through the arch to the amphitheatre and address the cobbles under the arch. This would allow wheelchair access from the house all around the courtyard without the need to negotiate the cobbles. We intend to carry out the work as soon as funds and labourers (volunteers and ground staff) are available.	Friends of Temple Newsam Park	£250
553	13/11/2012	Set up of a beginners guitar club - Setting up of a beginners guitar club to commence in January 2013.	Whinmoor St Pauls PTA	£250
554	15/01/2013	Hot Water Boiler for Kitchen of Colton Methodist Church - The building is used daily by about 15 different groups mainly community based.	Colton Methodist Church	£340
565	18/02/2013	Hot Water Boiler for Kitchen of Colton Methodist Church - The building is used daily by about 15 different groups mainly community based.	H20 Unity	£250
545	02/11/2012	Grimes Dyke Junk Play Project - The Project will encourage more children to get involved in play who do not want to participate in sports activities, build relationships and develop social skills as well as attempt to reduce bullying and reduce fall outs. Training staff and writing risk assessments - 3 sessions. Training year 3 mentors to help start the project with all pupils. Obtain metal secure storage container and suitable scrap parts.	Grimes Dyke Primary School PTA	£250

Report of the Chief Officer (Democratic and Central Services)

Report to East (Outer) Area Committee

Date: 2nd July 2013

Subject: Local Authority Appointments to Outside Bodies

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

Summary of main issues

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

Recommendations

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

1 Purpose of this report

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

2 Background information

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

3 Main issues

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

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

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

4 Appointments 2013-2014

- 4.1 This year there are **9** appointments to be made by the East (Outer) Area Committee. In accordance with paragraph 4.8 of the Appointments to Outside Bodies Procedure Rules, nominations should try to reflect the proportion of Members from each Political Group on the Area Committee. All the appointments sought are annual. Information on the individual organisations is included within Appendix 3 to the report.
- 4.2 Current appointees are:
- Crossgates & District Good Neighbours Scheme – **Councillor P Grahame**
 - HOPE (Halton Moor & Osmondthorpe project for Elders) – **Councillors Mitchell and Cummins**
 - Neighbourhood Elders' Team – **Councillor J Lewis**
 - Swarcliffe Good Neighbours Scheme – **Councillor P Gruen**
 - Outer East Area Panel of East North East Homes ALMO – **Councillor Mitchell**

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

- Outer South East Area Panel of Aire Valley Homes Leeds ALMO – **Councillors P Grahame and A McKenna**
- Swillington Educational Charity – Further information on the Charity is detailed within Appendix 3, however, a request has recently been made by the organisation to the Council to appoint one representative to sit on the Charity’s Board. In line with the Procedure Rules, this was considered by Member Management Committee on 4th June 2013, who resolved that the matter fell within the Community and Local Partnerships category, and as such, the East (Outer) Area Committee was the appropriate appointing body.

Councillor Dobson is a Trustee of the Swillington Educational Charity and therefore in line with this, the organisation has requested Councillor Dobson be the Council representative. Members may wish to take this into consideration when determining this appointment.

4.3 Members are requested to review the above appointments, and to re-appoint, or appoint a new Member, in respect of each Body or Partnership.

4.4 Area Lead Member Roles

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

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

5 Corporate Considerations

5.1 Consultation and Engagement

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

5.2 Equality and Diversity / Cohesion and Integration

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

5.3 Council policies and City Priorities

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

5.4 Resources and value for money

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

5.5 Legal Implications, Access to Information and Call In

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

5.6 Risk Management

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

6 Conclusions

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

7 Recommendations

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

8 Background documents³

8.1 There are no Background Documents associated with this report.

³ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

Body/Person with authority to
change the document

Full Council

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

1.0 Scope

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

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

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

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

3.0 Determination of how an Appointment should be made

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

4.0 The Appointment Procedure

Strategic and Key Partnerships

- 4.1 The Member Management Committee will first consider whether it is appropriate for an appointment to be of a specific office holder² either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Member Management Committee. Such appointments will then be offered on this basis.
- 4.2 Nominations will then be sought for the remaining places. The Member Management Committee should have regard to a Member's current interests prior to making any appointment. The Member Management Committee will have regard to the principle of securing an overall allocation of places which reflects the proportion of Members from each Political Group on the Council as a whole.
- 4.3 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.

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

Appointments to Outside Bodies Procedure Rules

- 4.4 Elected Members³ will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Member Management Committee and agreement sought as to whether the vacancy will be filled.
- 4.5 A vacancy occurring during the municipal year will normally be referred to the Member Management Committee for an appointment to be made, having regard to the principles as described above.
- 4.6 The City Solicitor will have delegated authority to make an appointment in the following circumstances:
- (i) where an appointment has been agreed by the Member Management Committee as a Whips nominee and the appropriate group Whip subsequently submits a nomination;
 - (ii) where a group Whip wishes to replace a Member previously approved by the Member Management Committee with another Member of the same group; and/or
 - (iii) where an organisation requires an appointment prior to the next meeting of the Member Management Committee, subject to this appointment being agreed by all Group Whips or their nominee.

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

Community and Local Partnerships

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

³ Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

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

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

Appointments to Outside Bodies Procedure Rules

- 4.10 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 4.11 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.
- 4.12 Area Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.
- 4.13 The City Solicitor will have delegated authority to make an appointment where an organisation requires an appointment prior to the next meeting of the relevant Area Committee, subject to all Members of that Area Committee being consulted on the proposals.
- 4.14 That any instances of this delegation being used be reported to the next meeting of the relevant Area Committee.

Support for Elected Member Appointees To External Organisations

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

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

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

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

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Area Committee Appointments to Outside Bodies (East Outer)

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Cllr Y/N	Review Period	Group
Cross Gates & District Good Neighbours Scheme	Yes	1	Jul-13	1	Councillor P Grahame	Y	Annual	Labour
HOPE (Halton Moor & Osmondthorpe project for Elders)	Yes	2	Jul-13	2	Councillor Mitchell and Councillor Cummins	Y	Annual	Labour
Neighbourhood Elders' Team	Yes	1	Jul-13	1	Councillor J Lewis	Y	Annual	Labour
Swarcliffe Good Neighbours Scheme	Yes	1	Jul-13	1	Councillor P Gruen	Y	Annual	Labour
Outer East Area Panel of East North East Homes ALMO	No	1	Jul-13	1	Councillor Mitchell	Y	Annual	Labour
Swillington Educational Charity	Yes	1	Jul-13	1	No current appointment	Y	3 Years	Labour
Outer South East Area Panel of Aire Valley Homes Leeds ALMO	No	2	Jul-13	2	Councillor P Grahame and Councillor A McKenna	Y	Annual	Labour Labour

	9	9	9	
Number of places	9			
Places held pending review	9			
Places currently filled beyond July 12	0			
Number of places to fill	9			
Number of Members in the Committee Area	12		Percentage of Members on the Committee	Notional Places Allocated
Labour	12		100	9.00
Liberal Democrat	0		0	0.00
Conservative	0		0	0.00
<i>Other to list</i>				
Total	12			9

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INFORMATION ON OUTSIDE BODIES – EAST (OUTER) AREA COMMITTEE

1.0 Cross Gates & District Good Neighbours Scheme

This organisation is a registered charity (no. 1119526). Its Management Committee consists of up to twelve Trustees and meets at least six times per year. The Scheme provides a variety of activities and services to promote healthy and independent living and to reduce social isolation to older people aged 60+ living in the Cross Gates and surrounding LS15 districts. These activities and services include group work, advocacy, advice and information and practical support.

This is an annual appointment and the current appointee from the East (Outer) Area Committee is Councillor P Grahame.

2.0 HOPE (Halton Moor & Osmondthorpe Project for Elders)

This organisation is a registered charity (no. 1096626). The Management Committee meets at least twice a year and consists of up to 16 Trustees. The objectives of the organisation are for the benefit of the elderly living within east Leeds to relieve poverty, sickness or distress and provide or assist in the provision of facilities for general welfare, recreation and leisure time activities with the object of improving the conditions of life of the elderly.

Up to two appointments can be made from the East (Outer) Area Committee to HOPE's management committee, however these are restricted to Members in the Temple Newsam Ward.

These are annual appointments and the current appointees from the East (Outer) Area Committee are Councillors Mitchell and Cummins.

3.0 Neighbourhood Elders' Team

This organisation is both a registered charity (no. 1088836) and a company limited by guarantee (no. 422178). It was first established in April 1995 by the four churches in Garforth (Churches Together in Garforth). Charitable status was obtained in 2001.

The Management Committee comprises six local people and there is a staff team of three. Some 70 volunteers work with the charity in a variety of roles. The Team is based in Garforth and provides services to older people in 13 villages in East Leeds. Its aims are: 'to identify and respond to the needs of older people and their carers, to provide services that fill the gaps in statutory provision and enable older people to remain within their own community.'

This is an annual appointment and the current appointee from the East (Outer) Area Committee to the Management Committee of this organisation is Councillor J Lewis.

4.0 Swarcliffe Good Neighbours Scheme

This local voluntary organisation was established in 1994 to work with and for older people and their carers living in the Whinmoor Ward, covering Stanks, Swarcliffe and Whinmoor. It is based at St Gregory's Youth and Adult Centre on Stanks Gardens, Leeds 14. In 1996 the organisation became a registered charity, (no. 1055018).

The Scheme's aims are: 'to provide services which promote the health and well being of older people and their carers to live independently within the local community.' The Management Committee comprises 13 local people. There are four members of staff as well as a team of volunteers.

This is an annual appointment and the current appointee from the East (Outer) Area Committee to the Management Committee of the Swarcliffe Good Neighbours Scheme is Councillor P Gruen.

To update the Committee, following consultation with Area Committee Members, in line with Appointments to Outside Bodies Procedure Rules, the Director of Resources appointed Councillor P Gruen as the Council's representative on this organisation on 11th April 2013. This position was previously occupied by Councillor Armitage.

5.0 Swillington Educational Charity

This is a registered charity, with the areas of benefit being the communities within the Parishes of Great and Little Preston and Swillington. The Charity promotes education, including social and physical training, and provides assistance on such matters to people under the age of 25 who, or who have a parent or parents residing in the area outlined above.

Councillor Dobson is a Trustee of the Charity, and as such, the organisation has requested that Councillor Dobson be the Council representative.

The appointment to this organisation is for the duration of 3 years and the Committee is invited to appoint 1 representative, giving consideration to the information detailed above.

6.0 ALMO Area Panels

Although the appointments to the ALMO Board of Directors are now made by the Member Management Committee, Area Committees appoint to the ALMO Area Panels. This Committee appoints one Member to the Outer East Area Panel of East North East Homes ALMO and two Members to the Outer South East Area Panel of Aire Valley Homes ALMO.

Outer East Area Panel of East North East Homes

The two main roles of East North East Homes Area Panels are:

- To ensure that the organisation is providing a good service to its customers; and
- To deliver environmental and community safety schemes that benefit its customers.

The four Area Panels of East North East Homes are called 'Inner North East', 'Outer North East', 'Inner East' and 'Outer East'.

The Outer East Area Panel covers Seacroft, Cross Gates, Halton Moor and Osmondthorpe (Wykebeck and Nevilles).

The Area Panel meets every 6 weeks to discuss priorities they have identified within Outer East areas. Priorities identified by the Panel so far are:

- Tenancy management
- Tenant involvement
- Repairs and empty properties, and
- Budgets.

The Panel also discuss Estate Investment Bids and smaller environmental schemes which have been identified through an Estate Walkabout and which have been put forward by local groups or tenants for funding approval. The Outer East Area Panel also considers requests for funding from voluntary organisations which deliver their work within Outer East.

The Council's current representative from the East (Outer) Area Committee is Councillor Mitchell. These are annual appointments.

Outer South East Area Panel of Aire Valley Homes Leeds

The main roles of Aire Valley Homes Area Panels are:

- To monitor the performance of Aire Valley Homes, including tenant satisfaction with services; and
- To consult on new policy initiatives being considered by the Board.

The three Area Panels of Aire Valley Homes are called 'Inner South', 'Outer South' and 'Outer South East'.

The Outer South East Area Panel meets on a regular basis. The Panel has a broad remit which includes managing an annual budget of £100,000 for environmental projects and £10,000 for community activities. Their Terms of Reference include:

- Budget responsibility
- Business Plan and Delivery Plan
- Tenant Inspection
- Performance
- Tenant Participation
- Tenancy Management
- Repairs and Improvements
- Lettings

- Tenant Satisfaction
- Staff Issues
- Service Development

The Panel is made up of six tenants, a Board Member and two Ward Councillors.

The Council's current representatives from the East (Outer) Area Committee are Councillors P Grahame and A McKenna. These are annual appointments.

Report of Assistant Chief Executive (Customers and Communities)

Report to Outer East Area Committee

Date: 2nd July 2013

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

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

Summary of main issues

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

Recommendations

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

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

1 Purpose of this report

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

2 Background information

Area Lead Member Role

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

Children’s Services Cluster Partnerships

- 2.4 The Children’s Cluster Partnerships evolved originally in response to the extended schools initiative, then as extended services partnerships but have evolved to be an integral part of the locality model which sit under the Children’s Trust Board. They provide an inclusive partnership offer to our universal services in schools and children’s centres. Increasingly council services are being re-shaped to strengthen and develop relationships through the cluster model. The purpose of cluster partnerships are to:
- Enable local settings and services to work together effectively to improve outcomes for children, young people and their families, focusing on what will make the biggest difference in that area;
 - Build capacity to improve preventative / early help services to meet local needs;
 - Promote the ambition of a child friendly city across the locality.

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

Corporate Carers' Group

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

3 Main issues

Area Lead Member/Corporate Carers Group

- 3.1 The Area Lead Member role aims to provide a local "lead" perspective and further facilitate local democratic accountability; particularly in conjunction with the relevant Executive Member. It is formally defined as covering the following areas:
- To provide local leadership and champion the agenda at the area committee.
 - To represent the area committee at relevant meetings, forums and local partnerships.

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

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

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

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

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

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

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

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

Children's Services Cluster Partnership Representatives

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

Cluster	Number of Elected Members suggested	Suggested Area Committee link	Suggested Ward link
Garforth	1	East (Outer)	1 Garforth
Brigshaw Co-operative Trust	1	East (Outer)	Councillor Lewis – previously nominated by Member Management Committee as Trustee
Temple Newsam Learning Partnership	2	East (Outer)	1 Full trustee member – Cllr Lyons previously nominated by MMC. 1 Associate trustee member – Vacant
Seacroft Manston	2	East (Outer) East (Inner)	1 Crossgates and Whinmoor 1 Seacroft and Killingbeck

4 Corporate Considerations

4.1 Consultation and Engagement

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

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

4.2 Equality and Diversity / Cohesion and Integration

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

development of local solutions that suit local circumstances which will in turn address any issues of inequality.

4.3 Council Policies and City Priorities

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

4.4 Resources and value for money

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

4.5 Legal Implications, Access to Information and Call In

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

4.5.2 In the Brigshaw Cluster and Temple Newsam Learning Partnerships governance is through a Co-operative Trust with elected members as trustees. Therefore if changes are made in terms of nominations there is a formal process to undertake to become a trustee.

4.6 Risk Management

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

5 Conclusions

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

6 Recommendations

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

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

7 Background documents¹

7.1 None

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

Report of the Director of Children’s Services

Report to: Outer East Area Committee Meeting

Date: 2nd July 2013

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



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

Summary of main issues

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

5. The new allocation for the Outer East Area Committee budget ring-fenced for youth activities is £28984 in 2013/14 and £57968 in 2014/15. The Area Committee function schedule for Youth Activity Breeze Funding is to commission, monitor and evaluate local play, arts, sports and cultural activity for young people age 8-17 with the involvement and participation of children and young people. This is supported with training opportunities for members and officers.
6. Executive Board also endorsed proposals for the Executive Member for Children's Services and Area Committees about how best to enable spend £2.54 million on targeted youth work across local areas in Leeds.
7. Recommendations

The Area Committee is asked to give consideration to:

- Creating a Childrens and Young Persons sub group for Outer East. The role of this group will include a process for allocating the activity fund, how children and young people are involved in the decision making process and exploring match funding opportunities. **Appendix 1** provides a draft terms of reference.
- Agree to receive an update at the next Area Committee meeting
- The Area Committee Chair and new Area Lead for Children's work with the Executive Member Children's about how to best enable spend of £2.54 million on targeted youth work across local areas in Leeds.

1 Purpose of this report

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

2 Background information

In March 2013 Executive Board agreed:

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

3 Main issues

- 3.1 The Area Committee function schedule for Youth Activity Breeze Funding is to commission, monitor and evaluate local play, arts, sports and cultural activity for young people age 8-17 with the involvement and participation of children and young people.
- 3.2 In order to support Area Committees and enable the successful commissioning, monitoring, and evaluation of activity with children and young people, Children's Services, City Development and partners will support the process with a support team for each of the 3 Council administrative areas.

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

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Youth activity funding delegated to area committees can support cohesion and integration in localities where identified as a local need with children and young

people. The process envisaged encourages participation and engagement of young people and partners.

4.3 Council policies and City Priorities

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

4.4 Resources and value for money

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

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

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

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

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

5 Conclusions

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

6 Recommendations

- 6.1 The Area Committee is asked to give consideration to:
- Creating a Childrens and Young Persons sub group for Outer East. The role of this group will include a process for allocating the activity fund, how children and young people are involved in the decision making process and exploring match funding opportunities. **Appendix 1** provides a draft terms of reference.
 - Agree to receive an update at the next Area Committee meeting
 - the Area Committee Chair and new Area Lead for Children's work with the Executive Member Children's about how to best enable spend of £2.54 million on targeted youth work across local areas in Leeds.

7 Background documents¹

- 7.1 None

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

Outer East Children and Young People's Working Group

Terms of reference

1. Purpose

The Children and Young People's Working Group brings together representatives from the Outer East Area Committee, statutory, community and voluntary sector who work with and for children and young people, their families and carers in the Outer East.

The Group will support and monitor the Youth Activities Fund Delegation that is expected to provide the Area Committee with a greater influence over the delivery of universal services to children and young people.

The Group will provide local leadership arrangements that are responsive to the needs and aspirations of local children and young people providing for better, more responsive and personalised services.

The group aims to ensure service delivery that positively impacts the lives of children and young people in the Outer East.

2. Guiding operating principles

Meetings: four meetings a year.

Links: The group will proactively seek to establish links with other service providers that will benefit its work.

Status: The group is accountable to the Outer East Area Committee.

- a) All services and partners remain responsible and accountable for decisions on their services and resources and retain their statutory responsibilities.
- b) The Group will take account of the business plan and the decisions of the Outer East Area Committee and provide minutes of its meetings and report to it on progress.

Governance

The group will report on progress to Area Committee as appropriate and will also report as necessary to appropriate Council Committees/Boards.

The meeting will be administered by Area Support Team.

Equality: The group will ensure that equality, diversity, community cohesion and community safety issues are considered in the development and delivery of the project.

Terms: The terms of reference will be reviewed on an annual basis.

3. Functions

- Review current provision for Children and Young People across the Outer East Area including out of school activities and provision for young people not in Education, Employment or Training [NEETs], linking with the South East Area NEET Reduction Plan

- Develop, manage and monitor universal Breeze Youth Activities Fund Delegation work programme with the involvement of children and young people.
- Develop and commission a coordinated programme of joint activities that offer best value for money and achieve the best service provision for children and young people in the Outer East
- Set priorities based on evidence
- Link citywide strategic direction and local implementation through joint working
- Drive key pieces of work linked to the city's education objectives
- Review Scrutiny Reports relevant to children and young people in the Outer East area and develop local projects to support delivery of recommendations
- Share good practice and establish improved working in line with the 'Locality Working' agenda
- Inform the Area Committee Business Plan in relation to Children and Family issues.

4. Membership

The group will be made up of a core membership group and Associated Membership who will provide guidance and data on key service areas.

Core Members
<ul style="list-style-type: none"> • One member from each OE ward. • Targeted Service Leader • Cluster Managers/Cluster Activities Co-ordinators • Local Authority Partner • Area Support Team • Police Inspectors • Out of School Activities Team • Youth Service Managers • Sports Development Team • Voluntary Action Leeds • The Breeze Team • Connexions • Young Person(s) Representative (?)

Chair: The Chair of the Group shall be a Ward Councillor as nominated by the Outer East Area Committee. The Chair shall be the Children's Lead Member for the Area Committee.



Report author: Dennis Holmes

Tel: 2474959

Report of the Director of Adult Social Services

Report to East (Outer) Area Committee

Date: 2 July 2013

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

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

Summary of main issues

1. This report outlines the Better Lives vision in which context a review of the council owned care homes and day centres has been completed and proposals developed that revise the current service model and, if implemented would lead to the decommissioning of one facility within this area.

2. This report follows the decision of the Executive Board in February 2013 to begin a period of statutory consultation on these proposals. It outlines the proposed option for the following day centre in the outer east area that has been subject to consultation.
 - Naburn Court, Crossgates & Whinmoor Ward

3. This report describes the consultation process devised to seek the views of those older people currently living in the care homes, those receiving respite, day centre users, carers, relatives and staff who provide care and support.

4. In preparation for the submission of recommendations to Executive Board in September 2013, Members of the East (Outer) Area Committee are invited to highlight any specific local issues that will help plan for the future needs of older people and contribute to the proposals as part of the consultation process.

5. Building on the September 2011 Executive Board report and through a number of projects sitting within the Better Lives Programme, Adult Social Care is working towards a five - ten year vision for housing and care for older people. This report outlines the Better Lives vision which involves taking a holistic look at what services are currently provided and how the needs and demands of future generations of older people can be best provided within the locality of Leeds, particularly in the context of significant financial constraints and reductions in public expenditure.
6. Finally, this report informs members of the East (Outer) Area Committee of the progress made in implementing the options approved by the Executive Board in September 2011 for one care home and day centre in the outer east area.

Recommendations

1. Members of the East (Outer) Area Committee are requested to:
 - a) Note and consider the consultation process to implement the recommendations of the Executive Board on 15 February 2013.
 - b) Suggest any specific local issues that will help plan for the future needs of older people and make a response as part of the consultation process agreed by Executive Board.
- a) Note and consider the content of this report and recognise the progress in implementing the options approved by the Executive Board in September 2011 on the care home and day centre in the outer east area.

1. Purpose of this report

- 1.1. This report outlines the Better Lives vision in which context a review of the remaining care homes and day centres has been completed and proposals developed that revise the current service model and, if implemented would lead to the decommission of one facility within this area.
- 1.2. At its meeting on Friday 15th February 2013, the Council's Executive Board approved the commencement of formal statutory consultation on these proposals. This report outlines the proposed option for the following day centre located within the outer east area:
 - Naburn Court, Crossgates & Whinmoor Ward
- 1.3. Consultation with residents and respite users of these homes, their relatives and carers ended on 3 June 2013. In preparation for the submission of recommendations to Executive Board in September 2013, this report seeks the insight and observations of the East (Outer) Area Committee and invites them to consider and comment on the issues addressed in the report.
- 1.4. This report also presents the East (Outer) Area Committee with an update on the progress made in implementing the options approved by the Executive Board in September 2011 for the following facilities located within the Outer East area.
 - Grange Court Care Home, Garforth & Swillington Ward
 - Firthfields Day Centre, Garforth & Swillington Ward

2. Background Information

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

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

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

3. Main issues

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

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

4. Better Lives for Older People: The Vision

- 4.1. The Better Lives Programme sets out an emerging care strategy based on empowering people to give them choice and control over the type of accommodation they live in, the type of support they receive and who provides the support. This will be done through a mixture of enterprise, integration and through new developments in housing, care and support options for older people. Given this, and in the context of significant financial constraints and reductions in public expenditure, steps are being taken to design innovative, efficient and integrated models of care and support alongside increased partnership working with statutory and voluntary sector partners. The Better Lives programme has been designed to help address these challenges and at the same time continue to improve health, social care and housing outcomes for older people in Leeds.
- 4.2. Although the Better Lives for People in Leeds programme has its origins in the transformation of adult social care it has implications for the whole of the council. It invites Leeds City Council to take a corporate approach to the future development of care and support services in the city. This will ensure the development of a sustainable social care sector that offers a range of accessible, affordable and quality services. It will involve a process that supports closer working of some of the different functions of the council relating to adult social care, housing, development, planning and regeneration to ensure that the choice of local housing, care and support options for older people is expanded.
- 4.3. Finally, in response to comments and concerns raised by Scrutiny Board members and the public as part of the consultation undertaken in 2011, a Residential Quality Governance Framework and associated fee structure for

residential and nursing home care has been adopted by the Council and is being put into place for the next five years. This will provide the Council with far greater contractual influence over the quality of independent sector care within a long term, affordable structure.

5. Proposed Options

5.1. An option appraisal has been undertaken to bring forward the following proposed option for Naburn Court Day Centre. This proposal has been the subject of consultation. The appraisal has been undertaken by officers in Adult Social Care according to the criteria and requirements agreed by Executive Board on 15 December 2010.

5.2. Naburn Court

5.2.1. At its meeting on 15 February 2013, the Executive Board gave approval to begin formal statutory consultation on the proposal to close Naburn Court and support service users to find alternative services within the community.

6. Consultation & Engagement

6.1.1 Detailed consultation on the proposals took place between 11 March and 3 June 2013 with those directly affected.

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

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

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

6.2 Staff

6.2.1 Formal consultation with staff has taken place. A questionnaire was approved by the Trade Unions and made available to all staff for

completion. As part of the programme communications planned for staff, meetings took place throughout the consultation period to address employee matters, complete questionnaires and update staff on progress of the programme.

6.3 Elected Members, Parish and Town Councils

6.3.1 A Cross Party Member Advisory Board, Chaired by the Executive Member for ASC has been established to provide an opportunity for councillors of all parties to discuss a shared interest in further improving services for older people.

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

6.3.3 Members of Parliament

6.3.4 A briefing note outlining the proposals was issued in February to all Members of Parliament.

6.4 Consultation with Trade Unions

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

7 Consultation Analysis and Evaluation

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

8 Better Lives for Older People: Progress in the Outer East area

8.1 Grange Court

8.1.1 The home was decommissioned in line with the recommendations of Executive Board in September 2011. To ensure the safe transfer of residents, a detailed Assessment and Closure Protocol was developed and implemented by a dedicated social work team. Following an individual needs assessment, and in accordance with the care guarantee which gave residents a choice of alternative provision, twenty five residents were transferred to the following alternative provision.

Alternative Provision	Number of residents
Amberton Court (CIC bed)	1
Colton Lodges	13
Meadowbrook	1
St Joseph's	1
Donisthorpe Hall	6
Returned home	1
Dolphin Manor	1
Richmond House	1

8.1.2 Responding to people's wishes for alternative accommodation to be provided in the locality close to relatives and friends, negotiations took place between Adult Social Care and BUPA to secure places at Carlton Lodge in Garforth. Thirteen places were secured to accommodate local people and ensure that friends could move together and remain in the neighbourhood. All residents were transferred to their new homes of choice by the end of January 2012.

8.1.3 A comprehensive review has been undertaken of the experience of residents affected by the closure of homes in Phase 1. Once explored, alternative residential provision was viewed positively and people were content to move and have settled well.

8.2 Older People's Housing and Care – Grange Court

8.2.1 On completion of the transfer of residents to alternative accommodation and following the handover to Corporate Property Management, Grange Court was deemed surplus to requirements. Corporate Property Management obtained planning board approvals on 30 March 2012 for the demolition of the site. It is anticipated that demolition will take place in September 2013.

- 8.2.2 The Grange Court Planning Statement has been approved and the site is on the market for disposal. Developments preferred on the site include residential, including Extra Care Housing, dwelling houses as well as non-residential developments. Further marketing of the site is being undertaken with some interest in the site coming forward. .

8.3 Staff

- 8.3.1 Fourteen staff members were re-deployed in the service with eleven leaving on the Early Leavers Initiative (ELI) scheme.

8.4 Savings

- 8.4.1 The annual on-going budget savings in 2012/13 from the closure of Grange Court is detailed below:

Grange Court	
Running cost saving	£804,600
Re-provision costs	£663,900
Net saving	£140,700

8.5 Firthfields Day Centre, Garforth & Swillington

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

Alternative Provision	Number of Service Users
Bay Tree	4
Burley Willows Day Centre	1
Doreen Hamilton Day Centre	6
Laurel Bank Day Centre	8
Naburn Court Day Centre	1
Neighbourhood Networks	5
Shared Lives	1
The Green	1
Wykebeck Valley Day Centre	9
Home support	1
Residential care	3

- 8.5.2 Of the other service users assessed, three chose not to continue with day services as they were adequately supported at home and in the community. A further three people were found to have high levels of need requiring residential care.

8.6 Service User Experience

- 8.6.1 On completion of the transfer of all service users the centre closed on 18 March 2012. Reviews were undertaken to check that the older people were settling in and further follow-up reviews completed three months after the move to new services. A case study outlining the service user's experience of the move is available at Appendix 1.

8.7 Staff

- 8.7.1 Six staff members were re-deployed in the service with two leaving on the Early Leavers Initiative (ELI) scheme.

8.8 Savings

- 8.8.1 The total recurring savings for Firthfields Day Centre is £175,600. The savings relate to the managed costs of the establishment and do not include departmental or central overheads.

9 Corporate Considerations

9.1 Consultation and Engagement

- 9.1.1 The options presented in this report endorsed by the Executive Board, are the subject of a formal and comprehensive programme of consultation and engagement.

9.2 Equality and Diversity / Cohesion and Integration

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

9.3 Council Policies and City Priorities

- 9.3.1 Over the last decade the Council has invested heavily in a range of services for older people that offer them choice in the support they need to remain in their own homes and communities. These services include personal budgets, assistive technology, reablement / intermediate care, neighbourhood networks, home care, sheltered and extra-care housing and accessible community facilities.

9.3.2 Leeds City Council's Top 25 priorities set out the delivery milestones of the Council for 2012-13 which support delivery of the key priorities in the city priority plan and Council business plan 2011-15. In relation to Adult Social Care this includes supporting Better Lives through enterprise with the development of a wider range of care service providers. This will increase the range of choices open to service users.

9.3.3 The Council also has a duty of care to existing service users. This will be maintained throughout the change programme by ensuring that service users are kept fully informed of the planned changes and timescales, their needs are fully assessed, they are offered a choice in alternative provision, their quality of care is maintained and they have no additional costs to pay. The important role of family carers is also recognised and they will be kept fully informed and offered a carers assessment, where appropriate.

9.4 Resources and Value for Money

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

9.5 Legal Implications, Access to Information and Call In

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

9.6 Risk Management

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

10 Recommendations

10.1 Members of the East (Outer) Area Committee are requested to:

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

11 Background Documents.

11.1 None.

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.

Appendix 1

Better Lives for People of Leeds – Day Centres for Older People

Phase 1 Day Centre Case Studies

Betty (77) had attended Firthfields day centre two days a week for over nine years and enjoyed her time at the centre. Following the announcement that the centre was going to close, Betty knew she had decisions to make about what she was going to do so that she could maintain her routines which were important to her. With support from her granddaughter she arranged to take the Access Bus so she could go shopping each Saturday, which used to be one of the days she attended the centre. Betty has started meeting new people during these trips. She says, “You soon make friends if you want to. It’s up to you.”

Betty keeps herself busy and active with daily walks down the high street, visiting family and is considering going on holiday to Texas to visit her family. Although she does miss the centre, she enjoys the balance of going out and spending time at home.

“I enjoy what I do now. There’s plenty on in my life,” says Betty. “You just get on with it, and if you feel like doing something, do it.”

Fred’s Story

Fred (81) had been going to Firthfields Day Centre for a number of years and was concerned when he heard the news that it was closing. Fred decided after talking to his social worker and the staff at Garforth Neighbourhood Elders Team that he would transfer to the local Neighbourhood Network service. Fred says that he could not manage without NET now and that it has made a positive impact on his life.



Report author: Tom Smith
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Report of Locality Manager (South and Outer East Leeds)

Report to East Leeds (Outer) Area Committee

Date: 2nd July 2013

Subject: South and Outer East Locality Team Service Level Agreement and Performance Update

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

Summary of main issues

1. This report provides an update on performance against the Service Level Agreement (SLA) between East Leeds (Outer) Area Committee and the South South-East Environmental Locality Team. This report covers the period from June 2012 to May 2013.

Recommendations

2. That East Outer Area Committee:
 - note and comment on the performance of the South and Outer East Locality Team over the past year; and
 - approve the attached Service Level Agreement for the delivery of delegated environmental services in 2013/14.

1 Purpose of this report

- 1.1 This report provides an update on performance against the SLA between Outer East Area Committee and the South South-East Environmental Locality Team. This report covers the period from June 2012 to May 2013.

2 Background information

- 2.1 Executive Board approved revisions to the Area Committee Function Schedules to include a new delegated responsibility for Street Cleansing & Environmental Enforcement Services in March 2011. The delegation makes clear the responsibility of Area Committees to negotiate, develop and approve a SLA with the service that achieves, as a minimum, the service standards set by Executive Board. The SLA should determine the principles of deployment of the available resources by:
- the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)
 - the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.
- 2.2 The delegation of environmental services to Area Committee means that service resources, mainly staffing, are now devolved. Resources are organised into three wedge based teams for East North-East, South South-East and West North-West, aligned to new Locality Teams. The SLA sets out the detail of the resources which will be allocated to the Area Committees.
- 2.3 The annual SLA for the Outer East Area Committee was agreed on 3rd July 2012.

3 Main issues

- 3.1 Section 6.0 of the SLA sets out the principles and priorities against which the Locality Team's success will be measured. The following section describes performance against these principles and priorities over the last year; whilst the section following describes the SLA for 2013/14 and changes and additions from last year's agreement.

3.2 Performance against the 2012/13 SLA

- 4 The following section describes progress and achievements against the principles and priorities described in section 6.0 of the Service Level Agreement.

Service Principles and Priorities – SLA Section 6

- 4.1.1 The Locality Team has reviewed and revised mechanical cleaning schedules in consultation with Elected Members and frontline cleansing staff. These changes include a move back to fixed days (rather than the previous eight day rolling schedule), scheduling to be on the day following bin collections where. Changes have also been made to manual cleaning routes in several areas following Elected Member feedback including the inclusion of several ginnels in Whinmoor and Swarcliffe areas, changes to routes to include Chapel Street and Green Lane in Temple Newsam and inclusion of ginnels and some car park areas in Garforth.

- 4.1.2 The Locality Team continues to improve the responsiveness of our staff and their ability to record and report issues which they cannot deal with directly. All frontline cleansing staff have been provided with camera phones and are reporting issues that they cannot deal with and evidence to enable prosecutions.
- 4.1.3 All identified ward priority areas and land have been surveyed and area based actions have been identified and are being delivered. Examples of this include enhanced and intensive enforcement patrols and action, increased cleansing frequencies and partnership work with ALMOs and others.
- 4.1.4 The Team continue to work with Waste Management to develop solutions in areas where refuse collection can be challenging. The Locality Manager was a Board member for the alternate weekly refuse collections project and has been working closely with Waste Management to ensure that local issues have been addressed.
- 4.1.5 The Team has supported community activities in several areas including work with Meadowfield Primary School on Halton Moor, a 'geo-caching' group in Micklefield and in bloom groups in Garforth, Great and Little Preston, Allerton Bywater, Kippax, Swillington, Micklefield and Ledston.
- 4.1.6 Reciprocal working arrangements are in place with Parks and Countryside Service in or near to several parks across South and Outer East Leeds including Manston Park.
- 4.1.7 Work with businesses has developed across the year with several being held to account for their impact on the local environment. Work on Garforth Main Street and Halton Moor Avenue have delivered real improvements without additional cleansing resources.
- 4.1.8 Leaf-fall clearance was successfully delivered with no extra resources. A winter programme to clean arterial routes across the area took place in December and January in partnership with Continental Landscapes Ltd, which ensured areas were litter free across the winter period.

Service Activity – SLA Section 7

- 4.1.9 Between 1st June 2012 and 22nd May 2013 there were 1,993 requests for service emanating from the Outer East Area Committee area. Of these 563 were for Crossgates and Whinmoor ward, 513 for Garforth and Swillington ward, 482 for Kippax and Methley ward and 435 for Temple Newsam ward. 19% of the jobs across all three wards were for fly-tipping (either removal or enforcement), followed by 15% for littering and sweeping, 12% for gully cleaning (in addition to scheduled cleaning), 12% overgrown vegetation, and 7% for dog fouling other dog control issues.
- 4.1.10 In the same period the Locality Team served 93 legal notices. 37 notices were served in Crossgates and Whinmoor ward predominately for domestic waste issues, commercial waste issues and fly-tipping. 21 notices were served in Garforth and Swillington ward, predominately for bins left out on the street, illegal advertising and overgrown vegetation. 13 notices were served in Kippax and Methley ward commercial waste issues and waste in gardens. 22 notices were served in Temple Newsam ward predominately for commercial waste issues and waste in gardens.

- 4.1.11 25 Fixed Penalty Notices (FPNs) were issued across the wards with the majority (13) being issued in Crossgates and Whinmoor ward. 4 were issued in Garforth and Swillington, 8 were issued in Temple Newsam. No FPNs were issued in Kippax and Methley ward in the period. FPNs were mainly issued for dog control issues, littering and waste in gardens. 11 prosecutions were undertaken across Outer East area in the period mainly focussed on flytipping and dog control issues. Whilst enforcement activity has increased in the last year there is still the need for further improvement in some areas, e.g. Kippax and Methley ward. Ward Member directed patrol work is now in place with regular (minimum 11 weekly) patrols taking place in each ward. Patrol work was also undertaken on Saturdays utilising additional Area Committee funding.
- 4.1.12 Covert CCTV funded by Area Committees is also in place and being used across the wedge area. Whilst we have yet to catch anyone using this technology we believe that it, coupled with the deployment of signage in hot spot areas, has resulted in a decrease in flytipping at some sites.
- 4.1.13 A restructure of the regulatory part of the Team has taken place and been delivered with minimal impact on the service. This restructure has also allowed the rebalancing of the Team's budget to increase frontline cleansing resources. As a result of this a further bulky/hot-spot team will be in place in June. The gully cleansing service has successfully been integrated into Locality Teams resulting in a more responsive service to local needs. However, further work is required to deliver the necessary improvements to this service area.
- 4.1.14 The reliability of mechanical cleaning services has improved across the last three reported periods (since August 2012) Whilst snow and ice impacted on the last period's performance, when this is removed we have improved from 88% to 91% of routes delivered as scheduled. The delivery of manual cleansing as per the schedule has not improved however and further work is required to improve our cover and holiday arrangements to better maintain services when staff are absent.
- 4.1.15 A programme for maintaining and cleaning the priority ginnels identified by Elected Members is now in place. This includes partnership commitments from Aire Valley Homes and Parks and Countryside.
- 4.1.16 South Locality Team has replaced 40 damaged or missing litter bins across the wedge area.
- 4.1.17 The Locality Team has explored innovative approaches to creating capacity to undertake environmental improvement work across the area. The Team piloted a work placement scheme with HMP Leeds with trainees, released on a temporary licence from HMP Leeds worked for a five week period undertaking work across the wedge area and creating additional capacity. We are now working with HMP Leeds to develop proposals for more permanent arrangements.

Service Outcomes – SLA Section 8

- 4.1.18 The overall measure of cleanliness across the city has improved from 85.9% of sites which were acceptably clean in 2011/12 to 92.0% of sites in 2012/13.
- 4.1.19 South and Outer East Locality Team had a budget of £2.3million in 2012/13. At year end the service was £53,000 overspent (2%). This overspend included a £50,000

identified saving from integration with Parks and Countryside which did not have any identified actions to deliver. When this is removed the budget was broadly balanced (£3,000 overspent).

4.1.20 Sickness levels within the service are a continued focus. During 2012/13 South South-East Locality Team staff were on average absent for 15 days per FTE. Whilst we do not have a comparative figure for the team during 2011/12 overall sickness across the whole of citywide cleansing and enforcement has improved from 12.73 days per FTE in 2011/12 to 11.76 days per FTE in 2012/13.

4.2 SLA for 2013/14

4.2.1 The SLA for 2013/14 can be found at appendix A. Changes and additions for the year ahead include:

- Work with waste management to look at solutions to refuse collection arrangements in areas that won't move to fortnightly collections;
- Fixed days for mechanical cleaning to coincide (where possible) with refuse collection arrangements;
- Additional flytipping/hotspot resources;
- Priority ginnel programme;
- Ward based enforcement patrols;
- Schedule of additional chargeable services.

4.3 Equality and Diversity / Cohesion and Integration

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

4.4 Council Policies and City Priorities

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

4.5 Resources and Value for Money

4.5.1 The SLA is transparent about the level of resources available to deliver services within the SSE Locality area over the period. The level of resources within SSE Locality remain broadly as per the levels during 2012/13 municipal year. Further discussions will take place about resource allocation and deployment at Area Committee, Locality Team and citywide levels.

4.6 Legal Implications, Access to Information and Call In

- 4.6.1 Following revision to the Council's Constitution the Area Committee has the legal powers to approve the attached Service Level Agreement and therefore formally undertake the delegation of services set out within it.
- 4.6.2 There are no further legal implications.
- 4.6.3 The report contains no information that is deemed exempt or confidential.
- 4.6.4 The Area Committee's decision to approve, or not, the attached Service Level Agreement is eligible for call-in, within the standard five working day period from the date the decision is published.

4.7 Risk Management

- 4.7.1 The Area Committee is being asked to approve the attached Service Level Agreement, which will formalise the partnership arrangements between the South South East Environmental Locality Team and the Committee. Should the Service Level Agreement not be approved then the Locality Team will still be required to deliver environmental services within the area, however this will be without the significant input of the Area Committee.

5 Conclusions

- 5.1 A significant amount of progress has been made over the period of the first SLA. The new SLA for the year ahead has incorporated this learning and the feedback from Elected Members to give us the basis for further improvements over the year ahead.
- 5.2 The SLA will be reviewed annually to inform the production and approval of subsequent agreements for future years, in line with corporate budget cycle and review process.

6 Recommendations

- 6.1 The Area Committee is asked to:
 - a) Note the contents of the report;
 - b) Approve the attached Service Level Agreement (appendix 1).

7 Background documents

None

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.

Services Level Agreement Delegation of Environmental Services

1 Parties

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

2 Period of the agreement

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

3 Purpose of the agreement

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

4 Scope of services covered by the agreement

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

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

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

- **Regulatory environmental services -**

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

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

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

(b) Regulatory Environmental Services - operate on a Monday to Friday, 7am to 7pm. Some weekend and late evening/early morning work is possible by prior arrangement, but usually at additional expense (see paragraph 7.5 below).

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

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

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

5 Roles & responsibilities

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

Elected Members

(a) Area Committee: responsibility delegated from Executive Board to develop and agree the SLA each year and to monitor the delivery of the service against the agreed specifications and outcomes. To negotiate changes to the SLA to address unforeseen issues/events and address service failure/inefficiencies.

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

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

(d) Outer East Environmental Sub-group: To receive regular (minimum quarterly) reports on the delegated services and closely monitor the performance and outcomes of the SLA. To consider in-year variations to the SLA, where necessary making recommendations to the Area Committee for the Locality Manager to implement. To undertake an annual review of the SLA and the development of a new SLA for 2014/15. To monitor and make recommendations on equality, diversity, community cohesion and community safety matters in relation to the delegation of environmental services.

Environmental Locality Manager (Tom Smith)

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

- To work with the Area Leader to ensure the SLA is contributing towards wider priorities set out in the Area Committee's Delivery/Business Plan and adding value to other activities/priorities where possible.

6 Service principles and priorities

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

(a) Outcome focused:

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

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

(b) Responsive to local needs:

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

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

(c) Common sense approach:

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

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

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

We will work closely with the Waste Management Service to deliver the integrated waste strategy, specifically assisting with:

- Areas where local issues impact on the delivery of a safe, efficient and reliable waste collection service
- Developing domestic waste solutions for areas which will not receive increased recycling services through Alternate Week Collections

(e) Supporting community action:

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

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

(f) Education and Enforcement:

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

- developing better relationships with schools to work together to prevent litter on school routes.
- develop clearer policies around the cleaning of shop frontages that work in partnership with local businesses to make local shopping centres/main streets clean and pleasant places to visit, to include full use of planning and Licensing conditions where applicable, and enforcement to ensure compliance by businesses under their “duty of care”, for example Colton, , Garforth and Whitelaithe shops in Whinmoor.
- continuing to work with partners to broaden the range of people who can report or enforce against environmental problems, for example PCSOs, ALMO staff, Parks and Countryside staff and Registered Social Landlords.
- addressing issues associated with dog fouling and dog control through ensuring all Environmental Service enforcement staff are trained and able to undertake dog control enforcement work.
- Deliver regular enforcement/education patrols for each ward to be prioritised and directed at the local level.

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

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

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

(h) Planning for seasonal and annual events:

We will ensure that there is sufficient capacity and flexibility in the service to programme in work to deal with leaf fall in autumn and help clean up after significant community events planned during the year.

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

7 Service activity

- 7.1 The SSE Locality Team, via this SLA, undertakes to provide the following services to the Outer East wards of Crossgates and Whinmoor, Garforth and Swillington, Kippax and Methley and Temple Newsam, determined by the Committee and statutory obligations placed upon the Council. Activity type is split between programmed and reactive service provision, with activity detailed separately below for each service.

7.2 Street Cleansing Functions

(a) Mechanical Path & Road Sweeping

Sweeping is largely undertaken by pre-determined routes (blocks) which are scheduled to be completed on a cycle set on a weekly, fortnightly, 4 weekly, or 8 weekly basis. Work cycles are fixed on particular days of the week.

Each block represents approximately 20km of road/paths (i.e. 10km x 2 sides of the road). Those streets/roads that have been identified as requiring a sweep/clean at every visit are indicated on the route maps. The service will work with Elected Members to continually review routes/blocks and seek agreement for changes to street cleansing approaches, frequencies or days where appropriate.

Extra days of “spare” capacity are programmed into the work cycle, allowing the service to recover days lost for planned and unplanned leave. Any remaining capacity will be used to respond to local problems, support community clean ups, tackle seasonal issues and take part in joint-operations with partners.

(b) Manual Litter Picking

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

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

(c) Litter Bins

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

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

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

A survey of bins across the area has been undertaken to identify bins that require refurbishment or replacement. The replacement/refurbishment of existing damaged bins will be prioritised within the existing capital budget (see appendix B). The apportionment of litter bin repairs and replacements across wards will be shared with Elected Members prior to any repairs or replacements taking place.

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

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

(d) *Flytipping and 'hot-spot' work*

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

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

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

(e) *Ginnel cleaning*

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

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

7.3 Environmental Regulation

The enforcement services to be delegated all operate on a Monday – Friday basis, 7am to 7pm, although weekends and late evening/early morning working is possible by prior arrangement, but usually at additional expense (see section 7.5 below).

The majority of work undertaken by the Regulatory team involves responding to requests for service made by members of the public, via the Council's contact centre, or ward Members. Responding to these issues takes up approximately 60% of the time available within the team. On this basis the Area Committee is currently able to direct approximately 40% to be used best to fit with local priorities.

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

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

7.4 Responding to urgent issues

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

7.5 Additional Chargeable Services

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

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

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

8 Service outcomes

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

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

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

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

9 Community Engagement

9.1 The SSE Locality Team will engage with the community via existing mechanisms set out in the Area Committee Business Plan and work with the Area Leadership team to avoid duplication and make the best use of any time spent consulting.

9.2 The Team will work with Elected Members to identify local opportunities for engagement specifically around local environmental priorities, particularly with residents involved in helping improve the condition of neighbourhoods through In Bloom, Friends of and other such groups.

9.3 We will work with the South South-East Area Leadership Team to develop our approaches to engaging with residents in Inner South to engender a sense of responsibility for environmental quality in their areas and mobilise communities into action.

10 Accountability

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

10.2 The Area Committee will be accountable to Executive Board for the achievement of service outcomes and the local execution of Executive Board policies on environmental quality.

10.3 As concurrent delegated authority exists with the Director of Environment & Neighbourhoods and Chief Environmental Services Officer, these positions

will remain accountable to the Executive Board for the effective and efficient delivery of environmental services and related decisions.

- 10.4 Ultimately, however as an Executive Function, the Executive Board of Leeds City Council will remain accountable for delivery of environmental services to the residents of Leeds.

11 Reporting & performance monitoring

11.1 Environmental Sub-group

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

11.2 Area Committee

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

11.3 Executive Board

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

12 Review process

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

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

- 12.3 The review process will commence in the October to December 2013 quarter and completed in the January to March 2014 quarter. Proposed updates to the service principles and priorities will be presented at the last Area Committee meeting of the municipal year (March/April) so that a full, revised SLA for 2014/15 can then be worked up to also incorporate any service activity changes required. Also provided will be the second service monitoring report outlining performance against the current year's agreement.

- 12.4 The new SLA for the 2014/15 municipal year will be formally approved by the Area Committee at its first meeting of that municipal year (June/July 2014).

- 12.5 Simple "in-year" changes to how an element of the service is organised and delivered in wards can be agreed outside of any formal review process of the

Agreement between ward members and the Locality Manager. Providing the change can be met from within existing capacity in that ward. For example, the additional/amendments of litter bins locations, minor revisions to mechanical and manual sweeping routes/frequencies and agreeing localised enforcement priorities.

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

13 Resolving Disagreements

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

14 Confidentiality & Legal Requirements

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

Signed:.....
Date:

Signed:.....
Date:

Appendix A - Environmental Services – South and Outer East Locality Team Structure

**Public Contact:
0113 2224406**



Tom Smith
Locality Manager
tel: 39 51395/ mobile: (07891) 272747



Paul Spandler
Service Manager
tel: 24 75666 / mobile: (07891) 277013



Steve Wetherill
Team Manager
tel: 39 50646 / mobile: (07891) 275596



Michelle McGill
Supervisor
mobile: (07891) 277577

Chris Pierpoint
Supervisor
mobile: (07891) 273794



Resource and Casework Supervisor
Vacant

Enforcement

2 x Senior Environmental Action Officers

Mechanical Cleaning

4 Drivers of Road Sweepers
8 Drivers of Path Sweepers

Litter Picking

16 Streetscene Attendants

Litter Bin emptying

4 Drivers
4 Streetscene Attendants

Bulk / Fly tipping

4 Drivers
4 Streetscene Attendants

Gulley Cleansing

2 Drivers
2 Streetscene Attendants

Dog Wardens

2 Dog Wardens

Enforcement

12 x Environmental Action Officers

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Appendix B - SOUTH Locality Team - Draft Budget for 2013/14

Budget Heading	£	What this pays for	What is NOT included:
Staff Functions			
Management & Support	166,105	Locality Manager, Service and Team Managers and NO Admin	There are a number of elements of the overall delegation that will continue to be managed and budgeted for at a city level. These are: Dog Warden Service Graffiti team Weedspraying Disposal cost of street waste Past pension costs
Supervisors	102,155	2 Supervisors working shifts to cover the 7 day/wk service plus a supervisor to cover 5 days a week	
Bulk/Fly tipping team	160,710	4 drivers and 4 street attendants working shifts to deliver a 7 day/wk service	
Pathsweepers	177,110	8 drivers working shifts to deliver a 7 day/wk service	
Roadsweepers	88,230	4 drivers working shifts to deliver a 7 day/wk service	
Litter bins emptying	171,050	4 drivers and 4 street attendants working shifts to deliver a 7 day/wk service	
Street Litter	303,950	16.0 street attendants working shifts to deliver a 7 day/wk service	
Environmental Health & Technical	70,574	2 Senior Environmental Action Officer	
Community Enforcement Staff	319,656	11.07 Environmental Action Officer	
Funded Post	24,000	1 Community Environmental Officer	
Overtime	110,420	}operational cover	
Supply (Agency)	-		
Insurance, training & travel	5,170		
	1,699,130		
Premises Costs	5,000	Incl. £5k Works in default (recovered by income)	
Supplies and Services	59,940	Operational materials/equipment	Planned to be delegation Master Key Fuel (further work) £44k FPN income (£84k) (change in current system / ICT) Managers vans £12k Water (Standpipe charges) £30k
Travel & Transport Costs			Risks
Fleet Hire	209,710	Contract hire of 4 x pathsweepers, 1x supervisors car, 2 x mechanical road sweepers	Fuel - ongoing inflation pressures
Leasing costs	28,040		Attendance management
Maintenance/repairs	53,390	Running costs for 4 x pathsweepers, 1x supervisors car, 2 x mechanical road sweepers, 2x Caged tipper, 2x Tipper, 2x operational vans	TOIL
Fuel	131,800		Agency usage
Vehicle insurance	4,670		Fleet - replacement costs
Staff travel	29,920		
	457,530		
Legal Costs	28,740	Cost of prosecutions and advice	
Internal Support Charge HRA	7,610		
Prudential Borrowing costs	6,000	Financing costs of Bin replacement	
TOTAL EXPENDITURE	2,263,950		
INCOME	- 45,550	Ad hoc cleansing, Court Costs and recovery of 'Works in Default'	
SUB TOTAL	2,218,400		
Targeted efficiency	- 48,830	Transfer of Estate Caretakers (33k) and ELI target /line by line (16k)	
NET BUDGET	2,169,570		

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Crossgates and Whinmoor Ward

1. Priority Areas
 - Coal Road to Moortown Ring Road
 - White Laithe Shops
 - Langbar estate
 - Naburn View, Drive, Approach
2. Priority Land/Open Spaces:
 - 'Orphan' land at White Laithe Shops
 - Grimes Dyke/Cock Beck footpath
3. Priority Ginnels
 - Tranquility to Beulah Terrace
 - Adjacent to Marks and Spencers in Crossgates: Identified as Kennerleigh drive to Station road
 - Grafton Villas long footpath
 - White Laithe Walk
 - Manston Ave to ring road
 - Penders Way
 - Kennerleigh ave
 - Lulworth Avenue
 - Smeaton Approach to Bamburgh Road, John Smeaton College
 - Coal Road, adjacent to St. Paul's, Whinmoor
4. Other Priority Actions
 - Integration of services with Aire Valley Homes on housing estates
 - Develop education offer for schools

Garforth and Swillington Ward

1. Priority Areas
 - Garforth Main Street
 - Oak Estate/Church Lane
2. Priority Land/Open Spaces
 - Swillington Park
 - Ash Lane industrial estate and area
3. Priority Ginnels
 - Brunswick Gardens to Station Fields
 - Fairburn Drive to Nine Lands Lane
 - Church Lane to bottom of Lindsay Road, Garforth
 - Lindsay Road/ Rydal Ave to Lowther Rd
 - Lindsay Road to Selby Road and into Garforth Academy
 - Church Lane to Whitecliffe Crescent, Swillington
 - Aberford Road around East Garforth Primary School

- Montague Crescent to The Crescent
4. Other Priority Actions
- Work with Garforth Academy on education programme.
 - Reduce dog fouling issues.

Kippax and Methley Ward

1. Priority Areas
- Kippax High Street
 - Garden Village, Micklefield
 - Cross Hills Drive/Well Lane
2. Priority Land/Open Spaces
- None identified
3. Priority Ginnels
- Kippax Ashtree Primary School
 - Churchville to Great North Road, Micklefield
 - Highfield Grove to Leeds Road, Allerton Bywater
 - Gibson Lane to Chapel Lane, Kippax
4. Other Priority Actions
- Look to CCTV to tackle flytipping issues.
 - Support in bloom groups
 - Reduce dog fouling issues

Temple Newsam Ward

5. Priority Areas
- Selby Road/Chapel Street
 - Primrose Park
 - Colton commercial areas
 - Halton Moor Avenue commercial area
 - Austhorpe Road
6. Priority Land/Open Spaces
- Barrowby Lane – flytipping
 - Neville Garth - flytipping
7. Priority Ginnels
- Rathmell Road
 - Field End Garth/Court complex of ginnels
8. Other Priority Actions
- Review litter bins provision and fill gaps either through commercial premises providing or other means.
 - Work with Parks on solution for Temple Newsam park litter bins.
 - Keep Thorpe Park development under review

Outer East Area Committee - Priority Ginnel Programme

ID	Description	Ward	Area Committee	Adopted Highway	PROW	Agency Lead	Locality Team Inspection Frequency	Locality Team Cleansing Frequency
CW3	Grafton Villas long footpath	Crossgates and Whinmoor	Outer East	Yes	No	Locality Team	Bi-monthly	Tuesday
CW4	White Laithe Walk	Crossgates and Whinmoor	Outer East	Yes	No	Aire Valley Homes	Bi-monthly	Thursday
CW5	Manston Ave to ring road	Crossgates and Whinmoor	Outer East	No	No	Locality Team	Bi-monthly	Monday
CW6	Pendas Way	Crossgates and Whinmoor	Outer East	Yes	No	Locality Team	Bi-monthly	Thursday
CW7	Lulworth Avenue	Crossgates and Whinmoor	Outer East	Yes	No	Locality Team	Bi-monthly	Sunday
CW8	Smeaton Approach to Bamburgh Road, John Smeaton College	Crossgates and Whinmoor	Outer East	Yes (part)	Leeds FP 121	Locality Team	Monthly	Reactive
CW9	Red Hall Croft/Approach/Coal Road	Crossgates and Whinmoor	Outer East	Yes	No	Locality Team	Bi-monthly	Friday
GS1	Brunswick Gardens to Station Fields	Garforth and Swillington	Outer East	No	Garforth FP 12	Locality Team	Bi-monthly	Wednesday
GS2	Fairburn Drive to Ninelands Lane	Garforth and Swillington	Outer East	No	No	Locality Team	Bi-monthly	Friday
GS3	Lindsay Road ginnels to Garforth Academy, Garforth	Garforth and Swillington	Outer East	Yes	No	Locality Team	Monthly	Reactive
GS4	Church Lane to Whitecliffe Crescent, Swillington	Garforth and Swillington	Outer East	No	Swillington FP's 18 & 19	Locality Team	Monthly	Reactive
GS5	Aberford Road around East Garforth Primary School	Garforth and Swillington	Outer East	No	Garforth FP 18	Locality Team	Monthly	Reactive
GS6	Montague Crescent to The Crescent	Garforth and Swillington	Outer East	No	Garforth FP 14 & 15	Locality Team	Bi-monthly	Friday
KM1	Kippax Ashtree Primary School, Gibson Lane to Chapel Lane	Kippax and Methley	Outer East	Yes	No	Aire Valley Homes	Monthly	Reactive
KM2	Churchville Drive to Great North Road, Micklefield	Kippax and Methley	Outer East	Yes (part)	No	Aire Valley Homes	Monthly	Reactive
KM3	Highfield Grove to Leeds Road, Allerton Bywater	Kippax and Methley	Outer East	No	No	Aire Valley Homes	Monthly	Reactive
KM4	Rathmell Road	Temple Newsam	Outer East	No	No	Locality Team	Bi-monthly	Saturday
KM5	Field End Garth/Court complex of ginnels	Temple Newsam	Outer East	No	No	Aire Valley Homes	Bi-monthly	No Litter picker in area

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

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

1. Ad-hoc requests (per hour):

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

2. Additional posts (per annum):

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

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

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

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

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Report of the South East Area Leader

Report to Outer East Area Committee

Date: 2nd July 2013

Subject: Summary of Key Work

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Cross Gates & Whinmoor Garforth & Swillington Kippax & Methley Temple Newsam		
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. The report will detail priority work carried out in the area over recent weeks.
2. The report will provide minutes relating to forums, partnership and sub-group minutes and minutes of Area Chairs.

Recommendations

3. Area Committee will be requested to note the report and raise any queries.

1 Purpose of this report

- 1.1** The report will provide Area Committee with details of key issues and activities in recent months including project work and community engagement.
- 1.2** The report will provide Members with minutes relating to recent community forums and engagement activities, sub group and partnership meetings and minutes of Area Chairs meetings.

2 Background information

- 2.1** The Area Committee Business Plan focuses on community engagement, partnership work, functions delegated to Area Committee, integrated working and locality working. This report will update Area Committee on priority work, including project work and community engagement as well as key issues for discussion.
- 2.2** The report will include relevant attachments such as minutes and partnership working etc.

3 Main issues

3.1 Neighbourhood Centres

3.1.1 Temple Newsam:

- A Halton Traders Group has now been launched through leadership from Ward Councillors and Area Support Team. (AST) The group offers an innovative, locally based approach and is led by the former chair of Bradford Chamber of Commerce and has deputies who serve as minute taker and treasurer respectively, publicity is overseen by the manager of the local Tesco's store. The group aims to provide support as needed to Halton Moor, Wyke Beck, Whitkirk, Temple Newsam, Austhorpe View, Colton, Colton Retail Park and parts of Thorpe Park. Notes from the chair are attached as **Appendix 1**.
- Established three months ago, Halton in Bloom now has 4 significant displays under construction and 50 hanging baskets for local businesses and companies. Councillors have provided ideas for the group which will lead to greater floral displays around the Ward. A possibility for improving management of the main car park is also being discussed between AST and Halton In Bloom.

3.1.2 Kippax & Methley:

- A mural showing a miner has been added to Kippax High Street. The work was led by Kippax in Bloom and is at the end of a row of Edwardian homes which also received a facelift earlier this year. The traders and community are working

together to make the High Street suitable for inclusion within the 2013 Britain in Bloom walkabout.

- A meeting was arranged by a ward councillor and AST to discuss the shopping offer in Allerton Bywater. Consideration is being given to a farmers market at a central location and for the village to increase the amount of local food grown in the village.
- Kippax Traders Association met on has met on 27th March, 8th May and 12th June. A growing number of traders hope to see more rapid progress on projects they have put effort into over the past two years. The minutes are attached as **Appendix 2a, 2b and 2c**.

3.1.3 **Garforth & Swillington:**

- Garforth Traders Group has a new chair, vice chairs and publicity team wishing to work with AST to address opportunities in the town centre. Chair of the group is Graham Pease from the hardware and gardening store Pease of Garforth. Key issues raised at this inaugural meeting included reducing shoplifting, meeting with the owner of the Town End development (updated below) and working in partnership with the Council over the town centre parking improvements and future major expansion of the shopping area. The minutes are attached as **Appendix 3**.
- The Town End Car Park scheme is progressing and the floral display approved by OEAC's May meeting are being planted. The site has been cleared and part is now operating as storage yard for the car park and Main Street improvements.
- Last year OE Area Committee approved £5,000 towards removing garages in Main Street Car Park in Garforth. The work was part of a project to improve pedestrian safety and car parking in the town centre - due to be completed in September. This will include introduction of a 20mph speed limit across much of the town to reduce accidents. Along with the increase in parking and better regulation, the scheme will also revitalise the area and make Garforth Main Street a more attractive shopping area.

3.1.4 **Cross Gates & Whinmoor:**

- Businesses on Austhorpe Lane, the Shopping Centre, Station Road and adjoining streets have been asked to indicate whether they would be interested in working with the Forum and Ward Councillors to assist the town. The responses so far returned have been positive. A copy of the letter distributed is attached as **Appendix 4**.

3.2 **Community Engagement**

- 3.2.1 Community forums have been held in North Whinmoor (**Appendix 5**), Swarcliffe (**Appendix 6**), Halton (**Appendix 7**), Halton Moor (**Appendix 8**), Kippax & Methley (**Appendix 9**), and Cross Gates (**Appendix 10**). An adapted forum for Garforth & Swillington was held in Swillington Working Club on 22nd April which received a presentation on HS2 and included a question and answer session.

The dates for the 2013/14 forums are:

<u>Forum</u>	<u>1st Meeting</u>	<u>2nd Meeting</u>	<u>3rd Meeting</u>	<u>4th Meeting</u>
Cross Gates	Wed 17 July	Wed 9 Oct	Wed 8 Jan 14	Wed 2 April
Garforth & Swillington	Tues 23 July	Tues 22 Oct	Tues 21 Jan	Tues 15 April
Halton	Thurs 18 July	Thurs 10 Oct	Thurs 16 Jan	Thurs 10 April
Halton Moor	Tues 16 July	Tues 8 Oct	Tues 14 Jan	Tues 8 April
Kippax & Methley	-	Wed 16 Oct	-	Wed 16 April
North Whinmoor	Mon 15 July	Mon 7 Oct	Thurs 16 Jan	Mon 14 April
Swarcliffe	Thurs 4 July	Wed 2 Oct	Wed 29 Jan 14	Wed 9 April

3.3 Area Chairs' meeting

3.3.1 The Area Chairs Forum was held on 1st March and items included: Approaches to Financial Inclusion regarding the challenges of welfare reform and financial inclusion in Leeds, Area working, Well Being budgets and the Transform Leeds programme. The minutes are attached as **Appendix 11**.

3.4 Partnerships and Area Committee Sub Groups

3.4.1 Environmental sub-group: The last Environmental Sub group meeting discussed the Service Level Agreement Report. The minutes of the meeting on 20 June are attached as **Appendix 12**.

3.5.2 **Divisional Community Safety Partnership (DCSP)**: The most recent meeting of the group was held on 18th April and the minutes are attached as **Appendix 13**.

3.5.3 **Health & Well Being Partnership**: The partnership is currently undertaking a review on the role and future priorities. No meetings will be held until this process is complete.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The projects in sections 3.1, 3.4.1 and 3.5 form the main part of the face-to-face community engagement strategy.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Under equality legislation the Council has a legal duty to pay due regard to the need to eliminate and promote equality in relation to race, disability, gender, age, sexual orientation, pregnancy and maternity, and religion or belief.

4.2.2 The main section of this report provides details of activities around community engagement and the delegation of environmental services to Area Committees that support this legal duty.

4.3 Council Policies and City Priorities

4.3.1 The proposals contained within this report contribute to the existing targets and priorities set out in the Council's Policy Framework in the following plans:

- Vision for Leeds
- Safer & Stronger Communities Plan
- Children & Young Peoples Plan
- Health & Well Being City Priority Plan

4.4 Resources and value for money

4.4.1 There are no new resource implications contained in this report other than funding that has previously been agreed by Area Committee from its revenue budget.

4.5 Legal Implications, Access to Information and Call In

4.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are no longer eligible for Call In.

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

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

4.6 Risk Management

4.6.1 This report provides an update on project work and key issues in Outer East. Any projects funded from the Well Being Budget or undertaken by the Area Support Team are risk assessed.

5 Conclusions

- 5.1 The report provides up to date information on key work and key issues for Area committee to consider. Members are requested to note the content of the report and raise queries relating to issues raised within the report.

6 Recommendations

- 6.1 Area Committee is asked to note the report and raise any queries.

7 Background documents

- 7.1 None

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.

Message from Chair of newly formed Halton Traders' Group

Thank you for attending the first Halton Traders Group meeting. I have booked our second meeting in Halton library for 6pm on Monday, 1 July.

I have also drafted the attached for circulation. Please let me know if you are happy for me to send it and I will arrange for local businesses to receive it by the middle of next week. Please feel free to hands out copies too !

Halton Traders Group

Next Meeting - Halton Library on Monday 1 July - 6pm to 7pm

Dear Manager

We are holding our second Halton Traders Group meeting on Monday 1 July. Our first meeting was very well attended and a great deal of enthusiasm for such a group was evident.

Although we are still a fledgling group we have many ideas for ways we can improve the Halton, Temple Newsam and Colton shopping areas.

Subjects already on the agenda include better signage towards car parking, drainage issues and 'Welcome to Halton' signs.

I do hope you can come along to the meeting, if only to meet others traders in our area. If you are unable to attend but wish to be on our email list for minutes and details of future meetings please get in touch.

Clare Deacon - Chair
c/o Halton Post Office (clare.deacon3@btinternet.com)

Attendees at the first meeting:

Clare Deacon	Halton Post Office
Jo Thompson	Sweetz
Fiona Coyle	Halton News
Hannah Lippa	Halton Pharmacy
Judith Cummins	Councillor
Peter Mudge	LCC
Anita Halliwell	Eyesite Opticians
Malcolm & Yvonne	Beadshop
Dominic	Tesco

Kippax Traders Association

Amendment:

Reference to the re-opening of 'Jumbo's Nick' was wrongly reported in the last minutes. An e.mail was sent out on the 20th Feb. to rectify this. The e.mail read as follows:-

The Councils Right of Way Team state that only a Government Inspector can decide to keep it shut and under the UK Law they have no option but to open it. Councillors, Area Committee and the majority of the community would like it to stay shut, and investigation is now underway as to whether a way can be found. The matter is likely to be decided by a government inspector later this year, meaning that Jumbos Nick will remain shut until that enquiry is concluded.

Meeting Wed. 27th March 2013.

Present: Pat (Pats Sweets), Helen Carr, Nikki (Newsagents), Jane & Karl (Ice-cream Parlour) Christine (Goodalls), Karen (Black & Cream), Jayne (Dodgsons), Vic (Ann Marie), Pete Mudge

Apologies: Emma (Florists), David (Co op), Mary (Ann Marie)

After discussing the amendment to the last minutes there was an up to date run down of the High Street:-

Old School Site... the site has been taken off the open market by the Council and the likeliest development still appears to be old peoples housing.

Royal Oak site ... planning has been approved for 7 residential units, plus the small separate retail unit. It was commented that a further application for the remainder of the originally proposed units may follow at a later date.

Barclays unit ...Pete reported that agents DTZ have indicated they hope to be able to put some images in the windows. Pat Samy said the brickwork is to be cleaned up.

Alldays unit ... Pete has spoken with the owner, who wants to buy the house unit next door and regenerate the whole of the site for retail units. There is an issue with the existing retaining wall at the rear of the William Hills as nobody seems to know who owns it and it is in need of attention (it forms the Church Yard boundary, and may belong to the Church).

Helens Cottages ... Pat reported that work on the proposed gable end mural had been delayed by the weather, and further that work by Kippax in Bloom had generally been delayed but regardless of this Judging was still due to take place on the 9th April. (Subsequently the Spring judging was scrapped due to the late snow.)

Helen reported that Vinyls had been put on the Old Nursery Windows.

The Hermitage...Pete reported that Clr. Wakefield is due to meet with the Council next month to discuss a way forward.

The Tattoo shop... the scheme to use for Neighbourhood Development plan has not proved viable .. but ..the Parish Council may be able to use the Library for this purpose.

It was further generally discussed as to the High Street...

Pete has met with the Post Office as is it thought that the present premises are not big enough for the purpose.

Jason will be closing for 9 days over the Easter period for a full refurbishment.

Kevin is to re-paint the front of his unit.

It is understood the owners of 'Simons Costumes' plan to install a new shop front.

The Alarm shop is still not open though it appears that an opening in the near future is imminent.

The litter situation again came under discussion, in particular the area around the Legion club bottle bank and the alley along side Jaks Icecream Parlour (in particular rubbish and dog fouling). Pete again said that a dog inspector could be arranged if specific times could be provided. (it was suggested that increased anti-fouling signs might help). It was reported that an electronic Litter Sweeper is now going round regularly and that the Parish Council aim to employ a litter picker, which will include the High Street.

It was noted that blue paint has been sprayed over the Wells Garden and on the walls of the new Jaks Parlour building. It was noted that this was probably emulsion and should clean off.

Pete supplied details of Retail Skills Courses (at greatly reduced rates) available through the Leeds Retail Skills Academy Website. Full details can be supplied to anyone interested in courses. The website for details is www.theleedsretailskillsacademy.co.uk

Pete also supplied full details of a FREE Town Centre Retail website to enable trading online for businesses in the village. The website is free but that is on the basis that the shop takes its own pictures and uploads them. People trading online can make a lot of money and undoubtedly local businesses will increasingly lose out if they do not have capacity for online sales. Despite this, across the UK it is clear most town and village centres do not produce online sites promoting the town/village's offer - as a result their potential of online sales has never been realised. If the High Streets are to make the most of opportunities they must develop this at some time. (And that is what this campaign is aimed at) If Kippax is the first area of Leeds to do this it would be a great PR opportunity and place its traders at the forefront of innovative thinking. (Where they rightly belong!) To deliver the project successfully there should be someone co-ordinating it. This could be a specialist, a student or a member of the traders group. Perhaps this co-ordinator could charge businesses £1 (or whatever is a reasonable amount) for each pic he/she takes of items within the shop and places online? On this basis, for £20 the business could have a reasonable display. The website for details about this opportunity is [www,seemytown.co.uk](http://www.seemytown.co.uk)

It would seem great as a subsequent step if one or two traders offered online collection and delivery (as a profitable enterprise) so anyone wishing to, could have an item delivered to them rather than heading to the shop to pick it up?

The meeting finished with a discussion as to best way of distributing the Meeting Minutes. These are e.mailed where e.mail addresses are available but Helen and Christine volunteered to distribute the minutes in throughout the shopping area.

The next meeting was set for Wed. 8th May, 6.00pm at Black & Cream.
YOU ARE ALL WELCOME

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KIPPAX TRADERS ASSOCIATION

Minutes of meeting held Wed. 8th May 2012

NEXT MEETING - Wednesday 12th June, at 6.00 pm, at Black & Cream
– all businesses welcome.

Present: - Pat (Pats sweets), Helen Carr, Christine (Goodalls)
Karen (Black & Cream), Vic (Ann Marie) & Mary Carter (part)

Apologies: - Jayne (Dodgson's), Nikki (Newsagents)

As Pete Mudge was unable to attend it was thought best to update the High Street as best we could:-

Old School Site: - No change from last minutes.

Royal Oak Site: - One of our Parish Councillors noticed while working with Kippax in Bloom at The Kabin youth club site that lots of building rubble had been tipped over the boundary wall and piled up against the youth club fence causing it to lean inwards. This was reported by him to the Parish Council who contacted LCC's Chris Marlow who arranged for Building Control to visit the site. They found other safety issues also and a temporary stop has been put on the site (nevertheless work seems to be continuing). It was decided to bring this to the attention of the PC.

Barclays Unit: - as last minutes

Alldays Unit: - the Site owner does not want to buy the freehold until the issue with the wall at the rear of William Hills is sorted out.

Helens Cottages: - the mural to the gable end will start in the next couple of weeks and should take 2 or 3 days to complete.

Hermitage: - everyone agreed that the situation is dragging on and on and it is not just the Hermitage building but the whole site that is deteriorating and a blight on the High St. Pat reported that the businesses were approached last yr when Kippax was in Britain in Bloom to work with in Bloom to improve the appearance of their premises but nobody cooperated & another route had to be found. Mary reminded us of the plans for a village square that were drawn up about 9 /10 yrs ago by a group of students from Leeds Met and we all agreed it was something that should be progressed if at all possible. It was agreed to send an email from the Traders Association to Cllr. Wakefield to this effect and suggesting that action was needed urgently.

The Tattoo Shop is under new ownership & and has been newly decorated & is now up and running, with very favourable comments from Karen & Pat who had visited the shop. (Albeit not to get tattooed!!!).

The Alarm shop CIS will be open within the next two weeks just waiting for signage... when the shutters will be open throughout the day.

Although the new shop front to Simons Costumes has not been started yet it was hoped that this would happen in the near future as the window has been boarded up for a couple of months now and is a bit of an eyesore on the High St

Paul Flintoft Butcher: We send our best wishes to Paul and hope he's fully recovered soon.

The Town Centre retail web site was felt to be, in principle, a good idea but no one is computer literate enough to set up the scheme. We need a computer whizz kid to take the reins... if anybody knows one.

It was noted that the arrangements for minutes distribution made at the last meeting had not happened... but it was decided to give it another go.

The meeting closed at 7.00pm and the next meeting was fixed for **Wed. 12th June**, at 6.00 pm, at Black & Cream.

The Royal Oak Since the meeting an amendment to the previous approval of 7 flats and erection of a retail unit with flat above has been submitted to include an additional block of 4 self contained flats. You can look at the application at www.leeds.gov.uk/publicaccess **using application no 13/01879/FU** and comment if you wish by 13 June 2013

Co-op's decision not to buy several Lloyds branches could be great news for Kippax as discussions are back on for a bank facing onto the High Street. A decision has yet to be made and more work will be required by local people however the discussions are back underway and Cllr Wakefield and Co-op's Leeds Wakefield branch is arranging a meeting with a key figure from Co-op Finance.

KIPPAX TRADERS ASSOCIATION
Meeting minutes Wed. 13th June 2013

Present:- Pat (Pats sweets) , Pete Mudge (LCC), Christine (Goodalls)
Vic & Mary (Ann Marie), Gavin & Christine Lowe

Apologies:- Nicki(Newsagents), Karen(Black & Cream), Helen Carr,

Helen and Pat had spoken to Mary prior to the meeting to explain that they would not be attending as they feel there is no longer progress on improving the wellbeing of the High Street ...

A discussion followed and it was felt that, although it was not expected that every trader would come to the meetings, the more who attended and worked towards village improvements could only be good .(a prime example in point being the improvement to the High Street with Helen's cottages)

Gavin & Christine (who are hoping to take the vacant shop next to Goodalls) were welcomed to their first meeting.

Pete brought to the meeting the site allocations plan for Kippax which seeks feedback on development areas between 2013 and 2028. Under the Site Allocations Plan a few tweaks are suggested for the extent of Kippax shopping area. While this sees a slight decrease in the size of the available shopping area it does not affect any areas where shops or offices already exist. The group did not raise objections to the scheme and Peter said if they had any views on that or the housing allocation they should look online at www.leeds.gov.uk/siteallocations. or go to the drop in event between 12.30 and 5.30pm at Garforth Miners Welfare on 29 June.

Pete also showed details of various business workshops available in June and July.

With regard to the High Street:-

The Old School Site is still intended to be developed as Old Peoples Homes.

Barclays Unit :- DTZ (property agents) have recommended to Barclays that they use window images.

Royal Oak Site:- it was reported that the Council had stipulated that the site should be cleared of building rubble at the end of the job though it appears that at the moment the job is stopped.

Alldays Unit:- The council have agreed to sell the land freehold to the owner of the buildings and this process is in progress. The land owner is reluctant to complete until the responsibility for the damaged wall (which is owned by the church) is sorted out. It was reported that the council are developing options for this.

Helens Cottages now have a mining theme mural on the gable wall.

The Hermitage:-Pete reported that the Council are progressing the highly unusual course of seeking a Compulsory Purchase order as one option. Cllr. Wakefield is fully behind this and the Parish Council have also said they support this action .

Simons Costumes still gives the impression of a derelict unit with its boarded up front, though Pete had been told that a new shop front would be installed some time ago.

With regard to the suggested town centre web site, Pete has approached Brigshaw School with the suggestion that setting up a site could be a good project for their IT studies and it was also thought that a personal approach to the staff might help. Pat agreed to have a word with a member of staff she knew.

The idea of a village event was again brought up (eg. A gala day) and it was agreed to put this in an article in the next Parish Magazine in the hope of recruiting someone willing to take on the roll of organising an event.

The meeting closed at 7.30 and the next meeting was fixed for 6.00pm, Wed. 17th July at Black & Cream

MEETING OF GARFORTH TRADERS ASSOCIATION

WEDNESDAY 5TH JUNE, 5.15PM @ BARAKA COFFEE SHOP

Present : Peter Mudge (Leeds City Council), Kevin Pease (Pease of Garforth), Nick Castle (Baraka / Cielo), Anne Corry (Dorothy Anne's), Denise Peech (Fancy Pants), Sam & Steve (Adore), Alison Lane (Precious), Main Street Café

1. Election of Garforth Traders Chair Person

- Following the resignation of Lesley Pepper and Jane Ann Parsons from their posts as Chair & Vice Chair of the Garforth Traders Association, Kevin Pease was elected as Chair . Anne Corry and Alison Lane offered support in terms of organisation of meetings, distributions of minutes etc.

2. Rate Appeal

- It was agreed by all that the business rates on Garforth Main Street are exceptionally high and it was suggested that a co-ordinated appeal on behalf of all Traders may have more impact / result in greater reductions than each business appealing individually. Letter to be sent to all businesses to ascertain who may be interested.
- Kevin Pease & Anne Corey offered to discuss with the companies they currently use for Rate Appeals.

3. Car Parking Strategy

- Work is already underway on implementing the car parking strategy and highway improvement scheme and is expected to run for 16 weeks.
- Garages in the car park behind Barclays Bank are being demolished to create additional parking spaces and this is due for completion by close of play on 06/06/2013.
- 1 hour car parking spaces are being introduced at designated points along Main Street.
- Un-used land at the top of Main Street is to be used to create a new long stay car park with 151 spaces. Expected completion August 2013.
- Once this car park is completed, the car park behind Barclays & Barley Hill car park will become designated short stay car parks for shoppers and will include both 2 and 4 hour stay bays.
- Whilst the Council are funding the refurbishment of the new Town End car park, the land is privately owned and charges for parking have been initially agreed at £1 per hour for shoppers and £3 per day for Traders.
- Some Traders expressed an interest in securing an annual parking space in the Town End car park. Alison Lane & Nick Castle to meet with land owner to discuss this in further detail. Letter to be sent to all Traders asking if this is something that would be of interest to them and, if so, how many parking spaces they would require.
- All monies raised from the Town End car park will be donated to charities for disabled children. It was agreed that this was something worth "shouting about" and that this fact should be made very clear on the car park signage.
- Payment for use of the Town End car park will be made via mobile phone, as there are security considerations associated with having "Pay & Display" machines in the car park.
- 20mph speed limit is being introduced along Main Street.
- Peter Mudge to email a plan / map of the proposed parking arrangements on Main Street so that people can see where the 1 hour bays etc are planned to be.
- Peter Mudge advised that funds had been provided to Garforth in Bloom to provide plants around the new Town End car park. This is due to take place over the next few weeks.
- Yellow zig-zags are to be included alongside the Sensory Garden in Halliday Court to allow access to the garden.

4. Pre Business Start Up Workshops

- A Pre Business Start Up Workshop is being held in Garforth Library between 10.30am – 1.30pm on Thursday 4th July.
- Workshops are available with a variety of business support organisations including – “An Overview of business support within Leeds” – Leeds City Council. “How to access Business and Patent Information Services” – Library Business Service. “Business Advice & Guidance” – Leeds, York and North Yorkshire Chamber. “Making Tax & Book keeping less painful” – WGN, Chartered Accountants. “Maximising your marketing ability” – Chartered Institute of Marketing. “Are you eligible for the Enterprise Allowance Scheme” – Job Centre Plus.

5. Community Market

- Proposal for a Craft / Farmers market to be held a couple of times a year was briefly discussed.
- Vanessa Cairns plans to attend next meeting on Wednesday 17th July to provide a further insight in to her proposals.

6. Loyalty Card Scheme

- Introduction of a Garforth wide loyalty card scheme was briefly discussed and may be something to reconsider / revisit in the future. At this stage however, it was felt that the management of such a scheme would require a significant amount of resource to implement effectively.

7. Crime Prevention

- It was agreed that a strategy should be agreed and implemented to notify businesses if thieves / shop lifters are known to be operating in the area. Method of notification to be agreed.
- It was suggested that each business displays identical signage stating that “Garforth does not tolerate shop lifting and that Traders will prosecute”. It was also suggested that similar signage be put up on Main Street itself.

8. Business / Trader Contact Details

- Letter to be distributed to all businesses requesting a contact email address so minutes / meeting dates etc can be easily circulated.

9. Emergency Contact Details

- Following a sad incident when someone recently died in one of the shops on Main Street, it has been proposed that all businesses keep their contact information (as may be requested by the emergency services) by the telephone so that this is easily accessible should it be required.

10. Next Meeting

- The date of the next meeting was agreed as Wednesday 17th July at 5.30pm and Nick Castle again kindly offered the use of Baraka for this meeting.

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Name of business

South East Area Support Team
Lidgett Lane
Garforth
Leeds
LS25 1EH

Contact: Pete Mudge
Tel: 0113 3368943
Email: peter.mudge@leeds.gov.uk
Date: 3rd June 2013

Dear Manager,

We are writing to ask if you are interested in the setting up of a Cross Gates traders' group working on projects with the forum and local councillors?

Could please fill in the tear off slip below and return it to us at the above address.

Regards

Interest in forming a business group for Cross Gates

Yes I would be interested in receiving further details about the formation of a business group as part of the Cross Gates' Forum

No I would not like to receive further details about the formation of a business group as part of the Cross Gates' Forum

Your name

Your business name

Email

Phone

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Outer East Area Committee
Minutes from North Whinmoor Forum & PACT meeting
16 April 2013
held at Fieldhead Community Centre

Present:

Cllr Peter Gruen (Chair), Cllr Pauleen Grahame, James Nundy (LCC - South East Area Support Team, minutes), Jeremy Lunn (Aire Valley Homes), Norman Sunderland (Skelton Woods Environmental Group), Robert Preston (SWEG), Chris Tebbutt (resident), Janet & Gary White (residents), Brenda Speight (Red Hall Neighbourhood Watch), Rose Kelly (Whinmoor Warriors Junior Rugby Club), Nick Borrás (LCC – Traffic Management), David Burland (Wellington Hill Residents Association), Paul Spandler (LCC – South & South East Locality Team), Sharon Smith (LCC – Facilities Management), Deeta Tren-Humphries (LCC – Youth Services), Janice Linley (Whinmoor Wanderers), Sgt Simon Harrison (West Yorkshire Police)

Apologies:

Heather Jackson (SWEG), Ken Ward (resident)

1.0	PACT meeting	Action
1.1	Contact points for your local Neighbourhood Policing Team: Tel: 0113 285 5335 Email: banpt.cwt@westyorkshire.pnn.police.uk Website: www.westyorkshire.police.uk/npt (then navigate via the map or add your postcode to the box)	
1.2	Sgt Simon Harrison reported on incidents over the last six weeks: <ul style="list-style-type: none"> • Burglaries were down by two on the previous six weeks, following lots of work being done behind the scenes • Highlighted 'prediction science' techniques • Still finding insecure doors • Tagging offenders and related conditions • Was noted the area is a safer place to live compared to two and a half years ago 	
1.3	Off-road motorbike team The team has taken photos of every bike seized and most of the wall space in their office is already covered – an impressive sight.	
1.4	Issues raised re Skelton Woods: <ul style="list-style-type: none"> • A quad bike was seen on the sports pitches last night • Anti-social behaviour in Skelton Woods is occurring in the form of litter (bottles and cans, suggesting drinking dens) and cutting trees down well within the wood. Also the attempted removal of the information board • Concern was raised as possible preparation for a dogging site Action: police to monitor on patrols Action: Jeremy Lunn to mention at Cross Gates & Whinmoor Tasking	Police JL
1.5	Reports of stone throwing at properties in the Ashwoods yesterday eve.	
1.6	Three bus shelters have been smashed recently.	
1.7	Leeds Anti-Social Behaviour Team (LASBT) contact details to be given to SWEG members.	JN
1.8	CCTV coverage for Whinmoor? Sgt Harrison raised the question of getting CCTV in Whinmoor as it is one of	

	<p>the few areas without systems, but was also noted that the areas with CCTV systems, such as Garforth, Cross Gates, Kippax and Halton, were shopping districts and had them on their main shopping streets. Whinmoor doesn't have such concentrations of shops.</p> <ul style="list-style-type: none"> • A discussion followed regarding private systems in local shops and historic requests • CCTV systems have a significant financial implication (in excess of £60,000 for a two camera system) <p>Action: Cllr Gruen requested any comments to be sent to him</p>	All
2.0	North Whinmoor Forum - welcome, introductions and apologies	
2.1	Cllr Gruen welcomed everyone to the meeting, introductions were made around the table and the above apologies were noted.	
3.0	Minutes of the meeting held on 7 February 2013	
3.1	Agreed as an accurate record.	
4.0	Matters arising from those minutes	
4.1	<p>Fieldhead Community Centre kitchen</p> <ul style="list-style-type: none"> • The plans were drawn up and given to the users for comments. The plans were agreed and a budget now needs to be identified • The costs of the kitchen including the external servery will be £5,751 (labour and materials). If the Fieldhead CC Committee raise half (£2,875.50) the ward councillors will offer match funding <p>Action: Fieldhead user groups to begin fund raising</p>	JL / Rugby
4.2	<p>Fieldhead Community Centre lettings</p> <p>Users were urged to cancel block booked lettings when they know they not going to be using the centre on a particular day - this will free it up for other people to use.</p> <ul style="list-style-type: none"> • How much does it cost to book the centre? <p>Action: Sharon to provide details</p>	JL / rugby / DT-H. SS
4.3	<p>Fieldhead Community Centre – exterior lights</p> <p>Reports of exterior building lights being on overnight. Has the timer been overridden or broken?</p> <p>Action: Sharon to investigate, but users reminded the last one out should turn the lights off.</p>	SS
4.4	<p>Whinmoor Welcome Stone</p> <p>The stone on Wetherby Road will be removed this week.</p>	
4.5	<p>New housing development: North East quadrant</p> <ul style="list-style-type: none"> • Another meeting has been held and councillors are waiting for responses about the infrastructure • It was noted that the developers have said they will only build 50 houses per year and the scheme is for 2000 properties, so with improvements to infrastructure not being required until 1500 properties are built (ie 30 years) it would mean the High Speed Train (HS2) would be here before the roads are improved! 	
5.0	10 minute open floor	
5.1	No issues.	

6.0	Coal Road traffic issues – Nick Borrás																
6.1	Three traffic surveys have been completed since the last forum meeting. Location 1 - just south of Victoria Road, location 2 - Southwood Croft and location 3 - Skeltons Lane. Data analysis gave the following results:																
6.1a	<p>Location: Coal Rd, south of Victoria Rd</p> <table border="1"> <thead> <tr> <th></th> <th>North bound</th> <th>South bound</th> </tr> </thead> <tbody> <tr> <td>No of vehicles in survey week</td> <td>17200</td> <td>21290</td> </tr> <tr> <td>Average Speed (mph)</td> <td>35.8</td> <td>36.1</td> </tr> <tr> <td>No. HGVs in survey period</td> <td>850</td> <td>1021</td> </tr> <tr> <td>Percentage of HGVs / total traffic</td> <td>5%</td> <td>4.75%</td> </tr> </tbody> </table>		North bound	South bound	No of vehicles in survey week	17200	21290	Average Speed (mph)	35.8	36.1	No. HGVs in survey period	850	1021	Percentage of HGVs / total traffic	5%	4.75%	
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6.2	The Government criteria for a HGV ban would be if the level of HGVs reached 10% but as we can see from the survey data, current levels fall short of that figure.																
6.3	On average there are 110 HGVs in a 24 hour period and the majority are travelling southbound.																
6.4	<p>Cllr Gruen requested 'not suitable for HGVs' signage for Coal Road, north of the industrial park, in an effort to divert HGVs along the Ring Road.</p> <p>Action: Nick Borrás to arrange.</p>	NB															
6.5	<p>Accident data for 1970s-2013 shows there have been nine accidents in the last five years, the latest being 30 Jan 2013. All but one were connected to the mini roundabout and failure to give way.</p> <ul style="list-style-type: none"> It was agreed that when heading north on Coal Road, visibility to the right is poor 																
6.6	There is a possibility for Coal Road to have a similar traffic calming scheme to Sherburn Road North – maybe with a mix of chicanes and speed cushions, keeping the mini roundabout but having it on a speed table (raised plateaux).																

6.7	Sherburn Road North was a 'length of concern' before the chicanes were installed. It doesn't feature on the list anymore therefore Highways deem the traffic calming scheme a success.	
6.8	Action: Nick Borrás to discuss the Coal Road traffic calming options and plans with councillors and bring back to the next Forum.	NB / Cllrs
7.0	Youth work in Whinmoor – Deeta Tren-Humphries	
7.1	For more information, please contact Deeta on 07891 271 037 . For more details of youth provision see the Breeze website via breezeleeds.org	
7.2	Following reports of young people congregating in Sherburn Rd, the detached streetwork team was dispatched to engagement them in diversionary activities.	
7.3	The National Citizens Service for 16-17 year olds is still recruiting. It is a community project with a residential aspect. There have been nine expressions of interest so far. It has been advertised in local shops and on a stand in the Crossgates Shopping Centre. Action: A poster will be displayed in Fieldhead Community Centre.	DT-H
8.0	Environmental action and issues - Update from Paul Spandler	
8.1	Simon Norman is your local Environmental Action Officer and is available on 07891 278 378 .	
8.2	136 requests for service were dealt with in the period between 8 February and 16 April 2013.	
8.3	The most common issues included: <ul style="list-style-type: none"> • Fly tipping – 34 cases: On Red Hall Chase; White Laithe Close & Garth; Hebden Walk & Path; Hathaway Drive. Legal action pending for one case • Dog fouling and litter reported across the Whinmoor area. Enforcement officers and Dog Wardens will be increasing patrols in the area • Gulley cleaning and road sweeping has taken place in the Naburn's • Currently investigating the sale of multiple cars on the highway at Whinmoor Court • Issued nine legal notices for offences including dog fouling, stray dogs, waste in gardens and shops with inadequate commercial waste storage and disposal systems • Path along to White Laithe Primary scheduled for a clean-up by West Yorkshire Probation's Community Payback Team. They have also recently litter picked Coal Road and will be returning for a further clean up 	
8.4	Questions / issues raised: A request for litter picking behind Hathaways and Ashwoods as they are badly littered, along with the area behind the bus stop on Coal Road (rear of Farnham Close). Other badly littered sites highlighted were Sherburn Road near White Laithe School entrance, and also on the Ring Road opposite the Power League football <ul style="list-style-type: none"> • Litter picking routes can be tweaked and there are scheduled mechanical sweeps • Locations noted for extra attention 	PS
8.5	It was agreed that the ginnel between Naburn Approach and Skelton Lane is now a lot better than it used to be but needs frequent clearing.	

8.6	There were reports of a lot of dog fouling on the pitches at Fieldhead Community Centre. Is it possible to have signs and bins? Action: Paul to look into signage and will liaise with Parks and Countryside for bins.	PS
8.7	Residents still noted there was a lot of litter left after rugby matches at Fieldhead Community Centre pitches. <ul style="list-style-type: none"> The rugby clubs do complete litter picks after matches but it was also mentioned that the site is open to the public and young people have been seen drinking on the weekends 	
8.8	Sharon Smith (Facilities Management) was invited to rugby committee meetings.	
8.9	[Paul Spandler left the meeting at 6:40pm]	
9.0	Report from Aire Valley Homes – Jeremy Lunn	
9.1	Empty properties are receiving over 200 bids each in Swarcliffe and even more so in Whinmoor. The average tenancy duration is 14.5 years. Both of these statistics show the area is still a very popular place to live.	
9.2	On average, empty properties are available for re-letting in 35 days.	
9.3	Rent collection is currently at 97.12%	
9.4	Assistance is available for issues in connection to the Welfare Reform. Please contact the Housing Office on 0800 915 6660 (free from a landline) or 0113 398 4710 (from a mobile).	
9.5	Ideas are welcomed for improvements in the area. If you have any ideas please get in touch via the numbers in 9.4.	
9.6	There are 88 garages in the area. Not all of them are let at the moment so offers are welcomed.	
9.7	The housing office on Stanks Parade is open from 8:30am to 4pm.	
9.8	Estate walkabouts have all been completed. Everyone is welcome to join in.	
9.9	Area Panel funding is available to schemes which would benefit the local area, eg crime prevention, grit bins, security schemes, campaigns. If you have an idea for a scheme, please get in touch via the number in 9.4.	
9.10	Grit bins <ul style="list-style-type: none"> LCC Highways assess streets with a specific criteria. If a particular street scores in the necessary range a yellow grit bin is provided. Streets not meeting the standard criteria can still have a grit bin but the Highways budget will not be able to pay for it - these bins are blue Criteria includes: <ul style="list-style-type: none"> Location (main road, near a school, sheltered housing complex etc) Incline of street Shade index (sun) A grit bin was requested for Naburn Close, to be funded by the Area Panel Action: Housing manager to look into funding from Area Panel budget	JL
9.11	Dog bins were requested for near Bramley Grange and Naburn Approach (by the entrance to the woods). It was noted that LCC do not provide specific bins for dog waste anymore as bagged waste can be put in regular litter bins. Action: The possibility of litter bins can be looked into.	PS

10.0	Any Other Business and date of next meeting	
10.1	<p>Leeds Anti-Social Behaviour Team (LASBT)</p> <ul style="list-style-type: none"> • LASBT comprises of staff from Leeds City Council, West Yorkshire Police, Arms Length Management Organisations, Belle Isle Tenant Management Organisation, West Yorkshire Fire and Rescue Services and Victim Support. We work together to reduce crime and anti social behaviour (ASB) in your area • Leeds City Council recognises that the definitions of nuisance and ASB are wide ranging and are based on your perceptions. ASB is defined in Section 1 of the Crime & Disorder Act 1988 as a person or persons acting in such a way "that causes or is likely to cause harassment, alarm or distress to one or more persons not of the same household." • LASBT will seek to tackle ASB at the earliest opportunity through a combination of prevention, enforcement and support & resettlement activities. ASB responses should be driven by a recognition of the level of harm caused • Working with partner agencies and the local community LASBT will take a stand against ASB, to move away from a situation where people tolerate problems, to one where everyone works together to tackle those problems, and improve their quality of life • All case participants will be treated with dignity and respect, with individual vulnerabilities and safeguarding needs identified and provided for • Within LASBT noise nuisance is classed as ASB and will be dealt with as such. LASBT are also able to deal with noise nuisance from residential properties, if you are experiencing problems with noise from commercial or industrial premises please contact the Environmental Protection Team on 0113 222 4406 • Contact us You can report anti-social behaviour to us via the following: <ul style="list-style-type: none"> ○ Phone: Anti-Social Behaviour Contact Centre 0113 222 4402 ○ AVHL 0800 915 6660 ○ Email: LASBT@leeds.gov.uk 	
10.2	<p>Skelton Woods Environmental Group</p> <p>There will be a bird watching session on Saturday 20 April, with twitchers expecting to see up to 30 species. Session is free of charge.</p>	
10.3	<p>Whinmoor Warriors – Rose</p> <p>Anyone can come along and give a talk to the club on Tuesday or Thursdays nights at Fieldhead Community Centre.</p>	
10.4	Please see the summary of actions table on the next page.	All
10.5	The date of the next cycle of meeting is scheduled to be Monday 15 July 2013 at 6pm.	All

Summary of actions

Action	Lead by	Progress	Action closed or open
Fieldhead Community Centre <ul style="list-style-type: none"> Kitchen refurb 	Area Support Team (JN) via Facilities Management (SS)	<p>October 2012 Still awaiting the design and accompanying quote from Facilities Management</p> <p>March 2013 Design and quote received. Passed to Centre users for comments. Awaiting comments back.</p> <p>April 2013 User groups to start fundraising. A minimum of £2,875.50 is needed before councillors would consider match funding it.</p>	Open
Fieldhead Community Centre <ul style="list-style-type: none"> A 'how to use the oven' guide was requested for display in the kitchen 	Facilities Management (SS)		Open
Wetherby Rd welcome stone relocation	Area Support Team (JN) for Cllr Gruen	<p>March 2013 Quote received, budget identified and questionnaire designed for distribution in vicinity of proposed new location Progress hampered by bad weather.</p> <p>April 2013 Stone removed 24/04/13</p>	Open
Coal Road ditch <ul style="list-style-type: none"> To establish ownership and arrange cleansing if LCC is responsible 	Environmental Action Officer (SN)		Closed
Coal Road traffic issues <ul style="list-style-type: none"> New speed, class and volume data for Coal Road should be available soon Improve visibility at mini roundabout Investigate alternative traffic calming measures Investigate traffic light timings at AGFA 	Highways (NB)	<p>April 2013 Traffic data analysed and supplied. NB to work up a scheme with councillors</p>	Open
Bin collections <ul style="list-style-type: none"> Can black and green bins be collected on the same day? 	Environmental Action Officer (SN)		Open
Moss spraying in Farnham Close <ul style="list-style-type: none"> Requested Frequency to be reported back 	Environmental Action Officer (SN)		Open
Grit bin for Farnham Close <ul style="list-style-type: none"> Requested 	Cllr Grahame	<p>Feb 2013</p> <ul style="list-style-type: none"> Contact and prices information supplied A street 'Champion' needs to sign up to monitor the bin 	Open



Outer East Area Committee

Swarcliffe & Stanks Forum and PACT meeting

Minutes from the meeting of 10 April 2013

Held at Swarcliffe Working Men's Club

Present:

Cllr Pauleen Grahame (Co-Chair), Cllr Peter Gruen (Co-Chair), James Nundy (South East Area Support Team, minutes), Eric Vary (resident), John Nicholson (resident), F&S Unsworth (residents), S&W Mann (residents), Jean Hagan (resident), Sandra & James Murfin (residents), Jean Jackson (resident), Siddiga & Stuart Austin (residents), Alison Ford (Swarcliffe Children's Centre), Paul Nicholson (resident), Mark Nicholson (local landlord), Anthony Florey (resident), Jeremy Lunn (Aire Valley Homes), Nathan Vaughn (LCC – South & South East Locality Team), Ken Hill (Swarcliffe Good Neighbours), Virgil Meikle (LCC - Youth Service), Sgt Simon Harrison (West Yorkshire Police)

Apologies:

Martyn Trodd (Yorkshire Transformations Ltd), Kimberley Atkins (YTL)

1.0	Welcome, introductions and apologies	Actions
1.1	Cllr Grahame welcomed everyone to the meeting, informing the group that Cllr Gruen was on his way from a meeting in Wakefield.	
1.2	Introductions around the floor were made.	
1.3	Cllr Grahame informed the group about the death of Cllr Suzi Armitage in February.	
2.0	PACT meeting – West Yorkshire Police	
2.1	Contact points for your local Neighbourhood Policing Team are: Tel: 0113 285 5335 Email: banpt.cwt@westyorkshire.pnn.police.uk Website: www.westyorkshire.police.uk/npt (then navigate via the map or add your postcode to the box)	
2.2	Sgt Simon Harrison attended, gave an update about crime and anti-social behaviour (ASB) and then gave responses to issues raised.	
2.3	Crime is slightly up due to damage to windows via bricks and ice balls. The WYP have spoken with young people in the area. The Leeds ASB Team are working with a known group of young people.	
2.4	There has been little change with the level of ASB over the last few months.	
2.5	CCTV cameras at Stanks Parade shops FirstEye, the company who installed the system in the shop, say a circuit board needs replacing and will cost about £250. The shopkeeper seems reluctant to proceed with the works. <ul style="list-style-type: none"> • Outer East Area Management paid for the installation on the basis that the shopkeeper took on the responsibility for maintenance after the first year 	

2.6	<p>Action: Police to be tasked to call at every shop in the parade to discuss options and the way forward, and report to the Chair at the earliest opportunity.</p> <p>Southwood Road tenant issue Details were given in relation to recent activity and there is also a big dog which may be in breach of tenancy agreement.</p> <p>Action: Police took the details and will meet complainant to discuss.</p> <p>Action: Aire Valley Homes to investigate the complaint about the dog.</p>	Police/ Chair
2.7	<p>Swarcliffe Children's Centre Reports of glass bottles being thrown into the play area over the weekend creating a very hazardous environment for young children.</p> <p>Action: Police took the details and will make enquiries.</p>	Police JL
3.0	Minutes from Swarcliffe Forum on 30 January 2013	
3.1	The minutes were agreed as accurate.	
4.0	Matters arising from those minutes	
4.1	None.	
5.0	Swarcliffe Good Neighbours Scheme – Ken Hill	
5.1	<p>Cllr Armitage was remembered for her support of the SGNS.</p> <p>5.2 Health Through Warmth event The recent event, funded by £5,400 from Aire Valley Homes Area Panel and Yorkshire Post funding, was very well received. Boxes were made up consisting of throws, gloves, hats and tinned goods, etc and local young people at St Gregory's Youth & Adult Centre lent a hand to prepare the packs. All attendees received a box and the remaining ones were distributed in the community</p> <p>5.3 The decorating service ran from 1 October 2012 to 31 March 2013.</p> <p>5.4 Gardening Service Your local councillors, as part of the Outer East Area Committee, have again funded a free gardening scheme running 1 April to 30 September. You are eligible if you meet the two criteria below: 1) You are an OAP or disabled person without the support of an able bodied family member living with you that can maintain the garden on your behalf 2) You live in any of the Outer East Area Committee wards of: <ul style="list-style-type: none"> o Cross Gates & Whinmoor o Garforth & Swillington o Kippax & Methley o Temple Newsam The first cut will be free, with a charge for any repeat visits. For more information or to request the service please call Ken Hill at Swarcliffe Good Neighbours Scheme on 0113 260 0489.</p> <p>5.5 Apprentice Scheme Funding is being investigated to be able to run a three year scheme to train a local 16 year old, to build up a work portfolio and have one day a week at college to learn painting and decorating. It is hoped he'll be able to change</p>	

	perceptions of older people about younger people.	
5.6	<p>Knit and Natter Group It is hoped that a knit and natter group can be set up, subject to funding. Items made at the sessions could be sold at future Health Through Warmth events. Fundraising has started.</p>	
5.7	<p>Weekly schedule of events at St Gregory's Youth & Adult Centre:</p> <ul style="list-style-type: none"> • Monday – Tai Chi / exercise • Tuesday - line dancing • Wednesday – luncheon club • Thursday – computer café and luncheon club • Friday – luncheon club 	
5.8	A newsletter was tabled.	
5.9	A local resident offered to help as a volunteer at the luncheon club. Ken to arrange as necessary.	KH
5.10	[Cllr Gruen arrived from his other meeting and took the Chair]	
6.0	Activities for young people – Coullin Meikle (Youth Work Manager)	
6.1	<p>In the last six weeks there have been 75 sessions involving 275 different young people. Activities included:</p> <ul style="list-style-type: none"> • Six sessions delivered on anti-social behaviour and 15 young people attended. • 13-16 year olds had the option of attending 24 sessions on healthy eating in conjunction with the Chinese new year celebrations. • Skateboarding sessions started in the Easter holidays 	
6.2	Due to staff sickness, the ward is still 12 hours down on youth worker hours per week.	
6.3	RAG (red, amber, green) analysis has been completed for current activities. Priorities are for local young people. A target area is Stanks Parade.	
6.4	Children's Services are due to change but it is not yet known what this will mean on the ground.	
6.5	The Breeze website was highlighted for young people to access activities for young people: www.breezeleeds.org	
6.6	Citizenship session are run at St Gregory's Youth & Adult Centre.	
6.7	Five young people helped make and pack boxes for the Health For Warmth event and helped to make the event intergenerational.	
6.8	Going to work with young people and Swarcliffe Good Neighbours to produce, film and edit a video in a project to help bridge the generations.	
6.9	The children's centre can take children up to five years old, whilst the Youth Service work with 13-19 year olds. Working with John Smeaton College to address the gap in provision for the 6-12 year olds.	
6.10	It was highlighted that there are several play areas in the estate but	

	parents don't necessarily take their children to them.	
6.11	<p>Questions:</p> <p>Can information regarding groups of youths be phoned through to Youth Services for youth workers to attend a location in an effort to offer diversionary activities?</p> <ul style="list-style-type: none"> • Yes, although they are not insured for working with nine and 10 year olds 	
6.12	<p>Is there free access for young people at sports centres?</p> <ul style="list-style-type: none"> • There was such a scheme but it isn't running at the moment 	
7.0	Housing issues in Swarcliffe – Jeremy Lunn	
7.1	Aire Valley Homes and LCC help to fund an employment scheme: back into work schemes, training and education programmes. There has been lots of success, but it's in small steps.	
7.2	There has been new planting around the area and in the Dennil's.	
7.3	There are 15 walkabouts across the estate every month and everyone is welcome. The police, LCC Highways, Parks & Countryside etc also attend. The last one raised 69 actions.	
7.4	There are currently 16 empty properties, all of which are pre-allocated. Swarcliffe is continuing to be a popular place to live as each empty property is receiving in the region of 200 bids. The average tenancy in the area is 14.5 years.	
7.5	Verification checks are completed for everyone including housing history, evidence via previous utility bills, if from former council properties they will have housing history in the computer system and checks can be made via name and previous addresses. The Council has a statutory duty to house people.	
7.6	Changes to housing policy are due in the near future.	
8.0	New initiatives	
8.1	<p>Mill Green Gardens parking</p> <ul style="list-style-type: none"> • Three quotes were received but the one offering best value for money has recently pulled out of the tendering process. A replacement has been decided and the scope of the work is in place • It was noted that, unfortunately, parking scheme don't happen quickly but the councillors are working hard to make it happen as soon as possible. The Kennerleigh Crescent scheme in Cross Gates took four years, so Mill Green Gardens is progressing much faster than that one was able to <p>Action: Councillors are to visit residents of Mill Green Gardens with the plans.</p>	Cllrs
8.2	<p>Better health facilities – Cllr Gruen</p> <p>Your ward councillors are spearheading a campaign to improve services in the area. The PFI plans had a new doctor's surgery on it but they are having problems actually getting GPs interested in coming into the area.</p> <p>Action: To continue pursuing interest.</p>	Cllrs

8.3	<p>Review of community centres A meeting is to be called for all users to look at capacity, user analysis and requirements for the future. Action: James Nundy to arrange a meeting of the users plus Deborah Scott from LCC Performance & Service Review</p>	JN
9.0	Environmental Update – Nathan Vaughn	
9.1	Nathan Vaughn is your local Environmental Action Officer and can be contacted via 07891 279 500 and nathan.vaughn@leeds.gov.uk	
9.2	<p>Issues addressed since the last meeting include:</p> <ul style="list-style-type: none"> • Several fixed penalty notices issued for dogs off leads, not picking up, stray dogs • Notices served on the Squinting Cat pub – litter clearing and being open to access • Warrant to enter 19 Brayton Place to stop a water leak • 19 Brayton Walk was open to access but now secured • Litter on streets near shops – working with Cllr Grahame • The Whinmoor pub is still being refurbished and had two skips delivered today. It is hoped they are to help clear the rear of the site 	
9.3	Action: Nathan to provide environmental action successes to accompany the minutes from now on in an effort to help spread the word of what can happen to individuals who don't act appropriately.	NV
10.0	Swarcliffe PFI	
10.1	<p>Martyn Trodd and Kimberley Atkins sent apologies but an update was emailed and Cllr Gruen gave a summary:</p> <ul style="list-style-type: none"> • Target hardening – Aire Valley Homes are waiting for intelligence about hot-spots so can coordinate activities for best results • Traffic calming in Homezone 23 is an ongoing issue between Carillion and LCC Highways 	
10.2	Action: Mark Bavister to be invited to the next forum.	JN
11.0	10 minute open floor	
11.1	Gully cleaning required on Persimmon development.	
11.2	<p>It was noted that the roads in the estate are in a very poor condition. A particular complaint was regarding the footpath at the rear of Stanks Parade shops. Action: Nathan to do a site visit and report through as necessary.</p>	NV
12.0	Any other business and date of next meeting	
12.1	<p>It was reported that YTL performance statistics were still not available via the housing office or the website. Post meeting note from Martyn Trodd: the YTL website was only intended for use during the construction phase, we've asked for it to be 'taken down', I'll check again with the service provider as to why it's still live, the Project Agreement advises that the YHL website is the electronic system that will be used once we're in the service phase, which we now are.</p>	

12.2	Please see the summary of actions table on the next page.	All
12.3	Items for the next meeting: <ul style="list-style-type: none"> • New lettings policy for community centres • Anti-social behaviour Team and a representative for the area • Housing PFI 	
12.4	The next date will be set at the forthcoming Outer East Area Committee.	

Summary of actions

Action	Lead by	Progress	Action closed or open?
Parking issues on Southwood Road <ul style="list-style-type: none"> • To arrange a site visit with Nathan to get first hand experience of the parking chaos 	Cllr Grahame	Action from 30 January 2013	Open
Playgrounds <ul style="list-style-type: none"> • PFI contract details to be given to Vicky Nunns 	YTL (MT)	Action from 30 January 2013	Open
Playgrounds <ul style="list-style-type: none"> • Review of facilities requested by councillors 	Parks & Countryside (VN)	Action from 30 January 2013	Open
Welfare Reform <ul style="list-style-type: none"> • Scrutiny Board are to look into the plans 	Cllr Grahame	Action from 30 January 2013	Open
Stanks Parade shops CCTV <ul style="list-style-type: none"> • To visit all shopkeepers to discuss way forward with the system upgrade 	Police	Action from 10 April 2013	Open
Southwood Road ASB <ul style="list-style-type: none"> • Police to follow up complaint • AVH to investigate dog 	Police AVH	Action from 10 April 2013	Open
Swarcliffe Children's Centre <ul style="list-style-type: none"> • Investigate broken bottles thrown into play area 	Police	Action from 10 April 2013	Open
Swarcliffe Good Neighbours <ul style="list-style-type: none"> • Resident offered to volunteer 	Ken Hill	Action from 10 April 2013	Open
Mill Green Gardens parking <ul style="list-style-type: none"> • Cllrs to visit residents with the plans 	Councillors	Action from 10 April 2013	Open
Health Facilities <ul style="list-style-type: none"> • Continue to pursue GP interest 	Councillors	Action from 10 April 2013	Open
Community Centre review <ul style="list-style-type: none"> • St Greg's Y&A user group meeting to be arranged and include D. Scott from 	Area Support Team (JN)	Action from 10 April 2013	Open

Performance & Review team			
Environmental action			
<ul style="list-style-type: none"> Promote outcomes from successful cases: Nathan to regularly provide the information to Area Support Team for inclusion with the minutes Investigate footpath issue at rear of Stanks Parade shops 	NV	Actions from 10 April 2013	Open
	NV		

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Outer East Area Committee

Halton Forum Minutes from 4th April 2013 Christ Church, Halton

Present:

Cllr Katherine Mitchell (Chair), Sgt Vicky Cocliff (WYP), Sgt Andy Hill (WYP) PCSO Ian Phillips, (WYP) PCSO Matt Rogerson (WYP) Mike & Jenny Marshall (Halton in Bloom), Edward Fryer (Resident), Fiona Illingworth (resident), Jennifer Dring (resident), Margaret Ward (resident), Thelma Dixon (resident), Terry Dennis (Templegate Neighbourhood Watch), James Morrow (Woodland & Whitkirk Neighbourhood Watch), P Huison (W&WNW), D MacQueen / M Burton (residents), P and J Whitham (residents), Patrice Wynter (resident), A Fretwell (resident), Patricia Wragg (resident), D McGlynn (resident), Mrs J Jones (resident), Mrs Joan Boucher (resident), Mrs Maria Thornton (resident), Simon Norman (LCC Locality Working), Colin & Denise Wisher (residents), Mrs Heather Sanderson (resident), Coullin (Virgil) Meikle Youth Service, Gwen Green (resident),

Apologies:

Cllr Lyons, Cllr Cummins, Margaret Walsh, Gwen Green, Mrs Illingworth, Edward Fryer

1.0	Welcome, introductions and apologies	
1.1	Cllr Mitchell welcomed everyone to the meeting.	
1.2	The first item was the PACT (Partners and Communities Together).	
2.0	PACT meeting for the Halton Area	
2.1	Since 11 January there have been 11 burglaries of dwellings compared with 13 last year, 11 from garages (the same as last year), 17 thefts from motor vehicle (4 last year) and 1 theft of a motor vehicle (the same as last year),	
2.2	Local priorities are anti-social behaviour at Colton Retail Park and Halton Drive.	
2.3	Regarding people causing nuisance at the football field on Templegate Walk, the PCSOs will visit the area	PCSOs
2.4	The problem of speeding and poor parking on Selby Road and Green Lane remains as does people parking on the bend. Would double yellow lines help there?	PM/Sgt H
2.5	Valley Drive will be removed from priority areas and Coniston Court added.	Sgt H
3.0	Forum Minutes from 13 January 2013	
3.1	Agreed as an accurate record.	
4.0	Matters arising from those minutes	
4.1	Agreed all are covered in other agenda items.	
5.0	10 minute open floor	
5.1	Templegate Walk – MW recommended there should be strict time limits introduced and enforced for people parking on the roadside. The idea will be forwarded to Highways and an update brought to the next meeting.	

5.2	The public consultation is underway and the view of Highways will be brought to the next meeting.	Cllr M / PM
6	Halton In Bloom – Jenny and Mike Marshall	
6.1	<p>The recently formed Halton In Bloom group now has an impressive 26 members and numerous sponsors including:</p> <ul style="list-style-type: none"> • Temple Moor School adopting a flower bed near the school and providing 50 hanging baskets to local businesses. • Shops will be responsible for looking after the hanging baskets and some of the troughs will be self-watering. • A donation of £250 has been offered by Tesco's. • Primary schools are being hugely supportive and have already done family litter picks and a competition to design a flower bed. • An application is with the Royal Horticultural Society for large planters. • One bed has been added in front of Lidl. • Displays are currently being prepared for 4 sites in Halton. 	J/M M
6.2	Cllr Mitchell agreed to liaise with the library encouraging them to feature hanging baskets.	Cllr M
7.0	Environmental issues – Simon Norman	
7.1	<p>A new officer has been appointed to cover the Temple Newsam Ward and he will start in early April.</p> <p>There have been 108 service requests in the area:</p> <ul style="list-style-type: none"> • Partnership working with the police is looking to reduce and monitor scrap metal dealers operating in the area. • The amount of street sweeping on main routes has been increased from one every 14 weeks to one every 8. • There is an online consultation on dog walking priorities for the area. • Gulleys are now cleaned more frequently. On average this is once every 12 weeks however flood risk areas remain the priority. • Meynell Road in Colton is a particular problem for flooding at present. • Grates have recently been stolen on Primrose Drive and Primrose Lane. The Council is investigating. • Waste glass recycling bins have been added behind Leodis and Sainsburys • Grove Road continues to be a problem for litter and the bins at Woodland Hill have been overflowing recently. Locality working is aware 	SN

	of the problem and is taking steps to solve it.	
8.0	Youth Service – Coullin Meikle	
8.1	<p>Portable skateboard sites are proving very popular and attract 40 – 60 young people at each event.</p> <p>The mobile youth van is now concentrating on sites agreed with young people and parents but in the summer months it will concentrate on the parks and make the most of daylight hours.</p> <p>Q) How do you keep young people informed of opportunities to become involved?</p> <p>A) The Temple Newsam Learning Partnership contacts all young people in the Ward and we also use social media, flyers and Breeze website.</p> <p>Q) The cocoon annual music event is very basey and causes a lot of noise pollution in the area.</p> <p>A) It also costs a lot and so food is a prohibitive price meaning people head to the shops. We continue to monitor the event.</p>	<p>CM</p> <p>CM</p>
9.0	Any other business	
9.1	The date of the next Forum will be Thursday 18 th July at 6pm.	All

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**Outer East Area Committee
Minutes from Halton Moor & E.Osmondthorpe Forum**

2nd April 2013

Present:

Cllr Katherine Mitchell (Chair), PCSO Luke Toplis, Sgt Vicky Cocliff, PCSO Ian Phillips, (WYP), Diane Gill (Resident), Gladys Townend (Save our Homes & Environment), Sylvia Marsh (resident), Brian Murray (Residents Association), David Gomersall (SE Locality Team) Coullin Meikle (Youth Service), Halle Majors (LASBT), Amanda Douglas-Smith (ENEHL) Pete Mudge (LCC – South East Area Support Team, minutes)

Apologies: Cllr Mick Lyons, Cllr Judith Cummins

Item	Welcome, introductions and apologies	Action
1.1	Cllr Mitchell welcomed everyone, checked people had signed in and the apologies noted.	
2.0	PACT meeting (Police And Communities Together) –Sgt Cocliff	
2.1	The current year is following a similar pattern to last year with 12 burglaries in the last four months, a slight decrease in theft from motor vehicles and slight increase in theft of motor vehicles. A key success has concerned a custodial sentence for a bicycle thief and Operation Champion gaining details of 270 vehicle incidents	Sgt C/All
2.2	Priority areas will remain as Kendal Drive, the Nevilles and Hesthwaite Gardens	
3.0	Minutes of the meeting held on 15 January 2013	
3.1	Approved	
4.0	Matters arising from those minutes	
4.1	Regarding Item 6 (Halton Leisure Centre) the consultation went well.	
4.2	Leeds Met students are now supporting a project in Meadowfield School.	
5.0	10 minute open floor	
5.1	119 Kendall Drive is going to be returned to general housing stock having formerly been a community house. The notice board will be re-sited at Halton Moor Community Centre.	ADS/ CM
6.0	Environmental Services – Dave Gommersall – Locality Working	
6.1	At present there is no longer a dedicated officer in the area. More officers are being recruited but their exact role has yet to be decided.	
6.2	The priorities for the team are fly tipping, litter, dog fouling and dirt and grime. Things crop up which traditionally have not been in anyone's remit but are still problems. Allocating responsibility for	DG

	future resolution of the problem is one of the issues which will be resolved in the current shake-up.	
7.0	Youth Service – Coullin Meikle – Youth Manager	
7.1	Work is now being targeted to areas where most needed.	
7.2	Breeze has pulled out of the Friday Night Project and so the service will relaunch a club café at the centre.	
7.3	There will be a community day at the centre on 10 th April hosting a range of activities.	CM/All
8.0	ENE Homes – Amanda Douglas-Smith	
8.1	There are 11 voids in Halton Moor and Osmondthorpe at present and a further 13 homes on notice.	
8.2	Currently the turnaround for properties is 41.52 days if they need major work and 39 days for less.	
8.3	On 23 April from 2-7pm there will be a community event at Osmondthorpe One Stop regarding the work about to get underway at The Neville's and part of Osmondthorpe Lane.	ADS/All
9.0	AOB	
9.1	Brian Murray said it would be good to have a grit bin near Meadowfield School.	DG/PM
10.0	The next forum meeting will be on 16th July 2013.	All



Outer East Area Committee

Kippax and Methley Forum

Meeting held on 1st May 2013
Brigshaw High School

Present:

Councillor Mary Harland (Chair), Cllr Keith Wakefield, Sgt Steve Goodwill (WYP) Doug Morley (Kippax PC), Pat Samy (KiB, Traders) Jack Bate (Kippax PC, KiB, Community Centre), Adrian Lee (LCC Youth Service), John Taylor (Allerton Bywater Parish Council), Andy Milnes LCC Waste Management), Paul Spivey (Kippax PC), Pete Mudge (LCC SEAST)

Apologies: Cllr James Lewis, Harold Wilson (Park Ave N'hood Watch).

1.0	Welcome / Introductions and Apologies	Action
1.1	Councillor Harland welcomed everyone to the meeting.	
2.0	PACT Meeting – CP Richard Eastwood (WYP)	
2.1	Sgt Goodwill (SG) said the meetings were unusual from nationally established PACT meetings as, while open to members of the public, attendance at the forum tended to be representatives from the councils and traders. SG said that for the year 01.04.12 – 31.03.13 police covering Kippax and Methley had seen a rising demand in calls and a reduction in staff. Nonetheless the area reflected trends running across the region with a 10% year on year fall and burglaries from dwellings down by 31%. NS said that since the last meeting Police management had changed with the arrival of a new commissioner and chief constable. NS said it currently seemed that local policing along existing lines will continue to be a bedrock of mechanism for neighbourhoods.	WYP
2.2	Q) JB asked if Hotspots were still identified to signal extra attention is required. A) SG said hotspots are still used to identify key areas.	
3.0	<u>Kippax and Methley Forum</u>	
3.1	Minutes of the forum meeting held on Wednesday 17 October 2012	
3.2	One of the gold awards for 2012 Britain in Bloom had not been referenced in the minutes. Otherwise the minutes were agreed as a true record.	
4.0	Matters arising from those minutes	
4.1	Any matters arising were covered in the current agenda.	
5.0	10 Minute open floor	
5.1	St Aidans: JB - The launch will be a major event and include a major press launch. Cllr W – Yes. As it is the biggest water park in the country it will be a great event and the intention is to benefit and link in neighbouring villages. JT – The problem remains of the Spillway affecting nearby homes. Cllr W – I understand the flooding is from the River Calder rather than the Aire. JT – Agreed. The problem is it causes backing up of water on the Aire. PM will check with Simon what can be done about this problem.	PM
5.2	Royal Oak: DM – Work on the site of the former Royal Oak in Kippax has stopped for 8 weeks	

	whilst all the tipped rubbish is removed.	
6.0	Special Presentation: Introduction of Alternate Weekly Collections – Andy Milnes LCC Waste Management	
6.1	The alternate weekly system is being introduced and crews and staff are working with customers to help introduce the system and put fears to bed. The system is being very warmly received and the call centre is even receiving calls from other areas asking to be included. In areas with large amounts of waste, the council's Waste Doctors are working with residents to find ways to reduce their amount of waste. Food waste is seeing particular improvements. Twitter and Facebook updates are working well.	AM
6.2	Q) In Allerton Bywater can the scheme be extended to include all farms? A) The lorries are too big to access the farms but it is hoped at some point smaller lorries will become cost effective. Q) Could additional brown bins be made available to some households. If so what is the charge? A) Whilst there is no additional charge, providing extra brown bins is not possible as it will swamp the rounds.	
7.0	Youth Service – Adrian Lee	
7.1	The Kippax & Methley Youth Service team staged 10 sessions per week in the last financial year to 558 people giving the area the highest performance delivery in Leeds. In Allerton Bywater youth club activities attracted around 40 people per session and activities ranged from dealing with "legal highs" to building bird boxes and learning street dance. Methley attracted around 25 per session and one of the biggest successes was arranging an X factor craft session. Micklefield's weekly attendance ranged from 20-30 in two age groups and advice activities included sexual health and relationships and art and crafts. Kippax Friday Night Project at the Leisure Centre included football for over 40 young people for which the PCSO's joined in developing strong links with the local community. 6 young people received support in successfully applying for college and apprenticeships and a charity event for bone cancer raised over £1,000. The Kabin has received a tidy up thanks to the Probation Service. Training is ongoing to let youths undertake assessment of youth facilities and how they can be improved. A meeting is also underway with the UK youth parliament regarding the cost of transport. A meeting is being arranged between youth and Area Chairs. Major restructuring of the youth service is underway in September 2013. The process is likely to reduce senior officers but retain frontline staff.	AL
8.0	Locality Working	
8.1	No-one was able to attend from Locality Working. MH said she would discuss with the appropriate officer.	MH
9.0	Localism and Neighbourhood Plan – Town Cllr Doug Morley	
9.1	The first Neighbourhood Plan has now been completed in Thame in Oxfordshire. The developing Kippax Neighbourhood Plan is one of the pilot schemes and there are now over 30 areas preparing to launch their own NP around Leeds.	
9.2	One of the issues currently being considered is how Section 106 funding will operate under the Localism Agenda. Cllr Wakefield explained: Section 106 will remain to assist with schools, stopping flooding and all the usual benefits to the area.	
9.3	DM said he is meeting with parish chairs around the area to see if they can work	

	together to help the Council with improving the area. The Kippax Neighbourhood Plan team has 20 active workers covering north, east, west and Village Centre. They are completing a SWOT analysis of community needs and have specialist support from someone doing an MA and colleagues in the Council and Planning. Establishing a footpath between Kippax and Allerton Bywater is an example of a potential partnership.	DM, JT
10.	Traders' Update – Pat Samy	
10.1	The monthly meetings continue to identify and discuss new ideas however plans are in hand rather than being delivered over the last few winter months. Barclays have agreed to wash and improve the appearance of their premise and after many years wishing to sell his shop, Seniors Windows has now closed with retirement of the owner.	PS, PM
11.	Any Other Business and date of next meeting	
11.1	DM – The flagpole has now been put up in Kippax however the flag has been misdelivered to Sherburn. Arrangements are being made to bring it to Kippax.	DM
11.2	Discussion was held over who is responsible for trimming the hedges on Longdyke Lane. It was agreed the private owners are responsible for their own. PS will liaise with Simon Fosdyke.	PS
11.3	PM mentioned Cllr Harland and he had met with Richard at Anthony Valentine and many positive ideas were discussed for innovative ideas for the village. These included consideration of an Incredible Edible launch and a farmer's market.	PM
11.4	Date of next meeting: 6pm, Wednesday 16 th October 2013.	

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Outer East Area Committee

Minutes from Cross Gates Forum
3 April 2013

held Crossgates & District Good Neighbours building

Present:

Councillor Pauleen Grahame (Chair), Cllr Peter Gruen, James Nundy (LCC - South East Area Support Team, minutes), Simon Norman (LCC - South & South East Locality Team), Jean Barnbrook (1st Manston Guides), Pelayie Crofton (resident), Carol Macklam (resident), Eileen Sutcliffe (resident), Sgt Vicky Cocliffe (West Yorkshire Police), PC Amy Pritchard (WYP), PCSO Gemma Broadbent (WYP), Roy Dobson (resident), Nicholas Hunt (LCC - Highways), Dylan Turner (West Yorkshire Casualty Reduction partnership), Moira Flynn (Crossgates & District Good Neighbours), Bob Lawrence (East Leeds Historical & Archaeology Society), Jacki Lawrence (ELH&AS), Shirley Evison (Devonshire Neighbourhood Watch), Phillip Marsden (Devonshire Neighbourhood Watch), Dave Coulthard (Crossgates Shopping Centre), Deeta Tren-Humphries (LCC - Youth Service), Eamonn Judge (Cross Gates Watch Residents Association)

Apologies:

Paul Spandler (LCC - S&SELT), Jean Thacker (resident), Nick Borrás (LCC - Highways), Howard Claxton (LCC - Highways), Chris Booth (West Yorkshire Fire & Rescue), Thelma Renton (resident), Cynthia Mawson (DNW), Ann Marie Vella (1st MG)

1.0	Welcome, introductions and apologies	Action
1.1	Cllr Grahame welcomed everyone to the meeting and introductions around the table were made.	
1.2	The above apologies were noted.	
1.3	Cllr Grahame informed the Forum about the death of their ward colleague, Councillor Suzi Armitage. There will be a by-election on 2 May.	
2.0	Minutes of the meeting held on 9 January 2013	
2.1	The minutes were agreed as an accurate record.	
3.0	Matters arising from those minutes	
3.1	<p>Devonshire Neighbourhood Watch informed the Forum that there is still a problem with broken glass:</p> <ul style="list-style-type: none"> • on the pavements around the Devon Pub and near the post box • along Kennerleigh Avenue (also thought to be from traffic from the Station Pub) • it has been reported to LCC Environmental Action previously <p>Action: Police will check the situation with Police Licencing Action: Simon Norman to discuss with Paul Spandler</p>	WYP SN
3.2	<p>DNW also reported that the land between Devon Pub and No.70 was covered with cardboard and bottles.</p> <p>Action: Environmental Action to complete a Duty of Care for the pub</p>	SN
4.0	10 minute open floor	

4.1	No issues raised.	
5.0	Highways updates	
5.1	<p>Station Road speed cameras – Dylan Turner</p> <ul style="list-style-type: none"> • Safety issues are paramount • Two cameras are now installed - one camera covering each direction • Currently waiting for signage for lamp posts to be manufactured – should be done by 12 April and installed by 19 April <ul style="list-style-type: none"> ○ Action: Nick Hunt to give dates to councillors when known • The cameras are a constant deterrent to speeding, to reduce the frequency of accidents • Camera locations were discussed as it was highlighted one of the cameras can be obscured by buses leaving the bus stop <ul style="list-style-type: none"> ○ It was a difficult financial balance – ideally, the cameras would have been in the central reservation but it was too costly to do it there • Statistics will be available, but they are compiled over a long period of time 	NH
5.2	<p>Austhorpe Road zebra crossing – Nick Hunt</p> <p>The zebra was installed following several requests for an additional crossing place</p> <ul style="list-style-type: none"> • An assessment / numerical criteria was completed • The crossing was justified by footfall figures • Safety audits completed following installation have been good • Highways staff have observed pedestrians not waiting for vehicles to stop before stepping onto the crossing • There were requests for a pavement guardrail but it's not a practical option at this location • Can't use warning signs saying 'wait for cars to stop' or similar • Local residents are still unhappy with the location 	
6.0	Community Safety – Neighbourhood Policing Team	
6.1	<p>Sgt Vicky Cocliffe, PC Amy Pritchard and PCSO Gemma Broadbent attended the Forum and gave the following update for the period 9 January to 3 April:</p> <ul style="list-style-type: none"> • Burglary dwelling decreased from 19 in 2012 to 17 this year • Burglary other (ie sheds/garages) dropped from 16 in 2012 to 6 this year. There have been a couple of convictions which could explain the drop • Theft from motor vehicles rose from four in 2012 to 10 this year. There are no spikes in the data analysis • No sneak-in burglaries in this period. The exhibition van has been doing the rounds in the area and delivering promotional work 	
6.2	Recommended that push bikes are marked by post coding or UV pens and secured with ground anchors (available from bike shops) when in garages / sheds.	
6.3	Station pub – no reported incidents	
7.0	Environmental Action update – Simon Norman	
7.1	<p>Simon Norman is your local Environmental Action Officer (EAO) and his contact details are:</p> <ul style="list-style-type: none"> • mobile 07891 278 378 	

<p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p>	<ul style="list-style-type: none"> • email simon.norman@leeds.gov.uk <p>Since 1 March 2013 there have been 298 request for service including:</p> <ul style="list-style-type: none"> • 14 notices served • 10 fixed penalty notices served, including 8 regarding dogs • 1 prosecution on a shop • Street sweeping routes have been tweaked so they are done more regularly <p>Dog issues There is an online survey regarding Dog Control Orders and is open until 20 April. There have been reports of people picking up after their dog and bagging, then leaving the bag. Fines are £75 but can be reduced by 50% if paid quickly.</p> <p>[Eamonn Judge arrived at 6:40pm]</p> <p>The Ring Road looks cleaner since the new litter bins were installed but the Cake Walk (the unadopted path parallel to the train line – on the north side of the railway) is often badly littered.</p> <p>Environmental issues can be addressed by calling The Highways Helpline on 0113 222 4406 for the following:</p> <ul style="list-style-type: none"> • Household wheel-out service for less abled people – via option 1 • Dog warden – via option 5 • Grass cutting – via option 6 <p>It was reported that a sign on Back Austhorpe Road has been turned around which causes issues for delivery drivers. Action: Simon to investigate</p>	<p>All</p> <p>SN</p>
<p>8.0 Activities for young people</p>		
<p>8.1</p>	<p>Deeta Tren-Humphries gave an update on recent work:</p> <ul style="list-style-type: none"> • They are a member of staff down as Becky has recently left under the Early Leavers Initiative • Working in Manston Park with a volunteer – no anti-social behaviour issues have been reported • Promoting National Citizens Week <ul style="list-style-type: none"> ○ Looking for 15 young people aged 16-17 to join for two residentials and a project in the community ○ Hoped to advertise for places in the shopping centre next week ○ Police offered to advertise on the NPT website and Twitter - Deeta gave the information to Gemma Armitage • Street work is continuing on Wednesdays 	
<p>9.0 Cross Gates Christmas lights switch-on 2013: early planning</p>		
<p>9.1</p>	<p>Cllr Grahame gave a brief introduction:</p> <ul style="list-style-type: none"> • Hoping to repeat the success of 2012 • Will be the 4th event and want to hold it on the first Thursday after the city centre lights are switched on • Was a call for the establishment of a festive lights committee to take forward fundraising ideas. Jean Barnbrook was nominated by Cllr Grahame 	

<p>9.2</p>	<ul style="list-style-type: none"> The Area Support Team will help organise the event again this year but the committee will be trained to be able to take on responsibility for next year Cllr Grahame requested that the full cost of the event be earmarked from the Outer East Area Committee well-being fund, with any donations received from local businesses or other fundraising streams to reduce the grant <p>Actions:</p> <ul style="list-style-type: none"> James Nundy to start proceedings for a large grant from the well-being fund James Nundy to book the date into the LCC Events Team calendar Jean Barnbrook to encourage others to join the committee Everyone to have a think about what they would like to have at the switch-on this year and let Cllr Grahame know <p>Cross Gates Christmas tree 2013 A living fir tree will be planted on the Cross Gates roundabout (carpet shop side) on 4 April 2013, funded by Cllrs Grahame and Gruen from the well-being fund (via the Outer East Area Committee). As soon as the roots are sufficiently established it will be used as a Christmas tree for Cross Gates over the winter period.</p>	<p>JN</p> <p>JN</p> <p>JB</p> <p>All</p>
<p>10.0</p>	<p>Other updates</p>	
<p>10.1</p>	<p>Crossgates Medical Centre update – Cllr Gruen</p> <ul style="list-style-type: none"> Three storey medical centre with pharmacy and parking Cllrs working with Nick Borrás (Highways) re traffic issues Issues with window locations overlooking neighbouring houses Planning application was approved 26 March 2013 Go to planningapplications.leeds.gov.uk and use reference No: 12/04630 	
<p>10.2</p>	<p>Barnbow housing development (including the Optare site) – Cllr Gruen It is agreed that up to 250 houses can be built before the transport infrastructure needs to be improved to cope with the demand. Councillors are firmly behind this rule.</p>	
<p>10.3</p>	<p>Thorpe Park development – Cllr Gruen It is anticipated there will soon be a planning application submitted to increase the retail and social offer at the site, bringing job opportunities.</p>	
<p>10.4</p>	<p>Crossgates & District Good Neighbours Scheme – Moira Flynn</p> <ul style="list-style-type: none"> Numbers are up, increasing the need for additional volunteers – if you're interested in volunteering, please contact C&DGNS on 0113 260 6565 The extension is now complete which includes a private room Leaflet about the Scheme was tabled The spring newsletter was tabled Mailing list is open Website is www.crossgatesgns.org.uk and also on Facebook: www.facebook.com/crossgatesgns 	
<p>10.5</p>	<p>Post Office The Austhorpe Road branch was on strike last Saturday due to proposed changes by Crown who own 370 of the offices in the UK.</p>	
<p>10.6</p>	<p>Crossgates Shopping Centre – Dave Coulthard</p> <ul style="list-style-type: none"> A new member of staff has been recruited to work on marketing and PR 	

	<ul style="list-style-type: none"> Working with the Environmental Action Team to resolve a few issues Jubilee event planned for June / July Have been working with local schools such as Manston St James' Primary The Blockbuster dvd rental shop has recently left the Centre but a new tenant is already on the cards (not a bookies or a frozen food shop) The successful 'Windows of Opportunity' exhibition took place on 19 March in one of the empty units. The pop up art event with artwork from Leeds Metropolitan University students was opened by the Leader of Leeds City Council. Cllrs Grahame and Gruen also supported the event The shopping centre has recently received the accolade that 'it is warmer than Trinity!' 	
10.7	<p>East Leeds Historical & Archaeology Society – Bob Lawrence</p> <p>The Barnbow Memorial flower bed competition has begun and the following local primary schools are already involved: Grimes Dyke, Manston and St Theresa's. It is hoped the competition can be open out to all Leeds primary schools. The closing date for entries is 22 April as the designs need to be in before spring planting can start. A trophy will be presented to the winning school</p> <p>Action: Cllr Grahame to speak to Kris Nenadic</p>	Cllr Grahame
10.8	<p>1st Manston Guides – Jean Barnbrook</p> <ul style="list-style-type: none"> Forging stronger links at Cross Gates Primary School Cllrs Grahame and Gruen were thanked for their £500 contribution towards Wellies & Wristband Festival fundraising Going for an educational trip to Phillips Hair Academy next week Will be on the Drivetime show on Capital FM in May A trip to Killingbeck Police Station is planned Going on the Lord Mayors thank you trip in May Fundraising continues for the Disney trip and Wellies & Wristband Festival Will be taking over a flower bed for their environmental challenge this year Will be cheerleaders / helpers for the Jane Tomplinson Leeds 10K race 	
10.9	<p>Outer East Gardening Scheme – James Nundy</p> <p>Your local councillors, as part of the Outer East Area Committee, have funded a free gardening scheme running 1 April to 30 September. You are eligible if you meet the two criteria below:</p> <ol style="list-style-type: none"> You are an OAP or disabled person without the support of an able bodied family member living with you that can maintain the garden on your behalf You live in any of the Outer East Area Committee wards of: <ul style="list-style-type: none"> Cross Gates & Whinmoor Garforth & Swillington Kippax & Methley Temple Newsam <ul style="list-style-type: none"> The first cut will be free, with a charge for any repeat visits For more information or to request the service please call Ken Hill at Swarcliffe Good Neighbours Scheme on 0113 260 0489 	
11.0	Any Other Business and date of next meeting	
11.1	<p>Agenda items for next meeting</p> <ul style="list-style-type: none"> Planning issues – Cllr Gruen 	
11.2	Please see the summary of actions table overleaf.	

11.3	<p>Next meeting The next cycle of meetings will be set at the forthcoming Area Committee meeting.</p>	
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Summary of actions

Action	Lead by	Progress	Action closed or open
<p>Devon Pub broken glass Still occurring and pavements not being kept clear</p> <ul style="list-style-type: none"> • Police will check the situation with Police Licencing • Simon Norman to discuss with Paul Spandler and issue a duty of care regarding waste at the site 	Police & Environmental Action Team (Simon Norman)	April 2013: New action	Open
<p>Speed cameras on Station Road New installation but no signs up yet, so not legal</p> <ul style="list-style-type: none"> • Inform councillors of dates for signage installation 	Nick Hunt	April 2013: New action	Open
<p>Signs It was reported that a sign on Back Austhorpe Road has been turned around which causes issues for delivery drivers</p> <ul style="list-style-type: none"> • To be referred through the Highways helpline 	Simon Norman	April 2013: New action	Open
<p>Cross Gates Christmas lights switch-on event 2013</p> <ul style="list-style-type: none"> • Date to be added to Events Team calendar • Fundraising required • Well-being application required to earmark funds • Everyone to think about what they would like to see this year 	Cllr Grahame / James Nundy / Jean Barnbrook	April 2013: New action	Open
<p>Barnbow Memorial flower bed competition</p> <ul style="list-style-type: none"> • Further discussions needed with Parks & Countryside 	Cllr Grahame	April 2013: New action	Open

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

Attendance:

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

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

Minutes: S. Warbis

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

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

council needed to be clear on how it would deal with these situations.

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

**David
Roberts**

4.0 Review of Area Working

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

city wide and local partnerships, and that links between on the ground staff and local partnership groups also need strengthening. There is also inconsistency across the three areas relating to employment and skills arrangements.

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

5.0 Transform Leeds Programme

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

- 5.3 Transform Leeds is an 18 month programme of work, led by the third sector, that aims to radically improve support and development services for frontline third sector organisations in Leeds. It's main outcomes are to provide sustainable support for third sector organisations, to develop local leadership and effective partnership working, and to have more efficient services with less dependence on state funding.
- 5.4 A key part of the programme is the Transform Commission, which is chaired by Councillor Yeadon, and which brings together experts and interested parties from the third sector, the council, universities and other partners. The commission would benefit from having a locality view fed in.
- 5.5 The question was asked as to whether Area Chairs felt it would be useful for third sector partners to attend Area Committees, whether regular updates would be welcomed and if Area Committees would value sharing their priorities with third sector partners.
- 5.6 It was pointed out that following the recent State of the City event, and through experience of the Stronger and Safer Partnership and the Third Sector Partnership, there is a concern that connections are not being made effectively and that these could be strengthened.
- 5.7 It was also mentioned that with the prospect of the forthcoming Youth Service delegation, strong links between the Area committees and on the ground organisations would be vital. There were some concerns raised over whether city wide third sector organisations could truly represent local groups. This is always going to be an issue, however Third Sector Leeds are now linking in to more local groups and Area Committees could assist in improving this.
- 5.8 It was mentioned that groups such as the Leeds Faith Forum are looking to forge links with the third sector and could benefit from engaging with Transform Leeds. In the past third sector groups have competed for funding but now there is an increased need for groups to be working together. There was a view that Area Committees would benefit from local updates and could also benefit from advice on how to build local consortia.
- 5.9 It was agreed that Pat Fairfax, Cllr Yeadon and Cllr Hussain would be invited to the next regular meeting with Cllr Gruen, James Rogers and the Area Leaders to discuss how to best make progress with the Transform Leeds discussions.

**Sarn
Warbis**

6.0 Wellbeing Budgets

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

**Area
Leaders /
Kathy
Kudelnitzky**

account.

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

Cllr Gruen

7.0 Any Other Business

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

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8.0 Date of Next Meeting

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

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Outer East Environmental Sub-Group Minutes

Meeting held in Committee Room 4. Civic Hall,

20th June 2013

1. Introduction and Apologies:

Attendance: Cllr McKenna (Chair,) Cllr Grahame, Tom Smith (Env Services,) Krstan Nenadic (Parks & Countryside,) Chris Adlam (AVH), Amanda Douglas-Smith, Martin Hackett (AST), Peter Mudge (AST).

Apologies: Cllr Mark Dobson, Cllr Mary Harland, Andrew Milnes.

2. Minutes of last meeting

Regarding item 5.2 MH said AVH had mentioned they could pay half of the costs for a dedicated community payback team for OE. The Sub-Committee agreed not to pursue this as they were getting sufficient support without a dedicated group and had received no complaints about the change in provision.

3. Service Level Agreement

3.1 TS said the main discussion today concerned the draft SLA which would be presented to OE AC on 2nd July.

3.2 The report shows a lot of partnership working and key partners include schools, community groups, In Blooms, Parks, Waste Management, Almos, business, geocashing and Continental. These partnerships seem to be becoming ever stronger and going well.

3.3 Key issues centre around fly tipping, gulley cleaning, dog waste, litter and leafs. 93 legal notices have been served and 25 fixed penalty notices. TS said this seemed a low amount and may well increase in the coming year.

3.4 Covert cctv cameras are fully operational in each ward. Currently they must legally display notices warning people there are covert cameras in the vicinity and as a result no one has been found. Locality is therefore progressing with gaining permission from magistrates to place the cameras and this will mean no warning signs are required.

3.5 Decreasing staff overtime is a key target for this year. This could be assisted through some projects being undertaken by HMPS (Her Majesty's Prison Service) which is undertaking 4 six week projects with Locality Working following a successful pilot last year.

3.6 A reduction in the number of vacancies has led to greater action and the team is now running at 92% of sites being rated acceptable. This is compared to 86% in the previous year.

3.7 Ward Members asked for the team's sickness figures to differentiate between people on long term sick. This will give a clearer comparison with other services.

3.8 Ginnels which have been cleared on a schedule are subsequently checked every two months whilst ones not cleared are checked every month.

3.9 TS mentioned that there is the opportunity for services, parish councils, businesses etc to utilise the ad-hoc capacity of Locality Working. Through this they can fund a litter picker, enforcement patrol or mechanical sweeper to undertake extra work on areas they want to receive extra care.

Q) Cllr Grahame said that in Swarcliffe some grass had been sprayed by Continental Landscaping and then left on the roadside. It had turned a luminous grey and residents noticed that birds avoided it. Cllr Grahame asked if the spraying was safe and why this atrocious incident had occurred.

A) CA said they Continental experimented with spraying in Outer South but AVH had not been happy with the results and so the process had been stopped. Possibly similar spraying had been undertaken in Swarcliffe. PM to check with Continental.

Q) Cllr McKenna asked if the ginnel beside Meadow Road in Garforth should be included in ones being maintained.

A) Discussion revealed some residents wanted the ginnel maintained while others found this encouraged people to loiter, drink and cause nuisance. Consequently TS said he would get an officer to investigate and liaise with MH and AVH.

Q) Cllr McKenna asked if Locality is involved in the hard hitting TV campaign against dog fouling.

A) TS said Leeds has not been included however a meeting has been held about launching a citywide campaign. The main success is likely to be that people realise what a danger it is and consequently report incidents which will be followed up by Locality.

Cllr McKenna and Cllr Grahame agreed they would be pleased to support a campaign to crack down on dog fouling.

4. Parks & Countryside

4.1 The service is discussing its delegation and the idea is to agree a year in advance what the priorities will be for the year. This will be announced to Locality Working at the start of the year.

4.2 Trials with Interserve to get unemployed people working in Parks and Countryside areas is working well and it is hoped to soon introduce this capacity to Temple Newsam park.

4.3 Looking to introduce seasonal work patterns so that staff work longer in the summer than winter. Discussions have been held with many staff and there have been very few objections and so P&C are likely to introduce this scheme from January 2014. The scheme is anticipated to save £168,000 and fund additional apprenticeships.

Q) Cllr Grahame said that Cross Gates and Whinmoor had no interest or wish for a skateboard park.

A) KN said he had already made a note of that.

5. Aire Valley Homes

5.1 AVH is concentrating on all priority ginnels and had achieved its maintenance targets with these with regard to cutting and spraying.

5.2 AVH continues to work closely with Locality Working and the benefits are clear.

5.3 TS said the decision has been made to bring the ALMOs in house and that as part of this the ALMOs environmental services are being reviewed and merged with the Locality Teams at a future date.

6. East North East Homes

6.1 ENE are concentrating on increasing tenants participation but there is still a long way to go. This includes tenants joining in the walkabouts and making bids to Area Panel.

7. Waste Management

7.1 Apologies had been received from Waste Management but members said there should definitely be attendance from Waste Management at the next and subsequent meetings.

7.2 TS said he would check with Waste Management how the alternate collection was progressing in Swillington area. This area is of particular note as it seems only half of it is currently covered by the service.

8 AOB:

Cllr McKenna said this would be her last meeting as chair of the group as the Area Lead for Environment and Community Safety would chair in future.

Date of Next Meeting: 12 September 2013, 2.30pm. Civic Hall, Room 3

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**East North East Divisional Community Safety Partnership Meeting
Thursday 18th April 2013, 10:00am The Reginald Centre**

Present

Martin Snowden	West Yorkshire Police (Chair)
Bev Yearwood	ENE Area Support Team, LCC
Sharon Hughes	ENE Area Support Team, LCC
Jon Lund	Youth Offending Services
Vicky Fuggles	Youth Service, LCC
Steve Vowles	East North East Homes Leeds
Gillian Mayfield	Targeted Services, LCC
Cllr Brian Selby	Killingbeck and Seacroft Councillor
Martin Hackett	SE Area Support Team, LCC
Julie Forster	ENE Area Support Team, LCC
Leanne Manning	ENE Area Support Team, LCC (Minutes)

Apologies: Cllr Mary Harland, Cllr Gerald Wilkinson, Neil Brabbs, John Woolmer

1.0	Introductions and Minutes of previous meeting	
1.1	MS welcomed everyone to the meeting and the previous minutes were agreed as an accurate record.	
2.0	Matters arising	
2.1	Regarding 2.1 from previous minutes: to make the performance pack better for purpose. MS explained there is currently capacity issues with staff at Safer Leeds around demand for data providing	MS
2.2	Regarding 2.4 from previous minutes: Help desk closures. MS explained that help desks will now be called public enquiry counters. Changes will be made in In July but need to formalised . MS informed the meeting that NPT inspectors will continue to brief ward councillors in areas which will be most affected ie Garforth and Wetherby	
2.3	Regarding 3.3 from previous minutes: Neighbourhood resolution panel. This has been put on hold because funding hasn't been secured and there are concerns it would duplicate existing work in restorative practise processes that already exist in WYP .	
2.4	Regarding 4.2 from previous minutes: Safer project. SH is pursuing possible links to the Welfare Reform Project Team linking with TS project lead by Carrie Wilson	
2.5	Regarding 6.2 from previous minutes: Environmental Action Team helping out with Operation Optimal. BY explained that the EA Team are happy to help with Optimal. It was discussed that the dissemination of intelligence ie Optimal Packa has not been consistent. MS stated that this could be a result of changeover of staff but will investigate	MS
2.6	Regarding 9.3 from previous minutes: JW and GM discuss sharing the list of people on families first. GM explained that this has moved really quickly a	

	process has been put in place to cross reference families first cases against prosecutions.	
2.7	Regarding 10.1 from previous minutes: BY putting in applications for funding to Safer Leeds, Aire Valley Homes and East North East Homes. BY to establish exact costings from Chief Insp Davison and identify if funding from Safer Leeds is to be allocated go the strategic localities of concern during 13/14/ costings. Funding bids to be submitted to ENEHL and Aire Valley area panel	BY
3.0	Safer Leeds Intelligence Package	
3.1	MS ran through the Safer Leeds Intelligence Pack and gave a year end overview. Total crime has a 11% reduction with approx. 2000 fewer victims of crime. Burglary has also seen a significant reduction of 28% and 833 fewer victims. In terms of targets, burglary will be the key performance indicator during 13/14.	
3.2	MS explained that there has been a large increase in fraud/forgery such as cash point scams and internet fraud. Chapel Allerton got hit with drop boxes on cash points which read peoples card details. The advice from the police would be to contact the bank straight away if they see anything suspicious.	
3.3	There has been an overall increase in theft from shops which could be a consequence of changes made as part of the Welfare Reform Inspector. Matt Davison is leading on a piece of work that will focus on locations that are repeat locations which will also look at design/layout issues of premises.	MS
4.0	Burglary Overall Performance / Strategic Localities of Concern	
4.1	BY explained that Gipton and Harehills, Burmantofts and Richmond Hill and Killingbeck and Seacroft will all still be in the localities of concern. With regards to Chapel Allerton, this will continue to be a strategic	
5.0	Safer Leeds Priorities	
5.1	The safer Leeds priorities are: <ul style="list-style-type: none"> • Reducing burglary and anti-social behaviour • Tackling domestic abuse • Reducing re-offending • Improving our understanding of child exploitation • Dealing with dangerous 'legal highs' and cannabis • Strengthening community engagement and support to victims 	
5.2	BY and MS to meet to discuss delivery of priorities in localities through the current DCSP strucute during 13/14 and a wider discussion to be held at the next meeting .	MS BY
6.0	Legal Highs Briefing Note	
6.1	BY explained that DC Jamie Hudson and Melanie Jones are investigating the impact of legal highs as there have recently been 2 deaths in Leeds relating to legal highs. Two males have currently been charged with offences supplying intoxicating substances to under 18's and supplying articles for use in taking controlled drugs such as cannabis pipes and grinders BY explained that the shops that have been identified are mainly in Leeds City Centre . Any intelligence regarding outlets locally and issues affecting young people should be fed in via your Local Npt inspector	
6.2	VF suggested that Melanie Jones and DC Hudson link in with Platform which are a young people's drug service in Leeds which will have a whole range of information. BY speak to MJ regarding this.	BY
6.3	It was discussed that information on legal highs should be raised at the CLT meetings to raise awareness to the older generation. BY speak to Joanne Buck to put this on the CLT agenda. SH to raise with the new neighbourhood managers.	BY SH
6.4	It was agreed that it would be useful for Melanie Jones to attend the DCSP meeting. BY and MS to build this in when they look at the Safer Leeds Priorities.	BY MS
6.5	There are websites such as Talk to Frank that should be able to offer free information that can be handed out to make people more aware of the dangers of legal highs.	
7.0	EGYV Home Office Peer Review	

7.1	BY explained that in mid March the Home Office visited North East Leeds to do a peer review on ending gang and youth violence. They did a 4 day review to understand the problems in Leeds and what we can do to take this forward. The main focus was Chapeltown. The final report is anticipated to take up to six weeks – Report to be tabled at next DCSP	BY
8.0	Child Sexual Exploitation	
8.1	BY explained that there are “raising awareness of child sexual exploitation briefings” that have been piloted in West to frontline staff. The briefing provides a basic overview of Child Sexual Exploitation, safeguarding procedures and encapsulate local and national trends. These are in partnership with Community Safety, ACES, ISIS, Blast, West Yorkshire Police and Safer Leeds. The feedback from the sessions from the people that attended showed it was a good incite, raised awareness and clarified issues.	
8.2	BY asked if this was something we would like to replicate In North East Leeds. GM to discuss with the target services leaders re possible clusters involvement , In principle it was agreed to take forward . BY let SV know who attended the session from West ALMO. BY and GM to co-ordinate	BY/GM
9.0	Families First Update	
9.1	GM circulated a families first update which showed the breakdown of the number of families with high, medium and low cases in each cluster. There is a total of 361 families in East North East Leeds. GM also circulated two case studies, one which is high and one which is low, to show the group how they work. There is always a plan put in place to support the families and a decision on which agency will take the lead. GM to send the link to the commissioning framework.	GM
9.2	GM and SH to get together to discuss the Welfare Reform work to help people with money matters.	GM SH
10.0	Environmental Improvement Zones	
10.1	Sharron Almond from the Environmental Action Team attended the meeting to give an update on the Environmental Improvement Zones. SA explained that a lot of notices have been served and complied with. Notices that aren't complied with will be fined £100 and if the fine isn't paid then this is taken to court.	
10.2	A lot of landlords have a garden agreement for the tenant to sign which states they must take responsibility for their garden.	
11.0	POCA End of Year	
11.1	A total of £38,197.85 was allocated in POCA funds last financial year. £33,243 of this was spent and £4955 was carried forward to this financial year. MS informed the group that this project is recognised as good practise and will continue into 2013/ 14 but was unable to guarantee longer term as a result of the new arrangements re the police and crime commissioner . MS informed that the PCC had been briefed around the processes in place between WYP and area management	
12.0	AOB	
12.1	It was discussed that there will be an EDL demonstration in the Lingfield area on Saturday 4 th May. This is regarding the old Lingfield Pub Site. Local Pubs, shops and Synagogue have all been made aware of this, police and partners response have been co-ordinated and a corporate message has been agreed , BY informed the group that a partnership meeting is scheduled this afternoon to discuss this in more depth. Any intelligence from partners agencies should be submitted directly to Insp Briggs	
13.0	The next DCSP meeting	
13.1	25 th July 2013, 10am – 12pm.	

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Report of the Area Leader – South East Leeds

Report to Outer East Leeds Area Committee

Date: 2nd July 2013

Subject: Well Being Budget (Revenue) 2013/14

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Garforth & Swillington		
Kippax & Methley		
Temple Newsam		
Cross Gates & Whinmoor		
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 details of the Well Being Budget available for Outer East in 2013/14. The report details commitments, agreed funding streams and details of funding requests received.

Recommendations

2. Area Committee is recommended to:
 - Note the content of the report
 - Not award £10,000 towards Heads Together Productions
 - Note that £2500 has been agreed at the 3 respective tasking teams to fund Police Off Road motorcycles.
 - Award £7,000 towards the Outer villages holiday programme

1 Purpose of this report

- 1.1 This report provides details of the Well Being Budget for Outer East in 2013/14 and details commitments, agreed funding streams and details of new funding requests.

2 Background information

- 2.1 The Well Being Budget allocated to Outer East for 2013/14 is £185,220. The carry over figure from 2012/13 is £22,000 providing a total budget of £207,220.
- 2.2 The budget had one commitment of £33,649 to fund the annual cost of its 11 LeedsWatch CCTV cameras.
- 2.3 At the Area Committee meeting held in May 2013 it agreed the following funding streams:
- **Small Grants Budget of £5,000** - supporting local projects with a maximum grant of £500
 - **Skips budget of £5,000** – for use by community groups, in bloom groups, Parish Council's etc for community clean up's
 - **Tasking Teams budget of £10,000** – this to be shared evenly amongst the tasking teams (£2,500 per ward) for community safety and environmental projects
 - **Communications budget of £1,000** – to pay for the cost of room hire for meetings/forums, refreshments costs etc.
- 2.4 At the Area Committee meeting held in May 2013 there were also a number of other projects approved:
- Older Persons Events Week - £4,680. 5 days organised by Area Support Team and 1 day organised by HOPE (Halton Moor & Osmondthorpe Project for the Elderly)
 - Cricket Coaching for youngsters - £5,000. 5 weeks of cricket coaching during school summer holidays in Kippax and Whitkirk.
 - Christmas lights and switch on events - £21,235. Various events including Cross Gates, Garforth, Kippax etc. This figure is provisional and may reduce if businesses and traders contribute.
 - Neighbourhood Elders Team - £8,000. Project to support luncheon clubs in Outer East.
 - Out of School Activities programmes in Temple Newsam and Cross Gates and Whinmoor - £14,500 total cost of project with £7,250 from Area Committee funding and £7,250 from youth service budget that will be delegated to Area Committee.
 - Garforth Gala - £1,000 towards cost of the event.
 - Planting borders in Town End Garforth - £1,900.
- 2.5 The remainder of the budget will be used to support further priority work in the area.

3.0 Main Issues

3.1 Heads Together Productions

- 3.1.1 Heads Together Productions have been working in East Leeds for 14 years. For the last 9 years this has been through their East Leeds FM project which is based at the disused housing office at Ramshead Hill. There are numerous problems with this building and Heads Together have been fundraising in order to develop Seacroft Methodist Chapel into a bespoke home for East Leeds FM. Heads Together have a 99 year lease on the building from the Methodist Church.
- 3.1.2 The total cost of the project is over £800k. All of the works are capital or for equipment. Inner East Area Committee have provided feasibility study funding and funding towards the capital costs totalling £20.5k The remainder of the funding has been provided by the following:
- Jimbo's Fund = £100,000
 - Tudor Trust = £75,000
 - Monument Trust = £100,000
 - Scurrah Wainwright Charity = £25,000
 - WREN community landfill tax grant = £50,000
 - Caird Bardon community landfill tax grant = £84,341
 - LCC Education (Seacroft Manston Family of Schools) = £18,000
 - Mills Reeve Solicitors (pro bono) = £13,100
 - Arts Council England = £327,351
- 3.1.3 There is still a bid to the Henry Smith charity for £62k outstanding. A decision is expected in July. Heads Together are requesting £10k from Outer East Area Committee.
- 3.1.4 Heads Together anticipate working with a considerable number of young people who live in Outer East and this is why they have requested funding from Outer East Area Committee. The dedicated arts centre will provide creative development opportunities for young people . The building will enable Heads Together to increase it's activities at ELFM; provide more sessions for schools to access on site; increase the amount of volunteering opportunities for local residents; increase the hours of broadcasting and performances; increase the range and amount of young people we will offer training courses, internships and apprenticeships.
- 3.1.5 The project has been discussed with Outer East Members by e mail. The general consensus is that although appreciating the merits of the project the Well Being Budget for outer east needs to be targeted at other priorities. Some Members felt this was a very large project and that the specification could either be reduced or Heads Together fund raise locally.
- 3.1.6 Having considered Members comments Area Committee is recommended not to support the request for funding.

3.2 Funding for North East Division Off Road Motorcycles – Tasking Budget

- 3.2.1 A request has been received from West Yorks Police to award £2500 through the Outer East tasking teams to continue to fund this project. This has been agreed at the 3 tasking teams that cover Outer East.

3.2.2 Funding has also been sought from the tasking teams covering inner east, inner north east and outer north east.

3.3 Outer Villages Holiday Programme

3.3.1 This request for funding will help support youth activity programmes in the Kippax & Methley and Garforth & Swillington wards.

3.3.2 The programmes available will include school holiday activities that are accredited and have a focus on: learning new skills, health, sports, arts, citizenship & youth participation. The bulk of the funding will be used to support a range of trips and local activity days intended to provide young people with opportunities to make positive use of their leisure time during school holidays in summer 2013.

3.3.3 The specific activities on offer will be decided in negotiation with young people at different localities prior to the programme being finalised.

3.3.4 The Funding will be broken down as follows:

- Swillington specific Activity programme £3,000
- Kippax & Methley Activity programme £4,000

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 All projects developed are in consultation with Elected Members and local communities. Approval for a contribution from the well being budget is secured at Area Committee.

4.2 Equality and Diversity / Cohesion and Integration

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

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

4.3 Council Policies and City Priorities

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

- Vision For Leeds

- Children and Young Peoples Plan
- Health and Well Being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

4.4 Resources and Value for Money

4.4.1 There is no new resource implications as a result of any projects detailed within this report. In all requests for funding from Area Committee applicants are asked to consider value for money during the application process.

4.5 Legal Implications, Access to Information and Call In

4.5.1 Legal implications as a result of this report will be reflected in any subsequent Funding Agreements and Contracts to Tender that arise from projects funded from the Well being Budget.

4.5.2 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are no longer eligible for call in.

4.5.3 There are no key or major decisions being made that would be eligible for call in.

4.6 Risk Management

4.6.1 All proposals requesting well being funding complete a section in the application process outlining the risks associated with the project and how they will be managed.

5 Conclusions

5.1 The report provides information on how the well being budget 2013/14 has been allocated against funding streams and details projects funded to date.

5.2 The report also recommends that Area Committee does not award £10k to Heads Together Productions.

6 Recommendations

6.1 Area Committee is recommended to:

- Note the content of the report
- Not award £10,000 towards Heads Together Productions
- Note that £2500 has been agreed at the 3 respective tasking teams to fund Police Off Road motorcycles.
- Award £7,000 towards the Outer villages holiday programme

7 Background documents

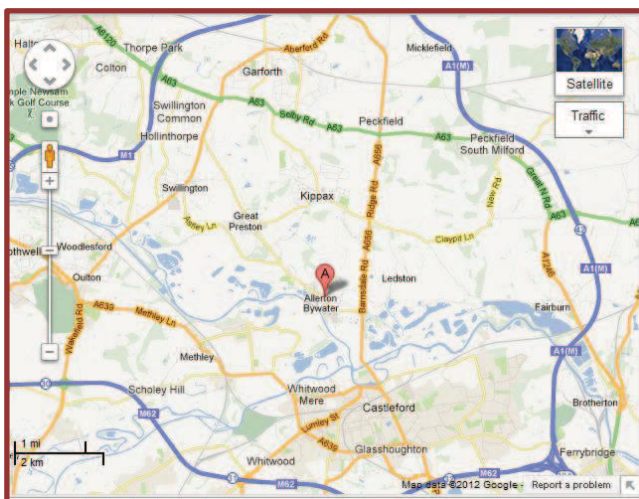
7.1 None

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.

Vicars' Court

Meeting and Conference Facilities

How to find us



By Bus: Services 167 and 168 from Leeds City Centre (approx. half hour journey), also services 163 and 166 from Leeds City Centre (approx. 1 hour journey).

By Train: The closest station to Vicars' Court is Garforth, which is a 15/20 minute train journey from Leeds City Station. Vicars' Court is a 10/15 minute taxi ride away from Garforth. There is a taxi rank at the station.

Car Parking: Limited complimentary parking is available on site and free street parking is available close-by.

To achieve the very best for the children, young people and families of our communities by learning and working with each other and for each other

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