



NORTH EAST (OUTER) AREA COMMITTEE

**Meeting to be held in Treetops Community Centre, Squirrel Way, Moortown, Leeds, LS17
8FQ on Monday, 17th March, 2014 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;

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A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15.2 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 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting.)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p> <p>No exempt items or information have been identified on the agenda</p>	

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3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
5			<p>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 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>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To confirm as a correct record the minutes of the previous meeting held on 3rd February 2014</p> <p>(Copy attached)</p>	1 - 8

Item No	Ward	Item Not Open		Page No
8	Alwoodley; Harewood; Wetherby		<p>CHILDREN'S SERVICES AREA COMMITTEE UPDATE REPORT</p> <p>To consider a report the Director of Children's Services which provides an update on performance data, successes, and issues within the Area Committee and seeks Members views as to whether there are any local priorities that should also be regularly highlighted in future update reports.</p> <p>(Report attached)</p>	9 - 18
9	Alwoodley; Harewood; Wetherby		<p>ENVIRONMENTAL SERVICES – CONSULTATION ON THE 2014/15 SERVICE LEVEL AGREEMENT</p> <p>To consider a report by the Director of Environment and Housing which seeks Members views on existing and new priorities the Area Committee would like to see addressed in a refreshed Service Level Agreement (SLA) for 2014/15.</p> <p>The report also includes information on new responsibilities to be transferred to the Locality Team in 2014/15 and proposals as to how the service will be restructured to deliver these.</p> <p>(Report attached)</p>	19 - 30
10	Alwoodley; Harewood; Wetherby		<p>WELL-BEING FUND AND YOUTH ACTIVITY FUND</p> <p>To consider a report by the Assistant Chief Executive (Citizens and Communities) which provides an update on the current position of the Area Committee's budgets and sets out details of applications seeking Well-being Funding and Youth Activity Funding</p> <p>(Report attached)</p>	31 - 54

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11	Alwoodley; Harewood; Wetherby		<p>DATES, TIMES AND VENUES OF COMMUNITY COMMITTEE MEETINGS 2014/15</p> <p>To consider a report by the City Solicitor which seeks the Area Committee's formal approval of a meeting schedule for the 2014/2015 Municipal Year and also to agree a date for the Election of Chair Committee meeting prior to the Annual Council Meeting in June 2014.</p> <p>In addition, Members are requested to give consideration as to whether they wish to continue with the Committee's current meeting and venue arrangements or whether they would like to request any amendments to such arrangements.</p> <p>(Report attached)</p>	55 - 60
12	Alwoodley; Harewood; Wetherby		<p>CITIZENS@LEEDS: WHAT THIS MEANS FOR OUTER NORTH EAST LEEDS</p> <p>To consider a report by the Assistant Chief Executive (Citizens and Communities) which provides a brief outline about what the proposed changes to area working arrangements, outlined in the report to the Council's December Executive Board, will look like for Outer North East Leeds.</p> <p>(Report attached)</p>	61 - 66
13	Alwoodley; Harewood; Wetherby		<p>OUTER NORTH EAST PARISH AND TOWN COUNCIL FORUM</p> <p>To consider a report by the Assistant Chief Executive (Citizens and Communities) which provides the minutes from the latest meeting of the Outer North East Parish and Town Council Forum.</p> <p>(Report attached)</p>	67 - 76

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14	Alwoodley; Harewood; Wetherby		<p>AREA CHAIRS FORUM MINUTES</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 would be brought to Area Committee meetings as a regular agenda item, and provide a brief overview of the Area Chairs Forum meetings</p> <p>(Report / Minutes attached)</p>	77 - 84
15			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting will take place on Tuesday 27th May 2014 at 5.30pm in the Civic Hall, Leeds.</p> <p><u>Third Party Recording</u></p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <ul style="list-style-type: none"> a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. 	

NORTH EAST (OUTER) AREA COMMITTEE

MONDAY, 3RD FEBRUARY, 2014

PRESENT: Councillor G Wilkinson in the Chair

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

57 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of the Inspection of Documents

58 Exempt Information - Possible Exclusion of the Press and Public

There were no items identified where it was considered necessary to exclude the press or public from the meeting due to the confidential nature of the business to be considered.

59 Late Items

There were no formal late items of business submitted, however, the Chair did accept the inclusion of an additional application to the Wellbeing Fund; Boston Spa Youth Club, (Minute No.66 refers) and also correspondence from the Youth Offer Improvement Team which provided feedback on projects funded by the North East (Outer) Youth Activity Fund (Minute No. 66 refers)

60 Apologies for Absence

Apologies for absence were received from Councillor R Procter and Councillor J Procter

61 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of any disclosable pecuniary interest.

Councillor G Wilkinson did however, declare an interest in relation to a Wellbeing Funding application submitted on behalf of Groundwork Leeds, Councillor Wilkinson being a Member of the Board of Directors for Groundwork Leeds (Minute No.66 refers)

62 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

63 Minutes of the Previous Meeting

RESOLVED – That the minutes of the previous meeting held on 2nd December 2013 were accepted as a true and correct record

64 Matters Arising from the Minutes

Area Committee Business Plan Update – Appointment of a Fuel Poverty Champion (Minutes No.53 (iii) refers)

RESOLVED – That the appointment of a Fuel Poverty Champion be deferred to the next meeting of the Committee

65 Area Committee Business Plan (including Police Programme of Change)

The Chair introduced and welcomed to the meeting Chief Inspector Matt Davison, West Yorkshire Police.

Beverley Yearwood, Area Community Safety Co-ordinator was also in attendance.

Chief Inspector Davison explained his purpose in attending today's meeting was to provide an update on the Police Programme of Change.

Chief Inspector Davison said the key driver to the programme was a 25% cut in police funding over the next three years. West Yorkshire Police were now beginning a restructuring exercise, reducing police numbers but maintaining front line policing and neighbourhood policing. New ways of working would be introduced as part of the programme of change.

Referring to neighbourhood policing, Chief Inspector Davison said the vision was for people to feel safe in the community. It was intended safety neighbourhood units would be created, establishing closer integration with other agencies and even occupying same premises. The immediate plan was now to meet with local partners to discuss the key objective; short, medium and long term.

Referring to operational areas Chief Inspector Davison said the District Headquarters would be based at Elland Road with reactive units based at: Pudsey, Stainbeck, Garforth and Wetherby

A discussion ensued around the transfer of Alwoodley over to the (Outer) North East Safer Neighbourhoods Team as part of the new policing arrangements. Chief Inspector Davison confirmed that staffing resources would transfer to the new team.

Members expressed concerns around any reduction in front line resources and requested further information on present staffing numbers and proposals for the new team.

Chief Inspector Davison agreed to provide the requested information.

Councillor Buckley asked about support for isolated/ lonely elderly people in outlying villages.

In responding Chief Inspector Davison said households within the community would receive a survey, one of the questions asks if people would wish to be contacted on a regular basis, in this way elderly/vulnerable people may be monitored.

The Chair thanked Chief Inspector Davison for his attendance and presentation, commenting that it was informative and appreciated by the Area Committee.

The Assistant Chief Executive (Citizens and Communities) submitted a report which set out the draft priorities for the North East (Outer) Area Committee which formed part of the Area Committee Business Plan.

Appended to the report was a copy of the North East (Outer) Area Committee draft Business Plan priorities for 2014/15.

Carole Clark, Area Support Officer, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report together with the appendix which included:

- The Area Committee Priorities for 2014/15
- Community Centres

Referring to section 6.2 of the submitted report Carole Clark reported the receipt of a request from a contractor carrying out development on the site of the former children's centre to have the use of 10 car parking spaces on the Tree Tops Community Centre car park for the duration of the development works (January 2014 to January 2015).

RESOLVED –

- (i) To note the information on the Police Programme of Change
- (ii) To approve the Area Committee Business Plan priorities for 2014/15 as set out in Appendix 1 of the submitted report

- (iii) That the request by a contractor to have use of 10 car parking spaces at Treetops Community Centre for a 1 year period (January 2014 to January 2015) be refused

66 Well-Being Fund and Youth Activity Fund

The Assistant Chief Executive (Citizens and Communities) submitted a report which provided an update on the current position of the Area Committee's budget and set out details of applications seeking Well-Being funding and Youth Activity funding.

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

- (i) The current revenue financial position (Appendix A)
- (ii) Details of the remaining balances for the small grants and skip pots, plus other pots of funding which were set aside for Treetops Community Centre and Community Engagement (Appendix B)
- (iii) Small grants approved in the 2013 -14 financial year (Appendix C)
- (iv) The current balance on the Capital Budget (Appendix D)

Circulated at the meeting was an additional application to the Wellbeing Fund; Boston Spa Youth Club, and also correspondence from the Youth Offer Improvement Team which provided feedback on projects funded by the North East (Outer) Youth Activity Fund.

Carole Clark, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report together with the appendices which included:

- Available funding for the current financial year
- Clarification around some of the projects seeking financial assistance

Referring to the Boston Spa Youth Club Project and a previously awarded grant of £800 in 2012. Carole Clark reported that the allocated funding had not been claimed. It was reported that recent discussions had taken place with the applicant who had indicated that the Youth Club would still benefit from the funding.

The application was now being brought back to the Area Committee to determine if the funding could still be allocated.

RESOLVED –

- (i) To note the spend to date and current balances
- (ii) That the following projects (from the 2013/14 financial year) requesting Well-Being Funding be determined as follows:

Project	Organisation	Amount Granted £
Leeds Road path clearance	Leeds City Council	Deferred for further ward Member consultation
Farmwatch Landrovers	West Yorkshire Police-Wetherby & Harewood NPT	£6,000
Wetherby and District development fund	Leeds City Council	£20,000

- (iii) That previously agreed funding for Boston Spa Youth Club of £800 be re-affirmed and the funding be allocated
- (iv) That the following projects (from the 2014/15 financial year) requesting Well-Being Funding be determined as follows:
(Subject to confirmation of the Well-Being budget 2014/15)

Project	Organisation	Amount Granted £
Promoting Partnership and Social Inclusion	Moor Allerton Elderly Care	£13,500
Well-Being and Welcome	Slaid Hill in Bloom	£1,074
Wildflower Beds	Leeds City Council	£2,000
Agile Learning Facility	Friends of Barwick School	£1,000
Go Wild at Bramham School	Friends of Bramham School	Application Refused

- (v) That the following Youth Activity Fund projects (from the 2013/14 financial year) requesting funding be determined as follows:

Project	Organisation	Amount Granted £
Urban Artists	Groundwork Leeds	£1,904
Urban Rangers	Groundwork Leeds	Application Refused
Urban Rangers	Groundwork Leeds	Application Refused
Outdoor Pursuits – Rock Climbing	Bramham Explorer Scouts	£ 616

- (vi) That the feedback received from the Youth Offer Improvement Team be welcomed and noted
- (vii) To note that £10,000 previously allocated for the mobile street cleansing service was no longer required and would remain within the Well-Being budget

67 Annual Report - For the Parks and Countryside Service

The Chief Officer Parks and Countryside submitted a report which sought to further develop the relationship between the Parks and Countryside Service and the North East (Outer) Area Committee.

Joanne Clough, Trading and Operational Support, Parks and Countryside Service presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- The Area Profile of the Service
- Leeds Quality Park Status
- Green Flag Award Scheme
- Improvements to Parks during 2013

Referring to the Green Flag Award scheme Joanne Clough reported that an assessment of each Community Park was now undertaken annually, previously such assessments had taken place every three years.

Commenting on the key parks and green space in the North East (Outer) Area, Councillor Cohen suggested that Adele Woods appeared to be missing from the submitted list.

In responding officers said this was a possible error, the situation would be clarified and rectified if appropriate.

Councillor Buckley sought clarification about "Local Business volunteers" in particular works in Eccup Whin.

Joanne Clough said this was a scheme "Corporate Volunteer Day" which allowed local companies to become involved in countryside projects under the supervision of Parks and Countryside staff.

Councillor Buckley asked if Ward Members could be notified of future dates involving corporate volunteers.

Councillor Castle said that previously she had been a Member of "Friends of Lotherton Hall" but was unsure if it was still in existence, and if not, could it be re-visited?

In responding Mrs Clough said the necessary enquiries would be made and Ward Members notified accordingly.

Councillor Robinson also referring to Lotherton Hall asked if Members could be provided with details about visitor numbers to the estate following the introduction of charging.

Officers confirmed that the requested information would be provided to Members.

Councillor Robinson requested an update on the operation of Whinmoor Grange Cemetery.

Officers confirmed the site had become operational in July 2013 and was classed as a multi-faith burial ground. A significant amount of landscaping work and replacement planting had taking place but a more detailed update would be circulated to Members.

RESOLVED –

- (i) That the contents of the report be noted
- (ii) That the requests for further information in respect of Corporate Volunteer days, Friends of Lotherton Hall, Visitor Numbers to Lotherton Hall and Whinmoor Grange Cemetery be provided to Members in due course

68 Environmental Services – Half Year Performance Update on the 2013/14 Service Level Agreement

The Locality Manager, East North East provided an update on performance against the Service Level Agreement between the North East (Outer) Area Committee and the East North East Environmental Locality Team covering the period May to October 2013. The report set out information on a range of functions being delivered across the area, against the priorities and commitments set out in the Service Level Agreement.

Appended to the report were the following documents:

- Environmental Service Performance Update, May to October 2013 (Appendix A)
- Outer North East Area – Sites of Concern (Appendix B)

John Woolmer, Locality Manager, East North East, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report together with the appendices which included:

- Delivering the Service Activities

- Service requests dealt with by the Locality Team
- Completion rates for mechanical sweeping blocks

Commenting on section 17 of the submitted report John Woolmer highlighted the reduction in completion rates for mechanical sweeping blocks down from 94% (2012) to 81% (2013). In providing an explanation Mr Woolmer said a reduction in the overtime budget, sickness absences and staff vacancies accounted for the reduced rates.

Mr Woolmer suggested that the Environmental Sub Group may wish to consider this issue at a future meeting.

Councillor Buckley sought clarification around vehicles parked on grass verges (Council owned). Could enforcement action be taken and what penalties could be imposed?

Mr Woolmer offered to make the necessary enquiries and report back to Members.

RESOLVED –

- (i) That the contents of the report be noted
- (ii) That the Environmental Sub Group be requested to develop services which focus on particular needs of the community
- (iii) In accordance with the Area Committee priorities 2014/15 to link up with local businesses to encourage their support for local communities and
- (iv) To work in partnership with the local community to sustain a clean and tidy streetscape, and high quality public green spaces that the whole community could enjoy and take pride in.

69 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Monday 17th March 2014 at 6.00pm at Treetops Community Centre, Squirrel Way, Moortown, Leeds, LS17 8FQ.

Report of the Director of Children's Services

Report to Outer North East area committee

Date: 17 March 2014

Subject: Children's Services area committee update report

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 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. Persistent absence in primary schools rose by 23 per cent in this area, which is equivalent to 12 children.
2. The results for the Foundation Stage good level of development, and the Key Stage 2 level four+ in reading, writing, and maths were both higher than the city average.
3. Local priorities are to be agreed, if required, with the local lead member for Children's Services.

Recommendations

4. Discuss whether local priorities may be required in addition to the Children's Services obsessions, to be agreed between the local lead member for Children's Services and the area head of targeted services. These priorities may include a focus on a specific element of one of the obsessions.
5. Use the basic need workshops to provide local intelligence for consideration in school place planning, and instruct officers on improved methods of member engagement in school place planning.

1 Purpose of this report

- 1.1 This report provides members with a comprehensive set of children’s information in an increasingly succinct manner. Common feedback is to build on this with more local context. There are established city priorities in the Children and Young People’s Plan (CYPP), especially the obsessions. The purpose of this cycle of reports is to understand if there are any local priorities that should also be regularly highlighted in these reports, for example a focus on a particular aspect of one of the obsessions. For this committee it is recommended that the local lead member for Children’s Services works with area targeted services lead to identify local priorities for the committee’s approval.

2 Background information

- 2.1 As part of the ambition for Leeds to become the best city in the UK, we are aiming to become the best city to grow up in - a child friendly city. This ambition will be realised by improving outcomes against the three obsessions, five outcomes, and 12 priorities in the CYPP, which is overseen by the multi-agency Children’s Trust Board and implemented locally by the 25 local cluster partnerships of schools and other key local services.

3 Main issues

- 3.1 This section provides an update on performance data, successes, and issues within the area committee. A Children’s Services summary is in appendix one.

Local updates

- 3.2 Table one presents a summary of the area committee’s performance data, and compares the trend/direction of travel to the city trends. A full set of the area’s performance data is in appendix two.

Table one: summary of the area committee’s performance data

	December 2013	December 2012	Trend	Comparison to city trend
Children looked after	17 (1.3%)	18 (1.3%)	↓	Larger reduction
Children subject to a child protection plan	13 (1.8%)	13 (1.4%)	↔	Static vs city reduction
CAFs initiated	30	22	↑	Larger rise
Primary school attendance	96.1%	96.7%	↓	Larger reduction
Secondary school attendance	93.9%	93.6%	↑	Rise vs city static
Primary school persistent absence	64	52	↑	Rise vs city reduction
Secondary school persistent absence	194	258	↓	Larger reduction
NEET young people; unadjusted	44 (3.5%)	44 (3.1%)	↔	Static vs city rise
Not known young people	60 (4.8%)	109 (7.6%)	↓	Larger reduction
Foundation Stage good level of dev	64.7%	n/a		Higher than city
KS2 level 4+ reading, writing, maths	85.7%	69.0%	↑	Larger rise
5+ A*-C GCSE inc English and maths	62.3%	63.3%	↓	Fall vs city rise
Free school meal uptake - primary	66.6%	72.4%	↓	Larger reduction
Free school meal uptake - secondary	68.5%	69.4%	↓	Larger reduction
10-17 year-olds committing an offence	17	28	↓	Larger reduction

- 3.3 Primary school attendance levels reduced by 0.6 percentage points in this area. There was a 23 per cent rise in persistently absent primary school pupils in this area, which is equivalent to 12 children. The number of children persistently absent was 64, which is the second lowest of all area committees.
- 3.4 The KS2 result of 85.7 for this area is the highest of all area committees, and is a significant rise from last year's result of 69.0 per cent.
- 3.5 This was the only area where the number of NEET young people did not rise. The number of not known young people in the area significantly reduced. Not known numbers may actually be lower than reported: UCAS (Universities and Colleges Admissions Service) have, for legal reasons, been unable to share admissions data with local authorities. This has led to an increase in the not known figures as up to 500 young people's statuses are usually recorded from UCAS data.
- 3.6 All area committees have identified a lead member for Children's Services, who will work with the local area head of targeted services to agree a number of local priorities, in addition to/support of the three obsessions. These priorities will shape future area committee reports.

Service updates

- 3.7 Families First is Leeds' approach to the national Troubled Families programme. 'Troubled families' are "characterised by there being no adult in the family working, children not being in school and family members being involved in crime and anti-social behaviour"¹. The government have set a target for 120,000 families to be 'turned around' during the current Parliament. For each family that is 'turned around' a set amount of money may be claimed under the programme's payments by result (PBR) criteria.
- 3.8 Leeds has 2,180 troubled families, a target set by the Department for Communities and Local Government. Approximately 1,400 families are currently receiving support since the start of the programme, with PBR claimed on 532 families (24 per cent of the cohort). A breakdown of households by cluster and area committee is in appendix three.

Basic need update

- 3.9 Area committees are hosting basic need workshops during early 2014, facilitated by officers from children's services and planning. General principles arising from the workshops will be taken to the Cross Party Basic Need Steering Group for agreement and implementation within the basic need programme. Locality-specific queries and suggestions will be captured and actioned by officers. The objectives of the workshops are:
- Supporting members' in-depth understanding of national school place planning policy, local school place planning context, and key challenges to the delivery of sufficient school places.

¹ [The Troubled Families programme, Communities and Local Government](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11469/2117840.pdf)
(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11469/2117840.pdf)

- Developing an improved approach to ensuring strong join-up between elected members, officers, and local stakeholders.
- Engaging in early discussions with the aim of identifying and delivering the best local solutions.

4 Corporate considerations

4.1 Consultation and engagement

4.1.1 This report is for area committee meetings, which involve a wide range of partners and stakeholders. Consultation and engagement is integral to the work of Children's Services and the Children's Trust, as evidenced in child friendly city work.

4.2 Equality and diversity/cohesion and integration

4.2.1 Equality issues are implicit in the information provided. The differences shown illustrate that there are different levels of need and of outcomes across the city. Additional equality analysis of the information provided is undertaken, and the detailed information already provided to clusters is powerful intelligence that can be used to help focus priorities and narrow the gap.

4.3 Council policies and city priorities

4.3.1 A significant proportion of the information included in this report relates to the city priorities for children and young people and the outcomes contained in the CYPP. The area committee summary sheets currently being developed build on wider priorities and the Children's Services obsessions, and incorporate locally-agreed priorities.

4.4 Resources and value for money

4.4.1 Families First is a payment by results scheme. For every family 'turned around', the local authority can claim additional payments if successful across the full range of indicators.

4.5 Legal implications, access to information and call in

4.5.1 This report is not eligible for call in, due to being a Council function.

4.6 Risk management

4.6.1 There are no risk management implications in this report. The priorities reflected in this report are monitored through Leeds City Council performance and, where appropriate, risk management processes.

5 Conclusions

5.1 Not applicable, as this report is information based.

6 Recommendations

- 6.1 Discuss whether local priorities may be required in addition to the Children's Services obsessions, to be agreed between the local lead member for Children's Services and the area head of targeted services. These priorities may include a focus on a specific element of one of the obsessions.
- 6.2 Members are recommended to use the basic need workshops to provide local intelligence for consideration in school place planning and to instruct officers on improved methods of member engagement in school place planning.

7 Background documents²

- 7.1 There are no background documents to accompany this report.

² 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.

Appendix one: Children's Services' update

The 'best council and best city' ambition to make Leeds a child friendly city has continued to build momentum in recent months. The Yorkshire Evening Post has launched its support with a series of features, an ongoing commitment to raise the profile of the city's children and young people, and an appeal to businesses to join the campaign. This has coincided with the first Child Friendly Leeds Awards, hosted by City Varieties, sponsored by British Gas, and planned, run and presented entirely by children and young people. Over the coming year, a key focus of this ambition will be achieving a consistent one-council approach so that children and young people are increasingly at the heart of decision-making over issues and developments that affect them.

This growing momentum, however, comes at a time when services are continuing to address significant issues. As with all areas of the council, children's services must address major financial challenges, with approximately £18 million in savings needed during 2014/15. Clear action plans are in place to achieve this. Despite this challenge, through the citywide partnership of the Children's Trust Board and the shared vision outcomes and priorities in the Children and Young People's Plan (CYPP), Leeds is continuing its clear strategy of investing in early intervention and preventative services, working restoratively with families to address their problems at an earlier stage and prevent escalation. The family group conferencing programme is continuing to develop; recent analysis shows that it has already safely and appropriately prevented 55 children and young people in Leeds from needing to be placed in care, with significant financial savings being made as a result.

The service is preparing for an Ofsted inspection, anticipated in spring 2014, which will last for up to four weeks and review a wide range of services that support the most vulnerable children. A number of other authorities have recently been inspected under this new framework and Leeds is actively looking to learn from their experiences to support our preparations. The learning from this inspection will significantly shape the direction of the service over the next period.

Children's services has maintained the relentless focus on the three obsessions in the CYPP, which have seen improvements across each. In addition, there are several other current priority areas of work for the service citywide:

- *Frameworki*, the replacement for the electronic social care recording system has been implemented. The focus is now on managing the transition to the new system and enabling staff to maximise its potential
- The need to provide sufficient school places, given the city's population growth, continues to be a key statutory priority for the local authority and a clear programme is in place to manage this.
- Leeds is at the forefront of a regional drive to increase educational standards and has recently hosted a major education summit with more than 260 national and regional attendees. A particular focus of our work with schools over the coming year will be on supporting pupils at major transition points in their lives by ensuring they are 'ready for learning'.
- Drawing on international best practice, we are exploring how we can maximise the potential of the council's wider work on community and citizen engagement by developing our existing cluster model. This work is in early development, but is key to the next stage of pushing more services out to localities. There will be further details on this work at future area committees.

Appendix two: performance data for Outer North East area committee

Spring 2014 Children's Services performance update

Measure	Leeds	Outer NE	Current data period	Highest	Average		Lowest
					Average	Lowest	
1. Number of children and young people 0-19	173,462	12,774	January 2014	24,510	17,289	11,609	
2. Percentage of children and young people	n/a	7.4%	January 2014	14.1%	10.0%	6.7%	
3. Number of primary schools	218	23	Current	28	22	15	
4a. Number of secondary schools	36	3	Current	6	4	2	
4b. Number of through schools	2	0	Current	2	0	0	
5. Number of children's centres	56	2	Current	9	6	2	

Commentary

The Outer North East area committee has 7.4 per cent of the city's 0-19 population. There are 23 primary schools, three secondary schools, and two children's centres located within the area committee boundary.

Keeping children safe from harm	Leeds	Outer NE			Current data period	Highest	Average	Lowest
		Current reporting period	Previous reporting period	Direction of travel				
6. Number of children looked after	1,356	17	18	↓	20 Jan 2014	356	123	17
7. Number of children entering care	-	-	...		Apr-Dec 2013	-	-	-
8. Number of children subject to a child protection plan	737	13	13	↔	20 Jan 2014	155	69	13
9. Number of CAFs initiated	867	30	22	↑	Apr-Dec 2013	162	84	30
10. Number of requests for service	-	-	816		Apr-Dec 2013	-	-	-
11. Number of requests for service leading to a referral	-	-	217		Apr-Dec 2013	-	-	-

Do well in learning and have the skills for life	Leeds	Outer NE			Current data period	Highest	Average	Lowest
		Current reporting period	Previous reporting period	Direction of travel				
12. Primary school attendance levels	95.4%	96.1%	96.7%	↘	2012/13 HT 1-5	96.4%	95.4%	94.1%
13. Secondary school attendance levels	93.7%	93.9%	93.6%	↗	2012/13 HT 1-5	94.7%	93.4%	91.0%
14. Number of pupils persistently absent at primary	1,532	64	52	↗	2012/13 HT 1-5	373	153	61
15. Number of pupils persistently absent at secondary	2,748	194	258	↘	2012/13 HT 1-5	438	275	163
16a. Number of NEET young people (unadjusted)	1,540	44	44	↔	31 Dec 2013	338	143	44
16b. Percentage of NEET young people (unadjusted)	6.9%	3.5%	3.1%	↗	31 Dec 2013	10.7%	6.3%	3.0%
16c. Number of NEET young people (adjusted)	1,540	48	-	n/a	31 Dec 2013	350	153	48
16d. Percentage of NEET young people (adjusted)	6.9%	3.8%	-	n/a	31 Dec 2013	11.3%	6.8%	3.3%
17a. Number of 'not knowns'	1,630	60	109	↘	31 Dec 2013	202	145	60
17b. Percentage of 'not knowns'	7.1%	4.8%	7.6%	↘	31 Dec 2013	8.4%	6.5%	4.2%
18. Foundation Stage good level of development	51%	64.7%	n/a	(Change of definition)	2012/13 AY	64.7%	51.8%	36.7%
19. Key Stage 2 level 4+ reading, writing, and maths	74.0%	85.7%	69.0%	↗	2012/13 AY	85.7%	74.2%	65.3%
20. 5+ A*-C GCSE including English and maths	57.3%	62.3%	63.3%	↘	2012/13 AY	70.5%	54.5%	41.5%
Choose healthy lifestyles								
21. Free school meal uptake - primary schools	73.1%	66.6%	72.4%	↘	2012/13 FY	75.8%	71.9%	66.6%
22. Free school meal uptake - secondary schools	71.1%	68.5%	69.4%	↘	2012/13 FY	88.2%	71.6%	61.7%
Voice and influence								
23. 10-17 year olds committing an offence	685	17	28	↘	Sep 12-Aug 13	134	55	17

Ofsted inspections	Leeds	Outer NE			Current data period	Highest	Average	Lowest
		Current reporting period	Previous reporting period	Direction of travel				
24. Percentage of primary schools good or better	81%	87%	91%	↓	31 Dec 2013	93%	81%	68%
25. Percentage of secondary schools good or better	61%	67%	67%	↔	31 Dec 2013	75%	60%	25%
26. Percentage of children's centres good or better	79%	100%	100%	↔	31 Dec 2013	100%	86%	57%
27. Percentage of children's homes good or better	100%	100%	100%	↔	31 Dec 2013	100%	100%	100%
Ofsted judgement - Outer North East								
Current period: 31 Dec 2013				Previous period: 31 July 2013				
	Outstanding	Good	Req imp	Inadequate	Outstanding	Good	Satisfactory	Inadequate
28. Primary schools	10	10	3	0	9	12	2	0
29. Secondary schools	0	2	1	0	0	2	1	0
30. SILCs (citywide)	-	-	-	-	-	-	-	-
31. Pupil referral units (citywide)	-	-	-	-	-	-	-	-
32. Children's centres	0	3	0	0	0	1	0	0
33. Children's homes	0	2	0	0	0	2	0	0
Secondary schools								
	Current period		Previous period		Direction of travel			
	Ofsted	Attendance	Ofsted	Attendance	Ofsted	Attendance	Attendance	
Allerton High School	2	95.1%	2	94.2%	↔	↕	↕	
Boston Spa School	2	92.8%	2	92.9%	↔	↕	↕	
Wetherby High School	3	93.8%	3	94.0%	↔	↕	↕	

Key: AY - academic year FY - financial year HT - half term ... data below five (suppressed for confidentiality) - data not available; Frameworki report development required/underway

Ofsted grades: 1 = Outstanding, 2 = Good, 3 = Satisfactory/Requires Improvement, 4 = Inadequate

Appendix three: Families First cohort

This table shows families worked with and the percentage against whom PBR has been claimed. Data are by cluster, which have been aligned to area committees. Where a cluster straddles two area committees, the proportion of the population in each cluster is shown.

Cluster	Total households	% claimed PBR	Primary area committee	% of popn in area committee	Secondary area committee	% of popn in area committee
CHESS	40	65	Inner East	72.5	Inner North East	27.5
Inner East	145	63	Inner East	100.0	-	-
NEXT	26	81	Inner North East	100.0	-	-
NETWORKS	20	55	Inner North East	100.0	-	-
ESNW	18	61	Inner North West	51.1	Outer North West	48.9
Inner NW Hub	58	52	Inner North West	100.0	-	-
OPEN XS	20	55	Inner North West	100.0	-	-
Beeston, Cottingley and Middleton	49	65	Inner South	91.9	Outer South	8.1
JESS	81	65	Inner South	100.0	-	-
ACES	36	56	Inner West	54.2	Outer West	45.8
Bramley	54	57	Inner West	100.0	-	-
Brigshaw	8	75	Outer East	100.0	-	-
Garforth	4	100	Outer East	91.3	Outer North East	8.7
Seacroft Manston	112	47	Outer East	52.3	Inner East	47.7
Templenewsam Halton	36	69	Outer East	87.0	Inner East	13.0
Alwoodley	18	78	Outer North East	79.5	Inner North East	20.5
EPOS	6	83	Outer North East	100.0	-	-
Aireborough	23	57	Outer North West	100.0	-	-
Horsforth	10	50	Outer North West	100.0	-	-
Otley/Pool/Bramhope	6	50	Outer North West	100.0	-	-
Ardley & Tingley	10	80	Outer South	100.0	-	-
Morley	27	52	Outer South	100.0	-	-
Rothwell	21	62	Outer South	100.0	-	-
Farnley	30	63	Outer West	91.2	Inner West	8.8
Pudsey	31	55	Outer West	96.2	Inner West	3.8



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Report of the Director of Environment and Housing

Report to North East (Outer) Area Committee

Date: 17th March 2014

Subject: Environmental Services – Consultation on the 2014/15 Service Level Agreement

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/diversity and cohesion/ 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 the Main Issues

This report consults on which existing and new priorities the Area Committee would like to see addressed in a refreshed Service Level Agreement (SLA) for 2014/15. The report includes information on new responsibilities to be transferred to the Locality Team in 2014/15 and proposals as to how the service will be restructured to deliver these. The refreshed SLA will be presented for approval at the June meeting cycle, following further discussions at local ward member and Environmental Sub Group meetings.

Recommendations

The Area Committee is asked to:

- agree the main service principles for 2014/15;
- 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;
- note the new responsibilities being transferred to the Locality Team in 2014/15 and comment on the proposed new operational structure to deliver the full range of local services.
- agree the development of the new SLA for 2014/15 to be brought to the June meeting for approval based on refreshed Elected Member and Area Committee local priorities;
- note the grounds maintenance contract performance update for the Outer NE area

Purpose of this report

- 1 The purpose of this report is for the Area Committee to consider the following and where necessary refer discussion on detail to local ward member meetings and/or the Environmental Sub Group to be fed into the SLA report scheduled for the June meeting:
 - a) agree the local operational principles and service improvements Members wish to see included in the 2014/15 Service Level Agreement (SLA) to be agreed between the ENE Locality Team and the Outer NE Area Committee at the June meeting;
 - b) what, if any, enhanced services the Area Committee would like to buy-in for 2014/15 and see added to the SLA;
 - c) note the new responsibilities being transferred to the Locality Team in 2014/15 and comment on the proposed new operational and supervisory structure to deliver the full range of local services.
 - d) note the grounds maintenance contract performance update for the Outer NE area covering the grass growing/cutting period March to October 2013 (see appendix A).

Background information

- 2 At its meeting of 30th March 2011, the Executive Board approved revisions to the Area Committee Function Schedules to include a new delegated responsibility for Street Cleansing & Environmental Enforcement Services.
- 3 The Executive Board approved further delegations to be covered by this Function Schedule at its meeting of 10th February 2012: these being “ancillary street cleansing functions including graffiti removal, gully and ginnel cleansing”. The relevant Function Schedule is provided as Appendix A of this report.
- 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 included in the original delegation are:
 - Street cleansing (mechanical and manual);
 - Leaf clearing;
 - Litter bin emptying;
 - Dog warden services (still managed at a city level);
 - 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 The delegation of the specified environmental services to Area Committees means that service resources, mainly staffing, which were previously managed centrally, are now devolved and managed by Locality Managers.
- 7 To enable this to happen, a restructuring of the previous “Streetscene” service was undertaken in 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. 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 These resources are organised into three locality based teams for East North East, South East and West North West. They are geographically aligned to and work closely with the new Area Support Teams (formerly Area Management).
- 9 The Service Level Agreements set out for each Area Committee how resources will be used in their area to meet local needs and achieve the outcome of clean streets.
- 10 The Locality Managers are accountable for the use of that resource and performance of the service to the Area Committees through the approved SLAs. The Area Committees are accountable to Executive Board.
- 11 Following extensive work with Elected members and consultation through the Area Committee, the 2011/12 SLA for Outer NE was approved on October 2011.
- 12 The new Locality Team went live as a service in early September 2011.
- 13 The first full-year SLA was approved for 2012/13 at the June 2012 meeting. This included the new delegated services of dog wardens, graffiti removal, gully and ginnel cleansing.
- 15 In early 2013 a restructuring of the enforcement part of the Locality Teams took place to deal largely with historical anomalies/varieties of grades/job descriptions inherited from the transfer in 2011 and to bring the role up to the level required to deliver an effective and efficient enforcement service. This included the transfer of the management of Dog Wardens to Locality Teams (1.5 fte for ENE).
- 16 This restructuring also took the opportunity to review the streets operations and as a result introduced a new Resource/Caseworker post for each Locality Team. As well as making sure staffing and vehicle resources are being deployed as effectively as possible so that local issues are being quickly responded to, this post works alongside the streets supervisors to release capacity for more front line supervision and support.
- 17 During 2013 the Council took the decision to bring services delivered through the housing Arms Length Management Organisations (ALMOs) back into the council. As part of this, there is a requirement to look at how local environmental services undertaken by ALMOs are best delivered in the future.

Progress made in the 2013/14 SLA

- 18 The first half-year update was provided to Area Committee at the February 2014 meeting and progress is continually monitored and discussed at the Environmental Sub Group meetings.
- 19 The second half update will be provided at the June 2014 meeting.
- 20 A senior manager from the Locality Team has been available for all Ward Members meetings where required to focus in on more localised street cleansing and environmental enforcement issues. Local actions are tracked at these meetings.
- 21 The greatest pressures on the SLA for Outer NE area in 2013/14 have been:
- a. Keeping arterial routes litter free; particularly out of cutting season when grounds maintenance contractors are not operational. Additional litter picking has been bought in to bridge this gap.
 - b. Deleafing – continues to be a significant use of resource in the Outer NE area between October and January. Feedback from Members continues to be positive.
 - c. Weather (i.e. the rain!) – the service has dealt with and worked through two of the wettest years on record. As well as the more obvious pressures this puts on the gully cleaning crews, this also causes operational/capacity difficulties for mechanical sweeping (the vehicles fill up with water quicker and therefore have to tip off more) and manual litter picking (some atrocious working conditions). We believe that the operational staff deserve huge credit for their efforts during these sustained periods of unprecedented rainfall.
- 22 In addition to the service expectations set out in the SLA, the Council's grounds maintenance contract has a significant effect on the outcome of clean and tidy neighbourhoods.
- 23 Although not part of the delegated locality service, the monitoring of the effectiveness of the contract by the Area Committee is undertaken through the Environmental Sub Group. Issues are also raised through the Town and Parish Council Forum. Simon Frosdick (Business Development Manager, P&C) attended the November meeting of the Forum and Senior Officer attends the Environmental Sub Group.
- 24 Attached to this report is a summary of performance in the Outer NE area, covering the growing/cutting period of March to October 2013. Feedback from the Sub Group and the Town and Parish Council Forum is that the performance is good and where issues arise the contract monitoring arrangements deal with this effectively.

2014/15 Service Level Agreement

- 25 This section sets out refreshed principles that will underpin the new SLA for 2014/15. The Area Committee is asked to consider these and agree any it would want to see the Locality Team focus on in making further improvements.
- a. *Outcome focused:*

The ENE Locality Team will focus on delivering the best outcome for residents across the Outer North 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.

- *Responsive to local needs:*

The service will be more responsive to local needs. There will be capacity built in to react to current sites of concern, plan for known local events that may affect the cleanliness of neighbourhoods and go where the problem is at that time. We will respond to all requests for new litter bins or relocating existing ones to more effective locations, if the requests can not be met we will explain why.

- *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.

- *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 (Lingfields and Cranmer Bank). We will provide a lead at tasking meetings on environmental issues and make sure coordinated action is being taken against the local priority. We will target enforcement activity at the locations causing the greatest problems.

- *Supporting community action:*

We will work closely with and support local community based organisations (such as Town and Parish Councils, In Bloom/Friends of groups) that: add value to what we do, provide eyes and ears, contribute towards making our streets and neighbourhood cleaner and have a role to play in making our service more accountable.

- *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 support work with schools to prevent litter on school routes and work with local businesses to make local shopping centres/main streets clean and pleasant places to visit.

- *Working with Housing Leeds and the Police to deliver more effectively:*

We will work in partnership with local Housing Leeds staff and the Police to make more effective and efficient use of our combined resource; focusing on joint approaches to cleaning open land/spaces, maintaining ginnels, effective tenancy management (e.g. with waste in gardens) and enforcing against environmental crime/offences.

- *Planning for seasonal and annual events:*

We will ensure that there is sufficient capacity and flexibility in the service to programme work to deal with leaf fall in autumn. We will help clean up after significant community events. We will prepare the route for the Tour de France and ensure a thorough during and after vent plan is in place to minimise littering and clean up afterwards.

- 26 The 2014/15 SLA will be delivered through use of existing resources allocated to the Locality Manager to manage across the ENE area. This will deliver the agreed level of service as set out in the SLA to be presented to the June meeting.
- 27 However, there is opportunity for Area Committees to enhance the provision within their area through use of local budgets available to them. For example the Area Committee could “buy-in” additional services such as:
- Weekend/out of hours enforcement patrols (inc dog wardens)
 - Additional one-off litter picks/mechanical sweeps over and above those scheduled
 - Additional scheduled litter picks (i.e. taking on more staff)
 - Additional enforcement/dog warden staff
 - Additional de-leafing capacity in autumn
 - New litter bins
- 25 If there are other localised enhancements the Area Committee would like adding to their 2014/15 SLA then the Locality Manager will investigate and provide options/costs with the SLA at the June meeting. Discussions will take place at ward member meetings and through the Environmental Sub Group prior to any proposals reaching Area Committee.

Changes to the Locality Teams in 2014/15

- 26 Since October 2013 Housing Arms-length Management Organisations (ALMOs) no longer exist. The services delivered are now within Leeds City Council, within the Environment and Housing Directorate. This provides us with an opportunity to move to one service that covers all of the environmental issues that were previously split between the Locality Team and ALMOs.
- 27 The integration of these services will provide one, accountable point of contact for these issues, leading to faster resolution and easier access for residents and the public.
- 28 In the current financial climate the council’s priority is to protect front-line services. A reduction in the duplication of management, and therefore a smaller number of managers covering these services will help to deliver this.
- 29 In addition to former ALMO services there are a number of other environmental services currently managed through Locality Teams which are still delivered on a citywide basis. Household bulky waste collection, needles collection and public convenience cleaning services are currently managed by South and Outer East Locality Team for the whole city; Graffiti removal is managed by West North West Locality Team and the ginnel team is managed by East North East. This leads to inefficiencies in terms of travel and resources, but also means that these services are less able to be influenced and prioritised at a local level.
30. Whilst the service has made good progress over the last two years to initially stabilise and subsequently improve delivery, there are areas which could be more efficient and effective. The current reliance on lone working all year around leads to inefficiencies and

a lack of flexibility within the service. Staff who work on their own have also fed back that they feel isolated and do not see their supervisor or colleagues often enough.

31. Staff have historically had rigid roles which only enabled them to do one task, e.g. litter picking or driving a particular vehicle. This again means we are not as flexible as we could be, and staff also have little opportunity to develop their skills and progress up through the service. Locality Team staff are often confused about their roles and about what tasks they are (and are not) required to do. Again this leads to a lack of flexibility and can cause conflict between managers and frontline staff.
32. Vehicle usage within the service is considerable, largely due to the size of the Locality Team area and the small number of mobile teams. There is a need to reduce travel time, and therefore fuel usage and wear and tear on vehicles to reduce costs and the impact on the environment.
33. Although overtime cost reductions have been made over the last couple of years (50% reduction in ENE) and some flexibility brought in through the introduction of “capacity days” in programmed work, the Locality Teams still spend a significant amount on overtime to cover sickness and holidays. The reliance on lone workers and specific job roles compounds this problem as the service cannot easily move resources to cover functions and therefore has to use overtime payments. The imperative to protect frontline jobs also means that we should be using any additional budgets to create or protect permanent jobs, rather than to pay for additional hours.
34. Even though the service has made great strides in bringing together enforcement and cleansing functions so that they complement each other and deliver better outcomes, this relationship could be improved further. Co-locating services with partners such as the Police and Housing Leeds, is also a key aim to deliver a more integrated, holistic service.
35. Whilst the gully cleansing service has again been stabilised and improved, the delivery of this on a locality basis has its operational problems, especially given the level of resources at our disposal (one vehicle per Locality Team) and the close links to Highways Services who are responsible for the actual gullies themselves. It is therefore proposed to move the gully service back to a citywide service and to further look at whether this service would be better delivered through Highways Services in future.
36. Environmental Action Services is therefore reviewing the delivery of our services and structures in order to deal with the challenges above, whilst protecting jobs and pay.

Proposed Zonal Model:

37. Environmental Action Services propose to move to a zonally based service delivering all the services described above through a multi-skilled team of people.
38. The service will be directly responsible for all current aspects of Locality Team street cleansing services (excluding gully cleansing – see para 35 above) as set out in the SLA:
 - Manual litter picking
 - Litter bin emptying
 - Mechanical path & road sweeping
 - Flytipping removal

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

39. In addition to these in future Locality teams will be also be responsible for:

- Scheduled bulky household collections
- Void garden clearances (responsibility for clearing the interior of void houses will remain with Housing Leeds) *
- Maintenance of Housing Leeds land and estates *

(* will be subject to a separate service agreement with Housing Leeds as will be funded through Housing Revenue Account)

40. This proposal does not cover those services delivered by Belle Isle Tenant Management Organisation (BITMO).

41. The service proposes that East and North East Leeds area is split into 5 local teams. The teams will reinforce the service accountability with Area Committees and will be fully coterminous with the new Policing structure.

42. A Team Leader will oversee both the cleansing and enforcement staff/functions in those teams and take responsibility for local relationships with and reporting to ward members.

43. Table 1 below describes the proposed teams for ENE. Job roles will be broader and multi-skilled enabling the local teams to flexibly deliver all the services described above within their area/zone.

Table 1 – Proposed operational areas/zones

Area Committee	Area	Ward(s)
Inner East	1	Burmantofts & Richmond Hill (will be split into 2 zones)
	2	Gipton & Harehills (will be split into 2 zones)
	3	Killingbeck & Seacroft
Inner NE	4	Chapel Allerton, Moortown & Roundhay
Outer NE	5	Alwoodley, Harewood & Wetherby

44. The service will remain a 7 day/week street cleansing service, but there will be some staff employed 5 days/week (non-shift) to create more flexibility and greater numbers at key times.

- 45 As is currently the case, the service will determine how resources/staff numbers are deployed within these areas/zones in order to meet the commitments made in the three SLAs covering the ENE locality. But the following important principles will be applied in the initial allocations :
- **there will be no reduction in the existing Locality Team level of resource spread between wards (i.e. for the street cleansing and enforcement functions);**
 - additional resource brought into the service to meet the new responsibilities (primarily those transferred from the former ALMOs and paid for by HRA) will be used to enhance capacity in those areas/zones according to where the known and anticipated demand/need is.
 - any further capacity will be allocated to where the need is greatest, where the most difference can be made and with consideration to other complementary resource such as the ground maintenance contract.
- 46 It is proposed to still have a commitment to a degree of scheduled level of service for some functions, such as mechanical cleaning, litter-picking and bulky waste collection. However these scheduled services would be part of the zonal teams and therefore more flexible and reactive to the needs of the local Elected Members and residents.
47. Lone-working will be minimised with staff instead mainly working in small teams. This would deliver the same level of scheduled litter-picking service but more quickly and efficiently and, as an added benefit, white bags could be more often removed at the point of clearance, rather than waiting for a collection crew to arrive.
48. **However, it is anticipated that Members will want to see a more traditional “litter picker” presence maintained in Wetherby and Boston Spa main streets and that will be factored into the how the Outer NE Team operates.**
49. Overtime cover would further reduce as the multi-skilled workforce would be required to cover each other, with managers moving resources around the zones and the locality to meet the services’ needs. A significant proportion of the current overtime budget would instead be used to fund additional permanent frontline posts. A small overtime budget would be retained to cover some specialist services, e.g. mechanical cleaning.
50. The service is also working with partners, such as the Police and Housing Leeds, to develop proposals for co-location where possible. The sharing of depot facilities in local areas would deliver significant efficiencies in terms of time and fuel usage. **Positive discussions have already taken place with WY Police about co-location and use of facilities at Wetherby Police Station.**
51. Work is still required to fully develop detailed operational arrangements and to agree resource allocations within each zonal team. The Locality Team proposes to use the same process for the development of the Service Level Agreement for 2014/15 to undertake consultation with Elected Members on the detailed aspects of the proposals.

Implications for Council Policy and Governance

- 52 The Council's Constitution was amended, approved at Executive Board in March 2011 and ratified at the Annual Council meeting held on 26th May 2011, to include the environmental services delegation within the Area Committee Function Schedule.
- 53 Amendments were also made at that time to the Area Committee Procedure Rules to make allowance for the decision making powers being devolved to Committees, which will run concurrent to the same authority given to the Director of Environment & Housing.
- 54 At its 10th February 2012 meeting, the Executive Board approved the following further additions to the delegation: "Ancillary street cleansing functions including graffiti removal, gully and ginnel cleansing".
- 55 The delegation of environmental services to Area Committees significantly contributes towards the Stronger Leeds section of the Safer & Stronger Communities Plan 2011-15. By delivering services at an Area Committee level, the priority to *'ensure that local neighbourhoods are clean'* will be much more achievable.

Legal and Resource Implications

- 56 The SLA for 2014/15 will be delivered mainly through the resources delegated to the Locality Manager to manage across the East, North-East area. A summary of the approved 2014/15 Locality Team budget will be provided as an appendix to the SLA.
- 57 The SLA will also set out how partnership resources will complement and add value to the Locality Team resources in helping jointly deliver the outcome of cleaner streets and neighbourhoods. For example closer working with the Parks and Countryside service on sharing facilities, addressing problem ginnels/rights of ways and litter bins around park perimeters, and, work with Housing Leeds on coordinated enforcement activity, for example through tenancy management.

Recommendations

- 58 The Area Committee is asked consider the following and where necessary refer discussion on detail to local ward member meetings and Environmental Sub Group to be fed into the SLA report scheduled for the June meeting:
- a) agree the main service principles for 2014/15;
 - b) identify the continuing existing priorities and any new service issues it would like to see a focus on, within existing levels of resource;
 - c) identify issues that it would like to see enhanced services delivered through the buying in additional local resources;
 - d) note the new responsibilities being transferred to the Locality Team and comment on the proposed new operational structure to deliver the full range of local services.
 - e) agree the development of a new SLA for 2014/15 to be brought to the June meeting for approval based on refreshed Elected Member and Area Committee priorities
 - f) note the grounds maintenance contract performance update for the Outer NE area covering the grass growing/cutting period March to October 2013 (see appendix A).

Streetscene Grounds Maintenance Contract Performance Update (March – October 2013)

- 1.1 Following a procurement exercise the streetscene grounds maintenance contract was awarded to Continental Landscapes Ltd (CLL) with effect from 1st January 2012.
- 1.2 The management of the contract became the responsibility of Parks and Countryside with effect from the 1st September 2012 soon after the service transferred directorates. This enabled improvements to the management of the contract by integrating staff into an existing team which already had considerable knowledge and expertise of horticultural maintenance as well as the management and delivery of grounds maintenance contracts.
- 1.3 From April 2013 the service took over budget management responsibility from the former ALMOs and highways along with undertaking monitoring activity and responding to customer enquiries and complaints.
- 1.4 The contract includes highway verges and incidental land around social housing.
- 1.5 Importantly, the specification requires the contractor to undertake litter removal from sites as part of horticultural management operations supporting the council's wider efforts to maintain clean neighbourhoods.

Table 1: Asset breakdown of contract items for the Outer North East Area

Asset Type	Annual Visits	Unit	Total Quantity
Amenity grass	14	M ²	568,217
Premium grass	28	M ²	40,382
Arterial routes	6	M ²	40,813
Sight Line & Rough Linear	3	M	288,675
Rough grass area	3	M ²	65,502
Shrub and rose beds	4	M ²	6,702
Hedges	3	M	6,067

- 1.6 Following an assessment of performance during the first year of operation, the frequency was increased during 2013 from 2 to 4 visits on shrub and rose beds. These changes aim to address concerns with the levels of weed growth and litter evident between visits. The following tables provide a summary of contract performance from March to the end of October 2013 to reflect the grass cutting season:

Table 2: Percentage of scheduled operations completed for each type of asset (March to October 2013)

Asset Type	%
Amenity grass	99.5%
Premium grass	99.1%

Arterial routes	83.3%
Sight Line & Rough Linear	93%
Rough grass area	71.6%
Shrub and rose beds	98%
Hedges	97.2%

- 1.7 It should be noted that approximately 1 cut was missed on rough grass areas and linear grass in the areas due to equipment failure.

Table 3: Customer Enquiries and Complaints (March to October)

Type of enquiry or complaint	Number 2012	Number 2013	% Change
Quality issues relating to operation undertaken	131	96	-26.7%
Streetscene land not maintained by the contract	38	27	-28.9%
Advice on related horticultural issues	24	14	-41.7%
Health and safety incidents and accidents	12	4	-66.7%

Scrutiny

- 1.8 An update report was considered by the Safer and Stronger Communities Scrutiny Board during October 2013 that identified progress against recommendations made including the increased frequency of operations, established consultation with members on shrub bed removal, additional works being delivered by the contractor improving skill retention, and improved arrangements for contract management. It was agreed that a further update would be considered in autumn 2014.

Report of Report of the Assistant Chief Executive (Citizens and Communities)

Report to Outer North East Area Committee

Date: 17 March 2014

Subject: Well-being Fund and Youth Activity Fund

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

Summary of main issues

1. This report provides members with an update on the current position of the Wellbeing and Youth Activity Fund budgets 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;
 - Approve the spending plan for 2014/15 outlined in Appendix D;
 - Consider the following wellbeing project proposals and approve where appropriate the amount of grant to be awarded:

Project	Organisation	Amount applied for	Ward
Alwoodley Community Association	Alwoodley Football Club Pitch Restoration	£5000	Alwoodley

Camping activities	Wetherby St James Scout and Guide Group Council	£1500	Wetherby
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- Note the following application has been withdrawn:

Project	Organisation	Amount applied for	Ward
Path clearance (Leeds Road)	Leeds City Council	£2000	Harewood

- Ratify the following project approved via delegated authority.

Project	Organisation	Amount applied for	Ward
Alwoodley Allotment Association Development Programme	Alwoodley Allotment Association	£2765.94	Alwoodley

- Consider the following Youth Activity Fund proposals and approve, where appropriate, the amount of grant to be awarded:

Project	Organisation	Amount applied for	Ward
Young people's volunteering project at Herd Farm	Herd Farm Activity Centre	£3400	Alwoodley, Harewood, Wetherby
Area Activity Work	Herd Farm Activity Centre	£13,343.50	Alwoodley, Harewood, Wetherby
Informal football sessions at Allerton High School	Leeds City Council Sport and Active Lifestyles	£4462.20	Alwoodley
Racketball at Collingham	Collingham & Linton Squash & Racketball Club	£485	Harewood
Holiday activity Programme	EPOSS	£10,293.00	Harewood, Wetherby
Wetherby District Scouts (Explorers)	Duke of Edinburgh awards	£699	Harewood Wetherby
Barleyfields Radio Project	Wetherby Community Radio (Tempo FM)	£3000	Wetherby
Academy Rugby	Wetherby RUFC	£927.08	Wetherby

1. Purpose of this Report

- 1.2 The report provides members with an update on the current position of the Area Committee's budgets and sets out applications for wellbeing funding and youth activity funding 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 This year for the first time, area committees have been delegated a budget which is ring-fenced for activities for children and young people aged 8 – 17. The budget allocated for the Outer North East Area Committee is £20499 in 2013/14 and £40997 in 2014/15.
- 2.3 Alongside the well-being budget and youth activity 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. WELLBEING BUDGET

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. The current revenue financial position of the Area Committee is shown in Appendix A.
- 3.1.2 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 Small grants and skips

- 3.2.1 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 for Treetops Community Centre and Community Engagement. Appendix C shows the small grants approved in this financial year.

3.3 Well-being Revenue 2014/15

- 3.3.1 The allocation for 2014/15 is £97,510. The Outer North East Area Committee manages its allocation by apportioning the amount between the three wards based on population¹. The split between the wards is:

¹ Office for National Statistics 2011 Census

- Alwoodley: £36,322.23 based on pop. = 22766 (37.26%)
- Harewood: £29,301.76 based on pop. = 18363 (30.05%)
- Wetherby: £31,876.02 based on pop. = 19979 (32.69%)

3.3.2 A proposed spending plan is attached for the area committee's consideration at Appendix D. This includes proposed sums to set aside for small grants, skips, grit bins, community engagement and publicity. Members are asked to consider the proposed sums for approval. It should be noted that the carry forward figures quoted are subject to change. Final figures will be provided to ward members at the end of the financial year.

3.4 Capital budget

3.4.1 The Area Committee's capital budget is from the Capital Receipts Incentive Scheme approved by the Council's executive board where 20% of each receipt generated will be retained locally for re-investment, subject to a maximum per receipt of £100k.

3.4.2 Appendix E shows the current balance on the capital budget.

4. Wellbeing applications

4.1 The following projects are for consideration.

Project	Alwoodley Football Club Pitch Restoration
Organisation	Alwoodley Community Association
Total cost	£40,380
Amount applied for	£5000
Ward	Alwoodley
Alwoodley Community Association has been successful in securing a grant from Sport England of £23,500 to install new drainage on their sports pitch. Currently poor drainage on the pitch means that it cannot sustain weekly matches and is totally unplayable from November to February. The club has plans to develop further teams, but cannot do that without the drainage works being carried out. Initial costs for the drainage are coming in at £40,000, leaving a shortfall of £17,000. The Association are seeking £5000 from the Wellbeing Fund towards this shortfall.	
Area Committee priorities: Health and Wellbeing, Supporting Communities	

Project	Camping activities
Organisation	Wetherby St James Scout and Guide Group Council
Total cost	£2930
Amount applied for	£1500
Ward	Wetherby
Wetherby St James Scouts and Guides are seeking to purchase 6 additional sleeping tents, a mess and storage camp, and camping equipment to expand their camping activities. This will enable more young people, including the Brownies to take part in camping expeditions.	

Area Committee priorities: Health and Wellbeing, Children and Young People.

4.2 The following project has been approved via delegated authority, therefore members are asked to note and ratify the amount awarded.

Project:	Alwoodley Allotment Association Development Programme
Organisation:	Alwoodley Allotment Association
Total cost:	£10,232.
Amount applied for:	£2765.94
Ward:	Alwoodley
Alwoodley Allotment association are developing a new allotment site and are now in a position to install 3 key elements, agricultural shockproof fencing to enclose the site, agricultural drainage and two pairs of galvanised bespoke gates and 2 fence panels to create an entrance into the allotment site.	
The Area Committee previously awarded £7500 in September 2013. The Association have now come back and advised that they have a further grant of £2765.94 to cover the shortfall.	
Area Committee priorities: Health and Wellbeing, Supporting Communities	

4.3 The following project has now been undertaken, and wellbeing funding is no longer required, therefore members are asked to note that it has been withdrawn.

Project:	Path clearance (Leeds Road)
Organisation:	Leeds City Council
Total cost:	£2000
Amount applied for:	£2000
Ward:	Harewood

5 Project monitoring

5.1 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. The information provided is used to prepare the Area Committee business plan report.

6. YOUTH ACTIVITY FUND

6.1 The Area Committee allocation is split by ward based on population figures for young people aged 8 – 17. For 2013/14 the allocation of £20,499 is split between the wards as follows:

Alwoodley:	£7439	based on pop. = 2490	(36.3%)
Harewood:	£6899	based on pop. = 2309	(33.65%)
Wetherby:	£6161	based on pop. = 2062	(30.05%)

6.2 For 2014/15 the allocation is £40997 and has been split using the same percentages as 2013/14:

Alwoodley £14881
 Harewood £13795
 Wetherby £12319

Appendix F provides details of the current balance on the Youth Activity Fund.

6.3 This fund has been advertised widely in the Outer North East area using the area officer's Outer North East mailing list and the Breeze Culture Network to attract applications.

6.4 New applications for consideration.

Project:	Young people's volunteering project at Herd Farm
Organisation:	Herd Farm Activity Centre
Total cost:	£3400
Amount applied for:	£3400
Ward:	Alwoodley, Harewood, Wetherby
<p>Funding is sought to run a volunteering programme for 12 young people at Herd Farm from 28th – 30th March 2014. The volunteers will build our Mountain Bike Track in time for the Tour De France 'Grand Depart'. The work will be fully accredited through the Local Leeds Youth Award and if any young people are taking part in D of E this will also count as part of the work carried out.</p> <p>The young people will benefit from learning about the planning and creation of the Mountain bike track as well as learning about working together as a team, excellent communication skills and living & working together for two nights and three days.</p> <p>As a reward for the work the young people will get activities after they have finished, this will be on the second day of the Residential. The young people will learn about receiving rewards for excellent work carried out and will also learn the value of volunteering at a professional outdoor activity centre</p> <p>The legacy of the young people will be a Bike track which will be used by hundreds if not thousands of young people over the next five years at Herd Farm. The young people can be proud of the work that they carry out and will be present the Lord Mayor officially opens the track.</p> <p>The funding will be used to for the costs of staffing, accommodation, food, transport and materials for the bike track.</p>	

Project:	Area Activity Work
Organisation:	Herd Farm Activity Centre
Total cost:	£13,343.50
Amount applied for:	£13,343.50
Ward:	Alwoodley, Harewood, Wetherby
Herd Farm can provide a range of activities for the Outer North East	

area both in local venues and at Herd Farm as follows:

1 Fun day – Climbing tower	£950
1 fun day – Climbing tower and inflatable;	£1170
3 activity days at Herd Farm for 24 participants;	£2677.50
1 half term residential for 24 participants; 1 mini residential (1 overnight stay);	£2820
3 activity days with climbing, inflatables and mountain bikes.	£4590

The activities in local venues work best if they are linked in with events taking place. If funding is approved the area officer will work with Herd Farm to identify suitable venues. Barwick in Elmet have already indicated an interest in the climbing tower for the Maypole Celebrations on 26th May.

Project:	Informal football session at Allerton High School
Organisation:	Leeds City Council, Sport & Active Lifestyles
Total cost:	£4462.20
Amount applied for:	£4462.20
Ward:	Alwoodley
<p>The football sessions will be delivered at Allerton High School on Wednesdays evenings (6.30pm – 8.30pm) targeting children and young people aged 8 – 17 year olds.</p> <p>Children and young people have the opportunity to take part of some informal football sessions where they will be able to develop their social, physical and mental characteristics among other children and young people living in the area within a safe environment.</p> <p>This will enable the children and young people to share common bonds with each other, increase fitness levels, and learn from each other which will be very beneficial for the children and young people as they are growing up.</p> <p>The funding will be used to pay for football coaches and premises hire.</p>	

Project:	Holiday Activity Programme
Organisation:	Elmet Partnership of Schools and Services (EPOSS)
Total cost:	£66,115.12
Amount applied for:	£10,293.00
Ward:	Harewood and Wetherby
<p>EPOSS plans to provide its children and young people will a variety of activities during school holidays throughout the year (except for Spring Bank Holiday and Christmas Holiday). The total cost of the programme is £66,115.12; EPOSS are seeking a contribution of £10293.00 towards the cost of these from the Youth Activity Fund.</p>	

The programme offers all young people of EPOSS the opportunity to engage in a variety of sports and arts activities to encourage children and young people to live a healthy lifestyle and develop an interest in the arts. The programme includes:

10 weeks of full activity programme with 2 to 3 different activities each day to choose from.

On average 8 different activities each holiday are provided (Street Dance, Trampolining, Basketball, Cooking, Arts & Crafts, Athletics, and Archery & Fencing. During the summer this figure rises to 14 different activities. (Bikeability, Arts & Crafts, Drama Workshop, Summer Sports Camp, Pottery workshop, Cooking School, Fashion and Textiles Camp, Street Dance, Athletics, Basketball, Mini Ninja Camp, Trampolining, Archery and Fencing.

Activities are delivered by sub-contracted official approved providers and run between the hours of 10.00am to 4.00pm, with sessions of between 2 and 5 hours. They take place in schools or Children's Centres given in kind.

Administration and transport for children and young people who need it is provided by EPOSS.

Project:	Racketball at Collingham
Organisation:	Collingham & Linton Squash & Racketball Club
Total cost:	£970
Amount applied for:	£485
Ward:	Harewood
<p>The club are proposing to run a 3 month (13 week) introductory session to Racketball aimed at 8 – 17 year olds. The sessions will be for 1 hour either on a Saturday or Sunday afternoon. Each session will accommodate up to 12 children and young people, utilising 3 courts at Collingham & Linton Squash and Racket ball club. The application is for funding for the costs of coaches, equipment and court hire.</p>	

Project:	Wetherby District Scouts (Explorer Scouts)
Organisation:	Duke of Edinburgh Award / Chief Scout's Award / Queen's Scout Award
Total cost:	£937
Amount applied for:	£699
Ward:	Harewood and Wetherby
<p>This application is to support the expansion of the Duke of Edinburgh (DofE) Scheme within the area. The scheme is offered to 120 young people through Explorer Scout Units based in Wetherby, Scholes, Boston Spa, Bramham and Bardsey.</p> <p>Leaders are all qualified Scout Leaders with many years experience of running the DofE scheme.</p> <p>The DofE Award gives all young people aged 14-24 the chance to develop a sense of adventure gain skills for life and work, fulfil their potential and have a brighter future. The Scouting awards build on these with further challenges aimed at developing Young People's awareness of International and Environmental issues</p>	

and Values.

For the expedition aspect of the award most of the training is completed at weekly meetings, but there is also a training camp planned for the beginning of April. Most Explorer Scouts attend units local to where they live, and for camps the parents normally arrange to share lifts, but transport arrangements can be made to ensure everyone is able to participate.

This application is for funding to the purchase of more tents and stoves so that more young people can participate at the same time.

Project:	Barleyfields Radio Project
Organisation:	Wetherby Community Radio Ltd (Tempo FM)
Total cost:	£3211.60
Amount applied for:	£3000
Ward:	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 each week either at the Barleyfields Youth Centre or at the new training studio in the Tempo FM studios, with their media studies. The project has been a great success and it is hoped that this will continue throughout 2014 and beyond. Three volunteers from the Radio Station assist with the media studies training.</p> <p>The application is for funding to pay for the licences required for running this project.</p>	

Project:	Academy Rugby at Wetherby RUFC
Organisation:	Wetherby RUFC Junior Section
Total cost:	£2,527
Amount applied for:	£927.08
Ward:	Wetherby
<p>Funding is sought towards the cost of starting a rugby academy at Wetherby to engage with 15-17 year olds and hopefully achieve the club's main aim of getting more people in to rugby at that age group and importantly keep rugby being played. It is statistically proven that this is the age range where most young people drop off playing rugby and it is a major area of concern for the RFU and for our club.</p> <p>The academy will do more to engage with the young people to encourage them to play as they are growing in to young adults. In addition Academy players are moving in to 'senior' rugby so need different training kit for tackling, speed and agility and lifting.</p> <p>The application is for funding to purchase the training equipment.</p>	

7 Corporate Considerations

7.1 Consultation and Engagement

7.1.1 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.

7.1.2 Proposals are being developed to involve young people in the decision making process for the Youth Activity Fund.

7.2 Equality and Diversity / Cohesion and Integration

7.2.1 Area Committee funding is used to ensure that inequalities within the local area are addressed through local projects and schemes. All projects funded by the area committee 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.

7.3 Council Policies and City Priorities

7.3.1 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.

7.3.2 Youth Activity Funding supports the Children and Young People's plan outcome – 'Children and Young People Have Fun Growing Up'.

7.4 Resources and Value for Money

7.4.1 Spending and monitoring of the area committee's budgets is administered by the Area Support Team in accordance with the decisions made by this Area Committee.

7.5 Legal Implications, Access to Information and Call In

7.5.1 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.

7.5.2 The Area Committee also has delegated responsibility 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.

7.5.3 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.

7.5.4 There is no exempt or confidential information in this report.

7.6 Risk Management

7.6.1 All projects funded by the area committee 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.

8. Conclusions

8.1 The Well-being revenue fund provides financial support for projects in the Outer North East area which help to deliver the priorities of the Area Committee business plan. New capital funds have been transferred to the area committee via the Capital Receipts Incentive Scheme. The Youth Activity Fund has been delegated to the area committee to fund universal activities for children and young people aged 8 – 19.

9. Recommendations

9.1 The Area Committee is asked to:

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

Project	Organisation	Amount applied for	Ward
Alwoodley Community Association	Alwoodley Football Club Pitch Restoration	5000	Alwoodley
Camping activities	Wetherby St James Scout and Guide Group Council	1500	Wetherby

- Note the following application has been withdrawn:

Project	Organisation	Amount applied for	Ward
Path clearance (Leeds Road)	Leeds City Council	£2000	Harewood

- Ratify the following application approved via delegated authority.

Project	Organisation	Amount applied for	Ward
Alwoodley Allotment Association Development Programme	Alwoodley Allotment Association	£2765.94	Alwoodley

- Consider the following Youth Activity Fund proposals and approve, where appropriate, the amount of grant to be awarded:

Project	Organisation	Amount applied for	Ward
Young people's volunteering project at Herd Farm	Herd Farm Activity Centre	£3400	Alwoodley, Harewood, Wetherby
Area Activity Work	Herd Farm Activity Centre	£13,343.50	Alwoodley, Harewood, Wetherby
Informal football sessions at Allerton High School	Leeds City Council Sport and Active Lifestyles	£4462.20	Alwoodley
Racketball at Collingham	Collingham & Linton Squash & Racketball Club	£485	Harewood
Holiday activity Programme	EPOSS	£10,293.00	Harewood, Wetherby
Wetherby District Scouts (Explorers)	Duke of Edinburgh awards	£699	Harewood Wetherby
Barleyfields Radio Project	Wetherby Community Radio (Tempo FM)	£3000	Wetherby
Academy Rugby	Wetherby RUFC	£927.08	Wetherby

Background documents²

Executive Board report, 15 February 2013, Revenue Budget and Council Tax 2013/14

[Executive Board report of 11th October 2011 – Capital Receipts Incentive Scheme](#)

[Executive Board report of 17th July 2013 – Capital Programme 1 Update 2013 – 2016](#)

[Executive Board report of 13th March 2013 – Investing in Young People: Future Direction for youth services in Leeds.](#)

² 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
Total of schemes approved in 2012-13	8,419.00	8,431.50	23,231.50	-	40,082.00

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	-	-	-	-	-
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	-	-	-	-	-
Trembler Alarms	487.50	-	-	-	487.50
Treetops Community Centre Support	1,500.00	-	-	-	1,500.00
Lifestyle & Multi Sport Activities	-	-	-	-	-
Leadership Awards	-	-	-	-	-
Family Sport & Active Lifestyles Activity	-	-	-	-	-
Wetherby Festival 2013	-	-	2,000.00	-	2,000.00
Shadwell War Memorial Renovation	-	710.50	-	-	710.50
Wetherby Community Annual Events	-	-	4,000.00	-	4,000.00
Barleyfields Radio Project	-	-	1,000.00	-	1,000.00
Alwoodley Festive Lights	3,500.00	-	-	-	3,500.00
Site Allocations Consultation letters	-	2,590.82	2,590.83	-	5,181.65
Linton Lane 30mph speed limit	-	4,000.00	-	-	4,000.00
Acknowledgement Signs	50.00	-	50.00	-	150.00
Mobile Street Cleansing Service	4,000.00	4,000.00	2,000.00	-	10,000.00
Alwoodley Grit Bins	5,914.04	-	-	-	5,914.04
Alwoodley Allotment Association	7,500.00	-	-	-	7,500.00
Alwoodley Allotment Association Additional Funding	2,765.94	-	-	-	2,765.94
Northcall	7,500.00	-	-	-	7,500.00
Barwick Village Hall Boiler Replacement	-	2,000.00	-	-	2,000.00
West Yorkshire Police - Farm Watch Land Rovers	-	3,000.00	3,000.00	-	6,000.00
Wetherby & District Development Fund	-	-	20,000.00	-	20,000.00

Total Projected Spend 2013-14 New Schemes	46,497.48	25,038.32	41,190.83	-	112,726.63
Budget for 2013-14	49,567.34	38,574.12	41,759.46	-	129,900.92
Remaining Budget Unallocated	3,069.86	13,535.80	568.63	-	17,174.29

2014/15 Forward Planning

Funding / Spend Items	Alwoodley	Harewood	Wetherby	Total
ONE.14.01.LG - Slaid Hill in Bloom	1,074.00	-	-	1,074.00
ONE.14.02.LG - MAECare Promoting Partnership and Social Inclusion	12,000.00	1,500.00	-	13,500.00
ONE.14.03.LG - Barwick School Agile Learning Facility	-	-	1,000.00	1,000.00
ONE.14.06.LG - Walton Cycle Track	-	-	32,000.00	32,000.00
TOTAL	13,074.00	1,500.00	33,000.00	47,574.00

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

Alwoodley	Budget	Spent	Earmarked	Remaining
Small Grants	3,000.00	1,778.00	-	1,222.00
Skips	1,000.00	-		1,000.00
Treetops Pot	1,500.00	813.50		686.50

Harewood	Budget	Spent	Earmarked	Remaining
Small Grants	3,000.00	1,628.00	-	1,372.00
Skips	1,000.00	682.50	130.00	317.50

Wetherby	Budget	Spent	Earmarked	Remaining
Small Grants	3,000.00	1,781.00	-	1,219.00
Skips	1,000.00	260.00	-	740.00

Area Wide	Budget	Spent	Earmarked	Remaining
Community Engagement	450.00	207.00	40.00	243.00

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APPENDIX C

**OUTER NORTH EAST AREA COMMITTEE WELL-BEING BUDGET 2013-14
SMALL GRANTS**

Alwoodley		Total Project	
Organisation	Project	Cost	Grant
Moor Allerton Sports and Social Centre	Open week summer school	2,145.00	108.00
Leeds Jewish Ex-serviceman and women's Association	Remembrance Services	1,500.00	500.00
West Yorkshire Police	Off road motorbikes	5,670.00	170.00
Living Local	Community fun day, Lingfields	1,300.00	500.00
Shadwell Cricket Club	Ground improvements	1,250.00	250.00
Makor Charitable Trust	Leeds Jewish Nosh Fest	6,250.00	250.00
Total		18,115.00	1,778.00

Harewood		Total Project	
Organisation	Project	Cost	Grant
Thorner Girl Guides	Cosy Book Club	500.00	500.00
Scarcroft Parish Council	Christmas tree and lighting	1,300.00	500.00
Shadwell Cricket Club	Ground improvements	1,250.00	250.00
Harewood in Bloom	Winter bedding plants	378.00	378.00
Total		3,428.00	1,628.00

Wetherby		Total Project	
Organisation	Project	Cost	Grant
Leeds City Council	Barleyfields Youth Club	500.00	500.00
Wetherby Town Council	Keep Wetherby Tidy	181.10	181.10
Thorp Arch Village Society	Community Green up	100.80	100.00
Thorp Arch and Boston Spa Cricket Club	New outdoor practice mat	£1,068.14	£500.00
Kirk Deighton Cricket Club	Replacement mower	£2,500	£500
Total		4,350.04	1,781.10

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OUTER NORTH EAST AREA COMMITTEE WELL-BEING BUDGET 2014-15
Estimated projections

Funding available	Alwoodley	Harewood	Wetherby	Total
Allocation for 2014-15	36,332.23	29,301.76	31,876.02	97,510.00
Estimated carry forward (final figures to be confirmed)	5,978.36	15,225.30	2,517.63	23,721.29
Total available for new schemes in 2014-15	42,310.59	44,527.06	34,393.65	121,231.29

Grants approved for 2014/15				
Slaid Hill in Bloom	1,074.00			1,074.00
MAECare Promoting Partnerships and Social Inclusion	12,000.00			12,000.00
Barwick Primary School agile learning facility		1,000.00		1,000.00
Walton cycle track			32,000.00	32,000.00

Proposed 2014-15 spend				
Small grants	2,500.00	2,500.00	2,500.00	7,500.00
skips and grit bins	1,000.00	1,000.00	1,000.00	3,000.00
Community engagement and publicity	100.00	100.00	100.00	300.00
Treetops volunteer expenses	1,000.00			1,000.00

New applications for consideration (assuming new applications are approved)				
Alwoodley Football Association	5,000.00	-	-	5,000.00
Wetherby St James Scouts and Guides			1,500.00	

Total Projected Spend 2014-15	22,674.00	4,600.00	37,100.00	57,874.00
Budget for 2014-15	42,310.59	44,527.06	34,393.65	121,231.29
Remaining Budget Unallocated	19,636.59	39,927.06	- 2,706.35	56,857.29

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Date received	Allocation			Total
	Alwoodley	Harewood	Wetherby	
Nov-13	2340	2339	2340	7019
Nov-13	2817	2817	2817	8451
Total available to spend	5157	5156	5157	15470
Approved 2013/14 schemes				
ONE.14.05	Alwoodley flowerbeds	2,000.00	-	-
Total spend	2,000.00	-	-	2,000.00
Total budget	5157	5156	5157	15470
Remaining budget unallocated	3157	5156	5157	13470

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Funding / Spend Items	Alwoodley	Harewood	Wetherby	Total
New Allocation for 2013-14	7,439.00	6,899.00	6,161.00	20,499.00
Total available for new schemes in 2013-14	7,439.00	6,899.00	6,161.00	20,499.00
Approved 2013-14 Schemes				
Lifestyle & Multi Sport Activities	387.60	-	-	387.60
Leadership Awards	290.00	-	-	290.00
Family Sport & Active Lifestyles Activity	1,000.00	-	-	1,000.00
Girls Rugby at Wetherby RUFC	-	300.00	300.00	600.00
Challenge 14	-	950.00	950.00	1,900.00
Northcall Nights	2,840.00	-	-	2,840.00
Autism Support Group	-	-	1,000.00	1,000.00
Informal football session at Allerton High School	1,370.60	-	-	1,370.60
Outdoor Pursuits - Rock Climbing	-	-	616.00	616.00
Urban Artists	1,550.80	-	-	1,550.80
Total Projected Spend 2013-14 New Schemes	7,439.00	1,250.00	2,866.00	10,004.20
Budget for 2013-14	7,439.00	6,899.00	6,161.00	20,499.00
Remaining Budget Unallocated	-	5,649.00	3,295.00	8,944.00

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Report of the City Solicitor

Report to North East (Outer) Area Committee

Date: 17th March 2014

Subject: Dates, Times and Venues of Community Committee Meetings 2014/15

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Alwoodley, Harewood and 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. In line with previous practice, Area Committees have agreed their meeting schedule for the forthcoming municipal year at the last ordinary meeting of the current municipal year, in order to enable the agreed schedule to appear within the Council's diary.
2. The purpose of the report is to request Members to give consideration to agreeing the dates and times of their new Community Committee meetings for the 2014/2015 municipal year which commences in June 2014, whilst also considering whether any revisions to the current meeting and venue arrangements should be explored.
3. Given the principles set out in the report to Executive Board on 18th December 2013 which were agreed for the purposes of consultation, and noting that Executive Board is scheduled to confirm arrangements for the new Community Committees in May, this report seeks to schedule 4 ordinary committee meetings as a minimum for 2014/2015, this being in order to ensure that the dates appear within the Council's diary. Individual Community Committees may add further dates as they consider appropriate and as business needs of the committee require. A meeting in May 2015 to elect a Chair for the next municipal year will also be scheduled with Members' approval, once Group nomination arrangements have been confirmed. Members are also asked to note that the schedule does not set out the community engagement events which are to be a key feature of the new area arrangements, as these will need to be locally determined.
4. In acknowledging that Executive Board is not scheduled to confirm arrangements for the new Community Committees until May, should there be any changes to the

arrangements which impact upon the proposed meeting schedule, then such matters will be brought to the Committee's attention at the earliest opportunity.

5. In addition to confirming the 2014/2015 schedule, the report also seeks to agree an 'Election of Chair' meeting in June 2014 during the limited window available leading up to the Annual Meeting of Council on 9th June 2014, in order to determine the Chair of the Committee for 2014/2015.

Recommendations

6. Members are requested to consider the options detailed within the report and to agree the Committee's meeting schedule for the 2014/15 municipal year, in order that they may be included within the Council diary for the same period.
7. Members are requested to give consideration as to whether they wish to continue with the Committee's current meeting and venue arrangements or whether they would like to request any amendments to such arrangements.
8. Members are requested to consider and agree the proposed date for the meeting in June 2014, which is primarily scheduled to elect a Chair for the 2014/2015 municipal year.

1 Purpose of this report

- 1.1 The purpose of this report is to seek the Area Committee's formal approval of a meeting schedule for the 2014/2015 municipal year and also to agree a date for the Election of Chair Committee meeting prior to the Annual Council Meeting in June 2014.
- 1.2 In addition, Members are requested to give consideration as to whether they wish to continue with the Committee's current meeting and venue arrangements or whether they would like to request any amendments to such arrangements.

2 Background information

- 2.1 Currently, the Area Committee Procedure Rules state that each Committee will agree its schedule of meetings for the forthcoming year, either at the last meeting in the current municipal year or at its first meeting in the new municipal year. In order to appear in the Council diary for 2014/15, the dates and times of the Community Committee meetings need to be approved at the earliest opportunity.

3 Main issues

3.1 Meeting Schedule

- 3.2 The following provisional dates have been agreed in consultation with the Area Leader and their team. As referenced earlier, this report seeks to schedule 4 ordinary committee meetings as a minimum for 2014/2015 in order to ensure that the dates appear within the Council's diary. Individual Community Committees may add further dates as they consider appropriate and as business needs of the committees require. A meeting in May 2015 to elect a Chair for the next municipal year will also be scheduled with Members' approval, once Group nomination arrangements have been confirmed. The proposed schedule is presented for agreement in line with the principles outlined in the report to Executive Board in December 2013, with the acknowledgement that the Executive Board is not scheduled to confirm arrangements for the new 'Community Committees' until May. Should there be any change in the arrangements for Community Committees which affect the proposed schedule of meetings, then such matters will be brought to the Committee's attention at the earliest opportunity.
- 3.4 The proposed meeting schedule for 2014/15 is as follows:-

14th July 2014, 13th October 2014, 26th January 2015 and 23rd March 2015

The proposed date for the meeting to elect a Chair for the 2014/2015 Municipal Year is: Tuesday 27th May 2014

3.5 Meeting Days, Times and Venues

3.5.1 Currently the Committee meets on a Monday at 6.00pm and the above suggested dates reflect this pattern.

3.5.2 Meeting on set days and times has the advantage of certainty and regularity, which assists people to plan their schedules. The downside might be that it could serve to exclude certain people i.e. members of the public, for instance, who have other regular commitments on that particular day or who might prefer either a morning or afternoon meeting or a meeting immediately after normal work hours. Therefore, the Committee may wish to give consideration to meeting start times and venue arrangements which would maximise the accessibility of the meetings for the community.

3.6 Corporate Considerations

3.7 Consultation and Engagement

3.7.1 In compiling the proposed schedule of meeting dates and times, the current Area Committee Chair, the Area Leader and colleagues within Area Support have been consulted.

3.7.2 The submission of this report to the Area Committee forms part of the consultation process as it seeks the views of Elected Members with respect to the Community Committee meeting schedule and venue arrangements.

3.7.3 Consultation upon the revised arrangements for Community Committees continues in order to ensure that such committees are responsive to the needs of the local communities. The proposed arrangements for Community Committees are scheduled to be submitted to Executive Board in May 2014 for approval.

3.8 Equality and Diversity / Cohesion and Integration

3.8.1 There are no specific implications relating to equality and diversity or cohesion and integration arising from this report, however, in considering the matters detailed, Members may wish to give consideration to ensuring that the Community Committee meeting arrangements are accessible to all groups within the community.

3.9 Council policies and City Priorities

3.9.1 A Community Committee meeting schedule which facilitates a widely accessible but robust decision making forum is in line with the Council's Policies and City Priorities.

3.10 Resources and value for money

3.10.1 There are no resource implications directly arising from the submission of this report to the Area Committee.

3.11 Legal Implications, Access to Information and Call In

- 3.11.1 In line with Executive and Decision Making Procedure Rule 5.1.2, the power to Call In decisions does not extend to decisions taken by Area Committees.

3.12 Risk Management

- 3.12.1 There are no risks directly arising from the submission of this report to the Area Committee, however, not determining an agreed meeting schedule at this meeting may result in the dates not featuring within the 2014/15 Council diary.

4 Conclusions

- 4.1 The Area Committee Procedure Rules currently stipulate that each Committee will agree its schedule of meetings for the forthcoming year, either at the last meeting in the current municipal year or at its first meeting in the new municipal year. In order to enable the Committee's meeting schedule to feature within the Council diary for 2014/15, Members are requested to agree the arrangements for the same period at today's meeting. However, it is noted that Executive Board is not scheduled to consider the final proposals regarding Community Committee arrangements until May. Should there be any changes which impact upon the proposed meetings schedule, then such matters would be brought to the Committee's attention at the earliest opportunity.

5 Recommendations

- 5.1 Members are requested to consider the options detailed within the report and to agree the Committee's meeting schedule for the 2014/15 municipal year, in order that they may be included within the Council diary for the same period.
- 5.2 Members are requested to give consideration as to whether they wish to continue with the Committee's current meeting and venue arrangements or whether they would like to request any amendments to such arrangements.
- 5.3 Members are requested to consider and agree the proposed date for the meeting in June 2014 which is primarily scheduled to elect a Chair for the 2014/2015 municipal year.

6 Background documents¹

- 6.1 None.

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

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Report of Assistant Chief Executive (Citizens and Communities)

Report to North East (Outer) Area Committee

Date: 17 March 2014

Subject: Citizens@Leeds: what this means for Outer North East Leeds

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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

Summary of main issues

This report provides a brief outline of the Outer North East area, suggests key themes for the Area Committee in line with the new approach to area working arrangements and asks the committee to consider a place based name for the proposed community committee. It also seeks approval for the key actions for the Moor Allerton Priority Neighbourhood.

1.0 Purpose of this report

1.1 The purpose of this report is to prompt discussion with the area committee about what the proposed changes to area working arrangements, outlined in the report to the Council's December Executive Board, will look like for Outer North East Leeds.

2.0 Background information

2.1 As part of the Area Working Review, Executive Board received a paper in December 2013 on the discussions held at the Area Committee Chairs Forum to develop new principles to replace the current Area Committees with 'Community Committees' alongside a refreshed approach to community engagement.

2.2 This approach is intended to support greater resident involvement in decision making going forward and is part of a broader Citizens@Leeds approach that has been developed to ensure a focus on inclusive, locally provided citizen-based services delivered through a community hub approach.

3.0 Outer North East Leeds – the area

- 3.1 The area covers approximately 67 square miles covering a mix of residential and rural areas. Alwoodley ward is a geographically diverse ward, half residential, half rural, situated 5 miles north of the city centre. Harewood ward is mainly rural with several villages and extensive farm land. The villages include Scholes, Barwick-in-Elmet, Aberford, Thorer, Shadwell, Scarcroft, Bardsey, East Keswick, Collingham, Linton, and Harewood itself. Wetherby Ward is a mainly rural area situated on the outer north eastern edge of Leeds. The residential areas which make up the Wetherby Ward are Wetherby Town, Boston Spa, Clifford, Bramham, Thorp Arch and Walton. There are sixteen parish and town councils in the Outer North East area.
- 3.2 The 2011 Census figures shows that there are 61,108 people living in the area, broadly the same as in 2001. 13% of the population is from Black and Ethnic Minority (BME) communities compared to 8.3% in 2001.
- 3.3 There are 26,219 occupied households of which 76.7% are owner occupied. At the time of the 2011 census 2.8% of people aged 16-74 were unemployed compared to a city rate of 4.8%.
- 3.4 The area has a generally older and healthier population overall and fewer adults aged under 40 years than Leeds as a whole. Life expectancy for all persons at birth is 83 years, higher than the city rate of 80 years.
- 3.5 However there are small pockets of Outer North East Leeds requiring more attention. The Tynwalds/Deanswoods LSOA¹ in Moor Allerton (Alwoodley Ward) has 8.5% of the working age population claiming job seekers allowance and 29% claiming out of work benefits². These figures are similar for the Fir Trees, Lingfields and Cranmer Bank areas of Moor Allerton.
- 3.6 Life expectancy for all persons at birth in Moor Allerton is 78 years. For females this is 80 years, 2 years below the city rate and 4 years below the Outer North East rate of 84. For males it is 76 years, 2 years below the city rate, and 5 years below the Outer North East rate of 81.
- 3.7 In Wetherby Ward, the area with the highest percentage of working age population claiming out of work benefits is the Hallfield LSOA with 15.4%. Life expectancy for all persons at birth in Wetherby East, Thorp Arch, Walton MSOA³ is 79 years. For females it is 80 and for males, 78. (There is no health data available at LSOA level).
- 3.9 Detailed statistics for the area are available on the West Yorkshire Observatory website.

¹ LSOA – Lower level super output area, a geographical area with a population of about 1500;

² The Dept of Work and Pensions (DWP) packages all out of work benefits data into a single dataset called Working Age Client Group (WACG). This provides a complete count of all people claiming out of work benefits.

³ MSOA – Middle level super output area, a geographical area with a population of about 7200.

4 Moor Allerton Partnership priorities

- 4.1 The Moor Allerton Priority Neighbourhood includes the Lingfields, Firtrees, and Cranmer areas in Outer North East Leeds bounded by Harrogate Road to the east, Nursery Lane to the north, and Black Moor Road to the east. To the south it extends over the ring road to Stonegate Road to include the Queenhills/Leafields area which is in Inner North East Leeds.
- 4.2 It includes the Moor Allerton Shopping Centre, owned by Sainsbury's which currently has a number of empty units due to retailers closing. Efforts are ongoing to liaise with the owners to improve the appearance of the centre, most recently a competition to paint the shutters on the empty units.
- 4.3 Delivery of the Neighbourhood Improvement Plan (NIP) is the responsibility of the Moor Allerton Partnership (MAP), a partnership of statutory and voluntary organisations. The MAP partners, include Leeds City Council, ward councillors, Leeds Jewish Housing Association, West Yorkshire Police, Job Centre Plus, MAECare, Northcall, IGEN⁴, Churches Together and Groundwork Leeds.
- 4.4 For 2014, the focus of MAP will continue to be on the following priorities:
- Reduce the % of working age people in receipt of benefits;
 - Reduce health inequalities;
 - Increase opportunities for young people;
 - Reduce crime and anti-social behaviour;
 - Ensure vulnerable people have access to the services and support they need;
 - Improve communication and community cohesion.
- 4.5 Subject to Area Committee approval, these priorities will form the basis of a new NIP action plan for Moor Allerton for 2014 which will be developed with MAP partners.

5. Key themes 2014

- 5.1 The Area Committee agreed its priorities for 2014/15 at the February Area Committee. As part of the new approach to area working the area committee is asked to consider key themes or issues for the area which can be explored further by the committee. The following suggestions for themes have emerged from discussions with the Chair and feedback from ward members – Wetherby car parking, Wetherby Master Plan, Housing Developments in Alwoodley, Harewood and Wetherby wards, and the number of people claiming out of work benefits in Moor Allerton.
- 5.2 The Area Leader will develop a detailed plan of engagement in conjunction with the Area Committee chair, appropriate area leads and partners which will be presented to the first meeting of the Community Committee in July.
- 5.3 The Area Committee is also asked to consider and agree on a place-based name for their new community committee, so that the new committees can be formerly

⁴ Careers and Personal Development Service for young people and adults

constituted at the Council's AGM on 9 June 2014. Having consulted with the Chair of the Area Committee the following suggestions have been made to stimulate discussion:

- Elmet and Alwoodley Community Committee;
- Wetherby, Harewood and Alwoodley Community Committee;
- Outer North East Community Committee;

6.0 Corporate Considerations

6.1 Consultation and Engagement

6.1.2 A workshop has been arranged for all councillors in East North East Leeds to further explore the new area working arrangements.

6.2 Equality and Diversity / Cohesion and Integration

6.2.1 The new approach is part of the focus on reducing inequalities, and measures will be developed to gauge the extent to which they are impacting on poverty and inequality across the city.

6.3 Council policies and City Priorities

6.3.1 The proposals in this report are intended to contribute to the delivery of our best council outcomes.

6.4 Resources and value for money

6.4.1 The Well-Being Fund is used to finance projects which support the Area Business Plan priorities. The Area Support Team work with Council services, partner agencies and local communities to take a strategic approach to Well-Being Fund expenditure to ensure best use of this funding.

6.5 Legal Implications, Access to Information and Call In

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

6.5.2 There are no legal implications relating to this report.

7.0 Risk Management

7.1 There are no risk management issues of any significance arising from this report.

8.0 Conclusions

8.1 The proposals for the new approach to area working seek to strengthen democratic engagement and increase community engagement in decision making. The priority neighbourhood for this area is Moor Allerton, priority actions for this area will continue from last year.

9.0 Recommendations

- 9.1 Approve the priorities for MAP.
- 9.2 Recommend the key themes for 2014; the Area Leader will report back with a proposed engagement plan around the agreed priority themes at the first new community committee meeting in July.
- 9.3 Recommend a place-based name for their new community committee.

10.0 Background documents⁵

- 10.1 Area Committee Roles and Functions June 2011
- 10.2 Report of Assistant Chief Executive (Citizens and Communities), Citizens@Leeds: Responsive to the Needs of Local Communities, 18th December 2013.

⁵ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

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Report author: Carole Clark
Tel: 0113 336 7629

Report of the Assistant Chief Executive (Citizens and Communities)

North East (Outer) Area Committee

Date: 17 March 2014

Subject: Outer North East Parish and Town Council Forum

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): 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 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. The Outer North East Area Committee supports the Outer North East Parish and Town Council Forum which is held quarterly. All town and parish councillors and clerks 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 and Town 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 latest meeting of the Outer North East Parish and Town Council Forum.

2 Background information

- 2.1 Outer North East Parish and Town Council Forum provides an opportunity for the parish and town councillors from Alwoodley, Harewood and Wetherby 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 ward members

3 Main issues

- 3.1 The latest meeting took place at Bardsey Village Hall and included items on Grounds Maintenance, street cleaning and Environmental Enforcement.
- 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 Parish and Town 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.

9 Risk Management

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

10 Conclusions

- 10.1 The Outer North East Parish and Town 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 Outer North East Parish and Town Council Forum in resolving any issues raised.

12 Background documents

- 12.1 None

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Outer North East
Parish and Town Council Forum

Aberford and District; Alwoodley; Bardsey cum Rigton; Barwick in Elmet & Scholes;
Boston Spa; Bramham cum Oglethorpe; Clifford; Collingham with Linton; East
Keswick; Harewood; Scarcroft; Shadwell; Thorner; Thorp Arch; Walton; Wetherby;

Thursday 24 January 2014, 7:30pm
Chair: Cllr Matthew Robinson

Attendance

Cllr Matthew Robinson (Chair)	Harewood Ward
Ruth Reed	Aberford & District
Lyn Buckley	Alwoodley
Neil Buckley	Alwoodley
Barbara Hoyland	Bardsey
Linda Flockton	Bardsey cum Rigton
Claire Hassell	Barwick in Elmet and Scholes
Keith Langley	Barwick in Elmet and Scholes
David Thomson	Boston Spa
Val Whitbread	Bramham
Nicholas Fawcett	Clifford
Glyn Robins	Collingham with Linton
Pat Crampton	Collingham with Linton
Gaynor Dunning	East Keswick
Kevin Sedman	Harewood
Margaret Wilkinson	Harewood
Paddy Procter	Scarcroft
Debbie Potter	Shadwell
Barry Riley	Thorner
Sheila Humphries	Thorp Arch
Colin Pool	Walton
Harry Chapman	Wetherby
Carole Clark	LCC Area Support Team
John Woolmer	LCC Environmental Locality Team
Simon Frosdick	LCC Parks and Countryside

Apologies: Judith Pentith, Cllr Castle, Keith Dunwell

- 1.00** Cllr Matthew Robinson welcomed everyone to the meeting & introductions were made.
- 2.00** **Apologies** given as above.
- 3.00** **Minutes of last meeting** agreed as a true record
- 4.00** **Matters Arising**
- 4.01 4.0 – Cllr Robinson is meeting with BT to discuss the roll out of Superfast Broadband and is hopeful that this will be on the agenda for our next meeting. In the meantime

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continue to encourage residents to register their interest for superfast broadband at <http://www.superfastwestyorkshire.co.uk/>

5.0 - CC confirmed that some of the youth activity fund has now been allocated. Applications and guidance notes for 2014/15 will be issued shortly. Please share these with any organisations who may be interested in delivering activities. Herd Farm can provide a mobile climbing wall and inflatables which they can bring out to communities. CH suggested bringing these activities to Barwick on Maypole Day. CC will discuss with youth service.

CC

Thanks to those councils who have provided contact details for a young persons' champion. For those that haven't please consider nominating someone.

5.00 Grounds Maintenance – Simon Frosdick

- 5.01 Simon Frosdick, Contracts manager for Grounds Maintenance attended the meeting to provide an update and answer questions.
- 5.02 Simon outlined the key changes to the contract which are an increase in cuts from 12 to 14 and doubling the shrub bed maintenance. The cuts have to be carried out within specific time 'windows' and if they don't meet these they don't get paid. The specification for the width of cuts remains the same.
- 5.03 It is recognised that some areas were not maintained in accordance with the contract in 2013/14. The contract is being re-negotiated for 2014/15.
- 5.04 Grounds maintenance covers litter picking and cutting of grass verges, trees, and shrubs on highways, not public parks.
- 5.05 Rough linear grass is cut three times per year.
- 5.06 Farmers are responsible for cutting back their hedgerows; if there is a problem, such as a road sign being obscured, the Environmental Locality Team can take enforcement action.
- 5.07 Whilst the grass cutting schedule was increased from 12 to 14 cuts in 2013/14; in reality the contractor didn't achieve 14 cuts in some areas of the city, including Wetherby. Simon agreed to provide the number of cuts actually done in Wetherby.
- 5.09 The contractor should not be taking instructions from local residents only from Simon, he is happy to talk to parish councils about the schedule and will do what he can to accommodate the wishes of parishes, bearing in mind it is a very large citywide contract.
- 5.10 The contract was set up to be let as one contract with the option for parishes to opt out and take on their own parish. Parishes interested in doing this can speak to Simon. However they need to be aware that it is difficult to take elements of the contract for a parish, they would have to take over all the work for the whole parish.
- 5.11 Simon has 5 contract monitoring officers (soon to be 6). They check the work of the contractors in areas determined by feedback from local residents.
- 5.12 The contractors have to work in bad weather to keep to the schedule.

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- 5.13 The mild winter means the grass is growing, but there are no resources to provide an additional cut earlier in the year. Usually the grass cutting starts first week in March.
- 5.14 Verge overgrown at the side of the road on King Lane towards Bramhope (near five lane ends).
- 5.15 Daffodil locations are mapped. Any daffodils not mapped may get inadvertently mown down. Parishes should notify Simon Frosdick of any new bulb planting.
- 5.16 Cllr Buckley thanked Simon for a prompt response to his query.
- 5.17 The mapping system used by Continental Landscapes is available from their website. <http://www.continental-landscapes.co.uk/websites/leeds/grass-maintenance/>
- 5.18 Contact details for Simon Frosdick: simon.frosdick@leeds.gov.uk tel 0113 3957445.

6.00 Environmental SLA – John Woolmer

- 6.01 John provided an overview of the proposed new structure for the Locality team, which will include his existing services plus the housing caretaker role (not cleaning/clearing of properties), household bulky waste collection, graffiti removal, bush/ginnel maintenance, needle removal, public convenience cleaning and binyards.
- 6.02 The proposals include an Outer NE team with a team leader, enforcement officer, chargehand and operatives and a pathsweeper. John hopes to be able to provide more detail about this at the next meeting.
- 6.03 John is open to suggestions on the proposals for the new team, including the option for parishes to employ a lengthsman with support from John's team.
- 6.04 Ginnels – John is happy to discuss individual ginnel responsibilities with parishes. The council has a Public Rights of Way team who can deal with enforcement of overhanging vegetation on footpaths across the countryside.
- 6.05 John can provide stickers advising that dog poo can be put in litter bins.
- 6.06 Clifford – thanks to John for contributing to cost of new litter bins, but they are still having problems getting them emptied.
- 6.07 Harrogate Road, Alwoodley Gates – Harewood. Litter picking on this route is part of the Grounds Maintenance Contract. A clean up was done a few months ago. John's team has responsibility for ensuring the route is clean and clear for the Tour de France.
- 6.08 Harewood cemetery – the pathway up to the cemetery is very muddy and needs cleaning.
- 6.09 Refuse – The bulky item service has been reviewed. Households are now restricted to three collections per year, with a limit of four items per collection. Where

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households are provided with a brown bin collection service garden waste may not be included amongst the bulky items. Further information is available in the [report to Executive Board](#), 22 January 2014.

7.00 Business Plan priorities

7.01 Carole circulated the draft area committee business plan priorities for 2014/15. These set out the overarching priorities for the Outer North East area. Applications for Area Committee wellbeing funded have to demonstrate how these priorities will be supported.

7.02 If anyone has any comments on these, please contact Carole.

ALL

8.00 Update from Parish and Town Councils (sent by email)

8.01 **Barwick & Scholes** - Six Parish Councillors and a large number of residents attended City Plans Panel on 12 December when GMI had a pre submission consultation regarding the 2 PAS sites in Scholes. Alec Shelbrooke, a member of the PC and a resident all spoke against the development and felt the result was Barwick and Scholes 1 GMI 0. The Plans Panel indicated they felt an application was premature and should not be made until the Site Allocations Process was complete.

We have appointed Keith Langley as the new clerk to replace Chris Hassell.

A 3/4 size moveable football goal has been installed on Jack Heaps Field to provide an activity for young people possibly of all ages!

8.02 **Boston Spa** - There is to be a Public Inquiry into the non-determination by Leeds of an outline planning application for 104 houses at Green Lane. Tesco have appealed against the refusal of a CLUED (Certificate of Lawful Use) for the Crown Hotel. The former appeal is to be held in the village in May but we have not heard where the Tesco appeal will be held.

Our Neighbourhood Plan process is progressing apace and the first draft is about to be prepared.

Once again we are grateful to John Woolmer and his team for their rapid response to leaf litter problems and blocked gullies.

Highways are due to return to the village to complete their works on blocked and non-running road gullies and, hopefully, repairs to walls damaged by floods caused by those blocked gullies.

8.03 **Clifford** – Bramham and Clifford cricket club has been added to the list of assets of community value.

9.00 Any Other Business

9.01 A review of the role, number and targeting of PCSOs in Leeds is currently being conducted by the Safer and Stronger Communities Scrutiny Board. If Parish and Town Councils have any views about this, Cllr Robinson asked that they contact Cllr

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Barry Anderson, Chair of the Scrutiny Board or Cllr Peter Gruen, Executive Board member for Neighbourhoods, Planning and Support Services. Contact details are on the [council's website](#).

- 9.02 Snow clearing – Shadwell are interested in finding out from those parishes who do their own snow clearing who they use.
- 9.03 Cllr Robinson asked clerks to send Carole an up to date list of councillors for each parish.
- 9.04 Andrew Birkbeck was congratulated on winning the Citizens and Communities Directorate award for Citizens and Communities and the Corporate award. The award was for working with communities, the category details are: 'Demonstrating a can-do attitude, putting the people of Leeds at the centre of all we do. Engaging with the people and communities to understand and meet their needs and empowering people and their communities to do more for themselves'.

10.00 Date and time of meetings 2014

3 April, Treetops Community Centre
3 July
16 October

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Report of: the Assistant Chief Executive (Citizens and Communities)

Report to: Outer North East Area Committee

Date: 17 March 2014

Subject: Area Chairs Forum Minutes

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

Summary of main issues

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

Recommendations

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

1 Purpose of this report

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

2 Background information

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

3 Main issues

- 3.1 Following recommendations by the General Purposes Committee, full council approved on 26th May 2011 that minutes of the Area Chairs Forum meetings should be considered by Area Committees, and that this should be a regular agenda item for Area Committee meetings.
- 3.2 Area Chairs Forum minutes will only be available to be considered by Area Committees once they have been agreed as an accurate record by the subsequent Area Chairs Forum meeting.
- 3.3 The scheduled Area 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 26th May 2011.

4.4 Resources and Value for Money

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

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

5 Conclusions

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

6 Recommendations

6.1 The 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 26th May 2011

7.2 Council Constitution

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**Area Chairs Forum
Monday 20 January 2014
Committee Room 1, Civic Hall**

Attendance:

Councillors: J Akhtar, K Bruce, C Gruen, P Gruen (CHAIR), S Hamilton, A Khan, A McKenna, P Wadsworth, G Wilkinson.

Officers: R Barke, S Mahmood, J Maxwell, J Rodgers.

Minutes: J Sharp

Attending for specific items: Phil Crabtree, Bridget Emery, Andy Hodson, James Nundy, Sally Wimsett

Item	Description	Action
1.0	Apologies	
1.1	Cllr Angela Gabriel, Cllr Josephine Jarosz, Kathy Kudelnitzky.	
2.0	Minutes and Matters Arising	
2.1	The minutes of the previous Area Chairs Forum meeting on 25 November 2013 were agreed as an accurate record.	
2.2	<u>2.2 of previous minutes - Highways</u> Cllr P Gruen mentioned conversations with Gary Bartlett, Chief Officer Highways & Transportation. Gary confirmed that he is happy to feedback to the Area Chairs either as a group or individually. Cllr C Gruen said she was meeting with Gary on Friday 24 January 2014.	
2.3	<u>5.3 of previous minutes – A New Approach to Locality Working</u> Cllr S Hamilton asked whether any decisions had been made, re the number of meetings of the 'Community Committees'. Cllr P Gruen said that a final decision would probably not take place until April / May 2014 but the proposal is to have four business meetings and any number of themed minutes.	
3.0	Protocol for Third Party Recording of Committee, Board and Panel Meetings	
3.1	The following papers were available at the meeting: 'Protocol for Third Party Recording of Committees, Board and Panels Meetings' (report to Area Committee Chairs 20 January 2014); Appendix 1.	
3.2	Amendments have recently been agreed to the Local Public Audit and Accountability Bill and the likelihood is that the Secretary of State will publish Regulations that will allow third party recording of committee, board and panel meetings in the very near future. Members were asked to consider the content of the above report and provide observations that they might wish General Purposes Committee to take into account.	
3.3	Cllr S Hamilton expressed some concerns about the public recording and manipulating images. She wondered whether it might be preferable for the council to do the recording and to distribute it. The public will still be allowed to record meetings even if the council does	

its own.

- 3.4 Cllr G Wilkinson expressed concerns about decisions being recorded. Andy explained that we can refuse the recording of any private / sensitive parts of meetings.
- 3.5 Cllr P Gruen asked if the phrase 'member training' could be re-worded in the report.

**Andy
Hodson**

4.0 Domestic Violence

- 4.1 The following papers were available at the meeting: 'Domestic Abuse' briefing note (Area Chairs Forum 20 January 2014); 'Domestic Abuse in Leeds Overview Report' (September 2013); 'Leeds Domestic Violence Strategy and Action Plan 2013-15' (version V9 17/12/2013).
- 4.2 Cllr Gruen introduced this item by explaining that burglary rates had been greatly reduced via similar intensive cross-partnership working.
- 4.3 Bridget summarised the contents of the report. She explained that the Safer Leeds Executive has identified domestic abuse as a key priority for the city and all the major partners in the city have agreed an approach around four key outcomes as a way of tackling this crime. Members' views on the partnership approach were sought.
- 4.4 Cllr J Akhtar said it is important to ensure that NHS / health professionals are culturally sensitive and not to contact social services or raise safe-guarding issues unnecessarily. Bridget was confident that the Safeguarding Hub could address these issues.
- 4.5 Cllr A Khan expressed concerns that East Leeds appears to have the highest percentage of reported domestic violence and enquired what plans were in the place to address this. Bridget said caution was required with some of the stats. There is a correlation between deprivation and domestic violence but only in the sense that more affluent communities are more likely to have the means to find alternatives to reporting to the Police, e.g. having the financial means to find alternative accommodation.
- 4.6 Bridget mentioned that drugs and alcohol services are currently being re-commissioned and domestic violence should be considered during the commissioning process.
- 4.7 Bridget added that a communication plan was required to raise awareness across the city. This would need to be tweaked to appropriately fit different parts of the city.
- 4.8 Cllr P Gruen suggested that a discussion paper went to each of the Area Committees. He also suggested that a list of key contacts is added to the paper.

**Bridget
Emery**

5.0 Community Committees branding / consultation

- 5.1 The following paper was available at the meeting: 'Community committee engagement activities'. Sally also distributed examples of the branding / publicity.

- 5.2 Sally explained that the aim of developing new branding is to indicate both internally and externally that the council is strengthening the way it engages with its residents, not just through area / community committees but across our whole spectrum of citizen engagement.

The branding is designed to create a link between Leeds City Council and local communities by providing an 'umbrella' identity for use on 'community committee' reports and any Citizens@Leeds events, activities or meetings.

To achieve this, the design team created a new identity signalling the new approach whilst clearly associating with the council through the use of the council crest and corporate colours of blue and gold.

The examples shown on the visuals include: flyers and posters (e.g. consultation event); committee report covers; newsletter; signage for the community hubs; social media accounts.

- 5.3 Audience groups to engage with include: citizens and residents; key partners (e.g. clinical groups; clusters; leadership team; Police; NHS; third sector).
- 5.4 Sally said that she also wished to consult with members via: Labour group meeting (10/02/14); other political group meetings; workshops for Area Committees.
- 5.5 Sally intends to present a pilot pack of branded committee papers (tailored to the design principles, which have gone to Exec Board) for comments. These will be tested with (amongst others): various services; Area Support; the six DMTs.
- 5.6 There needs to be a discussion about what will replace the former Area Committee names, e.g. Outer North West, etc.
- 5.7 Cllr P Gruen said it was important that the Area Chairs champion these changes.
- 5.8 There was a general discussion about making sure the local branding (e.g. Citizens @ Armley) does not obscure the one-council approach. There was some concern about confusion from the public differentiating between the council, Area Support and Area Chairs.
- 5.9 Cllr P Gruen suggested issuing press releases after meetings: the meetings should have something important to discuss.
- 5.10 There was a discussion about resources for updating any possible use of social media / websites / twitter accounts / etc. This might require additional resources.

6.0 Older Person's Event Week in Outer East

- 6.1 The following papers were available at the meeting: 'Older Person's Event Week in Outer East' (presentation to Area Chairs 20 Jan 2014); Appendix 1. James presented the above paper, which is a program intended to engage with older residents with an intergenerational aspect.

6.2 Cllr McKenna said she will be taking the presentation to the next Health & Wellbeing Lead Members meeting.

6.3 Cllr McKenna added that luncheon clubs are being investigated as a way to engage with older residents. 1,400 winter packs are being distributed to vulnerable older people in her ward.

7.0 Community Infrastructure Levy / Neighbourhood Planning

7.1 This was not discussed but Phil previously discussed this at the Area Leader's meeting (14 January 2014). Minutes of this are available.

8.0 Any Other Business

8.1 James noted that the initial budget proposals include a £200k reduction in the 2014/15 Well-being budget. James noted that a decision has not yet been taken on how this reduction would be applied to individual area committees, but commented that one way would be to simply retain the existing formula to distribute the revised gross budget (e.g. 50% population / 50% deprivation) as opposed to a direct £20k reduction for each area or a proportionate reduction against underspends. Those chairs present felt the formula approach was the fairest way of distributing the revised budget.

8.2 Jonathan Sharp has replaced Sarn Warbis as facilitator of future Area Chairs Forums.

9.0 Date of Next Meeting

9.1 The next planned meeting was originally 7 March 2014 but has been changed to Friday 28 February, 10am to 12pm, Committee Room 3, Civic Hall.