



WEST (OUTER) AREA COMMITTEE

**Meeting to be held in Pudsey Town Hall - Council Chambers on
Wednesday, 10th July, 2013 at 1.00 pm**

MEMBERSHIP

Councillors

| | |
|-------------|--------------------------|
| A Carter | - Calverley and Farsley; |
| J Marjoram | - Calverley and Farsley; |
| R Wood | - Calverley and Farsley; |
| M Coulson | - Pudsey; |
| J Jarosz | - Pudsey; |
| R Lewis | - Pudsey; |
| A Blackburn | - Farnley and Wortley; |
| D Blackburn | - Farnley and Wortley; |
| J Hardy | - Farnley and Wortley; |

**Agenda compiled by:
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**West North West Area Leader: Jane
Maxwell
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A G E N D A

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|---------|------|---------------|---|---------|
| 1 | | | <p style="text-align: center;"><u>PROCEDURAL BUSINESS</u></p> <p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting.)</p> | |
| 2 | | | <p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p> | |

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| 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>DECLARATION OF INTERESTS</p> <p>To declare any personal / prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p> | |
| 5 | | | <p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p> | |
| 6 | | | <p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p> | |
| 7 | | | <p>MINUTES -</p> <p>To confirm as a correct record the minutes of the meeting held on 17th May 2013.</p> | |

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| 8 | | | <p>DEPUTATION TO WEST (OUTER) AREA COMMITTEE: CONCERNS IN RESPECT OF PROPOSALS WHICH RELATE TO THE FUTURE OF MUSGRAVE COURT</p> <p>To receive a deputation in respect of concerns regarding proposals which relate to the future of Musgrave Court, Crawshaw Road, Pudsey. In line with Area Committee Procedure Rules 6.18 – 6.23, a deputation shall consist of at least 2 and no more than 5 people, and shall not be more than 5 minutes in duration.</p> | |
| 9 | | | <p>BETTER LIVES FOR PEOPLE OF LEEDS: CARE HOMES AND DAY SERVICES FOR OLDER PEOPLE</p> <p>To receive the report of the Director of Adult Social Services to consider the consultation process to implement the recommendations of the Executive Board on 15 February 2013. To suggest any specific local issues that will help plan for the future needs of older people and make a response as part of the consultation process agreed by Executive Board.</p> <p>(Report attached)</p> | 1 - 12 |
| 10 | | | <p>CO-OPTEES REPORT</p> <p>To receive a report of the Chief Officer (Democratic and Central Services) seeking the approval of the appointment of co-optees to the Area Committee for the remainder of the municipal year.</p> <p>(Report attached)</p> | 13 - 16 |
| 11 | | | <p>APPOINTMENT TO OUTSIDE BODIES</p> <p>To receive the report of the Chief Officer (Democratic and Central Services) outlining the Area Committee's role in relation to Elected Member Appointments to Outside Bodies and asks the Committee to determine the appointments to those organisations which fall to the Committee to make an appointment to.</p> <p>(Report attached)</p> | 17 - 30 |

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| 12 | | | <p>APPOINTMENT OF AREA LEAD MEMBERS, CLUSTER REPRESENTATIVES AND CORPORATE CARERS</p> <p>To receive a report of the Assistant Chief Executive (Citizens and Communities) inviting Area Committees to make appointments to Area Lead Member roles, Clusters and Corporate Carers Group for the next municipal year 2013-2014.</p> <p>(Report attached)</p> | 31 - 42 |
| 13 | | | <p>WEST AND NORTH WEST LOCALITY TEAM SERVICE LEVEL AGREEMENT AND PERFORMANCE SUMMARY</p> <p>To consider the report of the Locality Manager (West and North West Leeds) providing an update on performance against the SLA between Inner West Area Committee and the West-North West Environmental Locality Team.</p> <p>(Report attached)</p> | 43 - 68 |
| 14 | | | <p>INVESTING IN YOUNG PEOPLE: UPDATE OF THE FUTURE DIRECTION OF YOUTH SERVICES AND DELEGATED FUNCTIONS FOR AREA COMMITTEES</p> <p>To receive a report of the Director of Children's Services providing an update on the recommendations agreed at the Executive Board 13th March 2013. The report will inform and update area committees of their delegated responsibilities for Youth activity funding.</p> <p>(Report attached)</p> | 69 - 76 |

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| 15 | | | <p data-bbox="676 181 1366 286">CONSULTATION ON FURTHER PROPOSALS FOR PRIMARY SCHOOL PROVISION FOR SEPTEMBER 2015</p> <p data-bbox="676 331 1406 689">To receive a report of the Director of Children's Services to consider the information outlined in this report on the work being undertaken across the city to ensure the authority meets its statutory duty to ensure sufficiency of school places in the context of an increasing birth rate. This includes formal consultation on three proposals, for which members comments are sought, and an update on six proposals consulted upon in February and March 2013.</p> <p data-bbox="676 734 927 768">(Report attached)</p> | 77 - 82 |
| 16 | | | <p data-bbox="676 835 1153 869">COMMUNITY SAFETY REPORT</p> <p data-bbox="676 913 1385 1126">To receive a report of the Director of Environment and Housing to provide the West (Outer) Area Committee with information on crime trends, partnership initiatives and future joint projects between Leeds City Council and West Yorkshire Police in Outer West.</p> <p data-bbox="676 1171 927 1205">(Report attached)</p> | 83 - 92 |
| 17 | | | <p data-bbox="676 1272 1254 1305">WELLBEING FUND UPDATE REPORT</p> <p data-bbox="676 1350 1401 1485">To receive a report of the Assistant Chief Executive (Citizens and Communities) advising the Area Committee on the current position of the Outer West Wellbeing revenue budget.</p> <p data-bbox="676 1529 927 1563">(Report attached)</p> | 93 - 114 |

Report of the Director of Adult Social Services

Report to West (Outer) Area Committee

Date: 10 July 2013

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

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

Summary of main issues

1. This report outlines the Better Lives vision in which context a review of the council owned care homes and day centres has been completed and proposals developed that revise the current service model and, if implemented would lead to the decommission of one facility within this area.
2. This report follows the decision of the Executive Board in February 2013 to begin a period of statutory consultation on these proposals. It outlines the proposed option for the following care home in the outer west area that has been subject to consultation.
 - Musgrave Court, Pudsey Ward
3. This report describes the consultation process devised to seek the views of those older people currently living in the care homes, those receiving respite, day centre users, carers, relatives and staff who provide care and support.
4. In preparation for the submission of recommendations to Executive Board in September 2013, Members of the West (Outer) Area Committee are invited to highlight any specific local issues that will help plan for the future needs of older people and contribute to the proposals as part of the consultation process.

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

Recommendations

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

1. Purpose of this report

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

2. Background Information

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

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

and measured against the criteria agreed by Executive Board in December 2010 outlined in paragraph 2.1 above. It has been supplemented with further data on the over 75 population (current and projected), planned independent sector developments and health and income statistics to give a clearer picture of where demand for development of older peoples housing and care is most needed and also where adequate levels of provision of services are evident.

- 2.9. In addition to the option appraisal, a coordinated programme of activity has been taking place across the directorates of City Development, Adult Social Care and Environments and Neighbourhoods. This has aimed to analyse the demand and supply for older people's housing and identify solutions in the challenging context of the aging population, diverse needs and aspirations of older people.

3. Main issues

- 3.1. The country is faced with an increase in the proportion of older people in its population and a decrease in the amount of local government funding to support them. Older people tell us that they want to stay living in their own homes for as long as possible. The Leeds Housing Strategy for Older People supports this view, with one of the key aims to ensure 'greater numbers of older people are assisted to maintain independent living in safe and affordable housing'
- 3.2. Social care policy in recent years has also aimed to reduce the need for residential and nursing care through the stimulation of preventive services, the use of direct payments and personal budgets and other forms of community based support. A recent example of which is the success of the Leeds community based reablement service which forms part of the intermediate tier pathway. The reablement service incorporates Homecare Reablement (SkILs Team), an Outreach Service and Assistive Technology to provide older people with the opportunity to regain skills and confidence that may have been lost after a spell of ill health to remain independent in their own home.
- 3.3. The Department of Health National Framework aims to ensure fair, high quality, integrated health and social care services for older people by linking similar services supporting independence and promoting good health.
- 3.4. Against a backdrop of reducing government funding and increasing demand, Leeds Adult Social Care is faced with the challenge of how to facilitate greater choice for older people, improve standards, achieve better outcomes and meet the increasing aspirations of the citizens of Leeds. This requires a shift in current investment away from what might be regarded as "tired" or outmoded facilities with limited popularity coupled with services that limit choice towards reinvestment in new approaches, including personal budgets and integrated services.
- 3.5. For the past seven years Leeds has now seen year on year reductions in the numbers of weeks of care used by publicly funded individuals in long term residential and nursing care settings, almost certainly due to the success of community based interventions.

- 3.6. Although the demand for long term care homes may be decreasing there is continuing demand and a potential continuing role for the local authority in the provision of specialist care, provided in partnership with the NHS.

4. Better Lives for Older People: The Vision

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

5. Proposed Options

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

5.2. Musgrave Court

- 5.2.1. At its meeting on 15 February 2013, the Executive Board gave approval to begin formal statutory consultation on the proposal to close Musgrave Court

and transfer service users to other services of their choice already available in the area.

6. Consultation & Engagement

- 6.1. Detailed consultation on the proposal took place between 11 March and 3 June 2013 with those directly affected.
- 6.2. The whole consultation and engagement process, endorsed by the Executive Board, was aimed at seeking the views of those people currently living in residential care homes, respite users, day centre users, their carers, relatives and the staff who provide care and support. A consultation plan has been developed that incorporates the need to be mindful of engaging with older people who may be inevitably anxious about the proposals, particularly those with complex needs, such as those with dementia.
- 6.3. The consultation, undertaken in a 'person centred' way, involved talking directly to residents, day centre users, their families and carers about why the changes are being proposed and to ensure that the rationale behind the proposals is clearly understood.
- 6.4. A questionnaire, available in a range of formats was used to ensure consistency. The aim is to capture people's responses to the proposed changes and determine the impact on individuals. For people who are not able to make decisions for themselves, or have no relatives or friends to be present, steps were taken to ensure an independent advocate was present to ensure they were appropriately consulted and their views recorded.
- 6.5. **Staff**
 - 6.5.1. Formal consultation with staff has taken place. A questionnaire was approved by the Trade Unions and made available to all staff for completion. As part of the programme communications planned for staff, meetings took place throughout the consultation period to address employee matters, complete questionnaires and update staff on progress of the programme.
- 6.6. **Elected Members, Parish and Town Councils**
 - 6.6.1. A Cross Party Member Advisory Board, Chaired by the Executive Member for ASC has been established to provide an opportunity for councillors of all parties to discuss a shared interest in further improving services for older people.
 - 6.6.2. Steps have been taken to ensure that all elected members are kept fully informed on the proposed options. As a likely first point of contact for people directly affected a briefing note outlining the proposals was circulated to all 99 members in February 2013. In addition, Members in wards with facilities affected by the changes have been invited to attend individual briefings with senior managers in Adult Social Care.

6.6.3. **Members of Parliament**

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

6.7. **Consultation with Trade Unions**

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

7. Consultation Analysis and Evaluation

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

8. Better Lives for Older People: Progress in the outer west area

8.1. **Westholme**

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

| Alternative Provision | Number of residents |
|-------------------------------------|----------------------------|
| Rievaulx House | 13 |
| Knowle Manor | 3 |
| Moved to Scotland to be near family | 1 |
| Fairview | 1 |
| Simon Marks Court | 6 |
| Wood View Extra Care Housing | 1 |

- 8.1.2. Responding to people's wishes for alternative accommodation to be provided in the locality close to relatives and friends, negotiations took place between Adult Social Care and Meridian Housing to secure places at Rievaulx House. Thirteen places were secured to accommodate local people and ensure that friends could move together and remain in the neighbourhood. All residents were transferred to their new homes of choice by 22 December 2011.
- 8.1.3. A comprehensive review has been undertaken of the experience of residents affected by the closure of homes in Phase 1. Once explored, alternative residential provision was viewed positively and people were content to move and have settled well.

8.2. Older People's Housing and Care – Westholme site

- 8.2.1. On completion of the transfer of residents to alternative accommodation and following the handover to Corporate Property Management, Westholme was deemed surplus to requirements. Corporate Property Management obtained planning board approvals on 30 March 2012 for the demolition of the site. It is anticipated that demolition will take place between in September 2013.
- 8.2.2. The planning statement for the Westholme site is due to be signed off in June 2013. Planning developments preferred on the site will include residential, including Extra Care housing, dwelling houses as well as non-residential developments.

8.3. Staff

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

8.4. Savings

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

| | |
|---------------------|-----------------|
| Westholme | |
| Running cost saving | £999,400 |
| Re-provision costs | £829,900 |
| Net saving | £169,500 |

9. Corporate Considerations

9.1. Consultation and Engagement

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

9.2. Equality and Diversity / Cohesion and Integration

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

9.3. Council Policies and City Priorities

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

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

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

9.4. Resources and Value for Money

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

9.5. Legal Implications, Access to Information and Call In

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

9.6. Risk Management

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

10. Recommendations

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

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

11. Background Documents.

11.1. None.

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Report of the Chief Officer (Democratic and Central Services)

Report to West (Outer) Area Committee

Date: 10th July 2013

Subject: Appointment of Co-optees to Area Committees

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

Summary of main issues

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

Recommendations

2. The Area Committee is requested to approve the appointment of those co-optees named within the report for the remainder of the municipal year, in order to support the work of the Committee.

1 Purpose of this report

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

2 Background information

- 2.1 The Area Committee Procedure Rules state that each Area Committee may select up to five co-opted members to assist in the discharge of the Committee's role, in accordance with Article 10 of the Constitution.
- 2.2 Co-opted members may participate in the debate in the same way as Elected Members, but have no voting rights.
- 2.3 No co-opted member shall be appointed for a period beyond the next Annual Meeting of the Council.

3 Main issues

- 3.1 Nominations have been sought from Elected Members for co-optees to the West (Outer) Area Committee. The following nominations have been received:

- Rev Paul Ayres

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 This report provides Area Committee Members with the opportunity to formally consider the possible appointment of co-optees to the Committee for the remainder of the municipal year.
- 4.1.2 The provision of co-opted representatives on Area Committees enables representatives of the local community to engage in the Committee's decision making process.

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council policies and City Priorities

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

4.4 Resources and value for money

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

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

5 Conclusions

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

6 Recommendations

- 6.1 The Area Committee is requested to approve the appointment of those co-optees named within the report for the remainder of the municipal year, in order to support the work of the Committee.

7 Background documents¹

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

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

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Report of the Chief Officer (Democratic and Central Services)

Report to West (Outer) Area Committee

Date: 10th July 2013

Subject: Local Authority Appointments to Outside Bodies

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

Summary of main issues

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

Recommendations

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

1 Purpose of this report

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

2 Background information

- 2.1 In April 2004 Full Council agreed that in future, Elected Member appointments to Outside Bodies should be undertaken by a constituted body of Elected Members and that appointments to all outside bodies should, where appropriate, be made with due regard to proportionality within the law. Attached at Appendix 1 is the agreed Appointments to Outside Bodies Procedure Rules.

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

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

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

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

3 Main issues

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

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

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

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

4 Appointments 2013-2014

- 4.1 This year there are four appointments to be made in relation to the following organisations:-
- ALMO West Outer Area Panel
 - Borough of Pudsey Charity

4.2 The ALMO Area Panel has two main roles:

- Ensuring that the organisation is providing a good service to our customers; and
 - Delivering environmental and community safety schemes that benefit our customers.
- 4.3 By examining company performance and meeting with senior managers from West North West Homes Leeds, the Area Panels can tackle poor or underperforming areas of work or commend managers on good performance.
- 4.4 Each Area Panel will have a dedicated Partnership Development Officer whose role will be to support the panels and to represent the panels at the various meetings that currently exist in each of the four areas as well as developing new

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

partnerships to reflect the needs of the neighbourhoods and the priorities of the panels.

4.5 The Partnership Development Officers will also be responsible for identifying and developing customer led environmental and community safety schemes. This includes consulting with affected residents, identifying and applying for match funding, drawing up specifications liaising with contractors and ensuring contract delivery.

4.6 The panels have a wide responsibility that is set out in their Terms of Reference including:

- Business & Delivery Plans;
- Tenant Inspections;
- Performance;
- Tenant Participation;
- Tenancy Management;
- Repairs & Improvements;
- Lettings;
- Tenant Satisfaction;
- Staffing; and
- Service Development.

4.7 Although generally the panels will be monitoring and measuring the organisation's performance across these headings they will, in time, get involved in more detailed work such as:

- Consulting on contracts for Grounds Maintenance & Repairs;
- Recommending priorities for inclusion in Business Plan;
- Leading a tenant Inspection;
- Developing strategies for Hard to reach Groups;
- Be involved in deciding how to enforce tenancy conditions;
- Participating in contract evaluation;
- Making recommendations for Local Lettings Policies;
- Recommending changes in service delivery; and

- Getting involved in induction of new staff.

4.8 These are annual appointments, and the Council's current representatives, appointed last year by the Area Committee, are Councillors R Wood and R Lewis.

4.9 Borough of Pudsey Charity

The objects of this registered charity (No. 503570) are ' To invest the capital sum upon Trust and to invest the same and to apply the income therefrom and any other money or property received for the Trust for any charitable purposes directed wholly or mainly for the benefit of the community in Pudsey '.

The Council's current representatives, appointed by the Area Committee, are Councillors A Carter and R Lewis.

4.10 Area Lead Member Roles

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

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

5 Corporate Considerations

5.1 Consultation and Engagement

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

5.2 Equality and Diversity / Cohesion and Integration

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

5.3 Council policies and City Priorities

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

5.4 Resources and value for money

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

5.5 Legal Implications, Access to Information and Call In

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

5.6 Risk Management

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

6 Conclusions

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

7 Recommendations

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

8 Background documents³

8.1 There are no Background Documents associated with this report.

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

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

Body/Person with authority to
change the document

Full Council

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

1.0 Scope

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

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

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

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

3.0 Determination of how an Appointment should be made

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

4.0 The Appointment Procedure

Strategic and Key Partnerships

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

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

Appointments to Outside Bodies Procedure Rules

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

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

Community and Local Partnerships

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

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

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

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

Appointments to Outside Bodies Procedure Rules

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

Support for Elected Member Appointees To External Organisations

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

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

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

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

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Area Committee Appointments to Outside Bodies (Outer West)

| Outside Body | Charity / Trust | No of Places | Review Date | No of places to review | Current appointees | Cllr Y/N | Review Period | Group |
|---|-----------------|--------------|------------------|------------------------|--|-------------|--|-------------------|
| ALMO West Outer Area Panel | | 2 | Jul-13 Jul-13 | 1 1 | Rod Wood Richard Lewis | Y Y | Annual Annual | Con Lab |
| Borough Of Pudsey Charity | Yes | 2 | Jun-13 Jun-13 | 1 1 | Richard Lewis Andrew Carter | Y Y | 3 Years | Lab Con |
| Farsley Charity | Yes | 3 | | | Andrew Carter Joseph Marjoram Rod Wood | Y Y Y | Indefinite Indefinite Indefinite | Con Con Con |
| Calverley Charity | Yes | 2 | | | Joseph Marjoram Andrew Carter | Y Y | Indefinite Indefinite | Con Con |
| Joseph Lepton's Charity | Yes | 1 | Jun-16 | | Mick Coulson | Y | 5 Years | Lab |
| Thomas And Sarah Lund's Almshouse Trust | Yes | 2 | Jun-16 Jun-16 | | Richard Lewis Josephine Jarosz | Y Y | 4 Years 4 Years | Lab Lab |
| | | 12 | | 4 | | 12 | | |

Number of places 12
 Places held pending review 4
 Places currently filled beyond June 12 8
 Number of places to fill 4

Number of Members in the Committee Area 9

Percentage of Members on the Committee Notional Places Allocated

| | | | |
|----------------------|---|----|------|
| Labour | 4 | 44 | 5.33 |
| Liberal Democrat | 0 | 0 | 0.00 |
| Conservative | 3 | 33 | 4.00 |
| Green | 2 | 22 | 2.67 |
| <i>Other to list</i> | | | |
| Total | 9 | | 12 |

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Report of the Assistant Chief Executive (Citizens and Communities)

Report to West (Outer) Area Committee

Date: 10th July 2013

Subject: Wellbeing Fund Update Report

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

Summary of main issues

1. This report provides the West (Outer) Area Committee with an update on the budget position for the Wellbeing Fund for 2013/14, and notes those projects agreed for support from the Wellbeing Fund for 2013/14. the report also seeks the Committee's approval to decommission capital schemes from previous years that have not spent their full allocation.
2. The report also highlights the current position of the Small Grants and skips pots and those Small Grants and skips that have been approved since the last meeting.

Recommendations

The West (Outer) Area Committee is asked to:

- Note the current budget position for the Wellbeing Fund for 2013/14 (Appendix 1).
- Note the current position of the Small Grants and skips pots and consider those Small Grants and skips that have been received since the last meeting.
- Agree the proposal for a Business engagement related project (Appendix 5) as was requested at the April Area Committee and agree to approach Leeds Ahead with this proposal.

- Decommission the capital projects at 3.8 and note the new balance of the capital Wellbeing budget. Members are also asked to consider a capital project that has been received since the last Area Committee.
- Note and comment on information provided on Welfare Reform Project at 3.14 with additional suggestions and preferred projects for further investigation.

1 Purpose of this report

- 1.1 This report provides members with an update on the budget position for the Wellbeing Fund for 2013/14 and notes those projects agreed for support from the Wellbeing Fund for 2013/14. It also highlights the current position of the Small Grants and skips pots and those Small Grants and skips that have been received since the last meeting. The report also provides an update on the Wellbeing Capital review being carried out by the Area Support Team

2 Background information

- 2.1 Area Committees have a delegated responsibility for the allocation of Area Wellbeing Funding. The amount of Wellbeing funding provided to each committee is calculated using a formula agreed by Council taking into consideration both population and deprivation of an area.
- 2.2 The West (Outer) Area Committee seeks to ensure that Wellbeing funding is allocated in a fair and transparent way and that recipients are able to commence delivery of their projects as early as possible in the financial year. To facilitate this process, a commissioning round is held which required organisations to submit proposals for projects. Once the annual Wellbeing budgets are set by Executive Board and ratified by Full Council, the Area Committee meets to agree which projects would be supported in the year ahead. These projects are then monitored and assessed by the Area Committee throughout the year to ensure they are fully meeting their objectives.
- 2.3 In 2013/14, the West (Outer) Area Committee received a sum of £154,240 of Wellbeing revenue. After deducting any existing commitments and taking account of the 2012/13 carry forward position, the Area Committee had £154,899 of funding available for allocation. All of this funding was committed to 20 projects, as listed in **Appendix 1** (paragraph 1.2).
- 2.4 No additional Capital Wellbeing was allocated to the Area Committee in 2013/14.

3 Main issues

3.1 Wellbeing Budget Statement 2012 -13

- 3.2 The latest Wellbeing Budget Statement for 2013/14 is included as **Appendix 1** to this report. This sets out the current budget position for Wellbeing projects showing the amount approved by the Area Committee and the value of funds spent to date. The Wellbeing Budget statement also outlines the current budget position of those projects funded in previous years which still have funding left to spend.

3.3 Wellbeing Budget – Large Projects

- 3.4 The West (Outer) Area Committee agreed the allocation of its Wellbeing Budget for 2013/14 at the Area Committee meeting of 12th April 2013. The Committee agreed to support 19 projects however requested further information for the 'CCTV Maintenance' project. At its last meeting of 17th May the Area Committee

received a presentation from Leeds Watch who provided the Committee with information on the specific costs associated with CCTV camera provision. After receiving further information, the Area Committee agreed to fund the 'CCTV Maintenance' project.

3.5 Wellbeing Budget – Small Grants & Skips

3.6 **Table 1** below outlines those Small Grant applications that have been approved since the last Area Committee meeting and **Table 2** outlines applications received for consideration. **Table 3** outlines those skips that have been approved since the last meeting. Taking these into account, there is **£7,486** still available for allocation for Small Grants and Skips in the 2013/14 budget. The Area Committee are asked to note the current position of the budget and consider those grants that have recently been received.

Table 1: Small Grant Approvals

| Project Name | Organisation /Department | Amount Requested | Amount Approved |
|--|---|-------------------------|------------------------|
| Information Leaflet about reporting Nuisance Bike within communities | West Yorkshire Police | £ 250 | £250 |
| Cottingley Springs Engagement Day | Positive Activities For Young People (PAYP), Leeds Gate, Leeds City Council, West Yorkshire Police. (Out of Schools Activities) | £500 | £500.00 |
| Covert surveillance cameras | LCC WNW Locality Team | £490 | £490 |
| Pudsey Carnival 2013 | Pudsey Carnival Committee | £1000 | £1000 |

Table 2: Small Grant Applications Received

| Project Name | Organisation /Department | Amount Requested |
|--|-----------------------------------|-------------------------|
| Farsley Designated Public Order Signs | Leeds City Council | £360 (Appendix 2) |
| Employment, Learning & Advice community contact points | West North West Area Support Team | £300 (Appendix 3) |
| Community Engagement/ Dog Show Event/ Family Fun Day | West Yorkshire Police | £250 (Appendix 4) |

Table 3: Skip Approvals

| Location | Ward | Number of Skips | Amount Approved |
|---------------------|-------------|------------------------|------------------------|
| Crimbles allotments | Pudsey | 1 | £124 |

3.7 At its meeting of 12 April the Area Committee had agreed to set aside funding for a business engagement related project and for the Area Support Team to develop proposals. Councillor A Carter and Councillor Coulson were both invited to a meeting to participate in discussions on the establishment of the project. A proposal has been drafted for consideration by the Area Committee at Appendix 5. Following agreement the Area Committee is asked to consider approaching Leeds Ahead with this proposal.

Well-being Capital Budget audit

3.8 A review of the Area Committee’s capital budget has been carried out by the Area Support Team. A number of projects that received funding did not spend their full allocation and are listed below. The Area Committee is asked to decommission these projects and release the funding back into the Outer West capital Well-being pot.

2008/09 Lower Wortley Road Imp Scheme: £28,800
(01874/WEO/OZ8) These funds have been transferred back into the Wellbeing Capital parent account. No information on project completion and departments leading on project no longer exist.

2010/11 Pudsey Juniors - Tyersal Park: £5,000
(01874/WE0/OG2) Parks & Countryside Officers have confirmed no project was ever completed to their knowledge in Tyersal Park.

3.9 An overview of the capital projects that are being reviewed are listed at Appendix 6. There are a number of projects that are being considered for closing down and decommissioning however the Area Support Team require further information on these projects.

3.10 The Area Committee at its meeting on 25 March 2011 approved £12,851 capital funding to be put towards the refurbishment costs of the Pudsey Toilets. A further £3,700 capital funding was approved at its meeting on 8 July 2011 resulting in a total contribution of £16,551

3.11 After considering the funding set aside for the refurbishment of Pudsey Toilets, the new unallocated balance for Wellbeing Capital is £33,549. This balance is set to change once the review of Area Committee’s capital budget has been completed.

3.12 If capital projects are approved for decommissioning, an application has been received for a capital project which is listed at **Table 4**.

3.13 If approved the remaining balance for capital wellbeing will be £24,049

Table 4: Capital Project received

| Project Name | Organisation /Department | Amount Requested |
|--|---|-------------------------|
| Concert Room/ Youth Club, Flat Roof Repair | Tyersal Residents Association Community Centre | £9,500 (Appendix 7) |

Welfare Reform Project Update

3.14 Members agreed to allocate a sum of money to fund Welfare Reform projects, to support residents affected by the Welfare Reform changes. Some of the Welfare Reform changes have been implemented and partners have come together through the WNW Employability and Welfare Reform Workstream to consider areas of need for Outer West Area Committee. The following bullet points are a list of suggestions. We would welcome your feedback on these, any additional suggestions and your preferred projects for further investigation. Following a meeting with the Area Committee Chair, prior to this meeting, the intention is to arrange a scoping session with a number of Members from across the Outer West to scope up a number of projects to bring back to the September Area Committee.

- IT suites/ training
- Supplement Libraries Information Bus to support residents in areas where service accessibility is difficult
- Money management / Debt projects
- Illegal money lending projects/ campaigns
- Promotional Campaigns
- Credit Union Schemes
- Pop up benefits advice
- Establishing localised Clothing and Food Banks

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The Area Committee has previously been consulted on the projects detailed within the report. Local priorities are set through the Area Business Plan process and the commissioning round began with a communication to all Area Committee contacts.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 All Wellbeing funded projects are assessed in relation to Equality, Diversity, Cohesion and Integration. In addition, the Area Committee Wellbeing process is currently being reviewed citywide, which will include undertaking a new Equality Impact Assessment to ensure the Wellbeing process continues to comply with all relevant policies and legislation.

4.3 Council policies and City Priorities

4.3.1 Projects submitted to the Area Committee for Wellbeing funding are assessed to ensure that they are in line with Council and City priorities as set out in the following documents:

- Vision for Leeds
- Leeds Strategic Plan
- Health and Wellbeing City Priorities Plan

- Children and Young People's Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

4.4 Resources and value for money

- 4.4.1 Aligning the distribution of Area Committee Wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.
- 4.4.2 In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via Well Being budgets.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There are no legal implications or access to information issues. This report is not subject to call in.

4.6 Risk Management

- 4.6.1 Risk implications and mitigation are considered on all well-being applications. Projects are assessed to ensure that applicants are able to deliver the intended benefits.

5 Conclusions

- 5.1 The West (Outer) Area Committee Wellbeing Fund provides an important opportunity to support local organisations and drive forward improvements to services. This report provides members with an update on the Wellbeing programme for 2013-14.

6 Recommendations

- 6.1 The West (Outer) Area Committee is asked to:
- Note the current budget position for the Wellbeing Fund for 2013/14 (Appendix 1).
 - Note the current position of the Small Grants and skips pots and consider those Small Grants and skips that have been received since the last meeting.
 - Agree the proposal for a Business Management proposal (Appendix 5) as was requested at the March Area Committee and agree to approach Leeds Ahead with this proposal.
 - Decommission the capital projects at 3.8 and note the new balance of the capital Well-being budget. Members are also asked to consider a capital project that has been received since the last Area Committee.
 - Note and comment on information provided on Welfare Reform Project at 3.14 with additional suggestions and preferred projects for further investigation.

7 Background documents¹

- 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.

Appendix 3

Suggested Elected Member representation on cluster partnerships:

Cluster definitions:

Some clusters cross over area boundaries. Where this is the case, they are listed under more than one area and are highlighted below:

| East North East area | West North West area | South area |
|--|--|---|
| Alwoodley | Aireborough | Ardley and Tingley |
| CHES (Chapelton extended schools and services) | ACES (Armley cluster extended services) | JESS (Joint extended schools and services: Beeston Hill, Holbeck, Belle Isle and Hunslet) |
| EPOS (Elmete partnership of schools and services) | Bramley | Brigshaw Co-operative Trust |
| Inner East | ESNW (Extended services north west: Weetwood, Adel and Wharfedale) | Garforth |
| N.E.X.T. (North East Extended Together: Moortown and Roundhay) | Farnley | Beeston, Cottingley and Middleton |
| NEtWORKS (Meanwood and Chapel Allerton) | Horsforth | Seacroft Manston |
| Seacroft Manston | Inner NW Hub | Morley |
| | Pudsey | Rothwell |
| | Otley/Pool/Bramhope | Temple Newsam Learning Partnership |
| | Open XS (Hyde Park, Woodhouse and part of Headingley) | |

South East

| Cluster | Number of Elected Members suggested | Suggested Area Committee link | Suggested Ward link |
|---|-------------------------------------|---|--|
| Garforth | 1 | East (Outer) | 1 Garforth |
| Brigshaw Co-operative Trust | 1 | East (Outer) | Councillor Lewis – previously nominated by Member Management Committee as Trustee |
| Temple Newsam Learning Partnership | 2 | East (Outer) | 1 Full trustee member – Cllr Lyons previously nominated by MMC. 1 Associate trustee member – Vacant |
| Beeston and Cottingley and Middleton | 2 | South (Inner) | 1 Beeston and Holbeck 1 Middleton Park |
| Ardsley and Tingley | 2 | South (Outer) | 1 Ardsley and Robin Hood 1 Morley South |
| Morley | 2 | South (Outer) | 1 Morley North 1 Morley South |
| Rothwell | 2 | South (Outer) | 1 Rothwell 1 Ardsley and Robin Hood |
| JESS (Joint extended schools and services: Beeston Hill, Holbeck, Belle Isle and Hunslet) | 2 from | South (Inner) | 1 Beeston and Holbeck 1 City and Hunslet 1 Middleton Park |
| Seacroft Manston | 2 | East (Outer) <i>East (Inner) (NB ENE area)</i> | 1 Crossgates and Whinmoor <i>1 Seacroft and Killingbeck (NB ENE area)</i> |

West North West

| CLUSTER | NOS of ELECTED MEMBERS SUGGESTED | SUGGESTED AREA COMMITTEE LINK | SUGGESTED WARD LINK |
|--|---|--------------------------------------|--|
| Horsforth | 1 | North West (Outer) | Horsforth |
| ESNW (Extended services north west: Weetwood, Adel and Wharfedale) | 2 | North West (Outer) | 1 Adel and Wharfedale 1 Weetwood |
| Inner NW Hub | 2 from | North West (Inner) | Kirkstall Adel and Wharfedale Headingley |
| Open XS (Hyde Park, Woodhouse and part of Headingley) | 1 | North West (Inner) | 1 Hyde Park and Woodhouse |
| Aireborough | 2 | North West (Outer) | 1 Guiseley and Rawdon 1 Otley and Yeadon |
| Otley/Pool/Bramhope | 1 | North West (Outer) | Otley and Yeadon |
| Farnley | 1 | West (Outer) | Farnley and Wortley |
| Pudsey | 2 | West (Outer) | 1 Pudsey 1 Calverley |
| Bramley | 1 | West (Inner) | Bramley |
| ACES (Armley cluster extended services) | 1 | West (Inner) | Armley |

East North East

| CLUSTER | NOS of ELECTED MEMBERS SUGGESTED | SUGGESTED AREA COMMITTEE LINK | SUGGESTED WARD LINK |
|--|----------------------------------|--|---|
| Seacroft Manston | 2 | East (Inner) <i>East (Outer) (NB SE Area)</i> | 1 Seacroft and Killingbeck <i>1 Crossgates and Whinmoor (NB SE Area)</i> |
| Inner East | 2 | East (Inner) | 1 Burmantofts and Richmond Hill 1 Gipton and Harehills |
| CHESS (Chapeltown extended schools and services) | 2 | North East (Inner) | 1 Chapel Allerton 1 Gipton and Harehills |
| NEtWORKS (Meanwood and Chapel Allerton) | 1 | North East (Inner) | 1 Chapel Allerton |
| N.E.X.T. (North East Extended Together: Moortown and Roundhay) | 2 | North East (Inner) | 1 Roundhay 1 Moortown |
| Alwoodley | 1 | North East (Outer) | 1 Alwoodley |
| EPOS (Elmete partnership of schools and services) | 2 | North East (Outer) | 1 Harewood 1 Wetherby |



Report author: Jason Singh
Tel: 0113 378 2150

Report of Locality Manager (West and North West Leeds)

Report to West Leeds (Outer) Area Committee

Date: 10th July 2013

Subject: West and North West Locality Team Service Level Agreement and Performance Summary

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

Summary of main issues

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

Recommendations

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

1 Purpose of this report

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

2 Background information

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

3 Main issues

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

3.2 Summary of Performance against the 2012/13 SLA

- 3.2.1 The following section summarises headline performance against the service principles and priorities described in section 6 of the SLA and service activity as described in section 7 of the SLA.

Service Principles and Priorities - SLA Section 6

- 3.2.2 The service has been working to improve delivery outcomes across Outer west Leeds - in the last 12 months we have worked with numerous residents groups across both of the wards to trial different approaches to cleansing and enforcement.
- 3.2.3 We have now met with members and residents in the area and identified priorities for each ward which underpin the SLA - key areas of focus include more enforcement work on overgrown vegetation across the area, litter patrols and enforcement activity in the key private sector rented areas, bins on streets enforcement, bin-yard clearance and developing an approach to better managing bin-yards. priorities will be reviewed on an on-going basis via the areas committee general purposes sub-group.

- 3.2.4 The service is using area committee well-being commissioning funds to provide enhanced and targeted services across Outer west to fund CCTV cameras for surveillance in relation to fly-tipping and graffiti etc.

Enhanced Cleansing of Priority HRA Estates

- 3.2.5 In addition to the regular cleansing service outlined below we have now also recruited a dedicated temporary team to target the environmental conditions in priority housing estates in Inner and Outer west - these include: The Clydes/ New Wortley; The Gambles and Heights; The Bawns, and, The Broadleas.

We have now developed an initial programme of environmental works for the additional team in the above estates which includes regular and enhanced:

- Graffiti removal
- Cutting Back Work
- Road and Pavement Cleansing
- In-depth de-littering
- Ginnell/ Green-space/ Binyard cleansing
- Fly-tipping removal, and,
- Enhanced Environmental Enforcement and preventative interventions

- 3.2.6 The team consists of 3 staff working Monday to Friday) with a 3.5 tonne vehicle. We are also recruiting to a dedicated enforcement officer position to work along side the cleansing team and support their work - we will have these posts in operation by the end of June. This work will also include improving understanding of what resources are currently being deployed into the above neighbourhoods by the ALMO, Parks & Countryside and the Grounds Maintenance contractor in order to ensure different parts of the Councils environmental services operations are sharing common priorities though joint tasking.

Working With Key Partners:

- 3.2.7 We have also developed approaches to better joint working and service delivery with the ALMO and Parks & Countryside and have supported residents forums such as the Pudsey and Tyersal Forums or New Farnley Vision Group, to better influence the service and the deployment of team resources. We have also been working to support key crime and grime tasking meetings in Outer west focussed on partnership working with the police and crime reduction agencies.

Service Activity - SLA Section 7

- 3.2.8 Between 1st June 2012 and 27th May 2013 there were **1,451** requests for service emanating from the Area Committee area. Of these, 612 were for Farnley & Wortley Ward, 425 for Pudsey Ward and 412 for Calverley & Farsley ward. The largest volumes of service requests across all three wards were for fly-tipping, gully cleansing, followed by graffiti (either removal or enforcement), over-grown vegetation, and dog fouling.
- 3.2.9 In the same period the Locality Team served **52** legal notices across the area - mainly for fly-tipping, over-grown vegetation and bins on streets. **3** FPN's were also issued in the same period.
- 3.2.10 Covert CCTV funded by Area Committees will also be in place shortly and used across the wedge area to further support enforcement and prosecutions.
- 3.2.11 A restructure of the enforcement and cleansing supervision part of the Team has taken place and been delivered. This restructure has allowed 12 more flexible, outcome focussed enforcement roles to be established. We have also enhanced the capacity of cleansing

supervision by recruiting a resource and caseworker supervisor to support the two shift supervisors. The gully cleansing service has successfully been integrated into Locality Teams resulting in a more responsive service to local needs. However, further work is required to deliver the necessary improvements to this service area.

Education and Enforcement:

3.2.12 Enforcement work and dog-control work continues to be provided Monday to Friday from 7am to 7pm – evening/ early morning and weekend work is provided by prior arrangement. The majority of enforcement work in Outer west involves responding to requests to service via the contact centre or increasingly from residents and ward members directly.

3.2.13 Key local enforcement priorities have now been identified by ward members, team members and residents. Resources are now being allocated to supporting enhanced enforcement work on these priorities which include:

- Work with the High Schools on littering education,
- Dog fouling awareness and control audits particularly around key parks in all three wards
- Grass verge enforcement policy development,
- Bin-yard cleanliness and control
- Overgrown vegetation,
- Bins on streets,
- Better signs and deterrent to dog-fouling,
- Priority ginnel clean-up and enforcement plan,
- Environmental audits and litter/ dog-fouling patrols,
- Fly-tipping and garden waste on the Bawn Estate
- Bins on streets on the Roseneaths
- Littering on Tong Road and in Pudsey and Farsley Town Centre
- Vehicles for sale on the ring road

3.2.14 The service has delivered a major clean-up scheme in the Wellstones and surrounding areas. It has also worked to raise awareness of problems associated with dog-fouling in across the area and is actively monitoring for dog-fouling.

Cleansing:

3.2.15 **Mechanical Path and Road Sweeping-** The reliability of mechanical cleaning services has improved across the last three reported periods (since August 2012). Whilst snow and ice impacted on the last period's performance, when this is removed, we have improved on the proportions of routes delivered as scheduled. The delivery of manual cleansing as per the schedule has not improved however and further work is required to improve our cover and holiday arrangements to better maintain services when staff are absent. In Outer west we continue to provide daily, weekly, 3 weekly and 12 weekly mechanical sweeping across the four wards - work cycles are based on an 8-day week - this enables an extra day of 'spare' capacity to be programmed in which allows the service to recover days lost due to leave, sickness or vehicle breakdown.

3.2.16 **Manual Litter Picking** - continues to be undertaken on pre-set routes - there are currently 3 manual litter pickers covering neighbourhoods in Outer west each day of the week- a number of litter picking routes have been altered and diverted across the area due to member and resident feedback.

3.2.17 **Litter Bins** - are currently emptied and the immediate vicinity checked for cleanliness by one of the teams litter-bin crews. We continue to meet the SLA commitment that all bins

will be emptied without any over-flowing and that frequencies of visits will be adjusted to ensure this commitment is met.

- 3.2.18 Over the last year **28** additional litter bins have been installed across the area - further new/ replacement bins will be installed over the next 6 months.
- 3.2.19 **Fly-tipping, Hotspot and Bulky Item Teams** - the service continues to deploy its dedicated fly-tipping crews across 7 days. The crews work largely on reactive basis following requests for service from the contact centre or increasingly from residents and member directly -they also monitor and clean regular hot-spot areas proactively such as Woodhall Road, Gibraltar Road, Priesthorpe Road, Calverley Bridge, Troydale Lane, Green Lane and Pipe & Nook Lane. These crews have been successfully used in a flexible way to meet SLA commitments across Outer West ,for example, the crews are now able to support to the leaf-clearance programme across the area as well as being equipped to cut back and remove over-grown vegetation which is an SLA priority. These crews are also used across the area to support additional clean-ups and ginnel clearance activity.
- 3.2.20 **Gullys** - we continue the service the circa 52,000 gully's across WNW Leeds using 2 dedicated crews over 7 days. The crews work on a ward programme basis in the following order: Pudsey, Armley, Bramley Farnley & Wortley, Bramley & Stanningley, Calverley & Farsely, Guiseley and Rawdon, Otley & Yeadon, Kirkstall, Horsforth, Adel & Wharfedale, Weetwood - they are currently working in Guiseley & Rawdon and it is anticipated that each ward can take up to six weeks to complete - one of the 7 days is used for member/ referral reactive activity across WNW. The programmed work is supported by a city-wide wet-spot team which covers known flood/ wet-spot areas and all beanie-blocks. Over the last 6 months we have worked with highways to develop protocols around reporting and mapping collapsed gully's across Outer West and have identified priorities for capital spend to repair key gullies. In terms of programmed cleansing the gully's in Pudsey were cleaned 12 months ago in July 2012, Calverley & Farsley gully's were last cleaned in September, 2011, and Farnley & Wortley gully's were last cleaned in June 2011. It is currently taking approximately 24 months to revisit each ward for programmed cleansing.
- 3.2.21 **Graffiti Removal** - the team currently manages the city-wide graffiti team – we have 2 crews working 7 days a week across the city - we aim to remove all offensive graffiti within 24 hours of receiving reports. The team are also deployed to proactively remove graffiti in known hot-spot locations.
- 3.2.22 **Bush & Ginnel Team** - a number of referrals for each of the wards have been made for to the bush and ginnel team - these form part of the on-going ginnel cleansing work via ward member and sub-group meeting - the locality team now visits key ginnels for cleansing purposes across Outer west and work with Parks & Countryside, West North-West Homes and the Bush and Ginnel Team to cut-back overgrown vegetation in ginnels. Priority Ginnels include:

Calverley & Farsley:

- Priesthorpe / Cote Lane
- Springbank Avenue To Farsley Town Street
- Thornhill Street To Carr Road.
- Thornbury Barrack Underpass
- The Underpass Between Surrey Grove And Owlcotes
- From Asda To New Pudsey Square/ Old Road

Farnley & Wortley:

- Cobden Road.
- Greenhill Lane To Benson Gardens.

- Greenthorpe Hill To Greenthorpe Street.
- Dixon Lane To Highfield Avenue.

Pudsey:

- The Lanes To Richardshaw Road.
- Crawshaw Park To Crawshaw Road.
- Tofts Road To Lower Tofts Road.
- Morrfield Gardens To Windmill Hill.
- Tyersal Road To Tyersal Court.
- Tyersal Road To Tyersal Terrace.

3.2.23 **Needle Team** - we continue to make referrals for needle removals across Outer west to the city-wide needle team.

Service Outcomes - SLA Section 8

3.2.24 The overall measure of cleanliness across the city has improved from 85.9% of sites which were acceptably clean in 2011/12 to 92.0% of sites in 2012/13.

3.2.25 West and North West Locality Team had a budget of £2,773,210 in 2012/13. At year end the service was £67,654 overspent (2.4%). This overspend included a £50,000 identified saving from integration with Parks and Countryside which did not have any identified actions to deliver. The remainder of the over spend was mainly attributable to cover for TU reps on full-time convenor duties.

3.2.26 The net managed budget for 2013/14 is **£2,808,110** and is detailed at Appendix C.

3.2.27 Sickness levels within the service are a continued focus. During 2012/13 West-North West Locality Team staff were on average absent for 16 days per FTE. Whilst we do not have a comparative figure for the team during 2011/12 overall sickness across the whole of citywide cleansing and enforcement has improved from 12.73 days per FTE in 2011/12 to 11.76 days per FTE in 2012/13. The above figures for WNW reflect that fact that there have been had a number of staff on long term sickness whose attendance is being managed in accordance with the Councils managing attendance policy.

3.3 SLA for 2013/14

3.3.1 The SLA for 2013/14 can be found at Appendix A - changes and additions for the year ahead include:

- a) A commitment to agree and regularly inspect priority "sites of concern" in each ward (e.g. ginnels, bottle banks, gullies, laybys, pockets of land).
- b) A programme to be developed to tackle priority sites and problematic arterial routes in each ward that are prone to litter accumulating between the end of the cutting season and beginning of the next (and therefore do not get litter picked by the grounds maintenance contractor in this period).
- c) A menu of additional chargeable services for Members to consider commissioning extra local, targeted provision.

3.3.2 In addition to the service delivery commitments made in the SLA, it is proposed that we also introduce a commitment to support, advise and bring forward local solutions with colleagues in Waste Management Services; using the Area Committee to involve Members and provide greater local accountability and understanding. In Outer west this will be focused on:

- a) where local issues impact on the delivery of a safe, efficient and reliable waste collection service – for example access problems causing “missed” collections,
- b) Developing a menu of domestic waste solutions for areas which will not receive increased recycling services through Alternate Week Collections (AWC), and,
- c) Providing performance information relating to recycling rates across the Area Committee to help identify where there are opportunities to further support and improve recycling by residents and reduce the amount of waste sent to landfill.

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

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

3.3.4 The staffing structure for the West-North West locality team can be found at Appendix B.

3.3.5 The budget available to the Locality Manager to deliver SLA's to the four West-North West area committees can be found at Appendix C.

3.3.6 Local variations to the above basis for the delivery of the service can be negotiated as part of the SLA as an agreed additional, bespoke service, paid for from Wellbeing budget for example – a schedule of costs can be found at Appendix D.

3.4 Equality and Diversity / Cohesion and Integration

3.4.4 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.

3.5 Council Policies and City Priorities

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

3.6 Resources and Value for Money

3.6.4 The SLA is transparent about the level of resources available to deliver services within the WNW Locality area over the period. The level of resources within WNW Locality remains broadly as per the levels during 2012/13 municipal year. Further discussions will take place

about resource allocation and deployment at Area Committee, Locality Team and citywide levels.

3.7 Legal Implications, Access to Information and Call In

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

3.8 Risk Management

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

4 Conclusions

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

5 Recommendations

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

6 Background documents

- 6.1 Leeds City Council Constitution.
- 6.2 Report: Delegation of Environmental Services – Service Level Agreement, to Area Committee June 2012.
- 6.3 Report: WNW Locality Team Service Level Agreement Performance Update, to Area Committee: December 2012.

**Services Level Agreement
Delegation of Environmental Services**

1 Parties

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

2 Period of the agreement

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

3 Purpose of the agreement

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

4 Scope of services covered by the agreement

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

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

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

- **Regulatory environmental services -**

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

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

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

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

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

4.4 The staffing structure of the West-North West Locality Team is provided in appendix B. The budget currently available to the Locality Manager to deliver service commitments made in the SLAs for the four Area Committees in WNW area is provided in appendix C.

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

5 Roles & responsibilities

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

Elected Members

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

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

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

(d) Outer West Environmental Sub-group: To receive regular (minimum quarterly) reports on the delegated services and closely monitor the performance and outcomes of the SLA. To consider in-year variations to the SLA, where necessary making recommendations to the Area Committee for the Locality Manager to implement. To undertake an annual review of the SLA and the development of a new SLA for 2013/14. To monitor and make recommendations on equality, diversity, community cohesion and community safety matters in relation to the delegation of environmental services.

Environmental Locality Manager (Jason Singh)

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

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

6 Service principles and priorities

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

(a) Outcome focused:

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

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

(b) Responsive to local needs:

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

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

(c) Common sense approach:

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

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

The service will work with the Police and other agencies as part of a multi-agency approach and contribute towards tackling problems identified in agreed priority neighbourhoods. We will target our enforcement resources and activities to deal with areas and issues of priority in each ward. These will be constantly reviewed at sub-group and via ward member meetings.

We will lead discussions with the Police in the IW area, take a lead on environmental crime and antisocial behaviour issues and make sure coordinated action is being taken to deal with environmental problems.

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

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

(e) Supporting community action:

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

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

(f) Education and Enforcement:

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

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

(g) Working with the ALMO, Registered Social Landlords (RSLs), Parks and Countryside and other partners to deliver more effectively:

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

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

(h) Planning for seasonal and annual events:

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

A forward programme of seasonal and other events will be developed and agreed through IW General Purposes Committee.

7 Service activity

7.1 The WNW Locality Team, via this SLA, undertakes to provide the following services to the OW wards of Calverley & Farsley, Farnley & Wortley and Pudsey determined by the Committee and statutory obligations placed upon the Council. Activity type is split between programmed and reactive service provision, with activity detailed separately below for each service.

7.2 Street Cleansing Functions

(a) Mechanical Path & Road Sweeping

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

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

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

(b) Manual Litter Picking

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

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

(c) Litter Bins

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

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

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

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

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

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

(d) Flytipping and 'hot-spot' work

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

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

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

(e) Ginnel cleaning

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

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

(f) Gully Cleansing

The service operates a dedicated gully tanker supported by another two operating in the city centre and on city wide wet spots which need servicing more frequently. The frequency of gully cleansing varies 18 - 24 months. The service operates on a cyclical ward by ward basis with gullies being serviced 7 days a week across two shifts. In WNW there is an element of the 7 day working week set-aside for reactive work usually 1 day. Currently the frequency is largely determined by sheer capacity to get round the 50,000 gullies in the area (given constraints on cover budgets).

7.3 Environmental Regulation including dog warden service

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

The majority of work undertaken by the Regulatory team involves responding to requests for service made by members of the public, via the Council's contact centre, or ward Members. Responding to these issues takes up approximately 80% of the time available within the team. On this basis the Area Committee is currently able to direct approximately 20% to be used best to fit with local priorities.

The Sub-group, along with ward based discussions, will be used to set priorities and direct regulatory resources to areas and issues of greatest need. Each ward has dedicated hours of patrol resources to be prioritised and directed by ward members at a local level.

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

7.4 Responding to urgent issues

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

7.5 Additional Chargeable Services

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

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

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

8 Service outcomes

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

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

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

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

9 Community Engagement

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

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

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

10 Accountability

- 10.1 The Environmental Locality Manager will be accountable to the Area Committee for the delivery of services as laid out in the SLA.
- 10.2 The Area Committee will be accountable to Executive Board for the achievement of service outcomes and the local execution of Executive Board policies on environmental quality.
- 10.3 As concurrent delegated authority exists with the Director of Environment & Neighbourhoods and Chief Environmental Services Officer, these positions will remain accountable to the Executive Board for the effective and efficient delivery of environmental services and related decisions.
- 10.4 Ultimately, however as an Executive Function, the Executive Board of Leeds City Council will remain accountable for delivery of environmental services to the residents of Leeds.

11 Reporting & performance monitoring

- 11.1 Environmental Sub-group
Regular (minimum quarterly) service activity reports will be submitted by the Environmental Locality Manager to the Outer IW General Purposes Committee, for consideration. Through the Committee, the report will be used to identify changes in issues and priorities, and therefore help guide service delivery over the following quarter(s).
- 11.2 Area Committee
Twice yearly performance monitoring reports will be submitted by the Environmental Locality Manager to the Area Committee for consideration. The report will detail the performance against service outcomes and the execution of Executive Board policy locally.
- 11.3 Executive Board
An annual report will be submitted by the Area Committee to Executive Board, detailing the performance against service outcomes and the execution of Executive Board policy locally.

12 Review process

- 12.1 The Agreement will be reviewed on an annual basis, to inform the production and approval of subsequent Agreements. The review will be undertaken in line with the corporate budget cycle and review process, to ensure that consideration is given to changes in budget allocation and corporate priorities.
- 12.2 The review process will be undertaken jointly with officers of the service and all, or nominated Members from the Area Committee.

- 12.3 The review process will commence in the October to December 2013 quarter and completed in the January to March 2014 quarter. Proposed updates to the service principles and priorities will be presented at the last Area Committee meeting of the municipal year (March/April) so that a full, revised SLA for 2014/15 can then be worked up to also incorporate any service activity changes required. Also provided will be the second service monitoring report outlining performance against the current year's agreement.
- 12.4 The new SLA for the 2014/15 municipal year will be formally approved by the Area Committee at its first meeting of that municipal year (June/July 2014).
- 12.5 Simple "in-year" changes to how an element of the service is organised and delivered in wards can be agreed outside of any formal review process of the Agreement between ward members and the Locality Manager. Providing the change can be met from within existing capacity in that ward. For example, the additional/amendments of litter bins locations, minor revisions to mechanical and manual sweeping routes/frequencies and agreeing localised enforcement priorities.
- 12.6 Where requested ward changes would have an impact on the service capacity across the Area Committee, the Environmental Sub-group would consider the matter and if necessary refer to the Area Committee for a decision.
- 12.7 Where requested changes to service delivery within an Area Committee would have an impact on capacity across the Locality, initial discussions would be held between Area Committee Chairs to agree the best way forward. If agreement can not be reached the current SLA arrangement would stand.
- 12.6 Both parties can request re-negotiation of the contents of the agreement in the event of changes to local need or preferences, service demand or citywide policy in respect of environmental cleanliness/services. Any requests will need to be formalised through either an Area Committee meeting or the Environmental Sub-group, whichever is deemed most appropriate. Should urgent changes to service delivery be required, then under the Council's scheme of delegated authority, the Environmental Locality Manager will have the power to approve and implement such changes.

13 Resolving Disagreements

- 13.1 The Area Committee Procedure Rules in the Council's constitution set out the ultimate procedure to follow in the event of a fundamental disagreement between the Area Committee, and the service.
- 13.2 In general, it is expected that all parties will try to resolve a dispute locally in the first instance. If necessary this would involve the Area Leader, particularly where it is felt the dispute/potential solution necessitated influence elsewhere in the Council.

- 13.3 Where a mutually acceptable resolution cannot be reached, the matter will be referred to the Director of Environment & Neighbourhoods and/or the Executive Member for Environmental Services. Both have the right to refer the matter to the Executive Board for consideration. In instances where the dispute has an impact on service delivery, the Director of Environment & Neighbourhoods shall have the right to implement a temporary solution, pending Executive Board consideration of the disputed issue.
- 13.4 Where disagreements arise over decisions made by the Area Committee or the Director of Environment & Neighbourhoods, then the Area Committee Procedure Rules of the Constitution will be followed.

14 Confidentiality & Legal Requirements

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

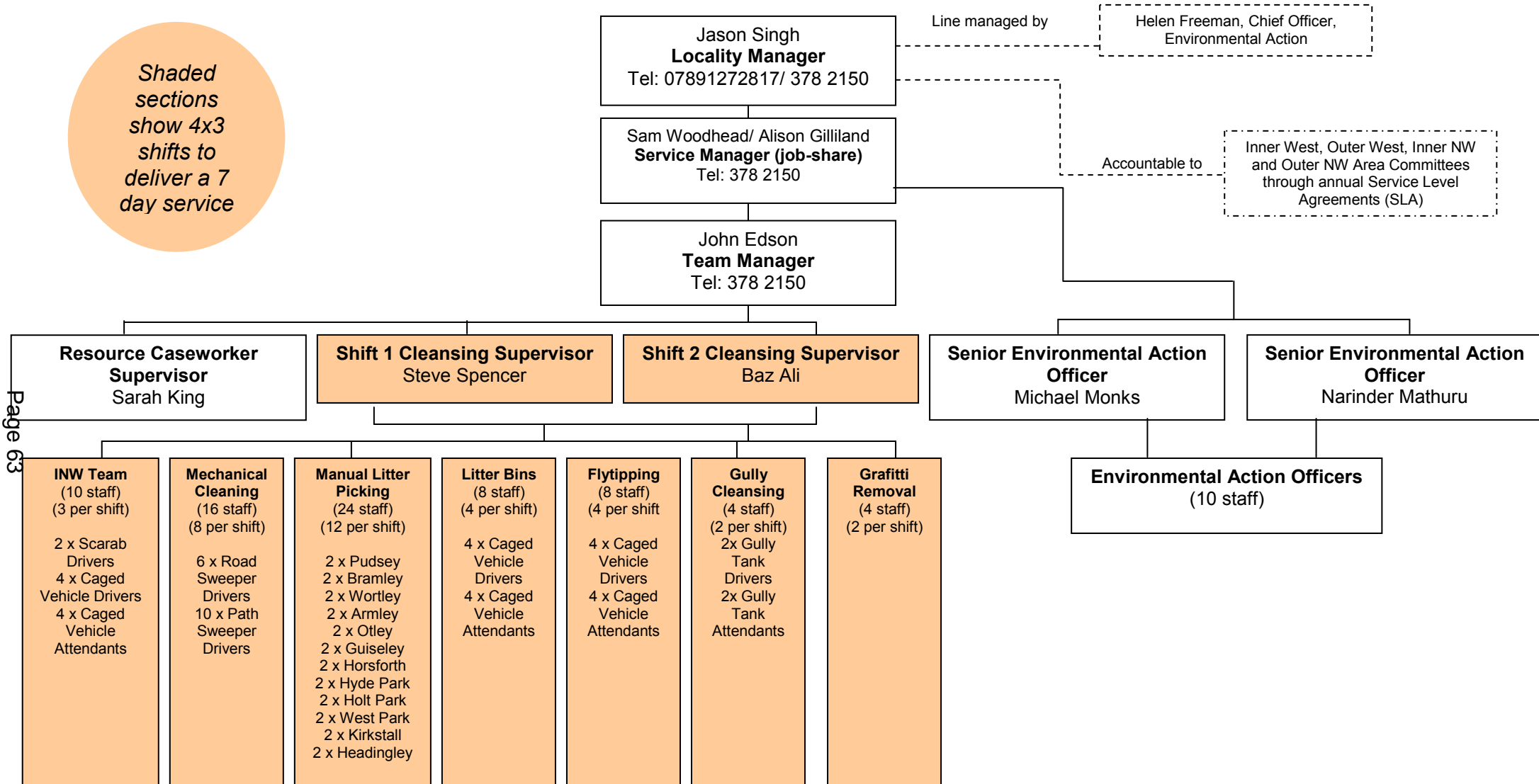
Signed:.....
Date:

Signed:.....
Date:

Appendix B

Environmental Services - West North West Locality Team

Shaded sections show 4x3 shifts to deliver a 7 day service



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WNW Locality Team - Budget for 2013/14

Appendix C

| Budget Heading | £ | |
|------------------------------------|------------------|---|
| Staff Functions | - 0 | What this pays for |
| Management & Support | 164,120 | Locality Manager, Service and Team Managers |
| Supervisors | 95,315 | 2 Supervisors working shifts to cover the 7 day/wk service plus 1 supervisor support |
| Bulk/Fly tipping team | 164,460 | 4 drivers and 4 street attendants working shifts to deliver a 7 day/wk service |
| Pathsweepers | 219,950 | 10 drivers working shifts to deliver a 7 day/wk service |
| Roadsweepers | 87,960 | 4 drivers working shifts to deliver a 7 day/wk service |
| Litter bins emptying | 167,285 | 4 drivers and 4 street attendants working shifts to deliver a 7 day/wk service |
| Street Litter | 449,675 | 24 street attendants working shifts to deliver a 7 day/wk service |
| Headingley cleansing | 213,055 | 6 drivers and 4 street attendants working shifts to deliver a 7 day/wk service |
| Environmental Health & Technical | 70,570 | 2 Senior Environmental Action Officer |
| Community Enforcement Staff | 291,010 | 10 Environmental Action Officer |
| Overtime | 143,050 | }operational cover |
| Supply (Agency) | 27,690 | |
| Pension costs | 7,980 | |
| Insurance, training & travel | 9,810 | |
| | 2,111,930 | |
| Premises Costs | 20,110 | Incl. £5k Works in default (recovered by income) |
| Supplies and Services | 107,790 | Operational materials/equipment |
| Fleet & Transport Costs | | Contract hire of 5 x pathsweepers, 1 x enforcement van, 1 x headingley Scarab, 2 x roadsweepers, 1 x deleafing vehicle & 1 x bulk motor |
| Fleet Hire | 280,530 | } Running costs for 5 x pathsweepers, 1 x enforcement van, 1 x headingley Scarab, 2 x roadsweepers, 1 x deleafing vehicle & 1 x bulk motor, 2x Caged tippers, 4x Tipper, 1x Supervisor van & 1x Enforcement van |
| Leasing costs | 30,880 | |
| Maintenance/repairs | 81,920 | |
| Fuel | 161,730 | |
| Vehicle insurance | 4,870 | |
| Staff travel | 32,650 | |
| | 592,580 | |
| Legal Costs | 17,840 | Cost of prosecutions and advice |
| Support Costs - HRA | 7,660 | |
| Prudential Borrowing costs | 10,000 | Financing costs of Bin replacement |
| TOTAL EXPENDITURE | 2,867,910 | |
| INCOME | - 11,000 | Ad hoc cleansing, Court Costs and recovery of 'Works in Default' |
| SUB TOTAL | 2,856,910 | |
| Targeted efficiency | - 48,800 | Transfer of Estate Caretakers (33k) and ELI target /line by line (16k) |
| NET BUDGET | 2,808,110 | |

| What is NOT included: |
|--|
| There are a number of elements of the overall delegation that will continue to be managed and budgeted for at a city level. These are: |
| Dog Warden Service |
| Graffiti team |
| Weedspraying |
| Disposal cost of street waste |
| Past pension costs |

| Planned to be delegation |
|--|
| Master Key Fuel (further work) £44k |
| FPN income (£84k) (change in current system / ICT) |
| Managers vans £12k |
| Water (Standpipe charges) £30k |

| Risks |
|------------------------------------|
| Fuel - ongoing inflation pressures |
| Attendance management |
| TOIL |
| Agency usage |
| Fleet - replacement costs |

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

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

1. Ad-hoc requests (per hour):

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

2. Additional posts (per annum):

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

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

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

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

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Report of the Director of Children’s Services

Report to: Outer West Area Committee

Date: 10th July 2013

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



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

Summary of main issues

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

5. The new allocation for the Outer West Area Committee budget ring-fenced for youth activities is £23218 in 2013/14 and £46435 in 2014/15. The Area Committee function schedule for Youth Activity Breeze Funding is to commission, monitor and evaluate local play, arts, sports and cultural activity for young people age 8-17 with the involvement and participation of children and young people. This is supported with training opportunities for members and officers.
6. Executive Board also endorsed proposals for the Executive Member for Children's Services and Area Committees about how best to enable spend £2.54 million on targeted youth work across local areas in Leeds. The Executive Member intends to take a report to the July Executive Board to confirm how the targeted youth work budget will be allocated after further consultation with Area Committees.

Recommendations

7. The Area Committee is asked to give consideration to:
 - how the activity funding will be delivered in each area building on the Breeze brand
 - how they can link to other possible funding streams in localities to maximise activity for children and young people
 - how children and young people will be involved throughout the planning, decision making and evaluation of the activity funding.
 - The Area Committee Chair and new Area Lead for Children's work with the Executive Member Children's about how to best enable spend of £2.54 million on targeted youth work across local areas in Leeds.
 - Delegating the Youth Activities Fund budget decision making function to the authorised officers, subject to consultation with Ward Members.

1 Purpose of this report

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

2 Background information

In March 2013 Executive Board agreed:

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

3 Main issues

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

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

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

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council policies and City Priorities

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

4.4 Resources and value for money

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

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

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

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

4.4.4 Members are asked to consider the process for allocating the Youth Activities Funding, in particular how Members might respond to feedback from young people for more activities in the summer holidays. To allow grants to be awarded between Area Committee meetings, it is proposed that the Area Committee delegate the decision making function to the authorised officers - the Assistant Chief Executive (Customers & Communities) and Chief Officer (Communities) .

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

4.6.1 High consideration must be given to the implications of the recommendations for staff in the LCC Youth Service.

4.6.2 There are a number of youth work contracts with voluntary sector bodies in Leeds currently funded who will need to be supported through new or revised commissioning arrangements.

4.6.3 The involvement and participation of children and young people is key to ensuring the right activities are available and suitable. It is essential that teams support this process to build success.

5 Conclusions

5.1 In conclusion the youth activity funding creates an opportunity to build on activity provided locally meeting identified need. The process of involving children and young people in the decision making supports Leeds being a Child Friendly City and ensures children's needs are central to the process.

5.2 Locality budgets for activity will generate opportunity for creative ways to work across partnerships in localities.

6 Recommendations

6.1 The Area Committee is asked to give consideration to:

- how the activity funding will be delivered in each area building on the Breeze brand;
- how they can link to other possible funding streams in localities to maximise activity for children and young people;
- how children and young people will be involved throughout the planning, decision making and evaluation of the activity funding.
- The Area Committee Chair and new Area Lead for Children's work with the Executive Member Children's about how to best enable spend of £2.54 million on targeted youth work across local areas in Leeds.

- Delegating the Youth Activities Fund budget decision making function to the authorised officers, subject to consultation with Ward Members.

7 Background documents¹

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

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

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|--------------------------|
| Report author: Liz Lowes |
| Tel: 0113 224 3867 |

Report of the Director of Children’s Services

Report to West (Outer) Area Committee

Date: 10 July 2013

Subject: Consultation on further proposals for primary school provision for September 2015

| | | |
|---|---|--|
| Are specific electoral Wards affected? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| If relevant, name(s) of Ward(s): Calverley and Farsley, Guiseley and Rawdon | | |
| 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 presents the Outer West Area Committee with an update on the work being undertaken across the city to ensure the authority meets its statutory duty to ensure sufficiency of school places in the context of an increasing birth rate. This includes formal consultation on three proposals, for which members comments are sought, and an update on six proposals consulted upon in February and March 2013.

Recommendations

2. Members of the Area Committee are asked to consider the consultation information and comment on the proposals, and note the update on previous consultations. Individual members have been briefed where the issues discussed directly affect their wards.

1 Purpose of this report

- 1.1 This report is intended to ensure members are fully briefed on the proposals being brought forward in response to rising demand for reception places city wide and are able to comment on them. This report also updates members on the five proposals consulted on in February and March 2013.

2 Background information

- 2.1 The local authority has a legal duty to ensure there are enough school places to meet the needs of its children and families. At its meeting on 9 May 2013 Executive Board considered the report 'Basic Need Programme 2014 – Outcome of consultation on proposals for the expansion of primary provision in 2014 (part A) and Basic Need Programme 2015 – Permission to consult on proposals for the expansion of primary provision in 2015 (part B)' and approved consultation on the following proposals:

- the expansion of Pudsey Primrose Hill Primary School from a capacity of 315 pupils to 420 pupils with an increase in the admission number from 45 to 60 with effect from September 2015;
- a linked proposal to expand Guiseley Infant and Nursery School from a capacity of 270 pupils to 420 pupils and raise the age range from 3 to 7 to 3 to 11 with effect from September 2015;
- a linked proposal to expand St Oswald's Church of England Junior School from a capacity of 360 pupils to 420 pupils and lower the age range from 7 to 11 to 5 to 11 with effect from September 2015.

- 2.2 Under the Education and Inspections Act 2006 these require a statutory process, and this consultation forms the first part of that process. A consultation document is available for the three proposals, which provides further information and background to the proposals. The document can be found on the Council website at <http://www.leeds.gov.uk/residents/Pages/Consultations-and-reviews.aspx>.

- 2.3 The consultation period runs from Monday 3 June 2013 to Friday 12 July 2013. Children's Services are holding meetings and drop in sessions to gather the views of the community and enable them to ask questions. The findings from the consultation will be presented to the Executive Board, who will decide whether to proceed to the next stage of the process.

- 2.4 These proposals form part of the ongoing programme of work to address capacity and sufficiency across all of Children's Services. This includes provision for primary and secondary school places, early years places and those for children with complex needs. The primary places are proposed in response to demographic growth in the city. Further papers will be brought forward in 2013 to address ongoing sufficiency issues.

- 2.5 To meet likely demand for reception places in September 2013, Pudsey Primrose Hill Primary School have agreed to admit an extra 5 children into reception in September 2013.

2.6 The Catholic Diocese have indicated the need for additional places for baptized children in the Pudsey area; the governing body of Pudsey St Joseph's Catholic Primary School are therefore seeking to create additional places at the school. The school is an academy and therefore the process would be managed by the school. The proposal is complimentary to the one to increase Primrose Hill and would create additional places in an area of need.

3 Main issues

3.1 Consultation on proposals.

- 3.1.1 The proposals are being brought forward to address a predicted shortage of school places in the city due to a rising birth rate and the impact of new housing. Details of the proposals are described in full within the consultation document. In addition, the following points should be noted:
- 3.1.2 Any new school buildings are subject to the normal planning permission process, allowing any interested parties to comment. The two processes are independent and the outcome of one does not presuppose the outcome of the other. Based on our experience to date we have started to progress consultation with planning colleagues much earlier, although we remain mindful of how much can be done whilst still at risk of the proposals not proceeding.

3.2 Update on previous proposals

- 3.2.1 Part A of the report to the May Executive Board outlined the outcome of the following proposals for primary school expansion from September 2014:
- to expand Allerton Bywater Primary School from a capacity of 210 pupils to 420 pupils with an increase in the admission number from 30 to 60 with effect from September 2014;
 - to expand Asquith Primary School from a capacity of 210 pupils to 420 pupils with an increase in the admission number from 30 to 60 with effect from September 2014;
 - to expand Morley St Francis Catholic Primary School from a capacity of 154 pupils to 210 pupils with an increase in the admission number from 22 to 30 with effect from September 2014;
 - to expand East Ardsley Primary School from a capacity of 315 pupils to 420 pupils with an increase in the admission number from 45 to 60 with effect from September 2014;
 - to expand Robin Hood Primary School from a capacity of 315 pupils to 420 pupils with an increase in the admission number from 45 to 60 with effect from September 2014;
 - to lower the age range of Hollybush Primary School from 5 to 11 to 3 to 11

3.2.2 Public consultation on the above proposals ran from Monday 25 February 2013 to Friday 29 March 2013. Consultation on lowering the age range of Hollybush Primary School concluded on 12 April 2013. All views and responses gathered during the consultation period were presented to the Executive Board at this meeting, and permission was granted to proceed to statutory notice on these proposals. The statutory notice in relation to Hollybush Primary School was published on Friday 7 June, and the statutory notices in relation to the other five proposals will be published on Friday 21 June, with a four week representation period following each notice. A final decision on these proposals will be made by the Executive Board in Autumn 2013.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Any proposal to create additional school places requires engagement with a wide variety of stakeholders, and is managed in accordance with the relevant legislation. This occurs before a proposal has been developed as well as during the consultation period. All members have had copies of the consultation document. Further copies are available on <http://www.leeds.gov.uk/residents/Pages/Consultations-and-reviews.aspx>.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 An Equality, Diversity, Cohesion and Integration screening exercise has been completed for each proposal, and the potential impact of the proposals on age, gender, race, disability, sexual orientation, religion or belief has been considered.

4.3 Council Policies and City Priorities

4.3.1 The proposals are brought forward to meet the Council's statutory duty to secure sufficient school places.

4.4 Resources and Value for Money

4.4.1 The projects will be funded from the education capital budget.

4.5 Legal Implications, Access to Information and Call In

4.5.1 The authority has a legal duty to ensure sufficiency of provision. Under the Education and Inspections Act 2006 the proposed expansions and new schools are prescribed changes, requiring a public consultation in the first instance.

4.6 Risk Management

4.6.1 Should these proposals be approved, the delivery risks will be managed through a risk register kept by the project manager assigned.

4.6.2 Should these proposals not be approved, alternative measures will need to be identified to ensure the council meets its statutory duties. This work is being developed in parallel with the proposal.

5 Conclusions

- 5.1 These proposals form part of the authority's ongoing planning to meet the need for school places across the city due to rising demographics and new housing. Secondary planning is also now forming an increasing part of the work and discussions continue with schools to release existing capacity.

6 Recommendations

- 6.1 The Area Committee is requested to:
- Note and consider the report
 - Consider any response they wish to make as a part of the formal consultations

7 Background documents¹

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

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 author: Gill Hunter
 Inspector Mark Adams WYP
 Tel: 0113 3367868

Report of the Director of Environment and Housing

Report to West (Outer) Area Committee

Date: 10th July 2013

Subject: Community safety Report

| | | |
|---|---|--|
| Are specific electoral Wards affected? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| If relevant, name(s) of Ward(s): Calverley & Farsley, Farnley & Wortley, Pudsey Wards | | |
| 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 discusses recent crime statistics for Outer West Leeds;
2. The Safer Leeds Priorities for 2013 - 2014
3. Acquisitive crime; Burglary remains a priority for the North West Division and Safer Leeds partnership with additional resource allocated to reduce burglary across the city.
4. Partnership Action Days;
5. Community Triggers and targeted partnership actions to tackle concerns around anti-social behaviour in Outer West Leeds..

6. Recommendations

- 2.1 The Area Committee is asked to:
 - note the report and offer comment

2. Purpose of this report

- 3.1 This report provides the opportunity for Inspector Marc Adams and Gill Hunter to provide the Outer West Area Committee with information on

crime trends, partnership initiatives and future joint projects between Leeds City Council and West Yorkshire Police in Outer West.

4. Background information

4.1 The North West Divisional Community Safety Partnership is responsible for delivering actions to reduce crime and disorder in the West area. It is made up of representatives from key statutory agencies.

5. Main issues

5.1 Community Safety is one of the priority areas for the Area Committee. Regular reports are received from Community Safety and West Yorkshire Police on key

5.2 Safer Leeds Strategy 2013 -2014

Safer Leeds undertook a Joint Strategic Assessment to assess the scale and nature of crime and disorder in the city and to identify medium to long term issues affecting community safety. This analysis of information and intelligence helps Safer Leeds to inform planning and resource allocation and informs the delivery plans that underpin this overarching strategy. The main priorities for 2013/14 are:

- Continued focus on reducing domestic burglary and acquisitive crime and its impact across Leeds
- Effectively tackle and reduce anti-social behaviour in our communities
- Strengthening the partnership approach to support a reduction in Domestic Abuse
- Reduce re-offending
- Improve our understanding and approach to deal with Child Sexual Exploitation
- Deal with the increased use of legal highs and cannabis in the city.

The Community Safety partnership and the North West Divisional Community Safety Partnership will steer the work to support the priorities through the local partnerships and tasking arrangements across the division.

5.2 Leeds Community Triggers Pilot

Leeds City Council Anti Social Behaviour Team will launch the Community Triggers pilot which will run from 4th July, through to December 2013 at which point an evaluate will to place to consider any further work needed before the trigger is statutory requirement .

5.3 What is a Community Trigger ?

If someone has reported Anti-Social Behaviour but no action has been taken, they will be able tell us about it under the Community Trigger

The reporting threshold is

Three or more complaints relating to the same problem in the past 6 months to the Council, Police or their landlord and no action has been taken

Or

Five complainants have made reports about the same problem in the past 6 months to the council, police or their landlord and no action has been taken

Or

One incident of crime motivated by hate in the last 6 months and no action has been taken.

5.4 What is not suitable for a Community Trigger?

If someone has reported Anti-Social Behaviour and received a service but the problems are ongoing;

They will be advised to contact the agency they are working with to tell them what is happening

If someone has reported Anti-Social Behaviour and received a service but they're unhappy with the service received or action taken;

They will be advised to submit a complaint under the agency's complaints procedures

If the trigger criteria is met, a meeting between those agencies to whom the ASB reports have been made to (this may include Police, Council or Registered Social Landlords) will be arranged at which the agencies will review their responses and consider how the problem could be better resolved.

A response will be sent to the reporting person detailing actions taken and if necessary offering suggestions as to how the multi-agency partnership can attempt to resolve the ASB.

If the customer is unhappy with the 'Community Trigger' response they can request a further review from the Chief Officer of Community Safety.

5.5 Community Trigger Criteria What do we mean by no action taken

- § The reported problems have not been acknowledged – i.e. no one contacted the customer to advise what action would be taken.
- § The reported problems have not been appropriately investigated.
- § The customers vulnerability and/or the potential for harm has not been considered and this has affected potential service delivery.
- § No action has been taken because information has not been shared between partners and this has affected potential service delivery.

5.6 It is anticipated that there will not be large numbers of triggers as a duty already exists on local agencies to deal with every report of anti-social behaviour. Trials undertaken in Manchester have shown, even where a very low threshold is set, the number of triggers received was consistent with

other areas, showing that where there is effective partnership working fewer victims have to resort to activating the trigger. We know it is rare for victims to report the first incident of anti-social behaviour, often waiting for something to happen several times before contacting agencies. The community trigger will build on existing good practice and encourage the police, councils, housing providers and other agencies to work together to tackle anti-social behaviour, particularly where the victim is vulnerable. The community trigger gives victims, regardless of where they live, the confidence that their reports of anti-social behaviour will be dealt with quickly and effectively. It will ensure that no-one has to suffer persistent, targeted anti-social behaviour over a prolonged period. Further information will be available on Community Triggers from Leeds Anti Social Behaviour Team .

5.7 Burglary

Burglary remains a priority for the North West Division and Safer Leeds partnership with additional resource allocated to reduce burglary across the city.

The focus for 2013 will include the following actions to reduce burglary and crime in the Outer West Area .

Target Hardening – Top 10 streets data circulated to all PS's. Streets allocated to PCSO's who have responsibility for visiting houses and offering appropriate advice tailored to individual needs

Maximise Funding - Action days to be carried out throughout the year in hotspot areas. £2000 already been awarded by LCC to support action days. Leaflets to be purchased to back current campaign

Young Offenders – Diversionary work with younger children given the emerging pattern of younger offending behaviour 8 – 18 year olds. Friday night project runs at Pudsey leisure centre. Schools officers and partner agency staff to ensure relevant referrals are made when concerns are raised regarding a child's behaviour. Consultation with Families First list should ensure relevant intervention & support is in place.

Property Marking – Promotion of Immobilise to members of the public via Optimal, at events and during initiatives in key areas

Offender Management – Identification and monitoring of Amber Burglary Nominal's in and around the NPT area. All partners attend 6 weekly meeting. New nominal's are nominated and managed in accordance with their needs.

Volunteers – Maximise the opportunity to deliver crime reduction messages by utilising divisional specials, volunteers and explorers. Use of volunteers and specials as additionally during initiatives/actions days

High Visibility – Operation Optimal is used to highlight potential burglary areas and use of specialist teams such as Operational Support Unit, Roads Policing, Off Road Bikes boosts numbers in key areas during specific

operations/initiatives. Use of partner agency staff as capable guardians adds to the 'uniformed presence' in areas at risk

Media & Marketing - Key messages promoted via publications and electronically via social media. Literature regarding crime prevention and how to contact the police is now available in other languages to promote messages in diverse communities.

5.7 Neighbourhood Police Team Performance Outer West

The tables below show the crime types from week commencing 1st April 12th May for Calverley/ Farsley, Farnley/Wortley and Pudsey wards and compares these figures with the previous 6 weeks.

Figure 1: Priority Crime in the Pudsey NPT area over the last six week period compared with the previous six week period.

| Occurrence Type | w/c 01/04/13 | w/c 08/04/13 | w/c 15/04/13 | w/c 22/04/13 | w/c 29/04/13 | w/c 06/05/13 | Current Total | Previous Total | Change +/- |
|---|--------------|--------------|--------------|--------------|--------------|--------------|---------------|----------------|------------|
| ARSON | | | 1 | 3 | | 1 | 5 | 2 | 3 |
| ASSAULT | 12 | 16 | 9 | 11 | 8 | 10 | 66 | 41 | 25 |
| BURGLARY DWELLING | 9 | 9 | 19 | 11 | 4 | 2 | 54 | 57 | -3 |
| BURGLARY OTHER | 7 | 9 | 8 | 9 | 5 | 14 | 52 | 59 | -7 |
| CRIMINAL DAMAGE - BUILDING NON DWELLING | 1 | 2 | 2 | | 1 | 4 | 10 | 5 | 5 |
| CRIMINAL DAMAGE - DWELLING | 6 | 10 | 2 | 11 | 6 | 2 | 37 | 22 | 15 |
| CRIMINAL DAMAGE - MOTOR VEHICLE | 8 | 9 | 7 | 5 | 7 | 2 | 38 | 44 | -6 |
| CRIMINAL DAMAGE - NON SPECIFIC | 1 | 2 | 2 | 3 | 4 | 2 | 14 | 7 | 7 |
| ROBBERY | 1 | | | 1 | 1 | 2 | 5 | 5 | 0 |
| SERIOUS VIOLENT CRIME | | | | 2 | | | 2 | 2 | 0 |
| THEFT FROM PERSON | 3 | 1 | 2 | 3 | | | 9 | 4 | 5 |
| THEFT FROM VEHICLE | 2 | 18 | 8 | 13 | 6 | 9 | 56 | 78 | -22 |
| THEFT NON SPECIFIC | 8 | 12 | 7 | 15 | 8 | 5 | 55 | 53 | 2 |
| THEFT OF PEDAL CYCLE | 1 | 1 | 1 | | | 2 | 5 | 7 | -2 |
| TOMV/TWOC | 1 | 3 | 3 | 3 | 2 | | 12 | 21 | -9 |
| Total | 60 | 92 | 71 | 90 | 52 | 55 | 420 | 407 | 13 |

*Previous 6 weeks 18/02/2013 – 31/03/2013

6.0 Anti- Social Behaviour (ASB)

The table below shows ASB calls over the last six weeks compared with the previous period week commencing 1st April – 12th May 2013

| Ward | WC 01/04/13 | WC 08/04/13 | WC 15/04/13 | WC 22/04/13 | WC 29/04/13 | WC 06/05/13 | Current Total | Previous Total | Change +/- |
|---------------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------|----------------|------------|
| Farnley & Wortley | 22 | 16 | 5 | 13 | 10 | 20 | 86 | 66 | 20 |
| Calverley & Farsley | 20 | 13 | 10 | 10 | 15 | 6 | 74 | 54 | 20 |
| Pudsey | 10 | 11 | 4 | 9 | 8 | 12 | 54 | 47 | 7 |
| Grand Total | 52 | 40 | 19 | 32 | 33 | 38 | 214 | 167 | 47 |

Anti social behaviour is recorded in many different ways. Parking disputes, people playing loud music, kids playing football and a noisy pet are all recorded as anti social behaviour.

6.1 Calverley/ Farsley Ward

There has been 74 ASB related calls; the majority of calls 34 are from the Owlcotes shopping centre and also complaints of nuisance bikes on the Pudsey/Thornbury boarder. The complaints around the Farfield's, the Cotefields and Town Street have reduced following a successful partnership action day on 16th May and through targeted work by the Leeds Anti-social Behaviour Team on a problem address which was the source of high volume calls in this area. The off Road bike team along side LCC Parkswatch are looking at some action days in Black Carr Wood, Calverley and Ravenscliffe woods during June tackle the ASB caused by Nuisance bikes and quads. We are still waiting for an operational date for the Farsley CCTV camera, But I have been informed that the problem with the BT line will be resolved by 18th June

The focus for the work will be on further cross bordering working with Bradford with a view to gaining/sharing info on cross-border/travelling nominal's and to organise/lead an operation aimed at targeting travelling nominal's involved in acquisitive crime (Calverly/Apperley Bridge) with support of internal departments and partner agencies.

Plain clothed work and utilisation of new specialised bikes in targeted areas. Use of anti-theft screws (subject to availability/applying for external funding) to Combat rise in theft of number plates.

6.2 Farnley and Wortley Ward

In Farnley there were 86 ASB related calls; There was clusters on the Tong estate and Cottingley Springs in relation to repeat calls for service from known addresses. There was a cluster around the McDonalds area on Butt Lane and complaints of ASB and criminal damage around the Butterbowl and Cobden area. An action day is being organised for 4th July targeting issues identified in these areas with partners. A further action day is being organised on the Gamble Hills Heights area for the 25th July.

On going work includes :

Putting in place a Traffic Operation with Vosa, DVLA, Taxi Licensing, Traffic, Off Road Bikers, Council and NPT. (A day of Action) – Still in planning stage by PCSO Yas Mulla.

Routine patrols on the Police Bikes and also have the off road bikers to assist.

Routine patrols along with optimal. Recently 3 arrested for Burglary and 1 for theft in the area of Wortley.

Heights & Gambles;

Low level drug dealing on Heights & Gambles Estates;

Neighbourhood Police Team have conducted a number of warrants under S23 at various addresses on both the Heights & Gambles. Intelligence regarding drug dealing on the Ward is constantly being monitored and where intelligence permits search warrants have been executed.

As a result of 2 drug warrants conducted at same address on Heights Way in 2012 local male is currently serving 15 month prison sentence for possession with intent to sell Class A

ASB in high rise flats - Heights East, Heights West, Gamble Hill Grange, Gamble Hill Croft; Local residents have complained about general ASB within the flats. A number of number of tenancy sweeps have been conducted with colleagues from LASBT and West North West Homes where ASB / crime surveys completed by residents and intelligence gathered.

Parking issues outside Greenhill Primary School;

Problems include vehicles parking on double yellow lines and parking in inconsiderate manner at start and end of school day. PCSO's have been coming in early to conduct high visibility patrols outside the school and advising road users where appropriate.

6.3 Pudsey Ward

There were 47 ASB related calls during this period. Complaints around Pudsey Park/Town Centre have reduced but the police are continuing to concentrate on the park/bus station location. The Outer West tasking partnership had a successful Environmental Action day on the Swinnow area on 22nd April 2013, with police delivering crime prevention advice in preparation of the lighter nights campaign. A further action day in planned for July.

Current issues include: nuisance youths Pudsey Park/Bowling green, youths have been identified and the NPT have liaised with LASBT and we have opened Anti Social Behaviour cases on all the youths with 2 being issued with ASBO warnings. Extra Patrols in the area.

Nuisance youths youths/possible drug dealing South Parade. Monthly neighbourhood watch meetings are held with residents on South Parade in which police attend to establish if any further problems have occurred that

have not been reported. Extra Patrols in area by PCSO's are being conducted and recorded on the occurrence. Details of the youths that are involved in the Anti Social Behaviour have been passed to Anti Social Behaviour Unit. Intelligence is being gathered to gain a possible drugs warrant at the problem address on the street.

Nuisance youths Sunshine Club Swinnow Lane, (open occurrence for this) Youths have been identified and spoken to with their parents. Their details have been forwarded to ASBU for ABC warnings to be issued. Nuisance motorbikes Phoenix Park, Tyersal off road bikes team are aware and are paying passing attention when they can.

6.5 School Parking

West Yorkshire Police North West Leeds Division have been working with Community Safety and the Cluster of schools to raise awareness of parking issues across all schools in North West Leeds, particularly at drop off and collections times. A large banner with the message " No Parking No waiting No Excuses " are now outside 45 schools and are part of a joint campaign to raise awareness to parents/carers of the dangers of inconsiderate parking. The partnership has also purchased 15,000 leaflets to support the campaign. Whilst inconsiderate parking at schools is not a police priority, the local PCSO's will be working with Leeds City Council and the schools to educate people about the impact this has both in terms of children's safety and complaints to the police from the local community around parking issues.

6.6 Stop And Search Initiatives

There has been 1 partnership stop and search initiative during April – May . Part of the Farsley action day focussed on stop and search on 16th May which resulted in

- 69 x residential properties visited
- 25 x home security assessments conducted
- 7 x residences Immobilised
- 4 x Nominated Neighbour referrals
- 4 x Intelligence submissions
- 1 x ASB referral
- 5 x speeding advice letters (pro-laser equipment utilised)
- 6 x Endorsable Traffic Offence Reports (no seat belt)
- 1 x VDRS
- 1 x taxi taken off the road (no insurance documents/fire extinguisher)
- 12 x cars stopped
- 7 x vans stopped
- 8 x taxis stopped

Further Stop and Search days will be organised over the coming months These checks will continue in order to disrupt and deter offenders.

Community Engagement & Reassurance.

The Neighbourhood Police Team continue to support local forums and meetings to engage with communities and to inform them of their work, providing crime prevention advice and to feedback on the local priorities for local neighbourhoods. The merging of meeting is beneficial to partners as it is more effective in terms of resources.

The local Neighbourhood Police team have support local events such as Pudsey Carnival on 18th May , Farsley Festival on 27th May and crime prevention road show on the Towlers in Rodley, as well as divisional events such as the Family Police open day at Headingley Stadium on the 9th June. Currently we are working with Leeds Gate, the Gypsy Travellers Service and Partners to help coordinate a community event on Cottingley Springs Traveller site for 2nd August focussing on fun and educational activities to further build on positive relationships with the travelling community. A dogwatch events is also being developed for 11th August at Farnley park.

8.0 Corporate Considerations

8.1. Consultation and Engagement

The projects highlighted in this report will include consultation and engagement under the theme of crime and anti social behaviour with the aim of providing crime reduction advice and to increase reporting.

8.2 Equality and Diversity / Cohesion and Integration

Engagement events and projects take account of equality and diversity in their delivery. Considerations such as date, time, venue, access all have an impact on equality and diversity in relation to ensuring events are accessible to all members of the community.

8.3 Council Policies and City Priorities

Effectively tackling crime and anti social behaviour is a strategic priority in the Safer Leeds Plan 2011-2015.

8.4 Resources and Value for Money

Projects and work highlighted in this report have been funded through a mixture of Safer Leeds, Area Committee, West North West Homes Leeds, and Positive Activities for Young People. Further opportunities for partnership funding will be explored through the coming year.

8.5 Legal Implications, Access to Information and Call In

There are no legal implications or access to information issues for this report. This report is not subject for call in.

8.6 Risk Management

Risk implications and mitigation are considered for each project.

9 Conclusions

9.1 The report outlines the work and progress of the North West Divisional Community Safety Partnership and multi-agency partner tasking, and projects supported through the Area Committee's Well-Being budget. These are projects which assist in supporting the work programme of the Area Management Team.

10. Recommendations

10.1 Members of the Inner West Area Committee are requested to:

- Note the contents of the report and offer comments

11. Background documents

11.1 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.

Report of the Assistant Chief Executive (Citizens and Communities)

Report to West (Outer) Area Committee

Date: 10th July 2013

Subject: Wellbeing Fund Update Report

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

Summary of main issues

1. This report provides the West (Outer) Area Committee with an update on the budget position for the Wellbeing Fund for 2013/14, and notes those projects agreed for support from the Wellbeing Fund for 2013/14. the report also seeks the Committee's approval to decommission capital schemes from previous years that have not spent their full allocation.
2. The report also highlights the current position of the Small Grants and skips pots and those Small Grants and skips that have been approved since the last meeting.

Recommendations

The West (Outer) Area Committee is asked to:

- Note the current budget position for the Wellbeing Fund for 2013/14 (Appendix 1).
- Note the current position of the Small Grants and skips pots and consider those Small Grants and skips that have been received since the last meeting.
- Agree the proposal for a Business engagement related project (Appendix 5) as was requested at the April Area Committee and agree to approach Leeds Ahead with this proposal.

- Decommission the capital projects at 3.8 and note the new balance of the capital Wellbeing budget. Members are also asked to consider a capital project that has been received since the last Area Committee.
- Note and comment on information provided on Welfare Reform Project at 3.14 with additional suggestions and preferred projects for further investigation.

1 Purpose of this report

- 1.1 This report provides members with an update on the budget position for the Wellbeing Fund for 2013/14 and notes those projects agreed for support from the Wellbeing Fund for 2013/14. It also highlights the current position of the Small Grants and skips pots and those Small Grants and skips that have been received since the last meeting. The report also provides an update on the Wellbeing Capital review being carried out by the Area Support Team

2 Background information

- 2.1 Area Committees have a delegated responsibility for the allocation of Area Wellbeing Funding. The amount of Wellbeing funding provided to each committee is calculated using a formula agreed by Council taking into consideration both population and deprivation of an area.
- 2.2 The West (Outer) Area Committee seeks to ensure that Wellbeing funding is allocated in a fair and transparent way and that recipients are able to commence delivery of their projects as early as possible in the financial year. To facilitate this process, a commissioning round is held which required organisations to submit proposals for projects. Once the annual Wellbeing budgets are set by Executive Board and ratified by Full Council, the Area Committee meets to agree which projects would be supported in the year ahead. These projects are then monitored and assessed by the Area Committee throughout the year to ensure they are fully meeting their objectives.
- 2.3 In 2013/14, the West (Outer) Area Committee received a sum of £154,240 of Wellbeing revenue. After deducting any existing commitments and taking account of the 2012/13 carry forward position, the Area Committee had £154,899 of funding available for allocation. All of this funding was committed to 20 projects, as listed in **Appendix 1** (paragraph 1.2).
- 2.4 No additional Capital Wellbeing was allocated to the Area Committee in 2013/14.

3 Main issues

3.1 Wellbeing Budget Statement 2012 -13

- 3.2 The latest Wellbeing Budget Statement for 2013/14 is included as **Appendix 1** to this report. This sets out the current budget position for Wellbeing projects showing the amount approved by the Area Committee and the value of funds spent to date. The Wellbeing Budget statement also outlines the current budget position of those projects funded in previous years which still have funding left to spend.

3.3 Wellbeing Budget – Large Projects

- 3.4 The West (Outer) Area Committee agreed the allocation of its Wellbeing Budget for 2013/14 at the Area Committee meeting of 12th April 2013. The Committee agreed to support 19 projects however requested further information for the 'CCTV Maintenance' project. At its last meeting of 17th May the Area Committee

received a presentation from Leeds Watch who provided the Committee with information on the specific costs associated with CCTV camera provision. After receiving further information, the Area Committee agreed to fund the 'CCTV Maintenance' project.

3.5 Wellbeing Budget – Small Grants & Skips

3.6 **Table 1** below outlines those Small Grant applications that have been approved since the last Area Committee meeting and **Table 2** outlines applications received for consideration. **Table 3** outlines those skips that have been approved since the last meeting. Taking these into account, there is **£7,486** still available for allocation for Small Grants and Skips in the 2013/14 budget. The Area Committee are asked to note the current position of the budget and consider those grants that have recently been received.

Table 1: Small Grant Approvals

| Project Name | Organisation /Department | Amount Requested | Amount Approved |
|--|---|-------------------------|------------------------|
| Information Leaflet about reporting Nuisance Bike within communities | West Yorkshire Police | £ 250 | £250 |
| Cottingley Springs Engagement Day | Positive Activities For Young People (PAYP), Leeds Gate, Leeds City Council, West Yorkshire Police. (Out of Schools Activities) | £500 | £500.00 |
| Covert surveillance cameras | LCC WNW Locality Team | £490 | £490 |
| Pudsey Carnival 2013 | Pudsey Carnival Committee | £1000 | £1000 |

Table 2: Small Grant Applications Received

| Project Name | Organisation /Department | Amount Requested |
|--|-----------------------------------|-------------------------|
| Farsley Designated Public Order Signs | Leeds City Council | £360 (Appendix 2) |
| Employment, Learning & Advice community contact points | West North West Area Support Team | £300 (Appendix 3) |
| Community Engagement/ Dog Show Event/ Family Fun Day | West Yorkshire Police | £250 (Appendix 4) |

Table 3: Skip Approvals

| Location | Ward | Number of Skips | Amount Approved |
|---------------------|-------------|------------------------|------------------------|
| Crimbles allotments | Pudsey | 1 | £124 |

3.7 At its meeting of 12 April the Area Committee had agreed to set aside funding for a business engagement related project and for the Area Support Team to develop proposals. Councillor A Carter and Councillor Coulson were both invited to a meeting to participate in discussions on the establishment of the project. A proposal has been drafted for consideration by the Area Committee at Appendix 5. Following agreement the Area Committee is asked to consider approaching Leeds Ahead with this proposal.

Well-being Capital Budget audit

3.8 A review of the Area Committee’s capital budget has been carried out by the Area Support Team. A number of projects that received funding did not spend their full allocation and are listed below. The Area Committee is asked to decommission these projects and release the funding back into the Outer West capital Well-being pot.

2008/09 Lower Wortley Road Imp Scheme: £28,800
(01874/WEO/OZ8) These funds have been transferred back into the Wellbeing Capital parent account. No information on project completion and departments leading on project no longer exist.

2010/11 Pudsey Juniors - Tyersal Park: £5,000
(01874/WE0/OG2) Parks & Countryside Officers have confirmed no project was ever completed to their knowledge in Tyersal Park.

3.9 An overview of the capital projects that are being reviewed are listed at Appendix 6. There are a number of projects that are being considered for closing down and decommissioning however the Area Support Team require further information on these projects.

3.10 The Area Committee at its meeting on 25 March 2011 approved £12,851 capital funding to be put towards the refurbishment costs of the Pudsey Toilets. A further £3,700 capital funding was approved at its meeting on 8 July 2011 resulting in a total contribution of £16,551

3.11 After considering the funding set aside for the refurbishment of Pudsey Toilets, the new unallocated balance for Wellbeing Capital is £33,549. This balance is set to change once the review of Area Committee’s capital budget has been completed.

3.12 If capital projects are approved for decommissioning, an application has been received for a capital project which is listed at **Table 4**.

3.13 If approved the remaining balance for capital wellbeing will be £24,049

Table 4: Capital Project received

| Project Name | Organisation /Department | Amount Requested |
|--|---|-------------------------|
| Concert Room/ Youth Club, Flat Roof Repair | Tyersal Residents Association Community Centre | £9,500 (Appendix 7) |

Welfare Reform Project Update

3.14 Members agreed to allocate a sum of money to fund Welfare Reform projects, to support residents affected by the Welfare Reform changes. Some of the Welfare Reform changes have been implemented and partners have come together through the WNW Employability and Welfare Reform Workstream to consider areas of need for Outer West Area Committee. The following bullet points are a list of suggestions. We would welcome your feedback on these, any additional suggestions and your preferred projects for further investigation. Following a meeting with the Area Committee Chair, prior to this meeting, the intention is to arrange a scoping session with a number of Members from across the Outer West to scope up a number of projects to bring back to the September Area Committee.

- IT suites/ training
- Supplement Libraries Information Bus to support residents in areas where service accessibility is difficult
- Money management / Debt projects
- Illegal money lending projects/ campaigns
- Promotional Campaigns
- Credit Union Schemes
- Pop up benefits advice
- Establishing localised Clothing and Food Banks

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The Area Committee has previously been consulted on the projects detailed within the report. Local priorities are set through the Area Business Plan process and the commissioning round began with a communication to all Area Committee contacts.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 All Wellbeing funded projects are assessed in relation to Equality, Diversity, Cohesion and Integration. In addition, the Area Committee Wellbeing process is currently being reviewed citywide, which will include undertaking a new Equality Impact Assessment to ensure the Wellbeing process continues to comply with all relevant policies and legislation.

4.3 Council policies and City Priorities

4.3.1 Projects submitted to the Area Committee for Wellbeing funding are assessed to ensure that they are in line with Council and City priorities as set out in the following documents:

- Vision for Leeds
- Leeds Strategic Plan
- Health and Wellbeing City Priorities Plan

- Children and Young People's Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

4.4 Resources and value for money

- 4.4.1 Aligning the distribution of Area Committee Wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.
- 4.4.2 In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via Well Being budgets.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There are no legal implications or access to information issues. This report is not subject to call in.

4.6 Risk Management

- 4.6.1 Risk implications and mitigation are considered on all well-being applications. Projects are assessed to ensure that applicants are able to deliver the intended benefits.

5 Conclusions

- 5.1 The West (Outer) Area Committee Wellbeing Fund provides an important opportunity to support local organisations and drive forward improvements to services. This report provides members with an update on the Wellbeing programme for 2013-14.

6 Recommendations

- 6.1 The West (Outer) Area Committee is asked to:
- Note the current budget position for the Wellbeing Fund for 2013/14 (Appendix 1).
 - Note the current position of the Small Grants and skips pots and consider those Small Grants and skips that have been received since the last meeting.
 - Agree the proposal for a Business Management proposal (Appendix 5) as was requested at the March Area Committee and agree to approach Leeds Ahead with this proposal.
 - Decommission the capital projects at 3.8 and note the new balance of the capital Well-being budget. Members are also asked to consider a capital project that has been received since the last Area Committee.
 - Note and comment on information provided on Welfare Reform Project at 3.14 with additional suggestions and preferred projects for further investigation.

7 Background documents¹

- 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.

1.0 Revenue

1.1 Revenue Budget Calculation

The table below describes the revenue budget calculation for the 2013-14 financial year. It shows the amount allocated to the Outer West Area Committee in 2013-14, details of any carry forward from 2012-13 and any existing commitments.

| 2012/13 OW Revenue Budget | | |
|---|---|--------------------|
| 2013/14 OW Revenue Allocation | £ | 154,240.00 |
| 2012/13 Carry Forward | £ | 101,950.72 |
| Total | | £256,190.72 |
| Schemes Approved from 2012-13 budget to be spent in 2013-14 | £ | 101,292.15 |
| 2013/14 Commitments | £ | 158,209.00 |
| Remaining to Allocate | | -£3,310.43 |

1.2 Revenue Project Statement

The table below provides a current revenue project statement. Most grants are paid retrospectively so grants shown as unpaid at this point in the year do not necessarily reflect any potential underspend.

| Project Name | Lead Organisation | Wards Benefiting | Amount Earmarked | Amount Paid |
|-------------------------------------|----------------------------|------------------------------|---------------------|----------------|
| Small Grants & Skip Fund | WNW Area Support Team | All | £ 10,600.00 | £ 250 |
| Consultation & Engagement | WNW Area Support Team | All | £ 1,500.00 | £ - |
| Welfare Reform Projects | WNW Area Support Team | All | £ 7,000.00 | £ - |
| Pudsey Festival Lights | Leeds Lights / Events | P | £ 8,000.00 | £ - |
| Farsley Festival Lights | Leeds Lights / Events | C&F | £ 5,000.00 | £ - |
| Farsley Festival | Farsley Xmas Lights org | C&F | £ 2,500.00 | £ 2,500 |
| Pudsey Carnival | Pudsey Carnival Committee | All | £ 2,000.00 | £ - |
| Pudsey in Bloom | Pudsey in Bloom | P | £ 3,500.00 | £ - |
| Farsley in Bloom | Parks & Countryside | C&F | £ 2,500.00 | £ - |
| Calverley in Bloom | Parks & Countryside | C&F | £ 2,500.00 | £ - |
| Site based Gardener | Parks & Countryside | P / F&W | £ 12,000.00 | £ - |
| Summer Bands | Leeds Int'l concert season | All | £ 3,000.00 | £ - |
| Cow Close Community Corner | Armley Juniors | F&W | £ 19,572.00 | £ 4,893 |
| Breeze Friday Night Project | LCC Breeze Team | All | £ 9,729.00 | £ - |
| Summer Leadership Sports Activities | LCC Sports Development | All | £ 3,724.00 | £ - |
| Multi-Agency Action day | LCC Community Safety | All | £ 1,000.00 | £ - |
| Off Road Bikes | West Yorkshire Police | All | £ 2,684.00 | £ - |
| CCTV Maintenance and Monitoring | Leeds Watch | All | £ 30,000.00 | £ - |
| CDW - (Healthy Living Network) | Project in development | P / F&W | £ 17,000.00 | £ - |
| Business Engagement | Project in development | All | £ 14,400.00 | £ - |
| | | Total | £ 158,209.00 | £ 7,643 |
| | | Budget for Year | £ 154,898.57 | |
| | | Available to Allocate | -£ 3,310.43 | |

1.3 Consultation & Engagement Revenue Pot

The table below provides a budget statement for the Consultation & Engagement Revenue Pot. £1,500 was allocated to the Pot in 2013/14 of which £1,500 remains to allocate in 2013/14.

| | |
|------------------------------|------------------|
| Total | £0.00 |
| Remaining to Allocate | £1,500.00 |

1.4 Welfare Reform Projects Revenue Pot

The table below provides a budget statement for the Welfare Reform Projects Revenue Pot. £7,000 was allocated to the Pot in 2013/14 of which £7,000 remains to allocate in 2013/14.

| | |
|------------------------------|------------------|
| Total | £0.00 |
| Remaining to Allocate | £7,000.00 |

1.5 Pudsey Festival Lights Revenue Pot

The table below provides a budget statement for the Pudsey Festival Lights Revenue Pot. £8,000 was allocated to the Pot in 2013/14 of which £8,000 remains to allocate in 2013/14.

| | |
|------------------------------|------------------|
| Total | £0.00 |
| Remaining to Allocate | £8,000.00 |

1.6 Farsley Festival Lights Revenue Pot

The table below provides a budget statement for the Farsley Festival Lights Revenue Pot. £5,000 was allocated to the Pot in 2013/14 of which £5,000 remains to allocate in 2013/14.

| | |
|------------------------------|------------------|
| Total | £0.00 |
| Remaining to Allocate | £5,000.00 |

OUTER WEST AREA COMMITTEE

2013-14 Wellbeing Statement

1.7 Revenue Projects Live from Previous Years

The table below provides a revenue project statement for grants funded in previous years that are still live.

| Project Name | Lead Organisation | Wards Benefiting | Amount Earmarked | Amount Paid |
|---|---------------------------------|------------------|---------------------|--------------------|
| Outer West Litter Bins | WNW Area Support Team | All | £ 2,400.00 | £ - |
| Farsley Farfield CCTV | Leeds Watch | C&F | £ 15,000.00 | £ - |
| Farsley Farfield CCTV | Leeds Watch | C&F | £ 2,500.00 | £ - |
| Site Based Gardener | LCC P & C | P / F&W | £ 23,534.00 | £ 23,534.00 |
| Swinnow & Heights Worker | Healthy Living Network | P / F&W | £ 9,961.00 | £ - |
| Summer Sports & Coaching | LCC Sports Development | 0 | £ 1,950.00 | £ 1,950.00 |
| Police off road bikes | West Yorks Police | All | £ 1,500.00 | £ - |
| Business Management Project | Leeds Ahead | All | £ 12,000.00 | £ 12,000.00 |
| Outer West CCTV cameras | Leeds Watch | 0 | £ 19,000.00 | £ - |
| Pudsey Festive Light switch on | Farsley Youth Development Trust | 0 | £ 4,914.15 | £ 4,914.15 |
| Pudsey Friday Night Project | LCC City Development Breez Tea | Pudsey | £ 2,000.00 | £ 2,000.00 |
| Turbary Avenue and Board Street Railing | Community Safety | 0 | £ 1,640.00 | £ - |
| Cow Close Community Corner | Armley Juniors | F&W | £ 4,893.00 | £ - |
| Total | | | £ 101,292.15 | £ 44,398.15 |

2 Capital

Further information on the capital budget is provided elsewhere in this report.

3 Small Grants

At its April 2013 meeting the Outer West Area Committee agreed to create a £10,600 fund for small grants and skips. The table below details the small grants approved in 2013-14 and shows the balance available to spend.

| Project Name | Lead Organisation | Wards Benefiting | Amount Earmarked | Amount Paid |
|--|--|------------------|--------------------|-----------------|
| Purchase of Cricket Mower | Calverley St Winnifrid's Cricket Club | C&F | £ 500.00 | £ - |
| Pudsey Carnival | Pudsey Carnival Committee | All Wards | £ 1,000.00 | £ - |
| Flat Roof Repairs | West Leeds Sports and Social Club | F&W | £ 250.00 | £ 250.00 |
| Information Leaflet about reporting Nuisance Bike within communities | West Yorkshire Police | All Wards | £ 250.00 | £ - |
| Cottingley Springs Engagement Day | Positive Activities for Young People (PAYP), Leeds Gate, LCC, West Yorkshire Police. | F&W | £ 500.00 | £ - |
| Covert Surveillance Cameras | LCC WNW Locality Team | All Wards | £ 490.00 | £ - |
| Employment, Learning & advice Community Contact Point | IGEN | 0 | £ - | £ - |
| Farsley Designated Public Order Signs | Leeds City Council | C&F | £ - | £ - |
| Community Engagement/Dog Show Event | West Yorkshire Police | All Wards | £ - | £ - |
| Total | | | £ 2,990.00 | £ 250.00 |
| Budget | | | £ 10,600.00 | |
| Available to Allocate | | | £ 7,486.00 | |

4 Skips

At its April 2013 meeting the Outer West Area Committee agreed to create a £10,600 fund for small grants and skips. The table below details the skips approved in 2013-14 and shows the balance available to spend.

| Skips | Ward Benefiting | No Of Skips | Amount Approved | Paid |
|------------------------------|-----------------|-------------|--------------------|------------|
| Crimbles allotments | Pudsey | 1 | £ 124.00 | £ - |
| Total | | | £ 124.00 | £ - |
| Budget | | | £ 10,600.00 | |
| Available to Allocate | | | £ 7,486.00 | |

WEST AREA COMMITTEE WELL BEING FUND – SMALL GRANT APPLICATION

Date :

7th June 2013

Reference number :

OW/13/10/S

Organisation :

Leeds City Council

Name of Project :

Farsley Designated Public Order Signs

Funding Requested:

£360.00

Summary of Project:

The DPPO came into force in December 2009 during which six DPPO signs were placed on lampposts in the main problem spots around the Farsley Town Street.

Over the three and a half years these signs have disappeared. City Signs advised it is not unusual for prohibition signs to be vandalised or stolen. There are now no signs currently left on Farsley Town Street. .

A number of the publicans from the last Pub Watch meeting in Farsley requested that Licensing and the Police enquire about DPPO lamppost signage as having no signs makes it difficult to enforce the DPPO. Gill Hunter has been contacted to request funding from the Outer Area Committee for new signs.

Costs

| | |
|---------------|-----------------------------|
| Cost per sign | £60.00 x 6 = <u>£360.00</u> |
| | £360.00 |

This project will benefit the residents of the Farsley ward.

Area Committee Priority Met:

Safer and Stronger Communities

Total costs:

£360.00

Other grants applied for:

N/A

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OUTER WEST AREA COMMITTEE WELL BEING FUND – SMALL GRANT APPLICATION

| | |
|---------------------------|--|
| Date : | 30 th May 2013 |
| Reference number : | IW/13/05/S, INW/13/05/S & OW/13/06/3 |
| Organisation : | West North West Area Support Team |
| Name of Project : | Employment, Learning & Advice community contact points |
| Funding Requested: | £300 |

Summary of Project:

The application is for marketing materials and a pop-up bus stops and banners to support a new project to bring together employment, training and advice services within priority neighbourhoods, targeting provision to those most in need. These priority neighbourhoods will be determined through consultation with member's and by reviewing the Area Committee profiling information.

It will offer a range of accessible advice and guidance services to residents affected by unemployment or welfare reform changes, and will better co-ordinate outreach workers, mobile and building based provision.

The project will involve a range of providers including Libraries, Youth Service, IGEN, West North West Homes, Job Centre Plus and Leeds City College, where need is identified. IGEN and Youth Service will work in the same community for two hours per week over a four week period. This is in addition to their regular services. The project will move around the priority neighbourhoods across the West North West area.

The delivery of the project will depend on the facilities within the community. Sessions could be run in a community centre or library, and where no suitable building exists, mobile services will come together at the same location. Pop up bus stops and promotional materials will be purchased with the grant funding to promote this initiative.

Marketing materials for the project will include leaflets, banners and posters. Match funding is being requested from the Inner North West and Inner West.

| | |
|-------------------------------------|--|
| Area Committee Priority Met: | Employment, Training and Advice |
| Total costs: | £300 |
| Other grants applied for: | £300 Inner North West £300 Inner West |

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WEST AREA COMMITTEE WELL BEING FUND – SMALL GRANT APPLICATION

| | |
|---------------------------|---|
| Date : | 20/06/13 |
| Reference number : | OW.13.08.S |
| Organisation : | West Yorkshire Police |
| Name of Project : | Community Engagement/ Dog Show Event/ Family Fun Day |
| Funding Requested: | £250 (also applied to Inner West for £250 – Ref IW.13.06.S) |

Summary of Project:

A small grant would contribute to a Community Event that is being planned with West Yorkshire Police and Partners for Sunday 11th August 2013 to promote the Dog Watch scheme in communities and neighbourhoods that are harder to reach, and to promote membership and responsible dog ownership. The event will also raise awareness around crime prevention and community safety issues as well as offering a range of fun activities for all the family for communities around the Inner and Outer West area.

The venue has been organised to take place at Farnley Park Hall and permission has been granted by Parks and Countryside to hold the event in this location. The event has been organised to run from 11.00-15.00 and has support from agencies and local groups such as Armley Sikh temple, Dog Wardens, local Community Groups, local churches, West Yorkshire Police, Community Safety, Youth Services, West Yorkshire Fire Service, Groundwork, West North West North Homes Leeds, Pets at Home and other organisations.

On the day there will be over 60 staff from various agencies and its anticipated that the event would attract approx 1,500 people (last year the same event attracted over 1000 people).

The funding would be spent on the following items:

Face Painting - £80

Towards costs of Bouncy Castle - £120

Towards costs of Trophies for the Dog Show & Rosettes – £50

Area Committee Priority Met:

Safer & Stronger Communities

Total costs:

£1000 Approx

Other grants applied for:

POCA - £500

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Business Engagement Proposal

Project Name: Business Engagement Proposal
Amount Allocated: £14,400

Project Summary:

Following the previous successes of the Town Centre Manager post and business engagement projects a proposal has been put together to continue this work and expand further.

The proposal would like to continue the work undertaken to develop relationships with a number of support organisations including banks, funding organisations, solicitor's entrepreneurs who are all actively wanting someone to be able to act as the catalyst to signpost the businesses, organisations or schools to these areas of support.

Previous engagement work has proven successful for organisations in Outer West Leeds.

Evidence of Need/ Fund priority

- Sustainable Economy and Culture
- Children and Families

Project Delivery

- Expanding and developing partnership working to engage with more local business trading estates to encourage an efficient way of working. Continuation of the work previously undertaken with Sunny Bank Mills and Springfield Mills
- Business sponsorship for a Make the Grade programme at Priesthorpe with Leeds Ahead.
- Developing business in-kind support for local organisations
- Providing awareness of initiatives and services available to support the local economy.
- To support Business Forums in the Outer West and other business networking events to encourage organisations to work together to support the local economy.
- Town centre management initiatives to support LCC, the local businesses and community to enhance and reinvigorate the towns' offerings in Pudsey.
- Promoting other business support such as the Goldman Sachs 10,000 small businesses.

Outcomes

- Businesses that are aware and well informed of support initiatives and funding.
- A platform where networking can take place as well as information sharing and better developed business relationships.
- Businesses who feel they have contributed to helping others and feel this has helped their business and developed their employees.
- Support for young people in taking employment with local businesses and developing them to go out into the work place and feel equipped to deal with the working environment.

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Well-being capital projects under review

| Year | Scheme No | Project | Amount Allocated | Amount Spent / paid | Action being taken |
|---------|---------------|--|------------------|---------------------|---|
| 2008/09 | 01874/WEO/OZ8 | Lower Wortley Road Imp Scheme | 28.8 | | Project to be decommissioned |
| 2009/10 | 01874NVE0/0F2 | Calverley Mechanics Institute | 3.1 | | Review ongoing |
| 2009/10 | 01874/WE010F3 | Farsley Designated Public Places Order | 1.8 | 1.1 | £700 decommissioned at May 2013 Area Committee |
| 2009/10 | 01874/WE0/0F7 | Extra Litter Bins Outer West Wards | 2.8 | 2.8 | Project complete and Paid |
| 2010/11 | 01874/WEO/OS1 | Hillside Hall Greenspace | 7.5 | | Review ongoing |
| 2010/11 | 01874/WE0/052 | Highfield Green Path | 3.2 | | Project completed and payment to be arranged |
| 2010/11 | 01874/WE0/057 | Farnley & Wortley Notice Boards | 2.1 | | Project decommissioned at May 2013 Area Committee |
| 2010/11 | 01874/WE0/0G3 | Signage Pudsey Leisure Centre | 2.4 | | Project completed and payment to be arranged |
| 2010/11 | 01874NVE0/059 | Covert Crime Reduction initiative | 1.5 | | Project completed and payment to be arranged |
| 2010/11 | 01874/WE0/0G2 | Pudsey Juniors - Tyersal Park | 5.0 | | Project to be decommissioned |
| 2010/11 | 01874/WE0/0G4 | Parking improvements - The Crescent, Farsley | 4.0 | | Project completed and payment to be arranged |
| 2011/12 | 01874/WE0/0G6 | Track and Jump Facilities | 20.0 | | Scheme being reviewed for closing |
| 2011/12 | 01874/WE0/0G7 | Additional Litter Bins all wards | 2.4 | | Scheme being reviewed for closing |
| 2011/12 | 01874/WE0/0G8 | Calverley Heritage Lighting | 1.8 | | Scheme being reviewed for closing |
| 2011/12 | 01874/WE0/0G9 | Red Lane Railings | 1.5 | | Project decommissioned at March 2013 Area Committee |

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Area Committee Well-Being Fund
Outer West Area Committee

Project Name: Concert Room/ Youth Club, Flat Roof Repair
Amount Applied for: £9,500

Lead Organisation: Tyersal Residents Association Community Centre

Project Summary:

The aim of the project is to replace the felt and timber on flat roof over the concert room, toilets, youth club, and kitchen and bar areas. The project will benefit the whole community of Tyersal, especially the youth club and young at heart club.

The roof is in a bad state and needs to be replaced urgently to maintain the ongoing service to the community of Tyersal within a safe environment.

Evidence of need / Funding Priority

- Sustainable Economy and Culture
- Safer and Stronger Communities
- Health and Wellbeing
- Children and Families

Project Delivery

Tyersal Residents Association

Outcomes

- Continued use of the facility in a safe environment
- Maintaining the ongoing service to the community of Tyersal.
- Continued use of the youth club and the kitchen which helps to run the young at heart club.
- To maintain an ongoing service to the community of Tyersal within a safe environment

Ward / Neighbourhood:

- Pudsey - Tyersal

Project Cost & Financial Breakdown

Total Cost of Project: £12,000

Well Being Funding: £9,500

| 2013 - 2014 Costs | TOTAL |
|--|---------|
| Flat Roof Repair (material and labour) | £12,000 |
| Total | £12,000 |

Balance £2,500 will be raised at the annual anniversary celebration day on 25th August.

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