

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

Attendance:

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

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

Minutes: J Sharp.

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

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

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

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

4.0 Community Centres update

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

- centres within the portfolio. 21 of these are run by third-party organisations.
- 4.2 The annual budget for operating the centres is £1.7 million. The consensus is that even though the council should be committed to financially supporting the centres, we should also strive to make the centres generate as much income as possible.
 - 4.3 Going forward, Martin felt the following principles should apply: reduce duplication of provision; be transparent with members about running costs, income and usage; invest in some centres and close others.
 - 4.4 Martin explained some of the key issues: the lettings process and changing the pricing and lettings policy. A key issue with the service offered by Lettings is implementing and interpreting a very complicated pricing and lettings policy. He felt that no improvements would be gained from a structural change to the team who are already based in Civic Hall and have a strong working relationship with the Area Buildings Managers who oversee repairs at the centres.
 - 4.5 It is suggested that the new pricing policy would incorporate a simplified 3-tier pricing system: full price; community reduced rate; free. The plan is to implement this new pricing policy from 1 September 2014, with a pilot at three sites: Cross Green Community Centre (Otley), Ebor Gardens Community Centre (Burmantofts) and the Watsonia Pavilion (Beeston) from Easter 2014. The venue sites (Blackburn Hall; Morley Town Hall; Yeadon Hall) would have their own pricing structure. The Lettings team currently have to dedicate a lot of time processing bookings for these show venues because costs for shows, rehearsals and stage-building are all charged at a different rate. A simplified charging method might be to charge a one-off fee for groups putting on shows.
 - 4.6 Another slow element of the booking procedure is the requirement for organisations to produce safeguarding policies and proof of liability insurance. This could possibly be replaced with a tick-box where groups simply confirm they have these policies in place and are responsible for implementing them.
 - 4.7 Another improvement would be the ability to accept bookings by credit / debit cards. Sending and chasing invoices is very time-consuming
 - 4.8 Cllr Wadsworth had concerns about fairness, re some organisations being accessed as free where others might have to pay. He wanted to make sure that the process was fair and to stop any particular groups monopolising usage.
 - 4.9 Cllr Khan asked about the ALMO community centres / buildings returning to the council. He asked whether these venues would have a different pricing policy. Martin explained that the ALMO buildings would be addressed as part of the on-going city-wide asset review.
 - 4.10 Cllr P Gruen said central guidance was needed on the pricing policy and that transparency was also important. He felt that some groups

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

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

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

5.0 Grants to Third Sector - opportunities to devolve

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

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

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

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

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

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

6.0 Community Committees update and naming issues

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

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

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

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

7.0 Community Committee Engagement Plan

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

8.0 Community Led Local Development (CLLD)

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

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

9.0 Any Other Business

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

10.0 Date of Next Meeting

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