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SOUTH (OUTER) AREA COMMITTEE

Meeting to be held in
On Monday, 15th July, 2013 at 4.00 pm

MEMBERSHIP

Councillors

J Dunn	-	Ardsley and Robin Hood;
L Mulherin	-	Ardsley and Robin Hood;
K Renshaw	-	Ardsley and Robin Hood;
R Finnigan	-	Morley North;
B Gettings	-	Morley North;
T Leadley	-	Morley North;
N Dawson	-	Morley South;
J Elliott	-	Morley South;
S Varley	-	Morley South;
K Bruce	-	Rothwell;
S Golton	-	Rothwell;
D Nagle	-	Rothwell;

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A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

There are certain functions that are defined by regulations which can only be carried out at a meeting of the Full Council or under a Scheme of Delegation approved by the Full Council. Everything else is an Executive Function and, therefore, is carried out by the Council's Executive Board or under a Scheme of Delegation agreed by the Executive Board.

The Area Committee has some functions which are delegated from full Council and some Functions which are delegated from the Executive Board. Both functions are kept separately in order to make it clear where the authority has come from so that if there are decisions that the Area Committee decides not to make they know which body the decision should be referred back to.

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>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

Item No	Ward	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES - 15 MAY 2013</p> <p>To confirm as a correct record the minutes of the meeting held on 15 June 2013 and to formally ratify the decisions taken at that meeting.</p>	1 - 4
7			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p> <p>(10 mins discussion)</p>	

Item No	Ward	Item Not Open		Page No
8			<p>NOTIFICATION OF APPOINTMENT OF CHAIR FOR 2013/14</p> <p>To receive and consider the attached report of the Chief Officer (Democratic and Central Services)</p> <p>Presentation 5 Minutes/Discussion 5 Minutes Presenting Officer: Andy Booth</p>	5 - 8
9			<p>2011 CENSUS PROFILES</p> <p>To receive and consider the attached report of the Assistant Chief Executive, Citizens and Communities</p> <p>Presentation – 5 Mins/Discussion 5 Mins Presenting Officer: Jacky Pruckner</p>	9 - 16
10			<p>BETTER LIVES FOR PEOPLE OF LEEDS: CARE HOMES AND DAY SERVICES FOR OLDER PEOPLE</p> <p>To receive and consider the attached report of the Director of Adult Social Services</p> <p>Presentation 5 Mins/Discussion 10 Mins Presenting Officer: Sheila Fletcher</p>	17 - 28
11			<p>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</p> <p>To receive and consider the attached report of the Chief Officer (Democratic and Central Services)</p> <p>Presentation 5 Mins/Discussion 5 Mins Presenting Officer: Andy Booth</p>	29 - 42

Item No	Ward	Item Not Open		Page No
12			<p>APPOINTMENT OF AREA LEAD MEMBERS, CLUSTER REPRESENTATIVES AND CORPORATE CARERS</p> <p>To receive and consider the attached report of the Assistant Chief Executive (Citizens and Communities)</p> <p>Presentation 5 mins/Discussion 10 mins Presenting Officer: Ann McMaster</p>	43 - 50
13			<p>INVESTING IN YOUNG PEOPLE: UPDATE OF THE FUTURE DIRECTION OF YOUTH SERVICES AND DELEGATED FUNCTIONS FOR AREA COMMITTEES</p> <p>To receive and consider the attached report of the Director of Children's Services</p> <p>Presentation 10 mins/Discussion 10 mins Presenting Officer: Vicki Marsden</p>	51 - 56
14			<p>UPDATE REPORT FROM CHILDREN'S SERVICES</p> <p>To receive and consider the attached report of the Director of Children's Services</p> <p>Presentation 10 Mins/Discussion 10 Mins Presenting Officer: Martyn Stenton</p>	57 - 66
15			<p>SOUTH AND OUTER EAST LOCALITY TEAM SERVICE LEVEL AGREEMENT AND PERFORMANCE UPDATE</p> <p>To receive and consider the attached report of the Locality Manager (South and East Leeds)</p> <p>Presentation 10 mins/Discussion 10 mins Presenting Officer: Tom Smith</p>	67 - 98

Item No	Ward	Item Not Open		Page No
16			<p>STRENGTHENING THE RELATIONSHIP BETWEEN AREA COMMITTEE AND TOWN AND PARISH COUNCILS</p> <p>To receive and consider the attached report of the Area Leader – South East Leeds</p> <p>Presentation 5 Mins/Discussion 5 Mins Presenting Officer: Aretha Hanson</p>	99 - 130
17			<p>PRIORITY NEIGHBOURHOOD WORKER UPDATE</p> <p>To receive and consider the attached report of the Area Leader (South and East Leeds)</p> <p>Presentation 5 Mins/Discussion 5 Mins Presenting Officer: Ellie Rogers</p>	131 - 146
18			<p>SUMMARY OF KEY WORK</p> <p>To receive and consider the attached report of the Area Leader (South and East Leeds)</p> <p>Presentation 5 Mins/Discussion 5 Mins Presenting Officer: Aretha Hanson</p>	147 - 200
19			<p>WELLBEING REPORT</p> <p>To receive and consider the attached report of the Assistant Chief Executive (Citizens and Communities)</p> <p>Presentation 5 Mins/Discussion 5 Mins Presenting Officer: Aretha Hanson</p>	201 - 214
20			<p>DATES, TIMES AND VENUES OF FUTURE MEETINGS</p> <p>Monday, 16 September 2013 at 4.00 p.m. Rothwell One Stop Centre</p>	

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Agenda Item 6

SOUTH (OUTER) AREA COMMITTEE

WEDNESDAY, 15TH MAY, 2013

PRESENT: Councillor K Bruce in the Chair

Councillors N Dawson, J Dunn, L Mulherin,
D Nagle and K Renshaw

79 Late Items

There were no late items of business to consider, however the Chair agreed to accept the following supplementary information:

- Item 9, Well Being Report – Appendix 2, Capital Budget.

80 Opening remarks

It was noted that the meeting was inquorate and Members present were advised that the Committee was unable to make any formal decisions. Notes of the meeting would be submitted to the next meeting of the Area Committee for approval as a correct record and to formally ratify any recommendations which had been made.

Members present were informed that should there be any decisions urgently requiring determination prior to the next meeting, then following consultation with all Committee Members, such decisions could potentially be taken via officers' delegated authority.

81 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.

82 Minutes - 25 March 2013

RECOMMENDED – That consideration of the minutes of the meeting held on 25 March 2013 be deferred until the next meeting.

83 Election of Chair

Due to the meeting being inquorate, this item was deferred to the meeting of full Council on 20 May 2013 for consideration.

Draft minutes to be approved at the meeting
to be held on Monday, 15th July, 2013

84 Well Being Report

The report of the Assistant Chief Executive (Customer Access and Performance) provided Members with the following:

- Confirmation of the 2013/14 revenue allocation and the 2012/13 carry forward figure
- An update on both the revenue and capital elements of the Wellbeing budget
- Details of revenue funding for consideration and approval
- Details of revenue projects agreed to date
- Details of capital projects agreed to date
- A summary of the revenue proposals for 2013/14 which linked to the priorities and actions in the Area Committee Business Plan
- The position of the Small Grants Budget.

Aretha Hanson, Area Officer presented the report.

The following issues were discussed:

- Whether future funding was to be allocated on a ward by ward basis.
- Project proposals for funding as outlined in the report.

RECOMMENDED -

- (1) That the report be noted.
- (2) That the position of the Wellbeing Budget be noted.
- (3) That the following project proposals be approved:
 - Victim's Fund - £2,500
 - John O Gaunt's Junior Wardens Scheme - £3,500
 - Outer South Christmas Trees and Lights for 2013/14 - £4,740
- (4) That Wellbeing revenue projects already agreed be noted.
- (5) That the small grants position be noted.
- (6) That the wellbeing fund not be split by Ward.
- (7) That Appendix 2, Capital allocations no longer be included in the Area Committee Wellbeing report, but that it be made available for inspection upon request.

85 A Summary of Key Work

The report of the Area Leader – South East Leeds presented an update on the key work taking place within the Outer South Leeds area not covered elsewhere on the agenda.

Members' attention was brought to the following issues:

- Children and Young People's Working Group – review of the terms of reference and membership. It was reported that there was to be approximately £30,000 for Children's Services to spend on activities.
- Delegation of Youth Services resources.
- Transfer of the Rose Lund Community Centre
- Morley Empty Shops Fund – an application had been approved by Morley Town Centre Management Board for a new shop front at 30-32 Chapelhill, Morley.
- Wesley Street Public Conveniences – it was reported that the building would be declared surplus to requirements.
- Environmental Services – Service Level Agreement 3 was in draft form and comments were invited to be submitted to the Locality Manager. A further report would be brought to the July meeting of the Area Committee.
- Tingley Alleygates – there was an underspend and the Committee was asked to consider the use of this for the removal of barriers which were being used as an aid to climb over locked gates.
- International Day of Older Persons – The Area Committee was asked to consider ringfencing Wellbeing funds to support a proposed event in recognition of the International Day of Older Persons.
- Welfare Reform - The Committee heard from two officers representing West Yorkshire Trading Standards and the Financial Fitness Programme that was available. They highlighted the type of frauds which are prevalent at the moment and the workshops they provide to help people understand types of frauds and the rights they have as consumers. Information regarding welfare reform changes and banking and budgeting was also available. The Committee's support for the work undertaken was requested.

RECOMMENDED –

- (1) That the report be noted.
- (2) That Councillors Dawson, Mulherin and Bruce be nominated to represent their respective Wards on the Children and Young People's Working Group.

86 Date and Time of Next Meeting

Monday, 15 July 2013 at 4.00 p.m. Venue to be confirmed.

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Report of the Chief Officer (Democratic and Central Services)

Report to South (Outer) Area Committee

Date: Monday 15th July 2013

Subject: Notification of Appointment of Area Committee Chair for 2013/2014

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

Summary of main issues

In line with the requirements set out in the Area Committee Procedure Rules, this report is submitted to formally notify Members of the appointment made by Council at its Annual Meeting on the 20th May 2013 to the position of South (Outer) Area Committee Chair.

Recommendations

The Area Committee is recommended to note that Councillor K Bruce was elected as Chair of the South (Outer) Area Committee for the duration of the 2013/2014 municipal year by Council at its Annual Meeting on 20th May 2013.

1 Purpose of this report

- 1.1 The purpose of this report is to formally notify Members of the appointment of Councillor K Bruce to the position of South (Outer) Area Committee Chair for the duration of the 2013/2014 municipal year, which was made by Council at its Annual Meeting on 20th May 2013.

2 Background information

- 2.1 In line with Area Committee Procedure Rule 5.11, where Council has made an appointment of an Area Committee Chair, there is a requirement for the decision to be formally reported to the relevant Area Committee.

3 Main issues

- 3.1 South (Outer) Area Committee was scheduled to meet on 15th May 2013 to formally consider the election of Area Committee Chair for the 2013/2014 municipal year. This meeting was inquorate and therefore the Committee was unable to elect a Chair. Therefore, in line with Area Committee Procedure Rules 5.7 to 5.9, the matter was referred to the Annual Council Meeting for determination.
- 3.2 At the Annual Council Meeting on 20th May 2013, Council resolved to elect Councillor K Bruce as Chair of South (Outer) Area Committee for the 2013/2014 municipal year.
- 3.3 In line with Area Committee Procedure Rule 5.11, where Council has made such an appointment of an Area Committee Chair, there is a requirement for the decision to be reported to the relevant Area Committee.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 This report fulfils the requirement within Area Committee Procedure Rules to formally notify the relevant Area Committee following an appointment at full Council to the position of Area Committee Chair.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 There are neither equality and diversity nor cohesion and integration implications arising from this report.

4.3 Council policies and City Priorities

- 4.3.1 The recommendations within this report are in line with the Council's Constitution, and are therefore also in line with the Council's policies.

4.4 Resources and value for money

- 4.4.1 There are no resources 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, all decisions taken by Area Committees are not eligible for Call In.
- 4.5.2 This report fulfils the requirement within Area Committee Procedure Rules to formally notify the relevant Area Committee following an appointment at full Council to the position of Area Committee Chair.

4.6 Risk Management

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

5 Conclusions

- 5.1 In line with the requirements set out within the Area Committee Procedure Rules, this report is submitted to formally notify Members of the appointment made by Council at its Annual Meeting on the 20th May 2013 to the position of South (Outer) Area Committee Chair.

6 Recommendations

- 6.1 The Area Committee is recommended to note that Councillor K Bruce was elected as Chair of the South (Outer) Area Committee for the duration of the 2013/2014 municipal year by Council at its Annual Meeting on 20th May 2013.

7 Background documents¹

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

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

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Report of Assistant Chief Executive, Citizens and Communities

Report to Outer South Area Committee

Date: Monday 15th July 2013

Subject: 2011 Census Results

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

Summary of main issues

The Census, which is undertaken every ten years, provides a count of the population in local areas and establishes the base from which subsequent mid-year population estimates are produced. It provides the basis for central and local government, health authorities and many other organisations to target their resources and to plan housing, education, employment, health, transport and other services for years to come.

The Census is a vital planning tool for both the public and private sectors and the data that is derived from it is an essential element in intelligence led decision making. The data helps to build a comprehensive picture of conditions in localities and helps identify the critical issues facing neighbourhoods. Indices based on Census data are widely used as indicators of deprivation which are then used extensively to target areas of greatest need.

The Census also establishes a new baseline for much of the city's equality and diversity data and will provide an opportunity to re-assess the extent inequalities across the city.

An analysis of the data has been published as "Leeds: The Big Picture". This provides a summary of the city-wide results from the 2011 Census and, where possible, includes comparisons to the 2001 Census. This document is available on the Leeds Observatory under the "Resources and Documents" section (<http://www.westyorkshireobservatory.org/Leeds>).

Individual profiles, in the same format as the Leeds: Big Picture, have been produced for Area Committees and for electoral wards. These documents are also available on the Leeds Observatory.

This report highlights some of the main findings from the 2011 Census for the Outer South area, most notably:

- An increase in population
- An increasing diversity within the population
- An increase in the number of households renting from the private sector
- Some significant differences between the constituent wards

Recommendations

The Area Committee is asked to discuss the emerging issues and to consider how it can use the data to inform its neighbourhood improvement strategies.

1 Purpose of this report

1.1 The purpose of this report is to:

- Provide the Outer South Area Committee with a summary of the results from the 2011 Census; and
- To highlight some of the issues emerging from the 2011 Census

2 Background information

2.1 The Census is completed every ten years and is the largest piece of social research undertaken in the country. It tells us how many people live where and provides valuable information on the make-up of local communities. It captures the defining characteristics of the population: who we are; how we live; and what we do. It is unique because it is the only information source that captures all these characteristics across the whole population.

2.2 The last Census took place on 27 March 2011. It was conducted on a resident basis, and the statistics relate to where people usually live, rather than where they were on Census night. Students who were studying away from home during the term were enumerated at their term-time address.

2.3 The Census asks questions about work, health, national identity, citizenship, ethnic background, education, second homes, language, religion, marital status and so on. These statistics are then used to build a picture of our society. The Census is important because it provides the basis for central and local government, health authorities and many other organisations to target their resources more effectively and to plan housing, education, employment, health, and transport services for years to come, e.g.

- Data about the age and make-up of the population, and on their health enables organisations to plan and fund health and social services;
- Housing information highlights where accommodation is inadequate and helps in planning new housing;
- Economic data helps both public and private sectors to plan employment and training policies and to decide where to locate or expand their businesses;
- Information about travel to and from work and car ownership highlights the pressures on transport systems and how road and public transport could respond to meet local needs;
- Information about ethnic groups helps central and local government to plan and fund initiatives to meet the needs of these minority groups and to address inequalities;
- Census statistics helps research organisations to decide how, when and where to capture representative samples.

3 Main issues

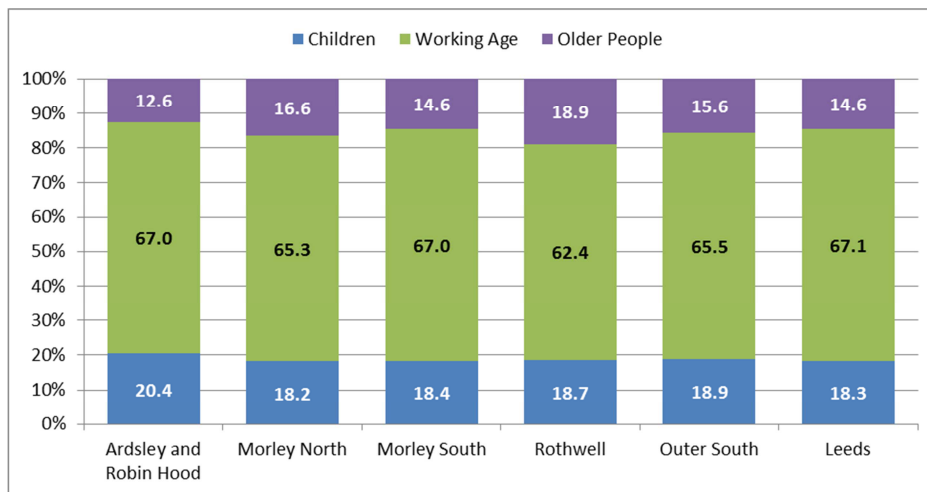
3.1 The Area Committee profile provides a factual analysis of the data produced from the 2011 Census. It compares the data for area to the averages for the city as a whole and, where possible, includes comparisons to information from the 2001 Census. The profile also provides a selection of graphs and charts comparing the

data for the four constituent wards in Outer South (some of which have been included in this report).

3.2 Key findings

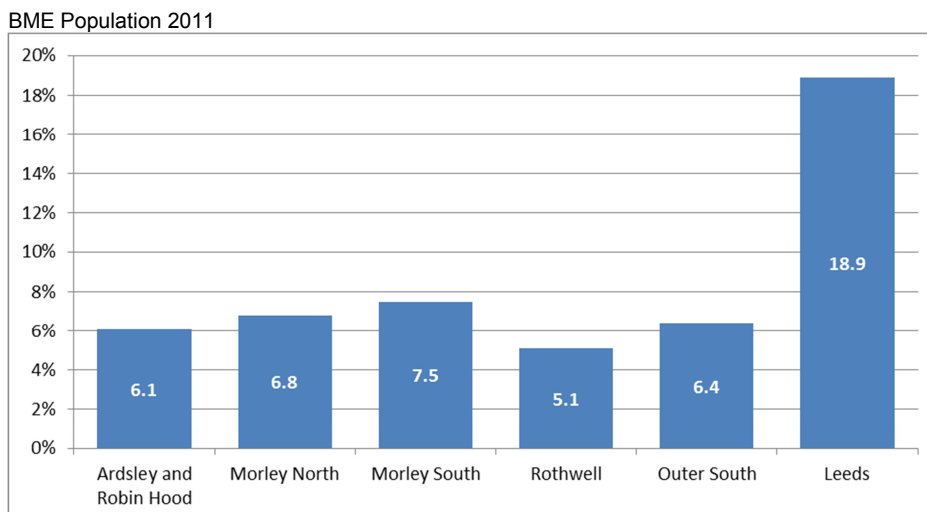
3.2.1 Population

- The Census shows that there are 86,998 people living in the area
- The population has increased by 6% between 2001 and 2011, a slightly bigger increase than the city as a whole (5%)
- Children and young people (aged 0-15 years) account for 18.9% of the population, slightly higher than the city average of 18.3%
- There are a lower proportion of people in the 16-29 age bands than is average for the city (16.3% compared to 23.3%)
- The area has higher proportions of people in all age bands from 30 years upwards



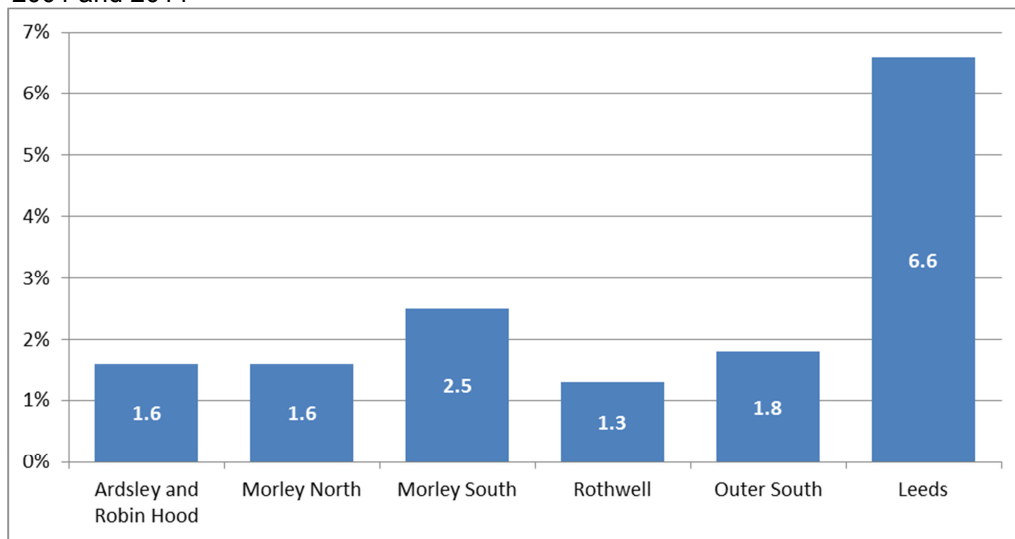
3.2.2 Diversity

- 6.4% of the population in the area are from Black and Ethnic Minority (BME) communities (compared to a city BME rate of 18.9%) with the BME rate increasing from 3.6% in 2001



- With 1,004 people (1.2% of the total population) the Indian community is the largest "single" BME community in the area, but there are 1,107 people (1.3%) in the category of "Other White"
- The number of residents born outside of the UK has increased from 2,174 (2.6% of the population) in 2001 to 3,611 (4.1%) in 2011, with 1,512 people being born in the EU and 2,099 born elsewhere
- 43% of people born outside the UK arrived in the last 10 years (lower than the rate for Leeds as a whole)
- 60.5% of foreign born usual residents were between the ages of 16 and 44 when they arrived in the UK and 36.1% were aged 15 or younger

Percentage of resident population born outside the UK and arriving in this country between 2001 and 2011

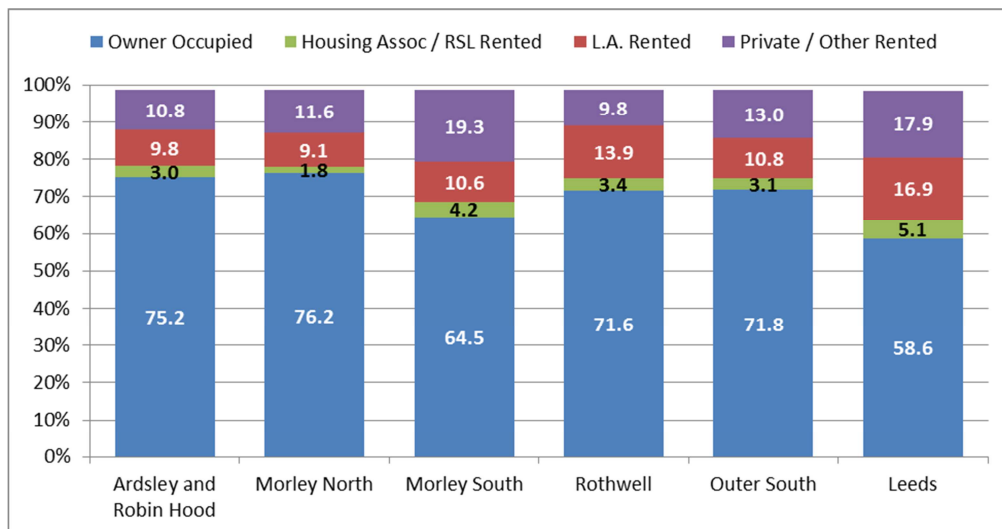


- In 415 households there were no residents who spoke English as a main language
- 62.9% of people in the area are Christian (higher than the city average of 55.9%)
- No other faith group in the area accounts for more than 0.6% of the population

3.2.3 Housing

There are 37,884 occupied households in the area, of which:

- 71.8% are "owner occupied" (much higher than the city rate of 58.6%), although the percentage of owner occupation has fallen from 74.8% in 2001
- The proportion of households living in rented accommodation has increased slightly from 25.2% in 2001 to 26.9% in 2011, but is still well below the city average of 39.9%
- The proportion of households that are renting from the local authority (through an ALMO) has fallen from 15% in 2001 to 10.8% in 2011
- The proportion renting from a housing association or other RSL has increased from 2.2% in 2001 to 3.1% in 2011, while the proportion renting from the private sector has increased from 8% to 13%



3.2.4 Household Composition

- The number of single person households in the area has increased from 26.2% in 2001 to 29% in 2011 (compared to a city rate of 33.3% in 2011)
- 19.9% of households consist of pensioners only (compared to 19.1% for the city), and of the 7,522 pensioner only households in the area 4,388 are occupied by a lone person (11.6% of all households in the area)
- 3,806 households in the area (10%) are headed by a lone parent, slightly lower than the city average of 10.9%
- The proportion of lone parent households has increased from 8.6% in 2001

3.2.5 Economic Activity and Qualifications

- 74.6% of people in the area aged 16-74 are economically active, higher than the city rate of 69.5%, and the breakdown is different with the area having higher proportions of employees and self-employed people and lower proportions of unemployed people and full time students
- At the time of the Census 2,292 people in the area were unemployed (3.6% of all people aged 16-74), compared to a city rate of 4.8%
- 24.6% of adults in the area have no qualifications, compared to 23.2% across the city as a whole

3.2.6 Transport

- 21.5% of households in the area have no car or van, compared to a city rate of 32.1%
- Driving a car or van is still the most popular method of travelling to work with 47.7% of people in the area (aged 16-74) choosing this method (compared to a city rate of 35.9%)

3.2.7 Health and Wellbeing

- There has been an increase in the number of people reporting limiting long-term illness in the area from 13,988 in 2001 to 14,708 in 2011
- 8,951 people in the area (10.3% of the total population) are providers of unpaid care, with 2,079 people providing care for 50 or more hours per week

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 This is an information report that provides commentary and analysis on data that has been published by the Office for National Statistics and is already in the public domain. Consultation evidence is therefore not required.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 The Census establishes a new baseline for much of the city's equality and diversity data. There is an acknowledged link between deprivation and many of the equality groups and the Census will provide an opportunity to assess progress over the last 10 years. The data will support the annual Equality and Diversity Position Statement that is produced alongside the State of the City report.

4.2.2 The Intelligence and Improvement Team will also be producing a detailed analysis of the 2011 Census data relating to both BME and faith communities across the city.

4.3 Council policies and City Priorities

4.3.1 The Census is important as it provides the basis for central and local government, health authorities and many other organisations to target their resources more effectively and to plan housing, education, employment, health, and transport services for years to come.

4.4 Resources and value for money

4.4.1 There are no resources or value for money issues.

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 There is a risk that failure to adequately consider the implications of the Census data will impact on our ability to bring about improved outcomes for communities.

5 Conclusions

5.1 This report highlights some of the key findings to emerge from the 2011 Census and begins to identify some of the possible implications for services. The quality and accessibility of intelligence about the city is now more important than ever in

the context of significant reductions in funding across the public sector. The way in which data, analytical and research resources might work more closely together in the future to understand issues affecting Leeds and to help inform the way in which these issues are addressed continues to be a topic for exploration and debate.

6 Recommendations

6.1 The Area Committee is asked to discuss the emerging issues and to consider how it can use the data to inform its neighbourhood improvement strategies.

7 Background documents¹

7.1 None.

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



Report author: Dennis Holmes
Tel: 2474959

Report of the Director of Adult Social Services

Report to South (Outer) Area Committee

Date: Monday 15th July 2013

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

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Rothwell	<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

This report outlines the Better Lives vision in which context a review of the council owned care homes and day centres has been completed and proposals developed that revise the current service model and, if implemented could lead to changes to the future ownership and management of one facility in the outer south area.

This report follows the decision of the Executive Board in February 2013 to begin a period of statutory consultation on these proposals. It outlines the proposed option for the following care home in the outer south area that has been subject to consultation.

- Home Lea House, Rothwell Ward

This report describes the consultation process devised to seek the views of those older people currently living in the care homes, those receiving respite, day centre users, carers, relatives and staff who provide care and support.

In preparation for the submission of recommendations to Executive Board in September 2013, Members of the South (Outer) Area Committee are invited to highlight any specific local issues that will help plan for the future needs of older people and contribute to the proposals as part of the consultation process.

Building on the September 2011 Executive Board report and through a number of projects sitting within the Better Lives Programme, Adult Social Care is working towards a five - ten year vision for housing and care for older people. This report outlines the Better Lives vision which involves taking a holistic look at what services are currently provided and how the needs and demands of future generations of older people can be best provided within the locality of Leeds, particularly in the context of significant financial constraints and reductions in public expenditure.

Finally, this report informs members of the South (Outer) Area Committee of the progress made in implementing the options approved by the Executive Board in September 2011 for the two care homes and day centre in the outer south area.

Recommendations

Members of the Members of the South (Outer) Area Committee are requested to:

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

1. Purpose of this report

1.1 This report outlines the Better Lives vision in which context a review of the council owned care homes and day centres has been completed and proposals developed that revise the current service model and, if implemented could lead to changes to the future ownership and management of one facility in the outer south area.

1.2 At its meeting on Friday 15th February 2013, the Council's Executive Board approved the commencement of formal statutory consultation on these proposals. This report outlines the proposed option for the following care home located within the outer south area.

- Home Lea House, Rothwell

1.3 Consultation with residents and respite users of these homes, their relatives and carers ended on 3 June 2013. In preparation for the submission of recommendations to Executive Board in September 2013, this report seeks the insight and observations of the South (Outer) Area Committee and invites them to consider and comment on the issues addressed in the report.

1.4 This report also presents the South (Outer) Area Committee with an update on the progress made in implementing the options approved by the Executive Board in September 2011 for the following facilities located within the outer south area.

- Knowle Manor, Morley South
- Dolphin Manor, Rothwell
- Rose Farm, Rothwell

2. Background Information

2.1 Previous reports to the Executive Board in November 2010 and Area Committees in February 2011 provide the context for the review of in-house care homes and day centres for older people. In relation to the future of older people's care home provision; these matters were the subject of an inquiry conducted by Adult Social Care Scrutiny Board in October and November 2010. The inquiry accepted that people's expectations around the choice, quality and control over their residential accommodation had increased significantly and that a position of 'no change' in the provision of Council-run care was not an option. On this basis, the following criteria were developed and agreed by the Board as a sound framework for considering the most appropriate alternative option in relation to each of the 19 Council owned and operated care homes and day centres:

- The current profile of residents living in the home/using the centre, their needs, levels of dependency and risks associated with their care and those of their carers
- the current profile of the staff team, skill mix and length of service;
- the wishes of staff in relation to the recent offer of early leaver initiatives;

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

- 2.7 An assessment of the individual care homes and day centres which were kept under review as part of the first phase of this programme has been completed and measured against the criteria agreed by Executive Board in December 2010 outlined in paragraph 2.1 above. It has been supplemented with further data on the over 75 population (current and projected), planned independent sector developments and health and income statistics to give a clearer picture of where demand for development of older peoples housing and care is most needed and also where adequate levels of provision of services are evident.
- 2.8 In addition to the option appraisal, a coordinated programme of activity has been taking place across the directorates of City Development, Adult Social Care and Environments and Neighbourhoods. This has aimed to analyse the demand and supply for older people's housing and identify solutions in the challenging context of the aging population, diverse needs and aspirations of older people.

3. Main issues

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

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

4 Better Lives for Older People: The Vision

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

5 Proposed Options

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

5.2 Home Lea House

- 5.2.1 At its meeting on 15 February 2013, the Executive Board gave approval to begin formal statutory consultation on the proposal to look for opportunities for the future ownership and management of Home Lea House to be transferred to the local community, or to a not-for-profit organisation specifically established for that purpose.

6 Consultation & Engagement

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

6.6.3 Members of Parliament

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

6.7 Consultation with Trade Unions

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

7 Consultation Analysis and Evaluation

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

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

8.1 Knowle Manor, Morley South

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

8.1.2 A review has been undertaken of the housing needs of older people, assessing future demand and identifying areas where provision is most deficient for both residential and care home provision. A detailed demand analysis specifically in respect to Extra Care Housing provision has been developed which shows the geographical spread of need across the City. The model estimates that c800 new units of Extra Care Housing are needed in the period up to 2020. The demand model demonstrates that Morley has a current shortfall of 21 beds of Extra Care Housing.

8.1.3 The Older People's Housing and care project is working with partners to identify sites which may be suitable for development. This includes sites which are privately owned with the aim of encouraging the private sector to bring sites forward for development. Although currently there are no specific developments in the pipeline, officers will continue their efforts to explore possibilities wherever they arise. The market engagement exercise planned for July/August will be a useful tool to encourage developments in priority areas.

8.2 Dolphin Manor, Rothwell

8.2.1 Executive Board agreed in September 2011 to the decommissioning of Dolphin Manor at a future date through either the transfer of ownership to a community interest company (subject to satisfactory business evaluation and due diligence test) or on completion of new build residential care facilities in Rothwell.

- 8.2.2 This was based on the feedback received during consultation that identified concerns over locality and capacity within alternative provision.
- 8.2.3 Dolphin Manor is being considered under the Localism Act (2011), which gives local communities, voluntary organisations and Local Authority staff the right to express an interest in taking over the running of Local Authority services. Sandwell Community Care Trust and ‘Friends of Dolphin Manor’ have indicated an interest in taking over the running of the service and it is recommended that if a robust business case can be developed, this approach should be supported. This would allow the council to utilise the expertise of partners in provision of services to increase the choices and quality of options available. It should also allow services users to potentially influence the market and services developed.
- 8.2.4 The Older People’s Housing and Care project has undertaken a review of housing needs of older people, assessing future demand and identifying areas where provision is most deficient for both residential and care home provision. A detailed demand analysis specifically in respect to Extra Care Housing provision has been developed which shows the geographical spread of need across the City. The model estimates that c800 new units of Extra Care Housing are needed in the period up to 2020. The demand model demonstrates that Rothwell is a priority area, with a current shortfall of 62 beds of Extra Care Housing.

8.3 Rose Farm Day Centre

- 8.3.1 Rose Farm day centre closed on 22 March 2012. Service users were transferred sensitively and safely in accordance with the Assessment and Closure Protocol, implemented by a dedicated social work team. Specifically this included trial visits or meetings with alternative service providers and transfer to the new service with friendship groups. Thirty three service users were transferred to the following alternative provision in the area. Five service users chose not to continue with day time activities and are supported at home.

No Service Users	Alternative Provision
4	Trinity Network
12	Laurel Bank Day Centre
1	Home Services
1	Shared Lives scheme
11	Springfield Day Centre
4	Rothwell & District Live at Home Scheme

8.4 Rose Farm Service User Experience

- 8.4.1 Reviews were undertaken to check that the older people were settling in and further follow-up reviews completed three months after the move to new services.

8.5 Staff

- 8.5.1 Five members of staff left on the Early Leavers Initiative scheme and one was re-deployed within the service

8.6 Savings

- 8.6.1 The total recurring savings for Rose Farm day centre is £122,400. The savings relate to the managed costs of the establishment and do not include departmental or central overheads.

9 Corporate Considerations

9.1 Consultation and Engagement

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

9.2 Equality and Diversity / Cohesion and Integration

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

9.3 Council Policies and City Priorities

- 9.3.1 Over the last decade the council has invested heavily in a range of services for older people that offer them choice in the support they need to remain in their own homes and communities. These services include personal budgets, assistive technology, reablement / intermediate care, neighbourhood networks, home care, sheltered and extra-care housing and accessible community facilities.
- 9.3.2 Leeds City Council's Top 25 priorities set out the delivery milestones of the Council for 2012-13 which support delivery of the key priorities in the city priority plan and council business plan 2011-15. In relation to Adult Social Care this includes supporting Better Lives through enterprise with the development of a wider range of care service providers. This will increase the range of choices open to service users.
- 9.3.3 The council also has a duty of care to existing service users. This will be maintained throughout the change programme by ensuring that service users are kept fully informed of the planned changes and timescales, their needs are fully assessed, they are offered a choice in alternative provision, their quality of care is maintained and they have no additional costs to pay. The important role of family carers is also recognised and they will be kept fully informed and offered a carers assessment, where appropriate.

9.4 Resources and Value for Money

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

9.5 Legal Implications, Access to Information and Call In

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

9.6 Risk Management

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

10 Recommendations

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

- a) Note and consider the consultation process to implement the recommendations of the Executive Board on 15 February 2013.
- b) Suggest specific local issues that will help plan for the future needs of older people and make a response as part of the consultation process agreed by Executive Board
- c) Note and consider the content of this report and recognise the progress in implementing the options approved by the Executive Board in September 2011 on the two residential homes and day centre in the outer south area.

11 Background Documents.

11.1 None.

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Report of the Chief Officer (Democratic and Central Services)

Report to: South Outer Area Committee

Date: Monday 15th July 2013

Subject: Local Authority Appointments to Outside Bodies

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

Summary of main issues

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

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

1 Purpose of this report

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

2 Background information

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

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

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

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

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

3 Main issues

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

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

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

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

4 Appointments 2013-2014

- 4.1 This year there are **seven** appointments to be made in relation to the following organisations:-
- Morley Town Centre Management Board
 - Morley Literature Festival
 - Outer South ALMO Area Panel

4.1 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

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

Annual Meeting of Council on 20th May 2013. A dedicated report providing further details on the Area Lead Member Roles and inviting the Area Committee to appoint to those roles can be found elsewhere on the agenda.

5 Corporate Considerations

5.2 Consultation and Engagement

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

5.3 Equality and Diversity / Cohesion and Integration

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

5.4 Council policies and City Priorities

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

5.5 Resources and value for money

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

5.6 Legal Implications, Access to Information and Call In

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

5.7 Risk Management

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

6 Conclusions

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

7 Recommendations

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

8 Background documents³

8.1 There are no Background Documents associated with this report.

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

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APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

Body/Person with authority to
change the document

Full Council

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

1.0 Scope

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

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

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

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

3.0 Determination of how an Appointment should be made

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

4.0 The Appointment Procedure

Strategic and Key Partnerships

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

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

Appointments to Outside Bodies Procedure Rules

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

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

Community and Local Partnerships

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

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

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

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

Appointments to Outside Bodies Procedure Rules

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

Support for Elected Member Appointees To External Organisations

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

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

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

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

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Report author: Heather Pinches
Tel: 274638

Report of Assistant Chief Executive (Citizens and Communities)

Report to South Leeds (Outer) Area Committee

Date: Monday 15th July 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:

Cluster	Suggested number of Elected Members	Suggested Ward link
Ardsley and Tingley	3	2 Ardsley and Robin Hood 1 Morley South
Morley	3	2 Morley North 1 Morley South
Rothwell	3	2 Rothwell 1 Ardsley and Robin Hood

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.

Background documents¹

There are no background papers associated with this report

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

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Report of the Director of Children’s Services

Report to: Outer South Area Committee Meeting

Date: Monday 15th July 2013

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



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

Summary of main issues

Youth Services across the country have seen significant changes and challenges in recent year. In the context of major financial pressures facing local authorities and their partners, national youth services have been reducing and in some places removed altogether.

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.

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.

In March 2013 the Council’s Executive Board approved a new allocation to the overall Area Committee budget ring-fenced for youth activities of £250k in 2013/14 and £500k in 2014/14, with a clear expectation that young people help to shape the decision making around the spending of this resource, against an agreed set of outcomes.

The new allocation for the Outer South Area Committee budget ring-fenced for youth activities is £30116 in 2013/14 and £60232 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.

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

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.

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 coordinated 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	88323
<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:
 - a. how the activity funding will be delivered in each area building on the Breeze brand;
 - b. how they can link to other possible funding streams in localities to maximise activity for children and young people;
 - c. how children and young people will be involved throughout the planning, decision making and evaluation of the activity funding.
 - d. 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 There are no background papers associated with this paper.

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 author: Martyn Stenton
Tel: 395 0933

Report of Director of Children's Services

Report to South (Outer) Area Committee

Date: Monday 15th July 2013

Subject: Update Report from Children's Services



Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Ardsley and Robin Hood, Morley North, Morley South, Rothwell	<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

Children's Services directorate provide six monthly area committee reports in March and September. At the Area Committee meeting in March members discussed a range of issues resulting from the report and asked for an update report for the July committee. This report provides a summary of information in relation to the three Children's Services obsessions for the three clusters in the Committee's area to support the committees' understanding and involvement in work to improve outcomes for children and young people in the area.

Recommendation

The Area Committee is requested to note the contents of the report and consider how it can further support work in the area to improve outcomes for children and young people.

1 Background information

- 1.1 This is an update report as requested at the meeting of the Committee in March 2013. It complements information in the report to Members at that meeting.

2 Main issues

2.1 CONTEXT

- 2.2 This report provides a summary of information in relation to the three Children's Services obsessions for the three clusters covering the Committee's area. It includes information about key indicators covering updated information available at the time of preparing the report.

- 2.3 Ardsley and Tingley Cluster has 1 children's centre, 4 primary schools and Woodkirk Academy. The current population of 0-18 year olds is 3,663 (Jan 2013 data).

- 2.4 Morley Cluster includes 3 children's centres, 10 primary schools, Bruntcliffe High School and Morley Academy. The current population 0-18 is 8,955 (Jan 2013 data).

- 2.5 Rothwell Cluster includes 2 children's centres, 10 primary schools, Rodillian Academy and Royds High School. The current population 0-18 is 6,620 (Jan 2013) and this represents a population decrease of 15% from previous figures largely due to Sharp Lane primary moving to the JESS cluster in April 2012.

2.6 UPDATE ON INFORMATION AND LOCAL WORK TO IMPACT ON THE THREE CHILDREN'S SERVICES OBSESSIONS

2.7 Safely reduce the number of children looked after

- 2.8 This area of work continues to be a key priority for local cluster partnerships and each has a local action plan with a range of agencies involved. For example, the Rothwell cluster held an Outcomes Based Accountability session in October 2012 and from this there are a number of actions such as:

- Work across cluster partners to identify families requiring early help to ensure support is in place for those who need it and to try and prevent escalation to social work service involvement
- Training and support for a range of staff to use the common assessment framework (CAF) when working with local families
- Increase awareness and information for families of early intervention
- Gather and build on examples of good practice of support offered to parents to enable children looked after to return home as early as possible
- Closer working with adult services, including mental health services
- Increase access to sexual health services across the cluster, including work to help prevent teenage pregnancy

- 2.9 From information available covering the period to the end of year 2012/2013 some key points are:

- The number of children looked after in the Area Committee's area has remained similar in recent months. There were 83 children looked after from Outer South at 31/3/13 (81 at 31/12/12).
- The number of children on child protection plans has decreased in the area in recent months, with 60 on a plan at 31/3/13 (72 at 31/3/12).
- The number of CAFs initiated in 2012/13 was similar to the number initiated in 2011/12. The total number of CAFs open at 31/3/13 was 11 in Ardsley and Tingley, 36 in Rothwell and 52 in Morley. All three clusters have an ambition to significantly increase the number of CAFs in 2012/13 as part of their early intervention and prevention work.
- The number of requests for service to the social work duty and advice team over 2012/13 was down slightly across the area compared with 2011/12.
- The number of requests for service leading to a referral to the social work teams across the three clusters was down over 25% from 1,131 in 2011/12 to 830 in 2012/13.

2.10 Children's Social Work Service

2.11 This is the professional service that carries out the Local Authority's duties under the Children Act 1989 and related legislation in relation to making enquiries about children who may be suffering significant harm; acting as key worker for those who need a child protection plan and those who are Looked After in care; and representing the Local Authority in care proceedings. There is a legislative requirement that it is qualified social workers who carry out these functions. In addition there is a requirement to assess and provide services to children in need and in Leeds this is most often undertaken by qualified social workers but this is not a statutory requirement.

2.12 All CSWS team managers and service delivery managers in the south of the city are engaging positively with cluster arrangements. Working relationships are strong, a clear benefit of the new structure.

2.13 It is anticipated that, as new working arrangements embed in the clusters, the quality and quantity of early intervention work (such as common assessments) will increase. This is expected to lead to a reduction in requests for service made of the social work service and a consequential reduction in referrals to the service; assessments undertaken and social work caseloads. There are early signs of this starting to occur in the clusters though this has not led to significant changes to date in workloads in the Area Committee's area.

2.14 Early Start

2.15 As indicated in the previous report to the committee, early start teams are now being embedded in each area and work is taking place to improve links in each cluster between early start teams, social work teams, cluster staff and access to targeted services such as intensive family support.

2.16 Targeted Support

2.17 Targeted Services Leader (TSL) arrangements were in place in all three clusters by January 2013 and all three clusters supported a commissioned TSL arrangement. This is ensuring close working with the cluster teams in each area which vary in size and make up according to the size and needs of the cluster. In Ardsley & Tingley cluster there are 2 part time family support officers and 1 part time children's counsellor. The cluster has recently recruited another full time family support officer to meet the growing need of the cluster to support families and young people. In Morley there are 2 full time family support officers, a recently recruited deputy cluster manager, part time adult counsellor and a children's counsellor. In Rothwell there are 3 full time family support officers, a recently recruited part time Community and Activities Co-Ordinator, a parent counsellor and a children and young person's counsellor.

2.18 The clusters have made applications to support targeted mental health work in schools (TaMHS) and will shortly be commissioning a specialist mental health provider. With support from cluster funding this will provide additional support for children and young people in the cluster over a two year period initially.

2.19 Reduce the number of young people who are NEET

2.20 The number of young people NEET tends to fluctuate a little over the course of the year. In the previous report the level of NEET in Outer South had fallen from 3.6% to 2.9%. Data for 31/3/13 shows 105 young people NEET in Outer South, representing an increase to 3.8%. This compares with a city level of 5.5% on 31/3/13. At 31/3/13 there were 19 young people classified as NEET in Ardsley and Tingley Cluster, 44 in Morley and 42 in Rothwell.

2.21 A comprehensive report outlining the range of work being done to tackle levels of NEET across the city was recently presented to the Children's Trust Board and this is available to any members who would like a copy. The report highlighted that to successfully address NEET and achieve our ambition to become a child friendly NEET free city we must tackle a range of complex inter-related issues affecting the most vulnerable. Our work with young people around the development of the Child Friendly City, our review of post-16 provision, the development of the Leeds Youth Offer and the major programmes that are now underway around the Youth Contract and Families First initiatives are coming together to support our collective ambition for all young people aged 16-19 to be productively engaged in education, employment or training.

2.22 The Raising of the Participation Age (RPA) means that young people will remain in education or training for an additional academic year after Year 11 from September 2013 and until age 18 from September 2015. In addition to efforts to increase participation in education or training we are also focusing on providing employment opportunities and ensuring that young people have the skills to succeed in the workplace. Ensuring there are jobs for all our young people will be the major challenge over the coming years, especially in the most deprived communities.

2.23 The three local clusters are supporting a range of work to help prevent and reduce the number of young people who are NEET and this complements area based work on NEET across SE Leeds supported by a range of services (this includes a SE Leeds Outcomes Based Accountability session which recently took place).

2.24 Examples of work in Morley, Ardsley and Tingley includes:

- Collaborative work taking place with agencies to reduce the risk of poor outcomes, this includes work with the social work service, police and anti-social behaviour teams.
- The Youth Service is commissioned to run programmes for target groups at risk of becoming NEET. These are designed to be diversionary and offer positive experiences to those known to be at risk of either being or becoming vulnerable. These range from 6 week to 12 weeks courses including motorbike maintenance and stable management.
- In order to support the National Citizenship Programme cluster funding was allocated to ensure vulnerable young people who would not be able to afford to join the programme are able to do so.
- IGEN are working with targeted young people in the 3 high schools in both clusters.
- To provide positive experiences a range of out of school activities to both target and universal groups are offered with input from the cluster councils. These are made up of children from each of the schools in each cluster.

2.25 All three Outer South clusters are working together to develop proposals for Youth Contact monies to identify and work with young people that are already NEET who are 16/17 year old. In addition the Rothwell cluster is planning a focused Outcomes Based Accountability workshop regarding young people who are or are at risk of becoming NEET in the autumn term. Members may wish to attend this session and highlight agencies that should be invited to it to support local partnership efforts regarding NEET.

2.26 Reduce school absence in primary and secondary schools

2.27 All three local clusters have a focus on maintaining and improving school attendance and reducing persistent absence. At the time of preparing the report there was little updated published information available since the report to the Area Committee in spring 2013. Members may wish to look at attendance data in more detail in the autumn report which should cover attendance information for the 2012/13 school year. This section therefore informs members about managing attendance responsibilities and some key pieces of work currently underway.

2.28 Managing Attendance responsibilities

2.29 All children of compulsory school age are entitled to an education that is appropriate to their age, ability and aptitude. This right is embedded in law – both in the Education Act 1996 and Human Rights legislation. In order to secure regular attendance at school (because outcomes for children and young people who do not attend school regularly are far worse than for those that do attend), parents are held responsible for their child's regular attendance at school or otherwise. Failure to secure their attendance can result in legal enforcement action being taken. In Leeds

our Attendance Advisers are granted the power to discharge this statutory duty on behalf of the local authority.

- 2.30 All schools are responsible for their own attendance levels and although there is no longer a legal requirement for a school to set a target the Ofsted framework also sets out that when evaluating the behaviour and safety of pupils at the school, inspectors “*will consider pupil attendance and punctuality at school and in lessons*”.
- 2.31 Every school should have a current, effective attendance policy detailing the procedures and systems for encouraging regular school attendance and investigating the underlying causes for poor school attendance. There should be a clear escalation of intervention within the school which is understood by all teaching and non-teaching staff.
- 2.32 Children’s Services approach to managing attendance
- 2.33 Poor school attendance is often the symptom of much wider issues and in Children’s Services we are working towards a model of delivery in which the lead family practitioner (from whichever discipline they may come) is the best person to understand the needs within a family and how those needs can be supported. This means that attendance improvement officers are part of a wider workforce who can support families to overcome barriers to regular attendance.
- 2.34 There is a small team of attendance improvement officers and an attendance advisor working in Outer South. Officers are closely linked in to each of the clusters. Attendance improvement officers bring expertise and specialist knowledge and have close working relationships with schools, they also have specialist skills to work with families, including individual family case work – taking a lead family practitioner role - and fast track to attendance initiatives providing a less intensive intervention where attendance issues are emerging or are not yet problematic.
- 2.35 The attendance improvement officer’s strengths in the area of family support and expertise on attendance are complemented by attendance advisors who not only have a statutory enforcement function, but also support the clusters to be aware of national developments, changes to legislation and development of whole school/cluster policy; they support schools to prepare for Ofsted and to act as a critical friend to support the development of improvement action plans.
- 2.36 In Leeds we currently have a six stage process which sets out the roles and responsibilities of the school, local authority (non-statutory role) and local authority (statutory role). Each cluster has a guidance and support structure which is the main referral route for attendance cases from school requiring additional support.
- 2.37 The status of schools does have a bearing on services that can be provided by the local authority. Academies are funded directly for the provision of support services for attendance and therefore do not receive any non-statutory provision from the local authority. A service level agreement is in place for Academies which sets out the statutory provision and allows Academies the opportunity to buy in additional traded services.

2.38 Statutory Enforcement

- 2.39 Where efforts at working with families to improve a child or young person's attendance have not been successful, the local authority is obliged to make use of statutory enforcement tools to take legal action against parents. This represents a relatively small proportion of the total work with families and is only sought when all other avenues have failed to secure an improvement in attendance.
- 2.40 The range of such tools spans the use of Penalty Notices to Education Supervision Orders. The evidence base for their impact is a challenge as these families are those with the most deeply entrenched problems. The use of Fast Track to Attendance Initiatives is often successful as a very swift early intervention where a warning of the level of attendance is sufficient and they are widely used. Education Supervision Orders are an order that is placed on the child and the local authority is appointed by the court to supervise that child's education either at school or at home for a specified period of time. Education Supervision Orders are often successful when the parent is willing to engage with services but feels unable to bring about changes without significant support.
- 2.41 Although the evidence that the more punitive measures are not effective is hard to establish, their deterrent effect should not be discounted. When custodial sentences (which are extremely rare) have been publicised many schools reported increased attendance and that parents had an increased awareness about their responsibilities and the consequences of failing to meet those responsibilities. In a Child Friendly City with a focus on working restoratively with families we seek to avoid prosecution where possible and the Local Authority must consider applying for Education Supervision Orders before prosecuting parents.
- 2.42 Local authorities have the power to prosecute parents who fail to ensure their child's regular attendance at school, under section 444 of the Education Act 1996. Section 444 has two separate but linked offences; section 444(1) where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend school regularly and fails to ensure the child does so.
- 2.43 Examples of work taking place in the local clusters to support high levels of school attendance are:
- Focused work with primary schools including regular visits from attendance improvement officers, offering of advice on individual cases as well as whole school systems.
 - Focused work with maintained high schools and half termly meetings with Academies to discuss statutory cases.
 - Development and review of cluster attendance policies to support a consistent approach to attendance and punctuality issues.
 - Parenting support programmes and referrals to intensive family support services such as Signpost, Health for All and our in house Family Intervention Service.

- Schools, attendance staff and other partners delivering ‘attendance blitzes’ with visits to parents of pupils absent on the day of the blitz. A further programme is being planned for the autumn term.
- Fast track interventions – targeted interventions involving issuing of penalty notices – at primary and secondary level.
- Analysis of dips in attendance due to factors such as illness or severe weather. For example, the noro virus had an impact on many schools in the area at the end of Autumn Term and the beginning of the Spring Term. As schools follow the guidelines which state that children should be kept at home for 48 hours if they have any sickness bugs a widespread illness such as this can have a significant impact on attendance figures.

3 Corporate Considerations

- 3.1 There are no corporate considerations in the report which provides information and updates to the Area Committee.

4 Consultation and Engagement

- 4.1 This report is for the Area Committee and refers to clusters which all have a wide range of partners and stakeholders.

5 Equality and Diversity / Cohesion and Integration

- 5.1 Equality issues are implicit in the information provided. The information shown reflects different levels of needs and outcomes in different localities. Additional equality analysis of the information provided is undertaken.

6 Council Policies and City Priorities

- 6.1 Information in the report relates to city priorities for children and young people and local priorities in the clusters.

7 Resources and value for money

- 7.1 There are no new resource implications in this report.

8 Legal Implications, Access to Information and Call In

- 8.1 This report is not eligible for call in due to it being a council function.

9 Risk Management

- 9.1 The information reflected in this report is monitored through Leeds City Council performance, and where appropriate, risk management processes.

10 Conclusion

- 10.1 This report provides a summary of information in relation to the three Children’s Services obsessions for both clusters in the Committee’s area to support the

committees' understanding and involvement in work to improve outcomes for children and young people in the area.

11 Recommendation

- 11.1 The Area Committee is requested to note the contents of the report and consider how it can further support work in the area to improve outcomes for children and young people.

Background documents¹

There are no background documents associated with this report.

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

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Report author: Tom Smith

Tel: 3951395

Report of Locality Manager (South and Outer East Leeds)

Report to South Leeds (Outer) Area Committee

Date: 15th July 2013

Subject: South and Outer East Locality Team Service Level Agreement and Performance Update

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

Summary of main issues

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

Recommendations

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

1 Purpose of this report

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

2 Background information

- 2.1 Executive Board approved revisions to the Area Committee Function Schedules to include a new delegated responsibility for Street Cleansing & Environmental Enforcement Services in March 2011. The delegation makes clear the responsibility of Area Committees to negotiate, develop and approve a SLA with the service that achieves, as a minimum, the service standards set by Executive Board. The SLA should determine the principles of deployment of the available resources by:
- the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)
 - the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.
- 2.2 The delegation of environmental services to Area Committee means that service resources, mainly staffing, are now devolved. Resources are organised into three wedge based teams for East North-East, South South-East and West North-West, aligned to new Locality Teams. The SLA sets out the detail of the resources which will be allocated to the Area Committees.
- 2.3 The annual SLA for the Outer South Area Committee was agreed on 2nd July 2012.

3 Main issues

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

3.2 Performance against the 2012/13 SLA

- 4 The following section describes progress and achievements against the principles and priorities described in section 6.0 of the Service Level Agreement.

Service Principles and Priorities – SLA Section 6

- 4.1.1 The Locality Team has reviewed and revised mechanical cleaning schedules in consultation with Elected Members and frontline cleansing staff. These changes include a move back to fixed days (rather than the previous eight day rolling schedule), scheduling to be on the day following bin collections where possible and, the movement of schedules to be coterminous with community events. Changes have also been made to manual cleaning routes in some areas following Elected Member feedback including moving resources from Morley to Ardsley and John O'Gaunts estate. Several priority ginnels have also been included on scheduled manual litter picking routes (see appendix A, section 7.2 (e)).

- 4.1.2 The Locality Team continues to improve the responsiveness of staff and their ability to record and report issues which they cannot deal with directly. All frontline cleansing staff have been provided with camera phones and are reporting issues that they cannot deal with and evidence to enable prosecutions.
- 4.1.3 All identified ward priority areas and land have been surveyed and area based actions have been identified and are being delivered. Examples of this include enhanced and intensive enforcement patrols and action, increased cleansing frequencies and partnership work with ALMOs and others.
- 4.1.4 The Team continue to work with Waste Management to develop solutions in areas where refuse collection can be challenging. We have worked closely on the roll-out of Alternate Week Collections (AWC) across the Outer South area and supported the identification and implementation of solutions to problems, e.g. Bruntcliffe Court in Morley.
- 4.1.5 The Locality Manager has chaired the South Leeds Crime and Grime meetings jointly with the Chief Inspector which has resulted in partner priorities and a forward work programme for the partnership. The Locality Team is engaged with Neighbourhood Improvement Projects and Boards and has supported these across the year.
- 4.1.6 Reciprocal working arrangements are in place with Parks and Countryside Service in or near to several parks across South and Outer East Leeds including Scatcherd Park in Morley.
- 4.1.7 Work with businesses has developed across the year with several being held to account for their impact on the local environment. This includes several business in Morley and Rothwell town centres and a convenience store in Ardsley.
- 4.1.8 The Team has supported In Bloom at judging times and community clean-ups across the year. Leaf-fall clearance was successfully delivered with no extra resources. A winter programme to clean arterial routes across the area took place in December and January in partnership with Continental Landscapes Ltd, which ensured areas were litter free across the winter period.

Service Activity – SLA Section 7

- 4.1.9 Between 1st June 2012 and 5th May 2013 there were 2,133 requests for service emanating from the Outer South Area Committee area. Of these 498 were for Ardsley and Robin Hood ward, 460 for Morley South ward, 666 for Morley North ward and 509 for Rothwell ward. 19% of the jobs across all three wards were for fly-tipping (either removal or enforcement), followed by 10% for overgrown vegetation, 10% for litter, 6% for gully cleaning and 5% dog fouling and other dog control issues.
- 4.1.10 In the same period the Locality Team served 84 legal notices. 16 notices were served in Ardsley and Robin Hood ward predominately for bins on the street, mud on the road, flytipping and overgrown vegetation. 37 notices were served in Morley North ward predominately for illegal advertising, commercial waste issues, flytipping and overgrown vegetation. 15 notices were served in Morley South ward predominately for domestic waste issues, waste in gardens and overgrown

vegetation. 16 notices were served in Rothwell ward predominately for overgrown vegetation, commercial waste issues and bonfires.

- 4.1.11 12 Fixed Penalty Notices (FPNs) were issued across the wards with 4 being issued in Ardsley and Robin Hood ward (dog control, littering and waste in gardens), 3 in Morley North ward (flytipping and littering) and 5 in Morley South ward (dog control, littering and vehicles for sale on the highway). No FPNs were issued in Rothwell ward in the period.
- 4.1.12 Whilst enforcement activity has increased in the last year there is still the need for further improvement in some areas, e.g. Rothwell ward. Ward Member directed patrol work is now in place with regular (minimum 11 weekly) patrols taking place in each ward. Patrol work has also been undertaken on Saturdays utilising additional Area Committee funding. Covert CCTV funded by Area Committees is also in place and being used across the wedge area.
- 4.1.13 A restructure of the regulatory part of the Team has taken place and been delivered with minimal impact on the service. This restructure has also allowed the rebalancing of the Team's budget to increase frontline cleansing resources. As a result of this a further bulky/hot-spot team will be in place in June. The gully cleansing service has successfully been integrated into Locality Teams resulting in a more responsive service to local needs. However, further work is required to deliver the necessary improvements to this service area.
- 4.1.14 The reliability of mechanical cleaning services has improved across the last three reported periods (since August 2012) Whilst snow and ice impacted on the last period's performance, when this is removed we have improved from 88% to 91% of routes delivered as scheduled. The delivery of manual cleansing as per the schedule has not improved however and further work is required to improve our cover and holiday arrangements to better maintain services when staff are absent.
- 4.1.15 A programme for maintaining and cleaning the priority ginnels identified by Elected Members is now in place. This includes partnership commitments from Aire Valley Homes and Parks and Countryside.
- 4.1.16 South Locality Team has replaced 40 damaged or missing litter bins across the wedge area.
- 4.1.17 The Locality Team has explored innovative approaches to creating capacity to undertake environmental improvement work across the area. The Team piloted a work placement scheme with HMP Leeds with trainees, released on a temporary licence from HMP Leeds worked for a five week period undertaking work across the wedge area and creating additional capacity. We are now working with HMP Leeds to develop proposals for more permanent arrangements.

Service Outcomes – SLA Section 8

- 4.1.18 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.
- 4.1.19 South and Outer East Locality Team had a budget of £2.3million in 2012/13. At year end the service was £53,000 overspent (2%). This overspend included a £50,000 identified saving from integration with Parks and Countryside which did not have

any identified actions to deliver. When this is removed the budget was broadly balanced (£3,000 overspent).

4.1.20 Sickness levels within the service are a continued focus. During 2012/13 South South-East Locality Team staff were on average absent for 15 days per FTE. Whilst we do not have a comparative figure for the team during 2011/12 overall sickness across the whole of citywide cleansing and enforcement has improved from 12.73 days per FTE in 2011/12 to 11.76 days per FTE in 2012/13.

4.2 SLA for 2013/14

4.2.1 The SLA for 2013/14 can be found at appendix A. Changes and additions for the year ahead include:

- Work with waste management to look at solutions to refuse collection arrangements in areas that won't move to fortnightly collections;
- Fixed days for mechanical cleaning to coincide (where possible) with refuse collection arrangements;
- Additional flytipping/hotspot resources;
- Priority ginnel programme;
- Ward based enforcement patrols;
- Schedule of additional chargeable services.

4.3 Equality and Diversity / Cohesion and Integration

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

4.4 Council Policies and City Priorities

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

4.5 Resources and Value for Money

4.5.1 The SLA is transparent about the level of resources available to deliver services within the SSE Locality area over the period. The level of resources within SSE Locality remain broadly as per the levels during 2012/13 municipal year. Further discussions will take place about resource allocation and deployment at Area Committee, Locality Team and citywide levels.

4.6 Legal Implications, Access to Information and Call In

- 4.6.1 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.
- 4.6.2 There are no further legal implications.
- 4.6.3 The report contains no information that is deemed exempt or confidential.
- 4.6.4 The Area Committee's decision to approve, or not, the attached Service Level Agreement is eligible for call-in, within the standard five working day period from the date the decision is published.

4.7 Risk Management

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

5 Conclusions

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

6 Recommendations

- 6.1 The Area Committee is asked to:
 - a) Note the contents of the report;
 - b) Approve the attached Service Level Agreement (appendix 1).

7 Background documents

- 7.1 Leeds City Council Constitution.
- 7.2 Report: Delegation of Environmental Services. To Area Committees, Jan/Feb cycle 2011.
- 7.3 Report: Delegation Of Executive Functions In Relation To Street Scene Management To Area Committees. To Executive Board. 30th March 2011.
- 7.4 Report: Delegation of Environmental Services. To Area Committees, March cycle 2011.

- 7.5 Report: Environmental Services Delegation – Update and Progress, to Area Committee 20th June 2011.
- 7.6 Report: Delegation of Environmental Services – Service Level Agreement, to Area Committee 5th September 2011.
- 7.7 Report: South and Outer East Locality Team Service Level Agreement Performance Update, to Area Committee 5th December 2011.
- 7.8 Report: Towards More Integrated Locality Working 2: An early review of the Environmental Services delegation. To Executive Board, 10th February 2012.
- 7.9 Report: Environmental Services – Consultation on the 2012/13 Service Level Agreement. To Area Committee 26th March 2012.
- 7.10 Report: Delegation of Environmental Services – Service Level Agreement, to Area Committee 2nd July 2012
- 7.11 Report: South and Outer East Locality Team Service Level Agreement Performance Update, to Area Committee: 3rd December 2012

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Services Level Agreement Delegation of Environmental Services

1 Parties

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

2 Period of the agreement

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

3 Purpose of the agreement

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

4 Scope of services covered by the agreement

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

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

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

- **Regulatory environmental services -**

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

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

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

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

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

4.4 The staffing structure of the South South-East Locality Team is provided in appendix A. The budget currently available to the Locality Manager to deliver service commitments made in the SLAs for the three Area Committees in SSE area is provided in appendix B.

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

5 Roles & responsibilities

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

Elected Members

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

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

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

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

Environmental Locality Manager (Tom Smith)

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

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

6 Service principles and priorities

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

(a) Outcome focused:

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

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

(b) Responsive to local needs:

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

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

(c) Common sense approach:

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

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

The service will work with the Police and other agencies as part of a multi-agency approach and contribute towards tackling problems identified in agreed priority neighbourhoods. We will target our enforcement resources and activities to deal with areas and issues of priority in each ward. Appendix C sets out the initial ward based priority areas for the year ahead.

We will jointly chair Crime and Grime meetings with the Police in Outer South area, take a lead on environmental crime and antisocial behaviour issues and make sure coordinated action is being taken to deal with environmental problems.

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

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

(e) Supporting community action:

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

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

(f) Education and Enforcement:

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

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

(g) Working with Aire Valley Homes Leeds (AVHL), Registered Social Landlords (RSLs), Parks and Countryside and other partners to deliver more effectively:

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

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

(h) Planning for seasonal and annual events:

We will ensure that there is sufficient capacity and flexibility in the service to programme in work to deal with leaf fall in autumn and help clean up after significant community events planned during the year. During 2013/14 this will include the St Georges Day parade in Morley, Christmas light switch-on events and others.

A forward programme of seasonal and other events will be developed and agreed through Outer South Environmental Sub-Board.

7 Service activity

7.1 The Environmental Locality Team, via this SLA, undertakes to provide the following service provision to the Outer South wards of Ardsley and Robin Hood, Morley North, Morley South and Rothwell, determined by the Committee and statutory obligations placed upon the Council. Activity type is split between programmed and reactive service provision, with activity detailed separately below for each service.

7.2 Street Cleansing Functions

(a) Mechanical Path & Road Sweeping

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

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

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

(b) Manual Litter Picking

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

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

(c) Litter Bins

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

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

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

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

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

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

(d) Flytipping and 'hot-spot' work

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

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

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

(e) Ginnel cleaning

Ward Members have identified priority ginnels for maintenance and cleansing. A ginnel standard has been developed by Aire Valley Homes and this will be used to assess the condition of priority ginnels and ensure they are maintained to standard. A programme for maintaining these priority ginnels,

as resources allow, has been developed, setting out the lead agency, the frequency of inspection and the frequency of cleaning (where applicable). This can be found in Appendix D.

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

7.3 Environmental Regulation

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

The majority of work undertaken by the Regulatory team involves responding to requests for service made by members of the public, via the Council's contact centre, or ward Members. Responding to these issues takes up approximately 60% of the time available within the team. On this basis the Area Committee is currently able to direct approximately 40% to be used best to fit with local priorities.

Environmental Sub-Groups, along with ward based discussions, will be used to set priorities and direct regulatory resources to areas and issues of greatest need. Each ward has dedicated hours of patrol resources to be prioritised and directed by ward members at a local level. Each ward will receive a minimum of one day of patrol resources every 11 weeks.

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

7.4 Responding to urgent issues

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

7.5 Additional Chargeable Services

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

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

- Additional enforcement staff, i.e. recruitment of additional staff
- Additional de-leafing capacity in autumn months

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

8 Service outcomes

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

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

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

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

9 Community Engagement

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

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

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

10 Accountability

10.1 The Environmental Locality Manager will be accountable to the Area Committee for the delivery of services as laid out in the SLA.

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

11 Reporting & performance monitoring

11.1 Environmental Sub-group

Regular (minimum quarterly) service activity reports will be submitted by the Environmental Locality Manager to the Outer South Environmental Sub-Group, or equivalent, for consideration. Through the sub-group, the report will be used to identify changes in issues and priorities, and therefore help guide service delivery over the following quarter(s).

11.2 Area Committee

Twice yearly performance monitoring reports will be submitted by the Environmental Locality Manager to the Area Committee for consideration. The report will detail the performance against service outcomes and the execution of Executive Board policy locally.

11.3 Executive Board

An annual report will be submitted by the Area Committee to Executive Board, detailing the performance against service outcomes and the execution of Executive Board policy locally.

12 Review process

- 12.1 The Agreement will be reviewed on an annual basis, to inform the production and approval of subsequent Agreements. The review will be undertaken in line with the corporate budget cycle and review process, to ensure that consideration is given to changes in budget allocation and corporate priorities.
- 12.2 The review process will be undertaken jointly with officers of the service and all, or nominated Members from the Area Committee.
- 12.3 The review process will commence in the October to December 2013 quarter and completed in the January to March 2014 quarter. Proposed updates to the service principles and priorities will be presented at the last Area Committee meeting of the municipal year (March/April) so that a full, revised SLA for 2014/15 can then be worked up to also incorporate any service

activity changes required. Also provided will be the second service monitoring report outlining performance against the current year's agreement.

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

13 Resolving Disagreements

- 13.1 The Area Committee Procedure Rules in the Council's constitution set out the ultimate procedure to follow in the event of a fundamental disagreement between the Area Committee, and the service.
- 13.2 In general, it is expected that all parties will try to resolve a dispute locally in the first instance. If necessary this would involve the Area Leader, particularly where it is felt the dispute/potential solution necessitated influence elsewhere in the Council.
- 13.3 Where a mutually acceptable resolution cannot be reached, the matter will be referred to the Director of Environment & Neighbourhoods and/or the Executive Member for Environmental Services. Both have the right to refer the matter to the Executive Board for consideration. In instances where the dispute has an impact on service delivery, the Director of Environment &

Neighbourhoods shall have the right to implement a temporary solution, pending Executive Board consideration of the disputed issue.

- 13.4 Where disagreements arise over decisions made by the Area Committee or the Director of Environment & Neighbourhoods, then the Area Committee Procedure Rules of the Constitution will be followed.

14 Confidentiality & Legal Requirements

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

Signed:.....
Date:

Signed:.....
Date:

Appendix A - Environmental Services – South and Outer East Locality Team Structure

**Public Contact:
0113 2224406**



Tom Smith
Locality Manager
tel: 39 51395/ mobile: (07891) 272747



Paul Spandler
Service Manager
tel: 24 75666 / mobile: (07891) 277013



Steve Wetherill
Team Manager
tel: 39 50646 / mobile: (07891) 275596



Michelle McGill
Supervisor
mobile: (07891) 277577

Chris Pierpoint
Supervisor
mobile: (07891) 273794



Resource and Casework Supervisor
Vacant

Enforcement

2 x Senior Environmental Action Officers

Mechanical Cleaning

4 Drivers of Road Sweepers
8 Drivers of Path Sweepers

Litter Picking

16 Streetscene Attendants

Litter Bin emptying

4 Drivers
4 Streetscene Attendants

Bulk / Fly tipping

4 Drivers
4 Streetscene Attendants

Gulley Cleansing

2 Drivers
2 Streetscene Attendants

Dog Wardens

2 Dog Wardens

Enforcement

12 x Environmental Action Officers

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Appendix B - SOUTH Locality Team - Draft Budget for 2013/14

Budget Heading	£	
Staff Functions		What this pays for
Management & Support	166,105	Locality Manager, Service and Team Managers and NO Admin
Supervisors	102,155	2 Supervisors working shifts to cover the 7 day/wk service plus a supervisor to cover 5 days a week
Bulk/Fly tipping team	160,710	4 drivers and 4 street attendants working shifts to deliver a 7 day/wk service
Pathsweepers	177,110	8 drivers working shifts to deliver a 7 day/wk service
Roadsweepers	88,230	4 drivers working shifts to deliver a 7 day/wk service
Litter bins emptying	171,050	4 drivers and 4 street attendants working shifts to deliver a 7 day/wk service
Street Litter	303,950	16.0 street attendants working shifts to deliver a 7 day/wk service
Environmental Health & Technical	70,574	2 Senior Environmental Action Officer
Community Enforcement Staff	319,656	11.07 Environmental Action Officer
Funded Post	24,000	1 Community Environmental Officer
Overtime	110,420	}operational cover
Supply (Agency)	-	
Insurance, training & travel	5,170	
	1,699,130	
Premises Costs	5,000	Incl. £5k Works in default (recovered by income)
Supplies and Services	59,940	Operational materials/equipment
Fleet & Transport Costs		
Fleet Hire	209,710	} Contract hire of 4 x pathsweepers, 1x supervisors car, 2 x mechanical road sweepers
Leasing costs	28,040	
Maintenance/repairs	53,390	} Running costs for 4 x pathsweepers, 1x supervisors car, 2 x mechanical road sweepers, 2x Caged tipper, 2x Tipper, 2x operational vans
Fuel	131,800	
Vehicle insurance	4,670	
Staff travel	29,920	
	457,530	
Legal Costs	28,740	Cost of prosecutions and advice
Internall Support Charge HRA	7,610	
Prudential Borrowing costs	6,000	Financing costs of Bin replacement
TOTAL EXPENDITURE	2,263,950	
INCOME	- 45,550	Ad hoc cleansing, Court Costs and recovery of 'Works in Default'
SUB TOTAL	2,218,400	
Targeted efficiency	- 48,830	Transfer of Estate Caretakers (33k) and ELI target /line by line (16k)

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

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

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

NET BUDGET

2,169,570

Ardsley and Robin Hood Ward

1. Priority Areas:
 - Oakley Street area
 - Martingale Drive and The Canter
 - Fairleigh Road shops
 - Leigh Avenue and Road area
 - The Crescent, West Ardsley
 - Northfield Avenue and Place, Robin Hood
2. Priority Land/Open Spaces:
 - Allotment gardens – derelict land on A61
 - Top end of Northfield Place and Northfield Avenue
 - Former Library site at West Ardsley
 - Lower Thorpe Lane - flytipping
 - Batley Road – Haigh Hall - flytipping
3. Priority Ginnels
 - Castlefield end of Matty Lane
 - Back of Woollin Avenue – Hill Top Primary School
 - Old Hall Road to Westerton Road, West Ardsley
 - Bradford Road to The Grove, West Ardsley
 - Cherry Tree Walk to Forsyth Avenue, East Ardsley
 - New Lane, West to East Ardsley
4. Other Priority Actions
 - Investigate use of CCTV for fly-tipping
 - Horses on Thorpe Lane
 - Support new in Bloom groups, e.g. Lowry Road group
 - Reduce dog fouling.

Morley North Ward

1. Priority Areas
 - Fairfax Ave, Oakwell Road, Margetson Road – Drighlington
 - Hodgson Lane, near playing fields, Drighlington.
 - Vicarage Ave, Gildersome
 - Moorland Ave and Springbanks, Gildersome
 - Asquith Ave – Gildersome to Morley
 - Ingles, Morley
 - Hepworth Avenue, William Street, Park Street, Churwell
 - Manor Road, Churwell
2. Priority Land/Open Spaces
 - Drighlington bypass

3. Priority Ginnels
 - Moorside View/Farifax Avenue
 - Penfield Road/Moorside Walk
 - Co-op on Finkle Lane to Parkway
 - Street Lane to Finkle Lane, Gildersome
 - Bank Avenue
 - Ginnels off Forest Bank Gildersome
 - Mill Bank: Identified as Springbank Avenue to Mill Lane
 - Whitehall Road to Dean Park Road
 - William Street/Daffil Ave, Churwell
 - Old Road/Elland Road, Churwell
4. Other Priority Actions
 - Support to Parish Council's and 'action groups'
 - Trial barrows and other equipment in Morley town centre

Morley South Ward

1. Priority Areas
 - Albert Drive and Rydall Drive
 - Gillroyd Parade shops
 - Eyrie Approach and junc with Magpie Lane
 - Harrops
 - Dawson Hill
 - Morley Town Centre in Queen Street and alleys off.
 - Rein Road/Syke Road/Baghill Road
2. Priority Land/Open Spaces
 - Site at Britannia Road
 - Rein Road adjacent to south of M62
3. Priority Ginnels
 - Jubilee Place, Morley
 - Bruntcliffe Lane to Foster Crescent
 - Dawson Hill to Brighton Avenue
 - Syke Road/Wharfedale Rise
 - Westfield Road to B6123
 - Wide Lane
4. Other Priority Actions
 - Trial barrows and other equipment in Morley town centre
 - Dog fouling
 - Enforcement action around thrown litter from cars

Rothwell Ward

5. Priority Areas
 - John O'Gaunts estate – focus on First and Third Avenues
 - Cornwall Crescent, Cotswold Drive, Manor Road, Albany Road, Castle Road, Manor Crescent, Pasture View Road
 - Estate in triangle of Holmsley Field Lane, North Lane, Green Lea

6. Priority Land/Open Spaces
 - Water Lane Woodland Park
 - Land around Haigh Side Farm to estate

7. Priority Ginnels
 - Pathway 149, (Langdale Road to Oulton Primary School), Rothwell
 - Gipsy Lane to Parkway
 - Oulton Drive to Public House
 - Cornwall Crescent (up side of Victoria Junior School)
 - 28-39 Temple Avenue, John O'Gaunts
 - Between 144 and 142 Aberford Road
 - Eastfield Crescent
 - Mill Pit Lane
 - Holmsley Lane to Eighth Avenue

8. Other Priority Actions
 - Reduce dog fouling
 - Support to community groups including: Rothwell, Woodlesford and Oulton, Carlton, John O'Gaunts Residents Associations.

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Outer South Area Committee - Priority Ginnel Programme

ID	Description	Ward	Area Committee	Adopted Highway	PROW	Agency Lead	Locality Team Inspection Frequency	Locality Team Cleansing Frequency
ARH1	Castlefield end of Matty Lane	Ardsley and Robin Hood	Outer South	Yes	No	Locality Team	Monthly	Reactive
ARH2	Back of Woollin Avenue – Hill Top Primary School	Ardsley and Robin Hood	Outer South	Yes	No	Locality Team	Monthly	Reactive
ARH3	Old Hall Road to Westerton Road, West Ardsley	Ardsley and Robin Hood	Outer South	No	No	Aire Valley Homes	Monthly	Reactive
ARH4	Bradford Road to The Grove, West Ardsley	Ardsley and Robin Hood	Outer South	No	No	Locality Team	Monthly	Reactive
ARH5	Cherry Tree Walk to Forsythia Avenue, East Ardsley	Ardsley and Robin Hood	Outer South	Yes	No	Aire Valley Homes	Monthly	Reactive
ARH6	New Lane, West to East Ardsley	Ardsley and Robin Hood	Outer South	No	Morley FP 114	Locality Team	Monthly	Reactive
MN1	Moorside View/Fairfax Avenue	Morley North	Outer South	No	Morley FP 48	Locality Team	Bi-monthly	Sunday
MN2	Penfield Road (Unadopted road) to Moorside Walk (adopted)	Morley North	Outer South	Yes	No	Locality Team	Monthly	Reactive
MN3	Co-op on Finkle Lane to Parkway ('Windsor Terrace')	Morley North	Outer South	No	Parks Morley 44	Locality Team	Bi-monthly	Wednesday
MN4	Street Lane to Finkle Lane, Gildersome	Morley North	Outer South	No	No	Locality Team	Bi-monthly	Wednesday
MN5	Bank Avenue	Morley North	Outer South	No	No	Aire Valley Homes	Bi-monthly	Tuesday
MN6	Ginnels off Forest Bank Gildersome	Morley North	Outer South	Yes (part)	Morley FP 25 & Leeds 142	Locality Team	Bi-monthly	Wednesday
MN7	Whitehall Road to Dean Park Road	Morley North	Outer South	No	No	Locality Team	Bi-monthly	Sunday
MN8	William Street/Daffil Ave, Churwell	Morley North	Outer South	No	Morley FP 30 & 40	Locality Team	Monthly	Reactive
MN9	Old Road/Elland Road, Churwell	Morley North	Outer South	No	Morley FP 30	Locality Team	Monthly	Reactive
MS1	Jubilee Place, Morley	Morley South	Outer South	No	No	Locality Team	Bi-monthly	Thursday
MS2	Bruntcliffe Lane to Foster Crescent	Morley South	Outer South	Yes (part)	Morley FP 53 (part)	Locality Team	Bi-monthly	Tuesday/Friday/Saturday
MS3	Syke Road/Wharfedale Rise	Morley South	Outer South	Yes	No	Locality Team	Monthly	Reactive
MS4	Westfield Road to Fountain Street (B6123)	Morley South	Outer South	No	Rothwell FP 72	Locality Team	Bi-monthly	Friday/Saturday
MS5	Off Wide Lane	Morley South	Outer South	Yes	No	Locality Team	Bi-monthly	Thursday
RO1	Pathway 149, 16 Gipsy Lane to Parkway	Rothwell	Outer South	Yes	No	Locality Team	Monthly	Reactive
RO2	Oulton Drive to China Dragon Red	Rothwell	Outer South	No	No	Locality Team	Monthly	Reactive
RO3	Cornwall Crescent (up side of Victoria Junior School)	Rothwell	Outer South	No	Rothwell 71 (part)	Locality Team	Bi-monthly	Tuesday
RO4	Pathway behind 28-44 Temple Avenue, John O'Gaunts	Rothwell	Outer South	No	No	Aire Valley Homes	Bi-monthly	Thursday
RO5	Between 144 and 142 Aberford Road and Sydney Street	Rothwell	Outer South	No	No	Locality Team	Bi-monthly	Saturday
RO6	Public footpath btwn Eastfield Crescent & Leeds Road	Rothwell	Outer South	No	Rothwell FP 10	Locality Team	Bi-monthly	Thursday
RO7	Mill Pit Lane	Rothwell	Outer South	Yes (part)	Rothwell BW 7	Aire Valley Homes	Monthly	Reactive
RO8	Holmsley Lane to Eighth Avenue	Rothwell	Outer South	No	Rothwell FP 79	Aire Valley Homes	Bi-monthly	Saturday

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

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

1. Ad-hoc requests (per hour):

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

2. Additional posts (per annum):

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

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

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

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

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Report of Area Leader – South East Leeds

Report to South Leeds (Outer) Area Committee

Date: Monday 15th July 2013

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

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

Summary of main issues

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

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

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

Recommendations

The Area Committee is asked to note the contents of the report and make comment as appropriate

Members are asked to agree to the establishment of a working group of Area Committee Members and Parish & Town Councils to discuss and agree options for strengthening links and report back to the Area Committee.

Members are asked to nominate at least 2 representatives onto the working group.

1.0 **Purpose of this report**

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

2 **Background information**

- 2.1 In October 2006 the Leeds Parish and Town Council Charter was agreed. This sets out how Leeds City Council and the local councils work together for benefit of local people and is reviewed annually.
- 2.2 The Localism Act 2011 reinforces the role of local councils, and represents a clear statement of intent from central government of its plans to devolve power to local communities.
- 2.3 In June 2012, the Executive Board Member for Neighbourhoods, Planning and Support Services made a request for Scrutiny to conduct a review of the council's relationship with local Parish and Town Councils.
- 2.4 The report outlining conclusions and recommendations from the review was formally agreed by the Safer and Stronger Communities Scrutiny Board on 16th May 2013 (**Appendix 1**). The implementation of the recommendations will be monitored by the scrutiny board.

3 **Main issues**

- 3.1 The following are examples of good links between the Outer South Area Committee and local councils:
 - Area Committee Members have a good relationship with Parish and Town Councils in their area. In addition some Leeds City Councillors have been or are members of a Parish or Town Council
 - The previous Outer South Area Management Team supported Drighlington Parish Council in the exploration of a Parish Plan
 - Outer South Area Committee Participatory Budgeting initiatives delivered in partnership with Drighlington and Gildersome Parish Councils were very successful
 - Drighlington Parish Council supported the Area Committees Neighbourhood Improvement Plan in Oakwells and Fairfax
 - Gildersome Parish Council supported the Area Committees Neighbourhood Improvement Plan in Springbank and Moorlands

- Area Committee and Drighlington Parish Council worked together to achieve internal improvements to Drighlington Meeting Hall
- Outer South Area Committee established and sponsored Morley Town Centre Management Board, a local partnership group which includes Ward Councillors, Chamber of Trade and Commerce, Morley Town Council and key agencies who work together to enhance the vitality and viability of the town centre
- Wellbeing funding allocated to projects that local councils either manage or involved with e.g. Christmas and other local events, grit bins
- Active coordination of Area Committees and local council funding to achieve more, e.g. Morley Literature Festival, Christmas lights and trees in Morley North and South
- Local councils fund projects that are complimentary to Area Committee priorities e.g. Drighlington Parish Council fund a PCSO and Morley Town Council fund six PCSO's

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

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

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

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

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

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

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

Recommendation 8

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

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

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

3.3 Implementing the Recommendations

3.3.1 A number of links have been outlined in 3.1 and it is assumed that where appropriate these would continue to function and be developed and strengthened further. The establishment of a working group by the Area Committee would allow Ward Members and local councillors to meet and consider how both parties would like to see this relationship strengthened. The table below offers ideas for the working group to discuss.

Strategic	<ul style="list-style-type: none">• Add targets in the Area Committee Business Plan and AST Service Plan to show commitment to strengthening links.• Area Support Team identify partnership meetings where local councils could contribute.• Area Committee Chair annually meets with each local council and Area Support Team to discuss Area Committee Business Plan and local council priorities and projects.• Identify opportunities for maximising resources to best meet the needs of communities.
Communication	<ul style="list-style-type: none">• Area Committees consider local way to develop ‘meaningful dialogue’ Best practise e.gs:<ul style="list-style-type: none">○ Area Committee elect representative to attend local council meetings.○ Quarterly Forum where Elected Members and local councillors receive presentations, discuss issues of common interest, share information and good practise.○ Co-optees from local councils onto Area Committee• Forward Plan of Area Committee reports to be shared with Parish and Town Councils.• Electronic link sent to local council clerks to access Area Committee reports online.• Dates, times and venues of Area Committees circulated to local councils.• Area Committee newsletters be sent to local councils to raise profile of work achieved.

Consultation	<ul style="list-style-type: none"> • Area Committee to seek views from local councils on annual Environmental Services SLA and other delegations as appropriate.
Supporting	<ul style="list-style-type: none"> • Continue to support local councils who wish to undertake neighbourhood planning. • Continue to strive for Area Committee reports that are locally focused, especially to ward level. Area Support Team (AST) challenge services to provide this, rather than having a section within the report to look at local impacts or challenges as scrutiny recommendation suggests.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The review undertaken by the scrutiny board gave an opportunity for all local councils, council officers, Area Leaders, Area Committee Chairs and the Chief Officer and Deputy Chief Officer of the Yorkshire Local Councils Association to share their experiences and opinions with the Scrutiny Board.

4.1.2 Area Leader discussed the scrutiny paper at the South East Chairs Briefing on Friday 24th May where it was agreed for the report to be introduced at Area Committee for discussion.

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council policies and City Priorities

4.3.1 The projects outlined in this report contribute to targets and priorities set out in the following council policies:

- Vision For Leeds
- Children and Young Peoples Plan
- Health and Well being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

4.4 Resources and value for money

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

4.5 Legal Implications, Access to Information and Call In

4.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are not eligible for Call In.

4.5.2 There are no key or major decisions being made that would be eligible for Call In.

4.5.3 There are no legal implications as a result of this report.

4.6 Risk Management

- 4.6.1 This report provides an update on work in the Outer South and therefore no risks are identifiable.

5 Conclusion

- 5.1 There are several examples of how the Area Committee and Town and Parish Councils are already working well together to the benefit of the local communities. A working group would allow the options outlined under 3.3 to be considered by both parties and discuss how they would like to further strengthen their relationship.

6 Recommendations

- 6.1 The Area Committee is asked to note the contents of the report and make comment as appropriate
- 6.2 Members are asked to agree to the establishment of a working group of Area Committee Members and Parish & Town Councils to discuss and agree options for strengthening links and report back to the Area Committee.
- 6.3 Members are asked to nominate at least 2 representatives onto the working group.

7 Background documents¹

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

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

Scrutiny Report

Strengthening the Council's relationship with local Parish and Town Councils

Scrutiny Board (Safer and Stronger
Communities)

May 2013



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Introduction and Scope

Introduction

1. Local (community, neighbourhood, parish, village and town) councils are statutory bodies that are recognised nationally as the grass-roots level of local government.
2. The activities of local councils generally fall into three main categories: representing the local community; delivering services to meet local needs; and striving to improve the quality of life and community well-being.
3. However, the introduction of the Localism Act 2011 reinforces the role of local councils as it represents a clear statement of intent from central government of its plans to devolve power to local communities.
4. The National Association of Local Councils (NALC) is the recognised membership and support organisation representing the interests of local councils. Within the 2011/12 NALC Annual Report, it states that over 15 million people, about a third of the population, live in communities served by local councils. Within the Leeds area, there are currently 32 established Parish and Town Councils.
5. Recognition of the added value gained in developing close working relationships between local councils and principal authorities led to the agreement of a Leeds Parish and Town Council Charter in October 2006. This Charter sets out how Leeds City Council and the local councils within its area aim to work together for the benefits of local people.
6. This Charter is intended to be flexible and adaptable to the changing circumstances and arrangements of local government. A review of the Charter is therefore carried out on an annual basis with the local councils to keep pace with developments.
7. However, in June 2012, the Executive Board Member for Neighbourhoods, Planning and Support Services made a request for Scrutiny to conduct a separate review of the Council's relationship with local Parish and Town Councils and explore how this can be strengthened.

Scope of the review

8. In agreeing to undertake this review, we recognised the associated links with another review being undertaken in relation to area working arrangements.
9. In June 2012, the Executive Board commissioned a review to examine the way the Council currently works through Area Committees, Area leadership and support, directorate/service area working arrangements and local partnerships.
10. Two of the key objectives for this review were:
 - To consider the effectiveness of community and partner engagement through the existing Area Committee and Forum based arrangements and make recommendations for improving citizen engagement across the whole of the city.
 - Consider the effectiveness of partnership working at the local level and the ability of local councillors



Introduction and Scope

and their communities to hold local services to account and influence decision makers to deliver improved local services.

11. Linked to these objectives, we acknowledged that Area Committees are already expected to promote working relationships with local councils in accordance with the Area Committee Procedure Rules within the Council's Constitution.
12. The relationship between local councils and their respective Area Committees is also clearly referenced within the Leeds Parish and Town Council Charter. It states that 'Area Committees will seek to maintain and promote partnership working and funding arrangements with their local councils as appropriate for the sustainable social, economic and environmental wellbeing of their local communities'. As part of this, the Charter also makes reference to local councils being consulted, as appropriate, on the annual Area Delivery Plan of their respective Area Committee.
13. However, in acknowledging that relationships between Area Committees and local councils are not consistent across the city, we recognised the added value in focusing our review around strengthening such relationships in the future.
14. We therefore set out to make an assessment of and, where appropriate, make recommendations on the following areas:
 - Current and forthcoming powers and responsibilities given to local councils.
 - Statutory and voluntary standards applied to local councils (including reference to the current Quality Parish and Town Council Scheme)
 - The location of existing local councils in relation to the current Area Committee structure.
 - Relevant consultation feedback from Leeds City Council Elected Members as part of the wider review of area working.
 - Findings from the September 2012 Parish and Town Councillor questionnaire aimed at examining their current relationship with Area Committees.
 - Examples of existing good practice between local councils and their Area Committees.
 - The views of Area Committee Chairs on their vision for future working with local councils.
 - The views of local Parish and Town Councils on their vision for future working with Area Committees.
 - The potential role of Area Managers and Area Teams in strengthening the relationship between Area Committees and local councils.
15. In undertaking this review, we ensured that all of the local councils were given an opportunity to share their experiences and opinions openly with the Scrutiny Board. In doing so, invitations were sent to all the local councils to attend a working group meeting of the Scrutiny Board in December 2012. We also welcomed written submissions during the course of our review and took the opportunity to share and consult on our initial findings during the annual meeting of the city wide Parish and Town Council Forum in January. We are very grateful



Introduction and Scope

to the local council representatives for their contribution to this review.

16. We are also grateful to the Council officers, Area Leaders and Area Chairs that shared their experiences and thoughts on how we can work more collaboratively with our local councils.
17. We were also very pleased to welcome the contribution of the Chief Officer and Deputy Chief Officer of the Yorkshire Local Councils Associations (YLCA). Within our report, we acknowledge the support services provided by the YLCA and recognise the added value in the Council developing a close working relationship with the YLCA in the future.

Anticipated Service Impact

18. The recommendations arising from this review aim to promote more open and meaningful dialogue between local councils and Area Committees to enable them to work more collaboratively and positively in the future.
19. The desired outcomes linked to individual recommendations are summarised later in the report. However, we recognise that these desired outcomes can only be achieved by securing the commitment of all stakeholders.
20. As our recommendations also reflect the Council's move towards more locally responsive services, any potential financial implications linked to our recommendations should be met in

driving forward the locality working agenda.

21. We note that a comprehensive implementation plan is now being developed to drive forward progress following the Council's wider review of area working. We therefore hope that the findings and recommendations arising from this Scrutiny review will also help to inform this plan.

Equality and Diversity

22. The Equality Improvement Priorities 2011 to 2015 have been developed to ensure that the council meets its legal duties under the Equality Act 2010. The priorities will help the council to identify work and activities that help to reduce disadvantage, discrimination and inequalities of opportunity to achieve its ambition to be the best City in the UK.
23. Equality and diversity issues have been considered throughout this review. The evidence submitted and the topics debated have not highlighted that a particular equality group are treated less fairly
24. Where a Scrutiny Board has made recommendations and these are agreed, the individual, organisation or group responsible for implementation or delivery should give due regard to equality and diversity and where appropriate an equality impact assessment will be carried out.



Conclusions and Recommendations

Mutual roles in providing strong local leadership

25. The Council's current locality working arrangements, introduced in 2011, brought about changes that were underpinned by a set of locality working design principles. Such principles relate to strong and effective governance arrangements that are responsive to the needs and aspirations of local communities. These also promote strong local leadership, with particular emphasis around engaging communities in a way that supports residents in developing local priorities, holding services to account, enabling them to do more for themselves and developing a sense of pride and belonging in their local neighbourhood.
26. Linked to such arrangements, the role of Area Committees can be summarised as – influencing / shaping council service delivery at a local level including both a focus on functions formally delegated to them and influencing other service outcomes of significance to individual localities.
27. As local councils are regarded as the grass-roots level of local government, they also aim to provide a voice for local communities and help people feel more involved in the decisions that affect them.
28. Within our introduction, we acknowledge that this mutual role of providing strong local leadership is already recognised and reflected within the Council's Area Committee Procedure Rules and the Leeds Parish and Town Council Charter.

29. However, despite this formal recognition, it is evident from our own review that current relationships between local councils and Area Committees vary considerably across the city. Whilst some local councillors and Area Chairs/Leaders reported positive experiences of working collaboratively, we noted that a number of local councils had not established any formal relationship with their respective Area Committee.
30. Despite such mixed responses, there was a consensus that more effort is needed from all stakeholders to help strengthen links between local councils and their respective Area Committees.

Raising the profile of Area Committees

31. We learned that local councillors would generally contact their local Leeds City Councillor to raise any issues or make funding requests rather than make formal representations to their Area Committee.
32. Whilst we would not want to discourage positive dialogue between local councillors and individual Leeds City Councillors, we believe that matters of wider community importance and impact warrant broader discussion with Area Committees.
33. We are aware that a number of Leeds City Councillors are also members of local councils or are formally invited to attend meetings of their local council. This has therefore helped in terms of establishing a closer relationship with their respective Area Committees.



Conclusions and Recommendations

34. However, during our review, some local council representatives had reported a lack of awareness and understanding about the role of Area Committees. This was therefore highlighted as a key priority for the Council to address in terms of raising the profile of Area Committees, particularly in relation to publicising the work undertaken in achieving better outcomes for local communities.
35. Interestingly, we note that the findings of the Council's wider area review also highlighted a lack of understanding across the Council about the explicit role of Area Committees and their relationship with other parts of the democratic structure. It therefore concluded that the profile of Area Committees needs to be raised so that they can provide the strong local leadership role as set out within the locality working design principles.
36. We acknowledge that the findings arising from the wider area review have already led to a number of recommendations being agreed by the Executive Board which aim to strengthen the role of Area Committees. However, in terms of raising the profile of Area Committees amongst local councils in particular, we believe that this can only be achieved by promoting more open and meaningful dialogue. We therefore address this matter in more detail later in the report.
37. The National Association of Local Councils firmly believes that the way local councils are perceived, appreciated and viewed is linked to their reputation. It therefore supports local councils to achieve the highest levels of reputation in the eyes of the public, other public service representatives and providers, and the media.
38. During our review, we welcomed the contribution of the Chief Officer and Deputy Chief Officer of the Yorkshire Local Councils Associations (YLCA). This is an independent membership organisation which includes over 500 local councils (parish, community, town councils and parish meetings) throughout North, South and West Yorkshire. The Associations are a federation of three 'county associations' which have agreed to work jointly and to deliver their services on a joint basis.
39. Affiliated to the National Association of Local Councils, the YLCA also works to support councils by giving members legal and technical advice, information and training relevant to their work and generally to support their work and governance. Its core work includes:
- Delivering specialist information and training to members;
 - Offering casework advice on legal, procedural and technical matters;
 - Drawing members together to address issues of mutual interest;
 - Liaising with principal authorities, government departments and other local/regional/national agencies on matters affecting parish and town councils;
 - Delivering specific work or projects
40. The Localism Act 2011 reflects the move towards the decentralisation of

Raising the profile and capacity levels of local councils



Conclusions and Recommendations

powers down to the lowest practical level of local government. In view of this, we also recognise the need to support local councils in raising their profile and building up capacity to take on their enhanced role.

41. We note in particular that the new General Power of Competence, set out within the Localism Act 2011, is intended to better enable local councils to take on their enhanced role and do things they have previously been unable to do under their existing powers, such as being able to set up a company or co-operative society to trade and engage in commercial activity.
42. However, in exercising this General Power of Competence, we learned that this will only be extended to 'eligible parish councils'. To become eligible, local councils must demonstrate that it has an electoral mandate and that its clerk has the relevant training and qualification.
43. An electoral mandate means that at least two thirds of the members of the local council must hold office as a result of being declared elected. This means they should have stood for election, whether at an ordinary or by election, even if unopposed, rather than co-opted or appointed.
44. To be deemed qualified a clerk must hold the Certificate in Local Government Administration; the Certificate of Higher Education in Local Policy; the Certificate of Higher Education in Local Council Administration; or the first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire. In addition, the clerk must also have completed training in the exercise of the General Power of Competence as part of one of these qualifications or as a separate exercise.
45. During our review, particular reference was made to the national Quality Parish and Town Council Scheme. We learned that this Scheme was launched in 2003 following the Government's *Rural White Paper (2000)* and aimed to provide benchmark minimum standards for parish and town councils. However, the Scheme was changed in June 2008 to better reflect the increased professionalism of councils.
46. In particular, we noted that two of the mandatory tests for obtaining Quality Status also involve having an electoral mandate and a qualified clerk.
47. It was evident during our review that the perception of local councils was often linked to these two key factors. However, in acknowledging that only 4 of the local councils within the Leeds area have obtained Quality Status, we explored the reasons for this low uptake.
48. The Chief Officer of the YLCA reported that the anticipated financial rewards first associated with achieving Quality Status had not materialised from central government. However, such accreditation was still considered beneficial to a local council in terms of demonstrating to its local community that minimum standards have been met and also reassuring the principal authority of its capabilities to deliver services on their behalf or in partnership.



Conclusions and Recommendations

49. Despite such prestige, we noted that the level of commitment required to achieve Quality Status in terms of time and resources was deemed too much for some local councils without any real financial incentive.
50. Linked to the electoral mandate requirement, some local councillors also reported having difficulty in the past finding new candidates as the role can already appear intimidating and time consuming. This is compounded by the fact that it is also voluntary. It was therefore felt that despite such additional powers now being devolved to local councils, this may not necessarily help to attract candidates easily.
51. We do recognise the key benefits of gaining formal accreditation to demonstrate a local council's capability of representing local communities effectively. However, we also acknowledge the issues raised by local councils in terms of their capacity levels in meeting the requirements of the current national Quality Status Scheme. We therefore considered whether a more localised benchmark scheme could be developed in partnership with local councils. This would set out locally agreed minimum standards that would help raise the profile of local councils across the city and also help to create a strong foundation upon which to develop a more positive partnership approach with the Council.
52. In acknowledging that the national Quality Status Scheme tended to only attract large to medium sized local councils, the YLCA also supported the principle of having a scheme that is more accessible and attractive to all local councils.
53. However, it was highlighted that the national Quality Status Scheme is currently under review. The National Association of Local Councils held a series of workshops during 2011 aimed at informing the future development of the Scheme. As a result, it advised the Quality Parishes Scheme working group (which is formed of national stakeholders from the local council sector, the Local Government Association and central government) to review the Scheme with a view to re-launching an updated standards scheme in 2013.
54. We learned that the National Association of Local Councils was also undertaking a wide ranging consultation, taking views from across the town and parish sector, as well as engaging with principal authorities on their views of the scheme as it stands and of how it might develop in the future.
55. In view of this, we accept that it would be appropriate to await the outcome of this national review and details of the updated national scheme. Once available, the Council should work closely with the YLCA to compare the merits of the updated national scheme against the potential benefits of a localised benchmark scheme.
56. In the meantime, it remains vital that the capacity levels of local councils are continually developed to instil greater confidence within communities and amongst partners. Linked to this, we acknowledge the level of support and training opportunities already available



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to those local councils that are members of the YLCA. Whilst we were pleased to note that the majority of the local councils within Leeds are already members of the YLCA, we would urge all local councils to be part of the associations.

57. As the principal authority, we recognise that Leeds City Council also has a key role to play in terms of supporting local councils to achieve their full potential. Within the Charter, reference is already made to the practical support offered to local councils. However, in moving forward there are clear mutual benefits in developing a closer working relationship with the YLCA in terms of promoting existing support services, but also maximising available resources to provide any additional local support and advice that will enable local councils to undertake their roles with confidence.

Recommendation 1
That the Council's Assistant Chief Executive (Customer Access and Performance) works with the Chief Officer of the Yorkshire Local Councils Associations to consider the outcome of the national Quality Parish and Town Council Scheme review and compare the merits of the updated national scheme against the potential benefits of a localised benchmark scheme.

Recommendation 2
That the Council's Assistant Chief Executive (Customer Access and Performance) works with the Chief Officer of the Yorkshire Local Councils Associations to develop a strategy aimed at promoting existing support services for local councils and also maximising resources to provide any additional support and advice that will enable local councils in Leeds to undertake their roles with confidence.

More open and meaningful dialogue between local councils and Area Committees

58. During our review, we noted that whilst some local councillors had sought assistance from officers within the Area Support Teams, they would not necessarily have made the associated links back to their Area Committees.
59. Area Chairs also reported that some local councillors would prefer to make direct contact with the Area Support Teams rather than approach the Area Committee Chair. However, it was felt that the general lack of awareness and understanding about the role of Area Committees was probably a key factor.
60. During our review, it was evident that local councillors would welcome the opportunity to have more of an informed role with their respective Area Committee in terms of sharing local intelligence and influencing local decision-making.



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61. Linked to this, we debated the potential benefits of local councillors being co-opted onto Area Committees as non-voting members. However, this raised a number of practicality issues, particularly for Area Committees that are aligned to a number of local councils (see appendix 1). It was also made clear that such an appointment would need to be meaningful and not just a means of collating information, particularly as local councillors are volunteers and therefore need to prioritise where they can add the greatest value.
62. We noted that as part of the wider area review, members of Area Committees felt that their meetings were not always as effective as they could be in terms of enabling debate on the local issues and challenges that are important to them.
63. There was also some frustration about what, and how, reports were put before Area Committees. Issues were raised about their lack of focus on local issues and challenges and with too many reports just “to note”. It was also felt that Area Committee agendas are often too full and too paper heavy.
64. We note that Area Chairs and Area Leaders are developing ways to address this from identified best practice that is tailored to each committee. However, during our review we also discussed the issue of Area Committee reports and recognised a need for these to include a separate section indicating any potential local impacts or challenges.
65. We also acknowledged another potential option already put forward, which included a forward work programme for each Area Committee to be agreed along with the Committees’ annual business plan. This forward work programme would identify a major ‘theme’ or ‘topic’ for each Area Committee meeting. Universal and targeted publicity would then be undertaken to promote the themed debates to the public and stakeholder groups.
66. Whilst supporting these proposals in terms of helping to raise the profile of Area Committees, we feel that Area Committee meetings may not necessarily be the best forum for undertaking open and meaningful dialogue with local councils.
67. During our review, we were particularly interested to learn more about the co-ordinated approach adopted by the Wetherby and Harewood Parish and Town Council Forum.
68. We understand that this Forum model evolved from the Community Involvement Team structure in providing the opportunity for local councillors and Leeds City Councillors from the Wetherby and Harewood Wards to receive presentations; discuss issues of common interest; share information and good practice and raise any issues of concern.
69. The Forum meets quarterly; is open to all local councillors, is held in a variety of venues across each Ward and is chaired between the six Harewood and Wetherby Leeds City Councillors. The Forum is also supported by an officer from the East North East Area Support Team and therefore has strong links to the North East Outer Area Committee. It was evident during our review that



Conclusions and Recommendations

this Forum model has been well received by the local councils, the Area Committee and the Area Support Team.

70. Our review has led us to conclude that there needs to be clear pathways and protocols in place to enable open and meaningful dialogue between local councils and their respective Area Committee on matters that impact on their local communities. Whilst we recognise that Area Leaders and Area Support Teams have a key role to play in brokering, advising and guiding such relationships, there needs to be a clear commitment from all stakeholders to work more closely together.
71. Whilst we are not advocating a 'one size fits all' approach, we do acknowledge that the Forum approach adopted in the East North East Area should be identified as a good practice model to promote.

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

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

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

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

Working together in achieving more locally responsive and accountable services

72. In the current economic climate, difficult decisions will be required on where to focus spending in the future. Strong local decision making will help ensure that the Council is able to make the most efficient use of resources in line with what the public in their area needs and wants.
73. New area based delegations in regard to a range of street cleansing and environmental enforcement services were introduced in 2011. This delegation and the negotiation of Service Level Agreements (SLA) with each Area Committee has been universally regarded as a success, including local councillors. It has led to



Conclusions and Recommendations

significant improvements in terms of responsiveness of services; their ability to influence priorities; and improved cleanliness in local communities.

74. The area review identified a number of other areas to develop locally responsive services, whether they are true delegations or alternative forms of local influence on delivery. The priorities for action in the first phase on implementation include youth services; neighbourhood planning; employment and skills; local parks and open space; and local highways maintenance.
75. In acknowledging that more services are likely to be delegated to Area Committees, we believe that local councils need to be recognised as a key source of local intelligence and can assist Area Committees to help prioritise and shape services to local people.

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

76. Linked to such delegations, the model of having a senior officer whose role is to ensure that a service has a locality focus has also proved very successful and is therefore recognised as a good practice model. Local council representatives were particularly keen to ensure this approach included planning and highways maintenance services.

77. However, we note that there is a specific section within the Leeds Parish and Town Council Charter that makes reference to operational relationships between Leeds City Council departments and local councils. It states that 'Leeds City Council departments will work with local councils in establishing arrangements describing the operational relationships which exist between them, including the provision of service standards and contact details within key service areas'.

78. We would consider planning to be a key service area for local councils. As such, we understand that there are already examples where operational arrangements exist, which include:-

- the Charter for dealing with planning matters which includes the whole of Planning and Sustainable Development i.e. Enforcement, Local Planning, Strategic and Neighbourhood Planning. We understand that this has led to an improvement in these relationships and is considered and reviewed every year at the Annual Forum with Parish and Town Councils. During the last Forum meeting on 31st January 2013, further amendments to the Charter were suggested by Parish Councils and are currently being worked on.
- the Neighbourhood Planning process has involved significant interaction and working with Parish and Town Councils and is ongoing; the operational arrangements are being captured in the Charter for the coming year including engagement in the Site Allocations process; and



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- representatives of the Parish and Town Councils are invited to a Major Developers Forum where there is an opportunity to discuss service planning, delivery and changes to planning processes on a pro-active basis.

79. Whilst we acknowledge that good relationships are being developed with local councils around the new neighbourhood planning agenda and also across the wider planning service, we believe that links between local councils and planning services could be further strengthened and welcome opportunities to do so.
80. In relation to highways services, there is a Charter which works in a similar way to the planning one described above and is subject to annual review. We are also aware that there is a supplementary document to the Charter which sets out operational links between Parish and Town Councils and Highways and Transportation.
81. Whilst this document provides contact details associated with key functions provided on the highway, it states that Highways and Transportation will also undertake to provide local councils with details of named officers and contact numbers for regularly used services. This information will be specific for each local council to enable enquiries to be directed to the person who is authorised to provide the service. Although these operational relationships have been established with local councils, the review has highlighted that these relationships also need to be strengthened particularly in relation to the mechanism for clarifying follow up actions.

Recommendation 6

That, in accordance with the Leeds Parish and Town Council Charter and supplementary document, the Director of City Development leads on strengthening and ensuring there is a consistent approach to the operational relationships with all local councils in relation to Planning Services and Highways and Transportation.

Working in partnership to maximise available resources

82. There will be significant changes to local funding streams in the near future, with Section 106 funding being scaled back and other sources of funding coming on line. In particular, the new Community Infrastructure Levy (CIL) Regulations state that the Council can choose to levy a charge on the owners or developers of land when it is developed so that they contribute to the costs of providing the necessary supporting infrastructure for the area.
83. Linked to this, the Council has a duty to pass on a 'meaningful proportion' of the funds raised through the levy to a Parish or Town Council for the area where the development that gave rise to the payment takes place. Where there is no Parish or Town Council, the City Council has to spend it in the local area in consultation with the community.



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84. In January 2013, the government announced its proposal for this meaningful proportion. Neighbourhoods that have an adopted neighbourhood plan will receive 25% of the CIL revenue from that area. Areas without a neighbourhood plan will receive 15% of the revenue and this will be capped at £100 per existing dwelling in that area. This therefore has clear implications as an incentive for communities to adopt neighbourhood plans and for the Council to provide the necessary support.

85. The importance of effective neighbourhood planning was also raised during our review as it aims to provide an opportunity for local communities to be better engaged in the future of their communities. Whilst the Council has a duty to support communities who come forward with requests to set-up neighbourhood forums and designate areas where they would like to see a neighbourhood plan, we acknowledge that Leeds has been very proactive in taking this agenda forward. During our review, we were very pleased to note the positive feedback from local councils on their joint working approach with the Council around neighbourhood planning.

86. We acknowledge that Area Committees also have an important role, particularly through their wellbeing fund, in developing innovative, community/third sector led bottom up approaches to solving entrenched problems. Whilst Area committees are to retain their autonomy in identifying appropriate projects for spending wellbeing funds, the area review emphasised the importance of using such funds to lever in additional funding wherever possible

through match funding or pooling budgets.

87. We therefore recognise the mutual benefit of local councils and Area Committees working in partnership to explore opportunities for maximising available resources to best meet the needs of their local communities.

88. Linked to this, we also recognise the important role of local councils in encouraging people to take an active role within their community and to promote more volunteering initiatives. In doing so, we would also expect Leeds City Council to actively support approaches made by local councils for any advice and assistance directly associated with such initiatives.

Recommendation 7

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

Recommendation 8

(i) That local councils are proactive in promoting volunteering initiatives and encouraging people to take an active role within their community.

(ii) That the Council's Assistant Chief Executive (Customer Access and Performance) and Chief Officer Localities and Partnerships lead on actively supporting approaches made by local councils for any advice and assistance directly associated with local voluntary initiatives.



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Promoting the benefits of partnership working with local councils

89. In acknowledging the clear benefits in working more collaboratively and positively together, it is vital that such partnership working between local councils and Area Committees continues to be actively promoted across the city.
90. Whilst the recommendations arising from our review reflect actions needed to begin strengthening links between local councils and their respective Area Committees, we recognise the need to ensure that such relationships continue to develop in the future. We are aware that an annual review of the Leeds Parish and Town Council Charter is already undertaken as part of the annual meeting of a city wide Parish and Town Council Forum. However, we believe that this annual meeting should also be utilised to enable local councils to openly share their experiences of working with their Area Committees, thereby providing an opportunity to share good practice as well as identifying potential areas for improvement.
91. To complement this, Area Committees should also commit to actively monitoring their relationship with local councils to identify strengths and potential areas for improvement.

Recommendation 9

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

Recommendation 10

That the Chair of the city wide Parish and Town Council Forum ensures that the Forum's annual meeting is used to provide an opportunity for local councils to openly share their experiences of working with their Area Committees, share good practice and identify potential areas for improvement.

Recommendation 11

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

92. In view of the on-going development of the local council sector nationally, we also recognise the important role of principal authorities in encouraging and supporting the development of new local councils.
93. Whilst the scope of our review focused specifically on strengthening relationships with existing local councils in Leeds, we acknowledge that the Council's role in encouraging and



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supporting the development of more local councils across the city could be a potential area for future scrutiny. In the meantime, we recommend that the Chief Executive of the Council nominates a Chief Officer to work closely with the Yorkshire Local Councils Associations in driving forward this agenda.

Recommendation 12
That the Chief Executive of the Council nominates a Chief Officer to work closely with the Yorkshire Local Councils Associations in encouraging and supporting the development of new local councils across the city.



Desired Outcomes and Recommendation Summary

Desired Outcome – That there is a quality standards benchmark scheme that is attractive and accessible to all local councils in Leeds.

Recommendation 1 – That the Council’s Assistant Chief Executive (Customer Access and Performance) works with the Chief Officer of the Yorkshire Local Councils Associations to consider the outcome of the national Quality Parish and Town Council Scheme review and compare the merits of the updated national scheme against the potential benefits of a localised benchmark scheme.

Desired Outcome – That the capacity levels of local councils are continually developed to instil greater confidence within communities and amongst partners.

Recommendation 2 – That the Council’s Assistant Chief Executive (Customer Access and Performance) works with the Chief Officer of the Yorkshire Local Councils Associations to develop a strategy aimed at promoting existing support services for local councils and also maximising resources to provide any additional support and advice that will enable local councils in Leeds to undertake their roles with confidence.

Desired Outcome – There are clear pathways and protocols in place to enable open and meaningful dialogue between local councils and their respective Area Committee on matters that impact on their local communities.

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

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

Desired Outcome – Area Committee meetings are utilised effectively to address matters of local relevance.

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

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



Desired Outcomes and Recommendation Summary

Desired Outcome – That local councils and Area Committees work in partnership to maximise local intelligence and achieve more locally responsive and accountable services.

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

Desired Outcome – That there are effective operational relationships with all local councils in relation to Planning Services and Highways and Transportation.

Recommendation 6 – That, in accordance with the Leeds Parish and Town Council Charter and supplementary document, the Director of City Development leads on strengthening and ensuring there is a consistent approach to the operational relationships with all local councils in relation to Planning Services and Highways and Transportation.

Desired Outcome – That local councils and Area Committees work in partnership to explore opportunities for maximising available resources to best meet the needs of their local communities.

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

Desired Outcome – That residents are actively encouraged and supported in undertaking volunteering initiatives that will benefit their local communities.

Recommendation 8

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



Desired Outcomes and Recommendation Summary

Desired Outcome – That partnership working between local councils and Area Committees continues to be actively promoted across the city.

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

Desired Outcome – That the relationship between local councils and Area Committees is continually monitored and developed.

Recommendation 10 - That the Chair of the city wide Parish and Town Council Forum ensures that the Forum's annual meeting is used to provide an opportunity for local councils to openly share their experiences of working with their Area Committees, share good practice and identify potential areas for improvement.

Desired Outcome – That the relationship between local councils and Area Committees is continually monitored and developed.

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

Desired Outcome – That the Council is proactive in supporting the development of new local councils within the Leeds area.

Recommendation 12 – That the Chief Executive of the Council nominates a Chief Officer to work closely with the Yorkshire Local Councils Associations in encouraging and supporting the development of new local councils across the city.



Appendix 1

Area Committee	Ward	Parish and Town Councils
North East Outer	Alwoodley	*Alwoodley PC
	Harewood	*Harewood PC East Keswick PC Collingham with Linton PC Bardsey cum Rigton PC Scarcroft PC Shadwell PC Thorner PC Barwick in Elmet and Scholes PC Aberford & District PC
	Wetherby	Wetherby TC Walton PC Thorp Arch PC Boston Spa PC Clifford PC Bramham cum Oglethorpe PC
East Outer	Garforth & Swillington	Swillington PC Great and Little Preston PC
	Kippax & Methley	Kippax PC Allerton Bywater PC Ledston PC Ledsham PC Micklefield PC
South Outer	Morley North	Gildersome PC Drighlington PC
	Morley South	Morley TC
North West Outer	Adel & Wharfedale	* Bramhope & Carlton PC Pool in Wharfedale PC Arthington PC
	Guiseley & Rawdon	Rawdon PC (est. Nov 2012)
	Horsforth	Horsforth PC
	Otley & Yeadon	* Bramhope & Carlton PC Otley TC



Evidence

Monitoring arrangements

Standard arrangements for monitoring the outcome of the Board's recommendations will apply.

The decision-makers to whom the recommendations are addressed will be asked to submit a formal response to the recommendations, including an action plan and timetable, normally within two months.

Following this the Scrutiny Board will determine any further detailed monitoring, over and above the standard quarterly monitoring of all scrutiny recommendations.

Reports and Publications Submitted

- Charter between Leeds City Council and the Parish and Town Councils within the administrative area of Leeds City Council. Revised January 2012.
- Briefing report for session 1 working group meeting. 26th November 2012.
- Map of local Parish and Town Councils
- Yorkshire Local Councils Association Advice Note on Local Council Powers. June 2011.
- A guide to becoming a Quality Council. Second Edition 2008. National Association of Local Councils.
- The National Training Strategy for Town and Parish Councils. The Portfolio Guide. Certificate in Local Council Administration (CiLCA). 2012
- Review of Area Working – Summary of responses to Parish and Town Council Questionnaire.
- Written submissions to the Scrutiny Board from local councils.
- Report of Assistant Chief Executive (Customer Access and Performance) to Executive Board on the review of area working findings and recommendations. 12th December 2012.



Evidence

Witnesses Heard

Ian Cornick, Head of Civic & Member Support, Leeds City Council (LCC)
Heather Pinches, Executive Officer (Performance Management), LCC
Rory Barke, Area Leader, East & North East Leeds, LCC
Shaid Mahmood, Area Leader, South East Leeds, LCC
Jane Maxwell, Area Leader, West & North West Leeds, LCC
Councillor Gerald Wilkinson, Chair of North East Outer Area Committee
Councillor Andrea McKenna, Chair of East Outer Area Committee
Sheena Spence, Chief Officer, Yorkshire Local Councils Associations
Chris Pilkington, Deputy Chief Officer of the Yorkshire Local Councils Associations

Local Parish and Town Council representatives *

Glyn Robins – Collingham with Linton PC
Councillor Derek Armitage - Collingham with Linton PC
Councillor Michael Czwarno – Micklefield PC
Colin Pool – Thorp Arch PC and Walton PC
Councillor Harry Chapman – Wetherby TC
Councillor Ian Wallace - Great and Little Preston PC
Councillor Stella Walsh - Barwick in Elmet & Scholes PC
Councillor Claire Hassell - Barwick in Elmet & Scholes PC
Karen Oakley – Morley TC
Councillor Jacqui Smith – Swillington PC
Councillor Dave Kent - Alwoodley PC
Councillor Norman Taylor – Shadwell PC
Councillor Jude Arbuckle – Horsforth TC

* The Chair of the Scrutiny Board also attended the annual meeting of the city wide Parish and Town Council Forum on 31st January 2013 to consult further with local Parish and Town Councillors on the Board's initial findings.

Dates of Scrutiny

Scrutiny Board Meeting – 22nd October 2013 – agree terms of reference
Scrutiny Working Group Meeting – Session 1 - 26th November 2012
Scrutiny Working Group Meeting – Session 2 – 12th December 2012
Scrutiny Working Group Meeting – Session 3 – 10th January 2013
Scrutiny Working Group Meeting – Session 4 – 28th January 2013
Parish and Town Council Forum Annual Meeting – 31st January 2013
Scrutiny Working Group Meeting – Session 5 – 21st March 2013

Scrutiny Board (Safer and Stronger Communities)
Strengthening the Council's relationship with local Parish and Town Councils
16th May 2013
Report author: Angela Brogden



www.scrutiny.unit@leeds.gov.uk

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Report of Area Leader – South East Leeds

Report to: South (Outer) Area Committee

Date: Monday 15th July 2013

Subject: Priority Neighbourhood Worker Update

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes Ardsley & Robin Hood Morley North Morley South Rothwell	<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

To provide members with a six monthly update on the work of the Priority Neighbourhood Worker (PNW).

To update members on the progress of Supported Areas and work to strengthen community networks.

To provide members with an outline of work being progressed around Health and Wellbeing and Community Safety agendas in priority neighbourhoods.

Recommendations

Members are asked to note:

- a) the contents of this report and make comment as appropriate;
- b) the further developments in the Health Champion programme and make comment as appropriate;
- c) and agree to the direction of travel with regard to the development of Community Safety initiatives.

1 Purpose of this report

- 1.1 To provide a six monthly report on the progress of the work of the PNW.
- 1.2 To present progress to date on the development of the Health Champions programme.

2 Background information

- 2.1 In July 2012 the Area Committee agreed to fund a further 3 year term from March 2013 for a PNW, working 3 days a week in Outer South. The work would build on the successful programme of NIP's and Supported Areas across Outer South. To date the PNW has engaged with resident groups and established good relationships with local community groups and offered them training and support.
- 2.2 The departure of the PNW in June 2012 provided an opportunity to review the role of the PNW and develop new schemes of work, working in partnership with other agencies and the Area Support Team, to develop targeted schemes of work around key issues in communities.
- 2.3 The December 2012 Area Committee agreed to secure the progress made to date by approving continued support to Residents Groups in priority neighbourhoods, following the model of Supported Areas.
- 2.4 The December 2012 Area Committee agreed to the development of a Health Champions programme. The PNW committed to attend Ward Based Briefings to further discuss with members the selection of their priority neighbourhoods and get comment on the progression of the Health Champions programme. Ward Based Briefings were attended in January/ February and June/July to gather feedback.
- 2.5 The December 2012 Area Committee agreed the progression of work around Community Safety, developing a scheme of work for Community Safety Champions.

3 Main issues

3.1 On-going Support to Priority Neighbourhoods

- 3.1.1 The PNW continues to support priority neighbourhoods under the agreed format of a Supported Area. A summary of work to date is detailed at **Appendix 1** and an overview of the PNW's work is provided at **Appendix 2**.

3.2 Strengthening Community Infrastructure

3.2.1 Community Heroes

- 3.2.2 Following a proposal, taken to the Area Committee by the Area Support Team, work was progressed to hold a celebration event for those volunteering their time to improve their communities. The invite list consisted of those who had received grant funding from the Wellbeing Fund and Community First over the last 3 years, including those supported by the PNW. The event, held at Blackburn Hall, attracted over 70 volunteers from across Outer South wards. Voluntary Sector Infrastructure Organisations and key local agencies and organisations also attended to promote their services to communities. The work of groups work was presented on a slide

show and awards were handed out by a local radio presenter. A great evening was had by all. Links were forged between groups and agencies and from this we have received new applications to the Wellbeing Fund.

3.2.3 Communicating Information

3.2.4 Invitees to Community Heroes formed the basis of a distribution list which has been developed. Relevant community activities, funding, training and employment opportunities and council communications are circulated to groups. The PNW is working on the creation of a monthly newsletter to condense and highlight key opportunities. This regular communication acts to strengthen relationships between the Area Support Team and community groups, allowing the PNW to provide information to a wider range of groups and it ties groups into opportunities across Leeds. We are already seeing good results from this, with groups attending events such as the South Leeds Community Network and South East CCG open day and taking up opportunities for funding. This mailing list will be circulated and ward members will be invited to comment.

3.2.5 South Leeds Community Network

3.2.6 The PNW along with Involvement and Improvement Officers from Aire Valley Homes has been promoting the work of a community group called South Leeds Community Network who aim to provide networking opportunities for community groups across South Leeds (both Inner and Outer wards) in order to share information, ideas and best practice. Links are being developed with funders and voluntary sector support agencies and there are plans to develop equipment loan schemes.

3.3 Background to the Health Champions Programme

3.3.1 Following a proposal made to the December Area Committee, the PNW has been working on the development of a new piece of work, Health Champions. Health Champions attend a training course to equip them to pass on key health and wellbeing messages to the community and signpost to a range of local health and wellbeing activities. The Health Champions model impacts at an individual level, building the confidence and self-esteem of participants - improvements can be seen in health, lifestyle choices and employability. The Health Champions also contribute to community infrastructure, they are encouraged to do an action as a result of the course. Examples of activities delivered by Champions are organised health walks, allotment and food growing initiatives, fruit tuck shops in local schools, and delivering health awareness sessions on chronic conditions.

3.3.2 The PNW would help to link champions into local community infrastructure and offer support and group development to anyone wishing to start their own community group as a result of the champions programme. These will improve pathways into community involvement, allowing varied and accessible settings for individuals to participate in community life.

3.4 Practice Health Champions & Community Health Champions

- 3.4.1** As presented to members at the February round of Ward Based Briefings there are two streams to the Health Champions work, these are Practice Health Champions and Community Health Champions. The details are outlined below.
- 3.4.2** Practice Health Champions: the South East CCG commissioned £250,000 for the delivery of a Practice Health Champions programme in April 2013. The programme will run over three years and will engage with all 44 practices across the South East CCG area. The Priority Neighbourhood Worker will provide additional support to this programme in priority neighbourhoods.
- 3.4.3** Community Health Champions: the South East CCG boundary includes the electoral Wards of Rothwell and Ardsley & Robin Hood. The electoral wards of Morley North and Morley South sit within West North West CCG, who are at present not undertaking this programme of work. Morley North & Morley South will therefore be the target of a community based programme of work entitled Community Health Champions.
- 3.4.4** The Practice Champions programme is currently on hold as the CCG have a vacancy to fill, the individual appointed will take the lead on this piece of work. The officer appointed will be working with the CCG to determine the model and approach.
- 3.4.5** We had hoped to develop both programmes simultaneously to ensure a consistent approach but due to the vacancy referenced above the Practice Champion programme initially forecast to start in April 2013 has not yet started. We are now progressing Community Health Champions, as outlined below.
- 3.4.6 Development of the Community Health Champions Programme**
- 3.4.7** An officer steering group has been established to lead on the development of the Community Health Champions Programme, this consists of; Health Improvement Officer (Jo Loft), PNW (Ellie Rogers) and Active Lifestyle Officer (Sam Coupland). Initially work will focus on Morley North but the programme will be rolled out to Morley South, concentrating on recruitment from priority neighbourhoods.
- 3.4.8** A full description of programme delivery was presented to members at the June round of Ward Based Briefings and is attached at **Appendix 1** under development of work in Morley North.
- 3.4.9** £2500 is available from the Health Improvement Team to support this work in Morley. Money will be spent on venue hire, refreshments, facilitation of sessions and the production of course materials. Depending on these associated costs we hope to be able to provide each cohort with a small budget to facilitate taking action in their community.

3.5 Community Safety Champions

- 3.5.1** As outlined in December's Area Committee Report, it was proposed that the PNW would work with partners to establish new ways of communicating community safety messages to communities. The report also outlined aspirations to develop a Community Safety Champions programme. This would have the potential to involve a peer to peer learning programme focusing on locality led problems and solutions.
- 3.5.2** The role of the PNW to date has been to provide a key link between community groups and other departments and partner agencies. The PNW has been able to work with partners to provide advice and support to groups on various Community Safety issues. This role has provided a better understanding of community safety issues in priority neighbourhoods.
- 3.5.3** The Summary of Key Work report makes reference to changes in the partnership structures supporting community safety. A separate paper is proposing changes to the Area Lead member role. In light of these changes and progress made in other areas by the PNW, it is therefore timely to review the role of the PNW in addressing community safety issues in neighbourhoods.
- 3.5.4** It is proposed that the PNW continues to work with partners to identify ways in which responses to local issues can be improved. This will include reviewing the Tasking arrangements and the role of the PNW in raising local concerns via that forum. Subject to the appointment of an Area Lead Member for Community Safety at this meeting, further discussion will take place with them in order that a proposal for further developing the role of the PNW in addressing Community Safety issues will be presented to Area Committee at a future date.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 This report is a product of consultation with Members, residents and partners and presents a proposal for Members to consider.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considerer these issues.

4.3 Council Policies and City Priorities

- 4.3.1 The work outlined in this report contributes to targets and priorities set out in the following council policies.
- Vision for Leeds
 - Children and Youth People Plan
 - Health and Well being City Priority Plan
 - Safer and Stronger Communities Plan
 - Regeneration Priority Plan.

5 Legal Implications, Access to Information and Call In

- 5.1 Legal implications as a result of this report will be reflected in any subsequent Funding Agreements and Contacts to Tender that arise from projects funded from the Well being Budget.
- 5.2 All decisions taken by the Area Committee in relation to the delegated functions from the Executive Board are eligible for Call In.
- 5.3 There are no key or mayor decisions being made that would be eligible for Call In.
- 5.4 There are no direct implications for the above as a result of this report.

6 Risk Management

- 6.1 All proposals requested Well being Funding complete a section in the application process outlining the risks associated with the project and how they will be managed.

7 Conclusions

- 7.1 The Area Committee has recognised and agreed the need to provide on-going assistance to former NIP and supported areas. Groups are being supported through training, practical support and advice.
- 7.2 Groups are benefiting from opportunities to network and chances to participate in wider Leeds groups and events.
- 7.3 Work has been progressed on the development of a Community Health Champions Programme and officers are currently consulting with agencies in Morley North before finalising the details of programme delivery.
- 7.4 The Community Safety Co-ordinator for South and the PNW are currently working on approaches to community safety in communities. They will be reviewing progress to date and discussing links to Area Lead roles and tasking arrangements in developing a proposal for the Community Safety element of the PNW's role going forward. This will be presented to Area Committee at a future date.

8 Recommendations

- 8.1 Members are asked to note:
 - a) the work of the PNW in Supported Areas and make comment as appropriate;
 - b) the further developments in the Health Champions programme and make comment as appropriate;
 - c) and agree to the direction of travel with regard to the development of Community Safety initiatives.

9 Background documents¹

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

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.

Priority Neighbourhood Worker Project – Six Month Update

This is a six monthly update report from the Priority Neighbourhood Worker (PNW) from December 2012 to June 2013. The post is employed by Health for All on behalf of the Outer and Inner South Area Committees but is directly line managed by South East Area Support Team and located in the South East Area Support Team Offices within the Dewsbury Road One Stop Centre in Leeds.

The PNW works to develop strong connections between groups, service providers, local Councillors and the wider voluntary sector, acting as a link to training and funding opportunities and encouraging groups to join such networks over time.

The summary below details work with groups over the last 6 months. Please see Appendix 2, PNW Work Map for an overview of work and definitions of levels of support.

Ward	Priority Neighbourhood	Programme of Work	Training. (Training opportunities are shared with all groups)	Progress Report
Rothwell	John O'Gaunts	Supported Area: High Support	Group training around committee roles, team working and organisational skills. Support & supervision of volunteers Finding Funding Year End Accounts Basic Book Keeping Awards for All First Aid Applying for small grants Food Hygiene	The PNW attends monthly committee and resident meetings, supporting the group to plan projects and activities. The group have established good links to agencies and have regular attendance from them at their meetings. Since December the PNW has supported the committee to: <ul style="list-style-type: none"> • Establish a weekly coffee morning, with increasing attendance • Gain funding from AVH area panel, organise and run a Christmas Party • Gain funding for laptops, printers and internet access from AVH area panel • Develop and successfully launch computer access session and gain support of following agencies in its delivery: JCP, Credit Union, AVH, Connexions, Get IT Together, Leeds City College. Numbers in attendance are increasing and residents have fed back several stories about people finding placements and courses as

Ward	Priority Neighbourhood	Programme of Work	Training. (Training opportunities are shared with all groups)	Progress Report
				<p>well as gaining confidence in IT as a result of these sessions.</p> <ul style="list-style-type: none"> • Gain funding for and design a summer of activity (including a rugby match against agencies, old fashioned sports day, trip to the seaside, allot ment sessions and a funday) • Feed their viewpoints into asset review of the Rose Lund Centre. • Begin to develop a welcome pack for new and current residents to be distributed by TMO's. • The group have been CRB checked and we have worked on various governance, introducing and updating policies and guidance. • The group attended Community Heroes event and received congratulations for their hard work.
Rothwell	Wood Lane/Rothwell TARA	Supported Area: Low Support		<p>The PNW continues to attend meetings of Rothwell TARA bringing along relevant information to share with the group, including information on Welfare Reform. The group are on an email distribution list and receive updates through this, they also attended the Community Heroes event. The group have not identified a piece of work they would like my support with but are active in the Rothwell Neighbourhood Plan.</p> <p>The PNW will meet with the committee and discuss Practice Health Champions programme with them.</p>
Ardsley & Robin Hood	Tingley	Supported Area: Medium Support		<p>The PNW has met Tingley TARA and discussed their support needs. The PNW now attends TARA meetings and will be supporting the group to hold their AGM and recruit new members as key members of the group are stepping down.</p> <p>The PNW supported the group to successfully apply for AVH</p>

Ward	Priority Neighbourhood	Programme of Work	Training. (Training opportunities are shared with all groups)	Progress Report
				Area Panel funding and is assisting them to plan for the delivery of a computer access project at Tingely Youth & Community Centre.
Ardsley & Robin Hood	Robin Hood TARA	Supported Area: High Support	Minute Taking First Aid Food Hygiene	<p>The PNW continues to support the TARA, attending monthly meetings and the AGM of the group.</p> <p>The PNW has provided advice to the group in making their meetings more accessible and discussed various means of communication with them.</p> <p>The PNW supported the group to prepare for an Easter Event which unfortunately had to be cancelled at the last minute due to the snow, we are now working together to put in funding bids, gain events permission and develop activities for a summer event. The PNW is supporting the committee to apply for funding for a community notice board.</p>
Ardsley & Robin Hood	Thorpe	Practice Champions		<p>The group wound down at their AGM in November 2012.</p> <p>Aire Valley Homes are reviewing options for Thorpe Community Centre.</p> <p>The PNW will be linking into current activities in Thorpe in planning the delivery of the Practice Champions Programme</p>
Morley South	Newlands & Denshaws TARA	Supported Area: High Support		<p>The PNW continues to support the TARA, attending monthly meetings, assisting with minute taking where necessary and providing support to committee members outside of this. Links have been strengthened with various council departments including Environmental Services and Waste Management.</p>

Ward	Priority Neighbourhood	Programme of Work	Training. (Training opportunities are shared with all groups)	Progress Report
				<p>The PNW supported the group to hold their AGM, creating and distributing flyers to promote it. A full committee has been voted on and have met as a committee to discuss plans going forward.</p> <p>The PNW is supporting the committee to apply for funding to facilitate community events throughout the year. The group have decided due to the school closure they will not hold their annual summer fair but will concentrate on other events throughout the year and applications are in process to support this.</p> <p>The PNW continues to promote training opportunities to the group and they are included on a community distribution list.</p> <p>The group have been keen to take up opportunities to network with other groups and attended both the Community Heroes event and meetings of the South Leeds Community Network.</p> <p>The PNW supported the Area Support Team in progressing application regarding the development of the old Post Office on Albert Drive. This work is still in progress and Aretha Hanson (Area Officer) is leading on liaising with the group.</p>
Morley South	Harrops & Askey TARA	Supported Area: Medium Support		<p>The PNW has attended meetings of Harrops & Askey TARA and encouraged committee members to hold regular meetings. The PNW is working to increase attendance of other partners and agencies.</p> <p>The PNW is supporting the group to hold a community clear up in August, using the Area Committee skip budget.</p>

Ward	Priority Neighbourhood	Programme of Work	Training. (Training opportunities are shared with all groups)	Progress Report
				Aire Valley Homes are liaising with residents that attend meetings to put together a bid to the Aire Valley Homes Area Panel for replacing damaged resident fencing.
Morley North	Oakwells & Fairfax	Community Health Champions		<p>Development of Community Health Champions Programme</p> <p>An officer steering group has been established to lead on the development of this work, this consists of; Health Improvement Officer (Jo Loft), PNW (Ellie Rogers) and Active Lifestyle Officer (Sam Coupland). Morley North will be the first area to participate in the programme and recruitment will focus on its priority neighbourhoods.</p> <p>Research & Recruitment</p> <p>I have met with Cllr Gettings and developed a contact list for groups and agencies in the area that may like to be involved in the programme. They are currently being consulted on potential venues, participants and course content in order that the course is tailored to the neighbourhoods we wish to recruit from. I'd like to circulate this list and ask for further suggestions from ward members.</p> <p>Programme Delivery</p> <ul style="list-style-type: none"> Recruitment of participants from priority neighbourhoods, through attendance at events, schools, children's centre and community activities. There will be a maximum of 10 participants per course with a minimum of 3 for the course to go ahead. Whilst we envisage the course will have the following elements this core package will be tailored to the needs of participants, with session length, content and venues being adapted appropriately. 2 days training to be delivered by exploring attitudes to
	Springbank & Moorlands	Community Health Champions		
	Asquith & Ingels	Community Health Champions		

Ward	Priority Neighbourhood	Programme of Work	Training. (Training opportunities are shared with all groups)	Progress Report
				<p>health and wellbeing and area specific health priorities.</p> <ul style="list-style-type: none"> • A series of 4 half day sessions delivered around themes identified by the cohort. The programme of sessions will then be devised engaging with partner agencies to deliver their specialised topics. • All session will be active and aim to make links to local facilities and activities. E.g. – a session on physical activity could take the form of a visit to the local leisure centre, introducing residents to staff, showing them how to take advantage of free hours available and encourage participation in activities through taster sessions. • A final session will support the group to plan their actions going forward. • The programme will be supported by relevant local information, support and sign-posting materials developed by PNW. <p>On-going support to participants On-going support will be provided to participants in the form of:</p> <ul style="list-style-type: none"> • A monthly mentoring meeting, eventually linking Champions in to a wider network of Champions developed through the Practice Champions programme • A newsletter • An information pack on taking action within your community • Any community groups that start as a result of the programme will be supported by the PNW, receiving support following the current format in supported areas. • Access to other appropriate training and support.

Ward	Priority Neighbourhood	Programme of Work	Training. (Training opportunities are shared with all groups)	Progress Report
				<p>Budget £2500 is available from the Health Improvement Team to support this work in Morley.</p> <p>Money will be spent on venue hire, refreshments, facilitation of sessions and the production of course materials. Depending on these associated costs we hope to be able to provide each cohort with a small budget to facilitate taking action in their community.</p>

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Priority Neighbourhood Worker, Outer South, 3 days

Supported Areas

High

Role and personal development
Training
Constitution & Policy writing
Attendance at meetings
Support with administering and facilitating meetings
Support to make links with key partners
Funding
Support to plan and run projects
Access to peer mentoring scheme
Annual Review

John O'Gaunts
Robin Hood
Newlands & Denshaws

Medium

Monthly phone call
Attendance at meetings as and when requested
Opportunities shared and support when requested with:
Funding
Training
Relationships
Recruitment

Access to peer mentoring scheme
Annual Review

Tingley
Harrops & Askey

Low

Opportunities shared and support when requested with:

Funding
Training
Relationships
Recruitment

Annual Review

Rothwell

To be allocated:

Asquith & Ingels,
Oakwells & Fairfax,
Springbank & Moorlands

Community Champions

Research & Development

Participation in Steering Group for Cottingley Health Champions
Forming links with communities – visiting key partners – children's centres, voluntary sector, community groups.
Developing project plans

Community Health Champions

Project Design
Recruitment
Delivery of Training
Mentoring
Signposting
Group Support
Evaluation

Areas to be considered for
Community Health Champions:

- Morley North
- Asquith & Ingels
 - Oakwells & Fairfax
 - Springbank & Moorlands
- Morley South
- Harrops & Askey
 - Newlands & Denshaws

Practice Health Champions

Participation in steering group
Assistance in recruitment
Assistance in the delivery of training
Group Development

Areas to be considered for extra
support:

- Rothwell
- Wood Lane Estate
 - John O'Gaunts
- Ardsley & Robin Hood
- Thorpe
 - Tingley

Priority Neighbourhood Worker, Inner South, 2 days

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Report author: Aretha Hanson

Tel: 2474309

Report of Area Leader – South East Leeds

Report to South Leeds (Outer) Area Committee

Date: Monday 15th July 2013

Subject: Summary of Key Work

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

Summary of main issues

This report presents an update on the key work taking place within the Outer South Leeds area, not covered elsewhere on the agenda

Recommendations

The Area Committee is asked to:

- a) Note the contents of the report and make comment as appropriate
- b) Agree nominations to Area Committee Sub Groups
- c) Support the transfer of Rose Lund Community Centre to Children’s Services
- d) Agree locations for Financial Fitness Project courses

1.0 Purpose of this report

- 1.1 To bring to Members' attention in a succinct fashion, a summary of key work which the Area Support Team are engaged in based on priorities identified by the Area Committee, that are not covered elsewhere on this agenda. It provides opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.

2.0 Background information

- 2.2 Members will recall at the July 2011 Area Committee, a revised title and format for this report was introduced based on proposed changes to the Leeds Initiative partnership and planning framework for the city in an effort to be more focused on current priorities.

3.0 Main Issues

3.1 Area Chairs Forum

- 3.1.1 The minutes of the meeting held on the 1st March 2013 are attached at **Appendix 1**. The minutes of the meeting held on 3rd May were approved at the meeting on 13th June and are attached at **Appendix 1A**. The minutes of the meeting held on 28th June will be approved at the meeting scheduled for 6th September 2013 and will be presented to a future area committee.

4.0 Appointment to Area Committee sub groups and thematic champions

- 4.1 In recent years the Area Committee has appointed thematic champions, this process is now superseded by the Area Lead/Member role being discussed elsewhere on the agenda.
- 4.2 Members are asked to confirm representation on the following Area Committee Sub groups for the new municipal year:

Sub Group	Number of places	Current Appointees
Children and Young People Sub Group	4 one member per ward	Cllr Gettings, Cllr Bruce, Cllr Dawson, Cllr Mulherin
Activities Fund Steering Group	4 one member per ward	Cllr Gettings, Cllr Bruce, Cllr Dawson, Cllr Mulherin
Environmental Sub - Group	4one member per ward	Cllr Bruce, Cllr Renshaw, Cllr Finnigan, Cllr Varley
Community Centres Sub-Group	4 one member per ward	Cllr Gettings; Cllr Mulherin; Cllr Elliott; Cllr Nagle

- 4.3 Each of these groups forms a key part in the delivery of priorities set out as part of the Outer South Area Committee Business Plan.

4.4 Morley Town Council appointments for 2013/14

- 4.4.1 The Annual Meeting of Morley Town Council took place on 15th May. Elections for Town Mayor and Deputy Mayor for 2013/14 were considered. Cllr T Leadley was elected as Mayor and Leader of the Council and Cllr S Kimberley was elected as Deputy Mayor.
- 4.4.2 Two town council representatives were appointed to Morley Literature Festival Committee for 2013/14: Councillors W Whitehead and C Crosby.
- 4.4.3 Appointments were made to the Morley Town Centre Management Board. These will be the Chairman of the Finance & General Purposes Committee, the Chairman of the Entertainments Sub-Committee and the Town Clerk.

5.0 **Updates by theme: Children & Families**

5.1 Children & Young People's Working Group Update

- 5.1.1 The Outer South Children & Young People's Working Group met on Thursday 23rd May 2013 and reviewed and approved the revised Terms of Reference. The draft minutes attached at **Appendix 2**.

5.1.3 Activities Fund Delegation

- 5.1.4 A full report on the Activities Fund Delegation is included elsewhere on the agenda. In summary, as a result of a Youth Review agreed in March 2013, an activities fund has been made available to provide local activity for children and young people age 8-17 years across the city. The activities fund will be delegated to Area Committees across the city and in year one the Allocation to Outer South Area Committee is £30,116, doubling to £60,232 in year 2. This is based on an 8-17 years population of 10,080.
- 5.1.5 As outlined in paragraph 4.2 Area Committee is asked to approve the creation of an Activities Fund Steering Group and nominate a ward member from each ward.

6.0 **Updates by Theme: Sustainable Economy and Culture**

6.1 Community Centres Sub Committee

- 6.1.1 The Community Centres Sub Committee last met on 15th May and draft minutes are attached at **Appendix 3**. The next meeting is scheduled for 6th November 2013.

Rose Lund Community Centre

- 6.1.2 As part of Environment and Neighbourhoods community centres review, a number of centres have been identified that would be more appropriately vested with another directorate due to the nature of the activities taking place. The Rose Lund Community Centre, Rothwell ward, is one of those identified, with the majority of activity being delivered by Children's Services. They provide Children's Centre services from the building Monday to Friday. There is some evening and weekend use by youth service and DAZL dance. Discussions have been held with Children's Services who are happy to take on this centre as it would enable them to enhance children's services in the area, particularly for two year olds. The

revenue budget would transfer alongside the building so there would be no negative impact on Children's Services, or the users.

6.1.3 The Outer South Community Centres Sub Group are supportive of this proposal, as are Rothwell ward members although they would like Children's Services to promote the centre to local people through attendance at tenants and residents meetings.

6.1.4 Members are asked to consider the full report at **Appendix 4** and support the transfer of the Rose Lund Community Centre from Environment and Neighbourhoods to Children's Services.

6.2 The Point Steering Group

6.2.1 The Point Steering Group last on 1st July 2013, minutes will be presented to a future Area Committee.

6.3 Morley Empty Shops Fund

6.3.1 The Empty Shops Fund is available for shops in Morley and landlords can apply for a maximum of £2,600 towards the costs of replacing shop fronts. An application has been made for a new shop front at 30-32 Chapelhill, Morley. The application was approved by Morley Town Centre Management Board and the new shop front has now been installed.

7.0 **Updates by Theme: Safer and Stronger Communities Board**

7.1 Outer South Environmental Sub-Group

7.1.1 The Outer South Environmental sub-group met on Wednesday 24th April and the draft minutes and supporting documents are attached at **Appendix 5**. The next meeting is scheduled for 25th September 2013.

8.2 **Community Safety**

8.2.1 Crime and Grime Partnership

As a result of significant changes to the deployment of resources within City and Holbeck Division, proposed changes to the Area Committee Champion role and new priorities agreed by the Safer Leeds Executive, the Crime and Grime meetings in South Leeds have been suspended. Senior officers from West Yorkshire Police, Leeds City Council and Aire Valley Homes have met in order to set the Terms of Reference for a strategic group to drive activity and performance across Inner and Outer South. Tasking meetings have been re-established in both Rothwell and Morley NPTs by the Police. Consultation with Members on the changes will be undertaken in the coming weeks subject to the appointment of the Area Lead Member for Community Safety being approved at this meeting. Further updates will be provided to the Area Committee as part of the Community Safety report in September 2013.

8.2.2 The Outer South Area Committee continues to be represented on the Crime and Grime Partnership by its Environmental Champion (Cllr Karen Bruce) and Community Safety Champion (Cllr Neil Dawson).

8.2.3 Morley Police Station

Further to previous updates given to the Area Committee, West Yorkshire Police has advised that the application for funding from the Area Committee is not being progressed at this time. West Yorkshire Police are in the process of restructuring helpdesk staff and as a consequence there are a number of vacancies within the Division. The restructure is due for completion late July/early August. A review of demand for helpdesk service will be carried out by the NPT Inspector once that has been completed. The information gathered will then be used as the basis of decisions about helpdesk opening times.

9.0 **Updates by Theme: Health and Well being**

9.1 The South East Health and Wellbeing partnership last met on 23rd March 2013. The minutes were presented at a previous meeting. The role of the partnership is currently being reviewed. Area Committee will be kept informed of progress.

9.2 **International Day of Older Persons**

9.2.1 The International Day of Older Persons is celebrated annually on 1st October and is aimed at recognising the contributions of older persons and examines issues that affect their lives. Area Committee has approved the allocation of £2,000 to deliver an event that coincides with the International Day of Older People. South East Area Support Team will engage with neighbourhood networks to plan an event that coincides with the International Day of Older Persons.

9.3 **Welfare Reform**

9.3.1 The South East Welfare Reform Group continues to meet. Interest in the work of the group has widened to include Leeds Law Centre and Womens Health matters. Recent discussions focused on:

- Foodbanks Middleton & Holbeck
- Public Health funding
- Potential impact on crime

9.3.2 The second series of front line staff briefings were held in April and brought the number of staff briefed in these sessions across South East to 150. Speakers on the day included Diane Gill (LCC Benefit Service), Wendy Allinson (Leeds Customer Services), David Rickus (Aire Valley Homes Leeds), Vic Berry (Citizens Online, Get IT Together) and Joanne Rogers (Leeds Credit Union).

9.3.3 The Financial Fitness programme Leeds run by West Yorkshire Trading Standards has been commissioned to be delivered using £17,000 of Public Health funding

9.3.4 A south East Leeds Debt Forum event is planned for Wednesday 31st July. Partners include AVHL, Credit Union, Advice Leeds, East Leeds Debt Forum & West Leeds Debt Forum.

Public Health Funding

- 9.3.5 Following the update to the last Area Committee a South East Leeds draft work programme is being developed by West Yorkshire Standards in relation to the delivery of the Financial Fitness Project Leeds. A community course consisting of 5 local workshops will operate at a variety of community hubs over the coming months (2 courses to be funded to take place in the Outer South area from the Public Health Funding Allocation). A staff briefing session will also be offered to individuals working in the local area. The draft detailed programme will be available to Members for comment.

Financial Fitness Project Leeds – Outer South Leeds Proposed Work Programme

- 9.3.6 The following is proposed as a work programme in relation to the delivery of the Financial Fitness Project Leeds in Outer South Leeds:

Staff Briefing Sessions

- 9.3.7 It is proposed that one staff briefing session is carried out for frontline workers in two wards of the Outer South area. It is proposed to hold the two staff briefing sessions as early as possible so that key community hubs can be identified and signed up to run Financial Fitness Leeds courses for local residents from September.

Financial Fitness Project Courses for Local Residents at Community Hubs

- 9.3.8 Proposed time line of activity:

- Sept/Oct/Nov 2013
 - West Yorkshire Trading Standards have discussions with key community hubs in Outer South Leeds to identify local venues for courses
 - One staff briefing session is also run to encourage local sign up to the Financial Fitness Project Leeds from local frontline workers and community champions.
- September 2013
 - A list of proposed venue's, dates & times of community courses will be shared with ward members for comment
- October and January 2013/14
 - 2 Financial Fitness Courses in total to run across the Outer South area.
 - It is hoped that Elected Members and Leeds City Council networks fully support the project and help to raise the profile of the initiative, increasing awareness and encouraging uptake of workshops by front line staff and community groups. From experience full attendance is made possible through endorsement and referral from area co-ordinators, trusted support agencies, elected members and, in the case of community courses, front line staff. The project welcomes influence from Elected Members in terms of venues and community groups in their respective constituencies, who would benefit from courses and we would be happy to make early contact with those groups in the planning stage of the community group work.

- 9.3.9 Members are asked to consider the following areas for the location of the community course takes place in two of the following SOA areas:
- Wood Lane estate, Albert Drive
 - Newlands Drive / Wide Lane
 - Peel Street / Lewisham Park
- 9.3.10 These suggestions are based on SOA areas which are in the most deprived 20% SOA's nationally where income deprivation is higher compared to other SOA areas in the Outer South area.
- 9.3.11 It is recommended that the first staff briefing session is aimed at individuals who work/have contact with individuals living in the two SOA areas chosen where a community course is going to be delivered.
- 9.3.12 Project workers would be happy to meet with Elected Members, local groups and partners to discuss the project in more detail and to demonstrate examples of the resources and workshop material on offer.

10.0 Updates By Theme: Housing and Regeneration

10.1 Conservation Audits

- 10.1.1 Following a further round of public consultation that ran from January to March 2012, all consultation responses are being reviewed and considered and amendments made to the appraisal and proposed boundary as appropriate. The project was discussed at Planning Board on 29th November 2012. The appraisal and boundary review may also be considered by Executive Board. If approved, the revised boundary will be designated and the appraisal will be adopted as a material consideration in the planning process.

11.0 Local updates

11.1 Ward Member Briefings

A round of Ward Member Briefings has recently been concluded. The next round will take place in September.

11.2 Priority Neighbourhood Worker

- 11.2.1 A report on the work of the Priority Neighbourhood Worker is included elsewhere on the agenda.
- 11.2.2 The Inner South Area Committee has recently recruited a Neighbourhood Improvement Officer for their area. To provide a consistent approach across the South East Area, Area Committee is asked to agree to the Outer South Priority Neighbourhood Worker being renamed to Neighbourhood Improvement Officer.

11.3 Community First Grants

11.3.1 Ardley & Robin Hood Community First Panel

11.3.2 From an allocation of £50,865 the following grant requests have been submitted:

Funded Group	Recommended Amount	Paid Amount	Disposition
Tingley TARA Tenants and residents Association	2,350.00	2,350.00	Approved
East Ardsley United Cricket Club	1,600.00	1,600.00	Approved
Lowry Road in Bloom	1,000.00	1,000.00	Approved
Meadows in Bloom	1,000.00	1,000.00	Approved
Winthorpe Residents Association	1,058.00	1,058.00	Approved
St Gabriel's Youth and Community Group	1,500.00	1,500.00	Approved
St Gabriels Community Centre	299.00	0.00	Pending
Robin Hood Residents Association	1,500.00	1,500.00	Approved
Lowry Road In Bloom	1,500.00	1,500.00	Approved
Christ Church Lofthouse PCC Graveyard Group	1,485.59	1,485.59	Approved
Silhouettes Majorette Dance Troupe	1,000.00	1,000.00	Approved
East Ardsley United Cricket Club	1,100.00	1,100.00	Approved
East Ardsley In Bloom	1,218.00	1,218.00	Approved
East Ardsley Community Centre Association	1,050.00	0.00	Pending
Tingley Brass Band	1,000.00	0.00	Pending
Girlguiding Lofthouse	1,250.00	1,250.00	Approved
2nd Morley East Ardsley Scout Group	1,260.00	1,260.00	Approved
Grand Total	21,170.59	18,821.59	

11.3.3 Morley South Community First Panel

11.3.4 From an allocation of £33,910 the following grant requests have been submitted:

Funded Group	Recommended Amount	Paid Amount	Disposition
Morley Rugby Football Club	1,010.00	1,010.00	Approved
Morley Amateur Operatic Society	1,992.00	1,992.00	Approved
St Peters Church Hall users Group	2,500.00	2,500.00	Approved
12th Morley Scout Group	800.00	800.00	Approved
Morley Camping venture	500.00	500.00	Approved
Newlands Methodist Church	400.00	400.00	Approved
Siegen Close Residents association	420.00	420.00	Approved

St Andrews Community Hall Steering Group	2,300.00	2,300.00	Approved
St Marys United Reformed Church	1,000.00	1,000.00	Approved
Morley Town AFC	500.00	500.00	Approved
Morley Bluebell Majorettes	1,290.00	1,290.00	Approved
Morley Murals	500.00	0.00	Pending
Kidz n co	301.00	0.00	Pending
Finance and Property Group	600.00	600.00	Approved
Grand Total	14,113.00	13,312.00	

11.3.5 'Pending' means the project has only recently been submitted to CDF and needs to be processed, or that the group have not yet returned their grant acceptance form to CDF.

11.3.6 'Approved' means that the group have returned their grant acceptance, so if it is 'Approved' but without a payment it either means that it is scheduled for payment shortly, or that there is a query relating to the payment details.

11.4 Outer South Area Committee Business Plan

11.4.1 At the September 2012 Area Committee members supported the development of a Business Plan that outlined all delegations, ward profiles and an action plan setting out the main priorities of the Committee.

11.4.2 It was proposed that the refreshed business plan document be brought to the first meeting of the municipal year. Due to on-going discussions around Area Lead roles the Business Plan will be brought to the September 2013 Area Committee for sign off.

11.5 Rein Park Perimeter Fencing

11.5.1 At the February 2013 Area Committee Members approved a scheme to replace the fence at Rein Park, Morley. Fencing materials have been ordered and delivery is awaited. The planned process is to remove the existing fence, replace with similar fencing which will be powder coated green, with the addition of horizontal strengthening bars will be installed to help prevent the vertical bars from being prized open. A selection of shrubs will also be planted on the Rein Park side of the fence.

12.0 Corporate Considerations

12.1 Consultation and Engagement

12.1.1 Projects are developed to address priorities in the Area Committee Business Plan. The production of this plan is informed by Local Councillors and local residents. All projects developed are in consultation with Elected Members and local communities. Approval for any contribution from the Well being budget is received at the Area Committee.

12.2 Equality and Diversity / Cohesion and Integration

12.2.1 Community groups submitting a project proposal requesting funding from the Well being budget have an equal opportunities policy and as part of the application process, complete a section outlining which equality groups the project will work with and how equality and cohesion issues have been considered.

12.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

12.2.3 A light touch Equality Impact Assessments is carried out for all projects.

12.3 Council Policies and City Priorities

12.3.1 The projects outlined in this report contribute to targets and priorities set out in the following council policies:

- Vision For Leeds
- Children and Young Peoples Plan
- Health and Well being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

12.4 Resources and Value for Money

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

12.5 Legal Implications, Access to Information and Call In

12.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are not eligible for Call In.

12.5.2 There are no key or major decisions being made that would be eligible for Call In.

12.5.3 There are no legal implications as a result of this report.

12.6 Risk Management

12.6.1 This report provides an update on work in the Outer South and therefore no risks are identifiable. Any projects funded through Wellbeing budget complete a section identifying risks and solutions as part of the application process.

13.0 Conclusions

13.1 The report provides up to date information on key areas of work for the Area Committee.

14.0 Recommendations

14.1 The Area Committee is asked to:

- a) Note the contents of the report and make comment as appropriate;
- b) Agree nominations to Area Committee Sub Groups;
- c) Support the transfer of Rose Lund Community Centre to Children's Services;
- d) Agree locations for Financial Fitness Project courses.

15.0 Background documents¹

15.1 There are no background documents associated with this paper.

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

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**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 its 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. Its 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.

**Sara
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

**Area
Leaders /
Kathy**

system, when they have clearly been assigned. It was agreed that Area Leaders **Kudelnitzky** 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 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.

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

Attendance:

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

Minutes: S. Warbis

Attending for specific items: H. Pinches, I. Mackay, K. Morton, Cllr. J. Blake, P. Broughton

Item	Description	Action
1.0	Apologies	
1.1	None	
2.0	Minutes and Matters Arising	
2.1	The minutes of the previous Area Chairs Forum meeting on 1 st March 2013 were agreed as an accurate record.	
2.2	Cllr Gruen thanked the efforts of the Area Chairs and officers over the previous year with this being the last meeting before the new municipal year. Good progress has been made over the use of and monitoring of Area Committee budgets, and also regarding the review of area working and the development of new and improved delegations.	
2.3	<u>3.9 of previous minutes – Financial Inclusion</u> The March round of Area Committee meetings came too quickly after the last Area Chairs Forum meeting for David Roberts to arrange attending meetings with his presentation on Financial inclusion. David Feeney is able to attend future meetings if Area Chairs feel this is appropriate.	
2.4	<u>5.9 of previous minutes – Transform Leeds Programme</u> It was agreed that discussions regarding transform Leeds would continue outside of this meeting.	
2.5	<u>6.7 of previous minutes – Environmental Enforcement Fines</u> The question had been raised as to whether income from environmental fines could be used in the areas where they had been gathered. The meeting was informed that although this was possible, in practice there is little left over after costs for administering the fines are taken into account.	
2.6	<u>7.1 of previous minutes – Health</u> Due to diary commitments it was not possible to arrange appropriate attendance at this meeting to have a focused agenda on health matters. It was agreed that this would be arranged for a future meeting.	Sarn Warbis
3.0	Area Lead Member Report	
3.1	Heather Pinches attended to provide an update on progress in the development and implementation of the Area Lead Member role.	
3.2	A report is being taken to the Executive Board meeting on 9 th May which is asking for Area Committees to appoint to the roles in the new municipal year. Concerns over capacity of Area Committees and the number of roles has been taken into account, and details of the number and scope of the new roles will be considered at the Annual General Council Meeting as necessary amendments to the constitution are made.	
3.3	It was felt that a background supporting brief for the role would be more	

appropriate than a prescriptive description, to enable some consistency across Area Committees but to also allow appropriate local variations. A draft supporting brief indicating the potential content was circulated.

- 3.4 Heather Pinches informed the meeting that a report is being taken to Member Management Committee on 4th June to give Area Committees the role of appointing elected members to school clusters.
- 3.5 Concerns were raised over the increased work for Area Committees and resulting pressures on agendas at meetings. It was explained that in areas where the current champion role is working effectively there wouldn't be an increase in workload. The intention is to build in close links with appropriate executive members and also establish effective support from and links to relevant services. The new roles will be closely monitored and adjustments will be possible as the roles develop.

4.0 Neighbourhood Planning

- 4.1 Ian Mackay attended to give an update on Neighbourhood Planning.
- 4.2 There has been progress since his last attendance at the Area Chairs Forum. There have been 14 designations in parished areas with 4 more on the verge of being designated. 18 expressions of interest have been received including 14 from non-parished areas.
- 4.3 Meetings with Area Chairs to discuss the role of Area Committees in Neighbourhood Planning went well. Although there is no formal role in the process Area Committees have a critical role in influencing and promoting neighbourhood plans.
- 4.4 There are now better relationships between communities and planning officers in many areas. Links need to be established with Neighbourhood Planning activity and other Area committee work.
- 4.5 Ian Mackay went through a table identifying the role of Area Committees at various stages in the neighbourhood planning process. This had been drawn up following discussions with elected members. The key roles are seen as being promoting plans and encouraging communities, consultation on plans drawn up, delivery/monitoring of non-planning elements of neighbourhood plans.
- 4.6 Area Chairs mentioned good work that was being carried out in Inner West and Outer South in encouraging and informing communities about neighbourhood plans and Ian was thanked for his efforts in these areas.
- 4.7 It was mentioned that there were some practical issues around the capacity of staff in Area teams and planning to manage the amount of interest that had been generated. There were also issues about the level of support that LCC can give to communities while plans are being developed.

5.0 Youth Services Review

- 5.1 Cllr Judith Blake and Ken Morton attended to provide an update on the review of youth services.
- 5.2 It is important to link up LCC youth activity funding with other streams. There has been a recent government announcement about additional sports resource going into primary schools. Ken Morton has also been talking to schools about the post 16 agenda and issues around efficiencies regarding small 6ht form provision.
- 5.3 A briefing note provided an initial estimate of youth Activity budget to be allocated to each Area Committee in 2013/14 and the increased allocation in 2014/15. Budgets should be transferred over to Area Committees during this

month.

5.4 Vicky Marsden will be co-ordinating the transition of responsibility. Sessions are being organised with members to map existing provision. Area Support Teams will be provided with named links within Children's Services and City Development to provide support with youth work, sport, arts, music experience and connections.

5.5 Cllr Gruen requested a timeline to be drawn up and brought back to this meeting outlining the stages when provision will be transferred over to Area Committees.

Ken Morton

5.6 Some concerns were raised by Area Chairs over the level of funding being transferred for breeze activities in 2013/14. It was questioned what was the total amount in pounds, including staffing costs, that was being delegated. It was raised that members would be more interested in the £2.53m targeted youth budget rather than small activity budgets. It was also raised that there was a risk of more work being put onto the Area Support Teams. Issues were also raised regarding asset transfers, particularly regarding the South Leeds Hub.

5.7 It was pointed out that this delegation was a positive step forward and included new money for Area Committees to spend to add value to their local areas. More would be delegated next year.

5.8 Cllr Blake pointed out that there was a real attempt to bring more influence to the Area committees here. There will be support from within the service, particularly around commissioning. It was vital that young people could contribute and also feedback on performance.

5.9 Ken Morton added that a team will be pulled together to support the Area Teams, and this will include a role in quality assurance over the commissioned provision. This team will evolve over time.

5.10 Cllr Gruen asked for a paper to be brought back to Area Chairs detailing how commissioning could be carried out more locally, to meet both local needs and central requirements.

Ken Morton

5.11 It was also requested that capacity issues needed to be discussed openly between Ken Morton and Area Leaders on how the teams in Children's Services can link to the Area Teams. Cllr Akhtar offered to be involved in discussions on capacity and engagement particularly in relation to reaching into Muslim communities.

**Ken Morton
/ Area
Leaders**

5.12 Cllr Blake informed the meeting that early intervention grant funding had been removed by government which has affected the capacity for youth work. Much of the resource is tied up with staffing and external providers which needs to be rationalised before handing over to Area Committees. A paper on the targeted youth formula should be going to Executive Board in June. A restructuring of Youth Services is underway, and although the proposals are not firm yet, they are radical. There will be a review of management posts, an intention to increase the number of Youth Support Workers, and a review of 9-5 roles.

5.13 Regarding the South Leeds Hub, there have been issues with the facility not meeting the needs of the whole of South Leeds and there are now options to bring in a partner to improve the facility. Discussions will take place between Cllr Blake and local Members as options are developed.

6.0 Locality Asset Planning

6.1 Paul Broughton attended to provide an update on the asset review and talked through a presentation handout.

- 6.2 The review is about rationalising the LCC asset portfolio in the face of increasing financial pressures. It will attempt to tackle the issues of a backlog in required maintenance and repairs, and the financial burden associated with this, and also will look to realise the capital value of some of our assets.
- 6.3 Previous attempts to rationalise assets have always had some service perspective; this is the first time that rationale has been based on the needs of localities. There are many buildings in use that could be linked better with other services and that could be used to integrate services more effectively.
- 6.4 The locality approach to looking at assets will look at:
- The citizens and households in an area
 - The condition of properties
 - What services local people need
 - Where do current visitors come from
 - Changes in customer demands
- 6.5 Work is being undertaken with Area Leaders and Area Team staff using Area Committee areas as a starting block. Pilots will be undertaken in each of the three areas to identify issues around stock profiles, customer needs and service requirements. There are some services that clearly need a locality base and others that clearly don't.
- 6.6 The asset review will consist of a two stage process focusing on quick wins and medium to longer term approaches. The pilots will inform the approaches taken in other areas.
- 6.7 Leeds is also taking part in the "one public estate" programme, along with 11 other councils, which is a government approach to looking at assets used by communities.
- 6.8 It was requested that the presentation should be emailed to Area Chairs.
- 6.9 The question was asked as to what the policy was for the use of any capital receipts. Currently 15% of receipts will remain for use in the locality. It was suggested that there needed to be more pace to the work on asset disposal and that there should be better use of external agencies. Also that there should be better exit strategies across the council, and that asset transfers should be sped up with less time arguing about rents and rebates.
- 6.10 It was generally agreed that services should be focussed on activities and not buildings. There needs to be better use of assets and this will need a move away from parochial attachments to buildings.
- 6.11 The next steps will be informed discussions with Members in pilot areas and establishing approaches for each of the areas.
- 7.0 Wellbeing Budgets**
- 7.1 A positive story has resulted from a lot of hard work by Area Committees and Area teams. There was a £366k carry forward at the end of 2012/13 opposed to approx. £1m the previous year. Thanks were given to all concerned.
- 8.0 Area Leaders Annual Roundup**
- 8.1 A report was circulated outlining the key achievements and future challenges for each of the Area Leader's areas. See appendix 1.
- 8.2 Positive comments from Area Chairs included:
- good work with faith leaders forum, Jobfair and Asian Women's groups
 - environmental delegation embedded and working well
 - anticipation for the Youth Service delegation

**Sarn
Warbis**

- innovative and fresh approaches from Area Staff
- good use of wellbeing money
- neighbourhood networks are extending the reach into communities
- agendas of meetings becoming more localised
- the work of Youth Councils
- the work of Planning Officer with parish councils
- welfare reform support – partnership approach
- themed approach to Area Committee meetings
- partners working better together
- outcomes improving

8.3 Challenges highlighted included:

- tackling fear of crime in certain areas
- promoting the use of sub groups
- improving engagement with wider communities by Area committees and services
- joined up commissioning

8.4 There was general thanks to the Area Leaders and their teams for their efforts and commitment in the current climate for local government.

8.5 It was highlighted that three years ago there had been frustrations within Area Committees and there had been a concerted effort to reinvigorate them. The work carried out on the environmental delegation, and the re-engineering of the service would be used to inform changes to other services.

8.6 It is important that Area Committees don't allow certain parts of their areas to be neglected, and that initiatives and focus should be spread across the whole area.

8.7 It was mentioned that there should be concerted efforts to raise the profile of Area Committees and to promote the work that is carried out and supported by Area Committees. It was mentioned that at the moment the titles of area committees don't have much meaning to residents. People could not explain what Inner South or Inner North East meant to them.

9.0 Any Other Business

9.1 It was agreed that the Housing Management review should be brought to the next meeting.

Sarn Warbis

9.2 It was requested that future Area Chairs Forum meetings should be scheduled on Fridays or Mondays where possible.

Sarn Warbis

10.0 Date of Next Meeting

10.1 Friday 28th June 2013, 11:00 – 13:00, Committee Room 4 - Civic Hall

Area Committees

Achievements and Challenges of Locality Working 2012-2014

Area Chairs Forum 3 May 2013

EAST NORTH EAST

2012/13 Achievements

- Excellent start to the environmental services delegation/SLA to Area Committees. Increased satisfaction reported from Councillors, Parish Councils and the public. New Environmental Improvement Zones working well to improve targeted 'grot spot' areas.
- Area Leadership Team priorities being successfully addressed to-
 - Work in partnership to reduce numbers of NEETS in ENE Leeds Welfare Reform partnership project team has raised awareness, increasing digital access, targeting vulnerable families, established new projects supporting getting people back into work.
 - Multi-agency locality action agreed to tackle the priorities identified by the ALT consideration of the JSNA data
 - Work begun to embed restorative practices as the 'way we do business' across partner agencies involved in the ALT.
- Neighbourhood Planning supported with the ENE Parish Councils and now starting across the inner East Area linked to the existing community leadership teams.
- 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 made last year. Overall year to date offences for burglary is down 28.35% on the same period last year (833 less offences).
- Collaboration between the Area Support Team, the police, ENEHLtd, and two private sector businesses to support two new apprentices funded by the inner NE and inner East Area Committees.
- Generally improving indices of multiple deprivations across the ENE priority neighbourhoods – supported by a 'team neighbourhood' approach and community leadership teams overseeing Neighbourhood Improvement Plans.
- Partnership support for gang prevention work, community cohesion activities, youth activities (successful diversionary projects linked to key dates such as bonfire night) and the new 'families first' initiative.

2013/14 Challenges

- Implementation of the actions from the Review of Area Working.

- Delivery of the asset rationalisation agenda whilst improving service delivery and making significant savings.
- Remaining responsive to the issues arising from Welfare Reform.
- Development of neighbourhood planning in the inner urban areas.
- Supporting new delegations to Area Committees and the wider locality working agenda.
- Improving integrated partnership work to address worklessness.

SOUTH EAST

2012/13 Achievements

- Area Committee chairs delivered a refreshed approach to Area Committee business. Cross ward and cross area committee working improved considerably with sharing of resources increasingly normalised. 90% of wellbeing fund spent, committed, or approved within the financial year
- Ginnel priority lists developed and mechanical sweeping routes revised leading to improvements in the cleanliness of the environment and response rates. Crime and grime collaborative arrangements reviewed and revised by Area Champions.
- Employment and Skills Board pilot delivered aligning employability and skills, NEET, welfare reform, and the enabling of local economies. 'Windows of Opportunity' project delivered. South East NEET Reduction Plan developed and currently being implemented. Frontline staff briefings on welfare reform for 150 staff delivered improving knowledge, awareness and the quality of customer response.
- South Leeds Community Life Magazine, South Leeds Life Blog and Middleton and Belle Isle Neighbourhood Improvement Board Facebook page established for a modern 'sociable' approach to communication, improving resident engagement levels.
- Project to reduce smoking rates initiated, action plan developed and weekly smoking cessation drop-in clinic delivered. Local Alcohol Licensing Policy for South East Leeds developed and being implemented. Obesity review completed and next steps being considered.
- Neighbourhood Plans (planning) in rural and urban areas underway supporting local people to shape their area with further planning areas being considered. Neighbourhood Framework developed and delivered in consultation with local residents shaping their places alongside their local elected members.
- Derelict land redeveloped through 3rd Sector social enterprise approaches providing for greater local ownership. Derelict and nuisance properties substantially reduced improving local conditions for residents. Community centres successfully supported towards community led operations providing for greater local ownership.
- Neighbourhood Improvement Plans delivered with and alongside residents improving the quality of the environment and access to local services to improve outcomes.

- 27 community events supported e.g. Beeston Festival, Morley Literature Festival and Older Peoples Event Week improving the civic life of areas. 2 Area Committee celebration events delivered highlighting the achievements of projects funded by Area Committee and promoting local groups & services.
- Excellent programme of out of school activities for children and young people delivered and a further comprehensive programme of children and young people activities commissioned to improve NEET levels, attendance, and transition to high school.

2013/14 Challenges

- Maximising employability and skills
- Shaping our local neighbourhood economies
- Minimising the impact of poverty
- Maximising the efficient and effective use of local council assets and their rationalisation.
- Implementing new delegations & the actions of the Area Working Review.
- Tackling significant local health and wellbeing issues.

WEST NORTH WEST

2012/13 Achievements:

- Environmental delegation well embedded. Environmental sub-groups working well and leading to member-led improvements and challenge.
- Good progress on developing a working relationship with West CCG. Local discussions and priorities have influenced the CCG resource priorities e.g. specific programme of investment in alcohol identified and community well-being around suicide prevention and joint working with the WellBeing Centre developments.
- Local partnership infrastructures in place to respond to challenges in disadvantaged communities and support integrated working at locality level. Examples include Neighbourhood Boards and new format for Community Forums increasing community involvement.
- Over 50 Community Forums have taken place and new forum events have been developed. Various community events have been supported such as Christmas Lights, community fund days and community days of action. Social media has been piloted as a way of communicating with residents and it is attracting 1,080 followers.
- Enabling community asset transfer to local community organisations. Strong support from Area Committees to facilitate the development of locally-led and community responsive asset transfers.
- Good progress with the Big Local project – elected Community led-Board in place, community profile complete and a programme for community engagements in place.

- Progress with Neighbourhood Planning and engagement with Area Committees. A number of Neighbourhood Forums have been supported. Effective working relationships are in place with the Town Councils.
- The Council's Partnership around Student Changeover and Fresher's week continues to improve. There has been excellent resident and partner engagement and last year was viewed as very successful. Despite continued environmental challenges there has been an improvement in resident satisfaction with the management of the changeover process.
- Good progress through Area Committees and the Area Leadership Team to drive programmes of work focused on:
 - Employability –locally-led programmes for some of the inner city communities and working with partners and clusters on local action to support targeted work with people who need access to training support and job guidance.
 - Welfare Reform – good partnership with the ALMO and Health to promote better understanding of the Welfare Reform changes.
 - Health and Well Being – Locally led programmes of work on Suicide Prevention and Alcohol misuse
 - Communities- Locally led approach to Operation Optimal to reduce burglary.

2013/14 Challenges

- Further work to integrate environmental services locally using the opportunities of the Parks and Countryside delegation and the ALMO Review
- Asset Review – managing the change and exploring the new opportunities around the reconfiguration of the asset base
- Implementing the Area Review and driving the pace of and shaping new delegations
- Driving a local approach to Poverty – focusing on Employability, Welfare and Debt.

Authors

Rory Barke – Area Leader ENE
 Shaid Mahmood – Area Leader SE
 Jane Maxwell – Area Leader WNW

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Outer South Area Committee
Children and Young People Working Group

Thursday 23rd May 2, 13:30PM
Council Chamber, Morley Town Hall

MINUTES	
ATTENDANCE	
Cllr Gettings (Chair) (BG)	Ward Member and Outer South Children's Champion
Cllr Dawson (ND)	Ward Member
Cllr Mulherin (LM)	Ward Member
Cllr Karen Bruce (KB)	Ward Member
Vicki Marsden (VM)	Children's Services
Erica McMahon (EMcM)	Community & Activities Co-Ordinator, Rothwell Cluster
Amy Tolliday (AT)	Connexions Targeted Support
Izabella Atraszkiewicz (IA)	Local Authority Partner
Gerry Hudson (GH)	Local Authority Partner
Cllr Dalton (AD)	Morley Town Council
Nazir Hussain (NH)	Morley, Ardsley & Tingley Clusters
Helen Kerr (HK)	Morley, Ardsley and Tingley Clusters
Jo Shiffer (JS)	Rothwell Cluster
Inspector Paul Sullivan (PS)	Rothwell NPT
Moira Burke (MB)	South East Area Support Team
Aretha Hanson (AH)	South East Area Support Team
Glen O'Malley (G'OM)	Youth Service
Adrian Lee (AL)	Youth Service
Satbinder Soor (SS)	Youth Service
Apologies:	Jason Tabor (Breeze)

1.0	Welcome and Introductions	<u>ACTION</u>
1.1	Councillor Bob Gettings chaired the meeting and welcomed everyone.	
2.0	Apologies	
2.1	Apologies received from Jason Tabor.	
3.0	Minutes and Matters Arising	
3.1	The minutes of the last meeting were agreed as a true record.	
4.0	Terms of Reference Review	
4.1	The group reviewed the proposed Terms of Reference.	
4.2	It was noted that as a result of a Youth Review agreed in March 2013, an activities fund has been made available to provide local activity for children and young people aged 8-17 years across the city. This fund will be delegated to Area Committees across the city. For the Outer South there will be approximately £30,000 of funding in Year 1, rising to just over £60,000 in year two. Area	

	Committee will decide how the delegation will be managed at its meeting in July although it is envisaged that it will be through the Children & Young People's Working Group. The group were asked to for views/options which can be put forward to Area Committee in July.	
4.3	In previous years the clusters had been allocated £20,000 to pool with existing budgets to provide out of school activities. It may be that clusters could be allocated the additional sum, bringing the total to just over £50,000.	AH to update clusters on funding
4.4	Clusters questioned whether they would be getting the £20,000 again this year. AH confirmed that ring-fencing of £20,000 had been put forward to Area Committee but a final decision is yet to be made.	
4.5	An alternative to pooling the Activities Fund Allocation of £30,000 with the Cluster funding might be for the Children & Young People Working Group to manage and co-ordinate a commissioning process whereby service providers are asked to apply for funding. Applicants that meet funding criteria would be required to do a presentation to a panel which includes young people and a voting process be undertaken. A condition of funding would be for the provider to be registered on the Breeze Network.	
4.6	It was proposed that a steering group be established to include Elected Members, Youth Service, Clusters, and Area Support Team. The working group to develop proposals that can be shared with the wider Children & Young People's Working Group and agreement reached for proposals to be put forward to Area Committee on 15 th July.	AST to explore steering group
5.0	Membership	
5.1	The following suggestions were made: <ul style="list-style-type: none"> • IGEN would be better described as Connexions • Sports Development Team, post is currently vacant and will be included once filled • AVHL representation, Carla Yeomans put forward • Voice & Influence team • Remove The Point • Remove South Leeds Youth Hub • Further consideration to be given to including a young person on this group or whether there would be a better forum to engage. This may become more clear following the workshop on 3rd June. 	
6.0	Activities Fund Delegation to Area Committee	
6.1	Although this was on the agenda as Youth Service Delegation it was important to note that it should be Activities Fund Delegation. The main discussion on this had taken place under agenda item 4.	
6.2	A Member workshop is taking place on Monday 3rd June at Civic Hall. On the 3 rd June a workshop for Cllrs and officers will be held at the civic focusing on the participation and engagement of young people in the delivery of the youth	VM to invite Area

	<p>activity fund. The workshop will involve young people presenting models of good practice across the city and their involvement. The projects are 1; Barca youth bank; 2; Youth service youth engagement groups (south); 3; Airborough cluster model; 4; Youth question time (youth service). This will be followed by discussion and practical steps focusing on what would work best in different areas.</p> <p>The workshop will cover:</p> <ul style="list-style-type: none"> • An overview of Youth Activity Fund for Area Committees • Young people delivering and presenting models of participation, facilitated by young people • Exploring how the participation and involvement of young people can work at area level and how young people can be involved in the planning, delivery and evaluation of activity funding • Practical steps to the involvement and participation of young people in areas 	Support team to workshop
6.3	VM is currently undertaking a mapping exercise to determine what takes place already and identifying where the gaps are. This information to feed into the working group.	VM
6.4	A condition of funding would be for providers to be registered on the Breeze Network although there is a cost of £50 for the scanning equipment. VM to explore how the cost of this will be managed.	VM
7.0	Scrutiny Report	
7.1	AH noted that there had been a proposal for the group to consider Scrutiny reports where they relate to Children & Young People. This may present opportunities for the group to develop programmes of work that help to deliver against Scrutiny Report Recommendations.	
7.2	Scrutiny Report to be brought to next meeting for further consideration.	AH
8.0	Winter Activities Update	
8.1	Cluster Manager Update Nazir Hussain provided the Morley, Ardsley and Robin Hood update and circulated a spreadsheet detailing activities provided and take up.	
8.2	Youth Service Update	
	<p>Glenn O'Malley and Adrian Lee provided an update. Highlights include:</p> <ul style="list-style-type: none"> • National Citizenship Service (NCS) presentation has been undertaken at both high schools / Academies in the Morley area. At present there are 22 young people signed up for the project. The young people have undertaken the first group meeting are currently considering the Social Action project to be delivered. • NCS Rothwell: NCS – Rothwell group to be held in October so expect to have a summer activity programme. 	
9.0	Breeze Monitoring	
9.1	Apologies received from Jason Tabor. Update to be provided to next meeting.	JT

9.0	Any Other Business	
9.1	The TIAG service encompasses the Connexions Targeted Support and the Leeds Youth Contract offer, commissioned for the first time to one single management arrangement. The contract as an integrated partnership approach lead and managed by IGEN.	
9.2	Youth Contract: Is available for all NEET 16 & 17 year olds. This is a programme of activities to re-engage 16/17 year olds back into EET by integrating 1:1 support alongside IAG and work experience, employer visits and mentors.	
9.3	Connexions Targeted support remains in the largest part 1:1 work for young people with multiple and complex barriers to engaging in EET. Personal Advisers support young people to reduce and remove the barriers they have to sustaining meaningful education, training or employment. Connexions no longer provide universal careers guidance to every young person.	
10.0	Future Meeting Dates	
10.1	Three meetings per year agreed <ul style="list-style-type: none"> • 17th January 2013 - 1.30pm, Dewsbury Road One Stop Centre. • 23rd May 2013 - 1.30pm, Dewsbury Road One Stop Centre. • 26th September 2013 1.30pm, Dewsbury Road One Stop Centre. Invites to be sent out by Area Support Team	AH
10.2	The next meeting scheduled for 19 th September to be moved. Electronic invitations to be sent out.	MB



Notes

PRESENT:	Councillors: Bob Gettings (Chair), Cllr Lisa Mulherin, Cllr David Nagle, Cllr Judith Elliott Officers: Sharon Smith(SS), Moira Burke (MB), Aretha Hanson (AH), Malcolm Fisher (MF) and Carl Sawyer (CS)
APOLOGIES:	Trudie Canavan (TC), Jonathan Sharp(JS)

1.0	Introductions & Apologies	ACTION
1.1	Councillor Bob Gettings welcomed everyone to the meeting.	
1.2	Members expressed once again the disappointment regarding attendance by Officers at meetings. Future meetings to be rearranged if Officers not available.	
	MF agreed to take actions/comments back to TC.	
	Cllr Gettings welcomed Moira Burke to the meeting	
2.0	Minutes of the last meeting	
	Minutes of the last meeting held on 27 th February 2013 were agreed as a correct record	
2.1	Matters arising	
	2.1 Drighlington meeting hall included at Agenda Item 6.	
	6.3 Cllr Mulherin mentioned that it was agreed at the last meeting that a lettings application form would be circulated to the members for their input in to amending the form. Agenda item for next meeting. Lettings are currently collating information across the city to produce a report on the number of enquires received around bookings for community centres. There have been IT glitches following the rollout of the new Windows 7 operating system. IT are reviewing the database to make it more user friendly.	Lettings Application form to be forwarded to members via email.
	7.2 CS is in the process of getting the keys cut for Tingley Youth Centre for all three Ardsley and Robin Hood members. Along with the keys the ward members will have their own unique code to enter the building.	
	7.3 Implementation of a revised Pricing & Lettings Policy for South Leeds: Cllr Mulherin asked for minutes from this group to be circulated.	TC
3.0	Pricing and Lettings	
	A report has been taken to the Scrutiny Board. CS has not received an update at present regarding this but will speak with TC on her return to work.	CS

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DRAFT

4.0	Outer South Community Centre Work Plan	
	The work plan was reviewed (see work plan).	
5.0	Licensing of Community Centres	
5.1	Background was provided about an application that had been received for a license to sell alcohol at Blackburn Hall. The application had been declined for a number of reasons. This item was on the agenda to enable the subgroup to approve a common approach to future applications for licensing at community centres. Action: for this item to be brought back to the table and approve a common approach for future licensing applications.	
6.0	Asset Transfer – Drighlington Meeting Hall	
6.1	Drighlington Rugby Club has submitted a request to take over Drighlington Meeting Hall. Neil Charlesworth is working with the group to develop the proposal. It was noted that the playing fields around the centre are Common Land and a person or group cannot have exclusive possession.	
7.0	Rose Lund	
7.1	Rose Lund is in the process of being transferred to Children’s Services and a full report will be presented to Area Committee for seeking member approval for the transfer.	AH
8.0	Any other business	
8.1	None	
9.0	Proposed meeting dates for 2014 Wednesday 5 th February 2014 at 10:00 am – 11:30 am Wednesday, 7 th May 2014 at 10:00 am – 11:30 am Wednesday, 5 th November 2014 at 10:00 am – 11:30 am Action : for members of the group to come back with their availability against the above dates	
9.0	Time and date of next meeting 10:00am Wednesday, 6 th November 2013 Action : for the meeting to be held in the Ardsley Ward	All to note

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**Outer South Community Centres Sub Committee:
Work Programme**

Chair: Cllr Bob Gettings

Members: Cllr Judith Elliott(Morley South), Cllr Lisa Mulherin (Ardsley & Robin hood), Cllr David Nagle(Rothwell), Trudie Canavan (Strategy and Commissioning), Jonathan Sharp (Strategy and Commissioning), Carl Sawyer (Facilities Management), Sharon Smith(Facilities Management), Malcolm Fisher (Corporate Property Management), Moira Burke(Area Support Team), Aretha Hanson(Area Support Team)

Strategic Target	Facilities	Action/Issues	Comments	Progress discussed at the last meeting	Action Owner	Contributing Officers	Due Date
To ensure the community centres portfolio is operating effectively	All	Review the usage pattern of community facilities in outer South Leeds.	As and when there is a particular issue at the facility.		All	All	closed
		Dighlington Hall Library	pulling together the assets across the area take bookings for the meeting room - under which portfolia	SS to get clarification to check with TC regarding whose portfolio it comes under	Sharon Smithron Smith		6th November 2013
Maintenance and management issues	Blackburn Hall	Painting of the ladies toilet	Completed	completed	Carl Sawyer		closed
		Request to get a handrail for the steps leading to car park at the back as steps are very steep	Confirmation has been received from George Hartley (Reactive Maintenance Officer, CPM)that the hand rails are now fitted to the rear steps.	completed	Malcolm Fisher		closed
	Churwell Community Centre (Stanhope Hall)	Update on lease	Lease still being progressed by legal team. No update	lease is being progressed - ongoing	Trudie Canavan		6th November 2013
	East Ardsley CC	East Ardsley Community Association have signed and returned the Heads of Terms so the lease is now being drafted by Legal.		Lease still being progressed by legal team - ongoing	Trudie Canavan		6th November 2013
		issue with boiler - not fit for building - household boiler used - fixed 3 times still not working correctly	when service being out said it was working well - repairs being kept done - working well	MF to check on the price of installing a new boiler - ongoing	Malcom Fisher		6th November 2013
Morley Town Hall (Morelian, Alexandra Hall, Small Banqueting and Large Banqueting)	Ongoing work to resolve hearing and heating issues was explained. The Council Chamber would receive a 'loop' facility. Meanwhile, it was suggested that the Alexandra Hall should also be fitted out.	Pauline has organised for the loop system within the building (Alexandra Hall, Council Chamber and Large Banqueting Hall) to be checked and a quote to be provided for it to be repaired.	SS to check to see if the loop system in place ongoing	Sharon Smith		6th November 2013	

**Outer South Community Centres Sub Committee:
Work Programme**

Strategic Target	Facilities	Action/Issues	Comments	Progress discussed at the last meeting	Action Owner	Contributing Officers	Due Date
		Clr Elliott raised an issue regarding the litter that is dropped around the building and at the side steps	who is responsible for the cleaning of the steps and the litter around the building	to take to environmental sub group - to find out the schedule for the cleaning in front of the building	AH		find date of next meeting
		Small Banqueting Room: o Display cabinet needs cleaning and repair – broken glass. Equipment needed to lift cabinet and repair flooring under the cabinet space o Crack in flooring and threshold at entrance door also the loose carpeting taped down across doorway is lifting.	Stephanie Mortimer to progress with the issues identified. Clr Elliott mentioned that she had sources the cabinets	to be checked to make sure all work is completed cabinets completed	Carl Sawyer		closed
		Large Banqueting Room: o Look into requesting some painting from Leeds Arts Gallery's storage for display o Costing for Edwardian light fitting over the piano o Hoists/equipment required to move piano o Cracked window needs repair and cleaning	Stephanie Mortimer to progress with the issues identified.	CS to visit all and come back with an update	Carl Sawyer		6th November 2013
			Carl Sawyer to provide costing for the light fitting	ongoing - CS to come back to group with pricing	Carl Sawyer		6th November 2013
		Alexandra Hall: o Smashed window needs repair o Covering on arched windows peeling off, permanent blinds required o Dedicated bar room/area needed o Collapsible staging	Stephanie Mortimer to progress with the issues identified.	ongoing	Carl Sawyer		6th November 2013
			Carl Sawyer to provide costing for the collapsible staging	ongoing	Carl Sawyer		6th November 2013
		Wells: Provide lighting in the Wells to illuminate the stained glass windows	Costing has been quoted at £600.00 existing light to be repaired try and find the money to repair	on going	Malcolm Fisher		6th November 2013
	Lewisham Park	No issues at present					

**Outer South Community Centres Sub Committee:
Work Programme**

Strategic Target	Facilities	Action/Issues	Comments	Progress discussed at the last meeting	Action Owner	Contributing Officers	Due Date
	Rose Lund Centre	Transfer to Children Services	Report to go to Neil Evans on 5th of March re transfer from E&N to Children Services. Report didn't go to Neil as it hasn't been agreed with Children's Services yet. Also need to consult with Rothwell members	ongoing - TC to update and feed back to the group	Trudie Canavan		6th November 2013
		Transfer to children services and the concerns that have been raised by John O'Gaunts around the usage, pricing, promotion of the centre and it been inaccessible		ongoing			6th November 2013
	Tingley Youth & Community Centre	key holding parking Issues pensioners lunch	to look at additional parking when needed - find costs to re marking the tarmac and come back to the group with a cost	ongoing- to update the group at the next meeting	Sharon Smith		6th November 2013
	West Ardsley Community Centre	<ul style="list-style-type: none"> • Although Kaleidoscope were awarded rental support for West Ardsley CC in 2011-12, this is reviewed annually. It is unlikely that rental support will continue for 2012-13 due to the organisation being in a healthier financial position. • 90% rental support awarded for 2012-13 	Various attempts to contact group has been unsuccessful. Agreed by Neil Evans on the 14th March to revert back former agreement	update the group at the next meeting	Trudie Canavan		6th November 2013

**Outer South Community Centres Sub Committee:
Work Programme**

Strategic Target	Facilities	Action/Issues	Comments	Progress discussed at the last meeting	Action Owner	Contributing Officers	Due Date
	Windmill Youth Club	Disabled access within the building and disabled toilets are inadequate - If a wheelchair user gets out of their wheelchair, uses the stair lift up the few stairs, their wheel chair is still at the bottom of the lift.	Corporate Property Management has been instructed to carry out an updated DDA survey to improve access to the area leading to and within the disabled toilet facilities at Windmill Youth Club and to advise how access can be improved and to provide costs for carrying out this work. CPM's records indicates a survey was carried out in October 2010 and no proposals for how to improve access to the disabled toilet area have been put forward by CPM. Once all the DDA surveys have been completed CPM will draw up a prioritised list of projects where work is to be carried out. Every effort will be made make this a priority taking into account existing work programmes. Date for DDA survey not conformed yet.	ongoing - this is part of the CC review would be extremely expensive to repair / replace /fit anything extra - no funding available at this time it is massively underused need to understand the ownership of the building need to find new usage of the bulding	Malcolm Fisher		6th November 2013
		Ascertain ownership of washer-Dryer Machine	Facilities Management to put a sign on machine with a deadline for end of November, if no one comes forward to claim it. It should be recycled. St Jude's, SLATE or St Vincent can be explored. Dryer machine purchased by the trustees very reluctant to take out	ongoing - requires an update on the following offer to take out and reinstall elsewhere if needed what are they using it for who uses it offer back to the trustees Need to find out what they use it for who uses it	Sharon Smith		6th November 2013
Rationalisation of community facilities portfolio	Gildersome Youth Club		no issues				
	St Gabriel's Community Centre	CPM to investigate and report on current position regarding repairs at this centre. Broken/cracked windows delaying the painting of the window frames	Repairs included in the maintenance programme Les Reed raised a call with CPM	no planned services at the moment no response back to CPM	Malcolm Fisher Malcolm Fisher		
Pricing and Lettings Policy for South Leeds	All	Implementation of a revised Pricing & Lettings Policy for South Leeds, this has not progressed due to the city wide review taking prominence. The three sub groups mentioned have been working on various aspects of the review.	City Wide Review still under way, meeting scheduled for 19th November 2012. Sub groups set up to oversee a number of strands:	discussion at scrutiny - waiting on outcome of review	Carl Sawyer		6th November 2013
			1st Group: Rationalisation of existing centres and looking at the 16 sites			Trudie Canavan	

**Outer South Community Centres Sub Committee:
Work Programme**

Strategic Target	Facilities	Action/Issues	Comments	Progress discussed at the last meeting	Action Owner	Contributing Officers	Due Date
			2nd Group: Partnership and new opportunities - a visit to Huddersfield to look at remote control access to door entry and CATs	Henry Riggs now moved roles new person taking over is John Andrews	John Andrews		
			3rd Group: Value for Money - led by Steve Hulme- use /longevity of community centres	same as above	John Andrews		
Promote the facilities we have on offer to local people, businesses and organisations		Develop marketing and promotional strategy for Outer South Leeds Community Centres			All		

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Report of Debra Scott, Head of Service, Environment and Neighbourhoods

Report to South (Outer) Area Committee

Date: Monday 15th July 2013

Subject: Declare Surplus to Operational Requirements and Transfer the Rose Lund Community Centre from Environment & Neighbourhoods to Children's Services

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):	Rothwell	
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

The Rose Lund Community Centre, Sixth Avenue, Rothwell, Leeds LS26 0HD (Rothwell ward) is currently vested with Environment and Neighbourhoods. The centre is predominantly used by Children's Services so it is proposed that the building is declared surplus to E & N and transfer to Children's Services. Details of the building are appended.

The revenue budget for the Rose Lund Centre would transfer from Environment and Neighbourhoods to Children's Services so there would be no budgetary impact on Children's Services.

Discussions have taken place with the outer south community centres sub group, Rothwell ward members, officers within Children's Services and both Environment and Neighbourhoods and Children's Services Departmental Property Managers. All were supportive of the proposed transfer providing there are no outstanding user issues to resolve.

The transfer of the building to Children's Services will not prevent current users of the centre from continuing to use it.

Recommendations

It is recommended that Outer South Area Committee support the transfer of the Rose Lund Community Centre from Environment and Neighbourhoods to Children's Services.

1 Purpose of this report

- 1.1 The purpose of this report is to gain approval for the Rose Lund Community Centre to transfer from Environment and Neighbourhoods to Children's Services as the majority of activities delivered at this centre are concerned with children and young people. Children's Services aim to expand their offer for two year olds and the Rose Lund Centre would contribute towards achieving their ambition.

2 Background information

- 2.2 In 2006/7/8 over 70 community centres were transferred from various services to the Environment and Neighbourhoods which were then delegated to area committees. Over recent years, as knowledge of the centres has increased it has become apparent that some centres would be more appropriately vested elsewhere.
- 2.3 This view has been supported by the Community Centres Review Advisory Board which was established by Environment and Neighbourhoods to review the directorate's portfolio of community centres. The advisory board comprises senior officers from across the council, third sector partners and elected member representation. The board has been looking at a range of issues concerning community centres including new management models, reducing the number of assets, community asset transfers and transferring centres where appropriate to other directorates.
- 2.4 The Rose Lund Community Centre primarily caters for children and young people with Early Start delivering activities during the day Monday to Fridays and youth service delivering some evening activities. DAZL dance group did use the centre on a weekend (waiting for clarification that it has ceased) and there are also occasional ad hoc bookings for children's parties.

3.0 Main Issues

- 3.1 The Rose Lund Community Centre is a relatively new building (constructed late 1990s) which has predominantly been used for the delivery of children's services. A small amount of income has been generated in the past through ad hoc bookings for parties and through regular bookings by DAZL dance group.
- 3.2 A breakdown of budget for the centre is appended. The revenue budget would transfer along with the building to Children's Services so there would be no negative impact on their budget position.
- 3.3 The centre is currently managed by Facilities Management who take care of the lettings, caretaking etc. This arrangement will continue unless Children's Services terminate this agreement and provide their own facilities management. The management fee is covered in the revenue budgets.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The outer south community centres sub group discussed the transfer of the Rose Lund Community Centre at their meeting on 27 February 2013. The sub group supported the transfer to Children's Services providing Rothwell members were in favour. Consultation with Rothwell members took place via email and at a meeting with Cllr Golton on 1 May 2013. The key issues were that community access to the building needs to continue and that the centre is promoted locally by Children's Services through the tenants and residents association.
- 4.1.2 Children's Services have confirmed their commitment to continued community access and to its promotion locally including through leaflets, flyers, outreach, Aire Valley booklets, voluntary and private sector child care providers.
- 4.1.3 As the transfer of the building from one directorate to another will not prevent users from continuing to use it, consultation on the internal transfer is unnecessary but discussions will take place with user groups regarding any changes to the booking process, if the facilities management of the building is taken over by Children's Services.

5 Equality and Diversity / Cohesion and Integration

- 5.1.1 An EIA screening has been undertaken to establish whether or not a full EIA should be completed at this time and it has been concluded that a full EIA is not required as the decision to transfer this centre would have no negative effect on either the service or the centre's users.

5.2 Council policies and City Priorities

- 5.2.1 The transfer of the Rose Lund Centre will contribute towards making better use of the council's assets.

5.3 Resources and value for money

- 5.3.1 This meets the council's aim of managing resources effectively.

5.4 Legal Implications, Access to Information and Call In

- 5.4.1 There are no legal implications arising from the contents of this report.

5.5 Risk Management

- 5.5.1 There is minimal risk associated with this proposal which is an internal asset transfer. The main risk is to centre users being unclear regarding future management of the centre though this can be mitigated by all users being provided with contact details of any new building management arrangements that may be developed. The transfer of the centres will not affect the services that are based there nor the services delivered within them.

6 Conclusions

6.1 As the Rose Lund Community Centre is primarily used to deliver children's services it is appropriate to transfer the building and budget from Environment and Neighbourhoods to Children's Services.

6.2 There would be no negative impact to users if the buildings transfer.

7 Recommendations

7.1 It is recommended that the Rose Lund Community Centre and revenue budget transfers from Environment and Neighbourhoods to Children's Services.

8 Background documents¹

8.1 EIA screening document

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

Rose Lund Community Centre

1. Centre Details	
Leeds Street Atlas page ref:	152 E1
Address:	Sixth Avenue Rothwell Leeds LS26 0HD
Telephone:	0113 2887077
Fax:	n/a
Email:	n/a
Ward:	Rothwell
Area Committee:	Outer South
Vested with:	E & N
Description:	Constructed in 1996 and opened in February 1997. Single storey, brick building with roller shutters to windows.
Facilities:	
<i>Internal</i>	Creche, main hall, offices, toilets and changing rooms.
<i>External</i>	Car park nearby on John O'Gaunts site.
Size of Centre (sqm)	235m ²



2. Management Arrangements
The centre is directly managed by Leeds City Council.
Facilities Management provides a facilities management service that includes lettings and caretaking.
Corporate Property Management Repairs Helpline:(0113) 24 74105
Lettings Staff Contact : (0113) 22 43850

3. Authorised Key Holding organisations:	
Name	Organisation

4. Organisations using the Centre:	
Name	Use
LCC Early Start	Mon- Fri day time. Children's Centre provision. This use is free of charge
DAZL Dance	Saturday use – dance class for young people. This is a charged letting. This letting may have ceased – awaiting confirmation
LCC Youth Service	Evening use. This use is free of charge.

5. Budget 2012-13 actuals and budget for 2013-14

	Rose Lund Centre	Actuals 12/13	Budget 13/14
142 02	National Non-Domestic Rates - Nndr Charges/Credits	2,962	3,720
166 85	Community Buildings Recharges - Staffing	17,594	19,430
166 86	Community Buildings Recharges – Premises (utilities)	7,730	9,030
166 87	Community Buildings Recharges - Management Fee	4,280	4,930
170 00	Premises Related Insurance	200	0
213 00	Telephones	422	1,000
266 00	Licences (PRS charges)	196	0
418 00	Corporate Property Management	2,070	0
730 03	Capital Charges - Depreciation - Buildings	6,947	7,270
732 02	Impairment - Cv Exterior Cladding 2002	-3,674	0
956 00	Income from Hire Of Rooms & Equipment	-436	-180
		38,291	45,200

Outer South Environmental Sub Group
4.00pm Wednesday 24th April 2013
Morley Town Hall
Morley



ATTENDANCE	
Cllr. Karen Bruce (Chair)	Ward Councillor
Cllr. Karen Renshaw	Ward Councillor
Cllr. Robert Finnigan	Ward Councillor
Cllr. Shirley Varley	Ward Councillor
Tom Smith	South East Locality Manager
Bob Buckenham	Parks & Countryside
Moira Burke	Office Services Manager
Aretha Hanson	Area Officer
Michael Holdsworth	Aire Valley Homes

1.0	Welcome and Introductions	ACTION
1.1	Everyone was welcomed and introductions were made.	
1.2	No apologies	
2.0	Matters arising and minutes of the last meeting	
2.1	<p>The minutes of the last meeting were agreed as an accurate account.</p> <p>A query was raised regarding the no public rights of way recorded on the Definitive Map between Queen Street and Merlyn Rees Avenue. Cllr Varley thought it was a public right of way and asked if this could be put on the Definitive Map. BB outlined how it might be picked up and agreed to send a map to Cllr Varley. Cllr Varley to note where the pathway is and let BB know. BB will explore options once the map is returned to him.</p>	<p>BB send map to Cllr Varley.</p> <p>Cllr Varley to note map and return to BB.</p>
Standing Items		
3.0	Locality Service Performance and Delivering of SLA priorities	
3.1	<p>TS handed out a report (attached) showing the SSE Locality Service Delivery Performance for the Outer South Area. The report highlighted that 2,433 requests for service were received between 1st Jan and 31st Mar of which 625 were for the Outer South Wedge area (26%). The most prevalent issues in descending order were dog-fouling, fly-tipping and litter.</p> <p>Manual Cleaning between 7th January to 14th April 2013 92% of manual cleansing rotas in Outer South wedge were undertaken as scheduled in the period a decrease from 97% in the previously reported. Of the 11 non-running routes 9 were due to holidays, 1 due to sickness and other due to scheduled training of an employee.</p>	

	<p>Mechanical Cleaning between 7th January to 14th April 2013 73% of the mechanical cleansing rotas in Outer South wedge were undertaken as scheduled in the period a significant decrease compared to the last period where 83% were undertaken. Of the 62 non-running routes 22 were due to the snow and ice, 17 due to sickness, 1 due to a breakdown, and 19 due to holidays.</p> <p>Wedge-wide Services between 7th January to 14th April 2013 Wedge-wide services generally ran as scheduled, with the exception of gulley cleaning service which did not run on 17 occasions in the period due to holidays (13 occasions) and sickness (4 occasions) and an inability to source appropriate cover.</p>	
3.2	<p>The following points were raised:</p> <ul style="list-style-type: none"> concerns regarding the manual cleaning levels in the Rothwell area due to sickness and holidays. TS acknowledged that this is something that does happen however, there are no extra resources or funding available to fully cover holidays or sickness: TS noted that although sickness is higher than he would like, it is better than in previous years and lower than other areas. Emptying litterbins and how members of the public can contact someone if they see a bin needs emptying. A suggestion of putting a sticker on with a contact number may be a good way of ensuring that bins get emptied Metro Bus Bins – a lot of the bins that have been attached to the bus stops have gone missing. Metro have said they will not replace the missing bins. Metro clean around their bus-stops around every 3 weeks. TS is in discussion with Metro on the issue 	TS to bring a note to next Environmental Sub-Board detailing resources in each area, for a discussion around whether they could be moved between areas.
	Meeting Specific Items	
4.0	Development of SLA3 timetable	
4.1	<p>TS handed out the draft copy of the Service Level Agreement 3 (SLA3) showing the proposed changes. Proposed amendments to SLA3 are as follows:</p> <p>7.2 Street Cleansing Functions Mechanical Path & Road Sweeping Sweeping is largely undertaken by pre-determined routes (blocks) which are scheduled to be completed on a cycle set on a weekly, fortnightly, 4 weekly, or 8 weekly basis. Work cycles are fixed on particular days of the week.</p> <p>Extra days of “spare” capacity are programmed into the work cycle, allowing the service to recover days lost for planned and unplanned leave.</p> <p>Litter Bins The service operates two caged vehicles seven days per week, utilising four operatives on a 4x3 shift pattern. This effectively gives us two drivers and two crew members each day.</p>	Comments on proposed changes to SLA3 to be put forward to Tom Smith

Flytipping

Flytipping and 'hot-spot' work

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

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

Ginnel Cleaning

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

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

7.3 Environmental Regulations

Each ward has dedicated hours of patrol resources to be prioritised and directed by ward members at a local level. Each ward will receive one day of patrol resources every 11 weeks.

7.5 Additional Chargeable Services

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

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

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

Main points

- Cllr Renshaw mentioned Ginnels – TS said that there is a map available that shows the locations of the priority ginnels

Action: TS to forward the maps of priority ginnels

TS

5.0	Parks and Countryside update - Morley	
5.1	The Dartmouth Park master plan is being developed. Paul Robinson is working with friends of and ward Members for Morley South (Cllrs Varley, Elliot and Dawson) regarding turning the lower tennis courts into a multi-use games area. Signage and improvements for access and horticultural features in the park possible if S.106 funding can be secured.	
5.2	Hirst Park - planned improvements arising from the development of the mills next door scheduled for this financial year	
	Lofthouse	
5.3	Work continues in the cemetery and a new tap has been installed. Improvements along the boundary of the old and new cemetery have progressed with the planting of a 1000 plus bulbs. Further work to tidy the edge is scheduled for later this year	
5.4	Dolphin Lane and Common Lane allotments – officers are still in consultation with members regarding these sites.	
5.5	Copley Lane Community Garden (now known as Robin Hood Community Garden and Maid Marion Orchard) - The Robin Hood Residents Association have signed the Stewardship Agreement and Parks and Countryside will sign in due course.	
	Rothwell	
5.7	Springhead Park improvements continuing in liaison with ward members, youth services and West Yorkshire Police, who are to targeting anti-social behaviour on Commercial Street.	
5.8	A working group has been set up to look at lights for the skateboard park. However, this is subject to consultation with local residents and the securing of funds for both the capital and revenue costs	
5.9	Springhead café – 22 enquires have been received concerning operating the café. Officers are to arrange a meeting with the ward members to discuss	
5.10	Leeds Road – new footpath link funded from S.106 to be laid out in late summer from the bus stop into the park following requests from residents. This will complement the work already undertaken on the main path way from Park Lane	
5.11	Work to improve the surface of the path through Whitehall fields will take place again late summer following enquiries from residents about the condition of the park. Vicky Nunns is due to meet with Cllr Bruce and Cllr Nagel to look at developing a playground on the Wood Lane estate if a site can be identified.	
5.12	Rothwell Country Park now has its trim trail kit in and this is being well used.	

	Work with Woodlesford Action Group continues. A new shrub will be planted before the end of May. A new bench is to be installed by the playground and one of the signs is to be re-erected later this month. The group are seeking funds to improve the park by the addition of new benches and litter bins and hope to make a start on re designing the playground.	
	South Leeds project work being undertaken by Natural Habitats Service	
5.13	Grantscape funding confirmed to build a footpath and perimeter fence around an orchard at East Ardsley Fall. Safety fencing around the two leachate ponds on site also funded. Trees for Cities have provisionally confirmed their funding for local provenance fruit trees.	
5.14	The Conservation Volunteers have planted an avenue of sweet chestnut and oak trees along the bridleway from Lingwell Nook to Moor Knoll Lane which are intended as a nurse crop for the establishment of an Elm avenue this coming winter as part of the Great British Elm experiment. The volunteers have also planted 450 native deciduous trees at Dolphin Beck Marsh as part of the 'Big Tree Plant'. The trees have been planted to shore up some severely eroded slopes adjacent to the beck and bridleway where illegal motorcycles have caused damage.	
5.15	Site assessments to be undertaken this summer to identify any points of entry where illegal vehicles are able to enter East Ardsley Fall, Thorpe Wood and Dolphin Beck and taking action to improve access security as a result of any findings.	
5.16	Welcome signs at East Ardsley Fall, Dolphin Beck Marsh and Thorpe Wood due for installation by TCV, as part of measures to protect and enhance these sites.	
5.17	The Countryside Rangers are working with Natural Habitats to get the two local schools to East Ardsley Fall - Thorpe and East Ardsley Primary schools – involved in the scheme. We're looking at trying to get the schools out on site to do education activities around wildlife, trees, pollination and local food sources.	
	Trans Pennine Trail Improvement Works	
5.18	Surface improvements to a previously muddy 1 km section of the western canal towpath between Swillington Bridge, Woodlesford and Fleet Bridge near Oulton, which forms part of the nationally recognised Trans Pennine Trail route for walkers and cyclists, now complete. Project delivered by Parks & Countryside Area East, jointly working with the Public Rights of Way Service.	
6.0	Aire Valley Homes Leeds update	
6.1	AVHL Ginnel Standard has now been introduced and the guide is being circulated (attached).	

6.2	<p>STAR / Arena Customer Satisfaction monitoring – AVHL are currently developing TMO based Action Plans which will feed into the AVHL Team this month. The group are seeking funds to improve the park by adding new benches and litter bins and hope to make a start on re-designing the playground. Service Action Plans can be consolidated into Ward based Action Plans.</p>	
6.3	<p>Environmental Action Services / ALMO Project - This project has two key objectives:</p> <p>Phase One (enhanced spend): Overall objective: To provide a cleaner street scene in estates, through an additional dedicated resource for cleansing and associated works. This to be achieved rapidly from the onset, with early noticeable effect reported by tenants.</p> <p>Phase Two (transfer of functions): Overall objective : To have transferred the responsibility and resource for street cleansing and associated works (including enforcement/education) on housing estates to the Locality Teams of Environmental Action Services.</p> <p>Mike Holdsworth AVHL, Helen Gibson WNWH and Anne-Marie Broadhead ENEH are working on this project currently on a part time basis to deliver the above objectives.</p>	
7.0	<p>Any other Business</p>	
	<p>Derelict & Nuisance properties</p>	
7.1	<p>A piece of work is being undertaken across the city around Nuisance and Derelict Buildings/sites and a number of buildings/sites have been identified within the Outer South Area. Members were asked to let AH have any comments in relation to these properties. AH confirmed that site visits would take place and photographs taken with further updates brought to the group and possibly through Area Committee.</p>	
	<p>Fortnightly bin collections</p>	
7.2	<p>TS noted that the new cycle of fortnightly bin collections starts on Monday, 29th April. Letters have been sent to households in the area stating new collection times.</p>	
7.3	<p>Cllr Varley and Cllr Renshaw mentioned that with their letters they had received either a calendar or sticker noting collection dates. Action: TS to check out what should have happened and report back to the group.</p>	<p>TS</p>
8.0	<p>Date of Future Meetings</p>	
8.1	<p>Wednesday, 25th September 2013 – Windmill Youth Centre, Rothwell</p>	

Report of Assistant Chief Executive (Citizens and Communities)

Report to: South Leeds (Outer) Area Committee

Date: Monday 15th July 2013

Subject: Outer South Area Committee Well being Budget Report

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

Summary of main issues

This report seeks to provide Members with:

1. Confirmation of the 2013/14 revenue allocation and the 2012/13 carry forward figure.
2. An update on both the revenue and capital elements of the Wellbeing budget.
3. Details of revenue funding for consideration and approval.
4. Details of revenue projects agreed to date (Appendix 1).
5. Details of capital projects agreed to date (Appendix 2).
6. A summary of the revenue proposals for 2013/14 which link to the priorities and actions in the Area Committee Business Plan.
7. Members are also asked to note the current position of the Small Grants Budget.

Recommendations

Members of the Outer South Area Committee are requested to:

- a. Note the contents of the report
- b. Note the position of the Wellbeing Revenue Budget as set out at 3.0
- c. Note the revenue projects already agreed as listed in Appendix 1
- d. Note the position of the capital projects budget set out at 3.2
- e. Consider the project proposals detailed in 4.0
- f. Note the Small Grants situation in 5.0

1 Purpose of this report

- 1.1 Confirmation of the 2012/13 and 2013/14 revenue allocation and carry forward figure.
- 1.2 An update on both the revenue and capital elements of the Well being budget.
- 1.3 A summary of the revenue allocation for 2012/13 already approved and linked to the priorities and outcomes in the Area Committee Business Plan.
- 1.4 A summary of the proposed ring-fencing for Area Committee Wellbeing funding for 2013/14.
- 1.5 Details of capital and revenue funding for consideration and approval.
- 1.6 Details of revenue projects agreed to date (Appendix 1).
- 1.7 Details of capital projects agreed to date (Appendix 2).
- 1.8 Members are also asked to note the current position of the Small Grants Budget.

2.0 Background information

- 2.1 Each Area Committee has been allocated a Well being Budget which it is responsible for administering. The aim of this budget is to support the social, economic and environmental well being of the area by using the funding to support projects that contribute towards the delivery of local priorities.
- 2.2 Wellbeing funding cannot be paid retrospectively. An application form must be submitted and approved by the Area Committee before activities or items being purchased through Wellbeing funding are completed or purchased.
- 2.3 Members are reminded that due to the timescales required for the scrutiny and processing of documentation prior to submission to the Area Committee that the deadline for receipt of completed application forms is at least five weeks before an Area Committee.

3.0 Well Being Budget Position

3.1 Revenue funding available for 2013/14

- 3.1.1 The revenue budget approved by Executive Board for 2013/14 is £183,790.00 and is the same as 2012/13.
- 3.1.2 **Appendix 1** shows the projects funded by the Area Committee up to and including the March 2013 meeting. The carry forward figure for 2013/14 will be finalised with central finance and reported to the July Area Committee.
- 3.1.3 These figures have been taken into account as part of the 2013/14 Budget summary later in this report. If members request any changes to these figures they will have an impact on the amount of budget available for new schemes.
- 3.1.4 Table 1 below has an additional column showing how the 2013/14 revenue budget could be allocated by the committee. In making these suggested allocations, officers have in mind the following points:
 - § The small grant allocation to remain ring fenced at £5,000. This is based on the 2012/13 spend being £4,340.00
 - § It is proposed to retain the communications budget at £1,000 for 2013/14

- § £1,180 was spent on Community Skips in 2012/13 and it is proposed that the skip budget is ring fenced at £2,000 for 2013/14
- § Morley Literature Festival Committee has received an annual contribution from the Area Committee to ensure the delivery of this key event. A contribution of £10,000 for the 2014 festival is proposed
- § Rothwell 600 has received a contribution from the Area Committee to ensure the delivery of various events. A proposed allocation of £8,000 for 2013/14 is included
- § The Christmas Lights and Decoration received an allocation of £11,555 in 2012/13 Area Committee has already approved £ £14,940 for 2013/14 and the final proposals for a scheme for Rothwell of £4,740 is included at 4.5.5 below
- § In line with the new approach to enhance Community Safety and tackle Crime and Grime. Members are asked to ring fence £4,000 to respond to community safety issues that arise during the year
- § In 2012/13 £2,964 was approved for off road bikes scheme with an actual spend of £1,976. The Committee is asked to include £1,976 continuation funding for the off road bikes scheme and £1,000 towards the Victim Support Fund. The application for Victim Fund is included at 4.5.1 below
- § Outer South Site Based Gardeners project was approved at February 2013 Area Committee and agreed at £35,654.01
- § Members are asked to note the costing for the Priority Neighbourhood Worker is based on 3 days per week with the other 2 days per week funded by the Inner South Area Committee. Members will receive an update report to a future meeting
- § The Community Heroes Event took place in 2013 and £1,000 was allocated for 2012/13. It is proposed that £1,500.00 be ring-fenced for an event in 2013/14.

3.1.5 **Table 1** shows a carry forward figure of **£63,779.29**. This takes account of funding already attached to ongoing projects that was not spent in 2012/13.

3.1.6 The revenue budget approved by Executive Board for 2013/14 is £183,790.00 and is the same as last year. Therefore the total amount of revenue funding available to the Area Committee for 2013/14 is **£236,829.11**.

3.1.7 The amounts are based on the agreed allocations in 2013/14 and have been finalised with central finance.

3.1.4 The Area Committee is asked to note that £163,972.39 has already been allocated from the 2013/14 Well being Revenue Budget as listed in **Appendix 1**.

Table 1		2012/13	2013/14
INCOME	Revenue Wellbeing Budget	£183,790.00	£183,790.00
	Brought forward from 2012/13	£53,479.62	63,779.29
	Less roll forward 2012/13 projects	-27,036.90	-10,740.18
	TOTAL	£210,232.72	236,829.11

RING FENCED AMOUNTS		2012/13	2013/14
ADP Theme	Project		
Sustainable Economy and Culture			
	Small Grants Scheme	£5,000.00	£5,000.00
	Communications Budget e.g. printing, meetings	£1,000.00	£1,000.00
	Morley Literature Festival 2012	£10,000.00	£10,000.00
	Rothwell 600	£8,000.00	£8,000.00
	Outer South Christmas Lighting Scheme 2013/14	£11,555.00	£14,940.00
	Ardsley & Robin Hood: Copley Lane Christmas Lights	£1,842.15	£0.00
	Total Sustainable Economy and Culture	£37,397.15	£38,940.00

Safer And Stronger Communities			
	Support for Community Safety Off Road Bikes	£2,964.00	£1,976.00
	Victims Support – Victims Fund	£1,000.00	£1,000.00
	No Cold Callers	£2,400.00	£0.00
	Community Safety Issues	£4,000.00	£4,000.00
	West Yorkshire Pedal Bikes	£1,000.00	0
	Priority Neighbourhood Worker	£20,402.38	£20,402.38
	Site Based Gardeners	£34,937.41	£35,654.01
	Community Skips	£2,000.00	£2,000.00
	Environmental Sub Group – SLA development	£3,000.00	£0.00
	Tingley Crescent – Alleygating	£1,340.00	0
	Rein Park Perimeter fencing	£5,480.00	£0.00
	Total Safer and Stronger Communities	£78,523.79	£65,032.39

Health and Well Being			
	Garden Maintenance Scheme (3 year scheme 2013 – 2016)	£33,000.00	£33,000.00
	Community Heroes Event	£1,000.00	£1,500.00
	International Day of Older Persons Event	£0.00	£2,000.00
	Total Health and Well Being	£34,000.00	£36,500.00

Children and Families			
	Activities for Children and Young People	£20,000.00	£20,000.00
	Junior Wardens Scheme	0	3,500.00
	Total for Children and Families	£20,000.00	£23,500.00

	Total spend against projects	£169,920.94	£163,972.39
	Balance Remaining	£40,311.78	£72,856.72
	TOTAL	£210,232.72	£236,829.11

3.2 Capital

3.2.1 Of the £683,008 capital funding allocated to the Area Committee for 2004/12 a total of £676,743.44 has been committed to date leaving a balance of **£6,264.57**.

3.2.2 Members are asked to note the capital allocation by Ward. The spend broken down by Ward is as follows

	Ardsley and Robin Hood	Morley North	Morley South	Rothwell
Total Allocation 2004-12	£170,752.00	£170,752.00	£170,752.00	£170,752.00
Allocation to date	£170,013.20	£166,612.11	£169,366.20	£170,751.93
New Balance	£738.80	£4,139.90	£1,385.80	£0.07

3.2.3 Members are asked to note that as the capital expenditure report (Appendix 2 in previous reports) has not changed of late, it will not be included as part of this report going forward. Copies of the document are available on request.

4.0 Well Being Projects for Approval

4.1 **Appendix 1** details revenue projects that have been commissioned by the Area Committee to date, including a current position statement and project outcomes.

4.2 It is possible that some of the projects in **Appendix 1** may not use their allocated spend. This could be for several reasons including the project no longer going ahead, the project not taking place within the dates specified in the funding agreement or failure to submit monitoring reports.

4.3 Members are asked to note that the deadline for receipt of completed application forms is at least five weeks before an Area Committee to allow for processing the necessary paperwork.

4.4 Members are asked to consider the following projects:-

4.5.1 **Project Summary:** Target Hardening - Sheds
Name of Group or Organisation: West Yorkshire Police
Total Project Cost: £1,000
Amount proposed from Well Being Budget 2012/2013: £1,000
Wards Covered: Rothwell

As a result of proactive work done with partners around Burglary Dwelling there has been an increase in Burglary Other offences in Ward 29. Since 01/01/13 – 31/05/13 there have been 33 recorded offences in relation to shed burglary. Of those, 13 have been sheds on the Victoria Allotments off Wood Lane, Rothwell.

Due to the affluence of persons living within the Ward area property often stolen is high value bikes and tools. The aim of this project is to target harden vulnerable sheds

on the allotments and target harden victims of burglary other within the local community to prevent repeat offences using CASAC.

This will provide reassurance and prevent further financial loss to the victims. In addition to that RNPT will be supplying Electronic Cycle Protection Immobilisers which have been purchased from other funding.

Working together with CASAC, victims will be offered 50% discount due to the part funding from Area Committee to target harden their shed. Although victims will be required to pay £31.25 towards the cost, the funded contribution from Area Committee will help reduce the financial penalty to the victim.

Area Committee/Area Business Plan Key Themes and Action Plan Priorities:

These proposals supports the Area Committee priority “Residents in Outer South are safe and feel safe as a result of reduced crime and ASB”

4.5.2 Project Title: Outer South Christmas Trees

Name of Group or Organisation: Leeds Lights

Total Project Cost: £2,995

Amount proposed from Well Being Budget 2013/2014: £2,995

Ward Covered: Morley North (£570); Rothwell (£2,425)

Area Support Team has worked with Ward Members to identify options for Christmas trees and lights for 2013/14. The scheme for Lights was approved at March Area Committee. Detailed below is the tree allocation for 2013/14. There may be a possible increase in the costs of up to 10% due to increases in material costs. Members are asked to consider the following proposals:

Project Summary

Gildersome Grove 15' cut tree with lights	£ 570
Royds Court 15' cut tree with lights	£ 570
Rothwell one stop centre 20' cut tree with lights	£1030
Carlton Green 15' cut tree with lights	£ 570
Woodlesford Green lights in a natural tree	£ 255

Area Committee/Area Business Plan Key Themes and Action Plan Priorities:

This proposal supports the Area Committee priority: ‘Residents in Outer South have access to opportunities to become involved in sport and culture’.

4.5.3 Project Title: Disability access & power assisted door unit

Name of Group: Enabled Works

Total Project Cost: £6,000

Amount proposed from Wellbeing budget 2013/14: £1,500 (Revenue)

Wards covered: Rothwell

At present, access to the upstairs facility at Enabled Works is limited to people with minor mobility issues. There is a wheelchair accessible toilet installed and a ramp through to the upstairs learning centre and community room but no means to allow wheelchair users to the upstairs facilities.

The Grant will be used to fund towards the purchase & installation of a 1 stage lift for disabled access to the learning & conference suite in the upstairs of the building at

Hawthorne court by wheelchair users and disabled people with mobility issues and to install a power assisted door opener on the reception double doors.

The installation of a 1 stage lift will enable easy access to all disabled people including 3 employees at enabled works. The installation of a power assisted opener on the heavy reception doors will mean disabled people with limited strength and movement (wheelchair users included) will only have to push a button to open the reception door.

Area Committee/Area Business Plan Key Themes and Action Plan Priorities:

This proposal supports the Area Committee priority: "We want to increase innovation and entrepreneurial activity."

4.5.4 Project Title: Extra Grit Bins, Harwill Estate

Name of Group: Churwell Action Group

Total Project Cost: £336.76

Amount proposed from Wellbeing budget 2013/14: £336.76 (Revenue)

Wards covered: Morley North

Churwell Action Group would like to provide grit bins on the Harwill Estate to enable residents to cope better with adverse weather conditions and improve community safety. The provision of the Grit Bins would enable residents to get to work during adverse weather conditions and support children getting to school and reduce the risk of accidents.

Area Committee/Area Business Plan Key Themes and Action Plan Priorities:

This proposal supports the Area Committee priority: "supporting more local people involved in community activities to meet community needs and improve the quality of life of local residents."

4.5.5 Project Title: John O'Gaunts A-Frame Ginnel Gates

Name of Group: Aire Valley Homes Limited

Total Project Cost: £3,400

Amount proposed from Wellbeing budget 2013/14: £1,700 (Revenue)

Wards covered: Rothwell

The scheme will see the installation of three A-Frame Ginnel Gates situated on Temple Avenue of the John O'Gaunts estate. The ginnels are being used by vehicles and motorbikes and fly-tipping. The A-Frame Ginnel Gates will prevent nuisance caused by anti-social behaviour and improve the safety of pedestrians using the ginnels. The installation of the ginnels will still allow pushchair access.

Area Committee/Area Business Plan Key Themes and Action Plan Priorities:

This proposal supports the Area Committee priorities: Environment and Community Safety: "we want to sort out environmental problems in local neighbourhoods" and "residents in Outer South are safe and feel safe as a result of reduced crime and ASB"

5.0 Small Grants Update

5.1 There have been no small grants approved since the last Area Committee.

6.0 Corporate Considerations

6.1 Consultation and Engagement

6.1.1 Projects are developed to address priorities in the Area Committee Business Plan. The production of this plan is informed by Local Councillors and local residents. All projects developed are in consultation with Elected Members and local communities. Approval for any contribution from the Wellbeing budget is secured at Area Committee.

6.2 Equality and Diversity / Cohesion and Integration

6.2.1 Community groups submitting a project proposal requesting funding from the Wellbeing budget have an equal opportunities policy and as part of the application process, complete a section outlining which equality groups the project will work with and how equality and cohesion issues have been considered.

6.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

6.2.3 A light touch Equality Impact Assessment is carried out for all projects.

6.3 Council Policies and City Priorities

6.3.1 The projects outlined in this report contribute to target and priorities set out in the following council policies:

- Vision for Leeds
- Children and Young Peoples Plan
- Health and Wellbeing City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

6.4 Resources and Value for Money

6.4.1 Resource implications will be that the remaining balance of the Wellbeing Budget for capital and revenue will be reduced as a result of any projects funded.

6.5 Legal Implications, Access to Information and Call In

6.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are eligible for Call In.

6.5.2 There are no key or major decisions being made that would be eligible for Call In.

6.5.3 There are no legal implications as a result of this report.

6.6 Risk Management

6.6.1 This report provides an update on work in the Outer South and therefore no risks are identifiable. Any projects funded through Wellbeing budget complete a section identifying risks and solutions as part of the application process.

7.0 Conclusions

7.1 The report provides up to date information on the Area Committee's Wellbeing Budget.

8.0 Recommendations

8.1 Members of the Outer South Area Committee are requested to

- a. Note the contents of the report
- b. Note the position of the Wellbeing Revenue Budget as set out at 3.0
- c. Note the revenue projects already agreed as listed in Appendix 1
- d. Note the position of the capital projects budget set out at 3.2
- e. Consider the project proposals detailed in 4.0
- f. Note the Small Grants situation in 5.0

9.0 Background Documents¹

9.1 There are no background documents associated with this paper.

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

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**Outer South Wellbeing Budget
2013 - 2014**

Budget	Allocation	£183,790.00
	Roll forward	£63,779.29
	Less projects carried forward from 2012/13	-£10,740.18
	TOTAL	£236,829.11

Project	Delivery Organisation	2013/2014 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance to be carried forward 2013/14	
Skips Budget To provide skips for community use.	South East Area Support	£2,000.00			£2,000.00	Community groups undertake clean-ups. Improved streetscene in local neighbourhoods. Increased community pride.
Small Grants Fund a fund for small scale community based projects meeting Area Delivery Plan priorities.	South East Area Support	£5,000.00			£5,000.00	Voluntary and community groups supported through grant aid. Increased range of community activity. Increased community participation. Increased community pride. Delivery of Area Delivery Plan priorities.
Communications budget to enable effective communication and consultation on Area Committee issues.	South East Area Support	£1,000.00			£1,000.00	5 newsletters, Questionnaires, Promotional material. Increased awareness of the Outer South Area Committee. Improved consultation that can inform local projects and plans. Public participation in projects / plans.
Activities for Children and Young People	Children and Young Peoples Working Group	£20,000.00			£20,000.00	Summer activities for young people across the Outer South area. More young people involved in activities over the school holidays. Reduction in complaints of anti social behaviour in the area over the holidays.
Priority Neighbourhood Worker	South East Area Support	£20,402.38			£20,402.38	One worker to help progress NIP projects. Increased social capital through capacity building of small groups and the voluntary sector.

**Outer South Wellbeing Budget
2013 - 2014**

Project	Delivery Organisation	2013/2014 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance to be carried forward 2013/14	
Site Based Gardeners	Parks and Countryside	£35,654.01			£35,654.01	3 full time Gardeners for 1/2 year. Crime reduction. Reducing fear of crime. Increasing voluntary and community engagement. Cleaner safer public green spaces.
Morley Literature Festival 2013	South East Area Support	£10,000.00			£10,000.00	A five day festival with a full programme. Increased community spirit, education and activities for families. Encourage partnership work between the public and private sectors. Engender a stronger community link with the town centre.
Rothwell 600 Celebrations	Rothwell 600 Committee	£8,000.00			£8,000.00	Several events and activities ran by local community groups. Encourage people from a wide variety of backgrounds to share and appreciate the culture and heritage of the area. Use the celebrations as vehicle to regenerate the Ward through a variety of methods, promoting community pride and identity.
Garden Maintenance Scheme Morley Elderly Action	Morley Elderly Action	£33,000.00			£33,000.00	Deliver a gardening service to the elderly in the Outer South area. Environmental improvements. People being helped to maintain their homes. Community Safety benefits.
Off Road bikes	South East Area Support	£1,976.00			£1,976.00	Reduction in off road bike offences. Reduction in fear of crime amongst South Leeds residents.
Victims Fund	Victims Support	£1,000.00			£1,000.00	Reduction in the fear of crime and repeat offences through target hardening work.

**Outer South Wellbeing Budget
2013 - 2014**

Project	Delivery Organisation	2013/2014 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance to be carried forward 2013/14	
Community Safety Issues	South East Area Support	£4,000.00			£4,000.00	To enhance Community Safety and tackle emerging issues during the year.

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**Outer South Wellbeing Budget
2013 - 2014**

Project	Delivery Organisation	2013/2014 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance to be carried forward 2013/14	
Christmas Lights 2013/14	Leeds Lights	£14,940.00			£14,940.00	Develop community pride through festive activities and provide an attractive town centre that increases footfall and supports businesses.
Community Heroes Event 2014	South East Area Support Team	£1,500.00			£1,500.00	Develop and deliver an awards event for community groups across the outer south area
International Day of Older Persons Event	South East Area Support Team	£2,000.00			£2,000.00	Work with partners to develop and deliver an event for older people that co-incides with International Day of Older Persons
Junior Wardens Scheme Rothwell	Groundwork	£3,500.00			£3,500.00	To encourage young people to get involved in their local community and provide a safe, supervised environment for their personal development
TOTAL	Projects agreed	£163,972.39	£0.00	£0.00	£163,972.39	
	Balance	£72,856.72			£72,856.72	