



NORTH WEST (OUTER) AREA COMMITTEE

**Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 24th March, 2014 at 2.00 pm**

MEMBERSHIP

Councillors

B Anderson	-	Adel and Wharfedale;
J L Carter	-	Adel and Wharfedale;
C Fox	-	Adel and Wharfedale;
G Latty	-	Guiseley and Rawdon;
P Latty	-	Guiseley and Rawdon;
P Wadsworth (Chair)	-	Guiseley and Rawdon;
B Cleasby	-	Horsforth;
C Townsley	-	Horsforth;
D Collins	-	Horsforth;
S Lay	-	Otley and Yeadon;
C Campbell	-	Otley and Yeadon;
R Downes	-	Otley and Yeadon;

**Agenda compiled by:
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LEEDS LS1 1UR
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Phil Garnett

**W N W Area Leader: Jane Maxwell
Tel: 0113 336 7858**

A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Chief Democratic Services Officer at least 24 hours before the meeting.)</p>	

Item No	Ward	Item Not Open		Page No
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <ol style="list-style-type: none"> 1 To highlight reports or appendices which officers have identified as containing exempt information within the meaning of Section 100I of the Local Government Act 1972, 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. 2 To consider whether or not to accept the officers recommendation in respect of the above information. 3 If the recommendation is accepted, to formally pass the following resolution:- <p>RESOLVED – That, in accordance with Regulation 4 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 or Section 100A(4) of the Local Government Act 1972 as appropriate, the public be excluded from the meeting during consideration of those 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>	
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	

Item No	Ward	Item Not Open		Page No
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>OPEN FORUM A (NON HEALTH ISSUES)</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, members of the public in attendance are invited to make representations or ask questions specifically in relation to any matters excluding those relating to health issues within the terms of reference of the Area Committee. The Chair has designated a maximum period of 10 minutes for this item.</p>	
7			<p>MINUTES - 3RD FEBRUARY 2014</p> <p>To confirm as a correct record the minutes of the meeting held on 24th March 2014</p>	1 - 8
8			<p>CHILDREN'S SERVICES AREA COMMITTEE UPDATE REPORT</p> <p>To receive a report for the Director of Childrens Services providing Members with a comprehensive set of children's information in an increasingly succinct manner. Common feedback is to build on this with more local context. There are established city priorities in the Children and Young People's Plan (CYPP), especially the obsessions. The purpose of this cycle of reports is to understand if there are any local priorities that should also be regularly highlighted in these reports, for example a focus on a particular aspect of one of the obsessions. For this committee it is recommended that the local lead member for Children's Services works with the area head of targeted services to identify local priorities for the committee's approval.</p>	9 - 18

Item No	Ward	Item Not Open		Page No
9			<p>OPEN FORUM B (HEALTH ISSUES)</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, members of the public in attendance are invited to make representations or ask questions specifically in relation to Health matters within the terms of reference of the Area Committee. The Chair has designated a maximum period of 20minutes (5 minutes per ward) minutes for public representations and questions.</p>	
10			<p>HEALTH AND WELLBEING IN OUTER NORTH WEST LEEDS</p> <p>To receive a report of the Director of Public Health providing Outer North West Committee Councillors information on the ways health and wellbeing is led and organised in Leeds. This should provide basic background information for discussion about ways of working together at the Area Committee. The report looks at opportunities for Councillors in Outer North West Leeds and GPs from Leeds West Clinical Commissioning Group (CCG) to work more closely together with Public Health (PH) to achieve shared objectives.</p>	19 - 28
11			<p>NEW LOCALITY SERVICES AND DEVELOPMENT OF THE 2014/15 SERVICE LEVEL AGREEMENT AND PERFORMANCE UPDATE</p> <p>To receive a report of the Locality Manager (WNW Locality Team) providing an update on proposed changes to the operating model and structure of Environmental Action Service Locality Teams to deliver zonally based services. It outlines the reasons for these changes and the process for agreeing them. It also describes the process for developing the Service Level Agreements with Area Committees for 2014/15</p>	29 - 42

Item No	Ward	Item Not Open		Page No
12			<p>WELLBEING FUND UPDATE REPORT</p> <p>To receive a report of the Assistant Chief Executive (Citizens & Communities) which provides members with an update on the budget position for the Wellbeing Fund for 2013/14. The report highlights the current position of the Small Grants and skips pots and those Small Grants and skips that have been approved since the last meeting. It also provides an update on the Youth Activity Fund and asks the Area Committee to consider applications for funding from this budget.</p>	43 - 56
13			<p>DATES, TIMES AND VENUES OF COMMUNITY COMMITTEE MEETINGS 2014/15</p> <p>To receive a report of the City Solicitor seeking the Area Committee's formal approval of a meeting schedule for the 2014/2015 municipal year and also to agree a date for the Election of Chair Committee meeting prior to the Annual Council Meeting in June 2014. In addition, Members are requested to give consideration as to whether they wish to continue with the Committee's current meeting and venue arrangements or whether they would like to request any amendments to such arrangements.</p>	57 - 62
14			<p>AREA UPDATE REPORT</p> <p>To receive a report of the Assistant Chief Executive (Citizens and Communities) which brings together a range of information relating to Area Committee business into a single report to update Members on recent sub group and forum business and also project and service activity. Notes from sub groups and forums that have met since 4th February are attached.</p>	63 - 90
15			<p>AREA CHAIRS FORUM MINUTES</p> <p>To receive a report Assistant Chief Executive (Citizens & Communities) formally notifying Members that the minutes of Area Chairs Forum meetings will be brought to Area Committee meetings as a regular agenda item, and to give a brief overview of the Area Chairs Forum meetings.</p>	91 - 98

Item No	Ward	Item Not Open		Page No
16			<p>DATE AND TIME OF NEXT MEETING</p> <p>2pm Monday 2nd June 2014.</p>	
			<p>MAP OF TODAYS MEETING</p> <p>Civic Hall, Leeds, LS1 1UR</p>	
			<p>Third Party Recording</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <p>a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</p> <p>b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</p>	

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NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 3RD FEBRUARY, 2014

PRESENT: Councillor P Wadsworth in the Chair

Councillors S Lay, B Anderson,
C Campbell, J L Carter, B Cleasby,
R Downes, C Fox, G Latty, P Latty and
D Collins

73 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

74 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

75 Late Items

There were no late items submitted to the agenda.

76 Declaration of Disclosable Pecuniary and Other Interests

No declarations of disclosable pecuniary interests were made. However, in relation to item 11 Cllr. Fox drew the attention of the Committee to the fact that he was a Parish Councillor for Arthington Parish Council and Bramhope Parish Council (Minute 84 refers)

77 Apologies for Absence

Apologies for absence were received from Councillor Townsley.

78 Minutes - 9th December 2013

RESOLVED – That the minutes of the meeting held on 9th December 2013 be approved as a correct record.

79 Matters Arising

Minute 51. Update on Welfare Benefit Changes

It was noted that additional information relating to this report had not been received by some Members. The information will be re-sent.

Minute 67 Leaf-clearance update report

Members were informed that the Locality Manager for West North West Leeds would be attending the March meeting. Members had a lengthy discussion on

Draft minutes to be approved at the meeting
to be held on Monday, 24th March, 2014

specific issues relating to leaf clearance within the North West Outer area. Members raised concerns that if leaf clearance was not undertaken regularly it would reduce the capacity for drainage leading to flooding. This had already been noted as an issue at Bayton Lane and Brownberrie Lane.

The Director of Environment and Housing who was in attendance informed the Members that there was a programme for leaf clearance and that looking forward in planning for next autumn it would be useful to talk to Members to address specific issues within the North West Outer Area Committee area.

Minute 69. Wellbeing update report

Members were advised that information would be available at the March meeting to enable debate on re-occurring well-being costs.

80 Open Forum Part A (None Planning Issues)

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 ask questions on matters within the term of reference of the Area Committee.

On this occasion no members of public raised any issues.

The Chair enquired if Police Sergeant Salisbury wished to raise any issues. Sergeant Salisbury reiterated the issue of flooding as a concern in relation to road traffic incidents.

81 Annual Report - For the Parks and Countryside Service

The Chief Officer Parks and Countryside submitted a report. The report sought to further develop the relationship between the Parks and Countryside service and the North West Outer Area Committee, as agreed at Executive Board. It provided an overview of the service and set out some of the challenges faced along with key performance management initiatives. In addition it sought to provide a positive way forward for delivering the extended role of the Area Committee. In particular it presented at an area level progress made in attaining Leeds Quality Park (LQP) standard. It also proposed investment needed to attain and sustain LQP standards.

The Senior Area Manager West, Parks and Countryside, presenting the report highlighted 3.9 of the report which outlined the improvements made at parks in the area and listed improvements to be made in the next 12 months. Members were informed that the LQP standard was to be assessed annually from 2014 instead over every three years. The officer thanked the Area Committee for funding which had provided site based gardeners; this resource was continuing to work well.

Members were informed of increased charges for bowling greens. In response to a query in relation to charges for car parks located at or near Parks, Members were advised that a number of initiatives are being considered as a

way of raising income, but would not be undertaken without consultation with Members.

Members asked questions in relation to:-

- Pitches, improvement works to address drainage issues, scope to increase number of pitches in the area, and charges for the use of pitches.
- Clarification on LQP standard
- Progress of works at Lawnswood Cemetery
- Consultation with Members in relation to improvements
- Issues relating to the Tarn

A specific issue was raised in relation to parking on Ruskin Avenue when a pitch was in use. The Officer offered to check on this issue and respond to Members accordingly.

Members suggested that additional Multi Use Games Areas (MUGA's) were needed in the area.

Members thanked the Senior Area Manager for his hard work and flexibility in responding to requests for service.

RESOLVED – That the contents of the report be noted.

82 Open Forum Part B (Neighbourhood Planning Issues)

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed for a further period of up to 5 minutes for members of the public to make representations or ask questions on matters within the term of reference of the Area Committee in relation to neighbourhood planning issues.

Parish Councillor David Ingham of Rawdon Parish Council attended the meeting. Speaking on behalf of Wharfedale and Airedale Review Development (WARD), Dr Ingham informed Members of the concerns that had been raised by Rawdon Parish Council and local residents in relation to planning proposals with specific reference to an application lodged with Bradford Council in respect of Avalon Apperley Lane, Rawdon, Leeds, West Yorkshire, LS19 7DX.

The concerns raised were in relation to the increased traffic flow on the A65. Although the planning matter fell under Bradford Council, the highways and footways fell under Leeds City Council. Members were asked for clarification on regulations for traffic assessments.

He informed Members that previous proposals for the site had been turned down due to traffic disruption.

In relation to response provided by City Development under 'matters arising' from the 9th December meeting, Dr Ingham raised concerns that the effects of

development impacted not only on the development site itself but also on surrounding areas.

Concerns were also raised regarding City Development's response to the question on how greenspace is being protected from developers.

83 Neighbourhood Planning Update

The Director of City Development submitted a report, the first in a series of reports on neighbourhood planning which highlighted issues of local interest and concern.

Officers from City Development attended the meeting to present the report and address concerns raised by Rawdon Parish Council, the residents and the Members.

The Area Committee was told that residents were consulted as part of the planning process. Transport modelling was undertaken prior to City Development identifying routes which could be affected across Leeds City and neighbouring councils.

Clarification was given to the Committee on the difference with the policy between Greenfield and Green Space. It was noted that within the policy, there is nothing to protect development of greenfield sites, however, there was protection of green space, such as pitches and parks which is fed into site allocation plans.

Further to Minute No. 65, officers ratified the response regarding flooding and building on wetlands as detailed within the 'Matters Arising' doc detailed within the agenda.

Members were updated on the Neighbourhood Development Plan and progress in the North West Outer area. Members' attention was drawn to Appendix 1 which set out progress made against each area.

Members discussed issues relating to:-

- Planning and Highways issues specifically capacity on A65 and A660
- Planning and Developer issues policy, process and procedures.
- Flooding assessments for known areas prone to flooding.

Members sought clarification on whether the Inspector's report in relation to the Core Strategy agreed with the proposal for an additional 70,000 dwellings in Leeds over the next 15 years. The Area Committee raised major concerns that although information had been received in relation to this, it had not been available for the Area Committee meeting.

Members were advised that City Development is aiming to complete modelling over the summer and to publish a draft Site Allocation Plan by the end of 2014 or early 2015.

RESOLVED – The Committee resolved to:

- (a) Note the contents of the report.
- (b) Request that the Infrastructure plans be emailed to Councillor Collins
- (c) Request that City Development provide a simple explanation on how the 70,000 new homes had been calculated.
- (d) Approve that the North West (Outer) Area Committee Chair write to the Director of City Development and Chief Planning Officer on behalf of the Area Committee in relation to issues and concerns discussed at the meeting.

(Cllr. P. Latty left the meeting at 16:27)

84 Wellbeing Fund Update Report

The Committee received a report of the Assistant Chief Executive (Citizens and Communities) which provided Members with an update on the budget position for the Wellbeing Fund for 2013/14. The report highlighted the current position of the Small Grants and skips pots and those Small Grants and skips that had been approved since the last meeting. It also provided an update on the Youth Activity Fund and asked the Area Committee to consider applications for funding from this budget.

RESOLVED – The Committee resolved:

- (a) To note the current budget position for the Revenue Wellbeing Fund for 2013/14 as set out in Table 1 of the submitted report and the timetable for project approval for this financial year;
- (b) That the following be agreed in respect of those expressions of interest received for Wellbeing funding detailed at section 3.5 within the submitted report which have been received since the last Area Committee;

Project	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon	Decision
Broadgate Drive Parking			£12,000		Approved
Tree Planting in Bramhope	£4,500				Approved
Arthington Church Clock	£2,000				Approved

- (c) To note the current position of the Small Grants and skips pots and the skip that has been approved since the last meeting as detailed within Table 2 of the submitted report; and

(d) Note the current budget position for the Capital Wellbeing Fund for 2013/14 as detailed within Table 3 of the submitted report.

Cllr. Fox left the room during consideration of the applications for Tree Planting at Bramhope and the Arthington Church Clock. Cllr. Fox had drawn the Committees attention to the fact that he is a member of both Bramhope and Arthington Parish Councils

85 Area Update Report

The Assistant Chief Executive (Citizens and Communities) submitted a report which brought together a range of information relating to Area Committee business into a single report to update Members on recent sub group and forum business and also project and service activity.

Responding to Members enquiries, officers undertook to provide updates on Haworth Court, Yeadon and Rosemount, Bramhope

RESOLVED – That the contents of the report be noted.

86 Area Chairs Forum Minutes

The Assistant Chief Executive (Citizens and Communities) submitted a report which formally notified Members that the minutes of the Area Chairs Forum meetings will be brought to the Area Committee meetings as a regular agenda item, and to give a brief overview of the Area Chairs Forum meetings.

The Chair advised Members that the next Area Chairs Forum was 28th February 2014 where a discussion would be held in relation to the Community Hubs.

RESOLVED – That the contents of the report be noted.

87 Date and Time of Next Meeting

The next meeting will be held in the Civic Hall at 2pm on Monday 24th March 2014.

Matters Arising from Meeting: 4th November 2013

Minute No.	Action to be taken	By whom	Outcome
51 (c)	<u>Update on Welfare Benefit changes</u> Cllr Campbell queried if information from Shaun Kelly to review figures supplied and make more relevant to the ONW had been circulated to Members	Area Support Team	Information re issued.

Matters Arising from Meeting: 9th December 2013

Minute No.	Action to be taken	By whom	Outcome
67	<u>Leaf clearance</u> Localities Team Manager to provide information regarding the disposal of collected leaves.	Locality Team Manager	Jason Singh to provide update at the area committee meeting.
	<u>Well-being</u> Ring fencing of well-being was raised at the 9 th December meeting but not minuted. Well-being debate on re occurring well-being costs required at the next Area Committee meeting.	Area Support Team	To be discussed at Area Committee.

Matters Arising from: 3rd February 2014

Minute No.	Action to be taken	By whom	Outcome																				
	<u>Parks & Countryside</u> Pitch prices – breakdown of costs requested.	Guy Smithson Parks & Countryside	<table border="1"> <thead> <tr> <th></th> <th>2013/14 Charges £</th> </tr> </thead> <tbody> <tr> <td><u>Seasonal hire</u></td> <td></td> </tr> <tr> <td><u>Pitch</u></td> <td></td> </tr> <tr> <td>Adult</td> <td>536.00</td> </tr> <tr> <td>Junior</td> <td>197.00</td> </tr> <tr> <td>Mini</td> <td>98.00</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td><u>Changing Accommodation</u></td> <td></td> </tr> <tr> <td>Adult</td> <td>358.00</td> </tr> <tr> <td>Junior</td> <td>239.00</td> </tr> </tbody> </table>		2013/14 Charges £	<u>Seasonal hire</u>		<u>Pitch</u>		Adult	536.00	Junior	197.00	Mini	98.00			<u>Changing Accommodation</u>		Adult	358.00	Junior	239.00
	2013/14 Charges £																						
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	<u>Parks & Countryside</u> Parking issues on Ruskin Avenue football pitch. Refer to Steve Grundy.	Guy Smithson Parks & Countryside	Parks & Countryside has issued a letter and code of conduct to the clubs using the pitch.																				
	<u>Neighbourhood Planning</u> Letter to City Development expressing the views of the Area Committee. Issues around the Inspectors letter and	Cllr Wadsworth																					

	also the seniority of officers presenting the report. A more strategic report is required.		
	<p><u>Neighbourhood Planning</u> A simple explanation is required to give to the community on where the 70,000 new homes came from.</p>	Robin Coghlan City Development	<p>The 70,000 originally came from the <u>Strategic Housing Market Assessment by GVA 2011</u> Chapter 6 sets out the process as follows:</p> <ol style="list-style-type: none"> 1. the Office of National Statistics 2008 based forecast of households for Leeds, 2. an adjustment for locally evidenced lower population growth 2004 – 07. 3. an adjustment to ensure new housing aligns with forecast employment growth using the Regional Econometric Model Autumn 2010 4. use of the “fixed headship” scenario which assumes that average household size will stay static in Leeds for the next 5 years. <p>At the public examination into the Core Strategy October 2013, further evidence was presented from community groups that around 45000 dwellings will be needed. This extrapolated population and household changes between the 2001 and 2011 censuses. The City Council presented new evidence from the Office of National Statistics taking account of the lower 2011 based household forecasts. This produced a number of possible trajectories showing that 70,000 dwellings would be at the upper end of the range of need. The house builders presented new material on undersupply suggesting between 85000 and 100000 dwellings are needed.</p> <p>At the end of January, the Inspector produced his set of Modifications which implies that he sees no reason to modify the 70,000 figure.</p>
	<p><u>Neighbourhood Planning</u> Email Cllr Collins infrastructure Plans</p>	Robin Coghlan City Development	The Council’s infrastructure plan is on the web – see link
	<p><u>Area Update report</u> Haworth Court, Yeadon how many residents have moved to new homes of their choice?</p>	Area Support Team	Response from Housing Leeds – of the 28 tenants, 8 have moved, 8 have accepted offers and are waiting to move, 2 are considering offers and one has terminated their tenancy and is not looking to be rehoused. A dedicated rehousing officer is working closely with the remaining tenants and their families/carers to ensure they are offered appropriate properties when they become available.
	<p><u>Area Update report</u> Information on Rosemont requested.</p>	Area Support Team	The Rosemont flats have been identified as being in urgent need of an option appraisal. Housing Leeds Officers are in the process of producing a report making recommendations on the next steps.

Report of the Director of Children's Services

Report to Outer North West area committee

Date: 24 March 2014

Subject: Children's Services area committee update report

Are specific electoral wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of ward(s):	Adel and Wharfedale, Guiseley and Rawdon, Horsforth, Otley and Yeadon	
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. Primary school attendance levels in this area are the highest across all area committees, despite the 0.6 point reduction from the previous figure.
2. There was a 53 per cent rise in the number of NEET young people in the area, although there was a 50 per cent reduction in the number of not knowns in the area. A reduction in not knowns can lead to a rise in NEET.
3. Local priorities are to be agreed, if required, with the local lead member for Children's Services.

Recommendations

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

1 Purpose of this report

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

2 Background information

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

3 Main issues

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

Local updates

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

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

	December 2013	December 2012	Trend	Comparison to city trend
Children looked after	37 (2.7%)	46 (3.3%)		Larger reduction
Children subject to a child protection plan	19 (2.6%)	27 (2.8%)		Larger reduction
CAFs initiated	70	53	↔	Smaller rise
Primary school attendance	96.4%	97.0%		Larger reduction
Secondary school attendance	94.5%	94.7%		Fall vs city static
Primary school persistent absence	61	69		Larger reduction
Secondary school persistent absence	365	349	↔	Rise vs city reduction
NEET young people; unadjusted	72 (3.0%)	47 (1.8%)	↔	Larger rise
Not known young people	113 (4.7%)	227 (8.9%)		Larger reduction
Foundation Stage good level of dev	60.9%	n/a		Higher than city
KS2 level 4+ reading, writing, maths	84.4%	78.0%	↔	Larger rise
5+ A*-C GCSE inc English and maths	70.5%	66.2%	↔	Larger rise
Free school meal uptake - primary	74.4%	76.2%		Smaller reduction
Free school meal uptake - secondary	61.7%	64.5%		Larger reduction
10-17 year-olds committing an offence	23	28		Smaller reduction

- 3.3 Primary school attendance levels in this area are the highest across all area committees, despite the 0.6 point reduction from last year's figure.
- 3.4 The lowest percentage of NEET young people across all area committees is found in this area, although the 53 per cent increase in the number of NEET young people is the highest rise. This rise may, in part, be explained by the 50 per cent reduction in the number of not knowns in this area, as some of the previous not known young people will now be categorised as NEET. Knowing their status, however, means that targeted support and pathways to employment/training can be provided to this group of young people.
- 3.5 Support for 18 and 19 year olds who are claiming out of work benefits is available by going to the igen centre on Eastgate or by viewing the Leeds Pathways website¹, as these young people are eligible for support. Promoting these routes through elected members' surgeries or through local networks will help a greater number of young people access advice and support to help improve their ability to access appropriate employment or training.
- 3.6 All area committees have identified a lead member for Children's Services, who will work with the local area head of targeted services to agree a number of local priorities, in addition to/support of the three obsessions. These priorities will shape future area committee reports.

Service updates

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

Basic need update

- 3.9 Area committees are hosting basic need workshops during early 2014, facilitated by officers from children's services and planning. General principles arising from the workshops will be taken to the Cross Party Basic Need Steering Group for agreement and implementation within the basic need programme. Locality-specific queries and suggestions will be captured and actioned by officers. The objectives of the workshops are:

¹ www.leedspathways.org.uk

² [The Troubled Families programme, Communities and Local Government](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11469/2117840.pdf)
(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11469/2117840.pdf)

- Supporting members' in-depth understanding of national school place planning policy, local school place planning context, and key challenges to the delivery of sufficient school places.
- Developing an improved approach to ensuring strong join-up between elected members, officers, and local stakeholders.
- Engaging in early discussions with the aim of identifying and delivering the best local solutions.

4 Corporate considerations

4.10 Consultation and engagement

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

4.11 Equality and diversity/cohesion and integration

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

4.12 Council policies and city priorities

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

4.13 Resources and value for money

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

4.14 Legal implications, access to information and call in

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

4.15 Risk management

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

5 Conclusions

5.1 Not applicable, as this report is information based.

6 Recommendations

6.1 Discuss whether local priorities may be required in addition to the Children's Services obsessions, to be agreed between the local lead member for Children's Services and the area head of targeted services. These priorities may include a focus on a specific element of one of the obsessions.

6.2 Members are recommended to use the basic need workshops to provide local intelligence for consideration in school place planning and to instruct officers on improved methods of member engagement in school place planning.

6.3 Promote the use of the igen centre on Eastgate, and the Leeds Pathways website, to NEET young people and their families, so igen are aware which 18 and 19 year olds are claiming out of work benefits and are eligible to receive support, so that young people's routes to employment and training is enhanced.

7 Background documents³

7.1 There are no background documents to accompany this report.

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

Appendix one: Children's Services' update

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

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

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

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

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

Appendix two: performance data for Outer North West area committee

Spring 2014 Children's Services performance update

Measure	Leeds	Outer NW	Current data period	Highest	Average	Lowest
1. Number of children and young people 0-19	173,462	18,329	January 2014	24,510	17,289	11,609
2. Percentage of children and young people	n/a	10.6%	January 2014	14.1%	10.0%	6.7%
3. Number of primary schools	218	28	Current	28	22	15
4a. Number of secondary schools	36	6	Current	6	4	2
4b. Number of through schools	2	0	Current	2	0	0
5. Number of children's centres	56	5	Current	9	6	2

Commentary

The Outer North West area committee has 10.6 per cent of the city's 0-19 population. There are 28 primary schools, six secondary schools, and five children's centres located within the area committee boundary.

Keeping children safe from harm	Leeds	Outer NW			Current data period	Highest	Average	Lowest
		Current reporting period	Previous reporting period	Direction of travel				
6. Number of children looked after	1,356	37	46		20 Jan 2014	356	123	17
7. Number of children entering care	-	-	6		Apr-Dec 2013	-	-	-
8. Number of children subject to a child protection plan	737	19	27		20 Jan 2014	155	69	13
9. Number of CAFs initiated	867	70	53	↔	Apr-Dec 2013	162	84	30
10. Number of requests for service	-	-	1,438		Apr-Dec 2013	-	-	-
11. Number of requests for service leading to a referral	-	-	344		Apr-Dec 2013	-	-	-

Do well in learning and have the skills for life	Leeds	Outer NW			Current data period	Highest	Average	Lowest
		Current reporting period	Previous reporting period	Direction of travel				
12. Primary school attendance levels	95.4%	96.4%	97.0%		2012/13 HT 1-5	96.4%	95.4%	94.1%
13. Secondary school attendance levels	93.7%	94.5%	94.7%		2012/13 HT 1-5	94.7%	93.4%	91.0%
14. Number of pupils persistently absent at primary	1,532	61	69		2012/13 HT 1-5	373	153	61
15. Number of pupils persistently absent at secondary	2,748	365	349	↔	2012/13 HT 1-5	438	275	163
16a. Number of NEET young people (unadjusted)	1,540	72	47	↔	31 Dec 2013	338	143	44
16b. Percentage of NEET young people (unadjusted)	6.9%	3.0%	1.8%	↔	31 Dec 2013	10.7%	6.3%	3.0%
16c. Number of NEET young people (adjusted)	1,540	80	-	n/a	31 Dec 2013	350	153	48
16d. Percentage of NEET young people (adjusted)	6.9%	3.3%	-	n/a	31 Dec 2013	11.3%	6.8%	3.3%
17a. Number of 'not knows'	1,630	113	227		31 Dec 2013	202	145	60
17b. Percentage of 'not knows'	7.1%	4.7%	8.9%		31 Dec 2013	8.4%	6.5%	4.2%
18. Foundation Stage good level of development	51%	60.9%	n/a	(Change of definition)	2012/13 AY	64.7%	51.8%	36.7%
19. Key Stage 2 level 4+ reading, writing, and maths	74.0%	84.4%	78.0%	↗	2012/13 AY	85.7%	74.2%	65.3%
20. 5+ A*-C GCSE including English and maths	57.3%	70.5%	66.2%	↗	2012/13 AY	70.5%	54.5%	41.5%
Choose healthy lifestyles								
21. Free school meal uptake - primary schools	73.1%	74.4%	76.2%		2012/13 FY	75.8%	71.9%	66.6%
22. Free school meal uptake - secondary schools	71.1%	61.7%	64.5%		2012/13 FY	88.2%	71.6%	61.7%
Voice and influence								
23. 10-17 year olds committing an offence	685	23	28		Sep 12-Aug 13	134	55	17

Ofsted inspections	Leeds	Outer NW			Current data period	Highest	Average	Lowest
		Current reporting period	Previous reporting period	Direction of travel				
24. Percentage of primary schools good or better	81%	93%	93%		31 Dec 2013	93%	81%	68%
25. Percentage of secondary schools good or better	61%	67%	67%		31 Dec 2013	75%	60%	25%
26. Percentage of children's centres good or better	79%	100%	100%		31 Dec 2013	100%	86%	57%
27. Percentage of children's homes good or better	100%				31 Dec 2013	100%	100%	100%
Ofsted judgement - Outer North West	Current period: 31 Dec 2013				Previous period: 31 July 2013			
	Outstanding	Good	Req imp	Inadequate	Outstanding	Good	Satisfactory	Inadequate
28. Primary schools	4	22	2	0	4	22	2	0
29. Secondary schools	0	4	2	0	0	4	2	0
30. SILCs (citywide)	-	-	-	-	-	-	-	-
31. Pupil referral units (citywide)	-	-	-	-	-	-	-	-
32. Children's centres	0	2	0	0	0	1	0	0
33. Children's homes	0	1	0	0	0	1	0	0
Secondary schools	Current period		Previous period		Direction of travel		Key: AY - academic year, FY - financial year, HT - half term ... data below five (suppressed for confidentiality) - data not available; Framework report dev required/underway Ofsted grades: 1 = Outstanding 2 = Good 3 = Satisfactory/Requires Improvement 4 = Inadequate	
	Ofsted	Attendance	Ofsted	Attendance	Ofsted	Attendance		
Benton Park School	3	93.8%	3	94.7%				
Guiseley School	2	94.7%	2	94.7%				
Horsforth Academy	2	95.0%	2	95.0%				
Otley Prince Henry's Academy	2	95.1%	2	95.5%				
Ralph Thoresby High School	3	92.7%	3	93.2%				
St Mary's Catholic Comprehensive	2	95.2%	2	94.7%		æ		

Appendix three: Families First cohort

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

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

Report of: The Office of the Director of Public Health

Report to: Outer North West Area Committee

Date: 24th March 2014

Subject: Health and Wellbeing in Outer North West Leeds

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

Summary of main issues

1. There have been radical changes to how health and wellbeing is led and organised in Leeds – these include the establishment of the statutory Health and Wellbeing Board, three new General Practitioner led Clinical Commissioning Groups replacing the Primary Care Trust (NHS Leeds) and the return of Public Health leadership to Local Government.
2. Outer North West Leeds has some health and wellbeing challenges. These can only be addressed by long term, effective partnership working. At a local level, links between Leeds West Clinical Commissioning Group and Leeds City Council WNW Area are developing. This partnership working is crucial to improving the health of Outer North West Leeds (see Appendix A).
3. Links have been made between Outer North West Cllrs, GPs from Leeds West Clinical Commissioning Group (LWCCG), with Public Health staff bridging between them. This Area Committee meeting is an opportunity to discuss how we can build on these links, identify common challenges and look at future ways of working.

Recommendations

1. To recognise the changes in health and wellbeing, and the challenges in Outer North West Leeds.
2. To build on developing local relationships and look at new ways of working to tackle long term issues.

1 Purpose of this report

- 1.1 To provide Outer North West Committee Councillors information on the ways health and wellbeing is led and organised in Leeds. This should provide basic background information for discussion about ways of working together at the Area Committee.
- 1.2 To look at opportunities for Councillors in Outer North West Leeds and GPs from Leeds West Clinical Commissioning Group (CCG) to work more closely together with Public Health (PH) to achieve shared objectives (see Appendix A).
- 1.3 This report will look at the following:
- Changes in way health and wellbeing is led and organised.
 - Leeds West CCG priorities.
 - The key Outer North West challenges.
 - Case study of where Councillors, CCGs and PH have worked together.
 - Next steps and opportunities to work together.

2 Background information

- 2.1 In the past year, there have been a number of fundamental changes in the way health and wellbeing services are led and organised in Leeds. This paper will briefly set out three of the most significant ones - creation of Health and Wellbeing Boards, creation of Clinical Commissioning Groups (CCGs) and closure of Primary Care Trusts (PCTs), and the return of Public Health to Local Government.

2.2 Health and Wellbeing Boards (citywide)

- The Health and Social Care Act 2012 led to the introduction of local Health and Wellbeing Boards. These are for where key leaders from the health and care system work together to improve the health and wellbeing of their local population and reduce health inequalities. Health and wellbeing board members will work together to understand their local community's needs, agree priorities and encourage commissioners to work in a more joined-up way. The Leeds Health and Wellbeing Board formally began operating in April 2013.
- **Leeds Health and Wellbeing Board** is a key part of the ambition in Leeds to be the Best City for health and wellbeing. The Joint Health and Wellbeing Board will oversee how we continue to improve the health and wellbeing of the people of Leeds. The Joint Health and Wellbeing Strategy 2013-2015 is vital to how we will work together to make it all happen. Copies of this strategy were included in Area Committee packs.
- For Leeds to be the best city for health and wellbeing, it means making sure that people can access high quality health and social care services and that Leeds is a Child Friendly city. Economy is vital - a city that creates opportunities for business, jobs and training. It will be a city made up of sustainable communities and that will be a great place to live. In short, the vision for Leeds is that it will be a healthy and caring city for all ages. It will be a city where people who are the poorest improve their health the fastest.
- The Board is focusing on five outcomes:
People will live longer and have healthier lives.
People will live full, active and independent lives.
People will enjoy the best possible quality of life.
People are involved in decisions made about them.
People will live in healthy and sustainable communities.
- Cllr Lisa Mulherin chairs Leeds Health and Wellbeing Board. The Health and Wellbeing Board is made up of local elected representative, a representative of the local Healthwatch organisation, representatives of each local Clinical Commissioning Group, the local authority Director for Adult Social Services, the local authority Director for Children's Services, and the Director of Public Health for the local authority.
- To find out more about the Joint Health and Wellbeing Board and download a copy of the strategy, please click on the following link: <http://www.leeds.gov.uk/council/Pages/Best-City-for-Health-and-Wellbeing.aspx>.

2.3 Leeds West Clinical Commissioning Group

- Clinical Commissioning Groups (CCGs) are groups of GPs that, as of April 2013, are responsible for designing and monitoring local health services in England. The CCG's patients and healthcare professionals work in partnership with local communities and local authorities. On their Governing Body, CCGs have, in addition to GPs, a least one registered nurse and a doctor who is a hospital-based specialist. Groups have boundaries that will not normally cross those of local authorities. All GP practices have to belong to a Clinical Commissioning Group. In Leeds there are three CCGs covering the city: NHS Leeds West CCG; NHS Leeds North CCG; and NHS Leeds South and East CCG.
- NHS Leeds West Clinical Commissioning Group (CCG) is made up of 38 GP practices in the west and parts of outer north west and south west Leeds (see map of areas covered by the three CCGs in Leeds - <http://www.leedswestccg.nhs.uk/about-us>). NHS Leeds West CCG is the largest of the three CCGs that covers Leeds. It covers a population of around 350,000 people. From April 2013, it became a statutory organisation responsible for local health budgets and ensuring that the NHS provides high quality healthcare to those living in this area. In addition to this, it will be working with NHS Leeds North and NHS Leeds South and East CCGs to ensure that patients can continue to access NHS services when they need them. This includes hospital services; mental health and learning disability services and emergency and urgent healthcare. To find out more, please look at Leeds West CCG website - www.leedswestccg.nhs.uk.
- **Leeds West CCG Strategic Objectives (2013-16):**
To tackle the biggest health challenges in west Leeds, reducing health inequalities.
To transform care and drive continuous improvement in quality and safety.
To use commissioning resources effectively.
To work with members to meet their obligations and clinical commissioners at practice level to have the best developed workforce we possibly can.
- **Leeds West CCG Priority Health Goals (2013-16):**
Promoting **healthy living** to tackle the wider determinants of health.
Improving the **sexual health** of the population.
Proactive management for people with **long term conditions**.
Improving the **mental health** of the population.
Improving outcomes for those diagnosed with **cancer**.
Improving access to **elective** (pre-arranged, non-emergency care that includes scheduled operations) **care** services.
Commissioning an effective response to **urgent care** needs.
Improving **end of life** care of (all those with a terminal illness or terminal condition that has become advanced, progressive and incurable).

2.4 Public Health

- The evidence shows (Sir Michael Marmot's 2010 report 'Fair Society Healthy Lives,' The Marmot Review) that social, economic and environmental factors all contribute to health. Early years experiences, the amount of control that individuals have over their lives, the quality of their job, the amount of income that they receive, and the quality of their physical and social environment can all impact on mental and physical health and the length of their lives.
- Local government has a long history of working to improve the health, and reduce the inequalities, of local populations. They have the opportunity to influence areas such as housing, transport, and the quality of the local environment. The move of Public Health to local government is a positive development. Local authorities now have the opportunity to more easily tackle health inequalities in coherent and collaborative ways. Joint working is key to addressing health inequalities which are driven by a complex interaction of economic, social, and environmental inequalities.
- On the 1st April 2013 Leeds City Council took on responsibility, from the NHS, for Public Health in Leeds. Public Health is concerned with creating communities where everyone has positive wellbeing and health. It is about improving the health and wellbeing of local populations rather than treating diseases. Around 80 public health employees and approximately 102 contracts covering a range of functions were transferred to Leeds City Council.

- LCC Public Health has a number of Area Based Public Health teams each led by a Senior Public Health Specialist (Consultant in Public Health). The WNW Public Health team works closely with Leeds West CCG and other local partners to improve the health of the population in West Leeds.

Leeds City Council Public Health functions and commissioning programmes include:

- Health behaviours. Sexual health services; Obesity services; Physical activity (such as Leeds Let's Get Active); Substance misuse (drugs and alcohol); Stop smoking services and interventions.
- Primary care work with Clinical Commissioning Groups to ensure effective, population based health and social care commissioning
- Wider determinants work with housing, transport, employment, poverty and planning
- Child health programmes include: National Child Measurement Programme; Children 5-19 public health programmes.
- Public mental health.

2.5 Health & Wellbeing Challenges

The life expectancy of people in Outer North West Leeds

Life expectancy	Allpersons	Males	Females
Otley - Newalls / Weston Lane	82.4	78.6	86.2
Otley	83.2	80.7	85.3
Arthington, Bramhope, Pool and Carlton	86.6	86.6	87.3
Hawthornthwaite Village, Tranmere Park	84.7	81.1	88.1
Guiseley	79.6	78.5	80.5
Yeadon - Henshaws, Southway, Westfields	80.8	77.8	83.8
Yeadon -Rufford Park, Yeadon Tarn	84.8	82.4	87.5
Cookridge, Holt Park	86.4	85.5	87.4
Rawdon North	84.3	80.0	88.1
Adel	84.8	83.5	86.3
Horsforth - Brownberries, West End	87.0	83.6	90.9
Horsforth, New Road Side, Stanhopes and Rawdon South	83.3	80.9	85.3
Horsforth Central	81.2	79.3	83.0
Leeds	80.4	78.5	82.2
Deprived	76.4	74.2	79.0

Priority Areas Health Improvement and Lifestyle:

- The Outer North West Area has one of the largest populations in Leeds - 87,800 - which is 11.0% of the Leeds registered and resident population of 795,476. The population in this area is mainly 40 plus, with a slightly higher number of over 60s than the Leeds average.
- Each Area Committee is broken down into Middle Level Super Output Areas(MSOA). An MSOA is a geographic area designed to improve the reporting of small area statistics in England and Wales. The minimum population for an MSOA is 5000.
- In general, Outer North West Leeds has low levels of deprivation. There are groups, however, who have low levels of income. Older people have greater health and social care needs than younger people and it is important that services are appropriate for their needs.
- The relationship between poor health outcomes and deprivation is well evidenced. The major determinants of health would include educational attainment, income and work status.
- Although the general health and wellbeing of residents in Outer North West Leeds is good, there will be individuals, families and small communities that have poor health and wellbeing. The emphasis, therefore, is on finding and supporting them to live better for longer.
- Obesity. The Outer North West Area Committee has age standardised obesity rates which are generally much lower than Leeds, and much lower than that of the deprived quintile. The three

MSOA with highest age standardised (statistical method to account for different age ranges in areas) rates of Obesity are Yeadon – Henshaws, Southway, Westfields, and Otley – Newalls / Weston Lane. The latest Health Survey for England (HSE) data shows that nearly 1 in 4 adults, and over 1 in 10 children aged 2-10, are obese and the trend is set to increase. Obesity can have a severe impact on people's health. Around 10% of all cancer deaths among non- smokers are related to obesity. The risk of coronary artery disease and type 2 diabetes directly increases with increasing levels of obesity e.g. levels of type 2 diabetes are about 20 times greater for people who are very obese. These diseases can shorten life expectancy.

- Cancer. The Outer North West Area Committee has age standardised cancer rates which are generally the same as Leeds. The three MSOA with highest age standardised rates of cancer are Cookridge, Holt Park, Adel, and Rawdon North. The main risk factors for cancer are: growing older, smoking, sun, ionising radiation and chemicals, some viruses, family history of cancer, alcohol, poor diet, lack of physical activity, or being overweight. Life expectancy for people with cancer is lower in more deprived communities. The range of risk factors suggests many cancers are potentially preventable.
- Coronary Heart Disease (CHD). In addition, age standardised CHD rates are generally much lower than Leeds, and much lower than that of the deprived quintile. The three MSOA with highest age standardised rates of CHD are Yeadon – Henshaws, Southway, Westfields, Yeadon – Rufford Park, Yeadon Tarn, and Horsforth Central.
- The Outer North West Area Committee has age standardised COPD rates which are generally very much lower than Leeds, and very much lower than that of the deprived quintile. The three MSOA with highest age standardised rates of COPD are Yeadon – Henshaws, Southway, Westfields, and Yeadon – Rufford Park, Yeadon Tarn. In addition, age standardised diabetes rates are generally much lower than Leeds, and very much lower than that of the deprived quintile. COPD is a disease of the lungs and is a key cause of premature mortality in Leeds. It is associated with deprivation and smoking. COPD is often identified late, reducing options for management to improve quality of life or to slow down the progression of the disease. Diabetes consists of type 1 and 2. Type 2 is the most common and is strongly associated with obesity, other lifestyle factors, particular population groups and deprivation. The NHS Health Check (a vascular risk assessment and identification programme) is a systematic way of identifying people with diabetes, it is estimated that the prevalence in Leeds should be around 6.7% but the recorded prevalence on GP system for Leeds is 3.6%.
- In addition, age standardised smoking rates are generally much lower than Leeds, and very much lower than that of the deprived quintile. The three MSOA with highest age standardised rates of Smoking are Yeadon – Henshaws, Southway, Westfields, Otley – Newalls / Weston Lane, and Horsforth Central. The use of tobacco is the primary cause of preventable disease and premature death. It is not only harmful to smokers but also to the people around them through the damaging effects of second-hand smoke. Smoking rates are much higher in some social groups, including those with the lowest incomes. These groups suffer the highest burden of smoking-related illness and death. This is the single biggest cause of inequalities in death rates between the richest and poorest in our communities. Levels of smoking have fallen since the 1960s. However this decline in smoking rates has stopped and may be reversing.
- The overall alcohol specific admission rate in Outer North West Area Committee is much lower than the Leeds rate. As is normal, the Male rate is higher than the Female rate. When we look at attributable admissions, the overall rate in Outer North West Area Committee is lower than the Leeds rate. As is normal, the Male attributable admissions rate is much higher than the Female rate. The misuse of alcohol is associated with a wide range of chronic health conditions such as liver disease, hypertension, some cancers, impotence and mental health problems. It has a direct association with accidents, criminal offending, domestic violence and risky sexual behaviour. It also has hidden impacts on educational attainment and workplace productivity. Within this area, alcohol specific rates are well below average, attributable admission rates are slightly lower than the Leeds average.
- This is an area of Leeds in which a higher proportion of the population are middle aged or older. This area has a disproportionately low number of referrals for adult social care. Primary Health

Care agencies are disproportionately high referrers. This area is the highest in the city for the proportion of referrals which go on to be assessed and nearly three quarters of assessments lead to people receiving services. This is the highest proportion in the city.

2.6 Outer North West Health and Wellbeing Public Health service overview

- There are a number of Public Health services in Outer North West Leeds that focus on primary care, health behaviour and wider determinants. The WNW Public Health team work with partners and commission specific programmes to improve the Public Health outcomes of people in Outer North West Leeds. This is shown on the table as development and commissioned work. This summary is only intended to provide a brief overview of Public Health services to inform the debate at the Area Committee.

Development work		
Primary Care (What kills people now and what makes them ill)	Health Behaviour (Behaviours that are going to kill people and make them ill)	Wider Determinants of Health
GP Clinical Commissioning Group Public Health priorities Healthchecks – Health MOT for over 40s Leeds Lets Change in primary care promoting health behaviour change Self-care promotion for Integrated Health and Social Care teams	Smoking cessation services Alcohol ADS Healthy Lifestyle Service WNW alcohol working plan Leeds Let's Get Active leisure offer and community activities	Citizen Advice Bureau Capacity building re money worries Capacity building re cook and eat Capacity building re walk trainers Alcohol awareness for frontline workers
Commissioned work		
Primary Care (What kills people now and what makes them ill)	Health Behaviour (Behaviours that are going to kill people and make them ill)	Wider Determinants of Health
Patient Engagement Model in Leeds West CCG	Healthy Living Network Leeds deliver Community Health Educators sessions per year (covering alcohol, healthy eating, smoking and physical activity) in deprived neighbourhoods BARCA Leeds - Healthy lifestyle courses at a number of community venues in deprived areas of Leeds	Leeds Debt Forum and loan sharks Support for tenants in private sector re welfare reforms Men's mental health and wellbeing

2.7 Public Health services in Outer North West Leeds

Name of GP surgery in ONW Leeds	*Healthchecks	Smoking	Weight management	Alcohol services
Highfield Surgery	YES		Y	Y
Westgate Surgery	Y	Y – advisor	Y	Y
Bridge Street Medical Practice	Y		Y	Y
Guiseley & Yeadon Medical Practice	Y	Y – session	Y	Y
New Croft Surgery	Y	Y – advisor	Y	Y - advisor

(Ireland Wood and Horsforth Medical Practice)				
Charles Street Surgery	Y	Y – advisor	Y	Y
Rawdon Surgery	Y		Y	Y
Yeadon Tarn Medical Practice at Silver Lane Surgery	Y		Y	Y
Park Road Medical Centre	Y	Y - advisor	Y	Y
Moor Grange View Surgery	Y		Y	Y
Silver Lane Surgery	Y		Y	Y
Fieldhead Surgery	Y		Y	Y

- Healthchecks - **The NHS Health Check programme aims to help prevent heart disease, stroke, diabetes, kidney disease and certain types of dementia.** Everyone between the ages of 40 and 74, who has not already been diagnosed with one of these conditions or have certain risk factors, will be invited (once every five years) to have a check to assess their risk of heart disease, stroke, kidney disease and diabetes and will be given support and advice to help them reduce or manage that risk.
- There is a core WNW Health and Wellbeing Leadership group, which will agree direction and drive forward local partnership delivery of Joint Health and Wellbeing Strategy focusing on outcome areas 1 (longer and healthier lives), 3 (relating to mental health and wellbeing) and 5 (health related aspects of healthy and sustainable communities).
- The Outer North West Area Committee will be represented by Councillor Graham Latty as the Health and Wellbeing Lead. The group will also include Councillor Health and Wellbeing Leads from INW, IW and OW Area Committees, Public Health Consultant WNW, Health and Wellbeing Improvement Manager WNW, Clinical Commissioning Group Public Health Lead GP, Area Leader WNW. It will meet three times a year and its first meeting was December 2013.

2.8 Case studies

Holt Park Active

Holt Park Active opened in October 2013. The leisure and wellbeing centre is a community hub where people can be active, socialise and learn something new. The centre is home to a Bodyline Gym. It also has a purpose built dance studio and multi activity room. There is also range of swimming pools. The atrium is a place to unwind and meet with friends in the cafe. Beyond this, there are a range of activities for older people, disabled people and people with learning difficulties, meaning more people will be able to use the centre and enjoy the benefits of an active lifestyle. New partnerships are forming that look at developing existing wellbeing opportunities and developing new ones. Current activities include links to local library, local nursery, music for health, sporting memories, volunteers, IT training, cooking and baking groups, further education, art groups, exercise and sports reminiscence. Recently, there was a workshop that focussed on activities to develop at Holt Park Active. These included information and advice on health, finance, safeguarding, housing, carers support, outreach activities, and community resources

Case study – opportunity to work together – Patient Empowerment Model

This proposal is for a new service to develop communities of practice to empower patients and communities to actively self-manage their health issues through peer support and to provide signposting and increase awareness and access about local services and voluntary groups in a managed way. The development supports and is in alignment with key NHS Leeds strategic objectives focusing on priority health goals relating to long term conditions, health promotion and mental health. Member practices highlighted the need for support with signposting and wanted

increased knowledge about local services and voluntary groups including those for older people and more vulnerable patients. It will be open to all practices in Outer North West Leeds.

3 Corporate Considerations

3.1 Consultation and Engagement

The Health and Wellbeing Board has consulted on the Joint Health and Wellbeing Strategy. Healthwatch represent patients views on the Health and Wellbeing Board. LWCCG have held a number of community engagement events and has a Patient Reference Group.

3.2 Equality and Diversity / Cohesion and Integration

Work outlined in report complies with The Equality Act 2010, which requires local authorities to comply with the Public Sector Equality Duty.

3.3 Council policies and City Priorities

Health and Wellbeing City Priority Plan has been developed by members of the Health and Wellbeing Board, which includes Councillors, CCGs and Public Health.

3.4 Resources and value for money

The Office of Public Health and funding returned to the council in April 2013. It aims to spend money wisely in line with the rest of the council.

3.5 Legal Implications, Access to Information and Call In

No legal implications.
Not eligible for call in.

3.6 Risk Management

No risks identified.

4 Recommendations

1. To recognise the changes in health and wellbeing, and the significant challenges in Outer North West Leeds.
2. To build on developing local relationships and look at new ways of working to tackle long term issues.

Public Health role for Local government and CCGs		
What kills people now and what makes them ill	Behaviours that are going to kill people and make them ill	Wider determinants of health
Cardiovascular Disease Cancer Excess winter deaths Long-term conditions eg COPD, Diabetes, neurological disorders, Musculoskeletal Disorders Alcohol/drug related disease Mental Health problems	Smoking Alcohol/drug consumption Inactivity Being overweight/obese Sexual Health Lack of awareness of early symptoms Not using screening or preventative services	Educational attainment Income employment decent housing community support networks safe communities language
CCG role	Ensure systematic primary care identification and management Ensure access to specialist services based on need Ensure commissioning is informed from health need Targeting resource to areas of greatest need	Signpost to services eg debt and fuel poverty Ensure safeguarding Ensure effective partnership working Community leadership Advocacy and influence
NHS Responsibility		City Council Responsibility

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Report of Locality Manager (WNW Locality Team)

Report to North West Leeds (Outer) Area Committee

Date: 24th March 2014

Subject: New Locality Services and Development of the 2014/15 Service Level Agreement and Performance Update

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

Summary of main issues

This report provides an update on:

1. Proposed changes to the operating model and structure of Environmental Action Service Locality Teams to deliver zonally based services. It outlines the reasons for these proposals and the process for agreeing them. It also describes the process for developing the Service Level Agreements (SLAs) with Area Committees for 2014/15, and,
2. Performance against the Service Level Agreement (SLA) between Outer North West Leeds Area Committee and the West-North West Environmental Locality Team. This report covers the period from 1st July 2013 to 31st January, 2014 – information is attached at Appendix A.

Recommendations

- 1 That North West Leeds (Outer) Area Committee:
 - Note and comment on the proposals for a new working model for Locality Team services.

- Agree the approach to consulting on proposals for changes to the Locality Team operating model, the priorities within the SLA for 2014/15 and proposals for future waste management arrangements
- Note and comment on the performance of the West-North West Locality Team since July 2013 and,
- Provide guidance and direction to service delivery as necessary.

2 Purpose of this report

3 This report provides an update on proposed changes to the operating model and structure of Environmental Action Service Locality Teams to deliver zonally based services. It outlines the reasons for these changes and the process for agreeing them. It also describes the process for developing the Service Level Agreements with Area Committees for 2014/15

4 Background information

4.1 Executive Board approved revisions to the Area Committee Function Schedules to include a new delegated responsibility for Street Cleansing & Environmental Enforcement Services in March 2011. The delegation makes clear the responsibility of Area Committees to negotiate, develop and approve a SLA with the service that achieves, as a minimum, the service standards set by Executive Board. The SLA should determine the principles of deployment of the available resources by:

- the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)
- the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.

4.2 The delegation of environmental services to Area Committee means that service resources, mainly staffing, are now devolved. Resources are organised into three wedge based teams for East North-East, South South-East and West North-West, aligned to new Locality Teams. The SLA sets out the detail of the resources which will be allocated to the Area Committees. The annual SLA for the Outer North West Area Committee which was agreed on 18th June 2013.

5 Main issues

5.1 Background to the changes to the Locality Operating Model

5.1.1 Since October 2013 Housing Arms-length Management Organisations (ALMOs) no longer exist. The services delivered are now within Leeds City Council, within the Environment and Housing Directorate. This provides us with an opportunity to move to one service that covers all of the environmental issues that were previously split between the Locality Team and ALMOs. The integration of these services will provide one point of contact for these issues, leading to faster resolution and easier access for residents and the public. In the current economic climate the council's priority is to protect front-line services. A reduction in the duplication of management, and therefore a smaller number of managers in the service will help to deliver this.

5.1.2 In addition to former ALMO services there are a number of other environmental services currently managed through Locality Teams which are still delivered on a citywide basis. Bulky waste collection services and needles and public convenience removal services are currently managed by South and Outer East Locality Team for the whole city; Graffiti removal is managed by West North West Locality Team and the ginnel team is managed by

East North East Locality. This leads to inefficiencies in terms of travel and resources, but also means that these services are less able to be influenced and prioritised at a local level.

- 5.1.3 Whilst the service has made good progress over the last two years to initially stabilise and subsequently improve our delivery, there are areas which could be more efficient and effective. The current reliance on lone working all year around means leads to inefficiencies and a lack of flexibility within the service. Staff who work on their own have also fed back that they feel isolated and do not see their supervisor or colleagues often enough.
- 5.1.4 Staff have historically had rigid roles which only enabled them to do one task, e.g. litter picking or driving a particular vehicle. This again means we are not as flexible as we could be, and staff also have little opportunity to develop their skills and progress up through the service. Locality Team staff are often confused about their roles and about what tasks they are (and are not) required to do. Again this leads to a lack of flexibility and can cause conflict between managers and frontline staff.
- 5.1.5 Vehicle usage within the service is considerable, largely due to the size of the Locality Team area and the small number of mobile teams. There is a need to reduce travel time, and therefore fuel usage and wear and tear on vehicles to reduce costs and the impact on the environment.
- 5.1.6 The Locality Teams spend a significant amount on overtime to cover sickness and holidays. The reliance on lone workers and specific job roles compounds this problem as the service cannot easily move resources to cover functions and therefore has to use overtime payments. The imperative to protect frontline jobs also means that we should be using any additional budgets to create or protect permanent jobs, rather than to pay for additional hours.
- 5.1.7 Even though the service has made great strides in bringing together enforcement and cleansing functions so that they complement each other and deliver better outcomes, this relationship could be improved further. Collocating services with partners such as the Police and Housing Leeds, is also a key aim to deliver a more integrated, holistic service.
- 5.1.8 Whilst the gully cleansing service has again been stabilised and improved, the delivery of this on a locality basis has been problematic, especially given the level of resources at our disposal (one vehicle per Locality Team) and the close links to Highways Services. A number of factors including the recent high rainfall, no account being made for the kerbside pots and gully cleansing on a number of highspeed roads have resulted in slippage in the gully cleansing frequency.

It is therefore proposed to move the gully service back to a citywide service and to further look at whether this service would be better delivered through Highways Services in future which provide a single point of contact and could better align with flood risk management.

- 5.1.9 Environmental Action Services is therefore reviewing the delivery of our services and structures in order to deal with the challenges above, whilst protecting jobs and pay.

5.2 Proposed Changes to the Operating Model

- 5.2.1 Environmental Action Services propose to move to a zonally based service delivering all the services described above through a multi-skilled team of people.
- 5.2.2 The service will be directly responsible for all current aspects of Locality Team street cleansing services (excluding gully cleansing – see 4.1.7 above) as set out in the SLA:
 - Manual litter picking

- Litter bin emptying
- Mechanical path & road sweeping
- Flytipping removal
- Graffiti removal
- Needle removal
- Ginnel clearance
- Cleaning of arterial routes
- Cleaning around recycling (e.g. bottle banks) facilities
- Leaf clearing

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

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

5.2.4 The service proposes that West and North West Leeds area is split into seven zones, with a Team Leader managing both the cleansing and enforcement functions in the area. Table 1 below describes possible zones subject to further work and agreement with elected members. Job roles will be broader and multi-skilled enabling the zonal team to flexibly deliver all the services described above within the zone.

Table 1 – Proposed operational zones

Area Committee	Zone	Ward(s)
Inner West	1	Armley, Bramley & Stanningley
Outer West	2	Pudsey, Calverley & Farsley
	3	Farnley & Wortley
Outer North West	4	Horsforth & Guiseley & Rawdon
	5	Otley & Yeadon, Adel & Wharfedale
Inner North West	6	Headingley & Hyde Park/ Woodhouse
	7	Kirkstall & Weetwood

5.2.5 It is still proposed that there will still be a commitment to a scheduled level of service for some functions, such as mechanical cleaning, litter-picking and bulky waste collection. However these scheduled services would be part of the zonal teams and therefore more flexible and reactive to the needs of the local Elected Members and residents.

5.2.6 Lone-working will be minimised with staff instead working in small teams. This would deliver the same level of scheduled litter-picking service but more quickly and efficiently and, as an added benefit, white bags would be removed at the point of clearance, rather than waiting for a collection crew to arrive.

5.2.7 Overtime cover would reduce as the multi-skilled workforce would be required to cover each other, with managers moving resources around the zones and the locality to meet the

services' needs. A significant proportion of the current overtime budget would instead be used to fund additional permanent frontline posts. A small overtime budget would be retained to cover some specialist services, e.g. mechanical cleaning.

- 5.2.8 The service is also working with partners, such as the Police and Housing Leeds, to develop proposals for co-location where possible. The sharing of depot facilities in local areas would deliver significant efficiencies in terms of time and fuel usage.
- 5.2.9 Work is still required to fully develop detailed operational arrangements and to agree resource allocations within each zonal team. The Locality Team proposes to use the same process for the development of the Service Level Agreement for 2014/15 to undertake consultation with Elected Members on the detailed aspects of the proposals.

5.3 Developing the Service Level Agreement for 2013/14

- 5.3.1 Service Level Agreements with Area Committees have been in place since June 2011. As part of the process to develop the SLA in 2012/13 we undertook ward level workshops to develop priority areas for improvement. Since then, these areas have not been reviewed and several have now improved to the point where no further action is necessary.
- 5.3.2 In addition the development and agreement of zonal resource allocations work will also be required to support the next phase of fortnightly black bin collections in parts of west and north west Leeds where this has not yet been rolled out. Several areas will not be put onto fortnightly black bin collections and consultation with Elected Members is needed to ensure agreement about both the areas to be excluded and the approach to future collections in those areas.
- 5.3.3 We therefore propose to undertake ward-based workshop sessions in April, May and June to cover three main issues:
- Review SLA priority areas;
 - Consult on proposals for final zones, resources in each zonal area based on an analysis of need; and,
 - Consult on proposals for future waste management arrangements for areas where fortnightly black bin collections will not be implemented.
- 5.3.4 The results of this consultation will then be shared with the area committee's sub-group before sign-off by the Area Committee.

6 Corporate Considerations

6.1 Consultation and Engagement

- 6.1.1 Initial consultation on the above has been undertaken with the Outer North West Environmental Sub-group of the Area Committee.

6.2 Equality and Diversity / Cohesion and Integration

- 6.2.1 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.

6.3 Council Policies and City Priorities

6.3.1 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.

6.4 Resources and Value for Money

6.4.1 There are no resource implications.

6.5 Legal Implications, Access to Information and Call In

6.5.1 There are no legal implications.

6.5.2 The report contains no information that is deemed exempt or confidential.

6.6 Risk Management

6.6.1 There are no risk management implications within this report.

7 Conclusions

7.1 Whilst good progress has been made to improve delegated services over the last two years, for a number of reasons as outlined, we now propose to change the operating model for Locality Teams. This change will deliver a more flexible, local driven service and build upon the good work so far.

7.2 We need to make sure that any changes are developed in consultation with local Elected Members and therefore recommend that a ward-based workshop approach is taken to do this effectively.

8 Recommendations

8.1 That North West West Leeds (Outer) Area Committee:

- Note and comment on the proposals for a new working model for Locality Team services.
- Agree the approach to consulting on proposals for changes to the Locality Team operating model, the priorities within the SLA for 2014/15 and proposals for future waste management arrangements
- Note and comment on the performance of the West-North West Locality Team since July 2013 and,
- Provide guidance and direction to service delivery as necessary.

9 Background documents¹

7.1 None

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

Appendix A

Service Performance Update:

- 3.2.8 Between July, 2013 and February, 2014 there were 2038 requests for service emanating from the Area Committee area. Of these, 589 were for Adel & Wharfedale, 403 for Horsforth Ward, 495 for Guiseley & Rawdon and 551 for Otley & Yeadon ward. The largest volumes of service requests across all four wards were for fly tip, followed by gullies, and overgrown vegetation.
- 3.2.9 In the same period the Locality Team served **73** legal notices across the area - mainly for advertising boards, over-grown vegetation and bins on streets. **2** FPN's were also issued in the same period.
- 3.2.10 Covert CCTV funded by Area Committees will also be in place shortly and used across the wedge area to further support enforcement and prosecutions.

Education and Enforcement:

- 3.2.12 Enforcement work and dog-control work continues to be provided Monday to Friday from 7am to 7pm – evening/ early morning and weekend work is provided by prior arrangement. The majority of enforcement work in Outer North West involves responding to requests to service via the contact centre or increasingly from residents and ward members directly.
- 3.2.13 Key local enforcement priorities have now been identified by ward members, team members and residents. Resources are now being allocated to supporting enhanced enforcement work on these priorities which include:
- Work with the High Schools on littering education,
 - Dog fouling awareness and control audits particularly around key parks in all four wards
 - Grass verge enforcement policy development,
 - Bin-yard cleanliness and control
 - Overgrown vegetation,
 - Bins on streets,
 - Better signs and deterrent to dog-fouling,
 - Priority ginnel clean-up and enforcement plan,
 - Environmental audits and litter/ dog-fouling patrols,
 - Fly-tipping and garden waste
 - Littering on in town centre locations, and,
 - Vehicles for sale

3.2.14 It has also worked to raise awareness of problems associated with dog-fouling in across the area and is actively monitoring for dog-fouling.

Cleansing:

- 3.2.15 **Mechanical Path and Road Sweeping-** The reliability of mechanical cleaning services has improved slightly across the last three reported periods (since July 2013), we have completed an average 87.5% of scheduled routes in the area committee area. The delivery of manual cleansing as per the schedule has also improved however further work is required to improve our cover and holiday arrangements to better maintain services when staff are absent. In Outer North West we continue to provide daily, weekly, 3 weekly and 12 weekly mechanical sweeping across both wards - work cycles are based on an 8-day week - this enables an extra day of 'spare' capacity to be programmed in which allows the service to recover days lost due to leave, sickness or vehicle breakdown. Between October 2013 and January 2014 path and road sweepers were prioritising leaf clearance hot-spots within their prescribed routes.
- 3.2.16 **Manual Litter Picking** - continues to be undertaken on pre-set routes - there are currently 4 manual litter pickers covering neighbourhoods in Outer north west each day of the week- a number of litter picking routes have been altered and diverted across the area due to member and resident feedback.
- 3.2.17 **Litter Bins** - are currently emptied and the immediate vicinity checked for cleanliness by one of the teams litter-bin crews. We continue to meet the SLA commitment that all bins will be emptied without any over-flowing and that frequencies of visits will be adjusted to ensure this commitment is met.
- 3.2.18 Over the last year **40** additional litter bins have been installed across the area(as well as a further 16 funded by ward members) - further new/ replacement bins will be installed over the next 6 months.
- 3.2.19 **Fly-tipping, Hotspot and Bulky Item Teams** - the service continues to deploy its dedicated fly-tipping crews across 7 days. The crews work largely on reactive basis following requests for service from the contact centre or increasingly from residents and members directly -they also monitor and clean regular hot-spot areas proactively such as: Yorkgate, Holt Lane, Penfold Lane in Adel & Wharfedale ward; Carlton Lane, Gill Lane, Queenswat, Bayton Lane, Moorfield Estate (rear of White Swan) in Guiseley and Rawdon Ward; Ilkley Rd and Gay Lane in Otley and Yeadon ward and Knott Lane in Horsforth. These crews have been successfully used in a flexible way to meet SLA commitments across Outer North West ,for example, supporting to the leaf-clearance programme across the area, cutting back and removing over-grown vegetation which is an SLA priority. These to support additional clean-ups and ginnel clearance activity in Outer North West.
- 3.2.20 **Gullies** - we continue the service the circa 52,000 gully's across WNW Leeds using 2 dedicated crews over 7 days. The crews work on a ward programme basis in the following order: Pudsey, Armley, Bramley Farnley & Wortley, Bramley & Stanningley, Calverley & Farsely, Guiseley and Rawdon, Otley & Yeadon, Kirkstall, Horsforth, Adel & Wharfedale, Weetwood - they are currently working in Farnley & Wortley and it is anticipated that each ward can take up to six weeks to complete - one of the 7 days is used for member/ referral reactive activity across WNW. The programmed work is supported by a city-wide wet-spot team which covers known flood/ wet-spot areas and all beanie-blocks. Over the last 6 months we have worked with highways to develop protocols around reporting and mapping collapsed gully's across Outer North West and have identified priorities for capital spend to repair key gullies. In terms of programmed cleansing - gullies in Guiseley & Rawdon were last cleansed in July 2013, in Otley & Yeadon they were last cleansed in March 2013 – gullies in Horsforth are and Adel & Wharfedale are due to be cleansed this summer - It is currently taking approximately 24 months to revisit each ward for programmed cleansing.

- 3.2.21 **Graffiti Removal** - the team currently manages the city-wide graffiti team – we have 2 crews working 7 days a week across the city - we aim to remove all offensive graffiti within 24 hours of receiving reports. The team are also deployed to proactively remove graffiti in known hot-spot locations.
- 3.2.22 **Bush & Ginnel Team** - a number of referrals for each of the wards have been made for to the bush and ginnel team - these form part of the on-going ginnel cleansing work via ward member and sub-group meeting - the locality team now visits key ginnels for cleansing purposes across Outer north west and work with Parks & Countryside, Grounds Maintenance and the Bush and Ginnel Team to cut-back overgrown vegetation in ginnels.
- 3.2.23 **Needle Team** - we continue to make referrals for needle removals across Outer North West to the city-wide needle team.

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Appendix A

Breakdown of Service Performance – 1st July to 28th February 2014

Table 1 - Service Requests

DESCRIPTION	TOTAL	Adel and Wharfedale	Guiseley and Rawdon	Horsforth	Otley and Yeadon
A Board	29		4	1	24
Abandoned Caravan/Trailer	2		2		
Abandoned Vehicle	8	1	2	2	3
Asbestos Notification	1		1		
Bin not Returned	57	31	11	5	10
Cellar Grate	3		1		2
Commercial Premises Duty of Care Inspect	1				1
Commercial Waste Issues	43	4	7	9	23
Damage to Highway	16	6	2	3	5
Dangerous Tree	3	3			
Dead Animal Removal	30	7	5	15	3
Dog Fouling	121	23	28	15	55
Dog Fouling Enforcement Signage Request	25	3	5	9	8
Domestic Waste Issues	47	8	12	10	17
Drainage	42	16	16	2	8
Fly Tip	362	128	67	73	94
Flyers	1				1
Flyposting	3			3	
Flytipping	81	18	25	22	16
Footpath Sweeping	66	12	18	13	23
Ginnel	28	7	13	4	4
Graffiti	61	36	8	6	11
Gully	263	76	52	72	63
Gully Referred to Highways	1		1		
Housing - Defect	1			1	
Housing - Dirty	2	1	1		
Housing - Vacant	4		2		2
Illegal Advertising	47	3	31	6	7
Illegal Vehicle Crossing	2	1			1
Keeping Dogs On Leads At All Times	2	1	1		
Leafing	110	30	37	21	22
Litter Bin Empty	47	9	16	16	6
Litter Bin Repair	5		1	3	1
Litter Bin Request	34	5	14	8	7
Litter Complaint	65	10	17	15	23
Litter Problems	10	1	2	3	4
Mud etc on Road	12	5	1	5	1
Nuisance - Accumulation/Deposit	11	1	2	1	7
Nuisance - Other	41	14	8	8	11
Nuisance - Premises	1		1		
Nuisance Vehicle	1				1
Obstruction	25	7	8	2	8
Odour - Other	6		2		4
Overgrown Vegetation	173	89	28	26	30
Road Sweeping	80	19	23	16	22
Rodents	10	1	1	2	6
Smoke from Bonfire	16	5	6	3	2
Smoke from Chimney	1			1	
Stray Dog Not Out	1		1		
Untaxed Vehicle	1		1		
URGENT - Nuisance - Accumulation/Deposit	1			1	
Vehicles for Sale	2	1	1		
Verge or Pavement Parking	5	2	2	1	
Waste in Gardens	28	5	8		15
Total	2038	589	495	403	551

Service Requests Specific to Dog Warden Service

	Total	Adel and Wharfedale	Guiseley and Rawdon	Horsforth	Otley and Yeadon
Dog attacking animal	6	1	0	0	5
Dog attacking human	8	3	0	2	3
Dogs on leads at all time	1	0	1	0	0
Dogs on leads by direction	1	1	0	0	0
Found dog	46	4	8	22	12
Lost dog	27	5	2	7	13
Dog fouling	8	2	3	2	1
Stray dog at large	15	8	3	2	2
Stray dog not out	2	0	0	2	0
Dog warden assistance requested	9	1	1	4	3
TOTAL	123	25	18	41	39

The dog wardens have also been involved in 8 of the dog fouling requests recorded as the activity of the Locality Team above. Patrols of hotspot dog fouling areas take place when possible.

Legal Notices

LEGAL NOTICES	Total	Adel and Wharfedale	Guiseley and Rawdon	Horsforth	Otley and Yeadon
BA59 - Drainage	5	4	1		
BA60 - Drainage	2	2			
EP34_5 - Commercial Waste Issues	1	1			
EP34_5 - Smoke from Bonfire	1		1		
EP46 - Bin not Returned	14	9	5		
EP46 - Domestic Waste Issues	2			1	1
EP46 - Nuisance - Accumulation/Deposit	1		1		
EP47 - Commercial Waste Issues	1				1
EP47 - Drainage	1		1		
EP59 - Flytipping	1			1	
EP80 - Housing - Vacant	1		1		
EPA92A - Nuisance - Other	1	1			
EPA92A - Waste in Gardens	2	1	1		
HW131 - Damage to Highway	2	1		1	
HW131 - Mud etc on Road	1	1			
HW132 - A Board	8				8
HW143 - Abandoned Caravan/Trailer	2		2		
HW143 - Abandoned Vehicle	1				1
HW143 - Obstruction	1		1		
HW149 - Obstruction	1			1	
HW154 - Nuisance - Other	1	1			
HW154 - Overgrown Vegetation	17	8		4	5
HW180 - Cellar Grate	3		2		1
PD4 - Flyers	1				1
PD4 - Flytipping	1		1		
PH79 - Dog Fouling	1	1			
TOTAL	73	30	17	8	18

Fixed Penalty Notices

FPN NOTICES	Total	Adel and Wharfedale	Guiseley and Rawdon	Horsforth	Otley and Yeadon
FPN200 - Bin not Returned	1		1		
FPN396 - Litter Problems	1			1	

FPN410 - Commercial Waste Issues	2		1		1
FPN900 - Keeping Dogs On Leads At All Times	2	1	1		
FPN900 - Litter Problems	1			1	
TOTAL	7	1	3	2	1

Cases submitted for prosecution:-

PROSECUTION TYPE	TOTAL	Guiseley and Rawdon	Otley and Yeadon
Keeping Dogs On Leads At All Times	1	1	
Litter Problems	1		1

Table 5 - Mechanical Cleansing Performance

WARD	PROGRAMMED	COMPLETED	%
Adel & Wharfedale	59	53	90
Guiseley & Rawdon	54	47	87
Horsforth	22	20	90
Otley & Yeadon	61	51	83

Direct Member Service Requests

- Adel & Wharfedale - 120
- Guiseley & Rawdon - 62
- Horsforth - 27
- Otley & Yeadon - 31

Ward Specific Activity

- **Adel and Wharfedale**
Holt Park Action days in August 2013 and Feb 2014 including litter and dog fouling patrols.
Additional dog fouling and littering patrols in Dec/January in Holt Park
- **Otley and Yeadon**
Dog fouling and education afternoon in Otley.
Participation in Action day in Otley.
A board enforcement Yeadon High Street
- **Guiseley and Rawdon :- Dog fouling education areound football field in Rawdon, with letter issued through school**
- **Horsforth:- Distribution of dog fouling letter through Rawdon St Peter's school to both educate and encourage reporting.**

Report of the Assistant Chief Executive (Citizens & Communities)

Report to North West (Outer) Area Committee

Date: 24th March 2014

Subject: Wellbeing Fund Update Report

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

Summary of main issues

This report provides the North West (Outer) Area Committee with an update on the budget position for the Wellbeing Fund for 2013/14. It also highlights the current position of the Small Grants and skips pots and those Small Grants and skips that have been approved since the last meeting.

Recommendations

- The North West (Outer) Area Committee is asked to:
- Note the current budget position for the Revenue Wellbeing Fund for 2013/14 (Appendix 1 and Table 1)
- Consider the Large Grant applications detailed at section 3.5 which have been received since the last Area Committee
- Consider the Youth Activity Fund applications detailed at 3.6 which have been received since the last Area Committee
- Note the current position of the Small Grants and skips pots and the small grant that has been approved since the last meeting (Table 2)
- Note the current budget position for the Capital Wellbeing Fund for 2013/14 (Table 3)

1 Purpose of this report

- 1.1 This report provides members with an update on the budget position for the Wellbeing Fund for 2013/14. The report highlights the current position of the Small Grants and skips pots and those Small Grants and skips that have been approved since the last meeting.
- 1.2 It also provides an update on the Youth Activity Fund and asks the Area Committee to consider applications for funding from this budget.

2 Background information

- 2.1 Area Committees have a delegated responsibility for the allocation of Area Wellbeing Funding. The amount of Wellbeing funding provided to each committee is calculated using a formula agreed by Council taking into consideration both population and deprivation of an area.
- 2.2 The North West (Outer) Area Committee seeks to ensure that Wellbeing funding is allocated in a fair and transparent way. Once the annual Wellbeing budgets are set by Executive Board and ratified by Full Council, the Area Committee meets to agree which projects will be supported in the year ahead. These projects are then monitored and assessed by the Area Committee throughout the year to ensure they are fully meeting their objectives.
- 2.3 Currently the North West (Outer) Area Committee operate a pre-sift process for well-being fund applications. This involves discussions with appropriate ward members for that particular project, in the context of the current areas priorities. Where projects do not have support from all three ward members, they are not progressed. All applicants are offered further discussions and feedback if helpful. In order to provide further assurance and transparency to all applicants, where schemes do not garner support these will be reported to a subsequent area committee meeting for noting.
- 2.4 In 2013/14, the North West (Outer) Area Committee received a sum of £160,940 of Wellbeing revenue. The Area Committee have previously agreed that this allocation is split equally by the 4 wards (£40,235 each). After deducting any existing commitments and taking account of the 2012/13 carry forward position, the Area Committee has **£97,670** of funding available for allocation. This figure does not include the Youth Activity Fund still available to spend.
- 2.5 Members are advised of the new revenue well-being allocation for the Outer North West Area Committee of **£140,670** for the financial year 2014/15 (£35,168 per ward). The allocation has been based on the 2010/11 formula of 50% population and 50% disadvantage. The carry forward of uncommitted well-being funds from 2013/14 will continue. The end of year position will be confirmed and reported to the Committee in June.

- 2.6 The Area Support Team continues to work with ward members through briefings, on the development of new well-being projects and reviews of existing projects in their wards. Ward briefings for the municipal year will take place between now and June to outline the current wellbeing position for each ward.
- 2.6 In 2013/14, the North West (Outer) Area Committee received a sum of £28,237 Youth Activity Fund. This fund is to commission sports and cultural activity for young people age 8-17. This should be allocated with the involvement and participation of children and young people in the decision making process. Last summer £7,566 was approved to fund a mini Breeze and 6 backyard Breeze events. A further £14,063 of Youth Activity Funding was approved at December Area Committee. There remains **£6,608** of Youth Activities Fund available for allocation.
- 2.7 Members are advised of the new allocation of Youth Activity funding for the Outer North West Area Committee of **£56,000** for the financial year 2014/15.

3 Main issues

- 3.1 Wellbeing Budget Statement 2013/14 and Quarterly Monitoring
- 3.2 The latest Wellbeing Budget Statement for 2013/14 is included as Appendix 1 to this report. This sets out the current budget position for Wellbeing projects showing the amount approved by the Area Committee and the value of funds spent to date. The Wellbeing Budget statement also outlines the current budget position of those projects funded in previous years which still have funding left to spend.
- 3.3 Table 1 includes details per ward of the total revenue available for allocation in 2013/14 including carry-forward from previous years; the total amount committed this financial year and the allocation currently available.

Table 1 – Revenue

Ward	Total available for allocation in 13/14	Total amounts committed in 13/14	Available to spend
Adel & Wharfedale	£75,315	£40,300	£35,015
Guiseley & Rawdon	£47,432	£40,117	£7,315
Horsforth	£82,139	£46,903	£35,236

Otley & Yeadon	£75,728	£55,628	£20,100
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3.4 Wellbeing Budget 2013/14 – Large Projects

The following projects have been received since the last Area Committee.

3.4.1 No Cold Calling Zones

Delivery Organisation: Adel Association

Amount requested: £2,000 (Adel & Wharfedale)

Funding is requested to install cold calling control zones in Adel & Wharfedale. The work is to be undertaken jointly with West Yorkshire Police, Trading Standards and with the support of the local Neighbourhood Watch scheme. The aim of the project is to reduce crime and the opportunity for crime whilst making residents feel safer in their homes.

3.4.2 Nether Yeadon Conservation Area Appraisal

Delivery Organisation: Sustainable Development Unit, Leeds City Council

Amount requested: £5,000 (Guisley & Rawdon)

The Leeds City Council Conservation Team has requested funding to designate and appraise a new Conservation Area covering the area of special architectural and historical interest of Nether Yeadon. The work will help to guide development in the area in such a way as to protect its special qualities as a conservation area.

3.4.3 Cookridge Village Hall

Delivery Organisation: Cookridge Village Association

Amount requested: £9,000 (Adel & Wharfedale)

Cookridge Village Hall is an important local resource in the community. Funding is requested to resurface the leaking village hall roof.

3.4.4 Scotland Lane Road Safety Scheme

Delivery Organisation: Highways and Transportation

Amount requested: £30,000 (Horsforth)

At the request of local ward members, Highways and Transportation have requested funding to introduce road safety measures on various roads within the wards of Horsforth and Otley and Yeadon. Measures will include speed limit reductions, traffic calming, speed tables and get away entry treatments on Bayton Lane, Brownberrie Lane, Scotland Lane and Dean Lane.

3.4.5 Coppice Woods 20 mph Zone

Delivery Organisation: Highways and transportation

Amount requested: £2,100 (Guisley & Rawdon)

At the request of local ward members Highways and Transportation have requested match funding to create a 20mph zone on the Coppice Wood Estate to encourage lower traffic speeds on residential roads, especially near the local primary school in the area, reducing both potential for accidents and the fear of them. The scheme will reinforce pedestrian links outside the school and help to encourage walking to school.

3.4.6 Broadgate Nursery

Delivery Organisation: Broadgate Primary School
Amount Requested: £3,092 (Horsforth)

Broadgate Primary School has requested funding to enhance the existing Early Years and Foundation Stage play ground by creating a reading garden. These enhancements include the use of plants, planters and musical instruments to engage the children in educational activities. The sandpit area would be updated and new sports equipment purchased. The new area would be incorporated into the lessons forming part of the Early Years and Foundation stage curriculum. Users of Extended Services, the out of school club and the Children's Centre will also be able to benefit from the enhancement to this outdoor space.

3.4.7 Cricket Net Improvements

Delivery Organisation: Rawdon Cricket Club
Amount Requested: £5,000 (Guiseley & Rawdon)

Funding is requested for the maintenance and enhancement of junior cricket at Rawdon Cricket Club by upgrading and improving the two existing static nets. The nets are a pivotal part of the training provided and are used by all teams but are now in need of upgrading. The nets are particularly valuable when the ground is full and enable coaching sessions to be delivered safely.

3.4.8 Healthy Lifestyles for Older People

Delivery Organisation: Older People's Action in the Locality (OPAL)
Amount Requested: £1,920 (Adel & Wharfedale)

The outer north west has a significantly higher proportion of older people living in the area compared to the Leeds average. Funding is requested to pilot a table tennis group giving older people the opportunity to play table tennis regularly. The aim is to reduce social isolation whilst supporting older people to choose healthy lifestyles and improve their mental health and wellbeing.

3.4.9 Horsforth Farmers' Market

Delivery Organisation: Horsforth Farmers' Market
Amount Requested: £3,200 (Horsforth)

Horsforth Farmers' Market has proved to be a very popular event and is well supported by the local community. It is a not for profit organisation that

is run under the auspices of Horsforth Churches Together. Funding is requested to purchase stalls and associated equipment.

3.4.10 Aireborough Summer Activities Scheme

Delivery Organisation: Aireborough Summer Activities Scheme (ASAS)

Amount Requested: £6,575 (Guiseley & Rawdon),
£2,700 (Adel & Wharfedale)
£6,575 (Otley & Yeadon)
£4,050 (Horsforth)

Funding is requested to run holiday play schemes for children aged 4 – 19 years with moderate to severe learning and or physical disabilities who are resident in the outer north west area of Leeds. The aim of the scheme is to enhance the lives of children with disabilities by providing them with a range of fun, leisure time activities during the Easter and Summer school holidays.

3.4.11 Otley and Yeadon CCTV

Delivery Organisation: Leeds Watch LCC

Amount Requested: £11,863 (Otley), £6,442 (Yeadon)

Funding is requested to cover part of the monitoring and maintenance costs for the CCTV cameras, located in key locations in Otley and Yeadon for 2014/15.

3.4.12 Off Road Bikes

Delivery Organisation: West Yorkshire Police

Amount Requested: £1,135 (All wards, £284 per ward)

Funding is requested by West Yorkshire Police for the continuation of the off road bikes project. The bikes provide a response to illegal off road motor cycling, anti-social behaviour and assist with high visibility patrols, particularly focusing on green spaces. A contribution is asked from all four wards. The project is delivered across the West North West and funding is requested from all 4 Area Committees.

3.5 Youth Activity Funding

The West North West Children & Young Peoples Sub Group met on 28th February and considered 3 applications for funding:

3.5.1 Holt Park Multi Sports Camp

Amount requested £1,726

This project will deliver a range of sports, through qualified sports coaches including, football, cricket, netball, basketball, dodgeball and athletics, for one week during the school summer holidays at the Holt Park Active centre.

Up to 45 children aged between 8 and 14 will be able to participate in the scheme

3.5.2 Aireborough Summer Sports Volunteering Academy

Amount requested £2,816

This project is to be run by Aireborough Extended Services and will be open to young people aged between 13-17 from Otley & Yeadon and Guiseley & Rawdon schools. Over a 4 week period the young people will gain a range of sport coaching awards as well as a basic First Aid that they can use to support and enhance their volunteering placements. Young leaders supporting the children's holiday activities and events in their locality, assist in the success of these projects as the leaders can relate to the children and are great role models for them. As a result of training 16 young volunteers, hundreds of children can benefit from their new skills.

3.5.3 Aireborough Performing Arts Festival and Battle of the Bands

Amount requested £2,000

Funding is requested to hold a Performing Arts Festival, made up of two evening performances at Yeadon Town Hall, for children attending primary school in Guiseley and Rawdon. Each school within the Aireborough Cluster will be offered an opportunity to share with others what they have been doing. Performances could include a school choir, an afterschool dance club or performing an extract from a school show. A third evening will consist of young people from secondary schools competing in a Battle of the Bands.

3.6 Wellbeing Budget – Small Grants & Skips

3.6.1 There have been 4 small grants approved since the last Area Committee and there have been no skips approved. Table 2 details the small grants approved since the last meeting.

3.6.2 Guiseley & Rawdon members have transferred £2,000 from their large grant allocation into the small grants budget.

3.6.3 There is **£5,720** still available for allocation for Small Grants and **£4,977** still available for Skip Hire in the 2013/14 budget. The Area Committee is asked to note the current position of the budget and the small grants and skip that have recently been approved.

Table 2: Small Grant Approvals (22/01/2014-12/03/2014)

Project Name	Ward	Amount Requested	Amount Approved
Litter & Dog Fouling Signs	Adel & Wharfedale	£315	£315
Litter & Dog Fouling Signs	Otley & Yeadon	£630	£630

ASB & Burglary Packs	All wards	£500	£500
Sustrans Project	Guiseley & Rawdon	£1,000	£1,000

3.7 Wellbeing Budget – Capital Receipts Programme

3.7.5 Table 3 includes details per ward of the total Capital for allocation in 2013/14; the total amount committed this financial year and remaining allocation currently available. As the Capital Programme is a 4 year rolling programme, existing funding will be rolled forward under the current arrangements.

Table 3 Capital

Ward	Capital allocation for 13/14 plus carry forward	Total amounts committed 13/14 financial year	Allocation currently available
Adel & Wharfedale	£2,521	£0	£2,521
Guiseley & Rawdon	£2,521	£0	£2,521
Horsforth	£2,521	£0	£2,521
Otley & Yeadon	£4,021	£0	£4,021

3.7.6 In 2012, the Area Committee approved an interest free capital loan of £5,000 to Yeadon Cricket Club, repayable over 4 years. To date £2,500 has been repaid and this amount is reflected in the table above. The third instalment is due in February 2015.

3 Corporate Considerations

3.7 Consultation and Engagement

3.7.1 The Area Committee has previously been consulted on the projects detailed within the report. Local priorities are set through the Area Business Plan process and the commissioning round began with a communication to all Area Committee contacts.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 All Wellbeing funded projects are assessed in relation to Equality, Diversity, Cohesion and Integration. In addition, the Area Committee Wellbeing process is currently being reviewed citywide, which will include undertaking a new Equality Impact Assessment to ensure the Wellbeing process continues to comply with all relevant policies and legislation.

4.3 Council policies and City Priorities

4.3.1 Projects submitted to the Area Committee for Wellbeing funding are assessed to ensure that they are in line with Council and City priorities as set out in the following documents:

- Vision for Leeds 2011- 30
- Leeds Strategic Plan
- Health and Wellbeing City Priorities Plan
- Children and Young People's Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

4.4 Resources and value for money

4.4.1 Aligning the distribution of Area Committee Wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.

4.4.2 In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via Well Being budgets.

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

4.6.1 Risk implications and mitigation are considered on all well-being applications. Projects are assessed to ensure that applicants are able to deliver the intended benefits.

5 Conclusions

5.1 The North West (Outer) Area Committee Wellbeing Fund provides an important opportunity to support local organisations and drive forward improvements to services. This report provides members with an update on the Wellbeing programme for 2013-14.

6 Recommendations

6.1 The North West (Outer) Area Committee is asked to:

Note the current budget position for the Wellbeing Fund for 2013/14 (Appendix 1).

Note the current budget position for the Capital Wellbeing Fund for 2013/14 (Table 1).

Consider the Large Grant applications detailed at section 3.5 which have been received since the last Area Committee.

Note the current position of the Small Grants and skips pots and the small grant that has been approved since the last meeting (Table 2).

Consider the Youth Activity Fund applications detailed at 3.6

OUTER NORTH WEST AREA COMMITTEE

2013-14 Wellbeing Statement

1.0 Revenue

1.1 Revenue Budget Calculation

existing commitments.

2013/14 ONW Revenue Budget	ONW Area Committee	G&R	H	O&Y
Balance Brought Forward from 12/13	£243,934	£35,140	£37,256	£58,265
ONW Revenue Allocation for 2013/14	£160,840	£40,235	£40,235	£40,235
Refund from project underspend	£0	£0	£0	£0
Total	£404,774	£75,375	£37,491	£98,500
Schemes Approved from 2012-13 budget to be paid in 2013-14	£124,257	£58,191	£27,943	£55,382
Projects approved in 13/14	£162,847	£40,300	£40,300	£40,300
Total Commitments	£287,104	£98,491	£68,243	£95,682
Revised Budget (Wellbeing)	£67,670	£27,918	£58,258	£20,100
Remaining to Allocate (Youth Activities)	£5,670	-	-	-

1.2 Revenue Project Statement

necessarily reflect any potential underspend.

Project Name	Lead Organisation	Total Project			Aisl & Wharfedale			Guisley & Rawdon			Horsforth			Olley & Yeadon			Remaining			
		Enmarked	Paid	Remaining	Enmarked	Paid	Remaining	Enmarked	Paid	Remaining	Enmarked	Paid	Remaining	Enmarked	Paid	Remaining	Enmarked	Paid	Remaining	
Small Grants	WNW Area Support	£28,738	£5,107	£3,193	£1,914	£3,193	£1,002	£4,044	£1,002	£4,044	£1,002	£1,002	£3,042	£3,042	£0	£3,042	£3,042	£0	£0	£0
Ships	WNW Area Support	£8,431	£1,486	£4,044	£4,044	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Summer of Play Guisley, Rawdon, Yeadon	Extended Services	£5,682	£1,860	£0	£1,860	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Year of Play Olley, Bramhope, Pool	Horsforth PCSOs	£9,100	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Horsforth PCSOs	Horsforth Town Council	£20,000	£5,000	£919	£4,081	£5,000	£919	£4,081	£5,000	£919	£4,081	£5,000	£919	£4,081	£5,000	£919	£4,081	£5,000	£919	£4,081
CASAC 2013	Guisley in Bloom	£1,800	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Guisley in Bloom	Guisley in Bloom	£2,265	£3,265	£0	£0	£3,265	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Guisley Festive Lights	Leeds Lights	£3,702	£533	£0	£533	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Horsforth CCTV	Leedswatch	£2,132	£533	£0	£533	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
NCS	Youth Service	£2,200	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Horsforth Festive Lights	Horsforth Town Council	£18,305	£4,155	£0	£4,155	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Olley & Yeadon CCTV	Leedswatch	£4,007	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Yeadon Festive Lights	Leeds Lights	£9,000	£2,250	£0	£2,250	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Site-based gardeners	Parks & Countryside	£17,564	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Quad Bikes	Parks & Countryside	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
A660 Bridleway Link Project - Phase 1	Highways Services	£17,564	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Acoustic Treatment St Margarets	St Margarets Parish church	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Broadgate Drive Parking	Housing Leeds	£12,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Tree Planting in Bramhope	Bramhope & Carlton Parish Council	£4,500	£4,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Arthington Church Clock	Arthington Church Clock	£2,000	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Total	Total	£182,947	£40,300	£3,237	£37,063	£40,116	£8,412	£31,704	£46,903	£7,114	£38,789	£55,628	£28,202	£27,426	£0	£0	£0	£0	£0	£0

1.3 Revenue Projects Live from Previous Years

The table below provides a revenue project statement of grants funded in previous years that are still live.

Project Name	Lead Organisation	Total Project			Aisl & Wharfedale			Guisley & Rawdon			Horsforth			Olley & Yeadon			Remaining			
		Enmarked	Paid	Remaining	Enmarked	Paid	Remaining	Enmarked	Paid	Remaining	Enmarked	Paid	Remaining	Enmarked	Paid	Remaining	Enmarked	Paid	Remaining	
CASAC 2012	CASAC	£4,163	£1,041	£0	£1,041	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Chewin Forest Car Park/Suprtee View	Friends of Chewin Forest	£1,148	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
George Martin Drive	OPAL	£6,000	£5,000	£0	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Opal in the Community	OPAL	£1,427	£1,427	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Perennial Gardeners Royal	Perennial Gardeners Royal	£5,000	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Leadsy Team Engagement Projects	Leadsy Team	£5,941	£5,941	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
CASAC Adulthood Enricher	CASAC	£5,500	£5,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Hull Lane Play Area	P&C	£5,000	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Public Footway Not Improvements	P&C	£5,056	£5,056	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
SIDS	Highways	£4,000	£4,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
New grt. bins	Highways	£3,195	£3,195	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Pool Social Club Refurbishment	Pool Sports & Social Club	£5,000	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Bramhope & Carlton Parish Council	Bramhope & Carlton Parish Council	£7,500	£7,500	£4,846	£2,654	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Additional Staff Resources at Tharoborough Park	LCC Parks & Countryside	£3,028	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Arterborough Summer Activities Association	Arterborough Summer Activities Association	£21,066	£2,145	£0	£2,145	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0

February 2014	2nd in statement due
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3 Small Grants figures are reflected below. At the June 2013 meeting, a further £20,000 was approved for allocation. Following the February Area Committee approval was given to

Project Name	Lead Organisation	A&W	G&R	H	O&Y	Paid
Formation of Rawdon Parish Council	Rawdon Parish Council	£0	£576	£0	£0	£576
Litter/Dog Fouling Bins	LCC WNW Locality Team	£0	£0	£0	£960	£960
Childrens Gala	Friends of Parkinson's Park	£500	£0	£0	£0	£500
IT Update	A&W Pre-school	£500	£0	£0	£0	£500
Grit Refills for Adel & Wharfedale Ward	WNW Area Support Team	£1,000	£0	£0	£0	£76
Olley Carnival 2013	Olley Carnival Committee	£0	£0	£0	£500	£500
Coaching Scholarships	LCC Sport and Active Lifetimes Services	£250	£250	£250	£250	£1,000
Pool Feast	Pool Feast Association	£0	£0	£0	£0	£0
Bands in the Park	Leeds International Season	£0	£0	£0	£600	£600
Guiseley Cock	WNW Area Support Team	£0	£500	£0	£0	£300
Information Leaflet about reporting Nuisance Bikes within communities	West Yorkshire Police	£0	£0	£0	£0	£0
Covert Surveillance Cameras	LCC WNW Locality Team	£123	£123	£123	£123	£480
The Leeds Gathering 2013	Irish Arts Foundation	£0	£0	£0	£200	£200
Holt Park Outing	Holt Park over 60's Club	£200	£0	£0	£0	£200
Guiseley School Reflection Garden	Guiseley School & Guiseley Baptist Church	£0	£1,000	£0	£0	£0
Mind and Body Maintenance for Older Adults	Rawdon Over 55 Exercise Group	£0	£0	£500	£0	£500
Family Wildlife Fund	Aireborough Anglers Association	£0	£0	£0	£1,000	£1,000
ANF - GRR Community Consultation - Site Allocations Dev Questionnaire	Aireborough Neighbourhood Forum	£0	£1,000	£0	£0	£1,000
ANF - GRR Community Consultation - Site Allocations Dev Questionnaire	Aireborough Neighbourhood Forum	£0	£0	£0	£485	£485
Aid Neighbourhood team 2nd consultation	Aid Neighbourhood Dev Forum	£587	£0	£0	£0	£587
Summer day trips	Extended Services (Horsforth)	£0	£0	£500	£0	£0
Charity Fundraising concerts	Amiel Singers	£0	£0	£0	£0	£0
Yeaton Festive Lights	WNW Area Support Team	£0	£0	£0	£77	£0
Guiseley & Rawdon grit bins	AST on behalf of AC	£0	£1,000	£0	£0	£0
Pool in Wharfedale xmas lights	Pool in Wharfedale Parish Council	£255	£0	£0	£0	£255
Rawdon Common Trees	LCC - Parks & Countryside	£0	£910	£0	£0	£910
Leeds North Foodbank	Leeds North Foodbank/Life Connections Leeds	£0	£0	£1,000	£0	£1,000
A&W Grit Refills	AST	£500	£0	£0	£0	£0
Community Engagement	AST	£50	£50	£50	£50	£0
Guiseley & Rawdon Festive Lights	Leeds Lights	£0	£400	£0	£0	£400
#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Total	£5,465	£6,369	£2,423	£4,275	£4,275	
Carry forward from 12/13	£107	£1,636	£3,235	£1,558	£1,558	
13/14 budget	£5,000	£7,000	£5,000	£5,000	£5,000	
Available to Allocate	£1,643	£2,928	£5,913	£2,283	£2,283	

4 Ships reflected below. At the June 2013 meeting, a further £4,000 was approved for allocation.

Ships	Delivery Date	A&W	G&R	H	O&Y	Paid
Arlington Village Hall	12/13th April 2013	£124	£0	£0	£0	£124
Olley Carnival	14th June 2013	£0	£0	£0	£372	£372
Kips Lane Allocations, Olley	21 March 2013	£0	£0	£0	£124	£124
Kirk Lane Allocations	24th May 2013	£0	£103	£0	£124	£150
Broadgate Lane Allocations	9th June 2013	£0	£0	£124	£0	£124
Hemshaw Veason	27 June 2013	£0	£0	£0	£150	£150
68 Holgate Place (Holt Park)	21 August 2013	£130	£0	£0	£0	£130
St Wilfrid's Church (LS21 1LP)	08 October 2013	£150	£0	£0	£0	£150
Moor Lane Allocations Guiseley	19 October 2013	£0	£130	£0	£0	£130
Total		£404	£280	£124	£646	£1,453
Carry forward from 12/13		£486	£672	£663	£380	£380
13/14 budget		£1,000	£1,000	£1,000	£1,000	£1,000
Available to Allocate		£1,062	£1,352	£1,729	£744	£744

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Report of the City Solicitor

Report to North West (Outer) Area Committee

Date: 24th March 2014

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

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

Summary of main issues

1. In line with previous practice, Area Committees have agreed their meeting schedule for the forthcoming municipal year at the last ordinary meeting of the current municipal year, in order to enable the agreed schedule to appear within the Council's diary.

2. The purpose of the report is to request Members to give consideration to agreeing the dates and times of their new Community Committee meetings for the 2014/2015 municipal year which commences in June 2014, whilst also considering whether any revisions to the current meeting and venue arrangements should be explored.

3. Given the principles set out in the report to Executive Board on 18th December 2013 which were agreed for the purposes of consultation, and noting that Executive Board is scheduled to confirm arrangements for the new Community Committees in May, this report seeks to schedule 4 ordinary committee meetings as a minimum for 2014/2015, this being in order to ensure that the dates appear within the Council's diary. Individual Community Committees may add further dates as they consider appropriate and as business needs of the committee require. A meeting in May 2015 to elect a Chair for the next municipal year will also be scheduled with Members' approval, once Group nomination arrangements have been confirmed. Members are also asked to note that the schedule does not set out the community engagement events which are to be a key feature of the new area arrangements, as these will need to be locally determined.

4. In acknowledging that Executive Board is not scheduled to confirm arrangements for the new Community Committees until May, should there be any changes to the arrangements which impact upon the proposed meeting schedule, then such matters will be brought to the Committee's attention at the earliest opportunity.
5. In addition to confirming the 2014/2015 schedule, the report also seeks to agree an 'Election of Chair' meeting in June 2014 during the limited window available leading up to the Annual Meeting of Council on 9th June 2014, in order to determine the Chair of the Committee for 2014/2015.

Recommendations

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

1 Purpose of this report

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

2 Background information

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

3 Main issues

3.1 Meeting Schedule

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

- 3.4 The proposed meeting schedule for 2014/15 is as follows:-

- **2.00pm, Monday 21st July 2014;**
- **2.00pm, Monday 13th October 2014;**
- **2.00pm, Monday 19th January 2015; and**
- **2.00pm, Monday 9th March 2015**

- **The proposed date for the meeting to elect a Chair for the 2014/2015 municipal year is: 2.00 p.m., Monday, 6th June 2014**

3.5 Meeting Days, Times and Venues

3.5.1 Currently the Committee meets on a Monday at 2.00pm and the above suggested dates reflect this pattern.

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

3.6 Corporate Considerations

3.7 Consultation and Engagement

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

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

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

3.8 Equality and Diversity / Cohesion and Integration

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

3.9 Council policies and City Priorities

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

3.10 Resources and value for money

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

3.11 Legal Implications, Access to Information and Call In

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

3.12 Risk Management

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

4 Conclusions

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

5 Recommendations

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

6 Background documents¹

- 6.1 None.

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

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Report author: Gerry Burnham / Rachel Marshall
Tel: 0113 3367870

Report of the Assistant Chief Executive (Citizens and Communities)

Report to North West (Outer) Area Committee

Date: 24th March 2014

Subject: Area Update Report

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

Summary of main issues

This report provides Members with a summary of Area Committee business since the last meeting and provides information on project and service activity in the outer north west area.

Recommendations

The North West (Outer) Area Committee is asked to:

- Receive a presentation from Chief Inspector Fran Naughton and comment on any possible issues or concerns about the forthcoming changes.
- Propose and agree a name for the Community Committee
- Provide comment on any of the matters raised

1 Purpose of this report

- 1.1 The purpose of the area update report is to bring together a range of information relating to Area Committee business into a single report to update Members on recent sub group and forum business and also project and service activity. Notes from sub groups and forums that have met since 4th February are attached.

2. Background information

- 2.1 An Area Committee update report is submitted at every cycle of Area Committee meetings. Partner organisations and Council services contribute information on projects and provide service updates.

3 Main issues

3.1 Community Safety

3.1.1 Police Programme of Change

In June 2013 West Yorkshire Police initiated a Programme of Change strategy, to improve Force performance and transform the way services are delivered by reducing demand and thereby support the delivery of policing. Embedded within the strategy is a commitment from West Yorkshire Police to work more closely with partners to deliver the outcomes set out in the West Yorkshire Police and Crime Plan.

- 3.1.2 The transformation programme aims to build on existing, and develop new working arrangements, through potential co-location opportunities for Police and partner resources to deliver a more integrated service provision. At the heart of this is the goal of ensuring communities are safe and feel safer.

- 3.1.3 Chief Inspector Fran Naughton will update the Area Committee on the progress of the Programme of Change and what this might look like for the outer north west area.

3.2.1 Holt Park Action Day

A joint action day was carried out with officers from Housing Leeds, West Yorkshire Fire Service, Aireborough and Wharfedale Neighbourhood Policing Team and Environmental Health working together to deal with issues on the estate.

- 3.2.2 A Speed Indication Device was employed on Holtdale Approach with 11 speeding letters sent out and a speed gun was used in Holt Lane with 8 cars being stopped and 1 ticket issued. Anti-theft number plate screws were fitted to 15 cars.

- 3.2.3 The Crime Prevention Team undertook an estate walkabout and advised shoppers in the Holt Park Centre regarding handbag safety.

- 3.2.4 Housing Leeds conducted 50 tenancy visits to ensure residents were complying with their Tenancy Agreement.

3.2.5 West Yorkshire Fire Service carried out 6 Home Fire Safety Checks as well as distributing leaflets to properties in the area.

3.3 Health, Well-being and Adult Social Care

3.3.1 Older people being more active to reduce social isolation

This project is led by Leeds City Council Leisure Services with Public Health West North West Locality Team, Housing Leeds, Leeds City Council Sheltered Housing Team and the four Neighbourhood Network Schemes in outer north west Leeds. Physical Activity Resource Kits will be purchased for use by older people living in sheltered accommodation and across the 4 Neighbourhood Network Schemes to provide fun activities to encourage older people to participate in regular physical activity.

3.3.2 The objective of the project is to use the Activity Resource Kits to encourage older people to be physically active to aid mobility and maintain bone density, muscle strength and reduce falls, in line with the National Physical Activity guidelines for older people.

3.3.3 Funding provided by Public Health will be used to buy equipment for the Resource Kits and sport and fitness coaches to provide a limited number of training sessions for the kits. Potential resources for the kits could include Boccia (French bowls), parachute games, table tennis, swingball, skittles etc. Residents and staff will also contribute their own ideas for using the equipment.

3.3.4 The project will deliver in the following, sheltered housing schemes: Ireland Crescent, Farrar Lane, Wayland Croft, Bennett Court, Wharfedale Court, Rosemont flats, Union Court and Billing View .as well as working alongside with the four Neighbourhood Network Schemes in the area.

3.3.5 Patient Empowerment Model

Leeds West Clinical Commissioning Group is commissioning a new service to develop communities of practice to empower patients and communities to actively self-manage their health issues through peer support. The project will provide signposting and increase awareness and access about local services and voluntary groups in a managed way. The development supports key NHS Leeds strategic objectives focusing on priority health goals relating to long term conditions, health promotion and mental health. Member practices highlighted the need for support with signposting and wanted increased knowledge about local services and voluntary groups including those for older people and more vulnerable patients.

3.3.6 WNW Public Health and Area Support teams have helped to develop the proposal and will help with implementation. It will be open to all practices in outer north west Leeds.

3.3.7 Holt Park Active

The new wellbeing centre opened at the end of last year and provides a wide range of sports and support services to the community. The centre is home to a Bodyline Gym, a purpose built dance studio and multi activity rooms and a range of swimming pools. Beyond this, there are a number of activities for older people, disabled people and people with learning difficulties. New partnerships are being formed that look at existing wellbeing opportunities and developing new ones.

3.3.8 A workshop was held at Holt Park Active on 7th February to explore opportunities for joint working between Sport and Active Leisure, Adult Social Care, Health and the voluntary sector. Individuals were shown around the facility by members of staff to look at the rooms and facilities on offer. Partners received a presentation on health issues, finance, safeguarding, housing, carers support, outreach activities, and community resources. This is the start of an ongoing dialogue.

3.4 **Children's Services**

3.4.1 Officers from Planning and Childrens Services held a workshop on 20th February for members to consider basic need relating to school place planning. The discussion allowed members to engage in long-term strategic school place planning. Information and statistics were available to consider the future long term planning for places and identify areas of particular need.

3.4.2 Following the discussion Childrens Services agreed to arrange individual ward briefings with members to continue the conversations.

3.4.3 The Children & Young People sub group met on 28th February to discuss the remainder of the Youth Activity Fund and potential projects. Members also discussed the budget for 2014/15, in terms of the next round of commissioning.

3.4.4 A total of 3 proposals were discussed at the meeting and these have been put forward for approval at the March Area Committee meeting.

3.4.5 Geographically Targeted Youth Work

Members were invited to attend a workshop to meet with the Youth Offer Team on 11th March to receive an update on the work achieved so far by the team but significantly to undertake some more practical work on the specifics of the influencing role of the Area Committee. The workshop offered an opportunity to explore how the service will work in practice as well as the current targeted youth work in the outer north west area. One of the outcomes of the workshop was for members to meet with the West North West Area Youth Worker lead to better understand what activities are currently provided.

3.7 **Employment, Skills and Welfare**

3.7.1 Housing Leeds Financial Inclusion Officer update

A number of initiatives to improve IT access and address budgeting and employability issues have been arranged by Housing Leeds for Otley. These will take place on the Weston estate or at the Core Resource Centre in the town centre. The initiatives include:

- Free 1:1 money / benefit advice provided by the Money Advice Service each Tuesday at the Core Resource Centre. This will be trialled for 4 weeks starting 18th March
- A number of free computer/getting online courses will be provided on the Weston estate via the mobile Library information bus. The first 4 week course began on the 6th March and has been fully booked. A second course has been arranged to start on 1st May.
- A one day taster session for beginners to help get started with computers/getting on line has been arranged for 24th April.
- The mobile Library provision will also provide a drop in service for residents to use the laptops on the bus to carry out efficient/effective job searches, update their CVs, apply for jobs online and address employment difficulties or issues. This takes place each Thursday morning until the beginning of May on the Weston estate.

3.8 Project and Service Update

3.8.1 Place-based name for the new Outer North West Community Committee

Members are asked to consider and agree on a place-based name for their new Community Committee, so that the new committee can be formally constituted at the Council's Annual General Meeting on 9 June 2014. Having consulted with the Chair of the Area Committee the following suggestions have been made to stimulate discussion:

- Wharfedale & Aireborough Community Committee
- Community Committee for Adel & Wharfedale, Guiseley & Rawdon, Horsforth, Otley & Yeadon
- Adel & Wharfedale, Guiseley & Rawdon, Horsforth, Otley & Yeadon Community Committee

3.8.2 Town and Parish Council meeting

After the meeting on 7th November with the North West Outer Area Committee and representatives of the Rawdon, Horsforth and Pool Parish Councils a further meeting has now been arranged with the Town and Parish Councils for 2nd April. Details of the meeting, which will focus on environmental issues, will be included at the June Area Committee meeting.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Community Forums are held in the Guiseley & Rawdon ward, Yeadon and Holt Park. In addition ward members are consulted on projects and initiatives within their ward.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 A key principle of locality working is a focus on delivering the best outcome for residents across the area. This principle underpins equality and community cohesion, seeking to engage with local communities through forum meetings, and improve service provision through regular sub group meetings.

4.3 Council Policies and City Priorities

4.3.1 The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009, this approval was rolled forward to 2012/13 with amendments only to environmental delegations.

4.3.2 The Area Functions are included in the Council's Constitution (Part 3, section 3C).

4.3.3 The Area Support Team's work programme contributes at a local level to the themes contained in the:

- Vision for Leeds 2011 - 20
- Leeds Strategic Plan
- Health and Wellbeing City Priorities Plan
- Children and Young People's Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

4.4 Resources and Value for Money

4.4.1 Programmes of work outlined in this report are resourced in the main by Area Support Team staff and where relevant their partners which in turn provides value for money.

4.4.2 In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via Well Being budgets and the Youth Activity Fund

4.5 Legal Implications, Access to Information and Call In

4.5.1 This is the report of the Area Leader for West North West Leeds who has delegated responsibility to action decisions in accordance with Area Support Team's work programme in accordance with part 3 of the Council's Constitution in relation to Area Committee Functions.

4.5.2 This report is not confidential, neither is it, or part of it exempt. This report is not subject to call-in.

4.6 Risk Management

4.6.1 There are no risks associated with this report.

5 Conclusions

- 5.1 This report provides Members with a summary of sub groups business since the February Area Committee and provides information on project and service activity in the outer north west area.

6 Recommendations

The Outer North West Area Committee members are invited to:

- Provide comment on any aspect of the matters raised.
- Receive a presentation from chief Inspector Fran Naughton and comment on any possible issues or concerns about the forthcoming changes.
- Propose and agree a name for the Community Committee

Background documents

None

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 North West Area Committee

Environmental Service Sub Group

**Note of 3rd February 2014 Meeting
 12.00 St Margarets Parish Centre, Horsforth**

Item	Present	Actions
	Cllr B Anderson (Chair) A&W (Ch) Cllr C Cleasby H (Cllr Cl) Cllr C Campbell, O&Y (Cllr Ca) Officers: Andrew Molyneux Highway Services (AM) Alison Gilliland Environmental Service (AG) Guy Smithson - Parks & Countryside (GS) Dawn Hutchinson Waste Management Service (DH) Wyn Davies - Housing Leeds (WD) Rachel Marshall WNW Area Support Team (RM) Claire Simms WNW Area Support Team (CS)	
1.	Apologies	
	Cllr P Wadsworth G&R John Stevens & Glen Gorner - Forestry	
2.	Minutes of previous meeting	
2.1	The minutes of the previous meeting were approved.	
3.0	Matters arising	
3.1	4.3 Andrew Molyneux to return to Richard Holdsworth with concerns raised over quad bike usage	
3.2	5.1 Acknowledged still need for services to link in i.e Housing Leeds and Localities Team to ensure no duplication of service, mulching problem as an example.	NOTED
3.3	5.6 Bins issue DH to speak to Ben Grabham and clarify at next sub group meeting.	DH
3.4	5.7 Can a report come to Area Committee on the usage of covert cameras	AG
3.5	7.1 Confirm with Area Support Team that information went out	RM
3.6	8.2 DH to check and report back at next sub group meeting	DH

4.0	Highways – Grass verge Well-being proposal	
4.1	AM discussed the potential partnership between the Area Committee and Housing Leeds on a proposed scheme to alleviate verge parking on Queensway. There are a number of issues with implementing such a scheme here; the mix between Housing Leeds residents and owner occupiers, the length of the road, the road is across 2 wards Otley & Yeadon and Guiseley & Rawdon, residents are parking on verges even where there are driveways.	
4.12	Housing Leeds will only fund works to their own properties and have therefore had to identify a stretch of properties that does not incorporate other tenancies, owner occupiers.	
4.3	AM presented the sub group with pictures identifying the proposed area 73 - 103 Queensway which is situated in the G & R ward. WD confirmed Housing Leeds would expect to contribute towards the cost of the works potentially from Area Panel and Steve Hunt would also be approached.	WD
4.4	AM confirmed that Highways had the potential to match fund but that there was a very limited pot of money, £50k across 3 wedges, to fund this type of works and if this was approved then no other money would be available for WNW. Did the sub group consider it to be a worthwhile scheme for such a limited number of properties?	ALL
4.5	The sub group acknowledged a similar scheme on Broadgate Drive in Horsforth was going to Area Committee today. Broadway in Horsforth was also discussed. In that case the majority of properties had been council owned and Highways had been able to assist in the areas that weren't. Many residents there had since installed their own driveways.	
4.6	It was agreed more work needed to be done around mapping. The residents had been consulted a couple of years ago over developing the garage site behind the properties to create parking spaces. This had not been a popular scheme as residents had not wanted to park their cars out of sight and the scheme had not progressed.	
4.7	Concerns were expressed over the very few residents that would benefit from the scheme and that dissatisfaction would be an issue with the remainder of residents wanting similar works outside their properties and being told this was a one off scheme.	
4.8	Would the scheme be phase 1 with further phases to be planned in? It was questioned whether rents could be increased if the works went ahead to reflect the increased value of the properties. WD to look into.	WD
4.9	A further suggestion was whether some sort of residents parking scheme could be introduced, potentially with costs attached.	
4.10	Should residents be consulted on this and advised if they would not financially contribute that there would be insufficient funding to progress the scheme.	
4.11	It was agreed that ward Councillors would need to discuss the scheme and if it was a one, off the implications of that.	CLLRS
4.12	Cllr Ca advised that he did not feel he could support the scheme if there wasn't a commitment to do the rest of the road.	NOTED

4.13	AM advised that there would be a huge cost if the whole of Queensway were to be done.	
4.14	There would be issues over enforcing the breach of tenancy for parking on the verges as there is a lack of suitable alternative parking.	
4.15	There was a request for a citywide strategy for parking to be made by the relevant Chief Officer to clarify the position.	ALL
5.0	Environmental Services Update	
5.1	AG gave an update on Localities and provided the sub group with details of requests for service and actions. There have been 460 requests for service between 8 th December 2013 and 29 th January 2014. Combined total for enforcement and street cleansing. It had been fairly quiet over Christmas but busy since then with blocked gulleys being a particular issue. Fly tipping too had been a problem and a discussion took place over the use of covert cameras to catch offenders. Full information to be circulated with minutes.	RM
5.2	At present cameras are in place on Ilkley Road in Otley and the signs advising the public that cameras are in place would appear to stop the problem. Holt Lane is the next location. It was questioned as to why signs had to be erected as surely it was about catching offenders and the signs clearly put people off fly tipping in a location but didn't lead to prosecutions. AM advised that it was a prolonged process through the Magistrates court to have cameras erected without signs and Leeds City Councils decision was to erect signs.	
5.3	Was it possible to get Fixed Penalty Notices (FPNs) publicised to get the message out to the public over dog fouling. It was agreed that PCSOs did not have capacity to deal with dog fouling. Cllr Ca requested a Dog Warden for Wharfedale Meadows where dogs were running loose. Also the commercial bins on Boroughgate in Otley are still in situ. Responses have been received from A & W and O & Y members for the new metal signs re dog fouling. Two per ward are being provided free of charge with extra ones being paid for by members. Discussions will take place with members and GS to decide where they should be erected. Cllr CI discussed an issue at Rawdon FC over repeated dog fouling on the pitch. GS to check if the area is a prescribed site and if not could it be designated as one and signage erected.	AG GS
5.4	Mechanical leaf collection was ongoing but there was some dispute over which areas had been done in Horsforth and there had been a lack of mulching as indicated on the performance figures. GS to do some sweeping around Horsforth Hall Park to improve the pathways.	GS

6.0	Parks & Countryside Update	
6.1	Guy Smithson gave the following update: <ul style="list-style-type: none"> • Winter pruning ongoing • work had started on Kirk Lane park 	
6.2	Cllr Ca asked about Engine Fields and requested some cutting back to the drying areas, paths and the back of the flats.	GS
7.0	Housing Leeds Update	
7.1	WD distributed data on the work undertaken by the ONW Environmental Caretakers during November – to be circulated with the minutes.	RM
7.2	WD advised that Housing Leeds were working with refuse collection services to provide additional bins on the St James estate to help with the alternative week collections. Regent Crescent was another area where panel bids for the bin areas were being considered.	
7.3	Cllr CI raised concerns over the lack of lighting in the Regents bin areas. WD advised they were aware of the issue and this should be resolved soon. They are also working on the doors and controlled entry systems here to improve the properties.	
7.3	The Chair expressed concerns over the Holtdales that jobs might be undertaken on a more reactive than the current proactive basis. Also a concern over the general cleanliness of the bin area on Holtdales supposed to be jointly maintained by Housing and Refuse collection.	
8.2	AG advised the Locality Team had seen the data for the numbers of jobs currently being undertaken by the Housing Leeds staff and were not expecting any surprises over workloads. Negotiations are still continuing with the unions and Locality Team over the combining of the 2 teams. The potential date of 1/4/14 may slip.	
9.0	Any other Business	
9.1	There was no other business.	
9.0	Date and Time of next meeting	
9.1	Monday 24 th March 12.00 pm Civic Hall Committee Room 2	

Outer Community Safety Sub Group
14th January 2014

Present : Cllr Fox (Chair), Cllr Latty, Cllr Collins, Zahid Butt (Safer Leeds), Insp Richard Coldwell, Neil Goldup (CASAC),
Apologies: Angela Mawdsley (LASBT)

	Action
<p>2.0 Matters Arising</p>	
<p>Otley Cumulative Impact Policy report will goto Licensing Committee on 11th February 2014 for endorsement of work to be undertaken by the Licensing Section.</p>	Noted
<p>3.0 Area Committee Funded Projects – update</p>	
<p><u>Target Hardening</u> CASAC have been working with the Neighbourhood Policing Team to tackle shed / garage burglaries. The work has paid off and there has been a reduction in these type of crimes in Rawdon / Guiseley. This work is separate to the Area Committee funded work. Efforts have now resumed on the Area Committee funded target hardening project and CASAC is confident it can “catch up” and get back on track to deliver the Area Committee funded project by 31st March 2014. Every Thursday an engineer is out door knocking in the hotspot areas with Richard’s team.</p>	Noted
<p>The BBC have asked CASAC to assist with their documentary on crime, and CASAC have been filmed twice and on one occasion this was for a property funded by the Area Committee which was included in the discussion with the BBC.</p>	
<p><u>Off Road Bikes</u> 50% reduction of asb calls relating to nuisance bikes since the project started. Officers use Section 59 (of the Police Reform Act 2002) for nuisance / asb caused by the bike to issue a notice on the vehicle causing a nuisance. If this nuisance is repeated the vehicle is confiscated regardless of who is riding it or who owns it.</p>	Noted
<p>Bikes are currently used on the Chevin for general patrolling and visibility. Members are asked to feed in any areas of concern to be added to the regular patrols and help promote the dedicated telephone number: 0113 2395092. This is an answer machine, with messages picked up the off-road bike team. Where details are left members of the public will be contacted.</p>	
<p>Members agreed for an application to go forward to Area Committee for consideration for funding at the March Area Committee meeting.</p>	

4.0	Police Update	<p>Crime Out-turn 10 months rolling figures = 4 crimes under. Acquisitive crime 40 under, burglary 22 under, Theft From Motor Vehicle 12 under, , robberies about the same. Sheds 71 over and criminal damage 47 over.</p> <p>Guiseley / Rawdon / Yeadon – vulnerable to burglary and burglary other.</p> <p>Trinity Students to assist and go out door knocking with officers in Horsforth.</p> <p>Work well under way to establish the new Safer Neighbourhood Teams (name not confirmed). Whilst the teams name may change, the focus remains for PCSOs to be out and about focused in the areas that they work, as visible as possible. Co-location efforts underway for better results through joint working / problem solving. Ideal partners are Housing, Youth Service, Social Services, LASBT where discussions can take place and problem solving much quicker and more effectively.</p> <p>Operating base for the Safer Neighbourhood Team will be Otley – based there would be Insp, Sgts, Response team. Horsforth is a good potential joint base – for PCSOs to brief and go straight out onto their beat areas. Morrisons Guiseley could be another base. This is aspirational and may change.</p>	Noted
5.0	Leeds ASB Team	Circulated via email and discussed.	Noted
6.0	AOB	<p>Richard raised the issue of number plate thefts and Members agreed that a small grant application should be put forward. This work would be delivered through engagement at retail parks / shopping centres / supermarkets in each ward.</p> <p>Zahid raised informed members of a successful application to the Housing Panel and Police for ASB and Burglary packs to be used for action days and engagement events (£1,000 each). Members agreed for a small grant application to be put forward.</p>	<p>Agreed ZB to circulate</p> <p>Agreed ZB to circulate</p>
7.0	Date of Next Meeting	<p>22nd April 2014 Otley Police Stn</p> <p>15th July 2014,</p>	

Outer North West Area Committee

Joint Inner & Outer Transport Sub Group

**Note of 31ST January 2014 Meeting
 1.30 pm Civic Hall Committee Rm1**

Item	Present	Actions
	Cllr Cleasby (Chair) - Horsforth Ward (Ch) Cllr Wadsworth – Guiseley & Rawdon (CW) Cllr Anderson – Adel & Wharfedale (CA) Cllr Campbell Otley & Yeadon (CC) Cllr Illingworth – Kirkstall (CI) Cllr Walshaw – Headingley (CW) Cllr Fox – Adel & Wharfedale(CF) Cllr Downes – Otley & Yeadon Gillian McLeod – highways & Transportation (GM) Andrew Wheeler – NGT (AW) Nathan Huntley – NGT (NH) Mark Philpott – NGT (MP) Andrew Hall – Highways and Transportation (AH) Rachel Marshall – Area Support Team (RM)	
	Apologies	
	Cllr Towler - Hyde Park & Woodhouse	
1.0	Welcome and introductions	
2.0	Minutes & Matters arising	
2.1	Agreed and nothing further	
3.0	Site allocations update	
3.1	GB talked through the programme and explained that the areas around all the schools in Leeds are on a list to be done. The zone takes in a school and up to a 1km buffer around the boundary. The zones are prioritised according to no. of traffic casualties per area but at a ratio taking into account of the area square. This list is updated on a yearly basis to reflect the accident rate over the past 12 months.	
3.2	At present Highways delivers approx. 20-25 schemes in each phase dependant on cost. Phase 3 is to go out to consultation next week and work is planned to start by the end of the year beginning of next year 2014. GB advised that the resources tend to go further now as public awareness has grown there have been less objections which take up officer time and the majority of schemes now tend to involve less major works.	

3.3	Phase 4 has been prepared based on existing levels of funding being made available. However amounts are yet to be agreed due to other schemes impacting both on the funding available and if any of the schemes identified on Phase 4 are funded elsewhere then the list for this scheme would need to be revised.	
3.4	Schemes can be funded from 2 different pots. A West Yorkshire pot is available to apply to for funding a scheme where a serious accident has occurred otherwise a local pot of money is available. Some schemes within Phase 4 have been identified for potential funding under the regional pot.	
4.0	Parking to Rail stations Inner & Outer North West	
4.1	NH had previously provided members with a NGT update report and copies were made available at the meeting.	
4.2	AW advised members that the Transport & Works Act Order (TWAO) is to be submitted on 19 th September 2013. The application consists of approx. 8000 sides. Copies will be available at local libraries along the route, Leonardo building, Wellington House and on the NGT website. All those whose property directly fronts the route will be written to (approx. 2200)	
4.4	AW is to email members with details of the next phase. This is a 42 day consultation period from 19 th September to 31 st October. Any organisations or members of the public who wish to comment on the TWAO must do so direct to the Secretary of State and not the NGT project team. Members will have all information necessary to inform constituents and interested parties on the process of commenting.	
5.0	Introduction of a revised train service between Leeds and Horsforth	
4.6	NGT project team expect there to be a public enquiry which would likely start April 2014 and run for 2 months. Then the timetable is; <ul style="list-style-type: none"> • The Sec. of State decision will likely be Spring 2015. • Work to begin 2017 • Start of operation 2020 	
4.7	Members expressed concerns over the loss of public playing fields to Leeds University on Otley Old Road. These are to compensate for the loss of 6 University pitches near Boddington Hall. There were also concerns raised regarding public using the park and ride car park to access the pitches.	
4.8	AW Advised that NGT had to ensure the University were compensated for the loss of their pitches to avoid a challenge being made and that the public pitches currently had limited community use. AW did not feel the car parking would be an issue as use of the pitches would more usually be on weekends and evenings (off peak).	
6.0	Future of link services to and from Horsforth	
4.1		
7.0	Update on Harrogate line improvements	
7.1		
	NGT to provide information on; <ul style="list-style-type: none"> • Current number of bus stops along the route • Number of vehicles travelling the route 	NGT
8.0	Update of Quality contracts / partnership with Metro	
5.1	Metro to be invited to the next meeting TBA	RM
9.0	Discussion of road improvements to reduce traffic through Horsforth &	GB

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Outer North West Area Committee

Health & Well-being Sub Group

Note of 28th January 2014 Meeting

12.00 Horsforth Library Meeting Room

Item	Present	Actions
	Cllr G Latty (Chair) - G&R Cllr B Anderson - A&W Cllr D Collins - H Cllr R Downes – O&Y Officers: Louise Walker - Active lifestyle Officer G Burnham - WNW Area Support Team C Simms – WNW Area Support Team	
1.	Apologies	
	Cllr Cleasby and Cllr Downes.	
2.0	Leeds Let's Get Active	
2.1	<p>LW presented information on the Leeds Let's Get Active Scheme. The scheme was launched in October 2013 and is a programme to encourage people who do not do any physical activity to do at least 30 minutes of physical activity, once a week. Leeds Let's Get Active supports inactive people becoming active through the provision of free access to leisure centres and community sports and activities within a supportive and welcoming environment. The opportunity is available citywide, and open to all. In Outer North West Leeds the following facilities are involved in the scheme:</p> <ul style="list-style-type: none"> • Aireborough Leisure Centre • Chippendale swimming pool • Holt Park Active 	
2.2	<p>The offer is free use of all Leeds City Council leisure centres during selected activity sessions, daily. Typically one free hour (off peak). Initially the free offer is for gym and swim sessions however a community offer which includes Health Walks and Active Family multi-sport activities will soon be delivered in community parks.</p>	

2.3	Sport and Active Lifestyles, Public Health and Sport England are partners in Leeds Let's Get Active. The £1.3m programme has been funded by Sport England and Public Health.	
2.4	Registration and further information is available on www.leedsletsgetactive.co.uk .	
2.5	A discussion took place on whether Youth Activities Funding (YAF) could be used to fund additional sessions for young people in the outer north west area. LW offered to work with the Active Sport Officer and provide costings for additional sessions. It was agreed, following consultation with the Children & Young People's (C&YPs) Sub Group Chair, that LW be invited to their next sub group meeting to discuss this proposal further.	GB/LW
2.6	In addition to the above, the sub group asked LW to cost up a scheme to run extra adult sessions in the outer north west area which they would consider funding through their well-being budget. The proposal should include a subsidised bodyline offer.	LW
2.7	<p>Questions were raised about how the scheme has been publicised. Initially the scheme was advertised on:</p> <ul style="list-style-type: none"> • Radio Aire • Enlarged posters on the side of bus shelters • One Stop Centres • Various organisations team meetings <p>The majority of publicity is now undertaken through social networking sites and word of mouth. In addition there are officers working with specific groups such as the Disability Officer, Older People's Officer and Young People's Officer. To date 10,000 people have signed up however only 2,500 people are currently using the offer. Members expressed concern that the advertising of the scheme had not been wide enough and suggested that Libraries, all Public Facilities, Doctors Surgeries and any other sites that would agree to display posters should be used. It was suggested that members could help with this.</p>	
2.8	Members suggested that all the ONW Neighbourhood Networks should be approached if this hadn't already been done.	LW
2.9	LW agreed to provide Members with a copy of the Engagement Plan. Members specifically asked for information on: <ul style="list-style-type: none"> - which groups had been contacted in the outer north west area - the number of people who had signed up at the following centres; Aireborough, Chippendale, Holt Park Active and Kirkstall (as although not in the outer north west area residents from this area may use Kirkstall). 	
2.10	Cllr Collins asked why Trinity College was not on the scheme. LW explained that this was not an LCC facility and although they had	

	agreed to advertise the scheme on their website the college did not want to be involved further.	
2.11	Cllr Anderson advised that Ralph Thoresby School had an all - weather pitch and asked that this be considered for a community session, suggesting that perhaps a scheme could be run by volunteers during school holidays.	LW
2.12	Members queried why the publicity posters did not advertise that the sessions were free. LW explained that this decision had been made as the scheme was directed at people who do not do any activity at present rather than those who already use the centres. LW was asked to check with Cllr Yeadon if this was a Member decision or an officer decision.	LW
2.13	<p>In conclusion the following actions were agreed:</p> <ul style="list-style-type: none"> • LW to provide costings for additional free sessions for young people and present to the Children & Young People's Sub Group on the 28th February. • LW to provide GB with costings to run free sessions for adults in the outer north west area. • The above proposal to include costings for a subsidised bodyline scheme. • LW to provide Members with an engagement plan, to include information on which groups have been contacted, how many have signed up to centres in outer north west and which centres. • LW to create an A3 size publicity poster advertising the free sessions at Aireborough, Chippendale Swimming Pool and Holt Park Active and pass to GB to circulate to Members • LW to check if the decision not to advertise that the sessions as free was a Member or an officer decision. 	
3.0	Date and Time of next meeting	
3.1	Tuesday 22 nd April 2014, 10.00am Horsforth Library Meeting Room	

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Guiseley & Rawdon forum

Minutes of meeting
7pm-9pm, 5th February 2013
Rawdon Little Moor Primary School hall

- | 1.0 | <u>Introductions</u> | Actions |
|------------|---|----------------|
| 1.1 | <p>Cllr Latty welcomed everyone to the meeting and introduced the evenings speakers
Police ; Inspector Richard Coldwell
Highways; Gillian Macleod – Transport Development Services Manager (GM)
Nathan Hunt – Principal Traffic Engineer (NH)
Richard Holdsworth – Operations Manager (RH)</p> | |
| 2.0 | <u>Minutes of the Previous Meeting and Matters Arising</u> | |
| 2.1 | <p>2.5 Disappointment was expressed over the analytical skills of the Inspector in terms of deciding the number of houses allocated for Leeds in the Core Strategy. Cllr Latty advised that numbers are still to be confirmed and the important part of the decision was not the numbers rather the distribution.</p> | |
| 2.2 | <p>12.4 Concern was expressed over what the precept might be if Guiseley formed a parish council. Cllr Latty advised that Leeds City Council would set the first years precept for a new parish or town council. However no estimate can be given for either the first year or subsequent years.</p> | |
| 3.0 | Neighbourhood Policing Update | |
| 3.1 | <p>Inspector Richard Coldwell was present to provide an overview of the recent police changes that had taken place in Leeds and also at a more local level.</p> | |
| 3.2 | <p>The Police service had to find £125 million of savings across West Yorkshire without losing frontline officers. The three divisions are merging into one with a new headquarters to be sited at Elland Road from April. Millgarth police station has been sold and Holbeck is for sale but Otley police station is not closing. Inspector Coldwell is staying on to lead the team there approx. 75 staff including the airport officers. When questioned he said he did not believe the public would see any detriment to the level of service and things should remain the same or improve.</p> | |
| 3.3 | <p>Local performance over the past year remained about the same. Anti-social behaviour issues were down. Burglaries are down 32 on this time last year although there has</p> | |

been an increase burglaries from non dwellings garages, sheds etc. Insp Coldwell advised that 30% of these break ins were from insecure properties and thieves had just opened a door and taken goods. Lock it or lose it.

- 3.4 Insp Coldwell informed the forum that there was a budget for target hardening property paid for by local Councillors. CASAC would install good quality locks if there was a need and if people were given the opportunity to have the work done they should take advantage of the offer.
- 3.5 There is an ongoing issue with a group of young people hanging out at the McDonalds on the Westfield trading estate. Police are working with the company to come up with a strategy to handle the problem
- 3.6 Insp Coldwell talked about the need to find sustainable solutions, working with partners and the community to resolve issues. The area is large for Police to cover and expectations from residents are high. However on a positive note the crime rates are lower than ever before. Bad weather does have an effect to lower crime rates but only temporarily. The cuts being faced by Police will not affect frontline services such as firearm licensing checks.

4.0 Highways and Transportation

- 4.1 Highways were asked about the planning application made by Guiseley AFC to increase capacity from 3k to 4k in anticipation of their being promoted. GM advised the application was being considered and the effects of the extra traffic, cars and potentially buses would be looked at. Concerns were expressed that traffic and parking was already an issue in Guiseley without extra pressures. A discussion took place around parking spaces and the car park at the football club not being utilised during the week. Consideration to be given to improved signage for the car park but it is recognised that this is not a popular space as people prefer to park on the road. Netherfield Road car park is well used and a question was asked around the car park having an extra deck to double capacity. This would be an expensive option as the current foundations would likely need reinforcing to cope with the extra weight.
- 4.2 A complaint was heard about the stretch of road near the Benfield Ford where cars were unable to pass if a bus was parked at the bus stop. NH agreed that he would investigate the issue.
- 4.3 A discussion took place around the problems with the EMIS site. A complaint was made about driving down Greenacre Road and the traffic issues there. The forum was advised

NH

that Highways are aware of the issue and are carrying out surveys; these should generate some proposals to mitigate the problems.

- 4.4 It was acknowledged that cars are parking on the grass and this was a hazard. Highways advised EMIS continue to enter into discussions with them regarding the ongoing parking issues. Whilst EMIS have 100 spaces they are a staff intensive company. Rawdon House have now sold another storey which will only worsen the situation. It was asked why Planning had not been involved but as there was no change of use involved, there had been no requirement for permission. Cllr Latty said he had asked that the company look at increasing the car park provision at Mickelfield Lane but so far EMIS had not responded. He asked if GM could put any pressure on them to do so.

GM

- 4.5 A suggestion was made for webbed matting to protect the grass on the EMIS site to allow extra cars to park was discussed but this did not appear to be a straightforward solution and may be unsightly which would not be popular with residents.

- 4.6 The lack of driveways on Ings lane causes parking problems. The issues at Ings Lane might be solved by a yellow lines being put along Back Lane however it was acknowledged this would only disperse the cars.

- 4.7 All agreed Guiseley has no quiet days and weekends were busy football match or not. A complaint was made about the tarmac on Oxford Road breaking up and pot holes appearing near the railway bridge.

- 4.8 The planned maintenance team have identified a section from Netherfield Road to the A65 to be resurfaced. RH advised the Netherfield Road to Towngate section was in poor condition. It had been part resurfaced 10 years ago but had failed quickly and patching had been done. It was hoped that Oxford Road would all be resurfaced in the near future so major resurfacing was not to be done in the meantime. No work is currently planned for Kirk Lane to the retail park.

- 4.9 RH informed the meeting on how potholes were dealt with. In case of an urgent problem it would be made safe within 24 hrs. with whatever materials possible. A return visit would then be made to patch the hole, which would hopefully last long term. Full resurfacing work would be contracted out. Work was guaranteed for 12 months in most cases.

- 4.10 A complaint was made regarding the condition of the road on Moorway that had been resurfaced last March. Highways are aware of the problem with 30 yards of road that was not done properly and had believed the contractor had sorted this out. RH to

RH

- 4.11 chase up the matter.
A question was asked regarding the comeback on utility companies who excavate and do not reinstate to a good standard. RH advised that this is monitored but by national agreement there was a requirement only to monitor 6% of jobs. The companies are obliged to put right any works within 12 months or they can be fined but unfortunately,
- 4.12 frequently roads are left for many months without proper reinstatement. Action would be taken to pursue the contractor in the vent of reports from the public.
A complaint was heard that Oxford Road had seen excavation by utilities and different contractors had carried out repairs but there had been impaction by traffic. Highways
- 4.13 advised the company was waiting for the full 12 months to do a full repair before the council carried out a final inspection. Cllr L
It was felt that guarantees for work should be longer and utilities should be more strictly dealt with, could this be escalated to the MP?
Grit bins were discussed next and a question was asked as to removal of a grit bin on Belmont Grove. Cllr Latty responded that the road was of an insufficient gradient to warrant a yellow grit bin however an approach could be made to their local Otley and
- 4.14 Yeadon Councillors for a blue grit bin as their locations were agreed with members as opposed to Highways. RH
- 4.15 A report was made of several grit bins on Netherfield Road, by the car park, that were empty. RH to look into.
It was commented on that the correct procedure to report a damaged manhole, pot-hole etc. was to either; ring the call centre on **0113 222 4407** , email Highways at; **highways@leeds.gov.uk** or contact a local Councillor.
- 4.16 In terms of future works, pedestrian phases had been requested at the junction by the Station pub. A design has been agreed but the effect on traffic flow needs to be
- 4.17 considered. Cllrs Pat Latty and Paul Wadsworth have been looking at this junction for a solution to make crossing safer particularly for school children.
A question was asked over the hold up of traffic near the gyratory with a left hand turn only lane by the side of Aireborough Leisure Centre. Highways responded that the road
- 4.18 had been reorganised to reduce accidents but that it continues to be assessed and in view of increased traffic NH will have a look at it again. NH
- 4.19 Concerns were heard about speeding traffic on the stretch of road from Kirk Lane to the JCT roundabout. The Councillors agreed that they would support speed cameras but it was acknowledged that Highways would have to prioritise, as there was a limited

budget.

4.20 In terms of 20mph zones, both Benton Park, which incorporates Quaker Lane, and Back Lane in Guiseley should be complete by April 2014.

A discussion then took place regarding the promised traffic lights at the Hawksworth Lane junction. There have been numerous difficulties with the contractor going back years. GM explained that a reduced cost scheme had now been agreed with the contractor and there was an expectation it would proceed May or June 2014. However

4.21 Leeds City Council are still to receive the agreed costs from the contractor and if this is not forthcoming legal action would need to be considered.

Questions were asked as to why this scheme has taken so long to be implemented. In addition did the fact that the costs had been revised mean that the scheme would not be as robust. GM explained that the original agreement had not been strongly worded and had not put the council in a good position to enforce it. Discussions over cost and scope of the works had been ongoing but the revised scheme did not compromise on

4.22 safety and the costs saved were from the omission of an unnecessary footpath and amended kerb lines.

GM was asked if she had the power to get S106 money before a scheme commenced which would avoid this situation. GM agreed that S106 money could form part of a

4.23 contract with triggers for it to be paid as in before first occupation. In this case the other junctions were completed as agreed but this one remained outstanding.

With regards to the airport there are currently no plans for the potential link road,

4.24 perhaps running from the crematorium on the A65 up Red Beck to go forward. A railway link would be very costly and there is nothing in the pipeline for this.

A report was made of the traffic lights by Manor Square in Otley being hard to see due to the filters. NH advised that filters were supposed to make the traffic light easier to see in bright sunshine but sometimes they could be knocked and obscure the lights, he will check have them checked.

NH

5.0

5.1

Any Other Business

Cllr L

5.2 A concern was raised regarding the condition of the stone chimney on the Naylor Jennings site; which appears to be leaning towards the red brick chimney. This has been inspected but no further action has taken place.

Leaflets were made available for the forum in regard to the proposal to form a Guiseley Parish Council. It was heard that the Aireborough Neighbourhood Forum were in

- 5.3 discussions over boundaries as the ANF are approaching designation by Leeds City Council to create a neighbourhood plan for Aireborough.
Cllr Latty commented that he believed a forum that had a neighbourhood plan for the whole of Aireborough would be of more benefit in terms of locality than a parish council only covering a part of the area and additionally the forum would not have a precept attached.
- 5.4 A concern was raised over what democratic safeguards were in place in terms of a neighbourhood forum. It was explained that there would need to be a minimum of 21 people to form a forum and they should be from a range of; businesses, residents, different ages with a range of experiences and backgrounds, but all associated with Aireborough by residence or work.
- 5.5 Concerns were again expressed over the undetermined precept and how a parish council came into being. It was explained that there would have to be 1000 signatures from residents giving support to the proposal and then a referendum carried out by Leeds City Council before anything would be agreed.

The next meeting will be at Guiseley Methodist church on Wednesday 4th April 2014

Report of the Assistant Chief Executive (Customer Access & Performance)

Report to North West (Outer) Area Committee

Date: 24th March 2014

Subject: Area Chairs Forum Minutes

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

Summary of main issues

This report formally notifies members of the decision made by full council that Area Chairs Forum minutes should be considered by Area Committees as a regular agenda item at future Area Committee meetings.

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

Recommendations

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

1 Purpose of this report

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

2 Background information

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

3 Main issues

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

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council Policies and City Priorities

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

4.4 Resources and Value for Money

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

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

5 Conclusions

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

6 Recommendations

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

7 Background documents

None.

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

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

Attendance:

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

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

Minutes: J Sharp

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

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

its own.

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

**Andy
Hodson**

4.0 Domestic Violence

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

**Bridget
Emery**

5.0 Community Committees branding / consultation

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

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

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

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

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

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

6.0 Older Person's Event Week in Outer East

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

- 6.2 Cllr McKenna said she will be taking the presentation to the next Health & Wellbeing Lead Members meeting.
- 6.3 Cllr McKenna added that luncheon clubs are being investigated as a way to engage with older residents. 1,400 winter packs are being distributed to vulnerable older people in her ward.

7.0 Community Infrastructure Levy / Neighbourhood Planning

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

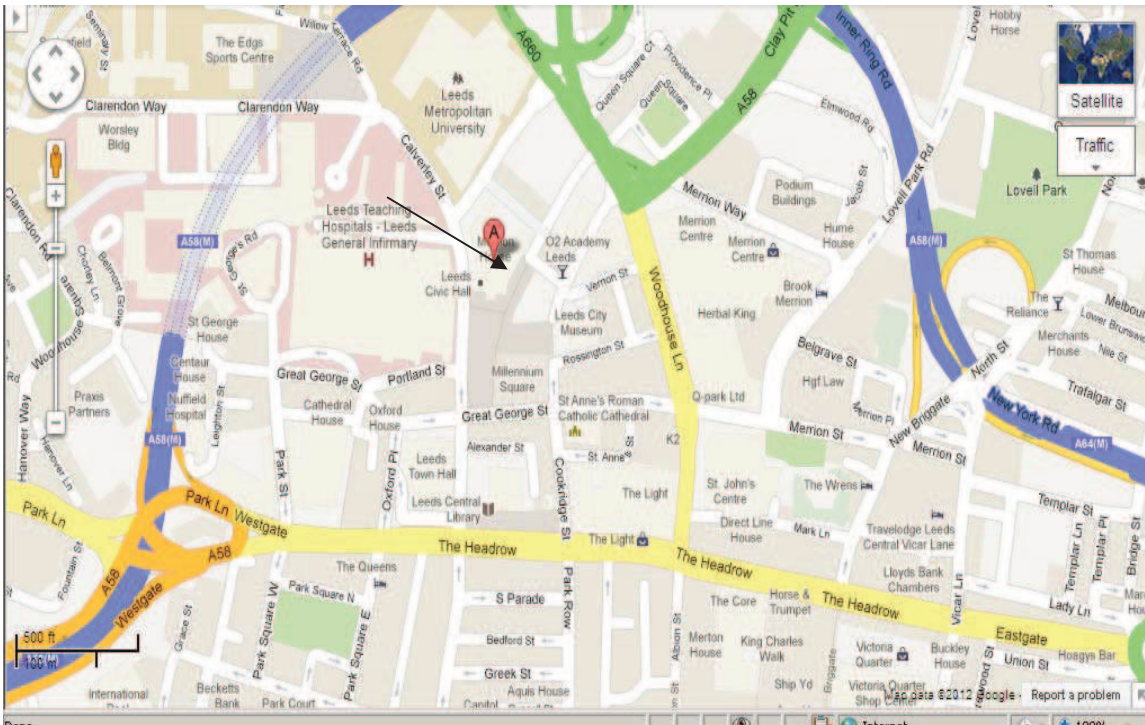
8.0 Any Other Business

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

9.0 Date of Next Meeting

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

Civic Hall Leeds



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