



WEST (OUTER) AREA COMMITTEE

**Meeting to be held in Council Chambers, Pudsey Town Hall on
Wednesday, 4th June, 2014 at 1.00 pm**

MEMBERSHIP

Councillors

A Carter	Calverley and Farsley;
J Marjoram	Calverley and Farsley;
R Wood	Calverley and Farsley;
M Coulson	Pudsey;
J Jarosz	Pudsey;
R Lewis	Pudsey;
A Blackburn	Farnley and Wortley;
D Blackburn	Farnley and Wortley;
T Wilford	Farnley and Wortley;

Co-optees

Rev Paul Ayers	Faith Representative
Claire Turnbull	

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A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p><u>PROCEDURAL BUSINESS</u></p> <p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting.)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p style="padding-left: 40px;">RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p>	

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3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF INTERESTS</p> <p>To declare any personal / prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 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</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>MINUTES - 12TH MARCH 2014</p> <p>To confirm as a correct record the minutes of the meeting held on 12th March 2014.</p>	1 - 8
8	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>MINUTES OF THE ENVIRONMENT SUB GROUP</p> <p>To receive the minutes of the Environment Sub Group meeting held on 22 January 2014</p>	9 - 10

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9			<p>MINUTES OF AREA CHAIRS MEETING 28TH FEBRUARY 2014</p> <p>To receive the minutes of the Area Chairs meeting held on 28th February 2014</p>	11 - 16
10	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>ELECTION OF COMMUNITY COMMITTEE CHAIR FOR THE 2014/2015 MUNICIPAL YEAR</p> <p>To receive the report of the City Solicitor which explains the arrangements for the election of Chairs for Community Committees and that in line with this process, to recommend that this Area Committee elect a Member to the position of Community Committee Chair for the 2014/2015 municipal year.</p>	17 - 22
11	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>COMMUNITY COMMITTEE TOPICS</p> <p>To receive the report of the Assistant Chief Executive (Citizens and Communities) putting forward a number of themed topics for Members to consider. These topics will form the basis for the Outer West Community Committee engagement activity in 2014/15.</p>	23 - 30
12	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>WELLBEING FUND UPDATE REPORT</p> <p>To receive the report of the Assistant Chief Executive (Citizens and Communities) this report provides Members with an update on the budget position for the Wellbeing Fund for 2014/15. The report highlights the current position of the Small Grants and Skips and those grants and skips that have been received or approved since the last meeting. It also provides an update on the Youth Activities Fund.</p>	31 - 52

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WEST (OUTER) AREA COMMITTEE

WEDNESDAY, 12TH MARCH, 2014

PRESENT: Councillor J Jarosz in the Chair

Councillors A Blackburn, D Blackburn,
A Carter, M Coulson, J Hardy, R Lewis,
J Marjoram and R Wood

- 64 Appeals Against Refusal of Inspection of Documents**
There were no appeals against the refusal of inspection of documents.
- 65 Exempt Information - Possible Exclusion of the Press and Public**
There were no resolutions to exclude the public as there were no members of the public present.
- 66 Late Items**
There was one late item to the agenda the report of the City Solicitor for Dates, Times and Venues report, **minute 76 refers.** Supplementary information was received by the Members of the Area Committee in relation to item 10, **minute 73 refers.**
- 67 Declaration of Interests**
No declarations of interest were received at this point of the meeting. However, declarations of interest were received from Cllrs Jarosz and Wood in relation to item 10 as Board members of Pudsey Wellbeing Centre and Cllr Jarosz' husband is a volunteer at the Centre. **Minute 76 refers.**
- 68 Apologies for Absence**
There were no apologies for absence.
- 69 Open Forum**
No members of the public had attended the meeting.
- 70 Minutes - 29th January 2014**
RESOLVED – That the minutes of the meeting held on 29th January 2014 be approved as a correct record.
- 71 Minutes - Area Chairs Forum -20th January 2014**
Minutes of the Area Chairs Forum for the meeting held on 20th January 2014 were noted by the Area Committee.
- 72 Area Update Report**
The report of the Assistant Chief Executive (Citizens and Communities) informed the Members of the progress against the Area Support Team work programme for Outer West Leeds and local contributions to Council priorities.

The Area Committee received a presentation from Inspector Steve Williamson in relation to 'Leeds District Programme of Change New Operating Model'.

The inspector informed of the Committee on a number of issues including:-

- Increased performance and productivity
- The protection of frontline services
- Flexible operating structures with more PCSO's
- 11 Safer Neighbourhood Teams working together to improve operating at a local level
- The appointment of Inspector Dan Wood for the Outer West Leeds area would be based at Pudsey Police Station.
- Cells at Pudsey Police Station would remain, with consultation on going in relation to their use in the future.
- Pudsey Police Station to be used as a co-location building offering space to work for partners.
- Use of the Armley Community Hub for co-location working with partners.

The Area Community Safety Co-ordinator drew Members attention to a Partnership Event to be held on 26th March 2014. The event is to look at closer working for all partners including looking at buildings which could be used for co-location working.

The Area Committee discussed all the issues presented to them welcoming the increase in PCSO's and suggesting some locations for co-location working.

The report asked Members to consider and agree on a place-based name for their new Community Committee. The following suggestions had been made to stimulate discussion:

- Pudsey and West Community Committee
- Community Committee for Calverley & Farsley, Farnley & Wortley, Pudsey
- Calverley & Farsley, Farnley & Wortley, Pudsey Community Committee
- Pudsey Community Committee (including Calverley & Farsley, Farnley & Wortley)

RESOLVED – That the Area Committee

- Noted the contents of the report
- Received the presentation from Inspector Williamson
- Proposed that Area Support Team in consultation with Members decide on the Community Committee name and bring to the meeting on 4th June 2014.

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73 Wellbeing Fund Report

The report of the Assistant Chief Executive (Citizens and Communities) provided the Area Committee with an update on the budget position for the Wellbeing Fund 2013/14 and the current position of the Small Grants and skips that have been received or approved since the last meeting. The report

also provided Members with an update on projects for consideration and approval from the Wellbeing Revenue Budget allocation for 2014/15. Supplementary information had been tabled for Members consideration.

Minute 66 refers

Members discussed funding issues in relation to;

- Calverley, Farsley and Pudsey in Bloom,
- Leeds Watch CCTV costs,
- Christmas Lights for Calverley, Farsley and Pudsey.

Co-optee Rev. Ayres arrived at 13:43 during this item

A number of Project organisers had been invited to attend the Committee to inform members on the work that the organisations do and how they would look to spend funds provided by the Wellbeing Fund 2014/15.

Presentations were heard from;

- Cow Close Community Corner
- The Area Community Safety Co-ordinator and Inspector Steve Williamson regarding the Target Hardening (CASAC) and burglary and Number Plate Theft initiative projects
- Pudsey Wellbeing Centre
- Ahead Partnership

Cllrs Jarosz and Wood declared an interest in Pudsey Wellbeing Centre as Members of the Board and also Cllr Jarosz' husband volunteers at the centre.

Minute 67 refers

Members discussed the merits of each project and sought clarification on specific issues from the presenters.

Cllr Hardy left the meeting at 13:52 during this item.

The Committee also considered the following applications for Youth Activity Fund 2013/14:

Project Name	Organisation/Department	Amount requested
Creative Writing through Illustration	Pudsey Cluster	£380
Jamie Jones Buchanan (JJB) Camp	Pudsey Cluster	£3,900
Multi Sports Camp	Pudsey Cluster	£1,180
Holiday Youth Activities	Armley Juniors project 4 young people	£4,000

Members were reminded that the application for Jamie Jones Buchan (JJB) Camp had been agreed to be taken by delegated decision at the meeting held on 29th January 2014 due to limited timescales.

The Committee also considered the following applications for Youth Activity Fund 2014/15:

Project Name	Organisation/Department	Amount requested
Breeze Friday Night Project	LCC Breeze Team	£9,139
Multi-Sport Holiday Camp	LCC Sports Development	£1,726
The Works – Sunshine indoors	LCC Sports Development	£2,380

RESOLVED – The Area Committee resolved the following:-

- That the Calverley, Farsley and Pudsey in bloom to retain the amount received last year.
- Approved the estimated £30,000 for Leeds Watch CCTV Maintenance and Monitoring.
- Community Development project to be deferred for discussion at a later date

Project	Applicant	Amount Requested	Amount Approved
Pudsey Christmas Lights	Leeds Lights / Events	£10,000	£8,000
Farsley Christmas Lights	Leeds Lights / Events	£3,000	£5,000
Calverley Christmas Lights	Project 2000 / Leeds Lights	£1,000	£1,000
Cow Close Community Corner	Armley Juniors	£19,768	£19,768
Target Hardening (CASAC)	CASAC	£15,000	£10,000
Burglary and Number Plate Theft Initiative	West Yorkshire Police	£5,000	£3,000
Pudsey Wellbeing Centre	Love Pudsey	£15,800	£7,900
Business Support Local – phase 2	Ahead Partnership	£21,050	£10,000

Youth Activity Fund 2013/14

Project Name	Organisation/Department	Amount requested	Amount Approved
Creative Writing through Illustration	Pudsey Cluster	£380	£380
Jamie Jones Buchanan (JJB) Camp	Pudsey Cluster	£3,900	£3,900

Draft minutes to be approved at the meeting to be held on 4th June 2014

Multi Sports Camp	Pudsey Cluster	£1,180	£1,180
Holiday Youth Activities	Armley Juniors project 4 young people	£4,000	£4,000

Youth Activity Fund 2014/15

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The Works – Sunshine indoors	LCC Sports Development	£2,380	£2,380

74 **New Locality Services and Development of the 2014/15 Service Level Agreement and Performance Update**

The report of the Locality Manager (West North West Leeds) provided the Area Committee with an update on the proposed changes to the operating model and structure of Environmental Action Service Locality Teams to deliver zonally based services. The report outlined the reasons for the proposals and the process for agreeing them. It also described the process for developing the Service Level Agreements (SLA's) with Area Committees for 2014/15.

The report also informed Members of the performance against the SLA between Outer West Area Committee and the West North West Environmental Locality Team. The report covered the period from 1st July 2013 to 31st January 2014.

The Locality Manager informed the Area Committee of proposed ward based workshop sessions to take place in April, May and June to cover the following 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.

The Locality Manager gave the Members a brief overview of the Service Performance highlighting 3.2.8 and 3.2.9 of Appendix A of the submitted report.

Members discussed the following issues contained within the submitted report:

- Dog fouling;
- Covert CCTV;

- Gulley Cleansing; and
- Removal of dead animals specifically horses on land located on the border of Calverley and Bradford.

Members requested a Management Structure once all proposed changes are in place.

RESOLVED – That the Area Committee:

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

Cllr Marjoram left the meeting at 14:45

Cllr Coulson left the room at the end of this item at 14:50 returning to the room at 14:53.

75 Children's Services area committee update report

The Children's Services Area Update Report was presented by the Deputy Director of Children's Services and the Area Head of Targeted Services – West North West.

The report provided Members with a comprehensive set of children's information with a local context.

Members were informed that that the purpose of this cycle of reports was to understand if there were any local priorities that needed to be highlighted in future reports.

Members were informed that the figures for NEET (Not in Education, Employment or Training) had risen. The Deputy Director explained to the Committee that NEET figures were now collated differently which prompted discussion on how young people are categorised. Members were informed about igen and the Pathways website which offered support for 18 and 19 year olds who were eligible for benefits.

The Deputy Director of Children's Services informed the Area Committee that he had met Cllr D Blackburn, local lead member for Children's Services to discuss the obsession priorities for the local area.

The Area Committee discussed issues raised in the report including:

- Families First programme
- Clusters
- Attendance

Draft minutes to be approved at the meeting
to be held on 4th June 2014

- Ofsted inspections

RESOLVED – That the Area Committee

- Lead Member for Children’s Services to discuss with the Area Head of Targeted Services additional local priorities to the Children’s Services Obsessions.
- Use the basic need workshop to provide local intelligence for consideration in school place planning and to instruct officers on improved methods of member engagement in school planning.
- Promote the use of igen centre on Eastgate and the Leeds Pathways website, to NEET young people and their families will therefore be aware of which 18 and 19 year olds are claiming out of work benefits and are eligible to receive support. This will ensure that young people’s routes to employment and training is enhanced.

76 Dates, Times and Venue Report

This item was submitted to the agenda as a late item after approval of the Chair and Vice Chair. **Minute 66 refers**

The report of the City Solicitor requested Members considered the options detailed within the report and to agree the Committee’s proposed meeting schedule for the 2014/15 municipal year, so that it could be included in the Council diary for 2014/15.

The report also requested Members to consider as to whether they wished to change the Committee’s current meeting and venue arrangements or request amendments to such arrangements.

Members were requested to consider and agree the proposed date for the meeting on the 4th June 2014 scheduled to elect a Chair for the 2014/15 municipal year.

Members briefly discussed the issues within the report.

RESOLVED- That the Area Committee

- Agreed the dates and times as proposed:
 - Wednesday 9th July 2014 at 1pm
 - Wednesday 8th October 2014 at 1pm
 - Wednesday 28th January 2015 at 1pm
 - Wednesday 25th March 2015 at 1pm
- Agreed that Pudsey Town Hall will be the venue for the meetings
- Agreed that the election of Chair will take place on Wednesday 4th June 2014 in Pudsey Town Hall at 1pm.

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**Note of 22nd January 2014 Meeting
9.30 At Henshaw Depot**

Present

Cllr Coulson (Chair)	– Pudsey Member
Cllr Blackburn	– Farnley & Wortley Member
Cllr Wood	– Calverley & Farsley Member
Jason Singh	– Locality Manager Environment & Neighbourhoods
Sam Woodhead	– Service manager Environment & Neighbourhoods
Phil Staniforth	– Parks & Countryside's
Sharon Guy	– West North West Homes
Harpreet Singh	– WNW Area Management

Key Issues discussed:

1. Housing Leeds Update

- Sharon provided an update on the caretaker referrals and informed that Gill Wildman had taken over as the leader for the West area.
- Cllr Coulson noted a very successful partnership at the Wellstones. Work that would have taken weeks was undertaken in one day. Informed another action day had been scheduled with the partnership at the Bawns Estate.
- Cllr Coulson informed residents on the estate were still on bag collections and didn't have wheelie bins and don't know where to put their waste.
- JS noted the waste doctors were doing a lot of work on waste collection. There was an opportunity to work with them. Could undertake a couple of half days offering communal recycling points as recycling was low in the area.
- JS noted phase one and two had been done and phase three was to work on the central part of the city and areas where there is currently bag collections.
- Cllr Blackburn noted there were some tenants who were causing the problem. There had to be some work undertaken with enforcement.

2. Parks & Countryside's update

PS provided an update on works being undertaken by Parks & Countryside's.

- Rodley sport ground: Meeting in February to talk about issues and making progress.
- Brookfield Rec: Undertaking some planting works.
- Cllr Blackburn noted there were funding set aside from Green Leeds that had not been drawn down since 2005 and if not spent, there may be restrictions.
- Victoria Park Calverley: Grant scape funding had been approved.
- The PROW, Executive Design and Forestry teams had moved into Farnley Hall.
- Entrance works at Lawns Lane, Drive and Park had been tarmacked
- Hainsworth Park: Working on external play area with the Young Mums group. Cllr Carter had been updated.
- New Worley Rec: the fencing and bowling green had been dealt with. Awaiting estimates for tarmacking and will be undertaken when preferred costing had been received.
- Western Flats: work had been completed.
- War memorial in Pudsey: Applying for war memorial applications.
- Pudsey Parish church: Yorkshire flags had been put down and the vicar was happy.
- Queens Park: Tarmac contractor for the MUGA would be going back out to rectify

3. Environmental Services Update

- SW presented the standard report which showed service requests split by activity and Cllr requests. The report also showed the programmed sweeping blocks carried out and the road sweepers.
- The bulk of the work was around dog fouling, fly tipping, litter and leafing.
- The enforcement team serve legal notices; send letters out, then a legal notice and finally a FPN. No FPN had been issued as people had complied with the notices.
- Cllr Coulson complemented the work undertaken by David Pearsall and the work of the Team.
- JS informed there was an issue with the special bin wagon used for leaf clearance as it kept breaking. The bin wagon was sent back and more leaf blowers along with additional staff had been recruited.
- Cllr Coulson's expressed his concerns about staff cover when other officers were off sick. JS informed there was no budget for additional resources and that existing staff would be required to cover. However there had not been much sickness and officer's work as a team to support all areas.
- JS updated the sub group on changes to the directorate. The new directorate would be called Environments and Housing. The Almo's had been brought back into LCC to form Housing Leeds. Due to the changes there was no sense in having separate cleansing teams therefore resources would be pulled together from similar working areas.
- JS discussed a proposal for taking forward coordinated working over 7 days using zonal team operations. There would be up to 7 zonal teams in the west where they would work in specific areas.

Next Meeting: Next Meeting Thursday 8th May at Henshaw Depot.

**Area Chairs Forum
Friday 28 February 2014
Committee Room 3, Civic Hall**

Attendance:

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

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

Minutes: J Sharp.

Attending for specific items: Ed Mylan & Peter Smith, Martin Dean, Sally Wimsett.

Item	Description	Action
1.0	Apologies	
1.1	Cllr Javid Akhtar, Cllr Karen Bruce, Cllr Angela Gabriel, Cllr Caroline Gruen, Cllr Josephine Jarosz.	
2.0	Minutes and Matters Arising	
2.1	The minutes of the previous Area Chairs Forum meeting on 20 January 2014 were agreed as an accurate record.	
2.2	<u>4.5 of previous minutes – Domestic Violence</u> Cllr Khan asked how we could address East Leeds' high percentage of reported domestic violence. He asked whether we had any figures. Jane said she had spoken to Bridget Emery and were looking to pilot work in hotspot areas. Rory offered to provide information from ENE.	Jane Maxwell / Rory Barke
2.3	<u>4.8 of previous minutes – Domestic Violence</u> There was an action for Bridget Emery to take a domestic violence discussion to each of the Area Committees. This is still to happen. Jane agreed to liaise with Bridget Emery.	Jane Maxwell
2.4	<u>5.10 of previous minutes – Community Committees branding / consultation</u> James said that we need to look at the support required by the Area Support teams, re updating social media / etc. Shaid and the south east team are exploring a protocol around social media activity for citywide locality working.	Area Leaders
2.5	<u>6.2 of previous minutes - Older Person's Event Week in Outer East</u> There was an action for Cllr McKenna to take the presentation to the next Health & Wellbeing Lead Members meeting. This meeting has not yet taken place.	Cllr McKenna
3.0	Tour De France	
3.1	Ed Mylan and Peter Smith explained that are part of the team helping to coordinate this summer's Tour de France. The build-up to the Tour will commence with the start of the 100 Day Yorkshire Cultural	

Festival on 27 March 2014 culminating with Le Grand Depart on Saturday 5 July 2014 from Leeds city centre.

- 3.2 The plan is to make the Tour a citywide celebration event as opposed to just a city-centre and route one. There will be break-out areas and spectator hubs to get visitors to congregate in places other than the city centre. A great deal is being done to try and promote and engage across the whole city. This has included engaging with members, particularly via a cross-party group set up by Cllr Yeadon. Area Chairs were asked to encourage and promote community participation in their areas and to suggest any schemes that might work in their areas. Communication has also been carried out in schools (including a resource pack) and Leeds specific branding has been implemented. The website is also now live: <http://www.leeds.gov.uk /GrandDepart.aspx>. There is also a dedicated information phone line for residents and businesses within the LCC call centre.
- 3.3 Peter presented a PowerPoint presentation: 'The Tour de France The Chance of a Lifetime'. Copies of the presentation were also distributed at the meeting.
- 3.4 Peter explained the reasons for bidding for the Tour and what the hoped legacy is. It is the biggest annual sporting event in the world. It is hoped that the Tour will put Leeds and the surrounding area on the international map and boost the local economy from increased visitors during the Tour and after. It is also hoped that the Tour will encourage more cycling.
- 3.5 Maps of the route were also distributed and some of the logistics of organising the event were discussed. Considerations include (for each stage of the Tour): 200 riders, 2000 journalists, 2500 vehicles, one million spectators. It will also include having to close roads and communicating this to residents and commuters.
- 3.6 Cllr Khan enquired about possible impacts on the Leeds General Infirmary. Peter confirmed that there would be access issues for the hospital (and the city centre in general including Civic Hall) but that communications had taken place and that the hospital were comfortable with the arrangements.
- 3.7 Ed said that Temple Newsam would be a park-and-ride site and that the option to camp was being considered. Work is still being carried out to try and ascertain potential numbers of people interested in camping.
- 3.8 Cllr P Gruen said he had spoken to Tom Riordan about possibly reducing business meetings at Civic Hall W/C Monday 30 June 2014 because of the reduced access to the building during this main week of the Tour.

4.0 Community Centres update

- 4.1 Martin provided a verbal update on the community centres that sit with the Citizens & Communities portfolio. There are currently 65

centres within the portfolio. 21 of these are run by third-party organisations.

- 4.2 The annual budget for operating the centres is £1.7 million. The consensus is that even though the council should be committed to financially supporting the centres, we should also strive to make the centres generate as much income as possible.
- 4.3 Going forward, Martin felt the following principles should apply: reduce duplication of provision; be transparent with members about running costs, income and usage; invest in some centres and close others.
- 4.4 Martin explained some of the key issues: the lettings process and changing the pricing and lettings policy. A key issue with the service offered by Lettings is implementing and interpreting a very complicated pricing and lettings policy. He felt that no improvements would be gained from a structural change to the team who are already based in Civic Hall and have a strong working relationship with the Area Buildings Managers who oversee repairs at the centres.
- 4.5 It is suggested that the new pricing policy would incorporate a simplified 3-tier pricing system: full price; community reduced rate; free. The plan is to implement this new pricing policy from 1 September 2014, with a pilot at three sites: Cross Green Community Centre (Otley), Ebor Gardens Community Centre (Burmantofts) and the Watsonia Pavilion (Beeston) from Easter 2014. The venue sites (Blackburn Hall; Morley Town Hall; Yeadon Hall) would have their own pricing structure. The Lettings team currently have to dedicate a lot of time processing bookings for these show venues because costs for shows, rehearsals and stage-building are all charged at a different rate. A simplified charging method might be to charge a one-off fee for groups putting on shows.
- 4.6 Another slow element of the booking procedure is the requirement for organisations to produce safeguarding policies and proof of liability insurance. This could possibly be replaced with a tick-box where groups simply confirm they have these policies in place and are responsible for implementing them.
- 4.7 Another improvement would be the ability to accept bookings by credit / debit cards. Sending and chasing invoices is very time-consuming
- 4.8 Cllr Wadsworth had concerns about fairness, re some organisations being accessed as free where others might have to pay. He wanted to make sure that the process was fair and to stop any particular groups monopolising usage.
- 4.9 Cllr Khan asked about the ALMO community centres / buildings returning to the council. He asked whether these venues would have a different pricing policy. Martin explained that the ALMO buildings would be addressed as part of the on-going city-wide asset review.
- 4.10 Cllr P Gruen said central guidance was needed on the pricing policy and that transparency was also important. He felt that some groups

with free usage of community centres did not fully appreciate that they were receiving a council subsidy.

4.11 Cllr Wadsworth suggested arranging a separate meeting to discuss the new pricing and lettings policy. **Martin Dean**

4.12 There was also a suggestion to improve current IT arrangements to improve the booking process. E.g. community centre caretakers do not have IT access. Martin will investigate developing this area of work and report back to a future meeting. **Martin Dean**

5.0 Grants to Third Sector - opportunities to devolve

5.1 The following draft report was available at the meeting: 'Grants to the third sector' (13 February 2014).

5.2 Martin explained that the purpose of the report was to consider which external grants could be considered, determined or evaluated at Area Committee level.

5.3 The amount the Council paid to third sector organisations in 2012/13 was £109 million. £8.9 million of this was grant funded. Presently, only £1 million funding is determined at a local Area Committee or ward level.

5.4 Cllr Khan noted that the report had gone to Scrutiny. He said it would be useful if more information was available to members about what grants had been administered to combat possible duplication. Martin and Rory noted that match-funding is often required for funding applications.

5.5 Martin said the next step is to work on a proposal where funds are more aligned to local areas.

5.6 Cllr P Gruen suggested greenspace funding could be delegated to local areas and said more could be done to improve cross-ward funding. Martin will investigate developing this area of work and report back to a future meeting. **Martin Dean**

6.0 Community Committees update and naming issues

6.1 Kathy explained that good progress had been made, re looking at the governance of the engagement plan. She added that work is being done to look at the city centre in relation to Area Committee structure.

6.2 A workshop is being planned and some wording has been drafted to go to the Area Committees for consultation. Also, options for naming will be in the Area Leaders Update Report.

6.3 James added that a final decision will be made by Exec Board report in May 2014.

- 6.4 The consensus is that, in absence of any preferable ideas, the term 'community committee' would probably be used.

7.0 Community Committee Engagement Plan

- 7.1 Copies of the 'Community Committee engagement plan dates' was available at the meeting.
- 7.2 Sally explained that there would be four members' workshops in March and that an agenda and dates will be sent to members. **Sally Wimsett**
- 7.3 Sally added that she is completing a presentation for the political groups and that DMT meetings would take place at the end of March 2014.
- 7.4 Cllr Wilkinson mentioned that full council was taking place on 26 March 2014 when the workshop is also due to take place. Cllr P Gruen suggested that the workshop does not run beyond 12pm. Members only need to attend one of the sessions.
- 7.5 James clarified that the Community Committees will be able to have more than the minimum recommendation of four meetings per year.
- 7.6 Cllr P Gruen asked for a checklist for the next meeting of what has been agreed to date. **Sally Wimsett**
- 7.7 There was a discussion about the job description for the Area Leads being too onerous, particularly in light of it being an unpaid, volunteer role.
- 7.8 Cllr P Gruen mentioned the promises that a team would be made available via Ken Morton to lead on Youth.
- 7.9 James suggested implementing the process of evaluating and reporting back on what had been achieved during the previous year.

8.0 Community Led Local Development (CLLD)

- 8.1 Copies of 'Community Led Local Development – CLLD' were available at the meeting.
- 8.2 Martin explained that is CLLD is a European Structural and Investment Funds programme (2014-2020) designed to enable local communities to address social inclusion.
- 8.3 CLLD is developed and delivered through a Local Action Group: a partnership grouping which must include public, private and third sector representation. These Local Action Groups will be invited to submit Expressions of Interest for consideration by June 2014; successful EOIs will be developed into local development strategies between September 2014 and March 2015. The CLLD programme in Leeds is being co-ordinated by Voluntary Action Leeds, supported by a group of Third Sector agencies (BARCA, Health for All, and Gipsil) and local authority officers.

8.4 If successful, bids should receive c. £1million of funding. The proposed areas are: Inner East (Gipton & Harehills, Seacroft & Killingbeck, Burmantofts & Richmond Hill); Inner West (Armley, Bramley & Stanningley); Inner South (City & Hunslet, Beeston, Holbeck, Middleton Park).

9.0 Any Other Business

9.1 James, Cllr P Gruen and the Area Chairs had a separate discussion.

10.0 Date of Next Meeting

10.1 Friday 2 May 2014, 10am to 12pm, Committee Room 4, Civic Hall.
This is the last scheduled meeting.



Report author: Gerard Watson
Tel: 0113 395 2194

Report of the City Solicitor

Report to West (Outer) Area Committee

Date: 4th June 2014

Subject: Election of Community Committee Chair for the 2014/2015 Municipal Year

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If relevant, name(s) of Ward(s):</i>		
Calverley & Farsley, Farnley & Wortley, Pudsey		
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
<i>If relevant, Access to Information Procedure Rule number:</i>		
Appendix number:		

Summary of main issues

1. Area Committee Procedure Rules require that the Chair of each Area Committee will be elected from amongst the City Councillors eligible to serve on that Committee.
2. Following the closure of nominations for the position of Chair, and prior to the Annual Council Meeting, Area Committees are required to meet to elect a Chair of the Community Committee for the forthcoming Municipal Year.
3. Therefore, the Area Committee is recommended to elect a Chair for the 2014/2015 Municipal Year, from amongst the nominations which have been received. The Area Committee will be informed at the meeting of the nominations which have been received for the position of Chair.

Recommendations

4. Members of the Area Committee are recommended to elect a Community Committee Chair for the 2014/2015 Municipal Year, from amongst the nominations which have been received.

1 Purpose of this report

- 1.1 The purpose of the report is to explain the arrangements for the election of Chairs for Community Committees and that in line with this process, to recommend that this Area Committee elect a Member to the position of Community Committee Chair for the 2014/2015 municipal year.

2 Background information

- 2.1 Article 10 of the Council's Constitution sets out the composition, functions and role of Area Committees.
- 2.2 Paragraph 5 of the Area Committee Procedure Rules deals with the process by which Community Committee Chairs are elected. Attached as appendix 1.
- 2.3 Whilst recommending that an appointment be made to the position of Community Committee Chair for the forthcoming municipal year, this report follows the Council's Area Committee Procedure Rules. This is due to the fact that the Area Committee Procedure Rules remain operational until any amendments to them are formally agreed which reflect the proposed establishment of Community Committees.

3 Main issues

- 3.1 The Area Committee Procedure Rules state that the Chair will be elected from amongst the City Councillors eligible to serve on that Committee.
- 3.2 Each Political Group with Members elected within an Area Committee's boundary may submit a nomination from amongst Members on the Area Committee to Chair that Committee, via the Group Whip. An independent Member may also put forward a nomination.
- 3.3 The deadline for the submission of nominations for the position of Chair was 5.00pm on 3rd June 2014. The Area Committee will be notified at the meeting of the nominations which have been received, prior to the election taking place.
- 3.4 The Procedure Rules state that following the closure of nominations and before the Annual Council Meeting, Area Committees will meet to agree the election of Chair for the forthcoming Municipal Year.
- 3.5 The Chair will be elected by an overall majority of first votes cast by those Members eligible to do so and present at the meeting. The Member presiding at the meeting as Chair will have no second or casting vote. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.
- 3.6 Where an overall majority of votes cannot be obtained, or it is not possible to hold or convene a quorate meeting of the Area Committee, or for any other reason a decision is not possible in advance of the Annual Council Meeting, then the appointment will be made at the Annual Council Meeting.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 All Group Whips and Independent Members have been given due notice of the deadlines relating to the submission of nominations for the position of Community Committee Chairs, and have been provided with details of the process.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 There are no specific implications relating to equality and diversity or cohesion and integration arising from this report.

4.3 Council policies and City Priorities

4.3.2 Operational and effective Community Committee meetings, which facilitate a widely accessible but robust decision making forum are in line with the Council's Policies and City Priorities. In order for such meetings to take place, an eligible City Councillor must be properly elected to the position of Community Committee Chair.

4.4 Resources and value for money

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

4.5 Legal Implications, Access to Information and Call In

4.5.4 This report is not subject to Call In, as the Executive and Decision Making Procedure Rules state that the power to Call In decisions does not extend to those decisions taken by Area Committees.

4.5.5 The process summarised above regarding the election of Community Committee Chairs is in line with current Procedure Rules.

4.6 Risk Management

4.6.6 There are no risks directly arising from the submission of this report to the Area Committee, however, not electing a Chair for the 2014/15 municipal year at this meeting will mean that the matter would have to be resolved at the Annual Council Meeting.

5 Conclusions

5.1 The Area Committee Procedure Rules state that the Chair of each Committee will be elected from amongst the City Councillors eligible to serve on that Committee, and that between the closure of nominations (5.00pm, 3rd June 2014) and the Annual Council Meeting (6.00pm, 9th June 2014), the Area Committee will meet to agree the election of Chair for the forthcoming Municipal Year. The Committee therefore is recommended to elect a Chair at this meeting for the 2014/2015 Municipal Year, from the nominations which have been received.

6 Recommendations

- 6.1 Members of the Area Committee are recommended to elect a Community Committee Chair for the 2014/2015 Municipal Year, from amongst the named nominations which have been received.

7 Background documents¹

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.

5.0 ELECTION OF CHAIR

5.1 The Chair of each Area Committee will be elected, from amongst the City Councillors eligible to serve on that Committee.

5.2 Each political Group¹ with Members elected within an Area Committee area may put forward a nomination from amongst Members on the Area Committee to Chair the Area Committee. An Independent Member may also put forward a nomination.

5.3 All nominations must be notified to the Head of Governance Services by no later than 5pm the day before the meeting convened to consider the appointment of the Chair. The Head Of Governance Services will give appropriate notice to whips and Independent Members of this deadline.

5.4 Area Committees will meet to agree the election of Chair for the forthcoming Municipal Year during the period that is the first working day after the nomination process closes, and the last working day that is the day before the Annual Council Meeting.

5.5 The Chair will be elected by overall majority of first votes cast by those Members eligible to do so and present at the meeting, the member presiding at the meeting will have no second or casting vote. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.

5.6 All agreed appointments will be reported to the Annual Council Meeting.

5.7 Where an overall majority of votes cannot be obtained, or it is not possible to convene, or hold, a meeting of the Area Committee, or, for any other reason a decision is not possible in advance of the Annual Council Meeting, the Annual Council Meeting will appoint the Chair.

5.8 Where it has not been possible to hold a meeting of the Area Committee and the Annual Council Meeting is required to consider more than one nomination for the position of Chair, the Chair will be elected by overall majority of votes cast by those Members of the Area Committee eligible to do so and present at the Council meeting. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.

5.9 Where an overall majority of votes cannot be obtained by votes cast by those Members of the Area Committee eligible to do so and present at the Council meeting, the vote will be widened to include all Members of Council. The nominee with the overall majority of votes cast by members of Council will be appointed as the Chair of the Area Committee.

5.10 Where it has not been possible to hold a meeting of the Area Committee and the Annual Council Meeting is required to consider an unopposed nomination for the position of Chair, the unopposed nominee will be elected by the Council.

5.11 Where Council has made an appointment of Chair of an Area Committee the decision will be reported to the relevant Area Committee.

¹ A nomination from a political group must be forwarded by a Whip

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Report author: Harpreet Singh
Tel: 3367870

Report of: Assistant Chief Executive (Citizens and Communities)

Report to: Outer West Area Committee

Date: 4th June 2014

Subject: Community Committee Topics 2014-15

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

Summary of main issues

This report outlines proposals for the introduction of a new approach to area working arrangements to be implemented at the beginning of the 2014/15 municipal year.

The new approach seeks to strengthen local democratic engagement and increase community engagement and involvement in local decision-making. The development of Community Committees replaces the existing Area Committee arrangements. The new Community Committees will:

- enable services to think more locally;
- enhance local decision making and the opportunity for more local budget setting, and
- raise community awareness of how local decisions and actions are taken.

Recommendations

Members are asked to:

1. Choose a number of topics to support the Community Committee's focus of work over the coming year.
2. Request that a draft engagement plan be developed for each of these topics, for consideration at the first meeting of the Community Committee in July.
3. Request that a draft communications strategy is developed to ensure a framework for communication between all key stakeholders

1 Purpose of this report

The purpose of this report is to put forward a number of themed topics for Members to consider. These topics will form the basis for the Outer West Community Committee engagement activity in 2014/15.

2 Background information

2.1 We have been working on a locality based agenda for over ten years since the introduction of Community Involvement Team and through a number of iterations, our current locality leadership model has developed. In the current economic and financial climate, we need to build on these developments and create an even greater emphasis on getting more people involved in their local communities, in local decision-making, and in designing and delivering services that better meet current and future needs.

2.2 The area working review report agreed by Executive Board in December 2012 proposed a number of changes. The new approach seeks to strengthen local democratic engagement and increase community engagement and involvement in local decision-making. The development of Community Committees replaces the existing Area Committee arrangements. The new Community Committees will:

- enable services to think more locally;
- enhance local decision making and the opportunity for more local budget setting, and
- raise community awareness of how local decisions and actions are taken.

2.3 This move aims to ensure a focus on local issues by local people, and a move away from the bureaucratic nature of many Area Committee meetings where there is little or no public attendance.

3 Main Issues

3.1 The new approach will see the separation of the formal, decision-making aspect of the Community Committee meeting from the broader engagement. Community Committee meetings will be business focussed and remain open to the public (rather than public meetings), with a greater emphasis on advertising the meetings to the public and encouraging local residents to make use of the open forum. Formal Community Committee meetings will have business agendas that will include such items as wellbeing and youth activity fund reports, service performance and delegation reports.

3.2 In addition to the formal meetings, the Community Committees can develop a range of local activities to give residents opportunities to 'have their say' and work with Elected Members. This will improve residents' influence on how decisions about local services are delivered. Such activities could take the form of case conferencing, 'community conversations', expert witnesses, open public meetings, stronger links with existing community groups and the development of new local forums where necessary. It will give local residents opportunities to 'have their say', as well as a greater influence on decisions about the design and delivery of public services. New branding will be adopted and engagement opportunities will be open and accessible to encourage participation, understanding and involvement and ensure that all the different communities affected by the council's decision-making are reached.

- 3.3 The Area Support Team have completed a desk top review of the issues that have been considered at various forums during 2013/14. This includes previous Area Committee meetings, community forums and sub group meetings with key stakeholders.
- 3.4 A number of common issues have been identified which could become the focus of future Community Committee meetings and community engagement. These are outlined in Appendix 1.
- 3.5 Some early discussions with members have highlighted some key areas of focus for consideration. These include;

Environment & Place

- Local people show a keen interest in the 10 community parks in Outer West and frequently volunteer through the local 'In Bloom' groups. The Community Committee could work with Parks & Countryside to improve the areas progress towards the Leeds Quality Park (LQP) standard and in general improving the parks.

Health & Wellbeing

- Profiling work carried out by the Area Support Team showed that cancer mortality for 'under 75 year olds' was relatively high in the Pudsey area. Members may wish to investigate this further.
- An increase in teenage pregnancy has previously been raised by members and could be an alternative option to be explored and investigated.

Community Safety

- As a result of increasing burglary crime in the Outer West, the Committee may want to explore how they could work with partners on initiatives to reduce burglary, theft and antisocial behaviour.

Business, Enterprise and Economy

- Members may want to explore opportunities to engage with local employers and businesses to provide opportunities for jobs and volunteering.

- 3.6 The Area Committee are asked to identify which topics they would like to focus on in 2014/15. It is recommended that in this first year there are three community committee topics chosen.
- 3.7 Each topic will form the basis for a broader conversation with the Area Leads, the local community and stakeholders outside of the formal Community Committee meeting. The outcome of this community and stakeholder engagement will be reported back at Community Committee business meetings. To support this, each topic will have a draft community engagement plan that will be published in advance.
- 3.7 A community engagement plan will be developed and brought to the July meeting for comments and consideration. The community engagement plan will support the development and review of the Outer West Business Plan.

4 Corporate Considerations

4.1 Consultation and Engagement

The Area Support Team have completed a desk top review of the issues that have been considered at various forums during 2013/14. This includes previous Area Committee meetings, community forums and sub group meetings involving key stakeholders. Once topics are chosen by Elected Members, a community engagement plan will be developed for each theme.

4.2 Equality and Diversity / Cohesion and Integration

Equality, diversity, cohesion and integration are key issues for the Area Committee and the community engagement plan will take this into account with a number of actions identified to help address these. Equality impact assessments will be undertaken on specific initiatives and decisions as required.

4.3 Council policies and City Priorities

The Best Council Plan 2013-17 identifies three key outcomes that need to be achieved if we are to achieve our best council ambition. These cover the need to improve the quality of life for our residents, particularly those who are vulnerable or in poverty; the need to make it easier for people to do business with us, and the need to achieve savings and efficiencies required, to continue to deliver frontline services. The proposals in this paper are intended to make a significant contribution to the delivery of our best council outcomes and will help achieve a number of the stated objectives.

4.4 Resources and value for money

There are no specific budgetary implications arising from the proposals in this report at this time. However, the report does identify as one of the key principles for Community Committees the need to delegate and devolve more decision making and resources to local areas. Therefore there could be resource implications and these will be considered as part of the council's normal budget arrangements as decisions are taken to delegate service responsibility and/or funding.

4.5 Legal Implications, Access to Information and Call In

There are no specific legal, access to information or call-in implications arising from this report at this point in time. In developing the Community Committee proposals, further consideration will need to be given to required changes to the Council's Constitution. In considering the potential of community representatives being more formally involved in Community Committee meetings, consideration will need to be given to the requirements of the Local Government Act 1972, section(102)(3) to ensure it is done in the most appropriate manner.

4.6 Risk Management

There are no risk management issues relating to this report.

5 Conclusions

5.1 A new approach is needed if we are to respond fully to the outcomes of the area working review. The new approach outlined in this report seeks to strengthen local democratic engagement and increase community engagement and involvement in local decision making. The approval of a set of topics to support themed Community Committee meetings and local community engagement will shape the introduction of the new locality approach.

6 Recommendations

- Members are asked to choose a number of topics to support the Community Committee's focus of work over the coming year.
- Request that a draft engagement plan will be developed for each of these topics, for consideration at the first meeting of the Community Committee in July.
- Request that a draft communications strategy is developed to ensure a framework for communication between all key stakeholders

7 Background documents¹

Executive Board report: A new approach to locality working (December 2013)

Best Council Plan 2013-17

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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Appendix 1

Please find list of common issues which members may wish to focus on.

Health and Wellbeing

- Older people (Social Isolation)
- Patient Empowerment Model.
- Explore summer holiday provision for young people
- Investigating Cancer Mortality in under 75 year olds
- Teenage pregnancy

Employment, Skills and Welfare

- Free School Meals
- Improve skills and aspirations
- Maximise local and city wide employment opportunities for local people
- Engage with local employers
- Debt, financial inclusion, poverty and loan sharks

Business, Enterprise and Economy

- Deliver actions which support Business, Enterprise and Economy in the Outer West Leeds
- With partners identify some key priorities for action
- Provide opportunities for young people to get jobs, volunteer or learn new skills
- Improve public service co-ordination working together with local (Businesses) and residents to improve our most deprived neighbourhoods

Place

- Reduce burglary, theft and anti- social behaviour
- Reduce fly tipping
- Improve parks to Green Flag status
- Sport, play and recreation
- Improve cleanliness in town and district centres – dog fouling, litter
- Support New Zonal Teams
- Reduce drug crime
- Reduce hate crime and tensions and support local communities to become more cohesive

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Report of the Assistant Chief Executive (Citizens & Communities)

Report to Outer West Area Committee

Date: 04th June 2014

Subject: Wellbeing Fund Report

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Calverley & Farsley, Farnley & Wortley, Pudsey		
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 Outer West Area Committee with an update on the budget position for the Wellbeing Fund for 2014/15. The report provides the current position of the Small Grants and skips pots and those Small Grants and skips that have been received or approved since the last meeting.

An update is provided on the Youth Activity Fund and those projects seeking support through this ring-fenced allocation.

Recommendations

The Outer West Area Committee is asked to:

- Note the current budget position for the Wellbeing Fund for 2014/15 (Appendix 1)
- Note the current position of the Small Grants and skips budget and those Small Grants and skips that have been approved or received since the last meeting (Table 1, 2 and 3)
- Note the budget position of the Capital Grants budget and those capital grants received (Table 4)
- Note the current position of the Youth Activity Fund and consider projects seeking funding (Table 5)

Purpose of this report

- 1.1 This report provides members with an update on the budget position for the Wellbeing Fund for 2014/15. The report highlights the current position of the Small Grants and skips and those grants and skips that have been received or approved since the last meeting. It also provides an update on the Youth Activity Fund.

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 Outer West Area Committee seeks to ensure that Wellbeing funding is allocated in a fair and transparent way and that recipients are able to commence delivery of their projects as early as possible in the financial year. To facilitate this process, a Wellbeing workshop is held which requires organisations to submit proposals for projects. 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 In 2014/15, the Outer West Area Committee received a sum of £139,380 of Wellbeing revenue. After deducting any existing commitments and taking account of the 2013/14 carry forward position, the Area Committee had **£161,158** of funding available for allocation. All of this funding was committed to 17 projects, as listed in **Appendix 1**.
- 2.4 The remaining capital budget available to the Area Committee is £26,471.
- 2.5 In 2014/15, the Outer West Area Committee received a sum of £46,435 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.

3 Main issues

- 3.1 Wellbeing Budget Statement 2014/15
- 3.2 The latest Wellbeing Budget Statement for 2014/15 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 Wellbeing Budget – Small Grants & Skips

3.4 **Table 1** below outlines those Small Grant applications that have been approved since the last Area Committee meeting and **Table 2** outlines applications received. **Table 3** outlines those skips that have been approved since the last meeting.

Table 1: Small Grant Approvals

Project Name	Organisation /Department	Amount Approved
Pudsey Carnival	Pudsey Carnival Committee	£1000

Table 2: Small Grant received

Project Name	Organisation /Department	Amount Requested
Training/Safety equipment for juniors and adults	Bramley Buffaloes Rugby League Club	£500 Appendix 2
Leeds Esprit Volunteer Continuing Professional Development (CPD)	Leeds Esprit Gymnastics Club	£300 Appendix 3

Table 3: Skip approvals

Location	Ward	Number of Skips	Amount Approved
Crimbles Allotment Site	Calverley & Farsley	1	£125

3.5 Wellbeing Capital

3.6 The remaining budget available in the Outer West Wellbeing Capital budget is **£26,471**. **Table 4** Outlines capital applications received.

Table 4: Capital Grants Received

Project Name	Organisation /Department	Amount Requested
Bowling Shelters	Farsley Cricket & Bowling club	£780 Appendix 4
New Car Park Space	Housing Leeds Pudsey Area Housing Office	£4,650 Appendix 5

Youth Activity Fund

3.7 In 2014/15, the Outer West Area Committee received a sum of £46,435 Youth Activity Fund. This fund is to commission sports and cultural activity for young people age 8-17. The Area Support Team is currently running a coordinated programme involving potential partners across OW to identify projects to be commissioned through the Youth Activity fund.

3.8 The current balance for the Youth Activities Fund is **£32,198**. **Table 4** below outlines the Youth Activity Fund applications that have been received.

Table 5: Youth Activity Fund Applications

Project Name	Organisation /Department	Amount Requested
Resources to encourage local enterprise amongst youngsters	Wysoczanski Academy School of Performance	£1000 Appendix 6
Summer Fun Day	Farnley Cluster	£2,781 Appendix 7
Three Mini Breeze Sessions in all Outer West Wards	Outer West Cluster/Breeze	£11,250 Appendix 8
Total		£15,031

3.9 If members agree to the above projects in Table 5 the remaining budget for Youth Activity Fund for 2014/15 will be **£17,167**.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 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 Wellbeing workshop 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
- 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 Wellbeing funding 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.

5.2 Applications for Wellbeing revenue funding totalling £201,308 have been received in 2014/15. Members have reviewed these applications and have recommended projects totalling £182,079 be considered for approval.

5.3 This report seeks the Area Committee's support for the applications recommended for approval for 2014/15.

6 Recommendations

The Outer West Area Committee is asked to:

- Note the current budget position for the Wellbeing Fund for 2014/15 (Appendix 1)
- Note the current position of the Small Grants and skips budget and those Small Grants and skips that have been approved or received since the last meeting (Table 1, 2 and 3)
- Note the budget position of the Capital Grants budget and those capital grants received (Table 4)
- Note the current position of the Youth Activity Fund and consider projects seeking funding (Table 5)

Background documents¹ - 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.

1.0 Revenue

1.1 Revenue Budget Calculation

The table below describes the revenue budget calculation for the 2014-15 financial year. It shows the amount allocated to the Outer West Area Committee in 2014-15, details of any carry forward from 2013-14 and any existing commitments.

2014/15 OW Revenue Budget	
2014/15 OW Revenue Allocation	£ 139,380.00
2013/14 Carry Forward	£ 35,180.66
Youth Activities Fund for 2014/15	£ 46,435.00
Total	£ 220,995.66
Schemes approved from 2013-14 budget to be spent in 2014-15	£ 21,684.61
2014/15 Commitments	£ 195,065.00
Remaining to Allocate	£4,246.05

1.2 Revenue Project Statement

The table below provides a current revenue project statement. Most grants are paid retrospectively so grants shown as unpaid at this point in the year do not necessarily reflect any potential underspend.

Project Name	Lead Organisation	Wards Benefiting	Amount Earmarked	Amount Paid
Youth Activities Fund 2014-15	WNW Area Support Team	All	£ 46,435.00	£ 14,237
Small Grants & Skips	WNW Area Support Team	All	£ 8,000.00	£ -
Summer Bands	Leeds Int'l Concert Season	All	£ 3,000.00	£ -
Pudsey Christmas Lights	Leeds Lights / Events	Pudsey	£ 8,000.00	£ -
Farsley Christmas Lights	Leeds Lights / Events	C&F	£ 5,000.00	£ -
Calverley Christmas Lights	Project 2000 / Leeds Lights	0	£ 1,000.00	£ -
Farsley Festival	Farsley Christmas Lights Org.	0	£ 2,500.00	£ -
Pudsey in Bloom	Pudsey in Bloom	Pudsey	£ 3,500.00	£ -
Farsley in Bloom	Parks & Countryside	F	£ 2,500.00	£ -
Calverley in Bloom	Parks & Countryside	C&F	£ 2,500.00	£ -
Farnley in Bloom	TBC	0	£ 1,000.00	£ -
Site Based Gardener	Parks & Countryside	P / F & W	£ 12,004.00	£ -
Nature Corridor - FOPH	Friends of Post Hill	P & F	£ 1,950.00	£ -
Off Road Bikes	West Yorkshire Police	All	£ 1,135.00	£ -
Target Hardening	CASAC	All	£ 10,000.00	£ -
Burglary & Number Plate Theft	West Yorkshire Police	All	£ 3,000.00	£ -
CCTV maintenance & Monitoring	Leeds Watch	0	£ 30,000.00	£ -
Pudsey Wellbeing Centre	Love Pudsey	0	£ 7,900.00	£ -
Business Support Local - Phase 2	Ahead Partnership	0	£ 10,000.00	£ -
Cow Close Community Corner	Armley Juniors	F&W	£ 19,768.00	£ 4,942
Community Development Worker	TBC	0	£ 15,873.00	£ -
		Total	£ 195,065.00	£ 19,179
		Budget for Year	£ 199,311.05	
		Available to Allocate	£ 4,246.05	

1.3 Youth Activity Fund

The table below lists those Youth Activity projects supported in 2014-15 and provides a current balance of funding remaining to allocate. Most grants are paid retrospectively so grants shown as unpaid do not necessarily reflect any potential

Project Name	Lead Organisation	Wards Benefiting	Amount Earmarked	Amount Paid
Breeze Friday Night Project	0	0	£ 9,139.00	£ -
Multi Sport Holiday Camp	0	0	£ 1,726.25	£ -
The Works - sunshine indoors	0	0	£ 2,380.00	£ -
		Total	£ 13,245.25	£ -
		Budget for Year	£ 45,443.00	
		Available to Allocate	£ 32,197.75	

1.4 Pudsey Festival Lights Revenue Pot

The table below provides a budget statement for the Pudsey Festival Lights Revenue Pot. £8,000 was allocated to the Pot in 2014/15 of which £8,000 remains to allocate in 2014/15.

Total	£0.00
Remaining to Allocate	£8,000.00

1.5 Farsley Festival Lights Revenue Pot

The table below provides a budget statement for the Farsley Festival Lights Revenue Pot. £5,000 was allocated to the Pot in 2014/15 of which £5,000 remains to allocate in 2014/15.

Total	£0.00
Remaining to Allocate	£0.00

2 Small Grants

At its April 2014/15 meeting the Outer West Area Committee agreed to create a £8,000 fund for small grants and skips. The table below details the small grants approved in 2014-15 and shows the balance available to spend.

Project Name	Lead Organisation	Wards Benefiting	Amount Earmarked	Amount Paid
Pudsey Carnival	Pudsey Carnival committee	Pudsey	£ 1,000.00	£ -
Bramley Buffaloes		0	£ -	£ -
Esprit		0	£ -	£ -
Total			£ 1,000.00	£ -
Budget			£ 8,000.00	
Available to Allocate			£ 6,875.00	

3 Skips

At its April 2014/15 meeting the Outer West Area Committee agreed to create a £8,000 fund for small grants and skips. The table below details the skips approved in 2014-15 and shows the balance available to spend.

Skips	Ward Benefiting	No Of Skips	Amount Approved	Paid
Crimbles allotments		0	£ 125.00	£ -
Total			£ 125.00	£ -
Budget			£ 8,000.00	
Available to Allocate			£ 6,875.00	

OUTER WEST AREA COMMITTEE WELLBEING FUND – SMALL GRANT APPLICATION

Date:

7 April 2014

Reference number:

IW/14/02/S and OW/14/02/S

Organisation:

Bramley Buffaloes Rugby League Club

Name of Project:

Training/Safety equipment for juniors and adults

Funding Requested:

£500

Summary of Project:

Bramley Buffaloes RLFC merged with Rodley Rockets in January this year and the team now play out of Canal Bank Sports Ground, off Rodley Town Street, Rodley, LS13 1JX at Rodley. The team are made up of players from Armley, Bramley, Pudsey, Farnley and Wortley and there is both a juniors and a seniors squad. The Club do want to set up a girls and women's team too.

For their coaching sessions the club has requested funding for 8 x senior tackle shields at £32.72 each and 8 x junior tackle shields at £29.96 each (totalling £501.44). The existing tackle shields, of which the club only have adult sizes, have become worn and torn with usage and therefore require replacement. The junior tackle shields will be required for training sessions with the younger age groups and will allow the coaches to teach the technical side of tackling better.

Bramley Buffaloes have also requested £300 from the IW Area Committee for new rugby balls.

Area Committee Priority met:

Children and young people

Total costs:

£300

Other grants applied for:

None

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INNER WEST AND OUTER WEST AREA COMMITTEE WELLBEING FUND – SMALL GRANT APPLICATION

Date:

22 April 2014

Reference number:

IW/14/03/S and OW/14/03/S

Organisation:

Leeds Esprit Gymnastics Club

Name of Project:

Leeds Esprit Volunteer Continuing Professional Development (CPD)

Funding Requested:

£300 (IW) and £300 (OW)

Summary of Project:

Leeds Esprit Gymnastics Club runs out of the old LCC gymnasium at Hough Top, Bramley. It currently has around 375 participants and volunteers and runs classes for different ages and abilities.

The Club is applying for funding of a total of £600 from both the Inner West (£300) and Outer West (£300). Participants come from across the west area; 165 are from LS28, 115 from LS13, 80 are from LS12 and 37 are from other areas of Leeds.

The aim of the project is to make disability coaching module courses and First Aid courses available for the volunteers. The Club is asking for funding for 2 x disability coaching modules at £130 each and 7 x first aid courses at £50 each. This will allow the club to run more classes for children with disabilities and the first aid courses will ensure that there is one or more fully trained first aider at all sessions.

Area Committee Priority met:

Children and young people

Total costs:£300 Inner West
£300 Outer West**Other grants applied for:**

None

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Project Name: Bowling Shelters
Amount Applied for: £780

Lead Organisation: Farsley Cricket and Bowling Club

Project Summary:

Farsley Cricket & Bowling Club have applied for capital funding the purchase and installation of two bowling shelters to provide protection for bowling teams, supporters and visiting teams during cold, wet and windy conditions.

Provision of these shelters will encourage more people visiting, watching and playing bowling.

The club is a Multi-Sports club, established in 1864 to provide sports facility for residents of Farsley. The club will be celebrating its 150th anniversary this year. The commitment to keep going and getting better is very strong within the membership, which is run by volunteers.

Fund priority

- Provide opportunities and facilities to enable local people to access and engage in sport and cultural activities.
- Make better use of our community buildings

Project Delivery

The project will be delivered by club members.

Outcomes

- Happier bowlers and visiting teams
- Supporters protected from the rain, wind and burning sun.
- Encouragement to more people visiting the club.

Ward / Neighbourhood:

Farsley & Wortley

Project Cost & Financial Breakdown

Total cost of Project: £780.00

Wellbeing funding applied for : £780.00

Financial Breakdown

Provision of two bowling shelters	£780.00
Total Cost	£780.00

Further information has been requested from the group regarding match funding. Group have been asked to provide details before the Area Committee Meeting on 4 June 2014.

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Project Name: Provision of Car Parking spaces 40-45 New Street Grove LS28 8EZ
Amount Applied for: £4,650

Lead Organisation: Housing Leeds Pudsey Area Housing Office

Project Summary:

Aim of the project is the provision of car parking spaces directly outside the bungalows on New Street Grove in Pudsey.

Currently car parking spaces are some distance away from these bungalows, causing difficulties for ambulances, dropping off & collecting the residents. Residents also find it difficult and problematic having to carry heavy bags of shopping some distance to their bungalows from the current parking facilities.

Fund priority

- Engage with local communities to strengthen community activity & involvement in local decision meeting
- Improve local environment

Project Delivery

The Project once approved , will be run by in house contractors

Outcomes

The satisfaction of residents who have requested the parking spaces

Ward / Neighbourhood:

Pudsey/New Street Grove

Project Cost & Financial Breakdown

Total cost of Project: £9,300

Wellbeing funding applied for : £4,650

Financial Breakdown

Construct Drop Kerb	
Lift Flags	
Excavate Sub Base	
Lay New Sub base	
Lay Drainage Channels	
Lay & Compact Tarmac Base	
Quote includes all plant transport ,labour, materials	
Total Cost	£9,300

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Outer West Area Committee - Youth Activities Fund Project Summary

Project Name	Resources to encourage local enterprise amongst youngsters
Amount applied for	£1000
Lead Organisation	Wysoczanski Academy School of Performance
Ward	Calverley

Pitch to young people

Wysoczanski Academy school of performance (WASP) runs classes in a variety of dance and performing art. Classes are offered to boys and girls aged between 3 to 19 years of age providing expertise in performing arts, ballet, baby ballet, cheerleading, contemporary dance, drama, street dance, tap dance and singing.

The aim of the academy is to offer an outlet for youngsters to explore their interest in performing giving them opportunities to take their passion to the next level. Discounted fees are provided to siblings and under privileged children. Scholarships are awarded to children/teenagers who display a gifted talent. Recently a group from the academy went to perform at Disney land Paris which has been a big incentive to more youngsters wanting to join the academy.

The academy offers local children the chance to keep off the street, explore their interest in performing art, encourage an active and healthy lifestyle and build confidence. Over the past seven years the academy has gained 70 pupils aged between 3 to 19 years.

Full details of the project

Funding has been requested to help towards the cost of a summer show for the children at the academy. The group rehearse for the show for 2 months and during this time they rent the village hall to practice. The funding will provide 70 children with costumes and hire costs of the local theatre in Guiseley for 3 nights. The children do not pay for any of the above as this is a completely different project to the regular classes they attend.

When will the project run?

April 2014 – March 2015

How many young people can attend?

The project would benefit over 70 of our existing students and hopefully encourage more.

Other organisations involved

Financial Information

How much funding is required?	£1,000
Do the group have any funding from somewhere else?	no

Appendix 6

Full Breakdown of Costs	
Item	Youth Activities Fund
2 x Free standing Ballet Bars – £395 each (1.5m bar) at present we use a stack of chairs during our ballet classes.	£790
2 x Portable Mirrors- £60 each. During the classes that focus on posture and precision mirrors are essential	£120
Advertisement BANNER - £100 to promote the classes in calverley and Farsley (we have never advertised other than word of mouth)	£100
2 x safety mats. £50 each .To be used for our cheerleading and street dance classes for safety	£100
Updating our website £30 per page	£30
Total	£1,140

Details of volunteers
N/A

Area Support Team Comments

Outer West Area Committee - Youth Activities Fund Project Summary

Project Name	Summer Fun Day
Amount applied for	£2,781
Lead Organisation	Farnley Cluster
Ward	Farnley/Wortley

Pitch to young people

Summer fun days packed with fun things to do and learn about, inflatables, sports competitions; arts workshops (graffiti vinyl, consultation graffiti wall & film workshop) make your own music CD or Video or challenge your friends to X box competitions. Meet the providers of sports and youth activities in your area and help us find out more about what you want to do, when and where you would like activities to take place

Full details of the project

From the feedback that was received back from the Mini Breeze event, it was apparent that fun days similar to the Mini Breeze is what the whole community would like to see. Taking this feedback to other organisations that work within the area (Farnley Children's Centre & Leeds Youth Service) they were also keen to see a repeat like event.

We are looking at supplying a number of fun days with various themes around the local area:

- **Arts & crafts fun day:** a fun family day for children and young people to take part in various arts & crafts e.g. bush craft circus skills, graffiti art etc.
- **Summer fun day:** the ultimate fun day for the whole family to take advantage of. Various activities such as inflatable's & mobile climbing wall, face painters, balloon modelling. Invites will be sent out to the emergency services to positively engage with the local community. At the fun day there will be stalls for services in the area to promote what they do.
- **Animal fun day:** A fun day to involve the family pet! Invite services such as a donkey sanctuary, ZooLab, Dogs Trust. They may also be the chance to enter into a Farnley Crusts Competition.

Ensuring that practitioners and service providers are from the local area or near to our area was key. It is a way of advertising there services and what they can offer, in reality funds go into community facilities.

When will the project run?

Summer Holiday Provision

How many young people can attend?

We aim to target as many children, young people and families as we can. A target number for the fun days would be around 200 families. Success will be measured around feedback from attendees and the number of attendees to the events.

Other organisations involved

Farnley Children's Centre has worked closely with Farnley Cluster to put to fun days together, also local organisations will be invited to deliver and promote services.

Financial Information

How much funding is required?	£2,781
Do the group have any funding from somewhere else?	no

Full Breakdown of Costs	
Item	Youth Activities Fund
Den Building	£100
Graffiti artist plus resources	£140
ArtBugs (staff and materials)	£285
Leeds Children's Circus (2 staff)	£270
Climbing wall (Hired from Herd Farm – 2hrs)	£350
4 inflatable equipment plus generators	£440
Donkey Sanctuary (donation)	£30
ZooLab (3staff 3hrs)	£351
Balloon Modelling	£150
Face Painter	£115
Refreshments	£200
Venue Hire	£50
Security	£300
Total	£2,781

Details of volunteers	Volunteers to help with set up of event days, and helping run the event (e.g. supervising equipment).
5 volunteers for 3hrs over 3 days = 9hrs per volunteer £11.06 x 9hrs=£99.54 x 5 volunteers = £497.70	

Area Support Team Comments
The Mini Breeze event that took place in April was a great success with numbers nearly doubling from the previous mini breeze.

Outer West Area Committee - Youth Activities Fund

Project Summary

Project Name	Three Mini Breeze Sessions in all Outer West Wards
Amount applied for	£11,250 (£3,750 for each area)
Lead Organisation	Outer West Cluster/Breeze
Ward	Pudsey, Farnley & Wortley, Calverley & Farsley

Pitch to young people

Mini Breeze events have a wide range of activities including a selection of the exciting Breeze Inflatables to cater for all age's e.g. A Lazer Zone, Obstacle course, Demolition ball, Sumo Wrestling. The activities also include a wide range of Arts based workshops e.g. Circus skills, jewellery making, gaming, arts and crafts and a Breeze Arts and Music trucks which offer film or music technology sessions. Sports sessions are led by Sports coaches and can include volleyball, 5 a side football, Kwik cricket or other sports depending on what the young people are interested in and the space and facilities available at the selected venue.

Full details of the project

The Breeze team proposed to hold three mini Breeze sessions during the summer holidays, one per ward.

When will the project run?

During Summer Holidays

How many young people can attend?

Each event can cater for approximately 700 young people and will be well publicised in advance.

Other organisations involved

None but partner agencies are invited to attend.

Financial Information

How much funding is required?	£11,250 (£3,750 for each area)
Do the group have any funding from somewhere else?	N/A

Full Breakdown of Costs

Item	Youth Activities Fund
Mini Breeze Session Swinnow Park	£3,750
Mini Breeze Hainsworth Park	£3,750
Mini Breeze Farnley Park	£3,750
Total	£11,250

Details of volunteers

Based on previous events

6 volunteers @ 5 hours per volunteer = 30hrs @ £11.06ph = £332
 54 volunteers @ 4 hours per volunteer = 216hrs @ £11.06 = £2,389

Area Support Team Comments

Mini Breeze events are very popular amongst young people in the Outer West. Last year's Summer event at Farnley park showed the 3rd highest attendance across the city. The most recent Mini Breeze event which was also held at Farnley Park showed attendance double. Young people have also requested more of these events.

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