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NORTH EAST (INNER) AREA COMMITTEE

Meeting to be held in Reginald Centre, Chapeltown Road on
Monday, 17th June, 2013 at 4.00 pm

MEMBERSHIP

Councillors

J Dowson	- Chapel Allerton;
M Rafique	- Chapel Allerton;
E Taylor	- Chapel Allerton;
S Hamilton	- Moortown;
R Charlwood	- Moortown;
A Sobel	- Moortown;
G Hussain	- Roundhay;
C Macniven	- Roundhay;
B Urry	- Roundhay;

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East North East Area Leader:
Rory Barke
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A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>	

Item No	Ward	Item Not Open		Page No
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p> <p>No exempt items or information have been identified on the agenda</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 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.</p>	
5			<p>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 OF THE PREVIOUS MEETINGS</p> <p>To confirm as a correct record the minutes of the following meetings:</p> <ul style="list-style-type: none"> a) 11th March 2013 b) 17th May 2013 <p>(Copies attached)</p>	1 - 14

Item No	Ward	Item Not Open		Page No
8	Chapel Allerton; Moortown; Roundhay		<p>NORTH EAST DIVISIONAL COMMUNITY SAFETY PARTNERSHIP ANNUAL REPORT</p> <p>To consider the report of the North East Divisional Community Safety Partnership providing information on the overall performance of the Partnership and the Neighbourhood Policing teams for 2012/13 and an overview of the work undertaken to reduce crime in the area</p> <p>(Report attached)</p>	15 - 38
9			<p>WEST YORKSHIRE FIRE SERVICE - ANNUAL REPORT</p> <p>To receive the Annual Report from West Yorkshire Fire and Rescue Service</p> <p>(Copy attached)</p>	39 - 46
10			<p>ENVIRONMENTAL SERVICE LEVEL AGREEMENT</p> <p>To consider the report of the ENE Locality Manager, Environment & Neighbourhoods providing a comprehensive end of year performance report for the 2012/13 Service Level Agreement and setting out the details of the Service Level Agreement for 2013/14, including new commitments</p> <p>(Report attached)</p>	47 - 84
11			<p>INVESTING IN YOUNG PEOPLE: UPDATE ON THE FUTURE DIRECTION OF YOUTH SERVICES AND DELEGATED FUNCTIONS FOR AREA COMMITTEES</p> <p>To consider the report of the Director of Children's Services providing an update on the recommendation of Executive Board in respect of the future direction for the provision of youth services in Leeds and setting out the responsibilities delegated to Area Committees for Youth activity funding</p> <p>(Report attached)</p>	85 - 90

Item No	Ward	Item Not Open		Page No
12	Chapel Allerton; Moortown; Roundhay		<p>APPOINTMENT OF AREA LEAD MEMBERS, CLUSTER REPRESENTATIVES AND CORPORATE CARERS</p> <p>To consider the report of the Assistant Chief Executive (Customers and Communities) inviting the Area Committee to make appointments to the Area lead Members roles, Clusters and Corporate Carers Group</p> <p>(Report attached)</p>	91 - 98
13	Chapel Allerton; Moortown; Roundhay		<p>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</p> <p>To consider the report of the Chief Officer (Democratic and Central Services) outlining the procedure for the Committee to make and confirm appointments to those organisations (Outside Bodies) which fall within to the Committee to make an appointment</p> <p>(Report attached)</p>	99 - 110
14	Chapel Allerton; Moortown; Roundhay		<p>WELLBEING FUND</p> <p>To consider the report of the ENE Area Leader providing an update on the current position of the wellbeing revenue budget for the Inner North East Area Committee and the details of applications submitted for funding</p> <p>(Report attached)</p>	111 - 118
15			<p>MINUTES OF THE AREA CHAIRS FORUM MEETING</p> <p>To note the minutes of the Area Chairs forum meeting held 1st March 2013</p> <p>(Copy attached)</p>	119 - 128
16			<p>DATE AND TIME OF THE NEXT MEETING</p> <p>To note the date and time of the next meeting as Monday 2nd September 2013 at 4.00 pm</p>	

Agenda Item 7

NORTH EAST (INNER) AREA COMMITTEE

MONDAY, 11TH MARCH, 2013

PRESENT: Councillor G Hussain in the Chair

Councillors R Charlwood, J Dowson,
S Hamilton, C Macniven, E Taylor, A Sobel
and B Urry

76 Chair's Opening Remarks

The Chair welcomed all in attendance to the March meeting of North East (Inner) Area Committee.

He informed the meeting that apologies had been received from Rory Barke, East North East Area Leader due to his attendance at his mother-in-law's funeral. The Committee conveyed their condolences to Mr Barke's family.

The Committee noted that Clare Wiggins, Area Improvement Manager, Customer Access and Performance was attending on behalf of Mr Barke at today's meeting.

77 Late Items

The Chair agreed to accept the following as a late item of business:-

- Development of Area Lead Role – Report of Assistant Chief Executive Customer Access and Performance (Agenda Item 16)(Minute 81 refers)

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

78 Declaration of Disclosable Pecuniary and Other Interests

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

79 Apologies for Absence

An apology for absence was received on behalf of Councillor M Rafique.

80 Open Forum

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

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

81 Development of Area Lead Role

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

Kathy Kudelnitzky, Chief Officer, Localities and Partnerships presented the report and responded to Members' queries and comments.

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

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

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

- The need for area lead roles to be fully trained and to have an input into the process
- The need for area lead roles to have a public voice and to have an influence within the decision making process
- The need for area lead roles to be supported in developing the role
- The need to acknowledge the key points in the Inner North East area, including the importance of an outcome base approach and to capture Area Committee press releases within the process

The Chief Officer (Localities and Partnerships) responded and agreed to feed back the above comments into the consultation process.

RESOLVED-

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

(Councillor A Sobel joined the meeting at 4.10pm during discussions of the above item)

82 Children's Services Area Committee Update Report

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

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

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

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

- Nigel Richardson, Director of Children's Services
- Gillian Mayfield, Targeted Services Area Lead (ENE), Children's Services

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

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

In his presentation, the Director of Children's Services circulated a case study summary in relation to working with families to:-

- Improve school attendance
- Reduce the need for children to be looked after
- Reducing the need for children to be on child protection plan

Detailed discussion ensued on the contents of the report and appendices.

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

- Clarification of the statistical data in relation to the whereabouts of children in care
(The Director of Children's Services responded and outlined the national data in respect of those vulnerable groups)
- Clarification of the measures in place in relation to pressures on school places, especially within the Roundhay and Moortown wards
(The Director of Children's Services responded and outlined the latest measures. He acknowledged the importance of this issue and confirmed that progress was being made in this area)
- Clarification as to why there was only one ward representative on the Networks Cluster
(The Director of Children's Services responded and agreed to investigate this issue further with a report back to the East North East Area Leader)
- Clarification of the number of children subject to a child protection order in December
- Clarification of how the bedroom tax and welfare reforms would impact on families bringing up children

- Clarification of the current issues regarding the exploitation of children in care in the Inner North East area
- The need to acknowledge the importance of role of the families and to challenge narrowing the gap when addressing the wellbeing of children
- Clarification of the future of the North East Learning Centre
(The Director of Children's Services responded and agreed to investigate this issue further with a report back to the East North East Area Leader)
- Clarification of the exclusion provision identified in the case summary
- Clarification of the funding, support and help in place to support parents
- To congratulate Children's Services on the excellent results achieved in maths and English in primary schools and on school attendance

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That this Committee welcomes the continued progress in relation to Children's Services issues and encourages a sustainable direction with links into other agencies.

83 Annual Report for the Parks and Countryside Service

The Chief Officer of Parks and Countryside submitted a report providing the meeting with an area profile of key assets, information on park usage and a customer based perspective of the quality of the assets and services provided.

Appended to the report was a copy of a document entitled 'Detailed residents survey information' (Appendix 1 refers) for the information/comment of the meeting.

Mike Kinnaird, Development Manager, Parks and Countryside was in attendance and responded to Members' queries and comments.

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

- Clarification if the six bowling greens were Council owned
(The Development Manager responded and confirmed that they were Council owned and agreed to provide details on which parks they were in)
- Clarification of the latest position with regards to Section 106 monies towards refurbishment of the tennis courts at Roundhay Park
(The Development Manager responded and confirmed that £80k S106 was available for this purpose subject to consultation with Ward Members and other relevant parties)
- Clarification of the legal/enforcement protocol in relation to parking on grass verges and the damage sustained
(The Development Manager responded and agreed to investigate this issue further with a report back to the East North East Area Leader)

- Clarification as to what 'Feed Leeds' activity was taking place in the Roundhay Area and how interested groups or individuals could engage with the 'Feed Leeds' initiative
(The Development Manager responded and agreed that the Parks and Countryside Outreach Manager would contact the relevant Member to provide this information)
- Acknowledgement that a fun fair did not take place at Stonegate Recreation Ground in July 2012
(The Development Manager responded and agreed to verify event listings in future reports)
- To congratulate Parks and Countryside staff on the development of Meanwood Park
(The Development Manager responded and agreed to pass on these comments to staff)
- Clarification of how parks were classified and whether or not Parks and Countryside support a "park run" at Meanwood Park
(The Development Manager responded and confirmed that Parks and Countryside would be supporting this initiative, subject to consultation and the willingness of the organiser to develop a park run at this venue)

RESOLVED –

- a) That the contents of the report and appendices be noted and welcomed.
- b) That the Development Manager be requested to carry out the agreed actions and report back on the outstanding issue of parking on grass verges to the East North East Area Leader.

84 Environmental Services - Consultation on the 2013/14 Service Level Agreement

The Director of Environment and Neighbourhoods submitted a report on consultation measures in relation to the 2013/14 Service Level Agreement which would be presented for approval at the June meeting cycle following further discussions at local ward Member and Environmental Sub Group meetings.

The purpose of the report was to:-

- agree the main service principles for 2013/14 as set out in section 21
- identify the continuing existing priorities and any new service issues it would like to see a focus on, within existing levels of resource;
- identify issues that it would like to see enhanced services delivered through the buying in additional local resources;
- agree the development of the new SLA for 2013/14 to be brought to the June meeting for approval based on refreshed Elected Member and Area Committee local priorities;
- note the intention for the new SLA to be complemented by improved locality focused performance reports from the Waste Management Service, with a particular focus on supporting local improvements to recycling rates and reduction in land-fill

- note the work ongoing with other complementary services such as Environmental Health and Highways to use the SLA mechanism to improve local influence and accountability on issues affecting the environmental condition and cleanliness of neighbourhoods

Appended to the report was a copy of the Area Committee Function Schedules (Appendix A refers) for the information/comment of the meeting.

John Woolmer, East North East Locality Manager, Environment and Neighbourhoods presented the report and responded to Members' questions and comments.

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

- To congratulate the team on the de-leaving programme over the past six months within the Inner North East area
- To welcome the involvement East North East Locality Manager in progressing works around Alwoodley Estate
- To welcome the direction and formation of the 2013/14 Service Level Agreement and to discuss the principles at the next round of ward member meetings and Environmental Sub Group

RESOLVED-

- a) That the contents of the report be noted.
- b) That approval be given to the main service principles for 2013/14 as set out in section 21 of the report.
- c) That this Committee supports the continuing existing priorities and any new service issues it would like to see a focus on, within existing levels of resource.
- d) That this Committee supports the enhanced services delivered through the buying in additional local resources.
- e) That approval be given to the development of the new SLA for 2013/14 to be brought to the June meeting for approval based on refreshed Elected Member and Area Committee local priorities.
- f) That this Area Committee notes the intention for the new SLA to be complemented by improved locality focused performance reports from the Waste Management Service, with a particular focus on supporting local improvements to recycling rates and reduction in land-fill.
- g) That this Committee notes the work ongoing with other complementary services such as Environmental Health and Highways to use the SLA mechanism to improve local influence and accountability on issues affecting the environmental condition and cleanliness of neighbourhoods.

(Councillor J Dowson joined the meeting at 5.30pm during discussions of the above item)

85 Probation Service Community Payback Contract Review

The East North East Area Leader submitted a report providing a summary of the range of tasks undertaken by the Probation Service during 2012/13.

Appended to the report was a summary of the Probation Service's Community Payback resource for the information/comment of the meeting (Appendix 1 refers).

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

- Clare Wiggins, Area Improvement Manager, Customer Access and Performance
- John Woolmer, East North East Locality Manager, Environment and Neighbourhoods

In her presentation, the Area Improvement Manager informed the meeting that the ALMOs decision in renewing their contract with the Probation Service was still awaited.

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

- The need to acknowledge that this initiative was more active within the Chapel Allerton ward
- The need to delegate the decision whether to continue funding given the increased costs to the Environmental Sub Group
- Clarification of the costings and the need to look at different costings in view of the complexity of the service

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That consideration of this issue be deferred and referred to the Environmental Sub Group for consideration.
- c) That, in the interim period, the East North East Locality Manager be requested to address the costings issue with a report back to the Environmental Sub Group.

86 Minutes of the Previous Meeting

RESOLVED – That the minutes of the meeting held 28th January 2013 be confirmed as a correct record.

87 Wellbeing Fund Revenue Budget 2012/13 and 13/14

The East North East Area Leader submitted a report providing Members with an update on the current position of the revenue Wellbeing funding for the Area Committee and highlighting the applications made for consideration by the Area Committee.

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

- Inner North East Area Committee Well-Being Budget 2012-13 (Appendix 1 refers)
- Spreadsheet showing the breakdown of applications (Appendix 2 refers)

Nicola Denson, East North East Area Officer presented the report and responded to Members' comments and queries.

In her presentation, the East North East Area Officer reported on the receipt of late well-being application from the Ramgarhia Sports Centre for £4,580.

Detailed discussion ensued on the contents of the report and appendices.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That approval be given to funding the TCV Inkwell project for £2,000 in accordance with the report now submitted.
- c) That consideration of the MAECare grant be deferred and referred to the wellbeing working group for further discussion.
- d) That approval be given to funding the Irish Arts grant for £2,500 in accordance with the report now submitted and that the organisation be encouraged to have an input into the Area Committee's thank you event.
- e) That consideration of the Happy Toddlers grant be deferred until the May 2013 meeting.
- f) That approval be given to convert the Health is Your Life grant to a small grant and to approve £500 in accordance with the report now submitted.
- g) That approval be given to funding the holiday activity projects as set out in Appendix 2 from the 2013/14 budget in accordance with the report now submitted.
- h) That in relation to the late wellbeing application received from the Ramgarhia Sports Centre, consideration be deferred and referred to the wellbeing working group for further discussion.
- i) That this Area Committee notes the current budget position and through ward member meetings, the issue regarding ward pots be addressed further by the East North East Area Leader with a report back to a future meeting.

88 Inner North East Area Committee Priorities

The East North East Area Leader submitted a report updating the meeting on the Inner North East Area Priorities.

The report also provided an update on the Moor Allerton Partnership Neighbourhood Improvement areas, the new draft Neighbourhood Improvement Plan and the new Area Committee business plan.

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

- Area Committee (Inner North East) Performance Plan (Appendix 1 refers)
- Moor Allerton Partnership Neighbourhood Improvement Plan 2013/14 (Appendix 2 refers)
- Inner North East Area Committee Business Plan 2013-14 (Appendix 3 refers)
- Inner North East Community Charter (Appendix 4 refers)

Nicola Denson, East North East Area Officer presented the report and responded to Members' comments and queries.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That the update on the Area Committee priorities 2012/13 be noted.
- c) That, subject to the receipt of further comments from Members of the Area Committee, approval be given to the new business plan, including the proposed priorities for 2013/14, the community engagement strategy and charter for production.

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

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

RESOLVED –

- a) That the contents of the report be noted.
- b) That approval be given to the following dates as outlined in Section 3.1 of the report:-

- 17th June 2013
- 2nd September 2013
- 14th October 2013
- 9th December 2013
- 27th January 2014
- 10th March 2014

N.B. All meetings to commence at 4.00pm

- c) That the meeting venues continue to alternate between the Civic Hall and the Reginald Centre.

90 Date and Time of the Next Meeting

Friday 17th May 2013 at 3.00pm in the Civic Hall, Leeds

(The meeting concluded at 6.00pm)

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NORTH EAST (INNER) AREA COMMITTEE

FRIDAY, 17TH MAY, 2013

PRESENT: Councillor G Hussain in the Chair

Councillors J Dowson, M Rafique, E Taylor,
S Hamilton, R Charlwood, A Sobel and
B Urry

91 Chair's Opening Remarks

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

In particular he also welcomed Ms C Grimshaw, East North East Area Officer who would be taking over the role of Mrs N Denson from May 2013. He also welcomed Ms H Gray, Governance Officer who would be taking over the role of Mr S Robinson from the new municipal year.

92 Declaration of Disclosable Pecuniary and Other Interests

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

93 Apologies for Absence

Apologies for absence were received on behalf of Councillor C Macniven and Mr R Barke, East North East Area Leader.

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

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

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

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

RESOLVED-

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

95 Wellbeing Fund Revenue Budget 2013/14

The East North East Area Leader submitted a report providing Members with an update on the current position of the revenue Wellbeing funding for the Area Committee and highlighting the applications made for consideration by the Area Committee.

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

- Inner North East Area Committee Well-Being Budget 2012-13 (Appendix 1 refers)
- Inner North East Area Committee Well-Being Budget 2013-14 (Appendix 2 refers)

Sharon Hughes, East North East Area Improvement Manager and Nicola Denson, East North East Area Officer presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the contents of the report and appendices.

Councillor S Hamilton raised that two of the items in Appendix 2 were incorrectly allocated to the Moortown ward pot. The East North East Area Officer reassured that this would be changed and the final new figures would be brought back to the June Area Committee when they had been consolidated with finance's figures.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That the Happy Toddlers Happy Families grant be refused.
- c) That approval be given to funding the Opening Doors project for £8,500 in accordance with the report now submitted.
- d) That consideration of funding the Trembler Alarms initiative be deferred until the next meeting in June 2013 and that this issue be incorporated within the Community Safety progress report which would enable Members to receive more detailed information on the initiative.
- e) That this Committee notes the current budget position as outlined in Section 3.4 of the report.
- f) That Appendix 2 be altered as discussed and brought back to the June Area Committee.

(Councillor A Sobel joined the meeting at 3.15pm during discussions of the above item)

96 Date and Time of the Next Meeting

Monday 17th June 2013 at 4.00pm in the Reginald Centre, 263 Chapeltown Road, Leeds 7.

97 Chair's Closing Remarks

As this was the last meeting within the current Municipal Year, the Chair thanked Members and officers for their contributions and support during the past year.

Councillor J Dowson, on behalf of the Committee, expressed her appreciation to Councillor Hussain for his dedication and role as Chair during the past two years.

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

At the request of the Chair, Councillor J Dowson informed the meeting that a report on the Children's Services Youth Services budget and Cluster nominations would be submitted to the June 2013 meeting.

The Chair also made reference to Area Lead roles and of the fact that a further report on this issue would be submitted to the June meeting for consideration. In concluding, the East North East Area Improvement Manager made specific reference to the Old Peoples' Residential Programme and agreed to circulate details of this to Members outside the meeting.

In concluding the Chair informed the meeting that Mrs N Denson, East North East Area Officer would be leaving the Council on 24th May 2013. At the request of the Chair, Councillor B Urry expressed his appreciation of the kind support he had received from Mrs Denson during his first year as an Elected Member. Board Members conveyed their best wishes to Mrs Denson.

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

(The meeting concluded at 3.25pm)

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Report of North East Divisional Community Safety Partnership

Report to Inner North East Area Committee

Date: 17th June 2013

Subject: North East Divisional Community Safety Partnership Annual Report

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

Summary of main issues

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

Recommendations

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

1. Purpose of this report

The report will focus on the following key issues:

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

2. Background information

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

3. Main issues

3.1 Performance Framework

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

- Reducing crime levels and its impact across Leeds
- Effectively Tackle and Reduce Anti-social behaviour in our Communities

- 3.3 The North East Police Divisional Targets are outlined in (Appendix A)

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

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

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

4. Operation Champion

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

5. Operation Outwork

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

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

6. POCA

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

7. Confidence and Satisfaction

7.1 North East Leeds continues to have the highest public confidence in local policing during 2012/13 at 60.5% (March 2013) compared with the West Yorkshire force average of 53.9%.

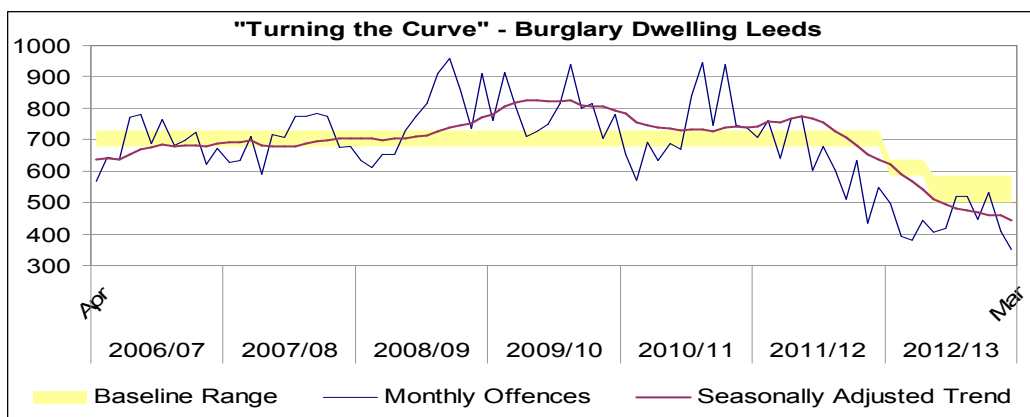
7.2 Operation Confidence continued during 2012/13 with two editions and is a contributing factor to the high rates of public confidence. The North East Division produces 11 neighbourhood management newsletters detailing partnership activity around crime and grime within the Neighbourhood Policing Team and delivers to approximately 128,000 households. The initiative has been funded by North East Police Division, East North East

Homes, Safer Leeds Partnership and Aire Valley Homes, we are anticipating securing funding for 2013/14 for a further two editions whilst investigating other options alongside social media such as Facebook and Twitter to improve engagement with local communities.

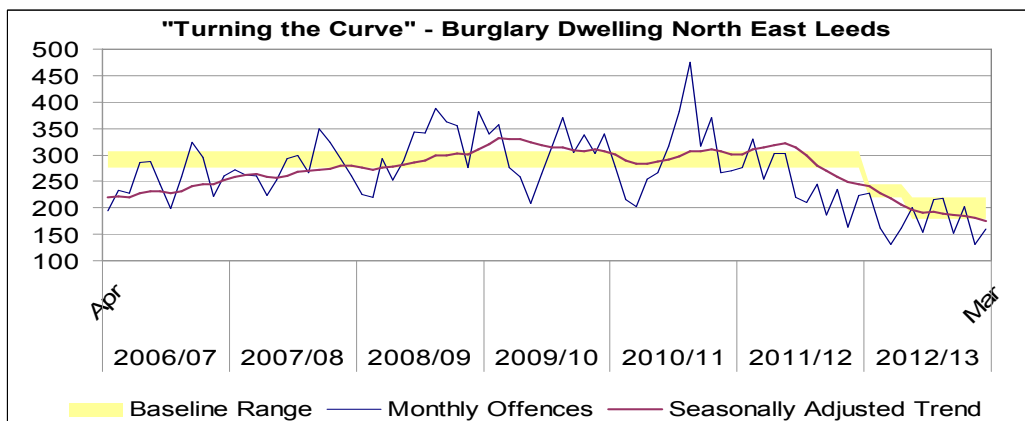
8. Burglary Dwelling

8.1 Burglary Dwelling remains a key priority in relation to allocation of resources both staffing and financial. Tackling burglary dwelling remains the key priority within the division and across the whole of Leeds, we are working closely with Safer Leeds Strategic Burglary Group and partner agencies to maximise opportunities for closer working, sharing good practise and continue to deliver initiatives at a local neighbourhood level.

8.2 Overall a very successful year in 2012/13 there were 5,305 recorded domestic burglaries in Leeds, down 30.8% when compared with the previous year equivalent to 2357 fewer victims.



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



9. Ward Risk Matrix

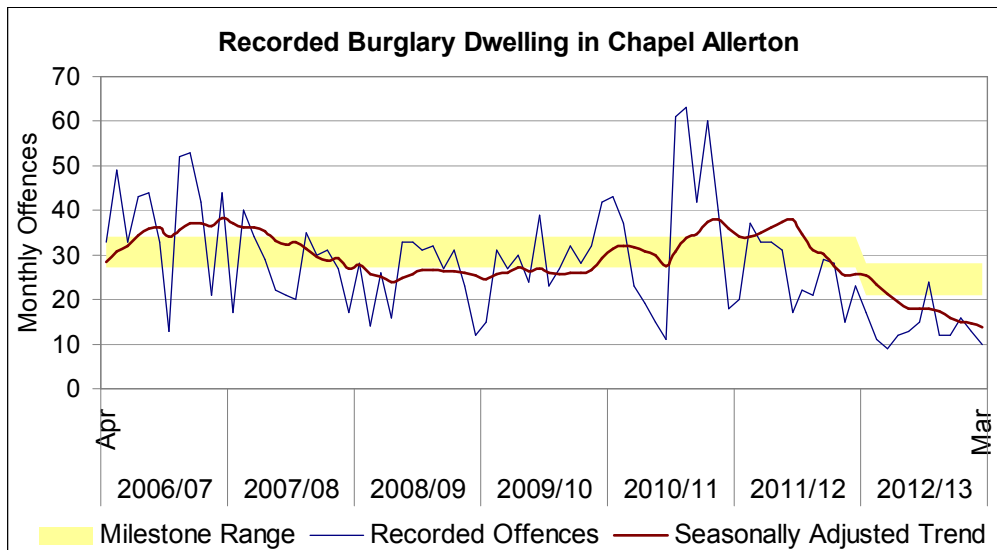
- 9.1 During 2012/13 there were nine strategic localities of concern. The inner north east area committee area had one locality of concern, Chapel Allerton Ward ranking at 9th place in 2012. The strategic burglary group are currently reviewing best practise in relation to partnership work and reviewing the localities of concern for 2013/14. The Divisional Community Safety Partnership have recommended Roundhay ward to be the focus for additional partnership work on reducing burglary dwelling during 13/14 from the Inner North East Committee Area. An outcome accountability session took place in May 2013..

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

Colour Key	
Very High Concern	Very High Concern
High Concern	High Concern
Some Concern	Some Concern
Low Concern	Low Concern
Strategic Area	Strategic Area

10. Chapel Allerton Ward

- 10.1 A very successful year in relation to reduction of overall burglary dwelling within the ward, the ward was ranked 16th at 31st March 2013 compared to 9th the previous year (2012) and a significant reduction of 47%. The burglary action plan developed with key partner agencies was delivered during 12/13 and incorporated key strands including offender management, stolen goods market, reducing victimisation and crime reduction. Significant financial investment was provided by East North East Homes to continue the target hardening initiative of ALMO properties alongside allocations from area committee to support security improvements to vulnerable tenants in the private rented sector and owner occupiers.



10.2 Victims of burglary continue to be revisited by police community safety officers and offered trembler alarms funded by the area committee. There have been several incidents across the ward where the alarms have activated and deterred burglars.

11. April 2012 to March 2013

Month	Offences	Average To Date
Apr-12	17	17
May-12	11	14
Jun-12	9	12
Jul-12	12	12
Aug-12	13	12
Sep-12	15	13
Oct-12	24	14
Nov-12	12	14
Dec-12	12	14
Jan-13	16	14
Feb-13	13	14
Mar-13	10	14
Year to Date	164	14

Month	Cumulative 2012-13	Cumulative 2011-12	Change
Apr	17	20	-3
May	28	57	-29
Jun	37	90	-53
Jul	49	123	-74
Aug	62	154	-92
Sep	77	171	-94
Oct	101	193	-92
Nov	113	214	-101
Dec	125	243	-118
Jan	141	271	-130
Feb	154	286	-132
Mar	164	309	-145
-47% Change Year to Date			

11.1 Out-turn was 164 offences, falling by 47% in 2012/13 compared with 2011/12.

12. Most Active / Amber Nominals / Burglary Group

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

13. Neighbourhood Management Tasking Key Achievements 2012/13

- 13.1 The eleven neighbourhood management tasking teams continue to meet six weekly and are still firmly embedded into agencies day to day business. Members continue to be invited to attend and support meetings.
- 13.2 This is not an exhaustive list of activities but includes key achievements from each of the neighbourhood management tasking teams within the inner north east area

14. Chapel Allerton

- 14.1 Clean-up of derelict land on Chapel Road to reduce risk and complaints from residents and improve local perceptions. Increased Police patrolling in Chapel Road area to reduce fears of residents and reduce offending in the locality
- 14.2 Completed two dangerous dog operations in Potternewton Park and Chapel Allerton Park seizing one dog and handing out literature and reassurance to users of the park.
- 14.3 Implementation and assistance with the Saville and Mexborough Environmental Improvement Zone
- 14.4 Operation Champion took place 12.04.12 with approx. 60 staff from multi agency team stopping vehicles on Scott Hall Road, door knocking identified hot spot streets and providing reassurance visits in addition to targeting nominals
- 14.5 Probation referral to Chapel Road to clear of vegetation and litter sweep.
- 14.6 Post carnival operation to clear the streets of litter and vegetation involving LCC Street Scene and West Yorkshire Probation
- 14.7 Operation Champion organised by ENEHL in the Scott Hall area targeting environmental issues in the locality and looking to provide reassurance following a racist incident
- 14.8 Notice served by LASBT following information and intelligence relating to drug dealing at an specific addresses.
- 14.9 Visits by Connect housing to a property following repeated concerns from LCC Noise Nuisance team
- 14.10 A multi-agency problem solving group has been set up in March 2013 to tackle the on-going problem of anti-social use of off-road bikes and motorcycles in the Meanwood Five Estates area and the Scott Halls. This is a local priority for the NPT and it attracts repeat calls for service. In some cases, it can be linked to drug dealing. Police enforcement action has focused on the use of the local NPT and off-road bikes to deliver s.59 warnings and seize vehicles
- 14.11 A letter drop by the NPT around the hotspots has encouraged further information from the community
- 14.12 Youth Services are exploring ways to expand the existing Bumpy project to provide further diversionary opportunities
- 14.13 Housing are using police referrals to explore relevant legislation and warnings
- 14.14 The NPT and Voluntary sector will explore educational opportunities with youth groups

15. Roundhay / Moortown

- 15.1 Launch of Paradowatch with shopkeepers and ENELH and LASBT.
- 15.2 On-going environmental improvements on the Darkwood estate.
- 15.3 **Operation Aphid** – A targeted operation in Roundhay Park during school holidays to prevent crime and tackle ASB especially in relation to the Skateboard Park.

- 15.4 **Operation Bellwether** - tackling burglary dwelling and featuring the darker night's initiative. Proactive patrols by police officers in plain clothes and uniform, additional resources including LCC CCTV van, Road Crimes Team, ANPR operations. PCSO patrols, revisits to victims and neighbours, distribution of trembler alarms Work with LASBT and Housing providers to take enforcement action against local offenders
- 15.5 Crime reduction road shows at retail outlets including Tesco Roundhay Road, Asda Meanwood, and Sainsburys Moor Allerton. Promoting Immobilise the national property register database. Joint work with CASAC in Montagu Crescent offering further target hardening against euro profile burglaries
- 15.6 **Operation Bushbrier** – A partnership operation to tackle increase in shed and garage burglaries where pedal cycles stolen. PCSO revisits to crime scenes offering crime prevention advice in conjunction with CASAC. Promoting Immobilise the national property register database. Crime reduction road show in conjunction with Edinburgh Cycles Chapel Allerton. Purchase of discounted D-locks with support from local councillors small grants which are sold to victims to prevent repeat offences.
- 15.7 **Operation Bearview** - A partnership approach due to the increase in theft from shops established a Retail Crime Initiative. Specific work with Co-op stores who are reporting disproportionately high levels of crime. Engagement with LASBT and Housing providers to look at joint action against offenders. Work with support agencies especially with regard to drug using offenders
- 15.8 **Operation Binary** - On-going partnership work to tackle crime, ASB, and drug dealing on Stonegate estate. Tenancy enforcement by Unity suspended possession order for address Stonegate Grove. Gating order supported by LCC for ginnel at rear Stonegate Grove and now installed. This operation has been nominated for a West Yorkshire Police Excel award relating to partnership work
- 15.9 **Schools parking initiative** – On-going problem solving with schools by PCSO's. Working in conjunction with primary schools. A more recent initiative involved designing new impactive banners to raise awareness and accountability for this issue outside schools. A significant number of primary schools have invested in this initiative.

16. Thematic Sub Groups and Activities

17. Gang Prevention Strategy

- 17.1 The Chapeltown Gang Prevention Strategy Group continues to meet on a quarterly basis and is chaired by Martin Snowden (Superintendent Operations) at North East Police Division. The strategy continued to focus on the following three strands during 2012/13:
- Community Engagement and Cohesion
 - Diversionary and Youth Working/ Education
 - Enforcement and Offender Management
- 17.2 The Strategy group have agreed a new mission's statement and are currently reviewing priorities for 2013/14 with a view of developing a longer term strategy for the area.

18. Operation Quartz

- 18.1 The Chapeltown area remains a key priority for enforcement activity and planned operations as part of planned integrated offender management tactics to keep drugs and associated issues out of the Chapeltown area and rehabilitate and resettle ex-offenders.

19. Bonfire Night Bonanza 2012

19.1 Following the success of the roller ball disco in 2011, young people were consulted and it was agreed that we would support Free2Bme (Chapelton Youth Development Centre) in coordinating another event on 5th November 2012. The event was funded by the clusters of schools, ward councillors and proceed of crimes funding .The event attracted approximately 130 young people and we received positive feedback.

20. Home Office Peer Review - Ending Youth Gang and Violence

20.1 In Feb 2012 an expression of interest was submitted to the Home office for their second tranche of funding but was unsuccessful, however the local authority was offered the opportunity of undergoing a peer review assessment. Although the assessment was across Leeds the focus on the review was on the Chapelton area of Leeds and took place week commencing 18th March 2013.

20.2 The review is a constructive and supportive process with the central aim of helping partnerships improve on how they deliver outcomes in tackling gangs and youth violence. It is not an inspection nor does it award any form of rating category. It is undertaken from the viewpoint of a 'critical friend'. There is an emphasis on self-assessment and the challenge of accelerating practical improvement, rather than diagnosing issues.

20.3 A self-assessment was submitted which provided a framework for external challenge.

20.4 The review involves an assessment against the national and international experience and learning from working with gangs, which provide the essential elements for a successful gang prevention strategy. These are:

- Strong local leadership
- Mapping the problem
- Responding in partnership
- Assessment and referral
- Targeted and effective interventions (enforcement/pathways out/prevention)
- Criminal justice and breaking the cycle
- Mobilising communities.

20.5 We are currently awaiting a full report from the Home Office which will be used as a tool to develop our current partnership arrangements and determine future improvements in the Chapelton area.

21. Installation of CCTV

21.1 In August 2012 three new cameras were installed in the following areas:

- Nassau Place on the junction with Grange View
- Nassau Place on the junction with Hamilton Avenue
- Savile Drive on the junction with Savile Avenue

- 21.2 Early evaluation has indicated that we have seen a reduction in reported crimes and the areas feature less frequently as hot spots for antisocial behaviour. A full evaluation will be undertaken by Safer Leeds Intelligence Unit in August 2013 and will provide a comparison to the previous year.

22. Off Road Bikes / West Yorkshire Police

- 22.1 The inner North East Area Committee (June 2012) contributed towards the lease costs to retain 2 off road motorcycles within the division for a 12 months period.
- 22.2 The information below outlines some performance information and examples of successes in the Inner North East Area Committee area :

July- September 2012

- Calls attended: 7
- Section 59 warnings: 5
- Vehicle seizures: 3
- Arrests/Summons: 2

October- December 2012

- Calls attended: 4
- Section 59 warnings: 3
- Vehicle seizures: 1
- Arrests/Summons: 1

Jan- March 2013

- Calls attended: 14
- Section 59 warnings: 2
- Vehicle seizures: 1
- Arrests/Summons: 5
- Cannabis warnings: 1
- Stop searches: 4
- Optimal patrols: 12

- Responding to a call of several teenagers taking turns to ride an off road motorcycle on Scott Hall Fields, officers stopped the rider just outside his home address. The motorcycle was seized and the driver reported for summons.
- A man from Gledhow decided to ride his Aprillia 125 registered and insured motorcycle. He was riding in tandem doing circuits and annoying residents so he was stopped and issued with a section 59 warning. Hours later he was seen again riding in a careless manner. He was visited at home and his motorcycle was seized. The recovery costs to get the motorcycle back are a minimum of £170.
- Following a series of calls in and around the Fir Trees and Lingfields in Moortown regarding a noisy yellow motorcycle patrols were stepped up. Following one call officers were at the scene in quick time and the motorcycle was dumped and a group of males ran off. The motorcycle was identified as being stolen two weeks before. Working with the local neighbourhood policing team the identity of the male using the motorcycle was found and he was interviewed regarding the theft and his house was searched.

- Responding to a call of teenagers taking turns to ride an off road motorcycle on Scott Hall Fields On seeing the officer the rider attempted to make off from him. The male was quickly stopped and dealt with accordingly. The bike in question was brand new and still had its plastic wrapping on the saddle. The motorcycle was seized and the rider reported for summons.
- The Unit has assisted in the search for and safe return of a number of children and adults that have been reported missing in and around the Roundhay Park area.
- As an additional resource the Unit has been actively involved in policing the Divisions hot spot areas and focusing on burglary around the Inner North East areas
- The unit has been utilised as a visible deterrent for ASB around the Pubs and Bars surrounding Chapel Allerton, offering support to the local PCSO's and Special Constables working the weekend late shifts.
- Following a report of three men trying to break into a house on Beckhill Vale the off road unit conducted an area search. The Beckhill estate has a vast network of alleyways and paths that make it easy for suspects to avoid being seen and get away. The off road motorcycles are ideally suited for making a rapid search of these and officers quickly located three men who matched the descriptions of the suspects. They were all searched and then arrested on suspicion of attempted burglary and taken to custody.
- Following an increase in complaints regarding nuisance motorcycles and Quads in the Potternewton / Scotthall areas patrols have been increased. The local neighbourhood officers passed on details about one particularly troublesome rider causing problems on his motorcycle which they were unable to get near. He was targeted and issued with a section 59 warning after driving through bollards and issued with a fixed penalty ticket for not fastening his chin strap on his helmet. Since then calls have dropped dramatically in the area.
- A man from the Farm Hill estate was stopped driving his Quad bike on the footpath near his home and issued with a section 59 warning.
- On Potternewton Lane officers observed some careless driving by a convicted drug dealer in a rented Ford Fiesta. He was stopped and found to have been issued with a section 59 warning in the last 12 months so his car was seized.

23. Hate Crime MARAC

23.1 The hate Crime Multi-Agency Risk Assessment Conference (HC MARAC) continues to meet monthly. The overall objectives of the group is to:

- Support and assist victims of hate crime in order to protect them and ensure that they are not re-victimised.
- Ensure that effective co-ordinated multi agency enforcement action is taken against perpetrators of hate crime to prevent their re-offending and to ensure successful prosecution outcomes at Court.
- Contribute to the "Hate crime reduction agenda in Leeds".

23.2 During 2012/13 we have received positive feedback from residents, exits surveys illustrate that they are happy with the response and support they have received from partner agencies.

- 23.3 Overall the Inner North East area has shown a decrease of 11.4% in recorded hate crimes reported (see chart below)

INNER NORTH EAST		
Incidents	Change	% Change
78	-8	-11.4%

- 23.4 The chart below illustrates hate crimes by ward:

MOORTOWN			ROUNDHAY			CHAPEL ALLERTON		
Incidents	Change	% Change	Incidents	Change	% Change	Incidents	Change	% Change
18	-3	-14.3%	24	-6	-20.0%	36	1	2.9%

24. Domestic Violence MARAC

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

25. Alleypating

- 25.1 Following requests from local residents the local crime and grime partnership have worked together with Safer Leeds, Unity Housing, and the Neighbourhood Policing Team and successfully secured a legal alleypating order to alleypate part of a footpath in the Stonegate estate in Meanwood. Extensive consultation has taken place with local residents whom have supported closure of the ginnel. As part of continuous partnership work to tackle crime and anti-social behaviour in the area, we have installed lockable pedestrian gates and matching fencing at both ends of a section of a footpath starting from the top of Stonegate View and running through to Stonegate Crescent. Access from Stonegate View to Stonegate Lane will be kept open. Residents living in Stonegate Crescent will be able to get to Stonegate Lane and View via the open land at the top of Stonegate Crescent. Residents whose properties back directly onto the proposed section of gated path are able to request a free key which will open the gates top and bottom of the footpath serving your property. The initiative has been funded and supported by Local ward councillors.

26. Cold Calling Zones

- 26.1 West Yorkshire Trading Standards worked alongside The Neighbourhood Policing Team, Leeds City Council and Safer Leeds to launch 33 New Cold Calling Control Zones within the Meanwood area, funded by the school cluster. The partnership decided to take action to protect vulnerable members of this community from rogue traders, distraction burglaries and doorstep criminals. We consulted closely with local residents to ensure the zones were supported and that the most susceptible streets were identified.

- 26.2 Cold Calling Control Zones aim to put off opportunists and provide residents with the knowledge they need to be safe within their homes but most importantly, the confidence to say NO to these people and prevent further incidents of doorstep crime.
- 26.3 The 33 new zones were launched in March 2013. Street signs have been erected at the main exit and entrance points to the areas, informing traders that they are entering an area where residents do not buy goods and services at the door. Each household received an information booklet offering advice, as well as a door sticker to deter unwanted callers. The new zones cover the following areas: Miles Hill, Beckhills and Potternewtons, Scott Wood Lane and Woodland Terrace.
- 26.4 In addition we have also implemented a no cold calling zone on St Margaret's View on the request of residents in October 2012.

27. Leeds Anti-Social Behaviour Team

- 27.1 LASBT data for 2012/13 has been drawn from on a total of 528 surveys from 1060 named victims (an overall response rate of 50%)
- 27.2 The charts below outline by ward the number of enquiries received, new cases opened and a summary of the legal outcomes.

LASBT Enquiries Received 2012/13	
Ward	Grand Total
Chapel Allerton	88
Moortown	30
Roundhay	32

LASBT New Cases Opened 2012/13	
Ward	Grand Total
Chapel Allerton	53
Moortown	9
Roundhay	19

LASBT Legal Outcomes 2012/13							
Ward	Adjourned	Adj. Possession proceedings	ASBO granted	Injunction granted	Suspended possession order	Undertaking agreed	Total
Chapel Allerton	1	1	1	3	1		7
Moortown	1	1				1	3
Roundhay				2			2

28. Ward Performance

Inner North East

Q12 How satisfied are you with the overall service provided by the Leeds ASB Team?							
Person Ward Code	Very satisfied	Satisfied	Neither satisfied nor dissatisfied	Dissatisfied	Very dissatisfied	Grand total	% 'Satisfied' or 'Very Satisfied'
Chapel Allerton	5	3	1			9	88.9%
Moortown	4	1			1	6	83.3%
Roundhay	4	1	1			6	83.3%
Grand Total	13	5	2		1	21	85.7%

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

Performance Headlines

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

30. Crime and ASB 2012/13

- 30.1 Overall a really successful year in relation to recorded crime and anti-social behaviour. Across the Inner North East Area Committee there has been an overall reduction of 17.5% (crime) equivalent to 961 less crimes.
- 30.2 The below statistics show crime from 1st April 2012 until March 31st 2013 by ward areas compared to the same dates for the previous year.

Recorded Crime by Ward 01/04/2012 to	MOORTOWN			ROUNDHAY			CHAPEL ALLERTON		
	Offences	Change	% Change	Offences	Change	% Change	Offences	Change	% Change

31/03/2013									
Burglary Dwelling	159	-78	-32.9%	222	-3	-1.3%	166	-140	-45.8%
Burglary Elsewhere	91	4	4.6%	213	61	40.1%	114	-13	-10.2%
Criminal Damage	132	-8	-5.7%	178	7	4.1%	296	-207	-41.2%
Drugs Offences	38	-1	-2.6%	48	-26	-35.1%	242	21	9.5%
Fraud & Forgery	42	27	180.0%	50	7	16.3%	71	30	73.2%
Handling	3	1	50.0%	1	0	0.0%	2	-9	-81.8%
Other Crime	17	2	13.3%	19	-2	-9.5%	41	-40	-49.4%
Other Theft	275	-2	-0.7%	471	-11	-2.3%	347	-154	-30.7%
Robbery	16	-19	-54.3%	22	-20	-47.6%	63	-10	-13.7%
Sexual Offences	12	-8	-40.0%	24	13	118.2%	29	10	52.6%
Theft from Motor Vehicle	142	-60	-29.7%	193	-111	-36.5%	209	-32	-13.3%
Theft of Motor Vehicle	15	1	7.1%	25	1	4.2%	32	-17	-34.7%
Violent Crime	95	-36	-27.5%	134	-35	-20.7%	276	-104	-27.4%
Recorded Crime Total	1037	-177	-14.6%	1600	-119	-6.9%	1888	-665	-26.0%

30.3 The below statistics show anti-social behaviour calls recorded by West Yorkshire Police from 1st April 2012 until March 31st 2013 by area committee and further broken down into ward areas the Inner North East area has seen an overall reduction of 28.1% (623 less incidents reported).

INNER NORTH EAST		
Incidents	Change	% Change
1596	-623	-28.1%

MOORTOWN			ROUNDHAY			CHAPEL ALLERTON		
Incidents	Change	% Change	Incidents	Change	% Change	Incidents	Change	% Change
385	-158	-29.1%	425	-206	-32.6%	786	-259	-24.8%

31. Public Confidence and User Satisfaction in the Police (Roundhay, Moortown and Alwoodley)

Public Confidence	March 2012	March 2013

Confidence in local policing	70.3%	66.2%	-4.1%
Overall Satisfaction	88.0%	83.2%	-4.8%
Perceptions of ASB increasing	7.3%	4.0%	-3.3%

32. Public Confidence and User Satisfaction in the Police (Chapel Allerton)

Public Confidence	March 2012	March 2013	
Confidence in local policing	69.1%	64.2%	-4.9%
Overall Satisfaction	83.6%	83.4%	-0.2%
% of residents who think ASB has increased	8.9%	7.7%	-1.2%

33. Corporate Consideration

34. Consultation and Engagement

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

35. Equality and Diversity / Cohesion and Integration

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

36. Council Policies and City Priorities

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

37. Resource and Value for Money

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

38. Legal Implications, Access to Information and Call In

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

38.2 There are no legal implications associated with this report

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

39. Risk Management

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

40. Conclusions

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

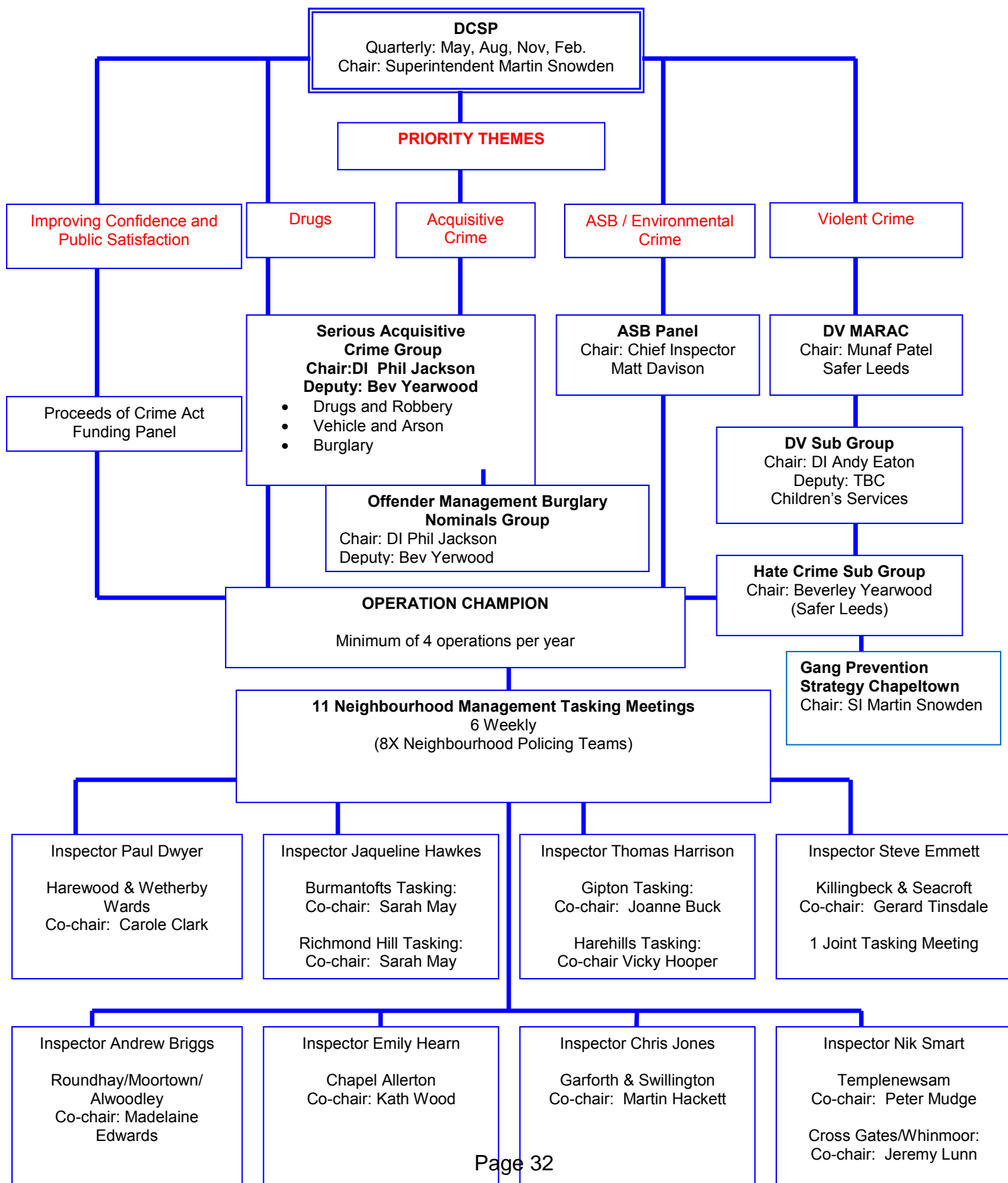
41. Recommendations

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

42. Background Documents

43. Safer Leeds OBA Burglary Year End Report

North East Division
Divisional Community Safety Partnership



Roundhay Alwoodley Moortown				
POCA Ref	Date	Brief Description	Organisation	Amount Paid
430	05/03/2012	Purchase of RDA Pony and Equipment - to buy a pony and theraputic aids such as a saddle	Leeds Area Riding for the Disabled	£250
451	13/04/2012	Roundhay Primart Schools Run for Fun - family fun run across 8 primary schools in the area. Saturday 16th June in Roundhay Park,£ to purchase medals on ribbons.	Nina Whelan	£250
440	03/04/2012	Badminton Coaching Under 19's - Learn children to play badminton - to buy badminton rackets and shuttles and a net	Bijoy Badminton Club	£246
482	07/06/2012	Cold Calling Control Zone Extension - to assist in the extension of an already live cold calling control zone within RAM neighbourhood policing area - two streets off St Margarets View.	West Yorkshire Joint Services	£200
526	26/09/2012	Leeds Area Police Sports and Social Club Ground Refurbishment - we aim to provide facilities for both sport and social recreation to all its members and a wide range of visitors. If the application is successful the money will go towards new dug outs on the football field for wet weather conditions.	Leeds Area Police Sports and Social Club	£500
546	02/11/2012	Arts Development for older people - A group of older people on the Cranmer Bank estate meeting to learn new skills about painting and drawing and other creative skills	Moor Allerton Elderly Care	£250
557	18/02/2013	Alderton Allotments Association - The money will go towards providing raised beds & access suitable for the elderly and disabled so they can participate in the joys of growing their own vegetables and plants. We are anticipating the project will start around March/April 2013.	Alderton Allotments Association	£250
558	18/02/2013	Junior Sightscreens - Due to wear and tear and safety we had to scrap our old sightscreen in our junior net area. Having a white screen behind the bowlers arm is essential for vision of the batter and makes for a safer practice facility. Nets start in early April weather permitting.	North Leeds Cricket Club	£250
559	18/02/2013	Friends of Alerton Grange Fields - Friends of Allerton Grange Fields is a voluntary association of local residents seeking to create a cleaner, greener, safer environment. Its mission is to maintain and enhance Allerton Grange public playing fields.	Friends of Allerton Grange Fields	£250
571	25/02/2013	Woodland Environment Work - To finance tools and equipment for group to build and maintain works in Gledhow Valley Woods to protect and enhance the natural environment to encourage wildlife. Key start date April 2013	Friends of Gledhow Valley Woods	£242
576	01/03/2013	Fun with arts and crafts - Art and craft sessions led by art teacher developing skills in older disabled people, some with dementia.	Moor Allerton Care Centre	£250
579	08/03/2013	Roundhay Primary Schools Run for Fun - Provide a range of linked activities in the run up event and during the event to promote participation by all members.	Roundhay Primary Schools Fun Run Fund	£250
580	08/03/2013	Shadwell Good Companions - Funding would help to buy a New Age Kurling set to be used at each meeting. This would enable the group to provide an activity that was accessible to all members regardless of health and ability.	Good Companions	£250
582	14/03/2013	Replacement of hut roof - replacement of the roof of our large, garage sized, central hut which is used as a store and meeting place.	Meanwood Parkside Allotments	£250

Chapel Allerton				
POCA Ref	Date	Brief Description	Organisation	Amount Paid
453	41012	International Gospel Concert -August 6th is the 50th year of Jamaica's Independence. Planning celebrations starting with an international gospel concert. Concert will be held on 14th April which will include singing, poetry, dancing and drama.	Jamaica Society Leeds	£250
473	10/05/2012	Charity Bike Ride Family Fun Day - event to encourage fathers to part-take in healthy activities with their children and the whole family. Bouncy castle and st johns ambulance cover.	BHI	£250
439	23/03/2012	Leeds Reach - 2 x Panasonic HX-DC1 camcorder and one memory card	Leeds Reach	£250
446	05/04/2012	Meanwood Olympics - fun days on an Olympic theme 1st, 8th, 15th August at Woodhouse Cricket Club, Meanwood £ for medals and prizes.	Zest Health for Life	£250
476	21/05/2012	Childrens School Safety - banner to stop peop's parking outside Millfield Primary School	Friends of Millfield Primary School	£150
481	07/06/2012	Luncheon Outing for Button Hill Residents - a day outing, including meals for residents and transport costs.	Button Hill Residents Association	£250
483	19/06/2012	Shamirah Grant Memorial Fun Day & Fundraising Event - To mark the anniversary of her passing and to rise funds as well as the profile of the organisation the Shamirah Grant Arts Foundation are staging its annual celebration event in memory of Shamirah Grant. The event will be an open air event and will be held on the Surestart play area adjacent to Cahpeltown Surestart Children Centre on Leopold Street, Leeds 7. The event will be targeted at children and young people from the local community and wider communities. It promises to be a carnival type atmosphere with plenty of fun activities and giveaways for all the family.	Shamirah Grant Arts Foundation	£250
486	19/06/2012	Impact 2012 Sports and arts summer camp - Impact 2012 is a sports and arts summer camp organised by Kingdom Performance Ministries and Chapeltown Community Netball Club. It will take place for two weeks (23rd July-3rd August) and will include a wide range of activities and events including netball/basketball, athletics, team games, dance, drama and performance.	Chapeltown Community Netball Club	£250
489	19/06/2012	Chapeltown Community Play Scheme - School holiday's centre for local children in the area of Chapeltown.	Chapeltown Community Centre	£250
497	03/07/2012	Welfare Reform VCSF Awareness Event - Event is to provide information and training for VCSF groups on the welfare reform changes to enable them to support clients and assist the ENE Area Leadership Team priority of mitigating the impact of the changes. The event is being organised in partnership with the Chapeltown CAB and Health.	Chapeltown CAB	£250
495	03/07/2012	Famtaastic Fun Day - A family day out for the whole family. This event will be organised by Chapeltown Community Church on the 4th August 2012. The intention is for families to participate from Chapel Allerton, Scott Hall & Moortown.	Reconciliation Centre	£250
496	03/07/2012	Caribbean Cricket Soca Festival - This festival will be a one day community & family event, taking place at the long established Leeds Caribbean Cricket Club off Scott Hall Road. With a focus around cricket and Caribbean music, the event will also feature many kids activites, food and product stalls and fairgrounds for all the community to enjoy.	Harwood Williams	£250
500	06/07/2012	Busy Bees - Feel Good Factor hosts a women's social group which meets weekly with regular attendance of up to 15 women. It was originally formed to bring young and older women together to learn practical skills such	Feel Good Factor	£250

		as knitting, crocheting and to share good old fashioned tips. Busy Bees now wishes to expand its creative activities to learning to sew for those who can't, taught by those that can in the group and as such are requesting £250 to buy 2 sewing machines.		
503	20/07/2012	Day at the Seaside. Targeted Families Meanwood - A day out for families who will not be having holidays.	Zest Health for Life	£250
513	13/08/2012	Holy Rosary - Parish Stories - To celebrate the 75th anniversary of the parish we will be producing a booklet called 'Parish Stories' which gives an account of the stories of a number of the people who attend our church and the journeys they took to reach Chapeltown. Our church includes a wide range of people and the booklet will include the interesting experiences of people with heritage from around the world including Eritrea, Ivory Coast, Pakistan, Germany, Italy, the Caribbean and of course Ireland. This will combine with the stories of people who have lived locally all their lives. The booklet will be made available to other community groups as well as mosques, gurdwaras and other churches who will also be invited to our celebration event, along with local Councillors, on 30th September. We hope this will contribute to our aims of building positive relations within Chapeltown.	Holy Rosary - Parish Stories	£250
515	28/08/2012	This Generation - Intergenerational education conference organised & planned by a youth & adult committee. The objective is for young people to debate social, personal & educational challenges.	Black Achievers Wings Award	£250
523	25/09/2012	CFYDC Under 13s Football Team - We seek funds to help provide the children with vital equipment and kit – this will seriously help in their development but more importantly raise their self-esteem and give them a sense of worth.	CFYDC	£500
539	25/10/2012	Know yourself, Sell Yourself - Unity Housing Association through its employment services team would like to run training programmes to motivate and facilitate people into work or training. The Team will support people in a relaxed environment to learn new skills and then help them progress onto further training or work. We feel this will help people that do not like formal learning gain the skills they need to move forward and prevent people offending/ reoffending. The overall aim is to improve the level of unemployment in deprived areas and provide training in I.T to improve digital inclusion prior to welfare reform changes.	Unity Housing Association	£500
540	25/10/2012	Leeds Wado Academy - Local voluntary group, teaching local children / adults a type of Kung Fu / karate. The group runs twice a week in the local community.	WADO Academy	£297
574	01/03/2013	Chapeltown Football Juniors - We would like some funding to support buying some portable 9 v 9 goals for start of season 2013/14. As the FA have set new Systems for Junior Football, Portable 9 v 9 goals are Mandatory for next season beginning of June 13.	CFYDC	£250
581	14/03/2013	Gledhow Cricket Club - Young People in the North East Leeds Area; (currently 50 young people mainly from Harehills, and Chapeltown) Cricket Equipment and Training Aids.	Gledhow Cricket Club	£250

Report of West Yorkshire Fire and Rescue Service

Report to Inner North East Area Committee

Date: 17th June 2013

Subject: West Yorkshire Fire and rescue Service Annual report

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Chapel Allerton Moortown Roundhay		
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. Update on performance 1/4/12 – 31/3/13
2. Update on revised approach to targeting risk reduction in the East Leeds Area
3. Progress on Firefly project

Recommendations

4. It is recommended that the Area Committee note this report

1 Purpose of this report

1.1 Purpose of this report is:

- To provide information on the emergency response activity in the Inner North East Area 1/4/12 – 31/3/13
- To update the Inner North East Area Committee members with the changes to the Local Area Risk Reduction Team (LARRT) within the East Leeds area.
- To provide an update on the amendments to fire cover in Moortown and the proposed merger of Gipton and Stanks fire stations into a new build station at Killingbeck.

2 Background information

2.1 West Yorkshire Fire and Rescue Service (WYFRS) continue to strive towards its ambition of 'Making West Yorkshire Safer,' coupled with its aim to 'provide an excellent fire and rescue service, working in partnership to reduce death, injury, economic loss and contribute to community wellbeing.

2.2 Incident data showing activity from 1/4/12 – 31/4/13 in Ward areas. Data broken down into four groups;

1. **Primary fires**. Any incident where fire has involved something of value i.e. Property, Vehicles etc.

2. **Secondary fires**. Any incident where fire has involved something of little or no value. i.e. refuse, derelict property, grass etc.

3. **Special service calls**. Any incident not involving fire. These include: Road traffic collisions (RTC), Lift rescues, Persons trapped etc.

4. **False Alarms**. Any incidents where the services of WYFRS are not required. These include: Automatic fire alarms (faulty apparatus etc.), genuine cause for concern from member of public, malicious actuation of fire alarm or hoax calls.

The above categories have been further broken down into accidental and deliberate.

2.3 Incident data showing activity in Ward areas

2011/12		Primary Fires				Secondary Fires			Special Service Calls			False alarms				Total
Ward	Accidental Dwelling Fires	Deliberate Dwelling Fires	Other Accidental	Other Deliberate	Total	Accidental	Deliberate	Total	RTCs	Other SSCs	Total	Apparatus	Good Intent	Malicious	Total	Incidents
Chapel Allerton	19	2	8	19	48	6	64	70	10	15	25	114	57	7	178	321
Moortown	10	2	3	4	19	7	34	41	5	14	19	58	30	3	91	170
Roundhay	7	1	5	10	23	3	41	44	7	12	19	72	25	2	99	185
Total	36	5	16	33	90	16	139	155	22	41	63	244	112	12	368	676
2012/13																
		Primary Fires				Secondary Fires			Special Service Calls			False alarms				Total
Ward	Accidental Dwelling Fires	Deliberate Dwelling Fires	Other Accidental	Other Deliberate	Total	Accidental	Deliberate	Total	RTCs	Other SSCs	Total	Apparatus	Good Intent	Malicious	Total	Incidents
Chapel Allerton	18	2	1	3	24	1	19	20	4	14	18	106	22	8	136	198
Moortown	9	0	4	4	17	3	8	11	3	15	18	56	20	5	81	127
Roundhay	7	1	4	3	15	6	23	29	3	20	23	74	30	4	108	175
Total	34	3	9	10	56	10	50	60	10	49	59	236	72	17	325	500
Reduction																
		Primary Fires				Secondary Fires			Special Service Calls			False alarms				Total
Ward	Accidental Dwelling Fires	Deliberate Dwelling Fires	Other Accidental	Other Deliberate	Total	Accidental	Deliberate	Total	RTCs	Other SSCs	Total	Apparatus	Good Intent	Malicious	Total	Incidents
Chapel Allerton	-1	0	-7	-16	-24	-5	-45	-50	-6	-1	-7	-8	-35	1	-42	-123
Moortown	-1	-2	1	0	-2	-4	-26	-30	-2	1	-1	-2	-10	2	-10	-43
Roundhay	0	0	-1	-7	-8	3	-18	-15	-4	8	4	2	5	2	9	-10
Total	-2	-2	-7	-23	-34	-6	-89	-95	-12	8	-4	-8	-40	5	-43	-176
%age change	-5.56%	-40.00%	-43.75%	-69.70%	-37.78%	-37.50%	-64.03%	-61.29%	-54.55%	19.51%	-6.35%	-3.28%	-35.71%	41.67%	-11.68%	-26.04%

3 Main issues

- 3.1 Continue to identify the most vulnerable members of the community within the Inner North East Area, and target our resources in those areas where the risk is greatest. The Inner North east area has now amalgamated with the Inner East, outer East and the outer North East to create the East Leeds local risk reduction team.
- 3.2 Over the last 10 years WYFRS have surpassed all expectations by exceeding targets for reducing malicious fires, arson and the number of deaths and injuries caused by fires in the home. Further reduction of risk is proving more challenging, and new, smarter ways of working are being developed. This new way of working relies on close partnership working with agencies that are assisting us by identifying and referring those most in need of assistance.
- 3.3 The East Leeds Local Area Risk Reduction Team will focus resources and further develop partnership working. An example of this is the collaboration with East North East Homes (ENEH) which has now been extended into its second year where a member of their staff is seconded to work within WYFRS Fire Prevention department.
- 3.4 Historically WYFRS have carried out 21,000 Home fire safety checks across the Leeds district. It has been decided that a more targeted approach to identify the most vulnerable residents of west Yorkshire was required. A new system has been developed which looks at the severity of risk to an individual along with the likelihood of a fire occurring. This ensures that resources are being targeted at the most vulnerable groups.
- 3.5 We will continue to deliver the highly successful Schools education package to all year 5 students, which include fire and road safety.
- 3.6 We have been installing the Firefly system in the most vulnerable residences in the Inner North East area since August 2012. To date, approximately 100 dwellings now benefit from this system of identifying those less able to escape in a fire situation.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 WYFRS consult regularly on proposals for improving fire cover. An extensive consultation was undertaken in 2012 which resulted in the approval of a merge of Moortown and Cookridge into to a newly built Station at a location between the two existing stations.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 WYFRS perform at the excellent level of the Fire and rescue services Equality Framework, and were the first FRS to achieve this level.

4.3 Council policies and City Priorities

- 4.3.1 WYFRS are a member of the Safer Leeds Partnership.

4.4 Resources and value for money

- 4.4.1 There are no resource implications.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There are no legal implications.

4.6 Risk Management

- 4.6.1 A Community risk management strategy is contained within the WYFRS 2011-2015 Service Plan.

5 Conclusions

- 5.1 WYFRS works closely with partners and the community it serves to improve its understanding of local needs and prioritise resources where they are most needed, WYFRS continues to deliver its services in the most cost effective way.

6 Recommendations

- 6.1 It is recommended that the Area Committee note this report.

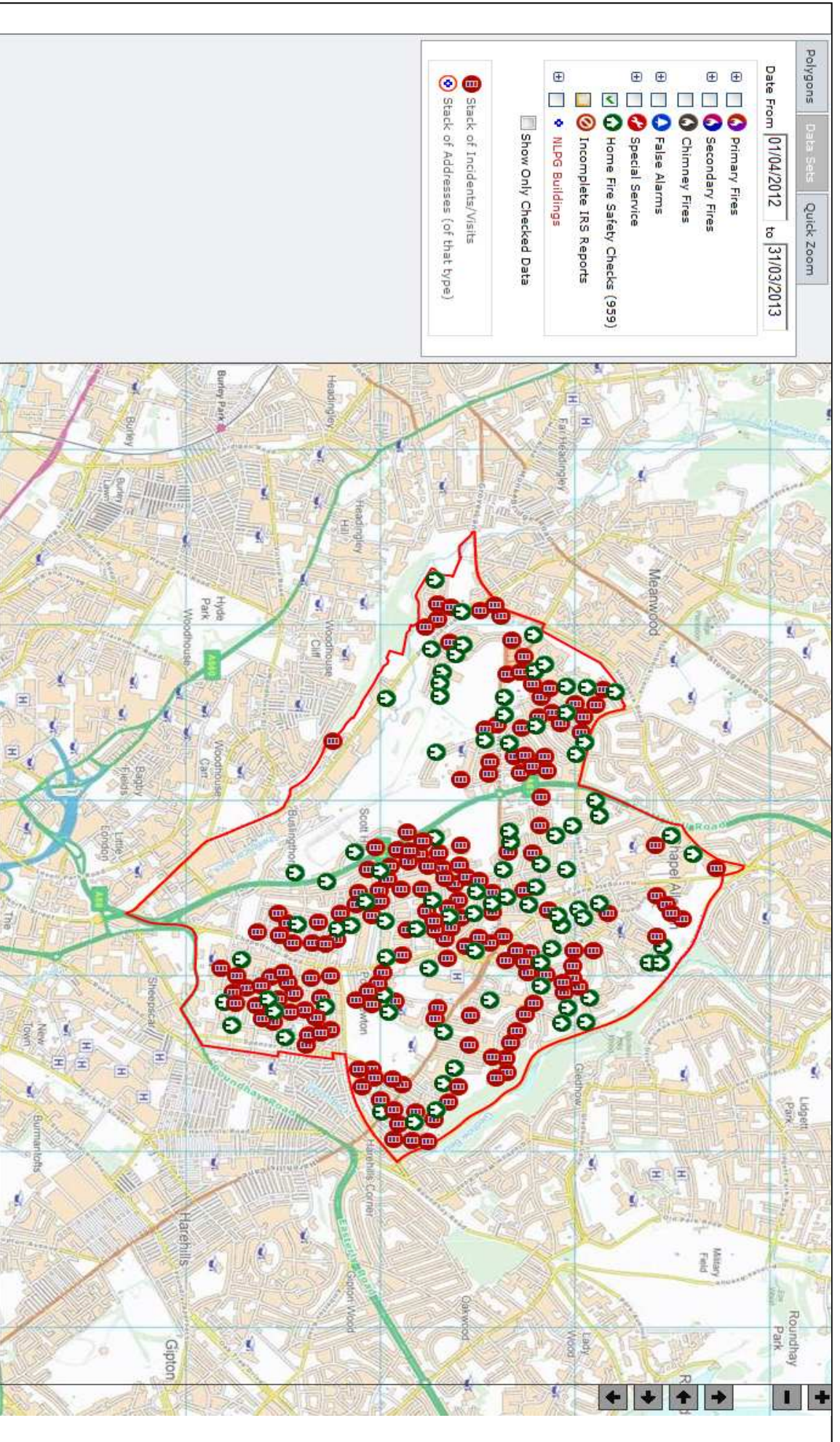
7 Background documents – located at WYFRS website

- 7.1 WYFRS Service Plan 2011-2015
Leeds district risk reduction plan 2013 / 2014

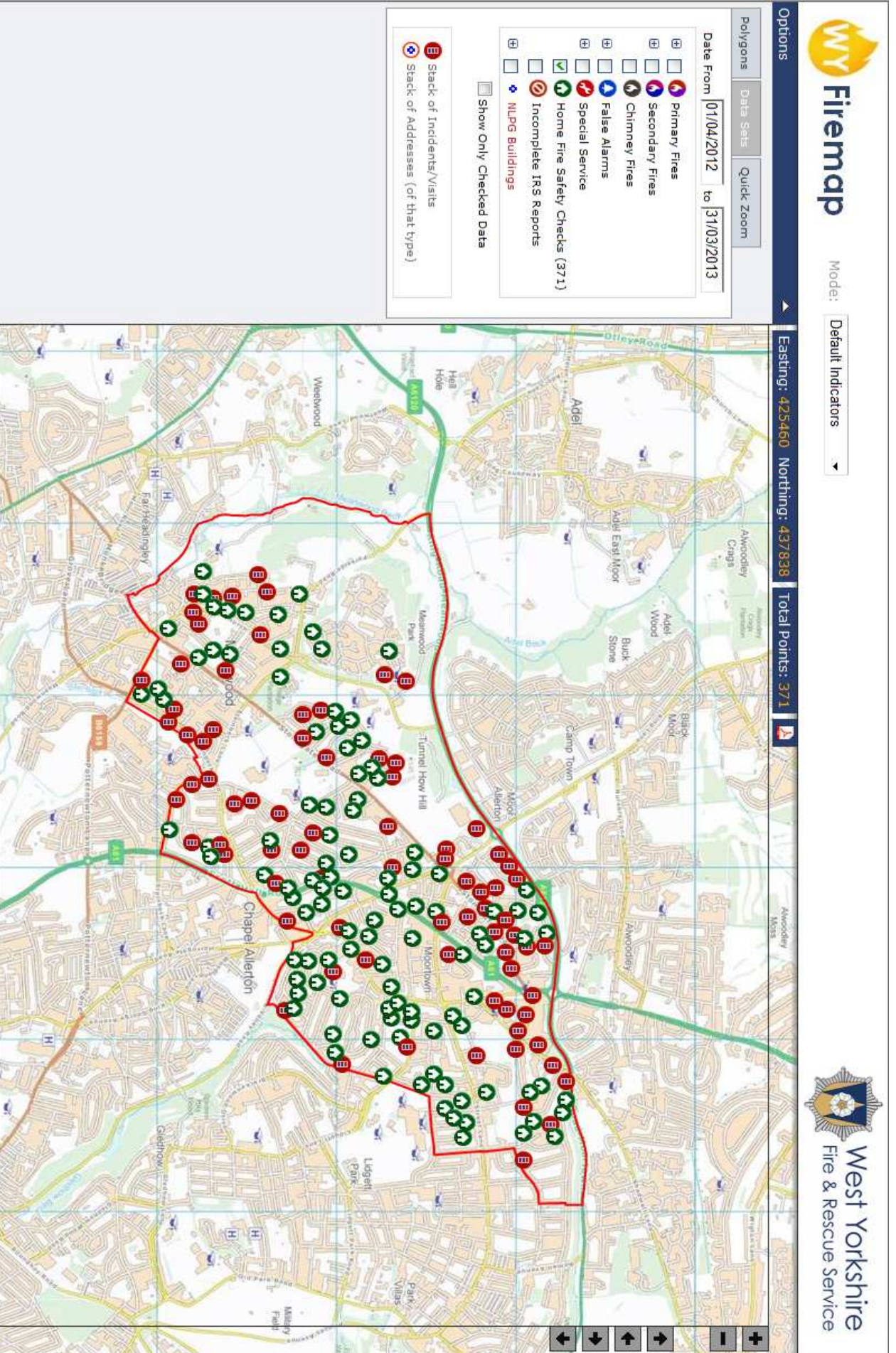
Appendix A

Maps showing Home Fires safety Checks carried out in 12 month period 1/4/12 – 31/3/13

Home fire safety checks in Chapel Allerton Ward 2012 / 2013



Home fire safety checks Moortown Ward 2012 / 2013



Home fire safety checks Roundhay Ward 2012 / 2013



Mode: Default Indicators



West Yorkshire
Fire & Rescue Service

Options

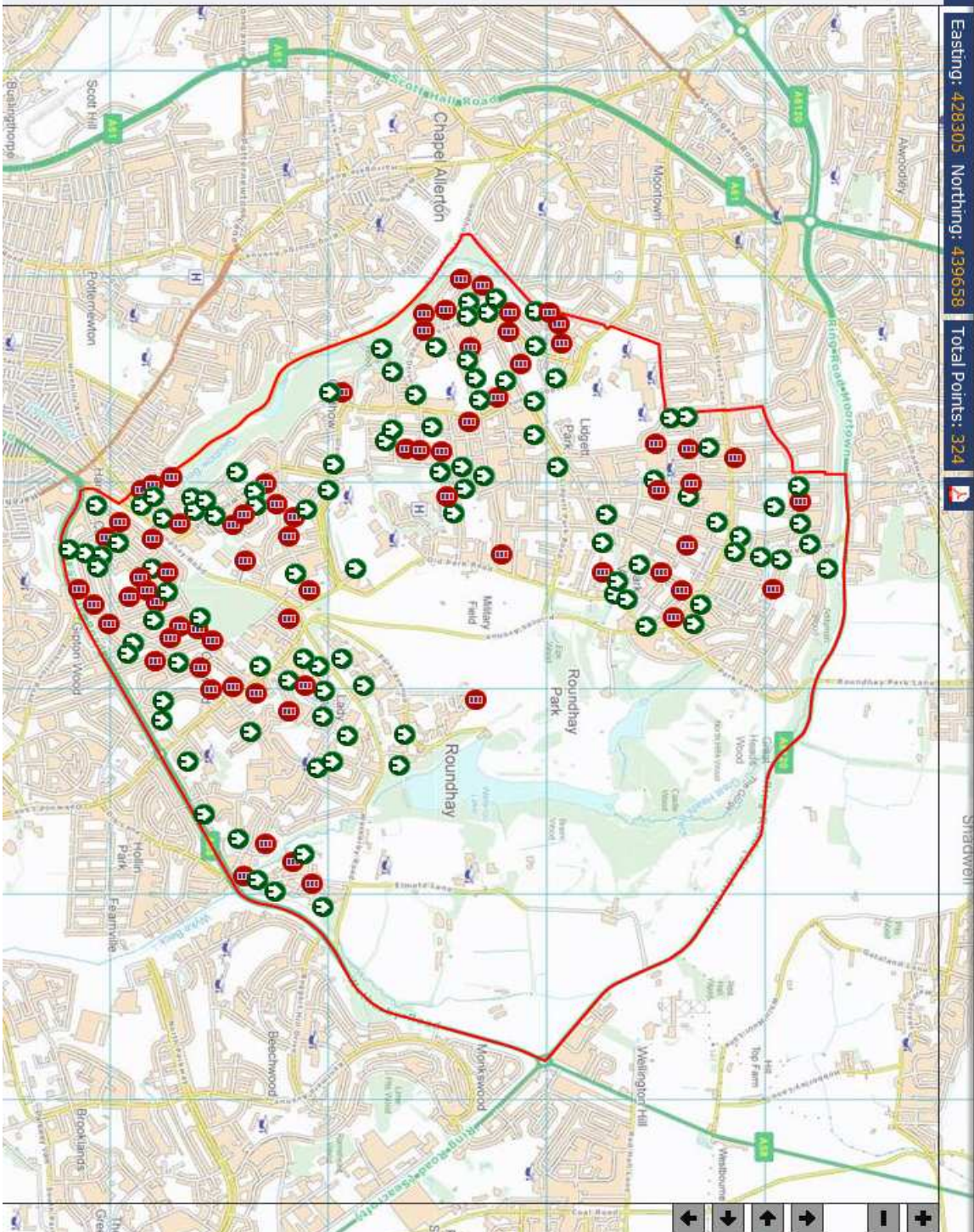
Polygons Data Sets Quick Zoom

Date From 01/04/2012 to 31/03/2013

- Primary Fires
- Secondary Fires
- Chimney Fires
- False Alarms
- Special Service
- Home Fire Safety Checks (324)
- Incomplete IRS Reports
- NLPG Buildings
- Show Only Checked Data

- Stack of Incidents/Visits
- Stack of Addresses (of that type)

Easting: 428305 Northing: 439658 Total Points: 324





Report author: John Woolmer
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 Tel: 0113 336-7650
 Facebook: ENELocalityTeam

Report of the ENE Locality Manager, Environment & Neighbourhoods Directorate

Report to the Inner North East Area Committee

Date: Monday 17th June, 2013

Subject: Service Level Agreement – 2012/13 End of Year Performance Report and 2013/14 Approval

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Chapel Allerton, Moortown, Roundhay	<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. Following the successful introduction of the first ever Service Level Agreement (SLA) part way through 2011/12 and the completion of a first full year's SLA in 2012/13, a refreshed SLA has been drawn up for the delivery of environmental services in Inner North East during the 2013/14 municipal year.
2. This report provides details of the agreement, including new commitments to be delivered through the locality team in 2013/14, and seeks approval of the document which will steer the work of the East North East Locality Team over the year ahead.
3. This report also takes the opportunity to provide a comprehensive end of year performance report for the 2012/13 SLA.

Recommendations

The Area Committee is asked to approve the attached Service Level Agreement for the delivery of delegated environmental services during the 2013/14 municipal year. The Committee is also asked to analyse performance information relating to 2012/13 and, where appropriate, refer issues to the Environmental Sub Group to look at in more depth.

Purpose of this report

- 1 The purpose of this report is to present, for approval, the Service Level Agreement (SLA) for 2013/14. This agreement will provide the basis on which the work of the Environmental Locality Team will be directed and be publicly accountable for over the year ahead.
- 2 The report also provides information relating to the performance of the service in delivering commitments made in the 2012/13 SLA and invites Members to examine any elements of the work through it's Environmental Sub Group.

Background information

- 3 At it's meeting of 30th March 2011, the Executive Board approved revisions to the Area Committee Function Schedules to include a new delegated responsibility for Street Cleansing and Environmental Enforcement Services.
- 4 The delegation makes clear the responsibility of Area Committees to negotiate, develop and approve a Service Level Agreement (SLA) with the service that achieves as a minimum, the service standards set by Executive Board. The SLA should determine the principles of deployment of the available resources by:
 - the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)
 - the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.
- 5 Services originally included in the delegation were:
 - Street cleansing (mechanical and manual);
 - Leaf clearing;
 - Litter bin emptying;
 - Gully cleaning
 - Graffiti removal
 - Needle removal
 - Ginnel clearance
 - Dog warden services;
 - Littering & flytipping regulation;
 - Domestic & commercial waste (storage & transportation issues);
 - Highways enforcement (abandoned & nuisance vehicles, A-boards on pavements, mud on roads and placards on street furniture);
 - Graffiti enforcement; and
 - Overgrown vegetation controls.
- 6 To enable this to happen, a restructuring of the previous Streetscene service was undertaken and completed by September 2011. Importantly this separated out the local street cleansing functions from the city's refuse and recycling functions and created for the first time local supervisory/support roles for a key front line service.

- 7 At the same time, Environmental Action Teams that had previously just focused on enforcement and regulatory practices were brought together with the street cleansing function to create new Locality Teams.
- 8 It is important to stress that both these sets of staff came across on existing job descriptions, grades and therefore historic work practices.
- 9 The delegation of the specified environmental services to Area Committee mean that the majority of service resources, mainly staffing, are devolved to a locality level to a Locality Manager.
- 10 These resources are organised into three wedge based teams for East North-East, South South-East and West North-West, aligned to Locality Teams. The Service Level Agreement sets out the how those resources will be used to meet the requirements of each Area Committees in order to achieve the outcome of clean streets.
- 11 The first SLA for 2011/ 12 went live in September 2011 - reports to the December and March Area Committees cycles outlined progress over the period of the first SLA.
- 12 New for the 2012/13 SLA were more specific, locality commitments around such issues as:
 - Priority ginnels for programmed cleansing/maintenance,
 - Cleaning of arterial routes
 - Gully cleansing,
 - Use of locality managed dog warden resource,
 - De-leafing,
 - Litter bin replacements/new sites,
 - Targeting of zero tolerance enforcement (geographical and issue based),
 - Cleaning around recycling (e.g. bottle banks) facilities on public highway/land
- 13 The SLA outlined the commitment to performance reporting and management which was strengthened during 2012/13 through the Environmental Sub Group and attendance at all ward members meetings by the most senior officer available (usually the Locality Manager).

Main Issues

- 14 The SLA sets out for each Area Committee how the locality resources will be used in their particular area to meet local needs and achieve the outcome of clean streets.
- 15 An end of year report on how the service has used its resources to deliver the 2012/13 SLA is provided in Appendix A. This includes:
 - a. A break-down of the numbers and type of customer service requests dealt with by the Locality Team during 2012/13 for each ward (split by street cleansing and enforcement activity)
 - b. Examples for each ward of how successful actions have made a difference

- c. An analysis of action taken in the area's initial Environmental Improvement Zone (EIZ), together with a tracking of residents perception
 - d. The final financial position of the locality budget for 2012/13
- 16 The proposed SLA for the 2013/14 municipal year is attached at Appendix B.
- 17 The Locality Manager is accountable to the Area Committee for the use of that resource and the performance of the service in relation to the approved SLAs. The Area Committees themselves are accountable to the Executive Board.
- 18 A breakdown of the ENE Locality Team budget for 2013/14 is shown at Appendix C.
- 19 The current structure for the ENE Locality Team is provided at Appendix D.

2012/13 SLA – End of Year Performance Review

20 Appendix A (parts 1a and 1b) provide a breakdown of the different service requests that come through to the team and have been responded to, mainly via the council's Customer Contact centre but also direct to the team (e.g. through Elected Members and through pro-active work of staff). Each referral is treated as a separate case and properly managed through the council's case management systems. Work has continued during 2012/13 to ensure this system is being used as effectively as possible – so that meaningful analysis can be done, there is the correct prioritisation of referrals as they come in to match the resources available and customers are provided with the best response possible. The service requests show that in 2012/13:

(a) Enforcement customer responsive activity:

- ✓ There were 1,584 cases investigated in Inner NE for enforcement action - an average of just over 6 new cases per working day (for information, the total enforcement cases across ENE amounted to 4,752 which is an average of 18 cases per day).
- ✓ The ward split of enforcement referrals worked out as 58% Chapel Allerton, 25% Roundhay, 17% Moortown,
- ✓ 415 (26%) of cases related to waste in gardens or other domestic waste issues such as rubbish not properly contained within grounds.
- ✓ 374 (23%) of cases related to dog enforcement requests (e.g. reports of dogs off lead)
- ✓ 152 (10%) related to investigation of flytipping (i.e. waste illegally left on public land)
- ✓ 126 (8%) related to reports of overgrown vegetation (e.g. hedges) that were obstructing public paths etc.
- ✓ 114 (7%) related to reports of bins on streets – i.e. domestic “wheely” bins not taken back in by residents within a reasonable time and therefore potentially causing obstruction or a waste/litter problem.
- ✓ 354 (29%) of all cases resulted in legal notices being served in Inner NE (figure excludes dog related cases as figures not available). 310 (87%) of those legal notices were issued in the Chapel Allerton ward.
- ✓ 19 litter/waste related fixed penalty notices were issued across Inner NE

(b) Street cleansing customer responsive activity:

- ✓ there were 1,562 referrals for street cleansing action in Inner NE - an average of just under 5 jobs per working day which is of course on top of the existing, programmed work (for information, the total street cleansing requests across ENE amounted to 5,857 which is an average of 16 cases per day).
- ✓ The ward split of street cleansing referrals worked out as 54% Chapel Allerton, 26% Roundhay, 20% Moortown,
- ✓ 530 (34%) of the total referrals related to reports of flytipping. Of these 116 were proactive referrals (ie flytips spotted and dealt with by our staff whilst out and about).
- ✓ 182 (12%) of referrals were for requests for graffiti to be removed (currently done by a citywide team)
- ✓ 172 (11%) of requests related to reports of blocked gullies that needed clearing
- ✓ 172 (11%) of requests related to reports of litter or requests for paths to be swept (excluding for leaves)
- ✓ There were 47 requests over the year for full litter bins to be emptied.
- ✓ We responded to 36 requests for ginnel cleaning and 47 requests to clean up dog mess.
- ✓ Of additional interest may be the 73 dead animals removed by our staff and 1 request to help retrieve a key lost down a gully.

(c) Street cleansing programmed activity:

- 21 In addition to the responsive service provided by the Locality Team, the majority of the street cleansing operations are delivered on a programmed/scheduled basis. For mechanical sweeping that is organised through “blocks” of streets and manual litter picking/sweeping it is delivered through lists of priority streets. Both can be amended by the relevant set of ward members within the existing staffing/resource they have for their ward.
- 22 In terms of performance for 2012/13, the mechanical sweeping resource was programmed to deliver 628 blocks in the Inner NE area and actually delivered 502 (i.e. 80% of programmed sweeps were delivered). This compares to 77% in 2011/12. The reasons for “missed” blocks are mainly due to weather (the machines can not operate in freezing conditions or on laying snow or in very heavy rain – all of which there was an exceptional amount of during 2012/13). Other factors that affected 2012/13 included some long term sickness within the mechanical staff and one-off large events in 2012 such as the Queens Jubilee and Olympic Torch for which we used capacity days rather than use them to recover missed routes around that time.
- 23 New to the Locality Team in 2012/13 was the management of the gully cleansing resource for the area. This has enabled Members to have a quicker route through to the resource and resulted in an improvement in response times to reports of blocked gullies. The service is delivered through one gully tanker for the ENE locality operating 7 days per week. The resource is programmed to work a ward at a time around the ENE locality, inspecting and cleaning every gully. On top of the 172 individual requests for clearance of blocked gullies made in the Inner NE area, during 2012/13 the crew completed Chapel Allerton ward (5333 gullies) and is currently finishing off Moortown ward (3776 gullies). Roundhay ward (4573 gullies) was completed towards the end of 2011/12. It is currently estimated that it will take between 18-24 months to complete a

full cycle of gully cleansing across ENE. However, it should be noted that 2012/13 was the second wettest year on record and also we lost a significant amount of days due to ice/snow. Where we have had the greatest difficulty is on main roads that require traffic management to allow safe access to gullies – particularly those in the central reservations. Work is on-going with colleagues in Highways to develop a programme of traffic management to assist this and other street cleansing operations in all three localities. It is however very costly and there is not a specific budget set aside for it in either service.

- 24 An issue that particularly affects the Inner NE area is leaf-fall. The service provides a dedicated resource for removing leaf-fall during the autumn/early winter months. The resource is a mixture of mainly programmed work on sets of streets agreed with ward members, and reactive work as reports of excessive leaf-fall in streets are reported through. In 2012/13 we reached an agreement with council's grounds maintenance contactor, Continental Landscapes, to provide the main part of the labour force rather than employ agency staff. This helped keep a number of staff in full time employment that would otherwise have been laid off and meant we got experienced staff with good local knowledge.
- 25 In 2012/13 it is estimated that about 75 tonnes of leaves were removed from the Inner NE area through this dedicated resource. In addition to this, we used mechanical sweepers on capacity days to respond to ad-hoc referrals from Members and residents.

(d) Outcomes of the activities

- 26 Sections 20 to 25 provide a statistical summary of how the delegated service has performed over the year in terms of workload in response to customer referrals and programmed work. They also give Members an idea of the proportions for each type of issue that has to be dealt with in Inner North East and within their particular wards.
- 27 However, it is also the outcomes achieved and overall effectiveness in making a difference within neighbourhoods that the success of the SLA will be judged on.
- 28 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.
- 29 At an area level, to a large degree the outcomes are judged/monitored through accountability of the Locality Team at monthly ward member meetings, quarterly Environmental Sub Group meetings and publicly at the Area Committee itself. Resident perception surveys are carried out in the Environmental Improvement Zones.
- 30 However, provided in Appendix A (part 2) are some examples for each ward of how actions have made an effective difference.

(e) Resource management for 2012/13

- 31 In terms of financial management, the final ENE Locality Team budget position for 2012/13 is provided in Appendix A (part 3). The bottom line shows that the amount spent for the year was within the budget originally allocated.

- 32 The main variations to note are the “overspend” on operational cover costs which were offset by an “underspend” on enforcement staff. This was a planned, one-off variation necessitated by a need to manage an inherited budgetary difficulty caused by an historic overspend of overtime from when street cleaning staff were part of the Streetscene Service. By building in capacity days and improving the use of cover and efficiency of services, it is hoped that from 2013/14 onwards the operation cover costs will be managed within budget for the first time. This is a risk though, and will need careful monitoring, as it will require reducing annual spend on cover from about £150k to about £100k. The risk is that more missed blocks and litter picking schedules are not recovered and that has an affect on service standards.
- 33 Sickness levels across the team/service are a continued focus. During 2012/13 ENE Locality Team staff were on average absent for 13 days per FTE. We do not have a comparative figure for the team during 2011/12. The Locality Teams have a significantly greater proportion of front line, manual staff, which are a group of staff that historically have consistently experienced sickness levels well above the council average. The ENE Locality team absence rate for 2012/13 is the lowest of the three localities. It is worth noting that when street cleansing was part of the old Streetscene service the absence rate was somewhere in the mid-20s per FTE.
- 34 During 2012/13 the service restructured the enforcement part of the locality teams. This process enable several inherited job descriptions and grades to be streamlined into two new, fit for purpose roles/grades. For the ENE Locality Team this has resulted in 2 x Senior Environmental Officers posts (SO1 grade) and 10 x Environmental Action Officer posts (C3 grade). There are currently two vacancies in the team, which are in the process of being recruited to.
- 35 A new post was also created for each locality team – a Resource and Caseworker (SO1 grade). In part, this post was created to fill the service challenge/development gap created by the cancellation of the planned secondment of two senior posts from the Area Management (now Area Leadership) team. This post will also provide support for the existing streets supervisor by overseeing how customer/member referrals are best responded to, ensuring the operational cover budget is more effectively/ efficiently used and providing a greater focus on attendance management – allowing the streets supervisor to spend more time out with front line staff; supporting, supervising and quality assuring.

(f) Targeted work in the Environmental Improvement Zones

- 36 During 2012/13 the locality team focused attention on the establishing the first EIZ in the Saviles and Mexborough area of the Area Committee’s agree priority neighbourhood of Chapeltown.
- 37 Appendix A (part 4) provides a summary of the actions that have been taken in that zone, together with an analysis of the resident surveys that have been undertaken to baseline and then track perceptions.
- 38 During 2012/13 the EIZ saw a total of 239 legal notices served in the target streets and almost 100 separate, unscheduled jobs done by street cleansing.

- 39 The focus of the enforcement and educational action was around the management of waste by a significant number of residents – mainly the condition of gardens/yards where uncontained waste was causing a public health concern or where some residents were not presenting their waste for collection in a responsible way. The number of cases where the legal notice led to a fine though was minimal as the intervention nearly always resulted in the resident taking action within permitted time.
- 40 The tracking of resident perceptions shows a marked decrease in how much an issue residents now feel that wheely bins (reduced from 68% of residents identifying this as one of the main issues to 33%) and waste in gardens (57% to 36%) are.
- 41 The tracker also shows that the issues of flytipping, street litter and dog mess have also reduced as a concern for residents.
- 42 Interestingly though, when asked about how much they marked the cleanliness of their streets and area and the councils efforts – residents views stayed around the same score. There was a slight improvement in how they viewed the efforts of resident themselves.
- 43 The SLA will continue to commit to the approach and extra resource targeted at the EIZ to sustain and make further improvements. It was always envisaged that it would take 2/3 years to make a sustainable change to behaviours and views.

(g) Working with Ward Members

- 44 Throughout the year the Locality team responded to requests made through ward members through emails, phone calls and meetings. On-going actions were tracked at the regular ward member meetings facilitated by Area Management. A senior member (where possible the Locality Manager) of the locality team attended all ward member meetings as required by Members.
- 45 Requests from ward members included amendments to mechanical and manual sweeping routes and/or schedules, new or resitting of litter bins, one-off clean ups and enforcement action.

Refreshed SLA and Service Developments for 2013/14

- 46 The proposed SLA for 2013/14 can be found at appendix B. Changes and additions for the year ahead include:
- A commitment to regularly inspect and respond to a priority list of “sites of concern” in each ward (e.g. ginnels, bottle banks, gullies, laybys, pockets of land) to be agreed and monitored at ward member level.
 - A programme to be developed to tackle priority sites 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).
 - Extra Housing Revenue Account (HRA) funded cleaning resource to work in the Beckhills/Miles Hills and Chapeltown neighbourhoods where existing services currently struggle with access due to estate design etc.

- Establishment of the Beckhill/Miles Hill area as an Environmental Improvement Zone (EIZ)
- Menu of additional chargeable services for Members to consider for extra local provision

47 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).
- 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.

48 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:

- 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.
- 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.

Corporate Considerations

49 Consultation and Engagement

In addition to scheduled environmental sub-group meetings, discussions and agreements on priorities and emerging issues will continue at the monthly ward level meetings with Members. The Area Committee will also continue to receive six monthly updates on performance and be consulted, as it was for this SLA at the March 2013 meeting, on future SLAs/service developments. The locality team will also continue to engage with local forums as agreed with local ward members and support Community Leadership Team or Neighbourhood Board meetings as appropriate/relevant.

50 Equality and Diversity/Cohesion and Integration

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.

51 Council Policies and City Priorities

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 more achievable.

The SLA makes a significant contribution towards the Council being able to demonstrate its values of fairness, teamwork, openness, working with citizens and achieving value for taxpayers' money.

The SLA also helps deliver key "budget plus" strands of the Council Business Plan around priorities such as *improving the approach to locality working*, and, *improving the way the Council is organised including consideration of alternative delivery models*.

52 Resources and Value for Money

The SLA is transparent about the level of resources available to deliver services within the ENE Locality area over the period. The level of revenue resources within ENE Locality remains as per the levels during the 2012/13 municipal year. It should be noted however that there is a financial expectation that £33k of savings will be achieved in 2013/14 through the creation of one environmental service as part of the ALMO review; together with an ELI/line by line saving of £16k to contribute towards corporate targets.

At the time of writing, there are no new capital funds available to repair/replace litter bins (ENE was allocated £22k in 2011/12 and £17k in 2012/13). However, it is likely that a new allocation of £100k for 2013/14 will be shared between the three localities and city centre. An update will be provided to Members. What is clear though is that any new allocation will need to be spent on replacing existing, dilapidated litter bins. Any litter bins required for new sites will need to be funded through Wellbeing or Member's local budget allocations.

53 Legal Implications, Access to Information and Call In

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.

There are no further legal implications. The report contains no information that is deemed exempt or confidential.

The Area Committee's decision to approve, or not, the attached Service Level Agreement is no longer eligible for call-in.

54 Risk Management

The Area Committee is being asked to approve the attached Service Level Agreement, which will formalise the partnership arrangements between the ENE Environmental Locality Team and the Committee. The Service Level Agreement ensures the significant input of the Area Committee and influence over the locality teams budget deployment at a local level.

Conclusions

- 55 A significant amount of collaborative work has been undertaken and real progress made since the first, part-year SLA which took effect from September 2011. Performance monitoring has been established through the Area Committee's Environmental Sub group and highlight reports provided to the Area Committee at half year and full year. The 2013/14 SLA will also be underpinned by continued engagement and responsiveness at ward member level and tracking of progress/actions at ward meetings with an increased emphasis on the monitoring of known problem spots/sites of concern.
- 56 The 2013/14 SLA seeks to build on progress made in last year's first full-year SLA and to continually improve and better align delegated services to local need. The SLA demonstrates that the delegated service continues to progress, through the addition of new responsibilities and improved capacity to deliver more through more effective working. The locality team will strive to continue this progression through to 2014/15.

Recommendations

- 57 The Inner North East Area Committee is asked to:
- a) Note the contents of the report;
 - b) Note the end of year performance report for the 2012/13 SLA;
 - c) Approve the attached Service Level Agreement for 2013/14 as summarised in sections 46-48 of this report and provided in Appendix B.

Background Papers

Leeds City Council Constitution

Report: Delegation of Environmental Services. To Area Committees, Jan/Feb cycle 2011.

Report: Delegation Of Executive Functions In Relation To Street Scene Management To Area Committees. To Executive Board. 30th March 2011

Report: Delegation of Environmental Services. To Area Committees, March cycle 2011.

Report: Environmental Services Delegation – Update and Progress, to Area Committee 20th June 2011

Report: Delegation of Environmental Services – Service Level Agreement, to Area Committee 5th September 2011

Report: Environmental Services - Performance Update on the Service Level Agreement, to Area Committee 12th December 2011

Report: Towards More Integrated Locality Working 2: An early review of the Environmental Services delegation. To Executive Board, 10th February 2012

Report: Delegation of Environmental Services – Service Level Agreement, to Area Committee June 2012

Report: Environmental SLA – 6 month update, to Area Committee December 2012

Report: Environmental Services – Consultation on the 2013/14 Service Level Agreement, to Area Committee March 2013

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Inner North East SLA Performance Report 2012/13 - Analysis of Enforcement Related Customer Requests Appendix A (Part 1a)

EINE Area Committee - Enforcement SRs Job Type Date Range - 01/05/2012 To 30/04/2013	Service Requests				Notices Served				FPNs Served				Prosecutions			
	Chapel Allerton	Moortown	Roundhay	Totals	Chapel Allerton	Moortown	Roundhay	Totals	Chapel Allerton	Moortown	Roundhay	Totals	Chapel Allerton	Moortown	Roundhay	Totals
Complaint against service - delay				0				0				0				0
Compliment - Quality of work / service				0				0				0				0
Dog Fouling	14	11	16	41				0	1	1		2				0
Dog Fouling Signage Requests	8	4	7	19				0				0				0
Advice Regarding Dog	2	1	2	5				0				0				0
Dog Attacking Animal	2	1	8	11				0				0				0
Dog Attacking Human	3	3	1	7				0				0				0
Dogs on Lead adjacent to Highway				0				0				0				0
Dog Exclusion			1	1				0				0				0
Keeping Dogs On Leads At All Times	1	3	1	5				0		3		3				0
Dogs on Lead in Prescribed Area	1		2	3				0	1		1	2				0
Dog Chipping			1	1				0				0				0
Dangerous Dog at Large	1	5	2	8				0				0				0
Dangerous Dog Incident	3	3	4	10				0				0				0
Found Dog	43	25	40	108				0				0				0
Lost Dog	19	9	20	48				0				0				0
Stray Dog	27	28	25	80				0				0				0
Stray Dog Pick Up	7	3	4	14				0				0				0
Dog Warden Assistance Requested	4	2	6	12				0				0				0
Drainage	15	8	16	39	5		5	10				0				0
Commercial Premises Duty of Care Inspect	2	1	1	4				0				0				0
Commercial Waste Issues	34	9	18	61	11		4	15				0				0
Domestic Waste Issues	181	10	16	207	145	3	1	149	4		1	5				0
Flytipping	87	33	32	152	10		4	14	2	3	1	6	1	1		2
Area Letter Drop		1		1				0				0				0
Litter Problems	12	2	11	25				0	2		2	4				0
Vehicle - Stop and Search	2	1		3	2			2				0				0
Waste in Gardens	185	12	11	208	108	3	2	113	3			3	2		1	3
A Board		1		1				0				0				0
Abandoned Caravan/Trailer	2			2				0				0				0
Abandoned Trolley				0				0				0				0
Abandoned Vehicle	7	6	5	18				0				0				0
Damage to Highway	10	7	5	22	1	3	2	6				0				0
Graffiti	1	1	2	4				0				0				0
Gully Referred to Highways	6	5	3	14				0				0				0
Illegal Advertising	11	4	2	17				0				0				0
Illegal Vehicle Crossing	1			1				0				0				0
Mud etc on Road			1	1			1	1				0				0
Nuisance Vehicle				0				0				0				0
Obstruction	10	6	6	22				0				0				0
Overgrown Vegetation	54	25	47	126	10	2	4	16				0				0
Trading on Highway		2		2				0				0				0
Dangerous Tree	2		3	5		1	2	3				0				0
Verge or Pavement Parking			1	1				0				0				0
Vehicles for Sale		6	2	8				0				0				0
Dangerous Wall			1	1				0				0				0
Housing - Defect	13	1	9	23	5	1	2	8				0				0
Housing - Dirty	1		1	2				0				0				0
Housing - Other	6	4	1	11	2			2				0				0
Housing - Vacant	12	5	5	22	3	1	1	5				0				0
Bin not Returned	86	4	24	114	5		2	7				0				0
Nuisance - Accumulation/Deposit	15	3	3	21	2			2				0				0
Nuisance - Light			1	1				0				0				0
Nuisance - Other	1	1	1	3				0				0				0
Nuisance - Premises		1		1				0				0				0
Odour - Agricultural				0				0				0				0
Odour - Other	3	4	3	10	1			1	1			1				0
Environ Protection - Request for Advice	3		10	13				0				0				0
Smoke from Bonfire	7	7	10	24				0				0				0
Smoke from Chimney	1	3	1	5				0				0				0
Rodents	8	3	5	16				0				0				0
Totals:	913	274	397	1,584	310	14	30	354	14	7	5	26	3	1	1	5

Section 47	£100		1		£100
Section 46	£75	4			£300
Section 34(A)	£300	1			£300
Section 5B	£300				£0
Section 94(B)	£75				£0
Section 94(A)	£100	3		2	£500
Section 88	£75	6	6	3	£1,125
FPN Totals:	£1,950	£550	£425	£2,925	

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Appendix A (Part 1b)

Inner North East SLA Performance Report 2012/13

Analysis of Street Cleansing Related Customer Requests

EINE Area Committee - Streets SRs				
Job Type Date Range - 01/05/2012 To 30/04/2013	Chapel Allerton	Moortown	Roundhay	Totals
Litter Bin Empty	17	17	13	47
Litter Bin Request	5	7	9	21
Litter Bin Repair	5		1	6
Bulky request	57	15	19	91
Street Cleansing Missed	5	4		9
Street Cleansing New Route				0
Street Cleansing Quality	3			3
Dog Fouling	14	13	20	47
Fly Tips	357	57	116	530
Footpath Sweeping	32	8	19	59
Ginnel	18	3	15	36
Keys From Down a Gully	1			1
Graffiti	88	72	22	182
Gully	75	51	46	172
Leafing	29	12	37	78
Litter Complaint	60	17	36	113
Needles and Drug Paraphernalia Cleaning	1			1
Public Toilets Maintenance and Cleaning				0
Dead Animal Removal	30	20	23	73
Road Sweeping	43	21	29	93
Totals:	840	317	405	1562

Fly Tip Removal Breakdown	Chapel Allerton	Moortown	Roundhay	Totals
Reactive Removals	241	53	77	371
Proactive Removals	116	4	39	159
Total:	357	57	116	530

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Chapel Allerton Ward

This property in Savile Drive was empty. Following enquiries, officers found that the property was owned by Cascade Homes Ltd. Following calls to Cascade Homes Ltd officers were assured that they would remove all the waste the following day. The following day an officer visited the property and found all the waste had been removed.

Before...



After...



This is a property in the St Martins. A customer made a complaint about the state of a nearby garden. The resident had some building works done last autumn and since then lots of building waste was being stored in the garden. We worked with owner of the land, who was initially very rude to the officer. We explained what would happen if he didn't clear the waste and sent him a warning letter explaining that the next stage would be a legal notice. The waste was cleared in a week.

Before...



After...



Moortown Ward

We had received several complaints regarding an untidy garden with waste in and rats had been sighted. This was a difficult case as the property in question belonged to a lady who died 12 years ago. Several legal notices had to be served, including Section 46 and Section 92A of the Environmental Protection Act 1990 and Section 4 of the Prevention of Damage By Pests Act 1949, served on Trustees and family of the deceased. Unfortunately none of the notices were complied with and works in default have been carried out through a contractor to clear the worst of the waste material. There is a prosecution pending which will seek recovery of the costs and a fine.

Before...



After...



Roundhay Ward

We received a number of complaints from the public and local ward members regarding waste at the side of large recycling containers and litter in and around the car park area of the Co-op. A multi-agency approach combined with a legal notice was undertaken to resolve the issues. An officer liaised with the Co-op, land owners, street cleansing colleagues and Leeds City Council Recycling Officer to ensure the land was cleared and litter picked and will be maintained in future so that the recycling and car park provision is in an acceptable condition. The result was achieved without having to enforce the legal notices.

Before...



After...



ENE Locality Team - Financial Statement for 2012/13 (Final Position)

Appendix A (part 3)

Budget Heading	Original £	Spend £	What is NOT included:
Staff Functions			There are a number of elements of the overall delegation that will continue to be budgeted for at a city level. These are:
Management	219,240	158,347	
Operational Support	63,920	64,313	
Streets Supervisors	67,720	68,172	
Bulk/Fly tipping team	83,730	87,061	
Mechanical Pathsweepers	216,130	217,713	
Mechanical Roadsweepers	84,700	86,069	
White Bag Crew	163,550	168,644	Dog Warden Service Graffiti team
Street Litter Pickers	338,930	335,230	Weedspraying
Environmental Action Officers	426,910	304,645	Disposal cost of street waste
Operational cover	109,350	155,914	Gullies
Deleafing driver (Agency)	9,180	9,181	Past pension costs
Insurance, training & travel	4,700	3,230	
	1,788,060	1,658,519	
Premises Costs	97,978	95,805	
			Incl. £87k rent/service costs for Reginald Centre offices, £9k Works in Default (note that the £87k cost includes cost of other services using the same office)
Supplies and Services	45,910	89,655	
			Operational materials/equipment (inc £22,500 for de-leafing staff from Cont. Landscapes)
Fleet & Transport Costs			
Fleet Hire	170,060	236,323	Contract hire of 5 x pathsweepers + £16,636 for hire of de-leafing vehicle
Leasing costs	17,050	20,942	
Maintenance/repairs	112,080	63,312	Running costs for 2x Road Sweepers, 2x Caged tipper, 1x Tipper,
Fuel	97,230	114,747	1x operational van (also includes £4,928 fuel for the de-leafing operation)
Vehicle insurance	3,360	3,360	
Staff travel	6,840	6,104	
	406,620	444,788	
Legal Costs	8,520	10,114	
Prudential Borrowing costs	4,500	5,000	Cost of prosecutions and advice Financing costs of litter bin replacement capital scheme
TOTAL EXPENDITURE	2,351,588	2,303,881	
INCOME	-29,890	-31,219	Ad hoc cleansing, Court Costs and recovery of 'Works in Default'
SUB TOTAL	2,321,698	2,272,662	
Targeted efficiency	- 50,000	-	Closer working with Parks & Countryside
NET BUDGET	2,271,698	2,272,662	

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Services Level Agreement 2013/14 Delegation of Environmental Services

1 Parties

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

2 Period of the agreement

- 2.1 This Service Level Agreement will take effect from 17TH June 2013 until 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 achieve agreed standards of delivery for those services that fall within the scope of the environmental delegation to Area Committees.
- 3.2 To set out the outcomes expected of the environmental Locality Team within the Area Committee's area and how success will be measured.
- 3.3 To promote greater accountability in the provision of environmental services and to enable elected Members to be more involved in decisions concerning the prioritisation and level of service delivered within the scope of the delegation. As well as improved flexibilities around those services which are delivered on a routine/routes basis, this may 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

- Leaf clearing
 - Flytipping removal
 - Gully cleansing
- **Regulatory environmental services -**
 - Flytipping enforcement
 - Graffiti enforcement
 - Dog controls (e.g. strays, fouling)
 - Highways enforcement
 - Domestic & commercial waste storage & transportation control
 - Overhanging vegetation control
 - Litter control (FPNs, flier controls etc)
- 4.2 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, normal working hours basis. Weekend and evening working is possible by prior arrangement, but usually at additional expense.
- 4.3 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 appendix 1.

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

Environmental Locality Manager

- 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 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;

6 Service principles and priorities

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

(a) Outcome focused:

The ENE Locality Team will focus on delivering the best outcome for residents across the Inner NE 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 every x weeks, but everyone will be entitled to get their street swept as and when needed if it is the best solution to making sure it doesn't fall to an unacceptable standard of cleanliness.

(b) Responsive to local needs:

The service will be more responsive to local needs. There will be greater capacity built in to react to current grotspots, plan for known local events that

may effect the cleanliness of neighbourhoods and go where the problem is at that time.

(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 as part of the “team neighbourhood” approach and contribute towards tackling problems identified in the agreed priority neighbourhoods of Beckhills/Meanwood, Brackenwoods, Chapeltown and Moor Allerton.

(e) Supporting community action:

We will work better with community based organisations that add value to what we do and contribute towards making our streets and neighbourhood cleaner.

(f) Education and Enforcement:

We will develop and implement local strategies which effectively combine education and enforcement approaches to tackling long standing problems. For example we will develop a better relationship with schools to work together to prevent litter on school routes and have a clearer policy around the cleaning of shop frontages that works in partnership with local businesses to make local shopping centres/main streets clean and pleasant places to visit. We will take a lead on the environmental improvement of agreed zones within the priority neighbourhoods.

(g) Working with ENE Homes to deliver more effectively:

We will work in partnership with ENE Homes to make more effective and efficient use of our combined resource; focusing initially on joint approaches to cleaning open land/spaces and developing a maintenance programme for ginnels.

(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.

7 Service activity

7.1 The Environmental Locality Team, via this SLA, undertakes to provide the following service provision to the Inner North East wards of Chapel Allerton, Moortown and Roundhay, 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, 3 weekly, 6 weekly or 12 weekly basis.

Each block represents approximately 20km of road/paths (ie 10km x 2 sides of the road) and is now split into 2 halves – and sweeping alternates between the two halves each time the block is scheduled to be cleaned. 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 ward members to review the new routes/blocks and agree where changes to which streets are done on which cycle/or on both can be made.

A mechanical path sweeper can complete one route per working day, whilst a road sweeper can complete two routes per day. Routes are scheduled to be completed for both path and road sweeping on the same day and frequency, therefore on the same day two path sweepers will complete the same two routes that one road sweeper completes.

Detailed schedules and maps of the routes of the mechanical sweeping function are available from the team and can be amended through agreement at ward member meetings providing there is no affect on neighbouring wards or extra resource requirement.

Work cycles are based on an 8-day “week”. This enables an extra day of “spare” capacity to be programmed in, which allows the service to recover days lost 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 agreed through tasking meetings.

(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 routes and frequencies covered by the Inner NE SLA are available from the team.

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.

There is no direct capacity built into this element of the service to cover for sickness and annual leave although call can be made on the limited cover budget.

(c) Litter Bins

Litter bins will be emptied and the immediate vicinity checked for cleanliness by one of the two crews on duty in the ENE 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/exceptional busy period, the service will empty the bin within 24 hours of it being reported.

(d) Flytipping

The team will aim to respond to reported instances of flytipping on public land within 24 hours. This will usually involve an initial visit by enforcement staff to assess whether sufficient evidence can be gathered to enable a legal notice to be issued or fine/prosecution to be made. If the flytip is then clear to be removed by LCC then our flytip crew will do this as soon as possible, usually within 48 hours.

(d) Gully cleansing

There are approx 44,000 gullies to clean across the 9 wards in the ENE locality. In Inner NE this breaks down as: 5,333 in Chapel Allerton, in 3,776 Moortown, 4,576 in Roundhay. The one vehicle allocated to ENE will operate on a 7 day/wk shift pattern. It will spend about two months in each ward throughout the year, working 6 days in that ward and using the other day to respond to referrals from other parts of the locality. In periods of heavy rain etc, the crew may be stood down from ward based programmed work to concentrate on referrals only. The team will respond as quickly as they can to ward member referrals of blocked drains/gullies. A full cycle of clearing/cleaning of all gullies across ENE is estimated to take 18 months (but may be longer depending on weather). Moortown ward will be completed in the first part of 2013/14 and the next Inner NE ward to be programmed in will be Roundhay.

7.3 Environmental Enforcement and Regulation

The enforcement element of the service operates on a Monday – Friday basis, although weekends and evening working is possible by prior arrangement, but usually at additional expense.

Historically, 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 in this manner takes up approximately 80% of the time available within the team.

For 2012/13 the work of this element of the team will be split into two parts – those focusing on agreed improvement zones in the Area Committees' priority neighbourhoods, and the rest responding to issues throughout the remainder of the ENE locality.

The Environmental Improvement Zones (EIZs) to be tackled in 2013/14 in Inner North East area are:

- Saviles and Mexboroughs (started in 2012/13)
- Hamiltons and Granges

- Beckhill Approach
- Miles Hills
- Scott Hall Avenue/Scott Hall Road

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

The SLA also includes deployment of the dog warden resource in the locality team. This small resource (1.5 staff), will be used to problem solve and utilise the intelligence/resource of other locality team staff and partner organisations to tackle hotspot streets/open spaces/parks where dog fouling, nuisance and flouting of dog control orders is worst. They will also continue to respond to reports of stray dogs.

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.

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 (NI 195). Whilst this indicator is no longer in use nationally, it will continue to be used with some amended methodology to measure cleanliness at city level. The indicator measures the number of sites surveyed to be satisfactory in terms of the presence of:

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

8.2 The overall effectiveness of the locality driven service will be monitored at a city level with regard to the above measurement and reported to Area Committees.

8.3 In addition, the effectiveness of the interventions and actions carried out in the new EIZs will be measured by six monthly resident satisfaction/perception surveys in the agreed zones. These will be reported through the sub group to Area Committee.

9 Accountability

- 9.1 The Environmental Locality Manager will be accountable to the Area Committee for the delivery of services as laid out in the SLA.
- 9.2 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.
- 9.3 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.
- 9.4 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.

10 Reporting & performance monitoring

- 10.1 Environment Sub-group
Quarterly service activity reports will be submitted by the Environmental Locality Manager to the Environment Sub-group for consideration. Through the sub-group, the report will be used to identify changes in issues and priorities, and therefore guide service delivery over the following quarter(s).
- 10.2 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.
- 10.3 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.

11 Review process

- 11.1 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.
- 11.2 The review process will be undertaken jointly with officers of the service and all, or nominated Members from the Area Committee.
- 11.3 The review process will commence in Oct – Dec quarter and completed in the Jan – March quarter. An outline draft SLA for 2014/15, will be presented for consultation at the last Area Committee meeting of the municipal year (March/April).

- 11.4 The new SLA for the 2014/15 municipal year will be formally approved by the Area Committee at its first meeting of that next municipal year (June/July), along with the end of year service monitoring report outlining performance against the 2013/14 agreement.
- 11.5 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 Environment 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.

12 Resolving Disagreements

- 12.1 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.
- 12.2 In general, it is expected that all parties will try to resolve a dispute locally in the first instance. 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.
- 12.3 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.

13 Confidentiality & Legal Requirements

- 13.1 Where information is supplied by either party deemed of a confidential nature, all individuals acting on behalf of the parties will treat information as confidential and not disclose it to any groups/individuals outside the Agreement.
- 13.2 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, must be met through this agreement. 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 1: Roles and Responsibilities of Parties

The Area Committee

- To develop and approve an annual Service Level Agreement (SLA) to achieve as a minimum the Council's statutory obligations and the execution of Executive Board policies;
- To determine, via the SLA, the principles of deployment of the available resources by:
 - identifying priorities for service delivery (both geographical and in terms of types of service to be delivered)
 - Agreeing the most appropriate approaches to be taken to achieve local environmental cleanliness and quality;
- To be responsible for monitoring and reviewing the delegated activities in relation to the service outcome specified in the SLA; and
- To be responsible for negotiating amendments to the SLA with the Service to accommodate unforeseen events or address patterns of service failure during the course of the agreement period. Inevitably

Area Chair

- To lead the Area Committee in its consideration and decision making processes in regard to the delegated environmental services;
- To represent the Area Committees' view point on environmental services and related issues outside of Committee meetings, e.g. Area Chairs' meeting;
- To liaise with the Locality Team Manager to ensure that decisions on service delivery are being made in accordance with the Agreement;
- To work in partnership with other Chairs across the relevant 'wedge' and the city as a whole as required; and
- To establish and maintain productive relationship with Officers to achieve the best outcomes from the available resources.

Area Lead Member

- Through an environment sub-group (where one exists), to act on behalf of the Area Committee in overseeing the implementation of those parts of environmental services delegated to the Area Committee;
- To promote commitment to the wider local environmental agenda through the active engagement of elected Members, local authority environmental services and local partners;
- To increase the understanding of the barriers and issues faced at locality level to improving local environmental quality;
- To help change attitudes and behaviours to improve the environment at a local level; and
- To establish and maintain productive relationship with Officers to achieve the best outcomes from the available resources.

Environment Sub-group

- To oversee and give support to the implementation of the SLA, including securing community involvement in the design, deployment and monitoring of the delegated services;
- To receive quarterly reports on the delegated services and closely monitor the performance and outcomes of the SLA;

- With relevant officers, to undertake, an annual review of the SLA.
- To assist in the annual development of a new SLA, setting priorities for service delivery;
- To consider in-year variations to the SLA, making agreed recommendations to the Area Committee and Locality Manager to implement; and
- To consider equality, diversity, community cohesion and community safety matters in relation to the delegation of environmental services.

The Environmental Locality Manager

- To deliver services under the delegation in line with the preferences and guidance set out by Members within this SLA;
- 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;
- To maintain records of service activity as necessary to monitor performance against the SLA outcomes.
- 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.

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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)*

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.

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ENE Locality Team - Budget for 2013/14

Appendix C

Budget Heading	£	What this pays for	What is NOT included:
Staff Functions			
Management	163,838	Locality Manager, Service and Team Manager	
Operational Support	65,250	3 staff to provide admin, case referral management, finance support etc	
Streets Supervisors	101,042	2 Supervisors working shifts to cover the 7 day/wk service + 1 Resource & Casework	
Bulk/Fly tipping team	84,760	2 drivers and 2 street attendants working shifts to deliver a 7 day/wk service	
Mechanical PathswEEPERS	216,590	10 drivers working shifts to deliver a 7 day/wk service	Past pension costs
Mechanical RoadswEEPERS	85,680	4 drivers working shifts to deliver a 7 day/wk service	Dog Warden Service
White Bag Crew	167,840	4 drivers and 4 street attendants working shifts to deliver a 7 day/wk service	Graffiti team
Street Litter Pickers	334,980	17.4 street attendants working shifts to deliver a 7 day/wk service	Weedspraying
Environmental Action Officers	353,750	2 Senior Environmental Action Officers + 10 EAOs	Disposal cost of street waste
Operational cover	100,400	Operational cover for annual leave, sickness, additional work etc	Gullies
Deleafing staff budget	27,690	Driver plus operatives for seasonal deleafing team	
Insurance, training & travel	4,700		
	1,706,520		
Premises Costs	85,000	£75k rent/service costs for Reginald Centre offices, £10k Works in Default (note that the £75k cost includes cost of other services using the same office)	
Supplies and Services	53,380	Operational materials/equipment	
Fleet & Transport Costs			
Fleet Hire	244,880	Contract hire of 5 x pathswEEPERS , 2 x RoadswEEPERS, 1 x Deleafing vehicle	Planned to be delegation
Leasing costs	20,950		Master Key Fuel (further work)
Maintenance/repairs	57,420	Running costs for 5xpathswEEPERS , 2xRoadswEEPERS, 1xDeleafing vehicle, 1 Supervisor Van, 2 Enforcement Vans, 2x Caged Tipper and 1xTipper	£44k
Fuel	125,900		FPN income (£84k) (change in current system / ICT)
Vehicle insurance	3,360		Managers vans £12k
Staff travel	6,840		Water (Standpipe charges) £30k
	459,350		
Legal Costs	19,450	Cost of prosecutions and advice	
Prudential Borrowing costs	5,000	Financing costs of Bin replacement	
Support Costs - HRA	7,580		
TOTAL EXPENDITURE	2,336,280		
INCOME	- 18,110	Ad hoc cleansing, Court Costs and recovery of 'Works in Default'	Fuel - ongoing inflation pressures
SUB TOTAL	2,318,170		Attendance management
Targeted efficiency	- 48,830	Transfer of Estate Caretakers (33k) and ELI target /line by line (16k)	TOIL
NET BUDGET	2,269,340		Agency usage
			Fleet - replacement costs

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Shift workers - delivering 7 day/wk service

Mechanical Cleaning
(18 staff)

4 x Road Sweeper Drivers
10 x Path Sweeper Drivers
4 x Gully Crew

Equates to 5 path sweeper, 2 road sweeper and 1 gully tanker vehicles. Work on programmed basis with a capacity day built in each week to catch up on lost days/respond to referrals.

Litter Picking etc
(18 staff)

17.2 Street Attendants

Equates to 9 litter pickers working in ENE per day. Work on a programmed list of streets to litter pick and empty bins each day, with no capacity built in for recovery days.

Litter Bins/Bags
(8 staff)

4 x Sideloader Drivers
4 x Street Attendants

Equates to 2 sideloader vehicles, one covering outer one covering inner. Main role is to pick up full white bags from roadside and empty litter bins where needed.

Flytipping
(4 staff)

2 x Drivers
2x Street Attendants

Equates to 1 vehicle (7.5 tonne truck) working in ENE per day. Respond to referrals, mainly flytipping but also help with clean ups. Work closely with enforcement staff.

Enforcement & Regulatory
(12 staff)

EIZs: 5 x Enforcement
Rest: 5 x Enforcement
1.5 x Dog Wardens

EIZ staff – proactive focus on priority zones agreed at Inner Area Cttees
Rest – mainly responsive service across ENE
Dogs Wardens – intelligence led work, stray dogs etc

Operational Support
(3 staff)

1 x Admin Officer
2 x Assistants

Provide business support to the team. Ensure processing of all referrals, case management, financial and HR issues, performance management and changes to routes etc.



Supervisor (Streets)
Andy Gibson



Supervisor (Streets)
Mik Breakwell



Mick Johnson
Team Manager
mick.johnson@leeds.gov.uk



Hayley Thackway
Service Manager
hayley.thackway@leeds.gov.uk



John Woolmer
Locality Manager
john.woolmer@leeds.gov.uk

Resource & Caseworker
Laura Eagle



2 x Senior Enforcement EIZs - Sharron Almond
Rest – Jessica Hodgson



Helen Freeman, Chief Officer

Inner East, Inner NE and Outer NE Area Committees through annual Service Level Agreements (SLA)

Line managed by

Accountable to

Customer Referrals:

Referrals should be made to:
eneaction@leeds.gov.uk or tel. 222-4406

This will ensure each referral is properly case managed and customers are kept informed of the outcome/action taken.

ENE Locality Team

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Report of the Director of Children’s Services

Report to: North East Inner Area Committee

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

5. The new allocation for the North East Inner Area Committee budget ring-fenced for youth activities is £25835 in 2013/14 and £51670 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 Inner North East 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 their suit their own style of working and the particular local needs of the area.

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

Children's Services Cluster Partnership Representatives

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

CHESS (Chapelton & Harehills extended schools and services)	North East (Inner)	1 Chapel Allerton
NEtWORKS (Meanwood and Chapel Allerton)	North East (Inner)	1 Chapel Allerton
N.E.X.T. (North East Extended Together: Moortown and Roundhay)	North East (Inner)	1 Roundhay 1 Moortown

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

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.

7.1 None

Report of the Chief Officer (Democratic and Central Services)

Report to North East Inner Area Committee

Date: 17th June 2013

Subject: Local Authority Appointments to Outside Bodies

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Chapel Allerton, Moortown and Roundhay	<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 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.

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.

1 Background information

- 1.1 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.

1.2 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.

1.3 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.

1.4 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.

2 Main issues

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

2.2 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.

2.3 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.

2.4 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.

2.5 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

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

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

them. In such circumstances, vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.

2.6 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.

2.7 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.

3 Appointments 2013-2014

3.1 This year there are four appointments to be made in relation to the following three organisations:-

- Moor Allerton Elderly Care (1)
- Community Action for Roundhay Elderly (1)
- ENE ALMO Area Panel (2)

3.2 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.

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

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

4.3 Council policies and City Priorities

4.3.1 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.

4.4 Resources and value for money

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

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, the power to Call In decisions does not extend to those decisions taken by Area Committees.

4.6 Risk Management

4.6.1 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.

5 Conclusions

5.1 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.

6 Recommendations

6.1 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.

7 Background documents³

7.1 There are no Background Documents associated with this report.

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

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

Body/Person with authority to
change the document

Full Council

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

1.0 Scope

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

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

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

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

Appointments to Outside Bodies Procedure Rules

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.
- 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

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

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

Appointments to Outside Bodies Procedure Rules

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 Director of Resources 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.
- 4.10 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year

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

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 Director of Resources 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 East Inner)

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Clr Y/N	Review Period	Group
Moor Allerton Elderly Care	Yes	1	Jun-13	1	Alex Sobel	Y	Annual	Labour
Community Action For Roundhay Elderly	Yes	1	Jun-13	1	Christine Macniven	Y	Annual	Labour
Chapeltown CAB	Yes	1	Jun-14		Ghulam Hussain	Y	3 yearly	Labour
East North East ALMO Area Panel	No	2	Jun-13	2	Bill Urry Alex Sobel	Y Y	Annual Annual	Labour Labour
		8		7				

Number of places 8
 Places held pending review 7
 Places currently filled beyond June 12 8
 Number of places to fill 7

Number of Members in the Committee 9
 Area

Labour	100	8.00
Liberal Democrat	0	0.00
Conservative	0	0.00
Other to list	0	0.00
Total	9	9

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Report of East North East Area Leader

Report to Inner North East Area Committee

Date: 17th June 2013

Subject: Wellbeing Fund Revenue Budget 2013/14

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Chapel Allerton, Moortown, Roundhay		
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 checked="" type="checkbox"/> Yes	<input 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 members with an update on the current position of the wellbeing revenue budget for the Inner North East.
2. Applications made for funding are included in the report for member's consideration.

Recommendations

3. Members are asked to note the contents of this report, and
4. Consider the following project proposal and approve the working group recommendations where applicable:
 - Agree to fund £1,240 towards the Lime Tree Community Project
 - Agree to fund the £2,000 requested for Gledhow Cricket Club improvements
 - Make a decision on the New World Steel Pan Orchestra
 - Agree to fund the £2,500 requested for the Leeds Islamic Centre
 - Agree to fund the £2,875 requested for the Chapel Allerton Arts Festival
6. Note the current budget position.

Purpose of this report

- 1.1 The report provides members with an update on the current position of the revenue Wellbeing funding for the Area Committee and sets out applications made for consideration by the Area Committee.

1 Background information

- 2.1 Each of the ten Area Committees receives an allocation of revenue funding. The amount of funding for each Area Committee is determined by a formula based on population and deprivation in each area which has been previously agreed by the Council's Executive Board.
- 2.2 It has been agreed that the revenue wellbeing budget for the Inner North East Area Committee for 2012/13, based on these calculation is £161,810. This is the same revenue budget that was allocated last year.
- 2.3 The Area Committee have nominated a representative from each ward to form a Wellbeing Member Working Group to consider applications made for funding and also receive feedback and evaluations regarding projects that have already been funded.
- 2.4 It should be noted that at the last wellbeing working group on Wednesday 22nd May 2013 no ward member from the Roundhay ward was able to attend and so the recommendations below are from the Chapel Allerton and Moortown representatives only.
- 2.5 The Area Committee wellbeing fund is used to commission activity and projects to support the promises in the Community Charter. Applications are also accepted from organisations in the local area who can demonstrate that their project supports the Community Charter promises. These projects are monitored quarterly on progress, with a final evaluation taking place when the project is completed.
- 2.6 The current budget position for the revenue Wellbeing budget is provided at Appendix 1 for Members information.
- 2.7 Community organisations can apply for a small grant to support small scale projects in the community; these are approved by ward members.

3 Main Issues - New Applications for Consideration

3.1 Lime Tree Community Project- £4,582 (+VAT)

- 3.1.1 This project is to create an area of community greenspace In Moortown. A small number of eco houses will be built to fund the land purchase but 80% of the land will be retained as greenspace.
- 3.1.2 The intention is that the greenspace will include;
 - A community sports facility with dual use for the school during the week in term time
 - Play space, wildlife trails and sports provision for Moortown Primary School
 - Create wildlife habitats (wetland, woodland, nature trail, wildflower meadows) for the whole community to enjoy

- Resolve the drainage problems of the site through a Sustainable Urban Drainage Project
- Provide community greenspace and allotments, seating and a footpath network

3.1.3 The application to the Area Committee is to fund site investigations and tree and habitat surveys. These are necessary for detailed design proposals to be drawn up which will enable the group to approach national funding bodies for the cost of the whole project.

3.1.4 The Wellbeing working group recommended that the full amount of £4,582 be ring-fenced for the project, but with the condition that the group approach the property developer for the landscape architect costs, once these are agreed then the remainder of the grant be returned to the Area Committee. The intention being that only £1,240 (plus VAT) would need to be released from the grant to cover the tree and habitat surveys.

3.2 Improvements of Cricket facilities- £2,000

3.2.1 The aim of this project is to develop new sporting facilities at Gledhow Cricket Club by building a two lane outdoor artificial cricket practice area incorporating two nets and galvanised steel cages

3.2.2 The Cricket Club was established in 2011 in response to a need in Harehills. Over 70 young people were attending twice weekly community cricket sessions but there was no local cricket club that the young people could join. So the community group CATCH, in partnership with West Yorkshire Police, established two junior teams at Gledhow Cricket Club.

3.2.3 The teams have expanded and the club is now attracting young people from Roundhay and Chapeltown, it has also received an award for 'Building partnerships' and been recognised by the ECB who are wanting to use it as a national template for increasing participation in grass roots cricket, especially those in disadvantaged or deprived communities.

3.2.4 The new cricket nets are needed as they are struggling to accommodate the number of young people who want to play cricket, a number of training sessions have had to be disbanded as there aren't the facilities for all of them to be able to take part.

3.2.5 The Inner East Area Committee has approved a grant of £10,000 towards the project and the Inner North East Area Committee has been requested to contribute £2,000.

3.2.6 The wellbeing working group recommended that this project is funded for £2,000 with the condition that the group links in with Hillcrest and Brackenedge primary schools to encourage the children to attend the club.

3.3 New World Steel Pan Orchestra- £8,320

3.3.1 This project aims to work with BME young people aged between 5-19 to teach them how to play the steel pans, develop their musical talents and teach them the history

and learning of the culture of the steel pan instrument in a fun and relaxed academic, social and personal style.

- 3.3.1 The project will operate a referral system for agencies like the police and Social care services.
- 3.3.2 The wellbeing working group requested that the Area Support Team assist the applicant in approaching East North East Homes, LCC Extended Services and identifying other funding sources to see if they would be willing to match fund the project. They recommended that the application be discussed at Area Committee for a decision, once the requested information is available.

3.4 Leeds Islamic Centre- £2,500

- 3.4.1 This project is to raise awareness of the prevention of chronic diseases and provide a friendly and social atmosphere for elderly people. They will provide services, in partnership with Leeds City Council's Adult Social care team, including physical activities and advice on healthy dietary issues.
- 3.4.2 As the Leeds Islamic Centre is on the border between Chapeltown & Harehills £2,500 has been applied for from both the Inner East and Inner North East Area Committees
- 3.4.3 The Wellbeing working group recommended that £2,500 be approved for the project, if the Inner East also approves the same.

3.5 Chapel Allerton Arts Festival

- 3.5.1 The Chapel Arts Festival has been running since 1998 and is run and managed by local volunteers and entirely funding via 'bucket collections' and other fundraising. Collections made at the previous year's festival fund the current year's festival in its most basic form, but the group would like to expand on this and provide good quality, fun and educational activities for children and young people to take part in.
- 3.5.2 In order to allow the festival to be self-sustaining and actively involve as many members of the community as possible they have requested funding to recruit volunteers for future festivals and send a number of current volunteers on training. The training will equip them with the skills to build large temporary structures on site, which will be a piece of art for all of the community to add to during the festival. Training the volunteers ensures that they don't need to pay external agencies to build this for them either this year or in the future.
- 3.5.3 They have also requested funding to provide high quality, community led, and engaging creative experiences for families in the Methodist Hall and offer more events and activities mid-week for older people who may be put off by the large crowds on the weekend.
- 3.5.4 The Wellbeing working group recommended that the Area Committee fund this project for the full £2,875 requested.

3.4 Wellbeing Budget 2013/14

3.4.1 The Inner North East Area Committee last year did well in spending or allocating most of its 2012/13 budget. Carried forward to this year that wasn't spent was:

- Chapel Allerton Ward Pot - £2,145.71
- Moortown Ward Pot - £9,770.81
- Roundhay Ward Pot - £3,691.96
- Area Wide - £5,804.88
- Total - £21,413.36

3.5.1 The allocation of revenue wellbeing funding for 2013/14 is again £161,810. This is the same amount of revenue funding as the Inner North East Area Committee received last year.

3.5.2 Below are the new figures for this financial year showing the amount of funding left in each of the area pots.

Funding / Spend Items	Chapel Allerton Ward Pot	Moortown Ward Pot	Roundhay Ward Pot	Area Wide	Total
Balance b/f from 2012-13	3,745.71	12,400.81	7,038.58	41,464.88	64,649.98
Schemes Approved from 2012-13 budget to be spent in 2013-14	1,600.00	2,630.00	3,346.62	35,660.00	43,236.62
Amount of b/f budget available for new schemes 2013-14	2,145.71	9,770.81	3,691.96	5,804.88	21,413.36
New Allocation for 2013-14	10,000	10,000	10,000	131,810	161,810.00
Total available for new schemes in 2013-14	12,145.71	19,770.81	13,691.96	137,614.88	183,223.36

3.5.3 Attached at Appendix 1 is a full breakdown of wellbeing funding for 2013/14 and amounts already allocated, including ward pot funding.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The local community and VCFS groups are consulted and the well being fund grant process is shared with them via the community engagement strategy and events that are attended. In addition feedback is provided via the Community Charter. Consultation on the priorities within the Community Charter is undertaken on an annual basis and shapes the priorities which the Well Being Fund is used to deliver.

4.1.2 The Wellbeing Member Working Group considers the applications for funding and makes a recommendation for the Area Committee to consider.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Well Being Funding is used to ensure that inequalities within the local area are addressed through local projects and schemes and equality impact assessments carried out where necessary.

4.3 Council Policies and City Priorities

4.3.1 The Wellbeing Fund projects seek to contribute to the City Priorities by improving the local area and addressing inequalities in the Inner North East.

4.4 Resources and Value for Money

4.4.1 All relevant applications to the wellbeing fund are requested to get three quotes for the work to make sure it is good 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 Not applicable under this section.

4.7 Conclusions

4.7.1 The above groups have applied for funding to the Inner North East Area Committee and the Area Committee is asked to consider its budget and whether it would like to fund the applications.

5 Recommendations

5.1 Members are asked to note the contents of this report, and

5.2 Consider the following project proposal and approve the working group recommendations where applicable:

- Agree not to fund the Happy Toddlers Happy Families project.
- Agree to fund £8,500 towards the Opening Doors project.
- Make a decision on the Trembler Alarm funding.

6 Background documents¹

7.1 Area Committee Roles and Functions 2011/12

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.

INNER NORTH EAST AREA COMMITTEE WELL-BEING BUDGET 2013-14

Funding / Spend Items	Chapel Allerton Ward Pot	Moortown Ward Pot	Roundhay Ward Pot	Area Wide	Total
Balance b/f from 2012-13	6,375.71	9,971.58	3,873.96	43,974.49	64,195.74
Schemes Approved from 2012-13 budget to be spent in 2013-14	4,229.27	-	3,346.62	34,660.00	42,235.89
Amount of b/f budget available for new schemes 2013-14	2,146.44	9,971.58	527.34	9,314.49	21,959.85
New Allocation for 2013-14	10,000.00	10,000.00	10,000.00	131,810.00	161,810.00
Total available for new schemes in 2013-14	12,146.44	19,971.58	10,527.34	141,124.49	183,769.85

Schemes in Progress brought Forward

CA11 Festive Lights - New Chapelton Light	1,100.00				1,100.00
CA20 Move seat outside Chicken to Go	500.00				500.00
CA22 Supply and install 1x drop down bollard with keys Chapelton Road	200.00				-
CA23 Chapel Allerton Library Refurbishment	2,429.27				-
RH14 Refill two grit bins adjacent to West Park Grove			182.00		182.00
RH15 Floral Initiative Oakwood			3,164.62		3,164.62
INE.12.55.LG Area Committee Apprentice post				6,240.00	6,240.00
INE.12.58.LG Welfare Reform Support				2,500.00	2,500.00
INE.12.69.LG Relocation of Back Chapelton Road Planter				1,420.00	1,420.00
INE.12.71.LG BCTV Inkwell project				2,000.00	2,000.00
INE.12.72.LG Festive Lights 2013/14				12,500.00	12,500.00
INE.12.73.LG Chapelton CCTV 2013/14				7,500.00	7,500.00
INE.12.77.LG Irish Arts Community Participation				2,500.00	2,500.00

Earmarked Schemes Brought Forward Sum

	4,229.27	-	3,346.62	34,660.00	42,235.89
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2013-14 New Schemes

Chapel Allerton					
CA01 Chapelton & Chapel Allerton Planters	1,734.00				1,734.00
Moortown					
Meanwood Caretaker		5,000.00			
Grit bins		3,000.00			
Christmas Lights		1,000.00			
Signage		1,000.00			
MT01 Birds Mouth fencing		2,000.00			2,000.00
Roundhay					
RH01 Oakwood Village Caretaker			5,000.00		5,000.00
RH02 Roundhay Floral Displays			3,245.00		3,245.00
Summer Projects					
INE/13/01/SP National Citizenship Service Project for Young People			3,500.00		3,500.00
INE/13/02/SP Chapel Allerton & Moortown Summer Holiday Programme			2,000.00		2,000.00
INE/13/03/SP Environmental Summer Playscheme			4,000.00		4,000.00
INE/13/04/SP Roundhay Holiday Activities			1,390.00		1,390.00
INE/13/05/SP Hip Hop Don't Stop			1,898.00		1,898.00
INE/13/06/SP One Community Tackle it Media			4,000.00		4,000.00
INE/13/07/SP Chapelton YIP Holiday Outdoor Activities			3,442.00		3,442.00
INE/13/08/SP Summer Street Beat			1,692.00		1,692.00
INE/13/09/SP £3 Summer at the Works			800.00		800.00
INE/13/10/SP Phoenix Dance Theatre Transition Project			2,145.00		2,145.00
INE/13/11/SP Pick up a Paintbrush			620.00		620.00
INE/13/12/SP Multi Sports Camp			2,190.00		2,190.00
INE/13/13/SP Young Leaders Award			2,195.00		2,195.00
INE/13/14/SP RJC Dance Summer School			2,160.00		2,160.00
INE/13/15/SP Sports Summer Camp			3,552.00		3,552.00
INE/13/16/SP Meanwood School Holiday Activity Programme			2,000.00		2,000.00
INE/13/17/SP Chapelton Summer Holiday Programme			3,000.00		3,000.00
INE/13/18/SP Meanwood Olympics			2,765.00		2,765.00
INE/13/19/SP Roundhay Play Scheme			1,500.00		1,500.00
INE/13/20/SP Girls Group Event			4,000.00		4,000.00
INE/13/21/SP Cluster Booklet			1,000.00		1,000.00
INE/13/22/SP Ramgharia Summer Holiday Activities			1,450.00		1,450.00
SMP1 Summer Projects Income - NEXT Cluster			-6,000.00		-6,000.00
SMP2 Summer Projects Income - Networks Cluster			-6,000.00		-6,000.00
SMP3 Summer Projects Income - CHESS Cluster			-3,000.00		-3,000.00
Large Projects					
INE.12.74.LG Partnership & Well Being for Older People			2,300.00		2,300.00
INE.13.04.LG Neighbourhood Manager Post (+ Phone from 12/13 underspend)			35,542.00		35,542.00
INE.13.06.LG Community Engagement & Charter			1,000.00		1,000.00
INE.13.07.LG Opening Doors			8,500.00		8,500.00
INE.13.11.LG Environment Pot			7,500.00		7,500.00
Topsliced					
SKIPS Skips			2,000.00		2,000.00
GRANTS Small Grants			14,000.00		14,000.00
Total Projected Spend 2013-14	1,734.00	12,000.00	8,245.00	107,141.00	119,120.00
Total Budget	12,146.44	19,971.58	10,527.34	141,124.49	183,769.85
Remaining Balance Unallocated	10,412.44	7,971.58	2,282.34	33,983.49	54,649.85

2014/15 Forward Planning

Funding / Spend Items	Chapel Allerton Ward Pot	Moortown Ward Pot	Roundhay Ward Pot	Area Wide	Total
Large Projects	#N/A			#N/A	#N/A
Chapel Allerton	#N/A				
Moortown		#N/A			
Roundhay			#N/A		#N/A
TOTAL	#N/A	#N/A	#N/A	#N/A	#N/A

Saying 'N/A' as no 14/15 projects yet

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Report of The Assistant Chief Executive (Planning, Policy and Improvement)

Report to Inner North East Area Committee

Date: 21st 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

1. 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.
2. The report also includes background information regarding the Area Chairs Forum meetings.

Recommendations

3. The Outer North East 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 (Planning, Policy & Improvement), 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 scheduled Area Forum Chairs meeting dates for 2013/14 are:
 - 28th June 11:00 – 13:00
 - 6th September 14:00 – 16:00
 - 11th October 14:00 – 16:00
 - 25th November 13:30 – 15:30
 - 20th January 13:30 – 15:30
 - 7th March 10:00 – 12:00
 - 2nd May 10:00 – 12:00
- 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 Inner North East 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 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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**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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