



# Inner East Community Committee

Burmantofts & Richmond Hill, Gipton & Harehills,  
Killingbeck & Seacroft

**Meeting to be held in Shine, Harehills Road, Leeds,  
West Yorkshire LS8 5HS**


Thursday, 18th June, 2015 at 6.00 pm

**Councillors:**

- |                |   |                                |
|----------------|---|--------------------------------|
| R Grahame      | - | Burmantofts and Richmond Hill; |
| M Ingham       | - | Burmantofts and Richmond Hill; |
| A Khan (Chair) | - | Burmantofts and Richmond Hill; |
| R Harington    | - | Gipton and Harehills;          |
| A Hussain      | - | Gipton and Harehills;          |
| K Maqsood      | - | Gipton and Harehills;          |
| C Dobson       | - | Killingbeck and Seacroft;      |
| G Hyde         | - | Killingbeck and Seacroft;      |
| B Selby        | - | Killingbeck and Seacroft;      |

**AT APPROXIMATELY 7.00PM AN INFORMAL WORKSHOP WILL BE HELD  
(AT THE CONCLUSION OF THE FORMAL MEETING)**





**Agenda compiled by:** Helen Gray 0113 247 4355  
Governance Services Unit, Civic Hall, LEEDS LS1 1UR Tel 24 74355  
**East North East Area Leader:** Jane Maxwell Tel: 336 7627

*Images on cover from left to right:  
Burmantofts and Richmond Hill - Burmantofts stone; East End Park  
Gipton & Harehills - Fairway Hill; Bankstead Park  
Killingbeck & Seacroft – Seacroft Hospital clock; Seacroft village green*

# A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p><b>CONFIRMATION OF APPOINTMENT OF THE CHAIR OF THE INNER EAST COMMUNITY COMMITTEE</b></p> <p>To note that Councillor A Khan was appointed Chair of the Inner East Community Committee for the 2015/16 municipal year by Annual Council on 21 May 2015. A copy of the report of the City Solicitor provides further details.</p> <p>(Report attached)</p>	1 - 2
2			<p><b>CHAIRS OPENING REMARKS</b></p>	
3			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
4			<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>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>	
5			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
6			<p><b>DECLARATIONS OF DISCLOSABLE INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-18 of the Members’ Code of Conduct.</p>	
7			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence</p>	

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8			<p><b>OPEN FORUM</b></p> <p>In accordance with Paragraphs 4:16 and 4:17 of the Community Committee Procedure Rules, at the discretion of the Chair a period of up to <b>10 minutes</b> 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 Community Committee. This period of time may be extended at the discretion of the Chair.</p> <p><u>No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair</u></p>	
9			<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>To confirm as a correct record the minutes of the previous meeting held 19<sup>th</sup> March 2015</p> <p>(Copy attached)</p>	3 - 8
10	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p><b>COMMUNITY COMMITTEE APPOINTMENTS FOR 2015/16</b></p> <p>To consider the attached report of the City Solicitor on Community Committee appointments for the 2015/16 Municipal Year, including appointments to outside bodies.</p> <p>(Report attached)</p>	9 - 18
11	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p><b>INNER EAST COMMUNITY COMMITTEE NOMINATIONS TO THE 'INNER EAST' AND 'OUTER EAST' HOUSING ADVISORY PANELS (HAPS)</b></p> <p>To consider the report of the Director of Environment and Housing on Community Committee appointments to the Housing Advisory Panels relevant to the wards covered by the Inner East Community Committee</p> <p>(Report attached)</p>	19 - 22

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12	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p><b>APPOINTMENT OF CO-OPTES FOR 2015/16</b></p> <p>To receive a report from the City Solicitor on the current position in respect of appointment of Co-optees to the Inner East Community Committee for the 2015/16 Municipal Year</p> <p>(Report attached)</p>	23 - 26
13	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p><b>WELLBEING REPORT</b></p> <p>To consider the report of the East North East Area Leader setting out the Inner East Community Committee Wellbeing budget and including details of any new projects for consideration.</p> <p>(Report attached)</p>	27 - 44
14	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p><b>AREA UPDATE REPORT</b></p> <p>To consider the report of the East North East Area Leader setting out proposals to consider for the proposed approach of the Inner East Community Committee for the 2015/16 Municipal Year</p> <p>(Report attached)</p>	45 - 48
15	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p><b>DERELICT AND NUISANCE SITES PROGRAMME UPDATE</b></p> <p>To consider the report of the East North East Area Leader on derelict and nuisance sites within the Inner East Community Committee area</p> <p>(Report attached)</p>	49 - 54
16	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p><b>PARKS AND COUNTRYSIDE AREA DELEGATION FOR INNER EAST</b></p> <p>To consider the report of the Director of Environment and Housing providing an update on the Parks and Countryside Service, specific to the Inner East Community Committee area</p> <p>Councillor G Hyde, Inner East Community Lead Member for Environmental Services and Simon Frosdick, LCC Environment and Housing, will introduce the report</p> <p>(Report attached)</p>	55 - 68

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17	Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft		<p><b>ENVIRONMENTAL SERVICES - SERVICE AGREEMENT FOR 2015/16</b></p> <p>To consider the report of the Director of Environment and Housing setting out the Service Level Agreement for the Environmental Service Team operating within the Inner East Community Committee area for the 2015/16 Municipal Year</p> <p>Councillor G Hyde, Inner East Community Lead Member for Environmental Services and John Woolmer, East North East Locality Manager, will introduce the report</p> <p>(Report attached)</p>	69 - 82
18			<p><b>FUTURE MEETING DATES</b></p> <p>To note the date and time of future meetings of the Inner East Community Committee as:  17<sup>th</sup> September 2015 at 7.00 pm  10<sup>th</sup> December 2015 at 6.00 pm  24<sup>th</sup> March 2016 at 6.00 pm</p> <p><b>MAP OF VENUE</b></p> <p><u>Third Party Recording</u></p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties – code of practice</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul> <p><b><u>AT APPROXIMATELY 7.00 PM AN INFORMAL WORKSHOP SESSION WILL BE HELD AT THE CONCLUSION OF THE FORMAL MEETING.</u></b></p>	83 - 84

<b>Item No</b>	<b>Ward/Equal Opportunities</b>	<b>Item Not Open</b>		<b>Page No</b>





**Report of: City Solicitor**

**Report to: Inner East Community Committee (Burmantofts & Richmond Hill; Gipton & Harehills: Killingbeck & Seacroft)**

**Report author: Helen Gray (0113 2474355)**

**Date: 18<sup>th</sup> June 2015**

**To note**

## **Notification of Election of Community Committee Chair for 2015/2016**

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### **Purpose of report**

1. The purpose of this report is to formally notify Members of the appointment of Councillor Asghar Khan, Labour Councillor for the Burmantofts & Richmond Hill ward, to the position of Inner East Community Committee Chair for the duration of the 2015/2016 municipal year. Councillor Khan's appointment was made at the Annual Council Meeting on 21<sup>st</sup> May 2015.

### **Main issues**

2. In line with Community Committee Procedure Rule 2.11, where Council has made an appointment of a Community Committee Chair, there is a requirement for the decision to be formally reported to the relevant Community Committee.
3. With this in mind, this report fulfills that requirement and seeks to formally notify the Committee that at the Annual Council Meeting on 21<sup>st</sup> May 2015, it was resolved that Councillor A Khan be elected as Chair of Inner East Community Committee for the 2015/2016 municipal year.

## **Corporate considerations**

### **a. Consultation and engagement**

This report fulfils the requirement within Community Committee Procedure Rules to formally notify the relevant Community Committee following an appointment at full Council to the position of Community Committee Chair.

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

In line with the Council's Executive and Decision Making Procedure Rules, the power to Call In a decision does not extend to those taken by Community Committees.

This report fulfils the requirement within Community Committee Procedure Rules to formally notify the relevant Community Committee following an appointment at full Council to the position of Community Committee Chair.

## **Conclusion**

4. In line with Constitutional requirements, this report is submitted to formally notify Members of the appointment made at the Annual Council Meeting on the 21<sup>st</sup> May 2015 to the position of Inner East Community Committee Chair for the duration of the 2015/16 municipal year.

## **Recommendations**

5. The Community Committee is recommended to note that Councillor A Khan was elected as Chair of the Inner East Community Committee for the duration of the 2015/2016 municipal year at the Annual Council Meeting on 21<sup>st</sup> May 2015.

## **Background information**

- Not Applicable

## INNER EAST COMMUNITY COMMITTEE

THURSDAY, 19TH MARCH, 2015

**PRESENT:** Councillor A Khan in the Chair

Councillors R Grahame, A Hussain,  
G Hyde and B Selby  
Sue Lynch – Burmantofts & Richmond Hill CLT  
Phil Rone – Killingbeck & Seacroft CLT

Approximately 25 representatives of the local community, stakeholders and partners attended the meeting

**46 Chairs Opening Remarks**

Councillor Khan welcomed all present to the Community Committee (CC) meeting, particularly members of the local community and representatives of partner organisations

**47 7.00pm until 7.30pm Community Discussion - Priority Setting**

Councillor Khan introduced the workshop session on the report featured at item 11 of the agenda in respect of Priority Setting for the Inner East CC for the 2015/16 Municipal Year (Minute 56 refers).

**RESOLVED** – At the conclusion of the workshop, Councillor Khan thanked the attendees for their participation and informed the meeting that the comments made during the discussions on Priority Setting for 2015/16 would be noted and be referred to during consideration of the Priority Setting report in the formal part of the meeting, and be referred to the Wellbeing Advisory Group for the Inner East CC

**48 Appeals Against Refusal of Inspection of Documents**

There were no appeals against the refusal of inspection of documents

**49 Exempt Information - Possible Exclusion of the Press and Public**

The agenda contained no exempt information

**50 Late Items**

No late items of business were added to the agenda, however Members were in receipt of supplementary documents relating to Agenda item 16 (Wellbeing Fund) (minute 61 refers) which provided a précis of the comments of the Elected Members from each Ward on the applications received.

**51 Declarations of Disclosable Interests**

No declarations of disclosable interests were made.

**52 Apologies for Absence**

Apologies for absence were received from Councillors Ingham, Harington, Maqsood and Morgan. Mr P Rone, Burmantofts & Richmond Hill CLT also sent apologies

### **53 Open Forum**

The following matters were raised under the Open Forum

- a) Feedback was requested on the issues discussed during the "mental health and social isolation" workshop held 22nd January 2015. In response, the Chair referred to item 12 of the agenda and the discussions to follow
- b) An attendee requested that heating, and assistance with provision of heating, be considered as a priority for the district. The Chair responded that this matter would be referred to the Wellbeing Advisory Group for consideration
- c) An attendee requested that air quality monitoring be undertaken to provide full coverage of the locality. The Chair responded that this issue would be referred to the relevant service area for consideration
- d) An attendee enquired about the future of the former Kiln public house, LS14 and received a response from a Committee member in respect of the progress of the related planning application.

### **54 Minutes of the Previous Meeting**

**RESOLVED** - That the minutes of the last meeting held 22<sup>nd</sup> January 2015 be agreed as a correct record

### **55 Matters Arising**

There were no matters arising

### **56 Priority Setting for 2015/16**

Mr A Birkbeck, Area Officer, presented a report which provided an overview of the key issues currently facing the communities within the Inner East CC area and outlined a draft list of area-wide priorities to guide the future spend of Wellbeing Revenue and Wellbeing Capital monies.

The priorities suggested in paragraph 11 of the report had been the topic of discussions held during the informal session with Community Committee members, local residents, partners and stakeholders prior to the start of the formal meeting. The CC noted that any additional issues raised during the workshop would be reported to the CC's Wellbeing Advisory Group

**RESOLVED –**

- a) Having regard to the comments made during the informal workshop session, the Community Committee agreed the area-wide priorities (as set out in paragraph 11 of the submitted report) in order to guide Wellbeing spend and key local programmes
- b) To note that any additional issues identified by local residents, partners and stakeholders during the workshop would be reported to the CC's Wellbeing Advisory Group

### **57 Key Themes and Proposed Actions Resulting from discussions at the Inner East Community Committee on 22 January 2015 - Mental Health and Social Isolation**

Further to minute 32 of the meeting held 22nd January 2015, the CC received an update report relating to information collected during the Community Committee workshop on the theme of social Isolation.

Liz Bailey, ENE Health and Wellbeing Improvement Manager, attended the meeting to present the report and highlighted the main themes arising from the discussions in particular,

- the role of residents and community leaders to undertake identified roles such as "community gatekeepers", "local listeners and mentors", to be the eyes and ears of the community and develop neighbourliness
- to undertake a mapping exercise to ensure resources are targeted appropriately and can build on the existing skills within the community
- to utilise local community, cultural and faith buildings to ensure services and activities are accessible
- the role of local Doctors to encourage residents to join in with local activities

The availability of the "Time to Shine" fund was highlighted with the aim of ensuring older residents were involved in future initiatives.

It was noted that the report would provide the foundation for a local action plan and the preparation of a consolidated report to be submitted to both the Leeds North and Leeds South & East Clinical Commissioning Groups (CCGs) in order to inform their commissioning discussions and decisions, particularly around Social Prescribing.

The following matters were discussed and noted for action –

- The request to identify the number of flats within the Burmantofts and Richmond Hill ward and likely number of socially isolated residents
- The impact of health issues, particularly instances of diabetes with the Harehills ward, and consideration of measures to help residents control and manage their illness in order to tackle the effects of social isolation
- The need to present the response of the CCGs to a future Inner East CC meeting

Additionally, the Chair requested that the mapping exercises identified be rolled out to all three wards and be presented to a future meeting

**RESOLVED –**

- a) To note the findings of the submitted report and to lend support to future follow on actions by key partners and stakeholders
- b) To note the request for a report containing the response of the Leeds' CCGs to the work undertaken on the theme of mental health and social isolation to be presented to a future meeting of the Inner East CC

**58 Environmental Action Service - Locality Team Update**

The ENE Locality Manager submitted a report providing an update on the Environment Action Service Locality Team. Councillor G Hyde, Inner East CC Environment Champion introduced the issue on how improvements will be made to a range of environmental services that are delivered locally. Mr J Woolmer, ENE Locality Manager, gave a presentation on the achievements of the Environmental Action Service (EAS) during 2014/15 and looking ahead to the challenges of 2015/16. The presentation also provided an update on the redesign of the operational work of the EAS.

Members noted the following matters highlighted in the presentation:

Draft Minutes – To be approved at the next scheduled meeting of the Inner East Community Committee

- The request for a workshop to be held on the theme of "the place where I live" to discuss social responsibility for the environment and locality
- Those service areas identified by the advisory Environment sub group as requiring improvement, including localised working and street bins
- the crucial role of ward member briefings in steering service provision

**RESOLVED –**

- a) That the contents of the presentation on the redesign of the operational work of the Environmental Action Service and the comments made on the issues raised be noted
- b) That approval be given for a future workshop to be held on the theme of "the place where I live" to consider locality and environmental issues

**59 Update on Housing Leeds Restructure**

Further to minute 24 of the CC meeting held 9th October 2014, the Head of Housing Management, ENE Housing Leeds, submitted an update on the implementation of the new structure for the Housing Management Service for Council Housing for the whole city of Leeds.

Mr D Longthorpe attended the meeting to present the report. The CC received information on the new area housing team, an update on recent initiatives and projects in the area and an outline of priorities for the forthcoming year. The following matters were discussed:

- The role of the Housing Area Panels was highlighted, along with funds available through the HAPs for local projects
- The advice given through new pre-tenancy training to new tenants in respect of litter, gardens and their own responsibilities
- The close liaison between the housing officers and environmental action service
- Communication between housing officers and local residents

A request to supply Members with the direct contact details for the new area housing team was noted

**RESOLVED –** That the contents of the report and the comments made during discussions be noted

**60 East North East Employment and Skills Plan**

The CC considered a report on the East North East (ENE) Employment and Skills Plan which set out priorities for the ENE area as a whole and for the three specific Community Committee areas. Additionally the report explained the purpose and structure of the ENE Employment and Skills Board.

Councillor R Grahame, Inner East CC Champion for Employment, Skills and Welfare introduced the issue and Ms M Anderson presented the report. A copy of the Plan was included at Appendix 1 of the report, highlighting those initiatives ready to deliver within the next 12 months, subject to funding.

In considering the report, Members considered the links between commercial development, the planning process and the jobs and skills service to encourage the employment of local residents. Members requested a statistical

report be presented in due course containing the number of jobs created through this process across the three wards

**RESOLVED -**

- a) That the contents of the East North East Employment and Skills Plan (attached as Appendix 1 of the submitted report) and the comments made, be noted for action
- b) To note the updates provided in the submitted report and to request regular updates from the Employment and Skills Board.

**61 Wellbeing Report and Budget 2015/16**

Andrew Birkbeck, Area Officer, presented information on the Inner East CC budget, including funds still available to spend. The report sought consideration of applications to the Wellbeing Fund and made reference to the recommendations of the Elected Members arising from previous Ward Member briefings on the applications. Members were in receipt of supplementary documents containing comments made at their ward member briefings.

**RESOLVED –**

- a) To note the spend to date and the current balances for the 2014/15 financial year
- b) To note the comments of the Elected Members in respect of the applications received
- c) That the following be agreed in respect of applications to the Wellbeing Revenue Fund 2014/15:

Super Saturday, CATCH	£7,908
Positive Action for refuges	DEFERRED to 2015/16
Counselling Sessions and “The Power of Me” workshops	£2,530
Bullying Stop – the Power of One	£1,250

- d) That the following be agreed in respect of an application to the 2014/15 Youth Activity Fund:

B&RH Mini Breeze Event (Oxton Fields)	£3,800
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- e) That the following be agreed in respect of applications to the Youth Activity Fund 2015/16:

Street Works Soccer Academy (K&S)	£13,240
Street Works Soccer Academy (G&H)	£8,240

- f) That the 2015/16 Wellbeing budget, as set out in paragraphs 14 to 18 of the report, be approved

- g) That the following "top-slicing" arrangement be agreed in respect of the Wellbeing Budget for 2015/16

3x Area Officers	£80,284
Inner East CCTV	£16,000

**62 Community Comment**

The Chair noted the opportunity for members of the public to feedback comments on the reports presented during the formal part of the CC meeting. The following issue was raised:

Regent Street development. A query regarding the proposed retail/leisure development and local recruitment was raised. The response that the development was currently being considered through the planning process was noted.

**63 Meeting Arrangements 2015/16**

The City Solicitor submitted a report seeking consideration of meeting dates, times and venues for the 2015/16 Municipal Year. The CC noted a request to alter the proposed March 2016 date from 17th to 24th and having regard to the number of members of the public still in attendance, suggested that winter meetings should start earlier

**RESOLVED -**

- a) To agree the following schedule of meeting dates and start times in order that they may be included within the Council diary for the 2015/16 Municipal Year (all to be held on Thursdays):  
18 June 2015 at 7.00 pm and 17 September 2015 at 7.00 pm  
10 December 2015 and 24 March 2016 at an earlier start time to be confirmed
- b) To agree to continue existing venue arrangements – to alternate meeting venues between the wards within Inner East CC area – and to note that venues will be confirmed at a later date

**64 Chairs Closing Remarks**

The Chair thanked all present for their attendance and participation in the meeting





**Report of: City Solicitor**

**Report to: Inner East Community Committee - Burmantofts & Richmond Hill; Gipton & Harehills; Killingbeck & Seacroft.**

**Report author: Helen Gray (0113 2474355)**

**Date: 18<sup>th</sup> June 2015**

**For decision**

## **Community Committee Appointments 2015/2016**

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### **Purpose of report**

- 1 The purpose of this report is to invite the Committee to make appointments to the following, as appropriate:-
  - Those Outside Bodies as detailed at Appendix 1;
  - One representative to the Corporate Parenting Board;
  - The Committee's 'Community Lead Members', as listed; and
  - Those Children's Services Cluster Partnerships, also as listed.

### **Main issues**

1. **Outside Bodies**
2. Member Management Committee annually determines which Outside Bodies will be delegated to Community Committees for appointment. Attached at Appendix 1 are those organisations that Member Management Committee has determined should continue to be made by this Community Committee.
3. **Community Lead Members**
4. In May 2013, Executive Board recommended that Area (Community) Committees appoint Area Lead Members, in accordance with the defined roles as subsequently presented to the Annual Council Meeting as part of the Council's Executive Arrangements.

## 5. Children's Services Cluster Partnerships

6. In June 2013, Member Management Committee resolved that the nomination of Elected Member representatives to the local Children's Services Cluster Partnerships be delegated to Area (Community) Committees for determination.

## 7. Corporate Parenting Board

8. In recent years Community Committees have been seen as the appropriate principle body by which local Elected Member representatives are appointed to the Corporate Parenting Board.

## Options

### 9. Outside Bodies

10. The Community Committee is requested to determine the appointments to those Outside Bodies as detailed within **Appendix 1**. The Council's Appointments to Outside Bodies Procedure Rules can be made available to Members upon request.
11. The Community Committee should first consider whether it is appropriate for an appointment to be of a specific office holder<sup>1</sup> either by reference to the constitution of the outside body concerned (if available), or in the light of any other circumstances as determined by the Community Committee. Such appointments would then be offered on this basis.
12. Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Community Committee as a whole.
13. All appointments are subject to annual change unless otherwise stated within the constitution of the external organisation, which will therefore be reflected on the table at Appendix 1. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
14. Elected Members will fill all available appointments but it is recognised that Political Groups may not wish to take up vacancies which are made available to them. In such circumstances, vacancies will be notified to the Community Committee and agreement sought as to whether the vacancy will be filled.
15. A vacancy occurring during the municipal year will normally be referred to the Community Committee for an appointment to be made, having regard to the principles described above.
16. Community Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to Member Management Committee.
17. Please note, any appointments to those Outside Bodies detailed in Appendix 1 which are made by the Committee at today's meeting are subject to Member Management Committee approving at its meeting on 7th July 2015, that arrangements for such

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<sup>1</sup> For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member

appointments remain unchanged and that they continue to be made by this Community Committee.

18. **Appointments 2015/2016**

19. **Housing Advisory Panels**

With regard to the local Housing Advisory Panels (HAP), listed in Appendix 1. Due to the changes in the structure of the HAPs to match the Community Committee areas in 2014/15, a dedicated report concerning this matter from Neighbourhoods and Housing directorate is included elsewhere on the agenda for Members' consideration.

20. **Community Lead Member Roles**

21. The Community Lead Member role aims to provide a local "lead" perspective and further facilitate local democratic accountability; particularly in conjunction with the relevant Executive Member. It is formally defined as covering the following areas:

- To provide local leadership and champion the agenda at the Community Committee.
- To represent the Community Committee at relevant meetings, forums and local partnerships.
- To build links with key services and partners.
- To provide a link between the Community Committee and the Executive Member to ensure local needs are represented, issues are highlighted, best practice is shared and to facilitate local solutions to any issues.
- To maintain an overview of local performance.
- To consult with the Community Committee and represent local views as part of the development and review of policy.

22. As set out in the Constitution, the Community Committee is invited to appoint to the following Community Lead Member roles, in respect of:

- **Environment & Community Safety**
- **Children's Services**
- **Employment, Skills and Welfare**
- **Health, Wellbeing and Adult Social Care**

23. In recognition of the differing size of individual Community Committees and that these roles may need to be tailored to best reflect specific local needs and circumstances, Community Committees may wish to consider splitting two of the roles namely:

- Environment & Community Safety – with one Member focusing on the environment agenda and another on community safety.
- Health, Wellbeing and Adult Social Care – with one Member covering the public health and wellbeing agenda and another focusing upon adult social care.

24. **Corporate Parenting Board**

25. Under the Children's Act 1989, all local Councillors are corporate parents, this means they have responsibilities relating to the quality of services for those children who have been taken into care by the local authority (children looked after).
26. Executive Board has previously agreed a clearer framework for the corporate parenting role in Leeds. This included establishing a core group of councillors with a special interest in leading the work on Corporate Parenting - the 'Corporate Parenting Board'. This core group includes representation from each of the 10 Community Committees and takes particular responsibilities relating to influencing, performance monitoring, and governance of those issues and outcomes that affect looked after children.
27. In February 2015, Executive Board approved a report that proposed a number of developments to enhance the Corporate Parenting Board, including a better link to the 'Care Promise' for looked after children and more regular involvement from senior leaders and partners both within and outside of the Council. The Board considers information including fostering services, residential care, looked after children's educational attainment and their voice and influence across the city. Representatives are asked to link back to local looked after children's issues through their Community Committee and champion the importance of effectively supporting those children. This is an important role within the overall framework of support and accountability for looked after children's services. The March 2015 Ofsted report for Leeds highlighted the positive benefits and impact of the Board's work.
28. The Community Committee is asked to appoint one representative to the Corporate Parenting Board for the duration of the 2015/16 municipal year. The Committee may consider it appropriate to combine the role with that of the Community Lead Member for Children's Services.
29. It should be noted that membership of the Corporate Parenting Board is encouraged for any Elected Members with a particular interest in the outcomes of looked after children, therefore whilst each Community Committee is asked to appoint one Member (to ensure an even geographic spread), it is possible for additional Members to participate. Therefore, additional Members with a particular interest are advised to approach the Chair of the Corporate Parenting Board.
30. **Children's Services Cluster Partnerships**
31. Clusters are local partnerships (25 in total plus a SILC partnership) that include, amongst others, the Children's Social Work Service, schools, governors, Police, Leeds City Council youth service, Youth Offending Service, Children's Centres, Housing services, third sector, health, local elected members and a senior representative from children's services. Local clusters are key to the Children & Families Trust Board partnership and delivery arrangements. They aim to:
  - enable local settings and services to work together effectively to improve outcomes for children, young people and their families;
  - build capacity to improve the delivery of preventative and targeted services to meet local needs;
  - create the conditions for integrated partnership working at locality level;
  - promote the Children & Young People's Plan and the ambition of a child friendly city across the locality.

32. A “well-coordinated locality and cluster approach results in early identification and extensive work with families according to need.” (Ofsted report, March 2015).
33. Clusters began life as extended services for schools and have grown to engage a wide range of partners who provide early help and early intervention and prevention. In April 2011, the Children & Families Trust Board and Schools Forum agreed the adoption of a minimum standard for the terms of reference across the cluster partnerships, which included elected members as standing members of the governance group for each partnership.
34. Elected Members also sit alongside a senior leader (Local Authority Partner) from the Children’s Services directorate to be part of the Council’s representation on each cluster partnership.
35. In June 2013 Member Management Committee delegated the nomination of Elected Member representatives to local Children’s Services Cluster partnerships to Area (Community) Committees. This was with the aim of establishing a clear formal link between those Committees and Clusters. It was also with the intention of building closer working arrangements to better support the needs children and families across the city.
36. The Committee is invited to nominate Members to each cluster partnership within their area. The table below sets out the suggested numbers, Ward links and current representation as a basis for discussion:

<b>Cluster</b>	<b>Nos Of Elected Members Suggested</b>	<b>Suggested Area Committee Link</b>	<b>Suggested Ward Link</b>	<b>Current Member Reps</b>
Seacroft Manston	2	East (Inner)  <i>East (Outer) (NB SE Area)</i>	1 Seacroft and Killingbeck  <i>1 Crossgates and Whinmoor (NB SE Area)</i>	G HYDE  -
Inner East	2	East (Inner)	1 Burmantofts and Richmond Hill  1 Gipton and Harehills	A KHAN  R HARINGTON
CHESS (Chapelton extended schools and services)	2	North East (Inner)	1 Chapel Allerton  1 Gipton and Harehills	-  R HARINGTON

## **Corporate considerations**

### **a. Consultation and engagement**

This report facilitates the necessary consultation and engagement with Community Committee Members in respect of appointments to the designated positions and Outside Bodies. Given that the Community Committee is the relevant appointing body, there is no requirement to undertake a public consultation exercise on such matters.

## **b. Equality and diversity / cohesion and integration**

Both the Community Lead Member roles and the Corporate Parenting role aim to champion, address and monitor issues arising in their respective fields, whilst also providing clear links with the relevant Executive Member, Council officers and partner agencies. As such, these roles would also look to address any equality, diversity, cohesion or integration issues arising in their specific areas.

Also, Council representation on Outside Bodies and Children's Services Cluster Partnerships will enable those appointed Members to act as a conduit in terms of promoting the Council's policies and priorities. As such, this would potentially include matters relating to equality, diversity, cohesion or integration.

## **c. Council policies and city priorities**

Council representation on, and engagement with those Outside Bodies, partnerships and organisations to which the Community Committee has authority to appoint, is in line with the Council's Policies and City Priorities.

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

In line with the Council's Executive and Decision Making Procedure Rules, the power to Call In decisions does not extend to those decisions taken by Community Committees.

## **e. Risk management**

In not appointing to those Outside Bodies or Cluster Partnerships listed within the report, there is a risk that the Council's designated representation on such organisations would not be fulfilled.

## **Conclusion**

37. The Community Committee is asked to consider and determine the appointments to those designated Outside Bodies, partnerships and organisations as detailed within the report and appendix for the duration of the 2015/16 municipal year.

## **Recommendations**

38. The Community Committee is asked to confirm appointments to the following:-
- (i) The Elected Member representatives to work with the Outside Bodies identified at Appendix 1, or agree any changes to the schedule, having regard to the Appointments to Outside Bodies Procedure Rules, as outlined in this report;(noting that any appointments made today are subject to Member Management Committee approval at its meeting on 7th July 2015);
  - (ii) Committee Members to those Community Lead Member roles, as listed;

- (iii) Member representatives to the local Children's Services Cluster Partnerships relevant to the Community Committee, as listed; and
- (iv) One representative to the Corporate Parenting Board.

**Background information**

- None

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## APPENDIX 1

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Cllr Y/N	Review Period	Group
Chapelton Citizens Advice Bureau	Yes	1	Jun-17	1	K Maqsood	Y	3 yearly	Labour
Richmond Hill Elderly Aid		1	Jun-15	1	Maureen Ingham	Y	Annual	Labour
<b>Local Housing Advisory Panel(s)</b> - <i>Dedicated report on the Member appointment to these bodies can be found elsewhere on the agenda</i>			Jun-15			Y		Labour

Number of places	5	5	5
Places held pending review	0		
Places currently filled	5		
Number of places to fill beyond May 15	4		

Number of Members in the Committee Area	Percentage of Members on the Committee	Notional Places Allocated
Labour	100	5.00
Liberal Democrat	0	0.00
Conservative	0	0
Other to list		
<b>Total</b>		<b>9</b>

**CLUSTERS 2014/15**

Seacroft/Manston	1	Graham Hyde
Inner East	2	Asghar Khan Roger Harington
CHES	1	Roger Harington

<b>CORPORATE CARER 2014/15</b>	1	Maureen Ingham
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**AREA LEAD ROLES 2014/15**

Childrens Services	1	Maureen Ingham
Community Safety	1	Brian Selby
Environment Services	1	Graham Hyde
Employment Skills & welfare	1	Ron Grahame
Health & Wellbeing	1	Roger Harington
Adult Social Care	1	Asghar Khan

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**Report of: Liz Cook, Chief Officer - Housing Management**

**Report to: Inner East Community Committee, Burmantofts & Richmond Hill, Gipton & Harehills and Killingbeck & Seacroft Wards**

**Report author: Ian Montgomery, Housing Manager – Tenant and Community Involvement 0113 378 1339.**

**Date: 18 June 2015**

**For decision**

## **Inner East Community Committee nominations to the 'Inner East' and 'Outer East' Housing Advisory Panels (HAPs)**

---

### **Purpose of report**

1. To seek two Ward Councillor nominations from the Inner East Community Committee to both the Inner East and Outer East Housing Advisory Panels (HAPs).

### **Main issues**

2. The housing service amended its management boundaries to come into alignment with Community Committees and other Council services in April 2014, as part of the integration of the service back to within direct Council control.
3. As the number of Council homes covered by the Inner East Community Committee is large (over 11,000 of the city's total 56,000) the service split the Community Committee area into two separately funded and resourced HAPs - Inner East HAP (for Burmantofts and Richmond Hill and Gipton and Harehills Ward) and Outer East HAP (for Killingbeck and Seacroft Ward).
4. Membership of HAPs is made up of up to ten tenants (one of whom can be a Leaseholder) and two Councillors based on nominations from the Community Committee.

5. In line with the terms of reference and membership requirements of the panels, two Councillor nominations for each HAP are requested. However, the service recognises that for the Outer East HAP, only three Ward Councillors are available for appointments to a range of Outside Bodies and organisations. The service therefore wishes to work flexible with Ward Members for this particular HAP and Ward Councillors may wish to continue to work on the basis of one Councillor nomination.
6. The current nominations from the Inner East Community Committee are Councillors Brian Selby (Killingbeck and Seacroft Ward) for the Outer East HAP and Ron Grahame (Burmantofts and Richmond Hill Ward) and Kamila Maqsood (Gipton and Harehills Ward) for the Inner East HAP.
7. All wards within the Inner East Committee area include a large number of Council owned homes and therefore nominations from any of the Wards for the appropriate HAP are welcomed.
8. Council nominations to the panel will continue to help develop local working relationships, especially between the local housing teams, the Tenant and Community Involvement Service and the Area Support Teams. Closer working between these teams and services will also help maximise the opportunities for the joint funding of local projects. To help with communication and awareness, the Inner East and Outer East HAPs will also share their agendas and reports with all Ward Members within the Inner East Community Committee, not just those who are appointed as HAP members.

## **Corporate considerations**

9.

### **a. Consultation and engagement**

This report facilitates the necessary consultation and engagement with Community Committee Members in respect of appointments to the designated positions and Outside Bodies. Given that the Community Committee is the relevant appointing body, there is no requirement to undertake a public consultation exercise on such matters

### **b. Equality and diversity / cohesion and integration**

Council representation on Housing Advisory Panels enables those appointed Members to act as a conduit in terms of linking the Council's policies and priorities. It also encourages joint working between services to support local projects; these would potentially include matters relating to equality, diversity, cohesion or integration.

### **c. Council policies and city priorities**

Council representation on, and engagement with Housing Advisory Panels, to which the Community Committee has authority to appoint, is in line with the Council's Policies and City Priorities.

#### **d. Resources and value for money**

Council representation on the HAPs encourages closer working relationships, in particular the opportunities for the joint funding of projects that meet local needs.

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

In line with the Council's Executive and Decision Making Procedure Rules, the power to Call In decisions does not extend to those decisions taken by Community Committees.

#### **f. Risk management**

In not appointing to the HAPs, there is a risk that the Council's designated representation would not be fulfilled and the opportunities and benefits to local tenants and residents not maximised.

### **Conclusion**

10. The housing service has now aligned its structure to Community Committee areas, and as such is seeking nominations to the relevant HAP area. The Inner East Community Committee is requested to nominate two Ward Councillors to each HAP. The nominations from the Inner East Committee will continue to help the service build positive working relationships with the Committee and to ensure local priorities are reflected in panel activity.

### **Recommendations**

11. The Inner East Community Committee is requested to nominate:

- a. Two Ward Councillors to the Inner East HAP from the Burmantofts and Richmond Hill and Gipton and Harehills Wards, and;
- b. Two Ward Councillors to the Outer East HAP from the Killingbeck and Seacroft Ward (subject to point 5 above).

### **Background information**

- Key functions of Housing Advisory Panels are to:
  - Understand the needs of local communities and develop, support and invest appropriately;
  - Ensure that there are high standards of service delivery within each area through monitoring, reporting and influencing; and
  - Perform an advisory role on the quality of service delivery and act as a consultative group about future service provision and investment in their area.
  - More information is available from [www.leeds.gov.uk/hap](http://www.leeds.gov.uk/hap) or from the Tenant and Community Involvement Service, 0113 378 3330 or email [housingadvisorypanel@leeds.gov.uk](mailto:housingadvisorypanel@leeds.gov.uk)

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**Report of: City Solicitor**

**Report to: Inner East Community Committee - Burmantofts & Richmond Hill; Gipton & Harehills; Killingbeck & Seacroft.**

**Report author: Helen Gray (0113 2474355)**

**Date: 18<sup>th</sup> June 2015**

**For decision**

## **Appointment of Co-optees to Community Committees**

---

### **Purpose of report**

1. This report invites Members to give consideration to appointing co-optees to the Community Committee for the duration of the 2015/2016 municipal year.

### **Main issues**

2. In considering this issue, the committee is invited to have regard to the following rules associated with Community Committee co-optees:
3. Article 10 of the Constitution states that by resolution Community Committees may appoint or remove non-voting Co-opted Members who may participate in the business of the Community Committee.
4. The relevant Community Committee Procedure Rules state that:
5. Co-opted members may participate in the debate in the same way as Elected Members, but will be non-voting members of the Committee.
6. No co-opted member shall be appointed for a period beyond the next Annual Meeting of the Council.
7. With regard to participation on financial matters, in line with Section 102(3) of the Local Government Act 1972, the procedure rules state that, 'Co-optees will not ... participate in (the) business of the committee which regulates or controls the finance of the area'. This

would preclude co-optees participating on matters such as Wellbeing funding applications for example.

## Options

8. Previously the Inner East Community Committee received nominations for co-option from the following Community Leadership Teams or Forums:
  - Burmantofts & Richmond Hill Community Leadership Team
  - Killingbeck & Seacroft Community Leadership Team
  - Gipton Community Leadership Team
  - Harehills Forum
9. Members are invited to give consideration to the continuation of appointing co-optees to the Community Committee.
10. In doing so, Members are asked to note that, at the time of writing this report, the Community Leadership Teams have not yet met and no formal nominations have been received.
11. Should the Community Committee confirm that it wishes to continue to appoint co-optees, then it is intended that a further report will be presented to the September meeting to formally approve any nominations received for co-opted members for the remainder of the 2015/16 Municipal Year

## Corporate considerations

### a. Consultation and engagement

This report provides Community Committee Members with the opportunity to formally consider the possible appointment of co-optees to the Committee for the remainder of the municipal year.

The provision of co-opted representatives on Community Committees enables representatives of the local community to engage in the Committee's decision making processes.

### b. Equality and diversity / cohesion and integration

In considering the appointment of co-optees, Members may wish to give consideration to ensuring that any co-options are representative of the neighbourhoods that the Community Committee covers.

### c. Council policies and city priorities

Co-opted representation on Community Committees, which enables representatives of the local community to engage in the decision making process is in line with the Council's Policies and City Priorities.

### d. Legal implications, access to information and call in



In line with the Council's Executive and Decision Making Procedure Rules, the power to Call In a decision does not extend to those taken by Community Committees.

## **Conclusion**

12. Given the provisions within the Constitution regarding the appointment of co-opted representatives to Community Committees, the Community Committee is invited to consider the continuing appointment of co-optees for the duration of the 2015/16 municipal year.

## **Recommendations**

The Community Committee is invited to:

- a) give consideration to the continuation of appointing co-optees to the Community Committee, noting that the Community Leadership Teams have not yet met and no formal nominations have been received.
  
- b) note the intention to present a further report to the September meeting to formally approve any nominations received for co-opted members for the remainder of the 2015/16 Municipal Year, should the Community Committee support the continuing appointment of co-optees

## **Background information**

- **Not Applicable**

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**Report of: Jane Maxwell, East North East Area Leader**

**Report to: Inner East Community Committee – Burmantofts & Richmond Hill, Gipton & Harehills and Killingbeck & Seacroft**

**Report author: Andrew Birkbeck, Area Officer, Tel: 0113 3367642**

**Date: 18<sup>th</sup> June 2015**

**For decision**

## **Wellbeing Report**

---

### **Purpose of this report**

1. The purpose of this report is to provide Members of the Inner East Community Committee with details of its Wellbeing budget, including details of any new projects for consideration.

### **Main Issues**

2. This report provides Elected Members with an update on the current position of the capital and revenue budget for the Inner East Community Committee.
3. Applications for funding, both revenue and capital, are included in the report for Member's consideration.

### **Options**

#### **New Revenue Projects for Consideration from 2015/16 budget**

4. **Project:** Lark in the Park  
**Organisation:** Community Unity  
**Wards affected:** Burmantofts & Richmond Hill  
**Amount applied for:** £1,500  
**Projected year of spend:** 2015/16  
**Project overview:**
  - Funding will be used to support a long-running free community event held in East End Park including a range of family-friendly activities with the aim of promoting community cohesion.

- Wellbeing funding will be specifically assigned to providing activities on the day, including games, face painting, art and graffiti classes and a climbing wall.

5. **Project:** Safe Space Harehills/Gipton

**Organisation:** Getaway Girls

**Wards affected:** Gipton & Harehills

**Amount applied for:** £9,494

**Projected year of spend:** 2015/16

Project overview:

- Funding requested for targeted prevention and early intervention work with girls ages between 11 and 13 who are at risk of sexual exploitation
- Work will include support and educational work with identified girls and activities to build their confidence.

6. **Project:** Opportunity Shops

**Organisation:** Gipton Supported Independent Living Limited (GIPSIL)

**Wards Affected:** Gipton & Harehills & Killingbeck & Seacroft

**Amount Applied for:** £16,000

**Projected Year of Spend:** 2015/16

Project overview:

- To support the delivery of four Opportunity Shops per week in Gipton, Harehills and Seacroft over the course of the current financial year.
- The shops deliver practical training and employment advice as well as access to IT equipment and support with CV's and job applications.

7. **Project:** Community Participation and Learning Programme (Inner East)

**Organisation:** Leeds Irish Arts Foundation

**Wards Affected:** Gipton & Harehills and Burmantofts & Richmond Hill

**Amount Applied for:** £2,400

**Projected Year of Spend:** 2015/16

Project overview:

- Funding is sought to develop the Community Participation and Learning Plan
- A specific focus will be on the socially isolated older Irish population, such as the Over 55's Irish Men's Group and the Tuesday Irish Club.
- The project will promote and encourage participation in the learning of traditional Irish music, arts and heritage.

8. **Project:** Harehills Festival

**Organisation:** Inner East Area Support Team

**Wards Affected:** Gipton & Harehills

**Amount Applied for:** £2,000

**Projected Year of Spend:** 2015/16

Project overview:

- The organisation of a community festival for Harehills.
- The festival will be a mixture of fun and family-friendly activities and information sharing.
- Part of the organisation of the project will involve identifying and mobilising local volunteers who can help with this year's festival as well as play an key role in organising future events.

9. **Project:** Fearnville Bike Festival  
**Organisation:** Sport and Active Lifestyles  
**Wards Affected:** Gipton & Harehills and Killingbeck & Seacroft  
**Amount Applied for:** £2,386  
**Projected Year of Spend:** 2015/16  
Project overview:
- A cycle-themed event to help celebrate the Tour de Yorkshire and promote the local Skyride sessions being delivered from Fearnville Leisure Centre.
  - Will include various cycling themes for people to engage with (e.g BMX, bike ability) as well as other active lifestyle activities like martial arts, skateboarding and multi-sport.
  - Will also include wider information sharing regarding physical activity and healthy lifestyle choices.
10. **Project:** Inner East – Young People’s Out of School Activities Programme  
**Organisation:** Leeds City Council Youth Service  
**Wards Affected:** All  
**Amount Applied for:** £12,500  
**Projected Year of Spend:** 2015/16  
Project Overview:
- To fund the hire and use of the MCS Bilal Centre twice a week to deliver targeted youth work for vulnerable young people who have been associated with criminal activity, including drug offenses and gang association.
  - To deliver a four-week summer activity programme for vulnerable young people, including recreational trips, an accredited motorbike session and advice sessions around healthy eating.
  - To deliver some further strategic youth provision in the Inner East Area.
11. **Project:** Al-Khidmat Centre  
**Organisation:** Leeds Islamic Centre  
**Ward Affected:** Gipton & Harehills  
**Amount Applied for:** £2,500  
**Projected Year of Spend:** 2015/16  
Project Overview:
- A programme of activities targeted at old people to improve their health and wellbeing and to raise awareness about chronic diseases.
  - Specific activities include a walking group, gym sessions, dietary advice and relaxation and wellbeing advice.
12. **Project:** Seacroft Gala  
**Organisation:** Seacroft Gala Committee  
**Wards Affected:** Killingbeck & Seacroft  
**Amount Applied for:** £1,530  
**Projected Year of Spend:** 2015/16  
Project Overview:
- To put on a free, family-friendly event for the local community
  - To include information and signposting to ensure people know where to go to receive advice and assistance across a range of different service areas
  - Stalls at the gala will include; Leeds Credit Union, Leeds CAB, Welfare Rights.

- Wellbeing funding will be used to provide play inflatables, An exotic animal display and a face-painting.
13. **Project:** Haslewood West Subway  
**Organisation:** Seagulls Re-Use Limited  
**Wards Affected:** Burmantofts & Richmond Hill  
**Amount Applied for:** £7,391  
**Projected Year of Spend:** 2015/16  
Project Overview:
- To install a large scale community arts project at Haslewood West Subway
  - Funding will be specifically used to paint a base coat on the subway walls which will then be used a canvas for graffiti art.
  - A community mosaic - which members of the local community have worked on - will also be installed in the subway
14. **Project:** Signpost Family Intervention Service Young Fire Fighters  
**Organisation:** Signpost  
**Wards Affected:** Gipton & Harehills  
**Amount Applied for:** £1,500  
**Projected Year of Spend:** 2015/16  
Project Overview:
- An engagement programme aimed at 15 young people aged 12-16.
  - The project will provide a learning course for selected attendees who will learn a variety if skills, including awareness, problem solving, team work and how to contribute positively to their local community.
15. **Project:** Gipton Gala  
**Organisation:** Gipton Together  
**Wards affected:** Gipton & Harehills  
**Amount applied for:** £1,000  
**Projected year of spend:** 2015/16  
Project overview:
- Gipton Together plan to use the grant to put on Gipton's Community Gala
  - The gala is due to take place on 12<sup>th</sup> July.
  - There will the people's stalls and information stalls from local service providers. Other activities will include a fun fair, performances, displays etc.
  - The aim of the gala is to bring the local community together and extend the welcome to neighbouring communities.
16. **Project:** Positive Action for Refugees  
**Organisation:** Sudanese Community Association  
**Wards affected:** All  
**Amount applied for:** £3,164  
**Projected year of spend:** 2015/16  
Project overview:
- This funding application is to help pay for a wide range of activities – swimming, reading, football, sewing, Maths and ICT lessons – for members of the Sudanese community who are new to Leeds.
  - The aim of project is to promote integration and have existing members of the community learn new skills.

- Members should note that this application was deferred again at the last meeting of the Inner East Community pending discussions to reduce the size of the bid. These discussions have now taken place with the applicant and the bid has been revised.

17. **Project:** Replacement of stolen alleygate – Bellbrooke Terrace

**Organisation:** Safer Leeds, LCC

**Wards affected:** Burmantofts & Richmond Hill

**Amount applied for:** £840

**Projected year of spend:** 2015/16

Project overview:

- Funding will be used to supply and re fit a stolen alleygate on Bellbrooke Terrace in Burmantofts and Richmond Hill Ward.
- The total cost of this scheme is £1,680. Matching funding for the gate will be allocated from the Safer Leeds budget.

18. **Project:** Inner East Tasking Pots

**Organisation:** East North East Area Support Team

**Wards affected:** All

**Amount applied for:** £15,000

**Projected year of spend:** 2015/16

Project overview:

- Funding will be used for reactive and ad-hoc projects targeted at crime prevention and environmental improvements. For example, CCTV, additional Police hours, the enforcement of cold calling zones and the funding of skips and street cleaning equipment.
- These pots were allocated by Elected Members at the Inner East Community Committee in March 2015.

19. **Project:** Inner East Community Engagement Pots

**Organisation:** East North East Area Support Team

**Wards affected:** All

**Amount applied for:** £3,000

**Projected year of spend:** 2015/16

Project overview:

- Community Engagement pots are requested for the 3 wards within Inner East – Burmantofts & Richmond Hill, Gipton & Harehills and Killingbeck & Seacroft.
- Funding will be used for venue hire/refreshments for Community Committee Meetings, other community meetings e.g. CLT's and ad/hoc items such as materials for community events.
- These pots were allocated by Elected Members at the Inner East Community Committee in March 2015.

## Corporate considerations

20. Wellbeing funding is used to support the annual priorities agreed by Elected Members at the March meeting of the Inner East Community Committee. The annual priorities support the Council's Vision for Leeds 2011 to 2030 and Best Council Plan 2013-17.

21. Youth Activity Funding supports the Children and Young People's plan outcome – 'Children and Young People Have Fun Growing Up'.
22. Sometimes decisions need to be made between formal meetings of the Community Committee and therefore the Area Leaders have delegated authority from the Assistant Chief Executive (Citizens and Communities) to approve spend outside of the Community Committee cycle. All delegated decisions are taken within an appropriate governance framework and must satisfy the following conditions:
  - a. consultation must be undertaken with all committee/relevant ward members prior to a delegated decision being taken;
  - b. a delegated decision must have support from a majority of the Community Committee Elected Members represented on the committee (or in the case of funds delegated by a Community Committee to individual wards, a majority of the ward councillors), and;
  - c. details of any decisions taken under such delegated authority will be reported to the next available Community Committee meeting for Members' information.
23. The Community Committee, supported by the East North East Area Support Team, has delegated responsibility for taking of decisions and monitoring of activity relating to utilisation of capital and revenue Wellbeing budgets (including the Youth Activity Fund) within the framework of the Council's Constitution (Part 3, Section 3D) and in accordance with the Local Government Act 2000.
24. In line with the Council's Executive and Decision Making Procedure Rules, agreed at Full Council May 2012, all decisions taken by Community Committees are not eligible for Call In.
25. There is no exempt or confidential information in this report.

## **Conclusion**

26. The Wellbeing fund provides financial support for projects in the Inner East area which support the annual priorities of the Community Committee. For 2015/16, the Inner East Community Committee has six key priorities, highlighted below:
  - Projects that seek to promote diversity, encourage community cohesion and address language barriers
  - Projects that seek to tackle issues associated with child poverty
  - Projects that seek to get residents into employment, training, volunteering opportunities or learn new skills
  - Projects that seek to address both physical and mental health issues that affect residents in Inner East Leeds
  - Projects that seek to improve the environment for local residents
  - Projects that seek to reduce levels of domestic violence in Inner East Leeds
27. New capital funds have been transferred to the Community Committee via the Capital Receipts Incentive Scheme.



28. The Youth Activity Fund (YAF) has been delegated to the Area Committee to fund universal activities for children and young people aged 8 – 17.
29. In April 2015 the Community Committee held a commissioning round to encourage providers to come forward with projects for the key summer holiday period. As a result of that commissioning round the Community Committee received 32 bids totalling £99,680.
30. Due to the volume of bids and the tight timescales involved in turning these projects around in time for July, decisions on these applications will be made by delegated authority following conversations with Ward Members.
31. As part of those discussions Ward Members will be informed of the feedback from the Inner East Youth Panel on a selection of projects as well as the questionnaire responses returned by over 300 young people on the subject of youth activities. The details of the projects submitted for consideration by Ward Members are highlighted in the table below:

<b>Project Name</b>	<b>Organisation</b>	<b>Amount of YAF applied for</b>
1 <sup>st</sup> Cross Gates Brownies	1st Cross Gates Brownies	£2,900
No Bystanders Radio Festival	Heads Together Productions	£2,430
Pop Up Sports Club – Seacroft	LCC Sports and Active Lifestyles	£775.20
Rhinos Holiday Zone	Leeds Rhino Foundation	£4,500
OIL Bicycle Build Project	Opportunities Inspiring Learning (OIL)	£2,000
Stitch-Up Summer!	Stitch Up CIC	£1,400
The Works on Tour Maintenance Sessions	The Works Skatepark Charity	£2,400
Seacroft Ice Pop Media Club	Lifeforce Productions	£1,950
Tigers Summer Project	Leeds Tigers Trust Limited	£4,670
National Citizenship Service	Leeds City Council	£4,130
Mini Breeze Events Oxton Fields/Denis Healy/Banstead Park	Breeze Team	£11,250
Youth Inclusion Project	Barca Leeds	£2,555.40

On Your Bike	Zest Health for Life	£845
Summer PlayScheme	Community Unity	£900
Summer of Fun	Community Unity	£1,181.25
CYDC Summer Sports Camp 2015	Chapelton Youth Development Centre	£3,865.54
On Wings of Cardboard	Urban Angels	£2,750
Young Movie Makers Summer Campus	Lifeforce Productions	£1,955
CIR-US	Leeds Children's Circus	£3,964
Harehills Summer Football Camps and Ramadan Project	CATCH	£8,920
Girls Summer Fun	Getaway Girls	£1,978
Community Participation & Learning Programme	Irish Arts Foundation	£1,980
Compton Centre Mini Breeze Family Festival	Leeds City Council – Citizens and Communities	£1,719.80
Fearnville Multi Sport and Swim Camp	LCC Sports and Active Lifestyles	£4,387.25
Pop-Up Sports Club – Harehills	LCC Sports and Active Lifestyles	£1,146
Herd Farm Summer Activities Programme	LCC – Youth Offer Team	£6,450
Street Work Soccer Academy – B&RH	Street Work Soccer Academy	£1,920
Street Work Soccer Academy – G&HH	Street Work Soccer Academy	£1,920
The Minions Time	Syrian Community of Leeds	£2,480.74
First Floor ENE Community Programme	West Yorkshire Playhouse	£1,500
Zest School Holiday Activities	Zest Health for Life	£3,260.04
Streets to Society Project	CFYOC (Chance)	£5,600

## Recommendations

Members are asked to:

32. Note the spend to date and current balances for the 2015/16 financial year;
33. Consider the following project proposals and approve, where appropriate, the amount of Wellbeing Revenue funding to be awarded:

Lark in the Park	£1,500
Safe Space Harehills/Gipton	£9,494
Opportunity Shops	£16,000
Community Programme (Inner East)	£2,400
Harehills Festival	£2,000
Fearnville Bike Festival	£2,386
IE Young People's Out of School Activities	£12,500
Al-Khidmat Centre	£2,500
Seacroft Gala	£1,530
Haslewood West Subway	£7,391
Young Fire Fighters	£1,500
Gipton Gala	£1,000
Positive Action for Refugees	£3,164
Replacement of stolen alleygate	£840
IE Tasking Pots	£15,000
IE Community Engagement	£3,000

34. Members are asked to note that following decisions were made by delegated authority:

Burmantofts Gala 2015, ENE Area Support	£2,000 (Wellbeing Revenue)
Adventure Group, Epiphany Scout Group	£1,500 (Wellbeing Revenue)
Mums the Word Group, YMCA	£1,000 (Wellbeing Revenue)

## Background information

### Revenue

- Each of the ten Community Committees receives an annual allocation of revenue funding. The amount of funding for each Community Committee is determined by a formula based on 50% population and 50% deprivation in each area, which has been previously agreed by the Council's Executive Board.
- It has been agreed that the revenue wellbeing budget for this Community Committee for 2015/16 is £214,550. Carryover of both uncommitted and committed revenue funds from 2015/16 has also continued as well as any underspends. The total budget for 2015/16 is £280,741. It must be noted by the Community Committee that this figure includes schemes approved and ongoing from 2015/16 which are carried forward to be paid (£40,924).
- As agreed at the March 2015 meeting of the Inner East Community Committee, once the agreed topsliced projects are removed the remaining budget will be split

three ways between the wards. The amount available for each ward to spend in 2015/16 is detailed in **Appendix A**.

- Wellbeing fund applications are considered at the relevant Ward Member meetings, wherever possible, for Elected Members recommendations prior to the Community Committee meeting.

### **Small Grants**

- Community organisations can apply for a small grant to support small scale projects in the community. A maximum of one grant of up to £500 can be awarded to any one group in any financial year, to enable as many groups as possible to benefit. These are approved by Councillors outside of the Community Committee meeting and are funded from a small grant pot set aside by Elected Members from their Ward allocation.
- Details of small grants that have been approved in 2015/16 will be reported to future meetings of the Community Committees.

### **Community Engagement**

- The Inner East Community Committee approved an amount of £3,000 at its March 2015 meeting to spend on community engagement activities. This allocation is split equally between the three Wards.
- The funds are to be spent on room hire, refreshment and stationary costs associated with community meetings.

### **Crime and Grime Tasking**

- Each of the priority neighbourhoods in the Inner East area has a multi-agency tasking team which focuses on tackling crime, anti-social behaviour and environmental problems. Ward members have set aside a portion of their Ward allocation to support the work of these teams; this pot is managed by the Area Support Team.
- Details of the expenditure against this budget in 2015/16 will be reported to future meetings of the Community Committee.

### **Project Monitoring Update**

- Projects which are awarded wellbeing funding are required to submit project monitoring returns giving details of what the project has achieved. Project updates will be reported to future meetings of the Community Committee.

### **Capital Receipts Programme**

- The establishment of a Capital Receipts Incentive Scheme (CRIS) was approved by Executive Board in October 2011. The key feature of the scheme is that 20% of each receipt generated will be retained locally for re-investment, subject to maximum per receipt of £100k, with 15% retained by the respective Ward – via the existing Ward Based Initiative Scheme - and 5% pooled across the Council and distributed to Wards on the basis of need.

- Details of the current balance of Capital Wellbeing funding are shown in **Appendix B**. Future allocations will take place on a quarterly basis following regular update reports to Executive Board. As agreed previously by the Inner East Community Committee, all new allocations are to be divided equally between the three Wards.

### **Youth Activity Fund**

- The Community Committee has been allocated, as last year, £68,320 of Youth Activity Funding (YAF). This pot of money is specifically ring-fenced for universal youth activity related projects for 8-17 year olds.
- As agreed previously by the Community Committee, all new allocations are to be divided equally between the three Wards. Details of the current balance of Youth Activity Fund (YAF) are shown in **Appendix C**.

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Funding / Spend Items	BURMANTOFTS AND RICHMOND HILL	GIPTON & HAREHILLS	KILLINGBECK & SEACROFT	Area Wide	Total
Balance b/f 2014-15	11,736.94	20,233.88	17,299.27	16,921.01	66,191.10
New Allocation for 2015-16	38,422.00	38,422.00	38,422.00	99,284.00	214,550.00
Income from other sources	-	-	-	-	-
Total available (incl b/f bal) 2015-16	50,158.94	58,655.88	55,721.27	116,205.01	280,741.10
Schemes Approved from 2014-15 budget to be spent in 2015-16	9,532.50	16,349.20	15,043.00	-	40,924.70
Amount of b/f budget available for schemes 2015-16	40,626.44	42,306.68	40,678.27	116,205.01	239,816.40

Carried forward from 14/15	BURMANTOFTS AND RICHMOND HILL	GIPTON & HAREHILLS	KILLINGBECK & SEACROFT	Area Wide	Total
Bulb Planting in Beckett Street	1,000.00	-	-	-	1,000.00
Double Headed Street Lighting on Coldcotes Grove	-	3,000.00	-	-	3,000.00
Burglarly Reduction Initiative	-	1,000.00	-	-	1,000.00
Installation of camera - see Bev	-	240.00	-	-	240.00
Litter Bin for Hovingham Avenue	-	330.00	-	-	330.00
No Fly-tipping sign for Hovingham Green Space	-	185.00	-	-	185.00
Installation of security light to the rear of Dennis Healey Centre	-	-	300.00	-	300.00
CCTV Pilot in Seacroft	-	-	1,200.00	-	1,200.00
Mums the word event 27th Feb	-	-	10.00	-	10.00
Kentmere Community Centre IT	-	-	6,418.00	-	6,418.00
Leeds Money Buddies	532.50	532.50	-	-	1,065.00
East End Park Woods	5,500.00	-	-	-	5,500.00
Bridgefield Community Arts Project	2,500.00	-	-	-	2,500.00
Fearnville Cycle Club	-	1,489.20	-	-	1,489.20
Dandaro	-	1,164.00	-	-	1,164.00
NEETS Project	-	-	3,335.00	-	3,335.00
Bullying Stop - The Power of One	-	-	1,250.00	-	1,250.00
Counselling Sessions and The Power of me workshops	-	-	2,530.00	-	2,530.00
Super Saturday	-	7,908.50	-	-	7,908.50
Safe Space Harehills	-	500.00	-	-	500.00
<b>Total of schemes approved in 2014-15</b>	<b>£9,532.50</b>	<b>£16,349.20</b>	<b>£15,043.00</b>	<b>£0.00</b>	<b>£40,924.70</b>

Approved 2015-16 Schemes	BURMANTOFTS AND RICHMOND HILL	GIPTON & HAREHILLS	KILLINGBECK & SEACROFT	Area Wide	Total
Tasking	5,000.00	4,000.00	6,000.00	-	15,000.00
Community Engagement	-	-	-	3,000.00	3,000.00
Small Grants	2,000.00	5,000.00	4,000.00	-	11,000.00
Festive Lights	-	2,730.00	-	-	2,730.00
Neighbourhood Manager Posts	-	-	-	80,284.00	80,284.00
Inner East CCTV	-	-	-	16,000.00	16,000.00
Epiphany Scout Group Adventure	-	750.00	750.00	-	1,500.00
Mums the Word	-	-	1,000.00	-	1,000.00
Burmantofts Gala 2015	2,000.00	-	-	-	2,000.00
<b>Total of schemes approved in 2015-16</b>	<b>£9,000.00</b>	<b>£12,480.00</b>	<b>£11,750.00</b>	<b>£99,284.00</b>	<b>£132,514.00</b>

Grand Total Projected Spend 2015-16 (incl b/f schemes)	£18,532.50	£28,829.20	£26,793.00	£99,284.00	£173,438.70
Total Budget Available for 2015-16 (incl b/f Bal)	£50,158.94	£58,655.88	£55,721.27	£116,205.01	£280,741.10
Remaining Budget Unallocated	£31,626.44	£29,826.68	£28,928.27	£16,921.01	£107,302.40

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Date received	Allocation			Total
	B&RH	G&H	K&S	
Apr-14	£ 10,333.00	£ 10,333.00	£ 10,333.00	
Feb-15	£ 4,000.00	£ 4,000.00	£ 4,000.00	
<b>Total available to spend</b>	£ 14,333.00	£ 14,333.00	£ 14,333.00	£ 42,999.00

Approved 2014/15 schemes				
	Oakwood Allotment Container		£ 1,800.00	
IE.14.13.LG	Buying (EMAAN.TV) Studio Equipment		£ 3,000.00	
IE.14.23.LG	Building Confidence Through Computers & Modern Technologies		£ 1,865.00	
	Dame Fanny Waterman Centre IT costs		£ 700.00	
	Denis Healy Centre IT refurb			£ 10,000.00
	Ivy Mount Shops	£ 10,000.00		

<b>Total spend</b>	£ 10,000.00	£ 7,365	£ 10,000.00	£ 27,365.00
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<b>Total budget</b>	£ 14,333.00	£ 14,333.00	£ 14,333.00	£ 42,999.00
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<b>Remaining budget unallocated</b>	£ 4,333.00	£ 6,968.00	£ 4,333.00	£ 15,634.00
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<b>Funding / Spend Items</b>	<b>BRH</b>	<b>G&amp;H</b>	<b>K&amp;S</b>	<b>Area Wide</b>	<b>Total</b>
Balance Brought Forward from 2014-15	9,035.65	27.92	122.19		9,185.76
New Allocation for 2015-16	22,773.33	22,773.33	22,773.34		68,320.00
Total available (inc b/f bal) for schemes in 2015-16	31,808.98	22,801.25	22,895.53	-	77,505.76
Schemes approved 2014-15 to be delivered in 2015-16	6,600.00	-	-	-	6,600.00
Funding Available for New Schemes 2015-16	25,208.98	22,801.25	22,895.53	-	70,905.76
<b>Projects Carried forward from 2014-15</b>					
After School Club - incorporating Young People's Committee	1,250.00	-	-	-	1,250.00
Cooking Club	1,000.00	-	-	-	1,000.00
Family Swimming Sessions	600.00	-	-	-	600.00
Easter Mini Breeze	3,750.00	-	-	-	3,750.00
<b>Total of Schemes Approved brought forward</b>	<b>£6,600.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£6,600.00</b>
<b>Approved 2015-16 Schemes</b>					
Street Work Soccer Academy - Various Activities	-	-	13,240.00	-	13,240.00
Street Work Soccer Academy - Weekly Football sessions	-	8,240.00	-	-	8,240.00
<b>Total Projected Spend 2015-16 New Schemes</b>	<b>£0.00</b>	<b>£8,240.00</b>	<b>£13,240.00</b>	<b>£0.00</b>	<b>£33,430.00</b>
<b>Budget for 2015-16</b>	<b>£25,208.98</b>	<b>£22,801.25</b>	<b>£22,895.53</b>	<b>£0.00</b>	<b>£70,905.76</b>
<b>Remaining Budget Unallocated</b>	<b>£25,208.98</b>	<b>£14,561.25</b>	<b>£9,655.53</b>	<b>£0.00</b>	<b>£49,425.76</b>

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**Report of: Jane Maxwell, East North East Area Leader**

**Report to: Inner East Community Committee - Burmantofts & Richmond Hill, Gipton & Harehills and Killingbeck & Seacroft**

**Report author: Andrew Birkbeck, Area Officer, Tel: 0113 3367642**

**Date: 18<sup>th</sup> June 2015**

**For decision**

## **Area Update Report**

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### **Purpose of report**

1. This report provides an update on the work programme of Inner East Community Committee.

### **Main issues**

2. Following on from the March meeting of the Inner East Community Committee where Elected Members agreed their priorities for 2015/16, Members are asked to consider how to best ensure progress against their six identified priorities:
  - Projects that seek to promote diversity, encourage community cohesion and address language barriers
  - Projects that seek to tackle issues associated with child poverty
  - Projects that seek to get residents into employment, training, volunteering opportunities or learn new skills
  - Projects that seek to address both physical and mental health issues that affect residents in Inner East Leeds
  - Projects that seek to improve the environment for local residents
  - Projects that seek to reduce levels of domestic violence in Inner East Leeds
3. Whilst tangible progress has been made in the first year of the Community Committees, most notably increasing resident and partner involvement in the decision making process and giving specific focus to key themes such as re-engaging young people and social isolation, it is clear that there is still more work to do.

4. One of the key issues for Community Committees in the coming year is having an identified mechanism to drive forward its priorities and achieve defined outputs that can be measured and RAG rated by Elected Members and in turn by partners and stakeholders.
5. Clear accountability around any actions generated by the Community Committee could be aided by the introduction of a tracker that readily identifies who is the owner of any specific actions.
6. This step change from the Community Committee being a vehicle for articulating local concerns to being a driver for change is a challenge common to all ten Community Committees.
7. It is proposed that is that a cross Ward working group is established to explore options and best practice for how the Community Committee can achieve this aim.
8. A possible option to explore is the establishment of a Neighbourhood Improvement Board (NIB) for Inner East Leeds that along with the locally developed Neighbourhood Improvement Plans (NIPs) would be the driver for progress against the Community Committee's identified priorities.
9. The Neighbourhood Improvement Board option is one that is already being employed by both the West North West and South East Area Support Teams. The key elements underpinning this approach are the buy-in and involvement of council services and partners at a senior level, creating an accountable body for measuring and delivering progress against agreed outcomes.
10. Allied to this is the work of the Neighbourhood Manager for Gipton & Seacroft and the Area Officers for Harehills and Burmantofts & Richmond Hill. It is proposed that the work of these officers, informed by local intelligence and data sets, is aligned to the priorities of the Community Committee and that their annually produced Neighbourhood Improvement Plans are refined and drafted to reflect this.
11. At the time of writing, the new Area Officer for Harehills has been recruited and started work on 1<sup>st</sup> June. The Area Officer for Burmantofts & Richmond Hill is currently in the process of being recruited with the aspiration to be in post by mid-July. A Neighbourhood Manager for both Gipton & Seacroft is already in place.
12. Members should also note that the new three point pricing policy for community centres within the citizens and communities portfolio was implemented for new bookings on 1<sup>st</sup> May 2015. This was agreed by Executive Board in July 2014. The new policy sets prices at commercial and community rates and allows Community Committees to agree free lettings in their community centres.
13. In order to improve accountability for these decisions, free lettings now need to be agreed for each individual letting. Each Community Committee is able to agree the delegated approval process that best suits their needs.

14. A second stage review will look at developing the community centre delegation arrangements to increase accountability at a local level. Initial discussions will take place with Community Committee Chairs to scope this work including the possibility of greater budget delegation.
15. The implementation of the pricing review has uncovered a number of deficiencies in the availability of management information relating to the usage and financial performance of community centres, which is needed to underpin an improved Community Committee delegation. This will be addressed during review of lettings processes, including the move towards online transactions.
16. A major review is commencing of the service level agreement between Citizens and Communities and Civic Enterprise Leeds covering caretaking, cleaning, repairs, programmed maintenance and building management. Community Committees will be involved in this process as it takes shape.
17. Subject to Member approval it is proposed that on a case-by-case basis Ward Members are emailed the details of each request for a free let for a community centre in their area. It is then for the Ward Members to approve or decline this request on a majority basis i.e. two out of the three Ward Members are in agreement. Once these decisions are made, the Area Officer will communicate this to the Communities Team.
18. The rationale behind this approach is that in order to get through the anticipated volume of requests generated by the new letting procedures, Ward Members will have the flexibility to respond electronically rather than via their monthly Ward Member meetings which could cause delays and, in turn, uncertainty for applicants.

## **Options**

19. The Inner East Community Committee discuss a way forward for both delivering their agreed priorities and the approval process for Community Centre lettings.

## **Conclusion**

20. There are a number of actions on-going to achieve the Community Committees' priorities and fulfil its work programme but despite this, the Community Committee recognises that there is still a significant amount of work to be done.

## **Recommendations**

21. That Members note the contents of the report and make comment where appropriate.
22. That Members agree to the formation of a cross Ward working group to explore options of how best to achieve progress against Community Committee priorities.
23. That Members agree a process for deciding upon Community Centre lets in light of the new arrangements as approved by the council's Executive Board.

## Background information

- Link to the Facebook Page for the Inner East Community Committee:  
<https://www.facebook.com/LCCInnerEast>
- Link to the Priority Setting report that was approved by the Inner East Community Committee in March 2015:  
<http://democracy.leeds.gov.uk/documents/s128842/2%20-%20Priority%20setting%20report.pdf>





**Report of: Jane Maxwell, East North East Area Leader**

**Report to: Inner East Community Committee – Burmantofts & Richmond Hill, Gipton & Harehills and Killingbeck & Seacroft**

**Report author: Clare Wiggins; Area Improvement Manager; Tel: 0113 336 7646 / Lee Paton; Regeneration Support Officer; 0113 247 6225**

**Date: 18<sup>th</sup> June 2015**

**For decision**

## **Derelict and Nuisance Sites Programme Update**

### **Purpose of report**

1. The report provides some background to the derelict and nuisance property programme established in 2011.
2. The report provides the Community Committee with details of actions undertaken and pending in the area to address derelict and nuisance sites and bring about environmental improvements.

### **Recommendations**

3. The Community Committee is requested to note progress and raise any questions.
4. The Community Committee is asked to agree to the Environmental Sub Group performing a monitoring role

## **Purpose of this report**

5. To provide the Community Committee with background to the Derelict and Nuisance Sites programme, including an overview of the process for nominating sites for inclusion within the programme.
6. To provide information on actions undertaken and pending along with successes of the project within the Community Committee area.

## **Background**

7. This programme was established in 2011 to improve coordination across the Council in dealing with the worst derelict and eyesore properties across the city which are causing a nuisance and blight on communities.
8. An Enforcement Working Group has been established to coordinate action, including representatives from Regeneration, Building Control, Planning Compliance, Conservation and the Area Support Teams who liaise with Enforcement Officers within the three Locality Teams.
9. In February 2011, Executive Board agreed to support the programme with a rolling budget of £500,000 over a three year period from the capital programme, delegated to the Director of City Development.

## **Main issues**

10. In 2011 a programme steering group and working group were established to address derelict and nuisance properties across the city with Leeds City Council supporting the work with a £500,000 budget.
11. Area Support Teams were invited to submit their 'top 10' problem sites. The sites were identified from a number of sources, including ward Member complaints, sites raised at 'tasking' meetings or community forums and sites identified by enforcement officers. Committee Chairs and Community Committee Environmental Sub Groups also identified properties and in a Yorkshire Evening Post article, members of the public were invited to suggest properties. Appendix A shows the criteria for the nomination of sites.
12. A total of 74 properties were initially identified across the city, with a first tranche of 34 properties prioritised in year 1 of the project. Continuous review of the sites included in the programme has resulted in the current position (May 2015), across the city, there are a total of 107 sites included within the programme - 78 properties with ongoing actions, 14 sites with long term proposals being implemented and 15 sites completed with some form of development.
13. There are currently 32 sites within East North East Leeds included within the programme.
14. The primary role of the derelict and nuisance property programme is to tackle the nuisance and eyesore issues which affect properties and impact upon local residents and businesses. Once the main issues have been tackled, the property will be monitored and contact will be maintained with owners to find a long term redevelopment

/ re-use solution. Only once a sustainable solution is identified and implementation started will a property be considered to be completed.

### Inner East Key Cases

15. Currently, there are two live Key cases with actions ongoing in Inner East, which include the former Hampton Hotel public house and Jones House, located on Seacroft Industrial Estate.

16. Owners of both sites have recently been contacted and responses have been received from the owners of both the former Hampton Hotel public house, which has recently received planning permission for conversion into eight flats and Jones House, which the owner is currently considering externally cladding, to improve the appearance of the building.

## **Corporate Considerations**

### **Consultation and Engagement**

17. The properties identified were agreed by Members prior to the submission being made. There have subsequently been press releases and items on local news programmes that have brought this project to the attention of the public.

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

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

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

19. The Derelict and Nuisance Sites programme supports the City Priorities Plan, specifically by improving local communities.

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

20. An initial budget of £500,000 has been allocated to support this project. However, in many instances any resources used from that budget will be recouped by the Council from the owner. Value for money considerations form part of the Design and Cost Report and programme monitoring when requesting funds from this budget.

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

21. There are no key or major decisions being made that would be eligible for call in.

22. All notices served are subject to legal advice prior to the action being taken.

### **Risk Management**

23. A full risk assessment has been carried out for this project.

## **Conclusion**

24. The report provides Community Committees with an update on the progress of the Derelict and Nuisance Sites project.

25. The report focuses on the two sites located within the Inner East area.

### **Recommendations**

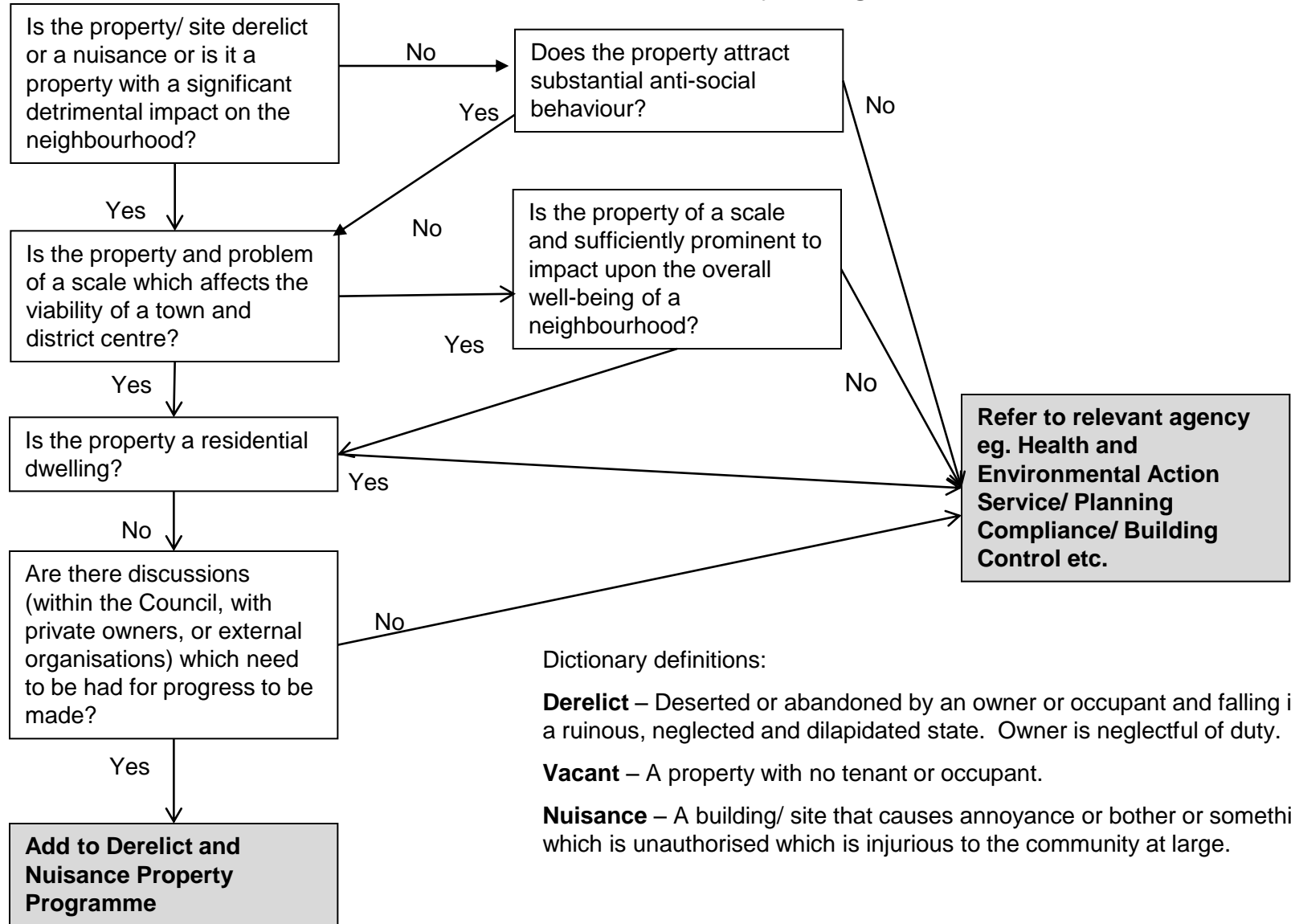
26. The Community Committee is requested to note progress and raise any questions.

27. The Community Committee is asked to agree to the Environmental Sub Group performing a monitoring role.

### **Background information**

Report to Executive Board; 18<sup>th</sup> July 2012 'Derelict and Nuisance Programme'

# Process for identifying whether sites should be added to the Derelict and Nuisance Property Programme



## Dictionary definitions:

**Derelict** – Deserted or abandoned by an owner or occupant and falling into a ruinous, neglected and dilapidated state. Owner is neglectful of duty.

**Vacant** – A property with no tenant or occupant.

**Nuisance** – A building/ site that causes annoyance or bother or something which is unauthorised which is injurious to the community at large.

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**Date: 27<sup>th</sup> May 2015**

**Subject: Parks and Countryside Area Delegation Information for Inner East**

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## **1 Purpose**

1.1 This document illustrates information relating to the Inner East area following Executive Board approval in March 2015 to delegate the development and horticultural maintenance of community parks, cemeteries, recreation grounds, urban woodland, natural areas and local green space to community committees.

## **2 Background**

2.1 The Parks and Countryside service provided annual reports to community committees highlighting issues relating to the community green space function, focussed around community parks. The following matters have now also been approved for delegation to community committees and are to be reviewed annually:

- To include the horticultural maintenance of community parks, cemeteries, recreation grounds, urban woodland, natural areas and local green space as part of the area delegation
- To delegate investment decisions on these sites to help achieve and sustain Leeds Quality Park standard
- To delegate resource priorities for these sites using the parks asset register to determine resource requirements and the impact of any proposed changes

2.2 Further information on these matters is now set out in the following sections:

- Scope of delegation
- Delegation of investment decisions
- Delegation of resource priorities

## **3 Scope of delegation**

3.1 The previous scope related specifically to community parks; this remit has now been expanded to include recreation grounds, local green space, nature conservation sites, cemeteries and closed churchyards. Parks and Countryside are also responsible for the maintenance of roundabouts included in scope, many of which have sponsored floral features in support of the 'In Bloom' initiative. This secures an income each year which in turn enables roundabouts to be enhanced with bedding and other landscape features as well as administering the scheme.

## 4 Area Profile of the Service

4.1 The following table summarises community green space assets managed by Parks and Countryside in the Inner East community committees. It is worth noting that the number of playing pitches refers to those pitches formally marked out, and there may be potential for more provision depending on demand:

Asset	Quantity
Community parks	5
Playing Pitches:	
Football	14
Rugby	0
Bowling greens	6
Playgrounds	15
Multi-use games areas	8
Skate parks	2

### 4.2 Community Parks

4.2.1 The community parks in the Inner East area are as follows:

- Banstead Park
- East End Park
- Harehills Park
- Nowell Mount
- The Rein

### 4.3 Sports Pitches

4.3.1 Parks and Countryside provide annual pitch hire for sports teams. The table below shows the number of teams with current bookings playing on pitches in the area: *(note this excludes clubs who have a long term lease in place)*

Age Group	No of Teams
Open Age	11
Juniors	10

4.3.2 The current position on the quality of these sites is examined later in this report as is the investment need to attain or sustain the Leeds Quality Park standard.

### 4.4 Functions not included in scope

4.4.1 Many of the service functions within Parks and Countryside are based centrally, or at major parks and therefore cannot be considered at an area dimension. These include the nursery, allotments, bereavement services, forestry, transport and engineering along with technical and administrative functions.

4.4.2 Horticultural maintenance of major city parks are not included namely at Roundhay, Temple Newsam, Lotherton, Kirkstall Abbey, Middleton Park, Otley Chevin Forest Park and Golden Acre. In addition gardens in the city centre management area are not included along with golf courses and the 3 crematoria sites in the city.



4.4.3 It is important to note that there is a £3.2 million income target each year for parks development of which around £1 million labour is offset against capital, mainly through landscaping undertaken during the autumn and winter period. In practice this means staff who undertake maintenance tasks during the summer supplement 'extra work' teams in winter to undertake parks development. The work itself can take place anywhere across the city depending on where capital schemes are being delivered, so it is very difficult to determine how this could be apportioned or delegated at an area level other than on an arbitrary basis. For this reason parks development work has been excluded from the scope of delegation.

## 5 Delegation of investment decisions

- 5.1 The Parks and Green Space Strategy approved at Executive Board in February 2009 sets out the vision and priorities to 2020. One of the key proposals contained in the strategy is the aspiration for all community parks to meet the Green Flag standard for field based assessment by 2020.
- 5.2 The Leeds Quality Parks scheme is based on the national Green Flag Award which has been developed around the following key criteria as follows;
- **A welcoming place** - how to create a sense that people are positively welcomed in the park
  - **Healthy, safe & secure** - how best to ensure that the park is a safe & healthy environment for all users
  - **Clean & well maintained** - what people can expect in terms of cleanliness, facilities & maintenance
  - **Sustainability** - how a park can be managed in environmentally sensitive ways
  - **Conservation & heritage** - the value of conservation & care of historical heritage
  - **Community involvement** - ways of encouraging community participation and acknowledging the community's role in a park's success
  - **Marketing** - methods of promoting a park successfully
- 5.3 The Parks and Countryside service reports annual performance under the Leeds Quality Parks scheme based on *'the percentage of Parks and Countryside community parks which meet the Green Flag standard'*.
- 5.4 The indicator includes an assessment of each community park which has particular relevance to community committee engagement. The scheme is known as the Leeds Quality Park (LQP) standard. The following table provides a current profile of these assessments for the Inner East community committee. An average score of 7 for each criterion will allow the park to achieve a pass. To illustrate each park's strengths and weaknesses, scores below 7 have been shaded to indicate where improvements are needed.

Site	Year Assessed	Welcoming Place	Healthy, Safe, Secure	Clean, Well Maintained	Sustainability	Conservation / Heritage	Community Involvement	Marketing	Meets Standard?
Banstead Park	2014	4.8	6.8	4.3	8.0	6.8	6.8	3.0	N
East End Park	2014	7.5	8.6	8.5	7.6	7.0	8.0	4.7	Y
Harehills Park	2014	7.0	7.4	7.3	6.8	7.0	7.5	7.0	Y
Novell Mount	2014	6.3	5.2	4.8	6.4	4.7	4.5	4.7	N
The Rein	2014	4.3	4.4	4.0	7.3	8.0	2.0	0.7	N

5.5 In 2014 all community parks were reassessed, and from the results above there are 2 parks that reach the standard. The following table summarises the overall performance.

Community Committee	Number of Community Parks	Achieve LQP Standard 2014/15	Percentage
East Inner	5	2	40%

5.6 Improvements that took place during 2014 are as follows:

- East End Park – Fitness kit final phase (£7k) & ping pong table installed
- Fearnville Recreation Grounds – Improvements to path (£25k)
- Harehills Park – Green gym equipment provided, new net installed & ping pong table

5.7 The following table provides a perspective on the minimum level of investment required to achieve the LQP standard for the three remaining parks. It also includes the level of reinvestment required across all the community parks in order to sustain the LQP pass up to 2020.

Site Name	Cost to Achieve (excluding fixed play) £	Reinvestment 2020 (excluding fixed play) £
Banstead Park	5,000	-
Novell Mount	36,850	-
The Rein	112,550	-
<b>Total to achieve LQP</b>	<b>154,400</b>	-
Average annual reinvestment	-	9,558
<b>Total reinvestment to 2020</b>	-	<b>47,790</b>
<b>Overall Total Investment to 2020</b>	<b>202,190</b>	

5.8 Reinvestment levels are estimated according to the expected lifespan of equipment and infrastructure as set out below:

Description	Timescale for Recurring Investment
Signage and interpretation	5 years
Fixed play (including MUGA's/skate parks)	10 years
Bins and benches	15 years
Paths and infrastructure	25 years
Landscaping	25 years

5.9 Planned improvements during 2015 are as follows:

- Banstead Park – Improvements to play area
- East End Park – Work on development of skateboard park continues with bid for funding to go in
- Seacroft Gardens – MUGA to be put in, and fitness equipment
- Snake Lane – Informal play space

5.10 In terms of fixed play, work has been undertaken to set out refurbishment requirements over a 10 year rolling programme in support of the outcomes of the Fixed Play Strategy. The average cost of a new playground is currently about £120k; Multi-use games areas and skate parks are slightly cheaper on average at about £90k each. The table below shows the capital investment required on an ongoing basis to fund the community committees existing fixed play sites:

Fixed Play Type	No.	Total Replacement Cost £'s	Required Average Annual Spend £'s
Play Areas	15	1,080,000	180,000
Multi Use games Areas	8	432,000	72,000
Skate Parks	2	108,000	18,000
<b>Totals</b>		<b>1,620,000</b>	<b>270,000</b>

### 5.11 Capital investment funding

5.11.1 In order to achieve the target for all community parks to reach Leeds Quality Park standard, it is necessary to identify capital investment for those community parks that do not currently reach the standard. It is also important that some allowance is given to sustain parks at the Leeds Quality Standard for those that have already met this target.

5.11.2 Section 106 (S106) is the main source of capital funding and in most cases these sums have to be spent in the area in which the development took place. Funding includes allocations on a range of improvements including community parks, fixed play, playing pitches and other areas of green space. The following table reflects the position as at May 2015 (it should be noted that the allocation of S106 is dynamic and can vary from month to month as match funded schemes are developed):

Community Committee	S106 Available to Spend as at May 2015 £
East Inner	531,365

5.11.3 Performance against the LQP standard is largely determined by the level of capital investment available to provide improvements for parks infrastructure. Investment is mainly reliant on S106 funding, although there are other grant funding sources particularly Green Leeds and in relation to playing pitches, the Football Foundation. There are often constraints associated with these funding sources either in terms of what the capital funds can be spent on, or geographic e.g. in the vicinity of where the development occurred in relation to S106.

5.11.4 As of April 2015, the possibility of securing off-site developer contributions for green space improvements is changing due to the introduction of the Community Infrastructure Levy (CIL). Further updates shall be provided when information becomes available.

5.11.5 In summary, it has been approved at Executive Board that community committees would determine on an annual basis the priorities for the allocation of investment funds available for the relevant parks and green space in their area.

## **6 Delegation of resource priorities**

6.1 The Council continues to face serious budget pressures and has experienced cash funding cuts from central government in addition to internal budget pressures that the council faces. This has also impacted on the Parks and Countryside service, with a £2.7 million budget reduction between 2010/11 and 2014/15 which equates to a reduction of 23% with further reductions required in 2015/16 and 2016/17.

6.2 In meeting these challenging budget targets the service has already undertaken a number of steps, including reducing the number of managers and back office staff as well as price increases, notably for bereavement services and allotment provision. Outdoor bowls has also been reviewed working with representatives from the relevant associations resulting in revised season ticket arrangements that commenced in 2014. In addition, Executive Board recently approved converting Middleton Golf Course to parkland and for Gotts Park Golf Club to operate independently of the Council. The service has also sought to be enterprising and innovative including Tropical World refurbishments, sponsorship, concessions, nursery trading and increasing the level of volunteers.

6.3 It is also important to note that over 50 gardeners have left the service over recent years who in the interim were replaced by 40 seasonal gardeners over the summer period. However, since April 2014 existing permanent staff have commenced working 41 hours a week in summer and 33 hours on average in winter. This has enabled front line jobs to be protected and allows an 11% increase in productivity with an estimated net saving of £140k due to a reduction in the number of seasonal staff employed. It has also enabled the service to implement a second year apprenticeship programme in 2014 with 6 horticultural apprentices, in addition to 11 recruited in 2013. It is anticipated that 9 apprentices shall be recruited in 2015.

6.4 Staff are multi-skilled and deployed throughout the city as and when seasonal pressures demand. All staff within Parks and Countryside who are Craft Gardener level or above, have been, or will be trained to a National Vocational Qualification Level 2 or equivalent in horticulture, with some staff trained to foundation degree level.

6.5 The parks asset register will be used to determine resource requirements, and this data can be used to assess and align community committee priorities. The parks asset register is a database of features that require horticultural maintenance on an annual basis. All these features are represented on an electronic mapping system linked to the database. This includes grass, shrub and rose beds, flower beds, hedges, fixed play areas, and sports

itches. From these quantities it is possible to determine the estimated resource requirement to conduct routine maintenance, and therefore the impact of alternative maintenance regimes and the impact of changing priorities.

6.6 The following asset profile uses the site typology (e.g. community park, cemetery, recreation ground, local green space, urban woodland) to represent staff resources required and the direct hours available to carry out this work. The community committee will be made aware of any implications that would arise from prioritisation decisions whether financial or operational. An illustration of this approach for the Inner East area is shown below:

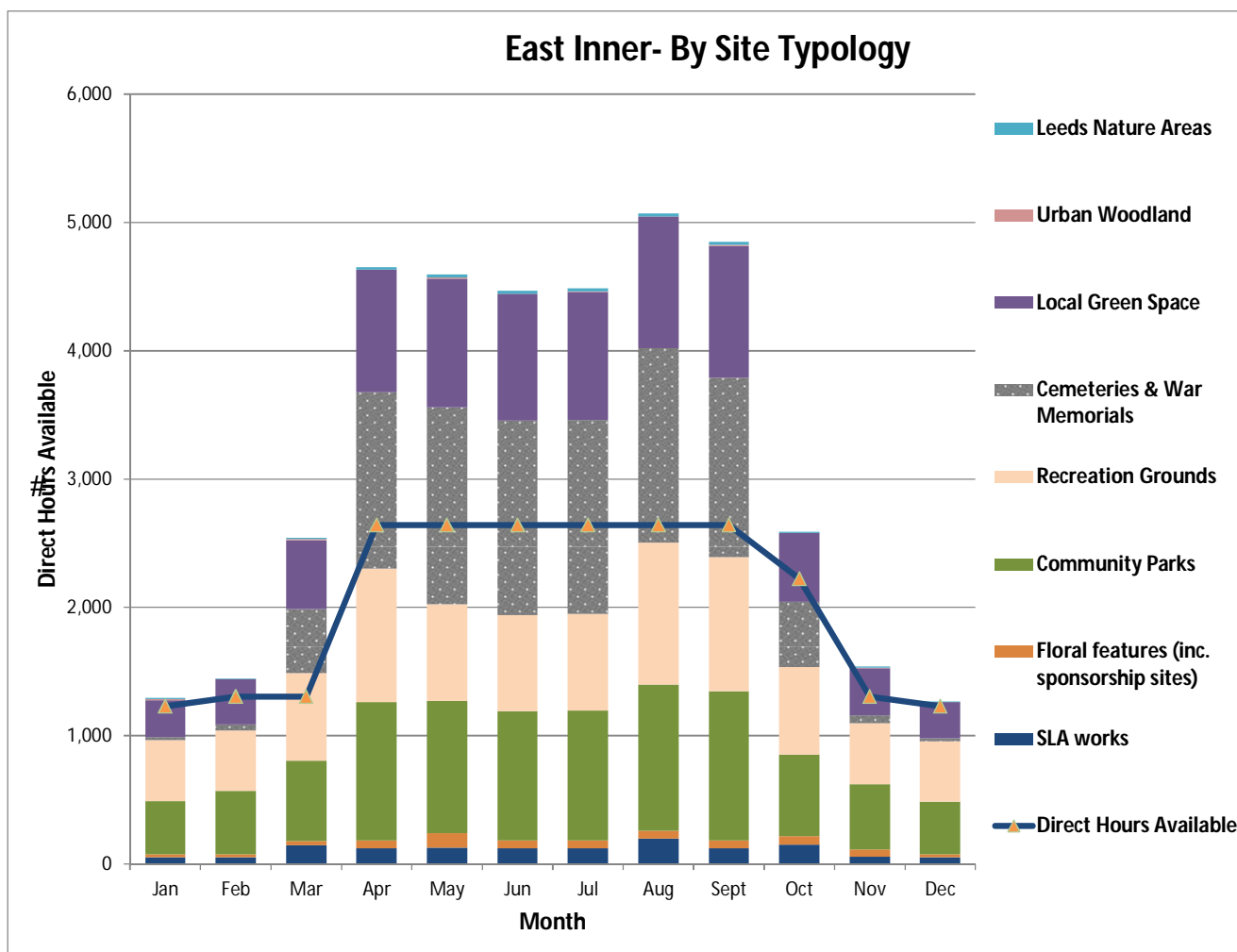


Figure 1: Asset profile by site typology

6.7 The table below demonstrates the amount of direct hours required to maintain all assets encompassed within the scope of this delegation, versus the direct hours currently available that are deployed within this community committee:

	Direct Hours Required	Direct Hours Available
Summer	28,132	15,853
Winter	10,669	8,713
<b>Total</b>	<b>38,802</b>	<b>24,566</b>

6.8 From this information it can be noted that the actual staff resource available in terms of direct hours is insufficient to meet the required standards as set out in the asset register. The site typology list is in the current order of priorities (with SLA works the highest priority), which reflects that decision to withdraw from undertaking maintenance duties in urban woodland

areas and natural areas, with the primary focus on community parks, recreation areas, cemeteries and local green space.

6.9 The following asset profile diagram provides a perspective on the workload for routine horticultural works. It also demonstrates direct hours available to carry out these tasks taking account of the planned implementation of seasonal working hours and allowing for staff focussing on parks development work in winter.

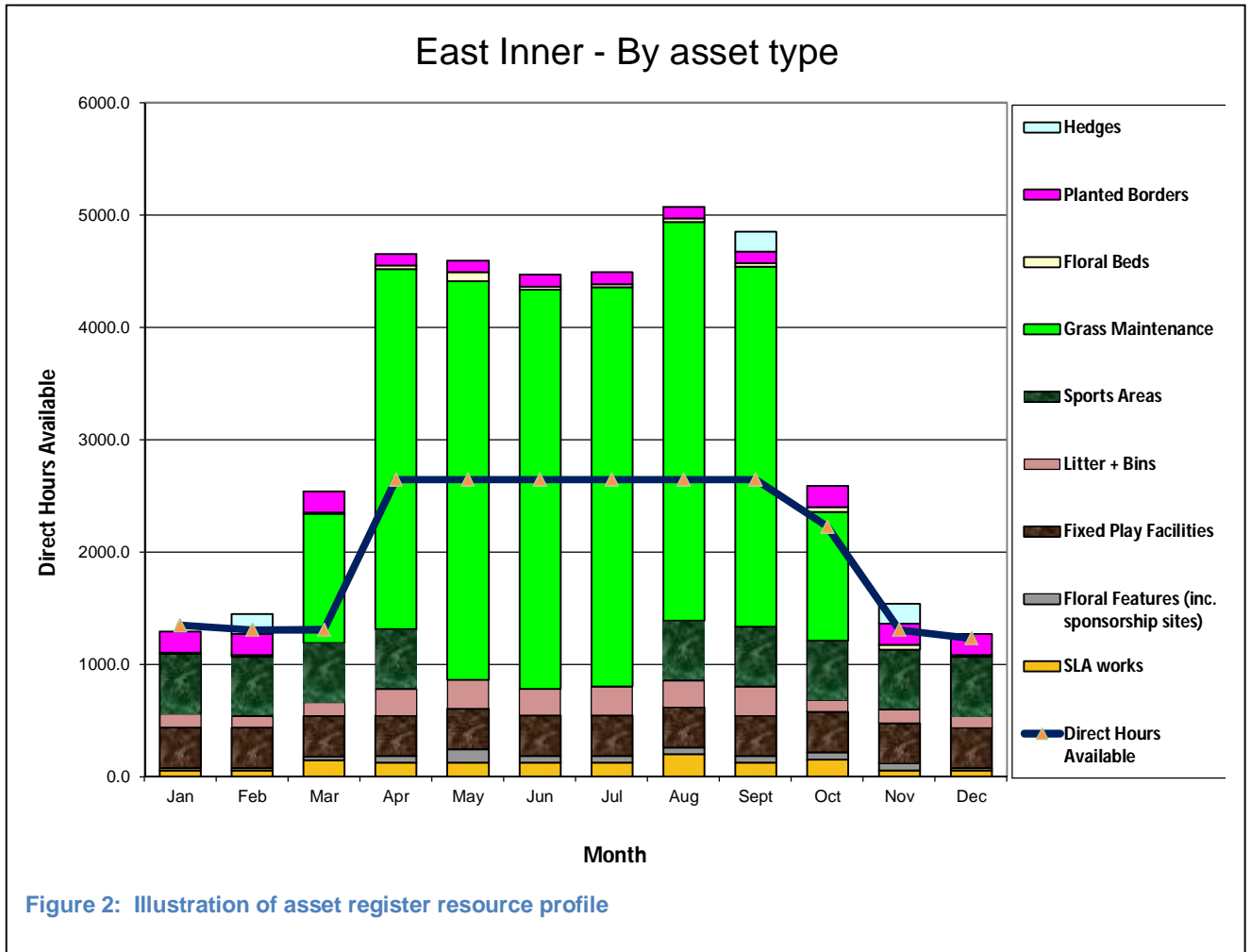


Figure 2: Illustration of asset register resource profile

6.10 It is possible to use the asset register to model options for community committees to determine resource priorities. If for example a community committee wished to undertake litter picking in an area of woodland, then the resource requirement could be calculated in order to determine the impact that this would potentially have on other managed assets or sites. Clearly, unless additional resources were provided, it would be necessary to identify a corresponding reduction in resource requirement for another managed feature.

6.11 For example, when comparing a hectare of woodland to a hectare of a typical community park, the following direct hours would be necessary to carry out horticultural maintenance activities:

Typology	Typical Direct Hours Per Annum For 1 Hectare
Community Park	356.7
Woodland	10.2

6.12 Community committees may wish to consider adopting relaxed mowing where this is appropriate. For illustration, the following table provides a comparison in direct hours for managing amenity grass (typically cut 14 times) compared to managed grassland (cut once a year).

Typology	Typical Direct Hours Per Annum For 1 Hectare
Amenity Grass	37.3
Managed grassland	5.2

6.13 In summary, community committees shall determine resource priorities on an annual basis using the asset register as the basis of allocation.

#### 6.14 Site based gardeners

6.14.1 As indicated, staffing budgets are managed and allocated on a city-wide basis by the Parks and Countryside service. There are however 39 full-time equivalent staff who are site based for the majority of time, of which 6 are funded by community committees.

6.14.2 In the community committee area there are 5 site based gardeners based at Harehills Park, Harehills Cemetery, East End Park & Fearnville Recreation Ground. A number of community committees provide additional funding for gardeners to increase site based presence at parks in the area. The site based gardeners increase working relationships with users, local residents and community groups. These site based staff further increase user's satisfaction and support the aspiration to increase volunteer groups working within parks.

### 7 Events & Volunteering

7.1 Staff are also responsible for supervising volunteers and work placements (around 27,500 volunteer days each year across the city), as well as supervising the safe running of over 720 events each year in liaison with event organisers.

#### 7.2 Events

7.2.1 The bookings and licensing team provides assistance in helping community and other groups organise events with particular emphasis on ensuring legal and safety requirements are met but do not deter groups and organisations from organising activities. The table in Appendix 10.1 shows a list of the 48 events held in the Inner East area in 2014.

#### 7.3 Ranger led Events & Activities

7.3.1 Parks & Countryside's ranger team organises a range of events and activities across Leeds.

Site	Event	Total Attendees
Wykebeck Woods & Asket Hill LNR	Local Nature Reserve launch event	23
	<b>TOTAL</b>	<b>23</b>

## 7.4 Volunteering

7.4.1 The service continues to focus on increasing the number of volunteers and groups working in the area to achieve the following:

- To increase corporate volunteering working in partnership with Business in the Community and Leeds Ahead
- Continue to improve involvement with the many “in bloom” groups in Leeds.
- It is an ambition to have a volunteer group for every community park where there is a site based gardener.

7.4.2 It is estimated that volunteers across all groups contribute around 1750 days of voluntary work in the Inner East area over a 12 month period. The tables below provide details of volunteering in the area in 2014. See Appendix 10.2 for the list of voluntary work completed while being supervised by Parks & Countryside staff:

7.4.3 Volunteer groups working independently

Group	Estimated No. Of Group Members	Estimated Days Practical Work/Year
Friends of Wyke Beck Valley	30	8
Friends of Wykebeck Woods	15	32
	<b>TOTAL</b>	<b>40</b>

7.4.4 Voluntary work as part of Work Placements

Site	Organisation	No. Work Placements	Total Number Of Placement Days Worked In Period
Beckett Street Cemetery	Interserve	48	843
Green spaces of Harehills, Chapeltown, Gipton, Lincoln Green, Burmantofts areas and also takes in Beckett Street Cemetery & Potternewton Park	Interserve	35	567
Rein Park	Youth reparation service	7	7
		<b>TOTAL</b>	<b>1,417</b>



## **8 Conclusion**

- 8.1 In summary, the horticultural maintenance of cemeteries, recreation grounds, natural areas and local green space is now included as part of the area delegation, in addition to community parks. Investment decisions on community parks, recreation grounds, natural areas and local green space to help achieve and sustain Leeds Quality Park standard are delegated to community committees. Furthermore, resource priorities for each community committee are delegated using the parks asset register to determine resource requirements and the impact of any proposed changes. The environment sub-group shall discuss priorities with Parks and Countryside officers in order to determine recommendations for decision by each community committee. Priorities shall be determined from April of each year and reviewed once in order to plan any changes for the following year.

## **9 Next Steps**

- 9.1 To work with Parks & Countryside officers to determine future resource priorities based on data from the parks asset register.

## 10 Appendices

### 10.1 Appendix 1 – Events Information 2014

Month	Date	Location	Event
Apr	25th - 27th	East End Park	(22nd - 28th) Funfair (Atha)
Apr	29th	East End Park	Blenheim Films
Apr	30th	Beckett Street Cemetery	Blenheim Films
Apr	4th - 6th	Fearnville King Georges	(31st - 7th) Funfair (Pullen)
May	1st - 5th	Killingbeck Fields	(28th - 6th) Funfair (Waddington)
May	31st	Seacroft Village Green	St James's church fun day
Jun	12th	Banstead Park	PDSA - dog health checks
Jun	28th	Ebors POS	Burmantofts Gala
Jun	28th	Seacroft Village Green	Seacroft Gala
Jun	29th	East End Park	Summer Bands
Jun	5th - 14th	Killingbeck Fields	(2nd - 15th) Funfair (Evans)
Jun	8th	Fearnville King Georges	Fearnville Bike Festival
Jun	8th	Fearnville King Georges	BMX Event
Jul	13th	Fearnville King Georges	Gipton Gala
Jul	19th	East End Park	Lark in the Park
Jul	28th	East End Park MUGA	LCC Multi Sports Day
Jul	29th	Ashton Road MUGA	LCC Multi Sports Day
Jul	29th	Nowell Mount MUGA	LCC Multi Sports Day
Jul	29th - 31st	Ebors POS	Street Work Soccer
Jul	31st	Banstead Park MUGA	LCC Multi Sports Day
Jul	31st	Ebors POS MUGA	LCC Multi Sports Day
Aug	11th	East End Park MUGA	LCC Multi Sports Day
Aug	12th	Ashton Road MUGA	LCC Multi Sports Day
Aug	12th	Nowell Mount MUGA	LCC Multi Sports Day
Aug	14th	Banstead Park MUGA	LCC Multi Sports Day
Aug	14th	Ebors POS MUGA	LCC Multi Sports Day
Aug	18th	East End Park MUGA	LCC Multi Sports Day
Aug	19th	Ashton Road MUGA	LCC Multi Sports Day
Aug	19th	Nowell Mount MUGA	LCC Multi Sports Day
Aug	20th	Nowell Mount MUGA	LCC Multi Sports Day
Aug	20th	Thornleigh Street	Cavaliers Community Action week Fun Day
Aug	20th	Wyke Beck	BBC4 Filming
Aug	21st	Banstead Park MUGA	LCC Multi Sports Day
Aug	21st	Ebors POS MUGA	LCC Multi Sports Day
Aug	22nd	Seacroft Village Green	Mini Breeze
Aug	4th	East End Park MUGA	LCC Multi Sports Day
Aug	5th	Ashton Road MUGA	LCC Multi Sports Day
Aug	5th	Nowell Mount MUGA	LCC Multi Sports Day
Aug	5th - 7th	Ebors POS	Street Work Soccer
Aug	7th	Banstead Park MUGA	LCC Multi Sports Day

Month	Date	Location	Event
Aug	7th	Ebors POS MUGA	LCC Multi Sports Day
Sept	10th - 14th	Killingbeck Fields	(7th - 14th) Planet Circus
Sept	14th	Banstead Park	Harehills gala
Sept	18th	Banstead Park	ITV - Britain's Darkest Taboos
Sept	26th - 5th	Killingbeck Fields	(23rd - 6th) Funfair (Waddington)
Nov	10th	Banstead Park	BBC News
Nov	5th	East End park	Bonfire Night
Nov	7th	Banstead Park	BBC News
		<b>TOTAL</b>	<b>48</b>

## 10.2 Appendix 2 – Voluntary work supervised by Parks and Countryside staff

Site	Task	Estimated Volunteer Days
Arthur's Rein	Install vehicle control bollards	2
Arthur's Rein	Litter pick	4
Arthur's Rein	Litter pick	5
Arthurs Rein	Habitat management	5
Arthur's Rein	Litter pick	5
Beckett Street Cemetery	Footpath work	13
David Young Academy	Bird box Making	6
East End Park	Painting changing rooms, litter pick	10
Fearnville Fields	Resurfacing BMX track and gardening	15
Harehills Park	Sweeping, weeding, edging, lopping	15
Killingbeck Fields	stream clearance	3
Killingbeck Fields LNR	Litter clearance	2
Killingbeck Fields LNR	Litter pick	2
Killingbeck Fields LNR	Litter pick and woodland management	30
Killingbeck Fields LNR	Litter pick and woodland management	3
Killingbeck Fields LNR	Ragwort Removal	9
Killingbeck Fields LNR	Spanish Bluebell Control/Path edging	8
Killingbeck Fields LNR	Step Building	2
Killingbeck Fields LNR	Woodland management	3
Killingbeck Fields LNR	Woodland management	2
Killingbeck Meadow	Footpath (5) Litter (1)	34
Killingbeck Pond	Wetlands, dipping platform	39
Killingbeck Pond, Fields, Stream, Woodland	Litter pick	6
Lime Pits and Ramshead Woods	Litter pick	4
Lime Pits and Ramshead Woods	Litter pick	5
Lime Pits and Ramshead Woods	Litter pick	4

<b>Site</b>	<b>Task</b>	<b>Estimated Volunteer Days</b>
Seacroft Village Green	Preserving wooden posts	15
Wyke Beck Valley	Fence Repairs	2
Wyke Beck Valley	Path clearance	2
Wykebeck Woods & Asket Hill LNR	Balsam Bash	10
Wykebeck Woods & Asket Hill LNR	Fence Repairs	2
Wykebeck Woods & Asket Hill LNR	Litter pick	2
Wykebeck Woods & Asket Hill LNR	Litter pick and nature walk	8
Wykebeck Woods & Asket Hill LNR	Meadow maintenance	4
Wykebeck Woods & Asket Hill LNR	Remove weed trees from meadow	2
Wykebeck Woods & Asket Hill LNR	Scrub removal from woodland, litter pick & removal of leaf/debris from bridleway	10
	<b>Total</b>	<b>293</b>



**Report of: Helen Freeman, Chief Officer, Environmental Action Service**

**Report to: Inner East Community Committee - Burmantofts & Richmond Hill, Gipton & Harehills and Killingbeck & Seacroft**

**Report author: John Woolmer, Locality Manager, Environmental Action Service  
(john.woolmer@leeds.gov.uk facebook/LCCEnvServENE)**

**Date: 18<sup>th</sup> June 2015**

**For Approval**

## **Environmental Services – Service Agreement for 2015/16**

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### **Purpose of report**

1. This report presents for approval a new Service Agreement between the Committee and the Environmental Action Service to help maintain clean and tidy neighbourhoods across the Inner East area.
2. The proposed framework has been developed and discussed at the Committee's Environmental Sub Group, with a recommendation made to approve the Service Agreement and further develop the "plans on a page" for each ward through each ward member meeting for the sub group to then oversee on behalf of the Committee.

### **Main issues**

3. The Community (Area) Committee first approved a Service Agreement covering delegated environmental functions in late 2011. The formal delegated function as set out in the Council's Community Committee Executive Delegation Scheme is provided on the front page of the Service Agreement (appendix A).
4. The Service Agreement was "refreshed" each subsequent year; but didn't change significantly, with the majority of local priorities remaining the same and only minor changes to the functions/services covered in the delegation.
5. A particular feature of the SLA for Inner East was the development of a geographically targeted way of prioritising the limited resources through the establishment of "Environmental Improvement Zones". This was complemented in 2015 by the commissioning of additional weekend work in Harehills to target the most challenging

streets; utilising a crew based approach together with enforcement patrols and engagement with a local group of residents.

6. In 2015/16 further significant functions are being delivered through the Locality Team and the service has redesigned its delivery model to learn from the first few years of delegation and make better use of resources available to further improve effectiveness and efficiency.
7. A report was presented to the Community Committee in October 2015 which set out the new functions to be delivered in 2015/16 and consulted on the proposed new delivery model – based on a zonal team approach. For this Community Committee that meant a dedicated operational team being established for each ward.
8. Since that time, further conversations and updates have taken place with Members. The Environmental Sub Group has been updated and consulted on progress and work to create the dedicated Inner East operational teams.
9. The full list of functions delivered by the Locality Team is provided on page 2 of the Service Agreement. The new responsibilities/functions being added to the Locality Team to deliver from 2015/16 are:
  - a. **Graffiti removal, needle picking, public toilet cleaning, ginnel clearance, LCC bin-yard clearance**
  - b. **Household bulky item collection service**
  - c. **Work largely previously done by “Estate Caretakers” in council housing areas**  
- elements to be delivered by Locality Teams include: clearance of void gardens (when a house becomes empty and being prepared for the next tenant), cleaning of non-highway paths (inc. ginnels) and open spaces on estates, assistance with gritting around vulnerable tenant properties, helping keep access roads and paths behind council owned shops and multi-occupancy properties clean, supporting tenant action days and assisting vulnerable tenants to maintain gardens. For clarity, the Locality Team will not be doing work inside void properties or cleaning up in and around multi-occupancy flats/high-rise; that work will be done by Civic Enterprise Leeds (CEL).
10. The Service Agreement also sets out (on page 2) other services and community led work that has a significant impact on the environmental cleanliness and appearance of the Inner East area. Although these are not part of the formal delegation, the Community Committee has the delegated responsibility to “*work with residents, other services and community based groups/organisations across the Inner East area to achieve clean and tidy neighbourhoods*“. It will be the role of the Locality Team to work with the Environmental Sub Group to work with/exert influence on complementary services and provide support to community led action/work.
11. The roles of the Committee and the Locality Manager in ensuring the delivery of the agreement and achievement of the delegated responsibility are set out on page 3 of the Service Agreement.

12. The remainder of the Service Agreement sets out a “plan on a page” for each of the five priority neighbourhoods in Inner East: Burmantofts, Richmond Hill, Gipton, Harehills and Killingbeck & Seacroft.
13. These provide a focus for the service to prioritise action in each ward according to local need/priorities – which ward members can check progress and change as the year develops. The Sub Group will oversee the plans on behalf of the Community Committee for the year, with each ward being represented on that group. The Sub Group will provide a half year update on progress to Community Committee.
14. The “plans on a page” were still being finalised at the time of report dispatch; so these will be provided at the meeting (and circulated beforehand to Members).

## **Conclusion**

15. The introduction of a new, locality focused service for street cleaning and enforcement across Leeds has been widely regarded as a success. The delegation of resources to a Locality Manager to manage and be accountable for use of that resource through a Service Agreement with each Area (Community) Committee has been a key element.
16. The Directorate has taken the opportunity to bring more functions into the Locality Team to be delivered as part of a delegated service.
17. The SLA for 2015/16 will provide the Community Committee with increased responsibilities and greater influence over more resources. This will be achieved through a redesigned service with improved and modernised working practices, with greater local accountability and more direct access to the operational resource through a dedicated Team Leader for each ward in Inner East.
18. The Service Agreement was discussed at the Inner East Environmental Sub Group meeting of 26<sup>th</sup> May, where it was agreed to endorse the recommendations set out below (subject to the development of ward “plans on a page” with each set of ward members).

## **Recommendations**

19. The Community Committee is asked to:
  - a. approve the attached Service Agreement for the 2015/16 municipal year;
  - b. delegate the responsibility to oversee the delivery of the Agreement and the associated “plans on a page” to the Environmental Sub Group, with input through ward member meetings.

### **Background information**

- **Environmental Services SLA 2013/14 (document)**
- **Environmental Services – Consultation on the 2014/15 Service Level Agreement (report to Area Committee March 2014)**
- **Environmental Action Service – Locality Team Update (October 2014)**

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## Service Agreement between Inner East Community Committee and Environmental Action (East North East Locality Team)

***To work with residents, other services and community based groups/organisations across the Inner East area to achieve clean and tidy neighbourhoods.***

In relation to the council function of Street Cleansing & Environmental Enforcement Services<sup>1</sup>, the Council's Community Committee Executive Delegation Scheme requires Committees on behalf of the Executive Board:

1. to develop and approve a Service Agreement which determines the principles of deployment of the available resources by:
  - the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered);
  - the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality;
2. to be responsible for monitoring and reviewing the delegated activities in relation to the service outcomes specified in the SLA;
3. to be responsible for negotiating amendments to the SLA with service providers to accommodate unforeseen events or patterns of service failure, during the course of the SLA.

This Agreement sets out how the above delegated responsibilities will be met.

The Agreement also sets out how the Locality Team will deliver enhanced, environmental services in areas of council owned housing in order to meet additional needs of its tenants. This is to be delivered in a way that makes best use of this additional resource and complements work of other services in these neighbourhoods.

**Agreement effective from: June 2015 (subject to approval at Committee meeting of 18<sup>th</sup> June)**

Mid-year review due: October 2015 (by Inner East Environmental Sub-Group)

Next annual refresh due: June 2016 (first Committee meeting of the 2016/17 municipal year)

<sup>1</sup> The description "Street Cleansing and Enforcement Services" covers a variety of functions as set out on page 1

## 1. Scope of the Agreement – Responsibility, Influence and Support

It is the aim of this Service Agreement to help the Community Committee play a lead role in the environmental cleanliness and appearance of its neighbourhoods; whilst also making clear how functions it has a direct responsibility for are to be delivered.

The following table summarises key contributors to the appearance of our neighbourhoods (the first column lists those functions that are within the direct scope of this agreement):

<b>Functions delivered directly by the Service delegated to the Community Committee to oversee:</b>	<b>Functions mainly delivered by services that are not delegated, but have a significant impact on the appearance of the local environment:</b>	<b>Functions delivered by local groups and organisations led by residents:</b>
Litter bin emptying	Grounds maintenance contract – including litter picking of grass/shrub bed prior to each cut (contract delivered by Continental Landscapes and overseen by P&C)	In-bloom groups
Litter picking and associated works	Maintenance of community parks and playgrounds – including litter picking and emptying of litter bins (P&C)	Friends of groups
Street sweeping and associated works	Cutting back of LCC trees and enforcement of non-LCC tree related obstructions (P&C)	Local action groups
Leaf clearing	Garden waste collection - brown bins (Waste Services)	Tenant and Resident Associations
Ancillary street cleansing functions including Graffiti removal, Gully and Ginnel cleansing.	Household refuse collection – black and green bins (Refuse Services)	
Dog Controls (fouling, straying, dogs on leads, dog exclusions)	Household Waste Sort Sites (Waste Management Services)	
Fly tipping enforcement	Recycling Bring Facilities (Waste Management Services)	
Enforcement of domestic & commercial waste issues	Schools	
Litter-related enforcement work		
Enforcement on abandoned & nuisance vehicles		
Overgrown vegetation		
Highways enforcement (placards on streets, A boards, cleanliness)		
Graffiti enforcement work		
Other functions such as stop & searches of waste carriers, nuisance (e.g. odour and smoke), helping resolve filthy and verminous properties and other env health related activities.		
Proactive local environmental promotions.		

## **2. Roles & responsibilities in relation to the Service Agreement**

### **2.1 Elected Members:**

- (a) Community Committee: responsibility delegated from Executive Board to develop and agree the SLA each year and to monitor the delivery of the service against the agreed specifications and outcomes. To negotiate changes to the SLA to address unforeseen issues/events and address service failure/inefficiencies.
- (b) Community Committee Chair: to liaise with the Locality Manager to ensure that decisions on service delivery are being made in accordance with the SLA and that timely and accurate reports/information are provided for the Community Committee and relevant sub/ward meetings in order for the Community Committee to meet its responsibilities. To work in partnership with other Chairs across the relevant 'wedge' and the city as a whole as required (for example at the Area Chairs' meeting).
- (c) Environment Champion: to work collegiately with the other Environmental Champions and the Executive Member for Environmental Protection and Community Safety to help change attitudes and behaviours across the city that will improve the environment at a local level. To increase the understanding of the barriers and issues faced at locality level to improving local environmental quality and promote the delivery of solutions through partnership working.
- (d) Environmental Sub-group: to receive quarterly reports on the delegated services and closely monitor the performance and outcomes of the SLA. To consider in-year variations to the SLA, where necessary making recommendations to the Community Committee for the Locality Manager to implement. To undertake an annual review of the SLA and the development of a refreshed SLA for 2016/17. To consider equality, diversity, community cohesion and community safety matters in relation to the delegation of environmental services.

### **2.2 Environmental Locality Manager**

- To deliver services under the delegation in line with the preferences and guidance set out by Members within this SLA;
- To maintain records of service activity as necessary to monitor performance against the SLA outcomes.
- To report on service activity against the requirements of this SLA, in line with the review and performance monitoring framework;
- To establish and maintain productive relationship with Members to achieve the best outcomes from the available resources;
- To lead the SLA's annual review process, including the development of a refreshed agreement for the following municipal year.
- To work in partnership with other services/organisations/agencies delivering environmental services and improvements to the appearance of neighbourhoods, e.g. Housing Services, Parks & Countryside, Refuse and Re-use/Recycling Services, Civic Enterprise Leeds, West Yorkshire Police, to ensure a holistic approach regardless of land ownership;

### 3. Inner East Priorities:

*"The identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)"*

**Insert page here for each of the following geographical priority areas:**

#### 1. Burmantofts

#### 2. Richmond Hill

#### 3. Gipton

#### 4. Harehills

#### 5. Killingbeck & Seacroft

Following discussion at the Sub Group these plans will be worked up, including consultation with each set of ward members, and tabled at the meeting. They will not be set in stone and priorities can be changed as the year progresses through agreement with ward members and oversight by the sub-group.

Each page will summarise how the zonal team covering that ward will focus its time on:

- ✓ The number one priority for that area for the team to focus on and for the Team Leader to report progress to Ward Members and feed into the Environmental Sub Group.
- ✓ Mechanical sweeping (including which streets will receive regular, programmed sweeps and which will be reactive)
- ✓ Litter picking (including which streets will get a regular, programmed litter pick)
- ✓ Which communal/public areas will be prioritised for clean-ups
- ✓ Where the focus of enforcement action will be – both geographically and in terms of types of offence/issue
- ✓ What local groups will be supported to assist with community clean-ups etc. and how we will help them.
- ✓ What resources are expected to be needed to ensure the gardens of void Council owned properties are made ready for new tenants
- ✓ What resources are expected to be needed to ensure the gardens of vulnerable Council tenants are maintained where those tenants meet agreed criteria.
- ✓ What resources are expected to be needed to investigate and remove flytipping and other similar issues
- ✓ What resources are expected to be needed to deliver the bulky household collection service through the Locality Team in that ward.
- ✓ What preventative/educational work will be done (e.g. work with schools).
- ✓ Any other localised issue/problem to be a focus in the year ahead.

## Inner East Community Committee: Environmental Services Agreement

### Plan on a Page for Burmantofts Zone

This plan is in addition to the day to day work of the service to empty litter bins and respond to issues referred by customers/residents to the Council for action. The purpose of this page is to set out clearly the areas of work the service will prioritise its remaining resource/efforts at.

#### Area this plan covers:

Description and key physical and demographic features relevant to environmental condition/challenges	<i>Map here</i>
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Top priority for Burmantofts

Priority Streets for Programmed Sweeping and Litter Picking	Priority places for team clean-up days

Prevention - priority issues and places for enforcement and education work

Expected Council housing workload	
Garden prep for new tenants	xx hrs/week
Vulnerable tenants gardens	xx hrs/week
Council owned bin-yards	Xx hrs/week

Expected household bulky item workload	
Expected flytipping workload	

Working with the community

Other local issues that require particular attention this year

## Inner East Community Committee: Environmental Services Agreement

### Plan on a Page for Richmond Hill Zone

This plan is in addition to the day to day work of the service to empty litter bins and respond to issues referred by customers/residents to the Council for action. The purpose of this page is to set out clearly the areas of work the service will prioritise its remaining resource/efforts at.

#### Area this plan covers:

Description and key physical and demographic features relevant to environmental condition/challenges	<i>Map here</i>
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#### Top priority for Richmond Hill

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#### Priority Streets for Programmed Sweeping and Litter Picking

#### Priority places for team clean-up days


#### Prevention - priority issues and places for enforcement and education work


#### Expected Council housing workload

Garden prep for new tenants	xx hrs/week
Vulnerable tenants gardens	xx hrs/week
Council owned bin-yards	Xx hrs/week

#### Expected household bulky item workload

<b>Expected flytipping workload</b>	

#### Working with the community


#### Other local issues that require particular attention this year


## Inner East Community Committee: Environmental Services Agreement

### Plan on a Page for Gipton Zone

This plan is in addition to the day to day work of the service to empty litter bins and respond to issues referred by customers/residents to the Council for action. The purpose of this page is to set out clearly the areas of work the service will prioritise its remaining resource/efforts at.

#### Area this plan covers:

Description and key physical and demographic features relevant to environmental condition/challenges	<i>Map here</i>
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Top priority for Gipton

Priority Streets for Programmed Sweeping and Litter Picking	Priority places for team clean-up days

Prevention - priority issues and places for enforcement and education work

Expected Council housing workload	
Garden prep for new tenants	xx hrs/week
Vulnerable tenants gardens	xx hrs/week
Council owned bin-yards	Xx hrs/week

Expected household bulky item workload	
Expected flytipping workload	

Working with the community

Other local issues that require particular attention this year

## Inner East Community Committee: Environmental Services Agreement

### Plan on a Page for Harehills Zone

This plan is in addition to the day to day work of the service to empty litter bins and respond to issues referred by customers/residents to the Council for action. The purpose of this page is to set out clearly the areas of work the service will prioritise its remaining resource/efforts at.

#### Area this plan covers:

Description and key physical and demographic features relevant to environmental condition/challenges	<i>Map here</i>
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Top priority for Harehills

Priority Streets for Programmed Sweeping and Litter Picking	Priority places for team clean-up days

Prevention - priority issues and places for enforcement and education work

Expected Council housing workload	
Garden prep for new tenants	xx hrs/week
Vulnerable tenants gardens	xx hrs/week
Council owned bin-yards	Xx hrs/week

Expected household bulky item workload	
Expected flytipping workload	

Working with the community

Other local issues that require particular attention this year



## Inner East Community Committee: Environmental Services Agreement

### Plan on a Page for Killingbeck & Seacroft Zone

This plan is in addition to the day to day work of the service to empty litter bins and respond to issues referred by customers/residents to the Council for action. The purpose of this page is to set out clearly the areas of work the service will prioritise its remaining resource/efforts at.

#### Area this plan covers:

Description and key physical and demographic features relevant to environmental condition/challenges	<i>Map here</i>
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Top priority for Killingbeck & Seacroft

Priority Streets for Programmed Sweeping and Litter Picking	Priority places for team clean-up days

Prevention - priority issues and places for enforcement and education work

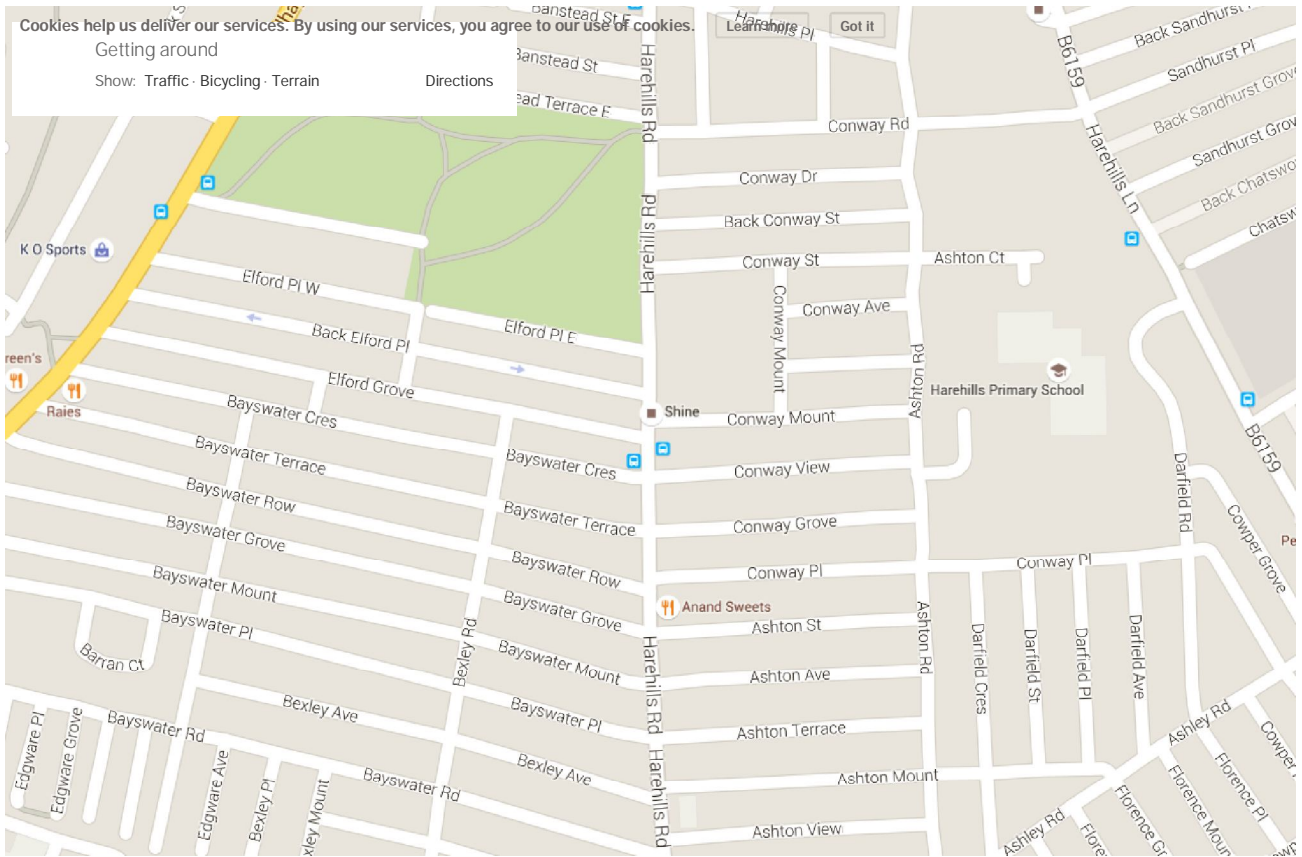
Expected Council housing workload	
Garden prep for new tenants	xx hrs/week
Vulnerable tenants gardens	xx hrs/week
Council owned bin-yards	Xx hrs/week

Expected household bulky item workload	
Expected flytipping workload	

Working with the community

Other local issues that require particular attention this year

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