

Report of the Assistant Chief Executive (Citizens & Communities)

Report to Outer West Area Committee

Date: 29th January 2014

Subject: Outer West Area Committee Business Plan Update Report

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

Summary of main issues

1. This report presents an update on the work to date to deliver the actions outlined in the Outer West Area Committee Business Plan 2011-2015.
2. It is proposed that between November 2013 and March 2014, the Area Support Team will review the actions within the Business Plan. The timescale will ensure that Members have opportunity to be consulted on a refreshed plan that continues to be fit for purpose and reflects the current city wide priority plans and performance monitoring principles.
3. The refreshed Business Plan will be presented to the Area Committee in May 2014 for final approval.

Recommendations

The Area Committee is asked to:

- Note the progress made against the Business Plan actions at **Appendix 1**.
- Agree that the Area Support Team undertake a review of the Business Plan for 2014/15.
- Agree to receive a refreshed Business Plan at the Area Committee meeting in May 2014 for approval.

1 Purpose of this report

- 1.1 This report presents an update on the work to date to deliver the actions within the Outer West Area Committee Business Plan 2011-2015. The report also seeks approval to undertake a review of the business plan to ensure that it continues to be fit for purpose and reflects the current city wide priority plans.

2 Background information

- 2.1 The Leeds Strategic Plan brought together the themes in the Vision for Leeds and Local Area Agreement to provide an integrated framework for partners to tackle city wide priorities. To translate city wide priorities and outcomes to local improvement priorities, the Area Committee approved a three year Area Delivery Plan (ADP) in June 2008.
- 2.2 The 2008-2011 Area Delivery Plan (ADP) which underpinned the work of the Area Support Team, came to a formal end in March 2011, however the work programme has continued with many projects rolling forward from the ADP.
- 2.3 The ADP was replaced with a new area Business Plan for 2011-2015. This plan reflected changes to the city and council planning and partnership framework and incorporated local community engagement planning and actions. The Business Plan continues to outline local priorities and actions and provides a framework for the work programme of the Outer West Area Committee and the spending of the Wellbeing Budget. The Business Plan helps enable the Area Committee to fulfil the principles of integrated locality working.

3 Main issues

- 3.1 The Outer West Business Plan 2011-2015 which includes local priorities for action, has now been in place since April 2012. This has formed the basis of the work programme for both the Area Committee and the Area Support Team within Outer West.
- 3.2 Attached at **Appendix 1** is the Area Business Plan Action Table which details the local priorities and actions agreed by the Outer West Area Committee and highlights what progress has been made against each of these. The table shows the range of work that has been undertaken by the Area Committee and its partners to address local priorities and needs.
- 3.3 The action table also shows that the Area Committee has commissioned a range of projects through its Wellbeing fund which help to address both local and citywide priorities as set out in the Area Committee Business Plan and City Priority Plans.
- 3.4 It is proposed that between November 2013 and March 2014, the Area Support Team will, in consultation with members and partners, review the current Business Plan to ensure that the Area Committee and Area Support Team are delivering on those actions previously agreed. The review will also highlight those areas which need more work and identify any additional actions and priorities which have come to light since the plan was originally approved.
- 3.5 Once this review has been undertaken, a revised Business Plan will be brought to a future Area Committee meeting for approval.

- 3.6 The timeline below outlines the process previously agreed for the production and monitoring of the four year business plan and the public facing Action Plan. It includes regular engagement with members and an annual refresh and review cycle.

<i>October 2011</i>	<i>Members consulted and commented on Business Plan format at Area Committee.</i>
<i>November 2011</i>	<i>Member workshop (working towards Outcome Based Accountabilities criteria) held to furnish Business Plan.</i>
<i>November 2011</i>	<i>Area Support Team developed Business Plan taking into account members views.</i>
<i>December 2011</i>	<i>Received a draft update at Area Committee.</i>
<i>January 2012</i>	<i>Update on progress at ward based briefings.</i>
<i>March/April 2012</i>	<i>Area Committee adopt 2011-2015 business plan.</i>
<i>August – October 2012</i>	<i>Review business plan.</i>
<i>November – February 2013</i>	<i>Refresh business plan.</i>
<i>March/April 2013</i>	<i>Area Committee adopt refreshed 2011-15 Business Plan.</i>
August – October 2013	Review business plan.
November – February 2014	Refresh business plan.
May 2014	Area Committee adopt refreshed 2011-15 Business Plan.

- 3.7 This process will ensure that Members have been consulted on the production of the plan and that it reflects the views of local elected members and the communities that they represent. In addition, the timescale ensures that it reflects the city wide priority plans and performance monitoring principles.
- 3.8 This report and the proposed review of the Outer West Business Plan will form part of the performance monitoring process by the Area Committee.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Members were consulted on the development of the Outer West Business Plan during 2011. The final Business Plan was presented for adoption by the Area Committee in April 2012 and this report forms part of the ongoing consultation around the plan.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Equality, diversity, cohesion and integration are key issues for the Area Committee and the Business Plan takes this into account with a number of actions identified to help address these.

4.3 Council Policies and City Priorities

- 4.3.1 The themes in the proposed Business Plan will mirror the themes and priority outcomes at a city wide level and also reflect the delegated functions and priority advisory functions of the Outer West Area Committee.

4.4 Resources and Value for Money

4.4.1 As outlined in the Function Schedule 2011/12, the Wellbeing Budget delegated by Executive Board is used to finance projects which meet the needs of the Area Business Plan. Members of the Area Committee are keen that wherever possible the use of Wellbeing brings in additional match funding to the area.

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no legal implications as a result of this report and it is not eligible for Call In.

4.6 Risk Management

4.6.1 This report provides an update for Members and therefore no risks are identifiable.

5 Conclusions

5.1 The Outer West Area Committee Business Plan sets out the key priorities for the year that links to city wide policies and provides a framework for the spending of the well being budget.

5.2 The Business Plan supports and contributes to changes already being put in place to the council framework at a city wide level. It illustrates how the Area Support Team continues to work with partnerships and local services in this process and continue to champion the role of the Area Committee.

6 Recommendations

6.1 The Area Committee are asked to:

- Note the progress made against the Business Plan actions at **Appendix 1**.
- Agree that the Area Support Team undertake a review of the Business Plan for 2014/15.
- Agree to receive a refreshed Business Plan at the Area Committee meeting in May 2014 for approval.

7 Background Documents

7.1 None

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