



**SOUTH (OUTER) AREA COMMITTEE**

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**Meeting to be held in Morley Town Hall  
On Monday, 2nd December, 2013 at 4.00 pm**

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**MEMBERSHIP**

Councillors

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

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**Agenda compiled by:  
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**South East Area Leader:  
Shaid Mahmood  
Tel: 22 43973**

## **A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS**

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

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

# A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p style="text-align: center;"><b><u>PROCEDURAL BUSINESS</u></b></p> <p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></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><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p><b>RESOLVED</b> – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

Item No	Ward	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>MINUTES - 21 OCTOBER 2013</b></p> <p>To confirm as a correct record the minutes of the meeting held on 21 October 2013</p>	1 - 6
7			<p><b>OPEN FORUM</b></p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p> <p><b>(10 mins discussion)</b></p>	

Item No	Ward	Item Not Open		Page No
8			<p><b>UPDATE ON HEALTH AND SOCIAL CARE INTEGRATION IN THE SOUTH EAST</b></p> <p>To receive and consider the attached joint report of the Head of Service Access and Care/General Manager Adults (LCH)</p> <p><b>Presentation 5 Mins/Discussion 10 Mins Presenting Officers: Julie Bootle/Megan Rowlands</b></p>	7 - 14
9			<p><b>SOUTH AND OUTER EAST LOCALITY TEAM SERVICE LEVEL AGREEMENT PERFORMANCE UPDATE</b></p> <p>To receive and consider the attached report of the Locality Manager (South and Outer East Leeds)</p> <p><b>Presentation: 10 Minutes/Discussion 10 Minutes Presenting Officer: Tom Smith</b></p>	15 - 24
10			<p><b>SITE BASED GARDENERS IN COMMUNITY PARKS &amp; GREEN SPACES</b></p> <p>To receive and consider the attached report of the Area Manager, Parks and Countryside</p> <p><b>Presentation 10 Mins/Discussion 10 Mins Presenting Officer: Paul Robinson</b></p>	25 - 30
11			<p><b>CHILDREN AND YOUNG PEOPLE OUT OF SCHOOL ACTIVITIES 2013/14: INTERIM REPORT</b></p> <p>To receive and consider the attached report of the Area Leader – South East</p> <p><b>Presentation 10 mins/Discussion 10 mins Presenting Officers: Jo Shiffer/Nazia Hussain</b></p>	31 - 44

Item No	Ward	Item Not Open		Page No
12			<p><b>MORLEY LITERATURE FESTIVAL 2013-EVALUATION REPORT</b></p> <p>To receive and consider the attached report of the Area Leader- South East Leeds</p> <p><b>Presentation 5 mins/Discussion 5 Mins</b>  <b>Presenting Officer: Jenny Harris</b></p>	45 - 70
13			<p><b>SUMMARY OF KEY WORK</b></p> <p>To receive and consider the attached report of the Assistant Chief Executive (Citizens and Communities)</p> <p><b>Presentation 5 Mins/Discussion 5 Mins</b>  <b>Presenting Officer: Aretha Hanson</b></p>	71 - 106
14			<p><b>WELLBEING REPORT</b></p> <p>To receive and consider the attached report of the Assistant Chief Executive (Citizens and Customers)</p> <p><b>Presentation 5 Mins/Discussion 5 Mins</b>  <b>Presenting Officer: Aretha Hanson</b></p>	107 - 122
15			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Monday, 27 January 2013 at 4.00 p.m.</p>	

## **SOUTH (OUTER) AREA COMMITTEE**

**MONDAY, 21ST OCTOBER, 2013**

**PRESENT:** Councillor K Bruce in the Chair

Councillors N Dawson, J Dunn, J Elliott,  
S Golton, T Leadley, L Mulherin, D Nagle,  
K Renshaw and S Varley

### **28 Declaration of Interests**

There were no declarations of disclosable pecuniary interests, however Councillors Leadley, Varley and Elliott brought to the Committee's attention that they were all members of Morley Elderly Action

### **29 Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors B Gettings and R Finnigan.

### **30 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 no members of the public in attendance.

The Chair introduced Neil Evans, Director of Housing and Environment to the meeting. Mr Evans gave the Committee an overview of his responsibilities and informed the Area Committee of the recent transfer of housing functions to the Council from the ALMOs.

In response to Members comments and questions, the following was discussed:

- Investment in new social housing – this would be a city wide programme and not concentrated on any specific areas. Along with new building, there would be other incentives such as right to buy schemes.
- Estate management and tenant participation – there was a need to demonstrate transparency and accountability and there would be a need to demonstrate how decisions were taken. Tenant participation remained essential as part of the way housing was managed and there would be an ongoing role for the Area Panels.

- Future delegation of parks to Area Committees – the major tourist parks would not be included in any delegation but smaller community parks could be.
- Alternative weekly collection – Members indicated that this had commenced reasonably well. It was suggested that there could be more co-ordination for street cleansing following refuse collections. This had been raised at Environmental Sub Group meetings.
- It was intended that the ALMO Estate Caretaker Services become part of the Environmental Action Teams.
- Performance management information – involvement of tenants and community groups.

### **31 Minutes - 16 September 2013**

**RESOLVED** – That the minutes of the meeting held on 16 September be confirmed as a correct record and decisions taken at the meeting be formally ratified.

### **32 Strengthening Relationships between the Outer South Area Committee and the Third Sector**

The joint report of the South East Area Leader and Chief Officer of Voluntary Action Leeds updated the Area Committee about recent developments regarding work with the third sector. The report sought Members support for the direction of travel outlined and presented key initiatives for discussion.

David Smith of Voluntary Action Leeds, presented the report.

Members' attention was brought to the pilot initiative that was underway to bring the third sector together in the South East area and the Third Sector Goes Local Event that was held in July. Members were also informed of third sector work with local partners including the Council and Health Service providers. Further issues highlighted from the report included initiatives to strengthen the relationship between the Area Committee and Third Sector.

In response to Members comments and questions, the following was discussed:

- Work was ongoing to provide a database of third sector providers. It was a key challenge to be able to provide more data about the sector.
- Involvement of Elected Members in future events.
- Involvement of Area Lead Members with third sector providers of corresponding services.
- The use of Wellbeing Funds for Third Sector activity.

### **RESOLVED –**

- (1) That the report be noted.
- (2) That the work been done to strengthen links between the Third Sector and Area Committees be supported.

Draft minutes to be approved at the meeting  
to be held on 2 December 2013



- (3) That the key initiatives outlined in paragraph 3.4 of the report be agreed subject to the removal of paragraph (f)

### **33 Children's Services Area Committee Update Report**

The report of the Director of Children's Services summarised performance at Area Committee level with an acknowledgement of city level performance.

Nigel Richardson, Director of Children's Services and Martyn Stenton presented the report.

The Area Committee was reminded of the ambition for Leeds to become the best city in the country and the desired outcomes against the obsessions to make Leeds a child friendly city. Reference was made regarding work with partners across the city and how these could contribute to meeting the outcomes.

Members were given an update on issues relating to the obsessions since the previous report to Area Committee. These included the following:

- Requests to Children's Social Services had reduced in Outer South Leeds and the number on Child Protection Plans had reduced. It was felt that work on early intervention had supported this.
- Work on reducing NEETs had involved a wide range of agencies across the city and although there had been a slight rise, this was normal for the time of year and had also been due to identifying others previously class as not known.
- School attendance figures across the area were pleasing.
- There had been a reduction in the number of young offenders in the area.

In response to Members comments and questions, the following issues were discussed:

- Health issues, particularly mental health support for young people – this was an issue that had been raised by both the Health and Wellbeing Board and the Children's Trust Board.
- There were encouraging trends across the city in the reduction of NEETs.
- Youth Service provision – Leeds had maintained more provision than other authorities and the Breeze offer had helped to capture and shape services and activities that young people required.
- Foster Carers – it was recognised that the Council needed to recruit more foster carers.

**RESOLVED** – That the report be noted.

## **34 Summary of Key Work**

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

Members discussed traffic and highways issues and proposed changes to the Neighbourhood Policing Teams. It was reported that a briefing on the policing review would be given to Area Committee Chairs.

Aretha Hanson, Area Officer presented the report. The following issues were highlighted:

- The Outer South Area Committee Business Plan 2013/14: Actions and Priorities. Members were asked to approve the priorities and actions.
- Consultation with young people and the Youth Matters Group.
- International Day of Older People – There had been two successful events held in the Outer South area attended by over 400 people.
- Community First grants that had been approved.
- There had been a first meeting of the Working Group on strengthening relationships with Town and Parish Councils. An update would be brought to a future meeting.
- Springlands and Moorlands NIP – a previous wellbeing funded project proposal had been cancelled and £1,000 would be returned to wellbeing funds.

During the discussion on this item, Councillor Leadley left the meeting. As there was no longer a Member in attendance from Morley North, the Area Committee was advised that there was no longer a quorum and any decisions would have to be ratified at the next meeting or made by officer delegation following consultation with Members.

### **RECOMMENDED –**

- (1) That the report be noted.
- (2) That the Outer South Area Committee Priorities and Actions be approved.

## **35 Wellbeing Report**

The report of the Assistant Chief Executive (Citizens and Communities) provided Members with the following:

- Details of the Wellbeing Budget Position
- An update on both the revenue, capital and activities fund elements of the Wellbeing budget
- Details of revenue projects agreed to date which link to the priorities and actions in the Area Committee Business Plan

Draft minutes to be approved at the meeting  
to be held on 2 December 2013

- The current position of the Small Grants Budget

Aretha Hanson, Area Officer presented the report. It was reported that there were no projects for approval and Members were informed of projects that had been approved via delegated decision since the last meeting.

**RESOLVED –**

- (1) That the report be noted
- (2) That the position of the Wellbeing, capital and Activities fund elements of the wellbeing budget be noted.
- (3) That the revenue projects already agreed be noted.
- (4) That the Small Grants situation be noted

**36 Date and time of next Meeting**

Monday, 2 December 2013 at 4.00 p.m.

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Report author: Julie Bootle/  
Megan Rowlands  
Tel: 3781732

**Report of: Chief Officer Access and Care, Adult Social Care/ Executive Director of Operations, Leeds Community Healthcare Trust**

**Report to South (Outer) Area Committee**

**Date: Monday 2nd December 2013**

**Subject: Update on Health and Social Care Integration in the South East**

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

## Summary of main issues

1. Integrated health and social care teams have been developing in Leeds for around 18 months.
2. Due to the need for Leeds Community Healthcare to undertake internal transformation work, an opportunity has been presented to work collaboratively with Adult Social care to shape these developments in line with the model for integrated services.
3. These developments are being tested in South East Leeds – specifically in the neighbourhood teams of Hunslet, Kippax, Middleton and Beeston.
4. The South Leeds Initiative will offer the opportunity to further develop more localised working around GP practice populations, and the use of hot-desking and flexible use of facilities will promote locality working around the natural communities of the locality.

## Recommendations

5. Outer South Area Committee is asked to:
  - note the continued progress in developing integrated health and social care services in Leeds;
  - endorse the direction of travel in developing and delivering improvements in how health and social care services are provided to Leeds residents; and
  - note the particular emphasis currently being given to the developments in the South East of the city and offer their support to these developments.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to update the Area Committee of the continued developments towards integrated working across health and social care.
- 1.2 There is specific reference to the developments in the South East area – the neighbourhood teams of Kippax, Hunslet, Beeston and Middleton – as these are testing parts of the model for integrated working described in the paper brought to the Area Committee earlier this year.

## **2 Background information**

- 2.1 Integrated health and social care teams have been developing in Leeds for around 18 months. While this is a national direction of travel, endorsed by the Health Act 2012 and reiterated in the Care Bill, it is a model that been signed up to by the senior leaders in the Local Authority and across Health within Leeds.
- 2.2 The origin for the South East Initiative (SEI) came from Leeds Community Healthcare's (LCH) internal transformation work, and specifically the need to create Community Nursing and Community Therapy teams. As these proposals were shared, an opportunity was identified to expand the remit to include elements of LCH/ Adult Social Care (ASC) integration, and enable ASC to work jointly with LCH to shape the developments together.

This initiative will enable detailed data and information to be captured regarding activity and outcomes, in addition to that gathered by analysts to date. It will also enable staff and managers to work together, and gain a shared understanding of future models, caseloads etc. Finally, it will enable certain specific elements of service delivery to be tested and evaluated. This will all support the development of the model for integrated working, and how that model can be rolled out citywide from 2014/15.

## **3 Main issues**

- 3.1 The SEI is designed to test out how ASC and LCH move from the current configuration of teams and ways of working to those outlined in the model for integrated services. This initiative has a number of elements:
  - Rapid Response: testing the assumption that rapid response can be delivered most effectively at a neighbourhood level
  - Out of Hours: developing a model for Out of Hours services that works with the proposed model for integrated working
  - Neighbourhood Teams: designing and shaping a model of neighbourhood community nursing, community therapy and community social work that can be adopted across the City
  - Case Management: developing a more integrated approach to case management to free up capacity to support complex cases

- Neighbourhood Rehabilitation Teams – encompassing Intermediate Care Teams (LCH) and Reablement teams (ASC): designing and shaping a model of neighbourhood rehabilitation teams that can be adopted across the city.

3.2 A further key part of this model is the development of neighbourhood nursing, therapy and social work services wrapped around GP practice populations. During this testing out phase, workers will be encouraged to utilise hot-desking facilities across the estate within the South East area, to enable more local links to be developed within the natural communities of the locality. This will be used to inform a city wide review of neighbourhood boundaries aimed at ensuring all teams are working to an appropriate population that maximises the benefits of integrated working.

All of the above Workstreams are being coproduced with staff and the model is being built using the design principles that were developed by people using health and social care services. We will use existing governance structures and reference groups throughout this work to ensure continued engagement with partners including service users/patients.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 Staff are being fully involved in the developments, and work is on-going with Trade Union representatives across health and social care

4.1.2 Service users and carers have been involved in the development of the proposed integrated service model. There is a patient and public reference group established and links through to existing forums to discuss proposals. Impact on people that use our services is one of the areas of the project that is evaluated externally. Work will commence in January 2014 with a group of older people who have been trained to conduct this evaluation. They will be talking to people that have been supported by integrated teams to get their feedback. This will be evaluated by the older people and fed back directly to the neighbourhood teams so that we can learn what is working and what needs to change and tailor the model accordingly.

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

4.2.1 The model being developed will have a consistent Citywide approach with flexibility in the system to be responsive to local needs. For example work with Neighbourhood Networks is helping to build strong local relationships and understand the supports available within a local area.

4.2.2 An Equality Impact Assessment will be undertaken as part of this programme of work.

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

4.3.1 This proposal is about working more effectively in partnership with other organisations to improve outcomes for the citizens of Leeds and is in line with the City Priority Plan 2011 – 2015.

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

4.4.1 The integrated care pathways model aims to develop efficient streamlined services. These new pathways will remove duplication in management and in service delivery. This will improve the experience for service users in accessing a single service that can meet a range of support needs whilst maximising use of resources.

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

4.5.1 There are no specific legal implications from this report

4.5.2 This report is not eligible for call in

### **4.6 Risk Management**

4.6.1 Formal project management methodologies are being applied to this work and project assurance is provided by the NHS Leeds Programme Management Office on behalf of the City Transformation Board. Governance arrangements are in place and all elements of project delivery report into the Integrated Health and Social Care Board which meets on a monthly basis and has representation from all stakeholder groups.

## **5 Conclusions**

5.1 The development of integrated health and social care teams continues apace. Alongside this development is the need for LCH to internally streamline and reconfigure its services. The SEI offers an opportunity for LCH and ASC to work together to develop a model of integrated service that meets the needs of the citizens of Leeds

5.2 The encouragement of flexible use of the various health and social care estate and hot-desking will further develop the opportunity for more local links within the natural communities of the locality - supporting the development of relationships with key community groups and the GP practices and increasing knowledge of available local support and universal services.

## **6 Recommendations**

6.1 Outer South Area Committee is asked to:

- a) note the continued progress in developing integrated health and social care services in Leeds;
- b) endorse the direction of travel in developing and delivering improvements in how health and social care services are provided to Leeds residents; and



- c) note the particular emphasis currently being given to the developments in the South East of the city and offer their support to these developments.

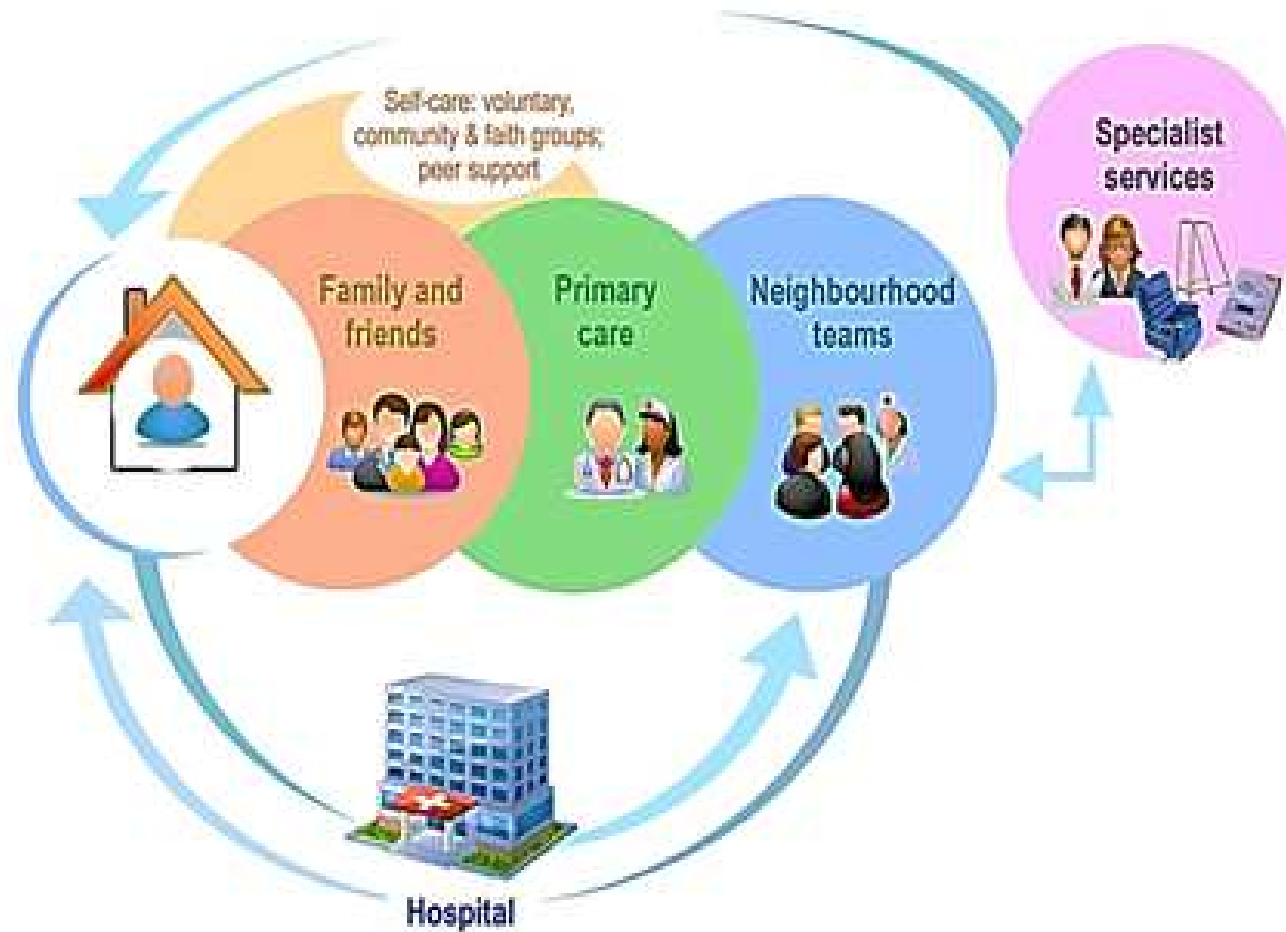
## **7 Background documents<sup>1</sup>**

7.1 There are no background documents to this paper

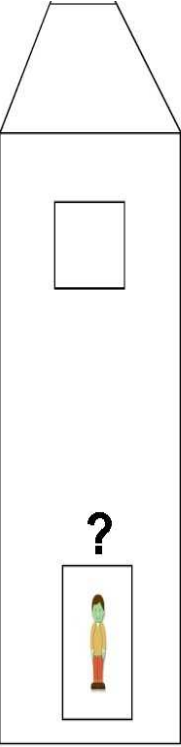
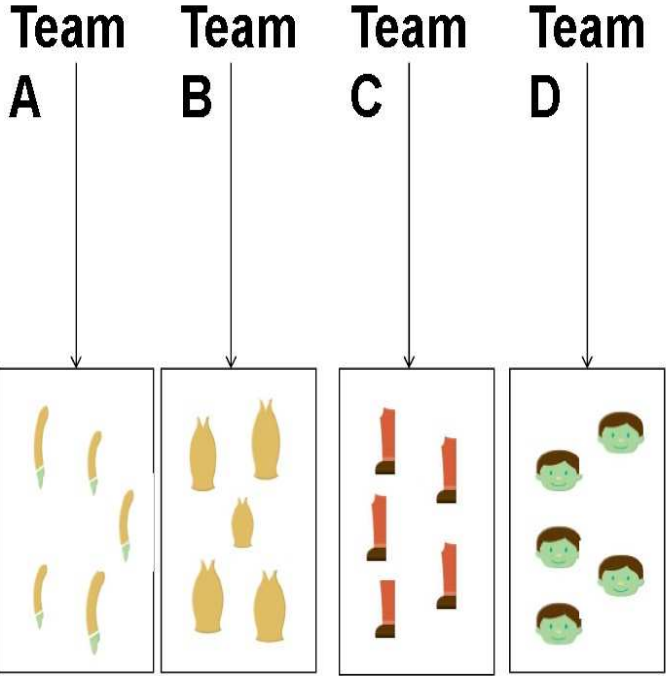
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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential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

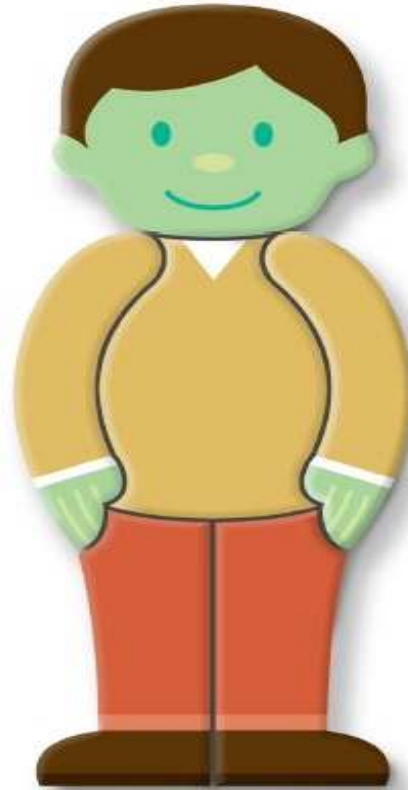
# Vision for Integrated Services in Leeds



Current system in the NHS – bits and pieces of people



**Integrated system sees the whole person**



**Report of Locality Manager (South and Outer East Leeds)**

**Report to South Leeds (Outer) Area Committee**

**Date: Monday 2<sup>nd</sup> December 2013**

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

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

**Summary of main issues**

1. This report provides an update on performance against the Service Level Agreement (SLA) between South Leeds (Outer) Area Committee and the South South-East Environmental Locality Team. This report covers the period from 1<sup>st</sup> July 2013 to 25<sup>th</sup> October 2013.

**Recommendations**

2. That South Leeds (Outer) Area Committee note and comment on the contents of this report.

## **1 Purpose of this report**

1.1 This report provides an update on performance against the SLA between Outer South Area Committee and the South South-East Environmental Locality Team. This report covers the period from 1<sup>st</sup> July 2013 to 25<sup>th</sup> October 2013.

### **1.2 Background information**

1.3 Executive Board approved revisions to the Area Committee Function Schedules to include a new delegated responsibility for Street Cleansing & Environmental Enforcement Services in March 2011. The delegation makes clear the responsibility of Area Committees to negotiate, develop and approve an 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.

1.4 The delegation of environmental services to Area Committee means that service resources, mainly staffing, are now devolved. Resources are organised into three wedge based teams for East North-East, South South-East and West North-West, aligned to new Locality Teams. The SLA sets out the detail of the resources which will be allocated to the Area Committees.

1.5 The annual SLA for the Outer South Area Committee was agreed on 15<sup>th</sup> July 2013.

## **2 Main issues**

2.1 Section 6.0 of the SLA sets out the principles and priorities against which the Locality Team's success will be measured. The following describes performance against these principles and priorities in the first six months of this year's SLA.

### **2.2 Delivery of SLA Priorities**

#### ***a) Priority Neighbourhoods***

2.2.1 Progress is being made in identified priority areas for each ward in Outer South area. Mini-action plans are in place for each area focussing on changing behaviours. Actions include environmental audits, enhanced patrol work and proactive support and action on cleansing or other environmental issues.

2.2.2 The team is working closely with Waste Management colleagues on the work to deliver improved recycling collections and fortnightly black bin collections across the Outer South area, for example in Little Lane Morley to support communal collections, and on the Harrops in Morley to help to deal with ASB issues.

2.2.3 Communications with communities and others has improved a huge amount. Every successful prosecution is publicised through the media and the South and Outer East Locality Team Facebook page ([www.facebook.com/sselocalityteam](http://www.facebook.com/sselocalityteam)) engages directly with residents and with other media outlets.

- 2.2.4 Environmental Action Officers continue to attend neighbourhood forums across the committee area. All Locality Team staff are able to represent the full range of services that contribute to improving the environment, which should significantly improve engagement with the council's environmental services. The service continues to support both individuals and groups wishing to clean their localities by providing equipment and collecting their bagged waste.
- 2.2.5 A number of known fly tip sites are being proactively visited regularly by enforcement officers and collection crews. Areas include Eshald Lane, New Lane, Cave Lane and A61 Wakefield Road. CCTV cameras are in operation at a number of sites.

**b) *Education and Enforcement***

- 2.2.6 The duty of care on businesses to protect the quality of the environment is a key focus within the SLA. A project is underway across the Outer South area to raise awareness among local shop keepers on their legal duty to ensure their shop frontages are kept clean. Non-compliance can lead to enforcement action being taken requiring shop keepers to sweep outside their stores and to provide and empty litter bins. We are also working with colleagues in Asset Management to improve shop areas including new replacement litter bins outside Fairleigh shops in Tingley.
- 2.2.7 A project is underway to ensure the shops on Fountain Street have adequate waste storage and disposal contracts in place. 15 notices have been issued to shop owners. The next stage is to ensure the flats above have adequate bins. The service is also working with owners of the properties to suggest they come together to tarmac the unmade road at the rear and improve the surrounding environment.
- 2.2.8 The enforcement team has targeted unauthorised advertising on council street furniture. Companies advertising in Morley, Gildersome and Rothwell have been required to remove their banners. Negotiations are underway with Rothwell traders to limit the use of A boards on Commercial Street following complaints from local residents and Elected Members.
- 2.2.9 Ward based patrol work is now in place, targeting littering, commercial waste issues, dog fouling and other dog control issues.
- 2.2.10 Dog control remains a priority and in addition to enforcement patrols we are undertaking other activities to improve the situation. The children's play area at Smithy Lane, Tingley and the Multi-Use Games Area (MUGA) and skate-park on Moorland Road, Drighlington have been designated as dog exclusion areas. The Orders come into effect on 13th November. Signs will be placed at the site to make people aware of this restriction. The use of metal signs advising dog owners that enforcement patrols and CCTV may be in operation have been erected in a number of hot spot ginnels in Gildersome at the request of the Parish Council and Local Members.

**c) *Partnership Working and Development***

- 2.2.11 Work is on-going (at 25<sup>th</sup> October) with former Aire Valley Homes colleagues to develop models of integrated environmental working. As part of the move of council housing services back into the council the decision has been made to transfer many

of the environmental activities currently undertaken by housing over to Locality Teams. In addition to this, since April, the council's bulky waste collection service has also been under the responsibility of Locality Teams.

- 2.2.12 The Locality Teams are therefore developing new structures for 'one environmental service' in Locality areas which take on these new responsibilities, but also seek to improve the current service and make it even more locally accountable. This will involve a move to more zonally based resources and a more flexible workforce.
- 2.2.13 In addition the service is liaising closely with Police on their review in order to take advantage of opportunities for co-location and greater partnership working across the crime and grime agendas.

### **2.3 Service Delivery Performance**

- 2.3.1 Appendix A contains the tables which support the descriptions of performance below. Overall 4,329 jobs were logged on our system between 1st July and 25<sup>th</sup> October 2013 of which 1,190 were for the Outer South wedge area (27%). This is a 46% increase in the number of jobs completed compared to the same period last year. This large increase in jobs can be explained by the additional fly-tipping/hot-spot team that we have had in service since June and who are undertaking a significant amount more proactive clearance work than previously. We have seen a significant rise in the number of Domestic Waste enforcement jobs being carried out, from 19 in July to October 2012 to 91 in the same period this year. This reflects the work done to support the move to fortnightly black bin collections across the area.
- 2.3.2 The most prevalent issues dealt with in Outer South in the period were, in descending order: fly-tipping (clearance and enforcement), overgrown vegetation, domestic waste issues and dog related issues. These accounted for 54% of requests received for the area.
- 2.3.3 Revised mechanical cleansing blocks are now in place with the frequency of cleansing increasing across many areas and the maximum frequency increasing from 16 weekly to every 8 weeks. The service is now fixed on particular days in order to aid coordination with Waste Management and Housing Leeds, e.g. John O'Gaunts, Morley.
- 2.3.4 Capacity days continue to allow the impact of seasonal tasks, such as leafing, to be minimised. As outlined in previous reports the service has supported the In Bloom groups across many areas of the wedge and Outer South Leeds (including Rothwell, Woodlesford, Morley and Lowry Road in bloom groups). This included intensive cleaning prior to judging and supporting in bloom groups with litter and waste collections in an on-going fashion.
- 2.3.5 A programme for the maintenance of the 28 priority ginnels in Outer South area is in place. Many have been added to existing cleansing routes and where this was not possible, monthly inspections are taking place to proactively deal with any issues. The former Aire Valley Homes (Housing Leeds) teams continue to support this work in former ALMO estates.
- 2.3.6 95% of manual cleansing rotas in Outer South wedge were undertaken as scheduled in the period, a slight fall when compared with 96% in the same period



last year. Of the 9 days where the manual cleaning service did not run 4 were due to holidays and 5 due to sickness. There is a limited budget to cover manual cleaning, budget equivalent to covering 1 in 6 absences, so not all holidays or sickness can be covered.

- 2.3.7 76% of the mechanical cleansing rotas in Outer South wedge were undertaken as scheduled in the period, compared to 86% in the same period last year. Of the 38 routes that did not run in the period 22 were due to holidays, 3 due to sickness, 3 due to working to cover refuse collection and 10 'other' operational reasons, e.g. training or covering other priority work. Whilst the service has budget available to cover mechanical cleaning staff it is often difficult to source drivers and therefore cover routes.
- 2.3.8 Wedge-wide services generally ran as scheduled, with the exception of 1 occasion where a litter bin team did not run due to holidays which were not able to be covered and gully cleaning service which did not run on 9 occasions in the period due to 2 sickness, 4 holidays, and 3 'other' operational reasons. It is often very difficult to source appropriately skilled cover for gully crews, however the Locality Team is in the process of training further frontline cleansing staff across the service so that cover will be easier in future.
- 2.3.9 6 Fixed Penalty Notices were served on residents in the period, twice the number that were served during the same period last year, but still very low numbers. No prosecutions were progressed during the period.
- 2.3.10 South Locality team has continued with a work placement scheme with HMP Leeds. Trainees, released on a temporary licence from HMP Leeds, work with the team three days per week undertaking work across the wedge area and creating additional capacity. This has been a great success with the following cutting back and litter clearance work being carried out in Outer South Leeds:
- Steps at Station Road, Morley
  - Several ginnels in Morley
  - Ginnel and footpath from John O'Gaunts to the petrol station.
  - Pickpocket Lane in Rothwell
  - Asquith Ave/Gelder Road ginnel.
  - Dawson Hill, Morley
  - Rein Road to Tingley ginnel
  - Off Street Lane at side of Co-op - Drighlington

### **3 Corporate Considerations**

#### **3.1 Consultation and Engagement**

- 3.1.1 Consultation was undertaken with Environmental Sub-groups of the Area Committees, including the sub group representing Inner South Area Committee on all aspects of the SLA delivery over the last six months.
- 3.1.2 Various consultation and engagement exercises have been undertaken with Members on an individual basis, as well as at ward and Area Committee level.
- 3.1.3 Performance against the SLA is now routinely discussed at all Environmental Sub-Groups.

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

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

## **3.3 Council Policies and City Priorities**

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

## **3.4 Resources and Value for Money**

- 3.4.1 There are no resource implications.

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

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

## **3.6 Risk Management**

- 3.6.1 There are no risk management implications within this report.

## **4 Conclusions**

- 4.1 Positive progress has been made in the first six months of the Service Level Agreement for 2012/13.

## **5 Recommendations**

- 5.1 That South Leeds (Outer) Area Committee note and comment on this report.

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

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

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

## Appendix A – Summary Performance Information

**Table 1: Service Requests – 1<sup>st</sup> July to 25<sup>th</sup> October 2013**

DESCRIPTION	Ardsley and Robin Hood	Morley North	Morley South	Rothwell	TOTAL
Fly Tip	47	50	65	62	224
Overgrown Vegetation	29	12	51	31	123
Domestic Waste Issues	10	13	61	7	91
Found Dog	12	13	21	14	60
Litter Complaint	16	14	11	17	58
Flytipping	11	14	15	15	55
Gully	21	10	14	9	54
Dog Fouling	8	18	11	10	47
Road Sweeping	7	14	16	5	42
Commercial Waste Issues	1	5	30	4	40
Lost Dog	9	15	8	6	38
Bin not Returned	1	20	10	4	35
Litter Bin Empty	8	3	6	8	25
Dead Animal Removal	6	6	6	6	24
Footpath Sweeping	7	4	12	1	24
Ginnel	4	2	7	10	23
Bulky request	4	2	7	4	17
Smoke from Bonfire	7	4	3	3	17
Litter Problems	1	2	7	6	16
Stray Dog at Large	4	5	4	2	15
Waste in Gardens	1	4	7	2	14
Litter Bin Request	1	3	4	2	10
Nuisance - Other	3	2	4	1	10
Dog Attacking Animal	2		2	5	9
Dog Warden Assistance Requested	2	1	4	2	9
Dog Fouling Enforcement Signage Request		2	1	6	9
Illegal Advertising			5	4	9
Dog Attacking Human		3	4	1	8
Graffiti	2	2	2	2	8
Obstruction	2	5		1	8
Odour - Other	2	1	2	3	8
Nuisance - Accumulation/Deposit	4	1	2		7
Rodents	1	2		3	6
Mud etc on Road	2		2	1	5
Damage to Highway	1	1	2		4
Drainage		3		1	4
Stray Dog Not Out		1	2		3
Housing - Dirty	1	1	1		3
Housing - Vacant			2	1	3
Street Cleansing Missed			2	1	3
Dog Fouling			2		2
A Board		1		1	2
Litter Bin Repair				2	2
Nuisance - Premises		1	1		2
Vehicles for Sale	1	1			2
Keeping Dogs On Leads At All Times			1		1
Abandoned Caravan/Trailer			1		1
Dust or Grit			1		1
Illegal Vehicle Crossing	1				1
Leafing				1	1
Odour - Agricultural				1	1
Public Toilets Maintenance and Cleaning				1	1
Request for Environmental Information			1		1
Stray Dog Not Out				1	1
Trading on Highway		1			1
Vehicle DOC Inspection NON COMPLIANT			1		1
Vehicle DOC Inspection, COMPLIANT			1		1
<b>TOTAL</b>	<b>239</b>	<b>262</b>	<b>422</b>	<b>267</b>	<b>1190</b>

**Table 2: Manual Cleaning – 1<sup>st</sup> July to 25<sup>th</sup> October 2013**

Ward	No. Blocks	Ran	Not Ran	% Ran
Ardsley and Robin Hood	17	16	1	94%
Morley North	50	47	3	94%
Morley South	117	111	6	95%
Rothwell	50	47	3	94%
<b>Outer South</b>	<b>167</b>	<b>158</b>	<b>9</b>	<b>95%</b>
<b>Whole SSE</b>	<b>952</b>	<b>870</b>	<b>82</b>	<b>91%</b>

**Table 3: Mechanical Cleaning – 20<sup>th</sup> August to 31<sup>st</sup> October 2012**

Ward	No. Blocks	Ran	Not Ran	% Ran
Ardsley and Robin Hood	36	28	8	78%
Morley North	32	24	8	75%
Morley South	52	41	11	79%
Rothwell	48	36	12	75%
<b>Outer South</b>	<b>158</b>	<b>120</b>	<b>38</b>	<b>76%</b>
<b>Whole SSE</b>	<b>790</b>	<b>646</b>	<b>144</b>	<b>82%</b>

**Table 4: Wedge-wide Services – 20<sup>th</sup> August to 31<sup>st</sup> October 2012**

Team	Scheduled	Ran	Not Ran	% Ran
Outer Litter Bins	117	117	0	100%
Inner Litter Bins	117	116	1	99%
Hot-Spot Teams	115	113	2	98%
Gully Team	117	108	9	92%

**Table 5: Legal Notices Served – 1st July to 25<sup>th</sup> October 2013**

LEGAL NOTICES	Ardsley and Robin Hood	Morley North	Morley South	Rothwell	TOTAL
EP46 - Domestic Waste Issues		3	38	1	42
EP46 - Bin not Returned		14			14
EP34_5 - Commercial Waste Issues			11		11
HW154 - Overgrown Vegetation	1		8	2	11
EP47 - Commercial Waste Issues		1	7		8
HW132 - Illegal Advertising			2	5	7
EPA92A - Domestic Waste Issues			5		5
EPA92A - Waste in Gardens		2	2		4
EP80 - Dog Fouling		1	2		3
EP46 - Flytipping			2		2
BA59 - Nuisance - Other			1		1
EP34_5 - Flytipping				1	1
EP46 - Litter Problems		1			1
EP46 - Overgrown Vegetation	1				1
EP46 - Waste in Gardens			1		1
EP47 - Flytipping				1	1
EP47 - Trading on Highway		1			1
EP59 - Flytipping	1				1
EP80 - Domestic Waste Issues			1		1
EPA92A - Commercial Waste Issues		1			1
HW132 - A Board		1			1
HW151 - Nuisance - Other	1				1
TCP215 - Nuisance - Other			1		1
<b>TOTAL</b>	<b>4</b>	<b>25</b>	<b>81</b>	<b>10</b>	<b>120</b>

**Table 6: FPNs Issued – 1st July to 25<sup>th</sup> October 2013**

FPN NOTICES	Ardsley and Robin Hood	Morley North	Morley South	Rothwell	TOTAL
FPN100 - Commercial Waste Issues			1		1
FPN410 - Commercial Waste Issues			1		1
FPN900 - Flytipping				1	1
FPN900 - Housing - Vacant				1	1
FPN900 - Dog Fouling			1		1
FPN900 - Keeping Dogs On Leads At All Times			1		1
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>6</b>

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**Report to South (Outer) Area Committee**

**Date: Monday 2<sup>nd</sup> December 2013**

**Subject: Site Based Gardeners in Community Parks & Green Spaces**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	Yes Morley North Morley South Ardsley Robin Hood Rothwell	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	No
Is the decision eligible for Call-In?	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	No

**Summary of main issues**

To advise the South (Outer) Area Committee of the work that has been on going with the 3 site based gardeners funded by South (Outer) Area Committee Wellbeing Fund in 2013 at a cost of £35,654.

**Recommendations**

This report:

- (a) seeks to demonstrate the importance of the site based gardeners scheme within the community, funded by South (Outer) Area Committee Well-being Fund in 2013 and hopes that the Area Committee will support the site based gardener Well-being Fund application when submitted for 2014/15;
- (b) requests that the South Leeds (Outer) Area Committee notes the contents of this report.

## 1 Purpose of this report

- 1.1 The purpose of this report is to provide the Area Committee with a review of the site based gardener's scheme that is funded by the Area Committee Wellbeing Fund from 1<sup>st</sup> April 2013 to September 31<sup>st</sup> 2013.

## 2 Background information

- 2.1 The South (Outer) Area Committee funded 3 site based gardeners for 6 months between April – September 2013, (37 hours per person per week) to increase the tangible on site management and development of a number of green spaces in the south outer area of Leeds.
- 2.2 The table below gives an indicative example of the some of the regular maintenance operations conducted at a community park and the frequencies of each task with and without funded site based gardeners.

<u>Site</u>	<u>Operation</u>	<u>Frequency with Funded SBG*</u>	<u>Frequency without Funded SBG</u>
<b>Community Park</b>	Grass Cutting	10 day cycle	3-4 week Cycle
	Strimming	10 day cycle	3-4 week Cycle
	Edge off planting beds	10 day cycle	Monthly
	Empty Bins	2 times a week	Weekly
	De litter	Daily	Weekly
	Clean playground	3 times a week	Weekly

\* This is based on a pro rata frequency if the SBG is shared between multiple sites.

- 2.4 As evidenced, the site based gardener can provide a higher frequency of general operational tasks so that the areas look considerably better maintained for a longer time. However these staff must remain flexible and reactionary when non common issues arise within their respective areas.
- 2.5 Although the site based gardeners conduct lone working operations, they also at times work within the area maintenance teams in order to create marked improvements of the selected sites.
- 2.6 It was agreed by the South (Outer) Area Committee that this additional staffing resource would provide dedicated front line support in the following 11 parks and green spaces identified below.

<b>Sites/Group of sites with a site based gardener</b>	<b>Ward</b>
Lowry Road and Smithy Lane Recreation Ground	Ardsley Robin Hood
Drighlington Park and Churwell Park	Morley North
Wide Lane, Lewisham Park Magpie Lane play areas and Hembrigg Park	Morley South
Woodlesford Park, Shayfield Recreation Ground and Carlton Village Green	Rothwell



2.7 The table below provides an indication of how the South (Outer) Area Committee funded site based gardeners operational hours are divided between the parks and green spaces and the duties that they each carry out.

Site Based Gardener (SBG)	Park / Green space Name	Hours worked per week
SBG1	Drighlington Park	14.8
	Churwell Park	14.8
	Lewisham Park	7.4
	<b>TOTAL</b>	<b>37</b>

#### Main Duties

The site based gardener undertakes a variety of tasks from grass cutting to managing the artificial cricket wicket, keeping the surface clean and the wickets ready for use, alongside maintaining the bowling green and seasonal bedding displays.

Additional duties involve emptying of bins, community engagement, providing advice and tips on horticulture to visitors along with keeping the park well-tended.

Over and above the tasks illustrated above the member of staff also conducted one off works at these green spaces including:

- Repaired / rebuilt the damaged wall and copings (*vandalism*) at Lewisham Park
- Assisted community group in maintaining the memorial site at Lewisham Park
- Enhanced maintenance of Drighlington Park MUGA.
- Increased weeding activities within the shrub beds at Churwell Park.

Site Based Gardener (SBG)	Park / Green space Name	Hours worked per week
SBG2	Smithy Lane	7.4
	Lowry Road	7.4
	Magpie Lane / Wide Lane	14.8
	Hembrigg Park	7.4
	<b>TOTAL</b>	<b>37</b>

#### Main Duties

The gardener not only manages the shrub beds by undertaking litter collection and seasonal pruning, but also tends to the grass and paths, removing graffiti and over hanging branches, alongside engaging with members of the local community in particular to the Friends of Lowry Road by being a regular visible presence on site during the day. Where once Lowry Road Public Open Space suffered from anti-social behaviour, the site based gardener has managed through close working with Ward Members and residents, to reduce the incidents of ASB and improve the appearance of this public open space making it a more attractive and inviting space to walk through.

This site based gardener is also responsible for the green spaces along Wide Lane, Magpie Lane and Hembrigg Park. The post undertakes a variety of horticultural duties that range from litter collection, seasonal pruning, grass cutting, marking out of sports pitches, inspecting the refurbished play areas, alongside carrying out strimming work around obstacles and inspecting the sports pavilion.

Additionally this staffing resource has also dealt with :

- Problems of tipping and dens more effectively at Magpie Lane, Hembrigg Park and Lowry Road.
- Spent more time in tidying up the car park at Hembrigg Park (removed litter, soil and self-seeded trees).
- Increased littering duties at Lowry Road as well as dealing with vegetation encroaching into residents neighbouring gardens
- Assisting in the installation of additional benches and a set of 5 a side goal posts at Lowry Road.

Site Based Gardener (SBG)	Park / Green space Name	Hours worked per week
<b>SBG 3</b>	Woodlesford Park	22.2
	Shayfield Recreation Ground	7.4
	Carlton Village Green	7.4
	<b>TOTAL</b>	<b>37</b>

### Main Duties

The work that this site based gardener conducts in Woodlesford Park continues to turn this little community park around. With the help of Woodlesford & Oulton Action Group (WOAG) new improvements such as benches and shrubs are being added.

The benefit of the site based gardener means there is an ever ready presence in the park on a daily basis to deal with site related matters more efficiently.

Issues of anti-social behaviour have significantly reduced following the refurbishment work undertaken.

Regular and routine visits of Shayfield Recreation Ground and Carlton Village Green are helping keep both areas clean and tidy.

Work is progressing on the extension of the play area at Shayfield Recreation Ground – subject to funding along with the development of other small green spaces around the village. Plans include the planting of fruit trees and new benches. Some minor repair works have been undertaken to help keep the village green looking smart.

The site based gardener is based at Woodlesford Park's bowls pavilion and the main duties include maintenance of bowling greens, litter collection, inspection of the play areas sweeping of paths and general amenity horticultural work.

2.8 Since the introduction of the site based gardeners there has been a significant change in public opinion which has subsequently reduced complaints to both Ward Councillors and the Parks and Countryside Service. As the site based gardeners have a regular working pattern per site, it means that users / members of the public can arrange to meet and engage with the gardeners to discuss any issues and concerns that they may have. This can assist in reducing the time it takes to resolve complaints and issues which in turn creates greater customer satisfaction.

2.9 As well as increasing customer satisfaction, the provision of this extra resource also plays a key factor in assisting the Parks and Countryside Service in its strategic objective to raise the standard of all its Parks and Opens Spaces and have all of the city's community Parks up to Leeds Quality Parks (LQP) standard by 2020.

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

- 3.1 The presence of an onsite gardener can help identify issues affecting different members of the community and identify problems which often lead to some members of a community failing to use the park and the amenities. Site based gardeners help to resolve these issues thus providing community cohesion and inclusion.

### **4 Council policies and City Priorities**

- 4.1 The site based gardeners help Leeds to contribute to PSA (Public Service Agreement) objectives that include crime reduction, reducing public fear of crime, increasing voluntary community engagement and the delivery of cleaner, safer and greener public spaces.
- 4.2 This resource also assists the Council's Parks and Greenspace Strategy objectives.

### **5 Resources and value for money**

- 5.1 The site based gardeners are paid at B3 grade and given their important role in building community confidence and dealing with issues as they arise, this represents good value for money.

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

- 6.1 There are no legal implications associated with this scheme.

### **7 Risk Management**

- 7.1 Parks and Countryside are professional and diligent in their approach to health and safety management and any risks will be managed through Parks and Countryside's Health and Safety Policy.

### **8 Conclusions**

- 8.1 The additional funded staffing resources that site based gardeners scheme provides means that the green spaces that the South (Outer) Area Committee nominate can receive a higher frequency of maintenance.
- 8.2 Site based gardener's act as a point of liaison with the local community, effect policing duties and deal with routine park maintenance operations.
- 8.3 Additionally, the presence of an onsite gardener helps identify issues affecting different members of the community and identify problems which often lead to some members of a community failing to use the park and the amenities. Site based gardeners help to resolve these issues thus providing community cohesion and inclusion
- 8.4 In Conclusion, the main outputs of this scheme is to ensure the continuation of increased public confidence, engagement and interaction along with undertaking additional horticultural and maintenance tasks. This ensures that the Service and the Area Committee play an important part in helping enhancing people's enjoyment of their parks and green spaces.

## **9 Recommendations**

9.1 This report:

- (c) seeks to demonstrate the importance of the site based gardeners scheme within the community, funded by South (Outer) Area Committee Well-being Fund in 2013 and hopes that the Area Committee will support the site based gardener Well-being Fund application when submitted for 2014/15;
- (d) requests that the South Leeds (Outer) Area Committee notes the contents of this report.



Report author: Jo Shiffer and Helen Kerr  
 Cluster Managers  
 Rothwell, Morley & Ardsley & Tingley  
 Clusters

**Report of Area Leader – South East Leeds**

**Report to South Leeds (Outer) Area Committee**

**Date: Monday 2nd December 2013**

**Subject: Children and Young People Out of School Activities 2013/14: Interim Report**

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

**Summary of main issues**

This report outlines the activities carried out by the Outer South Clusters of Ardsley & Robin Hood, Morley North & Morley South and Rothwell from July 2013 to present and the proposed use of funding to 31st March 2014.

**Recommendations**

The Area Committee is asked to:

- a) note the contents of the report and make comment as appropriate
- b) agree to the proposed use of funding to 31<sup>st</sup> March 2014

## 1 Purpose of this report

1.1 To report to members on the progress and plans for the clusters through 2013/14.

## 2 Background information

2.1 As in 2010/11 and 2011/12, the Outer South Area Committee commissioned in March 2012 the three Clusters partnerships to deliver 'universal activity' with the following criteria:

- Activities should be for a range of age groups (ages 5 - 19)
- Funded activity should complement provision to provide a comprehensive activity schedule across the four electoral wards, within cluster boundaries
- The programme should support and empower the community, voluntary and faith sector to provide local activities for themselves
- Consider funding allocations for a range of positive activities including community days, summer camps, local sport, culture and dance activity, targeting direct provision for children and young people
- Support activities in Outer South Area Committee Priority Neighbourhood areas (NIPs)
- Consider the targeted and coordinated delivery of mini Breeze events which will be marketed across the Outer South
- Provide access to the Breeze Culture Network and necessitate as a statutory duty, partner's uploading concise data to the Breeze and Family Hub websites
- The programme would seek to provide activity programme to August 2014 to run in line with cluster planning and academic years

2.2 The Outer South 2012-15 Area Committee Business Plan (ABP) has Culture, Thriving, Health and Well Being themes at its core. The ABP identified supporting partners in Extended Services, Youth Service, Sports Development and the Third Sector in the provision of out of school and holiday activities for children and young people as a priority. This priority is further supported through the newly delegated Youth Activities Fund which came into effect from June 2013.

2.3 For 2011-12, Members agreed that £20,000 Well-Being funding be used to support the development and delivery of an annual programme of out of school activities. The Area Committee report of 4 July 2011 described how this annual programme would be developed with partners of the Outer South Children and Young People Working Group, the community and voluntary sector, working through the Outer South Clusters of Ardsley and Tingley, Morley and Rothwell.

2.4 For 2012 -13, Members agreed that £20,000 Well being funding would continue to be used to support the development and delivery of an annual programme of out of school/holiday activities.

2.5 For 2013-14 Area Support developed this Commissioning Pilot by working closely with the Cluster Managers. The design and implementation of this process was undertaken by the Cluster Managers with the agreement of the Cluster Steering Groups. The proposals were refined based on a clear evidence of 'need' which dovetailed and added value to existing cluster funding.

2.6 The Activities Grant as a separate grant ceased in August 2011. Since August 2011, the cluster budgets have increased family support and emotional health and wellbeing services as a response to need and provided a budget for a universal and targeted approach to out of school and holiday activities in the three clusters as clusters continue to move towards the locality Children's Services structure.

### 3 Main issues

#### 3.1 April 2013 – March 2014 Programme Commissioning

3.1.1 Clusters have allocated funding to help schools and communities to ensure local affordable out of hours activities are accessible to all children (universal) including those children and young people who would not otherwise be able to afford them (the target group determined by schools as 'vulnerable' or 'targeted'). The purpose of funding is to support the raising of aspirations and opportunities beyond the school day and in holiday times, creating more positive relationships with low income families and enabling engagement with schools, learning and attainment for children who qualify for free school meals. All activities support the Children Leeds outcomes:

- CYP Are safe from harm
- CYP do well at all levels of learning and have skills for life
- CYP choose healthy lifestyles
- CYP have fun growing up
- CYP are active citizens who feel they have a voice and influence

There is significant focus on the '3 obsessions' of raising attendance, reducing the risk of children and young people who are Not in Employment, Education or Training (NEET) and reducing the need for children and young people to be Looked After.

3.1.2 Outer South Well Being Funding allocations for **2013-14** have been calculated using a formula provided in the 4 July 2011 Outer South Area Committee Report, which equates to:

	Allocation %	Allocation £
Cluster of Ardsley Tingley Schools	22	4,400
Morley Children's Services Cluster	42	8,400
Rothwell Cluster	36	7,200
<b>Total</b>	<b>100</b>	<b>20,000</b>

#### 3.2 Activities from July 2013 to September 2014

3.2.1 Following consultation with young people and drawing on previous experience, clusters advertised for providers through the city wide electronic Breeze Culture Network, which offers all providers the opportunity to submit proposals for consideration. Each Cluster Steering Group has an Activities Sub-Group to consider all proposals against agreed criteria. The Children Leeds approved 'ABC Protocols' were used for all contracts.

3.2.2 The 2013/14 cluster budgets for out of school and holiday provision are

- Cluster of Ardsley and Tingley Schools: **£12,000**
- Morley Children's Services Cluster: **£40,000**
- Rothwell Cluster: **£30,000**

3.2.3 These figures represent cluster funding allocated to activities for children and young people. Whilst each cluster has employed and commissioned staff to respond to supporting universal, universal plus and targeted services for children, young people and families with varied levels of need, there remains limited opportunities for targeted children and young people across the outer south to access universal out of school hours and holiday activities at an affordable cost.

3.2.4 These figures reflect the change in cluster focus to increased family support and emotional health and wellbeing services. Each cluster has employed and commissioned staff to respond to supporting universal, universal plus and targeted services for children, young people and families with varied levels of need.

3.2.5 Total cluster budgets for clusters for 2013/14 (ending August 2014) including Wellbeing Funding to support both universal and targeted activity.

- Cluster of Ardsley and Tingley £16,400
- Morley Children's Services Cluster £48,400
- Rothwell Cluster £37,200

3.2.6 The overall activities budget for each cluster comprises of Wellbeing funding (approximately one quarter of the overall activities budget) together with cluster funding. This combination enables clusters to maximise the benefit to children and young people by providing more out of school hours and holiday provision together with match funding and contributions in kind from partners. The co-ordination and quality assurance provided by clusters ensures that activities are of a high standard whilst avoiding duplication.

3.2.7 Match funding across the clusters includes following:

- Staffing
- Venues
- Equipment
- Transportation
- Publicity
- Resources

### 3.3 **Children and Young People Working Group**

3.3.1 The working group has met on one occasion between March and December 2013 and has reviewed and updated the Terms of Reference. The working group has been put on hold pending the outcome of the Activities Fund Steering Group which was established to support the newly delegated Youth Activities Fund.



### 3.4 **Voluntary and Community Sector**

- 3.4.1 The voluntary and community sector are encouraged and supported to access the procurement briefs on the Breeze Cultural Network on an ongoing basis.

### 3.5 **Planning and Commissioning**

- 3.5.1 As previously, the commissioning process enabled clusters and partners from the Children and Young People's Working Group to ensure the activities that were offered complimented existing provision and covered a wide range of activities and all the age ranges.
- 3.5.2 Previous and ongoing consultation processes with young people by the clusters and the Youth Service ensured that young people and children's voice shaped the menu of activities e.g. older children prefer to have activity away from the main base of school.
- 3.5.3 Joint planning continues to prevent duplication of dates and activities.
- 3.5.4 The Breeze Culture Network offers a fair and transparent tool to put out to tender briefs for commissioning activity with young people. Signposting to this Network gives all agencies information and access to the process for being locally commissioned.
- 3.5.5 Following from the pilot work with Breeze in previous years, it is hoped to put in place a more robust process for gathering information on young people's access to activities. Breeze cards have been used for registration at activities; however this process is currently being re-assessed, due to proposed changes within the Breeze team. Cost and capacity for collation of data has had a significant impact on the availability of data through Breeze.
- 3.5.6 For Summer 2013, the increase in uptake across all three clusters was encouraged through the hands on approach with the publicity of information e.g. to delivering assemblies, advertising activities on websites and through Family Support Workers direct support work with targeted young people and their families. Feedback from parents/carers seemed to indicate that many activities were over-subscribed in part due to economic factors
- 3.5.7 The Rothwell Cluster produced 7,500 copies of 20 page glossy booklet at a cost of £1,830 and distributed to all children and young people via schools, community and public venues.
- 3.5.8 Ardsley & Tingley & Morley Clusters produced 5,130 copies of 20 page glossy booklet at a cost of £1,533 and distributed to all children and young people via schools, community and public venues. The Clusters have also developed a website which has links to all the schools within Morley, Ardsley & Tingley and to other partners.

### **3.6 Outcomes**

- 3.6.1 The programme to date funded by both the Wellbeing Fund and continuing cluster budget has supported a programme of activity in all three cluster areas. A perception of increased engagement in planned activity may support a significant reduction in ASB as reported by Police Tasking Groups across the Outer South.
- 3.6.2 Using the Clusters as the single point of contact streamlines communication between agencies supporting particularly access for Children Looked After (CLA) and families seen as vulnerable. Agencies working with CLA and targeted children were keen to access the Summer Programme of activities and because of the joint publicity were able to incorporate the summer programme into their child protection planning. Continued strengthening of relationships between the Cluster and Children's' Social Work Services continues to have a positive knock-on effect in the coordination of services and opportunities for targeted families.
- 3.6.3 The Ardsley & Tingley Cluster supported the Children's Centres by providing funding to hold holiday activity days during the summer period. These fun days were open to those who attend the children's centres with children aged 0-5 but in order to reach the older age range the Cluster staff supported these days providing activities for older groups. This allowed for the whole family to access the centres on those days not limiting it younger children. Each of the 3 Morley Children's Centres accessed this support.
- 3.6.4 The joined up approach and direct communication facilitated swift and easy access for children and young people being supported by specialist services, such as Signpost, Children's Social Work Services, Children's Centres, School staff and health professionals.
- 3.6.5 Most cluster activities were over-subscribed, in part due to economic factors (decreased number of local affordable universal activities being offered throughout the community) and in part due to better communication and co-ordination between professionals from Children's Services and clusters.

3.6.5 Overall figures based on half day as one session:

**Summer 2013  
Table A**

<b>Cluster</b>	<b>Rothwell</b>	<b>Ardsley &amp; Tingley</b>	<b>Morley</b>
No of sessions	139	205	205 + (Mini Breeze)
No of places accessed	1,836 + (Mini Breeze: 790)	1565 + (Mini Breeze)	3171
No of targeted places accessed	502	300	300
No VCF sector providers	3	2	2
No. statutory providers	4	2	2
No. of other providers	3	10	10
Providers commissioned	Youth Service Breeze Back Lane Stables The Works Skate park Rothwell Leisure Centre Total Sports Coaching School staff Health for All Curry Cuisine Groundwork	Youth Service Leeds to Success -Spirit of Summer Camp Leeds to Success – Community Impact Challenge Tae Kwon Do School of Excellence You Play Music Back Lane Stables InspireEd Total Sports Coaching Health for All Discover and Create The Climbing Wall Morley South Children's Centre DAZL Tetley's Motor Services	Youth Service Leeds to Success -Spirit of Summer Camp + Community Impact Challenge Tae Kwon Do School of Excellence You Play Music Back Lane Stables InspireEd Total Sports Coaching Health for All Discover and Create The Climbing Wall Morley South Children's Centre DAZL Tetley's Motor Services
Total cost of summer activities	£17,560	£7,623	£17,900

### 3.7 Proposed programme for sessions using the Wellbeing Fund to April 2014

<b>Cluster</b>	<b>Rothwell</b>
No of sessions anticipated	50
No of places to be accessed	500
Proposed activities	Range of sports, day trips, creative arts, informal educational and leisure activities

<b>Cluster</b>	<b>Morley, Ardsley and Tingley</b>
No of sessions anticipated	60
No of places to be accessed	600
Proposed activities	Range of sports, day trips, creative arts, informal educational and leisure activities

### 3.8 Future Plans

#### **Ardsley & Tingley**

3.8.1 Ardsley & Tingley cluster has prioritised health and well being as one of the areas for development. Links have been developed with the Youth Service to enable young people to access alternative provision after school, developing practical skills, for example motorbike maintenance and stable management programmes. Furthermore Chef Schools have been developed in partnership with Toby Carvery for key stage 2 children. These have been running from June 2013 and will continue to run until March 2014. This project enables children to work within the kitchen supervised by a trained chef, discuss healthy eating and then sample the foods discussed.

3.8.2 A Cluster council was set up May 2013 in order to enable young people to have a voice when it comes to the decision making around cluster budget and choice of activities they would like to see available. This has given a group of children and young people the opportunity to have their say on issues that impact them and be able to feedback to their own school council. The cluster council has chosen 2 community projects that they would like to help plan and deliver this academic year. The chosen community projects are a diabetes campaign and a road safety campaign. Meetings are held termly and updates sent the council between meetings.

3.8.3 In order to reduce printing costs, the cluster is currently trialling the distribution of publicity material in an electronic format for partners to issue to children, young people and families, with a small number of hard copies available in public venues such as libraries and reception areas. Activities are also advertised on the cluster website.

#### **Morley**

3.8.4 Morley Cluster has collaborated with the Youth Service and Morley Leisure centre in order to provide activities for young people on a Friday evening at Morley Leisure centre. It was evident that young people in the community need to be more actively involved in exercise and believe that the newly refurbished leisure centre would be an ideal place for activities for older children to take place. The leisure centre is located centrally and would be easily accessible to the vast majority of young people. The new centre manager has welcomed the collaborative approach and the sessions have continued to run since they were

set up in 2012. The cluster is working with Theatre in Education on the Real Boy interactive play. The play is delivered to all year 5 pupils in the Morley schools and addresses the issue of domestic violence. This is the second year of delivering this performance. Furthermore Chef Schools have been developed in partnership with Toby Carvery for key stage 2 children. These have been running from June 2013 and will continue to run until March 2014.

- 3.8.5 As part of our program to ensure children and young people have a 'voice' and be involved in the decisions about the activities they would like to see available the Cluster set up a cluster council in May 2013. This has given a group of children and young people the opportunity to have their say on issues that impact them and be able to feed back to their school council. The cluster council has chosen a community project that they would like to help plan and deliver this academic year. The chosen community project is a Mini Breeze event in Morley. The young people would like to develop this idea, organise it and plan the delivery with the support of the Breeze team, Council members and the Cluster team.

### **Rothwell**

- 3.8.6 The Rothwell cluster has employed an Activities Co-ordinator who has begun to revisit current processes, ensuring that children and young people have a voice and influence decisions being made about activities. Consultation with children and young people is ongoing to offer an attractive menu of activities that children and young people both enjoy participating in and benefit from. This is done by including children and young people in the planning group as well as ongoing consultation at a variety of events. Feedback from young people aged 11+ includes activities taking place off the school site, which the cluster has taken on board for this age group. The cluster continues to prioritise the support of local groups and events where possible, including the Fun Day at John O' Gaunts and the Rothwell Mini-Breeze in the summer.
- 3.8.7 In order to reduce printing costs, the cluster has trialled publicity material in an electronic format only for partners to distribute to children, young people and families, with a small number of hard copies available in public venues such as libraries and reception areas. This trial, however, saw a reduced number of participants in activities and the cluster continues to seek innovative, yet inexpensive, means of informing the community of activities on offer.

## **4. Corporate Considerations**

### **4.1 Consultation and Engagement**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **4.6 Risk Management**

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

## **5 Conclusions**

5.1 The partnership work between Outer South Area Committee, the clusters and partners, continues to result in Wellbeing funding and cluster funding supporting a varied menu of a broad provision of out of school and holiday activities for 5-19 year olds across the Outer South. The activities are welcomed by children, young people and families and well attended, often oversubscribed.

5.2 The Leeds City Council Breeze Culture network is an invaluable tool in the process, ensuring the maximum number of agencies and partners are able to bid into a fair and transparent process.

## **6 Recommendations**

6.1 The Area Committee is asked to:

- a) note the contents of the report and make comment as appropriate
- b) agree to the proposed use of funding to 31st March 2014

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

There are no background documents associated with this paper.

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

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## ROTHWELL CLUSTER STEERING GROUP

### Report on October Half Term Activities 2013 by Erica McMahon, Activities Co-Ordinator

Sessions being reported on: Craft Session; Curry Cuisine Cooking Session; Family Trip to Thackary Medical Museum/Royal Armouries

#### PARTICIPANT:

	Craft Session		Curry Cuisine		Family Trip		TOTAL
	YES	NO	YES	NO	YES	NO	
I have found the activities to be fun?	8	0	9	0	10	1	28
I learned new skills?	6	2	9	0	5	6	28
The staff were helpful?	8	0	9	0	8	3	28
I was encouraged to make new friends?	5	3	7	2	7	4	28
I get bored in the summer holidays?	8	0	8	1	7	4	28
I have enough out of school activities to do in my neighbourhood?	6	2	6	3	6	5	28
	41	7	48	6	43	23	

#### PARENT / CARER:

	Craft Session		Total Sport & Dance		Scarborough Trip		TOTAL
	YES	NO	YES	NO	YES	NO	
My child enjoyed the activity	5	0	7	0	6	0	18
Staff members were friendly and supportive	5	0	7	0	6	0	18
The activity was well organised and safe	5	0	7	0	6	0	18
My child has enough local affordable holiday activities	1	4	4	3	4	2	18
My child does enough activities after school hours during term time	3	2	3	4	3	3	18
I require holiday activities for childcare	1	4	0	7	2	4	18
	20	10	28	14	27	9	

#### General Comments from Participants:

- Well good!
- Meeting new people
- I learnt how to make something new
- Making the curry and eating it!
- How to make a spicy curry.

#### General Comments from Parent / Carers:

- Very educational
- Really enjoyed themselves
- Excellent value for money and great friendly atmosphere, will definitely come again.
- Very good - first time I heard about this activity - would love to come to more
- Really enjoyed - thank you!
- It was lovely that we could join in with the children.
- My child is more comfortable using a knife to chop and can now see how to make a meal.
- Grown in confidence and regularly cooks at home, more willing to try new dishes

- A range of activities took place over the October half term holiday; Horse Riding, The Works Skatepark, Family Trip, Craft and Cooking Session.
- Uptake for the activities that were offered was good, however, suprisingly they were not over subscribed.
- There were one cause for concern raised by the Family Support Team for a child on a Child Protection Plan and this has been passed to Children's Social Work Services.
- Further consultation with children and young people has taken place via being invited to only two School Council meetings. The children were incredibly enthusiastic about what they wanted to see being offered. The trend for activities being asked for is very sports orientated with a few children asking for model making/art/cooking.

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Report author: Moira Burke  
Tel: 0113 224 3973

**Report of the Area Leader**

**Report to South Leeds (Outer) Area Committee**

**Date: Monday 2<sup>nd</sup> December 2013**

**Subject: Morley Literature Festival 2013 – Evaluation Report**

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

**Summary of main issues**

1. The Area Committee approved £10,000 revenue Wellbeing Funding to Morley Literature Festival Committee to support the delivery of the eighth Morley Literature Festival in 2013. This report presents the Evaluation Report of the 2013 festival to the Area Committee as part of the Well being monitoring process and asks Members to note funding agreed for the 2014 festival and consider a funding recommendation to support the 2015 festival.

**Recommendations**

2. Members of the Outer South Area Committee are requested to:
  - § Note contents of Report and make comment as appropriate
  - § confirm funding already ringfenced for the 2014 festival, subject to Executive Board approval of the 2014/15 revenue Well being Budget
  - § Area Committee to consider ringfencing 2014/15 Well being funding for the 2015 festival, subject to Executive Board approval of the 2014/15 revenue Well being Budget

## **1 Purpose of this report**

- 1.1 The purpose of this report is to introduce the 2013 Evaluation Report of the Morley Literature Festival as part of the Well being funding monitoring process. This information will also be used to confirm funding already agreed for the 2014 festival and to consider Wellbeing funding in 2014/15 to support the festival in 2015.

## **2 Background information**

- 2.1 In September 2006 the inaugural Morley Literature Festival took place and following its success the Area Committee agreed to support the festival to become an annual event. Since 2006, the Area Committee have annually approved revenue funding from the Wellbeing budget to support the festival.
- 2.2 In line with the Morley Literature Festival constitution, the Area Committee nominated Cllr Bob Gettings, Cllr Shirley Varley and Cllr Judith Elliott to the Morley Literature Festival Committee. Cllr Varley was elected as Chair of the 2013 Festival Committee.

## **3 Main issues**

### **3.1 Area Committee Links**

- 3.1.1 In the 2012-15 Outer South Area Committee Area Business Plan, Members have identified supporting community events that offer the opportunity for residents to be involved with cultural and sporting activities as a key priority under the theme of 'Culture' to contribute towards the City Priority Plan outcome 'Get more people involved in the city's cultural opportunities through increasing the proportion of adults and children who regularly participate in cultural activities'
- 3.1.2 Members identified Morley Literature Festival as a strong vehicle for community engagement and an opportunity to develop further the strong community spirit in Morley. The festival is now a prestigious event which alongside other initiatives provides the town with a strong annual calendar of events, supported by all partners.
- 3.1.3 The Area Committee have three representatives on the Morley Literature Festival Committee Councillor Bob Gettings, Councillor Judith Elliott and Councillor Shirley Varley.

### **3.2 Evaluation Report**

- 3.2.1 The attached evaluation report has been written by the Festival Director in conjunction with the Chair and the Festival Committee Executive Members. The report structure covers all key aspects of the festival and provides recommendations for each section that will form the basis of the framework for the Festival Committee to consider the future organisation of the event.
- 3.2.2 The 2013 Morley Literature Festival continued its success for the town, with a 10-day programme of 26 high profile events, with new commissions, new and

ongoing partnerships and considerable media coverage. Events were held in Morley Town Hall, Tingley Methodist Church, St Peter's Church, Churwell Community Centre, Morley Library, Ardsley Library, Gildersome Library, Trinity Leeds, St Peter's Church, La Cucina, Gildersome Conservative Club and Leeds Town Hall. The festival continued to benefit from the patronage of Gervase Phinn who was installed as the festival patron in 2010 and headlined the festival event this year. Other headline authors include Kate Adie and Andy Kershaw.

- 3.2.3 The Literary Luncheon with Colin Brown the author of the acclaimed 'Whitehall – The Street that Shaped the Nation' was held at The Village Hotel Tingley. This year's event was slightly less well attended than in previous years, and it has been agreed to look at potential alternative venues for next 2014 to refresh the lunch proposition.
- 3.2.4 This year's programme was enhanced by a poet-in-residence which was funded by Leeds Inspired. The poet, Becky Cherriman trialed a number of different ways to introduce poetry into this year's festival. There was two major outcomes the first was 'Word on the Street' this was a poetry trail around Morley Town Centre, a number of poets donated text which were printed on to felted shoddy by artist Bryony Pritchard. During the festival the trail was sited in different locations including Dartmouth Park and Groundwork. The second major outcome was 'New poem for Morley' which was a poem written for the festival by Becky which was inspired by Morley and by using words crowd sourced from local people.
- 3.2.5 As detailed in the attached evaluation report, improvements to the delivery of the festival were made in 2013. Further areas for improvement have been identified through the evaluation process that will enhance the future delivery of the festival.
- 3.2.6 The committee are confident of continuing to deliver a successful festival next year and would like to thank the Area Committee for approving funding in this year's budget for 2014. The Festival Committee would also ask the Area Committee to consider providing the same funding arrangement for 2015. Area Committee Wellbeing Funding will provide a secure foundation for the delivery of the ninth festival in 2014; in particular it will allow the committee to secure the services of the Director at this crucial time. The Area Committee are asked to note that any funding will be subject to Leeds City Council Executive Board approval of the 2014/15 revenue Wellbeing Budget and beyond.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 All projects developed are in consultation with Elected Members and local communities. Approval for a contribution from the Wellbeing budget is secured at Area Committee.

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

- 4.2.2 Groups submitting a project proposal requesting funding from the Well being budget have an equal opportunities policy and as part of the application process,

complete a section outlining which equality groups the project will work with and how equality and cohesion issues have been considered.

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

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

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

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

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

4.4.1 This report introduces the evaluation report for the 2013 festival which demonstrates how the Area Committee Wellbeing funding was used.

4.4.2 The Area Committee has already agreed to support the festival in 2014 with funding from this years budget. This will ensure the Festival Director is in place to prepare for a successful 2014 festival, any delay could threaten the festival and would not be the best use of resources.

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

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

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

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

### **4.6 Risk Management**

4.6.1 This report introduces the evaluation report for the 2013 Morley Literature Festival and as such there are no risks are identifiable. Any projects funded through Wellbeing budget complete a section identifying risks and solutions as part of the application process.

## **5 Conclusions**

5.1 This report introduces the 2013 Morley Literature Festival Evaluation Report.

## **6 Recommendations**

6.1 Members of the Outer South Area Committee are requested to:

- Note contents of Report and make comment as appropriate.

- confirm funding already ringfenced for the 2014 festival, subject to Executive Board approval of the 2014/15 revenue Well being Budget
- Area Committee to consider ringfencing 2014/15 Well being funding for the 2014 festival, subject to Executive Board approval of the 2014/154 revenue Well being Budget

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

### **7.1 Morley Literature Festival 2013 – Evaluation Report (4 - 13 October 2013)**

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

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**Morley Literature Festival**

**4-13 October 2013**

**EVALUATION REPORT**



Prepared by Jenny Harris, Festival Director

21 October 2013

[jenny@morleyliteraturefestival.co.uk](mailto:jenny@morleyliteraturefestival.co.uk)

## Festival Facts & Figures

- 10 days of literature in Morley and Leeds City Centre
- 2800 attenders at 26 live events
- Word on the Street - temporary poetry trail using felted shoddy created for Morley Town Centre
- 1 new poetry commission inspired by Morley written by poet in residence Becky Cherriman
- 750 children across 12 Morley Schools involved in the Schools Programme

## What the Audience Thought...\*

- " Fantastic festival, very proud to tell others about it. Hope it continues for many years - we intend to support it."
- " We thoroughly enjoyed our first experience of Morley Literature Festival and are already looking forward to next year!"
- " Great festival. Fantastic to be able to listen to such high quality talks so close to home (Dewsbury). Thank you!"
- " It obviously involves a large number of volunteers but does provide interest to a lot of people and adds value to the Town's social life"

## What the Authors Thought...

- Kate [Adie] was entranced by the Town Hall and was still talking about it yesterday! It was a good event and a good crowd, so thank you!  
Kerry Hood, Hodder Publicity
- Thank you for inviting me to the Festival. As I said, it was a textbook event, beautifully organised, and I enjoyed it immensely.  
Alison Weir, historian and novelist
- Huge thanks for a terrific night at the festival. Morley was about the best gig I've done. You did a great job.  
Andy Kershaw, broadcaster

\*(quotes taken from our festival evaluation cards)

## 1. Introduction

- 1.1 This report evaluates the eighth Morley Literature Festival (MLF), taking account of opinions and feedback from the Festival Director, the Festival Committee, members of the public through audience survey, email and social media comments, and visiting artists and authors. It also sets out a set of recommendations for improvements for next year and beyond, for consideration by the MLF Festival Committee.
- 1.2 This year's festival was yet another success for the town, with a 10-day programme of 26 high profile events, new commissions, new and ongoing partnerships and considerable media coverage.
- 1.3 Despite being unsuccessful with this year's Arts Council funding application, the festival secured support through a variety of new income streams including Community First, Asda Foundation and Manning Stainton, allowing for the maintenance of the schools programme. Leeds Inspired funded a poet and artist in residence and a temporary poetry trail in Morley Town Centre.
- 1.4 The events programme was slightly smaller than last year's, but this worked well overall. Staff and volunteers were less tired at the end of the festival and it was felt that this was a better sized festival, given our limited resources, than the 2012 festival which with hindsight was a bit too large for us to manage comfortably.
- 1.5 Once again, advance ticket sales were lower than in previous years, although door sales were good. Final sales figures show that sales targets were met and overall we expect final sales to be slightly higher than in 2012 (final figures not available at the time of this report).
- 1.6 Morley Literature Festival continues to maintain its reputation as a creative and playful cultural event within the region and a valuable addition to Leeds cultural portfolio. However, funding is likely to remain a challenge given the current economic climate and the festival must maintain its profile and develop its community of supporters and sponsors.

## 2. Festival Background

- 2.1 In September 2006 the inaugural Morley Literature Festival took place and following its success Area Committee agreed that the festival should become an annual event.
- 2.2 An evaluation report of the first festival recommended that a locally based organising committee be established and that a freelance Festival Director be appointed to develop the programme and deliver the 2007 Literature Festival. Since then the festival has run

successfully on an annual basis on these terms.

2.3 Alongside MLF runs a smaller separate organisation Friends of Morley Literature Festival, set up after the 2007 festival, to support the festival aims and objectives. The Friends have their own committee and accounts.

2.4 In January 2010 a new festival director, Jenny Harris, was appointed. This year's festival was Jenny's fourth as Festival Director.

### **3. Festival Structure & Delivery**

3.1 Jenny Harris was contracted as Festival Director for a further year from November 2012 and once again Jane Zanzottera was contracted on a freelance basis to deliver the schools programme. After discussion with the committee, marketing and pr was contracted out from Jenny to Fran Graham to enable Jenny to take an extended summer break.

3.2 The Festival Committee met bi-monthly throughout the year. At the 2013 AGM, Cllr Shirley Varley was appointed Chair. Dilys Hetherington and Janet Harrison continued in their roles as Secretary and Treasurer respectively.

3.3 The Festival is a constituted voluntary group and Committee meetings during 2013 included executive members plus invited representatives from Morley Town Council, Friends of Morley Literature Festival, Leeds Town Hall's Arts Service, the Library Service plus the Morley Town Manager.

3.4 The Committee continues to function adequately and members feel involved in the direction and organisation of the festival. Everyone is proactive in supporting the festival, including volunteering during the festival week.

3.5 The Friends of Morley Literature Festival organised this year's stewarding and door sales, as well as refreshments for several events. They also organised the Short Story Competition, which resulted in 35 entries. Winners were presented with a cash prize by the Mayor of Morley at the final festival event.

3.6 The Friends appointed a Volunteer Development Co-ordinator on a short term basis to develop membership and volunteering for this year's festival. The appointment has exposed some of the contradictions and potential legal problems of having a membership organisation responsible for festival volunteering. As a result a meeting with the Friends is scheduled in November to look at the future of volunteering at the Festival.

3.7 The slightly smaller size of the festival compared to 2012 meant that delivery of the festival was felt to be much more manageable by contracted staff and volunteers, given our limited human resources.

3.8 Once again, the festival encountered problems with its booking of Morley Town Hall.

The Lettings department issued several invoices that were significantly incorrect (by thousands of pounds).

There was also a lack of understanding of the incompatibility of events going on in the building at the same time. A church group use the Town Hall on a regular basis now at weekends and sound bleeds from their activity basement into the main Alexandra Hall. They are often found on the streets of Morley offering free 'hugs' to the public. They also use the Large Banquet Hall as a crèche and children are often running round the building. We were able to reach an understanding with the church that they would limit their activity during our public events, however, this kind of double booking is not ideal and the Town Hall attendants are unhappy about the damage being done to fixtures and fittings.

Finally, there were several occasions where rooms had not been set up to our specification. Town Hall attendants go out of their way to disappear when there is work to be done and there is a potential security risk as a result - at one point during a public event we were unable to find a member of staff for over half an hour

- 3.9 Leeds Library Service supported the festival delivery through additional staff resources at events, ticket sales, free use of the building and marketing and programming support.

## Recommendations

- I. Work with the Friends to resolve volunteering issue and overall purpose of the Friends organisation
- II. Pursue Morley Town Hall issues via Cllr Gettings

## 4.0 The Festival Programme

- 4.1 This year's programme comprised 26 public events. Of those, 4 were free events for children (which were extremely popular) and 2 were creative writing workshops.
- 4.2 The festival continues to enjoy the patronage of Gervase Phinn who judged this year's Short Story Competition and headlined the festival's closing event. Other headline authors included Kate Adie and Andy Kershaw. Audience feedback about the speakers was very positive.
- 4.5 This year's programme was enhanced by a poet-in-residence, funded by Leeds Inspired. The poet - Becky Cherriman worked with us to trial different ways to introduce poetry into the festival, including a family poetry afternoon, a writing workshop, open mic and poetry walk. Two major outcomes were:

### Word on the Street

A poetry trail around Morley Town Centre. 11 poets donated texts which were printed onto felted shoddy by artist Bryony Pritchard. The trail was sited in locations including Dartmouth Park and Groundwork, and was up for the duration of the festival.

### New poem for Morley

Becky wrote a new poem for the festival, inspired by Morley and using words crowd sourced from local people. The full poem can be read in Appendix 1.

- 4.6 The events programme attracted audiences from South Yorkshire, Wakefield, Kirklees, Bradford as well as all parts of Leeds. Sales were once again lower than expected for headline events, but many smaller events were at capacity or sold out, and across the festival ticket income was slightly up on the previous year.
- 4.7 Ticket prices were largely maintained at 2012 levels. Creative writing workshop ticket prices were doubled to £10. All children's events were free.
- 4.8 Community events were organised in Gildersome, Tingley and Churwell and were organised and promoted by individual committee members. All three were well supported by local audiences although the venues do determine the kind of author or event we can promote. The Literary Lunch was slightly less well attended than in previous years. We will look at potential alternative venues for next season to refresh the lunch proposition.
- 4.9 Our city centre presence this year took the form of a Fridge Poetry installation at Trinity Leeds as part of Light Night on Friday 4th October. The installation was presented in partnership with St Jude's/Emmaus, a local homeless charity, and over 400 people made poems on our fridges. We also rescreened our 2012 commission, the short film by Paul Rooney, in the courtroom at Leeds Town Hall.
- 4.10 We ran Sunday afternoon sessions for the first time at Morley Library, in response to their extended opening hours, and these were extremely well attended by families.
- 4.11 It was more challenging to secure exclusive headliners this year, particularly as our budget was reduced. Many of our authors also appeared at Ilkley Literature Festival, which takes place over the same time period. The regional literature scene is also becoming more crowded: Arts Council England is now supporting the Wakefield Lit Fest which takes place only a week before MLF and is definitely having an impact on our ability to attract names and audiences.

However, the festival relies on the Publishing calendar's Christmas schedule to ensure a good crop of authors during the October period at reasonable cost. It is recommended that we carry out some research and consult with funders and other professionals into the pros and cons of potentially moving the festival dates to avoid clashing with similar events.

### **Recommendations**

- I. Research and report on the potential pros/cons of moving the festival dates, and present report to the Committee in early 2014
- II. Secure funding for another bespoke project for 2014 in order to maintain our regional distinctiveness
- III. Maintain pricing at 2013 levels
- IV. Research potential new venues for events in the Morley area

## 5.0 Schools Programme

5.1 This year's Schools Programme offered 3 elements:

### Two Author Days in Gildersome Library and Ardsley Library

Three free full class sessions in each library with an author were allocated to primary schools on a first come, first served basis. 180 children attended.

Wimpy Kid Show A free author event at Morley Town Hall during the school day was offered to all schools. 500 children attended with teachers.

Poetry Factor - presented in partnership with ArtForms (Education Leeds) and offered to all schools. Working with spoken word artist Andy Griffiths, this included a whole day workshop in the participating school (for up to 75 children); selected children then attended a day-long boot camp and presented their poetry at a showcase event. The cost of this was £550 per school.

Despite 360 children from five schools participating in last year's pilot we had no uptake for Poetry Factor this year, except Morley Academy (the programme needs a minimum of 3 schools to run).

We also ran a Design a Book Cover competition in partnership with the White Rose Centre, with the White Rose providing a cash prize for the winner.

5.2 This year, communication from schools was very poor. Schools were unresponsive to the MLF schools offer and an unhelpful amount of time was taken chasing individual teachers and heads to ensure free places were filled. There has been a lot of teacher churn within local schools which partly explains the poor response but even so, schools seemed to be disengaged with the festival, until the very last minute. Two schools got back to us so late that we were unable to accommodate them, despite having made initial contact before the summer holidays. This is very disappointing, given the positive engagement and feedback we have had in previous years.

5.3 Anecdotally, teachers have told us that it is hard to get pupils out of school. Additionally some felt that the Poetry Factor was too costly (although it is extremely competitively priced - with a whole school day, additional boot camp day and performance).



- 5.4 We have also encountered problems working with the Schools Library Service this year. We contacted them directly this year and expressed an interest in working with them on events. Despite this, they went ahead and organized their own authors in schools programme at exactly the same time as the festival, and without our knowledge.
- 5.4 Our Schools Programme has been praised by authors and within the sector as high quality and rare amongst Literature Festivals. It is challenging to raise money for work that takes place during school hours so if the programme is to continue we must make sure that the offer is wanted by schools and that take-up will be assured. Schools will have to contribute some financial resource towards the ongoing programme.

### **Recommendations**

- I. Consult with schools on what they would like the 2014 MLF Schools programme to look like, to ensure that the MLF continues to offer a relevant and engaging Schools offer.
- II. Communicate through the Cluster as well as with individual schools
- III Meet with the Schools Library Service to avoid replicating work
- IV Brief MLF board members who are also governors about the Schools Programme so that they can talk directly to their schools about the Festival.

### **6.0 Finances, Fundraising and Sponsorship**

- 6.1 The financial foundation for this year's festival was secured by the Outer Area Committee with an allocation of £10,000, with additional support from Morley Town Council, Arts@Leeds and Land Securities. One off project grants were awarded from Leeds Inspired, Comic Relief, Community First and Asda Foundation. Manning Stainton came onboard as new festival sponsors.
- 6.2 Support in kind was given by:
- § Morley Observer and the Culture Vulture - media partners
  - § Blackwells - booksellers at all events
  - § Leeds Libraries - use of free venue, selling tickets, staffing at out of hours and children's events
  - § Morley St Peters, Churwell Community Centre, Gildersome Conservative Club, Tingley Methodist Church - free venues
  - § White Rose Shopping Centre - marketing support
  - § Love Arts Leeds - presenting partner at Tingley
  - § Welcome to Yorkshire - online marketing support
- 6.3 Detailed final accounts will be audited and submitted to the Festival Committee later in the year, but an indicative income and expenditure statement for the 2013 festival is given below:



<b>Expenditure</b>		<b>Cost</b>
<b>Professional Fees</b>	Festival Director	£8,500
	Marketing	£1,500
	Schools Co-ordinator	£1,500
<b>Artistic Programme</b> <i>General Programme</i> <i>Leeds Inspired project</i>	Guest speakers - fees/expenses	£4,000
	Poet - Leeds Inspired	£1,200
	Artist - Leeds Inspired	£800
	Volunteer expenses	£120
	Volunteer - t-shirts	£100
	Materials budget - Poetry trail	£700
<b>Catering</b>	Sundry refreshments	£500
	Literary Luncheon	£2,188
<b>Production</b>	PA/equipment hire (Purple)	£2,082
	St Peter's hire	£100
	Town Hall hire	£364
<b>Education</b>	Schools and young people's activity	£1,400
<b>Marketing</b>	Website general	£800
	Design & Print - Festival general	£5,620
	Photography	£500
<b>Miscellaneous</b>	Stationery/Postage	£500
	Public Liability Insurance	£200
	Other	£500
	Contingency	£1,000
<b>TOTAL</b>		<b>£34,174</b>

<b>INCOME</b>		
	Profit 2012	£-
	South Leeds Area Committee	£10,000
	Morley Town Council	£1,000
	Land Securities	£2,000
	Mice money (via Judith)	£1,100
	Morley Community First	£1,200
	Red Nose Day Community Cash	£750
	Arts@Leeds	£2,000
	Ticket sales	£5,000
	Bar/raffle/Bookstall profits	£400
	Light Night	£150
	Manning Stainton	£300
	Friends of Morley Literature Festival	£1,000
	Asda Community Foundation	£1,000
	Leeds Inspired	£5,800
	Literary Luncheon (100 tickets @ £25)	£2,500
<b>Total</b>		<b>£34,200</b>

6.6 Turnover was £10,000 less than in 2012, reflecting a slightly contracted programme and the lack of Arts Council investment. We were also fortunate that some of our headlining authors donated their time for free, including our patron Gervase Phinn. As a result, our spend on speaker/artist fees was considerably less than in previous years.

6.7 The festival secured new sponsors in Manning Stainton and Asda Foundation to support the schools programme, however this is the area that will continue to prove challenging from

a fundraising point of view going forward. (The majority of funders do not support activity taking place in schools hours). An approach was made to Land Securities to increase their sponsorship in 2013 and directly sponsor the schools programme but this was unsuccessful.

Fundraising will continue to be a challenge in the coming 12 months and in the current financial climate.

### **Recommendations**

- I. Consult with Arts Council England on the best funding approach for 2014
- II. Develop a new project idea for the 2014 Leeds Inspired grants programme
- III. Consult with Morley's Town Centre Manager on potential joint funding bids for activity linking the town centre and the festival

## **7.0 Marketing and Publicity**

- 7.1 The festival brand was refreshed in 2013 but the overall look and materials remained the same.
- 7.2 Freelance marketing and pr expert Fran Graham was bought in to deliver the marketing for the 2013 festival and relieve the Festival director during the summer months. She brought new energy and ideas to the team and proved exceptional value for money.
- 7.3 Marketing aims for 2013 included increasing our social media reach, getting events on sale online ahead of the brochure being published, and improving our photographic documentation.
- 7.4 The Festival print was rationalised this year to make the budget work harder: 5000 festival brochures were produced and distributed via direct mail and by hand. An additional 20,000 fliers were produced and most distributed to leaflet racks throughout West Yorkshire. Children at Morley Schools received a new family focused flier. 200 full colour posters were printed and distributed, including A0 posters for the White Rose centre.
- 7.5 The website was updated and from the programme launch to the end of the festival the site received 5830 visits, of which 3760 were unique (ie new rather than returning) visits. This represents an decrease of 7% compared to last year. We are surprised by this statistic given our sales figures but perhaps it reflects the fact that more people were visiting our facebook and twitter profiles than in previous years.
- 7.6 Social media activity was excellent this year. We have increased our Facebook subscribers by 200% and twitter followers now number 1382 and there was a high level of interaction from audiences at both sites. Our twitter presence was enhanced by live-tweeting at selected events by guest tweeters. Four e-fliers were out to promote the

festival and we generated 200 new email subscribers. A selection of event previews and reviews appeared on local and regional blogs.

7.7 This year PR was undertaken in house. We had good coverage via leading articles and picture stories in the Yorkshire Post and Yorkshire Evening Post, as well as plenty of coverage in the Morley Observer, and their Batley/Dewsbury partners. The festival was pick of the week in the Times on Saturday. The Culture Vulture, our online media partner, ran a preview and The Guardian online and Beyond Leeds ran favourable preview pieces.

BBC Radio Leeds ran interviews with Kate Adie and the Yorkshire Post carried interviews with Rod Ellingworth, Neil Hanson and Patrick Barkham

7.8 Vinyl banners and posters advertised the festival within Morley but otherwise it continues to be a challenge to create a real presence in the Town Centre, with most shops unable or unwilling to display posters and brochures. Evaluation suggests audiences feel we could do more to publicise the festival in the local area and this is something we will reflect on for 2014.

7.9 Reciprocal marketing was developed with Opera North, Harrogate Festivals, Light Night, Love Arts Leeds and The Grand Theatre marketing to their own mailing lists and through their online channels. Welcome To Yorkshire provided free online coverage on their website.

7.10 This year, we invested some funds towards photography and the results have been superb. A full series of festival photos can be viewed at our Facebook page or on Flickr.

### **Recommendations**

- I. Fundraise for additional marketing support in 2014 to continue good work developed this year and ensure we are developing our reach.
- II. Explore ways we can penetrate local area with festival publicity and reach into Kirklees. Increase slightly marketing budget to enable us to target advertising
- III. Work closely with local businesses to develop meal offers

### **8.0 Ticketing and Sales**

8.1 The Box Office function for the festival was managed once again by The Grand Theatre with Morley Library acting as a sales agent. This enables the festival to offer a telephone and online booking service to audiences.

8.2 The Grand provided a good overall service, with only one or two customer glitches (missing tickets). The Library provided an excellent service with almost £3000 in ticket sales taken.

- 8.3 Local events and the lunch are not sold through the box office and it would make sense to have even a small proportion of tickets for community events available through our main sales channels to avoid confusion for customers.
- 8.4 Advance sales were once again slower than anticipated this year for our headline events. However, last minute and door sales were healthy. By contrast many of our smaller events, including the afternoon tea, sold out in advance.

All in all 1186 tickets were sold for 16 ticketed events, and the festival attracted 2800 attenders.

This is a net improvement on 2012 (1344 tickets sold for 20 ticketed events and attendance at 2042).

It has not been possible to produce final sales figures in time for this report but we are expecting to meet, and possibly slightly exceed, our 2013 sales target of £5000

### **Recommendations**

- I. Continue to use the Grand Theatre Box Office and Morley Library as our primary box office providers
- II. Run sales briefing session with box office staff
- III. Maintain ticket prices at 2013 levels
- IV. Ensure that tickets for all events (except Lunch) are available through our main sales channels

### **9.0 Front of House and Production**

- 9.1 The stewarding for events at this year's festival was organised by the Friends. Other volunteering (for Light Night and other activity) was sourced by the Festival. This has unwittingly created an inconsistency with regard volunteering within the festival. Currently, to steward an event, volunteers need to be Friends (for which there is a membership fee). Whilst the service offered by the Friends is invaluable to the running of the festival, we do need to clarify the festival's offer to potential volunteers - there are a range of opportunities to volunteer within the festival, and we should have clear recruiting and briefing procedures for all volunteers.
- 9.2 We carried out evaluation at all events this year and a summary of feedback is available upon request - all in all 100 forms were returned and most were very positive about the festival.
- 9.3 Refreshments at festival events were organised and provided by the Friends and Committee members, and helped raise income for the festival.

- 9.4 Event management remains a challenge across the festival, especially where there are concurrent events and limited volunteers.

### **Recommendations**

- I. Meet with the Friends and decide on volunteering strategy for the festival. Potentially fundraise for Volunteer co-ordinator within the festival to develop and support volunteering
- II. Recruit a Festival Intern to help delivery next year's festival and support event management

## **10.0 Friends of Morley Literature Festival**

- 10.1 Once again the Friends of the festival were a great resource in terms of managing stewards, supporting the running of events and donating funds towards events.
- 10.2 The Friends ran the Short Story competition this year; however, only 35 entries were received this year (a reduction of almost 100% on last year).
- 10.3 Whilst the support the Friends give to the running of the festival is vital, their remit and function remains unclear. They now have very few members and operate as a support function to the festival delivery. Whilst this is invaluable, it also means there is a lack of clarity about the benefits of being a friend to the public as well as separation of roles and responsibilities - e.g. the competition, volunteering - that would normally be the work of the managing organisation (ie the Festival).
- 10.4 The Friends appointment of a Volunteer Development co-ordinator has exposed some of the contradictions and potential legal problems of having a membership organisation responsible for festival volunteering. A meeting with the Friends is scheduled in November to look at the future of volunteering at the Festival and to support them to re-examine their mission and aims.

### **Recommendations**

- I. Meet with the Friends and decide on best way to develop roles and relationship between the organisations
- II. Support the Friends to re-examine its mission, aims and objectives
- III. Develop a clear volunteering strategy, roles and responsibilities for the festival.

## Appendix 1:

### Becky Cherriman's Festival Poem:

#### In Bloom

*for the people of Morley and Alice Scatcherd, past inhabitant of Morley Hall with particular thanks to Mary Sykes and Jill Hepworth.*

Daisy Hill before bungalows and new builds,  
a time of limed hides and working mills  
when the snap of rhubarb resonated in rusted iron drums.  
Cheek pressed against the cow's flank,  
your cramps came fast as the pulses of her milk,  
pulled us into town, to Morley Hall.

It is to get back to then, back to you, that I return to Dawson Hill  
where you laboured on fissured ground  
- Alice was ringless too -  
and despite what they said of you, yours was a queen's promenade  
past marigolds and carnations, past a ripped-off linnet's wing.  
A more lettered lady would have thought of Yeats, of ruined maids,  
you conjured the suffragette who lived here, suffered for women like you,  
climbed despite the smoke and the mockery of rooks,  
despite the omen of the bells at your back,  
kept on, abandoned pleasure gardens in bloom.

*A blessing the town was empty,  
that day the mill fire spread.*

In the Queen Street cafe with our Jack  
and the crackle of Pretzels, I count my own:  
my grandson who, sober as a national disaster, holds out  
a toy giraffe in one hand, the bill in the other, young enough  
to believe we can make a choice between duty and pleasure.  
I pick the giraffe  
and, with the honesty of these hills, he giggles,  
offers me the bill then gives me both.

Blessings: your fingers before the carpal tunnel still bulbing hyacinths  
or gritty with bun mix, with the dirt I acquired  
- you forgave me my beginnings,



though you never forgave yourself;  
that day the orderly answered the door  
to explanations of your solitary presence, your fecklessness,  
your gestures nimble enough to weave layers of air  
from disused looms. She took your arm, offered her support  
and this is the best of our blessings -  
the people round here, they walk with you.

## Appendix 2:

### Audience Feedback 2013

(from 99 completed forms)

#### What did you enjoy?

- All speakers excellent and all very informative and interesting. All humorous too.
- Interesting topics, professionally and entertainingly presented.
- The events were well organised and enjoyable. The format seems just right.
- Excellent speakers. Enjoyed the interview technique for Pride & Prejudice. Loved the venue for Aft tea - thank you.
- Lunch - meal was excellent. Speaker good but difficult to hear at times.
- Cycling was excellent performance in all respects. P&P very disappointing, difficult to hear, little engagement with audience. Kate Adie - top class in every respect.
- Intimate setting, local history, great storytelling.
- Alison Weir - very informative. Good Q&A. Andy Kershaw - sheer enthusiasm. Kate Adie - very interesting and well delivered.
- The personality, delivery, content of the speakers, esp. Kate Adie who was superb. Now having heard Gervase Phinn I could have listened to him all night.
- Excellent subjects and choice of speakers
- Hearing about the various writers' inspiration and creative ideas and the background and research to their books and poetry.
- Informality of the event.
- Enjoyed the informal evening set up for AK
- Relaxed, nice location (library), friendly facilitation
- I enjoyed the poems from Word on the Street and hearing about the history of Morley. My son loved making a poem and eating space food.
- The huge variety of events. Great music at folk night. Informative talks and presentations
- Good compere for Ned and Rod
- Very interesting talk - entertaining and full of fascinating facts.
- The talent, the format, the diversity, the audiences!
- Seeing different ways of working/writing.
- Community spirit
- Good value, interesting speakers and people to meet.
- All well organised. Variety of topics. Tickets easily accessed.
- All interesting, informative and entertaining.
- Andy Kershaw - brilliant, informative and entertaining. Inn at the Top - interesting, amusing and on the doorstep!
- Intimate and friendly atmosphere and a very thought provoking talk.
- Interesting talks (and good cakes).
- Hearing about the books/being able to buy the books. Meeting people with similar interests and having a chat after the speaker.

- Warmth, intimacy, audience - artistic interaction

### **What could be improved**

- I wondered if perhaps a bigger venue could be thought about in Gildersome - the lay out of the room at the Con Club and noise from snooker room made it very difficult to see (if behind partition) and hear.
- Refreshment availability and queues
- Size of venue (Churwell)
- Lunchtime events - sell sandwiches!
- Four of us attended lunch and we all missed parts of his talk. Perhaps the microphone was faulty or he did not use it properly.
- Maybe more publicity
- Question and answer session could be longer
- More refreshments
- Booklets about event more available - didn't get one until I booked ticket at library
- Longer Q & A session
- Folk night and Tan Inn overcrowded due to the popularity
- Making sure everybody can hear well - both the speakers and the questions asked. Making sure the speaker addresses the audience.
- Sometimes it is hard to hear when questions are being asked. I find it distracting when people move about whilst the talk is taking place.
- The Pride and Prejudice event was spoilt by inadequate microphone. Also we could not hear the questions from the audience - chairperson should have repeated them.
- Seats in the town hall.
- My bookings through Leeds Grand were lost/spoilt and not what I expected and reflected badly on the festival.
- More comprehensive advertising - many people didn't know it was on.
- Extend knowledge of events throughout the area.
- Wider adverts
- Larger venues if possible
- Library was a bit on the warm side.
- Access to food!
- Poster up on Tingley chapel noticeboard / outside advertising. Only knew as new to area and just joined West Ardsley Library
- The speakers should be encouraged to project their voice throughout their presentation and the questioners should aim their voice for everyone and not just the speaker.
- Nibbles
- Vegetarian option for Inn at the Top

### **What would you like to see in the 2014 festival?**

- Bridget Christie. More women.
- More fiction
- Open mic poetry events
- Peter Robinson, Tracey Borman
- More authors e.g. Kate Atkinson
- Authors from black and ethnic minority backgrounds
- Local historians
- Storytelling for adults
- More funny women - Morley does it so well.
- More top women from arts/media
- More publicity - change to Festival date - clashes with Cheltenham Lit Fest and Ilkley
- More good musical raconteurs.
- More publicity
- C J Samson, Hitchhikers Guide to the Galaxy, I'm sorry I haven't a clue, Hilary Mantel
- More workshops, better publicity
- Make sure the sound system works at every event

- Alan Bennett, Mavis Cheek
- Music
- Beer and music!! (opportunity for young bands between events/speakers)
- Writing workshops at the weekend
- No particular view but would love to hear more from Andy Kershaw
- The Tan Inn as we missed it this year.
- Alan Bennett, Deborah Moggach, Joanne Harris, Ruth Rendell
- David or Jonathan Dimbleby
- Any chance of inviting Joanne Harris, author of 'Chocolat'?
- Possibly a little more on classical literature
- Perhaps a poet. Joanne Harris. Jane Gardam
- More events for teenagers and reluctant readers.
- Local authors - e.g. Helen Fielding, Simon Armitage.
- More of the same!
- Andy Kershaw
- More cycling/sport/outdoor stuff
- More music
- More diverse authors
- More creative writing workshops, some sci-fi/fantasy events.
- Very happy if it continues the same - the organisation of the festival events is very good.
- Just keep improving!
- Some crime authors such as Peter Robinson, Ian Rankin, Jo Nesbo. Simon Armitage, Bill Bryson, Hilary Mantel.
- Probably better known speakers. Though do feel unknown people can be very interesting too.
- Andy Kershaw - the sequel!
- Alexander McCall Smith would be wonderful - or Michael Morpurgo for children.
- More comedians, a heavyweight author, current affairs

### **Other comments**

- Great event - always like it
- Interesting highlight of the Autumn which could be more widely publicised in local area.
- The seats at the Town Hall are really uncomfortable, even for 1 hour!
- It obviously involves a large number of volunteers but does provide interest to a lot of people and adds value to the Town's social life
- Thanks to all involved. It's a great plus for Morley!
- Excellent speaker and super function (lunch). Please do continue with this literature festival - very enjoyable event.
- The tea event was full! So disappointing.
- A great addition to the cultural life of the town and Leeds
- Not very well advertised - when I searched the internet I struggled to find the details to book.
- Fantastic festival, very proud to tell others about it. Hope it continues for many years - we intend to support it.
- Absolutely brilliant!
- Although well attended, not many people seemed to know about the festival.
- Good event - needs wider advertising in Dewsbury/Batley/Cleckheaton etc
- Have a mailing list for email subscribers so that people can be emailed event details in advance and also save on costs.
- Pleased I now know about it.
- Very well organised. Well done!
- Just do as well as you have and more so. It has been well organised.
- I think it is great to have it. Please carry on.
- I normally enjoy the events I attend. I find them informative, pleasant and a very agreeable occasion.
- Excellent. Morley is on the map! (for very good reason). Well done everyone.
- Quality speakers in a local environment - fantastic. Thanks for all your hard work.

- A good selection of events; but the workshops on creative writing and poetry were unfortunately during the day; as I work full time I couldn't go, which was disappointing.
- Please can it go back to being bigger, I understand the funding was cut, but this festival should be prioritised.
- Thank you! It is great to have this festival in Morley. Just a shame there isn't a book shop!
- A very good thing for the whole community
- I would love to see this as a year-round initiative, more creative writing courses etc.
- I think it is a great event and well organised with tremendous support.
- It's the first time I've been, and I've enjoyed it. It's also easy to get here and find the right places.
- Keep up the good work, and keep Morley on the map!
- The festival committee work hard to bring this festival week to Morley
- It's a great thing - this is my third one!!
- Great festival. Fantastic to be able to listen to such high quality talks so close to home (Dewsbury). Thank you!
- Love it.
- Very impressed. Keep up the good work. Such a high quality local festival.
- Keep up the good work.
- Fabulous - keep up the good work.
- Be nice to see some 'young faces' . Get the local High Schools interested?
- Great little festival. Shame it clashes with Ilkley
- We thoroughly enjoyed our first experience of Morley Literature Festival and are already looking forward to next year!



Report author: Aretha Hanson  
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**Report of the Assistant Director (Citizens & Communities)**

**Report to South Leeds (Outer) Area Committee**

**Date: Monday 2<sup>nd</sup> December 2013**

**Subject: Summary of Key Work**

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

**Summary of main issues**

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

**Recommendations**

The Area Committee is asked to:

- a) note the contents of the report and make comment as appropriate;
- b) note the draft Strengthening Links between Town and Parish Councils Action Plan and make comment as appropriate;

## **1.0 Purpose of this report**

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

## **2.0 Background information**

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

## **3.0 Main Issues**

### 3.1 Area Chairs Forum

- 3.1.1 The minutes of the meeting held on 4<sup>th</sup> October were approved at the meeting on 25<sup>th</sup> November 2013 and will be presented to a future Area Committee.

## **4.0 Updates by theme: Children & Families**

### 4.1 Geographically Targeted Youth Work – Area Committee Influence

- 4.1.1 Area Support teams are supporting Children's Services colleagues in their work to enable Area Committees to influence and guide geographically targeted youth work in their localities. Following an initial meeting in November officers are planning a series of Area Committee based workshops in the Members Lounge at Civic Hall. The purpose of the workshops will be to:

- provide information to Members on the overall Youth Offer (including delegated Activity funds)
- enable Members to shape a Service Level Agreement and have their say on how influence will work in practice

- 4.1.2 These meetings will take place in January 2014. Ahead of these meetings the Youth Offer team are meeting locally with Area Committee Chairs and Area Committee Children's Leads to discuss local priorities/current youth work delivery. These local meetings will provide opportunities for Area Committee to influence youth work delivery in advance of a final Service Level Agreement.

### Youth Activities Fund Delegation

- 4.1.3 An invitation to apply for Activities Funding went live on Monday 28<sup>th</sup> October and the closing date for applications was Wednesday 13<sup>th</sup> November. The Youth Matters Group reviewed applications and have provided feedback. This will be collated and considered at the next Youth Activities Fund Steering Group which is currently being arranged. Updates will be provided to future Area Committees.

## 4.2 Procurement Pilot

4.2.1 The completion of the Transforming Procurement project within Leeds City Council produced a new procurement strategy that uses a category management system to improve outcomes and value for money from the goods, works and services it buys. The strategy highlights the importance of engagement with Elected Members, service users and providers throughout the procurement process. This ensures the procurement takes into account locality working and reflects needs and opportunities.

4.2.2 Area Support Team and the Procurement Unit have been working together on two strands of work. Firstly, to understand how the aims of the procurement strategy around engagement with stakeholders can be practically applied. Secondly, as increasing resources are delegated to Area Committees, how the Procurement Team can support the Area Committee undertake a robust commissioning process that ensures that as a public body, Leeds City Council decision making processes are open, transparent and legally sound, as well as meeting the needs of communities by improving outcomes for service users, and delivering value for money.

4.2.3 This work is focusing on two areas, one where the budget being used to commission services is held centrally, and one where the budget is held locally. The areas of work chosen by Procurement Unit in conjunction with Area Leaders are Public Health (central budget) and Youth Activities Fund (local budget). Paperwork being produced as part of this work includes a framework for what to include in Member briefing notes at the start of a commissioning process, an overview of planning a simple procurement, a flowchart for officers on how to identify when to commission and how to undertake it, and a specification form that will provide details for interested parties on the procurement. For the 2013/14 Activities Fund the Procurement Team is supporting the Area Committee by ensuring promotion of the fund is made as broad as possible. Further work will be completed on paperwork and processes by January 2014 with the view to test them on the Activities Fund in 2014/15.

## 4.3 Basic Need Workshops

4.3.1 At the South East Area Chairs meeting on Friday 15<sup>th</sup> November, the three Area Committee Chairs agreed to the January Area Committee meeting being dedicated to the key issue of Basic Need of school places. The first half an hour of the meeting will complete core Area Committee business and the remaining three quarters of an hour will be a workshop to look at Basic Need issues and provide a forum for discussions with Members and relevant officers on potential solutions for the future.

4.3.2 Colleagues in Children's Services are also arranging a separate city wide workshop that will be held prior to the January Area Committee workshop to brief Children Services Area Leads and Local Authority partners on this issue.

## 6.0 Updates by Theme: Sustainable Economy and Culture

### 6.1 Community Centres Sub Committee

6.1.1 The Community Centres Sub Committee last met on 6<sup>th</sup> November 2013 and draft minutes are attached at **Appendix 1**. The next meeting is scheduled for 5<sup>th</sup> February 2014 and minutes will be presented to a future Area Committee.

### 6.1.2 Drighlington Library

A report recommending that the Director of Environments and Housing approves a grant to the Friends of Drighlington Community Library to the value of £6,860 covering the rent and service charges for a further 12 months was presented on Wednesday 23<sup>rd</sup> October and is attached at **Appendix 2**. The Director approved a further six month period and recommended that Area Support team work with Libraries to undertake a further review and report back.

### 6.2 The Point Steering Group

6.2.1 The Point Steering Group last met on 25<sup>th</sup> November 2013 and minutes will be presented to a future Area Committee.

### 6.3 Morley Empty Shops Fund

6.3.1 The Morley Empty Shops Fund is available for shops in Morley and landlords can apply for a maximum of £2,600 towards the costs of replacing shop fronts. To date three premises have benefited from the fund and there is a remaining balance of £5,457.00 providing scope for a further two shop fronts.

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

### 7.1 Outer South Environmental Sub Group

7.1.1 The Outer South Environmental Sub Group met on 25<sup>th</sup> September 2013 and draft minutes are attached at **Appendix 3**. The next meeting is scheduled for 25<sup>th</sup> November 2013 and minutes will be presented to a future Area Committee.

## 7.2 Community Safety

### Partnership and priorities

7.2.1 The Safer Leeds Executive priorities for 2013/14 are as follows:

- Strengthening the partnership approach to support a reduction in **domestic abuse**.
- Continued focus on reducing domestic **burglary** and its impact across Leeds.
- Effectively tackle and reduce **ASB** in our communities
- Improve our understanding of and approach to deal with **Child Sexual Exploitation**
- Reduce **re-offending**
- Deal with increased use of **legal highs and cannabis** in the city

7.2.2 The South Leeds Community Safety and Environmental Partnership is due to meet on 19<sup>th</sup> November. The minutes will be circulated via email when they are available.



### 7.2.3 Area Lead role

The Area Lead Member for Community Safety is due to meet with the Area Community Safety Co-ordinator in order to approve the content of the Annual Community Safety report. The report will be presented to the March meeting of the Outer South Area Committee.

### 7.2.4 Policing review

The newly appointed District Commander for Leeds (Chief Supt Paul Money) will be attending the Area Chairs Forum in November to provide a briefing to the Area Chairs on the subject of the policing review. This will be followed by a report to the Outer South Area Committee in March 2014 by Chief Inspector Nick Adams.

### 7.2.5 Preventing Violent Extremism

A briefing session for all Elected Members in the South East wedge is being planned for early in 2014. The outline content of the session has been approved at a meeting of the South East Area Committee Chairs in November 2013. The session will include international context, national and local strategies, neighbourhood issues. It will give Members the opportunity to explore how they can support the agenda in their communities. A workshops on the same issue, is also being planned for front line workers across the South East wedge.

### Key achievements

#### 7.2.6 Burglary reduction

Members have received via email a progress report on reductions of burglary across Outer South in recent months. Partners will continue to work together to sustain these reductions.

#### 7.2.7 Tackling and reducing ASB

Operation Flame is a multi-agency plan that seeks to limit the seasonal increase in ASB and secondary fires associated with Mischief and Bonfire Nights. The document for 2013 has been circulated to Members. It will be reviewed at the November meeting of the South Leeds Community Safety and Environmental Partnership. Members are invited to share their views with the Area Lead Member.

#### 7.2.8 Supporting the partnership approach to reducing domestic abuse

The Domestic Violence Strategy Group is consulting with partners on the development of the new strategy and action plan to reduce domestic abuse in the city. It is anticipated that the consultation will be complete and new locality arrangements will be in development by the end of the financial year 2013/14. The strategy is due to be considered by the South Leeds Community Safety and Environmental Partnership at its November meeting. Members are invited to share their views with the Area Lead Member.

## **8.0 Updates by Theme: Health and Well being**

8.1 The area Health and Wellbeing Partnership reviewed the South East Area Health Wellbeing Activity September Update was presented to the last Area Committee. The annual update will be presented to the March 2014 Area Committee along with updated information on the health profiles.

## **9.0 Updates By Theme: Housing and Regeneration**

### **9.1 Conservation Audits**

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

## **10.0 Local updates**

### **10.1 Community First Grants**

10.1.1 Community First Grants are summarised at **Appendix 4**.

### **10.2 Strengthening Relationships between Town and Parish Councils**

10.2.1 At the July 2013 Area Committee meeting Members agreed to establish a working group to agree options for strengthening links and report back to Area Committee. The first meeting of the group took place on 11th October 2013 and an Action Plan was developed and is attached at **Appendix 5**.

10.2.2 It was agreed that the Working Group would meet again in February 2013 to review and revise the Action Plan, as appropriate.

10.2.3 Members are invited to note the Action Plan and make comment as appropriate.

## **11.0 Corporate Considerations**

### **11.1 Consultation and Engagement**

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

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

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

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

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

### **11.3 Council Policies and City Priorities**

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

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

### **11.4 Resources and Value for Money**

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

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

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

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

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

### **11.6 Risk Management**

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

### **12.0 Conclusions**

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

### **13.0 Recommendations**

13.1 The Area Committee is asked to:

- a) note the contents of the report and make comment as appropriate;
- b) note the draft Strengthening Links between Town and Parish Councils Action Plan and make comment as appropriate;

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

14.1 There is no background documents associated with this paper.

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

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Wednesday, 6<sup>th</sup> November 2013

Tingley Youth and Community Centre

Notes



# Leeds

CITY COUNCIL

<b>PRESENT:</b>	Cllr Lisa Mulherin (Chair) Officers: Sharon Smith(SS), Malcolm Fisher (MF), Carl Sawyer (CS), Sarn Warbis (SW), Jonathan Sharp (JS) ), Moira Burke (MB), Emma Bedford (EB)
<b>APOLOGIES:</b>	Cllr Gettings, Cllr Elliott, Cllr Nagle

<b>1.0</b>	<b>Welcome &amp; Apologies</b>	<b>ACTION</b>
1.1	Councillor Mulherin welcomed everyone to the meeting and apologies were given.	
1.2	MB introduced Sarn Warbis who would be attending the meetings in place of Trudie Canavan who has now moved on to another role. SW confirmed that he will be taking on this role as temporary for 3 months in the first instance.	
<b>2.0</b>	<b>Minutes of the last meeting</b> Minutes of the last meeting held on 15 <sup>th</sup> May were agreed as a correct record	
<b>2.1</b>	<b>Matters arising</b>	
	<p><b>6.3</b> CS mentioned that a meeting is to take place with Martin Dean on the 12<sup>th</sup> November to discuss Community Centres and Lettings. Martin Dean is the Lead Officer who is now looking at the review of Community Centres and Lettings since it has moved over to Citizens and Communities Directorate from Environment and Neighbourhoods.</p> <p>It was noted that one of the items on the agenda will be the lettings application form. The group were informed that members will be made aware of the timescales for reviewing the lettings policy and lettings form as the work program is developed and will be included in the early discussions to shape any proposals.</p> <p>Update to be brought back to the next meeting.</p>	MD
	<b>7.2</b> Ardsley and Robin Hood members have now received keys and codes to the Tingley Youth and Community Centre. Cllr Mulherin mentioned that it is working well.	
	<p><b>5.1</b> Licensing of Community Centres – Les Reed was unable to attend the meeting today and sent a brief update with CS regarding the availability of event notices.</p> <p><b>Action</b> : MB to invite Les Reed to the February meeting to give an update on the Licensing of Community Centres</p> <p><b>Action</b> : MB to note that CS has given his apologies in advance of February 2014 meeting</p>	CS  MB MB
	<b>6.1 Drighlington Meeting Hall</b> – The group were informed that Members are in conversation with Drighlington Rugby Club regarding planning issues.	

	<b>Action</b> : Neil Charlesworth to be invited to the February meeting to give a clearer update	MB
	<b>7. 1 Rose Lund</b> Centre has now been transferred over to Children Services.	
<b>3.0</b>	<b>Pricing and Lettings Policy</b>	
3.1	CS mentioned that this was part of the Community Centres review had commenced approximately 18 <sup>th</sup> months ago. The review was put on hold pending the transfer to Citizens and Communities and new arrangements including the review of the Pricing and Letting Policy will be picked up by Martin Dean	MD
<b>4.0</b>	<b>Outer South Community Centre Work Plan</b>	
4.1	The work plan was reviewed (see work plan).	
4.2	Councillor Mulherin requested information on the CCs that were managed through AVHs now they are moving back in to the Council.	
	<b>Action</b> : update to be given at the meeting in February 2014	SW
<b>5.0</b>	<b>Review of the Terms of Reference</b>	
5.1	To be reviewed at the next meeting	All
<b>6.0</b>	<b>Tingley Youth and Community Centre – Internet Access</b>	
6.1	This item was discussed as part of the work programme	
<b>7.0</b>	<b>Any other business</b>	
7.1	None	
<b>8.0</b>	<b>Time and date of next meeting</b>	
8.1	10:00am Wednesday, 5 <sup>th</sup> February 2014 – Windmill Community Centre Action : MB to book the meeting room for this meeting	MB & All to note
8.2	<b>Dates of future meetings</b> Wednesday, 7 <sup>th</sup> May 2014 at 10:00 am – 11:30 am Wednesday, 5 <sup>th</sup> November 2014 at 10:00 am – 11:30 am	All to note

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

SOKW  
Appendix 1(b)

Chair: Cllr Bob Gettings							
Members: Cllr Judith Elliott(Morley South), Cllr Lisa Mulherin ( Ardsley & Robin hood), Cllr David Nagle( Rothwell), Sarn Warbis (Citizens and Communities), Jonathan Sharp (Citizens and Communities), Carl Sawyer (Facilities Management), Sharon Smith(Facilities Management), Malcolm Fisher (Corporate Property Management), Moira Burke(Area Support Team), Aretha Hanson(Area Support Team)							
Strategic Target	Facilities	Action/Issues	Comments	Progress discussed at the last meeting	Action Owner	Contributing Officers	Due Date
To ensure the community centres portfolio is operating effectively		Dighlington Hall	pulling together the assets across the area take bookings for the meeting room - under which portfolio	Drighlington Meeting Hall comes under Citizens and Communities	Sharon Smith		
		Library		Library is ran by the Community			
Maintenance and management issues	Blackburn Hall	Ladies toilets	could do with being updated, the original lino is still in evidence noted that the gents toilets have been updated	Toilets have been checked the lino is dated but is not damaged or worn. The mens' toilets where updated about 18mnths ago but there was not enough budget to do the ladies. Cllr Mulherin asked for a quote to see how much it would cost to replace the lino			5th February 2014
		Chairs need to be replaced	due to a visitor falling of a chair all of the eight year old padded chairs have been removed Remaining seating is old hard plastic chairs  Events taking place on 6/7 December suitable chairs need to be in place	150 plastic chairs still in situ. Price being sought for additional 150 stacking chairs. Minimum cost identified £3,000 chairs have been ordered and will be delivered next Tuesday - SWJS to keep SS informed	Sarn Warbis		
	Churwell Community Centre (Stanhope Hall)	Update on lease	Lease still being progressed by legal team. No update	lease is being progressed - ongoing Churwell Community Association have had draft lease for a year. They cancelled meeting scheduled on 3rd October days before the meeting. City Development Surveyors to chase up	Sarn Warbis		5th February 2014
	East Ardsley CC	East Ardsley Community Association have signed and returned the Heads of Terms so the lease is now being drafted by Legal.		Lease still being progressed by legal team - ongoing	Sarn Warbis		5th February 2014
	Morley Town Hall (Morelian, Alexandra Hall, Small Banqueting and Large Banqueting)	Ongoing work to resolve hearing and heating issues was explained. The Council Chamber would receive a 'loop' facility. Meanwhile, it was suggested that the Alexandra Hall should also be fitted out.	Pauline has organised for the loop system within the building (Alexandra Hall, Council Chamber and Large Banqueting Hall) to be checked and a quote to be provided for it to be repaired.	Sharon Smith has asked for a quote to rectify the problem with the loop system in the Council Chamber Cllr Gettings to be kept informed of the outcome	Sharon Smith		5th February 2014

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

SOKW  
Appendix 1(b)

Strategic Target	Facilities	Action/Issues	Comments	Progress discussed at the last meeting	Action Owner	Contributing Officers	Due Date
		Cllr Elliott raised an issue regarding the litter that is dropped around the building and at the side steps	Environmental services and MTH caretaker	Find out cleaning scheduled for MTH and liaise with Caretaker to ensure this is progressed Carl Sawyer to reiterate with his staff that they need to clean around the perimeter of the Town Hall	Carl Sawyer / Environments		
		<b>Large Banqueting Room:</b> o Look into requesting some painting from Leeds Arts Gallery's storage for display o Costing for Edwardian light fitting over the piano	Stephanie Mortimer to progress with the issues identified. Carl Sawyer to provide costing for the light fitting	It was suggested to hire paintings through the Art Gallery - there maybe a small cost Gerry Battye - Building Superintendent to come back with costings	Carl Sawyer Carl Sawyer		5th February 2014
		<b>Alexandra Hall:</b> o Smashed window needs repair o Covering on arched windows peeling off, permanent blinds required o Dedicated bar room/area needed o Collapsible staging	Stephanie Mortimer to progress with the issues identified. Carl Sawyer to provide costing for the collapsible staging	no progress in terms of repairing smashed windows - proposed that it be done by christmas CS to obtain a list from the Building Superintendent regarding any <u>outstanding work issues</u> ongoing	Carl Sawyer Carl Sawyer		5th February 2014 5th February 2014
		o Balcony Chairs to be replaced	chairs and fittings have been removed due to being unsafe and damaged	to identify costs and look at possibility for local businesses / heritage funds to try and raise money for the replacements.	Sarn Warbis		
		<b>Wells:</b> Provide lighting in the Wells to illuminate the stained glass windows	Costing has been quoted at £600.00. Actual cost circa £10,000. Cllr Gettings pursuing Heritage Lottery funding	Costings significantly higher as 1st anticipated reason being that the scope of the work has changed by the numbers of windows going from a couple to 17 and there is the cost of the scaffolding which is £5,000	Les Reed/Malcolm Fisher		5th February 2014
		<b>Morley Literature Festival 2013 issues raised</b>	Incorrect invoice being issued Incompatability of events going on in the building at the same time Rooms not set up to specification Town Hall attendants not being available when required	Carl gave the group a quick update regarding the complaints Les Reed to send an email regarding the issues raised	Les Reed/ Carl Sawyer		
	<b>Lewisham Park</b>	No issues at present					
	Rose Lund Centre	No issues raised since transfer to Children's Services					
	<b>Tingley Youth &amp; Community Centre</b>	key holding parking Issues pensioners lunch	to look at additional parking when needed - find costs to re marking the tarmac and come back to the group with a cost	Cllrs were given keys and codes this is working well Parking issues not been rectified - Sharon Smith to speak with Noreen Metcalfe regarding parking issues to see if they can come up with a suitable solution regarding parking for when the luncheons are taking place	Sharon Smith		5th February 2014



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

Strategic Target	Facilities	Action/Issues	Comments	Progress discussed at the last meeting	Action Owner	Contributing Officers	Due Date
		Accessing a wireless network in a safe and affordable manner - IT Access - to fit new venues will be charged £500 per node, then another £500 to upgrade in March 2014. At the moment comps can run of the current Leeds Learning Connection, also maybe to use a Wifi dongle at the cost of £59.99 each	A dongle to be used as an interim solution (estimate £180) Ellie Rogers & Richard Jones led discussions on who pays for this installation (£500) Peter Harding updates that community group opted to use wifi dongle as this could cope with their usage needs. If data needs increase this will be revisited. cupboard found to lock away computers	MF to see if we are on target for the upgrade in March 2014 Tingley CC to be put to the top of the list when the new wireless access comes in to place in March 2014	Malcom Fisher / Peter Harding (IT)		5th February 2014
		Room booking and storage	Lettings to investigate location of key for tables and chairs cupboard so this can be accessed by centre users • Lettings to investigate location of key for tables and chairs cupboard so this can be accessed by centre users. • ASC use building 8am -4pm but it is available after this, the gym space downstairs is available throughout the day if accessed via the outside door.	Breakdown in communications when venues are been booked. CS/SS to raise with staff to see what is happening. Talks are taking place to set up new systems to be able to book venues on line. Issue around storage meeting to be arranged with Service Users/officers and Elected Members to discuss the issues SS to organise	Sharon Smith		5th February 2014
	<b>West Ardsley Community Centre</b>	• Although Kaleidoscope were awarded rental support for West Ardsley CC in 2011-12, this is reviewed annually. It is unlikely that rental support will continue for 2012-13 due to the organisation being in a healthier financial position.  • 90% rental support awarded for 2012-13	Various attempts to contact group has been unsuccessful. Agreed by Neil Evans on the 14th March to revert back former agreement	update the group at the next meeting 2014-15 £3k rent 2015-16 £6k rent 2016-17 £8,900 rent 2017-18 and beyond £10k rent Group will not be receiving further rental support	Sam Warbis		
	<b>Windmill Youth Club</b>	Disabled access within the building and disabled toilets are inadequate - If a wheelchair user gets out of their wheelchair, uses the stair lift up the few stairs, their wheel chair is still at the bottom of the lift.	Corporate Property Management has been instructed to carry out an updated DDA survey to improve access to the area leading to and within the disabled toilet facilities at Windmill Youth Club and to advise how access can be improved and to provide costs for carrying out this work. CPM's records indicates a survey was carried out in October 2010 and no proposals for how to improve access to the disabled toilet area have been put forward by CPM. Once all the DDA surveys have been completed CPM will draw up a prioritised list of projects where work is to be carried out. Every effort will be made make this a priority taking into account existing work programmes. Date for DDA survey not conformed yet.	ongoing - this is part of the CC review would be extremely expensive to repair / replace /fit anything extra - no funding available at this time it is massively underused need to understand the ownership of the building need to find new usage of the bulding	Malcolm Fisher		6th November 2013

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

Strategic Target	Facilities	Action/Issues	Comments	Progress discussed at the last meeting	Action Owner	Contributing Officers	Due Date
		Ascertain ownership of washer-Dryer Machine	To have the washer/dryer removed and placed in storage. If no one comes forward to claim it. It should be recycled. St Jude's, SLATE or St Vincent can be explored.	washer / dryer to be moved on the 28th October and to be stored at crossgates knowsthorpe Les Reed to email Cllr Bruce with a response to the email sent regarding this matter Carl Sawyer to look in to the issue of number of members who were sleeping "rough" and required the use of the machine note on machine not to get rid off still in holding	Carl Sawyer		6th November 2013
Rationalisation of community facilities portfolio	Gildersome Youth Club		no issues				
	St Gabriel's Community Centre	CPM to investigate and report on current position regarding repairs at this centre.	Repairs included in the maintenance programme	no planned services at the moment MF handed a copy of the repairs to Cllr Mulherin for information	Malcolm Fisher		
		Broken/cracked windows delaying the painting of the window frames	Les Reed raised a call with CPM	Job to be completed this week	Malcolm Fisher		5th February 2014
Pricing and Lettings Policy for South Leeds	All	Implementation of a revised Pricing & Lettings Policy for South Leeds, this has not progressed due to the city wide review taking prominence. The three sub groups mentioned have been working on various aspects of the review.	City Wide Review still under way, meeting scheduled for 19th November 2012. Sub groups set up to oversee a number of strands:	discussion at scrutiny - waiting on outcome of review	Sarn Warbis		
			<b>1st Group: Rationalisation of existing centres</b> and looking at the 16 sites	discussion at scrutiny - waiting on outcome of review	Sarn Warbis		
			<b>2nd Group: Partnership and new opportunities</b> - a visit to Huddersfield to look at remote control access to door entry and CATs	discussion at scrutiny - waiting on outcome of review	Sarn Warbis		
			<b>3rd Group: Value for Money</b> - led by Steve Hulme- use /longevity of community centres	discussion at scrutiny - waiting on outcome of review	Sarn Warbis		
Promote the facilities we have on offer to local people, businesses and organisations		Develop marketing and promotional strategy for Outer South Leeds Community Centres		Development is on going - to be looked in to as part of the review - to set up links on google and google maps to connect to Community Centres - to look at setting up blogs	Sarn Warbis		

**Report of the Area Leader – South East Leeds**

**Report to the Director of Environments & Housing**

**Date: Thursday 24<sup>th</sup> October 2013**

**Subject: Friends of Drighlington Community Library request for Community Subsidised Accommodation**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes Morley North	<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. In May 2011 Executive Board approved a major review of Leeds Library and Information Service called a New Chapter for Libraries. As part of this review it was agreed that Drighlington Library could remain open for 12 months in order to explore the potential for a community run library.
2. Drighlington Library is based in one room in Drighlington Meeting Hall building, the remainder of the property provides community meeting space. Friends of Drighlington Community Library do not want to take responsibility for the whole building. As a result Drighlington Meeting Hall has been transferred to the Citizens and Communities portfolio and delegated to Outer South Area Committee.
3. The sole management and running of Drighlington's library service was handed over to the Friends of Drighlington Community Library in November 2012 and Leeds Library and Information Service ended their interest in Drighlington Meeting Hall.
4. Friends of Drighlington Community Library are a group of local volunteers and do not have a budget to cover rental costs. A Rental Assessment for the library space in Drighlington Meeting Hall has been undertaken. The rent is calculated at £5,000 per annum and Service Charge is £1,860 per annum.

5. The friends of Drighlington Library received subsidised accommodation in the first year of operation. This report requests a continuation of the subsidised rental for the accommodation calculated at £6,860 for a further year to cover rent and services cost. This proposal is supported by the Outer South Area Committee.
6. A Tenancy at Will is in place with a review mechanism to take effect in 12 months which would give time for future arrangements to be considered.

### **Recommendations**

7. It is recommended that the Director of Environments and Housing continues the rent subsidy by providing a grant as per 2012/13 and approves a grant to the Friends of Drighlington Community Library to the value of £6,860. This grant will cover rent and service charges for a further 12 month period. The funding to be made by way of an internal recharge against the Drighlington Meeting Hall and Library cost centre, within the community centres budget.
8. It is also recommended that this arrangement be reviewed in 12 months to determine whether the arrangement should continue and to agree future conditions of use, with a view to reducing the level of subsidy on a sliding scale.

## **1 Purpose of this report**

- 1.1 The report outlines a request that the Director of Environments and Housing waives the standard community rental agreement (CRA) cost for space within Drighlington Meeting Hall and agrees subsidised occupation to the value of £6,860 for the rent and service charges to the Friends of Drighlington Library.

## **2 Background information**

- 2.1 In May 2011 the Executive Board approved a major review of Leeds Library and Information Service. The recommendations included the proposal to delay for a year, the closure of a number of libraries of which Drighlington Library was one, to investigate other options.
- 2.2 The Library is based in one room in the Drighlington Meeting Hall; the remainder of the property provides community meeting space. Friends of Drighlington Community Library do not want to take responsibility for the whole building. It was agreed that the building would remain under the control of the council but that the library space would transfer to the 'friends of' group.
- 2.3 Leeds Library and Information Service terminated their service in Drighlington on 27 October 2012. A handover audit took place with the Friends of group on 29 / 30 October in preparation for the group taking over operations from November 2012.
- 2.4 Morley North Ward members were consulted and supported the centre being transferred to Environment and Neighbourhoods and to their portfolio of community. The day to day management of the centre and the community lettings continues to be managed by Facilities Management, who currently manage the Environment and Neighbourhoods centres that are delegated to area committees.

## **3 Main issues**

- 3.1 Friends of Drighlington Community Library are a local group of volunteers working to keep the Library open. They have over 70 volunteers who operate the Library on Tuesdays between 9 am and 7 pm. The "Friends" have a management committee of 9 Trustees who organise the rota, events and fundraising.

3.2 The table below highlights progress made since the group took over operations of the library. The Friends of Drighlington Library's mission statement is to serve the local community, develop sound literary, cultural and social skills by means of the following:

Action	Progress to date
<p>Arrange access to a range of books for all ages and subjects.</p>	<ul style="list-style-type: none"> <li>• received a donation from the Parish Council which has enabled the group to increase the selection of children's books</li> <li>• increased the Crime section – it now fills three bookcases instead of two</li> <li>• expanded non fiction and biographies</li> </ul>
<p>Provide a meeting place for elderly or disabled members of the community and mothers with young children who cannot easily access other libraries i.e. Gildersome or Morley</p>	<ul style="list-style-type: none"> <li>• Increased the opening hours so that the library is open at least 4 hours a day for 5 days of the week. It is open for a full day on 2 days a week, enabling those who work to use the facilities</li> <li>• there are two areas of comfortable seating for socializing</li> </ul>
<p>Encourage general reading throughout the year not just in term time to improve literacy and participate in the summer reading challenge</p>	<ul style="list-style-type: none"> <li>• Opened after school hours 2 days a week and Saturday mornings.</li> <li>• Thirty six children took part in the Summer Reading Challenge which involved children up to the age of 11 being challenged to read 6 books over the summer holidays</li> </ul>
<p>Drighlington Infants and Primary School asked the group to support their curriculum with appropriate books and displays and to start a supported homework club including computer access especially for those children with limited access to computers</p>	<ul style="list-style-type: none"> <li>• The Friends have met the Head Teacher and the School Council and are awaiting feedback in relation to after school use</li> <li>• A new volunteer has been recruited who has links to the school and is promoting engagement with the school. At present one class comes across on Tuesday and Friday afternoons so that the children can borrow books from the library in the name of their teacher</li> </ul>
<p>Provide a photocopier for business, club and individual use</p>	<ul style="list-style-type: none"> <li>• Photocopier/printer has been well used</li> </ul>

Action	Progress to date
Continue to encourage young children to participate in art and craft activities during school holiday periods	<ul style="list-style-type: none"> <li>• craft events held for children during school holidays which have been very popular and well attended with parents requesting more</li> </ul>
Encourage more people to use the library by providing jigsaws, board games and daily newspapers	<ul style="list-style-type: none"> <li>• jigsaw library for both children and adult members and a chess set for use</li> <li>• Both local and national papers provided on 3 days of the week as well as current magazines.</li> </ul>
Start a Reading Group where adults can enjoy books together	<ul style="list-style-type: none"> <li>• on hold due to the cost of buying several copies of one book, which is essential for a reading group</li> </ul>
Develop Story Times for pre-school children	<ul style="list-style-type: none"> <li>• story time takes place every Friday at 2.15pm</li> </ul>
Continue to develop links with the Morley Literature Festival	<ul style="list-style-type: none"> <li>• In 2012 the group had a stall in Morley high street publicising the library during the Festival.</li> </ul>

- 3.3 A building survey was carried out on the 14<sup>th</sup> August 2012; a rental assessment was undertaken and costs given (£5,000 per annum for premises + £1,860 for services charges).
- 3.4 Friends of Drighlington Community Library was to take occupation of the space on the understanding that there would be a CRA (Community Rental Assessment) undertaken.
- 3.5 It is requested that the group is allowed subsidised occupation to the value of £6,860 to reflect rent and service charges. This proposal is supported by Morley North ward members and the Outer South Area Committee. The group is currently on a Tenancy at Will while the lease is being developed. This is a temporary arrangement between the library providers and the council. The Tenancy at Will will terminate when the lease has been agreed and signed. This is to ensure they are set up correctly to ensure that all interests are protected if an asset transfer takes place in the future.

## 4 Corporate Considerations

### 4.1 Consultation and Engagement

- 4.1.1 Rental charges are a matter between the user and the Council and are not therefore subject to wider consultation (the current Community Centre review will

be considering community centre charging policies and there will be consultation on this with all interested parties in due course).

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

4.2.1 Drighlington Meeting Hall is open to all groups to use. Equality Impact Assessment (EIA) screening has been undertaken to establish whether or not a full EIA should be completed at this time and it has been concluded that a full EIA is not required as the decision would have no negative effect on any particular equality characteristics, indeed the location of the service within the community has positive benefits, and the terms of the occupation are such that the position in relation to access to the facilities by the community can be reviewed within the 12 month period of occupation. The current Community Centre Review is also looking at availability and use of community facilities over the longer-term and EIAs relating to this work will be undertaken as the review progresses.

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

4.3.1 The proposal to support the transfer of the library service to the community to run supports the ambition of the council to empower local people.

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

4.4.2 The budget from Leeds Library and Information Service to run Drighlington Meeting Hall has been transferred to Environment and Neighbourhoods and any future income would go to Environment and Neighbourhoods.

4.4.3 Although the proposal involves waiving £6,860 of the full rental income and service charge, this will not affect the income target as no income has previously been generated through the hire of this space.

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

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

## **4.6 Risk Management**

4.6.1 The building is in a reasonable state of repair and the last known conditions survey August 2006 did not identify any major work needed.

4.6.2 Further meetings will be held for smooth transition of building to include operational, financial, service charges and income and arrangements will include a review within the 12 month period to take account of any changing circumstances.

## **5 Conclusions**

5.1 The Friends of Drighlington Community Library took up occupation of the Library space from October 2012 and have operated the library since. As a group of volunteers, they do not have a budget to cover rental costs and service charges. Therefore, it is requested that the group be allowed subsidised occupation to the value of £6,860 to reflect the rent and service charges.



## **6 Recommendations**

- 6.1 It is recommended that the Director of Environments and Housing continues the rent subsidy by providing a grant as per 2012/13 and approves a grant to the Friends of Drighlington Community Library to the value of £6,860. This grant will cover rent and service charges for a further 12 month period. The funding to be made by way of an internal recharge against the Drighlington Meeting Hall and Library cost centre, within the community centres budget.
- 6.2 It is also recommended that this arrangement be reviewed in 12 months to determine whether the arrangement should continue and to agree future conditions of use, with a view to reducing the level of subsidy on a sliding scale.

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

- 7.1 EIA screening document

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

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**MINUTES**

<b>Present:</b>	
Cllr Karen Bruce (Chair)	Ward Member
Cllr Robert Finnigan	Ward Member
Tom Smith	Locality Team
Bob Buckenham	Public Rights of Way
Chris Tomlinson	Waste Management
Jason Kirk	Housing Leeds
Aretha Hanson	Area Support Team
Moira Burke	Area Support Team

		<b>ACTION</b>
<b>1.</b>	<b>Introduction and apologies</b>	
1.1	Everyone was welcomed and introductions were made.	
1.2	Apologies received from Cllr Karen Renshaw and Cllr Shirley Varley.	
<b>2.</b>	<b>Matters arising and minutes of the last meeting (24<sup>th</sup> April 2013)</b>	
2.1	Minute 2.1: A query had been regarding the no public rights of way recorded on the Definitive Map between Queen Street and Merlyn Rees Avenue. The matter has now been dealt with via an alternative source.	
2.2	Minute 3.2: TS will circulate a note to the Outer South Environmental sub group detailing resources in each area.	<b>TS</b>
2.3	Minute 7.2: Fortnightly bin collections. Now that bins were being collected alternately every two weeks there had been reports that some bin lids were not completely closed and Churwell was highlighted as a particular issue. There was a request that crews be flexible whilst the new fortnightly collection is bedded in. CT will advise crews to be more flexible.	<b>CT</b>
2.4	There had also been reports of brown bin issues around the Churwell area. Members requested waste management arrange a meeting with Town Councillors/Ward Members and residents. Hardy Street was given as an example.	<b>CT</b>
2.3	The minutes were agreed as an accurate record.	
<b>3</b>	<b>Locality Service Performance and delivering of SLA priorities</b>	
3.1	TS handed out a report (attached) showing the SSE Locality Service Delivery Performance. The report highlighted that overall 4,579 jobs were received or identified between 1 <sup>st</sup> April and 31 <sup>st</sup> August 2013 of which 1,231 were for the Outer South wedge area (27%). The most	

	<p>prevalent issues in Outer South in the period were, in descending order: fly-tipping, overgrown vegetation, litter and domestic waste issues. There was an increase in domestic waste jobs rising from 8 per month in January to March to 22 in this period. Further highlights include:</p>	
	<p><b>(a) Manual Cleaning between 22<sup>nd</sup> April to 11<sup>th</sup> August:</b> 97% of manual cleansing rotas were undertaken as scheduled in the period an increase from 92% in the previously reported period (January to March 2013). Of the 5 non-running routes 3 were due to holidays and 2 due to sickness.</p>	
	<p><b>(b) Mechanical Cleaning – 22<sup>nd</sup> April to 11<sup>th</sup> August 2013:</b> 76% of the mechanical cleansing rotas were undertaken as scheduled in the period an increase compared to the last period where 73% were undertaken. Of the 37 non-running routes 20 were due to holidays, 11 due to sickness, 3 was due to staff being used by refuse collection, and 3 due to other operational reasons, e.g. training.</p>	
	<p><b>(c) Wedge-wide Services – 1<sup>st</sup> April to 31<sup>st</sup> August 2013:</b> wedge-wide services generally ran as scheduled, with the exception of gully cleaning service which did not run on 27 occasions in the period mainly due to holidays (15 occasions), sickness (7 occasions) and other operational problems (5 occasions). Due to the specialist nature of the service it is often difficult to source appropriate cover.</p>	
	<p><b>(d) Fly-tip removal – 1<sup>st</sup> April to 31<sup>st</sup> August 2013:</b> the speed with which fly-tipping is removed has improved since the last reported period. 76% of fly-tips were removed within 48 hours of being reported, compared to 65% in the previous period.</p>	
	<p><b>(e) Full litter bin emptying – 1<sup>st</sup> April to 31<sup>st</sup> August 2013:</b> the number of bins being reported as overflowing has increased between the two periods from 4 per month in January to March 2013 to 7 per month in April to August 2013. The speed of emptying has fallen with 46% of reported bins being emptied within 2 days in this period compared to 67% in the last period.</p>	
	<p><b>(f) Enforcement activity – 1<sup>st</sup> April to 31<sup>st</sup> August 2013:</b> the number of legal notices served in the period has doubled from 26 between January and March 2013 (9 per month) to 78 in this period (20 per month). This reflects the additional proactive work being done to deal with priority areas.</p> <p><b>Fixed Penalty Notices:</b> There has been a slight increase in the number of FPNs issued from 7 in the last period to 11 in this. The locality team remain focussed on working to increase the level of patrol work, and therefore the number of FPNs issued.</p> <p><b>Prosecution action:</b> three prosecutions were progressed in this period.</p>	

3.2	The following points were raised.	
	<ul style="list-style-type: none"> <li>Concerns regarding the level of sickness. TS confirmed that the process for managing attendance is better embedded. TS to provide a breakdown of sickness in terms of long term and short term sickness levels</li> </ul>	<b>TS</b>
	<ul style="list-style-type: none"> <li>An area from Bruntcliffe Lane down Fountain Street to Corporation Street is untidy and needs clearing. TS to check the route.</li> </ul>	<b>TS</b>
	<ul style="list-style-type: none"> <li>Gully Team – more staff will be trained on using the equipment to ensure work can continue when staff are on leave</li> </ul>	<b>TS</b>
	<ul style="list-style-type: none"> <li>With Housing moving back in to LCC – work roles around environmental will be changing to incorporate the roles that the Housing sections undertake and all roles will come under one section.</li> </ul>	<b>TS</b>
	<ul style="list-style-type: none"> <li>Cigarette ends in town centres highlighted as an issue. The operatives in Morley now have a wheel barrow and the issue will be monitored. There may be an opportunity to explore a scheme of work aimed at issuing Fixed Penalty Notices as a way to change behaviours.</li> </ul>	<b>TS</b>
3.3	Work is currently taking place around AVHL being brought back into Leeds City Council Operations. Discussions are taking place around teams being allocated to zones. Working in this way would address lone working issues, provide cover for sickness/leave. This method of service delivery would provide teams of multi-skilled operatives setting priorities and responding to identified need on a daily basis, thus driving up performance and reducing costs. The expected implementation is March 2014, following consultation with staff and unions.	
4.	<b>Parks &amp; Countryside</b>	
4.1	BB gave an update and the following points were raised:	
	<ul style="list-style-type: none"> <li>Lewisham Park : looking untidy</li> </ul>	
	<ul style="list-style-type: none"> <li>Playgrounds not getting litter picked, bins are full</li> </ul>	
	<ul style="list-style-type: none"> <li>Dartmouth Park: Paul Robinson (P&amp;C) is working with the friends of and ward Members for Morley South to devise a Capital Project for improvements to tennis courts and to develop a MUGA plus signage and improvements for access and horticultural features in the park possible if funding can be secured.</li> </ul>	
	<ul style="list-style-type: none"> <li>Geldard Road Allotments : new fence proposed where natural hedge boundary has gaps</li> </ul>	
	<ul style="list-style-type: none"> <li>Churwell : P&amp;C have worked with Churwell Action Group to install a Field centre at Clark Spring Wood</li> </ul>	

	<ul style="list-style-type: none"> <li>Scratcherd Park: Paul Robinson (P&amp;C) working with sport &amp; CPM and ward Members for Morley South to improve bowling pavilion, if capital funding can be secured. Sport looking at making a grant bid</li> </ul>	
	<ul style="list-style-type: none"> <li>Springhead Park Café – tenders are progressing. Other improvements include 2 new paths, including a new path link to the park. BB to get an update from Vicki Nunns and bring back to group</li> </ul>	<b>BB</b>
	<ul style="list-style-type: none"> <li>Rothwell Country Park continues to develop</li> </ul>	
	<ul style="list-style-type: none"> <li>Woodlesford: Design for a new playground are being developed and bid with Mond Green who now deal with landfill tax monies from Peckfield Action Group continues. P&amp;C working with woodlesford Action Group.</li> </ul>	
	<ul style="list-style-type: none"> <li>Rodillian School Tennis Courts: PS / TS will be setting up a meeting with Ward Members to discuss converting old tennis courts, possibly into a MUGA</li> </ul>	
	<ul style="list-style-type: none"> <li>Lofthouse Recreation Ground: Signs now up to inform people the Play equipment is for youngsters only and site only open dawn until dusk – Bye law / Police aware.</li> </ul>	
	<ul style="list-style-type: none"> <li>Dolphin Lane and Common Lane Allotments – officers are still in consultation with members regarding these sites: Dolphin Lane Allotments fence progressing to Phase 2</li> </ul>	
	<ul style="list-style-type: none"> <li>Skelton Restoration site – Temple Newsam to Rothwell Country Park. New network of public paths being built and dedicated. Link to Rothwell will be achieved when new bridge developed. Can provide plans if Members interested. BB to send plans for the new rights of way to group</li> </ul>	<b>BB</b>
	<ul style="list-style-type: none"> <li>Morley 37 – there is a diversion in place for the work that is been done. There is a new bridge to go in place south of the White Rose Centre over the railway line. This should be completed by Christmas</li> </ul>	
	<ul style="list-style-type: none"> <li>The Morley Footpath 37 Public Path Diversion Order has been made. We had one objection from a telecoms provided but it was withdrawn. The objection period ended on 9th September. New bridge to be placed at the south end of the White Rose Centre over the Railway Line, should be completed by Christmas.</li> </ul>	
	<ul style="list-style-type: none"> <li>Spring Lane – clear bridleway and to be brought back in to use</li> </ul>	
	<ul style="list-style-type: none"> <li>Morley 27 nr Churwell – A frames have been programmed for installation, a quote being prepared, to be covered by S106 funding</li> </ul>	
	<ul style="list-style-type: none"> <li>Members to forward BB specific areas that they feel where work needs to be address and look at what projects can be done by using the A/C wellbeing funds.</li> </ul>	
<b>5</b>	<b>Aire Valley Homes</b>	
5.1	<p>JK gave an update on the environmental work that is taking place</p> <ul style="list-style-type: none"> <li>There was a city wide survey of tenants known as STAR (Survey of Tenants &amp; Residents) and a local Aire valley Homes environmental survey undertaken Jan 2013. These surveys provided robust insight into key wards/areas on environmental issues and satisfaction with services</li> <li>In the Aire Valley Homes budget planning for 2013/14 an Environmental Improvement Fund of £100k to support local initiatives to address the findings of the surveys and drive outcomes</li> </ul>	

	<p>in local areas. This is further supported through Area Panel funding of £40k per panel</p> <ul style="list-style-type: none"> <li>• Aire Valley Homes Tenant Management Officers, Customer Involvement Officers are the main drivers in bidding against this fund through local contacts and knowledge of their areas/patches.</li> <li>• There is also access to a crime reduction fund (£50k for this area) to support lock replacement programmes and better lighting to enhance being safe and feeling safe. Morley and Rothwell Housing Offices have access to these funds.</li> </ul>	
	<p>Environmental work that has been undertaken or commissioned by AVH's</p> <ul style="list-style-type: none"> <li>• Funded larger scale improvement works including Fairfax Avenue, Drighlington, external boundary walling parking scheme; Harrop Avenue, Grove and Terrace, Morley, boundary fencing programmes</li> <li>• Invested over £200,000 in a programme of improvements to communal door entry systems. Part of this investment was used in The Grove in Gildersome.</li> </ul>	
	When AVHL join LCC the environmental work that is undertaken by will move across to Environmental Services.	
<b>6</b>	<b>Any other business</b>	
6.1	<p>CT gave the members a brief update re waste collection</p> <ul style="list-style-type: none"> <li>• Phase 1 is going well 52% increase across the board around recycling</li> <li>• Phase 2 will be coming in to effect from 11<sup>th</sup> November</li> <li>• There are plans to improve the fleet so far there has been 13 brand new trucks and are looking at getting another 20 by the end of December 2013</li> <li>• There is a survey to be done citywide to see where the alternative collections would work and where they will not work</li> <li>• There is to be a dedicated service across Leeds to concentrate on the Highrise flat collections</li> </ul>	
<b>7</b>	<b>Next meeting</b>	
	25 <sup>th</sup> November 2013 – to be rearranged.	<b>MB</b>
<b>8</b>	<b>Forward plan</b>	
	<p>Wednesday, 26 February 2014 at 4pm – venue tbc          Wednesday, 23 April 2014 at 4pm – venue tbc          Wednesday, 24 September 2014 at 4pm – venue tbc          Wednesday, 26 November 2014 at 4pm – venue tbc</p>	

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**Community First Panels****Morley South Community First Panel**

From an allocation of £33,910 the following grant requests have been submitted by the panel.

<b>Funded Group</b>	<b>Recommended Amount</b>	<b>Paid Amount</b>	<b>Disposition</b>	<b>Final actual spend</b>
Morley Cricket & Sports Club	630.00	630.00	Approved	0.00
Tingley Methodist Church	1,400.00	1,400.00	Approved	2,000.00
Morley Camping venture	1,000.00	1,000.00	Approved	0.00
Morley Literature Festival	1,200.00	1,200.00	Approved	0.00
Tingley Crescent Residents Association	1,260.00	1,260.00	Approved	0.00
Morley Rugby Football Club	1,010.00	1,010.00	Approved	1,010.00
Morley Amateur Operatic Society	1,992.00	1,992.00	Approved	0.00
St peters Church Hall users Group	2,500.00	2,500.00	Approved	2,500.00
12th Morley Scout Group	800.00	800.00	Approved	800.00
Morley Camping venture	500.00	500.00	Approved	500.00
Newlands methodist Church	400.00	400.00	Approved	0.00
Siegen Close Residents association	420.00	420.00	Approved	420.00
St Andrews Community Hall Steering Group	2,300.00	2,300.00	Approved	2,300.00
St marys United Reformed Church	1,000.00	1,000.00	Approved	0.00
Morley Town AFC	500.00	500.00	Approved	500.00
Morley Bluebell Majorettes	1,290.00	1,290.00	Approved	1,290.00
Morley Murals	500.00	500.00	Approved	0.00
Kidz n co	301.00	301.00	Approved	2,132.00
Finance and Property Group	600.00	600.00	Approved	0.00
<b>Grand Total</b>	<b>19,603.00</b>	<b>19,603.00</b>		<b>13,452.00</b>

## Community First Panels

### Ardasley & Robin Hood Community First Panel

From an allocation of £50,865 the following grant requests have been submitted by the panel.

Funded Group	Recommended Amount	Paid Amount	Disposition	Final actual spend
Girlguiding Lofthouse	1,250.00	1,250.00	Approved	0.00
East Ardsley In Bloom	712.20	712.20	Approved	0.00
Hilltop Good Companions	1,500.00	1,500.00	Approved	0.00
Lowry Road In Bloom	1,300.00	1,300.00	Approved	0.00
Lofthouse Millennium Green	1,000.00	1,000.00	Approved	0.00
Robin Hood Residents Association	1,000.00	1,000.00	Approved	0.00
Thorpe In Bloom	2,000.00	0.00	Pending	0.00
East Ardsley Luncheon Club	420.00	0.00	Pending	0.00
Tingley TARA Tenants and residents Association	2,350.00	2,350.00	Approved	0.00
East Ardsley United Cricket Club	1,600.00	1,600.00	Approved	0.00
Lowry Road in Bloom	1,000.00	1,000.00	Approved	0.00
Meadows in Bloom	1,000.00	1,000.00	Approved	0.00
Winthorpe Residents Association	1,058.00	1,058.00	Approved	1,058.00
St gabriel's Youth and Community Group	1,500.00	1,500.00	Approved	0.00
St Gabriels Community Centre	299.00	0.00	Pending	0.00
Robin Hood Residents Association	1,500.00	1,500.00	Approved	1.50
Lowry Road In Bloom	1,500.00	1,500.00	Approved	1,500.00
Christ Church Lofthouse PCC Graveyard Group	1,485.59	1,485.59	Approved	878.95
Silhouettes Majorette Dance Troupe	1,000.00	1,000.00	Approved	0.00
East Ardsley United Cricket Club	1,100.00	1,100.00	Approved	1,100.00
East Ardsley In Bloom	1,218.00	1,218.00	Approved	0.00
East Ardsley Community Centre Association	1,050.00	1,050.00	Approved	0.00
Girlguiding Lofthouse	1,250.00	1,250.00	Approved	0.00
2nd Morley East Ardsley Scout Group	1,260.00	1,260.00	Approved	0.00
<b>Grand Total</b>	<b>29,352.79</b>	<b>26,633.79</b>		<b>4,538.45</b>

Status Explained  
Pending or Approved.

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

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

Outer South Area Committee  
Strengthening the Council's relationship with local Town and Parish Councils  
Scrutiny Report: May 2013

Action Plan

Desired Outcome – There are clear pathways and protocols in place to enable open and meaningful dialogue between local councils and their respective Area Committee on matters that impact on their local communities				
Recommendation 3	Action	Lead	By When	Status
<p><i>That local councils and Area Committees give a commitment to work closely together to develop clear pathways and protocols that will enable open and meaningful dialogue on matters that have specific impact on their communities. That Area Leaders take the lead on developing these clear pathways and protocols and report progress back to Scrutiny by December 2013</i></p>	<ul style="list-style-type: none"> <li>Area Leader to introduce attend a meeting of the Town and Parish Councils to give an overview of his role, the role of the Area Support Team and Area Committee</li> </ul>	Area Support Team	February 2014	Planning
	<ul style="list-style-type: none"> <li>Town and Parish Councils and Area Committee papers to be shared</li> </ul>	Gildersome Parish Council Drighlington Parish Council Morley Town Council Area Support Team	On-going	
	<ul style="list-style-type: none"> <li>AST to review T&amp;PC papers to pick out relevant items and report to AC</li> </ul>	Area Support Team	On-going	

<b>Desired Outcome – Area Committee meetings are utilised effectively to address matters of local relevance</b>				
<b>Recommendation 4</b>	<b>Action</b>	<b>Lead</b>	<b>By When</b>	<b>Status</b>
<p><i>Assistant Chief Executive (Customer Access and Performance) promotes the following as good practice amongst Area Committees:</i></p> <ul style="list-style-type: none"> <li><i>The development of a forward work programme and identification of a major ‘theme’ or ‘topic’ for each area committee meeting</i></li> </ul>	<ul style="list-style-type: none"> <li>Forward Plans of T&amp;PC and AC to be shared with each other and cross-checking to establish theme links and develop Area Committee forward plan that has a theme or topic for each meeting</li> </ul>	Area Support Team Drighlington Parish Council Gildersome Parish Council Morley Town Hall		
<ul style="list-style-type: none"> <li><i>That Area Committee reports include a separate section indicating any potential local impacts or challenges</i></li> </ul>	<ul style="list-style-type: none"> <li>Ensure reports presented to Area Committee has a focus at a local level</li> </ul>	Area Support Team	On-going	
<b>Desired Outcome – That local councils and Area Committees work in partnership to maximise local intelligence and achieve more locally responsive and accountable services</b>				
<b>Recommendation 5</b>	<b>Action</b>	<b>Lead</b>	<b>By When</b>	<b>Status</b>
<p><i>That Area Leaders ensure that input is sought from local councils as part of any future area based delegation scheme and particularly around the negotiation of Service Level Agreements</i></p>	<ul style="list-style-type: none"> <li>Environmental Services via Tom Smith to share the Service Level Agreement with T&amp;PC’s</li> <li>Tom Smith to attend T&amp;PCs at least once a year to discuss the SLA</li> <li>Continue to ensure that Leeds City Council Elected Members sit on T&amp;PCs to ensure links are maintained and feed issues to the Area Committee</li> </ul>	Environmental Services  Environmental Services  Elected Members Area Committee Environmental Services Lead	December 2013   On-going	

	Environmental Services Lead to be picked up through the sub-group			
<b>Desired Outcome – That local councils and Area Committees work in partnership to explore opportunities for maximising available resources to best meet the needs of their local communities</b>				
<b>Recommendation 7</b>	<b>Action</b>	<b>Lead</b>	<b>By When</b>	<b>Status</b>
<i>That Area Leaders proactively work with local councils and Area Committees to identify opportunities for maximising available resources to best meet the needs of their local communities</i>	<ul style="list-style-type: none"> <li>Area Leader to introduce attend a meeting of the Town and Parish Councils to give an overview of his role, the role of the Area Support Team and Area Committee</li> </ul>	Area Leader Area Support Team Drighlington Parish Council Gildersome Parish Council Morley Town Council	On-going	
<b>Desired Outcome – That residents are actively encouraged and supported in undertaking volunteering initiatives that will benefit their local communities</b>				
<b>Recommendation 8</b>	<b>Action</b>	<b>Lead</b>	<b>By When</b>	<b>Status</b>
<i>(i) That local councils are proactive in promoting volunteering initiatives and encouraging people to take an active role within their community.</i>	<ul style="list-style-type: none"> <li>Neighbourhood Improvement Officers within AST working with Communities to move forward initiatives</li> </ul>	Area Support Team Neighbourhood Improvement Officers	On-going	
<i>(ii) That the Council's Assistant Chief Executive (Customer Access and Performance) and Chief Officer Localities and Partnerships lead on actively supporting approaches made by local councils for any advice and assistance directly associated with local voluntary initiatives</i>	<ul style="list-style-type: none"> <li>Links with the above</li> </ul>			

<b>Desired Outcome – That partnership working between local councils and Area Committees continues to be actively promoted across the city</b>				
<b>Recommendation 9</b>	<b>Action</b>	<b>Lead</b>	<b>By When</b>	<b>Status</b>
<i>That the three Area Leaders actively promote partnership working with local councils as part of the integrated locality working agenda in the three wedges of East North East, West North West and South East</i>	<ul style="list-style-type: none"> <li>For the Area Leader to explain what Integrated Locality working agenda is and how it links in to the work that the Area Committee do</li> </ul>	Area Leader	February 2014	
<b>Desired Outcome – That the relationship between local councils and Area Committees is continually monitored and developed</b>				
<b>Recommendation 10</b>	<b>Action</b>	<b>Lead</b>	<b>By When</b>	<b>Status</b>
<i>That the Chair of the city wide Parish and Town Council Forum ensures that the Forum's annual meeting is used to provide an opportunity for local councils to openly share their experiences of working with their Area Committees, share good practice and identify potential areas for improvement</i>	<ul style="list-style-type: none"> <li>Dates of Parish and Town Council Forum to be circulated to all</li> <li>Take the learning from the development and delivery of this action plan and share good practice and identify areas for improvement</li> <li>Area to improve:               <ul style="list-style-type: none"> <li>Planning Issues</li> <li>Links to Area Committee sub groups</li> <li>Ensure link through Area Committee Action Plan</li> </ul> </li> </ul>	Town and Parish Councils Area Support Team	November 2014	

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

<b>Recommendation 11</b>	<b>Action</b>	<b>Lead</b>	<b>By When</b>	<b>Status</b>
<i>That Area Leaders work closely with Area Chairs to ensure that Area Committees continue to monitor their relationships with local councils in order to identify strengths and potential areas for improvement</i>	<ul style="list-style-type: none"><li>Area Lead to have a standard agenda item on Area Chairs Briefings to enable monitoring of relationships with T&amp;PC</li></ul>	Area Leader	On-going	

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## 1. Purpose of this report

1.1 This report seeks to provide Members with:

- a) Details of the Wellbeing Budget position.
- b) An update on both the revenue, capital and activities fund elements of the Wellbeing budget.
- c) Details of revenue funding for consideration and approval.
- d) Details of revenue projects agreed to date which link to the priorities and actions in the Area Committee Business Plan (Appendix 1).
- e) Members are also asked to note the current position of the Small Grants Budget.

## 2 Background information

2.1 Each Area Committee has been allocated a Wellbeing Budget which it is responsible for administering. The aim of this budget is to support the social, economic and environmental wellbeing of the area by using the funding to support projects that contribute towards the delivery of local priorities.

2.2 Wellbeing funding cannot be paid retrospectively. An application form must be submitted and approved by the Area Committee before activities or items being purchased through Wellbeing funding are completed or purchased.

2.3 Members are reminded that due to the timescales required for the scrutiny and processing of documentation prior to submission to the Area Committee that the deadline for receipt of completed application forms is at least five weeks before an Area Committee.

## 3.0 Well Being Budget Position

### 3.1 Revenue funding available for 2013/14

3.1.1 The revenue budget approved by Executive Board for 2013/14 is £183,790.00. **Table 1** shows a carry forward figure of **£63,779.29** and funding of £10,508.53 which is attached to on-going projects that was not spent in 2012/13. The total amount of revenue funding available to the Area Committee for 2013/14 is therefore **£237,060.76**.

3.1.2 The Area Committee is asked to note that **£173,394.17** has already been allocated from the 2013/14 Wellbeing Revenue Budget as listed in **Appendix 1** and the remaining overall balance is **£63,666.59**.

3.1.3 Activities Fund Delegation of £30,116 is included at **Table 3** and this shows the breakdown of spend against this budget. The remaining balance is **£22,616.00**

<b>Table 1 : Revenue Well being Budget</b>		<b>2013/14</b>			
<b>INCOME</b>	183,790.00				
<b>Roll Forward</b>	63,779.29				
<b>Less projects carried forward from 2012/13</b>	-10,508.53				
<b>TOTAL</b>	<b>237,060.76</b>				
<b>Area Wide Projects</b>					
<b>Sustainable Economy and Culture</b>	<b>8,200.00</b>				
Small Grants Scheme	£5,000.00				
Communications Budget e.g. printing, meetings	£1,000.00				
Financial Fitness Programme	£2,200.00				
<b>Safer And Stronger Communities</b>	<b>£61,032.41</b>				
Support for Community Safety Off Road Bikes	£1,976.00				
Victims Support – Victims Fund	£1,000.00				
Priority Neighbourhood Worker	£20,402.40				
Site Based Gardeners	£35,654.01				
Community Skips	£2,000.00				
<b>Health and Well Being</b>	<b>£36,500.00</b>				
Garden Maintenance Scheme	£33,000.00				
Community Heroes Event	£1,500.00				
International Day of Older People	£2,000.00				
<b>Children and Families</b>	<b>£20,000.00</b>				
Activities for Children and Young People	£20,000.00				
<b>Total Area Wide projects</b>	<b>£125,732.41</b>				
<b>Balance split across four wards</b>	<b>£111,328.35</b>	<b>£27,832.09</b>	<b>£27,832.09</b>	<b>£27,774.17</b>	<b>£27,774.17</b>
<b>RING FENCED AMOUNTS</b>					
		<b>Ward Split</b>			
<b>ADP Theme Project</b>	<b>2013/14</b>	<b>Ardsley &amp; Robin Hood</b>	<b>Morley North</b>	<b>Morley South</b>	<b>Rothwell</b>
<b>Sustainable Economy and Culture</b>					
Morley Literature Festival 2012	£10,000.00		£5,000.00	£5,000.00	
Rothwell 600	£8,000.00				£8,000.00
Christmas trees and decorations	£18,625.00	£2,985.00	£4,237.50	£4,237.50	£7,165.00
Enabled Works Disability Access	£1,500.00			£1,500.00	
<b>Total Sustainable Economy and Culture</b>	<b>£38,125.00</b>	<b>£2,985.00</b>	<b>£9,237.50</b>	<b>£10,737.50</b>	<b>£15,165.00</b>
<b>Safer And Stronger Communities</b>					
Community Safety Issues	£4,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00
Harwill Estate Grit Bins	£336.76		£336.76		
John O'Gaunts A Frame Ginnel Gates	£1,700.00				£1,700.00
<b>Total Safer and Stronger Communities</b>	<b>£6,036.76</b>	<b>£1,000.00</b>	<b>£1,336.76</b>	<b>£1,000.00</b>	<b>£2,700.00</b>
<b>Children and Families</b>					
Junior Wardens Scheme	£3,500.00				£3,500.00
<b>Total for Children and Families</b>	<b>£3,500.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£3,500.00</b>
<b>Total spend against projects</b>	<b>£47,661.76</b>	<b>£3,985.00</b>	<b>£10,574.26</b>	<b>£11,737.50</b>	<b>£21,365.00</b>
<b>Balance Remaining (per ward)</b>	<b>£63,666.59</b>	<b>£23,847.09</b>	<b>£17,257.83</b>	<b>£16,036.67</b>	<b>£6,409.17</b>

## 3.2 Capital

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

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

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

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

## 3.3 Activities Fund Delegation

3.3.1 As a result of a Youth Review agreed in March 2013, an activities fund has been made available to provide local activity for children and young people age 8-17 years across the city. The Activities Fund has been delegated to Area Committees and the allocation to Outer South Area Committee for 2013/14 is £30,116, rising to £60,232 in 2014/15. Table 3 below outlines the Activities Fund position and provides a breakdown of the proposed plans to spend the funds by the end of the year.

<b>Table 3</b>					
		<b>Ward Split 8-17 Population (10,080)</b>			
		2666	2464	2355	2595
		Ardsley & Robin Hood	Morley North	Morley South	Rothwell
<b>Income</b>	<b>£30,116.00</b>	<b>£7,965.20</b>	<b>£7,361.69</b>	<b>£7,036.03</b>	<b>£7,753.08</b>
Mini Breeze Events August 2013		£3,750.00	£1,875.00	£1,875.00	
<b>Remaining balance</b>	<b>£22,616.00</b>	<b>£4,215.20</b>	<b>£5,486.69</b>	<b>£5,161.03</b>	<b>£7,753.08</b>
October 2013 school holidays	20%	£843.04	£1,097.34	£1,032.21	£1,550.62
Christmas 2013 school holidays	20%	£843.04	£1,097.34	£1,032.21	£1,550.62
February 2014 School holidays	20%	£843.04	£1,097.34	£1,032.21	£1,550.62
Easter 2014 School holidays	20%	£843.04	£1,097.34	£1,032.20	£1,550.61
After school activities November 2013 – April 2014	20%	£843.04	£1,097.33	£1,032.20	£1,550.61
<b>Total spend 2013/14</b>		<b>£7,965.20</b>	<b>£7,361.69</b>	<b>£7,036.03</b>	<b>£7,753.08</b>

## 4.0 Well Being Projects for Approval

- 4.1 **Appendix 1** details revenue projects that have been commissioned by the Area Committee to date, including a current position statement and project outcomes.
- 4.2 It is possible that some of the projects in **Appendix 1** may not use their allocated spend. This could be for several reasons including the project no longer going ahead, the project not taking place within the dates specified in the funding agreement or failure to submit monitoring reports.
- 4.3 Members are asked to note that the deadline for receipt of completed application forms is at least five weeks before an Area Committee to allow for processing of the necessary paperwork.
- 4.4 The following projects were considered at the September Area Committee and have been approved via the Delegated Decision process:-

- 4.4.1 **Project:** Pedal Cycle - Rothwell  
**Organisation:** West Yorkshire Police (Rothwell NPT)  
**Total Project Cost:** £650  
**Wellbeing contribution:** £300 (revenue)  
**Ward covered:** Rothwell / Ardsley and Robin Hood

**Project Summary:** To purchase a new bike for the women PCSOs as the bikes that are being used at the moment are too large a frame. The bikes will be used to increase visibility of PCSOs and help them to respond to incidents faster and in a more timely fashion which will also help them to deliver a more enhanced public safety service to the community, which will help give the community confidence and increased satisfaction and reassurance.

By using the bikes this will help free up the time of constables who transport them to their area and also reduce the time PCSOs waste on public transport.

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

This proposal supports the Area Committee priority themes 'Thriving Places' and 'Harmonious Communities'.

- 4.4.2 **Project:** Crime Reduction Operation 2013/14 – Operation Dark Night  
**Organisation:** WYP Neighbourhood Police Team (NPT) Morley  
**Total Project Cost:** £1,217.60  
**Wellbeing contribution:** £1,217.60 (revenue)  
**Ward covered:** Morley North and Morley South

**Project summary:** The project is to provide a crime prevention solution to areas subject to burglaries and will:

- Identify those properties and residents who are the most vulnerable
- Provide additional policing operations utilizing officers in visiting addresses and marking property with UV security pens
- Publicise the initiative to residents through letters prior to commencement
- Following the marking project all officers will be provided access to UV lamps which are to be used when dealing with all property they come into contact with.

Following consultation some of the selected targeted locations are:

- Gildersome (Morley North)
- Churwell (Morley South)
- Drighlington (Morley North)

The project aims to:

- Provide 60 hours additional policing operations
- Provide a high visibility presence in the targeted areas
- Ensure at least 200 of the most vulnerable homes have valuables security marked
- To identify, recover and restore stolen property

**Area Committee/Area Business Plan Key Themes and Action Plan Priorities:** This proposal supports the Area Committee priority: 'reduce crime and to provide a solution to areas subject to burglaries

#### 4.4.3 **Project:** Enhancing Visibility – PCSO Bicycles

**Organisation:** WYP Neighbourhood Police Team (NPT) Morley

**Total Project Cost:** £2,079.00

**Wellbeing contribution:** £2,079.00 (revenue)

**Ward covered:** Morley North and Morley South, Tingley and East Ardsley

**Project Summary:** Approximately six years ago Community Safety Panel assisted Morley NPT in purchasing a number of heavy Duty Mountain Bikes. These bikes have been greatly valued and considered a significant asset contributing towards the capability of the team. Whilst the bikes have been regularly maintained and serviced by WYP they are at the end of their useful lives. Four bikes have been purchased earlier this year from external funding streams, however, there is a demand for a further three bikes (1 per team). Police officers have reported that the use of the bikes has meant that they are able to cover greater ground and be more accessible to the community and this is well received by the public.

This project would purchase three high specifications heavy duty police mountain bikes. The benefits of this include:

- PCSO's being able to cover greater areas and have a higher visibility within the community
- access to a greater number of residents who are most vulnerable
- Enable outer areas to be more accessible to the PCSO's

**Area Committee/Area Business Plan Key Themes and Action Plan Priorities:** This proposal supports the Area Committee priority: 'reduce crime in all sections of the community.

#### 4.4.4 **Project Title:** Off Road Bikes

**Name of Group or Organisation:** West Yorkshire Police

**Total Project Cost:** £105,000

**Amount proposed from Wellbeing Budget 2013/14:** £2,240.00 (revenue)

**Wards covered:** Ardsley & Robin Hood, Morley North, Morley South, Rothwell

**Project Summary:** Following on from two successful years of funding for Police Off Road Motorcycles, this project seeks to provide continued funding for a resource which reduces the impact of the anti-social use of motorcycles and quad bikes upon the community.

Such use of motorcycles and quad bikes is regularly raised as an issue with elected members and the Police through engagement opportunities such as community meetings

and through calls for service to the Police. The project during 2012/13 received 225 calls for service in Outer South which was approximately two thirds of the total calls received.

The grant will be used to fund the leasing and running costs of two off road motorcycles. It is proposed that the costs for this project are shared across the Inner and Outer South Area with each Area Committee being asked to contribute a sum proportionate to the number of calls for service from each area (£4,480 from the Inner South and £2,240 from the Outer South areas) with West Yorkshire Police providing staff, equipment and fuel.

£1,976 was approved in principle by members at the March 2013 meeting, subject to satisfactory evaluation which has now been received. The current application of £2,240.00 has been based on the number of calls responded to during 2012/13.

**Area Committee Business Plan Priority:**

The project will assist in achieving the 'Residents in Inner South are safe and feel safe as a result of reduced crime and ASB' priority of the Business plan.

**4.4.5 Project: CCTV**

**Organisation: St Mary's in the Wood URC**

**Total Project Cost: £2,500**

**Wellbeing contribution: £2,000 (revenue)**

**Ward covered: Morley North**

**Project summary:** To install CCTV on the premises of St Mary's in the Wood URC. The church building is used daily by community groups and for worship on Sundays. The CCTV will ensure that those using the building are safe and help to deter those who cause damage to the property. There have been a number of break-ins over the last 12 months. The installation of the CCTV equipment will assist the Police in identifying the perpetrators and deter further acts of ASB.

**Area Committee/Area Business Plan Key Themes and Action Plan Priorities:** This proposal supports the Area Committee priority: 'reduce crime and the fear of crime' by 'investing in physical measures to help reduce crime and anti-social behaviour'.

**5.0 Small Grants Update**

5.1 The following small grants have been approved since the last Area Committee:

£500 : Woodlesford in Bloom. Funds have been used to replace a wall outside All Saints Parish

£500 : Temple Lawn Luncheon Club and Coffee Morning. Funds will be used to pay for a Christmas meal for the Temple Lawn Luncheon Club and provide transport for the day.

**6.0 Corporate Considerations**

**6.1 Consultation and Engagement**

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

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

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

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

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

## **6.3 Council Policies and City Priorities**

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

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

## **6.4 Resources and Value for Money**

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

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

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

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

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

## **6.6 Risk Management**

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

## **7.0 Conclusions**

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



## **8.0 Recommendations**

8.1 Members of the Outer South Area Committee are requested to:

- a) note the contents of the report;
- b) note the position of the Wellbeing, capital and Activities fund elements of the wellbeing budgets as set out at 3.0.
- c) note the revenue projects already agreed as listed in Appendix 1;
- d) consider the project proposals detailed in 4.0;
- e) note the Small Grants situation in 5.0.

## **9.0 Background Documents<sup>1</sup>**

9.1 There are no background documents associated with this paper.

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

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**Outer South Wellbeing Budget  
2013 - 2014**

<b>Budget</b>	<b>Allocation</b>	£183,790.00
	<b>Roll forward</b>	£63,779.29
	<b>Less 2012/13 projects</b>	-£10,508.53
	<b>TOTAL</b>	<b>£237,060.76</b>

Project	Delivery Organisation	2013/2014 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance to be carried forward 2013/14	
<b>Skips Budget To provide skips for community use.</b>	South East Area Support	<b>£2,000.00</b>	<b>£1,510.00</b>	<b>£80.00</b>	<b>£410.00</b>	Community groups undertake clean-ups. Improved streetscene in local neighbourhoods. Increased community pride.
<b>Small Grants Fund a fund for small scale community based projects meeting Area Delivery Plan priorities.</b>	South East Area Support	<b>£5,000.00</b>	<b>£1,390.50</b>		<b>£3,609.50</b>	Voluntary and community groups supported through grant aid. Increased range of community activity. Increased community participation. Increased community pride. Delivery of Area Delivery Plan priorities.
<b>Communications budget to enable effective communication and consultation on Area Committee issues.</b>	South East Area Support	<b>£1,000.00</b>	<b>£178.96</b>	<b>£84.00</b>	<b>£737.04</b>	5 newsletters, Questionnaires, Promotional material. Increased awareness of the Outer South Area Committee. Improved consultation that can inform local projects and plans. Public participation in projects / plans.
<b>Activities for Children and Young People</b>	Children and Young Peoples Working Group	<b>£20,000.00</b>		<b>£12,800.00</b>	<b>£7,200.00</b>	Summer activities for young people across the Outer South area. More young people involved in activities over the school holidays. Reduction in complaints of anti social behaviour in the area over the holidays.
<b>Priority Neighbourhood Worker</b>	South East Area Support	<b>£20,402.40</b>	<b>£9,461.56</b>		<b>£10,940.84</b>	One worker to help progress NIP projects. Increased social capital through capacity building of small groups and the voluntary sector.

**Outer South Wellbeing Budget  
2013 - 2014**

Project	Delivery Organisation	2013/2014 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance to be carried forward 2013/14	
Site Based Gardeners	Parks and Countryside	£35,654.01		£35,654.01	£0.00	3 full time Gardeners for 1/2 year. Crime reduction. Reducing fear of crime. Increasing voluntary and community engagement. Cleaner safer public green spaces.
Morley Literature Festival 2013	South East Area Support	£10,000.00		£10,000.00	£0.00	A five day festival with a full programme. Increased community spirit, education and activities for families. Encourage partnership work between the public and private sectors. Engender a stronger community link with the town centre.
Rothwell 600 Celebrations	Rothwell 600 Committee	£8,000.00	£4,369.16	£2,000.00	£1,630.84	Several events and activities ran by local community groups. Encourage people from a wide variety of backgrounds to share and appreciate the culture and heritage of the area. Use the celebrations as vehicle to regenerate the Ward through a variety of methods, promoting community pride and identity.
Garden Maintenance Scheme Morley Elderly Action	Morley Elderly Action	£33,000.00	£16,500.00	£16,500.00	£0.00	Deliver a gardening service to the elderly in the Outer South area. Environmental improvements. People being helped to maintain their homes. Community Safety benefits.
Off Road bikes	South East Area Support	£1,976.00			£1,976.00	Reduction in off road bike offences. Reduction in fear of crime amongst South Leeds residents.
Victims Fund	Victims Support	£1,000.00		£1,000.00	£0.00	Reduction in the fear of crime and repeat offences through target hardening work.

**Outer South Wellbeing Budget  
2013 - 2014**

Project	Delivery Organisation	2013/2014 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance to be carried forward 2013/14	
Community Safety Issues	South East Area Support	<b>£4,000.00</b>		<b>£2,063.76</b>	<b>£1,936.24</b>	To enhance Community Safety and tackle emerging issues during the year.

**Outer South Wellbeing Budget  
2013 - 2014**

Project	Delivery Organisation	2013/2014 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance to be carried forward 2013/14	
Christmas Lights 2013/14	Leeds Lights	£18,625.00		£18,625.00	£0.00	Develop community pride through festive activities and provide an attractive town centre that increases footfall and supports businesses.
Community Heroes Event 2014	South East Area Support Team	£1,500.00			£1,500.00	Develop and deliver an awards event for community groups across the outer south area
International Day of Older Persons Event	South East Area Support Team	£2,000.00		£ 1,000.00	£1,000.00	Work with partners to develop and deliver an event for older people that coincides with International Day of Older Persons
Junior Wardens Scheme Rothwell	Groundwork	£3,500.00		£ 3,500.00	£0.00	To encourage young people to get involved in their local community and provide a safe, supervised environment for their personal development
John O'Gaunts A Frame Ginnel Gates	Aire Valley Homes Limited	£1,700.00			£1,700.00	Installation of A-Frame Ginnel Gates to deter ginnels being used by vehicles and motorbikes and deter fly-tipping.
Extra Grit Bins, Harwill Estate	Churwell Action Group	£336.76			£336.76	To provide grit bins on the Harwill Estate to enable residents to cope better with adverse weather conditions and improve community safety.

**Outer South Wellbeing Budget  
2013 - 2014**

Project	Delivery Organisation	2013/2014 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance to be carried forward 2013/14	
<b>Disability Access and Power Assisted Door Unit</b>	Enabled Works	<b>£1,500.00</b>		<b>£ 1,500.00</b>	<b>£0.00</b>	To contribute to the cost of purchase and installation of a 1 stage life for disabled access to the learning and conference suite situated on the upper level of the building. Enabling easy access to all including disabled workers.
<b>Financial Fitness Programme</b>	West Yorkshire Trading Standards	<b>£2,200.00</b>		<b>£ 2,200.00</b>	<b>£0.00</b>	To deliver a programme of work to front line staff to support those affected by Welfare Reforms
<b>TOTAL</b>	<b>Projects agreed</b>	<b>£173,394.17</b>	<b>£33,410.18</b>	<b>£107,006.77</b>	<b>£32,977.22</b>	
	<b>Balance</b>	<b>£63,666.59</b>			<b>£63,666.59</b>	

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