



**EAST (OUTER) AREA COMMITTEE**

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**Meeting to be held in Garforth NET, Dover Street, Garforth LS25 2LP on  
Tuesday, 15th October, 2013 at 4.00 pm**

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**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;

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

# A G E N D A

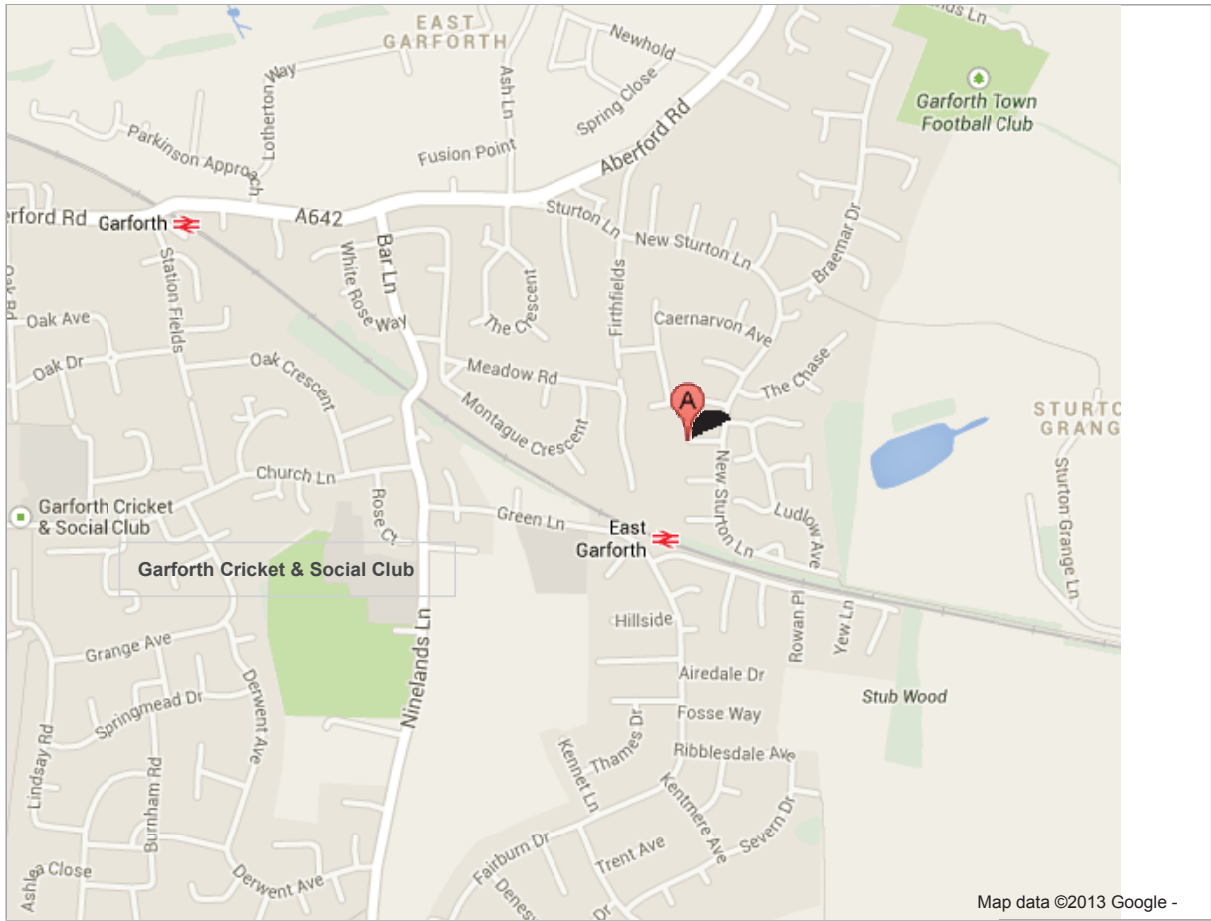
Item No	Ward/	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance 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><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></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><b>RESOLVED</b> – 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><b>LATE ITEMS</b></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><b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS</b></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><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>MINUTES</b></p> <p>To confirm as a correct record the minutes of the previous meeting held 10<sup>th</sup> September 2013</p>	3 - 10
7			<p><b>OPEN FORUM</b></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><b>STRENGTHENING RELATIONSHIPS BETWEEN THE OUTER EAST AREA COMMITTEE AND THE THIRD SECTOR</b></p> <p>To consider the joint report of the South East Area Leader and the Chief Officer of Voluntary Action Leeds on recent development regarding the work undertaken with the voluntary, community, faith and social enterprise sector and presenting key initiatives for the Committee to discuss and agree regarding how to strengthen their relationship</p>	11 - 38
9	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p><b>SUMMARY OF KEY WORK</b></p> <p>To consider the report of the South East Area Leader providing details of the key issues and activities in the locality and providing minutes relating to recent community forums, sub groups and partnership meetings.</p>	39 - 74
10	Garforth and Swillington; Kippax and Methley		<p><b>STRENGTHENING THE RELATIONSHIP BETWEEN AREA COMMITTEE AND PARISH COUNCILS</b></p> <p>To consider the report of the South East Area Leader on the Safer and Stronger Scrutiny Board Report on the Councils relationship with Town and Parish Councils and outlining options on how this can be achieved in Outer East Area.</p>	75 - 80
11	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p><b>WELL BEING BUDGET (REVENUE) 2013/14</b></p> <p>To consider the report of the South East Leeds Area Leader providing details of the Well Being Budget available for Outer East.</p>	81 - 90
12			<p><b>DATES AND TIMES OF FUTURE MEETINGS</b></p> <p>To note the date and time of the next meeting as Tuesday 10<sup>th</sup> December 2013 at 4.00 pm, in the Civic Hall, Leeds</p>	



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## **EAST (OUTER) AREA COMMITTEE**

**TUESDAY, 10TH SEPTEMBER, 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 K Wakefield

**25 Chair's opening remarks**

The Chair welcomed everyone to the meeting

**26 Late Items**

Although there were no formal late items, Members were in receipt of additional information on the impact of benefit changes as of July 31<sup>st</sup> 2013 in the Outer East Area, to accompany the report on Welfare Reform (minute 33 refers). The additional information had been made available prior to the meeting

**27 Declarations of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests

**28 Apologies for Absence**

Apologies for absence were received from Councillor Murray. The Chair advised that Councillor Mitchell would be arriving slightly late due to another appointment

**29 Minutes**

**RESOLVED** - That the minutes of the East Outer Area Committee meetings held on 17<sup>th</sup> June 2013 and 2<sup>nd</sup> July 2013 be approved

**30 Open Forum**

No matters were raised under the Open Forum

## 31 Summary of key work

Members considered a report of the South East Area Leader which set out priority work carried out in the area over recent weeks. Appended to the report were minutes of forum, partnership and sub-group meetings and those of the Area Committee Chairs meeting

Three presentations were made to the Committee highlighting priority work in the area, these being:

- a report from West Yorkshire Trading Standards representatives on financial fitness workshops which had been run in other parts of the city and were planned to be delivered in the Outer East Area
- an update on the proposed Thorpe Park development
- the Junior Cricket Week, which was subsidised by the Area Committee

### Financial Fitness Workshops

Members welcomed Dawn Mason from West Yorkshire Trading Standards (WYTS) who provided an overview of the workshops being delivered which were to provide information and raise awareness of the of the range of scams and frauds which were in operation and targeted job seekers and vulnerable people. Other topics to be covered in the workshops would be banking and budgeting; welfare reform and consumer rights

Both Kippax and Garforth Children's Centres would host the workshops, with Members being welcome to attend the sessions and provide details of other venues or groups which could benefit from these courses

In summary, reference was made to the following matters:

- the selection of areas to deliver the workshops
- the benefits of receiving updates via Social Media from WYTS of the scams operating in the area
- the need for closer working by WYTS with Area Committees to tackle these issues
- the increase of cyber crime and the current position in detecting and preventing this
- the need for further updates to be presented to Members

The Chair asked that any suggestions for venues to hold future workshops or groups which could benefit from receiving these session be conveyed to WYTS through the Area Improvement Officer

### Thorpe Park Update

Members welcomed representatives of Scarborough Developments and the Chief Planning Officer to provide an update on the proposals for a major retail-led scheme at Thorpe Park

Members were informed that the application would be presented for determination at a special meeting of the City Plans Panel to be held on 19<sup>th</sup> September. The developers were of the view that whilst not all matters were fully resolved, the principles of the proposals were clear and that a key matter,

Draft minutes to be approved at the meeting  
to be held on Tuesday, 15th October, 2013



this being a review of the layout for the Manston Lane Link Road (MLLR,) to optimise the ELOR had been carried out, with details of this included in the planning application

At this point, Councillor Mitchell joined the meeting

Regarding highways matters, much testing had been done on the proposals including consideration of future proposals, with appropriate conditions being proposed to require highways monitoring to take place and mitigation measures to be introduced where necessary

In terms of the impact of the proposals on other local centres, a positive response was reported to have been received from the Council's independent retail consultant, subject to conditions

The importance of local employment to Members had been recognised and an employment strategy would form part of the S106 Legal Agreement. Members' request for further consultation on revisions to the scheme had also been carried out

Councillor P Gruen informed the meeting that in view of the application being considered on 19<sup>th</sup> September and through being a member of City Plans Panel, he would not participate in the discussions at this meeting. Councillor J Lewis and J Cummins echoed this, through also being members of the City Plans Panel

The Chief Planning Officer informed Members that the report being taken to City Plans Panel would be for the changes to Thorpe Park; the options for the roads and proposals for Green Park, which was planned to be delivered on a phased basis. The proposals for the East Leeds Extension would not be submitted to Panel at this stage as there were matters outstanding, particularly in relation to the East Leeds Orbital Route (ELOR), with further information on the ELOR being presented to Executive Board in October. In terms of the MLLR this would be provided in full and be paid for and developed by Scarborough Developments

On the employment and training strategy, the Chief Planning Officer commended the scheme put together by Scarborough Developments as a model and stated that he would be recommending this approach to other developers in the city

Further information was provided on the proposed conditions relating to highways matters

In summary, reference was made to the following matters:

- the MLLR and ELOR and the need for clarity on what would be built and when; also that the number of roundabouts through Thorpe Park would need to be given careful consideration
- apprenticeships and local employment; the need for this to be delivered at an early stage and to target young people with few or no qualifications in the Cross Gates, Kippax and Halton Moor parts of the Outer East area. On this matter Members were informed that Scarborough Developments were working on and testing a range of innovative ideas around training and employment to further enhance

the offer the development would bring to the local community in terms of jobs and skills

- that the employment and training strategy should also encourage an increase in the levels of qualifications of young people
- the need for the jobs and skills to be focussed on the East Leeds area, rather than being rolled out across the city. Members were informed that the report to City Plans Panel specified the Wards which should be focussed on for employment and training

The Chair thanked Officers and representatives from the developers for their attendance and asked them to provide a further update at the October meeting

### Junior Cricket Week

Mr Tony Bowry from the Yorkshire County Cricket Board was welcomed to the meeting to give a brief presentation on the recent Junior Cricket Week which was held in two venues, Kippax and Whitkirk during the school holidays

Details were provided about the number of participants; the splitting of the sessions into am and pm at one venue; that this had not worked and the reasons for this; the involvement of professional players in the scheme and future projects, including establishing links with a new cricket academy with the aim of developing local people playing for Yorkshire CCC. The development of young officials, ie 14-16 year olds for umpiring and scoring was also being considered as was encouraging younger people to become Board Members

Members commented on the following matters:

- the level of interest shown by young people in watching and participating in this sport
- the good behaviour of the participants
- the possibility of broadening the scheme across the East Outer area and that Councillor Coupar, the Area Lead on Children's Services and Corporate Carers would meet with Tony to discuss this and bring further information back to the Committee

Mr Bowry thanked East Outer Area Committee for their continued support of this project and on behalf of the Members, the Chair thanked Tony for all the work done on this

### Older Persons Event Week 2013

The Area Improvement Officer informed Members of the proposals for this annual event and that the organisation HOPE were to arrange an additional event this year, with an additional event being arranged by HOPE in Cross Gates in 2014

It was confirmed that the venue for Kippax would be at Kippax Central Working Men's Club off Gibson Lane

**RESOLVED** - To note the report, the presentations and the comments now made

During consideration of this matter, Councillor Gruen left the meeting due to having another meeting to attend

## 32 Children's Services Area Committee update report

Sarah Sinclair and Martyn Stenton of Children's Services presented a report of the Director of Children's Services which provided a six-monthly update on local outcomes for young people in the East Outer Area and responded to questions and comments from the Area Committee. Issues relating to Ofsted inspections, school places; achievement levels of Looked After Children, cluster governance arrangements and NEET figures were outlined

Members commented on the following matters:

- the involvement of Ward Members on Children's Services clusters; that in some cases Members were appointed to these but not then contacted to attend meetings
- the uneven approach to cluster governance which led to in some cases a lack of involvement, whereas in other areas, Councillors were attending meetings and taking decisions about funding. Sarah Sinclair agreed to undertake some urgent work to answer the concerns raised
- that requests by a Ward Member over a long period of time to see the minutes of their local cluster meetings had not been met
- that Elected Members did not have voting rights on the clusters and that this did not promote close working
- the lack of school places in the Outer East area; that children were having to travel further afield, often passing their local school en route, and that the journey to school having to be undertaken by primary school children and their parents was impacting on the ability of parents to work. Members were informed that additional money had been secured to create additional provision in the area but that in terms of building new schools due to changes by Central Government, Local Authorities had lost the ability to open these and that any new school had to be either an academy or a free school. There were also issues around land availability, particularly in the areas where provision was most needed
- the unwillingness of some schools to extend provision either by the use of portacabins or creating bulge classes
- the amount of funding held by clusters
- the number of schools in the area which had been closed in the past; that the effects of this were now being seen and that action was needed to ensure that children could be educated locally
- the need to ensure that any funding for new schools arising out of development was provided for in the area where the development was, rather than further afield
- the need for Members' concerns about the clusters to be taken up and addressed

The Chair requested a further report be presented on this issue to the October meeting, with Councillor Coupar, as Area Lead asking to meet with Officers before the October East Outer Area Committee meeting

**RESOLVED** - To note the report, the comments now made and that a further report be brought back to Area Committee

### **33 Update on Welfare Benefit changes**

Shaun Kelly Financial Manager Welfare Benefits presented a report of the Chief Officer (Welfare Benefits) providing an update on the impact of the welfare reforms at both a city-wide and ward level basis, including information on arrangements which had been established to support tenants. Details about the campaign against high cost lenders was also included in the report. In responding to queries and comments from Members Mr Kelly was assisted by Jason Kirk from Aire Valley Homes Leeds

Members also considered a supplementary report providing details in respect of East North East Homes

Members discussed the report in detail

In summary, the following issues were raised:

- the Local Welfare Support Scheme how people were signposted to this scheme; the underspend on the scheme and the reasons for this. Members were informed that the Job Centre would direct people to the Local Welfare Support Scheme. Regarding the underspend on this, one reason was that two different systems were being compared as the previous system was cash-based, whereas the Council's scheme was not. Work was also ongoing to see if the reduced demand for this service was due to people not being aware of its existence
- Discretionary Housing Payments and the need to ensure that advice centres for residents were spread out in the villages, in view of the level of interest seen at Garforth Library. Members were informed that 'pop-up' centres were being considered for villages
- that more information was required on the work being carried out in the East Outer Wards and the need for some of the funding streams to be clarified
- the Social Fund and the need for information about this to be provided to Ward Members to enable them to inform constituents. It was stated that an advice guide had been published and that a meeting would be arranged with Councillors about signposting constituents to the appropriate organisation
- under-occupancy; that this would plateau and what measures would then be taken when arrears could not be cleared. Jason Kirk advised that new protocols had been agreed for collecting rent and that it would be for the Council to decide on the issue of triggers for possession
- the cashless scheme used by the Council; how this worked and that it was reminiscent of the token system of 1930s – 1940s which stigmatised people using it. Members were informed that the system used was based on pre-paid vouchers for the four main supermarkets
- the need to understand that the majority of people in receipt of benefits were working

Councillor Wakefield assured Members that further information would be provided especially on Discretionary Housing Payments and that the funding made available for this by Government would be used

**RESOLVED** – a) to note the information about the impact of the welfare reforms

b) to note the information about the campaign against high cost lenders and to contribute to options for locality-based events and initiatives to support the campaign

c) to note the work ongoing in the locality in response to the welfare changes

### **34 2011 Census Results**

Members considered a report of the Chief Officer, Strategy and Improvement on the 2011 census figures. Appended to the report was detailed, statistical information providing comparative data for the Outer East area to provide a demographic profile which included information on population; diversity; housing, economic activity and qualifications and health and wellbeing

Jackie Pruckner attended the meeting and informed Members of the range of data which was available, as well as the ability to drill down further beyond the main headings and cross tabulate data to better inform Members and provide an evidence base which could be used for leverage, particularly relating to jobs and skills

Members thanked Jackie for her work in compiling and presenting this data and for the support she had given to Members to help drive provision where it was most needed

**RESOLVED** - To note the report and the emerging issues and to consider how the data could inform neighbourhood improvement strategies in East Outer area

### **35 Well Being Budget (Revenue) 2013/14**

Members considered a report of the South East Area Leader detailing the Well Being budget available to East Outer Area Committee in 2013/2014, together with an overview of spending to date and presented funding requests from new projects seeking support

The Area Improvement Manager presented the report and outlined the funding requests

The request for funding for the maintenance of grass/fields at the St Gregory's site was queried and in view of a concern which had been raised on behalf of Councillor P Gruen, it was suggested that consideration of this application be deferred to the next meeting. It was also stated that there were many similar sites in the area where maintenance funding could be requested from the Wellbeing budget and that further consideration to agreeing this funding should be given

The Area Improvement Manager stated that following consultation with Ward Members on the funding request, he had formed the view that this was supported and in as a result, the work had been carried out

**RESOLVED** - a) To note the report, the position regarding small grants and to award the following payments:

£7,000 towards the cost of extending and refurbishing Swillington Children's playground  
£3,920 to Leeds Groundwork Trust to deliver the Staithe's Riverside Sensory Garden project in Allerton Bywater  
£5,000 to Swillington Miners and Social Welfare Scheme  
£8,682 for additional CCTV in Halton Moor  
£840 to provide Christmas tree in Garforth  
£1,500 to fund maintenance of grass/field at St Gregory's site

b) That the Lead Members be asked to present a report on their work to the next meeting

### **36 Outer East Area Committee Business Plan 2013-14**

Members considered a report of the South East Area Leader setting out the draft 2013/14 Area Committee Annual Business Plan for the East Outer Area, which included priorities and actions for the year; Area Leads and a framework for community engagement. A copy of the draft plan was appended to the report

**RESOLVED** - To approve the business plan for 2013/14

### **37 Dates and Times of Future Meetings**

Tuesday 15<sup>th</sup> October 2013 at 4.00pm at Firthfields Community Centre  
Garforth

Tuesday 10<sup>th</sup> December 2013 at 4.00pm in the Civic Hall, Leeds



Report author: Richard Jackson, David Smith VAL on behalf of Third Sector Leeds. Sarah Gill  
Tel: 0113 297 7924

## Joint Report of the South East Area Leader and Chief Officer of Voluntary Action Leeds

### Report to East (Outer) Area Committee

**Date: Tuesday 15<sup>th</sup> October 2013**

**Subject: Strengthening relationships between the Outer East Area Committee and the Third Sector**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Crossgates and Whinmoor, Kippax and Methley, Garforth and Swillington, 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

There is a need to strengthen strategic relationships between the Area Committee and the Third Sector; currently there is an engagement with individual organisations and networks (e.g. Healthy Lives Leeds and Young Lives Leeds) but not the sector as a whole.

In July 2013, a councillor from the South East spoke at an event designed to launch a Third Sector Network for the South East Area, Third Sector Leeds Goes Local. The support of the Area Committee is sought for the direction of travel and the next steps in this work.

### Recommendations

The Area Committee is asked to:

- a) Note the content of the report;
- b) Support the work being done to strengthen links between the Third Sector and Area Committees
- c) Discuss and agree key initiatives outlined in 3.4 for the Area Committee and Third Sector Leeds (TSL) South East to take forward aimed at strengthening their relationship and better meeting the needs of local communities through collaboration.

## **1 Purpose of this report:**

- 1.1 Update the Area Committee about recent developments regarding work with the voluntary, community, faith and social enterprise sector. Throughout the report these will be referred to as the Third Sector.
- 1.2 Seek members support for the direction of travel outlined in this report.
- 1.3 Present key initiatives for the Area Committee to discuss and agree regarding how to strengthen their relationship.
- 1.4 Seek approval for the recommendations.

## **2 Background information**

- 2.1 The Third Sector in Leeds and more specifically in the Outer East Area is well developed. Across Leeds it's estimated to comprise of over 3000 organisations (of which about half are registered charities). Between them these organisations have around 20,000 paid employees, over 50,000 unpaid volunteers and a turnover of approx £400 - £500 million.
- 2.2 The underpinning rationale and principles of partnership working between the Council and the sector are set out in the Compact for Leeds (**Appendix 1**). It sets out 7 principles to guide public sector and third sector working relationships. It was launched in June 2010 and approved by the Council's Executive Board in the autumn of 2010. The Compact for Leeds is being refreshed to ensure its continuing relevance.
- 2.3 The Council's total investment in the sector is over £100 million per annum. Despite recent reductions in the Council's budget, it is still a very significant part of the mix of service delivery. The ConnectLeeds database developed by a partnership led by Voluntary Action Leeds identifies over 400 organisations with their main base in the South East area. In Outer East there is a wide range of provision from neighbourhood networks providing services to older people; residents associations, community groups, sports clubs and faith based organisations. Some of the organisations based in the area serve a much larger area. The spread is not even; the sector is much less visibly present in some communities than in others. It should be noted that a significant number of city wide organisations also provide services to the South East.
- 2.4 It is important to acknowledge that it is difficult to maintain up to date information about the sector. There is a huge amount of change as larger organisations adapt to the changing funding environment, and as smaller ones grow, develop and sometimes decline. By working together, councillors, officers and infrastructure organisations such as (VAL) can improve their knowledge of trends and developments both locally and citywide and ensure a vibrant, diverse, and valued Third Sector into the future.



### **Support services for the Sector**

- 2.5 VAL is based in Hunslet. It is the largest support and development organisation in the city, created following the merger with Leeds Voice in October 2011. It provides a wide range of services including networks and forums, volunteering development services including a city centre volunteer centre at the Great George St One Stop Shop, small groups development; commissioning support, fundraising, a comprehensive training programme, room and equipment hire. It works closely with other support and development organisations. Some like the West Yorks Community Accountancy Service are co-located with VAL at Stringer House; and others such as Leeds Community Foundation, Volition, Leeds Older People's Forum and Equality Leeds (formerly Leeds Racial Equality Council) are based in the city centre.
- 2.6 Support and development services are going through a period of significant change. The Transform Leeds programme funded by the Office of Civil Society has provided an opportunity to review their effectiveness and raise their game to meet the challenges that the sector faces. The Council is considering how its investment in support and development services can be deployed to ensure the best value for money possible for the city.

### **Third Sector Leeds.**

- 2.7 The partnership between the Council and the sector is well developed at the city wide level. TSL is recognised as the formal channel of representation at this level. It is the alliance that brings together key networks and forums, support and development organisations and some of the larger organisations in the city. Voluntary Action Leeds provides the secretariat function for TSL.
- 2.8 TSL is engaged with the partnerships structure, comprising the five strategic partnership Boards, (Children's Trust, Communities Partnership, Health and Well Being Board, Housing and Regeneration Board, Sustainable Economy and Culture Board); and the Safer Leeds Executive. The Third Sector Partnership brings together representatives of TSL with Council Directorates, the NHS and other partners to work together to maintain and develop a thriving third sector in Leeds. The Third Sector Partnership is chaired by Councillor Adam Ogilvie, supported by Councillor Christine Macniven and a lead Director.

### **Main issues**

- 3.1 Third Sector Leeds Goes Local
- 3.1.1 A pilot initiative is underway between July 2013 and March 2014 to bring the Third Sector in the South East area together. The aims of the project are to:
- a) make better use of existing partnership arrangements at the area and city wide level
  - b) improve networking and collaboration within the sector
  - c) identify challenges facing communities in South East Leeds that could be tackled most effectively by strengthening partnership work with the sector.
- 3.1.2 A number of discussions have taken place recently about how the partnership between the Council and the Third Sector can be strengthened at a local level,

especially with Area Committees. Richard Jackson, the Chief Officer of VAL recently attended a meeting of Area Committee Chairs in the South East on the 24<sup>th</sup> May 2013. Some of the issues which were identified include:

- a) Sector attendees at Area Committees speaking from an organisational rather than sector wide perspective;
- b) The need for Area Committees to be able to access expertise in the sector more easily.
- c) Communication between councillors and the sector, especially activity not directly supported by the Area Committee.
- d) The need to get meaningful consultation and involvement from the sector in key developments.

### **Wellbeing Funding and the Third Sector**

3.2 South East Area Support Team has recently undertaken a piece of work looking at the added value of well being funding. The table below shows an element of this work around the added value that Wellbeing funding brings to Third Sector activity within the South East Area.

<b>2012/13</b>	<b>Number of projects supported</b>	<b>Would not have gone ahead without Area Committee Funding</b>	<b>Council Led</b>	<b>Public Sector Partner Led</b>	<b>Third Sector Led</b>
Outer East	58	44	40	6	12
Inner South	31	22	14	8	9
Outer South	24	13	9	7	8
<b>Total</b>	<b>321</b>	<b>242</b>	<b>165</b>	<b>52</b>	<b>104</b>

It is also relevant to note that almost a third of the £4.85 million of matched investment during 2012/13 is from In Kind volunteer time (£1.4 million).

3.3 TSL and the SE Area Leader worked together to design and deliver an event on Monday 22 July – ‘Third Sector Leeds Goes Local’. The event was attended by over 40 people from across the sector. Councillors Angela Gabriel and Paul Truswell talked about the role of Area Committees and Neighbourhood Improvement Boards and outlined the challenges facing the Council. David Smith and Adrian Curtis described the support available to the local Third Sector from support and development organisations and the strategic role played by TSL. Five challenges for collaboration were identified:

1. The integration agenda for social care
2. The health inequalities gap
3. The need for the Council to work with local communities to bring about behaviour change e.g. to improve the cleanliness of public spaces

4. Reducing the number of young people not in education, employment or training
5. Development of an approach to the Council's asset base.

### 3.4 Initiatives to Strengthen the Relationship between the Area Committee and Third Sector

#### 3.4.1 Area Committee members are asked to discuss and consider the following key initiatives:

a) Build on current collaboration of local commissioning of the Third Sector and establish an 'intelligent commissioning' arrangements that aims at ensuring the third sector organisations are prepared to engage with local commissioning arrangements in the relevant timescales.

b) The Area Committees receive an annual update report from TSL regarding Third Sector activity and impact within their area of responsibility. This report would provide a 'State of the Sector' within the locality, aimed at facilitating a greater understanding of the services and support the Third Sector can offer but also what changes in delivery are occurring.

c) A third sector lead organisation is identified to work alongside Area Committee Leads for:

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

d) The Area Committee and TSL work together to ensure relevant and effective Third Sector involvement on the following groups is maintained:

- Environmental Sub Group
- SE Welfare Reform Group
- South East Leeds Debt Forum
- Community Centres Sub Group
- Children and Young Peoples Group

e) Third Sector support and development providers work in mutually supportive arrangements with the Neighbourhood Improvement Officers (funded by Inner South and Outer South Area Committee) aimed at working together to develop community capacity within priority neighbourhoods.

f) In order to further the impact and value added of Wellbeing funding, the Area Committee should consider setting a target for percentage increase in the number of third sector led projects delivered through this fund.

3.5 A further meeting of the TSL South East Area Network will take place on Tuesday 26 November 2013.

3.6 A roll out of the 'TSL Goes Local' initiative into the other areas of Leeds has been agreed. It will occur over the six months of this pilot project with the target of establishing networks in other areas by the end of March 2014.

## **4. Corporate Considerations**

### 4.1 Consultation and Engagement

4.1.1 40 Third sector organisations attended the event on 22 July and were supportive of the work being developed by TSL and the Area Leader with support from VAL as the TSL Secretariat. The Director of Commissioning for the South East Clinical Commissioning Group was also present and supports the initiative.

### 4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Third sector organisations represent the whole range of communities of interest in the area. Improved third sector networking supports better understanding between them.

### 4.3 Council policies and City Priorities

4.3.1 The work contributes to the achievement of the headline indicators in the City Priority Plan, especially those set out in respect of Best City for Communities.

### 4.4 Resources and value for money

4.4.1 There is no additional expenditure involved; the pilot project described in the body of the paper is being carried out within existing resources. It is important to acknowledge the time committed to the initiative by VAL, the Council, the NHS, Health for All, Groundwork and all those who attended the event as participants.

### 4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no legal implications to the council in the advancement of improved relationships and ways of partnership working with Area Committees.

### 4.6 Risk Management

4.6.1 There is no risk to the council in the advancement of improved relationships and ways of partnership working with Area Committees.

## **5. Conclusions**

5.1 The pilot project being undertaken in the South East by VAL will give a lead in the city to improving the partnership arrangements between the council locally and the third sector. It will focus effort on key challenges that need a third sector contribution to significantly improve the quality of life for local communities.

## **6. Recommendations**

6.1 The Area Committee is asked to:

- a) Note the content of the report
- b) Support the work being done to strengthen links between the Third Sector and Area Committees

- c) Discuss and agree key initiatives outlined in 3.4 for the Area Committee and Third Sector Leeds (South East) to take forward aimed at strengthening their relationship and better meeting the needs of local communities through collaboration.

## **7. Background documents<sup>1</sup>**

- 7.1 No background papers.

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

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**Working Together**

**Involving Communities**

**Sharing Information**

**Allocating Resources**

**Building  
Communities and  
Third Sector Capacity**

**Promoting  
Volunteering**

**Promoting Equality,  
Fairness and Good  
Community Relations**

**compact for leeds**  
public and third sector  
working together for the people of leeds





June 2010

**An agreement to strengthen working relationships between the public and third sectors in order to deliver the best possible outcomes for the people of Leeds.**

## The Compact for Leeds sets out seven principles to guide public and third sector working relationships:

- **Working Together:** creating a Leeds where public and third sector partners work together to more effectively meet the needs and aspirations of the people of the city.
- **Involving Communities:** creating a Leeds where partners work together to ensure that people can make a difference and have a voice that shapes decisions.
- **Sharing information:** creating a Leeds where partners are open and share information and intelligence appropriately, so that everyone can make informed decisions in the interests of the people of the city.
- **Allocating Resources:** creating a Leeds where partners work together within legislative and economic constraints, to ensure that the available funding, the in-kind support and other resources are used in the most effective way and are directed to the agreed priorities and needs of the people of Leeds.
- **Building Communities and Third Sector Capacity:** creating a Leeds where partners work together to ensure that support is in place to help build communities so that they can take action together and contribute to the development of the city.
- **Promoting Volunteering:** creating a Leeds where partners work together to ensure that formal and informal volunteering is encouraged, promoted, valued and recognised.
- **Promoting Equality, Fairness and Good Community Relations:** creating a Leeds where partners work together to ensure that equality and fairness are at the heart of all decision making and where conditions are created for good community relations in all parts of the city, and across all communities.

## The Compact – the history and the intention:

The Compact for Leeds builds on the commitment made by the signatories to the Leeds Strategic Plan, to create an environment for a thriving third sector.

The first Compact for Leeds was adopted in 2003 by the Leeds Initiative on behalf of public and third sector partners. Many of the 2003 Compact aspirations are now embedded into everyday practice and policy. The third sector is a key and equal partner in the development and delivery of the Leeds Strategic Plan and participation in strategic partnerships is the norm. The Compact for Leeds has played a role in directly shaping and creating a context for changing and strengthening public and third sector relationships.

The 2010 Compact for Leeds provides a framework for relationships between public and third sector partners. It is not a set of rules, or a bureaucratic burden, but a way of working that demonstrates partners' commitment to work together in the best ways possible.



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### Compact for Leeds

Launched June 2010

Endorsed by Harmonious Leeds in April 2010 and commended to all partners for formal adoption and implementation.

# INTRODUCTION

## What is the Compact?

The Compact for Leeds was first launched in 2003; it is an agreement between public and third sector partners. Its purpose is to strengthen working relationships between the partners in order to deliver the best possible outcomes for the people of Leeds.

The Compact for Leeds is more than a document, it is a way of working. The Compact document has a wide audience and all partners, from the grassroots to the strategic, need to find it relevant and valuable in their day to day work. For this reason the Compact document deliberately aims to reflect the interests of all parties, including both strategic direction and practical detail.

The Compact provides a **framework** to guide working relationships and sets out some standards for practice that partners **work towards**, through a process of self assessment and continuous development. There is no expectation that partners will be able to implement all of the Compact commitments at the outset, or to work on all the areas needing development at once. Partners are, however, expected to identify specific actions that they can take within an agreed time frame to move towards full implementation.

## The role of the Compact in the current economic climate

Nationally, the funding for statutory partners is being reduced. There are pressures to reduce overall spending; to evidence effectiveness and value; as well as to deliver on core business. This climate creates real challenges for partners as they aim to continue to work co-operatively and transparently, to ensure the very best outcomes for all people in Leeds, particularly those most vulnerable. The challenges of funding are only likely to increase, at least in the short time, making it more important than ever to understand the issues and challenges facing partners in all sectors and the constraints they operate under. Nevertheless all partners should aim to use the guidance of the Compact as their best practice, and, if for any reason this is not possible, be clear about the reason for these limits, and communicate this.

## Understanding the terminology

There are many terms and phrases used in relation to the issues and organisations covered by the Compact. A **Compact Glossary** is evolving, but the reality is that some of the terms and phrases used are generated and prescribed nationally and our task is to understand the specific meanings as we use them in Leeds. (see [www.leedsinitiative.org / compact for leeds](http://www.leedsinitiative.org/compactforleeds))

The term **third sector** includes the voluntary, community and faith sector organisations as well as charities, social enterprises, co-operatives and mutuals. It is the collective term that will generally be used throughout this document.

The term **partner** is used to describe the public and third sector agencies and organisations working together, individually and collectively for the benefit of the citizens of Leeds.

Links to the national Compact

The national Compact between Government and the voluntary and community sector was first launched in 1998. It was refreshed and relaunched in December 2009 (see [www.thecompact.org.uk](http://www.thecompact.org.uk)) It provides a broad framework for relationships and sets out commitments under three main headings: Involvement in policy development; Allocating

resources and commissioning; and Achieving equality. It makes it clear that local Compacts should be developed based on the same values and commitments, but with local relevance. The Compact for Leeds complements and builds on the National Compact. The new Coalition Government indicated in June 2010 their plans to continue to support and build on the Compact.

# THE COMPACT FOR LEEDS

## Compact values

The Compact for Leeds has been developed collaboratively, by public and third sector partners and is underpinned by a clear set of shared values:

- That everything that we do as partners is done for the benefit of the people of Leeds.
- That we share a commitment to maintaining and developing a thriving third sector.
- That we recognise that we are interdependent and work together for mutual benefit.
- That we share a commitment to the Vision for Leeds and the Leeds Strategic Plan.
- That we have to work within available resources that are linked to current priorities.
- That we accept our responsibility to make the partnerships that serve the city as effective as possible.

## Compact principles and Partner Commitments

The Compact for Leeds sets out seven principles with commitments. They provide a framework for effective relationships between public and third sector partners, so that together they can more effectively meet the needs and aspirations of the people of Leeds. The commitments can be used by all partners to plan specific actions and assess progress towards full implementation of the Compact.

Principle 1: Working together

Principle 2: Involving communities

Principle 3: Sharing information

Principle 4: Allocating resources

Principle 5: Building communities and third sector capacity

Principle 6: Promoting volunteering

Principle 7: Promoting equality, fairness and good community relations

## Principle 1: Working Together

**Creating a Leeds where public and third sector partners work together to more effectively meet the needs and aspirations of the people of Leeds.**

### **Context:**

*Public and third sector partners work together in many ways and for many reasons: in formal strategic partnerships, in contractual working arrangements, in ongoing but informal working relationships or in ad hoc working relationships to deliver on specific tasks. To develop and sustain these relationships effectively requires time, energy and resources and all partners need to agree clear, achievable goals and outcomes for joint working.*

*Value should be seen in the contribution of all partners, and this can be achieved by building transparent, proportionate procedures and ensuring effective review and evaluation. New formal partnerships should only be established when it is clear they will add value and reduce unnecessary costs and bureaucracy.*

*Best practice around equality, diversity and inclusion should be central to working together and built into all working relationships and formal partnerships.*

### **Partner Commitments:**

#### **1. Working together to deliver improved outcomes**

##### **Partners will:**

- 1.1 Establish together the aims of the working relationship; ensure there is effective leadership; and clear roles for each partner.
- 1.2 Recognise that the partners involved in the working relationship have legitimate individual goals as well as shared goals.
- 1.3 Ensure that a supportive atmosphere exists in any working relationship or formal partnership, where all partners can make an equitable contribution and there is respect for different perspectives.
- 1.4 Be prepared to explore previously untried approaches and to innovate.
- 1.5 Ensure that decisions are made after due consideration of the impact on others.
- 1.6 Ensure that risks are identified and managed.
- 1.7 Ensure that dedicated time and resources for the administration and operation of any formal partnership are established and that partners are agreed that the benefits of the partnership outweigh the costs.

## 2. Agreeing who should be Working Together

### Partners will:

- 2.1 Identify potential stakeholders and the contribution they can make, e.g. roles as expert, advisor, representative.
- 2.2 Review the composition of existing and new working relationships and partnerships periodically to ensure the right partners, with the appropriate level of responsibility and accountability, are involved.
- 2.3 Where practical, enable the involvement of groups, organisations and communities who are likely to be affected by the work.

## 3. Working Together should be inclusive

### Partners will:

- 3.1 Ensure that the practical arrangements are inclusive and take account of the needs of different participants. n.b. see Compact Implementation Aid # 1
- 3.2 Clarify who takes responsibility for the costs associated with the partnership.

## 4. Building the Capacity of those Involved

### Partners will:

- 4.1 Work to create a culture of mutual support to develop partners' capacity and skills to fulfil their role.
- 4.2 Provide opportunities, where appropriate, for partners to develop their role and acquire new skills and expertise.

## 5. Working arrangements are effectively reviewed

### Partners will:

- 5.1 Periodically carry out an assessment of arrangements for working together. n.b. see Compact Implementation Aid #2

## Principle 2: Involving Communities

**Creating a Leeds where partners work together to ensure people feel they can make a difference and they have a voice that shapes decisions.**

**Context:**

*All citizens and communities should have the opportunity to be involved in the decisions and actions that affect their lives.*

*Involvement includes everything from the provision of information through to devolving responsibility and resources to communities in order to take action for themselves. When deciding the level of involvement, partners should aim to employ the most empowering, yet still appropriate, approach for each situation.*

*Partners need to provide support to encourage involvement and a variety of methods should be used to inform and consult that suit the different people and communities. Timely feedback about what has happened and changed as a result of the individual's or communities' contribution should be given and processes put in place to evaluate, share good practice and to develop effective approaches.*

*Across Leeds there is an enormous amount of community consultation taking place - some focused on specific services, neighbourhoods or communities; some prescribed by law or required as part of performance management arrangements and other activities driven by the commitments to good practice and the Vision for Leeds. All partners should aim to co-ordinate their activities and work together to avoid duplication, confusion and consultation fatigue.*

### Partner Commitments:

#### 1. All communities can get involved

**Partners will:**

- 1.1 Ensure that citizens and communities have the opportunity to have their voice heard and to shape and influence decisions and actions that affect them and their community.
- 1.2 Ensure that the barriers to involvement are removed or reduced, so that no individual or community will be intentionally excluded.
- 1.3 Aim to allow enough time for relevant communities to contribute when they are carrying out a formal consultation. Legislation and guidance governs some consultations, but aside from this partners should usually allow for a minimum of 8 – 12 weeks for consultation on major service or policy change.

## 2. Co-ordinate activities to avoid duplication

### Partners will:

- 2.1 Find out and use what is already known about people's views and expectations.
- 2.2 Work together wherever possible to join up involvement activities.

## 3. Use a variety of methods to suit different people

### Partners will:

- 3.1 Use a variety of approaches depending on the objective and the audience or stakeholders.
- 3.2 Use relevant organisations who can reach, and are already trusted by, communities.
- 3.3 Aim to work in empowering ways to enable sustained involvement.

## 4. Information and support to get involved

### Partners will:

- 4.1 Involve people at the earliest point possible in the process.
- 4.2 Be clear with people about what can and cannot be influenced.
- 4.3 Be open, frank and transparent.
- 4.4 Be prepared to listen to what communities say.

## 5. Feeding back about the influence, the impact and the changes

### Partners will:

- 5.1 Provide feedback about what has happened and changed as a result of people's involvement.
- 5.2 Evaluate involvement activities to help improve them for next time.





## Principle 3: Sharing information

**Creating a Leeds where partners are open and share information and intelligence appropriately, so that everyone can make informed decisions in the interests of the people of the city.**

**Context:**

*All partners have access to data and intelligence that can add quality and depth to our understanding of communities, local priorities and the impact of our interventions. Sharing this data and intelligence will not only save resources, but will improve the quality of decision making and help deliver better outcomes.*

*It should be routine to share data and intelligence between partners and communities unless there are clear reasons why it is not appropriate. The challenge of effectively sharing information should not be seen as a barrier to making changes in our practice, and there are good examples of joint work and data and intelligence sharing that we can build on.*

*The sharing of any information, intelligence, data or analysis between partners will always need to take place within the context of the Data Protection Act and other statutory and commercial considerations.*

### Partner commitments:

#### 1. Making data sharing discussions inclusive

**Partners will:**

- 1.1 Make sure that existing planning forums and other settings where data and intelligence are shared have appropriate third sector input and the principle of openness informs the discussions.

#### 2. Making existing information, data, intelligence and analysis available

**Partners will:**

- 2.1 Make data, intelligence and analysis available to partners, unless there are reasons of security, confidentiality or commercial sensitivity.
- 2.2 Make sure that information sharing is timely, appropriate and targeted.
- 2.3 Ensure that, as systems and working arrangements are developed, they reduce duplication and maximise opportunities for sharing, transparency and openness.
- 2.4 Ensure that personal information is shared when it is appropriate to meet legal obligations, e.g. for safeguarding purposes.



## Principle 4: Allocating Resources

**Creating a Leeds where partners work together, within legislative and economic constraints, to ensure that the available funding, the in-kind support, and other resources are used in the most effective way and are directed at the agreed priorities and needs of the people of Leeds.**

### **Context:**

*The current economic climate presents challenges where the available resources will need to be used in the most effective way to meet the identified and prioritised needs of communities. These resources may be directed through commissioning, grants, procurement and in kind support.*

*All partners have a duty to make the objectives of funding programmes and their eligibility criteria clear from the outset. It should be recognised that the allocation of resources, including the process and the timeline, may be outside of the control of organisations in Leeds.*

*Partners involved in supporting and representing disadvantaged or marginalised communities have a crucial role in helping to reach some of the most socially excluded people in Leeds, combating discrimination and disadvantage and providing vital services.*

### **Partner Commitments:**

#### **1. Arrangements for allocating resources**

##### **Partners will:**

- 1.1 Increase efficiency by working closely together to maximise the impact and spread of resources, to avoid duplication. This includes, where appropriate, strengthening the co-ordination of funding priorities and arrangements.
- 1.2 Follow realistic time-tables to ensure that funding processes follow time-tables that allow for the distribution of information; for third sector organisations to receive and respond to guidance and support and for legislative timescales to be met.
- 1.3 Adopt an assessment process where possible, to shape and deliver future funding programmes, which considers the following:
  - the likely impact of the commissioning approach on the sustainability, and diversity of the third sector, and communities served.
  - the most appropriate funding type e.g. procurement, grants
  - the optimum length of the funding or contractual agreement - including consideration of three-year funding, where appropriate.
  - options around collaboration, which may give better outcomes, but will need to be considered when planning timelines.

- 1.4 Recognise that termination clauses may be included in funding agreements to accommodate changes in financial allocations or changed needs and priorities during the funding period termination clauses will ordinarily provide a minimum of six months notice.
- 1.5 Make details of new funding opportunities available through agreed channels e.g. infrastructure organisations, websites and the internet, networks, directories, newsletters and social marketing. Where competitive processes allow, a named contact will be available for organisations to discuss potential opportunities.
- 1.6 Provide appropriate opportunities for the involvement of third sector organisations in the design and evaluation of funding and contracting.
- 1.7 Recognise that third sector organisations can, subject to externally set limitations, include relevant overhead costs in funding applications, and have the right to hold reserves to meet legal obligations.
- 1.8 Encourage organisations to develop collaborative bids, recognising that they can present clear advantages such as value for money, sharing expertise and resources.
- 1.9 Reference the Compact Mediation and Dispute Resolution procedure in the terms and conditions of all funding agreements and contracts with third sector organisations. This route is for challenge about processes and practice that are not compliant with Compact principles, not decisions affecting individual organisations or contract management.

## 2. Service Delivery and Payment Terms

### Partners will:

- 2.1 Recognise the value of volunteers' time to projects as match funding, subject to the terms and conditions of the specific funding programme.
- 2.2 Work towards the use of quality assurance schemes that are appropriate to the service provided. Funders will recognise alternative schemes and quality marks as long as they meet the standards required.
- 2.3 Ensure that the supporting evidence required for financial claims or quality assurance is proportionate to the level of funding.
- 2.4 Recognise that funding may be time-limited or end as priorities change.
- 2.5 Recognise that there is a joint responsibility to ensure timely discussions before the end of a grant or contract period.
- 2.6 Enter into discussions when contract terms and conditions are breached, or where there are performance issues, allowing a reasonable time for remedial action, before a default notice is served.
- 2.7 Recognise their separate responsibilities towards beneficiaries when funding is discontinued or contracts are terminated.

## 3. Monitoring and Evaluation

### Partners will:

- 3.1 Implement effective monitoring focused on outputs and outcomes, and ensure it is proportionate to the level of funding and risk.
- 3.2 Ensure there is consistency in the effective protection of, and proper accountability for, public money.
- 3.3 Ensure that monitoring and evaluation provide a sufficient overview of performance and impact to inform future funding and help to identify good practice and service improvement opportunities
- 3.4 Ensure, where appropriate, that beneficiaries can be involved in any monitoring and evaluation processes.

## Principle 5: Building communities' and third sector capacity

**Creating a Leeds where partners work together to ensure that support is in place to help build communities, so that they can take action together and contribute to the development of the city.**

### **Context:**

*'Communities' can mean different things to different people. People can identify as members of a geographical community, or they may identify with others who share their identity, experience or interest. Community Development approaches and practice in communities can help individuals to develop confidence and capacity and to take more active roles as citizens, whilst communities build organisations and networks which can deliver more wide ranging community participation. Councillors, other civic leaders, community activists, involved citizens and professionals all have a role to play in building communities and delivering improved outcomes.*

*Some communities have benefited from community capacity building and support and now have strong infrastructure; others have had little or no support, which limits their ability and opportunity to influence, shape and contribute. To support and develop these groups and communities will be labour and resource intensive but will be necessary to ensure that all communities can be engaged and can take active roles in the city. An overall approach to community infrastructure development is needed.*

### **Partner Commitments:**

#### **1. Creating opportunities for all to participate**

##### **Partners will:**

- 1.1 Aim to ensure that all communities have the opportunity to engage in civic life and the shaping of their local community and the city.
- 1.2 Aim to ensure that those communities who face barriers to participating are appropriately supported and resourced to take active roles in developing their communities and the city.

#### **2. Connecting with communities**

##### **Partners will:**

- 2.1 Develop working arrangements where all partners share knowledge, contacts and routes into particular neighbourhoods and communities.
- 2.2 Use the existing contacts and groups in a particular neighbourhood or community to develop a better

understanding of the issues, priorities and dynamics and specifically what needs to be addressed locally and how best to do it.

- 2.3 Recognise that there is a clear, central role for elected members as community leaders within a strong local democracy.

### 3. Building stronger communities

#### Partners will:

- 3.1 Identify where opportunities exist to build on existing work or to strengthen local groups so that they can take action for themselves.
- 3.2 Support local people to come together in groups to identify and communicate their local issues and, where appropriate, take action themselves.

### 4. Working together

#### Partners will:

- 4.1 Ensure that there is strategic and operational commitment to the principle and practice of community development and third sector capacity building.
- 4.2 Work together with other partners at strategic and operational level to ensure that Community Development support is in place to enable communities to take active roles.
- 4.3 Coordinate resources and other support for third sector led community capacity building and community development work.
- 4.4 Identify opportunities for joint work on Community Development with public, third sector and community partners and where appropriate, identify a lead group for work with particular neighbourhoods or communities.
- 4.5 Coordinate Community Development work between partners in neighbourhoods and communities.

### 5. Building on what works

#### Partners will:

- 5.1 Ensure that appropriate monitoring arrangements are in place to track and analyse reach, participation, targeting and impact for communities.

## Principle 6: Promoting Volunteering

**Creating a Leeds where partners work together to ensure that formal and informal volunteering is encouraged, promoted, valued and recognised.**

**Context:**

*The term volunteering includes formal activity undertaken through public, private and voluntary organisations as well as informal community activity. Volunteer must be a choice freely made by each individual and should be a choice that is open to all.*

*The value of the contribution of volunteers should be recognised and both the organisation involving volunteers and the volunteers themselves should benefit from the relationship. Organisations who use volunteers should operate in a way that ensures the volunteering experience is positive and adds value to an organisation.*

**The following commitments focus on formal volunteering activities.**

### Partner Commitments:

#### 1. Volunteering is open to everyone

**Partners understand that:**

- 1.1 Everyone has the right to choose to become a volunteer.

#### 2. Organisations who use volunteers aim to deliver a good quality volunteering experience

**Partners will:**

- 2.1 Monitor and evaluate the volunteer and the organisations experiences and identify where improvements can be made.
- 2.2 Make sure that they are aware of and work towards implementing good practice.
- 2.3 Have an awareness of the wider volunteering opportunities and networks within the city.
- 2.4 Recognise that delivering a good quality volunteering experience requires commitment and resources.

#### 3. Recruitment of volunteers is fair and accessible

**Partners will:**

- 3.1 Have in place a variety of methods for recruiting volunteers from all areas and communities.

- 3.2 Have a standard recruitment and interview process.
- 3.3 Make sure that all volunteers receive a role description and appropriate training and induction so they understand what is expected of them.
- 3.4 Make sure that volunteers are not out of pocket after giving their time freely.

## **4. Organisations have appropriate policies for managing volunteers**

### **Partners will:**

- 4.1 Have a distinct Volunteering Policy in place or where there are only a small number of volunteers, other policies should make specific reference and distinctions about volunteers. Policies should follow legal requirements in distinguishing volunteers from paid workers.
- 4.2 Ensure policies are written in plain English and are available to all.

## **5. Volunteers are supported and supervised within their role**

### **Partners will:**

- 5.1 Ensure all volunteers have a named member of staff as their point of contact and for support and supervision.
- 5.2 Recognise the support needs of individual volunteers will differ and the support offered should be appropriate to the role and the individual.

## **6. Volunteering programmes provide the training and information volunteers need to carry out their role**

### **Partners will:**

- 6.1 Provide appropriate training and induction.
- 6.2 Promote training as a way to help volunteers develop new skills and learning and give them an opportunity to gain new experiences.
- 6.3 Understand that training helps motivate volunteers and makes them feel valued.

## **7. Insurance, health and safety, safeguarding and other legal requirements are met**

### **Partners will:**

- 7.1 Ensure that all appropriate arrangements are in place to protect volunteers and others.
- 7.2 Ensure that volunteers are covered by the organisation's employers' liability and public liability insurance and additional insurance is put in place where appropriate.
- 7.3 Ensure Health and safety procedures are followed.
- 7.4 Ensure all relevant legislative requirements, checks and appropriate practices are in place.

## Principle 7: Promoting Equality, Fairness and Good Community Relations

**Creating a Leeds where partners work together to ensure that equality and fairness are at the heart of all decision making and where conditions are created for good community relations in all parts of the city and across all communities.**

### **Context:**

*All partners should ensure that, through all our work, we seek to eliminate the causes of unfairness, including discrimination on the grounds of: age, disability, faith or religion, gender, race, sexual orientation, caring responsibilities, socio economic status and any other areas of inequality.*

*All of these aspects of people's lives should be taken into account when making decisions, as should the recognition that, for some people, reducing discrimination in only one area of their life is not sufficient to prevent them from suffering inequality.*

*By supporting and encouraging equal life chances for all, partners can ensure that everyone has the opportunity to; be included, take up a service or contribute to decisions that affect their lives.*

*By acting together partners can guarantee that our collective impact on communities promotes inclusion and creates conditions in which good relations can thrive.*

### **Partners Commitments:**

#### **1. Use legal duties as a starting point**

##### **All partners will:**

- 1.1 Abide by legal duties to promote equality of opportunity both in work places and in the commissioning and delivery of services in the statutory and third sectors.
- 1.2 Seek and promote opportunities beyond minimum legal requirements wherever possible to promote equal life chances.

#### **2. Assess the impact of decisions or actions on different groups:**

##### **All partners will:**

- 2.1 Put in place effective monitoring systems which will enable them to understand the individuals and communities they are reaching and serving and to analyse and track the impact and outcomes of decisions and actions on particular groups and communities.

- 2.2 Take into account the possibility of disproportionate or negative impact on groups or communities defined by gender, age, disability, sexuality, race or ethnicity, religion or belief or gender identity. And to take into account in this process the potentially different needs of people in terms of health, marital/partnership status, legal, economic or nationality status as well as issues associated with socio economic class and where people live.
- 2.3 Analyse the common experiences of excluded or under-represented groups and seek to eliminate the barriers to inclusion or access.
- 2.4 Undertake appropriate Equalities Impact Assessments on key decisions or actions and address gaps and weaknesses in evidence, engagement, services or outcomes n.b. see Compact Implementation Aid #3

### 3. Working together

#### Partners will:

- 3.1 Ensure that, wherever possible, they promote good relationships between different communities.
- 3.2 Work together in communities so their work fosters inclusion and creates the conditions for good relations to thrive.
- 3.3 Share information and working practices, wherever possible, in neighbourhoods and localities to avoid any potential conflict between groups about the allocation of resources.
- 3.4 Share good practice and routes to specific communities.
- 3.5 Ensure decisions relating to funding of single-identity groups, or specialised services will be open, transparent and clearly linked to needs and outcomes and wherever possible, any specialised or ring fenced funding streams will signpost and make reference to mainstream or other funding opportunities.

### 4. Embedding good community relations in all activities

#### Partners will:

- 4.1 Ensure that the foundations for good community relations are embedded in the work we undertake.
- 4.2 Embed empowerment, engagement and volunteering opportunities in neighbourhood and locality activities where possible.
- 4.3 Encourage economic, ethnic and wider demographic diversity in neighbourhoods and work places.
- 4.4 Provide opportunities for different groups in communities to come together to make decisions about their shared places, spaces and services.
- 4.5 Provide opportunities for safe spaces for dialogue between different parts of communities when decisions are being made that affect them.



# PUTTING THE COMPACT FOR LEEDS INTO PRACTICE

## Strategic ownership and accountability

Overall responsibility for the Compact for Leeds rests with the VCFS Partnership Group, which reports to the Leeds Initiative Narrowing the Gap Board.

Public Sector signatories to the Compact will be invited to identify a lead person from within their organisation with responsibility for Compact.

Third Sector Leeds will lead and promote implementation within the third sector.

## How Partners will be encouraged to adopt and put the Compact into practice:

Whilst Partners are expected to work together at all times within the spirit of the Compact, Compact leads will work within their respective organisation or sector to:

- use appropriate approaches and opportunities to assess compliance
- identify development priorities and agree a set of specific actions which their organisation will aim to implement within an annual plan
- integrate specific and relevant principles and commitments into existing performance, audit and assessment arrangements.
- develop appropriate mechanisms for promoting the Compact, including integrating Compact awareness into staff induction

An annual cycle of reporting on Compact implementation to the VCFS Partnership Group is proposed, which will include organisations / sectors action plans, their developments and challenges.

## Support to make Compact work:

Simple Compact Self Assessment tools will be developed and made available for all partners.

Practical tools and guidance will be developed to aid delivery e.g. the Volunteer Management Toolkit. Colleagues will be encouraged to share and cascade their experience and effective practice.

Information about the Compact for Leeds and the resources will be available on a website [www.leedsinitiative.org.uk / compact for leeds](http://www.leedsinitiative.org.uk/compactforleeds)

## A new approach to Compact:

There has been much enthusiasm for the potential of the Compact, but concern that its profile and 'leverage' are weak. A pragmatic approach to Compact implementation has been agreed. The objective is for the Compact to take account of:

the frequently changing policy context;

the differing and rapidly changing operating context of partners;

the regular turnover in personnel who need to be aware of the Compact;

partners existing performance management and quality assurance requirements and other audit and reporting arrangements.

## Compact Mediation

There is the potential for differences of understanding or opinion about the implementation of the Compact. Disagreements over meeting the Compact commitments should ideally be resolved, amicably and informally, between partners through open dialogue and negotiation.

The VCFS Partnership Group will develop arrangements for mediating and moderating conflicts, that cannot be resolved informally.

The Compact Mediation and Dispute Resolution procedure exists to support the positive resolution of issues between the Statutory partners and Third Sector.

Compact mediation should ideally be referenced in the terms and conditions of agreements and contracts with third sector organisations. This route supports resolution where partners have not complied with Compact processes and practice that they have undertaken to implement.

## Glossary

The Compact Glossary is intended to be a guide – it is an evolving tool. (see [www.leedsinitiative.org.uk / compact for leeds](http://www.leedsinitiative.org.uk/compactforleeds)).

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**compact for leeds**  
public and third sector  
working together for the people of leeds



**Report of the South East Area Leader**

**Report to Outer East Area Committee**

**Date: 15<sup>th</sup> October 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 Children's Services**

- 3.1.1 At the September Area Committee a report was provided by Children's Services. A series of questions centred on clusters in the area and it was agreed this would be discussed at the October meeting. Martyn is attending today's meetings to update members on progress.

### **3.2 Luncheon Clubs**

- 3.2.1 A verbal report by Jane Turner who is the area co-ordinator for Luncheon Clubs in Outer East:

### **3.3 Neighbourhood Centres**

#### **3.3.1 Temple Newsam:**

- A site visit was held by Ward Members, Area Support and Highways to investigate a possible solution to the longstanding problem of traffic congestion and associated risks outside Whitkirk Primary School. The proposal is for the school to swap some land with Parks to enable a turning circle to be built beside the school entrance.
- Similarly a site visit was held to look at the longstanding problem of overgrown land beside Osmondthorpe Railway bridge. Ideas are now being considered by Cllr Lyons to resolve this longstanding problem.
- Halton traders are undertaking a series of meetings on what traders can do to strengthen the shopping areas. This includes improved signage to raise footfall in all shopping areas, parking signage to the Matalan Car Park to encourage commuters to shop in Halton. The traders are also discussing ways to increase the promotion and efficiency of their meetings.

### 3.3.2 Garforth & Swillington:

- The Lions have met with Cllr McKenna and AST to confirm everything is in place for the annual Christmas lights switch on. Traders are meeting with Cllr Dobson to suggest that now they have a traders group they could help with extra Christmas activities.
- Relaying of Main Street is progressing on schedule and despite some inconvenience raised by traders in the most affected areas, the project looks set to be completed on time and with the support of affected businesses. Traffic Management, assisted by Area Support, is now seeking planning permission for the Town End scheme as a matter of urgency before the contractors can tarmac the site or progress with the lease.
- Garforth Traders Group is discussing several ideas to make Main Street a more vibrant area. They are acting as an umbrella group to seek a rate reduction from the valuation office, considering an occasional market and the possibility of themed activities. The traders are also discussing ways to ensure better promotion of their activities and meetings.

### 3.3.3 Kippax & Methley:

- A meeting was held in Kippax by Ward and Parish councillors and officers to consider possible locations for a skateboard park. An enquiry by Cllr Lewis was strongly supported to also feature a trim trail providing exercise for the elderly. A follow-up meeting is scheduled for this month.
- Kippax Neighbourhood Plan began its public consultation phase on Saturday 14<sup>th</sup> September with a launch from Kippax Central Working Men's Club. Kippax is one of four NP pilots currently underway in Leeds looking at devising a framework for future development in its village. The three ward members and nearly 100 residents attended the event which was launched by Cllr Peter Gruen as Executive Member for Neighbourhoods, Planning and Support Services.
- Several shops are in the process of opening and there have been positive meetings about rejuvenation of two blighted sites: Co-op has announced Peacocks will be opening in available space in their main store and this work is now underway. Following a suggestion from the traders association, a discount store is opening in a recently built unit and is set to open in the first week of October. A longstanding empty shop is being fitted out to open as a nail shop before Christmas. Four businesses have refurbished their shop fronts. A web page is being developed for shopping in Kippax. A trader is encouraging shops to buy flags to add to the Christmas display. When the parish chair attended the most recent traders meeting it was suggested Christmas market stalls and sideshows should extend further down the Street to include a greater number of shops. *Appendix 1.*

### 3.3.4 Cross Gates & Whinmoor

- A new roof is being placed on St Gregory's Youth and Adult Centre as the previous one has been leaking over a long period. The refurbishment was funded by corporate property management.

- The field behind St Gregory's has now been cut by Parks & Countryside with funding provided by Outer East Area Committee.

### **3.4 Yorkshire in Bloom success**

3.4.1 The Outer East area enjoyed great success in 2013 Yorkshire in Bloom with:

Village Category: Ledston - Silver Gilt

Large Village Category: Great & Little Preston – Silver Gilt

Micklefield - Silver Gilt

Urban Community Category: Swillington - Silver

Allerton Bywater - Silver Gilt

Kippax - Gold and Category Winner.

RHS It's Your Neighbourhood Category: Coupland Rd, Garforth - Thriving Award

3.4.2 Garforth and Kippax are also entering 2013 Britain in Bloom for which the results will be brought to the December Area Committee.

3.4.3 Overall Leeds received The Yorkshire in Bloom Chairman's award for services to the In Bloom Initiatives and Leeds won Gold and Category Winner in the Large City section.

### **3.5 Update on Thorpe Park**

3.5.1 At the September 2012 meeting of the Outer East Area Committee, Members agreed to feature updates on Thorpe Park as a standard item on the Agenda.

3.5.2 Representatives of Thorpe Park and Planning have been invited to attend today's meeting to provide updates and answer any questions from Members.

### **3.6 Older Persons Event Week 2013**

3.6.1 The Older Persons Event Week is funded by Outer East Area Committee and the 2013 events year ran from 30<sup>th</sup> September to 4<sup>th</sup> October. In a new venture, the Halton Moor based Halton Moor and Osmondthorpe Project for Elders (HOPE) are due to hold an extra event on 21<sup>st</sup> October.

3.6.2 The events engage with the over 60s in a fun environment whilst helping them access information and support which they may not know existed. The 2013 event provided information stalls in the morning followed by a buffet lunch and entertainment in the afternoon.

3.6.3 Events were held in Preston Village Hall, St Gregory's Youth & Adult Centre, Swarcliffe, Kippax Central Working Men's Club, Christ Church Halton, Garforth NET buildings and The Anchorage, Halton Moor.

### **3.7 Area Lead Members**

3.7.2 It is proposed to Members that an update on the joint meetings is included in the Key Issues report to each Area Committee at which point Area Leads can draw members' attention to issues they wish to raise through the chair. (*Appendix 2*)

3.7.3 The first joint meeting of the four OE Area Leads took place on 4<sup>th</sup> September. It was agreed to continue regular updates between with attendance by officers in addition to the leads' on-going work. The first meeting of the Children & Young People sub group was on 23<sup>rd</sup> September.

### **3.8 Community Engagement**

3.8.1 Community forums have been held in:

- Cross Gates on Wednesday 9<sup>th</sup> October (Minutes from 17 July are attached as *Appendix 3* and minutes from the October forum will be presented to the next meeting)
- Halton on Thurs 10<sup>th</sup> Oct. (minutes will be presented to the next meeting),
- Halton Moor on Tues. 8<sup>th</sup> Oct (minutes to be presented to the next meeting)
- North Whinmoor on Mon 7<sup>th</sup> Oct (Minutes from 15 July are attached as *Appendix 4* and minutes from the October forum to be presented to the next meeting)
- Swarcliffe on Wed 2<sup>nd</sup> Oct (minutes will be presented to the next meeting)

3.8.2 Community forums are to be held in:

- Kippax and Methley on Wed 16<sup>th</sup> Oct and minutes will be presented to the December AC.
- Garforth & Swillington on Tues 22<sup>nd</sup> Oct and minutes will be presented to the December AC.

### **3.9 Area Chairs' meeting**

3.9.1 Minutes of the June meeting (approved in September) are attached as (*Appendix 5*) and include:

- Targeted Youth Work – Area Formula
- Review of ALMOs and Housing Management Arrangements
- Strengthening the Council's Relationship with Parish and Town Councils
- Area Committee Meetings' Workshop
- West Yorkshire Police restructure
- Community Radio – joint funding proposal

3.9.2 Minutes of the Area Chairs Forum held on 6<sup>th</sup> September will be presented to the December Area Committee.

### **3.10 Partnerships and Area Committee Sub Groups**

3.10.1 Environmental sub-group: The Environmental Sub group meeting was held on 12<sup>th</sup> September and the minutes are attached as *Appendix 6*.

3.10.2 **Divisional Community Safety Partnership (DCSP):** The next meeting is on 24<sup>th</sup> October at The Reginald Centre and minutes will be presented to the December Area Committee meeting.

3.10.3 **Health & Well Being Partnership:** The partnership has undertaken a review on the role and future priorities. The new partnership process is attached as *Appendix 7*.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 The projects in sections 3.1, 3.2, 3.3, 3.5 and 3.7 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 There are no background documents.

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

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**KIPPAX TRADERS ASSOCIATION**

**NEXT MEETING** - Wednesday 2<sup>nd</sup> October, 6pm at  
Black and Cream (Kippax High Street)

- - - - -

Minutes of meeting held Wed. 4<sup>th</sup> September 2013

Present:- Pat (Pats Sweets), Christine (Goodalls), Jude (Dodgson's), Karen (Black & Cream), Karen & Sam (Blades Hairdressers), Paul & Amanda (Flintoft Butchers), Mary & Vic (Ann Marie), Pete Mudge (LCC), Margaret & Nadine (Stockton Opticians), Mathew (Commercial Inn), Doug Morley (Kippax Parish Council)

Apologies:- Nicki (Newsagents)

Doug opened the meeting with the announcement that this year's Kippax Christmas Lights Switch on will be on Thursday 28<sup>th</sup> November.

It is intended to re-introduce the shop window dressing competition but this year it will be 'The Best Dressed Business Competition', there will be a trophy shield for the winners and the judging will take place on the 28<sup>th</sup> Nov.

Various matters relating to the Switch On were discussed including: possible Traders voluntary contribution towards the costs, having the Fun Fair attend and having Santa's Grotto again. Doug said that a letter was going out setting out the Parish Council's ideas and proposals. A Lights Switch On Meeting is scheduled for 7pm on Thursday 12<sup>th</sup> September at Mount Pleasant Community Centre.

Paul asked if there could be some entertainment or attraction further down the High Street so that shops further down the street could be more involved. It was suggested the Car Park area outside the Vet/William Hills would be an ideal spot ... possibly to have more fun fair rides (which contribute to the costs of the switch on ) or some sort of stalls. Doug agreed that the Parish Council would look into this idea.

Apart from the 'Lights' update, Doug reported that a questionnaire with regard to opinions regarding the High Street Business Development Plan would be sent out in the near future, (when the actual questions have been formulated,) to assess feelings in the village.

The Parish Council has received a petition asking if it would be possible to provide a Skate Park in the village. Possible siting is being looked at with areas mentioned including the old Station site on Station Road, (although this, technically is outside the Kippax Boundary) or land at the rear of the old co-op on Station Road (adjacent to the Equestrian Centre).

Doug confirmed that the P.C. is keen to have the Hermitage situation resolved as soon as possible.

Doug was told about the last traders' meeting when Co-op mentioned funding could be applied for to have a statue or piece of artwork on the High Street. Doug suggested that a letter should be sent to the P.C. explaining the idea.

Doug reported that Leeds CC have been approached to clean out road gulleys round the village, in particular down the Mary Panel area where plant life is thriving in the obviously blocked up gulleys.

Pete reported that another bus service was to be introduced running between Kippax and Leeds (the X46 which was thought to run hourly during the week). Traders looked upon this as just another service to take potential custom away from the village shops and into Leeds and is provided without any thought to the village traders.

Pete also reported that, because of Government Legislation, 'Jumbo's Nick' would have to be re-opened. However the gate will remain, and in the event of any subsequent cause for complaint, or trouble it can be closed again if need be. The owners of Truffles has agreed to monitor the situation.

Leeds City Council officers at the highest level are involved in negotiations with regards to the Hermitage and meetings are being held with the aim of resolving the situation. Concern was again expressed about the condition of the dwarf wall frontage to the used car lot (adjacent to the Hermitage) and it was agreed to once more try to get the owner to repair it to a safe and presentable standard. Doug agreed to ask the PC to write to Mr Sherburn asking if he would let the old garage site be used during the lights switch on in return for the public sector and community removing the dwarf wall. (Doug left the meeting at this point.)

Sam reported he had done some work using the web template that Pete had suggested but thought that the best way of proceeding would be to create a web site with contributions from each of the individual businesses. Concern was voiced about the amount of work and time this would involve (adversely interfering with Sam's studies). Mathew (Commercial Pub) said he had already created web sites for the pubs he has interests in so it was agreed that Sam and himself would get together to consolidate their ideas.

As previously noted, Peacocks is to take over part of the Co-op, but there will be no new shop frontage opened and from the outside, the Co-op will remain just as it is. Entrance into Peacocks will be from inside the Co-op.

Mary said Co-op did not offer a wide enough choice to draw customers into Kippax High Street. Pete asked if traders would like to see a second supermarket on the street and every trader opposed this idea. Peter said he will write to Co-op asking if they will reconsider giving Peacocks a High Street frontage.

Jaks ice cream parlour has closed down and the unit is now up for sale. It is suspected that the developer is hoping to sell it as residential and thus take away another business property. It was agreed for the Traders group to write to planning to object to any future application for change of use.

Seniors (double glazing) unit is on the market and is being advertised in the residential section of newspapers. Again, this situation should be watched.

Work is now continuing on the Royal Oak Site, some demolition has been done round the side where the narrow footpath is to be widened. The rubble tipped over the site boundary has not been moved.

Negotiations are going on with the potential developer for the Alldays site.

Thanks to Christine for distributing minutes (48 copies, but 60 needed next time!)

The next meeting was fixed for **Wed. 2<sup>nd</sup> October**, 6.00pm at Black and Cream.

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## **Area Leads Meeting (Outer East) 4<sup>th</sup> September 2013**

**In attendance:** Cllr Andrea McKenna, Cllr Debra Coupar, Cllr Mary Harland, Shaid Mahmood, Peter Mudge, Martin Hackett, Bash Uppal, Paul Spandler

**Apologies:** Cllr Judith Cummins, Ken Morton, Bev Yearwood.

### **1. Children & Young People Area Lead – Cllr Debra Coupar**

The following was agreed:

- The Children & Young person's sub group needs to include actions relating to looked after children
- Reports to area committee need to focus on local issues
- Agreed to get first sub group meeting in by end of September and have another in late November/early December to allocate this year's budget.
- *The sub group should include someone able to liaise with all clusters, NEETs and health issues affecting youth.*

**Action 1:** first meeting of sub group to be on Monday 23<sup>rd</sup> of September at St Gregs.

**Action 2:** to do mail out by 8<sup>th</sup> September

**Action 3:** send Cllr Coupar draft TOR and membership of sub group

**Action 4:** send Cllr Coupar details of targeted services officer and local authority partners on all clusters

### **2. Health & Well Being**

The following was agreed:

- Bash will get refreshed data on health issues in outer east
- Area Lead will pick up issue of health centre in Swarcliffe
- *Liaison with Moira Flynn, Ken Swift and Garforth NET*

**Action 1:** Area Leads and officers to have six weekly meetings with scheduled sections for officers

**Action 2:** Report to October AC on rebirth of Luncheon Clubs

### **3. Community Safety & Environmental Services**

It was noted that both a DCSP, tasking groups and operation champion/pacts etc. already exist. Also an established environmental sub group also exists.

**Action 1:** Shaid to e mail Simon Costigan regarding X Gates tasking.

#### **4. Employment & Skills**

The following was agreed:

- To meet with Cllr Groves and Cllr Murray for advice
- Important to know who officer support is to help with apprenticeship open days in key locations
- E & S delegation will be important in determining lead member role





## Outer East Area Committee

**Minutes from Cross Gates Forum  
17 July 2013**
**held at Crossgates & District Good Neighbours building**
**Present:**

Councillor Pauleen Grahame (Chair), Cllr Debra Coupar, James Nundy (LCC - South East Area Support Team, minutes), Jean Thacker (resident), Simon Norman (LCC – South & South East Locality Team), Pelagie Crofton (resident), Jean Barnbrook (1<sup>st</sup> Manston & 1<sup>st</sup> Cross Gates Guides), Rebecca Slatcher (1M & 1CGG), Dave Coulthard (Crossgates Shopping Centre), Sgt Vicky Cocliffe (West Yorkshire Police), Mildred Horner (resident), G. Towers (resident), Thelma Renton (resident), Moira Flynn (Crossgates & District Good Neighbours), Eileen Sutcliffe (resident), Roy Dobson (resident), Carol Macklam (resident), Bob Lawrence (East Leeds Historical & Archaeology Society), Jacki Lawrence (ELH&AS), Eamonn Judge (Cross Gates Watch Residents Association), Deeta Tren-Humphries (LCC - Youth Service)

**Apologies:**

Cllr Peter Gruen, Rosalie Thompson (resident), Phillip Marsden (Devonshire Neighbourhood Watch), Nick Borrás (LCC – Highways)

<b>1.0</b>	<b>Welcome, introductions and apologies</b>	<b>Action</b>
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 Debra Coupar was introduced as the new ward member for Cross Gates & Whinmoor ward.	
<b>2.0</b>	<b>Minutes of the meeting held on 3 April 2013</b>	
2.1	The minutes were agreed as an accurate record.	
<b>3.0</b>	<b>Matters arising from those minutes</b>	
3.1	(10.1) <b>Crossgates Medical Centre</b> Unfortunately, the former garage site next to M&S on the Ring Road is unavailable for the new medical centre. It is hoped another site can be found in the local area.	
3.2	(5.1) <b>Station Road speed cameras</b> The camera warning signs are now installed, therefore the system can legally be active.	
<b>4.0</b>	<b>10 minute open floor</b>	
4.1	<b>Consultation about potentially charging for on-street parking permits</b> <ul style="list-style-type: none"> <li>• Resident Pelagie Crofton (PC) raised the issue of the proposed parking permit charging scheme</li> <li>• The questionnaire sent out to residents was tabled and a discussion about</li> </ul>	

4.2	<p>the proposed £50 charge took place</p> <ul style="list-style-type: none"> <li>The Chair, Councillor Pauleen Grahame, emphasised the need for residents to return the questionnaire with their objections to the proposed parking permit charges</li> <li>PC wanted to highlight the abuse of the current parking permit system on her street, eg some properties have up to four permits</li> <li>PC raised the issue of four new signs recently being installed on Chestnut Avenue detailing that the permit scheme is in operation 24/7</li> <li>Simon Norman (LCC - Environmental Action Officer) was able to bring up information on his PDA, stating the hours of operation are 8am-6pm. PC disagreed with the data</li> <li>PC felt that the parking wardens come at inappropriate times</li> <li>Councillors are aware that parking tickets have been implemented</li> <li>PC moved to the area after the current parking scheme was implemented</li> </ul> <p><b>Actions:</b> Councillor Pauleen Grahame, emphasised the need for residents to return the questionnaire with their objections to the proposed parking permit charges Councillor Pauleen Grahame to write to residents of Chestnut Avenue Issues raised over the hours of operation in Chestnut Ave: Is it 8am-6pm or 24/7? Simon Norman to visit the street and look at all the signs</p>	Residents       Residents Cllr PG SN
<b>5.0</b>	<b>Highways updates</b>	
5.1	Nick Borrás sent his apologies for this meeting and so the item was deferred.	
<b>6.0</b>	<b>Community Safety – Neighbourhood Policing Team</b>	
6.1	<p>Contact points for your local Neighbourhood Policing Team: <b>Tel:</b> 0113 285 5335 <b>Email:</b> banpt.cwt@westyorkshire.pnn.police.uk <b>Website:</b> <a href="http://www.westyorkshire.police.uk/npt">www.westyorkshire.police.uk/npt</a> (then navigate via the map or add your postcode to the box)</p> <p>6.2 Sgt Cocliff gave an update on crime in the area from 17 June – 17 July 2013:</p> <ul style="list-style-type: none"> <li>There have been three burglary – other (eg sheds). These were on the Ring Road, Manston Approach and The Drive. There were six in the previous period</li> <li>There were two burglary – dwelling. These were on Austhorpe Road and The Drive. There were three in the previous period</li> <li>There was one attempted burglary on the Ring Road and this led to an arrest</li> <li>There were two TFMVs (Theft From Motor Vehicle) on Austhorpe Road and Marshall Street</li> <li>There were no TOMVs (Theft Of Motor Vehicles) in this period, compared to one last period</li> </ul>	
<b>7.0</b>	<b>Environmental Action update – Simon Norman</b>	
7.1	<p>Simon Norman is your local Environmental Action Officer (EAO) and his contact details are:</p> <ul style="list-style-type: none"> <li>mobile 07891 278 378</li> <li>email <a href="mailto:simon.norman@leeds.gov.uk">simon.norman@leeds.gov.uk</a></li> </ul>	

7.2	<p>From 16 April – 14 July 2013 there have been 138 request for service including:</p> <ul style="list-style-type: none"> <li>• 26 fly tipping offences</li> <li>• 21 overgrown vegetation queries, some involving legal notices</li> <li>• 19 notices served (eg WIGs, takeaways, fines, dog fouling)</li> <li>• 18 litter picks</li> <li>• 16 Waste In Garden complaints</li> <li>• 11 dog fouling complaints</li> <li>• 3 blocked drains</li> </ul>	
7.3	<p>The frequency of mechanical street sweeps has increased:</p> <ul style="list-style-type: none"> <li>• Manston’s, Kelmscott’s / Pendas: from every 14 weeks to every 28 days</li> <li>• Kennerleighs / Smeaton’s: from 14 weeks to every 56 days</li> <li>• Tracking devices in the vehicles monitor where the sweepers are</li> </ul>	
7.4	<p>It was noted that LCC litterpickers can be identified by their sticks and a bag of collected litter.</p>	
7.5	<p>It was noted that Back Austhorpe Road is not suitable for the large street sweeper. Other smaller vehicles are available in the fleet.</p>	
7.6	<p>Reports of dumped asbestos sheets at rear of 19 Chestnut Ave</p> <ul style="list-style-type: none"> <li>• Simon to investigate</li> </ul>	SN
7.7	<p>It was reported Austhorpe Lane (from number 150 to the bridge) always had lots of parked cars so the sweepers couldn’t sweep. LCC Highways write to residents if a section of road is continuously blocked so a sweep can’t take place</p> <ul style="list-style-type: none"> <li>• Simon to check the date of the last sweep and arrange a new sweep if necessary</li> </ul>	SN
<b>8.0</b>	<b>Activities for young people</b>	
8.1	<p>Deeta Tren-Humphries gave an update on recent work:</p> <ul style="list-style-type: none"> <li>• The team was in Manston Park yesterday and confiscated alcohol from underage youths</li> <li>• A couple of young lads have got onto a horticulture course held at Temple Newsam. It’s in association with LCC, Groundwork and The Maltings College (also see 12.2)</li> <li>• National Citizen Service (NCS) is ongoing. The scheme, started by David Cameron, needs to engage 1000 young people over two years. It involves a five day residential and is a social community action project. The downside to the project is it takes Youth Workers out of regular activities over the summer</li> <li>• It is hoped some youth provision can still be arranged in the local area this summer</li> </ul>	
<b>9.0</b>	<b>Planning issues – Cllr Gruen</b>	
9.1	<p>Cllr Gruen sent his apologies. Item deferred.</p>	
<b>10.0</b>	<b>Cross Gates Christmas lights switch-on 2013 – Cllr Grahame</b>	

10.1	<p><b>Date:</b> Thursday 14 November 2013  <b>Event time:</b> 7-8pm  <b>Road closure:</b> 6-8pm</p>	
10.2	Date is booked in with the LCC Events Team. It is the first Thursday after the city centre lights switch-on.	
10.3	Funding for the festive motifs (14 on Austhorpe Road and three of the six on Station Road outside St Theresa's, plus two on Station Road by Paws For Thought) has been secured from the Outer East Area Committee.	
10.4	Funding has also been secured from the Outer East Area Committee for a switch-on event but it is hoped local businesses will make donations.	
10.5	Lord Mayor and Lady Mayoress are attending for the grand opening.	
10.6	Progress is being made to secure a steel pan band for a Christmas carnival feel.	
10.7	1 <sup>st</sup> Manston Brownies & Guides choir are on the bill again.	
10.8	We are hoping to get another Breeze Act. The competition takes place soon so we will know more in September when the competition is over.	
10.9	Who will be pressing the button this year?	
10.10	The event still needs residents input into the event – it's your event, what would you like?	Residents
10.11	<p>A question was raised over the Christmas tree on the roundabout.</p> <ul style="list-style-type: none"> <li>• A living Christmas tree was planted earlier this year but will take a couple of years for the roots to anchor sufficiently to be able to have lights suspended in it. Whilst the tree growing to the necessary height, a cut tree with Christmas lights will be added to the roundabout each year</li> </ul>	
<b>11.0</b>	<b>Other updates</b>	
11.1	<p><b>Crossgates &amp; District Good Neighbours Scheme</b> – Moira Flynn</p> <ul style="list-style-type: none"> <li>• Magazine tabled: 'Third Sector, Third Age – Reaching out to older people' which showcases the work of three neighbourhood networks in east Leeds</li> </ul>	
11.2	<p><b>Crossgates Shopping Centre</b> – Dave Coulthard</p> <ul style="list-style-type: none"> <li>• Rebranding of the Centre is complete with fresh new orange signage</li> <li>• Toilet refurb is underway</li> <li>• Hosting a regular tea dance in central square on the last Thursday of each month</li> <li>• One of the smaller units wants to move into the larger former Blockbuster unit</li> <li>• The current Post Office on Austhorpe Road is due to close in November but a Post Office franchise is interested in a unit within the Centre. Discussions are ongoing.</li> <li>• Co-op Travel is closing but there are new tenants lined up to move in: Officers Club, a clothing shop</li> <li>• The empty units on Austhorpe Road aren't part of the Shopping Centre but plans are being developed with LCC to fill the empty units</li> <li>• The Arndale House office block is due a refit: somewhere between</li> </ul>	

	<p>£225,000 and £500,000 will be spent on it before Christmas</p> <ul style="list-style-type: none"> <li>• Query raised re 'skip raiders' following suspicions that someone was taking eggs from the bins and throwing them around the area             <ul style="list-style-type: none"> <li>◦ Traders waste units are usually locked, although some are currently broken. Dye has been added to the waste to help monitor if items are being taken</li> </ul> </li> </ul> <p>11.3 <b>1<sup>st</sup> Manston Guides</b> – Jean Barnbrook</p> <ul style="list-style-type: none"> <li>• Six Guides are working towards their Baden Powel Award</li> <li>• The group have visited Phillip's Hair academy in Leeds and links have been made for future years</li> <li>• Been supporting MacMillan at the Leeds 10k race again and were voted the best cheerleaders</li> <li>• The Guide show is later this week</li> <li>• There will be a picnic in Manston Park tomorrow</li> <li>• There will be a pizza making session next week</li> <li>• Looking forward to the Wellies and Wristband festival in Clitheroe</li> <li>• Hoping to move into new premises later this year</li> <li>• The Guides are to help LCC Parks &amp; Countryside to maintain the Barnbow Memorial flower bed</li> <li>• Question: why doesn't Cross Gates have a gala?             <ul style="list-style-type: none"> <li>◦ Cllr Grahame stated she was looking into the possibility of holding one</li> </ul> </li> </ul> <p>11.4 <b>East Leeds Historical &amp; Archaeology Society</b> – Bob Lawrence</p> <ul style="list-style-type: none"> <li>• Cllr Grahame tabled a photo of the Barnbow Memorial flower bed which is designed as a dove. The design was a winning competition entry from a local primary school</li> <li>• An event for the past and present history of Cross Gates was recently held and well attended</li> <li>• A few new people have recently joined the group taking the members tally to 134</li> <li>• Leeds Civic Trust will be providing a blue plaque for the Barnbow tank factory gates on Austhorpe Lane. The plaque is sponsored by Bellway Homes</li> </ul> <p>11.5 <b>Summer cricket camps</b> – James Nundy</p> <ul style="list-style-type: none"> <li>• Posters were tabled about the Outer East Area Committee funded cricket camps at Kippax and Whitkirk Cricket Clubs over the summer holidays</li> <li>• The Kippax week runs 29 July – 2 August and Whitkirk runs 12-16 August</li> <li>• Both weeks are heavily subsidised by your local councillors</li> <li>• For more information and to book onto the scheme please contact Tony Bowry (Yorkshire Cricket Board) on <b>07976 710 933</b> or <b>tbowry.ycb@virginmedia.com</b></li> </ul> <p>11.6 <b>Older Person's Event Week</b> – James Nundy</p> <ul style="list-style-type: none"> <li>• Running 30 September to 4 October 2013</li> <li>• Coincides with the International Day of Older People on 1 October</li> <li>• Funded by your local councillors via the Outer East Area Committee</li> <li>• 5 local events across the outer east at Gt Preston, Swarcliffe, Kippax, Halton and Garforth</li> <li>• Your local event is at Christ Church in Halton on Thursday 3 October, running 10am – 2:30pm and supported by Cross Gates &amp; District Good Neighbours</li> <li>• The events consist of information stalls, buffet and entertainment,</li> </ul>	<p>Cllr PG</p>
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	<p>designed to raise awareness and reduce social exclusion</p> <ul style="list-style-type: none"> <li>To book and for more information please contact Moira Flynn at Cross Gates &amp; District Good Neighbours on 0113 <b>260 6565</b> or email <b>admin@crossgatesgns.org.uk</b></li> <li>Question raised as to whether St Theresa's could be used for the event next year? <ul style="list-style-type: none"> <li>James to run it past the committee and report back</li> </ul> </li> </ul>	JN
<b>12.0</b>	<b>Any Other Business and date of next meeting</b>	
12.1	<p><b>Site Allocations Plan - consultation</b></p> <ul style="list-style-type: none"> <li>JN tabled a handout regarding an ongoing LCC consultation</li> <li>Deadline for responses is 29 July 2013</li> </ul>	All
12.2	<p><b>Traineeship for 16-18s in horticulture and landscape gardening at Temple Newsam</b></p> <ul style="list-style-type: none"> <li>DT-H tabled posters</li> <li>Contact is Paula Hinsley on <a href="mailto:paula.hinsley@groundwork.org.uk">paula.hinsley@groundwork.org.uk</a> and 0113 238 0601 or text ROOTS &amp; BOOTS to 07505 946 489</li> </ul>	
12.3	<p><b>Apprenticeships</b> - Cllr Coupar</p> <ul style="list-style-type: none"> <li>The national apprenticeship scheme has over 200 vacancies in Leeds at the moment. See <b>www.apprenticeships.org.uk</b></li> </ul>	
12.4	<p><b>Hot off the press</b> – James Nundy</p> <ul style="list-style-type: none"> <li>The Outer East Area Committee newsletter was tabled, summarising the recent meeting and key work from the area</li> </ul>	
12.5	<p><b>Agenda items for next meeting</b></p> <ul style="list-style-type: none"> <li>Highways updates</li> <li>Planning issues – Cllr Gruen</li> <li>Invite representative from the Barnbow pub</li> </ul>	JN JN JN
12.6	Please see the summary of actions table below.	All
12.7	<p><b>Next meeting</b></p> <ul style="list-style-type: none"> <li>The next meeting is scheduled for Wednesday 9 October</li> <li>The subsequent dates for this cycle are Wednesday 8 January 2014 and then Wednesday 2 April</li> </ul>	All

**Summary of ongoing actions**

Action	Lead by	Progress	Action closed or open
<p><b>Cross Gates Christmas lights switch-on event 2013</b></p> <ul style="list-style-type: none"> <li>Date to be added to Events Team calendar</li> <li>Fundraising required</li> <li>Well-being application required to earmark funds</li> <li>Everyone to think about what they would like to see this year</li> </ul>	<p>Cllr Grahame / James Nundy / Jean Barnbrook</p>	<p><b>April 2013:</b> New action</p> <p><b>July 2013:</b> Date secured as 14/11/13. Funding approved. Planning underway</p>	Open



**Outer East Area Committee**  
**Minutes from North Whinmoor Forum & PACT meeting**  
**15 July 2013**  
**held at Fieldhead Community Centre**

**Present:**

Cllr Peter Gruen (Chair), Cllr Pauleen Grahame, Cllr Debra Coupar, James Nundy (LCC - South East Area Support Team, minutes), Simon Norman (LCC - Locality Team), Sgt Andy Hill (West Yorkshire Police), PCSO Sharon Taylor (WYP), Norman Sunderland (Skelton Woods Environmental Group), Nina Pungi (Leeds Anti-Social Behaviour Team), Jeremy Lunn (Aire Valley Homes), Dennis Smith (resident watch)

**Apologies:**

Nick Borrás (LCC - Highways), Janice Linley (Whinmoor Wanderers), Sharon Smith (LCC - Facilities Management), Deeta Tren-Humphries (LCC - Youth Service)

<b>1.0</b>	<b>PACT meeting</b>	Action
1.1	Contact points for your local Neighbourhood Policing Team: <b>Tel:</b> 0113 285 5335 <b>Email:</b> banpt.cwt@westyorkshire.pnn.police.uk <b>Website:</b> <a href="http://www.westyorkshire.police.uk/npt">www.westyorkshire.police.uk/npt</a> (then navigate via the map or add your postcode to the box)	
1.2	<b>Crime</b> - since 16 April there have been: <ul style="list-style-type: none"> <li>• 5 attempted burglaries</li> <li>• 7 burglaries (three of which via unsecure doors/windows)</li> <li>• 4 burglaries other (eg bikes from sheds)</li> <li>• Theft of motor vehicles = 0</li> <li>• Theft from motor vehicles = 4 (satnavs, keys)</li> </ul>	
1.3	Cycle security scheme highlighted and fliers tabled. Capture bikes were discussed.	
1.4	<b>Anti-social behaviour</b> <ul style="list-style-type: none"> <li>• Nothing to note during the last period</li> <li>• Cllr Grahame enquired why some ASB cases seem to take so long to be addressed? <ul style="list-style-type: none"> <li>○ Lots of intelligence needed to build a robust case before it can be progressed</li> </ul> </li> </ul>	
1.5	Drugs nuisance was highlighted: <ul style="list-style-type: none"> <li>• Potential to refer to LASBT (Leeds ASB Team) and complainants are encouraged to keep diaries</li> <li>• Housing officers do walk-bys to check for unusual aromas being emitted from houses</li> <li>• A warrant has been issued to search a house in the Hebden's</li> <li>• Delays can arise if no intelligence available to back up the claims. Repeat visits may be required if levels fluctuate</li> </ul>	
<b>2.0</b>	<b>North Whinmoor Forum - welcome, introductions and apologies</b>	
2.1	Cllr Gruen welcomed everyone to the meeting, introductions were made around the table and the above apologies were noted.	
2.2	Cllr Debra Coupar was introduced as the new ward member for Cross Gates & Whinmoor.	

<b>3.0</b>	<b>Minutes of the meeting held on 16 April 2013</b>	
3.1	<p>(1.4) <b>Issues in Skelton Woods</b></p> <p>It was reported that the police had told Skelton Woods Environmental Group they weren't allowed into the woods due to health and safety issues.</p> <ul style="list-style-type: none"> <li>The Police stated that was not true</li> <li>Aire Valley Homes reported that the issues had been discussed at their Tasking Team meeting on 17 April and has been a regular agenda item since</li> <li>Drug paraphernalia has been found in Hawthorn Wood</li> </ul>	Police
3.2	<p>(1.8) <b>CCTV coverage in Whinmoor</b></p> <p>No responses received supporting the scheme.</p>	
3.3	<p>(4.1) <b>Fieldhead Community Centre kitchen</b></p> <ul style="list-style-type: none"> <li>Need to raise £5751 for new kitchen cupboards, worktops, flooring plus a new sash window and security roller. Price includes labour cost</li> <li>Janice Linley sent apologies but plans are underway to hold a table top sale to generate some funds</li> <li>AVH to investigate surplus cupboard carcasses in an effort to reduce the cost. They might also be able to get them fitted free of charge – Jeremy to investigate</li> <li>Still need to work on fundraising as the cupboards and fitting only amounted to £2,570 (ie would still need to find £3,181)</li> </ul>	JL  JL
3.4	<p>(4.3) <b>Fieldhead Community Centre bookings</b></p> <ul style="list-style-type: none"> <li>Issues raised about Whinmoor Warriors rugby club having block bookings but not cancelling lettings when not required</li> <li>Councillors are working on a review of community centres across the ward</li> </ul>	CLlrs
<b>4.0</b>	<b>Matters arising from those minutes</b>	
4.1	<p>(4.5) <b>New housing development: North East quadrant</b></p> <ul style="list-style-type: none"> <li>Councillors have met with Planning and a further meeting requested</li> <li>There has been lots of work done regarding the infrastructure and greenspaces</li> <li>More public meetings will be arranged across the ward when suitable information is available</li> </ul>	CLlrs
<b>5.0</b>	<b>10 minute open floor</b>	
5.1	<p><b>Site Allocations Plan - consultation</b></p> <ul style="list-style-type: none"> <li>JN tabled a handout regarding an ongoing LCC consultation, which includes the plans mentioned in item 4.1</li> <li>Deadline for responses is 29 July 2013</li> </ul>	All
<b>6.0</b>	<b>Coal Road traffic issues – Nick Borrás</b>	
6.1	NB sent his apologies for this meeting and no other Highways officers were available. The item was therefore deferred.	
6.2	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>Nick to resend the proposals to the councillors</li> <li>To be added to the next agenda</li> <li>JN to invite Coal Road residents to next meeting</li> </ul>	NB JN JN



<b>7.0</b>	<b>Youth work in Whinmoor</b> – Deeta Tren-Humphries	
7.1	For more information about ongoing activities, please contact <b>Deeta</b> on <b>07891 271 037</b> . For more details of youth provision see the Breeze website via <b>breezeleeds.org</b>	Cllr DC
7.2	The Youth Service is being restructured. Cllr Coupar is the lead councillor so will report back at the next forum	
7.3	There is a drive to put young people at the heart of decision making for young people and a budget has been delegated to the Outer East Area Committee to help address the most pressing issues	
7.4	Deeta has been working with a group for the National Citizens Scheme (NCS) who are undertaking two residentials from 18 July. Following the residentials, the group will be involved in a community action programme – some of the young people are from the Whinmoor area	
7.5	With a member of staff leaving and one on long term sick it has been difficult to release any staff to carry out street work, but after the NCS project is finished they intend to get a team back on the streets are aware that there has been a rise in ASB	
7.6	Three young people from the Whinmoor area have engaged in the drop-in provision and are now in employment	
7.7	They are still organising their summer programme and this will be done to fit around staffing hours and work being carried out on the NCS programme. Young people have begun identifying activities they would like to engage in.	
<b>8.0</b>	<b>Environmental action and issues</b> - Update from Paul Spandler	
8.1	Simon Norman is your local Environmental Action Officer and is available on <b>07891 278 378</b> .	SN
8.2	LCC Cleansing have attended the heavily littered ditch on Coal Road and are satisfied with the outputs.	
8.3	Since the last forum the following have been addressed: <ul style="list-style-type: none"> <li>• 39 fly-tips removed</li> <li>• Overgrown vegetation complaints</li> <li>• 15 dog complaints</li> <li>• 13 Waste in Garden notices served</li> <li>• 21 issues regarding litter / overflowing bins or excess waste in gardens</li> <li>• 1 prosecution for a flytip</li> <li>• Increased frequency of mechanical sweeps from every seven weeks to every four weeks, due on Mondays</li> <li>• Two manual litterpicks – maps of routes provided</li> <li>• Litter issues in the Hebden's – the team was due to be there today</li> <li>• Playground on Naburn Fold has been checked and found to be clean</li> </ul>	
8.4	<b>Skeltons Lane</b> – it was reported that one of the 30mph signs is obscured by trees. Simon to investigate and address.	
<b>9.0</b>	<b>Report from Aire Valley Homes</b> – Jeremy Lunn	
9.1	AVH have secured funding for home security measures, to change Europrofile	

9.2	locks to Avocet locks. Looking to do 100 in Whinmoor and 100 in Swarcliffe. Collection rate for rent arrears for the Swarcliffe Housing Office are up to 94.7% which is even better than last year. The level of rent arrears currently stands at £252,000	
9.3	There are nine void properties in the ward with only three of these being in Whinmoor.	
9.4	It was noted there are Right to Buy properties looking 'below par' when compared to the newly refurbished council housing.	
9.5	There are 2051 properties in the area. All of which are inspected every year. To date 260 visits have been completed.	
9.6	There have been 30 enquiries and to the end of June, and there have only been two complaints (none for the Whinmoor area). Compliments are often received.	
9.7	A housing issue regarding White Laithe Garth was brought up by a resident. Jeremy took details and will arrange a site visit	JL
<b>10.0</b>	<b>Any Other Business and date of next meeting</b>	
10.1	<b>Skelton Woods Environmental Group</b> – Norman Sunderland <ul style="list-style-type: none"> <li>Reported that there was vegetation waste in Hawthorne Woods (when entering from the Birchwoods) <ul style="list-style-type: none"> <li>A Parks &amp; Countryside issue – Simon Norman to refer onto them</li> </ul> </li> <li>The group have been working with local schools</li> <li>131 recorded species of wild flowers in the woods, along with 55 types of bird</li> <li>Clean-up days produce lots of rubbish – Norman to liaise with Simon Norman to help arrange the removal of the rubbish</li> <li>Simon Norman to liaise with the necessary people regarding overgrown vegetation and sight lines at the entrances to the woods</li> </ul>	SN NS SN
10.2	<b>Summer cricket camps</b> – James Nundy <ul style="list-style-type: none"> <li>Posters were tabled about the Outer East Area Committee funded cricket camps at Kippax and Whitkirk Cricket Clubs over the summer holidays</li> <li>The Kippax week runs 29 July – 2 August and Whitkirk runs 12-16 August</li> <li>Both weeks are heavily subsidised by your local councillors</li> <li>For more information and to book onto the scheme please contact Tony Bowry (Yorkshire Cricket Board) on <b>07976 710 933</b> or <b>tbowry.ycb@virginmedia.com</b></li> </ul>	All
10.3	<b>Older Person's Event Week</b> – James Nundy <ul style="list-style-type: none"> <li>Running 30 September to 4 October 2013</li> <li>Coincides with the International Day of Older People on 1 October</li> <li>Funded by your local councillors via the Outer East Area Committee</li> <li>5 local events across the outer east at Gt Preston, Swarcliffe, Kippax, Halton and Garforth</li> <li>Local event is at St Gregory's Youth &amp; Adult Centre on Stanks Drive on Tues 1 October, 10am – 2:30pm.</li> <li>The events consist of information stalls, buffet and entertainment, designed to raise awareness and reduce social exclusion</li> <li>To book and for more information please contact Ken Hill at Swarcliffe Good Neighbours on 0113 <b>232 6910</b> or email <b>mail@sgns.wanadoo.co.uk</b></li> </ul>	All
10.4	The date of the next cycle of meeting is scheduled to be Monday 7 October	

2013 at 6pm. Future meetings are 16 January 2014 and 14 April.	All
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**Summary of actions**

Action	Lead by	Progress	Action closed or open
Fieldhead Community Centre <ul style="list-style-type: none"> <li>• Kitchen refurb</li> </ul>	Area Support Team (JN) via Facilities Management (SS)           JL	<b>October 2012</b> Still awaiting the design and accompanying quote from Facilities Management  <b>March 2013</b> Design and quote received. Passed to Centre users for comments. Awaiting comments back.  <b>April 2013</b> User groups to start fundraising. A minimum of £2,875.50 is needed before councillors would consider match funding it.  <b>July 2013</b> No funds raised yet. AVH investigating free cupboards to help reduce costs	Open
Fieldhead Community Centre <ul style="list-style-type: none"> <li>• A 'how to use the oven' guide was requested for display in the kitchen</li> </ul>	Facilities Management (SS)		Open
Coal Road traffic issues <ul style="list-style-type: none"> <li>• New speed, class and volume data for Coal Road should be available soon</li> <li>• Improve visibility at mini roundabout</li> <li>• Investigate alternative traffic calming measures</li> </ul>	Highways (NB)	<b>April 2013</b> Traffic data analysed and supplied. NB to work up a traffic calming scheme with councillors  <b>July 2013</b> NB to resend proposals. Deferred, to be discussed at next forum	Open
Bin collections <ul style="list-style-type: none"> <li>• Can black and green bins be collected on the same day?</li> </ul>	Environmental Action Officer (SN)		Open
Moss spraying in Farnham Close <ul style="list-style-type: none"> <li>• Requested</li> <li>• Frequency to be reported back</li> </ul>	Environmental Action Officer (SN)		Open
Grit bin for Farnham Close <ul style="list-style-type: none"> <li>• Requested</li> </ul>	Cllr Grahame	<b>Feb 2013</b> <ul style="list-style-type: none"> <li>• Contact and prices information supplied</li> <li>• A street 'Champion' needs to sign up to monitor the bin</li> </ul>	Open
Youth Service delegation	Cllr Coupar	<b>July 2013</b> <ul style="list-style-type: none"> <li>• Youth Service is being restructured</li> <li>• To report back on progress</li> </ul>	Open

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**Area Chairs Forum  
Friday 28<sup>th</sup> June 2013  
Committee Room 4, Civic Hall**

**Attendance:**

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

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

Minutes: S. Warbis

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

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

recommended formula is based on 50% allocated through population data, and 50% allocated based on indices of multiple deprivation. There is a proposal for a 2 year review period to account for any demographic changes.

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

#### **4.0 Review of ALMOs and Housing Management Arrangements**

- 4.1 Martyn Long, Policy Manager – Corporate Support, attended to discuss the Review of ALMOs and Housing Management Arrangements and to begin discussions around links between Area Committees and local housing management / governance arrangements.
- 4.2 Following extensive consultation the decision had been taken last week at executive board to bring the housing management provision back to Leeds City Council in a city wide arrangement.
- 4.3 Two work streams are being developed to look at governance and tenant involvement / influence. It is being established who needs to be involved in discussions to take this forward. There is a need to make sure that there isn't a dilution of the tenant role and it needs to be established how Area Committees feel that they should be linked in.
- 4.4 It was pointed out that currently there were 10 Area Panels that included

elected members, but that these were not currently directly linked to Area Committees. There is also member representation on ALMO boards but these have no formal links to Area Committees.

- 4.5 It was suggested that housing management should be a regular item for Area Committee business. It was also pointed out that Area Committee capacity needed to be considered, particularly in light of the changes to Area Committee roles being established through the review of area working. There needs to be a channel of influence but a not formal role in managing housing stock.
- 4.6 It was raised that there was some disquiet amongst current ALMO directors and ALMO staff and that new structures and arrangements need to be put in place quickly.
- 4.7 It was raised that currently the ALMOs have differing practices and that it needed to be ensured that the merger led to levelling up and not down of standards of provision.
- 4.8 It was also stressed that there needed to be work to join up area priorities for Area Panels and Area Committees, and that opportunities should be taken for joint commissioning of services and activities to meet the needs of different communities.
- 4.9 Discussions are taking place between Area Leaders and Environment and Neighbourhoods officers to ensure that approaches to communities and housing are joined up.

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

- 5.1 Kathy Kudelnitzky tabled the draft response from the Customer Access and Performance directorate to the scrutiny report on Parish and Town Councils for discussion.
- 5.2 It was pointed out that this only had relevance to those Area Committees that had Parish Councils in their areas.
- 5.3 There are clear links with some of the recommendations in the report to work streams that had already been established through the review of area working.
- 5.4 Area Chairs were happy with the draft response that will be taken back to the Safer and Stronger Communities Scrutiny Board.

### **6.0 Workshop on Area Committee Meetings**

- 6.1 A workshop took place, attended by Area Officers from the Area Support Teams, to discuss the current functioning of Area Committee meetings and to investigate what improvements could be made.
- 6.2 This followed recommendations within the review of area working which were drawn from discussions with the All Party Members Working Group, Area Chairs, Area Committees and officers.
- 6.3 Notes from the discussions can be found at appendix 1.
- 6.4 Feedback and recommendations will be brought back to a future meeting.

### **7.0 Any Other Business**

- 7.1 Community Centres

- 7.2 Cllr Gruen informed the meeting that the management of community centres will be moving from the Environment and Neighbourhoods Directorate to Customer Access and Performance.
- 7.3 This may also involve associated functions moving from other directorates with a view to streamlining the management process for these facilities.
- 7.4 Area Chairs raised concerns over the progress of the current review of community centres, particularly relating to the lettings process, and there was a call for transparency over lettings payments and subsidies that were currently in place.
- 7.5 It was also mentioned that there was a need for a central team that could manage this work rather than the current confused position with responsibility spread over several directorates.
- 7.6 West Yorkshire Police
- 7.7 Cllr Gruen Raised the news that the organisation of policing in Leeds would be moving from 3 divisions to 1 division.
- 7.8 James Rogers and the Area Leaders were involved in ongoing discussions with senior police officers regarding this, and would be taking opportunities to discuss colocation opportunities and the future of neighbourhood policing teams.
- 7.9 Initial discussions indicated that the police were committed to making new arrangements continue to work at a community level.
- 7.10 Community Radio
- 7.11 Cllr Akhtar highlighted a Ramadan radio station based in Harehills that covers a 7 mile radius, and encouraged Area Chairs to consider small grant contributions to the project. Cllr Gruen suggested that if the scheme made contact with him he would circulate the request to Area Committees for them to consider through their established grant approval process.
- 8.0 Date of Next Meeting**
- 8.1 Friday 6<sup>th</sup> September 2013, 14:00 – 16:00, Committee Room 4 - Civic Hall



**Area Chairs Forum – 28<sup>th</sup> June 2013**  
**Workshop notes**

**Agenda Setting Process**

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

**Reports**

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

### Operation of Meetings

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

### Shaping decisions

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

**Outer East Environmental Sub-Group Minutes**

Meeting held in Committee Room 4. Civic Hall,

12<sup>th</sup> September 2013

**1. Introduction and Apologies:**

Attendance: Cllr Mary Harland (Chair,) Cllr Pauleen Grahame, Cllr Andrea McKenna, Tom Smith (Env Services,) Krstan Nenadic (Parks & Countryside,) Andrew Milnes (Waste Management), Peter Mudge (AST).

**Apologies:** Cllr Mark Dobson, Martin Hackett.

**2. Minutes of last meeting - Approved.**

**3. Matters Arising**

- 3.1 Covert Cameras – TS is speaking with police over how they are legally covered as advice to Locality Working suggests they will have to use overt cameras before going covert. Overt cameras are clearly visible to would be offenders.
- 3.2 As the service is now fully staffed, managers are being asked to look at the structure of street cleaning to avoid the need to provide overtime.
- 3.3 Prison Service assistance; Locality Working currently have 8 people on temporary licence who are making great inroads into blitzing problem areas.
- 3.4 TS to check ginnel between the crescent and Fairfield and investigate if it needs fencing to stop people breaking through.

**4. Locality Working – Tom Smith**

- 4.1 During the April – August period there have been 4,579 jobs undertaken with flytipping equalling 41% of work in the Outer East.
- 4.2 It was agreed to try and tie workload figures down to wards.
- 4.3 Enforcements regarding alternate weekly collections have been lower than in the Outer South (the other tranche 1 area in the SE Wedge.)
- 4.4 Mechanical cleaning has only attained 71% of its intended target. TS said this is lower due to it needing qualified staff and this was affected by their holidays.
- 4.5 Work is now underway to get staff to undertake a wider range of work within their area – litter picking, graffiti removal, flytipping etc. This will mean jobs are undertaken more quickly as there will be no need to wait for specialist teams to travel around the area.
- 4.6 Enforcements have risen from last quarter's 7 a month to 15 this. Prosecutions have remained the same at 1 per month.

**5. Parks & Countryside – Krs Nenadic**

- 5.1 KN said that changing the summer/winter workloads of staff had enabled more work to get done at a lower cost which had resulted in a cash saving allowing 11

apprentices to be taken on. Parks are currently interviewing for 11 horticultural apprentices which will include 1 for Manston Park and 1 in Lotherton Hall.

5.2 The meeting was also pleased to hear that Parks were keeping apprenticeship enrolment qualifications to the minimum in order to concentrate on enthusiasm rather than qualifications and that Locality Working was trying to find ways to take on apprentices.

5.3 The Yorkshire in Bloom Awards announcements are in a week's time.

5.4 InterServe have found 18 youths to assist with Parks projects but there are not currently any allocated to Outer East.

## **6 Aire Valley Homes, East North East Homes**

6.1 It was noted that Aire Valley Homes and East North East Homes are in the process of coming back into direct Council ownership. Regardless of this it was felt they should continue to attend the meeting. PM to convey this message to them.

## **7 Waste Management –**

7.1 The alternate weekly collections (AWC) in the Outer East had broadly gone well. During the first four months there has been a 25% increase in recycling and a 25% reduction in landfill and a small reduction in waste.

7.2 As a result of the success of Phase 1, Phase 2 of AWC goes live in November covering the North West and North East of Leeds comprising 105,000 households.

7.3 In August there were some missed collections and as a result some of the loaders are being offered the opportunity to get HGV training so they can fill in as drivers when needed.

7.4 Adverts are underway to offer 3 month positions around Christmas.

7.5 Staff performance and attendance management is underway and staff are really being pushed to avoid sickness. Three are on 3<sup>rd</sup> level warning.

7.6 For the first time the team is achieving 100% success in giving staff proper appraisals.

## **8 AOB**

8.1 Agreed to write to Temple Newsam representative urging them to attend future meetings. Letter to be sent by the Chair.

8.2 KN was thanked for his team clearing the self-seeders, weeds and grass from Town End in Garforth prior to it being opened as a car park by local not for profit groups.

8.3 Japanese knotweed has been discovered in the area and TS will liaise over its removal.

8.4 Date of next meeting

## South East Area Health and Wellbeing Partnership

### Future Arrangements

#### Key Principles

- Provide strong local governance and leadership that demonstrates clearly contribution made at locality level to addressing health inequalities.
- Engage communities in shaping local priorities and holding services to account on delivery to ensure improved outcomes.
- Share best practice and learning to help improve outcomes for local residents.

### SE Partnership Core Group

#### Role

- To agree direction and assess and support locality delivery of city health and wellbeing strategy taking account of data and intelligence on local health needs.
- To share local best practice activity with key strategic boards.

#### Membership

Area Leader SE (convenor – Shaid Mahmood)

Health and Wellbeing Improvement Manager SE (Co-ordinator – Bash Uppal)

Clinical Commissioning Group Representative (Dr Dave Mitchell)

Public Health Consultant SE (Victoria Eaton)

Health and Wellbeing Area Lead Member (Cllr P Truswell )

Adult Social Care Head of Service SE (Julie Bootle)

#### Frequency of Meetings – bi-monthly

### South East Area Health and Wellbeing Forum

#### Role

- To receive progress updates against city indicators.
- To inform the commissioning process and support intelligent commissioning decisions for the local area.
- To identify any barriers and blockages to progressing local activity.
- To engage communities to help shape services to better meet local need.
- To engage key partners to be responsive to addressing health inequalities.

#### Membership

LCC SE locality directorate lead officers

SE VCFS organisation representatives

SE Health and Wellbeing Member Champions

SE Housing Service providers

NHS LCHCT

SE Healthwatch representatives

NHS LYPFT rep

SE Police Lead Inspectors

WYF service - SE lead officer/s

Further stakeholders to engage to support key priorities

#### Frequency of Meetings – maximum of 3 per year

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**Report of Area Leader – South East Leeds**

**Report to East Leeds (Outer) Area Committee**

**Date: Tuesday 15th October 2013**

**Subject: Strengthening the Relationship between Area Committee and Parish Councils**

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

**Summary of main issues**

It presents the Safer and Stronger Scrutiny Board Report on strengthening the Council’s relationship with Town and Parish Councils.

The Scrutiny Report highlights the role of Area Committees and Area Leaders in strengthening this relationship and makes recommendations on how this can be achieved.

This report outlines options on how the recommendations from the scrutiny report could be achieved in the Outer East.

**Recommendations**

The Area Committee is asked to;

- a) Note the contents of the report and make comment as appropriate
- b) Discuss and agree to the actions that aim to strengthen links with Parish Councils in the Outer East, outlined in 3.3.

## 1.0 **Purpose of this report**

- 1.1 This report presents the Safer and Stronger Scrutiny Board Report on strengthening the Councils relationship with Town and Parish Councils.
- 1.2 The scrutiny report highlights the role of Area Committees and Area Leaders in strengthening this relationship and makes recommendations on how this can be achieved.
- 1.3 This report outlines options on how the recommendations from the scrutiny report could be achieved in Outer East Area.

## 2 **Background information**

- 2.1 In October 2006 the Leeds Parish and Town Council Charter was agreed. This sets out how Leeds City Council and the local councils work together for benefit of local people and is reviewed annually.
- 2.2 The Localism Act 2011 reinforces the role of local councils, and represents a clear statement of intent from central government of its plans to devolve power to local communities.
- 2.3 In June 2012, the Executive Board Member for Neighbourhoods, Planning and Support Services made a request for Scrutiny to conduct a review of the council's relationship with local Parish and Town Councils.
- 2.4 The report outlining conclusions and recommendations from the review was formally agreed by the Safer and Stronger Communities Scrutiny Board on 16<sup>th</sup> May 2013. The implementation of the recommendations will be monitored by the scrutiny board.

## 3 **Main issues**

- 3.1 The following are examples of good links between the Outer East Area Committee and local councils:
  - Area Committee Members have a good relationship with Parish and Town Councils in their area.
  - Kippax Parish Council leading on the Kippax Neighbourhood Plan.
  - Officer from AST member of Micklefield Regeneration Forum, a branch of the Parish Council.
  - Outer East Parish Councillors have regular contact from AST Officers, an 'open door policy'.
  - As recommended in the Scrutiny report, Members already have 'meaningful dialogue' where Elected Members and local councillors discuss issues of common interest, share information and good practise through village forums. Representatives from all Parish Councils are invited to relevant village forum. (Garforth and Swillington Forum meet four times and year and Kippax and Methley Forum meet twice a year).



- Ward Members have regular contact with parish councils, by meeting with the Chairs of parish councils and attending local council meetings.
- Area Committee support Kippax Parish Council on town centre regeneration.
- Wellbeing funding allocated to projects that local councils either manage or involved with e.g. Christmas events
- Active coordination of Area Committees and local council funding to achieve more, e.g. Allerton Bywater sensory garden, environmental walkway at Billy Wood, Kippax and a number of environmental improvement schemes throughout Micklefield.
  - Ward Members and local councils work together to secure funding from external organisations for community projects e.g. funding received from Caird Bardon towards Swillington playground.
  - Outer East Area Committee meetings held in locality, reports are locally focused and Chair is meeting with Area Leads to identify local priorities.

3.2 The Scrutiny Report recognises that both Area Committees and local councils have a key role in providing strong local leadership. Seven of the twelve recommendations are focus for the Area Committee and Area Leader. These are:

**Recommendation 3** – That local councils and Area Committees give a commitment to work closely together to develop clear pathways and protocols that will enable open and meaningful dialogue on matters that have specific impact on their communities.

That Area Leaders take the lead on developing these clear pathways and protocols and report progress back to Scrutiny by December 2013.

**Recommendation 4** – That the Council's Assistant Chief Executive (Customer Access and Performance) promotes the following as good practice amongst Area Committees:

- The development of a forward work programme and identification of a major 'theme' or 'topic' for each area committee meeting
- That Area Committee reports include a separate section indicating any potential local impacts or challenges

**Recommendation 5** – That Area Leaders ensure that input is sought from local councils as part of any future area based delegation scheme and particularly around the negotiation of Service Level Agreements.

**Recommendation 7** – That Area Leaders proactively work with local councils and Area Committees to identify opportunities for maximising available resources to best meet the needs of their local communities.

### **Recommendation 8**

- (i) That local councils are proactive in promoting volunteering initiatives and encouraging people to take an active role within their community.
- (ii) That the Council's Assistant Chief Executive (Customer Access and Performance) and Chief Officer Localities and Partnerships lead on actively supporting approaches made by local councils for any advice and assistance directly associated with local voluntary initiatives.

**Recommendation 9** – That the three Area Leaders actively promote partnership working with local councils as part of the integrated locality working agenda in the three wedges of East North East, West North West and South East.

**Recommendation 11** – That Area Leaders work closely with Area Chairs to ensure that Area Committees continue to monitor their relationships with local councils in order to identify strengths and potential areas for improvement.

## **3.3 Implementing the Recommendations**

- 3.3.1 A number of links have been outlined in 3.1 and it is assumed that where appropriate these would continue to function. Members are asked to consider agreeing to the actions outlined in the table below to build on the work already being achieved.

Strategic	<ul style="list-style-type: none"><li>• Add targets in the Area Committee Business Plan and AST Service Plan to show commitment to strengthening links.</li><li>• Area Committee Chair annually meets with each local council and Area Support Team to discuss Area Committee Business Plan and local council priorities and projects.</li><li>• Identify opportunities for maximising resources to best meet the needs of communities.</li></ul>
Communication	<ul style="list-style-type: none"><li>• Forward Plan of Area Committee reports to be shared with Parish and Town Councils.</li><li>• Electronic link sent to local council clerks to access Area Committee reports online.</li><li>• Dates, times and venues of Area Committees circulated to local councils.</li><li>• Area Committee newsletters be sent to local councils to raise profile of work achieved.</li></ul>
Consultation	<ul style="list-style-type: none"><li>• Area Committee to seek views from local councils on annual Environmental Services SLA and other delegations as appropriate.</li></ul>
Supporting	<ul style="list-style-type: none"><li>• Continue to support local councils who wish to undertake neighbourhood planning.</li><li>• Continue to strive for Area Committee reports that are locally focused, especially to ward level. Area Support Team (AST) challenge services to provide this, rather than having a section within the report to look at local impacts or challenges as scrutiny recommendation suggests.</li></ul>

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The review undertaken by the scrutiny board gave an opportunity for all local councils, council officers, Area Leaders, Area Committee Chairs and the Chief Officer and Deputy Chief Officer of the Yorkshire Local Councils Association to share their experiences and opinions with the Scrutiny Board.
- 4.1.2 Area Leader discussed the scrutiny paper at the South East Chairs Briefing on Friday 24<sup>th</sup> May. Area Support Team officer meet with Outer East Area Committee chair who agreed for the report to be introduced at Area Committee for discussion.

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

- 4.2.1 Equality and diversity issues were considered throughout the scrutiny review and in the presentation of options to the Area Committee and where appropriate an Equality Impact Assessment will be undertaken.

### **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 are no resource implications as a result of this report.

### **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 not 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 work in the Outer East and therefore no risks are identifiable.

## **5 Conclusion**

- 5.1 There are several examples of how the Area Committee and Parish Councils are already working well together to the benefit of the local communities. By Members agreeing to the new actions outlined in 3.3, it strengthens the work already being achieved and demonstrates to the scrutiny board how Outer East Area Committee has responded to their recommendations.

## **6 Recommendations**

- 6.1 The Area Committee is asked to;
- a) Note the contents of the report and make comment as appropriate
  - b) Discuss and agree to the actions that aim to strengthen links with Parish Councils in the Outer East, outlined in 3.3.

## **7 Background documents<sup>1</sup>**

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

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

**Report of the Area Leader – South East Leeds**

**Report to Outer East Leeds Area Committee**

**Date: 15<sup>th</sup> October 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 recent funding requests.

**Recommendations**

2. Area Committee is recommended to:

- Note the content of the report
- Increase the communications budget from £1,000 to £2,000
- Award £4,179 to Christ Church Luncheon Club
- Award £3,000 to Methley Village Lights Christmas Committee
- Note the position regarding small grants.

**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 It also agreed to fund the following projects: older persons week, cricket coaching for youngsters, Christmas lights and switch on events, summer activity programmes for young people, funding for 'in bloom', support galas and provide a worker to support luncheon clubs in the villages. The remaining budget is shared evenly amongst the 4 Outer East wards.

## **3.0 Main Issues**

### **3.1 Increasing the amount in the communications budget**

- 3.1.1 At the meeting of Area Committee held in March 2013 it agreed to allocate £1,000 towards its communication budget for 2013. This budget is used for forum costs, project workshops, room hire and other administrative costs related to the work of the Area Committee.
- 3.1.2 The amount allocated for this budget was insufficient as expenditure against it has already reached £1,000. Area Committee are therefore requested to increase the amount for 2013/14 to £2,000.
- 3.1.3 Expenditure to date is detailed on *appendix 1*.

### **3.2 Christ Church Luncheon Club – kitchen refurbishment**

- 3.2.1 This project includes the refurbishment of the kitchen and the purchase of new kitchen appliances including a commercial dishwasher and double hob oven range master. The costs of the refurbishment are being met by the church from its

fundraising activities and Area Committee is requested the fund the cost of the appliances.

3.2.2 The church hall delivers a weekly luncheon club for up to 40 elderly residents from Halton/Osmondthorpe/Whitkirk/ Temple Newsam and is promoting the luncheon club locally to attract new members. The venue is used for one of the days of Older Persons Event Week as well as a number of other activities for young and old people.

3.2.3 The request from Area Committee is for £4,179. The commercial dishwasher is £2,650 and the double hob oven range master is £1,529.

3.2.4 This project supports the following priorities in the Area Committee Business Plan:

- Communities are empowered and engaged. People get on well together.
- Vulnerable members of the community are able to live independently at home for longer

### **3.3 Methley Christmas lights switch on event**

3.3.1 Methley Village Lights Committee has organised the village Christmas lights switch on and Christmas fair event for several years. The Committee is made up of several volunteer members of the community and membership of the committee is open to everyone.

3.3.2 In previous years funding came from the Methley Quarry Community Benefit Fund. In 2013 the cost of the motifs in the street and the tree lights are being met from this fund but there is not enough money left to fund the other items needed for the event. Therefore the Committee has requested funding from Area Committee to cover the additional items needed for the event, namely fireworks, provision of a stage for the DJ, lighting for the outside areas, event insurance, security and first aid provision.

3.3.3 The event is open to all members of the community and no charge is made to attend. There are several stalls held by local community and charity groups and a Santa's Grotto operated by the local Playgroup, Methley Mites. The event is held for 2 hours, traditionally on the 1<sup>st</sup> Friday in December and culminates in the switching on of the Christmas Tree lights and motif lights along Main Street in Methley. The event is fully accessible to disabled members of the community.

3.3.4 The total cost of the project is £6,800 with Area Committee being asked to award £3,000 towards this.

3.3.5 The project supports the following priorities in the Area Committee Business Plan:

- Communities are empowered and engaged. People get on well together.

### **3.4 Small Grants**

3.4.1 The small grants awarded to date from the 2013/14 budget are detailed on **appendix 2**.

## **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 approves several new projects.

#### **6 Recommendations**

6.1 Area Committee is recommended to:

- Note the content of the report
- Increase the communications budget from £1,000 to £2,000
- Award £4,179 to Christ Church Luncheon Club
- Award £3,000 to Methley Village Lights Christmas Committee
- Note the position regarding small grants.

#### **7 Background documents**

7.1 There are no background documents.

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

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## Appendix 1 - Communication budget – request to top-up the budget

At the end of the 2012/13 financial year the communications budget was analysed and allocating £1,000 for the budget in the forthcoming year seemed realistic. As this year has progressed, with some unforeseen spending requirements, we have approached the time where we need to allocate some additional funding to the budget.

The table below details the spend to date:

Communications budget (OE/13/02/L)	£
Refreshments - Cross Gates & Whinmoor ward forums - April 2013	97.70
Room hire for villages tasking meetings in 2013	98.00
Room hire for K&M Forum 1 May 2013	30.00
Room hire - Christ Church 4 April 2013	40.00
Petty cash - stamps 2012	<b>13.77</b>
Petty cash – milk for meetings 2012	8.40
Refreshments for welfare reform session (OE portion)	<b>7.41</b>
Room hire of Tenants Hall (SE Area event)	<b>110.00</b>
Room hire - Halton Library 3 June 2013 for Halton traders meeting	<b>7.50</b>
Room hire - Cross Gates Forums in 2013/14	80.00
Refreshments for Whinmoor and Cross Gates forums in July 2013	59.50
Contribution to Welfare Reform Session 26 Nov 2012	<b>11.04</b>
Contribution to NEET Reduction Event - 17 July	<b>27.50</b>
Room hire for Halton Forums in 2013/14	160.00
Refreshments for Outer East Area Committee Meeting in July 2013	<b>39.00</b>
Refreshments for Swarcliffe Forum 04/07/2013 ( <b>£100</b> ) & 02/10/2013 (£30)	130.00
Working lunch for Area Lead Meeting 4/9/2013	<b>47.50</b>
Petty cash - stamps for Cross Gates Forum mailout July 2013	<b>14.40</b>
Petty cash - forum milk 15/07/13	0.49
	<b>982.21</b>

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**Appendix 2 - Outer East small grant position as at 24 September 2013**

Total budget: £ 5,000  
 Current grant total: £ 2,385

<b>Cross Gates &amp; Whinmoor ward</b>	<b>Ref</b>	<b>Status</b>	<b>£</b>
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<b>Garforth &amp; Swillington ward</b>	<b>Ref</b>	<b>Status</b>	<b>£</b>
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<b>Kippax &amp; Methley ward</b>	<b>Ref</b>	<b>Status</b>	<b>£</b>
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GROWING ZONE	Training for placements	OE/13/03/S	Paid	500.00
LEDSTON PARISH COUNCIL	Ledston in Bloom floral displays 2013	OE/12/12/S	Paid	500.00

**1,000.00**

<b>Temple Newsam ward</b>	<b>Ref</b>	<b>Status</b>	<b>£</b>
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ZEST Health For Life	Jam making project	OE/13/01/S	Paid	395.00
COLTON INSTITUTE	Heating system	OE/13/02/S	Rejected (retrospective)	-
STARLIGHT DANCE ACADEMY	Ballet equipment	OE/13/04/S	Rejected (no response)	-
HALTON IN BLOOM	New planters	OE/13/05/S	Paid	500.00
COLTON INSTITUTE	Main Hall refurbishment	OE/13/06/S	Approved - awaiting return of paperwork	490.00

**1,385.00**

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