



EAST (OUTER) AREA COMMITTEE

**Meeting to be held in St Gregory's Youth and Adult Centre Stanks Garden Swarcliffe LS14
5LS on
Tuesday, 18th March, 2014 at 4.00 pm**

MEMBERSHIP

Councillors

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

**Agenda compiled by:
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Governance Services Unit
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LEEDS LS1 1UR
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**South East Area Leader:
Shaid Mahmood
Tel: 22 43973**

A G E N D A

Item No	Ward/	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15.2* 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 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting.)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p>	

Item No	Ward/	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES</p> <p>To approve the minutes of the East Outer Area Committee meeting held on 11th February 2014</p> <p>(minutes attached)</p>	1 - 4
7			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	

Item No	Ward/	Item Not Open		Page No
8	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>DATES, TIMES AND VENUES OF COMMUNITY COMMITTEE MEETINGS 2014/15</p> <p>To consider a report of the City Solicitor seeking agreement to dates, times and venues for the new Community Committee covering the East Outer area and the date for the meeting to elect a Chair for the 2014/2015 municipal year</p> <p>(report attached)</p>	5 - 10
9	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>SUMMARY OF KEY WORK</p> <p>To consider a report of the Assistant Chief Executive Citizens and Communities providing information on priority work carried out in the East Outer area in recent weeks and providing minutes relating to forums, partnerships, sub-groups and Area Chairs meetings</p> <p>(report attached)</p>	11 - 28
10	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>CHILDREN'S SERVICES AREA COMMITTEE UPDATE REPORT</p> <p>To consider a report of the Director of Children's Services providing information on performance data and issues within the East Outer area</p> <p>(report attached)</p>	29 - 38

Item No	Ward/	Item Not Open		Page No
11	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>AREA PUBLIC HEALTH UPDATE</p> <p>To consider a report of the Director of Public Health outlining the action being taken to discharge the statutory responsibilities of the Council to lead and deliver the public health agenda and to inform the Area Committee of the current position and future progress regarding public health work in the East Outer area</p> <p>(report attached)</p>	39 - 50
12	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>NEW LOCALITY SERVICES AND DEVELOPMENT OF THE 2014/15 SERVICE LEVEL AGREEMENT</p> <p>To consider a report of Director of Environment and Housing providing an update on proposed changes to the operating model and structure of Environmental Action Service Locality Teams to deliver zonally based services and the process for developing the Service Level Agreements with Area Committees for 2014/15</p> <p>(report attached)</p>	51 - 58
13	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>ANNUAL REPORT - PARKS AND COUNTRYSIDE SERVICE</p> <p>To consider a report of the Chief Officer Parks and Countryside providing an area profile of key assets and services provided in the East Outer area, together with information on the current progress towards Leeds Quality Park status for community parks in the area; details of improvements undertaken and proposed as well as information on events and volunteering</p> <p>(report attached)</p>	59 - 72

Item No	Ward/	Item Not Open		Page No
14	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>EAST OUTER AREA COMMITTEE BUSINESS PLAN 2013-2014</p> <p>To receive a report of the Assistant Director Citizens and Communities presenting the completed 2013/14 Area Committee Annual Business Plan and to consider new priorities for 2014/15</p> <p>(report attached)</p>	73 - 94
15			<p>DATE AND TIME OF NEXT MEETING - SUBJECT TO APPROVAL</p> <p><u>Friday 6th June 2014 at 11.00am in the Civic Hall, Leeds</u></p> <p>SITE MAP OF VENUE</p>	

Third Party Recording

Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.

Use of Recordings by Third Parties– code of practice

- a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.
- b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.

Agenda Item 6

EAST (OUTER) AREA COMMITTEE

TUESDAY, 11TH FEBRUARY, 2014

PRESENT: Councillor A McKenna in the Chair

Councillors D Coupar, J Cummins,
M Dobson, P Grahame, P Gruen,
M Harland, J Lewis and M Lyons

Apologies Councillor K Mitchell, T Murray and
K Wakefield

64 Appeals Against Refusal of Inspection of Documents

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

65 Exempt Information - Possible Exclusion of the Press and Public

There were no items identified where it was considered necessary to exclude the press or public from the meeting due to the confidential nature of the business to be considered.

66 Late Items

The Chair accepted the inclusion of one late item of business.

The item related to a planning application for proposed coal extraction and residential development consisting of 485 dwellings at the former Vickers site, Manston Lane, Leeds 15. The application was the subject of a Pre application presentation to the City Plans Panel on Thursday 13th February 2014. Given the complex nature of the application, the views of the Area Committee were now sought.

The report was sent electronically to Members on Monday 10th February 2014 and it was also published on the Leeds City Council website.

67 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

68 Apologies for Absence

Apologies were received from Councillor T. Murray, Councillor K. Wakefield and Councillor K. Mitchell.

69 Minutes

The minutes from the previous meeting held on the 10th December 2013 were submitted to East Outer Area Committee for approval.

RESOLVED- That subject to the inclusion of a minor amendment relating to Children and Young People (Minute No.59 refers) the minutes be confirmed as a true and accurate record.

70 Open Forum

No matters were raised in the Open Forum.

71 Summary of Key Work

Members considered a report of the East Outer Area Leader which set out the 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.

Winter Warmth

The Area Officer informed members that the Winter Warmth packs had been distributed to vulnerable elderly people in the Outer East, and that he was confident that the few remaining packs would be gone in the next few weeks.

Neighbourhood Plans

Members were notified that the Neighbourhood Plan in Garforth was currently up and running.

Area Lead Members

Members noted the report and the attached appendices.

Community Safety

Members were informed that Community Safety will be discussed in full at the next meeting of East Outer Area Committee, and that the Police would be in attendance.

RESOLVED – Members noted the content of the report.

72 Well Being Budget (Revenue) 2013/14

The Area Improvement Manager presented a report that provided details of the Well Being Budget available for Outer East in 2013/14.

Members noted that the report detailed commitments, agreed funding streams and recent funding requests as follows:

Draft minutes to be approved at the meeting
to be held on Tuesday, 18th March, 2014

- Award £20,000 to Swarcliffe Good Neighbours Scheme to fund a gardening service in 2014
- Award £4,000 to Leeds City Council Highways Service to cover the cost of a HGV ban on Coal Road/Redhall Lane/Skelton Lane

RESOLVED-

- (a) That the content of the report be noted.
- (b) That the following applications seeking Well Being funding be dealt with as follows:
 - Award £20,000 to Swarcliffe Good Neighbours Scheme to fund a gardening service in 2014
 - Award £4,000 to Leeds City Council Highways Service to cover the cost of a HGV ban on Coal Road/Redhall Lane/Skelton Lane

73 Pre-Planning notification

A detailed discussion took place in which Members raised the following issues:

- Concern around traffic generation associated with the development of the site
- Issues around the coal extraction and it's transportation off the site
- The adverse impact on local residents during the development period

In offering comment Councillor Lyons said that the Manston Lane area was already very congested and such a development over a long period of time would have an impact on the surrounding area and local residents. Councillor Lyons said there were proposals for a new link road in the area and it was his opinion that development should not commence until the new road was in place. Other Members were of the same opinion that highway issues were a major concern.

RESOLVED –

- (i) That the content of the report be noted.
- (ii) That the views of the Area Committee be known to City Plans Panel

74 Date and Time of next meeting

Tuesday 18th March 2014 at 4.00pm at St Gregory's Youth and Adult Centre, Stanks Garden, Swarcliffe, LS14 5LS.

Draft minutes to be approved at the meeting
to be held on Tuesday, 18th March, 2014

Report of the City Solicitor

Report to – EAST OUTER AREA COMMITTEE

Date: 18TH MARCH 2014

Subject: Dates, Times and Venues of Community Committee Meetings 2014/15

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

Summary of main issues

1. In line with previous practice, Area Committees have agreed their meeting schedule for the forthcoming municipal year at the last ordinary meeting of the current municipal year, in order to enable the agreed schedule to appear within the Council's diary.
2. The purpose of the report is to request Members to give consideration to agreeing the dates and times of their new Community Committee meetings for the 2014/2015 municipal year which commences in June 2014, whilst also considering whether any revisions to the current meeting and venue arrangements should be explored.
3. Given the principles set out in the report to Executive Board on 18th December 2013 which were agreed for the purposes of consultation, and noting that Executive Board is scheduled to confirm arrangements for the new Community Committees in May, this report seeks to schedule 4 ordinary committee meetings as a minimum for 2014/2015, this being in order to ensure that the dates appear within the Council's diary. Individual Community Committees may add further dates as they consider appropriate and as business needs of the committee require. A meeting in May 2015 to elect a Chair for the next municipal year will also be scheduled with Members' approval, once Group nomination arrangements have been confirmed. Members are also asked to note that

the schedule does not set out the community engagement events which are to be a key feature of the new area arrangements, as these will need to be locally determined.

4. In acknowledging that Executive Board is not scheduled to confirm arrangements for the new Community Committees until May, should there be any changes to the arrangements which impact upon the proposed meeting schedule, then such matters will be brought to the Committee's attention at the earliest opportunity.
5. In addition to confirming the 2014/2015 schedule, the report also seeks to agree an 'Election of Chair' meeting in June 2014 during the limited window available leading up to the Annual Meeting of Council on 9th June 2014, in order to determine the Chair of the Committee for 2014/2015.

Recommendations

6. Members are requested to consider the options detailed within the report and to agree the Committee's meeting schedule for the 2014/15 municipal year, in order that they may be included within the Council diary for the same period.
7. Members are requested to give consideration as to whether they wish to continue with the Committee's current meeting and venue arrangements or whether they would like to request any amendments to such arrangements.
8. Members are requested to consider and agree the proposed date for the meeting in June 2014, which is primarily scheduled to elect a Chair for the 2014/2015 municipal year.

1 Purpose of this report

- 1.1 The purpose of this report is to seek the Area Committee's formal approval of a meeting schedule for the 2014/2015 municipal year and also to agree a date for the Election of Chair Committee meeting prior to the Annual Council Meeting in June 2014.
- 1.2 In addition, Members are requested to give consideration as to whether they wish to continue with the Committee's current meeting and venue arrangements or whether they would like to request any amendments to such arrangements.

2 Background information

- 2.1 Currently, the Area Committee Procedure Rules state that each Committee will agree its schedule of meetings for the forthcoming year, either at the last meeting in the current municipal year or at its first meeting in the new municipal year. In order to appear in the Council diary for 2014/15, the dates and times of the Community Committee meetings need to be approved at the earliest opportunity.

3 Main issues

3.1 Meeting Schedule

- 3.2 The following provisional dates have been agreed in consultation with the Area Leader and their team. As referenced earlier, this report seeks to schedule 4 ordinary committee meetings as a minimum for 2014/2015 in order to ensure that the dates appear within the Council's diary. Individual Community Committees may add further dates as they consider appropriate and as business needs of the committees require. A meeting in May 2015 to elect a Chair for the next municipal year will also be scheduled with Members' approval, once Group nomination arrangements have been confirmed. The proposed schedule is presented for agreement in line with the principles outlined in the report to Executive Board in December 2013, with the acknowledgement that the Executive Board is not scheduled to confirm arrangements for the new 'Community Committees' until May. Should there be any change in the arrangements for Community Committees which affect the proposed schedule of meetings, then such matters will be brought to the Committee's attention at the earliest opportunity.

- 3.3 The proposed meeting schedule for 2014/15 is as follows:-

- Tuesday 8th July 2014
- Tuesday 7th October 2014
- Tuesday 27th January 2015
- Tuesday 24th March 2015

- The proposed date for the meeting to elect a Chair for the 2014/2015 municipal year is **Friday 6th June at 11.00am in the Civic Hall, Leeds**

3.5 Meeting Days, Times and Venues

- 3.5.1 Currently the Committee meets on a Tuesday at 4.00pm and the above suggested dates reflect this pattern.
- 3.5.2 Meeting on set days and times has the advantage of certainty and regularity, which assists people to plan their schedules. The downside might be that it could serve to exclude certain people i.e. members of the public, for instance, who have other regular commitments on that particular day or who might prefer either a morning or afternoon meeting or a meeting immediately after normal work hours. Therefore, the Committee may wish to give consideration to meeting start times and venue arrangements which would maximise the accessibility of the meetings for the community.

3.6 Corporate Considerations

3.7 Consultation and Engagement

- 3.7.1 In compiling the proposed schedule of meeting dates and times, the current Area Committee Chair, the Area Leader and colleagues within Area Support have been consulted.
- 3.7.2 The submission of this report to the Area Committee forms part of the consultation process as it seeks the views of Elected Members with respect to the Community Committee meeting schedule and venue arrangements.
- 3.7.3 Consultation upon the revised arrangements for Community Committees continues in order to ensure that such committees are responsive to the needs of the local communities. The proposed arrangements for Community Committees are scheduled to be submitted to Executive Board in May 2014 for approval.

3.8 Equality and Diversity / Cohesion and Integration

- 3.8.1 There are no specific implications relating to equality and diversity or cohesion and integration arising from this report, however, in considering the matters detailed, Members may wish to give consideration to ensuring that the Community Committee meeting arrangements are accessible to all groups within the community.

3.9 Council policies and City Priorities

- 3.9.1 A Community Committee meeting schedule which facilitates a widely accessible but robust decision making forum is in line with the Council's Policies and City Priorities.

3.10 Resources and value for money

- 3.10.1 There are no resource implications directly arising from the submission of this report to the Area Committee.

3.11 Legal Implications, Access to Information and Call In

- 3.11.1 In line with Executive and Decision Making Procedure Rule 5.1.2, the power to Call In decisions does not extend to decisions taken by Area Committees.

3.12 Risk Management

- 3.12.1 There are no risks directly arising from the submission of this report to the Area Committee, however, not determining an agreed meeting schedule at this meeting may result in the dates not featuring within the 2014/15 Council diary.

4 Conclusions

- 4.1 The Area Committee Procedure Rules currently stipulate that each Committee will agree its schedule of meetings for the forthcoming year, either at the last meeting in the current municipal year or at its first meeting in the new municipal year. In order to enable the Committee's meeting schedule to feature within the Council diary for 2014/15, Members are requested to agree the arrangements for the same period at today's meeting. However, it is noted that Executive Board is not scheduled to consider the final proposals regarding Community Committee arrangements until May. Should there be any changes which impact upon the proposed meetings schedule, then such matters would be brought to the Committee's attention at the earliest opportunity.

5 Recommendations

- 5.1 Members are requested to consider the options detailed within the report and to agree the Committee's meeting schedule for the 2014/15 municipal year, in order that they may be included within the Council diary for the same period.
- 5.2 Members are requested to give consideration as to whether they wish to continue with the Committee's current meeting and venue arrangements or whether they would like to request any amendments to such arrangements.
- 5.3 Members are requested to consider and agree the proposed date for the meeting in June 2014 which is primarily scheduled to elect a Chair for the 2014/2015 municipal year.

6 Background documents¹

- 6.1 None.

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

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Report of the Assistant Chief Executive Citizens and Communities

Report to Outer East Area Committee

Date: 18th March 2014

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.
4. Area Committee is asked to consider and agree on a place based name for their new community committee.

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 groups and partnerships and minutes of Area Chairs meetings.

2 Background information

- 2.1 The Area Committee provides a Business Plan that is updated throughout the year where actions are detailed against the Area Committee priorities. This report provides regular updates on some of the key activities between Area Committee meetings including project work, community engagement, partnership work, functions delegated to Area Committee, Area Lead Member roles and actions, integrated working and locality working.
- 2.2 The report will include relevant attachments such as forum minutes and partnership minutes etc.

3 Main Issues

3.1 Community Safety

- 3.1.1 The Programme of Change was introduced by West Yorkshire Police in June 2013 to improve force performance and transform the way services are delivered.
- 3.1.2 Embedded within the strategy is a commitment from West Yorkshire Police to work more closely with partners to deliver the outcomes set out in the West Yorkshire Police and Crime Plan.
- 3.1.3 The transformation programme aims to build on existing working arrangements and develop new ones. This may include potential co-location opportunities for Police and partner resources to deliver a more integrated service provision. At the heart of this is the goal of ensuring communities are safe and feel safer.
- 3.1.4 West Yorkshire Police and Safer Leeds will be in attendance at the meeting to provide a verbal update.

3.2 Thorpe Park

- 3.2.1 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.
- 3.2.2 Representatives of Thorpe Park and Planning have been invited to today's meeting to update re changes to the masterplan including the surgical innovations building, highlight details of a new road application and answer any questions from Members.

3.3 Area Lead Members

3.3.1 The meeting of the Area Lead Members was held on 13th March. It was agreed to continue regular updates with attendance by officers in addition to the Leads' on-going work. The Chair plans to invite Area Leads to update on any key issues at this meeting.

3.4 Naming new committee

3.4.1 As part of the Area Working Review, the council's Executive Board received a paper in December 2013 on discussions held at the Area Committee Chair's Forum to develop new principles to replace Area Committees with 'Community Committees' alongside a refreshed approach to community engagement.

3.4.2 This approach is intended to support greater resident involvement in decision making going forward and is part of the broader Citizens@Leeds approach that has been developed to ensure focus on inclusive, locally provided citizen-based services.

3.4.3 The four propositions underpinning this new Citizens@ Leeds approach are:

- The need to **provide accessible and integrated services**;
- The need to **help people out of financial hardship**;
- The need to **help people into work**;
- The need to be **responsive to needs of local communities**.

3.4.4 Within this context Elected Members have been involved in a number of conversations on the future direction of Area Committees in the form of briefings and workshop sessions. This engagement with Members will continue, providing an update on progress and to ensure Members are given the opportunity to influence the format and priorities of the Community Committees.

3.4.5 Members are also asked to consider and agree on a place-based name for their new community committee, so that the new committees can be formally constituted at the council's AGM on 9 June 2014. A number of thoughts from Inner South Area Committee are listed below:

- Inner South Community Committee, with a tag line, supporting communities of Beeston, Cottingley, Holbeck, Beeston Hill, Hunslet, Belle Isle and Middleton.
- Community Committee for Inner South Leeds
- Community Committee for South Leeds (Inner)
- Community Committee for Beeston and Holbeck, City and Hunslet and Middleton Park.

3.5 Community engagement

3.5.1 The next Community forums will be held in:

- Halton Moor on Tuesday 1st April.
- Cross Gates on Wednesday 2nd April.
- Halton on Thurs 3rd April.

- Swarcliffe on Wed 9th April.
- North Whinmoor on Monday 14th April. Minutes of the last meeting held on 16 January 2014 are attached as **appendix 1**.
- Kippax & Methley on Wednesday 23rd April.
- Garforth & Swillington on Thursday 24th April.

3.6 Area Chairs' meeting

3.6.1 The last meeting was on 20 January 2014 and minutes are attached as **Appendix 2**.

3.6 Partnerships and Area Committee Sub Groups

3.6.1 **Environmental sub-group:** The meeting scheduled for February had to be cancelled and a date has to be set for the next meeting.

3.6.2 **Divisional Community Safety Partnership (DCSP):** The meeting due on 30th January was rescheduled.

3.6.3 **Health & Wellbeing:** A paper outlining health and wellbeing issues will be presented at this Area Committee meeting.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The projects in sections 3.1, 3.2, 3.5 and 3.6 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
- 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 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.
- 6.2 Area Committee is asked to consider and agree on a place based name for their new community committee.

7 Background documents

- 7.1 There are no background documents.

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

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**Minutes from North Whinmoor Forum & PACT meeting
16 January 2014
held at Fieldhead Community Centre**

Appendix 1

Present:

Cllr Peter Gruen (Chair), Cllr Pauleen Grahame, Deeta Tren-Humphries (LCC – Youth Service), PCSO 174 Paul Calvert (West Yorkshire Police), PC 5259 John Horne (WYP), David Burland (Wellington Hill Residents Association), Harry McLeod (Resident), Norman Sunderland (Skelton Woods Environmental Group), Robert Preston (SWEG), Chris Tebbutt (Resident), Gary and Janet White (Residents), Anne Longley (Resident), Christine Bandawe (Seacroft Team Ministry), Jeremy Lunn (Housing Leeds), Martin and Amanda Snaith (Residents), Rose Kelly (Whinmoor Warriors ARLFC), Wendy Marsland (WW ARLFC), Susan Gumbs (WW ARLFC), Simon Norman (LCC – South & South East Locality Team), James Nundy (LCC – South East Area Support Team, minutes).

Apologies:

Cllr Debra Coupar, Nick Borrás (LCC – Highways), Janice Linley (Whinmoor Wanderers), Sharon Smith (LCC – Facilities Management).

1.0	PACT meeting	Action
1.1	Contact points for your local Neighbourhood Policing Team: Tel: 0113 285 5335 Email: banpt.cwt@westyorkshire.pnn.police.uk Website: www.westyorkshire.police.uk/npt (then navigate via the map or add your postcode to the box)	
1.2	Analysis of crime statistics for the last six week period were discussed, and included comparison to the same period last year: <ul style="list-style-type: none"> • Burglary dwelling down to three reports • Theft From Motor Vehicle down to two reports • Theft From Motor Vehicle up to three reports • Criminal Damage down to six reports 	
1.3	High profile patrols are ongoing along with stop and search.	
1.4	It was noted that whilst PCSOs can't issue Fixed Penalty Notices (FPNs) for dog fouling, they can do a witness statement and refer to the S&SE Locality Team to process.	Police
1.5	Reports of dog fouling on the playing fields prompted a request for more litter bins and better signage Action: Locality Team to assess and make recommendations	SN
1.6	Residents reported that Coal Road and Red Hall Lane still have a problem with cars speeding <ul style="list-style-type: none"> • The Police reported that the registration number of a motorbike had recently been noted and passed to the Police. The owner has since been visited and educated 	
1.7	Residents also highlighted that motorbikes are being ridden on the playing fields at all times of the day Action: Police to request that the off-road motorbike team, based at Garforth Police Station, visit the site.	Police
1.8	A resident highlighted the Police call centre refused a 101 call regarding an issue in Skelton Woods on 12 Jan regarding heavy littering of cans. More can	

	<p>have appeared in the last week than had done in the past few months.</p> <ul style="list-style-type: none"> The officers highlighted incidents should be reported to 101 and intelligence should be reported to the Neighbourhood Policing Team on 285 5335 <p>Action: The issue will be added back onto the matrix for the Cross Gates & Whinmoor Tasking Team (Jeremy Lunn)</p>	Residents JL
1.9	In the Coal Road item (Item 7) a radar check was requested to catch motorists speeding in the 30mph section on Skeltons Lane.	Police
2.0	North Whinmoor Forum - welcome, introductions and apologies	
2.1	Cllr Gruen welcomed everyone to the meeting, introductions were made around the table and the above apologies were noted.	
3.0	Minutes of the meeting held on 7 Oct 2013	
3.1	(6.3) Coal Road – meeting to discuss options for improving the safety It was reported that this meeting hasn't been set up yet	Cllrs
3.2	(8.2) Ginnel between 28-30 Farnham Croft and Skelton Lane The previous minutes didn't mention the moss build up in the ginnel and the slip hazard it is causing, as reported at the last meeting Action: Simon Norman to action a request for cleansing	SN
3.3	The minutes were otherwise deemed accurate and agreed as a true record.	
4.0	Matters arising from those minutes	
4.1	(3.1) Fieldhead Community Centre kitchen refurb Jeremy Lunn reported that the Housing contractor had scoped and priced the job and discussions are ongoing. It is hoped the works can be completed before 31 March 2014 <ul style="list-style-type: none"> Cllr Gruen reiterated the need for a sustainable user group was needed at the Community Centre to move things forward, develop and fundraise Action: Promotion of the Community Centre is still required	LCC
4.2	(4.1) South East Quadrant housing development – Cllr Gruen <ul style="list-style-type: none"> The work over the past two to three months has been on developing the infrastructure plans Planning permission has not been granted Residents highlighted the very low levels of proposed traffic levels in the planning documents Residents thanked Chris Tebbutt for his efforts in analysing and dissecting the data in the planning documents Councillors are still fighting hard to get the right infrastructure in place before any agreements are made Action: Cllr Gruen asked Cllr Grahame to raise traffic issues at her next SE Quadrant meeting <ul style="list-style-type: none"> Cllr Grahame pointed out there wasn't a date scheduled at the moment as they are waiting for some 'real' information to become available to give out Residents highlighted their concerns about the planning application notices on lamp posts in connection with the development: <ul style="list-style-type: none"> The second batch were put in the same place as the first The recent gales blew the notices away within two days Cllr Gruen sympathised but highlighted that 3,000 letters had been sent out by the councillors regarding the drop-in sessions arranged for residents which resulted in apathy from the local residents 	Cllrs Cllr Grahame

4.3	(8.5) Ginnel between White Laithe shops The Locality Team reported the ginnel was cleaned again this morning.	
5.0	Fuel Poverty in Leeds – Kerry Fitzpatrick (Keepmoat)	
5.1	Kerry attended the Forum to promote the new partnership with Leeds City Council to deliver energy saving products to private and private rented properties.	
5.2	The scheme offers free boiler replacements via an application process. A new boiler can be in the region of £1,500.	
5.3	Letters are sent out by Leeds City Council and Keepmoat make appointments following responses, so there will be no cold calling.	
5.4	The benefit criteria was tabled along with application forms.	
5.5	Keepmoat are available on 0800 049 0919 (8am-5:30pm) if you have any queries	
5.6	Janet White added that Care & Repair have a £150,000 budget to help keep people warm and it needs to be spent by 31 March 2014 so offered to work with Keepmoat to improve properties.	KF / JW
6.0	10 minute open floor	
6.1	Whinmoor Warriors Representatives from Whinmoor Warriors attended the Forum to raise a few issues: <ul style="list-style-type: none"> Brought the condition of the raised pitch to the Forum's attention. It was reported that it has a concrete edging a few inches below the surface which is a Health & Safety hazard and the other pitch was full of holes and heavily rutted Action: Councillors requested James Nundy to set up a meeting between them, LCC Parks & Countryside, Whinmoor Warriors and Fieldhead Primary School to discuss options	JN
6.2	Wondered if the Council could help with funding (eg the pitch hire at Fieldhead Community Centre is £800) <ul style="list-style-type: none"> Councillors pointed out that the club already receives favourable rates for hire of the facilities Action: James Nundy to supply details of funding opportunities to the club Update: done via email to Rose Kelly and Susan Gumbs on 28 January 2014	JN
7.0	Coal Road traffic calming proposals update	
7.1	Proposed HGV ban <ul style="list-style-type: none"> LCC Highways agree that the level of HGVs using Coal Road, Red Hall Lane and Skeltons Lane is increasing. Work is underway for a HGV ban including appropriate signage Councillors will write to local residents when positive support for the ban is required (in an effort to counteract the negative comments expected from the local industrial units) The Chief Highways Officer has the final say at the end of the consultation period Hoped it will be a quick scheme to implement 	

7.2	Mini roundabout at Coal Road / Red Hall Lane / Skeltons Lane junction The vision / sight lines are poor at this junction Action: Highways will put it forward for design improvements.	NB
7.3	Traffic calming Survey data (as supplied at previous meetings) suggests there isn't a speeding issue. It is fair to surmise that the volume of traffic will reduce when the HGV ban comes into force.	
7.4	Cllr Grahame is due to meet Nick Borrás tomorrow and will request the following: <ul style="list-style-type: none"> • Press on with the HGV ban • Design improvements for the mini-roundabout 	
7.5	A discussion took place regarding the potential for a pedestrian crossing on Coal Road near the Naburn Approach junction <ul style="list-style-type: none"> • Is this location suitable for a crossing? Action: Nick to assess and report back	NB
7.6	Nick Borrás to be invited to the next forum Action: James Nundy to invite Update: done on 17 January 2014	JN
8.0	Youth work in Whinmoor – Deeta Tren-Humphries	
8.1	Through the restructure, a few staff have been lost due to retirements but two new staff are due to start in February.	
8.2	NEET (young people Not in Education, Employment or Training) sessions are running Monday to Friday 4:30-6:30pm at St Greg's Youth & Adult Centre. The sessions concentrate on improving skills re CVs, college applications, training calendars etc	
8.3	The mobile bus is still operating session in the area and can link up with the new HUGO bus so young people can be signposted to it.	
8.4	100 young people have already signed up the February half term programme.	
8.5	Signposting to potential employers would be welcomed.	
8.6	The councillors were thanked for their continued support.	
9.0	Environmental action and issues - Update from Simon Norman	
9.1	Simon Norman is your local Environmental Action Officer in the South & South East Locality Team and is available on 07891 278 378 .	
9.5	The Locality Team received and dealt with 77 requests for service between 8 October 2013 and 16 January 2014. This is work in addition to the scheduled and routine cleaning shifts. The most common issues dealt with were flytipping, waste in gardens, dog fouling, litter problems.	
9.6	Flytipping areas include Sherburn Road North and Approach, Redhalls and Hebden's. These areas are now flagged as hot spots and regularly monitored to pick up flytipped waste and also to identify the culprits. Ward Councillors have provided funding for portable cameras that can be used to photograph flytippers in action. We are looking to use them at these hot spot areas.	
9.7	Roads and paths in the area are swept every four weeks. Sweeping day is a	

	Monday. Additional sweeps have been undertaken on the Redhall's and Hebden's following requests from residents and councillors.	
9.8	An additional litter bin has been provided on Naburn Approach which is well used and helping to reduce littering.	
9.9	Our dog warden has collected two strays from the area. Owners are required to pay a fee of £50 to collect their dogs from our kennels. Owners can also be fined for allowing their dogs to foul on public land and for allowing their dogs to stray onto footpaths, verges and roads. One FPN (Fixed Penalty Notice) has been issued in this period.	
9.10	Eight legal notices have been issued for various environmental issues including accumulations of waste in gardens, continually leaving wheelie bins out that are blocking the footpath, and to ensure shops and other businesses store and dispose of their waste correctly.	
9.11	The remains of a bonfire behind Whitelaithe Primary School was removed by the street cleaning team after bonfire night.	
9.12	There is a permit scheme available for residents to register work vehicles to allow them to be used to take household waste to LCC recycling centres. Need to register via 0113 222 4406.	
9.13	Residents reported flytipping in the form of black bags containing beer cans behind Ashwood's and Hathaway's. Action: Simon to report for clearing	SN
10.0	Report from Housing Leeds – Jeremy Lunn	
10.1	As part of the digital inclusion work to help get people online, there is now a minibus about to start doing the rounds, branded as HUGO (Helping U Get Online). <ul style="list-style-type: none"> • Funded by Leeds Federated Housing • 10 PC stations onboard • Wifi access • Basic tuition offered • Supported by LCC • Coming soon! Action: Jeremy to see if it can be advertised on the Leeds Directory website	JL
10.2	Tackling the issue of sub-letting and benefit fraud by having a fraud officer working in the Housing Office. 50 cases of benefit fraud are being investigated and results are coming in already	
10.3	Rent arrears went down over the Christmas period, which is good news.	
10.4	500 residents have been helped with payment issues since the 'Bedroom Tax' scheme began.	
11.0	Whinmoor play area update – Cllr Gruen	
11.1	The comments received from the consultation for a new playground by the junction of Naburn Approach with the driveway into Fieldhead Carr Primary School are being analysed and the scheme is progressing.	

		cupboards for others to fit Jan 2014 A Housing Leeds contractor has priced the job and whilst discussions are still ongoing they are hoping for a good outcome before the end of March.	
Fieldhead Community Centre • A 'how to use the oven' guide was requested for display in the kitchen	Facilities Management (SS)	July 2013 The oven is no longer being manufactured and an instruction book is proving hard to get hold of October 2013 No update received	Open
Coal Road traffic issues • New speed, class and volume data for Coal Road should be available soon • Improve visibility at mini roundabout • Investigate alternative traffic calming measures	Highways (NB) Councillors	April 2013 Traffic data analysed and supplied. NB to work up a traffic calming scheme with councillors July 2013 NB to resend proposals. Oct 2013 Interest group set up and forum requires actions before next meeting Jan 2014 Scheme to improve mini roundabout sightlines and a HGV ban for Coal Rd, RH Lane and Skeltons Lane suggested for action asap	Open
Grit bins • New grit bin request	Cllr Grahame Passed to the Area Support Team (JN)	Feb 2013 • Bin requested for Farnham Close. Contact and prices information supplied • A street 'Champion' needs to sign up to monitor the bin Oct 2013 Bid submitted for Wellbeing funding for five new bins at Farnham Close, Naburn Close, Cherrywood Gardens, Chaerrywood Close and Red Hall Ln / Coal Road junction Jan 2014 • Installed at Naburn Close, Farnham Close & Cherrywood Close • Slight issue at Cherrywood Gardens but hoped a resolution can be found • Red Hall Ln / Coal Rd location couldn't be progressed • Two new requests have recently come in and are being progressed by the Area Support Team	Completed

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**Area Chairs Forum
Monday 20 January 2014
Committee Room 1, Civic Hall**

Attendance:

Councillors: J Akhtar, K Bruce, C Gruen, P Gruen (CHAIR), S Hamilton, A Khan, A McKenna, P Wadsworth, G Wilkinson.

Officers: R Barke, S Mahmood, J Maxwell, J Rodgers.

Minutes: J Sharp

Attending for specific items: Phil Crabtree, Bridget Emery, Andy Hodson, James Nundy, Sally Wimsett

Item	Description	Action
1.0	Apologies	
1.1	Cllr Angela Gabriel, Cllr Josephine Jarosz, Kathy Kudelnitzky.	
2.0	Minutes and Matters Arising	
2.1	The minutes of the previous Area Chairs Forum meeting on 25 November 2013 were agreed as an accurate record.	
2.2	<u>2.2 of previous minutes - Highways</u> Cllr P Gruen mentioned conversations with Gary Bartlett, Chief Officer Highways & Transportation. Gary confirmed that he is happy to feedback to the Area Chairs either as a group or individually. Cllr C Gruen said she was meeting with Gary on Friday 24 January 2014.	
2.3	<u>5.3 of previous minutes – A New Approach to Locality Working</u> Cllr S Hamilton asked whether any decisions had been made, re the number of meetings of the 'Community Committees'. Cllr P Gruen said that a final decision would probably not take place until April / May 2014 but the proposal is to have four business meetings and any number of themed minutes.	
3.0	Protocol for Third Party Recording of Committee, Board and Panel Meetings	
3.1	The following papers were available at the meeting: 'Protocol for Third Party Recording of Committees, Board and Panels Meetings' (report to Area Committee Chairs 20 January 2014); Appendix 1.	
3.2	Amendments have recently been agreed to the Local Public Audit and Accountability Bill and the likelihood is that the Secretary of State will publish Regulations that will allow third party recording of committee, board and panel meetings in the very near future. Members were asked to consider the content of the above report and provide observations that they might wish General Purposes Committee to take into account.	
3.3	Cllr S Hamilton expressed some concerns about the public recording and manipulating images. She wondered whether it might be preferable for the council to do the recording and to distribute it. The	

public will still be allowed to record meetings even if the council does its own.

- 3.4 Cllr G Wilkinson expressed concerns about decisions being recorded. Andy explained that we can refuse the recording of any private / sensitive parts of meetings.
- 3.5 Cllr P Gruen asked if the phrase 'member training' could be re-worded in the report.

**Andy
Hodson**

4.0 Domestic Violence

- 4.1 The following papers were available at the meeting: 'Domestic Abuse' briefing note (Area Chairs Forum 20 January 2014); 'Domestic Abuse in Leeds Overview Report' (September 2013); 'Leeds Domestic Violence Strategy and Action Plan 2013-15' (version V9 17/12/2013).
- 4.2 Cllr Gruen introduced this item by explaining that burglary rates had been greatly reduced via similar intensive cross-partnership working.
- 4.3 Bridget summarised the contents of the report. She explained that the Safer Leeds Executive has identified domestic abuse as a key priority for the city and all the major partners in the city have agreed an approach around four key outcomes as a way of tackling this crime. Members' views on the partnership approach were sought.
- 4.4 Cllr J Akhtar said it is important to ensure that NHS / health professionals are culturally sensitive and not to contact social services or raise safe-guarding issues unnecessarily. Bridget was confident that the Safeguarding Hub could address these issues.
- 4.5 Cllr A Khan expressed concerns that East Leeds appears to have the highest percentage of reported domestic violence and enquired what plans were in the place to address this. Bridget said caution was required with some of the stats. There is a correlation between deprivation and domestic violence but only in the sense that more affluent communities are more likely to have the means to find alternatives to reporting to the Police, e.g. having the financial means to find alternative accommodation.
- 4.6 Bridget mentioned that drugs and alcohol services are currently being re-commissioned and domestic violence should be considered during the commissioning process.
- 4.7 Bridget added that a communication plan was required to raise awareness across the city. This would need to be tweaked to appropriately fit different parts of the city.
- 4.8 Cllr P Gruen suggested that a discussion paper went to each of the Area Committees. He also suggested that a list of key contacts is added to the paper.

**Bridget
Emery**

5.0 Community Committees branding / consultation

- 5.1 The following paper was available at the meeting: 'Community committee engagement activities'. Sally also distributed examples of

the branding / publicity.

- 5.2 Sally explained that the aim of developing new branding is to indicate both internally and externally that the council is strengthening the way it engages with its residents, not just through area / community committees but across our whole spectrum of citizen engagement.

The branding is designed to create a link between Leeds City Council and local communities by providing an 'umbrella' identity for use on 'community committee' reports and any Citizens@Leeds events, activities or meetings.

To achieve this, the design team created a new identity signalling the new approach whilst clearly associating with the council through the use of the council crest and corporate colours of blue and gold.

The examples shown on the visuals include: flyers and posters (e.g. consultation event); committee report covers; newsletter; signage for the community hubs; social media accounts.

- 5.3 Audience groups to engage with include: citizens and residents; key partners (e.g. clinical groups; clusters; leadership team; Police; NHS; third sector).
- 5.4 Sally said that she also wished to consult with members via: Labour group meeting (10/02/14); other political group meetings; workshops for Area Committees.
- 5.5 Sally intends to present a pilot pack of branded committee papers (tailored to the design principles, which have gone to Exec Board) for comments. These will be tested with (amongst others): various services; Area Support; the six DMTs.
- 5.6 There needs to be a discussion about what will replace the former Area Committee names, e.g. Outer North West, etc.
- 5.7 Cllr P Gruen said it was important that the Area Chairs champion these changes.
- 5.8 There was a general discussion about making sure the local branding (e.g. Citizens @ Armley) does not obscure the one-council approach. There was some concern about confusion from the public differentiating between the council, Area Support and Area Chairs.
- 5.9 Cllr P Gruen suggested issuing press releases after meetings: the meetings should have something important to discuss.
- 5.10 There was a discussion about resources for updating any possible use of social media / websites / twitter accounts / etc. This might require additional resources.

6.0 Older Person's Event Week in Outer East

- 6.1 The following papers were available at the meeting: 'Older Person's Event Week in Outer East' (presentation to Area Chairs 20 Jan 2014); Appendix 1. James presented the above paper, which is a program

intended to engage with older residents with an intergenerational aspect.

- 6.2 Cllr McKenna said she will be taking the presentation to the next Health & Wellbeing Lead Members meeting.
- 6.3 Cllr McKenna added that luncheon clubs are being investigated as a way to engage with older residents. 1,400 winter packs are being distributed to vulnerable older people in her ward.

7.0 Community Infrastructure Levy / Neighbourhood Planning

- 7.1 This was not discussed but Phil previously discussed this at the Area Leader's meeting (14 January 2014). Minutes of this are available.

8.0 Any Other Business

- 8.1 James noted that the initial budget proposals include a £200k reduction in the 2014/15 Well-being budget. James noted that a decision has not yet been taken on how this reduction would be applied to individual area committees, but commented that one way would be to simply retain the existing formula to distribute the revised gross budget (e.g. 50% population / 50% deprivation) as opposed to a direct £20k reduction for each area or a proportionate reduction against underspends. Those chairs present felt the formula approach was the fairest way of distributing the revised budget.
- 8.2 Jonathan Sharp has replaced Sarn Warbis as facilitator of future Area Chairs Forums.

9.0 Date of Next Meeting

- 9.1 The next planned meeting was originally 7 March 2014 but has been changed to Friday 28 February, 10am to 12pm, Committee Room 3, Civic Hall.



Report author: Peter Storrie
Tel: 22 43956

Report of the Director of Children's Services

Report to Outer East area committee

Date: 18 March 2014

Subject: Children's Services area committee update report

Are specific electoral wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of ward(s):	Crossgates and Whinmoor, Garforth and Swillington, Kippax and 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. Persistent absence rose in both phases in this area, against a citywide drop in both phases.
2. The number of NEET young people rose in the area, but there was a larger-than-citywide reduction in the number of not known young people.
3. Local priorities have been agreed between the local lead member for Children's Services, and the area head of targeted services.

Recommendations

4. Endorse the local priorities that have been agreed with the local lead member for Children's Services in addition to the Children's Services obsessions.
5. Use the basic need workshops to provide local intelligence for consideration in school place planning, and instruct officers on improved methods of member engagement in school place planning.
6. Promote igen and the Leeds Pathways website to NEET young people/their families.

1 Purpose of this report

- 1.1 This report provides members with a comprehensive set of children’s information in an increasingly succinct manner. Common feedback is to build on this with more local context. There are established city priorities in the Children and Young People’s Plan (CYPP), especially the obsessions. The purpose of this cycle of reports is to understand if there are any local priorities that should also be regularly highlighted in these reports, for example a focus on a particular aspect of one of the obsessions. For this committee discussions between the local lead member for Children’s Services and the area head of targeted services have resulted in a number of recommended local priorities (see 3.7).

2 Background information

- 2.1 As part of the ambition for Leeds to become the best city in the UK, we are aiming to become the best city to grow up in - a child friendly city. This ambition will be realised by improving outcomes against the three obsessions, five outcomes, and 12 priorities in the CYPP, which is overseen by the multi-agency Children’s Trust Board and implemented locally by the 25 local cluster partnerships of schools and other key local services.

3 Main issues

- 3.1 This section provides an update on performance data, successes, and issues within the area committee. A Children’s Services summary is in appendix one.

Local updates

- 3.2 Table one presents a summary of the area committee’s performance data, and compares the trend/direction of travel to the city trends. A full set of the area’s performance data is in appendix two.

Table one: summary of the area committee’s performance data

	December 2013	December 2012	Trend	Comparison to city trend
Children looked after	81 (6.0%)	78 (5.6%)	↑	Rise vs city reduction
Children subject to a child protection plan	68 (9.2%)	83 (8.7%)	↓	Smaller reduction
CAFs initiated	82	77	↑	Smaller rise
Primary school attendance	95.6%	95.8%	↓	Smaller reduction
Secondary school attendance	94.5%	94.7%	↓	Reduction vs city static
Primary school persistent absence	189	177	↑	Rise vs city reduction
Secondary school persistent absence	339	322	↑	Rise vs city reduction
NEET young people; unadjusted	160 (5.6%)	125 (4.2%)	↑	Larger rise
Not known young people	164 (5.8%)	295 (9.9%)	↓	Larger reduction
Foundation Stage good level of dev	54.7%	n/a		Higher than city
KS2 level 4+ reading, writing, maths	75.2%	71.0%	↑	Larger rise
5+ A*-C GCSE inc English and maths	56.8%	57.8%	↓	Fall vs city rise
Free school meal uptake - primary	68.9%	75.0%	↓	Larger reduction
Free school meal uptake - secondary	62.0%	66.9%	↓	Larger reduction
10-17 year-olds committing an offence	37	55	↓	Larger reduction

- 3.3 There was a slight rise in the number of children looked after in this area, counter to the citywide reduction. Child protection plan numbers reduced by a larger proportion than the citywide average.
- 3.4 Persistent absence rose in both phases in this area, against a citywide drop in both phases.
- 3.5 Whilst the number of NEET young people rose in the area, there was a larger-than-citywide reduction in the number of not known young people.
- 3.6 Support for 18 and 19 year olds who are claiming out of work benefits is available by going to the igen centre on Eastgate or by viewing the Leeds Pathways website¹, as these young people are eligible for support. Promoting these routes through elected members' surgeries or through local networks will help a greater number of young people access advice and support to help improve their ability to access appropriate employment or training.
- 3.7 All area committees have identified a lead member for Children's Services, who will work with the local area head of targeted services to agree a number of local priorities, in addition to/support of the three obsessions. These priorities will shape future area committee reports. The following local priorities have been recommended for this area committee to endorse:

Table two: agreed local priorities for the Inner East area committee

Improve relationships with clusters to support improved outcomes	Support local elected members in their roles as part of local cluster partnerships
	Offer meetings for ward members with cluster and children's services representatives
School places - basic need	Workshop for area committee (February 2014) and consultation regarding future requirements in the area
Reduce the number of young people not in education, employment and training	Particular focus on the most deprived parts of the area committee in Templenewsam Learning Partnership and Seacroft Manston clusters
	Arrange session for members with colleagues working on NEET, including briefing on Leeds Pathways

Service updates

- 3.8 Families First is Leeds' approach to the national Troubled Families programme. 'Troubled families' are "characterised by there being no adult in the family working, children not being in school and family members being involved in crime and anti-social behaviour"². The government have set a target for 120,000 families to be 'turned around' during the current Parliament. For each family that is 'turned around' a set amount of money may be claimed under the programme's payments by result (PBR) criteria.
- 3.9 Leeds has 2,180 troubled families, a target set by the Department for Communities and Local Government. Approximately 1,400 families are currently receiving support since the start of the programme, with PBR claimed on 532

¹ www.leedspathways.org.uk

² [The Troubled Families programme, Communities and Local Government](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11469/2117840.pdf)
(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11469/2117840.pdf)

families (24 per cent of the cohort). A breakdown of households by cluster and area committee is in appendix three.

Basic need update

3.10 Area committees are hosting basic need workshops during early 2014, facilitated by officers from children's services and planning. General principles arising from the workshops will be taken to the Cross Party Basic Need Steering Group for agreement and implementation within the basic need programme. Locality-specific queries and suggestions will be captured and actioned by officers. The objectives of the workshops are:

- Supporting members' in-depth understanding of national school place planning policy, local school place planning context, and key challenges to the delivery of sufficient school places.
- Developing an improved approach to ensuring strong join-up between elected members, officers, and local stakeholders.
- Engaging in early discussions with the aim of identifying and delivering the best local solutions.

4 Corporate considerations

4.1 Consultation and engagement

4.1.1 This report is for area committee meetings, which involve a wide range of partners and stakeholders. Consultation and engagement is integral to the work of Children's Services and the Children's Trust, as evidenced in child friendly city work.

4.2 Equality and diversity/cohesion and integration

4.2.1 Equality issues are implicit in the information provided. The differences shown illustrate that there are different levels of need and of outcomes across the city. Additional equality analysis of the information provided is undertaken, and the detailed information already provided to clusters is powerful intelligence that can be used to help focus priorities and narrow the gap.

4.3 Council policies and city priorities

4.3.1 A significant proportion of the information included in this report relates to the city priorities for children and young people and the outcomes contained in the CYPP. The area committee summary sheets currently being developed build on wider priorities and the Children's Services obsessions, and incorporate locally-agreed priorities.

4.4 Resources and value for money

4.4.1 Families First is a payment by results scheme. For every family 'turned around', the local authority can claim additional payments if successful across the full range of indicators.

4.5 Legal implications, access to information and call in

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

4.6 Risk management

4.6.1 There are no risk management implications in this report. The priorities reflected in this report are monitored through Leeds City Council performance and, where appropriate, risk management processes.

5 Conclusions

5.1 Not applicable, as this report is information based.

6 Recommendations

6.1 Endorse the local priorities that have been agreed with the lead member for Children's Services in addition to the Children's Services obsessions.

6.2 Members are recommended to use the basic need workshops to provide local intelligence for consideration in school place planning and to instruct officers on improved methods of member engagement in school place planning.

6.3 Promote the use of the igen centre on Eastgate, and the Leeds Pathways website, to NEET young people and their families, so igen are aware which 18 and 19 year olds are claiming out of work benefits and are eligible to receive support, so that young people's routes to employment and training is enhanced.

7 Background documents³

7.1 There are no background documents to accompany this report.

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

Appendix one: Children's Services' update

The 'best council and best city' ambition to make Leeds a child friendly city has continued to build momentum in recent months. The Yorkshire Evening Post has launched its support with a series of features, an ongoing commitment to raise the profile of the city's children and young people, and an appeal to businesses to join the campaign. This has coincided with the first Child Friendly Leeds Awards, hosted by City Varieties, sponsored by British Gas, and planned, run and presented entirely by children and young people. Over the coming year, a key focus of this ambition will be achieving a consistent one-council approach so that children and young people are increasingly at the heart of decision-making over issues and developments that affect them.

This growing momentum, however, comes at a time when services are continuing to address significant issues. As with all areas of the council, children's services must address major financial challenges, with approximately £18 million in savings needed during 2014/15. Clear action plans are in place to achieve this. Despite this challenge, through the citywide partnership of the Children's Trust Board and the shared vision outcomes and priorities in the Children and Young People's Plan (CYPP), Leeds is continuing its clear strategy of investing in early intervention and preventative services, working restoratively with families to address their problems at an earlier stage and prevent escalation. The family group conferencing programme is continuing to develop; recent analysis shows that it has already safely and appropriately prevented 55 children and young people in Leeds from needing to be placed in care, with significant financial savings being made as a result.

The service is preparing for an Ofsted inspection, anticipated in spring 2014, which will last for up to four weeks and review a wide range of services that support the most vulnerable children. A number of other authorities have recently been inspected under this new framework and Leeds is actively looking to learn from their experiences to support our preparations. The learning from this inspection will significantly shape the direction of the service over the next period.

Children's services has maintained the relentless focus on the three obsessions in the CYPP, which have seen improvements across each. In addition, there are several other current priority areas of work for the service citywide:

- *Frameworki*, the replacement for the electronic social care recording system has been implemented. The focus is now on managing the transition to the new system and enabling staff to maximise its potential
- The need to provide sufficient school places, given the city's population growth, continues to be a key statutory priority for the local authority and a clear programme is in place to manage this.
- Leeds is at the forefront of a regional drive to increase educational standards and has recently hosted a major education summit with more than 260 national and regional attendees. A particular focus of our work with schools over the coming year will be on supporting pupils at major transition points in their lives by ensuring they are 'ready for learning'.
- Drawing on international best practice, we are exploring how we can maximise the potential of the council's wider work on community and citizen engagement by developing our existing cluster model. This work is in early development, but is key to the next stage of pushing more services out to localities. There will be further details on this work at future area committees.

Appendix two: performance data for Outer East area committee

Spring 2014 Children's Services performance update

Measure	Leeds	Outer E	Current data period	Highest	Average	Lowest
1. Number of children and young people 0-19	173,462	18,501	January 2014	24,510	17,289	11,609
2. Percentage of children and young people	n/a	10.7%	January 2014	14.1%	10.0%	6.7%
3. Number of primary schools	218	28	Current	28	22	15
4a. Number of secondary schools	36	5	Current	6	4	2
4b. Number of through schools	2	0	Current	2	0	0
5. Number of children's centres	56	6	Current	9	6	2

Commentary

The Outer East area committee has 10.7 per cent of the city's 0-19 population. There are 28 primary schools, five secondary schools, and six children's centres located within the area committee boundary.

Keeping children safe from harm	Leeds	Outer E			Current data period	Highest	Average	Lowest
		Current reporting period	Previous reporting period	Direction of travel				
6. Number of children looked after	1,356	81	78	↑	20 Jan 2014	356	123	17
7. Number of children entering care	-	-	12		Apr-Dec 2013	-	-	-
8. Number of children subject to a child protection plan	737	68	83	↓	20 Jan 2014	155	69	13
9. Number of CAFs initiated	867	82	77	↑	Apr-Dec 2013	162	84	30
10. Number of requests for service	-	-	2,053		Apr-Dec 2013	-	-	-
11. Number of requests for service leading to a referral	-	-	670		Apr-Dec 2013	-	-	-

Do well in learning and have the skills for life	Leeds	Outer E			Current data period	Highest	Average	Lowest
		Current reporting period	Previous reporting period	Direction of travel				
12. Primary school attendance levels	95.4%	95.6%	95.8%	↘	2012/13 HT 1-5	96.4%	95.4%	94.1%
13. Secondary school attendance levels	93.7%	94.5%	94.7%	↘	2012/13 HT 1-5	94.7%	93.4%	91.0%
14. Number of pupils persistently absent at primary	1,532	189	177	↗	2012/13 HT 1-5	373	153	61
15. Number of pupils persistently absent at secondary	2,748	339	322	↗	2012/13 HT 1-5	438	275	163
16a. Number of NEET young people (unadjusted)	1,540	160	125	↗	31 Dec 2013	338	143	44
16b. Percentage of NEET young people (unadjusted)	6.9%	5.6%	4.2%	↗	31 Dec 2013	10.7%	6.3%	3.0%
16c. Number of NEET young people (adjusted)	1,540	171	-	n/a	31 Dec 2013	350	153	48
16d. Percentage of NEET young people (adjusted)	6.9%	6.1%	-	n/a	31 Dec 2013	11.3%	6.8%	3.3%
17a. Number of 'not knows'	1,630	164	295	↘	31 Dec 2013	202	145	60
17b. Percentage of 'not knows'	7.1%	5.8%	9.9%	↘	31 Dec 2013	8.4%	6.5%	4.2%
18. Foundation Stage good level of development	51%	54.7%	n/a	(Change of definition)	2012/13 AY	64.7%	51.8%	36.7%
19. Key Stage 2 level 4+ reading, writing, and maths	74.0%	75.2%	71.0%	↗	2012/13 AY	85.7%	74.2%	65.3%
20. 5+ A*-C GCSE including English and maths	57.3%	56.8%	57.8%	↘	2012/13 AY	70.5%	54.5%	41.5%
Choose healthy lifestyles								
21. Free school meal uptake - primary schools	73.1%	68.9%	75.0%	↘	2012/13 FY	75.8%	71.9%	66.6%
22. Free school meal uptake - secondary schools	71.1%	62.0%	66.9%	↘	2012/13 FY	88.2%	71.6%	61.7%
Voice and influence								
23. 10-17 year olds committing an offence	685	37	55	↘	Sep 12-Aug 13	134	55	17

Ofsted inspections	Leeds	Outer E			Current data period	Highest	Average	Lowest
		Current reporting period	Previous reporting period	Direction of travel				
24. Percentage of primary schools good or better	81%	75%	82%	↓	31 Dec 2013	93%	81%	68%
25. Percentage of secondary schools good or better	61%	60%	60%	↔	31 Dec 2013	75%	60%	25%
26. Percentage of children's centres good or better	79%	100%	100%	↔	31 Dec 2013	100%	86%	57%
27. Percentage of children's homes good or better	100%	100%	100%	↔	31 Dec 2013	100%	100%	100%
Ofsted judgement - Outer East								
Current period: 31 Dec 2013								
	Outstanding	Good	Req imp	Inadequate	Outstanding	Good	Satisfactory	Inadequate
28. Primary schools	4	17	6	1	3	20	4	1
29. Secondary schools	1	2	1	1	1	2	1	1
30. SILCs (citywide)	-	-	-	-	-	-	-	-
31. Pupil referral units (citywide)	-	-	-	-	-	-	-	-
32. Children's centres	0	1	0	0	0	1	0	0
33. Children's homes	0	1	0	0	0	1	0	0
Secondary schools								
	Current period		Previous period		Direction of travel			
	Ofsted	Attendance	Ofsted	Attendance	Ofsted	Attendance		
Brigshaw High School	2	94.6%	2	94.7%	↔	↓		
Corpus Christi Catholic College	3	92.6%	3	93.4%	↔	↓		
Garforth Academy	1	96.3%	1	96.0%	↔	↑		
John Smeaton Academy*	4	93.2%	4	94.0%	↔	↓		
Temple Moor High School	2	94.6%	2	94.7%	↔	↓		

Key: AY - academic year FY - financial year HT - half term ... data below five (suppressed for confidentiality) - data not available; Frameworkki report development required/underway

Ofsted grades: 1 = Outstanding, 2 = Good, 3 = Satisfactory/Requires Improvement, 4 = Inadequate

Appendix three: Families First cohort

This table shows families worked with and the percentage against whom PBR has been claimed. Data are by cluster, which have been aligned to area committees. Where a cluster straddles two area committees, the proportion of the population in each cluster is shown.

Cluster	Total households	% claimed PBR	Primary area committee	% of popn in area committee	Secondary area committee	% of popn in area committee
CHESS	40	65	Inner East	72.5	Inner North East	27.5
Inner East	145	63	Inner East	100.0	-	-
NEXT	26	81	Inner North East	100.0	-	-
NETWORKS	20	55	Inner North East	100.0	-	-
ESNW	18	61	Inner North West	51.1	Outer North West	48.9
Inner NW Hub	58	52	Inner North West	100.0	-	-
OPEN XS	20	55	Inner North West	100.0	-	-
Beeston, Cottingley and Middleton	49	65	Inner South	91.9	Outer South	8.1
JESS	81	65	Inner South	100.0	-	-
ACES	36	56	Inner West	54.2	Outer West	45.8
Bramley	54	57	Inner West	100.0	-	-
Brigshaw	8	75	Outer East	100.0	-	-
Garforth	4	100	Outer East	91.3	Outer North East	8.7
Seacroft Manston	112	47	Outer East	52.3	Inner East	47.7
Templenewsam Halton	36	69	Outer East	87.0	Inner East	13.0
Alwoodley	18	78	Outer North East	79.5	Inner North East	20.5
EPOS	6	83	Outer North East	100.0	-	-
Aireborough	23	57	Outer North West	100.0	-	-
Horsforth	10	50	Outer North West	100.0	-	-
Otley/Pool/Bramhope	6	50	Outer North West	100.0	-	-
Ardley & Tingley	10	80	Outer South	100.0	-	-
Morley	27	52	Outer South	100.0	-	-
Rothwell	21	62	Outer South	100.0	-	-
Farnley	30	63	Outer West	91.2	Inner West	8.8
Pudsey	31	55	Outer West	96.2	Inner West	3.8

Report of Director of Public Health

Report to Outer East Area Committee

Date: 18th March 2014

Subject: Area Public Health update

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

Summary of main issues

Area Committees now have one councillor with a remit for Health and Wellbeing. It is a key role in influencing and participating in health and wellbeing decisions and reducing inequalities in health. It enables the Area Lead to understand the linkages between the citywide Joint Health and Well Being Strategy steered by the Health and Wellbeing Board and locality level actions addressing local needs within an area committee.

The Area Committee is asked to:

- Note the new arrangements in Leeds City Council around providing local leadership for public health
- Understand the role of the Area Lead member for Health and Wellbeing
- Note the public health work that is currently being delivered in the Area Committee boundaries
- Note how public health work in the Outer East Area is developing

Recommendations

The Area Committee is requested to note the changes in terms of Leeds City Council's responsibility around public health; recognise and support the Area Lead Member for Health and Wellbeing role and make suggestions for future development of the public health agenda.

1 Purpose of this report

- 1.1 The purpose of this report is to outline the action being taken to discharge the statutory responsibilities of Leeds City Council, to lead and deliver the public health agenda, raise awareness of the Area Lead member for Health and Wellbeing, inform the Area Committee of the current position regarding public health work in the Outer East Area Committee and set the scene for future progress.

2 Background information

- 2.1 Following political changes at a national level in 2010, Primary Care Trusts were abolished in spring 2013 and accountability for the delivery of public health moved to Local Authorities, supported by the appointment of a Director of Public Health, Dr Ian Cameron.
- 2.2 Simultaneously the 3 Clinical Commissioning Groups (CCG) became responsible for commissioning healthcare services, based on the health needs assessments of their local populations. Leeds South & East CCG covers this area. The Consultant in Public Health for the South East is also on the Board and Executive of the CCG.
- 2.3 The Health and Wellbeing Board is now a statutory committee of Leeds City Council and has a range of statutory functions including publishing a Joint Strategic Needs Assessment (JSNA), a Joint Health and Wellbeing Strategy (JHWBS) and reviewing / monitoring the extent to which Clinical Commissioning Groups and the Local Authority have taken due regard of the JSNA and the JHWBS in their commissioning plans. It will also encourage integrated working and a partnership approach in relation to arrangements for providing health, health-related or social care services.

3 Main issues

- 3.1 Leeds City Council now has a new responsibility to provide local leadership for public health, underpinned by new statutory functions, dedicated resources and a broader expert public health team. A ring fenced grant, transferred to the Local Authority will deliver Public Health Outcomes across four domains: Improving the Wider Determinants of Health; Health Improvement; Health Protection; Healthcare Public Health.

There are five mandated services which have been transferred:

- Protecting the health of the local population.
- Ensuring NHS commissioners receive the public health advice they need.
- Appropriate access to sexual health services.
- The National Child Measurement programme.
- NHS Health Check.

One of the Best Council objectives is focused on providing high quality public health services. This will be measured by 5 indicators; an increase in successful completion of drug and alcohol treatment; increase in the number of people accessing stop smoking services; increase in HIV testing in men who have sex with men; increase in uptake of the NHS Health Check in areas of greatest health inequality; and that each LCC directorate and CCG business plan includes action that contributes to the health and well-being strategy priorities.

3.2 A Health and Wellbeing Board has now been established as a statutory committee of Leeds City Council and it has published a Joint Health and Wellbeing Strategy for Leeds (2013 – 2015). The overall vision is that Leeds will be a healthy and caring city for all ages, with a principle in all outcomes that people who are the poorest will improve their health the fastest.

It has 5 Outcomes:

- People will live longer and have healthier lives.
- People will full, active and independent lives.
- People's quality of life will be improved by access to quality services.
- People will be involved in decisions made about them.
- People will live in healthy and sustainable communities.

And four commitments:

- Support more people to choose healthy lifestyles.
- Ensure everyone will have the best start in life.
- Improve people's mental health and wellbeing.
- Increase the number of people supported to live safely in their own home.

3.3 A review of area working was accepted at full Council on the 22nd May 2013 and Area Leads for Health and Wellbeing (ALHWB) have been created which are intrinsically linked to the area committee structure. This role provides a Member focus on Health and Wellbeing supports the area committee Chair and maintains close links with Cllr Mulherin the Executive Member for Health and Chair of the Health and Wellbeing Board.

3.4 The role provides the opportunity to continue to impact positively on local people's lives by:

- Making sure and checking that actions are being taken to improve the health and wellbeing of local people.
- Including the Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy (JHWBS), in priority setting across the area committee and ensuring the implementation of the Joint Health and Wellbeing Strategy at local level through the active engagement of elected members and local authority services.
- Providing local leadership to improve "the health of the poorest, fastest" in line with our ambition to be the best city for health and wellbeing.
- Ensuring a focus on delivery of the four commitments of the JHWBS at a local level.
- Championing partnership working and the integration of health and wellbeing / healthcare services and initiatives by building links with local GPs and CCGs and the third sector.
- Working closely with other Area Leads e.g. for Children's Services and Adult Social Care to ensure work is co-ordinated and makes sense for local people and communities.
- Identifying, understanding and helping address the health and wellbeing needs of local people and the issues and barriers they encounter, and ensuring that local issues are recognised in health assessment, planning and decision - making at a citywide level.

- 3.5 The 3 SE Area Lead Members for Health and Wellbeing are supported by the Consultant in Public Health for the SE and the Area Health and Well Being Improvement Manager. The Area Health and Well Being Improvement Manager post and that of the corresponding Health Improvement Officer is now incorporated within the locality Public Health team led by a Consultant in Public Health (Chief Officer).

Activities from the last year are reported on is shown at Appendix A, along with an update on public health data.

The Area Health and Wellbeing Partnership arrangements have recently been reviewed and revised structure of an Area Health and Wellbeing Executive Group has been established. This will accommodate and strengthen reporting arrangements between neighbourhood Health and Wellbeing Partnership Groups and will be a sub group of the Area Leadership Team. It will also provide support for the Area Leads to exert influence in terms of Health and Wellbeing at local and citywide level through the Health and Wellbeing Board Corporate Considerations.

- 3.6 The revised working arrangements have been drawn up as a direct response to ensure Leeds City Council can effectively discharge its new responsibility in terms of improving public health.

4 Consultation and Engagement

- 4.1 There has been considerable consultation with stakeholders within Leeds City Council, the Health and Wellbeing Board and Leeds South and East Clinical Commissioning Group. There hasn't been formal consultation with the public, but the new arrangements are intended to provide a greater accountability for delivery of community felt needs and outcomes.

5 Equality and Diversity / Cohesion and Integration

- 5.1 The new arrangements are not envisaged to impact adversely, or reinforce inequalities of health for any group.

6 Council policies and City Priorities

- 6.1 The work is developing in line with the City Priority plan, the leadership of the Chair of the Health and Wellbeing Board and the Health and Wellbeing Strategy.

7 Resources and value for money

- 7.1 It is not anticipated that this way of working will incur any additional resources.

8 Legal Implications, Access to Information and Call In

- 8.1 None.

9 Risk Management

- 9.1 None.

10 Conclusions

- 10.1 This way of working is expected to provide the Area Committee with a comprehensive and regular account of health and wellbeing activity taking place in the local area. It provides the local Health and Well Being Area Leads with a key role in influencing and participating in health decisions and reducing inequalities in health. It also enables the Area Health and Well Being Lead Member to understand the linkages between and champion broader approaches to tackle the wider determinants, lifestyle factors and inequalities in healthcare through partnership approaches at a locality level.

11 Recommendations

- 11.1 The Area Committee is requested to note the changes in terms of Leeds City Council's responsibility around public health; recognise / support the Area Lead for Health and Wellbeing role and make suggestions for future development of the public health agenda.

12 Background documents

- 12.1 None.

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

Outer East Area Committee Health and Wellbeing Summary Findings from MSOA health profiles

1. Overarching Indicator - Life Expectancy

The health and wellbeing of the population in Outer East contains very wide variation across the full range of Leeds, tending slightly towards ill health. Around 10% of the population live in areas of Leeds that fall into the 10% most deprived in England*.

Life expectancy within the 12 MSOA areas making up the outer east Area Committee area ranges very widely from nearly the shortest life expectancies in Leeds to almost the longest. At best the *East Garforth* MSOA has female life expectancy of almost 87 years (the 14th highest in the city) whereas the *Allerton Bywater, Methley and Micklethorn* MSOA figure is the 8th shortest in the city at 78.4 years.

The age structure of the outer east population bears little resemblance to that of Leeds overall, with a larger elderly population proportion and fewer adults under 40. GP recorded ethnicity shows the Area Committee to have larger proportions of “White background” (78%) than Leeds (66%) and lower proportions of all other groups. However 17% of the GP population in Leeds have no recorded ethnicity which needs to be taken into account here.

2. People will live longer and have healthier lives - Premature mortality

In terms of premature mortality, i.e. deaths under 75yrs, from all causes, the directly standardised rates, which take account of the age structure of a population, are, for both men and women, in almost all parts of the Outer East area below the Leeds average for men and women. The areas of *Halton Moor, Wykebecks* MSOA stands out as having mortality rates very close to the Deprived Leeds figure for both women and men.

Cancer mortality rates in the Outer East area also vary across the full Leeds range, again with the *Halton Moor, Wykebecks* MSOA for all sexes exceeding the rate for Deprived Leeds.

Circulatory disease mortality shows a pattern tending towards the healthy end of Leeds ranges, with the exception of *Allerton Bywater, Methley and Micklethorn* MSOA having a male circulatory disease rate close to that of Deprived Leeds.

Similarly Respiratory disease rates for both sexes are in line with the rest of Leeds with the exception of *Halton Moor, Wykebecks* which are above the Deprived Leeds rates for men and women.

3. Lifestyle Behaviours

Smoking prevalence in the Outer East area is all below the Leeds average, except for two areas: *Halton Moor*, *Wykebecks*, and *Swarcliffe*, who exceed the rate for the most deprived fifth of the population and come close to being highest in the city.

Obesity rates are largely above the Leeds average, with the same two MSOAs again exceeding the deprived quintile rate, *Swarcliffe* being the 2nd highest in the city.

Chronic Obstructive Pulmonary Disease (COPD) Two parts of the Outer East area have COPD rates that stand out as higher than most, and again they are *Halton Moor*, *Wykebecks*, and *Swarcliffe*. Coronary Heart Disease and cancer rates in the Area Committee area are very well dispersed around the breadth of Leeds, the same two MSOAs stand out as almost the highest in the city prevalence is almost entirely grouped around the high end, above the Leeds average.

Alcohol specific admission rates are widely spread, many being below the Leeds rate, and few above it. The *Halton Moor*, *Wykebecks* MSOA stands out as having the 4th highest female admission rate in the city. It also has a very high rate for men, as does *Swarcliffe*.

4. People's quality of life will be improved by access to quality services Improving mental health

Data around mental health need across Leeds shows a greater level of need in areas of high deprivation, both for common mental health problems (depression & anxiety) and severe mental illness, which is reflected across the SE Leeds population. There is a citywide partnership group and one of the key actions they are progressing is the production of a directory of resources which once completed will be communicated through events in localities run by the area health and wellbeing team.

5. Place based work and wider determinants of health

Several national reports including 'the Marmot' report stress as well as lifestyle behaviours the impacts social, environment and economic situations have on people's health. The Leeds city Joint Health and Wellbeing Strategy includes a number of priorities that focus on wider determinants of health. Priorities such as 'giving children the best start in life', addressing the issues of fuel poverty, unemployment and financial poverty are all factors that impact on wellbeing.

The table below shows local health and wellbeing activity that has taken place over the last year and/or is in the process of being developed by the South East health and wellbeing team. This activity has been planned on the basis of the information presented in the 2011 Joint Strategic Needs Assessment.

Also on appendix B is a table listing all SE CCG GP practices and includes information of commissioned healthy living services provided within practices.

Leeds South & East Area Health and Wellbeing Team

The South and East Locality Team activities contribute to delivery of the Leeds Joint Health and Wellbeing Strategy 2013 -2015.

Priorities are determined through engagement with citywide and local governance arrangements in particular through the area health and wellbeing partnership, area committees and area leadership team.

Activity focusses on health improvement and wider determinants of health initiatives.

Key Outcomes from Health and Wellbeing Strategy Supported by Locality team are:

- People will live longer and healthier lives.
- People’s quality of life will be improved by access to quality services.
- People will live in healthy and sustainable communities.

Strategic Priorities	Our priorities	Actions 2013/14	Progress Update
<p>H&WB plan: Support more people to choose healthy lifestyles</p>	<p>Alcohol and related Community Safety Harm Reduction Programme.</p>	<p>Local licensing policy framework drafted for reducing and placing restriction measures on off licenses in LS10/11 to be endorsed by LCC.</p>	<p>South Leeds Licensing Framework in place and being implemented, with restriction measures applied to all new and revised applications.</p>
		<p>To develop local arrangements to reducing high intensive users of hospital admissions through multi agency work between police and treatment support providers.</p>	<p>LYPFT and LTHT agreed to a data sharing agreement and data being reviewed to establish need for joint work.</p>
		<p>Establish arrangements to support domestic violence cases where alcohol is a contributory factor to access treatment support through referrals from Police Safeguarding team using audit c toolkit. Strengthen alcohol treatment support take up through link to fixed penalty notices.</p>	<p>Police safeguarding team trained and making referrals to ADS using audit c assessment toolkit. Quarterly monitoring activity underway with 12 referrals made in the first quarter but only 1 attended. Therefore fixed penalty notice approach agreed as incentive to waive on attendance for treatment support.</p>

	Reducing Harmful Effects of both Cigarette Smoking and Niche Tobacco use.	Run promotional awareness raising campaigns on dangers of Niche Tobacco (chewing products such as paan and water pipes/shisha).	<p>Promotional materials produced and shared with dentists, pharmacies and GP practices in target neighbourhoods, also campaign messages aired through local radio station.</p> <p>74 frontline staff and 534 residents so far updated with further sessions planned. 13 users accessing cessation support.</p> <p>'A report has been produced by LCC Health and Safety Team entitled 'Shisha smoking and smoke free legislation'. This report went to October's Licensing Committee and was well received, with members being supportive of the work that is taking place.</p> <p>In May the Health and Safety team successfully prosecuted two shisha bar owners and the team have also identified 24 shisha premises across the city. Advisory/compliance visits to these premises have been carried out with an information pack being left for the premises owner.</p> <p>In July Health and Safety visited one premises with the Police and in November led three multi agency visits involving the Police, Licensing, Planning, HMRC and Trading Standards. Multi agency group established and enforcement pilots planned.</p>
		Reducing smoking prevalence rates	<p>Promoting key messages locally using a range of medias e.g. Stoptober programme.</p> <p>Developing revised smoking at work guidance for LCC workforce to include no use of any tobacco products to take account of smokeless tobacco items such as e-cigarettes, shisha pens.</p>
	Promoting Healthy Weight Programme to address Obesity	Awareness raising and capacity building activity being developed to increase take up of existing and new provisions.	Promoting 'Leeds let's get active' and bodyline on referral schemes.
		Developing new approaches taking best practice from elsewhere e.g. take away free zones; good food programmes etc.	Evidence gathering for developing a supplementary policy to the core strategy to restrict numbers of takeaways near schools underway. Also looking at replicating best practice learning on work with existing takeaways to improve nutritional value of hot meals.
H&WB plan: Ensure people have equitable access to screening and prevention services to reduce premature mortality	Community Capacity Building	Support the development and development / delivery of the integrated health and social care initiative, supporting engagement with local community and voluntary sector organisations.	Garforth Network actively participating in the programme. Connections being made with other organisations to develop peer learning opportunities.
	Build local workforce capacity	Delivery of 'health is everyone's business' briefings locally to frontline workers.	HIEB briefings planned to train up Leeds social sector housing provider staff.
		Run local topic based training to cascade key messages and enhance signposting residents to prevention and early intervention support.	Briefings run on a number of key priority topics (see alcohol; mental health etc) for the south east area as a whole involving a range of partner agencies and their local workforce.

H&WB plan: Improve people's mental health and wellbeing	Addressing Findings from Mental Health needs assessment and Suicide audit	Develop shared understanding of current local service provision and how to access.	Mapping work underway linking in with review of MIND website. Agreed to run local event in South East once directory completed to promote and signpost to services.
H&WB plan: Increase advice and support to minimise debt and maximise peoples income	Welfare reforms and financial inclusion activity supported	Linking with SE area welfare reforms working group and SE debt forum.	Actively engaged in welfare reforms group activity. Including supported to access public health funding to commission financial fitness programme and debt forum work.
		Local activity to promote welfare reforms changes and financial inclusion.	Commissioned Aire Valley Homes to establish computer access points.
		Commissioning financial fitness project.	Commissioned West Yorkshire Trading Standards to deliver financial fitness programme.
		Identifying and mapping IT access points for local communities in preparation for universal credit.	Completed IT mapping supporting promotion.
		Promoting and signposting to financial inclusion advice services.	Secured SE CCG funding to enhance local advice and financial support services in local primary care and community settings.

*Please note this table does not include all the citywide Public Health work programmes and commissioned services which will impact on the Area Committee.

SE GP Practices - Healthy Living Services

Practice code	Lead GP	Practice name	Deprivati on rank scale	Register ed smoking advisors in practice	No. of people SETTING QUIT DATE (in-house and specialist service)	% of practice smoking population setting QD (NICE recommends 5%)	Health Trainer on site	No. of people accessing a Health Trainer	Healthy Lifestyle advisor on site	No. of people accessing Healthy Lifestyle Advisor	Alcohol worker (ADS) on site	CAB worker on site	Health Check target	Health Check carried out
B86007	Roberts JH and Partners	Windmill Health Centre	43		93	4.1%			Yes	50			449	306
B86009	Lewis PD and Partners	Manston Surgery	62	Yes	74	7.6%							388	468
B86036	James D and Partners	Gibson Lane Medical Centre	104	Yes	34	2.3%			Yes	23			729	611
B86037	Malhotra A	Radshan Medical Centre	87		4	1.1%							101	74
B86055	Eastwood PG and Partners	Ashfield Medical Centre / The Grange	46		65	5.0%	Yes	30			Yes		333	231
B86048	Porter KG and Partners	Garforth Medical Centre / Elmwood surgery/ Jessamine Cottage	104	Yes	62	3.7%			Yes	32			808	505
B86092	Pearlman AD and Partners	Kippax Hall Surgery	104	Yes	37	4.7%					Yes		290	82
B86089	Khan OD and Partners	Nova Scotia Medical Centre	83	Yes	13	1.2%							318	109
B86658	Davis SM and Partners	Moorfield House Surgery/ The Surgery Aberford	95		5	0.8%							285	114
B86648	Rose DM and Partner	The Family Doctors Austhorpe view	75	Yes	27	8.1%							183	222
B86670	Mossad MG	Whinmoor Surgery	65		10	2.5%							103	128

Y00683	Grange Medicare Ltd - Swillington	Swillington Health Practice	104		12	3.9%					Yes		75	47
B86075		Colton Mill Medical Centre / Grange Medical York Rd	53		35	1.8%			Yes	22			646	322
B86043	Renwick SJK & Partners (IE)	Halton Clinic (B)												
B86016	Darbyshire PH & partners (IE Shafetesbury)	Chuchview View Crossgates (B)												

Report of Director of Environment and Housing

Report to East (Outer) Area Committee

Date: 18th March 2014

Subject: New Locality Services and Development of the 2014/15 Service Level Agreement

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

Summary of main issues

1. This report provides an update on proposed changes to the operating model and structure of Environmental Action Service Locality Teams to deliver zonally based services. It outlines the reasons for these proposals and the process for agreeing them. It also describes the process for developing the Service Level Agreements (SLAs) with Area Committees for 2014/15

Recommendations

- 1 That East Leeds (Outer) Area Committee:
 - Note and comment on the proposals for a new working model for Locality Team services.
 - Agree the approach to consulting on proposals for changes to the Locality Team operating model, the priorities within the SLA for 2014/15 and proposals for future waste management arrangements

2 Purpose of this report

3 This report provides an update on proposed changes to the operating model and structure of Environmental Action Service Locality Teams to deliver zonally based services. It outlines the reasons for these changes and the process for agreeing them. It also describes the process for developing the Service Level Agreements with Area Committees for 2014/15

4 Background information

4.1 Executive Board approved revisions to the Area Committee Function Schedules to include a new delegated responsibility for Street Cleansing & Environmental Enforcement Services in March 2011. The delegation makes clear the responsibility of Area Committees to negotiate, develop and approve a SLA with the service that achieves, as a minimum, the service standards set by Executive Board. The SLA should determine the principles of deployment of the available resources by:

- the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)
- the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.

4.2 The delegation of environmental services to Area Committee means that service resources, mainly staffing, are now devolved. Resources are organised into three wedge based teams for East North-East, South South-East and West North-West, aligned to new Locality Teams. The SLA sets out the detail of the resources which will be allocated to the Area Committees. The annual SLA for the Outer East Area Committee was agreed on 2nd July 2013.

5 Main issues

5.1 Background to the changes to the Locality Operating Model

5.1.1 Since October 2013 Housing Arms-length Management Organisations (ALMOs) no longer exist. The services delivered are now within Leeds City Council, within the Environment and Housing Directorate. This provides us with an opportunity to move to one service that covers all of the environmental issues that were previously split between the Locality Team and ALMOs. The integration of these services will provide one point of contact for these issues, leading to faster resolution and easier access for residents and the public. In the current economic climate the council's priority is to protect front-line services. A reduction in the duplication of management, and therefore a smaller number of managers in the service will help to deliver this.

5.1.2 In addition to former ALMO services there are a number of other environmental services currently managed through Locality Teams which are still delivered on a citywide basis. Bulky waste collection services and needles and public convenience removal services are currently managed by South and Outer East Locality Team for the whole city; Graffiti removal is managed by West North West Locality Team and the ginnel team is managed by East North East Locality. This leads to inefficiencies in terms of travel and resources, but also means that these services are less able to be influenced and prioritised at a local level.

- 5.1.3 Whilst the service has made good progress over the last two years to initially stabilise and subsequently improve our delivery, there are areas which could be more efficient and effective. The current reliance on lone working all year around means leads to inefficiencies and a lack of flexibility within the service. Staff who work on their own have also fed back that they feel isolated and do not see their supervisor or colleagues often enough.
- 5.1.4 Staff have historically had rigid roles which only enabled them to do one task, e.g. litter picking or driving a particular vehicle. This again means we are not as flexible as we could be, and staff also have little opportunity to develop their skills and progress up through the service. Locality Team staff are often confused about their roles and about what tasks they are (and are not) required to do. Again this leads to a lack of flexibility and can cause conflict between managers and frontline staff.
- 5.1.5 Vehicle usage within the service is considerable, largely due to the size of the Locality Team area and the small number of mobile teams. There is a need to reduce travel time, and therefore fuel usage and wear and tear on vehicles to reduce costs and the impact on the environment.
- 5.1.6 The Locality Teams spend a significant amount on overtime to cover sickness and holidays. The reliance on lone workers and specific job roles compounds this problem as the service cannot easily move resources to cover functions and therefore has to use overtime payments. The imperative to protect frontline jobs also means that we should be using any additional budgets to create or protect permanent jobs, rather than to pay for additional hours.
- 5.1.7 Even though the service has made great strides in bringing together enforcement and cleansing functions so that they complement each other and deliver better outcomes, this relationship could be improved further. Collocating services with partners such as the Police and Housing Leeds, is also a key aim to deliver a more integrated, holistic service.
- 5.1.8 Whilst the gully cleansing service has again been stabilised and improved, the delivery of this on a locality basis has been problematic, especially given the level of resources at our disposal (one vehicle per Locality Team) and the close links to Highways Services. It is therefore proposed to move the gully service back to a citywide service and to further look at whether this service would be better delivered through Highways Services in future.
- 5.1.9 Environmental Action Services is therefore reviewing the delivery of our services and structures in order to deal with the challenges above, whilst protecting jobs and pay.

5.2 Proposed Changes to the Operating Model

- 5.2.1 Environmental Action Services propose to move to a zonally based service delivering all the services described above through a multi-skilled team of people.
- 5.2.2 The service will be directly responsible for all current aspects of Locality Team street cleansing services (excluding gully cleansing – see 4.1.7 above) as set out in the SLA:
- Manual litter picking

- Litter bin emptying
- Mechanical path & road sweeping
- Flytipping removal
- Graffiti removal
- Needle removal
- Ginnel clearance
- Cleaning of arterial routes
- Cleaning around recycling (e.g. bottle banks) facilities
- Leaf clearing

5.2.3 In addition to these in future Locality teams will be also be responsible for:

- Scheduled bulky waste collections
- Void garden clearances (responsibility for clearing the interior of void houses will remain with Housing Leeds)
- Maintenance of Housing Leeds land and estates.

5.2.4 The service proposes that South and Outer East Leeds area is split into seven zones, with a Team Leader managing both the cleansing and enforcement functions in the area. Table 1 below describes the current proposed zones. Job roles will be broader and multi-skilled enabling the zonal team to flexibly deliver all the services described above within the zone.

Table 1 – Proposed operational zones

Area Committee	Zone	Ward(s)
Inner South	1	Beeston and Holbeck
	2	City and Hunslet
	3	Middleton Park
Outer East	4	Cross Gates & Whinmoor Temple Newsam
	5	Garforth & Swillington Kippax & Methley
Outer South	6	Morley North Morley South
	7	Rothwell Ardsley and Robin Hood

5.2.5 It is still proposed that there will still be a commitment to a scheduled level of service for some functions, such as mechanical cleaning, litter-picking and bulky waste collection. However these scheduled services would be part of the zonal teams and therefore more flexible and reactive to the needs of the local Elected Members and residents.

- 5.2.6 Lone-working will be minimised with staff instead working in small teams. This would deliver the same level of scheduled litter-picking service but more quickly and efficiently and, as an added benefit, white bags would be removed at the point of clearance, rather than waiting for a collection crew to arrive.
- 5.2.7 Overtime cover would reduce as the multi-skilled workforce would be required to cover each other, with managers moving resources around the zones and the locality to meet the services' needs. A significant proportion of the current overtime budget would instead be used to fund additional permanent frontline posts. A small overtime budget would be retained to cover some specialist services, e.g. mechanical cleaning.
- 5.2.8 The service is also working with partners, such as the Police and Housing Leeds, to develop proposals for collocation where possible. The sharing of depot facilities in local areas would deliver significant efficiencies in terms of time and fuel usage.
- 5.2.9 Work is still required to fully develop detailed operational arrangements and to agree resource allocations within each zonal team. The Locality Team proposes to use the same process for the development of the Service Level Agreement for 2014/15 to undertake consultation with Elected Members on the detailed aspects of the proposals.

5.3 Developing the Service Level Agreement for 2013/14

- 5.3.1 Service Level Agreements with Area Committees have been in place since June 2011. As part of the process to develop the SLA in 2012/13 we undertook ward level workshops to develop priority areas for improvement. Since then, these areas have not been reviewed and several have now improved to the point where no further action is necessary.
- 5.3.2 In addition the development and agreement of zonal resource allocations work will also be required to support the next phase of fortnightly black bin collections and the approach to the Outer East area. Several areas will not be put onto fortnightly black bin collections and consultation with Elected Members is needed to ensure agreement about both the areas to be excluded currently and the approach to future collections in those areas that looks to increase recycling and reduce waste to landfill.
- 5.3.3 We therefore propose to undertake ward-based workshop sessions in April to cover three main issues:
- Review SLA priority areas;
 - Consult on proposals for resources in each zonal area based on an analysis of need;
 - Consult on proposals for future waste management arrangements for areas where fortnightly black bin collections will not be implemented.
- 5.3.4 The results of this consultation will then be shared with the Outer East Environmental Sub-Board before sign-off by the Area Committee.

6 Corporate Considerations

6.1 Consultation and Engagement

6.1.1 Consultation on the above has been undertaken with the Outer East Environmental Sub-group of the Area Committee.

6.2 Equality and Diversity / Cohesion and Integration

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

6.3 Council Policies and City Priorities

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

6.4 Resources and Value for Money

6.4.1 There are no resource implications.

6.5 Legal Implications, Access to Information and Call In

6.5.1 There are no legal implications.

6.5.2 The report contains no information that is deemed exempt or confidential.

6.6 Risk Management

6.6.1 There are no risk management implications within this report.

7 Conclusions

7.1 Whilst good progress has been made to improve delegated services over the last two years, for a number of reasons as outlined, we now propose to change the operating model for Locality Teams. This change will deliver a more flexible, local driven service and build upon the good work so far.

7.2 We need to make sure that any changes are developed in consultation with local Elected Members and therefore recommend that a ward-based workshop approach is taken to do this effectively.

8 Recommendations

8.1 That East Leeds (Outer) Area Committee:

- Note and comment on the proposals for a new working model for Locality Team services.
- Agree the approach to consulting on proposals for changes to the Locality Team operating model, the priorities within the SLA for 2014/15 and proposals for future waste management arrangements

9 Background documents¹

7.1 None

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

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Report of the Chief Officer Parks and Countryside

Report to East Outer Area Committee

Date: 18th March 2014

Subject: Annual Report – for the Parks and Countryside Service

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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

Summary of main issues

1. This report provides an area profile of key assets and services provided in the East Outer area.
2. It highlights the current progress towards Leeds Quality Park (LQP) status for community parks in the area. It provides the costs of achieving and retaining LQP status in community parks up to the year 2020.
3. It details capital improvements in community parks, sport pitches and fixed play in the area for the last 12 months and planned improvements to be delivered in the next 12 months.
4. It gives a detailed breakdown of events and volunteering in the area.

Recommendations

5. The Area Committee is requested to note the content of the report and to communicate priorities for investment in community parks, playing pitches and fixed play facilities in light of the issues raised.

1 Purpose of this report

- 1.1 This report seeks to further develop the relationship between the Parks and Countryside service and the East Outer Area Committee, as agreed at Executive Board.
- 1.2 It provides an overview of the service and sets out some of the challenges faced along with key performance management initiatives. In addition it seeks to provide a positive way forward for delivering the extended role of the Area Committee.
- 1.3 In particular it sets out at an area level progress made in attaining Leeds Quality Park standard. It also sets out investment need to attain and sustain LQP standards.

2 Background information

Service Description

- 2.1 Leeds City Council has one of the largest fully inclusive local authority Parks and Countryside services, managing almost 4,000 hectares of parks and green space. This includes 7 major parks, 62 community parks and 95 recreation grounds and 391 local green spaces, which include 144 playgrounds and 500 sports facilities ranging from skateboard parks to golf courses, and which play host to 600 events annually. The service also manages a nursery which produces around 3 million bedding plants each year, 97 allotment sites, over 800km of Public Right of Way (PROW), and 156 nature conservation sites, as well as 23 cemeteries and 3 crematoria.

Description of Priority Advisory Function

- 2.2 The priority advisory function for Area Committees relates to community park provision that have a wide range of facilities, including general recreation, sports pitches, play and formal and informal horticultural features.
- 2.3 Where developments are less significant or only impact on one site then ward members and community groups are informed and consulted using established procedures. It is important to note that good levels of engagement with ward members exist and this function seeks to enhance this engagement.
- 2.4 There are proposals currently being considered to increase the scope of this delegation to include development and horticultural maintenance of cemeteries, recreation grounds, natural areas and local green space in addition to community parks. These proposals would delegate investment decisions and the setting of resource priorities using the asset register as the basis of allocation to each area committee. Consultation and rollout is currently being directed by the Area Leaders team.

3 Main issues

Area Profile of the Service

3.1 The following table summarises community green space assets managed by Parks and Countryside in the East Outer Area Committee:

Asset	Quantity
Community parks	7
Playing Pitches:	
Football	55
Rugby League	7
Bowling greens	9
Playgrounds	22
Multi-use games areas	3
Skate parks	3

3.2 Regarding bowling green provision, it should be noted that a report was considered by Executive Board in October 2013 that approved revised arrangements as follows:

- The introduction of a charge which would see the implementation of a season ticket at a cost of £25 in 2014/2015 rising to £31.50 in 2017/2018.
- The removal of 1 bowling green at 6 sites across the city with more than 1 bowling green. This does not include any bowling greens in the East Outer Area Committee.
- That where feasible, appropriate arrangements are established in order for bowling clubs to meet the costs associated with their own direct use of gas and electricity by March 2014.

Community Parks

3.3 The community parks in the East Outer area are as follows:

- Allerton Bywater Sports Ground
- Barley Hill Park
- Glebelands Rec Ground
- Grove Road Rec
- Halton Dene – Primrose Valley
- Manston Park
- Whinmoor Park

3.4 The current position on the quality of these sites is examined later in this report as is the investment need to attain or sustain the Leeds Quality Park standard.

Sports Pitches

- 3.5 Parks and Countryside provide annual pitch hire for sports teams. The table below shows the number of teams with current bookings playing on pitches in the area: *(note this excludes clubs who have a long term lease in place)*

Age Group	No of Teams
Open Age	19
Juniors	58

Volunteering in the Parks and Countryside Service

- 3.6 The service continues to focus on increasing the number of volunteers and groups working in the area to achieve the following:

- To increase corporate volunteering working in partnership with Business in the Community and Leeds Ahead
- Continue to improve involvement with the many “in bloom” groups in Leeds.
- It is an ambition to have a volunteer group for every community park where there is a site based gardener.

- 3.7 It is estimated that volunteers across all groups contribute 3,730 days of voluntary work in the East Outer area over a 12 month period. The tables below provide details of volunteering in the area since January 2013:

Voluntary work supervised by Parks and Countryside staff:

Site	Organisation	Task	Volunteer Days
Halton Dene - Primrose Valley	General Public	Family Activity: Bats and Nocturnal Wildlife	4.7
		Junior Rangers: Bushcraft	8.5
		Junior Rangers: Pond Dipping	2.8
		Supporting Community Groups	1.4
		Volunteer Task	1.4
	Leeds Wildlife Volunteers	Tree thinning	5.7
		Woodland edge management and thinning	8.9
Leeds Wildlife Volunteers/General Public	Volunteer Task	5.7	
Halton Moor	General Public	Halton Moor Gala	189.2
	Volunteer Task Programme	Volunteer Task: Footpath clearance	8.1
Skelton Wood POS Sports Fields	Skelton Wood Environment Group	Ditch/boardwalk maintenance,	8.1
		footpath cutback, litter pick, stone path syth nettles	4.7
		General Maintenance.	8.2
		Hedge management	4.5
		Litter pick / footpath clearance	7.4
re-stone path, strim veg, litter pick	4.7		
Temple Newsam	General Public	Volunteer Recruitment Drive	0.7

Site	Organisation	Task	Volunteer Days
Estate	Leeds Wildlife Volunteers	Pond creation	7.4
	Love Parks Public Event	Pond dipping minibeasts	45.4
	Public	Book Worms Story Telling Club	9.1
	Public Event	Book Worms Story Telling	8.8
Town close Hills	Swillington Beavers	Minibeasting	6.2
Total			351.6

Local business volunteers supervised by Parks and Countryside staff:

Site	Organisation	Task	Volunteer Days
Halton Dene - Primrose Valley	Corporate Group	Woodland Management	11.5
	William Hill	Woodland edge management	6.8
Temple Newsam Estate	Asda	Pond/wetland creation	40.5
	Corporate Group	Pond creation	8.9
	Lloyds Banking Group	Himalayan balsam removal	13.4
Total			81.1

Educational work within the South Outer area:

Site	School	Activity	No of Child Hours
Halton Dene - Primrose Valley	Crossgates Primary	Site Visits: Guided Nature Walk	68
		Site Visits: Mini-beasts and Trees	60
		Site Visits: Nature Walk/Habitats	144
	Templenewsam Halton Primary	Site Visits: WILD Art	120
Temple Newsam Estate	Adel St. John the Baptist C of E	The Tudors At Temple Newsam	135
	Ash Tree Primary Kippax	The Tudors At Temple Newsam	153
	Batley Parish Primary	The Tudors At Temple Newsam	135
	Calverley C of E Primary	The Tudors At Temple Newsam	405
	Chapel Allerton Primary	Meet The Animals Guided Tour	240
	Deighton Gates Primary, Wetherby	The Tudors At Temple Newsam	135
	Grove House Primary, Bradford	The Tudors At Temple Newsam	270
	Grove Road Primary, Harrogate	Meet The Animals Guided Tour	82
	Hartshead Junior and Infant School Liversedge	The Tudors At Temple Newsam	144
		Linthwaite Ardron Primary, Huddersfield	Meet The Animals Guided Tour
Meadowfield Primary		The Tudors At Temple Newsam	261
Meanwood C of E Primary School		The Tudors At Temple Newsam	270
Moor Allerton Hall		The Tudors At Temple Newsam	432

Site	School	Activity	No of Child Hours
	Primary		
	Otley All Saints Primary	The Tudors At Temple Newsam	130.5
	Spring Bank Primary	The Tudors At Temple Newsam	139.5
	Talbot Primary School, Roundhay	Arty Animals Guided Tour and Drawing Session	240
	Thornbury Primary School, Bradford	Meet The Animals Guided Tour	180
Total			3964

Volunteer groups working independently in the East Outer area:

Group Name	Number of Volunteers	Estimated Volunteer Days
Daniel Yorath House Conservation group	8	20
Friends of Billy Wood	8	3
Friends of Temple Newsam	50	1180
Skelton Woods Environment Group	8	96
Friends of Primrose Valley	15	40
Total		1339

Existing in bloom groups within the East Outer area:

In Bloom Group	Number of Volunteers	Award Won (Yorkshire in Bloom)	Estimated Vol. Days
Allerton Bywater	10	Silver Gilt – Urban Community	200
Garforth	20	Silver Gilt – Britain in Bloom	400
Great & Little Preston	18	Silver Gilt – Large Village	360
Kippax	25	Gold – Urban Community	480
Ledston	2	Silver Gilt - Village	40
Methley & Mickletown	12		240
Micklefield	3	Silver Gilt – Large Village	80
Swillington	8	Silver – Urban Community	160
Total			1960

Events

3.8 The bookings and licensing team provides assistance in helping community and other groups organise events with particular emphasise on ensuring legal and safety requirements are met but do not deter groups and organisations from organising activities. The table below shows a list of events held in the Outer East area in 2013:

Site Name	Month	Event	Total
Allerton Bywater Skate Park	July	LCC Youth Service	1
	August	LCC Youth Service	3
Firthfields	May	Garforth Flood Support	1
Glebelands Rec	July	LCC Youth Service	1
	August	LCC Youth Service	3
	June	Garforth Lions Gala	1
	November	Garforth Bonfire	1
Kippax Rec	September	(2nd - 9th) Funfair (Robinson)	1
Manston Park	July	LCC Multi Sports Day	1
	August	LCC Multi Sports Day	7
Neville Road Playing Fields	August	(30th - 6th) Funfair (Tucker)	1
		East Leeds Unity Day	1
Saville Road Rec	July	LCC Youth Service	1
Swillington Park	July	LCC Youth Service	1
	August	LCC Youth Service	3
Temple Newsam	May	(11th - 13th) White Rose Horse Show	1
		Car Boot Sale	1
		Steam Fair (24th - 28th)	1
		Summer Bands	1
		Wedding & Reception	2
		Wedding & Reception	1
	January	Leeds and Bradford Triathlon Club X Country	1
	February	Wedding & Reception	1
	March	Martin House Sponsored Dog Walk	1
		Stroke Association	1
	April	British Cycle Training	1
		RSPB Event	1
		Scouts Fun Day	1
		Wedding & Reception	1
	June	(10th - 18th) Funfair (Pullen)	1
		Barnardos' Big Toddle	1
		LCC Disability Week Picnic in the Park	1
		Metro Go Cycling	1
		Summer Bands	1
		Wedding & Reception	1
		Wedding & Reception	2
	July	Car Boot Sale	1
		Cocoon	1
		Diabetes UK	1
		Filipino Barrio	1
		RSPB Event	1
		Summer Bands	1
August	National Citizens Service Fun Day	1	

Site Name	Month	Event	Total	
		Wedding & Reception	1	
		Wedding & Reception	1	
	October		Centrebus Promotion	1
			Taste the Wild	2
			Wedding & Reception	2
	November		118 188 5K (MG)	1
			Best Parties Ever Build Up	1
			Kippax Harriers - PECO League Cross Country	1
	December		(25th Nov - 5th Jan) Best Parties Ever	1
	September		Car Boot Sale	1
			Foundation For Prader-Willi Research	1
			RSPB Event	1
			Sky Ride Local	1
			St Gemma's Walk in their shoes	1
			Sue Ryder Midnight Walk	1
			Wedding & Reception	1
	July		Graduation Ceremony	1
	August		Don Quixote	1
	October		Seacroft Wheelers	1
	September		Sky Ride Local	1
Weekly		Park Run	52	
Woodlesford Park	September	Woodlesford & Oulton Action Group	1	
Total			134	

Community Parks – Leeds Quality Park Status

3.9 The Parks and Green Space Strategy approved at Executive Board in February 2009 sets out the vision and priorities to 2020. One of the key proposals contained in the strategy is the aspiration for all community parks to meet the Green Flag standard for field based assessment by 2020. The Green Flag Award Scheme represents the national standard for parks and green spaces. It has been developed around eight key criteria as follows;

- **A welcoming place** - how to create a sense that people are positively welcomed in the park
- **Healthy, safe & secure** - how best to ensure that the park is a safe & healthy environment for all users
- **Clean & well maintained** - what people can expect in terms of cleanliness, facilities & maintenance
- **Sustainability** - how a park can be managed in environmentally sensitive ways
- **Conservation & heritage** - the value of conservation & care of historical heritage
- **Community involvement** - ways of encouraging community participation and acknowledging the community's role in a park's success
- **Marketing** - methods of promoting a park successfully
- **Management** - how to reflect all of the above in a coherent & accessible management plan or strategy and ensure it is implemented.

3.10 The Parks and Countryside service reports annual performance against two local indicators based upon the Green Flag Award scheme;

- *The percentage of Parks and Countryside sites assessed that meet the Green Flag standard.*
- *The percentage of Parks and Countryside community parks which meet the Green Flag standard. Performance against these indicators is illustrated in section 3.233.*

3.11 The indicator includes an assessment of each community park which has particular relevance to Area Committee engagement. The scheme is known as the Leeds Quality Park (LQP) standard. The following table provides a current profile of these assessments for the East Outer Area Committee.

Site	Year Assessed	Welcoming Place	Healthy, Safe, Secure	Clean, Well Maintained	Sustainability	Conservation / Heritage	Community Involvement	Marketing	Meets Standard?
Allerton Bywater Sports Ground	2011								No
Barley Hill Park	2011								Yes
Glebelands Rec Ground	2012								Yes
Grove Road Rec Ground	2011								No
Halton Dene – Primrose Valley	2012								Yes
Manston Park	2011								Yes
Whinmoor Park	2013								No

Key:

Meets Leeds Quality Park Standard on average for this key criteria	
Below Leeds Quality Park Standard on average for this key criteria	

3.12 From this table, there are four parks identified that meet the Leeds Quality Park standard, and overall, the position remains unchanged compared to the previous Area Committee report.

3.13 It is planned in 2014 that the process of inspection will change to ensure that all community parks are assessed annually, rather than every 3 years as at present. This will allow improvements that have been made to be reflected in the performance standards in a more immediate way.

3.14 Improvements to community parks which took place during 2013 are as follows:

- Manston Park – New signage (Barnbow Lassess)
- Barley Hill Park – Playground refurbishment, pitch drainage ongoing
- Temple Newsam – De-silting of lakes, new farm yard playground
- Whinmoor Park – Path resurfacing
- The Staithes – Infrastructure works
- Methley, Church Lane – Changing facility (2 teams)

3.15 The following table provides a perspective on the minimum level of investment required to achieve the LQP standard for the five remaining parks. It also includes the level of reinvestment required across all the community parks in order to sustain the LQP pass up to 2020;

Site Name	Cost to Achieve (excluding fixed play)	Reinvestment (excluding fixed play)
Allerton Bywater Sports Ground	£8,000	
Grove Road Rec Ground	£27,000	
Whinmoor Park	£118,725	
Total to achieve LQP	£153,725	
Average annual reinvestment		£22,720
Total reinvestment to 2020		£159,040
Overall Total Investment to 2020		£312,765

3.16 Reinvestment levels are estimated according to the expected lifespan of equipment and infrastructure as set out below:

Description	Timescale for Recurring Investment
Signage and interpretation	5 years
Fixed play (including MUGA's/skate parks)	10 years
Bins and benches	15 years
Paths and infrastructure	25 years
Landscaping	25 years

3.17 Planned and proposed improvements for the next 12 months are;

- Whinmoor Park – sports courts to be resurfaced.
- Manston Park – New tennis courts, refurbished playground and outdoor gym
- Fieldhead Carr – Play area
- Skelton Woods – Development of orchard
- Kippax Meadows – Signage
- Kippax – Proposal for a skate park within the area
- Great & Little Preston – proposals developed for Glencoe, Hollinghurst Wood and Parish Meadow.

3.18 In terms of fixed play, work has been undertaken to set out refurbishment requirements over a 10 year rolling programme in support of the outcomes of the Fixed Play Strategy. The average cost of a new playground is currently about £120k; Multi-use games areas and skate parks are slightly cheaper on average at about £90k each. The table below shows the capital investment required on an ongoing basis to fund the area committees existing fixed play sites:

Fixed Play Type	No.	Total Replacement Cost £'s	Required Average Annual Spend £'s
Play Areas	22	2,640,000	264,000
Multi Use games Areas	3	270,000	27,000

Skate Parks	3	270,000	27,000
Totals		3,180,000	318,000

Area Committee funding for additional site based gardeners

- 3.19 A number of area committees provide additional funding for gardeners to increase site based presence at parks in the area.
- 3.20 Since the introduction of site based gardeners, analysis shows that complaints to both Ward Councillors and the Parks and Countryside Service have declined on sites with increased daily presence. In addition, the service has observed an increase in the number of residents using parks and open spaces.
- 3.21 The site based gardeners increase working relationships with users, local residents and community groups. These site based staff further increase users satisfaction and support the aspiration to increase volunteer groups working within parks.

Coordinated Working with Environmental Services

- 3.22 The Parks and Countryside Service move to the Environments & Housing Directorate in 2012 has given opportunities to improve collaborative working. In particular improvements in horticultural land management, cleansing and more efficient use of resources in regard to:

- Co-ordination of weed spraying activities with the grounds maintenance contract with a consistent approach to monitoring.
- Traffic Management arrangements co-ordinated to minimise costs and disruption of the highway.
- Litter collection in the vicinity of community parks, and as part of normal operations site based gardeners undertake an initial litter pick of the park which is being expanded to include some areas outside the curtilage of the park. Conversely, street cleansing staff now assist with emptying litter bins in parks on a weekend when parks staff are not always present.
- The Parks and Countryside service has a number of welfare facilities and yard space available in most community parks distributed throughout the city which has provided an opportunity for the locality based teams to use these facilities for staff welfare provision and as operational bases.

Parks and Countryside Key Performance Indicators

- 3.23 The following table highlights key performance indicators relevant to the service;

PI Code	Description	2010/11 Actual	2011/12 Actual	2012/13 Actual	2013/14 Target
LKI-GFI / CP-PC50 / EM38	The percentage of parks and countryside sites assessed internally that meet the Green Flag criteria	23% Target: 23%	26.2% Target: 26.2%	30.8% Target: 29.4%	32.6%

PI Code	Description	2010/11 Actual	2011/12 Actual	2012/13 Actual	2013/14 Target
New	The percentage of parks and countryside community parks which meet LQP status	33.9%	38.7% Target: 40%	42% Target: 47.5%	55.0%

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Close liaison with community and ward members is already in existence, utilising a variety of mechanisms, for example through residents' surveys, multi-agency meetings and community forums. In addition volunteers, Friends of groups and local residents are regularly consulted on local projects with input on design and physical implementation of a wide range of site improvements.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 This report does not have any identified impact on equality and diversity arrangements.

4.3 Council Policies and City Priorities

4.3.1 The contents of this report set out how the Executive Board requirements can be met by taking a proactive approach to involve and engage Area Committees in matters relating to community parks.

4.3.2 The information within the report contributes significantly to the sustainable economy and culture city priority plan.

4.4 Resources and Value for Money

4.4.1 As part of the wider impact on local government and the Council in particular, the Parks and Countryside service has seen a £2 million budget reduction from 2011/12 to 2012/13 and a further reduction of £0.6 million in 2013/14, with a likelihood of a minimum further 16% reduction in the next few years. In meeting these challenging budget targets the service has already undertaken a number of steps, including reducing the number of managers and back office staff as well as price increases – including removing subsidy for bereavement services and allotment provision. As previously mentioned, outdoor bowls has also been recently reviewed working with representatives from the relevant associations resulting in revised arrangements in 2014.

4.4.2 The service has also sought to be enterprising and innovative including working in partnership to develop a conservatory at Golden Acre café, Tropical World refurbishment, sponsorship, nursery trading and increasing the level of volunteers. Agreement has been reached in principle with the Trade Unions to adopt seasonal working hours from January 2014 resulting in a saving of £140k by reducing the number of seasonal staff recruited each year whilst retaining permanent gardening staff and enabling the introduction of 6 further horticultural apprentices.

4.4.3 The service undertakes to sustain and develop the services provided to the public and has traditionally used a number of sources of financial support to achieve developments. These include grants from bodies such as Green Leeds Ltd, Sustrans, Natural England, National Lottery funding and developer contributions via section 106 (S106) funds.

4.5 Legal Implications, Access to Information and Call In

4.5.1 This report has no legal implications and is not subject to call in. There is no information which is confidential or exempt.

4.6 Risk Management

4.6.1 There are no significant risk management issues contained within the report, its conclusions and recommendations.

5 Conclusions

5.1 Community green space contributes in many ways to the delivery of the Corporate Priority Plan. They provide places for relaxation, escape, exercise and recreation. They bring communities together and make a positive contribution to the local economy, education, improve public health and well-being, and generally make a better place to live, work and visit.

5.2 Improvements to community parks, fixed play and playing pitches remain a priority, and there already has been investment made to deliver improvements along with further schemes identified. Issues are being addressed through the Parks and Green Space Strategy along with implementation of the Fixed Play Strategy and Playing Pitch Strategy.

5.3 Community engagement remains a key activity for the service with regular correspondence, attendance at meetings and briefings, along with more localised consultation where required.

6 Recommendations

6.1 The Area Committee is requested to note the content of the report and to communicate priorities for investment in community parks, playing pitches and fixed play facilities in light of the issues raised.

7 Background Documents

7.1 None.

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 Assistant Director Citizens and Communities

Report to Outer East Area Committee

Date: 18th March 2014

Subject: Outer East Area Committee Business Plan 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. The report provides the 2013/14 Area Committee Business Plan which includes priorities agreed by Area Committee in September 2013; Area Committee Lead Members elected in 2013; and a framework for community engagement.
2. The plan details actions, programmes of work and projects delivered locally to address the identified priorities.

Recommendations

2. The Area Committee is asked to:
 - Sign off the business plan for 2013/14
 - Consider new priorities for 2014/15 need to be included in that plan which will be considered at the first meeting of the new municipal year.

1 Purpose of this report

- 1.1 The report presents the completed 2013/14 Area Committee annual Business Plan.
- 1.2 The report sets out key priorities and activities supported by Area Committee through its Well Being Budget, delegated roles and functions, and partnership arrangements.

2 Background information

- 2.1 In 2008, the Leeds Strategic Plan brought together the themes in the existing Vision for Leeds and Local Area Agreement, to provide an integrated framework for partners to tackle city wide priorities. To translate city wide priorities and outcomes to local improvement priorities, the Area Committee approved a three year Area Delivery Plan in June 2008. This is annually refreshed.
- 2.2 The Area Committee Delegated Functions and Priority Advisory Functions were approved by the Executive Board in June 2009; this approval was rolled forward with amendments only to the environmental delegations.
- 2.3 At the July 2011 Area Committee, Members approved a proposal to replace the Area Committee's Area Delivery Plan (ADP) with a new annual Business Plan that would reflect changes to the city and council planning and partnership framework and include local community engagement planning and actions. The Business Plan would continue to outline local priorities and actions for the Outer East and provide a framework for Wellbeing Budget spend.

3 Main issues

- 3.1 The Business Plan has been developed and is included at the end of this cover report as **Appendix 1**.
- 3.2 The Business Plan features:
 - Priorities and actions
 - Area Leads
 - A framework for community engagement

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Area Committee has previously agreed the priorities and content of the Business Plan. The Business Plan incorporates the community engagement framework for Outer East Area Committee; actions/activities/projects to reflect the priorities identified for 2013/14; it also includes reference to Area Lead Members and their roles.

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 Project work included in the Business Plan that support this legal duty includes: gardening scheme –age and disability; activities for young people and cricket coaching – age; older person’s week – age.

4.3 Council Policies and City Priorities

- 4.3.1 The themes in the proposed Business Plan will mirror the themes and priority outcomes at a city wide level and also reflect the delegated functions and priority advisory functions.

4.4 Resources and Value for Money

- 4.4.1 As outlined in the Function Schedule 2013/14, the Well Being budget delegated by Executive Board is used to finance projects which meet the needs of the Business Plan. Members of the Area Committee are keen that wherever possible the use of Well Being budget brings in additional match funding to the area.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There are no specific legal implications concerning this report.

4.6 Risk Management

- 4.6.1 There are no specific risks identified as part of the Business Plan. However, any projects funded through Well Being budget do complete a section identifying risks and solutions as part of the application process.

5 Conclusions

- 5.1 The Area Committee requires a document to set out the key priorities for the year that links to city wide policies and provides a framework for the spend of the Well Being Budget.
- 5.2 The Business Plan has supported and contributed to changes already being put in place to the planning framework at a city wide level and continue to illustrate how the Area Support Team will support partnerships and local services in this process and continue to champion the role of the Area Committee.

6 Recommendations

2. The Area Committee is asked to:

- Sign off the business plan for 2013/14 (**appendix 1**)

- Consider new priorities for 2014/15 need to be included in that plan which will be considered at the first meeting of the new municipal year.

7 Background documents

7.1 None.

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

Contents include:

1. Business Plan Priorities and Actions

- This includes delegated functions and priority work relating to those delegations.
- Partnership working and priorities for action.
- Work funded through the Well Being Budget and support given to local groups and organisations

2. Area Committee Representatives on partnerships

- The Area Leads elected by Area Committee

3. The Community Engagement Framework for 2013/14

- The Community Forums held in each Ward
- Older Persons Event Week
- Various galas and events
- Neighbourhood Planning
- Citizens Panel

Outer East Area Committee Priorities and Actions 2013/14

Background colour denotes:

(Red – no start/completion date confirmed)

(Amber – work in progress)

(Green – completed)

Best City For... Business				
<i>What will the Area Committee do to address this priority?</i>	<i>Who will deliver this?</i>	<i>By When?</i>	<i>What progress has been made?</i>	<i>What was the impact?</i>
Objective 1 – Support work that helps town and district centres remain commercially active and vibrant				
Support Christmas lights and switch on events.	Area Support Team Events Team Festival Light Committees	December 2013	Events completed and received approval through forums and public comment. Support committees took a greater role in management and development of event in Kippax and Garforth.	Increased footfall in town centres. Town centres promoted through events that attract local people.
Provide support in establishing traders associations and Town Teams and getting traders involved in community forums and Parish Councils.	Area Support Team Traders	Ongoing	AST supported meetings held in Garforth, Kippax and Halton. Traders represented on Cross Gates, Garforth, Kippax and Halton forums.	Increased footfall in trading areas. Increased attraction of trading areas. Improved vitality and viability of trading areas. Reduce turnover/reduction in empty units.
Area Committee funding to ensure town and district	Area Support Team	Ongoing	CCTV funded by Area Committee in Cross Gates,	Reduced crime and safer town centres for people to visit.

centres are safe places to visit, this includes Leedswatch CCTV and various community safety schemes identified through 'tasking'.			Kippax, Garforth, Halton and Swillington. Logs on incidents provided weekly.	
Using SLA from environmental delegation to ensure town and district centres are prioritised for cleaning and clean up's following the events schedule.	Environmental Services	Ongoing	Clean up's took place after all Christmas lights events. Weekend clean up's in place in Garforth. Partnership working developing between AST / SLA and traders.	Cleaner town and district centres.
Deliver Parking Strategy for Garforth to reduce accidents and improve accessibility to facilities on the Main Street resulting in increased sustainability.	Highways	Partial completion in 2013	Demolition of garages on Main Street completed in June 2013. Streetscape improvements completed Sept 2013.	More parking available through removal of derelict garages.
Work creatively with interested parties to make best use of empty space in town centres.	Highways Area Support Voluntary Groups Traders Group	September 2013	Create a new car park for Main Street shopping in Garforth. The Town End Car Park will be able to accommodate 153 cars. Site owner has asked Highways not to sign agreed lease till the length of agreement has been amended.	Eases congestion for vehicles using town centre. Allows increased trading opportunities for Main Street. Opportunities for street markets. Funding mechanism for disabled children charities operating in area.

Objective 2 - Provide opportunities for people to get jobs or learn new skills				
Facilitate meetings with large businesses to increase training and employment opportunities	E&S (LCC) AST	Ongoing	Representatives from Thorpe Park attend Area Committee meetings. Local employment Agreement drafted.	Increased opportunities for employment for residents in Outer East.
Provide opportunities for people to access jobs or learn new skills	E&S (LCC) Igen	Ongoing	Support initiatives to target NEETS (Not in Employment, Education or Training) NEET Action Plan in place for whole South East area.	Local people in the area have an increased number of training opportunities open to them

Best City For... Communities				
<i>What will the Area Committee do to address this priority?</i>	<i>Who will deliver this?</i>	<i>By When?</i>	<i>What progress has been made?</i>	<i>What was the impact?</i>
Objective 3 – Residents in Outer East have access to opportunities to become involved in sport and culture				
Deliver Community Centres delegation with revised letting charges and fee and rationalisation of centres.	Community Centres Project Team	Completed end of 2013	All users contacted Dec 2012 Working with users/community groups in Allerton Bywater and Methley	Better use of community assets by local people and maximising income.
Support community based events such as galas, Christmas lights switch on, arts festivals etc.	Voluntary & community organisations	Throughout 2013/14	Events to be supported include Cross Gates, Garforth, Kippax Christmas lights. Initial discussions held with Methley Festival organiser and offers of assistance as	Increase in local people involved in community activities and improving community cohesion.

			wanted.	
Provide Small Grants for local community groups to provide sporting and cultural activities.	Area Support Team	Throughout 2013/14	Applications to Small Grants and POCA being considered for projects in Outer East. Budget fully committed in March 2014.	Increase in local people involved in community activity and improving community cohesion.
Provide new sports pitches at Thorpe Park	Scarborough Developments	Not Known	Reports and discussions at Area Committee throughout 2013/14	New sports pitches provided in the area.
Provide assistance to groups to acquire external funding for projects e.g. Caird Peckfield	Area Support Team	Ongoing	Promotion at community forums and various officer meetings aiming to increase numbers of project applications in South East	Increased capacity of community groups.
Support for summer sports programmes for young people.	School Clusters Youth Service Yorkshire CCC	August 2013	Applications being developed.	More Children involved in sport and healthier lifestyles.
Objective 4 – Neighbourhoods in Outer East are clean and attractive				
Fund additional Community Environmental Action Officer in Swarcliffe.	Environmental Action Team	Funded till 2016	Funding agreed at Area Committee in July 2012. Officer works closely with Ward Members and community groups to address areas of highest concern. Reports to Swarcliffe Forum.	Cleaner Streets and general environment.
Tackle top 10 asset related	Derelict Property	From Sept 2011	LCC provided £500k fund to	Faster and coordinated response in

issues to derelict/problem buildings.	Project Team		support project Outer East Projects either completed or imminent completion: <ul style="list-style-type: none"> • The Whinmoor • Barley Hill Fields Ongoing Projects: <ul style="list-style-type: none"> • The Hermitage • The Squinting Cat Tranche 2 includes The Halton Moor Public House.	addressing issues relating to derelict and nuisance properties.
Provide £10k of funding to Tasking Teams to address issues relating to community safety and the environment	Area Support Team	May 2013	New allocation from 2013/14 Well being funding allocated to tasking teams.	Safer communities and cleaner/greener environments
Support the delivery of operation champion in Outer East with particular focus on Environmental Enforcement and PCSO's tackling issues such as dog fouling, untidy gardens, graffiti etc	West Yorks Police	Bi-monthly	Operations for 2013 planned.	Cleaner Street Better use of resources Integrated workforce working better with the local community through engagement and use of local intelligence.
Environmental Sub Group to meet 4 times a year to monitor Environmental Services Delegation and improve partner working.	Members / Area Support Team/ Sub Group attendees	Quarterly	2013/14 Service Level Agreement agreed July 2013. Group has now developed a problem solving approach looking to achieve a more efficient working process bringing direct benefits to the area.	Cleaner / greener environment Improved partnership working between partners
Ensure adequate grit bins are	Highways	Oct-March each	All grit bins funded to have	Safer highways and footpaths for

in place for severe weather conditions. Bins funded through Ward Based Initiatives but refilled from Well Being Budget. Additional bins provided in Whinmoor in 2013		year	maximum 3 re-fills per year. New high risk areas identified New bins installed in 2013/14: 1 in Colton 2 in Halton, 1 in Garforth 1 in Kippax, 3 Whinmoor and 2 more being progressed for Whinmoor.	residents / shoppers / traders.
Improve residential parking areas.	Highways	December 2013	Additional parking bays provided at Mill Green Gardens, Swarcliffe. This is the final stage of a scheme that started in 2010.	The parking bays will reduce traffic congestion in Swarcliffe making it a safer environment for drivers and pedestrians.
Improve areas of green space for local residents.	Parks & Countryside	Starts March 2014	Re model area of Osmondthorpe Lane which has been left overgrown and attracted ASB.	Green space for local community to use. Prevent ASB/nuisance/crime.
Objective 5 – Help support a strong network of community groups that are able to contribute to improving the environment of their neighbourhoods				
Provide skips for community clean up's	Area Support Team	April 2013	Funding allocated for skips from 2013/14 Well being budget. Budget now fully committed.	Cleaner/greener environment. Increase in community in community activity.
Support 'in bloom' and environmental groups through funding both large and small grants,.	Parks and Countryside Area Support Team	Ongoing	In Bloom Group now operational in Halton. Large projects include	Increase in local people involved in community activity and improving community cohesion. Aesthetical improvements to the

			Staites Riverside Sensory Garden in Allerton Bywater	environment.
Objective 6 – Residents in Outer East are safe and feel safe				
Neighbourhood Tasking Teams meet on 6 weekly basis to identify and address issues relating to crime and environmental issues.	Area Support Team WYP	April 2013	Tasking meetings arranged and new Well being funding allocations for 2013/14 agreed by Area Committee. Tasking process being given a complete review by the Police and Community Safety with AST input.	Safer communities Cleaner/greener environment
Support resident 'public reassurance' surveys	West Yorks Police	Bi annual April 2013 onwards	Information provided by AST regarding tasking priorities and outputs	Improve public satisfaction
Fund off road motorbikes in North East Division	West Yorks Police	May 2013	Outer East had highest arrest rate of the 4 areas in North East Division.	Safer communities Cleaner greener environment
Install traffic lights on Osmondthorpe Lane	Highways	May 2013	Project design completed Dec 2013 Work started Feb 2013	Safer Communities
Install a zebra crossing on Ninelands Lane, Garforth	Highways	May 2013	The equipment was installed as part of the 20mph speed restrictions scheme in July 2013	Safer Communities
Provide parking bays congested traffic areas of Swarcliffe	Highways	Mill Green Gardens scheduled for November 2013	Trial holes dug Consultation with local residents.	Improve parking for residents. Improve road safety for pedestrians.
Fund traffic calming	Highways	Oct 2013	Highways is continuing	Safer Communities

measures around Whitkirk Primary School			consideration of a way ahead – AST aiming for 2013 solution to this ongoing problem	NB. This project will not now happen.
Improve parking area at Austhorpe View shops	Highways	February 2014	Stop confrontation between shoppers, commuters and affected residents in the area.	Prevent unauthorised parking and support local businesses
Introduce a HGV ban on Coal Road/Redhall Lane/Skelton Lane	Highways	February 2014	Consultation started in February 2014 Scheme design to be in place within 3 months	This will restrict HGV's travelling through a residential area.
Objective 7 – Communities are empowered and engaged. People get on well together				
Hold 24 Community Forums per year to engage local residents of local issues and priorities.	Area Support Team	April 2013	Forum dates for 2013/14 agreed by Area Committee.	Increased number of residents engaged and contributing towards local decision making.
Provide support to a variety of community galas and events	Various	April 2013	Area Committee agreed Well being Funding to support community events including Garforth Gala and East Leeds Gala.	Increase in local people involved in community activities and improving community cohesion.
Support Kippax Parish Council to deliver a Neighbourhood Plan	Area Support Team Kippax Parish Council	From April 2012	Monthly meetings held with PC Chair City Conference held at civic Hall in November 2012. Funding of £20k confirmed to PC	Produce a neighbourhood plan that is supported by local people and include priority areas and buildings for investment.
Objective 8 – Have an asset base which is fit for purpose				

Review of operational asset base in Outer East	Asset Review Panel / Area Support Team / Asset and Property Management / Departments and Services	From June 2013	Regular meetings by Asset Review Panel to identify savings. Work with partner agencies and 3 rd sector to maximise usage of assets. Investigate options of community transfer where appropriate. Maximise investment in assets with long term future.	Reduce Asset base by 20% Reduced costs Make best use of resources Provide 'community hubs'
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Objective 9 – Implement Actions for Priority Neighbourhoods

Through Area Leads meetings establish projects that target priority neighbourhoods.	AST Area Leads Other partners	From mid - November 2013	Deliver priority projects in Neighbourhoods: <ul style="list-style-type: none"> • Winter warmth project • Potential for healthy living projects being considered 	Addressing very specific issues in neighbourhoods. Health projects include smoking cessation and tackling obesity.
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Best City For... Children & Young People

<i>What will the Area Committee do to address this priority?</i>	<i>Who will deliver this?</i>	<i>By When?</i>	<i>What progress has been made?</i>	<i>What was the impact?</i>
Objective 10 – Provide a range of positive activities for young people across the Outer East				
Provide funding to youth service to deliver positive activities during school holidays including confidence	LCC Youth Service	July 2013 through to Easter 2014	School holiday programmes planned that include confidence building, inter generation work and	Increased number of young people engaged in positive activities. Reduction in isolated young people.

building, arts & crafts, leisure			accredited qualifications.	
Fund 2 weeks of cricket coaching for youngsters aged 8 to 15 years during the summer holidays. Coaching by Yorkshire CCC	Yorkshire CCC	August 2013	2 weeks scheduled in August 2013	More children involved in sport and healthier lifestyles.
Support the Garforth Arts Festival 2013 which provides a range of artistic opportunities for young people living in Garforth, Kippax and outer villages.	Garforth Academy	July 2013	Event held in July 2013	Young people engaged in positive activities Reduction in isolated young people. Increased community cohesion.
Provide funding to support a Friday Night project for young people to Halton Moor & Osmondthorpe	Youth Service School Clusters	From April 2013	Project in place since December 2012.	Young people engaged in positive activities Reduction in isolated young people.
Improvements to existing children's playgrounds	Parks & Countryside	Early 2014	Barley Hill improvements planned for 2014	Improved facilities for young people.
Provide a wide and varied range of activities for young people from delegated children's fund.	Members / Area Support Team/Youth Service	From July 2013	Area Committee to establish Young Persons sub-group by October 2013. Young persons consultative group established February 2014. 8 applications approved from Activities Fund in Feb 2014.	Young people engaged in positive activities Reduction in isolated young people. Increased community cohesion. Varied and wide range of activities that support young people.
Make improvements to childrens parks and	Parks & Countryside	Throughout 2013/14	Refurbish Barley Hill Park (Garforth) and make	Children are active. Good quality facilities provided.

playgrounds in Outer East			improvements to Whinmoor Park	
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Best City For... Health & Wellbeing

<i>What will the Area Committee do to address this priority?</i>	<i>Who will deliver this?</i>	<i>By When?</i>	<i>What progress has been made?</i>	<i>What was the impact?</i>
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Objective 11 – Residents in Outer East are active and healthy

To establish at least 1 health and well being project in priority areas by the end of 2013/14	Public Health Partner agencies	By April 2014	In discussion with public health to identify priorities	Considering smoking cessation, obesity.
Young Sport Coaching Scholarship	LCC Sport & Active Lifestyle Project	From March 2013	Target to develop 10 new young sport leaders by end of 2013	More young people trained to coach in sport.

Objective 12 – Vulnerable members of the community are able to live independently at home for longer

Provide a gardening service for elderly and disabled.	Swarcliffe Good Neighbours	April 2013	Area Committee agreed £20,000 well being funding to support the scheme in 2013/14	Reduce isolation of elderly residents and contribute towards elderly people living independently.
Hold an annual event to celebrate the contribution older people make to our communities.	Area Support Team	September 2013	Area Committee agreed £4,000 Well being funding to support the week long event in 2013 to coincide with International Day of Older People on 1 st October.	Reduce isolation of elderly residents and contribute towards elderly people living independently.
Support Luncheon Clubs for elderly by providing a	Various independent	April 2013	Target some someone to be in post by September 2013.	Reduce isolation of elderly residents and contribute towards elderly

dedicated worker to support luncheon clubs. Provide funding for new equipment for luncheon clubs	luncheon clubs	Dec 2013	Cooker provided at Christ Church Cooking facilities provided at NET	people living independently. Improve service and attract new customers.
Provide DDA improvements to LCC assets that supports the independence of elderly residents.	Aire Valley Homes	2013	DDA Improvement to Primrose House sheltered housing complex, Swillington. The work is scheduled to be completed by the end of March.	Reduce isolation of elderly residents and contribute towards elderly people living independently.
Continue to service and support the Older Persons Sub Group	AST Partners	Ongoing	Already organised Older Persons week. Group to discuss projects that support older people and implement project work.	older persons week held with approx. 400 attendees. Reducing isolation of elderly Priority focus of group on fuel poverty and vulnerable elderly.
Provide winter warmth packs to elderly and vulnerable residents living in Outer East.	AST Housing Leeds HOPE, NOT, Cross Gates Good Neighbours, Swarcliffe Good Neighbours	January and February 2014	1400 packs distributed through older persons networks. Launch events held in Cross Gates, Swarcliffe, Halton Moor, Garforth and Kippax. Green doctors attended all events to advise on avoiding fuel poverty.	As well as providing practical support to the elderly this project has promoted the issue of avoiding fuel poverty and provided support and assistance to elderly residents.

2. Area Committee Lead Members

The Area Committee elected the following representatives:

- Lead Member for Children (including Corporate Carers' Group) – Cllr Debra Coupar
- Lead Member for Environment & Community Safety – Cllr Mary Harland
- Lead Member for Employment, Skills & Welfare – Cllr Judith Cummins
- Lead Member for Health, Wellbeing & Adult Social Care – Cllr Andrea McKenna

The following Ward Members were elected to represent Area Committee on these Boards or Sub-Groups

- (i) **Outer East Environmental sub-group** – Cllr Mary Harland (Chair), Cllr Pauleen Grahame, Cllr Andrea McKenna, Cllr Katherine Mitchell.

3. Community Engagement Framework 2013/14

(i) Community Forums

The Forums are held in all 4 Outer East wards and are chaired by a Ward Member from the respective Ward. The dates for 2013/14 are detailed below.

Forum	1 st Meeting	2 nd Meeting	3 rd Meeting	4 th Meeting
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Cross Gates	Wed 17 July	Wed 9 Oct	Wed 8 Jan 14	Wed 2 April
Garforth & Swillington	Tues 23 July	Tues 22 Oct	Tues 21 Jan	Tues 24 April
Halton	Thurs 18 July	Thurs 10 Oct	Thurs 16 Jan	Thurs 3 April
Halton Moor	Tues 16 July	Tues 8 Oct	Tues 14 Jan	Tues 1 April
Kippax & Methley	-	Wed 16 Oct	-	Wed 23 April
North Whinmoor	Mon 15 July	Mon 7 Oct	Thurs 16 Jan	Mon 14 April
Swarcliffe	Thurs 4 July	Wed 2 Oct	Wed 29 Jan 14	Wed 9 April

(ii) Older Persons Event Week

This was held from the 30th September to the 4th of October 2013 to coincide with the International Day of Older People on the 1st of October. A number of ideas were submitted at the 2012 event from comments cards and these were to be incorporated into the 2013 event.

Venues / days were as follows:

- **Monday – Great Preston Village Hall**
- **Tuesday – St Gregory’s Youth & Adult Centre, Swarcliffe**

- **Wednesday – Kippax Central**
- **Thursday – Christ Church, Halton**
- **Friday – Garforth NET**
- **An additional event was organised by HOPE**

The events engage with older people and celebrate their contributions to their communities. It is also an opportunity to make communities more cohesive through inter-generational work with local schools and groups. Added to that is the opportunity for service providers to engage with old people and provide support and information to them about the services they provide.

(iii) Support to galas/events

To date in the year 2013/14 Area Committee has or has committed to support the following:

- Garforth Arts Festival
- Swarcliffe Gala
- Garforth Gala
- East Leeds Fun Day (Halton Moor)
- Kippax Christmas lights
- Cross Gates Christmas lights
- Garforth Christmas lights
- Methley Christmas lights

(iv) Neighbourhood Planning

The village of Kippax is one of the four Neighbourhood Planning pilots in the city. An offer of support from the Area Support Team has been made and agreed with Kippax Parish Council. The support includes helping to advertise, organise and plan consultation events; help with recruitment; help with key sites and support regarding assets of community value where investment is recommended. Similar support will be extended to other areas in Outer East as required but the responsibility for the production of a neighbourhood plan lies with the Neighbourhood Forum.

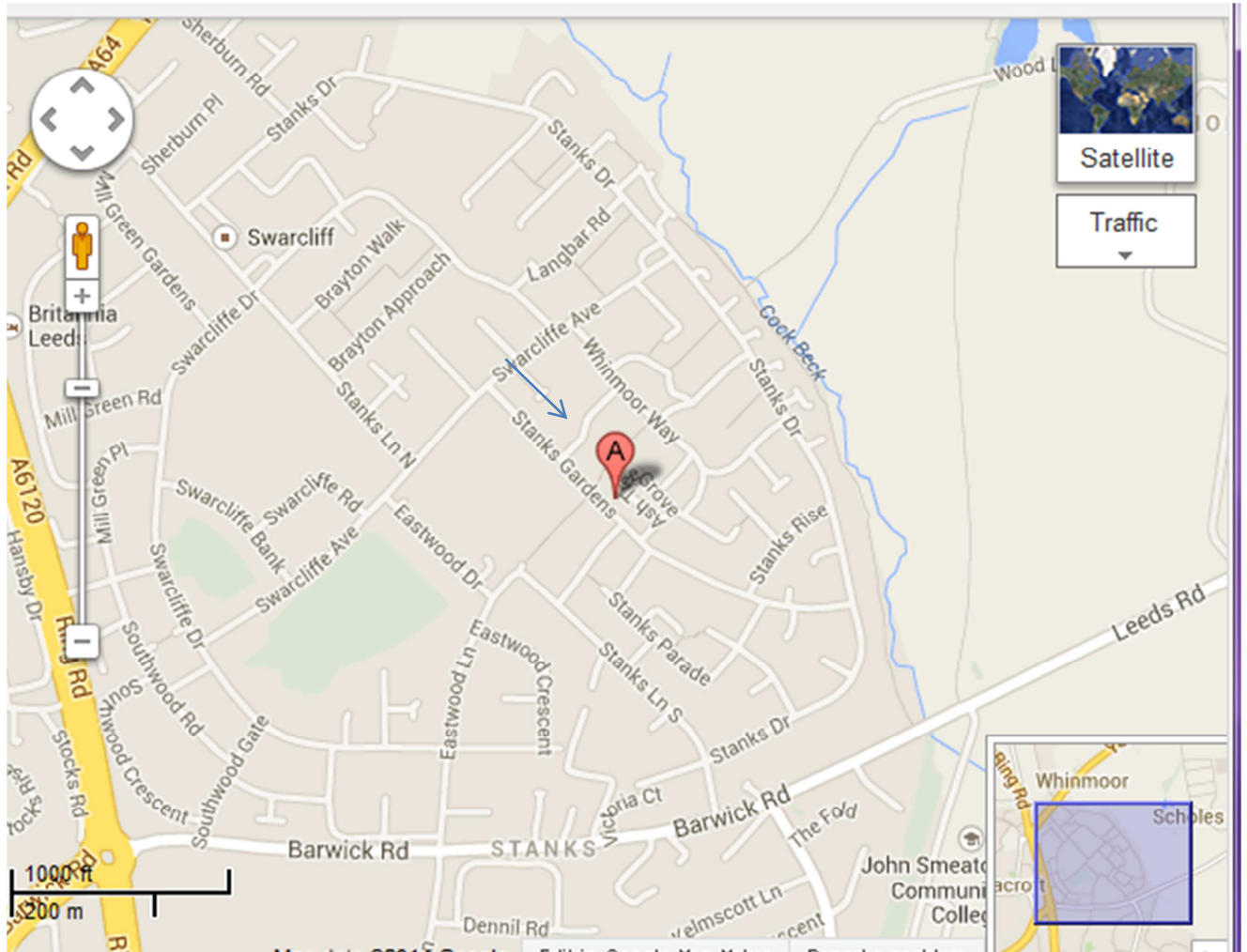
(vi) Citizens Panel

The Council is still recruiting to the citizen's panel with a target figure of 6,000 people.

Area Committee will receive regular updates on the feedback we get from the citizens panel on issues of local importance.

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St Gregory's Youth and Adult Centre Stanks Gardens Swarcliffe LS14 5LS



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