



**NORTH EAST (OUTER) AREA COMMITTEE**

---

**Meeting to be held in Scarcroft Village Hall, Leeds, LS14 3AS on  
Monday, 8th July, 2013 at 6.00 pm**

---

**MEMBERSHIP**

Councillors

G Wilkinson (Chair) - Wetherby;  
A Lamb - Wetherby;  
J Procter - Wetherby;

N Buckley - Alwoodley;  
P Harrand - Alwoodley;  
D Cohen - Alwoodley;

A Castle - Harewood;  
R Procter - Harewood;  
M Robinson - Harewood;

---

**Agenda compiled by:  
John Grieve  
Governance Services Unit  
Civic Hall  
LEEDS LS1 1UR  
Tel: 224 3836**

**East North East Area Leader:  
Rory Barke  
Tel: 33 67627**

# A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></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><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></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><b>RESOLVED –</b> That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p> <p><b>No exempt items or information have been identified on the agenda</b></p>	

Item No	Ward	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></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><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
5			<p><b>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2000 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.</p>	
6			<p><b>OPEN FORUM</b></p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>To confirm as a correct record the minutes of the previous meetings held on 18<sup>th</sup> March and 14<sup>th</sup> May 2013</p> <p>(Copies attached)</p>	1 - 14

Item No	Ward	Item Not Open		Page No
8	Alwoodley; Harewood; Wetherby		<p><b>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</b></p> <p>To consider a report of the Chief Officer (Democratic and Central Services) which outlines the procedures for Council appointments to outside bodies, and requests the Area Committee to determine the appointments to those organisations listed in the Appendix of the submitted report</p> <p>(Copy attached)</p>	15 - 22
9			<p><b>APPOINTMENT OF AREA LEAD MEMBERS, CLUSTER REPRESENTATIVES AND CORPORATE CARERS</b></p> <p>To consider a report by the Assistant Chief Executive (Customers and Communities) which requests the Area Committee to make appointments to Area Lead Member roles, Clusters and Corporate Carers Group for the next Municipal year 2013 -14.</p> <p>(Report attached)</p>	23 - 30

Item No	Ward	Item Not Open		Page No
10	Wetherby		<p data-bbox="676 181 1406 286"><b>BETTER LIVES FOR PEOPLE OF LEEDS: CARE HOMES AND DAY SERVICES FOR OLDER PEOPLE</b></p> <p data-bbox="676 360 1406 651">To consider a report by the Director of Adult Social Services which outlines the Better Lives vision, in which a review of the Council owned care homes and day centres had been completed and proposals developed that revise the current service model and, if implemented would lead to the decommission of one facility within the north east (outer) area.</p> <p data-bbox="676 752 927 790">(Report attached)</p>	31 - 40
11	Alwoodley; Harewood; Wetherby		<p data-bbox="676 1205 1334 1272"><b>NORTH EAST DIVISIONAL COMMUNITY SAFETY PARTNERSHIP ANNUAL REPORT</b></p> <p data-bbox="676 1312 1406 1491">To consider a report by the North East Divisional Community Safety Partnership which provides an overview of the performance of the North East Divisional Community Safety Partnership and ward based Neighbourhood Policing Teams.</p> <p data-bbox="676 1532 1406 1675">The report also includes details of the key initiatives that have been delivered in local communities to reduce crime and disorder covering the period 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013.</p> <p data-bbox="676 1715 927 1753">(Report attached)</p>	41 - 60

Item No	Ward	Item Not Open		Page No
12	Alwoodley; Harewood; Wetherby		<p><b>WEST YORKSHIRE FIRE AND RESCUE SERVICE ANNUAL REPORT</b></p> <p>To consider a report by the West Yorkshire Fire and Rescue Service which provide information on the emergency response activity in the Outer North East Area 1/4/12 – 31/3/13 and the changes to the Local Area Risk Reduction Team (LARRT) within the East Leeds area.</p> <p>(Report attached)</p>	61 - 68
13	Alwoodley; Harewood; Wetherby		<p><b>SERVICE LEVEL AGREEMENT - 2012/13 END OF YEAR PERFORMANCE REPORT AND 2013/14 APPROVAL</b></p> <p>To consider a report by the East North East Locality Manager, Environment &amp; Neighbourhoods Directorate which provides information relating to the performance of the Service in delivering commitments made in the 2012/13 Service Level Agreement and to seeks approval of the SLA for 2013/14</p> <p>(Report attached)</p>	69 - 110

Item No	Ward	Item Not Open		Page No
14			<p data-bbox="676 181 1406 322"><b>INVESTING IN YOUNG PEOPLE: UPDATE OF THE FUTURE DIRECTION OF YOUTH SERVICES AND DELEGATED FUNCTIONS FOR AREA COMMITTEES</b></p> <p data-bbox="676 367 1406 546">To consider a report by the Director of Children's Services which provides an update on the recommendations agreed at the Executive Board 13th March 2013; Investing in Young People: Future Direction for Youth Services in Leeds</p> <p data-bbox="676 591 1406 837">The report informs and updates the Area Committee of their delegated responsibilities for Youth activity funding and includes 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.</p> <p data-bbox="676 882 927 904">(Report attached)</p>	111 - 116
15	Alwoodley; Harewood; Wetherby		<p data-bbox="676 1043 1145 1066"><b>WELL-BEING FUND BUDGETS</b></p> <p data-bbox="676 1111 1406 1290">To consider a report by the East North East Area Leader which provides an update on the current position of the revenue Well-being Funding and sets out applications made for consideration by the Area Committee.</p> <p data-bbox="676 1335 927 1357">(Report attached)</p>	117 - 136
16	Alwoodley; Harewood; Wetherby		<p data-bbox="676 1469 1050 1491"><b>2011 CENSUS RESULTS</b></p> <p data-bbox="676 1536 1406 1715">To consider a report by the Assistant Chief Executive (Customer Access and Performance) which highlights some of the main findings from the 2011 Census, which may have implications for the Outer North East area.</p> <p data-bbox="676 1760 927 1783">(Report attached)</p>	137 - 144

Item No	Ward	Item Not Open		Page No
17	Alwoodley; Harewood; Wetherby		<p><b>WETHERBY &amp; HAREWOOD TOWN AND PARISH COUNCIL FORUM</b></p> <p>To consider a report by the East North East Area Leader which provides an introduction to the minutes of the Wetherby &amp; Harewood Town and Parish Council Forum on held 25<sup>th</sup> April 2013.</p> <p>(Report/ Minutes attached)</p>	145 - 152
18	Alwoodley; Harewood; Wetherby		<p><b>AREA CHAIRS FORUM MINUTES</b></p> <p>To consider a report by the Assistant Chief Executive (Planning Policy and Improvement) which formally notifies Members that the minutes of Area Chairs Forum meetings will be brought to Area Committee meetings as a regular agenda item. The report also provides a brief overview of the Area Chairs Forum meetings.</p> <p>(Report/ Minutes attached)</p>	153 - 162
19			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>To note that the next Meeting will take place on Monday 16<sup>th</sup> September 2013 at 6.00pm at Grange Park Sports Club, Wetherby, LS22 5NB</p>	



## NORTH EAST (OUTER) AREA COMMITTEE

MONDAY, 18TH MARCH, 2013

**PRESENT:** Councillor G Wilkinson in the Chair

Councillors N Buckley, A Castle, D Cohen  
P Harrand, A Lamb and M Robinson

### 80 Chair's Opening Remarks

The Chair welcomed all in attendance to the March meeting of North East (Outer) Area Committee held at Treetops Community Centre, Squirrel Way, Moortown, Leeds 17.

### 81 Late Items

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

- Minutes of the North East (Outer) Area Committee Special Meeting held on 6<sup>th</sup> December 2013 (Agenda Item 7a)) (Minute 85 refers)
- Wellbeing fund – late application for funding from the Paradise Way project, Leeds City Council (Agenda Item 11)(Minute 90 refers)

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

### 82 Apologies for Absence

Apologies for absence were received on behalf of Councillors J Procter and R Procter.

### 83 Declaration of Disclosable Pecuniary and Other Interests

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

### 84 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.

### 85 Minutes/Notes of Previous Meetings

Draft minutes to be approved at the meeting  
to be held on Monday, 8<sup>th</sup> July, 2013

**RESOLVED –**

- a) That the minutes of the meetings held on 3<sup>rd</sup> December 2013 and 6<sup>th</sup> March 2013 be confirmed as a correct record.
- b) That the notes of the meeting held on 4<sup>th</sup> February 2013 be confirmed as a correct record and that this Committee formally ratifies the recommendations taken at that meeting.

**86 Matters Arising from the Minutes**

- a) East North East Homes Leeds Grounds Maintenance report (Minute 54 refers)

The East North East Area Officer informed the meeting that outstanding information in relation to this issue had been e mailed to Members of the Committee at the end of January 2013.

**87 Children's Services Area Committee Update report**

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

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

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

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

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

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

Detailed discussion ensued on the contents of the report and appendices

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

- Clarification as to why the forward plan with regards to cluster funding was published immediately after the Special Area Committee meeting on 6<sup>th</sup> March 2014

*(The Director of Children's Services responded and outlined the reasons why the forward plan was published late. He apologised for the late publication of this document)*

- Clarification of the implications of cluster funding  
*(The Director of Children's Services responded and outlined the procedures in relation to producing a financial case prior to releasing the monies)*
- The concerns were raised in relation to the funding for the targeted aspect of the Youth Service review and the disparity this would bring across the Area Committees
- Clarification of how the Wetherby (EPOSS) cluster was performing and also within the North East Outer ward  
*(The Director of Children's Services responded and outlined the measures in place. He stated that more could be done with regards to sharing of best practice between clusters and this work was being developed. Reference was also made to the positive work being undertaken by the newly appointed post of Targeted Leader whose role was in part to ensure improving communications across the clusters)*
- Clarification of the future of Eastmoor and why the private sector schools such as Gateways were not included in the data  
*(The Director of Children's Services responded and confirmed that Eastmoor would be undergoing a period of refurbishment works following a recent funding injection. He agreed to supply the Area Committee with more details on this issue via the East North East Area Leader. In relation to Gateways, he agreed that best practice could be found in all sectors of education provision in the city)*
- Clarification of the current position in relation to the Firtrees School site  
*(The Director of Children's Services responded and agreed to supply the Area Committee with more details on this issue via the East North East Area Leader)*
- The concerns expressed about the questions and challenges facing cluster funding and NEETS within the new financial year
- The need to address the increased family case work load in relation to Alwoodley Children's Centre and the limited resources in this area.  
*(The Director of Children's Services responded and agreed to supply the Area Committee with more details on this issue via the East North East Area Leader)*
- Clarification if there was any merits in adding the NEETS and the figures of those children who were unknown together
- Clarification of the figures in relation to the Families First Leeds programme and the commencement date of the scheme.  
*(The Director of Children's Services confirmed that the first cohort of families were confirmed in September 2012 and the 135 households where positive outcomes were achieved related to the first claim for payment by results in January 2013)*
- Clarification of the number of Leeds children who had been placed in private homes within the North East (Outer) ward

*(The Director of Children's Services responded and agreed to supply the Area Committee with more details on this issue via the East North East Area Leader)*

- Clarification of Aberford C of E Primary School's figures in relation Foundation Stage and Key Stage 2 results in 2012  
*(The Director of Children's Services responded and agreed to supply the Area Committee with more details on this issue via the East North East Area Leader)*
- Clarification of the definition of persistently absent  
*(The Director of Children's Services confirmed that this was when attendance fell below 85%)*

In concluding discussions, the East North East Area Leader welcomed the additional resources of funding for Area Committees in relation to Children's Services and agreed that the Families First approach was an opportunity that could change the way partners worked in the future, particularly in the support provided those families in difficulty.

#### **RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That the Director of Children's Services be requested to forward case study summaries to Members of the Committee for their information/retention in relation to working with families to:-
  - Improve school attendance
  - Reduce the need for children to be looked after
  - Reduce the need for children to be on a child protection plan
- c) That approval be given in principle, to providing financial support, on a case by case basis, to young people wanting to access the National Citizen Service programme who were unable to self-fund and that this Committee notes that the Director of Children's Services would come back on this issue at a later date.

## **88 Development of Area Lead Role**

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

Heather Pinches, Executive Officer, Performance Management, Customer Access and Performance was in attendance and responded to Members' comments and queries.

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

- was the area lead role as described right – what changes / additions / amendments might be needed? What might need to go into the more detailed job description?
- was the list of core functional areas that each area committee should appoint to right?

- do the broad elements of training/support make sense or were there gaps – what role was there for peer support?
- any other comments / suggestions particular around the key issues highlighted?

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

- Clarification of the merits in establishing a local lead on health and wellbeing and the impact in different wards  
*(The East North East Area Leader responded and referred to the past difficulties around the role of the 'Health Champion'. He informed the meeting that the new proposals would address these difficulties by introducing a closer relationship between the Area Lead role, relevant officers and the Executive Board. He confirmed that that the needs of Members local areas would be now represented and would establish an ongoing lead in future)*
- The view expressed that the word 'Champion' was inappropriate and to welcome the phrase 'Area Lead'
- To raise concerns that there was no informal mechanism in the past for Members to feedback comments and that there was a need for a combined support and challenge role in this area
- To raise concerns that the proposals would create additional responsibilities for Members with little benefit and concerns that it may blur roles between officers and Members
- To acknowledge that Health and Social Care was not a separate service, but a combined service
- To raise concerns that the phrase 'reducing health inequalities' was inappropriate and to acknowledge the fact that it was about improving the life of those people who were living in deprivation
- To raise concerns that Members were required to sit on so many committees which impacted their day to day work within the wards
- To acknowledge the fact that the Area Committee had an option of appointing Co-optees and that they could consider appointing a retired GP to take up this role

In concluding discussions, the North East Area Leader acknowledged that Members were extremely busy and agreed to take the above comments back within the consultation process. He confirmed again that the new proposals would work and stated that the new democratic process was an excellent platform in making Members voices better heard.

**RESOLVED-** That the contents of the report be noted.

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

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

The purpose of the report was to:-

- agree the main service principles for 2013/14 as set out in section 20
- identify the continuing existing priorities and any new service issues it would like to see a focus on, within existing levels of resource;
- identify issues that it would like to see enhanced services delivered through the buying in additional local resources;
- agree the development of the new SLA for 2013/14 to be brought to the July meeting for approval based on refreshed Elected Member and Area Committee local priorities;
- note the intention for the new SLA to be complemented by improved locality focused performance reports from the Waste Management Service, with a particular focus on supporting local improvements to recycling rates and reduction in land-fill
- note the work ongoing with other complementary services such as Environmental Health and Highways to use the SLA mechanism to improve local influence and accountability on issues affecting the environmental condition and cleanliness of neighbourhoods

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

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

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

- To congratulate the staff in the Environmental Services team for delivering a first class service within the North East Outer ward since the introduction of the Service Level Agreement two years ago *(The East North East Locality Manager responded and thanked Members for their kind comments. He agreed to convey these comments to staff)*
- To consider organising a special 'thank you' event for staff in the Environmental Services team *(The East North East Locality Manager responded and welcomed this suggestion. He agreed to liaise with the East North East Area Leader)*
- Clarification of abandoned and nuisance vehicles and the enforcement measures in place within Environmental Services *(The East North East Locality Manager responded and agreed to provide Members with a list of the enforcement powers that were in operation for their information/retention)*

- Clarification if any extra measures would be undertaken within the Moor Allerton area (including Lingfields and Fir Trees)  
(*The East North East Locality Manager responded and confirmed that this would be addressed within the Moor Allerton Priority Neighbourhood*)

#### **RESOLVED-**

- a) That the contents of the report be noted and welcomed.
- b) That approval be given to the main service principles for 2013/14 as set out in section 20 of the report.
- c) That this Committee supports the continuing existing priorities and any new service issues it would like to see a focus on, within existing levels of resource.
- d) That this Committee supports the enhanced services delivered through the buying in additional local resources.
- e) That approval be given to the development of the new SLA for 2013/14 to be brought to the July meeting for approval based on refreshed Elected Member and Area Committee local priorities.
- f) That this Area Committee notes the intention for the new SLA to be complemented by improved locality focused performance reports from the Waste Management Service, with a particular focus on supporting local improvements to recycling rates and reduction in land-fill.
- g) That this Committee notes the work ongoing with other complementary services such as Environmental Health and Highways to use the SLA mechanism to improve local influence and accountability on issues affecting the environmental condition and cleanliness of neighbourhoods.

## **90 Well-being Fund Budgets**

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

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

- Outer North East Area Committee Well-Being Budget 2012-13 (Appendix 1 refers)
- Outer North East Area Committee Well-being Budget 2013-14 – Estimated Projections (Appendix 2 refers)
- Outer North East Area Committee Well-being Budget 2012-13 (Appendix 3 refers)

In addition to the above documents, a late wellbeing application was circulated in relation to the Paradise Way project, Leeds City Council.

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

Draft minutes to be approved at the meeting  
to be held on Monday, 8<sup>th</sup> July, 2013

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

**RESOLVED –**

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the spend to date and current balances for the 2012/13 financial year in accordance with the report now submitted.
- c) That the following grant which was agreed at the February Area Committee which was inquorate be ratified:-  
Alwoodley Tennis Club – New Tennis Court - £7,000
- d) That the following projects be dealt with as follows:-

<b>Organisation</b>	<b>Project</b>	<b>Amount</b>
MAECare	Partnership and Wellbeing for older people	Agreed £9,130 (Alwoodley ward) Agreed £1,537 (Harewood ward)
Northcall	Northcall Community Centre	Deferred
Safer Leeds	Trembler alarms	Agreed £487.50
LCC Area Support	Treetops Community Centre volunteer expenses	Agreed £1,500
LCC Sport and Active Active Lifestyles	Lifestyles and Multi sport activities	Agreed £2,445
LCC Sport and Active Active Lifestyles	Leadership Awards	Agreed £2,498.50
LCC Sport and Active Active Lifestyles	Family Activity	Agreed £1,000, subject to numbers, impacts and outcomes being included in future performance monitoring reports and feedback to clusters
East North East Homes Leeds	Moss Syke verge improvements	Agreed £4,000
Aberford and District Community Interest Company	A1/M1 Noise Abatement Study	Deferred until May 2013 meeting
Leeds City Council	Purchase of road safety signs	Agreed £669.75

Draft minutes to be approved at the meeting to be held on Monday, 8<sup>th</sup> July, 2013



Wetherby in Support of the Elderly	Memory cafes, Socials and Carers Support Group	Agreed £3,400

- e) That approval be given to funding the Paradise Way project, Leeds City Council for £1,700 in accordance with the report now submitted.
- f) That in relation to the small grant application for the Heritage of the Jewish Community, approval be given to granting £600 towards the recent Jewish Arts Exhibition (i.e. £300 Alwoodley ward/£150 Harewood ward and £150 Wetherby Ward).
- g) That the budget allocation for 2013/14 be noted, and the sums set aside for small grants, skips and community engagement be approved in accordance with the report now submitted.

(Councillor P Harrand left the meeting at 7.45pm following consideration of those projects within the Alwoodley ward)

## 91 Area Committee Business Plan Priorities and Performance Monitoring

The East North East Area Leader submitted a report providing a summary of key activities and projects in the Outer North East area which support the Area Committee business plan priorities.

Appended to the report was a copy of a document entitled 'Outer North East Area Committee Business Plan' for the information/comment of the meeting.

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

Discussion ensued on the contents of the report.

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

- Clarification as to why the latest census figures were not included within the business plan  
*(The East North East Area Officer responded and confirmed that the latest census figures would be incorporated within the business plan)*
- To note that there was no longer a farmers market held by Alwoodley Parish Council  
*(The East North East Area Officer responded and agreed to revise the business plan)*
- To place on record the Committee's thanks to Mr A Birkbeck, Localism Officer for the work undertaken in the North East Outer ward  
*(The East North East Area Leader responded and agreed to convey this comment to Mr Birkbeck)*

### RESOLVED-

- a) That the contents of the report and appendices be noted.

Draft minutes to be approved at the meeting to be held on Monday, 8<sup>th</sup> July, 2013

- b) That, subject to the minor revisions above, approval be given to the arrangements for preparation of the business plan priorities for 2013/14 in accordance with the report now submitted.

## **92 Moor Allerton Priority Neighbourhood Update Report**

The East North East Area Leader submitted a report providing an update on the progress and action being undertaken in the Moor Allerton Priority Neighbourhood.

Appended to the report was a copy of a document entitled 'Moor Allerton Partnership Neighbourhood Improvement Plan 2013/14' for the information/comment of the meeting.

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

### **RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the updated Neighbourhood Improvement Plan as outlined in Appendix of the report.
- c) That approval be given to the neighbourhood improvement priorities within the Neighbourhood Improvement Plan for the next twelve months.

## **93 Wetherby and Harewood Town and Parish Council Forum**

The East North East Area Leader submitted a report providing the Area Committee with the minutes from the meeting of the Wetherby and Harewood Town and Parish Council Forum a held on 24<sup>th</sup> January 2013.

Appended to the report was a copy of the minutes of the Harewood and Wetherby Town and Parish Council Forum held on 24<sup>th</sup> January 2013 for the information/comment of the meeting.

The Chair referred to minute 10.02 'Area Committee business plan priorities' and requested that the word 'could' should be deleted and replaced by 'would' to read as follows:-

'In response to a comment that the priorities were not tackling day to day issues such as highway work, Councillor Wilkinson responded that the Area Committee would not take on highway issues without any transfer of budgets to the committee'

The East North East Area Officer responded and agreed to revise the minutes.

### **RESOLVED -**

- a) That the contents of the report of the report and appendices be noted.

- b) That the issues raised be noted and through this Area Committee, the Parish Council Forum be supported in resolving those issues.

**94 Area Chairs Forum Minutes**

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report on the Area Chairs Forum minutes held on 9<sup>th</sup> January 2013.

Appended to the report was a copy of the minutes of the meeting held on 9<sup>th</sup> January 2013 for the information/comment of the meeting.

**RESOLVED –**

- a) That the contents of the report and appendices be noted.  
b) That this Committee notes the contents of the Area Chairs Forum minutes held on 9<sup>th</sup> January 2013.

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

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

**RESOLVED –**

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

- 8<sup>th</sup> July 2013
- 16<sup>th</sup> September 2013
- 21<sup>st</sup> October 2013
- 2<sup>nd</sup> December 2013
- 3<sup>rd</sup> February 2014
- 17<sup>th</sup> March 2014

N.B. All meetings to commence at 6.00pm (summer months) and 5.30pm (winter months)

- c) That the meeting venues continue to alternate between the Civic Hall during the winter months and at various venues held within the three wards during the summer months.

**96 Date and Time of Next Meeting**

Tuesday 14<sup>th</sup> May 2013 at 5.30pm (was previously 6.00pm) in the Civic Hall, Leeds.

This page is intentionally left blank

## **NORTH EAST (OUTER) AREA COMMITTEE**

**TUESDAY, 14TH MAY, 2013**

**PRESENT:** Councillor G Wilkinson in the Chair

Councillors N Buckley, A Castle, D Cohen  
and P Harrand

### **97 Chair's Opening Remarks**

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

### **98 Declaration of Disclosable Pecuniary and Other Interests**

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

### **99 Apologies for Absence**

Apologies for absence were received on behalf of Councillors A Lamb, J Procter, R Procter and M Robinson.

### **100 Election of Area Committee Chair for the 2013/2014 Municipal Year**

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

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

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

#### **RESOLVED-**

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

### **101 Well-being Fund Budgets**

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

Appended to the report was a copy of a document entitled 'Outer North East Area Committee Well-Being Budget 2013-14' for the information/comment of the meeting (Appendix A refers).

Carole Clark, Outer North East Area Officer presented the report and appendices.

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

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the spend to date and current balances for the 2013/14 financial year in accordance with the report now submitted.
- c) That the following projects be dealt with as follows:-

<b>Organisation</b>	<b>Project</b>	<b>Amount</b>
Northcall	Northcall Community Centre	Deferred for further information
Aberford and District Community Interest Company	A1/M1 Noise Abatement Study	Agreed £2,000

**102 Date and Time of Next Meeting**

Monday 8<sup>th</sup> July 2013 at 6.00pm (venue to be confirmed).

**103 Chair's Closing Remarks**

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

(The meeting concluded at 5.40pm)

---

**Report of the Chief Officer (Democratic and Central Services)**

**Report to North East (Outer) Area Committee**

**Date 8<sup>th</sup> July 2013**

**Subject: Local Authority Appointments to Outside Bodies**

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

---

**Summary of main issues**

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

**Recommendations**

2. The Area Committee is asked to confirm the nominees to work with the Outside Bodies identified in the Appendix of this report.

## **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.

- 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. The attached Appendix 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 the Appendix .

- 3.2 The Area Committee must first consider whether it is appropriate for an appointment to be of a specific office holder<sup>1</sup> 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.

---

<sup>1</sup> 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. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 3.5 Elected Members<sup>2</sup> 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 2 appointments to be made in relation to the following organisations:-

##### East/North East Homes ALMO - Area Panels

- 4.2 Although the appointments to the ALMO Board of Directors are now made by the Member Management Committee the Area Committee appoints to the ALMO Area Panels.
- 4.3 The Area Panels are now meeting on a regular basis. Covering the whole of the organisation, the Area Panels include –
- 4.4 Inner North East: Chapeltown, Chapel Allerton, Meanwood, Moortown and Roundhay
- 4.5 **Outer North East:** Wetherby and its surrounding villages and Alwoodley
- 4.6 Inner East: Ebor Gardens, Lincoln Green, Gipton, Harehills, Osmondthorpe, Burmantofts and Richmond Hill
- 4.7 Outer East: Seacroft, Crossgates and Halton Moor

---

<sup>2</sup> 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

4.8 The Area Panels have two main roles.

- Ensuring that the organisation is providing a good service to our customers and
- Delivering environmental and community safety schemes that benefit our customers.

4.9 By examining company performance and meeting with senior managers from East North East Homes Leeds, the Area Panels can tackle poor or underperforming areas of work or commend managers on good performance.

4.10 Each Area Panel will have a dedicated Partnership Development Officer whose role will be to support the panels and to represent the panels at the various meetings that currently exist in each of the four areas as well as developing new partnerships to reflect the needs of the neighbourhoods and the priorities of the panels.

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

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

- § Business & delivery Plans
- § Tenant Inspections
- § Performance
- § Tenant Participation
- § Tenancy Management
- § Repairs & Improvements
- § Lettings
- § Tenant Satisfaction
- § Staffing and
- § Service Development

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

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

These are annual appointments, and the Council's current representative, appointed last year by the Area Committee are Councillor G Wilkinson and Councillor N. Buckley.

## **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 9<sup>th</sup> May 2013, with the details presented to the Annual Meeting of Council on 20<sup>th</sup> May 2013. A dedicated report providing further details on the Area Lead Member Roles and inviting the Area Committee to appoint to those roles can be found elsewhere on the agenda.

## **5 Corporate Considerations**

### **5.1 Consultation and Engagement**

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

### **5.2 Equality and Diversity / Cohesion and Integration**

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

### **5.3 Council policies and City Priorities**

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

### **5.4 Resources and value for money**

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

### **5.5 Legal Implications, Access to Information and Call In**

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

## **5.6 Risk Management**

- 5.6.1 In not appointing to those Outside Bodies listed within the Appendix , 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, the Area Committee is asked to determine the appointments to those designated Outside Bodies detailed within the Appendix.

## **7 Recommendations**

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

## **8 Background documents<sup>3</sup>**

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

---

<sup>3</sup> 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.

Area Committee Appointments to Outside Bodies (North East Outer)

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Clr Y/N	Review Period
Aberford Almshouses Trust	Yes	1	Jul-16	1	Councillor M Robinson	Y	4 years
Ancient Parish Of Barwick In Elmet Trust	Yes	1	Apr-15	1	Jack Anderson	N	4 years
East/ North East ALMO Area Panel	No	2	Jul-13	2	Councillor N Buckley	Y	Annual
					Councillor G Wilkinson	Y	Annual
		4		4			4

Number of places 4

Places held pending review 2

Places currently filled beyond July 13 2

Number of places to fill 2

Number of Members in the Committee Area 9

Labour	0	0	0
Liberal Democrat	0	0	0
Conservative	9	100	4
Other to list			
Total	9		4

This page is intentionally left blank

## Report of Assistant Chief Executive (Customers and Communities)

### Report to Outer North East Area Committee

**Date: 8 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 9<sup>th</sup> 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 20<sup>th</sup> 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 4<sup>th</sup> 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. Members are also asked to nominate representatives to the Area Committee’s Environmental Sub-group.

### **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.
- Member representatives for the Environmental Sub-group.



## **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 9<sup>th</sup> 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 4<sup>th</sup> 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.

#### Environment sub-group

- 2.9 At the July 2011 Area Committee it was agreed to set up a member Environment sub-group. The role of this group is to manage the detailed oversight of the delegated services with officer support. It has an advisory rather than formal decision making role and reports back to the Area Committee at agreed intervals.

### **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:

<b>CLUSTER</b>	<b>NOS of ELECTED MEMBERS SUGGESTED</b>	<b>SUGGESTED WARD LINK</b>
Alwoodley	1	1 Alwoodley
EPOSS (Elmet partnership of schools and services)	2	1 Harewood 1 Wetherby

#### Environment sub-group

- 3.8 Membership of this group is one councillor from each ward including the Area Committee chair. For 2012/13 the members were Cllr Wilkinson, Cllr Robinson, and Cllr Buckley. The group is chaired by the area lead member for Environment.

### **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 9<sup>th</sup> 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, Corporate Carers Group and Environmental Sub-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.

- 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.
- member representatives for the Environmental Sub-group.

## **7 Background documents<sup>1</sup>**

7.1 None

---

<sup>1</sup> 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: Dennis Holmes  
Tel: 2474959

**Report of the Director of Adult Social Services**

**Report to North East Outer Area Committee**

**Date: 8 July 2013**

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

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

**Summary of main issues**

1. This report outlines the Better Lives vision in which context a review of the council owned care homes and day centres has been completed and proposals developed that revise the current service model and, if implemented would lead to the decommission of one facility within this area.
  
2. This report follows the decision of the Executive Board in February 2013 to begin a period of statutory consultation on these proposals. It outlines the proposed option for the following care home in the outer north east area that has been subject to consultation.
  - Primrose Hill, Wetherby
  
3. This report describes the consultation process devised to seek the views of those older people currently living in the care homes, those receiving respite, day centre users, carers, relatives and staff who provide care and support.
  
4. In preparation for the submission of recommendations to Executive Board in September 2013, Members of the North East 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 proposal as part of the consultation process.

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

## **Recommendations**

1. Members of the North East 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.



## **1. Purpose of this report**

- 1.1. This report outlines the Better Lives vision in which context a review of the remaining care homes and day centres has been completed and proposals developed that revise the current service model and, if implemented would lead to the decommission of one facility within this area.
- 1.2. At its meeting on Friday 15th February 2013, the Council's Executive Board approved the commencement of formal statutory consultation on these proposals. This report outlines the proposed option for the following care home located within the outer north east area.
  - Primrose Hill, Wetherby
- 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 North East Outer Area Committee and invites them to consider and comment on the issues addressed in the report.

## **2. Background Information**

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

- the capital and revenue requirements to upgrade the facility to approach compliance with the 2002 minimum standards;
  - the impact of other Council initiatives in the local community.
- 2.2. These options were subject to a comprehensive consultation process which included residents, day centre users, carers, families, staff, community organisations, elected representatives, partners in the NHS, the voluntary and independent sectors, and members of the general public. In addition, to ensure that future services reflect local needs and opportunities officers in ASC made presentations to all ten area committees in January and February 2011 and three Area Committee Chairs meetings in December, April and June 2011.
- 2.3. The review concluded that to maintain and operate much of the Council's care home and day facilities is unrealistic both in terms of changing future demand and expectations and unaffordable in terms of the level of investment needed to make them viable for the future. Although the quality of care is high and most of the buildings are performing as intended, they will become "unfit for purpose" as the needs of future generations change.
- 2.4. In September 2011, following extensive and comprehensive consultation, the Council's Executive Board agreed the implementation of proposals for its in-house care home and day centre provision which included:
- 2.5. **Care Homes** - the decommissioning of three care homes, the decommissioning (at a future date) of three further care homes, the retention of three specialist dementia units, the development of Harry Booth House as an Intermediate care unit and the development of Richmond House as a specialist respite centre.
- Day Centres** - the decommissioning of four centres and to maintain eight centres as specialist resource units.
- 2.6. Approval was also given to an on-going review of eight care homes and six day centres where no recommendations were made as part of the first phase of the review and where appropriate to bring forward further options with City Development and Environment and Neighbourhoods.
- 2.7. This report outlines the Better Lives vision in which context a review of the remaining care homes and day centres has been completed and proposals developed that revise the current service model and, if implemented would lead to the decommissioning of one facility within this area.
- 2.8. An assessment of the individual care homes and day centres which were kept under review as part of the first phase of this programme has been completed and measured against the criteria agreed by Executive Board in December 2010 outlined in paragraph 2.1 above. It has been supplemented with further data on the over 75 population (current and projected), planned independent sector developments and health and income statistics to give a clearer picture of where demand for development of older peoples housing and care is most needed and also where adequate levels of provision of services are evident.

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

### **3. Main issues**

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

### **4. Better Lives for Older People: The Vision**

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

## **5. Proposed Options**

- 5.1. An option appraisal has been undertaken to bring forward the following proposed option for Primrose Hill care home. 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. Primrose Hill**

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

## **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, is aimed at seeking the views of those people currently living in residential care homes, respite users, day centre users, their carers, relatives and the staff who provide care and support. A consultation plan has been developed that incorporates the need to be mindful of engaging with older people who may be inevitably anxious about the proposals, particularly those with complex needs, such as those with dementia.
- 6.3. The consultation, undertaken in a 'person centred' way, involves talking directly to residents, day centre users, their families and carers about why the changes are being proposed and to ensure that the rationale behind the proposals is clearly understood.
- 6.4. A questionnaire, available in a range of formats is being used to ensure consistency. The aim is to capture people's responses to the proposed changes and determine the impact on individuals. For people who are not able to make decisions for themselves, or have no relatives or friends to be present, steps are being taken to ensure an independent advocate is present to ensure they are appropriately consulted and their views recorded.
- 6.5. **Staff**
- 6.5.1. Formal consultation with staff is taking place. A questionnaire was approved by the Trade Unions and made available to all staff for completion. As part of the programme communications planned for staff, meetings are taking place throughout the consultation period to address employee matters, complete questionnaires and update staff on 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. Corporate Considerations**

### **8.1. Consultation and Engagement**

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

### **8.2. Equality and Diversity / Cohesion and Integration**

8.2.1. 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.

### **8.3. Council Policies and City Priorities**

8.3.1. 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.

8.3.2. 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.

8.3.3. 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.

**8.4. Resources and Value for Money**

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

**8.5. Legal Implications, Access to Information and Call In**

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

**8.6. Risk Management**

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

**9. Recommendations**

9.1. Members of the North East 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

**10. Background Documents.**

10.1 None.

This page is intentionally left blank



**Report of North East Divisional Community Safety Partnership**

**Report to Outer North East Area Committee**

**Date: 8<sup>th</sup> July 2013**

**Subject: North East Divisional Community Safety Partnership Annual Report**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Wetherby Harewood Alwoodley		
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. To update ward members of the overall performance of the North East Divisional Community Safety Partnership and Neighbourhood Policing Teams for 2012/13.
2. To provide an overview of the work undertaken by the partnership within the locality to reduce crime and disorder.

**Recommendations**

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

## 1. Purpose of this report

### The report will focus on the following key issues:

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

## 2. Background information

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

## 3. Main issues

### 3.1 Performance Framework

- 3.2 The Divisional Community Safety Partnership (DCSP) will continue to develop activity and management performance against strategic outcomes of the city, defined by The Safer and Stronger Communities Board Partnership plan 2011-2015 which will focus on delivering the following strategic priorities:
- Reducing crime levels and its impact across Leeds
  - Effectively Tackle and Reduce Anti-social behaviour in our Communities

### 3.3 Safer Leeds has six key priorities for 2013/14

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

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

#### **4. Operation Champion**

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

#### **5. Operation Outwork**

- 5.1 As the scrap metal market maintains its consistently high prices the theft of metal continues to be a problem across the North East Leeds Policing area. Whether it is cable theft, burglary other, general theft non specifics or full blown burglary dwellings the target is often metal in order for the criminals to cash in.
- 5.2 Joint partnership operations between Neighbourhood Policing Teams and the Environmental Locality Team were delivered on a monthly basis and will continue through 2013. These operations include setting up road checks and routine stopping of waste carrier vehicles in order to complete checks on such vehicles. Police staff conduct normal police checks on all passengers and pay attention to the condition of such vehicles alongside East North East Environmental Locality team staff that provide trained expertise regarding waste carrier licence/rules and conditions.

#### **6. POCA**

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

#### **7. Confidence and Satisfaction**

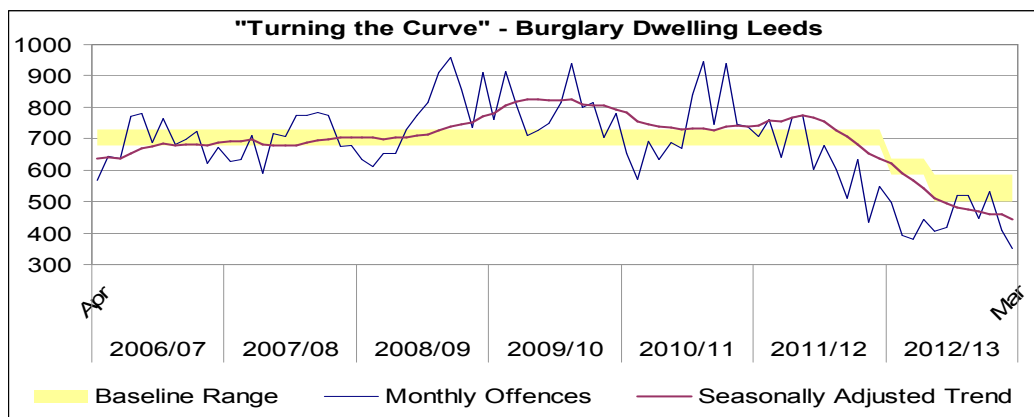
- 7.1 North East Leeds continues to have the highest public confidence in local policing during 2012/13 at 60.5% (March 2013) compared with the West Yorkshire force average of 53.9%.
- 7.2 Operation Confidence continued during 2012/13 with two editions and is a contributing factor to the high rates of public confidence. The North East Division produces 11 neighbourhood management newsletters detailing partnership activity around crime and grime within the Neighbourhood Policing Team and delivers to approximately 128,000 households. The initiative has been funded by North East Police Division, East North East Homes, Safer Leeds Partnership and Aire Valley Homes, we are

anticipating securing funding for 2013/14 for a further two editions whilst investigating other options alongside social media such as Facebook and Twitter to improve engagement with local communities.

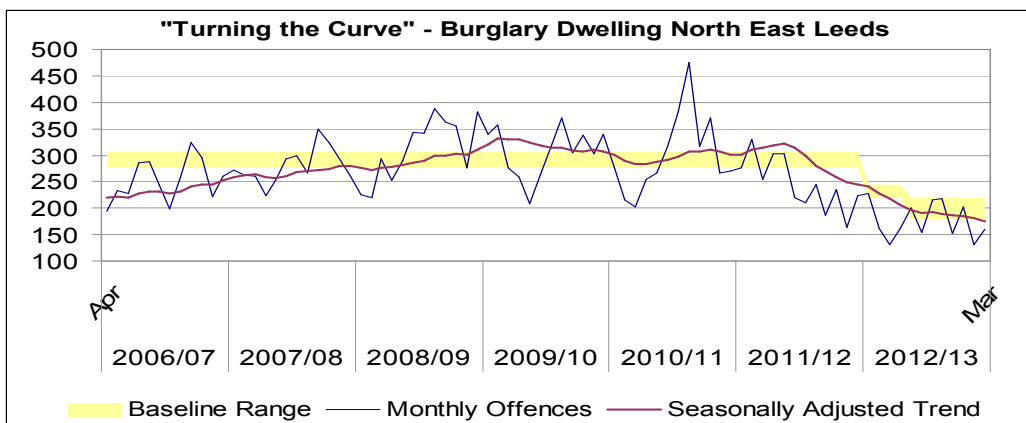
## 8. Burglary Dwelling

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

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



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



## 9. Ward Risk Matrix

9.1 During 2012/13 there were nine strategic localities of concern across Leeds. The Outer North East area committee area had no localities of concern, the strategic burglary group are currently reviewing best practise in relation to partnership work and reviewing the localities of concern for 2013/14. The Alwoodley ward has seen a reduction in burglary dwelling however slight increases have been seen in both Harewood and Wetherby Wards during 2012/13.

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

## 10. Most Active / Amber Nominals / Burglary Group

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

## 11. Neighbourhood Management Tasking Key Achievements 2012/13

11.1 The eleven neighbourhood management tasking teams continue to meet six weekly and are still firmly embedded into agencies day to day business. Members continue to be invited to attend and support meetings.

11.2 This is not an exhaustive list of activities but includes key achievements from each of the neighbourhood management tasking teams within the inner north east area

## 12. **Wetherby /Harewood**

12.1 **Domestic burglary** - Crime prevention through improved household security including Euro Profile Cylinder locks. A new system was introduced whereby cost effective replacement locks can be sourced by the public through the Wetherby & District Crime Prevention Partnership.

12.2 A number of neighbour disputes have been problem solved working in partnership with the ALMO and Leeds anti-social behavior unit.

12.3 **Op Champion** – (Bushminster week) **Wednesday 5<sup>th</sup> December** – Number plate screw replacement day. In partnership with B & Q Stores who supplied the equipment which enabled officers to replace number plate fixings with security screws which reduce the chance of having the number plates stolen. Morrison's also assisted in allowing officers to use the car park to carry out the free service. Over 40 local residents took advantage of this initiative.

12.4 **Op Champion Thursday 6<sup>th</sup> December** – Wetherby Town Hall working with Wetherby & District Crime Prevention Panel, & Avocet locks Ltd, PCSOs assisted in giving out crime prevention advice along with purse lanyards. Throughout the day over 50 people came and viewed the displays as well as making purchases of Crime prevention aids and chatting to officers and Crime panel members.

12.5 **Op Champion Friday 7<sup>th</sup> December** - Wetherby NPT were joined by Leeds City Council Environmental Enforcement and DVLA to target offenders using the road network. In excess of 100 vehicles were pulled on at the old Red Bus layby on the A58 where fuel tanks were checked for the illegal use of red diesel, waste carriers certificates checked, along with a number of more minor offences ranging from not wearing seat belts to illegal number plates. The team were assisted by local Special Constables. The following outcomes were noted

- 100 plus vehicles / drivers checked
- 4 tickets issued for Waste carriage infringements
- 4 FPT tickets issued for RT offences
- 2 Vehicle defect tickets issued for illegal number plates
- 4 verbal warnings issued for speeding offences.

12.6 **A58 Lay By - Flooding and litter** - Problems were addressed via Environmental Enforcement working closely with Leeds City Councils highways, work included explorations of gullies and culverts, water drained and litter problems addressed.

12.7 **Wattle Syke –Littering problem** - Environmental Services have increased litter picking every Saturday morning which has improved the situation.

- 12.8 **Deepdale Youth Centre.** Effective liaison between youth service staff and police community safety officers. Attendance improved and Youth Services continue to explore suitable provision. Incidents of disorder and youth related anti-social behavior has decreased. This remains an area for continued partnership work.
- 12.9 **A168 – Litter** - Increased litter picking of area resulting in no further reports to LCC.
- 12.10 **Wetherby Jubilee Events** - The North East Leeds Planning & Logistics team worked alongside the Wetherby Jubilee Events Committee, LCC Entertainments Licensing and LCC Traffic Management Department plus a large team of local volunteers to ensure an appropriate level of support was delivered to a series of unprecedented local events. Many of which were policed through the support of an enthusiastic and experienced team of special constables.
- 12.11 **Olympic Torch Relay** - Area Support Team officers worked together with London Olympic Coordination Group to ensure every local school had the opportunity to experience a roadside view of the Olympic Torch being carried through the wards by local torch bearers in a safe and structured event which spotlighted our area.
- 12.12 **Metal Theft, Illegal waste traders and Village Patrols** - A number of small operations were undertaken with East North East Locality Team alongside the Neighbourhood Policing Team (6/3/12, 13/3/12, 23/7/12, 26/9/12 & 7/12/12) to challenge illegal waste carriers/scrap metal collectors throughout the area. This was also intended to raise West Yorkshire police visibility and challenge thefts from gardens and trade vehicles through the villages. This remains a focus for West Yorkshire police , arrests have been made and in a recent case a high value statue has been recovered from a man in Leeds. A successful prosecution of a man from Bramham for a high value case of tyre dumping and environmental damage on a huge scale.
- 12.13 **Town Centre Pick Pockets** - With the aim of reducing overall crime. The Wetherby District Crime Prevention panel and WYP together with W M Morrison Supermarket who sponsored 2 of several lanyard events through this year. The Neighbourhood Policing Team and volunteers worked together to raise public awareness and offer a security device to shoppers in Wetherby.
- 12.14 **Farm Watch** - WYP continues to take the delivery of patrols and bespoke policing to our rural community as a local priority. The Farm Watch meetings continue to be well attended and there is an effective network of appropriate information sharing across both wards. WYP continues to benefit from the sponsored provision of 2 Land Rovers by Ripon Farm Services and Hesco Bastion. The Outer North East Area Committee have granted funding which has covered the fuel cost of these specialist vehicles through 2012 and have recently undertaken to provide similar funding in 2013. Harewood Estates are in the process of providing some additional lighting for one vehicle to improve night time patrols through the farm watch group.

- 12.15 **Leeds Festival - Multi Agency work** - The event ran from Monday 20/08/12 to Saturday 25/08/12 through that period Wetherby & Harewood NPT delivered the equivalent of 15 Police officer days to support partners. This incorporated PCSO, regulars and special constables. The intention of the operation was to screen vehicles and people who seek to enter the event site in a public facing role, in such a way that we prevent access by unsafe vehicles or persons who may seek to work illegally, profit from unlawful activity or take advantage of vulnerable people. The other participating agencies were; VOSA, UKBA, HMRC - Fuel testing, HM Courts Services, HMRC - Tax and hidden economy team. The staff encountered 224 vehicles and 473 people through a screening process which aimed to reduce crime and enhance public safety. In addition WYP ran speed awareness checks in the surrounding villages and mounted dedicated patrols. 4 people with London addresses were arrested by those patrols in possession of a haul of phones stolen from people at the event.
- 12.16 **Public Events** - WYP extended support and advice to the planners of 119 notified local public events across both wards making referrals and working in partnership with LCC Highways Management and Entertainment Licensing where appropriate with the intention of delivering reassurance and public safety thereby ensuring public confidence in their local service providers remains high.
- 12.17 **High Visibility Police Patrols & Licensed Premises Visits - Christmas & New Year** - Supported by specific funding from The Outer North East Area Committee, Wetherby & Harewood Wards, deployed dedicated public reassurance patrols through the town and villages over the weeks prior to the holiday period intended to reduce incidents of alcohol related anti-social behavior and violence through visible uniform foot patrols supported by WYP Mounted Officers and building on links with Wetherby & District Pub Watch and the licensed trade.
- 13. Alwoodley**
- 13.1 **Operation Bellwether** - tackling burglary dwelling and featuring the darker night's initiative. Proactive patrols by police officers in plain clothes and uniform, additional resources including LCC CCTV van, Road Crimes Team, ANPR operations. PCSO patrols, revisits to victims and neighbours, distribution of trembler alarms Work with LASBT and Housing providers to take enforcement action against local offenders
- 13.2 Crime reduction road shows at retail outlets including Tesco Roundhay Road, Asda Meanwood, and Sainsburys Moor Allerton. Promoting Immobilise the national property register database. Joint work with CASAC in Montagu Crescent offering further target hardening against euro profile burglaries.
- 13.3 **Operation Bushbrier** – A partnership operation to tackle increase in shed and garage burglaries where pedal cycles stolen. PCSO revisits to crime scenes offering crime prevention advice in conjunction with CASAC. Promoting Immobilise the national



property register database. Crime reduction road show in conjunction with Edinburgh Cycles Chapel Allerton. Purchase of discounted D-locks with support from local councillors small grants which are sold to victims to prevent repeat offences.

13.4 **Operation Bearview** - A partnership approach due to the increase in theft from shops established a Retail Crime Initiative. Specific work with Co-op stores who are reporting disproportionately high levels of crime. Engagement with LASBT and Housing providers to look at joint action against offenders. Work with support agencies especially with regard to drug using offenders

13.5 **Operation Bobby** – On-going partnership work to tackle crime, ASB and drug dealing in the Cranmer Bank, Lingfield and Queenshill estates. A successful covert operation took place around the shops area in the summer of 2012 which led to identification of perpetrators of ASB and resulted in enforcement action against the individuals. In addition funding was identified for CCTV on Cranmer Bank which was joint funded by ENELH and Local Councillors sponsored by Virgin Media

13.6 **Schools parking initiative** – On-going problem solving with schools by PCSO's. Working in conjunction with primary schools. A more recent initiative involved designing new impactive banners to raise awareness and accountability for this issue outside schools. A significant number of primary schools have invested in this initiative.

14. **Hate Crime MARAC**

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

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

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

14.3 Overall the Outer North East area has shown a decrease of 30.4% in recorded hate crimes reported (see chart below)

OUTER NORTH EAST		
Incidents	Change	% Change
30	-7	30.4%

14.4 The chart below illustrates hate crimes by ward:

ALWOODLEY			HAREWOOD			WETHERBY		
Incidents	Change	% Change	Incidents	Change	% Change	Incidents	Change	% Change
19	-2	-9.5%	5	-1	-16.7%	6	-4	-40%

## 15. Domestic Violence MARAC

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

## 16. Leeds Anti-Social Behaviour Team

16.1 LASBT data for 2012/13 has been drawn from on a total of 528 surveys from 1060 named victims (an overall response rate of 50%.

16.2 The charts below outline by ward the number of enquiries received, new cases opened and a summary of the legal outcomes.

LASBT Enquiries Received 2012/13	
Ward	Grand Total
Wetherby	32
Alwoodley	58
Harewood	21

LASBT Legal Outcomes 2012/13				
Ward	Adjourned	Injunction granted	Possession granted	Grand Total
Wetherby	1		1	2
Alwoodley		2		2
Harewood				0

LASBT New Cases Opened 2012/13	
Ward	Grand Total
Wetherby	5
Alwoodley	32
Harewood	4

## 17. Ward Performance

Outer North East							
Count of URN	Q12 How satisfied are you with the overall service provided by the Leeds ASB Team?						
PersonWardCode_	Very Satisfied	Satisfied	Neither Satisfied Nor Dissatisfied	Dissatisfied	Very Dissatisfied	Grand Total	% 'Satisfied' or 'Very Satisfied'
Alwoodley	7	8	1		1	17	88.2%
Harewood		1				1	100.0%
Wetherby	1	1				2	100.0%
Grand Total	8	10	1		1	20	90.0%

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

- Total Crime across North East Police Division reduced by 10.6% ( 2,290 less crimes) during 2012/13 compared with the previous year , an improvement on the 7% reduction the previous year
- Overall Year to date offences for burglary dwelling across North East Leeds are down 28.35% on the same period last year. (833 less offences)
- Overall crime across the Outer North East area committee area has reduced 11.0% ( 273 less crimes)
- Highest confidence rate in local policing across West Yorkshire
- Reduction of overall serious acquisitive crime offences
- Reduced perception of ASB increasing in local areas
- Reduced levels of serious violent crime

## 19. Crime and ASB 2012/13

- 19.1 Overall a successful year in relation to recorded crime and anti-social behaviour. Across the Inner North East Area Committee there has been an overall reduction of 11.0% ( 273 fewer recorded crimes)
- 19.2 The below statistics show crime from 1st April 2012 until March 31st 2013 by ward areas compared to the same dates for the previous year.

	Offences	Change	% Change	Offences	Change	% Change	Offences	Change	% Change
Burglary Dwelling	140	-23	-14.1%	85	-2	-2.3%	78	6	8.3%
Burglary Elsewhere	70	-12	-14.6%	82	-44	-34.9%	91	-11	-10.8%
Criminal Damage	154	19	14.1%	54	-11	-16.9%	108	-37	-25.5%
Drugs Offences	43	4	10.3%	24	0	0.0%	25	-17	-40.5%
Fraud & Forgery	43	12	38.7%	9	4	80.0%	26	16	160.0%
Handling	0	-2	-100.0%	1	1	~	2	2	~
Other Crime	16	1	6.7%	5	-1	-16.7%	27	9	50.0%
Other Theft	273	56	25.8%	111	-34	-23.4%	202	-127	-38.6%
Robbery	16	7	77.8%	1	-2	-66.7%	0	-2	-100.0%
Sexual Offences	21	13	162.5%	8	3	60.0%	13	2	18.2%
Theft from Motor Vehicle	67	-28	-29.5%	76	1	1.3%	76	-10	-11.6%
Theft of Motor Vehicle	13	-6	-31.6%	9	1	12.5%	7	-4	-36.4%
Violent Crime	120	-6	-4.8%	30	-20	-40.0%	84	-31	-27.0%
<b>Recorded Crime Total</b>	<b>976</b>	<b>35</b>	<b>3.7%</b>	<b>495</b>	<b>-104</b>	<b>-17.4%</b>	<b>739</b>	<b>-204</b>	<b>-21.6%</b>

19.3 The below statistics show anti-social behaviour calls recorded by West Yorkshire Police from 1st April 2012 until March 31st 2013 by area committee and further broken down into ward areas. The Outer North East area has seen an overall reduction of 29.4% (400 less incidents reported).

OUTER NORTH EAST			WETHERBY			HAREWOOD			ALWOODLEY		
Incidents	Change	% Change	Incidents	Change	% Change	Incidents	Change	% Change	Incidents	Change	% Change
961	-400	29.4%	376	-140	-27.1%	167	-118	-41.4%	418	-142	-25.4%

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

Public Confidence	March 2012	March 2013	
Confidence in local policing	70.3%	66.2%	-4.1%
Overall Satisfaction	88.0%	83.2%	-4.8%
Perceptions of ASB increasing	7.3%	4.0%	-3.3%

**21. Public Confidence and User Satisfaction in the Police Wetherby /Harewood )**

<b>Public Confidence</b>	<b>March 2012</b>	<b>March 2013</b>	
Confidence in local policing	75.0%	74.1%	-0.9%
Overall Satisfaction	85.1%	87.3%	+2.2%
% of residents who think ASB has increased	7.9%	6.1%	-1.8%

## **22. Corporate Consideration**

## **23. Consultation and Engagement**

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

## **24. Equality and Diversity / Cohesion and Integration**

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

## **25. Council Policies and City Priorities**

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

## **26. Resource and Value for Money**

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

## **27. Legal Implications, Access to Information and Call In**

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

27.2 There are no legal implications associated with this report

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

## **28. Risk Management**

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

## **29. Conclusions**

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

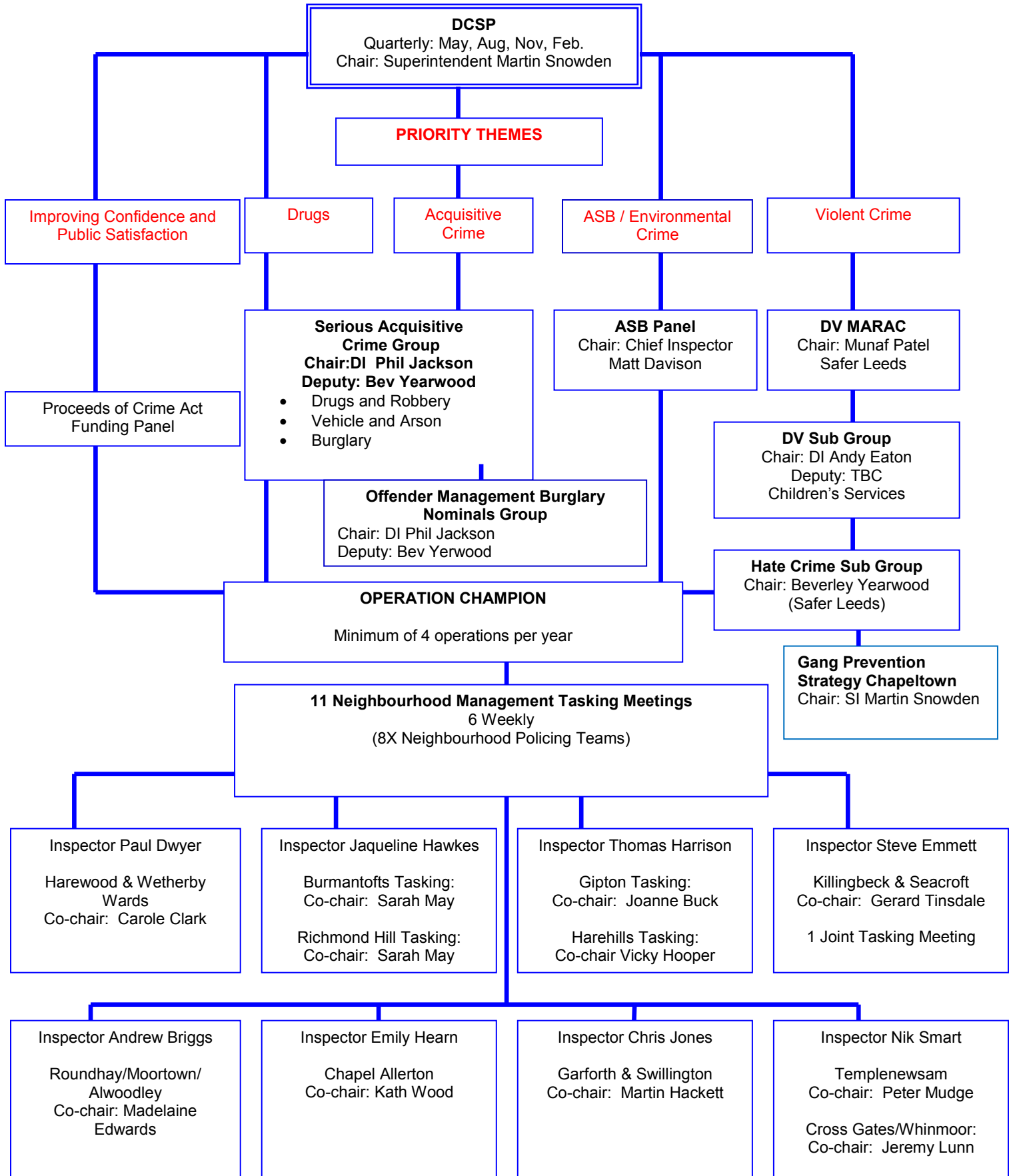
**30. Recommendations**

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

**31. Background Documents**

**32. Safer Leeds OBA Burglary Year End Report**

North East Division  
Divisional Community Safety Partnership



<b>Harewood ,Wetherby , Alwoodley</b>				
<b>POCA Ref</b>	<b>Date</b>	<b>Brief Description</b>	<b>Organisation</b>	<b>Amount Paid</b>
443	03/04/2012	<b>Community Fun Day</b> - outdoor games, bouncy castle for a community fun day	Bardsey Sports Club	£250
445	03/04/2012	<b>Fieldcraft Training Equipment</b> - equipment for Fieldcraft, Basha Bivouac shelters 5 x £150, paracord rope and bungees £30, Basha Poles 5 x £12, pegs and sundries £10	Royal Air Force Air Cadets	£250
447	05/04/2012	<b>Chrestnut Grove Estate Street Party</b> - 2nd June 2012 - Diamond Jubilee Street Party. Fancy dress parade, party games, entertainer, music.	Chestnut Grove Estate	£250
472	08/05/2012	<b>Thorner Historical Society Archive</b> - to purchase software for the societys PC to ensure that artefacts can be recorded and stored for future reference.The society is keen to ensure we record memories and artefacts of people whose parents were affected by WW1.	Richard Gibson	250
442	03/04/2012	<b>Queends Diamond Jubilee Event in Thorp Arch</b> - artists and entertainers. A magician, childrens entertainer and a morris group.	Thorp Arch Jubilee Group	£250
452	13/04/2012	<b>Scholes in Bloom Hanging Baskets</b> - to purchase plants to fill 110 new hanging baskets, to be planted towards end of April.	Scholes in Bloom - Ben Hogan	£250
501	11/07/2012	<b>Bandstand</b> - To provide a musical/theatrical bandstand to the playground area of Barwick in Elmet C of E Primary School. This Bandstand will also provide a shelter from the sun/rain & have a multitude of uses. It will encourage the children to be creative & gain confidence through performance. to be completed by Jan 2013.	Friends of Barwick School	£250
505	23/07/2012	<b>Little Red - You Know Who</b> - This project includes bringing the professional Freehand Puppetry Theatre to Barwick in Elmet for a performance of 'Little Red - You Know Who', engaging a family audience of 100. Prior to the event, chilren and their families can 'spot the wolf' in a number of cultural activities around the village and also partake in arts competitions. On the day, families are invited to stay after the performance and crafts activities will be offered to the childrenm, while parents can enjoy refreshments and meet other parents from the village.	Art for Barwick Children	£250
512	09/08/2012	<b>Studio Mixer</b> - A 'Not for Profit' local community radio station, run entirely by volunteers for the benefit of the community. Wish to replace the current studio mixer so that it can be used as a training facility in the new studio.	Wetherby Community radio	£250
519	19/09/2012	<b>Receipt Books for Euro Lock</b> - Working with Inspector Dwyer and Wetherby NP Teams Wetherby Crime Panel will be supplying replacement UPVC door locks to up to date standard of TS007 3* to residents at a cost of £37:50p. Receipts are required for 10 year guarantee. See sample 2 sided receipt.	Wetherby and District Crime Prevention Panel	£210
509	30/07/2012	<b>Garden Project</b> - The development of an allotment area/raised bads.	Aberford C of E Primary School	£250



555	18/02/2013	<b>Junior Cricket Net</b> - Additional batting net for junior section of the club. We currently have 114 juniors registered at the club and additional net is needed for training nights. The number of juniors has increased in last few years due greater efforts by the club to attract juniors to the club from local community. This helps to develop the community and improve sporting opportunities for local children.	Collingham Cricket Club	250
564	18/02/2013	<b>Display Equipment for teaching</b> - The squadron is growing and now running four classes. We need display equipment in order to show excellent teaching material in electronic form which includes animations and video. We would like to purchase a display screen for our small classroom.	Wetherby Air Cadets	£250
573	25/02/2013	<b>Welcome to Wetherby Information Leaflets</b> - Create and produce a Welcome to Wetherby Leaflet which will provide a guide for visitors as to what to see and where to go in Wetherby.	Wetherby Town Council	£250
434	15/03/2012	<b>Football kit</b> - Wigton Moor U16's need football kit, and training kit for 15 players	Wigton Moor U 16 Girls Football	£250
506	26/07/2012	<b>Wigton Moor Junior AFC U15's Boys Football Team</b> - Boys U15's football team which comprises of boys from Alwoodley, Meanwood, Moortown & Roundhay.	Wigton Moor Junior AFC	£250
528	26/09/2012	<b>Alwoodley Community Orchestra</b> - a diverse community group of people that meet every Sunday morning at Alwoodley Community Centre to play classical music. We provide 2 concerts a year to audiences in the Alwoodley Community Centre	Alwoodley Community Centre	£250
542	25/10/2012	<b>Wigton Moor Under 8's</b> - To buy a new football kit for the under 8's football team.	Wigton Moor Sports Association	£300
569	25/02/2013	<b>Alwoodley Junior Football Club Portable Goals</b> - Portable goals to save transporting heavy ones and then assembling them. This would make a massive difference to our club.	Alwoodley Junior Football Club	£250





This page is intentionally left blank

**Report of West Yorkshire Fire and Rescue Service**

**Report to Outer North East Area Committee**

**Date: 8th July 2013**

**Subject: West Yorkshire Fire and rescue Service Annual report**

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

**Summary of main issues**

1. Update on performance 1/4/12 – 31/3/13
2. Update on revised approach to targeting risk reduction in the East Leeds Area
3. Progress on Firefly project

**Recommendations**

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

## 1 Purpose of this report

### 1.1 Purpose of this report is:

- To provide information on the emergency response activity in the Outer North East Area 1/4/12 – 31/3/13
- To update the Outer North East Area Committee members with the changes to the Local Area Risk Reduction Team (LARRT) within the East Leeds area.

## 2 Background information

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

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

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

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

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

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

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

### 2.3 Incident data showing activity in Ward areas

2011/12		Primary Fires				Secondary Fires			Special Service Calls			False alarms			Total		
Ward	Accidental Dwelling Fires	Deliberate Dwelling Fires	Other Accidental	Other Deliberate	Total	Accidental	Deliberate	Total	RTCs	Other SSCs	Total	Apparatus	Good Intent	Malicious	Total	Incidents	
Alwoodley	14	4	6	3	27	10	46	56	7	13	20	80	24	2	106	209	
Harewood	5	0	11	8	24	10	12	22	11	6	17	36	19	0	55	118	
Wetherby	5	0	12	10	27	10	32	42	8	16	24	76	24	1	101	194	
<b>Total</b>	<b>24</b>	<b>4</b>	<b>29</b>	<b>21</b>	<b>78</b>	<b>30</b>	<b>90</b>	<b>120</b>	<b>26</b>	<b>35</b>	<b>61</b>	<b>192</b>	<b>67</b>	<b>3</b>	<b>262</b>	<b>521</b>	
2012/13																	
		Primary Fires				Secondary Fires			Special Service Calls			False alarms			Total		
Ward	Accidental Dwelling Fires	Deliberate Dwelling Fires	Other Accidental	Other Deliberate	Total	Accidental	Deliberate	Total	RTCs	Other SSCs	Total	Apparatus	Good Intent	Malicious	Total	Incidents	
Alwoodley	5	3	6	3	17	1	8	9	5	13	18	76	15	1	92	136	
Harewood	6	1	11	8	26	9	3	12	15	6	21	48	20	0	68	127	
Wetherby	6	0	18	7	31	6	13	19	9	17	26	86	11	1	98	174	
<b>Total</b>	<b>17</b>	<b>4</b>	<b>35</b>	<b>18</b>	<b>74</b>	<b>16</b>	<b>24</b>	<b>40</b>	<b>29</b>	<b>36</b>	<b>65</b>	<b>210</b>	<b>46</b>	<b>2</b>	<b>258</b>	<b>437</b>	
Reduction																	
		Primary Fires				Secondary Fires			Special Service Calls			False alarms			Total		
Ward	Accidental Dwelling Fires	Deliberate Dwelling Fires	Other Accidental	Other Deliberate	Total	Accidental	Deliberate	Total	RTCs	Other SSCs	Total	Apparatus	Good Intent	Malicious	Total	Incidents	
Alwoodley	-9	-1	0	0	-10	-9	-38	-47	-2	0	-2	-4	-9	-1	-14	-73	
Harewood	1	1	0	0	2	-1	-9	-10	4	0	4	12	1	0	13	9	
Wetherby	1	0	6	-3	4	-4	-19	-23	1	1	2	10	-13	0	-3	-20	
<b>Total</b>	<b>-7</b>	<b>0</b>	<b>6</b>	<b>-3</b>	<b>-4</b>	<b>-14</b>	<b>-66</b>	<b>-80</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>18</b>	<b>-21</b>	<b>-1</b>	<b>-4</b>	<b>-84</b>	
<b>%age change</b>		<b>-29.17%</b>	<b>0.00%</b>	<b>20.69%</b>	<b>-14.29%</b>	<b>-5.13%</b>	<b>-46.67%</b>	<b>-73.33%</b>	<b>-66.67%</b>	<b>11.54%</b>	<b>2.86%</b>	<b>6.56%</b>	<b>9.38%</b>	<b>-31.34%</b>	<b>-33.33%</b>	<b>-1.53%</b>	<b>-16.12%</b>

### **3 Main issues**

- 3.1 Continue to identify the most vulnerable members of the community within the Outer North East Area, and target our resources in those areas where the risk is greatest. The Outer North east area has now amalgamated with the Inner East, Outer East and the Inner North East to create the East Leeds local risk reduction team.
- 3.2 Over the last 10 years WYFRS have surpassed all expectations by exceeding targets for reducing malicious fires, arson and the number of deaths and injuries caused by fires in the home. Further reduction of risk is proving more challenging, and new, smarter ways of working are being developed. This new way of working relies on close partnership working with agencies that are assisting us by identifying and referring those most in need of assistance.
- 3.3 The East Leeds Local Area Risk Reduction Team will focus resources and further develop partnership working. An example of this is the collaboration with East North East Homes (ENEH) which has now been extended into its second year where a member of their staff is seconded to work within WYFRS Fire Prevention department.
- 3.4 Historically WYFRS have carried out 21,000 Home fire safety checks across the Leeds district. It has been decided that a more targeted approach to identify the most vulnerable residents of west Yorkshire was required. A new system has been developed which looks at the severity of risk to an individual along with the likelihood of a fire occurring. This ensures that resources are being targeted at the most vulnerable groups.
- 3.5 We will continue to deliver the highly successful Schools education package to all year 5 students, which include fire and road safety.
- 3.6 We have been installing the Firefly system in the most vulnerable residences in the Outer North East area since August 2012. To date, approximately 185 dwellings now benefit from this system of identifying those less able to escape in a fire situation.



## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 WYFRS consult regularly on proposals for improving fire cover. An extensive consultation was undertaken in 2012. None of the proposals will impact directly upon Wetherby, Harewood or Alwoodley wards.

### **4.2 Equality and Diversity / Cohesion and Integration**

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

### **4.3 Council policies and City Priorities**

4.3.1 WYFRS are a member of the Safer Leeds Partnership.

### **4.4 Resources and value for money**

4.4.1 There are no resource implications.

### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 There are no legal implications.

### **4.6 Risk Management**

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

## **5 Conclusions**

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

## **6 Recommendations**

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

## **7 Background documents – located at WYFRS website**

7.1 WYFRS Service Plan 2011-2015

Leeds district risk reduction plan 2013 / 2014

## **Appendix A**

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

# Home fire safety checks Wetherby Ward 2012 / 2013



Mode: Default Indicators



West Yorkshire  
Fire & Rescue Service

Options

Polygons

Data Sets

Quick Zoom

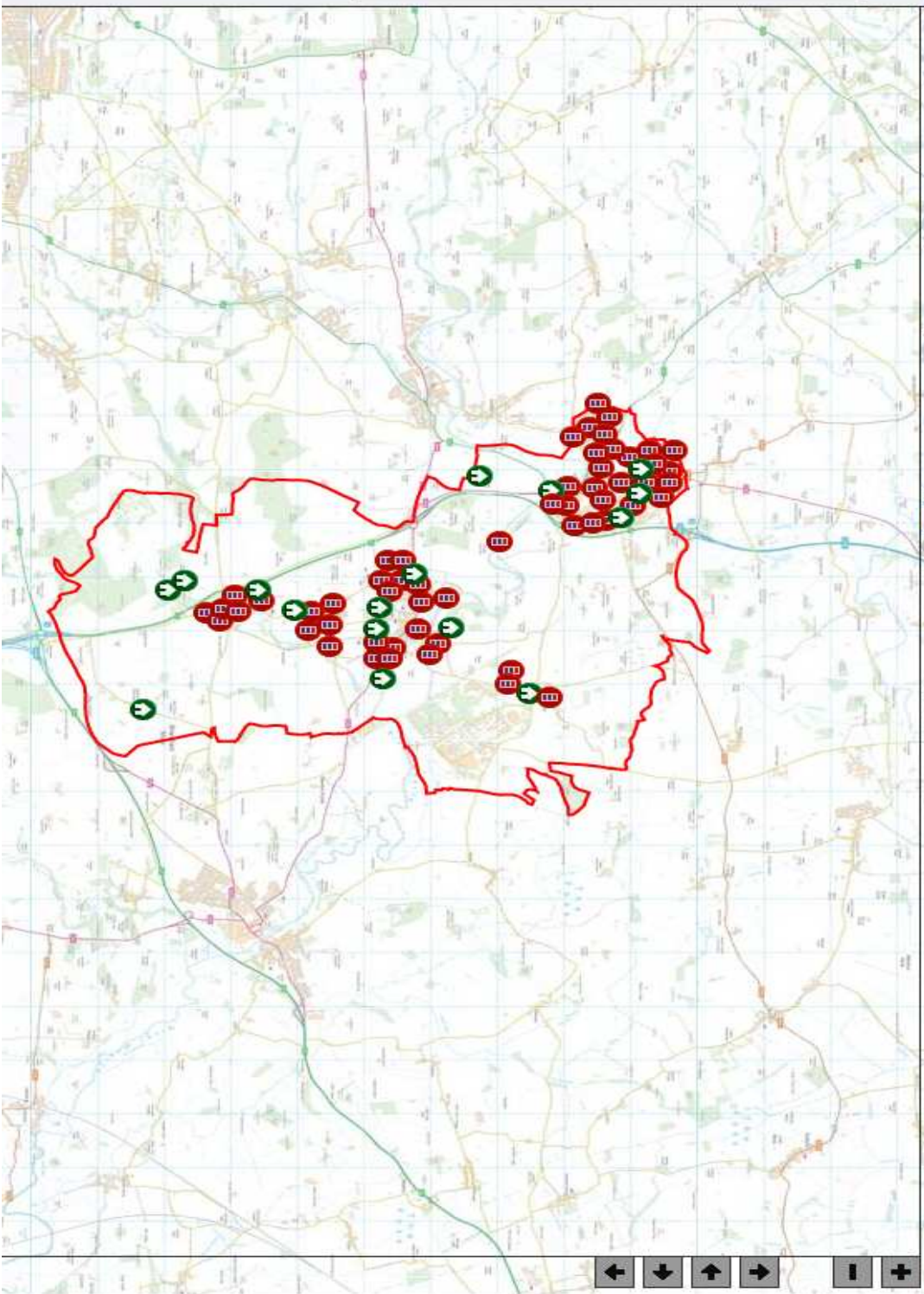
Date From 01/04/12 to 31/3/13

- Primary Fires
  - Secondary Fires
  - Chimney Fires
  - False Alarms
  - Special Service
  - Home Fire Safety Checks (512)
  - Incomplete IRS Reports
  - NLPG Buildings
- Show Only Checked Data

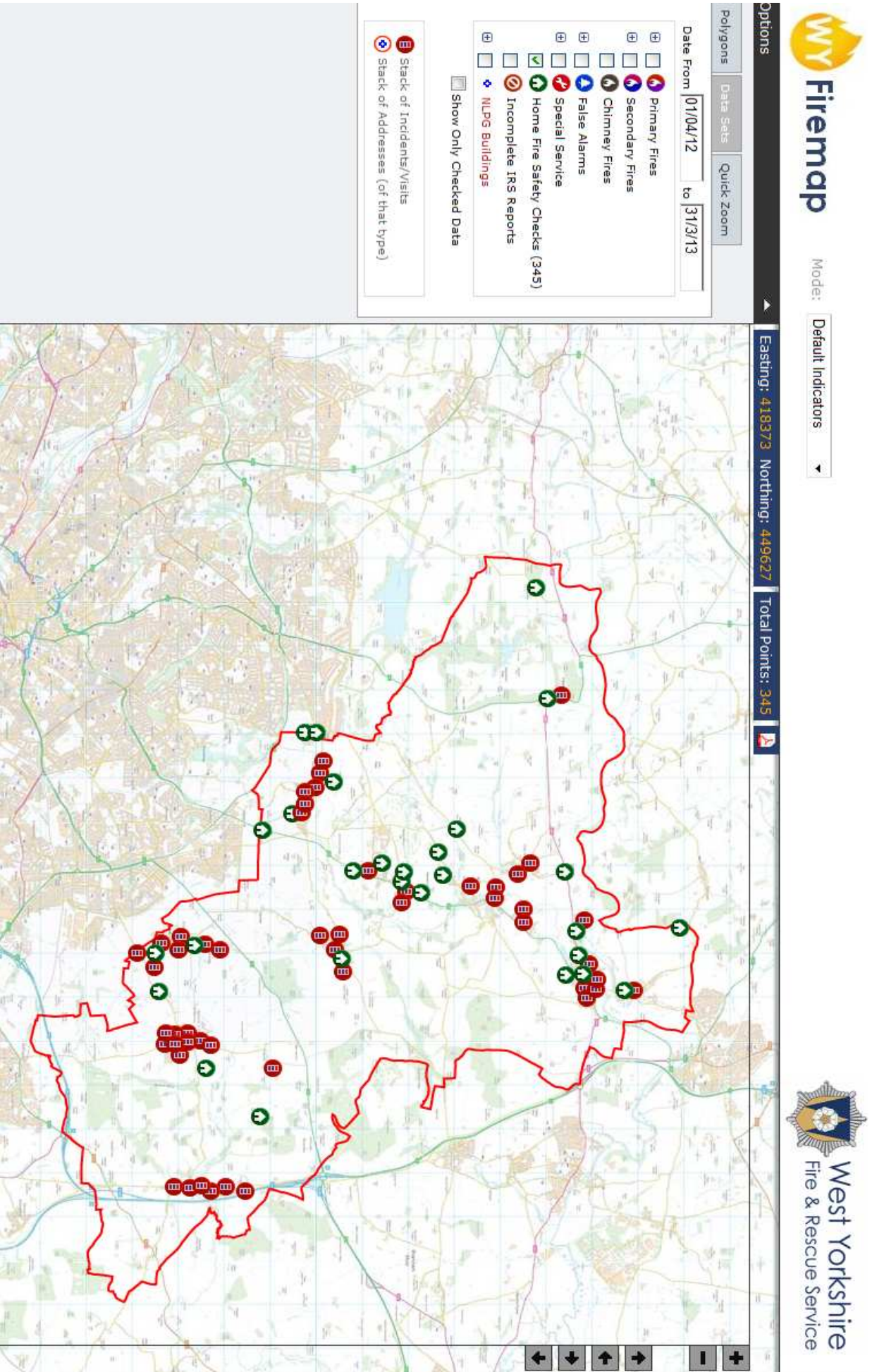
- Stack of Incidents/Visits
- Stack of Addresses (of that type)

Easting: 426931 Northing: 441025

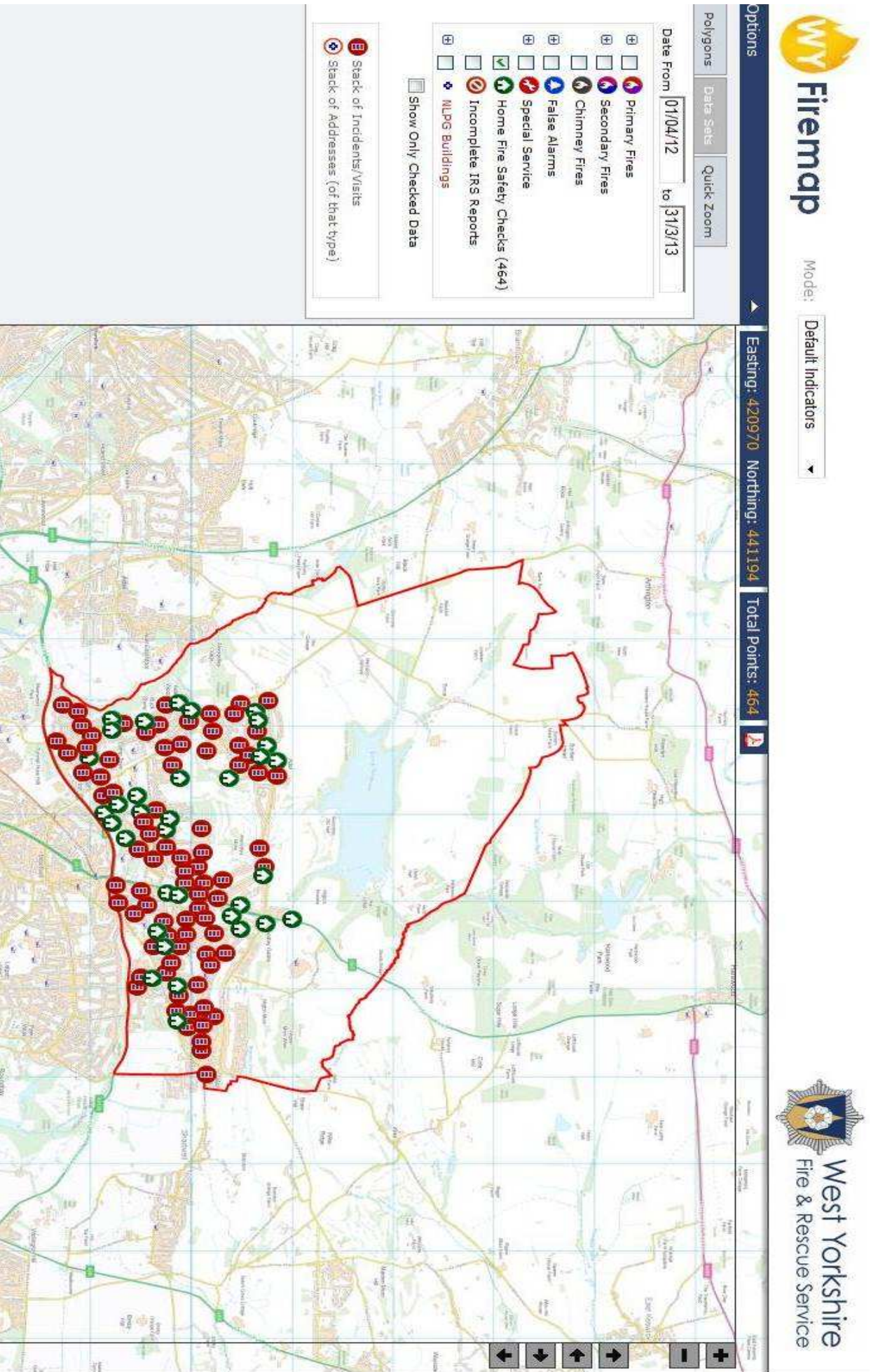
Total Points: 512



# Home fire safety checks Harewood Ward 2012 / 2013



# Home fire safety checks Alwoodley Ward 2012 / 2013





Report author: John Woolmer  
 Email: john.woolmer@leeds.gov.uk  
 Tel: 0113 336-7650  
 Facebook: ENELocalityTeam

**Report of the ENE Locality Manager, Environment & Neighbourhoods Directorate**

**Report to the Outer North East Area Committee**

**Date: Monday 8<sup>th</sup> July, 2013**

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

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

## Summary of main issues

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

## Recommendations

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

## Purpose of this report

- 1 The purpose of this report is to present, for approval, the Service Level Agreement (SLA) for 2013/14. This agreement will provide the basis on which the work of the Environmental Locality Team will be directed and be publicly accountable through the Area Committee for over the year ahead. The SLA includes a proposal to trial a new post in Outer NE and asks for an one-off financial contribution of £10k from Wellbeing towards the cost.
- 2 The report also provides information relating to the performance of the service in delivering commitments made in the 2012/13 SLA and invites Members to examine any elements of the work through it's Environmental Sub Group.

## Background information

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

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

## **Main Issues**

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

- c. The final financial/spend position of the locality budget for 2012/13
- 16 The proposed SLA for the 2013/14 municipal year is attached at Appendix B. Included for the first time this year is a supplementary menu of additional localised activity that can be commissioned by the Area Committee.
- 17 The Locality Manager is accountable to the Area Committee for the use of that resource and the performance of the service in relation to the approved SLAs. The Area Committees themselves are accountable to the Executive Board.
- 18 A breakdown of the ENE Locality Team budget for 2013/14 is shown at Appendix C.
- 19 The current operational structure of the ENE Locality Team is provided at Appendix D.

## **2012/13 SLA – End of Year Performance Review**

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

### **(a) Enforcement - customer responsive activity:**

- ✓ There were 951 cases investigated in Outer North East for enforcement investigation - an average of nearly 4 new cases per working day (for information, the total enforcement cases across ENE amounted to 6,037 which is an average of just over 23 cases per day).
- ✓ The ward split of enforcement referrals worked out as 26% Alwoodley, 44% Harewood, 30% Wetherby.
- ✓ 317 (33%) of cases related to dog enforcement requests (e.g. reports of dogs off lead)
  - 160 (17%) related to reports of overgrown vegetation (e.g. hedges) that were obstructing public paths etc.
- ✓ 93 (10%) related to investigation of flytipping (i.e. waste illegally left on public land)
- ✓ 68 (11%) of all cases resulted in legal notices being served in Outer NE (figure excludes dog related cases as legal notice analysis not available yet)
- ✓ 15 litter/waste related fixed penalty notices were issued across Outer NE amounting to £1,650 in fines.
- ✓ 4 prosecutions were made

### **(b) Street cleansing - customer responsive activity:**



- ✓ there were 966 referrals for street cleansing action in Outer NE - an average of just under 3 jobs per working day which is of course on top of the existing, programmed work (for information, the total street cleansing requests across ENE amounted to 5,857 which is an average of 16 cases per day).
- ✓ The ward split of street cleansing referrals worked out as 25% Alwoodley, 45% Harewood, 30% Wetherby.
- ✓ 196 (20%) of the total referrals related to reports of flytipping. Of these 44 were proactive referrals (i.e. flytips spotted and dealt with by our staff whilst out and about).
- ✓ 284 (29%) of requests related to reports of blocked gullies that needed clearing
- ✓ 187 (19%) of requests related to reports of litter or requests for paths/roads to be swept (excluding for leaves)
- ✓ There were 39 requests over the year for full litter bins to be emptied.
- ✓ We responded to 26 requests for ginnel cleaning and 35 requests to clean up dog mess.
- ✓ Of additional interest may be the 51 dead animals removed by our staff from the roads (38 in Harewood ward alone).

**(c) Street cleansing - programmed activity:**

- 21 In addition to the responsive service provided by the Locality Team, the majority of the street cleansing operations are delivered on a programmed/scheduled basis. For mechanical sweeping that is organised through “blocks” of streets. For manual litter picking/sweeping it is delivered through lists of priority streets. Both can be amended by the relevant set of ward members within the existing staffing/resource they have for their ward.
- 22 In terms of performance for 2012/13, the mechanical sweeping resource was programmed to clean 450 blocks in the Outer NE area and actually delivered 410 (i.e. 91% of programmed sweeps were delivered, which compares to 91% in 2011/12). The main reason for “missed” blocks is the unavoidable consequences of bad weather (the machines cannot operate in freezing conditions or on laying snow or in very heavy rain – all of which there was an exceptional amount of during 2012/13). Other factors that affected 2012/13 included some long term sickness within the mechanical staff and to a lesser extent one-off, large events in 2012 such as the Queens Jubilee and Olympic Torch, for which we used capacity days that we would otherwise have used to recover missed routes around that time.
- 23 New to the Locality Team in 2012/13 was the management of the gully cleansing resource for the area. This has enabled Members to have a quicker route through to the resource and resulted in an improvement in response times to reports of blocked gullies. The service is delivered through one gully tanker for the ENE locality operating 7 days per week. The resource is programmed to work a ward at a time around the ENE locality, inspecting and cleaning every gully. The crew completed Alwoodley ward (4,473 gullies visited and cleaned) in 2012/13. However, the crew also responded to 284 individual requests for clearance of blocked gullies in the Outer NE area during the year. It is currently estimated that it will take between 18-24 months to complete a full cycle of gully cleansing across ENE. However, it should be noted that 2012/13 was the second wettest year on record and we lost a significant amount of days due to ice/snow. Where we have had the greatest difficulty is on main roads that require

traffic management to allow safe access to gullies – particularly those in the central reservations. Work is on-going with colleagues in Highways to develop a citywide programme of traffic management to assist this and other street cleansing operations in all three localities. It is however very costly and there is not a specific budget set aside for it in either service.

- 24 An issue that particularly affects the ENE locality is leaf-fall. The service provides a dedicated resource for removing leaf-fall during the autumn/early winter months. The resource is a mixture of mainly programmed work on sets of streets agreed with ward members, and reactive work as reports of excessive leaf-fall in streets are reported through. In 2012/13 we reached an agreement with council's grounds maintenance contactor, Continental Landscapes, to provide the main part of the labour force rather than employ agency staff. This helped keep a number of staff in full time employment that would otherwise have been laid off and meant we got experienced staff with good local knowledge.
- 25 In 2012/13 it is estimated that 30 tonnes of leaves were removed from the Outer NE area through this dedicated resource. In addition, we also used mechanical sweepers on capacity days to respond to ad-hoc referrals from Members and residents.

#### **(d) Outcomes of the activities**

- 26 Sections 20 to 25 provide a statistical summary of how the delegated service has performed over the year in terms of workload in response to customer referrals and programmed work. They also give Members an idea of the proportions for each type of issue that has to be dealt with in the Outer North East area and within their particular wards.
- 27 However, it is also the outcomes achieved and overall effectiveness in making a difference within neighbourhoods that the success of the SLA will be judged on.
- 28 The overall measure of cleanliness across the city has improved from 85.9% of sites which were acceptably clean in 2011/12 to 92.0% of sites in 2012/13.
- 29 At an area level, to a large degree the outcomes are judged/monitored through accountability of the Locality Team at monthly ward member meetings, quarterly Environmental Sub Group meetings, quarterly Wetherby and Harewood Town and Parish Council Forum, Alwoodley Parish Council AGM and at the Area Committee itself.
- 30 Feedback regarding performance of the service and the achievement of the desired outcome of clean streets at these various meetings has been very positive.
- 31 Feedback and suggestions from the Area Committee would be welcomed on whether any further information, indicators or performance measures are needed to help judge the effectiveness of the service in terms of outcomes in Outer NE.

#### **(e) Resource management for 2012/13**

- 32 In terms of financial management, the final ENE Locality Team budget position for 2012/13 is provided in Appendix A (part 2). The bottom line shows that the amount spent for the year was within the budget originally allocated.

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

**(f) Working with Ward Members**

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

**Refreshed SLA and Service Developments for 2013/14**

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

- A commitment to regularly inspect and respond to a priority list of “sites of concern” in each ward (e.g. ginnels, bottle banks, gullies, laybys, pockets of land) to be agreed, mapped and monitored at ward member level.
- A programme to be developed to tackle priority sites in each ward that are prone to litter accumulating between the end of the cutting season and beginning of the next (and therefore do not get litter picked by the grounds maintenance contractor in this period).
- Scheduling of Harewood (4,218 gullies) and Wetherby (4,632 gullies) wards for full gully cleaning during 2013/14.
- The trialling of a new “mobile/peripatetic cleaner” resource for Outer NE, match funded by the Area Committee (details appended to the SLA)
- A menu of additional chargeable services for Members to consider commissioning extra local, targeted provision

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

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

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

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

## **Corporate Considerations**

### **42 Consultation and Engagement**

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

#### **43 Equality and Diversity/Cohesion and Integration**

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

#### **44 Council Policies and City Priorities**

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

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

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

#### **45 Resources and Value for Money**

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

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

A number of additional services such as the bush crew, needle removal, car parks and graffiti removal were added to the delegation during 2011/12. Whilst these services were delegated with a full service budget the management and supervision of these additional services is being met from existing resources and responsibility is currently shared across the three teams. Proposals will be developed, with involvement of Area Committees, to look at these resources together with the resources to be transferred from the ALMOs and the Household Bulky Collection service, with the aim of providing one locality based service that covers as many of these responsibilities as possible and delivered in the most efficient and effective way.

#### **46 Legal Implications, Access to Information and Call In**

Following revision to the Council's Constitution, the Area Committee has the legal powers to approve the attached Service Level Agreement and therefore formally undertake the delegation of services set out within it.

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

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

#### **47 Risk Management**

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

### **Conclusions**

48 A significant amount of collaborative work has been undertaken and real progress since the first, part-year, SLA which took effect from September 2011. Performance monitoring has been established through the Area Committee's Environmental Sub group and highlight reports provided to the Area Committee at half year and full year. The 2013/14 SLA will also be underpinned by continued engagement and responsiveness at ward member level and tracking of progress/actions at ward meetings with an increased emphasis on the monitoring of known problem spots/sites of concern.

49 The 2013/14 SLA seeks to build on progress made in last year's first full-year SLA and to continually improve and better align delegated services to local need. The SLA demonstrates that the delegated service continues to progress, through the addition of new responsibilities and improved capacity to deliver more through more effective working. The locality team will strive to continue this progression through to 2014/15.

### **Recommendations**

50 The Outer NE Area Committee is asked to:

- a) Note the contents of the report;
- b) Note the end of year performance report for the 2012/13 SLA;
- c) Approve the attached Service Level Agreement for 2013/14 as summarised in sections 39-41 of this report and provided in Appendix B.
- d) Approve the contribution of a maximum of £10k towards the establishment of a trial mobile cleansing resource to service Alwoodley ward and the outer villages not covered by existing street attendants or “lengthsmen”. The contribution and resource to be split: 40% Alwoodley, 40% Harewood, 20% Wetherby. The contribution is to be made on the basis that should the trial be successful the service will look to mainstream the activity

### **Background Papers**

#### *Leeds City Council Constitution*

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

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

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

*Report: Environmental Services Delegation – Update and Progress, to Area Committee 20<sup>th</sup> June 2011*

*Report: Delegation of Environmental Services – Service Level Agreement, to Area Committee 5<sup>th</sup> September 2011*

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

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

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

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

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

This page is intentionally left blank



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

Area Committee - Enforcement SRs  Job Type Date Range - 01/05/2012 To 30/04/2013	Service Requests				Notices Served				FPNs Served				Prosecutions			
	Alwoodley	Harewood	Wetherby	Totals	Alwoodley	Harewood	Wetherby	Totals	Alwoodley	Harewood	Wetherby	Totals	Alwoodley	Harewood	Wetherby	Totals
Complaint against service - delay		1		1				0				0				0
Compliment - Quality of work / service	1	1		2				0				0				0
Dog Fouling	12	10	12	34				0				0				0
Dog Fouling Signage Requests	5	7	10	22				0				0				0
Advice Regarding Dog		1	2	3				0				0				0
Dog Attacking Animal		1	1	2				0				0				0
Dog Attacking Human		1	1	2				0				0				0
Dogs on Lead adjacent to Highway		1		1				0	1			1				0
Keeping Dogs On Leads At All Times			2	2				0				0				0
Dogs on Lead in Prescribed Area		3		3				0	2			2				0
Dog Chipping				0				0				0				0
Dangerous Dog at Large	3	1	1	5				0				0				0
Dangerous Dog Incident	1			1				0				0				0
Found Dog	25	81	19	125				0				0				0
Lost Dog	11	12	10	33				0				0				0
Stray Dog	19	12	7	38				0				0				0
Stray Dog Pick Up	2	23	6	31				0				0				0
Dog Warden Assistance Requested	9	4	2	15				0				0				0
Drainage	5	8	2	15			1	1				0				0
Commercial Premises Duty of Care Inspect	1	4		5	1			1				0				0
Commercial Waste Issues	2	6	5	13		3	3	6	1			1				0
Domestic Waste Issues	7	2	2	11				0				0				0
Flytipping	22	43	28	93	3	2		5	2	1		3	1			1
Area Letter Drop				0				0				0				0
Litter Problems	7	5	5	17		1	1	2	3	3		6		1		1
Vehicle - Stop and Search		5	1	6		3	1	4		1		1				0
Waste in Gardens	13	2	3	18	2		1	3				0				0
A Board		6	7	13		1		1				0				0
Abandoned Caravan/Trailer		1	1	2			1	1				0				0
Abandoned Trolley				0				0				0				0
Abandoned Vehicle	6	1	2	9				0				0				0
Damage to Highway	12	10	4	26	1	1		2				0				0
Graffiti				0				0				0				0
Gully Referred to Highways	2	23	13	38				0				0				0
Illegal Advertising	6	19	17	42	1	3	5	9				0		1		1
Illegal Vehicle Crossing	1		1	2				0				0				0
Mud etc on Road	3	14	5	22	1	2		3				0				0
Nuisance Vehicle	1			1				0				0				0
Obstruction	6	5	6	17	2	1		3				0				0
Overgrown Vegetation	33	58	69	160	3	6	5	14				0				0
Trading on Highway		1	3	4		1	1	2				0				0
Dangerous Tree		3		3		1		1				0				0
Verge or Pavement Parking		1	1	2				0				0				0
Vehicles for Sale	2			2				0				0				0
Dangerous Wall				0				0				0				0
Housing - Defect	2	1		3				0				0				0
Housing - Dirty		2		2				0				0				0
Housing - Other	2	3		5				0				0				0
Housing - Vacant	3	4		7	2			2				0				0
Bin not Returned	2	3	14	19			5	5		1		1		1		1
Nuisance - Accumulation/Deposit	7	2	6	15				0				0				0
Nuisance - Light	4	1	1	6				0				0				0
Nuisance - Other	1	3	2	6				0				0				0
Nuisance - Premises			1	1		1	1	2				0				0
Odour - Agricultural	1			1				0				0				0
Odour - Other	2	4	2	8		1		1				0				0
Environ Protection - Request for Advice	6	9	4	19				0				0				0
Smoke from Bonfire		8	5	13				0				0				0
Smoke from Chimney		1		1				0				0				0
Rodents	1		3	4				0				0				0
<b>Total:</b>	<b>248</b>	<b>417</b>	<b>286</b>	<b>951</b>	<b>16</b>	<b>27</b>	<b>25</b>	<b>68</b>	<b>2</b>	<b>8</b>	<b>5</b>	<b>15</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>4</b>

Section 47	£100																£0
Section 46	£75									1							£75
Section 34(A)	£300								1	1							£600
Section 5B	£300																£0
Section 94(B)	£75																£0
Section 94(A)	£100	2							1								£300
Section 88	£75								6	3							£675
<b>FPN Totals:</b>	<b>£200</b>	<b>£850</b>	<b>£600</b>	<b>£1,650</b>													

This page is intentionally left blank

## Appendix A (Part 1b)

### Outer North East SLA Performance Report 2012/13

#### Analysis of Street Cleansing Related Customer Requests

Outer North East Area Committee - Streets Service Requests				
Job Type Date Range - 01/05/2012 To 30/04/2013	Alwoodley	Harewood	Wetherby	Totals
Litter Bin Empty	9	16	14	39
Litter Bin Request	2	4	6	12
Litter Bin Repair		1	1	2
Bulky request	12	12	16	40
Street Cleansing Missed			3	3
Street Cleansing New Route				0
Street Cleansing Quality		1		1
Dog Fouling	19	6	10	35
Fly Tips Removed by Streets Operatives	44	107	45	196
Footpath Sweeping	13	19	15	47
Ginnel	7	7	12	26
Keys From Down a Gully				0
Graffiti	24	5	6	35
Gully	37	142	105	284
Leafing	21	13	20	54
Litter Complaint	21	17	17	55
Needles and Drug Paraphernalia Cleaning				0
Public Toilets Maintenance and Cleaning			1	1
Dead Animal Removal	10	38	3	51
Road Sweeping	20	51	14	85
<b>Totals:</b>	<b>239</b>	<b>439</b>	<b>288</b>	<b>966</b>

Fly Tip Removal Breakdown	Alwoodley	Harewood	Wetherby	Totals
Reactive Removals	36	80	36	152
Proactive Removals	8	27	9	44
<b>Total:</b>	<b>44</b>	<b>107</b>	<b>45</b>	<b>196</b>

This page is intentionally left blank

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

## Appendix A (part 3)

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

This page is intentionally left blank

## Services Level Agreement 2013/14 Delegation of Environmental Services

### 1 Parties

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

### 2 Period of the agreement

- 2.1 This Service Level Agreement will take effect from 8th July 2013 until the first Area Committee meeting in the municipal year 2014, or an earlier date as agreed by both parties.

### 3 Purpose of the agreement

- 3.1 To achieve agreed standards of delivery for those services that fall within the scope of the environmental delegation to Area Committees.
- 3.2 To set out the outcomes expected of the environmental Locality Team within the Area Committee's area and how success will be measured.
- 3.3 To promote greater accountability in the provision of environmental services and to enable elected Members to be more involved in decisions concerning the prioritisation and level of service delivered within the scope of the delegation. As well as improved flexibilities around those services which are delivered on a routine/routes basis, this may include specific service requirements to tackle local issues and plan/respond to local events and seasonal issues.

### 4 Scope of services covered by the agreement

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

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

- Leaf clearing
  - Flytipping removal
  - Gully cleansing
- **Regulatory environmental services -**
    - Flytipping enforcement
    - Graffiti enforcement
    - Dog controls (e.g. strays, fouling)
    - Highways enforcement
    - Domestic & commercial waste storage & transportation control
    - Overhanging vegetation control
    - Litter control (FPNs, flier controls etc)
- 4.2 The core services will continue to be delivered on an agreed citywide operational basis of:
- (a) Street Cleansing - deliver a 7 days a week service across the city. Staff work 10 hours shifts per day based on a 4 by 3 shift pattern over a fortnight. Operations commence between 6am and 8am.
- (b) Regulatory Environmental Services - operate on a Monday to Friday, normal working hours basis. Weekend and evening working is possible by prior arrangement, but usually at additional expense.
- 4.3 Local variations to the above basis for the delivery of the service can be negotiated as part of the SLA as an agreed additional, bespoke service, paid for from Wellbeing budget for example.

## **5 Roles & responsibilities**

- 5.1 The specific responsibilities of parties involved in the delivery, management and oversight of the SLA are set out in appendix 1.

### **Elected Members**

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

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

(c) Area Lead Member - Environment: To work collegiately with the other Area Lead Members and the Executive Board Member to help change



attitudes and behaviours across the city that will improve the environment at a local level. To increase the understanding of the barriers and issues faced at locality level to improving local environmental quality and promote the delivery of solutions through partnership working.

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

### **Environmental Locality Manager**

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

## **6 Service principles and priorities**

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

### **(a) Outcome focused:**

The ENE Locality Team will focus on delivering the best outcome for residents across the Inner NE area - so that the streets and neighbourhoods in which they live are of an acceptably clean standard. It is this equality of standard that every resident will be entitled to, not necessarily the same quantity of service. For example, not everyone will get their street swept every x weeks, but everyone will be entitled to get their street swept as and when needed if it is the best solution to making sure it doesn't fall to an unacceptable standard of cleanliness.

### **(b) Responsive to local needs:**

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

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

**(c) Common sense approach:**

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

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

The service will work as part of the “team neighbourhood” approach and contribute towards tackling problems identified in the agreed priority neighbourhood of Moor Allerton (inc Lingfields and Fir Trees). We will provide a lead at tasking meetings on environmental crime/asb issues and make sure coordinated action is being taken against the local priority.

**(e) Supporting community action:**

We will work with Parish and Town Councils and other community based organisations that: add value to what we do, provide eyes and ears in villages/communities, contribute towards making our streets and neighbourhood cleaner and have a role to play in making our service more accountable.

**(f) Education and Enforcement:**

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

**(g) Working with ENE and Aire Valley Homes to deliver more effectively:**

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

**(h) Planning for seasonal and annual events:**

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

## **7 Service activity**

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

### **7.2 Street Cleansing Functions**

*(a) Mechanical Path & Road Sweeping*

Sweeping is largely undertaken by pre-determined routes (blocks) which are scheduled to be completed on a cycle set on a weekly, 3 weekly, 6 weekly or 12 weekly basis.

Each block represents approximately 20km of road/paths (ie 10km x 2 sides of the road) and is now split into 2 halves – and sweeping alternates between the two halves each time the block is scheduled to be cleaned. Those streets/roads that have been identified as requiring a sweep/clean at every visit are indicated on the route maps. The service will work with ward members to review the new routes/blocks and agree where changes to which streets are done on which cycle/or on both can be made.

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

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

Work cycles are based on an 8-day “week”. This enables an extra day of “spare” capacity to be programmed in, which allows the service to recover days lost for planned and unplanned leave. Any remaining capacity will be used to respond to local problems, support community clean ups, tackle seasonal issues and take part in joint-operations agreed through tasking meetings.

*(b) Manual Litter Picking*

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

The routes and frequencies covered by the Outer NE SLA are available from the team. They are primarily in Wetherby, Boston Spa and Collingham.

Where possible, variations to the routes will be negotiated at ward member meetings. This will be limited to instances where the total daily distance covered is not increased.

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

*(c) Litter Bins*

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

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

*(d) Flytipping*

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

*(e) Gully cleansing*

There are approx 44,000 gullies to clean across the 9 wards in the ENE locality. In Outer NE this breaks down as: 4,473 in Alwoodley, 4,218 in Harewood, 4,632 in Wetherby. The one vehicle allocated to ENE will operate on a 7 day/wk shift pattern. It will spend about two months in each ward throughout the year, working 6 days per week in that ward and using the other day to respond to referrals from other parts of the locality. In periods of heavy rain etc, the crew may be stood down from ward based programmed work to concentrate on referrals only. The team will respond as quickly as they can to ward member referrals of blocked drains/gullies. A full cycle of clearing/cleaning of all gullies across ENE is estimated to take 18 months (but may be longer depending on weather). Harewood and Wetherby wards will be completed in 2013/14 and then the cycle will begin again in Alwoodley.

*(f) Arterial Routes*

Separate to the above service commitments/approaches, the Locality Team will ensure that the following sites identified by ward members are kept to an acceptable level of cleanliness (particularly in the period of extended inactivity of the grounds maintenance contract between cutting seasons):

- Wetherby Road – Between Collingham and Wetherby x 4 layby's
- Hudson Rd – Privas Way grass verges and laybys
- Boston Rd – Whattle Syke layby
- A168 from the main roundabout up to the Deighton Road/B1224 roundabout
- stretch of A168 from Whattle Syke roundabout up towards Wetherby
- Ring Road area around Moor Allerton Shopping Centre
- Guided bus lanes on King Lane

*(g) Sites of concern*

The service will also agree at ward member level a number of sites in each ward which are prone to accumulations of litter etc. These sites will then be regularly inspected and actions taken to keep on top of the issue. These will be sites such as ginnels, bottle banks, laybys, public spaces etc.

*(h) Mobile Cleansing Resource - Trial*

During 2013/14 the service will develop and trial a new approach which will provide a mobile cleansing resource to be shared amongst the villages and Alwoodley ward where there are currently no street attendants or lengthsman in operation. The resource will operate on a 5 day/week basis and provide a dedicated member of staff with a new, multi-faceted job description. The resource will be shared between the wards on the basis of 40% Alwoodley, 40% Harewood, 20% Wetherby. Performance, assessment/evaluation of the trial will be undertaken through ward meetings and to the Environmental Sub Group. The trial will help inform how the Locality Team best delivers its service in Outer NE and if successful the approach will be mainstreamed in 2014/15.

### **7.3 Environmental Enforcement and Regulation**

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

Historically, the majority of work undertaken by the regulatory team involves responding to requests for service made by members of the public, via the Council's contact centre, or ward Members. Responding to these issues in this manner takes up approximately 80% of the time available within the team.

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

The enforcement element of the Locality Team's service to the Area Committee will be primarily delivered through a named, dedicated Environmental Action Officer. This recognises the advantages of having a dedicated officer that can build good relationships and knowledge, that a large geographical area with a large number villages and issues peculiar to it demands.

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

### **7.4 Responding to urgent issues**

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

## **8 Service outcomes**

- 8.1 Local Authority performance on local environmental cleanliness has in the past been measured at a city-wide level using the National Indicator 195 (NI 195). Whilst this indicator is no longer in use nationally, it will continue to be used with some amended methodology to measure cleanliness at city level. The indicator measures the number of sites surveyed to be satisfactory in terms of the presence of:
- (i) litter
  - (ii) detritus (eg leaf mould, dirt accumulations etc).
  - (iii) graffiti
  - (iv) flyposting.
- 8.2 The overall effectiveness of the locality driven service will be monitored at a city level with regard to the above measurement and reported to Area Committees.
- 8.3 In addition, the effectiveness of the interventions and actions carried out in the new EIZs will be measured by six monthly resident satisfaction/perception surveys in the agreed zones. These will be reported through the sub group to Area Committee.

## **9 Community Engagement**

- 9.1 The ENE Locality Team will engage with the community via existing mechanisms set out in the Area Committee's own Community Engagement Strategy/Plans. Specifically we will commit to attend the Town and Parish Council Forum quarterly meeting as required and agreed through the Chair and we will also attend at least one meeting of the Alwoodley Parish Council each year. We will 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 and the Area Committee's Localism Officer to identify other 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.

## **10 Resource and Accountability**

- 10.1 The Locality Team budget is not delegated to area committee level, it is a locality wide resource that is the responsibility of the Locality Manager to use as efficiently and as effectively as possible to meet the commitments made in the SLAs and achieve the best possible outcome of clean streets and neighbourhoods across ENE.
- 10.2 The SLA provides an accountable, negotiable mechanism for Area Committees to influence how that resource is best deployed and to judge how effective it is.

- 10.3 The Environmental Locality Manager will be accountable to the Area Committee for the delivery of services as laid out in the SLA.
- 10.4 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.
- 10.5 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.
- 10.6 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 Ward Member Meetings**

The Locality Manager or senior representative will attend all ward member meetings as required. Updates will be provided on local ward priority issues and actions of significance that the service has undertaken in that ward so that members are aware of what has been done (e.g. a significant enforcement action/result). Ward members will be made aware when the changes to service delivery schedules has been necessary, provided with the reason why and where relevant when the catch up work will be done. This will also provide opportunity for ward members to engage with the service on its future development.

### **11.2 Environment Sub-group**

Quarterly service activity reports will be submitted by the Environmental Locality Manager to the Environment 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).

### **11.3 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.

### **11.4 Harewood and Wetherby Town and Parish Council Forum**

The Locality Manager (or Deputy where necessary) will attend the quarterly meeting of the forum to report progress, consult and take issues away from.

### **11.3 Alwoodley Parish Council**

The Locality Manager (or Deputy where necessary) will attend, as a minimum, an annual meeting of the Parish Council to report progress, consult and take issues away from.

#### 11.4 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 and consulted upon 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 full year service performance 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 cannot 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 Environment Sub-group, whichever is deemed most appropriate. Should



urgent changes to service delivery be required, then under the Council's scheme of delegated authority, the Environmental Locality Manager will have the power to approve and implement such changes.

### **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 1: Roles and Responsibilities of Parties**

### *The Area Committee*

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

### *Area Chair*

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

### *Area Lead Member*

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

### *Environment Sub-group*

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

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

#### *The Environmental Locality Manager*

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

This page is intentionally left blank



## Background and Purpose:

The trial has been developed in response to feedback and requests made from Outer NE ward members and at the Town and Parish Council Forum. It follows discussions at extending “lengthsman” type arrangements to more Parishes. The feedback is that preference is for the Locality Team to administer the resource, but to learn from the successful elements of the parish lengthsman role; i.e. ensuring it’s a flexible/multi role post and that the person is contactable by and works very closely with local Councillors, Parishes and key local residents.

The resource would provide a dedicated resource to be deployed across the Outer NE to visit villages, sites and agreed neighbourhoods in Alwoodley ward that do not otherwise have any programmed, regular street cleansing activity (whether that be through the Locality team or existing local Parish lengthsman).

The purpose of the resource would be to undertake work that helps and support residents efforts to maintain the cleanliness and overall appearance of their villages/neighbourhoods.

It is envisaged that this would primarily include:

- Litter picking
- Path sweeping (ie manually with a brush)
- Weed/vegetation removal
- Tidying of open spaces/land
- Emptying litter bins and taking away the LCC white bags (necessary to test out long term sustainability of post)
- Removing small items of flytipping
- Liaison and support to local in-bloom, keep tidy and parish groups
- Extra eyes and ears for the Environmental Action Officer in Outer NE – where needed collecting basic evidence for flytipping, overgrown hedges etc.

## What would the resource be?:

The resource would be a full time member of staff with a new job description (proposed roles and responsibilities appended), who would have their own van/vehicle for use solely in the Outer NE area. They would work a normal 5 day week but be required to work at least one weekend every month. This can be reviewed as part of the trial. Cover will be provided when they are on annual leave. The van would carry a variety of equipment and materials required to effectively carry out the jobs required.

## How the resource would be shared and programmed:

A purpose of the trial will be to try out how the resource is best shared so that it is as affective and efficient as possible, whilst still achieving what it was set up to do. However, as a starting point the following type of approach is suggested:

**Indicative Fortnightly Work Programme (details can be changed with Ward Members):**

Day	Ward	Villages/neighbourhoods	Main roads to check (laybys/bins)
Monday	Alwoodley	Shopping parades	King Lane
Tuesday	Alwoodley	Lingfields/Fir Trees and Cranmers/Aldertons estates	King Lane (inc car park), Nursery Ln
Wednesday	Alwoodley	Section of the ward east of Harrogate Road	Wigton Lane, Shadwell Lane
Thursday	Harewood	Ward catch up day – revisit villages, make sure bins empty, Member issues etc	
Friday	Wetherby	Bramham/Clifford (Boston Spa)	Bramham Rd/Bar Lane/A659
Monday	Wetherby	Thorp Arch/Walton (Wetherby)	Walton Rd/A659
Tuesday	Alwoodley	Ward catch up day – revisit hotspots, make sure bins empty, Member issues etc	Harrogate Road
Wednesday	Harewood	Scholes /Barwick/Aberford/Thorner	A64
Thursday	Harewood	Shadwell/Scarcroft/Bardsey/Linton	A58/A659 (Wattle Skye)
Friday	Harewood	Harewood/East Keswick	A61/A659 (Harewood Ave)

The rationale for a fortnightly schedule is that this allows us to factor in more consecutive days in each ward so Members know that the resource is in their area for a good period of time and any issues that come up can be planned a little better.

## **How Much Will it Cost?**

The cost for a full financial year would be £31,500 (assumes appointed top of scale). This pays for the member of staff (including oncosts), cover for periods of annual leave, van hire/lease for a year and new equipment/materials.

However, it is not anticipated that the trial phase will last a full financial year – it is likely to last until 31<sup>st</sup> March 2014 at which point the approach would be entirely mainstreamed if it proved a successful/better way to deliver a service in Outer NE. By then we will also be clearer on how the Locality Service will take on responsibilities from the ALMOs and other citywide services (e.g. household bulky collection) and what opportunities/resources for redesigning our street cleansing functions there are.

The full year contribution required from Area Committee would be £10,000. Reflecting the proposed allocation of the resource, this works out at £4k from Alwoodley, £4k from Harewood and £2k from Wetherby.

## **Recruitment and Getting Up and Running:**

The post will be advertised as a temporary post to 31<sup>st</sup> March 2014.

We will be required to follow the Council's recruitment process/policy but we will seek to advertise externally as early in the process as allowed, given the temporary position of the post. The start date depends on at which point we successfully recruit; but we will be aiming for getting up and running within 6 weeks of the Area Committee's approval.

## PROPOSED JOB DESCRIPTION: ROLES AND RESPONSIBILITIES

1. To carry out a range of physical tasks to improve the environmental condition and appearance of Outer North East villages and neighbourhoods (any publicly accessible land), including:-

### CLEANING

- Lift and remove all detritus from the highway that can be achieved by hand brushing/sweeping and manual sweeping equipment. This to include areas of kerb edges, footpath edges, traffic islands etc and will include offensive detritus such as dog fouling.
- Empty/re-bag and effectively clean litter bins and liners.
- Weed removal using manual and mechanical means such that weed re-growth is prevented.
- Effectively clean up and wash pavements using equipment provided.
- Effectively clean street furniture

### FLY TIP REMOVAL

- Remove fly-tipped material off the highway and other identified areas of land (including bin-yards)
- Removal of all items as directed, including loose materials, animal carcasses, large items, gas bottles etc and safely load these onto the collection vehicle where required.
- Report hazardous material fly-tipped on the highway or other land e.g. asbestos, chemicals etc

### COMMUNITY ENHANCEMENT WORKS

- Carry out basic horticultural work e.g. basic pruning, trimming overhanging bushes etc. to facilitate the street cleansing functions above to be completed satisfactorily.
- Record and report environmental issues as required.
- Fit litter bins using both electrical tools and manual tools as required.

### SEASONAL ISSUES

- Manually remove snow and ice from paths and other publicly accessible areas as required
- Assist with gritting of paths/pavements and other publicly accessible areas as required
- Remove fallen leaves, twigs and small braches from paths/pavements and other publicly accessible areas as required

**Note:** Whilst staff are expected to show flexibility with regard to the above tasks they will only be carried out following provision of any required training and within agreed risk assessments and health and safety procedures.

2. To carry out a range of basic investigative and community based tasks that support actions to encourage behavioural change within communities to the management of waste and monitor the effectiveness of our service, including:-
  - to reactively and proactively investigate instances of flytipping and other forms of inappropriate waste disposal by searching for evidence that may show where/who the waste has come from and to ensure the evidence is appropriately recorded/gathered and referred for further investigation and action by enforcement staff.
  - to support a range of preventative interventions, such as educational campaigns or activities, to tackle the root causes of environmental issues.
  - to assist in the undertaking of basic street/environmental audits as required
  - to deliver local information leaflets and campaign material as required
3. To ensure that work carried out in 1 and 2 above is of high quality, carried out safely and professionally and enhances the reputation of the service and the Council.
4. To drive a fleet vehicle (of up to 3.5 tonnes) as required.

5. To work effectively with Council and other public service colleagues in order to maintain the highest standards of cleanliness and quality within local environments as is possible.
6. To work in a way showing initiative and enthusiasm for the job in hand and an understanding of its impact on the quality of life of local residents and visitors alike.
7. To maintain an awareness and understanding of other issues that affect the environmental appearance and condition of neighbourhoods and report any defects identified e.g. graffiti, potholes, overhanging trees, unauthorised fly-posting, damaged street furniture, blocked gullies etc.
8. To maintain competency and knowledge for the work of the post by undergoing relevant training and development e.g. on the job or training courses. This will include training relating to the use of power tools, handling of hazardous materials (including needles) and other health and safety issues.
9. To ensure that all work is undertaken in accordance with established health and safety procedures and to report defects or safety concerns identified to the appropriate supervisor/manager.
10. To carry out all work with the highest standards of behaviour and conduct thereby reflecting the importance of the role as an ambassador for the City and the Council. In particular, to respond courteously and professionally to contact with and requests from our customers (i.e. members of the public and Elected Members).
11. To ensure that essential records relating to the work of the post e.g. timesheets, job requests, safety documents etc. are completed fully, promptly and accurately.
12. To ensure that all resources used e.g. equipment, machinery and buildings etc. are kept safe, in good order and condition, and are not exposed to the risk of loss, damage or theft. In addition to the vehicle checks, to keep any vehicles used clean and tidy both inside and out.
13. To carry out such other duties that reasonably correspond to the general character of the post and are consistent with its level of responsibility.
14. To comply with Standing Orders, Financial Regulations, Quality Assurance procedures and Health and Safety Regulations
15. To abide by the Council's Equal Opportunities Policy in the duties of the post and as an employee of the Council.



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

#### 1. Ad-hoc requests (per hour):

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

#### 2. Additional posts (per annum):

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

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

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

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

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

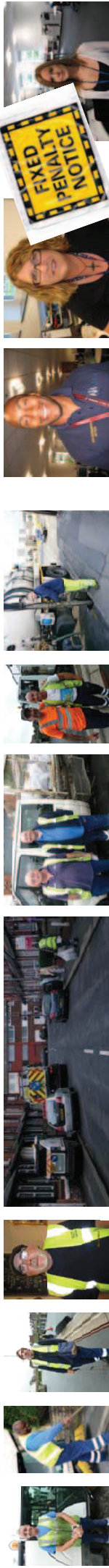
This page is intentionally left blank

# ENE Locality Team - Budget for 2013/14

# Appendix C

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

This page is intentionally left blank



**Shift workers - delivering 7 day/wk service**

**Mechanical Cleaning**  
(18 staff)

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

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

**Litter Picking etc**  
(18 staff)

17.2 Street Attendants

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

**Litter Bins/Bags**  
(8 staff)

4 x Sideloader Drivers  
4 x Street Attendants

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

**Flytipping**  
(4 staff)

2 x Drivers  
2x Street Attendants

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

**Enforcement & Regulatory**  
(12 staff)

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

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

**Operational Support**  
(3 staff)

1 x Admin Officer  
2 x Assistants

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



**Supervisor (Streets)**  
Andy Gibson



**Supervisor (Streets)**  
Mik Breakwell



**Resource & Caseworker**  
Laura Eagle



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



Mick Johnson  
**Team Manager**  
[mick.johnson@leeds.gov.uk](mailto:mick.johnson@leeds.gov.uk)



Hayley Thackway  
**Service Manager**  
[hayley.thackway@leeds.gov.uk](mailto:hayley.thackway@leeds.gov.uk)



John Woolmer  
**Locality Manager**  
[john.woolmer@leeds.gov.uk](mailto:john.woolmer@leeds.gov.uk)

Line managed by

Helen Freeman, Chief Officer

Accountable to

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

**Customer Referrals:**

Referrals should be made to:  
[eneaction@leeds.gov.uk](mailto:eneaction@leeds.gov.uk) or tel. 222-4406

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

**ENE Locality Team**

This page is intentionally left blank

**Report of the Director of Children’s Services**

**Report to: Outer North East Area Committee Meeting**

**Date: 8<sup>th</sup> July 2013**

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



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

**Summary of main issues**

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

5. The new allocation for the Outer North East Area Committee budget ring-fenced for youth activities is £20499 in 2013/14 and £40997 in 2014/15. The Area Committee function schedule for Youth Activity Breeze Funding is to commission, monitor and evaluate local play, arts, sports and cultural activity for young people age 8-17 with the involvement and participation of children and young people. This is supported with training opportunities for members and officers.
6. Executive Board also endorsed proposals for the Executive Member for Children's Services and Area Committees about how best to enable spend £2.54 million on targeted youth work across local areas in Leeds. The Executive Member intends to take a report to the July Executive Board to confirm how the targeted youth work budget will be allocated after further consultation with Area Committees.

## **Recommendations**

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



## **1 Purpose of this report**

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

## **2 Background information**

In March 2013 Executive Board agreed:

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

## **3 Main issues**

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

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

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

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

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

### **4.2 Equality and Diversity / Cohesion and Integration**

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

### 4.3 Council policies and City Priorities

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

### 4.4 Resources and value for money

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

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

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

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

### 4.5 Legal Implications, Access to Information and Call In

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

#### **4.6 Risk Management**

- 4.6.1 High consideration must be given to the implications of the recommendations for staff in the LCC Youth Service.
- 4.6.2 There are a number of youth work contracts with voluntary sector bodies in Leeds currently funded who will need to be supported through new or revised commissioning arrangements.
- 4.6.3 The involvement and participation of children and young people is key to ensuring the right activities are available and suitable. It is essential that teams support this process to build success.

### **5 Conclusions**

- 5.1 In conclusion the youth activity funding creates an opportunity to build on activity provided locally meeting identified need. The process of involving children and young people in the decision making supports Leeds being a Child Friendly City and ensures children's needs are central to the process.
- 5.2 Locality budgets for activity will generate opportunity for creative ways to work across partnerships in localities.

### **6 Recommendations**

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

### **7 Background documents<sup>1</sup>**

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

---

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

**Report of East North East Area Leader**

**Report to Outer North East Area Committee**

**Date: 8 July 2013**

**Subject: Well-being Fund Budgets**

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

**Summary of main issues**

1. This report provides members with an update on the current position of the capital and revenue budget for the Outer North East Area Committee.
2. Applications made for funding are included in the report for member's consideration.

**Recommendations**

3. Members are asked to:
  - Note the spend to date and current balances for the 2013/14 financial year;
  - Consider the following project proposals and approve where appropriate the amount of grant to be awarded:

Project	Organisation	Amount applied for £	Ward
Northcall	Northcall Community Centre	19,273	Alwoodley
Festive Lights	Alwoodley Parish	4795	Alwoodley

	Council		
Shadwell War Memorial	Shadwell Parish Council	710.50	Harewood
Wetherby Festival	Wetherby Arts Festival	2000	Wetherby
Wetherby Annual Events	Wetherby Annual Events	2000	Wetherby
Barleyfields Radio	Wetherby Community Radio Limited	1000	Wetherby
Site allocations consultation	Leeds City Council	5181.65	Harewood Wetherby
Wellbeing grant acknowledgement signs	Leeds City Council	150	Alwoodley Harewood Wetherby
Peripatetic Street Cleansing Service	Leeds City Council	10,000	Alwoodley Harewood Wetherby

- Ratify the following decision taken via officer delegation.

Site allocations consultation	Leeds City Council	5181.65	Harewood Wetherby
-------------------------------	--------------------	---------	----------------------

## 1. Purpose of this Report

- 1.2 The report provides members with an update on the current position of the revenue Well-being Funding for the Area Committee and sets out applications made for consideration by the Area Committee.

## 2. Background Information

- 2.1 Each of the ten Area Committees receive an annual allocation of revenue funding to commission projects and offer grants to organisations in the local area. The amount of funding for each Area Committee is determined by a formula based on 50% population and 50% deprivation in each area, as agreed by the Council's Executive Board. The Area Committees also have the balance of any revenue Well-being budget which was allocated to them in previous years.
- 2.2 Alongside the Well-being budget, ward councillors have access to other sources of local funding, such as Section 106, Ward Based Initiatives (WBI), Members Improvement in the Community and Environment (MICE). The use of this funding is discussed at ward member meetings as appropriate.

## 3. REVENUE PROJECTS

### 3.1 Well-being Revenue – available funding for the current financial year

- 3.1.1 The allocation for the Outer North East Area Committee for 2013/14 is £112,000.

3.1.2 The Outer North East Area Committee manages its allocation by apportioning the amount between the three wards based on population<sup>1</sup>. For the 2013/14 allocation, the split between wards is:

- Alwoodley: £41726 based on pop. = 22766 (37.25%)
- Harewood: £33656 based on pop. = 18363 (30.05%)
- Wetherby: £36618 based on pop. = 19979 (32.69%)

3.1.3 The current revenue financial position of the Area Committee is shown in Appendix A.

3.1.4 The funding is used to support the priorities in the Area Committee Business Plan as agreed by the Area Committee in March 2013. Updates on spending and projects funded will be reported to the Area Committee on a regular basis.

### 3.2 New schemes for consideration

3.2.1 In considering these applications members are asked to take into account timescales for the projects. If projects are continuing after 31 March 2014, members are asked to decide if the appropriate proportion of the grant should be set aside from the 2013/14 budget and carried forward, or be drawn from the 2014/15 budget.

3.2.2	<b>Project:</b>	Northcall
	<b>Organisation:</b>	Northcall Community Centre
	<b>Amount applied for:</b>	£19,273
	<b>Ward:</b>	Alwoodley
<p>NORTHCALL provides a focal point for the community where people of all ages come to meet others and avoid isolation and learn new skills, which helps with self confidence, self esteem, employability, mental and physical health and community cohesion. They strive to provide programmes that work on building people’s self confidence and reducing barriers to participating in wider society. Numbers of service users continues to grow year on year and some of the activities are inter generational, which improves community cohesion, tolerance and understanding.</p> <p>This year Northcall are proposing are to start an alternative educational programme for young people, which will generate more income and create jobs for people, as well as engaging young, local people and getting them involved in their community. This will be a full time term only programme for young people aged 14 – 16.</p> <p>The funding will be used to cover Freelance teachers/tutors, learner registration and management costs.</p> <p>The project will run from April 2013 – March 2014.</p>		

<sup>1</sup> Office for National Statistics 2011 Census

	<p><b>Area Committee priorities:</b> Health and Wellbeing, Business, Children and Young People, Supporting communities</p>

3.2.3	<b>Project:</b>	Alwoodley Festive Lights
	<b>Organisation:</b>	Alwoodley Parish Council
	<b>Amount:</b>	£4795
	<b>Ward:</b>	Alwoodley
	<p>The aim of the project is installing a variety of Christmas lights at the junction of King Lane and The Avenue.</p> <p>This will provide an illuminated area of the Parish at a time of year when daylight hours are at their shortest. It is intended that there will be a "switching on" ceremony and this will provide a focus for local residents who may be feeling isolated at this time of year — particularly older residents who may be living with dementia, or deprivation. The illuminations are to be secular and will enliven the local area and produce a sense of well-being. The grant will be used to fund the initial set-up costs, including the installation of the fixed brackets on seven lamp columns and the hire of seven motifs for the first year's display. The subsequent cost of hiring the motifs from Leeds Lighting will be born by the Parish Council.</p>	
	<p><b>Area Committee Priorities:</b> Health and Wellbeing, Business, Children and Young People, Supporting communities</p>	

3.2.4	<b>Project:</b>	Shadwell War Memorial renovation
	<b>Organisation:</b>	Shadwell Parish Council
	<b>Amount:</b>	£710.50
	<b>Ward:</b>	Harewood
	<p>Renovation of the village war memorial in time for the centenary of the start of the first World War. The work includes cleaning, re-pointing and re-cutting the lettering to ensure the names of the soldiers who died during the two world wars do not erode away. Should funding be approved, the work will be undertaken straight away in July 2013.</p> <p>The total cost of the project is £1421.</p>	
	<p><b>Area Committee Priorities:</b> Supporting Communities</p>	

3.2.5	<b>Project:</b>	Linton Lane 30mph
	<b>Organisation:</b>	Leeds City Council
	<b>Amount:</b>	£4000
	<b>Ward:</b>	Harewood



	This project is to introduce a 30 mph speed limit for Linton Lane. The work will be undertaken by Highways during this financial year. Wellbeing funding required is £4000.
	<b>Area Committee Priorities:</b> Planning, Communications and Transport

3.2.6	<b>Project:</b>	Wetherby Festival 2013
	<b>Organisation:</b>	Wetherby Arts Festival
	<b>Amount:</b>	£2000
	<b>Ward:</b>	Wetherby
	<p>The Wetherby Festival aims to provide live entertainment over 9 days and evenings in October at a number of different venues in and around Wetherby. The entertainment is varied and covers music, in a number of different genres, art, drama, literature, comedy and activities for children.</p> <p>The Festival aims to stimulate local interest in a variety of live entertainment events, promote good community relationships and make people aware of what Wetherby can provide to enhance the lives of its inhabitants.</p> <p>The grant would cover publicity costs, and contribute to venue hire. It will ensure that ticket prices are kept as reasonable as possible and that some of the events can be provided free of charge.</p> <p>The estimated total cost of the project is £15,000.</p>	
<b>Area Committee Priorities:</b> Supporting Communities, children and young people		

3.2.7	<b>Project:</b>	Wetherby Annual Events
	<b>Organisation:</b>	Wetherby Town council
	<b>Amount:</b>	£4000
	<b>Ward:</b>	Wetherby
	<p>£3000 is sought to enable Wetherby to continue in the tradition of having Christmas Lights in the town. These do add atmosphere and bring Christmas cheer and visitors to the town. The grant would to cover the costs of purchasing new set pieces and refurbishment of some of the lights and Christmas trees, plus services for a qualified electrician and electrical installations.</p> <p>£1000 is sought towards the annual Community Bonfire and Firework display which provides the local community with an event that they are able to attend as a family group without the need for transport. This is held in a very accessible location actually in the town and most attending come on foot. The grant would cover security, first aid provision, cost of Traffic Orders and hire of radios.</p>	

	<b>Community Charter Priorities:</b> Supporting Communities, children and young people

3.2.8	<b>Project:</b>	Barleyfields Radio Project
	<b>Organisation:</b>	Wetherby Community Radio Limited
	<b>Amount:</b>	£1000
	<b>Ward:</b>	Wetherby
	<p>The Barleyfields Radio Project was established in October 2008 in conjunction with the Leeds Youth Services. Since then Wetherby Community Radio Ltd has been actively assisting young people every Thursday evening at Barleyfields Youth Club with their media studies. The project has been a great success and it is hoped that this will continue throughout 2013 and beyond. The three volunteers from Wetherby Community Radio Ltd assist with the media studies training.</p> <p>Grant funding is sought to allow the station to stay within the Ofcom regulations for matched funding from sources other than advertising. The station is now successful in attracting sufficient advertising income to sustain itself throughout its licence period. However, it is unable to obtain sufficient 'matched' funding from other sources. The Ofcom regulations are strictly enforced and the trustees of Wetherby Community Radio Ltd are committed to meeting all the requirements of the Ofcom licence in full.</p>	
	<b>Community Charter Priorities:</b> Children and Young People	

3.2.9	<b>Project:</b>	Site allocations communication
	<b>Organisation:</b>	Leeds City Council
	<b>Amount:</b>	£5181.65
	<b>Ward:</b>	Harewood and Wetherby
	<p>The Council is undertaking a citywide public consultation exercise to seek the views of the people of Leeds on initial issues and options for the Site Allocations Development Plan Document. The exercise will run from 3rd June – 29th July. The Harewood and Wetherby ward members intend to write to all residents in their ward to ensure that they are aware of the consultation, and take the opportunity to put forward their views. There are approximately 16000 residents in the two wards.</p> <p>Wellbeing fund will be used to cover the second class postage costs, which are £5181.65.</p> <p>Given the timescales, this funding has been approved via the officer delegation process. The area committee are asked to ratify the decision.</p>	
	<b>Community Charter Priorities:</b>	

	Supporting communities
--	------------------------

3.2.10	<b>Project:</b>	Wellbeing grant acknowledgement signs
	<b>Organisation:</b>	Leeds City Council
	<b>Amount:</b>	£150 (£50 per ward)
	<b>Ward:</b>	Alwoodley, Harewood and Wetherby
	The area committee members have asked for wellbeing grant which supports building projects to be acknowledged with a sign on the building. These signs will be procured from Leeds City Council city signs. The cost per sign is £16. It is proposed that small budget of £50 per ward is set aside to cover the cost of these signs.	
<b>Community Charter Priorities:</b> Supporting communities		

3.2.11	<b>Project:</b>	Peripatetic Street Cleansing Service
	<b>Organisation:</b>	Leeds City Council
	<b>Amount:</b>	£10,000
	<b>Ward:</b>	Alwoodley, Harewood and Wetherby
	Details of this proposal are in the Environmental SLA report from the Director of Environment and Neighbourhoods. The funding will be split between all three wards, Alwoodley - £4000, Harewood - £4000 and Wetherby - £2000.	
<b>Community Charter Priorities:</b> Supporting communities		

### 3.3 Small grants and skips

3.3.1 Each of the wards has a pot set aside for community groups to apply into for small grants and skips. The following small grants have been agreed for this financial year.

Organisation / Department	Project	Total Project Cost £	Grant Approved £
Leeds Jewish ex-servicemans' and womens' association	Cost of transport to two remembrance services in London	1500	500
Thorner Girl Guides	Bookcase, books and floor cushions for Cosy Book Club	500	500
Leeds Youth Service	Barleyfields Youth Club – purchase of sports and leisure equipment	500	500

3.3.2 Appendix B provides details of the remaining balances for the small grants and skips pots, plus the other pots of funding which were set aside, Treetops Community Centre, and Community Engagement.

### **3.4 Project monitoring**

Projects in receipt of a wellbeing grant are required to provide monitoring reports to show that the funding was spent in accordance with their original grant application. Appendix C provides monitoring details for projects which have received funding during the previous financial year.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 Area Committees now have an enhanced role in Community Engagement and have responsibility for overseeing and monitoring the work of the Area Support Team in relation to local engagement activities. The priorities in the Area Committee business plan which the wellbeing supports are arrived at through consultation with ward members and the local communities they serve.

### **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 Well-being Funding is used to ensure that inequalities within the local area are addressed through local projects and schemes. All projects funded by Well-being monies must demonstrate:

- Equality and diversity issues have been considered in the planning of the project,
- How equality and diversity issues have shaped the project delivery;
- The impact of the project will be on different groups;
- How the project will promote good community relations between different groups and how barriers that might prevent their involvement will be overcome.

### **4.3 Council Policies and City Priorities**

4.3.1 Well-being funding is used to support the priorities set out in the Outer North East Area Business Plan which supports the Vision for Leeds.

### **4.4 Resources and Value for Money**

4.4.1 Spending and monitoring of the Well-being budget is administered by the Area Support Team in accordance with the decisions made by this Area Committee.

### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 The Area Committee has delegated responsibility for taking of decisions and monitoring of activity relating to utilisation of capital and revenue Well-being budgets within the framework of the Council's Constitution (Part 3, Section 3D) and in accordance with the Local Government Act 2000.
- 4.5.2 In line with the Council's Executive and Decision Making Procedure Rules, agreed at Full Council May 2012, all decisions taken by Area Committees are not eligible for Call In.
- 4.5.3 There is no exempt or confidential information in this report.

#### **4.6 Risk Management**

- 4.6.1 All Well-being funded projects must demonstrate that they have identified any potential risks for the project and what action would/will take to avoid or minimise them. Details of the risk assessments for individual projects are available from the author of this report.

#### **5. Conclusions**

- 5.1 The Well-being fund provides financial support for projects in the Outer North East area which help to deliver the priorities of the Area Committee business plan.

#### **6. Recommendations**

- 6.1 Members are asked to:

Note the spend to date and current balances for the 2013/14 financial year;  
Consider the following project proposals and approve where appropriate the amount of grant to be awarded:

<b>Project</b>	<b>Organisation</b>	<b>Amount applied for £</b>	<b>Ward</b>
Northcall	Northcall Community Centre	19,273	Alwoodley
Festive Lights	Alwoodley Parish Council	4795	Alwoodley
Shadwell War Memorial	Shadwell Parish Council	710.50	Harewood
Wetherby Festival	Wetherby Arts Festival	2000	Wetherby
Wetherby Annual Events	Wetherby Annual Events	2000	Wetherby
Barleyfields Radio	Wetherby Community Radio Limited	1000	Wetherby
Wellbeing grant acknowledgement signs	Leeds City Council	150	Alwoodley Harewood Wetherby
Peripatetic Street Cleansing Service	Leeds City Council	10,000	Alwoodley Harewood Wetherby

6.2 Ratify the following decision taken via officer delegation.

Site allocations consultation	Leeds City Council	5181.65	Harewood Wetherby
-------------------------------	--------------------	---------	-------------------

**7. Background documents<sup>2</sup>**

7.1 Area Committee Roles and Functions 2011/12

7.2 Report to Executive Board, 15 February 2013, Revenue Budget and Council Tax 2013/14

---

<sup>2</sup> 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.

Funding / Spend Items	Alwoodley	Harewood	Wetherby	Total
Balance b/f 2012-13	16,260.34	13,349.62	28,372.96	57,982.92
Schemes Approved from 2012-13 budget to be spent in 2013-14	8,419.00	8,431.50	23,231.50	40,082.00
Amount of b/f budget available for new schemes 2013-14	7,841.34	4,918.12	5,141.46	17,900.92
New Allocation for 2013-14	41,726.00	33,656.00	36,618.00	112,000.00
Total available for new schemes in 2013-14	49,567.34	38,574.12	41,759.46	129,900.92

2012-13 Schemes to be paid for in 2013-14					
Farm Watch - Underspend	-	-	568.50	-	1,137.00
Boston Spa Youth Group	-	-	800.00	-	800.00
Shadwell Recreation Centre internal refurbishment	-	1,000.00	-	-	1,000.00
Shadwell Library Repair & Refurbishment 1	-	5,000.00	-	-	5,000.00
Wetherby & Harewood Farmwatch Patrol	-	3,000.00	3,000.00	-	6,000.00
Slaid Hill in Bloom Environmentally Friendly Planting	1,419.00	-	-	-	1,419.00
Wetherby & District Development Fund	-	-	20,000.00	-	20,000.00
Alwoodley Tennis Court	7,000.00	-	-	-	7,000.00
<b>Total of schemes approved in 2012-13</b>	<b>8,419.00</b>	<b>8,431.50</b>	<b>23,231.50</b>		<b>40,082.00</b>

Approved 2013-14 Schemes					
Small Grants	3,000.00	3,000.00	3,000.00	-	9,000.00
Skips	1,000.00	1,000.00	1,000.00	-	3,000.00
Community Engagement	150.00	150.00	150.00	-	450.00
Shadwell Library Repair & Refurbishment 2	-	5,000.00	-	-	5,000.00
MAECare - Partnership & Well Being for Older People	9,130.00	1,537.00	-	-	10,667.00
Memory Café, Socials & Carers Support Group	-	1,000.00	2,400.00	-	3,400.00
A1-M1 Noise Abatement Study	-	2,000.00	-	-	2,000.00
Parking Sign for Schools	-	669.75	-	-	669.75
Trembler Alarms	487.50	-	-	-	487.50
Treetops Community Centre Support	1,500.00	-	-	-	1,500.00
Lifestyle & Multi Sport Activities	2,445.00	-	-	-	2,445.00
Leadership Awards	2,498.50	-	-	-	2,498.50
Family Sport & Active Lifestyles Activity	1,000.00	-	-	-	1,000.00
Site Allocations Consultations Letters	-	2,590.82	2,590.83	-	5,181.65

<b>Total Projected Spend 2013-14 New Schemes</b>	<b>21,211.00</b>	<b>16,947.57</b>	<b>9,140.83</b>		<b>47,299.40</b>
<b>Budget for 2013-14</b>	<b>49,567.34</b>	<b>38,574.12</b>	<b>41,759.46</b>		<b>129,900.92</b>
<b>Remaining Budget Unallocated</b>	<b>28,356.34</b>	<b>21,626.55</b>	<b>32,618.63</b>		<b>82,601.52</b>

This page is intentionally left blank



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

Appendix B

<b>Alwoodley</b>	<b>Budget</b>	<b>Spent</b>	<b>Remaining</b>
Small Grants	3,000.00	670.00	2,330.00
Skips	1,000.00	-	1,000.00
Treetops Pot	1,500.00	113.50	1,386.50

<b>Harewood</b>	<b>Budget</b>	<b>Spent</b>	<b>Remaining</b>
Small Grants	3,000.00	500.00	2,500.00
Skips	1,000.00	260.00	740.00

<b>Wetherby</b>	<b>Budget</b>	<b>Spent</b>	<b>Remaining</b>
Small Grants	3,000.00	500.00	2,500.00
Skips	1,000.00	-	1,000.00

<b>Area Wide</b>	<b>Budget</b>	<b>Spent</b>	<b>Remaining</b>
Community Engagement	450.00	66.00	384.00

This page is intentionally left blank

## Outer North East Wellbeing Fund monitoring reports

<b>Project: Farmwatch Patrols January – December 2012</b>	<b>Total project cost: £6000</b>
<b>Lead organisation: West Yorkshire Police</b>	<b>Wellbeing Funding: £6000</b>
<p>Since January 2012 the Land Rovers have been used by police officers from Wetherby &amp; Harewood Police Team on a daily basis to reassure the farming and rural community through prevention and detection of the type of crimes which impact on those communities in particular. Offences of, burglary and theft from farm properties, poaching and related crop damage have been both detected and prevented.</p> <p>The following activities between 1<sup>st</sup> January 2012 &amp; 31<sup>st</sup> December 2012 evidence police use of the funding which has ensured the privately sponsored Land Rover 4x4 vehicles have had fuel for patrol use.</p> <ul style="list-style-type: none"> <li>• 12 men were arrested after a member of the public reported badger digging near Shadwell. Land Rovers allowed officers to encircle and arrest all suspects.</li> <li>• 4 men were detained in conjunction with Harewood House Security for shooting pheasants with air rifles at night.</li> <li>• Several Quad Bikes and off Road Bikes seized and formal seizure warnings given to drivers/riders and owners of those vehicles who have been caught riding on land in an antisocial manner.</li> <li>• Police have worked with Yorkshre Wildlife Trust at Hetchel Woods to reduce illegal bird injury and killing. The Land Rovers have allowed access to the area surrounding it.</li> <li>• Land Rover 4x4 vehicles have been essential to police deployments around The Badsworth &amp; Bramham Moor Hunt to prevent unlawful sabotage when members are riding to hounds and drag hunting within the Wetherby &amp; Harewood wards. These high profile events continued through January to February 2012 and again from November 2012 to year end.</li> <li>• Operation Bellweather - A North East Leeds wide policing operation which continues to deliver dedicated resources into areas which intelligence and crime pattern analysis have identified as being vulnerable to house burglary. Wetherby &amp; Harewood wards have been supported by officers from other police areas as part of this operation. The Land Rovers have been used throughout the rural villages to combat burglars. The vehicles have significantly enhanced the ability of the police to reach and patrol these areas effectively</li> <li>• Operation Blossom - Rural crime patrols in the Wetherby &amp; Harewood wards. This operation focuses specifically on farming communities and is mirrored by North Yorkshire Police along the county boundary to tackle crop damage and wildlife crimes associated with poaching together with theft and burglary around farms. During such a patrol, the Land Rover was used to arrest four men suspected of digging badgers at Harewood. The men have all pleaded guilty at court on 6 February 2013. The court has confiscated hunting dogs, a vehicle and equipment.</li> <li>• Four youths were caught trespassing near Barwick in Elmet by officers patrolling in a Land Rover. Poaching equipment was taken from them by the police.</li> <li>• Wealstun Prison at Thorp Arch - Regular patrols made around the perimeter of the prison and adjacent industrial premises to deter persons intent on crimes of fuel theft and delivery of illegal supply of drugs and mobile phone parcels over the fences and into the prison. Whilst this may not directly benefit the rural economy. Any visible police activity</li> </ul>	

which deters members of organized crime groups from visiting the area can only serve to reduce the risk of other crimes.

- Thorp Arch Trading Estate - Again regular patrols to the rear through the farmer's fields where suspects have before managed to enter the estate to provide undetected access to commit property crime, causing damage to crops and fences in the process. A trend which developed and has now ceased.
- Land Rovers continue to be used on re assurance patrols on the estates of Bramham, Becca, Harewood and Parlington as Game Keepers prepare for the game season following information about violent attack in a neighboring force on a game keeper who was employed by a rural sporting group.
- Two men were arrested for Going Equipped/Possession of a Bladed Article and conspiracy to steal diesel.
- The Land Rovers have also been used to tackle rural locations where information suggests drug dealing and illegal drug use was taking place. Several arrests have been made due to public information and officers being able to get within reach of those whom would usually make off and dispose of drugs when approached by an overtly marked police vehicle.
- Starting in early April 12 the Land Rovers were used as spotting vehicles working alongside LCC Environmental Enforcement to target those illegally collecting scrap and also fly tipping.
- In June 2012 Police officers worked with the National Wildlife Crime Unit to obtain and execute a search warrant under the wildlife and countryside act, one person was arrested and charged with 5 offences.

Farm Watch continues to be a thriving network of residents across Wetherby & Harewood wards. The privately supported Land Rovers are a visible embodiment of that bespoke policing provision which is made possible by private sponsorship and local authority funding.

<b>Project: Troughs, tools and trugs February – October 2012</b>	<b>Total cost: £925</b>
<b>Lead organisation: Slaid Hill in Bloom</b>	<b>Wellbeing Funding: £925</b>
The new half moon hanging baskets put up last summer and autumn at the shops were a great success. The extra two forks and hoes purchased have been well used and six extra trugs enabled all the volunteers to have one for carrying equipment or filling with weeds. The sharpening of edgers and shears is essential and the lawn mower is like new having had its annual service. The newsletter has been delivered to the whole neighbourhood, which was a useful exercise in informing people of activities, but no new volunteers came forward, although there were some donations.	

<b>Project: Promoting Partnerships</b>	<b>Total cost: £11573</b>
<b>Lead organisation: MAECare</b>	<b>Wellbeing Funding: £1423</b>
<b>Intergenerational activity at Allerton Primary School</b>	
<ul style="list-style-type: none"> <li>• thirteen volunteers assist children to read at Allerton Primary School'</li> <li>• Focused reminiscence session in celebration of the Diamond Jubilee, this included three reminiscence sessions held at the school with older people and children, discussing life in the 1950s. A celebration event was held at the school involving ten older people and over</li> </ul>	

thirty children.

#### **Intergenerational work at Allerton High School**

- Cooking session involving eight year 8 students and eight older people.
- Strawberry Tea celebration event attended by 40 older people;
- Christmas Party 75 people attended.

MAECare are represented on the Alwoodley Cluster and are exploring intergenerational work with Highfields Primary, Wigton Moor Primary and Shadwell School.

#### **Work with East North East Homes**

- Monthly Wii session at Moorhaven Court attended by 6-7 residents;
- Planning partnership event on the Leafield Estate;
- Strengthening links with East North East Homes staff, attended Moortown Housing office staff meeting and local tenants and residents group.
- Referred one MAECare member to East North East Homes for support.

#### **Providing additional social and learning opportunities:**

- Developed art class at Moortown Methodist Church, in partnership with Leeds College of Art, attended by 6-8 older people;
- Monthly singing group delivered in partnership with Moor Allerton Care Centre, attended by 12 – 15 older people. This has now moved to Moor Allerton Social Club where about 10 people attend.
- International Day of Older People event in partnership with voluntary sector organisations aimed at celebrating diversity. The event was organised with ABA<sup>1</sup> and Sikh Group and 50 people attended.
- Supported Older People to attend consultation events.

<b>Project: Golden Acre Carpark</b>	<b>Total cost: £30,000</b>
<b>Lead organisation: Leeds City Council</b>	<b>Wellbeing Funding: £1000</b>

The visitors car park improvement project at Golden Acre Park is now complete. The works that have been carried out are as follows:

- Resurfacing of parking area with Bitumen hard surface
- Installation of speed calming humps
- Line marking of designated parking bays
- Installation of 'Skipton Gravel' within parking bay gullies

This project has improved parking provision, making the car park a safer and more accessible facility, which will help improve the aesthetics of Golden Acre Park and hopefully increase visitor numbers and enjoyment.

There were no major issues with the tangible delivery of this project and since the project has been completed the Estate Management and staff at Golden Acre park have received many positive comments on the car park improvements

---

<sup>1</sup> Association of Blind Asians

<b>Project: Memory cafes, socials and carers' support</b>	<b>Total cost: £3,400</b>
<b>Lead organisation: WISE (Wetherby in Support of the Elderly)</b>	<b>Wellbeing Funding: £3400</b>

Our Memory Cafes both at Boston Spa and Collingham are held on a monthly basis and are well attended and well received. We have various entertainers, speakers and crafts and everyone enjoys these socials.

Our Singing group is a wonderful uplifting afternoon with around 25 people attending each month, both memory loss sufferers and their carers, this groups goes from strength to strength each month, we have a musical practitioner taking us through our paces and it is so uplifting and enjoyable.

Our Gentle seated exercise group is held monthly at one of our local care homes, it is open to both residents and non-residents, most of them have memory loss but seem to enjoy the exercises and especially the music.

We held an Easter Musical matinee on Monday with around 90 people attending, it was a wonderful afternoon and around 30 people had made Easter bonnets. Please also find attached an activities sheet which is sent out monthly showing the activities we organise.

Please may I take this opportunity to thank you for the grant funding it touches so many people in our area.

<b>Project: Aberford C of E Playground Project April – May 2012</b>	<b>£20,240</b>
<b>Lead organisation: Aberford Primary School</b>	<b>Wellbeing Funding: £1000</b>

The wetpour netball/multi-functional play pitch was installed during the 2012 summer holidays and is being used by all the school children for educational and play based activities. The play area is also accessed by wider community groups including Brownies and Aberford kids club. The children love the new play pitch and it is being very well used.

<b>Project: Alderton Place allotments survey</b>	<b>Total cost: £1500</b>
<b>Lead organisation: East North East Homes Leeds</b>	<b>Wellbeing Funding: £500</b>

A Planning Application to change the use of the site at Alderton Place to allotments required a study to determine any potential contamination/remediation works.

East North East Homes Area Panel are contributing £1000 towards the cost of the survey, with the Area Committee funding the remaining £500.

Work has commenced on site with Probation Services, to dig out the plots, and all the plots are let. By the time the site is dug out it will be a little late for any planting this year, but will be established for next year.

<b>Project: Great North Road logs</b>	
<b>Lead organisation: Leeds City Council Environment Locality Team</b>	<b>Wellbeing Funding:</b>

Large logs were purchased and put in place by the council to restrict access to two areas of land on Great North Road between Aberford and Micklefield. This project is to stop travellers and fly tipping, and improve the quality of the local environment. Since the logs were installed, one log has been moved by an unknown party which allowed limited access to the site, this log will be resited.
---

<b>Project:</b> Treetops Community Centre Volunteer expenses	<b>£1020</b>
<b>Lead organisation:</b> Leeds City Council Area support team	<b>Wellbeing Funding: £1020</b>
<b>Monitoring information provided by applicant:</b> In January 2012 new arrangements were put in place for a volunteer key holder who could open and close for groups who did not qualify or did not want to become key holders themselves. This arrangement was initially put in place for a temporary period until March 2012. It has worked very well, and both the ward members and person undertaken the keyholder duties were happy for the arrangement to continue. Therefore funding was set aside to continue this arrangement.	

<b>Project: Moor Allerton Care Line Dancing &amp; Music Therapy</b>	<b>Total Cost: £2,600</b>
<b>Lead organisation:</b>	<b>Wellbeing Funding: £500</b>
Line dancing has been well attended, with weekly numbers varying from 27 to 36. The attendees have been mainly residents from Moor Allerton Care Centre (Yewtree and Rosewood Court) who have extra care needs or are living with dementia. 8 people attending the day centre who have dementia have also attended, plus about 8 people who are slightly younger with no disabilities, but who are interested in line dancing. 8 sessions were held and residents who were unable to join in with the dancing enjoyed watching and socialising. This has proved very successful, stimulating conversation particularly for those people with dementia. It helps to bring back happy memories and encourages mobility. The activity has also helped to break down barriers and provide a wider understanding of the condition of dementia.  The music therapy sessions have also been well attended with between 18 and 26 people attending weekly. The therapist has stimulated and encouraged the participants so much that they are now hoping to sing and play instruments for a Christmas show. Volunteers, residents and staff have all got involved, and these sessions have been very beneficial for all involved.	

<b>Project: Wetherby Community Annual Events</b>	<b>Total Cost: £3000</b>
<b>Lead organisation: Wetherby Town Council</b>	<b>Wellbeing Funding: £3000</b>
<b>Monitoring information provided by applicant:</b> Refurbishment of Christmas lights and electrical work. The Wetherby Christmas lights were certainly enjoyed by residents and visitors to the town over the Christmas period. They brought the magic of Christmas alive to everyone.	

During the current climate it is even more important that we have attractions in the town and the lights and the many Christmas trees did bring people into town. The Christmas lights and trees provide the backdrop to the Christmas Carol Concert and the shopping experience in Wetherby. Wetherby needs these attractions in order to maintain a vibrant market town for the benefit of the whole community. The importance of having these lights in Wetherby is demonstrated by the large number of volunteers who organises these and maintain the lights over the festive period.



## Report of Assistant Chief Executive, Customer Access and Performance

### Report to Outer North East Area Committee

**Date: 8 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): Alwoodley Harewood Wetherby	
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:	

### Summary of main issues

1. 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.
2. 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.
3. 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.
4. 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>)

5. 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.
6. This report highlights some of the main findings from the 2011 Census for the Outer North East area, most notably:
  - A higher than average proportion of older people (aged 65+)
  - An increasing diversity within the population
  - A higher than average proportion of pensioner only households, and of lone pensioner households
  - An increase in the number of people reporting a limiting-long-term illness
  - A higher than average proportion of people who are providers of unpaid care

### **Recommendations**

7. 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 North East 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**

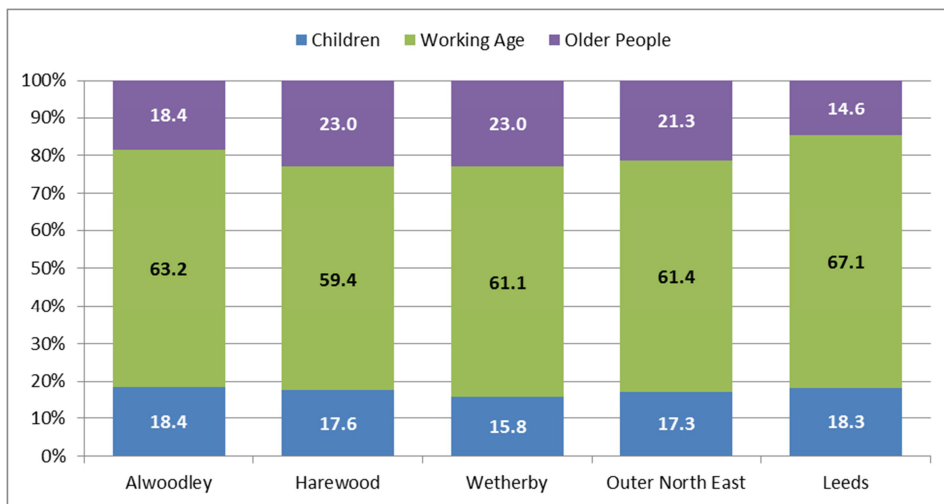
- 3.1 The Area Committee profile provides a factual analysis of the data produced from the 2011 Census. It compares the data for area to the averages for the city as a whole and, where possible, includes comparisons to information from the 2001 Census. The profile also provides a selection of graphs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

data for the three constituent wards in Outer North East (some of which have been included in this report).

### 3.2 Key findings

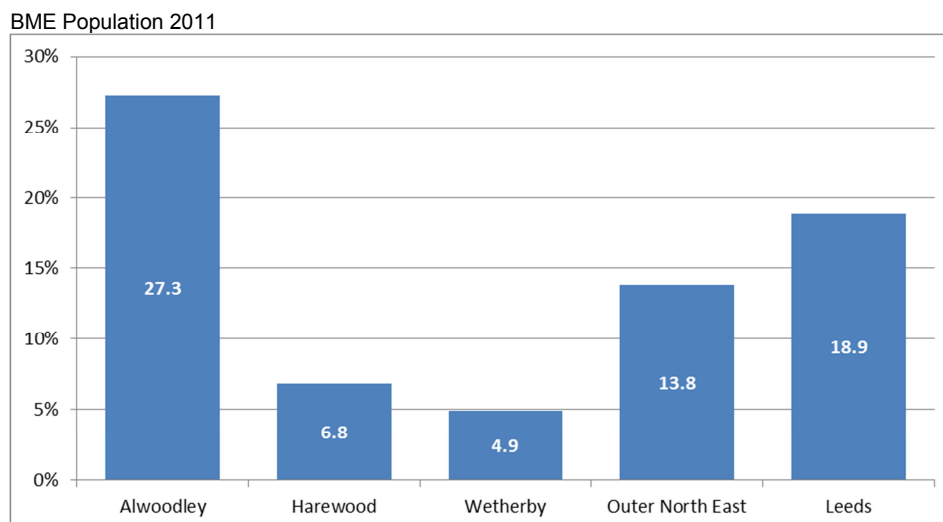
#### 3.2.1 Population

- The Census shows that there are 61,108 people living in the area, broadly the same as in 2001
- Children and young people (aged 0-15 years) account for 17.3% of the population, slightly lower than the city average of 18.3%
- There is a lower proportion of people in the 20-29 age band than is average for the city (9% compared to 17.5%)
- The area has higher proportions of people in all age bands from 45 years upwards



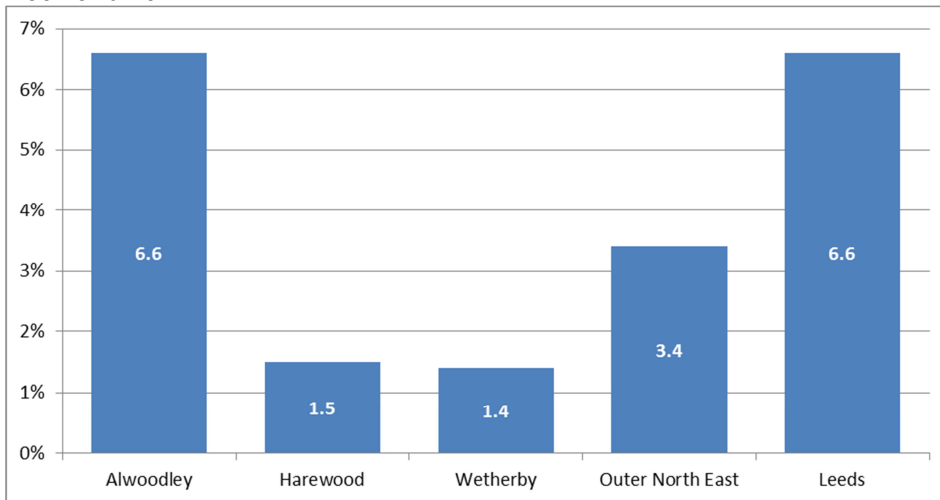
#### 3.2.2 Diversity

- 13.8% 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 8.3% in 2001



- With 1,795 people (2.9% of the total population) the Indian community is the largest "single" BME community in the area, but there are 1,413 people (2.3%) in the category of "Other White"
- The number of residents born outside of the UK has increased from 3,631 (5.9% of the population) in 2001 to 5,278 (8.6%) in 2011, with 1,449 people being born in the EU and 3,829 born elsewhere
- 39% of people born outside the UK arrived in the last 10 years (lower than the rate for Leeds as a whole)
- 61.1% of foreign born usual residents were between the ages of 16 and 44 when they arrived in the UK and 34.8% were aged 15 or younger

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



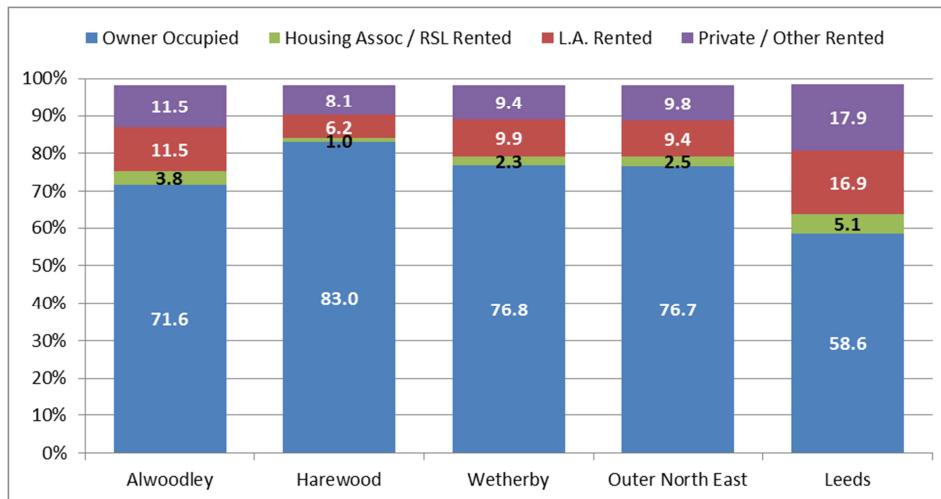
- In 564 households there were no residents who spoke English as a main language
- 61.9% of people in the area are Christian (city average of 55.9%)
- 6.1% are Jewish (city average of 0.9%)
- 2.8% are Muslim (city average of 5.4%)
- 1.9% is Sikh (city average of 1.2%)
- 1.3% is Hindu (city average of 0.9%), and
- 0.3% is Buddhist (city average of 0.4%)

### 3.2.3 Housing

There are 26,219 occupied households in the area, of which:

- 76.7% are "owner occupied" (much higher than the city rate of 58.6%), although the percentage of owner occupation has fallen from 79.5% in 2001
- The proportion of households living in rented accommodation has increased slightly from 20.4% in 2001 to 21.7% 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 10.7% in 2001 to 9.4% in 2011
- The proportion renting from a housing association or other RSL has increased slightly from 1.9% in 2001 to 2.5% in 2011

- The proportion renting from the private sector has increased from 8% in 2001 to 9.8% in 2011, and the balance between “renting from a private landlord or letting agency” and “other private rented” has changed, with a higher proportion renting from a private landlord or letting agency (8.9% in 2011 compared to 5% in 2001) and a lower proportion in the other private rented category (0.9% in 2011 compared to 3% in 2001)



### 3.2.4 Household Composition

- The number of single person households in the area has increased from 26.4% in 2001 to 29.2% in 2011 (compared to a city rate of 33.3% in 2011)
- 27.6% of households consist of pensioners only (compared to 19.1% for the city), and of the 7,226 pensioner only households in the area 3,953 are occupied by a lone person (15.1% of all households in the area)
- 2,070 households in the area (7.9%) are headed by a lone parent, lower than the city average of 10.9%
- The proportion of lone parent households has increased from 6.6% in 2001

### 3.2.5 Economic Activity and Qualifications

- 69.1% of people in the area aged 16-74 are economically active, broadly in line with the city rate of 69.5%, but the breakdown is different with the area having a higher proportion of self-employed people and lower proportions of unemployed people and full time students
- At the time of the Census 1,256 people in the area were unemployed (2.8% of all people aged 16-74), compared to a city rate of 4.8%
- 17.7% of adults in the area have no qualifications, compared to 23.2% across the city as a whole

### 3.2.6 Transport

- 14.8% 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 46.2% 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

- The number of people with a limiting long-term illness has increased from 9,607 in 2001 to 9,990 in 2011 (16.4% of the total population compared to a city rate of 16.8%)
- 6,930 people in the area (11.3% of the total population) are providers of unpaid care, with 1,266 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 documents<sup>1</sup>**

7.1 None.

---

<sup>1</sup> 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: Carole Clark  
Tel: 0113 336 7629

**Report of the East North East Area Leader**

**North East (Outer) Area Committee**

**Date: 8<sup>th</sup> July 2013**

**Subject: Wetherby & Harewood Town and Parish Council Forum**

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

**Summary of main issues**

1. The Outer North East Area Committee supports the Wetherby and Harewood Town and Parish Council Forum which is held quarterly with the venue and chair alternating between Wetherby and Harewood Wards. All Town and Parish Councillors are welcome to attend the forum.
  
2. This report provides the minutes of the forum for the area committee to note, and highlights any issues raised where the forum needs support in resolving them from the Area Committee.

**Recommendations**

3. The Area Committee is requested to note the minutes of the forum and, where appropriate, support the Parish Council Forum in resolving any issues raised.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to provide the Area Committee with the minutes from the meeting of the Wetherby & Harewood Town and Parish Council Forum on 25 April 2013.

## **2 Background information**

- 2.1 Wetherby & Harewood Town and Parish Council Forum provides an opportunity for the parish councillors from Wetherby and Harewood wards to:
  - Receive presentations and hold discussions on issues of common interest;
  - Share information and good practice;
  - Raise any issues of concern;
- 2.2 The forum meets quarterly, with the position of chair rotating between the six Harewood and Wetherby ward members. Ward members have agreed that they will ensure that both wards are represented at the forum through the attendance of at least one member from each of the wards.

## **3 Main issues**

- 3.1 The meeting took place at Scarcroft Village Hall, and the main items for discussion were Superfast Broadband, Parish precepts, Environmental issues and Localism.
- 3.3 The minutes of the meeting are attached at Appendix 1.

## **Corporate Considerations**

### **4 Consultation and Engagement**

- 4.1 In their role as democratically accountable bodies, local councils offer a means of shaping the decisions that affect their communities. Parish and town councillors and officers possess local knowledge which can help decision makers in the City Council to make more informed decisions and parishes have made it clear that they would like more influence on services which affect their communities. They offer a means of decentralising the provision of certain services and of revitalising local communities. In turn, the local councils recognise the strategic role of the Leeds City Council and the equitable distribution of services which it has to achieve.

### **5 Equality and Diversity / Cohesion and Integration**

- 5.1 Attendance at the meeting is open to all parish councillors and the meetings are held a variety of venues throughout the two wards.

### **6 Council Policies and City Priorities**

- 6.1 Leeds City Council and the local councils within its area share the common belief that working closely together plays a vital contribution to the well being of the communities they serve.

- 6.2 To this end, Leeds City Council and the local councils in the Leeds City Council area have a Charter which sets out how they aim to work together for the benefits of local people.
- 6.3 Leeds City Council and the local councils are committed to the principles of democratic local government. They are keen to see continued efforts made to improve our system of local democracy and to see greater public participation in and appreciation of this system.

## **7 Resources and Value for Money**

- 7.1 The Town and Parish Council Forum is supported by an officer from the East North East Area Support Team.

## **8 Legal Implications, Access to Information and Call In**

- 8.1 There are no significant legal implications but the report is subject to call in.

## **9 Risk Management**

- 9.1 There are no significant risks identified in this report.

## **10 Conclusions**

- 10.1 The Wetherby & Harewood Town and Parish Council Forum provides a place for the local councils to discuss issues of common interest and concern. It is supported by ward members and the Area Support Team.

## **11 Recommendations**

- 11.1 The Area Committee is requested to note the minutes of the forum and, where appropriate, support the Parish Council Forum in resolving any issues raised.

## **12 Background documents**

- 12.1 None

This page is intentionally left blank

## Wetherby & Harewood Town & PC Forum

Thursday 25 April, Scarcroft Village Hall

### Attendance

Cllr Gerald Wilkinson (Chair)  
Ben Hogan  
Claire Hassell  
Stella Walsh  
Ruth Reed  
Kevin Sedman  
Peter Moore  
Nicholas Fawcett  
Harry Chapman  
Julie Brady  
Ron Aitken  
Derek Armitage  
David Thomson  
Gwen Brown  
Kate James  
Gina Carter  
Paddy Procter  
Val Whitbread  
Judith Pentith  
Gaynor Anning  
Glyn Robins

Wetherby Ward  
Barwick & Scholes PC  
Barwick & Scholes PC  
Barwick & Scholes PC  
Aberford & District PC  
Harewood PC  
Harewood PC  
Clifford PC  
Wetherby Town Council  
Wetherby Town Council  
Wetherby Town Council  
Collingham with Linton PC  
Boston Spa PC  
Thorner PC  
Thorner PC clerk  
Scarcroft PC clerk  
Scarcroft PC  
Bramham PC  
East Keswick PC  
East Keswick PC  
Collingham with Linton PC

Carole Clark  
John Woolmer  
Paul Longthorpe

LCC Area Support Team  
LCC Environmental Locality Team  
East North East Homes

**Apologies:** Colin Poole (Thorp Arch/Walton PC clerk, Linda Flockton (Bardsey), Margaret Wilkinson (Harewood)

**1.00** Cllr Gerald Wilkinson welcomed everyone to the meeting & introductions were made.

**2.00** **Apologies** given as above.

**2.01** **SHLAA** (Strategic Housing Land Availability Assessment Partnership) representative. It was reported that George Hall has resigned from the SHLAA partnership and therefore will no longer be attending this forum as the SHLAA representative. The forum expressed their thanks for George's time and support.

**3.00** **Minutes of last meeting** agreed as a true record

Carole Clark  
East North East Area Support Team  
0113 3367629  
carole.clark@leeds.gov.uk

#### **4.00 Matters Arising**

- 4.01 Superfast Broadband, no further information has been sent by Tom Holvey, CC to chase up. The presentation slides have been circulated to parish clerks.
- 4.02 Property on High Street, Clifford – the Council's conservation officer is aware of the property and is intending to contact the owner.

#### **5.00 Welfare Reform**

- 5.01 David Longthorpe from East North East Homes Leeds (ENEHL) attended the forum to give a presentation on the impact of Welfare Reform. In response to questions the following points were made:

- 5.02 7,300 ALMO tenants are affected. The current ALMO housing stock is 69000.  
17% of those affected by loss of benefit because they will be underoccupying a property would like to move. The turnover of properties means that there are a sufficient number of one bedroom flats, but they are not necessarily in the areas that people want to move to.
- 5.03 The average waiting time for re-housing into a one bedroom flat is 31 weeks. Any rent arrears accrued during this time will not prevent people transferring to a smaller property; the arrears will transfer with them to their new property. There is no assistance with removal costs.
- 5.04 Further information is included in the slides circulated with these minutes.

#### **8.00 Environmental Issues – John Woolmer** [www.facebook.com/LCCEnvServENE](http://www.facebook.com/LCCEnvServENE)

- 8.01 **Grounds maintenance** - John presented a written update from Continental Landscapes. The responsibility for overseeing the grounds maintenance has now passed to Parks and Countryside within LCC under the management of Simon Frosdick.
- 8.02 Any discussions regarding the feasibility of sub-contracting grass cutting to In Bloom groups need to be with Simon.
- 8.03 The grounds maintenance contract includes litter picking from the grass verges which has meant that litter has built up during the winter months.
- 8.04 JW circulated a paper with a list of proposed priorities for the 2013/14 Service Level Agreement which he is seeking views on. Those in attendance were supportive of these proposals. Any further comments on the proposals should be fed back to JW.
- 8.05 It was agreed that some better information, such as stickers telling people that dog waste can go in normal litter bins, would be helpful. JW's team can assist with the design of stickers, and posters. The new litter bins have A4 frames for posters, and parishes can have the keys to these frames.

Carole Clark  
East North East Area Support Team  
0113 3367629  
carole.clark@leeds.gov.uk

- 8.06 Motorway junctions – Highways Agency responsibility usually starts at the beginning of the slip road.
- 8.07 Gully cleaning on the A61 was originally scheduled in February, but postponed due to problems with getting a licence to close the road on weekdays. Hoping to overcome these problems, and reschedule for May.
- 8.08 JW clarified information in an article in the Wetherby News about areas of the city receiving additional patrols. This is a pilot scheme for 6 months using a private company, and does not mean a reduction in the current levels of service for the Outer North East area.
- 8.09 Problems with dogs in Bramham, the dog warden service has very limited resources, but any specific information can be passed to JW.
- 8.10 JW's team was thanked for their prompt response to an issue in Scarcroft.

## **9.00 Update from Parish and Town Councils (sent by email)**

### **9.01 Scarcroft**

- Our new Clerk Mrs Gina Carter is settling well into her role.
- LCC have started a review of the Conservation Area in Scarcroft, which they hope to complete by October 2013.
- Land on the Castle Mona site adjacent to the Village Hall is being transferred under Sec 106 to the Parish Council.
- Work is progressing on the Neighbourhood Development Plan (NDP) and work being undertaken to tie this in with the Conservation Area review and prospective development of the land on the former YEB site in Scarcroft.

## **10.00 Any Other Business**

- 10.01 Planning Charter revisions have been submitted to the council;
- 10.02 Cllr Wilkinson asked all present if they would ask their Town and Parish Councils for support in opposing the closure of Primrose Hill Nursing Home.
- 10.03 A questionnaire has been circulated to clerks to seek feedback on the effectiveness of the Localism Role. Please return the questionnaires to CC (One per town/parish).

## **11.00 Date and time of next meeting**

Thursday 11th July, 7:30pm  
Venue to be confirmed

Carole Clark  
East North East Area Support Team  
0113 3367629  
carole.clark@leeds.gov.uk

This page is intentionally left blank



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

**Report to** Outer North East Area Committee

**Date:** 8<sup>th</sup> July 2013

**Subject:** Area Chairs Forum Minutes

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

## Summary of main issues

1. This report formally notifies members of the decision made by full council that Area Chairs Forum minutes should be considered by Area Committees as a regular agenda item at future Area Committee meetings.
2. The report also includes background information regarding the Area Chairs Forum meetings.

## Recommendations

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

## **1 Purpose of this report**

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

## **2 Background information**

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

## **3 Main issues**

- 3.1 Following recommendations by the General Purposes Committee, full council approved on 26<sup>th</sup> May 2011 that minutes of the Area Chairs Forum meetings should be considered by Area Committees, and that this should be a regular agenda item for Area Committee meetings.
- 3.2 Area Chairs Forum minutes will only be available to be considered by Area Committees once they have been agreed as an accurate record by the subsequent Area Chairs Forum meeting.
- 3.3 The scheduled Area Chairs Forum meeting dates for 2013/14 are:
  - 28th June 2013            11:00 – 13:00
  - 6th September 2013    14:00 – 16:00
  - 11th October 2013     14:00 – 16:00
  - 25th November 2013   13:30 – 15:30
  - 20th January 2014     13:30 – 15:30
  - 7th March 2014        10:00 – 12:00
  - 2nd May 2014           10:00 – 12:00
- 3.4 Attempts will be made to include Area Chairs Forum minutes in papers issued prior to Area Committee meetings, however due to some tight deadlines between meetings, it may be necessary to table the minutes at certain Area Committee meetings.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

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

## **4.2 Equality and Diversity / Cohesion and Integration**

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

## **4.3 Council Policies and City Priorities**

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

## **4.4 Resources and Value for Money**

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

## **4.5 Legal Implications, Access to Information and Call In**

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

## **4.6 Risk Management**

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

## **5 Conclusions**

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

## **6 Recommendations**

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

## **7 Background documents**

7.1 Minutes of the Full Council Meeting held on 26<sup>th</sup> May 2011

7.2 Council Constitution

This page is intentionally left blank

**Area Chairs Forum  
Friday 1<sup>st</sup> 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

<b>Item</b>	<b>Description</b>	<b>Action</b>
<b>1.0</b>	<b>Apologies</b>	
1.1	Cllr A McKenna	
<b>2.0</b>	<b>Minutes and Matters Arising</b>	
2.1	The minutes of the previous Area Chairs Forum meeting on 9 <sup>th</sup> 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 <sup>th</sup> 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.	
<b>3.0</b>	<b>Approaches to Financial Inclusion</b>	
3.1	David Roberts, Senior Policy and Information Officer, attended with Dianne Lyons, Chief Executive Leeds CAB and gave a presentation on the challenges of welfare reform and financial inclusion in Leeds.	
3.2	The presentation highlighted the issues of families without savings and those in debt, and raised the issues of benefit caps, under occupancy, households without bank accounts and changes to the DWP social fund. Also information was given on the support and advice being provided on debt advice by the CAB and other partners and support being provided through the Leeds Credit Union, including new accounts aimed at helping those most vulnerable.	
3.3	Information was also provided on Headrow Money Line which can offer higher risk loans, as an alternative to payday lenders, at significantly reduced interest rates.	
3.4	Area Chairs welcomed the information given and were pleased with the amount of advice and support that was being made available. However it was also recognised that there would still be a lot of Leeds residents in difficulty and that there may be unrest within some communities.	
3.5	It was pointed out that there would be certain situations where individuals would not be able to pay bills, including rent and council tax, and that the council needed to be clear on how it would deal with these situations.	

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

**David  
Roberts**

#### **4.0 Review of Area Working**

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

across the three areas relating to employment and skills arrangements.

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

## **5.0 Transform Leeds Programme**

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

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

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

**Sarn  
Warbis**

## **6.0 Wellbeing Budgets**

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

**Area  
Leaders /  
Kathy  
Kudelnitzky**



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

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

**Cllr Gruen**

## **7.0 Any Other Business**

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

**Sarn  
Warbis**

## **8.0 Date of Next Meeting**

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

This page is intentionally left blank