



Report of the East North East Area Leader

North East Inner Area Committee

Date: 4th July 2011

Subject: Area Committee Work Programme and Forward Plan 2011/12

Electoral Wards Affected:

Alwoodley
Harewood
Wetherby

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council
Function

Delegated Executive
Function available
for Call In

Delegated Executive
Function not available for
Call In Details set out in the
report

Executive Summary

This report is to provide members with a work programme for the 2011/12 municipal year relating to the Area Committee Delegated Functions and Priority Advisory Functions. The report also sets out the methods of monitoring performance and cycle of reports to be presented to the Area Committee for the 2011/12 municipal year.

Members are requested to note the content of this report and:

- (i) approve the proposed work programme for 2011/12
- (ii) approve the updated forward plan of reports to be brought to the Area Committee in 2011/12

Purpose Of This Report

1. This report is to provide members with a proposed work programme for the 2011/12 municipal year. The report presents the work that will be undertaken in relation to each of the Area Committee Delegated Functions and Priority Advisory Functions. The report also sets out the methods of monitoring performance.
2. Additionally, the report provides members with a forward plan of reports to be presented to the Area Committee during the 2011/12 municipal year. This is included in appendix A.

Background Information

3. In June 2009 the Executive Board agreed a number of functions to be delegated to the Area Committees. These Area Committee Functions and Priority Advisory Functions were subsequently rolled forward to 2010/11 and again to 2011/12, with an addition of environmental delegation. The Area Functions are included in the Council's Constitution (Part 3, section 3C). They are updated annually and presented to each of the ten Area Committees.
4. The information on the current Area Committee Functions and Priority Advisory Functions is provided in a separate report to this Area Committee.
5. The Outer North East Area Committee produces an annual Area Delivery Plan (ADP) which is a local interpretation of the Leeds Strategic Plan. It takes into account other partnership documents and as such shapes the partnership activity in the area. More recently the ADP has been presented in a more accessible format as a Community Charter, summarising a number of local priorities for action.
6. The work programme will compliment the Community Charter detailing the work to be undertaken in relation to the Area Committee delegated functions and roles as well as the partnership work.
7. The forward plan (Appendix A) presents the timetable of reports to the Area Committee for the municipal year 2011/12, in order to receive information and allow the Committee to monitor the progress of the work programme. It schedules in reports from partners responsible for the delivery of some of the actions and Community Charter priorities. It should be viewed as a guide for the management of Area Committee work and responsibilities. Other reports relating to topics of interest to the Area Committee will be added to the agendas during the course of the year.
8. It is requested that the Area Committee note the timetable of reports and highlight any additional reports on matters of interest that they wish to see.

Work Programme

9. The Work Programme gives details on how actions will be delivered against Area Committee Functions and Priority Advisory Functions in 2011/12. It also sets out how

this work will be performance managed and monitored. The Area Committee Work Programme will also form the basis of the Area Management Team work programme for the year.

Area Functions

Wellbeing Fund:

10. *To take decisions about and monitor activity relating to the use of the annual capital and revenue allocation to each Committee.*
11. The Wellbeing fund is used to support the priorities in the Community Charter. It is administered by the Area Team on behalf of the Outer North East Area Committee. All new proposals are considered at relevant ward meetings and decisions on spending are made at the Area Committee meetings. A consideration is given to how schemes meet the needs and priorities identified within the Community Charter.
12. The Area Management Team administer the grants and ensure that all appropriate documentation and reports from the beneficiaries are available so that an evaluation of their impact and outcomes can be considered.
13. The Area Committee receives reports at each Area Committee meeting with updated budget positions and feedback on schemes.

Community Centres:

14. *In relation to each community centre identified by the Director of Environment and Neighbourhoods as within the Committee's area, to:*
 - *oversee controllable revenue budgets, operational arrangements and the use of the centres;*
 - *agree and implement a schedule of charges and discounts for directly managed centres;*
 - *make asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.*
15. There are two community centres directly managed by this Area Committee; Tree Tops in Alwoodley ward and Barleyfields in Wetherby ward.
16. There is an ongoing corporate review of community centres looking at the current delegation and market rental assessments.
17. Action plans will be developed and used to monitor improvements to the centres and reports will be provided to the Area Committee to report on progress. This will include information from Corporate Property Management on budget and maintenance and the Asset Management corporate review of the market rental assessments.

Neighbourhood Management:

18. *To agree priority neighbourhoods (through the approval of the Area Delivery Plan); and to agree and monitor Neighbourhood Improvement Plans (NIP) for the Committee's area.*
19. In Outer North East area, there is one priority neighbourhood for Moor Allerton (MAP), including the neighbourhoods of Fir Tree Approach, Lingfield Approach, Cranmer Bank, Saxon Road, Tynwald, Deanwoods Lingfields and Firtrees, as well as Stonegates estate and Queenshills which fall within the Inner North East Leeds.
20. Neighbourhood Improvement Plan is approved on an annual basis and sets out actions to target the priorities identified within each priority neighbourhood. The MAP NIP for 2011-12 was approved by the Area Committee at its March 2011 meeting.
21. Reports will be provided three times a year to highlight achievements and provide performance management information.

Environmental Services:

22. *To develop and approve annual Service Level Agreements (SLA) to achieve as a minimum, the service standards set by Executive Board. Via the Service Level Agreement, to determine 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.*
23. *To be responsible for monitoring and reviewing the delegated activities in relation to the service outcomes specified in the SLA.*
24. *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.*
25. At present, the Area Committee have an Environment Champion. It is, however, recommended by the Executive Board that each Area Committee establishes an environment sub group. This is currently being developed in Outer North East. The group will meet on a regular basis to oversee the development and implementation of the SLA. Feedback from these meetings will form part of the regular reporting to the Area Committee to performance manage the delegation.
26. Reports and performance information will be provided to every Area Committee meeting to enable members to review the implementation and delivery of the SLA.

CCTV

27. *To maintain an overview of the service in the Committee's area and receive regular information about it.*
28. The Area Committee will receive an annual report in June to provide an update in relation to CCTV, in addition, regular reports will be provided to members via email.

Priority Advisory Functions:

Community Engagement:

29. *Each Committee will agree a local community engagement plan based on an agreed template to ensure consistency across the city. Information on how Area Committees have delivered on their community engagement plans, will be included in an annual report to the Executive Board, which outlines achievements from the previous year to deliver the Area Delivery Plans, and future priorities.*
30. The Area Committee has a specific role in relation to community engagement. A programme of community engagement activity is carried out each year to support this function. Information gained in this way contributes to service improvement and Area Delivery Plan/ Community Charter priorities. The engagement programme allows residents to feel more involved in the local decision making.
31. In Outer North East Leeds this consist of an annual cycle of events organised by partner organisations, postal survey to a sample of population, structured discussions with and visits to hard to reach groups.
32. The forward plan sets out the timetable for community engagement update reports to the Area Committee.

Community Green Spaces:

33. *Area Committees will influence the development and use of community parks and be consulted about proposals for the development and use of them, for example proposals for refurbishment and installation of new play equipment.*
34. The Outer North East Area Committee is working with the Parks and Countryside officers to upgrade local leisure and play provision. A systematic use of section 106, green spaces, is being developed to fund the improvements. A regular update on all the schemes will be provided at the relevant monthly ward member meetings and reported at the Area Committee meetings.

Multi-agency Crime and Grime Operations:

35. *This covers the multi agency crime and grime initiatives to tackle local priorities and hot spots. The arrangements enable staff to work more closely together on the*

ground and improve consultation with and reporting arrangements to the Area Committees.

36. The Community Safety report is provided to the Area Committee annually in June/July by the Community Safety Co-ordinator in partnership with the West Yorkshire Police. It presents all relevant crime and anti-social behaviour statistics and information on the work of multi agency groups working to reduce crime and grime in localities; tasking groups.
37. Members are invited to attend tasking meetings and receive action notes. They can contribute to the process by providing intelligence obtained from their constituents.

Local Children and Young People Plans:

38. *Area Committees will continue to influence the strategic direction of Children and Young People Plans. They will endorse and monitor the plan, ensuring the 5 Every Child Matters outcomes and the improved integration of children's services are embedded as part of the delivery objectives of the Children Leeds Area Partnership expressed through Area Delivery plans and extended service cluster plans.*
39. There are two extended services clusters in Outer North East Leeds; Alwoodley cluster and EPOSS, which covers the wards of Harewood and Wetherby. They are both in the process of changing their structure and becoming Joint Collaborative Committees which should improve their partnership working and bring about a better use of resources.
40. In 2011/12 the Area Committee will receive two performance management reports which will include the information on the work of the cluster partnerships.

Health and Wellbeing:

41. *As part of their responsibility to promote local well being, Area Committees have an important role in helping to improve health and tackling health inequalities by ensuring coordinated and focused activity across Council services and with key partners such as the Leeds PCT at the local level.*
42. The health indicators in Outer North East Leeds are better than the city average with the exception of the area covered by the MAP. A health audit has been designed to establish the best use of the health resources available and contribute to the city wide ambition to reduce health inequalities in Leeds.
43. The progress on this priority will be presented in each MAP report (see para. 20). An annual report from the Health and Wellbeing Partnership will be presented to the Area Committee.

Conservation Areas:

44. *This function covers a programme of reviews in 17 designated conservation areas commencing 2008/09 – to 2010/11.*

45. The Outer North East area has two outstanding conservation reviews to be undertaken – in Scholes and Shadwell. The funding for both was agreed by the Area Committee in 2010/11 but the work will take place in 2011/12.
46. The Area Committee will be informed about progress through regular reporting on the Community Charter.

Ward Members Meetings

47. Monthly Ward Member meetings provide a structure for the development and scrutiny of work throughout the year. Their purpose is to identify ward projects and monitor progress in relation to these. The meetings are arranged and facilitated by the Area Management Team with a ward tracking table provided for each.
48. Where members have specific issues, partners will be invited to attend meetings to discuss and agree actions. A regular input is received from e.g. Youth Services, Highways and Parks and Countryside.

Implications for Council Policy and Governance

49. The Area Functions Schedule is included in the Council's Constitution (Part 3, section 3C).

Legal and Resource Implications

50. The work programme outlined in this report is resourced from the East North East Area Management Team.

Conclusions

51. The Area Committee will discharge its responsibilities under the Delegated Functions Schedule through the programme of work and forward plan presented in this report. Outer North East Leeds local priorities are set in the Community Charter.

Recommendations

49. Members are requested to note the content of this report and
 - a. approve the updated forward plan of reports to Area Committee,
 - b. approve the proposed Forward Work Programme.

Background Papers: Area Committee Roles 2011/12