



# Outer North West Community Committee

Adel & Wharfedale, Guiseley & Rawdon, Horsforth,  
Otley & Yeadon

## Meeting to be held in Civic Hall

Wednesday, 20th May, 2015 at 1.00 pm

### Councillors:

B Anderson  
C Anderson  
B Flynn

Adel and Wharfedale;  
Adel and Wharfedale  
Adel and Wharfedale;

G Latty  
P Latty  
P Wadsworth

Guiseley and Rawdon;  
Guiseley and Rawdon;  
Guiseley and Rawdon;

B Cleasby  
D Collins  
C Townsley

Horsforth;  
Horsforth;  
Horsforth;

C Campbell  
R Downes  
S Lay

Otley and Yeadon;  
Otley and Yeadon;  
Otley and Yeadon;





**Agenda compiled by:** Phil Garnett 0113 395 1632  
Governance Services Unit, Civic Hall, LEEDS LS1 1UR  
**West North West Area Leader:** Shaid Mahmood Tel: 395 1652

*Images on cover from left to right:*  
*Adel & Wharfedale - Golden Acre Park*  
*Guiseley & Rawdon - Guiseley Clock; Aireborough One Stop Centre*  
*Horsforth – Town Street and Olympic letter box*  
*Otley & Yeadon – Yeadon Town Hall; Wharfemeadows Park*

# A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
4			<b>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'</b>  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.	1 - 6
5			<b>APOLOGIES FOR ABSENCE</b>  To receive any apologies for absence.	
6			<b>MINUTES - 9TH MARCH 2015</b>  To receive the Minutes of the meeting held on 9 <sup>th</sup> March 2015.	
7			<b>OPEN FORUM</b>  In accordance with Paragraphs 4.16 and 4.17 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.	7 - 12
8			<b>ELECTION OF THE COMMUNITY COMMITTEE CHAIR FOR THE 2015/2016 MUNICIPAL YEAR</b>  To receive a report of the City Solicitor which sets out the arrangements for the election of Chairs for Community Committees and that in line with this process, to recommend that this Community Committee elects an eligible Member to the position of Community Committee Chair for the 2015/2016 municipal year.	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p><b>OUTER NORTH WEST YOUTH ACTIVITY FUND COMMISSIONING ROUND 2015/16</b></p> <p>To receive a report of the West North West Area Leader. The report sets out the work of the Children's Services and Family Health sub group in holding a commissioning round and to recommend spend of the Youth Activity Fund for the provision of activities for children and young people in the outer north west. The report also seeks to inform the Community Committee of the commissioning round and seek approval for the recommendations made on the 24th April Children's Services Family Health sub group workshop.</p> <p><b>Third Party Recording</b></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><b>Use of Recordings by Third Parties– code of practice</b></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>	13 - 14

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## OUTER NORTH WEST COMMUNITY COMMITTEE

**MONDAY, 9TH MARCH, 2015**

**PRESENT:** Councillor P Wadsworth in the Chair

Councillors B Anderson, C Campbell,  
J L Carter, B Cleasby, D Collins, B Flynn,  
G Latty, P Latty, S Lay and P Wadsworth

### **47 Chair's Opening Remarks**

On behalf of the Community Committee, the Chair expressed thanks to Councillor Carter who was retiring as a Councillor at the end of the municipal year. Members thanked him for his work and wished him a long and happy retirement.

Congratulations were also passed to Shaid Mahmood on his recent appointment as Chief Officer (Communities).

### **48 LATE ITEMS**

There were no late items as such. A supplementary application for funding for a Site Based Gardener (Guiseley & Rawdon) was considered during Agenda Item 9, Wellbeing Fund Update Report.

### **49 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'**

There were no declarations of disclosable pecuniary or other interests.

### **50 Apologies For Absence**

Apologies for absence were submitted on behalf of Councillors C Townsley and R Downes.

### **51 Minutes - 26th January 2015**

**RESOLVED** – That the minutes of the meeting held on 26 January 2015 be confirmed as a correct record.

### **52 Open Forum**

In accordance with the Community 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 terms of reference of the Community Committee.

On this occasion no members of public were present.

### **53 Reconfiguration of advice services**

The report of the Chief Officer (Welfare & Benefits) provided the context for the recent reconfiguration of advice services undertaken by Leeds Citizens

Advice Bureau. The reconfiguration had seen the development of telephone based services and the 'drop in' facilities provided at Bureaux in Crossgates, Otley, Pudsey and Morley replaced by appointment based outreach services.

Steve Carey, Chief Officer (Welfare and Benefits) and Diane Lyons, Leeds CAB were in attendance for this item.

Issues highlighted from the report included the following:

- The reconfiguration of services would enable the services to provide advice to a higher number of people.
- The reconfigured services would predominantly be telephone based with some outreach services.
- There had been an increase in the number of people seeking advice following welfare reforms.
- There would still be drop in facilities in the city centre.
- Discussions had been held with Otley Town Council regarding funding to keep services in Otley and funding for supervision of the volunteer service.

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

- The CAB currently provided advice for approximately eighteen thousand people per year. It was hoped to be able to do thirty five thousand per year at the end of the contract.
- It was planned to provide two to three days a week of appointment sessions in Otley. These would cover debt and pension advice alongside general advice services such as debt, housing and employment. Additional funding would be required to pay for supervision.
- Concern regarding transport to appointments. Some people would not want to travel in to the City Centre for drop in services and there were access difficulties to and from other locations.
- The commissioning process regarding the provision of advice services.
- It was suggested that the Employment, Learning and Local Economy Sub Group look at the issue further and report back to a future meeting of the Community Committee.

## **RESOLVED –**

- (1) That the report be noted.
- (2) That the Community Committee receive further reports that provide updates on the development and performance of advice services in the Outer North West Area,
- (3) The Chief Officer (Welfare & Benefits) to clarify the figures for the number of people accessing the service.
- (4) The Employment, Learning & Local Economy sub group to review advice and welfare provision across the outer north west.



## **54 Wellbeing Fund Update Report**

The report of the West North West Area Leader provided members with an update on the budget position for the Wellbeing fund for 2014/15. The report also showed the position of the Small Grants and Skips pots and provided an update on the Youth Activity Fund and project monitoring information for the Wellbeing fund.

Gerry Burnham, Area Officer presented the report.

Members' attention was brought to details of new projects for consideration outlined in the report. It was reported that the application from Older People's Action in the Locality (OPAL) had been withdrawn. Members also discussed funding arrangements for the Aireborough Supported Activities Scheme. Members were given a ward by ward breakdown

### **RESOLVED –**

- (1) That the current budget position for the Wellbeing Fund for 2014/15 be noted.
- (2) That the current project monitoring information for the Wellbeing fund for 2014/15 be noted.
- (3) That the following projects be approved:
  - Otley Children's Centre Year of Play - £2,500
  - Adel and Ireland Wood Community Centre Refurbishment - £1,500
  - Counselling Service for Parents - £8,382 Aireborough Supported Activities Scheme - £8,100 (A&W £1,700, G&R £2,000, H £500, O&Y £3,900 . Member visit to the project to be arranged and also project co-ordinator to be invited to meet with Outer North West Members.
  - Site Based Gardener (Otley & Yeadon) - £5,242.
  - Yeadon Festive Lights 2015 - £5,639
  - Site Based Gardener (Guiseley & Rawdon) - £6,881
- (4) That the small grants and skips that had been approved since the last meeting be noted.
- (5) That the current position for the Capital Wellbeing Fund for 2014/15 be noted.

## **55 Outer North West Community Safety Partnership Annual Report**

The report of the Director of Housing and Environment provided Members with an overview of the performance of the Outer North West Community Safety Partnership. The report focussed on the period 1 January 2014 to 31 December 2014. It also updated Members on the development of partnership ward tasking arrangements, the West Yorkshire Police Programme of Change and performance issues including crime statistics, public confidence and user satisfaction.

Draft minutes to be approved at the next meeting of the Outer North West Community Committee

Gill Hunter, Area Community Safety Co-ordinator and Inspector Richard Coldwell were in attendance for this item.

Issues highlighted from the report included the following:

- Tackling anti-social behaviour
- Safer Leeds priorities
- Crime figures had reduced overall across the Outer North West Area. There had been a significant drop in Horsforth but a slight increase in Adel and Wharfedale.

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

- Work carried out regarding child sexual exploitation and safeguarding.
- End of the CASAC scheme. Looking at alternatives for this.
- Speeding and motoring offences – looking at priorities led by the Leeds District Community Safety Partnership.
- Scrap metal and metal theft.
- The possibility of starting up community speedwatch schemes.

**RESOLVED** – That the Community Safety Partnership and Safer Leeds priorities including tackling Burglary Dwelling during 2015 through partnership work in Outer North West at neighbourhood level continue to be supported.

## **56 Outer North West CCTV Report**

The report of LeedsWatch outlined the effectiveness of the 14 cameras which served the Outer North West Community Committee Area and provided the following:

- An analysis of crime and anti-social behaviour by Ward.
- The different types of incidents and arrest captured by CCTV operators in real time.
- Information on current costs for all CCTV cameras in the Outer North West area.

Jayne Russell and Brent Brady of LeedsWatch were in attendance for this item.

Issues discussed included the following:

- Funding and running costs.
- Future changes and the move to a digital system.
- Traffic incidents – the CCTV code of practice for Leeds was to prevent Crime and Disorder and not minor traffic misdemeanours.
- The current contract for CCTV ended in 2018.

- It was felt that when any new system is implemented the costs should be spread evenly on a District basis and not vary as they did under the present scheme.

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

The Community Champion for Environment and Community Safety to write to the Head of Community Safety Partnerships on behalf of the community committee with regards to the disproportionate costs of BT line rental in Otley and Yeadon

#### **57 Community Committee Sub Group's Update Report**

The report of the West North West Area Leader provided Members with updates on the work of the Community Committee sub groups.

Members' attention was brought to the following:

- Children's Services and Family Health – reference was made to a forthcoming meeting regarding commissioning and it was hoped to involve the Youth Panel. It was suggested that there could be a joint meeting with the Community Safety sub-group regarding Child Sexual Exploitation.
- Adult Social Care, Health and Well-being – Members were informed that there had been discussion with the Executive Board Member regarding the blue badge guidelines resulting in Neighbourhood Network Schemes being able to renew blue badges upon expiry.
- Highways and Transportation – concerns were raised regarding delays in the publication of the Leeds Bradford Airport Masterplan. It was suggested that links to the airport be considered as a future community committee topic.

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

#### **58 Dates, Times and Venues of Community Committee Meetings 2015/2016**

The report of the City Solicitor requested that Members give consideration to agreeing a Community Committee schedule for the 2015/16 municipal year and to also give consideration as to whether any revisions to the current meeting and venue arrangements should be explored.

The following dates and times had been proposed in the report:

15 June 2015  
7 September 2015  
30 November 2015  
25 January 2016  
21 March 2016

Meetings to be held on a Monday with a 1.30 p.m. start time.

Members discussed options to move times and dates of the meetings and the possibility of holding meetings during the evening. .. There will be an additional meeting for the appointment of the Chair of the Community Committee prior to the 2015/16 Annual Council meeting.

**RESOLVED** – That the report be noted and the following dates agreed:

Monday, 7 September 2015

Monday, 30 November 2015

Monday, 25 January 2016

Monday, 21 March 2016 Meetings to commence at 1.30 p.m.

That the June meeting be held between 7.00pm and 9.00pm, and that the Area Support Team check the availability of venues in outer north west Leeds for an evening meeting in June



## **Report of the City Solicitor**

**Report to: Outer North West Community Committee, Adel and Wharfedale, Guiseley and Rawdon, Horsforth and Otley and Yeadon**

**Report author: Gerard Watson, Senior Governance Officer, 0113 395 2194**

**Date: 20<sup>th</sup> May 2015**

**For decision**

## **Election of the Community Committee Chair for the 2015/2016 Municipal Year**

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### **Purpose of report**

1. The purpose of this report is to set out the arrangements for the election of Chairs for Community Committees and that in line with this process, to recommend that this Community Committee elects an eligible Member to the position of Community Committee Chair for the 2015/2016 municipal year.

### **Main issues**

2. The Community Committee Procedure Rules state that the Chair will be elected from amongst the City Councillors eligible to serve on that Committee.
3. Each Political Group with Members elected within a Community Committee's boundary may submit a nomination from amongst the Members on the Community Committee to Chair that Committee, via the Group Whip. An Independent Member may also put forward a nomination.
4. The deadline for the submission of nominations for the position of Chair was 5.00pm on Tuesday, 19<sup>th</sup> May 2015. The Community Committee will be notified at the meeting of the nominations which have been received, prior to the election taking place.

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 not have a 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.
6. Where an overall majority of votes cannot be obtained, or it is not possible to hold or convene a quorate meeting of the Community 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.
7. The relevant extract of the Community Committee Procedure Rules, which relates to the appointment of Chair process can be found at Appendix A.

### **Options**

8. In terms of options, Committee Members are invited to elect a Chair from the nominees submitted, as reported to the meeting.

### **Corporate Considerations**

### **Consultation and engagement**

9. 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.

### **Legal implications, access to information and call in**

10. In line with Executive and Decision Making Procedure Rule 5.1.2, the power to Call In decisions does not extend to those decisions taken by Community Committees.
11. The process summarised above regarding the election of Community Committee Chairs is in line with current Procedure Rules, as appended.

### **Risk Management**

12. There are no risks directly arising from the submission of this report to the Community Committee, however, not electing a Chair for the 2015/16 municipal year at this meeting will mean that the matter would be resolved at the Annual Council Meeting.

### **Conclusion**

13. The Community Committee Procedure Rules state that the Chair of each Committee will be elected from amongst the City Councillors eligible to serve on that Committee. The Committee therefore is recommended to elect a Chair at this meeting for the 2015/2016 Municipal Year, from the nominations which have been received.

## **Recommendations**

14. Members of the Community Committee are recommended to elect a Community Committee Chair for the 2015/2016 Municipal Year, from amongst the nominations which have been received.

## **Background information**

15. Not applicable

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## **Extract from Community Committee Procedure Rules**

### **2.0 APPOINTMENT OF CHAIR**

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

2.2 Each political Group<sup>1</sup> with Members elected within a Community Committee area may put forward a nomination from amongst Members on the Community Committee to Chair the Community Committee. An Independent Member may also put forward a nomination.

2.3 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.

2.4 Community 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 before the Annual Council Meeting.

2.5 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.

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

2.7 Where an overall majority of votes cannot be obtained, or it is not possible to convene, or hold, a meeting of the Community 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.

2.8 Where it has not been possible to hold a meeting of the Community 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 Community 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.

2.9 Where an overall majority of votes cannot be obtained by votes cast by those Members of the Community 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 Community Committee.

2.10 Where it has not been possible to hold a meeting of the Community 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.

2.11 Where Council has made an appointment of Chair of a Community Committee the decision will be reported to the relevant Community Committee.

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<sup>1</sup> A nomination from a political group must be forwarded by a Whip  
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**Report of: West North West Area Leader**

**Report to: Outer North West Community Committee**

**Report author: Rachel Marshall Area Officer 0113 3367864**

**Date 20<sup>th</sup> May 2015**

## **Title: Outer North West Youth Activity Fund Commissioning Round 2015/16**

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### **Purpose of report**

1. This report sets out the work of the Children's Services and Family Health sub group in holding a commissioning round and to recommend spend of the Youth Activity Fund for the provision of activities for children and young people in the outer north west.
2. It seeks to inform the Community Committee of the commissioning round and seek approval for the recommendations made on the 24<sup>th</sup> April Children's Services Family Health sub group workshop.

### **Main issues**

3. The allocation for the 2015/16 Youth Activity Fund is £56,470 which together with an underspend of £1,386 from 2014/15 gives a total of £57,856 to spend in 2015/16 on activities for children and young people.
4. The Children's Services and Family Health sub group met on the 27<sup>th</sup> February and agreed a commissioning round for the new funding allocation with a sub group workshop to take place on the 24<sup>th</sup> April. Recommendations from that workshop would then be brought to Community Committee on 20<sup>th</sup> May.
5. The 2015/16 commissioning round for the West North West area received a total of 36 applications of which 26 were for the Outer North West. The total value of projects received by the Outer North West Community Committee was £52,950. These are listed in the table at paragraph 8.
6. Consultation with young people and children took place within a number of settings to help inform the type of projects to be funded. The Outer North West Community Committee Engagement with Children and Young People event held in January provided information on which type of projects would be popular and the Outer North West Youth Panel met on 23<sup>rd</sup> April

to consider all the applications made during the commissioning round. Feedback from the Youth Panel was provided to Members at the workshop.

7. All applicants were invited to the workshop to brief Members on their projects and answer questions. A total of 13 applicants attended throughout the morning of the 24<sup>th</sup> April providing useful background information and enabling any concerns or issues to be resolved prior to Members making a recommendation.
8. In the table below all applications received for the outer north west are listed, together with the recommendations made by the Children's Services and Family Health sub group in consultation with the views of young people.

No.	Project Name	Organisation / Department	Ward	Cost	Recommended 2015/16
1	Lazer Centre Summer Activities	Leeds Youth Service	Otley & Yeadon and Adel & Wharfedale	£5,970	£5,970
2	Poetry workshop	Headingley Litfest	Adel & Wharfedale	£1,000	£1,000
3	Skateboarding & BMX	The Works	Adel & Wharfedale	£1,050	£1,050
4	Mini Breeze	Breeze	Adel & Wharfedale and Otley & Yeadon	£3,825	£7,650
5	Otley Leeds Play Network	Leeds Play Network	Otley & Yeadon	£1,215	Decision deferred
6	Drama project	Oddballs Theatre	Guisley & Rawdon	£4,138	£4,138
7	Aireborough Leeds Play Network	Leeds Play Network	Guisley & Rawdon	£2,520	Decision deferred
8	Learn to skateboard	Sk8 Safe Ltd	Horsforth	£1,530	£1,530
9	Groove project	Tranmere PS	Guisley & Rawdon	£1,600	£1,600
10	Football Activities	Guisley Community Foundation	Guisley & Rawdon	£2,160	£2,160
11	Hockey	Leeds Hockey		£1,013	Not recommended
12	Inters youth club	Horsforth Children's Services and Leeds Christian Community Trust	Horsforth	£6,537	£6,537
13	Lego workshop	Horsforth Children's Services	Horsforth	£1,350	£1,350
14	Rock school	Horsforth Children's Services	Horsforth	£950	£950
15	Drama	Horsforth Children's Services	Horsforth	£750	£750
16	Mighty Chefs	Horsforth Children's Services	Horsforth	£1,860	£1,860
17	Yoga	Horsforth Children's Services	Horsforth	£900	£900
18	Basketball Tasters	Bradford Dragons	Guisley & Rawdon and Otley & Yeadon	£2,160	£2,160
19	Stageschool	Stagedoor Theatre & Music School	Otley & Yeadon	£1,077	Further info req.
20	Lanterns Project	Otley Courthouse	Otley & Yeadon	£1,850	£1,850
21	Skateboarding Jam & Coaching	Sk8 Safe Ltd	Otley & Yeadon	£2,240	£2,240
22	Mighty Chefs After School Club	Mighty Chefs	Adel & Wharfedale	£631	£631
23	Mighty Chefs Holiday Club	Mighty Chefs	Adel & Wharfedale	£419	£419
24	Extended Services North West Summer Activities	ESNW Cluster	Adel & Wharfedale	£1,305	£1,305
25	Sports Camps	ACES	Adel & Wharfedale	£900	£900
26	Chevin Rangers	Countryside Rangers LCC	Otley & Yeadon	£4,000	Not recommended
				<b>£52,950</b>	<b>£46,950</b>

## Recommendations

9. The Outer North West Community Committee is asked to approve the recommendations made by the Children's Services and Family Health sub group for the spend of Youth Activity Fund on the applications listed at Table 1. A total spend of £46,950 with the remaining funding of £10,906 for future projects to be identified.

## Background information

None