



NORTH WEST (OUTER) AREA COMMITTEE

**Meeting to be held in St Margaret's Parish Centre, Church Lane, LS18 5LA on
Monday, 17th June, 2013 at 2.00 pm**

MEMBERSHIP

Councillors

B Anderson	-	Adel and Wharfedale;
J L Carter	-	Adel and Wharfedale;
C Fox	-	Adel and Wharfedale;
G Latty	-	Guiselay and Rawdon;
P Latty	-	Guiselay and Rawdon;
P Wadsworth (Chair)	-	Guiselay and Rawdon;
B Cleasby	-	Horsforth;
C Townsley	-	Horsforth;
D Collins	-	Horsforth;
S Lay	-	Otley and Yeadon;
C Campbell	-	Otley and Yeadon;
R Downes	-	Otley and Yeadon;

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A G E N D A

Item No	Ward	Item Not Open		Page No
			<u>PROCEDURAL BUSINESS</u>	
1			APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS 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). (*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Chief Democratic Services Officer at least 24 hours before the meeting.)	

Item No	Ward	Item Not Open		Page No
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <ol style="list-style-type: none"> 1 To highlight reports or appendices which officers have identified as containing exempt information within the meaning of Section 100I of the Local Government Act 1972, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report. 2 To consider whether or not to accept the officers recommendation in respect of the above information. 3 If the recommendation is accepted, to formally pass the following resolution:- <p>RESOLVED – That, in accordance with Regulation 4 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 or Section 100A(4) of the Local Government Act 1972 as appropriate, the public be excluded from the meeting during consideration of those parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-’</p>	
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	

Item No	Ward	Item Not Open		Page No
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p>MINUTES - 14TH MAY 2013</p> <p>To confirm as a correct record the minutes of the meeting held on 14th May 2013.</p>	1 - 8
8			<p>WEST AND NORTH WEST LOCALITY TEAM SERVICE LEVEL AGREEMENT AND PERFORMANCE SUMMARY</p> <p>To receive a report of The Locality Manager (West and North West Leeds) providing an update on performance against the SLA between Outer North West Area Committee and the West-North West Environmental Locality Team. This report covers the period from June 2012 to May 2013.</p>	9 - 34

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9			<p>BETTER LIVES FOR PEOPLE OF LEEDS: CARE HOMES AND DAY SERVICES FOR</p> <p>To receive a report of the Director of Adult Social Services outlining 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.</p>	35 - 48
10			<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 the Committee with an update on the recommendations agreed at the Executive Board on 13th March 2013; Investing in Young People: Future Direction for Youth Services in Leeds.</p>	49 - 54
11			<p>APPOINTMENT OF AREA LEAD MEMBERS, CLUSTER REPRESENTATIVES AND CORPORATE CARERS</p> <p>To receive a report of the Assistant Chief Executive (Customers and Communities) inviting Area Committees to make appointments to Area Lead Member roles, Clusters and Corporate Carers Group for the next municipal year 2013-14.</p>	55 - 62
12			<p>WELLBEING FUND UPDATE REPORT</p> <p>To receive a report of the Assistant Chief Executive (Customers and Communities) providing the 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. It also highlights the current position of the Small Grants and skips and those Small Grants and skips that have been approved since the last meeting.</p>	63 - 76

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13			<p>APPOINTMENT OF CO-OPTees TO AREA COMMITTEES</p> <p>To receive a report of the Chief Officer (Democratic and Central Services) which seeks to gain approval for the appointment of a co-optee to the Area Committee for the remainder of the municipal year.</p>	77 - 80
14			<p>AREA CHAIRS FORUM MINUTES</p> <p>To receive a report of The Assistant Chief Executive (Customers and Communities) notifying Members that the minutes of Area Chairs Forum meetings will be brought to Area Committee meetings as a regular agenda item, and to give a brief overview of the Area Chairs Forum meetings.</p>	81 - 90
15			<p>AREA UPDATE REPORT</p> <p>To receive a report of the Assistant Chief Executive (Customers and Communities) which brings together a range of information relating to Area Committee business into a single report to update Members on recent sub group and forum business since the last Area Committee.</p>	91 - 102
16			<p>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</p> <p>To receive a 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>	103 - 118
17			<p>DATE AND TIME OF NEXT MEETING</p> <p>2pm Monday 23rd September 2013, Greenacre Hall, Rawdon, LS19 6AS.</p>	

Agenda Item 7

NORTH WEST (OUTER) AREA COMMITTEE

TUESDAY, 14TH MAY, 2013

PRESENT: Councillor P Wadsworth in the Chair

Councillors S Lay, B Anderson,
C Campbell, B Cleasby, C Fox, G Latty,
C Townsley, P Latty and D Collins

92 Appeals Against Refusal of Inspection of Documents

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

93 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

94 Late Items

There were no late items submitted to the agenda. However Supplementary information had been circulated in relation to Agenda Item 12. Wellbeing Fund Update Report.

95 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations made.

96 Apologies for Absence

Apologies for absence were received from Councillors J L Carter and R Downes.

97 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the term of reference of the Area Committee.

On this occasion there were no members of the public present.

98 Minutes - 25th March 2013

RESOLVED – That the minutes of the meeting held on 25th March 2013 be approved as a correct record.

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

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

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

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

RESOLVED-

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

100 Subject: Response to the WARD report presented to Area Committee and the Planning Minister. Nick Boles

The Chief Planning Officer submitted a report which provided further clarification to the key issues raised by WARD.

In attendance to answer Members' questions were:

Ian Mackay – Team Leader - Local Planning East (City Development);
Tim Harvey – Principal Transport Planner (City Development); and
Gillian MacLeod - Transport Development Service Planner (City Development)

Members discussed the report in detail. Concerns were expressed over the number of new houses due to be built in the North West Outer Area especially in view of the large number of developments built over the past number of years. Members felt there was likely to be a serious impact to the area's infrastructure. This was alongside the likelihood that the people occupying the new properties would have to commute to other parts of the City for employment reasons putting further pressure on the A65 and A660.

Also discussed with officers were the figures used to create the LDF Core Strategy and where these had originated from.

Members questioned the reported 10% drop in traffic and suggested that this might be down to people using minor roads which are not monitored by Highways. Members also commented that there were other reasons such as: flexible working arrangements; reduction in car ownership; and a fall in employment levels.

Members asked officers how the Highways strategy for Leeds would deal with the increased traffic. Members were informed that transport strategy is the responsibility of Metro who co-ordinate transport across West Yorkshire.

The proposed relief road to the airport was discussed and whilst Members had some reservations over the route it would take, it was generally understood to be potentially beneficial for the area.

Members raised concerns about there being a shortfall in funding to undertake the necessary improvements to the infrastructure when more developments are built. Members stressed the importance of ensuring that developers are made to pay a contribution towards these improvements as part of the planning approval process..

'Rat-Running' was highlighted as a problem with motorists using minor routes and residential streets to avoid the congested main roads. Members considered that Highways should continue to object to developments that are not sustainable.

Consideration was given to commissioning work on the A65 and A660 to help better understand the traffic movement on these roads.

Members commented that the public should be encouraged to comment on the Leeds Development Framework Core Strategy to ensure opinions are made known and can be taken into consideration.

RESOLVED –

- (a) That the issues raised by WARD be noted;
- (b) That the Council continue to work with the 5 neighbourhood planning areas in Outer North West, with a focus on securing designation (where not already made) and ultimately securing approval for the Neighbourhood Plan upon examination.
- (c) To note that a meeting will take place with WARD representatives and Highways and Transportation officers on 12 June 2013, which will be an opportunity to respond to and explore the issues raised at North West Outer Area Committee.

101 Children's Services Area Committee Update Report

The Director of Children's Services submitted a report which informed the Committee on local outcomes for children and young people and provided an update on the work of the Children's Services Directorate and of the Leeds Children's Trust.

In attendance to answer Members' questions were:

Sue Rumbold – Chief Officer (Partnership Development Business Support);
Jancis Andrew – Area Head of Targeted Services (West North West).

Members identified a number of typographical errors in terms of the figures presented and were assured these would be amended.

Draft minutes to be approved at the meeting
to be held on Monday, 17th June, 2013

Members questioned officers on how success was measured and the need to prioritise children who are not attending school. Members also commented on the need for Children's Services to target young people who are not in employment, education or training.

Members were informed that the first tranche of funding resources will become available in June. The Area Committee will engage with Children's Services and young people to consider the allocation of resources and funding provision.

RESOLVED –

- (a) That the report be noted;
- (b) That the comments of the Area Committee be noted; and
- (c) That consideration be given at the September Area Committee meeting to providing financial support to young people, lacking financial resources who want to access the National Citizen Service Programme.

102 North West (Outer) Area Committee Business Plan

The Chair agreed that the Item be withdrawn. The report is to be considered at a future Area Committee meeting.

103 Wellbeing Fund Update Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report outlining the current position statement of the Area Committee's Wellbeing budget, detailing for determination those expressions of interest received for Wellbeing funding and presented for information those small grant applications which had been received to date.

Councillors Cleasby and Collins asked officers to confirm whether Rawdon children use Summer of Play facilities.

RESOLVED –

- (a) That the current position of the well-being budget as set out at Appendix 1 of the report;
- (b) That the current position of the Small Grants and skips and those Small Grants and skips that have been approved since the last meeting be noted;
- (c) That the rolling forward of the remaining Small Grants and skips budget for 2012/13 into the Small grants and skips budgets for 2013 be approved; and
- (d) That the following be agreed in respect of those expressions of interest received for well-being funding, as detailed within Section 4 of the submitted report;

Name of Project: Summer of Play in Guiseley Rawdon and Yeadon
Ward affected: Guiseley & Rawdon and Otley & Yeadon
Name of delivery organisation: Extended Services
Decision: £6,666 (G&R ward) £3,334 (O&Y ward) revenue
APPROVED

Name of Project: Summer of Play in Otley, Bramhope and Pool
Ward affected: Otley & Yeadon Adel & Wharfedale
Name of delivery organisation: Extended Services
Decision: £3,722 revenue **APPROVED** Otley & Yeadon.
£1,860 revenue **NOT APPROVED** Adel & Wharfedale

104 Area Update Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report which brought together a range of information regarding Area Committee business.

Children & Young People Sub Group

The Committee were informed about the Aireborough Summer Activities and the positive impact this scheme has. A report has been submitted to Executive Board with regards to the provision of Youth Services which will bring about cuts to targeted youth work in the North West Outer area.

Joint Inner & Outer Sub Group

The Committee were informed that the Sub Group had thoroughly debated the NGT scheme.

RESOLVED – that the contents of the report be noted.

105 Area Committee Sub Groups

The Assistant Chief Executive (Customer Access & Performance) submitted a report which set out the roles of the of the Outer North West Area Committee Sub Groups and sought nominations for elected Member representatives from each ward to each sub group.

It was confirmed during discussion that Councillor Campbell is to sit on the Policy Sub Group replacing Councillor Lay.

This report will be reviewed whilst taking into consideration the recommendations of the Area Lead Report at the next meeting

Draft minutes to be approved at the meeting
to be held on Monday, 17th June, 2013

RESOLVED

- (a) that the following Members be elected as representatives to the sub groups featured in the table below;
- (b) that the following Members be elected as Chairs to the sub groups featured in the table below; and
- (c) that the dates and times of sub group meetings for 2013/14 municipal year be as set out in the table below.

Community Safety Sub Group

Councillor Fox – Adel and Wharfedale – Chair;
Councillor Collins – Horsforth;
Councillor Wadsworth – Guiseley and Rawdon;
Councillor Lay – Otley and Yeadon.

18th June, 1pm, 17th September 2013, 14th January 2014, 22nd April 2014,
15th July 2014,

Environment Sub Group

Councillor Anderson - Adel and Wharfedale – Chair;
Councillor Wadsworth – Guiseley and Rawdon;
Councillor Cleasby – Horsforth;
Councillor Campbell – Otley and Yeadon

17th June 2013 12.00 pm, 23rd September 2013 12.00 pm, 4th November
2013 12.00 pm, 9th December 2013 12.00 pm, 3rd February 2014 12.00
pm, 24th March 2014 12.00pm.

Children and Young People's Sub Group

Councillor P Latty – Guiseley and Rawdon - Chair;
Councillor Fox – Adel and Wharfedale;
Councillor Collins – Horsforth;
Councillor Downes Otley and Yeadon;

5th July 2013 10.00 am, 4th October 10.00 am, 10th January 2014 10.00am,
4th April 2014 10.00 am.

Health and Well – Being Sub Group

Councillor G Latty – Guiseley and Rawdon – Chair
Councillor Anderson - Adel and Wharfedale;
Councillor Cleasby – Horsforth;
Councillor Lay – Otley and Yeadon

Draft minutes to be approved at the meeting
to be held on Monday, 17th June, 2013

17th September 2013 10.00am, 28th January 2014 10.00am, 22nd April 2014 10.00am

Transport Sub Group

Councillor Cleasby – Horsforth – Chair;
Councillor Anderson - Adel and Wharfedale;
Councillor Wadsworth – Guiseley and Rawdon;
Councillor Downes - Otley and Yeadon.

*Dates for the Transport sub group have yet to be confirmed but provisional dates in July, November and March 2014 are under discussion.

Policy Sub Group

Councillor Wadsworth – Guiseley & Rawdon (Chair)
Councillor Anderson – Adel & Wharfedale
Councillor Fox – Adel & Wharfedale
Councillor G Latty – Guiseley & Rawdon
Councillor P Latty – Guiseley & Rawdon
Councillor Cleasby - Horsforth
Councillor Campbell - Otley & Yeadon

11th June 1.00pm, 19th November 1.00pm, 25th February 1.00pm

106 Elections Working Group Meeting Notes

The Assistant Chief Executive (Customer Access and Performance) submitted a report which notified Members of the meeting notes of the Election Working Group meeting on 28th January 2013 and allowed for discussion on them and the timetable and Joint Review of Polling Districts, Places and Stations and Community Governance Review of all Parish and Town Council Arrangements.

RESOLVED – That the report be noted

107 Date and Time of next Meeting

2pm Monday 17th June 2013.

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Report of Locality Manager (West and North West Leeds)

Report to North West Leeds (Outer) Area Committee

Date: 17th June 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): Adel and Wharfedale Guiseley and Rawdon Horsforth Otley and Yeadon	
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 North 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 North 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 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 North 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 North 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

The following section summarises headline performance against the principles and priorities described in section 6.0 of the Service Level Agreement.

Service Principles and Priorities – SLA Section 6

- 3.2.4 The Locality Team has started to review and revise mechanical and manual cleaning schedules in consultation with Elected Members and frontline cleansing staff. These changes include scheduling to be on the day following bin collections where possible and, the movement of schedules to be coterminous with community events, e.g. Market days or peak weekend activity. Some changes have already been made to manual cleaning routes in several areas following Elected Member feedback. The Locality Team continues to improve the responsiveness of our staff and their ability to record and report issues which they cannot deal with directly. All frontline cleansing

staff have been provided with camera phones and are reporting issues that they cannot deal with and evidence to enable prosecutions.

- 3.2.4 Local priorities and area based actions have been identified and are reviewed and delivered on an on-going basis in each ward. Examples of this include enhanced and intensive enforcement patrols and action, increased cleansing frequencies and partnership work with ALMOs and others. Dog-fouling and thrown litter remain key priorities across all four wards.
- 3.2.4 The Team continue to work with Waste Management to develop solutions in areas where refuse collection can be challenging.
- 3.2.4 The Locality Team play a key role in the multi-agency tasking meetings which has resulted in partner priorities being identified and a forward work programme for the partnership. The Locality Team is engaged with Neighbourhood Improvement Projects and Boards and has supported these across the year.
- 3.2.4 The Team has supported community activities in several areas including work with the Town and Parish Councils and residents groups around service delivery activities across outer north west.
- 3.2.4 Reciprocal working arrangements are in place with Parks and Countryside Service. The Locality Manager is also leading discussions with the ALMO's about the integration of Council and ALMO environmental services activity.
- 3.2.4 Work with businesses has developed across the year with several being held to account for their impact on the local environment. Work in Otley, Guiseley, Yeadon and Horsforth Town Centres have delivered improvements without additional cleansing resources.
- 3.2.4 The Team has supported In Bloom at judging times and community clean-ups across the year. Leaf-fall clearance was successfully delivered. A winter programme to clean arterial routes across the area took place in December and January in partnership with Continental Landscapes Ltd, which ensured key problematic stretches of road were cleansed.

Service Activity – SLA Section 7

- 3.2.4 Between 1st June 2012 and 27th May 2013 there were 1,938 requests for service emanating from the Area Committee area. Of these, 540 were for Adel and Wharfedale ward, 415 for Guiseley and Rawdon ward, 484 for Horsforth ward and 493 for Otley and Yeadon ward. The largest volumes of service requests across all four wards were for gully cleansing, graffiti (either removal or enforcement), followed by over-grown vegetation, fly-tipping and dog fouling / control issues.
- 3.2.4 In the same period the Locality Team served 49 legal notices across the area - mainly for drainage and over-grown vegetation.
- 3.2.4 Patrol work has also been undertaken on Saturdays utilising additional Area Committee funding. Covert CCTV funded by Area Committees will also be in place shortly and used across the wedge area.
- 3.2.4 A restructure of the regulatory 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.

- 3.2.4 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.
- 3.2.4 A programme for maintaining and cleaning the priority locations and ginnels identified by Elected Members is now in place. This includes partnership commitments from West North West Homes and Parks and Countryside.
- 3.2.4 **49** additional litter bins have been installed across the area of which 31 have been directly funded by the service and 18 have been funded by either the area committee or other sources. These are being emptied using existing resources through an increase in productivity.

Service Outcomes – SLA Section 8

- 3.2.4 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.
- 3.2.4 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.
- 3.2.4 The net managed budget for 2013/14 is **£2,808,110** and is detailed at Appendix C.
- 3.2.4 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

- 3.3.4 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. 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 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.

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Services Level Agreement Delegation of Environmental Services

1 Parties

- 1.1 This Service Level Agreement is made between the *Outer North 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 Wadsworth): To liaise with the Locality Manager to ensure that decisions on service delivery are being made in accordance with the SLA and that timely and accurate reports/information are provided for Area Committee and relevant sub/ward meetings in order for the Area Committee to meet its responsibilities. To work in partnership with other Chairs across the relevant 'wedge' and the city as a whole as required (for example at the Area Chairs' meeting).

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

(d) Outer North 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 ONW 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 ONW 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 ONW Environmental Sub-Group.

7 Service activity

7.1 The WNW Locality Team, via this SLA, undertakes to provide the following services to the ONW wards of Adel and Wharfedale, Guiseley and Rawdon, Horsforth and Otley & Yeadon 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.

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

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 ONW 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 NW Environmental Sub-Group, or equivalent, for consideration. Through the sub-group, the report will be used to identify changes in issues and priorities, and therefore help guide service delivery over the following quarter(s).
- 11.2 Area Committee
Twice yearly performance monitoring reports will be submitted by the Environmental Locality Manager to the Area Committee for consideration. The report will detail the performance against service outcomes and the execution of Executive Board policy locally.
- 11.3 Executive Board
An annual report will be submitted by the Area Committee to Executive Board, detailing the performance against service outcomes and the execution of Executive Board policy locally.

12 Review process

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

- 12.2 The review process will be undertaken jointly with officers of the service and all, or nominated Members from the Area Committee.
- 12.3 The review process will commence in the October to December 2013 quarter and completed in the January to March 2014 quarter. Proposed updates to the service principles and priorities will be presented at the last Area Committee meeting of the municipal year (March/April) so that a full, revised SLA for 2014/15 can then be worked up to also incorporate any service activity changes required. Also provided will be the second service monitoring report outlining performance against the current year's agreement.
- 12.4 The new SLA for the 2014/15 municipal year will be formally approved by the Area Committee at its first meeting of that municipal year (June/July 2014).
- 12.5 Simple "in-year" changes to how an element of the service is organised and delivered in wards can be agreed outside of any formal review process of the Agreement between ward members and the Locality Manager. Providing the change can be met from within existing capacity in that ward. For example, the additional/amendments of litter bins locations, minor revisions to mechanical and manual sweeping routes/frequencies and agreeing localised enforcement priorities.
- 12.6 Where requested ward changes would have an impact on the service capacity across the Area Committee, the Environmental Sub-group would consider the matter and if necessary refer to the Area Committee for a decision.
- 12.7 Where requested changes to service delivery within an Area Committee would have an impact on capacity across the Locality, initial discussions would be held between Area Committee Chairs to agree the best way forward. If agreement 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.

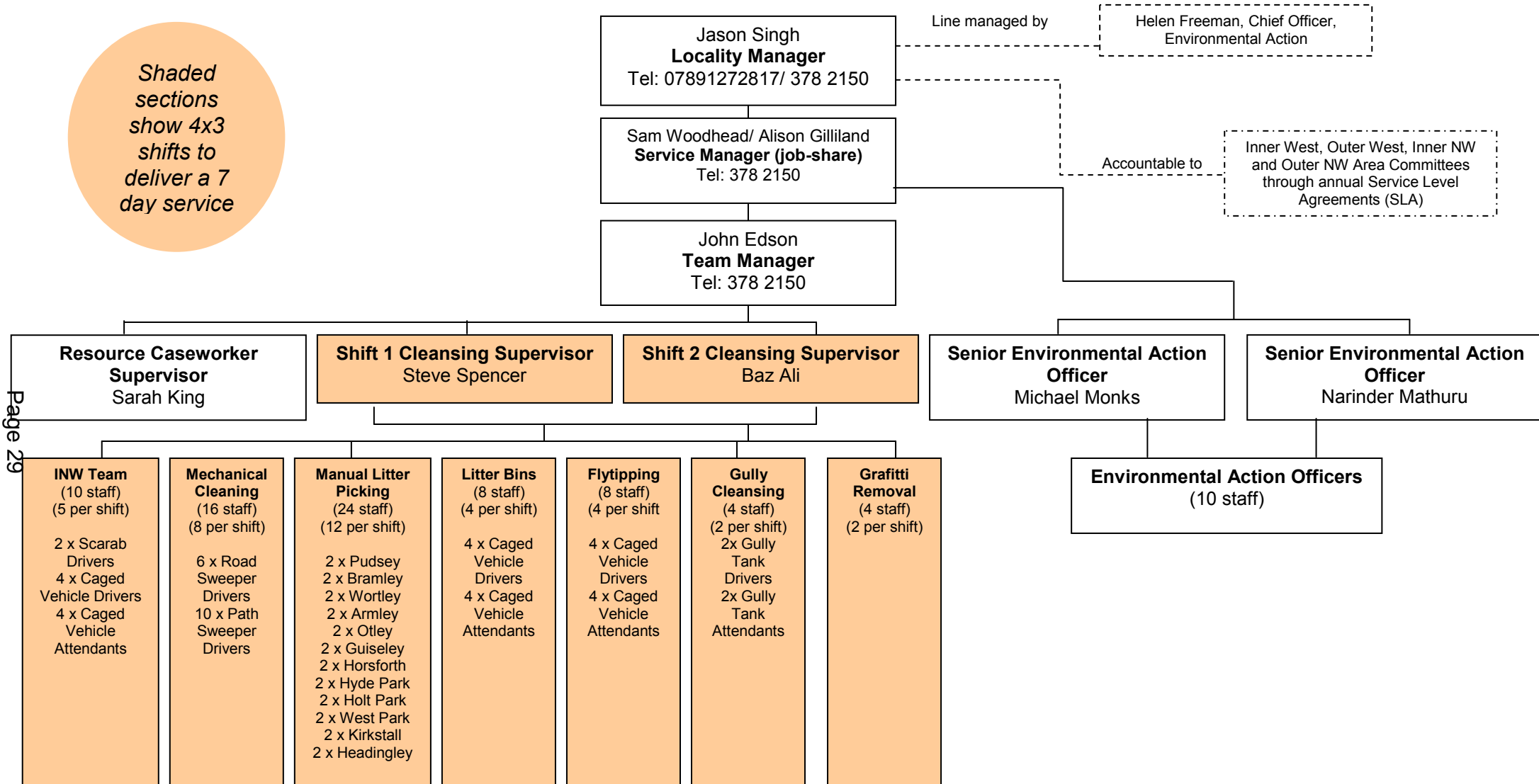
Signed:.....
Date:

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	£		What is NOT included:
Staff Functions	0	What this pays for	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:
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	Dog Warden Service
Litter bins emptying	167,285	4 drivers and 4 street attendants working shifts to deliver a 7 day/wk service	Graffiti team
Street Litter	449,675	24 street attendants working shifts to deliver a 7 day/wk service	Weedspraying
Headingley cleansing	213,055	6 drivers and 4 street attendants working shifts to deliver a 7 day/wk service	Disposal cost of street waste
Environmental Health & Technical	70,570	2 Senior Environmental Action Officer	Past pension costs
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	Planned to be delegation
			Master Key Fuel (further work) £44k
			FPN income (£84k) (change in current system / ICT)
Fleet & Transport Costs			
Fleet Hire	280,530	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	Managers vans £12k
Leasing costs	30,880		Water (Standpipe charges) £30k
Maintenance/repairs	81,920		
Fuel	161,730	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	
Vehicle insurance	4,870		
Staff travel	32,650		
	592,580		
Legal Costs	17,840	Cost of prosecutions and advice	
Support Costs - HRA	7,660	Financing costs of Bin replacement	
Prudential Borrowing costs	10,000		
TOTAL EXPENDITURE	2,867,910		
INCOME	- 11,000	Ad hoc cleansing, Court Costs and recovery of Works in Default	Fuel - ongoing inflation pressures
			Attendance management
			TOIL
			Agency usage
			Fleet - replacement costs
SUB TOTAL	2,856,910		
Targeted efficiency	- 48,800	Transfer of Estate Caretakers (33k) and ELL target/line by line (16k)	
NET BUDGET	2,808,110		

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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 author: Dennis Holmes

Tel: 2474959

Report of the Director of Adult Social Services

Report to North West Outer Area Committee

Date: 17th June 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): Horsforth Otley & Yeadon	<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. In September 2011, following extensive and comprehensive consultation, the Council's Executive Board agreed to proceed with the Adult Social Care Better Lives Programme, a significant element of which is aimed at reshaping local authority provided care home and day centre provision for older people in Leeds.
2. It is in this context that a review of the remaining Council owned and operated care homes and day centres has been completed and proposals developed that revise the current service model. 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 options for the following residential care homes in the North West Outer area that have been subject to consultation.
 - Manorfield House, Horsforth Ward
 - Suffolk Court, Otley & Yeadon Ward
3. This report outlines the consultation process aimed at seeking the views of those older people currently living in the care homes, those receiving respite, day centre users, carers, relative and staff who provide care and support.

4. In preparation for the submission of recommendations to Executive Board in September 2013, Members of the North West Outer Area Committee are invited to suggest specific local issues that will help plan for the future needs of older people and make a response 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, particularly in the context of significant financial constraints and reductions in public expenditure.
6. Finally, this report informs members of the North West Outer Area Committee of the progress made in implementing the options approved by the Executive Board in September 2011 for the residential care homes and day centres in the North West Outer area.

Recommendations

1. Members of the North 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 options approved by the Executive Board in September 2011 on the two residential homes and day centre in the North West Outer area.

1. Purpose of this report

- 1.1. This report outlines the Better Lives vision in which context a review of the remaining care homes and day centres has been completed and proposals developed that revise the current service model.
- 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 options for the following care homes located within the North West Outer area.
 - Manorfield House, Horsforth Ward
 - Suffolk Court, Otley & Yeadon Ward
- 1.3. Consultation with residents and respite users of these homes, their relatives and carers ends 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 North 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 North West Outer Area Committee with an update on the progress made in implementing the options approved by the Executive Board in September 2011 for the following facilities located within the North West Outer area.
 - Kirkland House care home, Guiseley & Rawdon Ward
 - Spring Gardens care home, Otley & Yeadon Ward
 - Spring Gardens day centre, Otley & Yeadon 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 the on-going review of the eight care homes and six day centres where no recommendations were made as part of the first phase of the review and to bring forward further options with City Development and Environment and Neighbourhoods.
- 2.7. That review of the remaining care homes and day centres has been completed and proposals developed that revise the service model. At its meeting on 15

February 2013, Executive Board agreed to begin a period of statutory consultation on these proposals.

- 2.8. An assessment of the individual care homes and day centres where no recommendation were made 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 2.4 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 commissioning of preventive services and community based support. A recent example 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 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 promote 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 outmoded facilities with limited popularity coupled with services that limit choice towards reinvestment in new approaches, including personal budgets and integrated services.
- 3.5. 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, particularly provided in partnership with the NHS.
- 3.7. The integrated intermediate care bed strategy has been developed with the aim of providing bespoke and time limited nursing and care in a community setting with a focus on recovery, reablement and rehabilitation. Person-centred care is provided by an integrated team of nurses, care staff, therapists and clinicians for those mainly older people who cannot, at the time, be supported safely in their own home or for people who, although they may have a complex medical condition, do not require acute hospital care. Potential patients and service users may be admitted from hospital or referred directly from the community to an intermediate care unit with the aim of returning home and living independently for longer. Intermediate care units form one service of the wider integrated health and social care network of services and will work collaboratively to improve health and wellbeing and provide a better experience for patients and service users.

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 in where they live, 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. 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 in place for the

next five years. This will provide the council with greater influence over the cost and quality of independent sector care.

5. Proposed Options

5.1. An option appraisal has been undertaken to bring forward the following proposed options for Manorfield House and Suffolk Court which have 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. Manorfield House

5.3. At its meeting on 15 February 2013, the Executive Board gave approval to begin formal statutory consultation on the proposal to close Manorfield House and transfer residents to other services of their choice already available in the area.

5.4. Suffolk Court

5.5. At its meeting on 15 February 2013, the Executive Board gave approval to begin formal statutory consultation on the proposal to redevelop Suffolk Court, subject to the outcome of negotiations with the NHS, as a specialist facility for short-stay, residential and nursing care, aimed at helping people regain their independence and return to their own homes.

6. Consultation & Engagement

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

6.3. The consultation, undertaken in a 'person centred' way, involves 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 is being 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 are being taken to ensure an independent advocate is present to ensure they are appropriately consulted and their views recorded.

6.5. Staff

6.5.1. Formal consultation with staff is taking 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 are taking place throughout the consultation period to address employee matters, complete questionnaires and update staff on the progress of the programme.

6.6. Elected Members, Parish and Town Councils

6.6.1. A Cross Party Member Advisory Board 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. A range of formal and informal representations have been received from local elected members.

6.6.3. Members of Parliament

6.6.4. A briefing note outlining the proposals was issued in February to all Members of Parliament. A range of representations have been received.

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 North West Outer area

8.1. Kirkland House, Guiseley and Rawdon

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 two residents were transferred to the following alternative accommodation. All residents were transferred to their new homes of choice by the end of 13 January 2012.

- Negotiations took place between ASC Commissioners and Anchor Housing to secure local alternative accommodation in their homes in Otley and Yeadon. Ten places were secured to accommodate local people and ensure that friends could move together and remain in the neighbourhood.
- 2 people moved out of the Leeds area to Harrogate and Manchester
- 10 people moved to other alternative accommodation of their choice in Leeds.

8.1.2. On completion of the transfer of residents to alternative accommodation and following the handover to Corporate Property Management, Kirkland House 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 June 2013 and September 2013.

8.2. Resident Experience

8.2.1. 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. A case study outlining a resident's experience of the move is available at Appendix 1.

8.3. Older People's Housing and Care – Kirkland House site

8.3.1. As part of redevelopment proposals, the Kirkland House site has been identified as appropriate for Extra Care Housing. It is proposed in principle, that following sale on the open market the capital receipt is ring-fenced (subject to separate site specific Executive Board approval). The Planning statement received final approval on 13 May 2013 which will allow active marketing of the site to begin.

8.3.2. Interested parties such as developers and Housing Associations were invited to an engagement event in May aimed at encouraging Extra Care Housing and to positively market the site. Following the launch, interested parties will have six weeks to submit formal offers. Officers will engage with these interested parties throughout this period to discuss initiatives and encourage re-provision.

If there is no demand then the site will be disposed of on the open market in return for a capital receipt (and in line with Feb 2013 Executive Board approval).

8.4. **Staff from Kirkland House**

8.4.1. Fifteen staff members were re-deployed in the service with twelve leaving on the Early Leavers Initiative (ELI) scheme.

8.5. **Savings**

8.5.1. The annual on-going budget savings in 2012/13 from closure of Kirkland House is detailed below.

Kirkland House	
Running cost saving	£732,100
Re-provision costs	£643,200
Net saving	£88,900

8.6. **Spring Gardens Residential Home, Otley & Yeadon**

8.6.1. Executive Board agreed in September 2011 to decommission Spring Gardens at a future date and on completion of newly built alternative facilities in Otley. This was based on the feedback received during consultation that identified concerns over locality and capacity within alternative provision. Further work around the capacity of independent sector homes and planned homes has now been carried out under the corporate Housing and Care Futures Programme.

8.6.2. The Older people's Housing and Care project has undertaken a review of housing needs of older people, assessing future demand and identifying areas where provision is most deficient for both residential and care home provision. A detailed demand analysis specifically in respect to Extra Care Housing provision has been developed which shows the geographical spread of need across the City. The model estimates that c800 new units of Extra Care Housing are needed in the period up to 2020. The demand model demonstrates that Otley and Yeadon Ward are priority areas, with a current shortfall of 55 beds of Extra Care Housing.

8.7. **Spring Gardens Day Centre**

8.7.1. Spring Gardens day centre closed on 15 February 2012. Service users were transferred sensitively and safely in accordance with the Assessment and Closure Protocol, implemented by a dedicated social work team. Specifically this included trial visits or meetings with alternative service providers and transfer to the new service with friendship groups. Seven service users were transferred to the following alternative provision in the area:

- 3 people to Otley Action For Older People (Neighbourhood Network)
- 1 person to Aireborough Voluntary Services to the elderly with disabilities (AVSED)

- 2 people to Queenswood Drive Day Centre
- 1 person to residential care

8.8. Spring Gardens Service User Experience

8.8.1. Reviews were undertaken to check that the older people were settling in and further follow-up reviews completed three months after the move to new services. A case study outlining the service user's experience of the move is available at Appendix 2.

8.9. Staff

8.9.1. One member of staff left on the Early Leavers Initiative scheme

8.10. Savings

8.10.1. The total recurring savings for Spring Gardens day centre is £14,000. The savings relate to the managed costs of the establishment and do not include departmental or central overheads.

9. Corporate Considerations

9.1. Consultation and Engagement

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

9.2. Equality and Diversity / Cohesion and Integration

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

9.3. Council Policies and City Priorities

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

9.3.2. Leeds City Council's Top 25 priorities set out the delivery milestones of the Council for 2012-13 which support delivery of the key priorities

in the city priority plan and Council business plan 2011-15. In relation to Adult Social Care this includes supporting Better Lives through enterprise with the development of a wider range of care service providers. This will increase the range of choices open to service users.

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

9.4. Resources and Value for Money

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

9.5. Legal Implications, Access to Information and Call In

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

9.6. Risk Management

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

10. Recommendations

- 10.1. Members of the North 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 options approved by the Executive Board in September 2011 on the two residential homes and day centre in the North West Outer area.

11. Background Documents.

- 11.1. None.

Better Lives for People of Leeds - Residential Care for Older People - Appendix 1

Phase 1 Residential Care Case Studies

Freda is 85 years old and moved to Kirkland House in 2003. Freda was very happy at Kirkland House and was anxious about the move. Her son also really wanted Freda to continue to live in the Guiseley area as she has strong local connections. Freda completed an introductory visit and really liked Primrose Court, her first choice of an alternative home in Guiseley. Freda says that she is very happy at Primrose Court, she has a nice room, all her furniture is there and she is happy for Primrose Court to be her permanent home. Freda plays a full and active role in a wide range of social activities at the home. She also continues to attend activities in the local community. The new placement enables her son to visit frequently as he did at Kirkland House. Freda moved to be with her friend Pat who is equally happy with her new home. They have maintained their friendship and made other friends since moving. Both commented that moving with a friend had made the transition easier.

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

Phase 1 Day Centre Case Studies

Susan (92) attended Spring Gardens day centre in Otley for 11 years and developed many close friendships during that time. She has been involved with Otley Action for Older People for around 4/5 years and credits them with helping her move into her flat. She attends a quiz and bingo on Mondays occasionally, the Bridge Church lunch club once a month and enjoys having the opportunity to spend time in the company of her friends. She also attends the Otley Methodist lunch club and enjoys being able to still see many of her close friends regularly. She has been able to re-establish contact with her two cousins who she had lost contact with for several years, Susan says she has always got on well with her cousins so she has enjoyed being able to see them again. Susan says that without the lunch club she wouldn't be able to see her friends and she looks forward to going each week.

Report of the Director of Children’s Services

Report to: North West Outer Area Committee Meeting

Date: 17th June 2013

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



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

Summary of main issues

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

5. The new allocation for the North West Outer Area Committee budget ring-fenced for youth activities is £28237 in 2013/14 and £56747 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 to shape the July Executive Board report re targeted youth work services.

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

4.5 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.

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.

Report of Assistant Chief Executive (Customers and Communities)

Report to North West Outer Area Committee

Date: 17th June 2013

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

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

Summary of main issues

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

Recommendations

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

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

1 Purpose of this report

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

2 Background information

Area Lead Member Role

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

Children’s Services Cluster Partnerships

- 2.4 The Children’s Cluster Partnerships evolved originally in response to the extended schools initiative, then as extended services partnerships but have evolved to be an integral part of the locality model which sit under the Children’s Trust Board. They provide an inclusive partnership offer to our universal services in schools and children’s centres. Increasingly council services are being re-shaped to strengthen and develop relationships through the cluster model. The purpose of cluster partnerships are to:

- Enable local settings and services to work together effectively to improve outcomes for children, young people and their families, focusing on what will make the biggest difference in that area;

- Build capacity to improve preventative / early help services to meet local needs;
- Promote the ambition of a child friendly city across the locality.

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

Corporate Carers’ Group

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

3 Main issues

Area Lead Member/Corporate Carers Group

- 3.1 The Area Lead Member role aims to provide a local “lead” perspective and further facilitate local democratic accountability; particularly in conjunction with the relevant Executive Member. It is formally defined as covering the following areas:

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

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

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

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

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

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

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

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

Annual Council Meeting to ensure it is working and continues to align to the Executive Member portfolios.

Children's Services Cluster Partnership Representatives

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

CLUSTER	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
Aireborough	2	North West (Outer)	1 Guiseley and Rawdon 1 Otley and Yeadon
Otley/Pool/Bramhope	1	North West (Outer)	Otley and Yeadon

4 Corporate Considerations

4.1 Consultation and Engagement

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

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

4.2 Equality and Diversity / Cohesion and Integration

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

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

4.3 Council Policies and City Priorities

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

4.4 Resources and value for money

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

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

5 Conclusions

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

6 Recommendations

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

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

- member representatives to the local Children’s Services clusters relevant to the area committee as listed in section 3.

7 Background documents¹

7.1 None

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

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Report of the Assistant Chief Executive (Customers and Communities)

Report to North West (Outer) Area Committee

Date: 17th June 2013

Subject: Wellbeing Fund Update Report

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Adel & Wharfedale, Guiseley & Rawdon, Horsforth, Otley & Yeadon	<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 North 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.
2. It 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 North 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 those Small Grants and skips that have been approved since the last meeting.
- Note the well-being monitoring information provided at Appendix 2

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 approved since the last meeting.

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 the Council taking into consideration both population and deprivation of an area.
- 2.2 Members are advised that the new revenue well-being allocation for the Outer North West Area Committee is £160,940 for the financial year 2013/14. The Area Committee have previously agreed that this allocation is split equally by the 4 wards (£40,235 each). The allocation has been based on the 2010/11 formula of 50% population and 50% disadvantage. The carry forward of uncommitted well-being funds from 2012/13 will continue.
- 2.3 Currently the Outer North West Area Committee operate a pre-sift process for well-being fund applications. This involves discussions with appropriate ward members for that particular project, in the context of the current areas priorities. Where projects do not have support from all three ward members, they are not progressed. All applicants are offered further discussions and feedback if helpful. In order to provide further assurance and transparency to all applicants, where schemes do not garner support these will be reported to a subsequent area committee meeting for noting.
- 2.4 After deducting any existing commitments and taking account of the 2012/13 carry forward position, the Area Committee has **£231,864** of funding available for allocation in 2013/14.
- 2.5 No additional Capital Wellbeing was allocated to the Area Committee in 2013/14. However, Area Committees can continue to commit capital resources if they still have uncommitted funds available from previous allocations.

3 Main issues

- 3.1 Wellbeing Budget Statement 2012 -13 - 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.
- 3.2 Monitoring information on all on-going projects can be found at Appendix 2.

3.3 Well-being Budget – Large Projects

3.3.1 Small Grants Budget

Delivery organisation: Area Support Team (on behalf of the Area Committee)
Amount requested: £20,000 (£5,000 per ward)

The Outer North West Area Committee established a small grant budget in 2004. Originally it was agreed that this resource would be for grant applications up to £500 for a single organisation this amount was increased to £1,000 at the June 2010 meeting. Groups and organisations that apply or enquire about small grants are supported and given guidance on their application by the Area Support Team. In line with City Council financial regulations the small grants are monitored to ensure that expenditure is in line with grant approval. In 2012/13 a total of **£15,264** was spent on small grants.

3.3.2 Community skips budget

Delivery organisation: Area Support Team (on behalf of the Area Committee)
Amount requested: £4,000 (£1,000 per ward)

The skips budget is to assist local groups who want to conduct community clean-ups in their area. A notional skips allocation of £4,000 has been incorporated into the well-being budget each year since April 2004. In 2012/13 a total of **£1,570** was spent on providing **11** skips.

3.3.3 Horsforth CCTV

Delivery organisation: Leedswatch
Amount requested: £3,702 (Horsforth Ward)

Funding is to cover part of the revenue costs of the monitoring and maintenance of 2 CCTV cameras in Horsforth in 2013/14. The two cameras are located at the Old Ball roundabout and New Road Side. The project will benefit all residents who use local shops and community facilities in the core commercial areas of Horsforth, as well as shops and businesses.

3.3.4 Guiseley in Bloom – Watering

Delivery organisation: Guiseley in Bloom
Amount requested: £1,600 (Guiseley & Rawdon Ward)

The purpose of the project is to maintain the longevity of the floral displays arranged and planted by Guiseley in Bloom throughout the spring and summer months of 2013, by regular watering of displays.

Guiseley in Bloom receive tremendous support from local organisations in purchasing planting material for the displays however the money donated will not cover the cost of the watering.

3.3.5 CASAC Burglary Reduction

Delivery organisation: Community Action and Support Against Crime (CASAC)
Amount requested: £20,000 (£5,000 per ward)

CASAC Burglary Reduction was established in 2001 in response to meeting Home Office objectives of reducing domestic burglary by 25% and maintaining it. The service is delivered through a multi-agency partnership between Safer Leeds, CASAC-Leeds and West Yorkshire Police.

CASAC aims to alleviate the fear of burglary among residents in Leeds and to assist in reducing burglary and repeat burglary rates. Over 66,000 properties have been visited since the scheme started in 2001. Safer Leeds analysis of burglaries has shown that the repeat burglary rate for properties target hardened is 2%, which is very favourable when compared to Leeds' repeat burglary rates in non target hardened properties which is 8%.

The grant from the Outer North West Area Committee will enable CASAC to continue to offer proactive and re-active target hardening services in the outer north west areas of the North West division.

3.3.6 Guiseley & Rawdon Festive Lights

Delivery organisation: Leeds Lights (LCC)
Amount requested: £3,265

Funding will be used to provide festive lights in Guiseley & Rawdon in the following locations over the Christmas period: Larkfield Mount; Rawdon Green; Micklefield Park; Guiseley Gyratory and Memorial Garden. This will make the area more attractive to local residents and visitors which in turn will benefit local businesses.

3.4.7 Horsforth PCSOs

Delivery organisation: Horsforth Town Council
Amount requested: £8,100

The Horsforth PCSO project has been operational since 2004. The funding provides part payment for two additional Police Community Support Officers for Horsforth. PCSO's patrol the streets of Horsforth and provide a deterrent against crime and antisocial behaviour. In patrolling they also reduce the public's fear of crime. PCSO's also contribute to improving road safety by spending time on the roads of Horsforth using the Speed Indication Device to identify speeding drivers. PCSO's also assist with policing all major events held in Horsforth.

3.5 Wellbeing Budget – Small Grants & Skips

- 3.5.1 **Table 1.** below outlines those Small Grant applications that have been approved since the last Area Committee meeting. **Table 2.** outlines those skips that have been approved since the last meeting. Taking these into account, there is **£1,456** available for allocation for Small Grants and **£1,921** still available for Skip Hire.

The Area Committee are asked to note the current position of the budget and those grants and skips that have recently been approved.

Table 1: Small Grant Approvals (31/3/13 – 30/5/13)

Project Name	Organisation /Department	Ward	Amount Requested	Amount Approved
Otley Carnival 2013	Otley Carnival Committee	O&Y	£500	£500
Bands in the Park	Leeds International Season	O&Y	£600	£600
Guiselley Clock	WNW	G&R	£500	£500
Covert Surveillance Cameras	LCC WNW Locality Team	All	£490	£490
Holt Park Outing	Holt Park over 60's Club	A&W	£200	£200

Table 2: Skip Approvals (31/3/13 – 30/5/13)

Location	Ward	Amount Approved
Ings Lane Allotments, Otley	A&W	£124
Kirk Lane Allotments	A&W	£124
Broadgate Lane Allotments	H	£124

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.

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 2011 - 2030
- City Priority Plan 2011 - 2015
- Joint Health and Wellbeing Strategy
- Children and Young People's 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 North 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 North 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 those Small Grants and skips that have been approved since the last meeting.
- Note the well-being monitoring information provided at Appendix 2

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 each ward of the Outer North West Area Committee, details of the carry forward from 2012-13 and any existing commitments.

2013/14 ONW Revenue Budget	ONW Area Committee	A&W	G&R	H	O&Y
Balance Brought Forward from 12/13	£243,934	£103,274	£35,140	£47,256	£58,265
ONW Revenue Allocation for 2013/14	£160,940	£40,235	£40,235	£40,235	£40,235
Total	£404,874	£143,509	£75,375	£87,491	£98,500
Schemes Approved from 2012-13 budget to be paid in 2013-14	£124,261	£68,194	£27,943	£5,352	£22,772
Projects approved in 13/14	£48,749	£8,463	£15,174	£10,118	£15,004
Total Commitments	£173,010	£76,647	£43,117	£15,470	£37,776
Remaining to Allocate	£231,864	£66,862	£32,257	£72,021	£60,724

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. The small grants and skips budgets assume the requested allocation for 13/14 will be approved.

Project Name	Lead Organisation	Total Project			Adel & Wharfedale			Guiseley & Rawdon			Horsforth			Otley & Yeadon		
		Earmarked	Paid	Remaining	Earmarked	Paid	Remaining	Earmarked	Paid	Remaining	Earmarked	Paid	Remaining	Earmarked	Paid	Remaining
Small Grants	WNW Area Support	£26,736	£5,107	£500	£4,607	£760	£6,076	£6,836	£1,672	£1,883	£8,235	£1,390	£6,558	£500	£1,266	£6,058
Skips	WNW Area Support	£6,431	£1,486	£0	£1,486	£0	£1,672	£1,672	£0	£1,883	£1,883	£0	£1,390	£124	£1,266	£1,266
Summer of Play Guiseley, Rawdon, Yeadon	Extended Services	£10,000	£0	£0	£0	£0	£6,666	£6,666	£0	£0	£0	£0	£3,334	£0	£3,334	£3,334
Summer of Play Otley, Bramhope, Pool	Extended Services	£5,582	£1,860	£0	£1,860	£0	£1,860	£0	£0	£0	£0	£0	£3,722	£0	£3,722	£3,722
Total		£48,749	£8,453	£500	£7,953	£760	£14,414	£15,174	£0	£10,118	£10,118	£0	£15,004	£624	£14,380	£14,380

1.3 Revenue Projects Live from Previous Years

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

Project Name	Lead Organisation	Total Project			Adel & Wharfedale			Guiseley & Rawdon			Horsforth			Otley & Yeadon		
		Earmarked	Paid	Remaining	Earmarked	Paid	Remaining	Earmarked	Paid	Remaining	Earmarked	Paid	Remaining	Earmarked	Paid	Remaining
CASAC 2012	CASAC	£4,163	£1,041	£0	£1,041	£1,041	£0	£1,041	£1,041	£0	£1,041	£1,041	£0	£1,041	£1,041	£0
Chevin Forest Car Park/Surprise View	Friends of Chevin Forest	£1,148	£0	£0	£0	£0	£0	£574	£574	£0	£0	£0	£574	£574	£0	£0
George Martin Drive	Highways	£6,000	£6,000	£0	£6,000	£6,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Opal in the Community	OPAL	£1,426	£1,426	£0	£1,426	£1,426	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Laybys in Church Lane Adel	Perennial Gardeners Royal Benevolent Society	£5,500	£5,500	£0	£5,500	£5,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Locality Team Environmental Projects	Locality Team	£5,941	£5,941	£0	£5,941	£5,941	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
CASAC Additional Funding	CASAC	£15,000	£15,000	£0	£15,000	£15,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Holt Lane Play Area	P&C	£5,500	£5,500	£0	£5,500	£5,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Public Bridleway No1 Improvements	P&C	£5,060	£5,060	£0	£5,060	£5,060	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
SIDS	Highways	£4,000	£4,000	£0	£4,000	£4,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
New grit bins	Highways	£3,195	£3,195	£0	£3,195	£3,195	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Pool Social Club Refurbishment	Pool Sports & Social Club	£5,000	£5,000	£0	£5,000	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Puritan Chapel Refurbishment	Bramhope & Carrifon Parish Council	£7,500	£7,500	£0	£7,500	£7,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0

Additional Staff Resources at Wharfedale Park	£3,028								£3,028		£0	£3,028
Aireborough Summer Activities Association	£21,060	£2,860	£0	£2,860	£7,800	£0	£3,640		£3,640		£0	£6,760
Site-based gardeners	£20,113				£11,415	£0					£0	£8,698
Guiseley in bloom	£3,442				£3,442	£0					£0	
Off-Road Bikes	£2,684	£671	£0	£671	£671	£0	£671		£671		£0	£671
Lighting Otley Parish Churchyard	£2,000										£0	£2,000
Guiseley Cold Calling Zone	£3,000				£3,000	£0					£0	
Total	£124,760	£68,694	£27,541	£41,153	£27,943	£5,057	£5,352	£1,041	£4,311	£22,886	£1,615	£21,157

2 Capital

The is no additional capital funding allocated to Area Committees for 2013-14. Any new Capital projects will use monies taken from Revenue and will feature at 1.2 and 1.3. However, due to the first instalment of the Yeadon Cricket Club loan repayment being received, there is £1,250 available for allocation in the Otley & Yeadon ward.

2.1 Yeadon Cricket Club

In September 2011, the Area Committee approved a £5,000 revenue payment and a £5,000 loan to Yeadon Cricket Club from the Otley & Yeadon ward. Yeadon Cricket Club are repaying the grant in equal parts for 4 years with 0% interest. The first instalment was paid in 12/13 and the next instalment is due in February 2014.

	O&Y	Remaining
Yeadon Cricket Club	£5,000	
February 2013	£1,250	£3,750
February 2014		

3 Small Grants

At its May 2013 meeting, the Area Committee agreed to carry forward the remaining budget from the 12/13 small grants pot to the 13/14 small grants pot and these figures are reflected below. At the June 2013 meeting, a further £20,000 is requested for allocation.

Project Name	Lead Organisation	A&W	G&R	H	O&Y	Paid
Litter/Dog Fouling Bins	LCC WNW Locality Team	£0	£0	£0	£990	£0
Childrens Gaia	Friends of Parkinson's Park		£500	£0	£0	£500
IT Update	Adel Pre-school	£500	£0	£0	£0	£500
Grit Refills for Adel & Wharfedale Ward Team	West North West Area Support Team	£1,000	£0	£0	£0	£0
Otley Carnival 2013	Otley Carnival Committee	£0	£0	£0	£500	£500
Bands in the Park	Leeds International Season	£0	£0	£0	£600	£0
Guiseley Clock	WNW	£0	£500	£0	£0	£260
Covert Surveillance Cameras	LCC WNW Locality Team	£123	£123	£123	£123	£0
Holt Park Outing	Holt Park over 60's Club	£200	£0	£0	£0	£0
Total		£1,823	£1,123	£123	£2,213	£1,760
Carry forward from 12/13		£107	£1,836	£3,235	£1,558	
13/14 budget tbc		£5,000	£5,000	£5,000	£5,000	
Available to Allocate		£3,285	£5,714	£8,113	£4,345	

4 Skips

At its May 2013 meeting, the Area Committee agreed to carry forward the remaining budget from the 12/13 skips pot to the 13/14 skips pot and these figures are reflected below. At the June 2013 meeting, a further £4,000 is requested for allocation.

Skips	Delivery Date	A&W	G&R	H	O&Y	Paid
Arthington Village Hall	12/13th April 2013	£124	£0	£0	£0	£0
Otley Carnival	14th June 2013	£0	£0	£0	£372	£0
Ings Lane Allotments, Otley	11 March 2013	£0	£0	£0	£124	£124
Kirk Lane Allotments	24th May 2013	£0	£124	£0	£0	£0
Broadgate Lane Allotments	8th June 2013	£0	£0	£124	£0	£0
Total		£124	£124	£124	£496	£124
Carry forward from 12/13		£603	£789	£883	£514	
13/14 budget tbc		£1,000	£1,000	£1,000	£1,000	
Available to Allocate		£1,479	£1,665	£1,759	£1,018	

WELL-BEING PROJECTS MONITORING – Quarter 4 2012/13

Project Title	Lead Organisation	Outcomes/Comments	Approved	Paid
2012/13 PROJECTS				
ONW/12/01/C Otley Sustainable Facilities	Otley Football Club	This project has now completed. Stage 1 of the project completed early in the schedule and the upgrading of the referee changing rooms received good feedback from those who used the facilities. Stage 2 was delayed due to acquiring tenders and project staffing resources however this phase has now gone ahead. The seating has been upgraded to a more appropriate standard. The wellbeing element has been paid in full however the group will send through final photographs when the new facilities are officially opened.	£5,000	£5,000
ONW/12/02/R Horsforth PCSOs	Horsforth Town Council	The two PCSOs funded via well-being concentrated on Horsforth daily throughout 2012/13. They attended local schools, clubs and other events in the Horsforth area. They held a regular contact point at Morrison's on Town Street, Horsforth every Saturday between 10am and 11am. The Brownlee Stone Centre on Town street is now a contact point through the week visible to the passing public and with notices displayed. Anti-social behaviour is one of the Police priorities with targeted areas including Town Street, New Road Side, Hall Park, Hall Lane. The Speed Indication Device was deployed throughout Horsforth. Police also supported the Horsforth Lights Switch on.	£8,100	£8,100
ONW/12/06/R CASAC 2012 ONW/12/20/R CASAC Additional Funding	CASAC	The grant requires 240 properties to be target hardened equally throughout the ONW up to a value of £75 each. An additional £15,000 was given to target harden properties in the Adel & Wharfedale ward requiring a further 200 properties to be target hardened specifically in that ward. To the end of the financial year, 464 properties had been referred and either target hardened or were in the progress of being target hardened; the split is – Adel & Wharfedale 296 properties, Guiseley & Rawdon 55 properties, Horsforth 59 properties and Otley & Yeadon 77 properties. A further 10 properties were expected to progress.	£20,000 £15,000	£35,000
ONW/12/08/R Chevin Forest Car Park Surprise View	Friends of Chevin Forest Park	An initial upfront payment of £1,352 was made in 2012/13 to enable the group to pay a third party contribution payment to Caird Bardon. This third party contribution released £11,900 for spending on the wider project. The works are now completed and the monies have been spent on path work improvements. The works have vastly improved accessibility of the car park.	£2,500	£2,500
ONW/12/13/C George Martin Drive	Highways	The project is now completed and the footway provides a safer facility for pedestrians including young school children and their parent(s)/carers to cross the road away from the series of tight bends at the	£6,000	£0

		junction of East Causeway and Sir George Martin Drive.		
ONW/12/15/C Adel Theatre Upgrade	Adel Players	The works were completed a month ahead of schedule and included a major upgrade in the lighting installation for productions both on stage and in the round, installation of a hearing induction loop to benefit patrons who are hard of hearing, investment in new sound equipment to enhance use of both music and sound effects in productions, the refurbishment of the stage area and a brand new system for installing stage sets. Positive feedback has been received from users.	£4,957	£4,957
ONW/12/16/R OPAL in the Community	OPAL	The project covers three small projects (Fire Safety Project, Intergenerational Project and the Out and About Group). Various items have been purchased for the fire safety project and an educational session was arranged for Bramhope in early March for older people to access fire safety advice; 3 OPAL Volunteers have accessed formal training from West Yorkshire Fire Service to enable them to do home safety fire checks; 5 homes have been checked so far. The Intergenerational work continues to develop and 27 older people attended the Leeds University Tea Party, a music workshop was held in late April and a choir based at Cookridge Primary School attracts older people. The Out and About Group is to be held in the warmer months but advertising in the newsletter has already begun.	£2,450	£1,024
ONW/12/17/R Horsforth Gardening Scheme	Horsforth Live at Home Scheme	An upfront payment was made in February 2013 to enable the group to prepare for the summer months. However by the March 2013 monitoring, only 1 invoice from gardeners had been submitted; the particularly bad weather and snow at the start of the growing season meant that gardeners were unable to commence at the expected start of March 2013. Members have responded well to the advertising of the project, which was promoted in the January 2013 Live at Home Scheme newsletter and new members have joined following promotion of the gardening scheme to others through word of mouth. The group are confident that monitoring targets will be met in the better weather.	£1,225	£1,225
ONW/12/18/C Laybys in Church Lane	Perennial Gardeners Royal Benevolent Society	Perennial are working with LCC Highways to improve the laybys on Church Lane. The full schedule for the works is to be confirmed by Highways but works are expected to begin shortly.	£5,000	£0
ONW/12/19/R Environmental Projects	LCC – WNW Locality team	The project is ongoing, the new bins are due to be installed following discussions with Members; 30 hours of litter and dog fouling patrols took place throughout April and May and moss removal planning is underway.	£5,941	£0
ONW/12/21/C Holt Lane Play Area	LCC – P&C	This project is now completed. The old boundary fence was replaced with metal top bow fencing which meets the ROSPA (Royal Society for the Prevention of Accidents) regulations for playgrounds. New metal benches and bins were also installed replacing the vandalised ones, and new entrance gates. The project improved the physical environment and facilities within the park and enhances visitor experience. The new fencing will deter dogs gaining access to the playground and reduce dog fouling making the park safer for all users. Ongoing maintenance will be undertaken by Parks & Countryside.	£5,500	£5,500
ONW/12/22/R Public Bridleway No1 Improvements	LCC – Parks & Countryside Public Rights of	This project is ongoing, the first elements of the project funded by wellbeing were completed by the end of the 12/13 financial year, however the match funding by Parks and Countryside will be provided in 2013/14. The project will be completed shortly.	£10,120	£5,060

	Way Team			
ONW/12/23/R SIDS	LCC – Highways	This project was delayed while approval was sort from Highways Board. This has now be agreed and the items will be purchased shortly.	£4,000	£0
ONW/12/24/R New Grit Bins	LCC – Highways	The new grit bins for Adel & Wharfedale ward will be placed by winter 2013 after discussions with members about placement.	£3,195	£0
ONW/12/25/R and ONW/12/26/R CCTV – Otley and Yeadon	Leedswatch	The CCTV camera system has been in good operation and monitored 24 hours a day, 7 days per week, 365 days per year. 3 CCTV cameras were on Yeadon High Street and and 5 cameras were on Kirkgate, Manor Square, Boroughgate, Cross Green and Market Street in Otley.	£11,863 £6,442	£11,863 £6,442
ONW/12/27/R Pool Social Club Refurbishment	Pool Sports and Social Club	There have been delays in the staffing resource for the project. The works are to go ahead on a new schedule of works and which will be completed by the end of December 2013. The grant will be paid in arrears.	£5,000	£5,000
ONW/12/28/R Puritan Chapel Refurbishment	Bramhope and Carlton Parish Council	The Parish Council has commissioned Overtons, ecclesiastical architects, to manage the restoration. Overtons are currently seeking quotations for several elements of the planned programme which they are able to progress and in the meantime they continue to consult with English Heritage over aspects of the project. The grant will be paid in arrears.	£7,500	£0
ONW/12/29/R Additional Staff at Wharfedale	Parks & Countryside	The project does not begin until late June and an initial update will be provided at the end of the next monitoring period.	£3,028	£0
ONW/12/30/R Aireborough Summer Activities Scheme	Aireborough Summer Activities Scheme	The first monitoring report is due at the end of June where an update will be provided on the activities for the young people involved and statistical analysis. The project will be paid quarterly in arrears.	£21,060	£0
ONW/12/31/R Site-based Gardeners	Parks & Countryside	The site based gardener will be working from the first week in June 2013, therefore the first monitoring report for this project will be the end of June.	£20,113	£0
ONW/12/32/R Guiseley in Bloom	Guiseley in Bloom	The group have used the funding to purchase planters as the previous planters were in need of repair. The planters chosen were water storage planters which will help minimise watering costs and improve longevity of the plants throughout the spring and summer.	£3,442	£3,442
ONW/12/33/R Off Road Bikes	WYP	The first monitoring report is due at the end of June and this report will provide details of calls for service, arrests and other analysis for each ward.	£2,684	£0
ONW/12/34/R Lighting at Otley Parish Churchyard	Otley Town Partnership	The first monitoring report is due at the end of June 2013 and this will provide information about the progression of the works relating to the installation of the lighting columns.	£2,000	£0
ONW/12/35/R Guiseley No Cold Calling Zone	Guiseley Neighbourhood Watch	The first monitoring report is due at the end of June 2013 and will give details of the number of homes and residents reached by the production and distributions of the window stickers and lampposts.	£3,000	£0

2011/12 REVENUE PROJECTS				
ONW/11/20/R Parks and Countryside	Site Based Gardener	The site based gardener has been working a five day 37 hour week (21 hours within Guiseley & Rawdon and 16 hours with Otley & Yeadon) undertaking general gardening duties such as grass cutting, pruning, de-littering, removing fly tipping etc.. There have been no issues so far with the continuing project.	£23,534	£23,534
ONW/11/23/R Off Road Bikes	West Yorkshire Police	<p>Calls for this quarter have been reduced by 29% in the area. This being despite both bikes being in the workshops for over 2 weeks. The calls being as follows:- Increased to 22 in Jan 2013 (5 in Jan 2012), reduced to 9 in Feb 2013 (23 in Feb 2012) and reduced to 5 in Mar 2013 (23 in Mar 2012). The majority of the calls being to nuisance quads in the Holt Park area. The team continue to be an active presence throughout the ONW.</p> <p>Adel & Wharfedale – Adel woods continue to receive regular patrols but still to date no motorcycles have been seen. There have been unnerving reports of person or persons unknown that have been setting wire traps for cyclists using the woods.</p> <p>Horsforth – A few calls of note in this area, again due to the riders being on route to the quarry. Patrols in the park with the LCC Parkswatch officers proving extremely popular with the public.</p> <p>Guiseley & Rawdon – the major concern in this area continues to be the large influx of 4X4 vehicles (landrovers and the like) using Esholt woods on a regular basis. A further meeting with the land owners Yorkshire Water is planned as there has been damage caused to a gate which allows access to these vehicles.</p> <p>Otley & Yeadon - There have been a few calls at this location again mainly around the Coppice Wood area, local PCSO'S / Officers have attended and issued Verbal warnings to local youths. Regular patrols will continue in the hope that this will reduce the number of calls re ASB and Nuisance motorcycles and provide residents with peace and quiet.</p>	£1,500	£1,500
ONW/11/25/R Driver Training	LCC – Youth Service	<p>The training has been completed; both drivers are now D1 qualified, which means they can drive young people in a minibus as part of their paid employment. They undertook a medical, theory test, 3 days of practical training, a driving test and a supplementary training day and driver assessment with the council's testers.</p> <p>Driver one has already driven a trip to the Lazer Activity Centre from Horsforth and climbing wall trip from Holt Park and a trip for all four wards collecting young people from around the area to attend a consultation event in Horsforth. Due to having two qualified D1 drivers, trips that were prohibitively expensive are now possible.</p>	£2,460	£2,460

ONW/11/26/R No Cold Calling Adel & Wharfedale	Adel Association	The grant has been completed. No Cold Calling letters, stickers, booklets and signage were purchased for use by homes in the Adel area (LS16). The project was undertaken in conjunction with Trading Standards, West Yorkshire police and Holt Park Tenants & Residents Association.	£1,446	£1,446
2011/12 CAPITAL PROJECTS				
ONW/11/10/C Yeadon Cricket Club	Purchase of Yeadon Cricket Club	<p>This project is split as follows – £5,000 loan element to be repaid after 1 year as per the terms of the loan agreement £5,000 Capital Wellbeing Grant</p> <p>The purchase of Yeadon Cricket Club was completed earlier in 2012 around March time for a total of £60,000 + VAT. The Cricket Club are raising money to make sure they can make the repayments on time for the £5000 Loan + the repayments on the English Cricket Board £50,000 Loan.</p> <p>The first loan instalment of £1,250 was paid in March 2013 as per the terms of the Funding Agreement. The second instalment of £1,250 is due in early March 2014.</p>	£5,000 Loan £5,000 Grant	£5,000 Loan paid £1,250 rv'd £5,000 Grant paid
2010/11 REVENUE PROJECTS				
Tranmere Park conservation area appraisal	LCC Sustainable Unit	<p>This project initial research work included the production of:</p> <ul style="list-style-type: none"> • a draft Conservation Area boundary that identifies the area of special architectural and historic interest • a draft Conservation Area Appraisal that outlines what the special character of the area is and how to preserve and enhance it through future management • a draft Article 4 Direction with a dated photographic condition survey and information guide for residents. <p>A draft appraisal and management plan was taken to Planning Panel in July 2012, the completed appraisal was taken to February 2013 Planning Panel and the consultation process opened with events throughout January 2013.</p>	11,000	£11,000

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Report of the Chief Officer (Democratic and Central Services)

Report to North West (Outer) Area Committee

Date: 17th June 2013

Subject: Appointment of Co-optees to Area Committees

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Adel & Wharfedale, Guiseley & Rawdon, Horsforth, Otley & Yeadon	<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 a co-optee onto the Area Committee.

Recommendations

2. The Area Committee is requested to approve the appointment of the co-optee 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 a co-optee 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

- 3.4 There has been a request from the Chair of the Outer North West Area Committee to have a representative from West Yorkshire Police as a co-optee, given the Area Committee interest and the priority given to community safety issues within the outer north west area.
- 3.5 This would enable a Police Representative to comment on all relevant aspects of Area Committee business, ensuring crime and anti-social behaviour is given due consideration in the outer north west area.
- 3.6 The Outer North West Neighbourhood Policing Team has specific local knowledge on community safety issues therefore it is recommended the Inspector of the Neighbourhood Policing Team be co-opted as a member of the area committee.

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 a co-optee for the remainder of the municipal year.

6 Recommendations

- 6.1 The Area Committee is requested to approve the appointment of the co-optee 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 Assistant Chief Executive (Customers and Communities)

Report to North West (Outer) Area Committee

Date: 17th June 2013

Subject: Area Chairs Forum Minutes

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

Summary of main issues

This report formally notifies members of the decision made by full council that Area Chairs Forum minutes should be considered by Area Committees as a regular agenda item at future Area Committee meetings.

The report also includes background information regarding the Area Chairs Forum meetings.

Recommendations

The North West (Outer) Area Committee is asked to note the contents of the report and to consider the minutes from the Area Chairs Forum meetings at this and future Area Committee Meetings.

1 Purpose of this report

- 1.1 The purpose of this report is to formally notify Members that the minutes of Area Chairs Forum meetings will be brought to Area Committee meetings as a regular agenda item, and to give a brief overview of the Area Chairs Forum meetings.

2 Background information

- 2.1 Area Chairs Forum meetings take place on a bi-monthly basis and are chaired by the Deputy Leader of Council and Executive Member for Neighbourhoods, Housing and Regeneration.
- 2.2 Meetings are attended by the ten Chairs of the Area Committees, the Assistant Chief Executive (Customer, Access & Performance), the three Area Leaders and the Neighbourhood Services Co-ordinator in Leeds Initiative.
- 2.3 Agenda items focus on issues relating to services delegated to Area Committees, future delegations of services, locality working and any other issues that can be influenced by, or have an impact on, Area Committees.

3 Main issues

- 3.1 Following recommendations by the General Purposes Committee, full council approved on 26th May 2011 that minutes of the Area Chairs Forum meetings should be considered by Area Committees, and that this should be a regular agenda item for Area Committee meetings.
- 3.2 Area Chairs Forum minutes will only be available to be considered by Area Committees once they have been agreed as an accurate record by the subsequent Area Chairs Forum meeting.
- 3.3 The provisional scheduled Area Chairs Forum meeting dates for 2013 / 14 are:
- Friday 28th June
 - Friday 6th September
 - Friday 11th October
 - Monday 25th November
 - Monday 20th January
 - Friday 7th March
 - Friday 2nd May
- 3.4 Attempts will be made to include Area Chairs Forum minutes in papers issued prior to Area Committee meetings, however due to some tight deadlines between meetings, it may be necessary to table the minutes at certain Area Committee meetings.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 There has been no need to publicly consult on the inclusion of Area Chairs Forum Minutes on Area Committee agendas, however the matter has been discussed by the General Purposes Committee.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 There are no equality and diversity issues in relation to this report.

4.3 Council Policies and City Priorities

- 4.3.1 The inclusion of Area Chairs Forum minutes on Area Committee Agendas is a revision to the Area Committee Procedure Rules within the Constitution agreed by full council on 26th May 2011.

4.4 Resources and Value for Money

- 4.4.1 There are no resource implications as a result of this report.

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

- 4.6.1 There are no risk management issues relating to this report.

5 Conclusions

- 5.1 Full Council has approved the recommendations of the General Purposes Committee to include the Area Chairs Forum minutes as a regular item at future Area Committee meetings.

6 Recommendations

- 6.1 The North West (Outer) Area Committee is asked to note the contents of the report and to consider the minutes from the Area Chairs Forum meetings at this and future Area Committee Meetings.

7 Background documents

None.

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

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

Attendance:

Councillors: P. Gruen (Chair), G. Hyde, G. Hussain, G. Wilkinson, A. Gabriel, K. Bruce, J. Akhtar, P. Wadsworth, J. McKenna,
Officers: J. Rogers, K. Kudelnitzky, R. Barke, S. Mahmood, J. Maxwell

Minutes: S. Warbis

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

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

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

**David
Roberts**

4.0 Review of Area Working

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

across the three areas relating to employment and skills arrangements.

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

5.0 Transform Leeds Programme

- 5.1 Pat Fairfax, Policy and Performance Manager, attended with Erin Richardson, Transform Leeds Programme Manager with Voluntary Action Leeds, to provide background to the Transform Leeds Programme and to discuss the opportunities for Area Committee involvement in it's future development.
- 5.2 There is a need to strengthen the links between the third sector and the council at a locality level and one way could be through a regular discussion with Area Committees about local issues and priorities and to provide an update on local activity. An audit of third sector organisations highlighted that they value elected members as a source of information at a local level.
- 5.3 Transform Leeds is an 18 month programme of work, led by the third sector, that aims to radically improve support and development services for frontline third sector organisations in Leeds. It's main outcomes are to provide

sustainable support for third sector organisations, to develop local leadership and effective partnership working, and to have more efficient services with less dependence on state funding.

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

**Sarn
Warbis**

6.0 Wellbeing Budgets

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

**Area
Leaders /
Kathy
Kudelnitzky**

additional posts in it's area. It was argued that there should be a weighting used in their case when allocating wellbeing budgets.

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

Cllr Gruen

7.0 Any Other Business

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

**Sarn
Warbis**

8.0 Date of Next Meeting

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

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Report author: Gerry Burnham / Rachel Marshall
Tel: 0113 3367870

Report of the Assistant Chief Executive (Customers and Communities)

Report to North West (Outer) Area Committee

Date: 17th June 2013

Subject: Area Update Report

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Adel & Wharfedale, Guiseley & Rawdon, Horsforth and Otley & Yeadon	<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

This report provides Members with a summary of sub groups business since the May Area Committee and provides information on project and service activity in the outer north west area.

Recommendations

Members are requested to note the contents of this report and comment on any of the matters raised.

1 Purpose of this report

1.1 The purpose of the area update report is to bring together a range of information relating to Area Committee business into a single report to update Members on recent sub group and forum business since the last Area Committee.

2. Background information

2.1 The Area Committee currently has six groups looking at service provision within the functions of Community Safety, Children & Young People, Environmental Services, Health & Well-being and Transport as well as a Policy Group.

2.2 There are currently three ward forums in the area for Guiseley & Rawdon, Holt Park and Yeadon. The forums meet on a regular basis throughout the year.

3 Main issues

3.1 Environmental Services Sub Group

There has been one meeting of the sub group since the last Area Committee on the 14th May. Details of items discussed and actions from the meeting are attached at appendix 1

3.2 Health & Well-being Sub Group

The next meeting of the Health & Well-being sub group is scheduled to take place on the 17th September 2013.

3.3 Community Safety Sub Group

The next meeting of the Community Safety sub group is scheduled to take place on the 18th June 2013.

3.4 Children & Young People's Sub Group

The next meeting of the Children & Young People's sub group is scheduled to take place on the 5th July 2013.

3.5 Transport Sub Group

The next meeting of the Transport sub group has yet to be arranged.

3.6 Policy Group

The next meeting of the Policy sub group is on the 28th June and will be reported on at the September meeting.

3.7 Guiseley & Rawdon Forum

There has been one meeting of the Guiseley & Rawdon Forum since the last Area Committee on the 14th May. Details of items discussed and actions from the meeting are attached at appendix 2.

3.8 Holt Park Forum

The next meeting of the Holt Park Forum has been arranged for the 10th June 2013. This will be reported on at the September meeting.

3.9 Project and Service Update

3.9.1 Action Day (Shakespeares Guiseley)

A day of action took place on the 16th May in the Shakespeares in Guiseley. This was a joint venture involving a number of partners. Actions included:

WNW Homes deployed a team of 3 caretakers who patrolled the area removing fly tipping and cutting back vegetation.

Leeds Anti-social Behaviour Team delivered 300 letters publicising their service and visited 6 properties.

WNW Environmental Locality Team carried out joint visits with the Fire Service to retailers regarding waste management.

West Yorkshire Fire Service leafleted 100 homes and 2 home safety checks have been completed to date as a result.

Aireborough and Wharfedale Neighbourhood Policing Team made 2 arrests after receiving information from a member of the public regarding stolen bikes. A speed indication device (SID) was deployed in the area resulting in 16 warnings and 3 tickets being issued.

3.9.2 Sport in Horsforth

The Area Support Team continues to work with Cllr Cleasby on the legacy of the Olympics and the 2013 Brownlee Stone Family Sports Day planned for 17th August 2013. Area Support Team have undertaken meetings with officers from Breeze and EPIC - Every Person Influences Children to consider how best to make the event as inclusive as possible. Sports Development is working with local sports clubs to gain support from them to attend with so far, 12 different sporting activities confirmed.

3.9.3 Neighbourhood Planning

Officers continue to meet with the local Neighbourhood Forums to offer support when requested and obtain information and statistics to support the work being carried out by these groups to formulate a Neighbourhood Plan. The Area Support Team also have regular update meetings with officers from Planning to discuss any matters arising and progress on Neighbourhood Plans in Outer North West

3.9.4 Road Safety Issues

Officers are meeting with Councillor Collins regarding road safety issues around schools in Horsforth and in particular Westbrook Lane. A partnership approach to resolving the issues is being taken with involvement from the Schools, Extended Services, Planning, Highways and the Sustainable Education Travel team.

3.9.5 Derelict & Nuisance Sites

The Area Support Team is in regular attendance as a member at the derelict and nuisance sites working group. Progress is reported on those priority sites in the area that appear on the priority list and action is taking in the main by planning, building and planning enforcement. Updates are given to members through reports via the environment sub group. For those sites not included in tranche 1 and tranche 2, the Area Support Team has been tasked with finding alternative actions to address other problems associated with the sites.

3.9.6 Well-being Spend

The Area Support Team continues to work with members on the development of well-being projects in the area.

3.9.7 Holt Park Regeneration

Final amendments are currently being made to the draft Informal Planning Statement (IPS). When complete, the draft IPS will be presented to members prior to seeking Executive Board approval to consult with stakeholders and the public. The Area Support Team continues to receive updates from the project manager and will be involved in the consultation process.

3.9.8 Employability

On the 8th May 2013, Jobcentre Plus' Outreach Team, in conjunction with Leeds Connexions Service launched fortnightly 1-2-1 back-to-work support sessions based in the new Otley Core Resource Centre.

These back-to-work sessions are available for anyone within the Otley area to either book for themselves or for other organisations and community groups to refer individuals directly (on a voluntary basis).

During the meeting, the Outreach Adviser will assist with all aspects of their job search from creating a C.V. to completing employment application forms, as well supporting any training requirements.

So far, of the 3 sessions already held, all appointments slots have been booked with 100% attendance.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Community Forums are held in the Guiseley & Rawdon ward, Yeadon and Holt Park. In addition, ward members are consulted on projects and initiatives within their ward.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 A key principle of locality working is a focus on delivering the best outcome for residents across the area. This principle underpins equality and community cohesion, seeking to engage with local communities through forum meetings, and improve service provision through regular sub group meetings.

4.3 Council Policies and City Priorities

4.3.1 The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009. This approval was rolled forward to 2010/11 and is also being rolled forward to 2011/12 with amendments to the environmental delegation. The Area Functions are included in the Council's Constitution (Part 3, section 3c).

4.3.2 The Area Support Team's work programme contributes at a local level to the themes contained in the: Vision for Leeds 2011- 2013;City Priority Plan 2011-2015; Joint Health and Well-being Strategy and the Children and Young People's Plan.

4.4 Resources and Value for Money

4.4.1 Programmes of work outlined in this report are resourced in the main by Area Support Team and their partners which in turn, provide value for money.

4.4.2 In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council department's mainstream budgets, and external partner agencies e.g. the Police and NHS Leeds, which is in turn reflected in the fact that the Area Committee's role here is to influence, develop and consult. However, on occasion, well-being funding has resourced some projects related to its roles e.g. area based regeneration schemes and conservation reviews.

4.5 Legal Implications, Access to Information and Call In

4.5.1 This is the report of the Area Leader for West North West Leeds who has delegated responsibility to action decisions in accordance with Area Support Team's work programme in accordance with part 3 of the Council's Constitution in relation to Area Committee Functions.

4.5.2 This report is not confidential, neither is it, or part of it exempt.

4.6 Risk Management

4.6.1 There are no risks associated with this report.

5 Conclusions

5.1 This report provides Members with an update on recent sub group and forum activity undertaken by the Area Support Team.

6 Recommendations

6.1 Outer North West Area Committee Members are requested to note the contents of the report and comment on any aspect of the matters raised.

7 Background documents

7.1 None

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

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Note of 14th May 2013 Meeting 12.00 noon Civic Hall

Present

Cllr Anderson (Chair) – Adel & Wharfedale Member
Cllr Cleasby – Horsforth Member
Cllr Campbell – Otley & Yeadon Member
Cllr Wadsworth – Guiseley & Rawdon Member
Alison Gilliland – Environment & Neighbourhoods
Andrew Molyneux – Highways & Transportation
Guy Smithson – Parks & Countryside
Paul Hurrell – WNW Homes

Apologies

Jason Singh

Key Issues discussed:

1. Seating on the Highway

Andrew Molyneux presented a paper on this item (to be circulated with the minutes). Across the area there is little information available about the location of seats, who installed them or who is looking after them now. In order to provide a more structured approach to installation and maintenance there needs to be a register of locations and ownership and a system of inspection and repair. As most seats are on Highways land it was agreed that Highways is the logical place to maintain a register and this work has begun.

2. Waste Management Service

Ben Grabham was invited to the meeting as Members had raised concerns that a disproportionate amount of the environmental budget is being spent in the inner north west (inw) area particularly Headingley and Hyde Park.

BG gave an overview of the issues in the inw area and explained that the inw area gets additional resources to deal with the student changeover whilst additional resources are put into the outer north west (onw) area to deal with leaf clearing during autumn/winter. However Members felt that a lot more resources were going into the inw area than came into the onw area for the leaf clearing programme.

The sub group felt that the cleansing issues in the inw area were more to do with missed bins / overflowing bins rather than street cleansing issues and solutions should come from the waste management budget rather than environmental services having to pick this up.

A discussion on the number of new housing developments in the onw area ensued and Members asked if Waste Management were giving due consideration to this. BG confirmed that they are working with Planning and developers to ensure there are sufficient resources to deal with increasing demand.

Task and Finish was also discussed, Members raised concerns that the latest time any sorting tips are open on a Saturday is 4.30pm, resulting in crews having to cease collections at 2.30pm in some cases to allow time to travel to the tip, regardless of whether they have finished their round or not.

In answer to a query raised by Cllr Lay BG confirmed that the service did not have the capacity to take on any more brown or green bin collections as an additional vehicle would have to be purchased.

Due to the number of concerns raised regarding the Waste Management Service it was suggested that Cllr Dobson Executive Member for Environments, Sue Upton and Ben Grabham be invited to a future Environmental sub group to discuss the issues in more detail.

3. Environmental Update

Alison Gilliland circulated Environmental Service data for the period 25th March to 12th May. During this period they have dealt with 257 requests for service which is combined street cleansing and regulatory team total (full details to be circulated with the minutes). AG confirmed that there is one officer from the contractor 3GS working in ONW from 7.30am each morning.

4. Covert surveillance cameras

Members approved the small grant application. AG to write to all ONW Members requesting fly tipping hotspots.

5. Parks & Countryside Update

Guy Smithson presented information on:

- Lighting in Horsforth Hall Park
- P & C Streetscene Grounds Maintenance Programme for 2013
- City Wide Weed spraying Contract
(to be circulated with the minutes)

In addition the following verbal update was provided:

- Parkswatch (motor cycle bikes) have transferred to Community Safety.
- Football posts are to be taken down this week
- Holt Park play area fence now complete.
- Dog Control Orders Consultation - Tinshill Rec is included.

6. West North West Homes Update

Paul Hurrell provided an update on the work of the Neighbourhood Management Team. From April to date they have dealt with 284 service requests (details to be circulated with the minutes). Judging on the ' Good Garden' competition is currently taking place.

7. Any Other Business

None

Actions

There were no outstanding actions from the previous sub group meeting.

- **Seating on the Highway**
Highways to write to all outer north west Members for location of seats.
All
- **Waste Management**
BG to provide Members with a named contact and mobile number of an officer to deal with out of hours enquiries.
BG
- **Covert surveillance cameras**
AG to write to ONW Members for fly tipping hotspots
AG

Next Meeting

Monday 17th June '13, 12.00 noon, St Margaret's Parish Centre, Horsforth

Minutes of meeting
7pm-9pm, 22nd May 2013
Rawdon Little Moor Primary School

1.0 Introductions	Actions
1.1 Cllr Latty welcomed everyone to the meeting	
2.0 Minutes of the previous meeting and matters arising	
2.1 The previous meeting minutes were approved with one amendment at para 4.7 should not be Westgate.	
2.2 Cllr Latty talked about the parking issue on Ings Lane and Ings Crescent apparently there is a leased tenure on Guiseley AFC which means there is no public right to park in the car park belonging to the club.	
2.3 The parking on Bradford Road was discussed again with Councillor Latty advising the meeting there was no bye-law governing the sale of commercial vehicles on grassed verges. But our Enforcement Officers are happy to try to get vehicles moved on. A comment was made that the grass verges at the junction Hillway and Bradford Road have been churned up through vehicles parking on them	
3.0 Neighbourhood Policing Update	
3.1 PCSO Richard Kersnik was in attendance to advise on current policing issues and take questions..	
3.2 Burglaries in the area are down 27% with 14 burglaries in the past 3 months.	
3.3 Police are seeing an increase in bikes being stolen from garden stores, especially high value cycles up to £3000. They are seeing an increase in criminals coming from outside the area to steal bikes and there have been some arrests.	
3.4 Police are encouraging cycle owners to register their bikes on website such as Immobilise.com an online register of private property which the Police and other lost property agencies can use to check stolen or lost items and return them to their rightful owner.	
3.5 There has also been an increase in theft of satellite navigation devices from high end cars i.e. Audis, BMW etc. These can cost up to £3000 to replace and thus far are proving difficult to secure within the car as the removal system is very quick and easy.	
3.6 There have been some speed awareness activities taking place on Green Lane with Speed Indication Devices placed there to warn speeding drivers. Results indicated that HGV were not a particular concern.	
3.07 However public opinion differed to this. Concerns were expressed about the volume and speeds of traffic using the road especially skip wagons and Morrisons lorries early in the morning. If further developments are to take place could there be traffic calming measures linked in to this	
3.08 It was proposed a traffic survey be carried out to consider the weight of traffic but this would not record the speed of vehicles on the road.	
3.09 Measures such as making it a one-way street were discussed but Highways designation of the road means that this is not possible. Neither is making it a 20mph zone.	
3.10 Parking on the street was also a concern and yellow lines were discussed, as obstruction of line of sight to the roundabout is a problem. If yellow line were extended however there would be another problem with cars driving faster whereas the parking at least means cars have to drive more carefully.	
3.11 The issue of Greenacre Park being a rat run was mentioned however this is due to fall within a 20mph speed restriction which should at the least calm traffic and may deter drivers from using the street as a cut through.	

- 3.12 Concerns were raised over the children from Benton Park not using the Zebra crossing correctly and a worry that there could be an accident with children not taking proper care on the busy road. This can be dealt with through the school at the Traffic Safety Officer. RM to speak to officers.

4.0 Any other business

- 4.1 Highways. Councillor Latty advised the meeting he had received an email asking what road repairs were due to be carried out in the area over the year. HE then proceeded to read out a list of roads due to have work carried out. (See APP 1). This list does not take into account any potholes appearing or other repairs that may require urgent attention that Highways will react to as required.
- 4.2 Green Lane Mills. Councillor Latty advised that he had a number of queries about this site and proceeded to give some background on the situation and update as to what was happening now.
- 4.3 The site off Green Lane was sold 2 years ago to Sterling Investments and has remained empty, the roof was stripped and the buildings have become ever more derelict. David Wilson Homes have an option to develop the site and submitted an application to Planning Department this week to build 123 homes. This application has yet to be validated and therefore the plans are not yet available to inspect. Councillor Latty stressed the land is in private ownership and therefore the use cannot be dictated by Leeds City Council. This is a brownfield site and therefore is likely to be looked upon favourably for development by Planning. Councillor Latty cited Clarion and Netherfield Road as cases where there had been appeals that had been turned down. If Planning do not approve it is almost certain David Wilson Homes would appeal and very probably win.
- 4.4 Aireborough Neighbourhood Forum has looked at the site and would like an alternative development with the ponds kept as a green space and some work units incorporated. However the developer will clearly be looking to maximise profit and this option is unlikely to appeal
- 4.5 There is a wider issue here where the present Government has decided local authorities need to build more properties over the next 15 years as there is forecast to be a shortage of housing. Aireborough have been assigned to take 2,300 of the 72,000 properties Leeds as a whole will need to build over the 15 years. This number will include any planning permissions that are not yet built which reduces the actual number still to be planned in Aireborough to circa 1500. There is a lack of potentially suitable sites in this area, those being suitable are mainly greenfield and greenbelt but even so 1500 properties will have to be built and the 123 properties proposed here would reduce that number.
- 4.6 David Wilson Homes have presented their proposals at Greenacre Hall prior to submission to Planning and the plans show the ponds drained with watercourse diverted around the site. The small mill chimney would be preserved, as would frontage to Green Lane and 3 cottages.
- 4.7 A number of concerns were raised at the meeting regarding the potential damage to wildlife through this development. The 2 ponds on the site contain Great crested newts, mussels and fish. These ponds are to be drained and filled in but DWH will have to work with Conservation Officers to ensure they act in accordance with proper procedures. The newts are expected to be removed to another location before any work started on site. However it was claimed that this did not happen on another development at White House Lane and newts were killed as a result.
- 4.8 There was a great deal of concern regarding how the area would cope with another development on top of all the recent developments Guiseley & Rawdon has seen. People felt that the infrastructure was struggling already in terms of schools, doctors, dentists and traffic without another 123 homes.
- 4.9 Concerns were also raised about the large trees on the site and whether or not they had Tree Preservation Orders

- 4.10 There was a great deal of discussion regarding the schools and how the potential new developments would affect local schools that were having to expand already with another 2 set to have consultation talks over the next two months. Free schools were discussed as Councillor Latty advised that Leeds City Council had no plans or resources to build any new schools in the area. It was asked why DWH could not be instructed to either build or contribute towards a new school as part of the planning approval.
- 4.11 A further suggestion was made to build a school on the Greenacre Mills site instead of houses or in addition to houses but reduce the overall number of dwellings.
- 4.12 There was a feeling of frustration that not enough was being done to protect the interests of the people and Councillor Latty advised that he and Councillor Pat Latty lived close to the site and he and all 3 Ward Members were there to represent the peoples views and that they had consistently fought developments over many years but that they had to also remain realistic about what could be done and what was likely to be approved.
- 4.13 A question was asked and agreed that developers had to maintain a certain amount of green space within a site and if so could not one of the ponds be left.
- 4.14 Another question was raised about the large areas of open land in the south of Leeds and why not build more houses there where the infrastructure can cope as opposed to an already over developed area like this. However Councillor Latty responded that Leeds City Council couldn't dictate where developers can build and Guiseley & Rawdon was a popular area. Another problem was that Planning
- 4.15 were limited to considering a planning application from within the area only and could not look at the implications from or on neighbouring areas or other Local Authorities.
- Christine Schofield from Aireborough Neighbourhood Forum spoke about their organisation and how they would be forming a response to the Greenacre Mills development if people would like to comment on their website. Details to be
- 4.16 circulated with the meeting minutes. Christine also commented on how Councillor Latty and the other Councillors were doing their best but the decisions were not down to them
- 4.17 David Ingham from WARD (Wharfedale and Airedale Review Development) spoke about the target number of houses for Leeds and how his organisation is in dispute with Planning over the numbers which WARD believe should be substantially less linking in with the latest Census information. There was a meeting a few weeks ago with Planning officers and WARD have asked for the documentation to back up the numbers, which they are yet to receive. The matter has been to North West Outer Area Committee recently for discussion. There has been an 11% increase in the population of Guiseley & Rawdon since the previous Census and over 5000 new homes built over the wider local area in the previous
- 4.18 9 years.
- Councillor Wadsworth advised that there was a need now to consider the Site Allocation Plan rather than the number of houses as decisions will be taking place as to where future developments will likely be given approval following on from the public consultation due to take place in June and July.
- 4.19 Further concerns were raised about the lack of employment within the area with more developments of housing rather than businesses.
- 4.20 A query was raised regarding the lack of available parking particularly disabled parking on Yeadon High Street.
- 4.21 Another question was raised regarding what would happen to the site of the fire station if it closed and the service moved to Menston. Councillor Latty responded that it would be a matter for Planning
- 4.22 On the subject of Greenacre Mills again it was reported that the large pond had in the past caused flooding to properties on Henshaws. There was a general feeling

that people would like to retain one or both ponds if possible.

- 4.23 A suggestion was made that the site be used as a car park and or school to alleviate the parking issues on the road.
- 4.24 Councillor Latty asked that all comments be fed back to the Aireborough Neighbourhood Forum who even if they were not yet a designated organisation were recognised at Planning. A question was asked as to why Guiseley & Yeadon hadn't got a Parish Council as if they were, as a Parish Council they could be designated. Councillor Latty advised that this was something he had consulted residents on a number of years ago without any interest.
- 4.25 Discussion took place regarding access roads to the site and whether one or two would be better and where they might be placed. Henshaws was suggested but there is heavy traffic that way already so would be unlikely to be approved. Councillor Latty advised the Ward Members had pushed for a row of trees to be planted to the back of the greenspace opposite the site along Greenacre Park as a noise barrier and that there would be demands for a substantial contribution towards the extra classroom space that will be required.
- 4.26 There would also be a request for traffic control measures, traffic lights possibly. If Planning processed the application then the plans would be available in the library and on the Leeds City Council Public Access site on the internet for the public to see and comment on. The last plans appeared to have a number of affordable terraced homes with the majority being 3-5 bedroom detached properties.
- 4.27 Further concern was raised about the knock on effect of the planned expansion of the airport with passenger numbers increasing from 2.7million to 5.5million by 2016
- 4.28 Councillor Wadsworth stressed that £56 million savings needed to be found by Leeds City Council so substantial investment in schools or creating a leisure facility as had been suggested was not feasible.
- 4.30 Councillor Latty responded to a question regarding the Elderly Persons Home change of use advising that matters had not been agreed yet.
- 4.31 Finally as time was up for the meeting a vote was taken to garner some final views on people opinions on the Greenacre development

On the vote that the proposal to build 123 houses there was a bad idea was a unanimous FOR

On the vote for a mixture of employment units and houses 6 FOR

On the vote for keeping at least 1 pond unanimous FOR

On the vote to build a new school on the site 4 FOR

Address for Aireborough Neighbourhood Forum is;

<http://aireboroughnf.wordpress.com/>

or contact;

Mrs Jennifer Kirkby - Acting Programme Manager, 01943 878046

aireboroughnp@gmail.com

Next meeting 17th July 2013 Guiseley Methodist Church

Report of the Chief Officer (Democratic and Central Services)

Report to North West Outer Area Committee

Date: 17th June 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): <i>Adel & Wharfedale, Guiseley & Rawdon, Horsforth, Otley & Yeadon</i>		
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 **5** appointments to be made in relation to the following organisations:-

Aireborough Voluntary Services to the Elderly with Disabilities

Aireborough Voluntary Services to the Elderly with Disabilities provides a range of services to promote independent living for older people. One of about 40 Neighbourhood Network Schemes. They are only able to help with social activities for people with physical disabilities or recovering from depression. Volunteers do not have the necessary skills to deal with dementia or alzheimers or other serious mental health issues.

This is an annual appointment, and the current representative is **Councillor Downes**.

Bramhope Youth Development Trust

The objective of Bramhope Youth Development Trust is set out by the Charity Commission as follows:-

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

‘To advance the education of young people in the area of benefit through their leisure time activities in order to develop their physical and mental capabilities and improve their conditions of life’

Under the Trust scheme the ‘area of benefit’ means the village of Bramhope and the surrounding neighbourhood.

The Trustees will try at all times to respond positively to request for funding, however it must be noted the Trustees have a legal responsibility to work within the definitions as stated in the Trust Deed.

This is an annual appointment, and the Council’s current representative is **Councillor Fox**.

Horsforth Live at Home Scheme

The aims of the Horsforth Live at Home Scheme are as follows:-

‘To provide companionship, outings and help with shopping, nourishing hot meals and social activities – all designed to help older people stay independent and supported in their own communities’.

This is an annual appointment, and the Council’s current representative is **Councillor Cleasby**.

Prince Henry’s Grammar School – Foundation Governors

The Prince Henry’s Grammar School Foundation Governors exist to support the school in different ways to those of the main Governing Body. In particular, they have a responsibility with regard to the use of the land on which the school exists. They administer funds which enable them to be associated with the recording of achievement through the award of Scholarships, Leaving Exhibitions and other prizes. They also award annual prizes for sporting achievements and an annual travel bursary.

This is a three yearly appointment and the Council’s current representative is **Councillor Downes** and is not due for appointment until June 2014.

Rawdon and Laneshaw Bridge Trust

The Rawdon and Laneshaw Bridge School Trust is a Registered Charity No 529297 which was founded by deed dated 22 May 1746. The original endowment came from the Green-Emmott family of Emmott Hall, Colne and Rawdon. The Trust exists to provide grants to deserving young persons under the age of 21 and resident in Rawdon who are engaged in full-time education at university, college, grammar or secondary school. Such grants are to be applied for their education, maintenance or advancement.

This is a three yearly appointment and the Council's current representatives are **Councillor Cleasby, S Waddington** and **J Peebles** and is not due for appointment until June 2014

ALMO Outer North West Area Panel

There are four Area Panels in the West North West area which cover the following areas:-

- Outer West – Calverley and Farsley, Pudsey and Farnley and Wortley
- Inner West – Bramley and Stanningley and Armley
- Outer North West – Guiseley and Rawdon, Otley and Yeadon, Adel and Wharfedale and Horsforth
- Inner North West – Weetwood, Headingley, Kirkstall and Hyde Park and Woodhouse

Each Area Panel will work to Terms of Reference and a Code of Conduct.

Each Area Panel will consist of:

- One Board Director
- Two local Ward members
- Six Tenants

The remit of the Area Panels is wide and encompasses several service areas. Area Panels will have a number of functions, ranging from monitoring services, influencing their design and being consulted on policy changes and making recommendations on change to these to the main Board.

Each Area Panel will be responsible for a budget which will cover:

- Support for tenants groups
- Support for community groups
- Local environmental budgets
- Local Community safety budgets

These are annual appointments, and the Council's current representatives are **Councillor Latty** and **Councillor Fox**.

4.2 Area Lead Member Roles

In recent years, Area Committees have appointed to Leeds Initiative Area Based Partnership Groups. Specifically, Area Committees have appointed Members acting as local 'champions' in respect of each theme based Leeds Initiative

Partnership Group. However, appointments to these Groups have now been superseded by Area Committee appointments to the newly established Area Lead Member Roles.

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

5 Corporate Considerations

5.1 Consultation and Engagement

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

5.2 Equality and Diversity / Cohesion and Integration

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

5.3 Council policies and City Priorities

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

5.4 Resources and value for money

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

5.5 Legal Implications, Access to Information and Call In

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

5.6 Risk Management

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

6 Conclusions

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

7 Recommendations

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

8 Background documents³

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

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

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APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

Body/Person with authority to
change the document

Full Council

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

1.0 Scope

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

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

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

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

3.0 Determination of how an Appointment should be made

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

4.0 The Appointment Procedure

Strategic and Key Partnerships

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

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

Appointments to Outside Bodies Procedure Rules

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

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

Community and Local Partnerships

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

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

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

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

Appointments to Outside Bodies Procedure Rules

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

Support for Elected Member Appointees To External Organisations

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

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

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

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

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Area Committee Appointments to Outside Bodies (North West Outer)

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Clir Y/N	Review Period	Group
Aireborough Educational Charity	Yes	3	Jun-14 Jun-14 Jun-14		Michael Dunn S Waddington N Gledhill	N N N	4 Years 4 Years 4 Years	
Aireborough Voluntary Services To The Elderly With Disabilities	Yes	1	Jun-13	1	Ryk Downes	Y	Annual	Liberal Democrat
Bramhope Youth Development Trust	Yes	1	Jun-13	1	Clive Fox	Y	Annual	Conservative
Horsforth Live At Home Scheme	Yes	1	Jun-13	1	Brian Cleasby	Y	Annual	Liberal Democrat
Prince Henry's Grammar School - Foundation Governors	Yes	1	Jun-14	1	Ryk Downes	Y	3 Years	Liberal Democrat
Rawdon And Laneshaw Bridge Trust	Yes	4	Jun-13 Jun-13 Jun-13 Jun-14		Brian Cleasby Mr S Waddington Mr J Peebles Mr D Longley	Y N N N	3 years 3 Years 3 Years 3 Years	Liberal Democrat
ALMO Outer North West Area Panel		2	Jun-13 Jun-13	1 1	Graham Latty Clive Fox	Y Y	Annual Annual	Conservative Conservative
		13		5				

Number of places 13

Places held pending review 5

Places currently filled beyond June 13 8

Number of places to fill 5

Number of Members in the Committee Area 12

Percentage of Members on the Committee

Notional Places Allocated

Labour	0	0	0.00
Liberal Democrat	5	42	0.00
Conservative	7	58	0.00
<i>Other to list</i>			
Total	12		0

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