

Report of Area Leader – South East

Report to South Leeds (Outer) Area Committee

Date: Monday 5th September 2011

Subject: Outer South Area Committee Business Plan

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Ardsley and Robin Hood Morley North Morley South Rothwell
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? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary of main issues

1. The report presents an update on the work date to develop an Area Committee Business Plan. The draft includes a 2011/12 draft forward plan of Area Committee agendas, and a draft table of Outer South priorities and actions.
2. It is proposed that between September 2011- March 2012, Area Management continue to develop a business plan and a public facing version of the plan. The timescale will ensure that Members have been consulted on the production of plan that is fit for purpose and reflects the new city wide priority plans and performance monitoring principles.
3. It is proposed that engagement with Members will include a workshop that will provide an introduction to performance monitoring Outcome Based Accountability (OBA) principles and an opportunity for Members to contribute to populating the priorities and actions table.
4. The business plan to be adopted at the March 2012 Area Committee will be a three year plan that is refreshed annually.

5. Recommendations

The Area Committee are asked to:

- a) Note the contents of this report
- b) Consider and comment on the draft Business Plan
- c) Agree to the Area Management Team continuing to develop a Business Plan and a public facing version of the plan.
- d) Ask the Area Management Team to organise an Outcome Based Accountability workshop for Members to receive a briefing on the principles of OBA and an opportunity to contribute to populating the priorities and actions table.
- e) Agree to receive updates at future meetings and for the Area Committee to adopt a three year plan at the March 2012 meeting that will be subject to a refresh annually.

1 Purpose of this report

- 1.1 The report presents an update on the work date to develop an Area Committee Business Plan.
- 1.2 Presents a timetable of engagement with Members to develop a three year business plan and public facing version of the plan. This engagement will include a workshop providing Members with an introduction to performance monitoring OBA principles and an opportunity to contribute to populating the priorities and actions table.

2 Background information

- 2.1 In 2008, the Leeds Strategic Plan brought together the themes in the existing 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. This was refreshed in June 2009 and June 2010
- 2.2 The Area Committee Delegated Functions and Priority Advisory Functions were approved by the Executive Board in June 2009, this approval was rolled forward to 2010/11 and 2011/12 with the only amendments made to environmental delegations.
- 2.3 At the July 2011 Area Committee, Members approved a proposal to replace the Area Committee's Area Delivery Plan (ADP) with a new Business Plan that would reflect changes to the city and council planning and partnership framework and incorporate local community engagement planning and actions. The Business Plan will continue to outline local priorities and actions for the Outer South and provide a framework for the spend of the Well being Budget.

3 Main issues

- 3.1 Following the July Area Committee, Area Management have developed a draft Business Plan for consideration and comment by Members (**Appendix 1**). The draft Business Plan includes a draft Forward Plan of reports to the Area Committee in the municipal year (**Appendix 2**) and a draft priorities and action table (**Appendix 3**).
- 3.2 It is proposed that between September 2011- March 2012, Area Management continue to develop a business plan and a public facing version of the plan. The timescale will ensure that Members have been consulted on the production of a three year plan that is fit for purpose and reflects the new city wide priority plans and performance monitoring principles. The new plan will enable the Area Committee to achieve the design principles of integrated locality working.
- 3.3 The timetable and documents are being developed in conjunction with Area Management colleagues to provide a framework for consistency across the South East and the city.

3.4 Performance Monitoring

The priorities and action table presented at appendix 3 has been created using Outcomes Based Accountability (OBA) principles. Following the recent introduction of this performance monitoring method, it is proposed that Area Management provide an introduction for Members to OBA principles through a workshop. This workshop would also serve as an opportunity for Members to contribute to populating the priorities and actions table.

3.5 Public Facing Document

3.5.1 The development of a 'Community Charter' as a resident-friendly version of the ADP was approved by Members at the June 2009 Area Committee. The main aim of the 'Community Charter' was to set out service standards and priorities for actions that could be easily understood and monitored. It was felt that through this, the work of the Area Committee and public service providers would be more accountable to local residents.

3.5.2 In June 2010 Members agreed to the production of an Outer South Charter. This was completed in October 2010 at a cost of £940, funded from a central budget and not the revenue Well being budget.

3.5.3 As a result of the restructure, new Area Management roles, developed by the Area Leader, have promoting the work of the Area Committee as a key objective. A public facing version of the business plan will be a method to achieve this.

3.5.4 By agreeing to the Area Management Team to develop a public facing version, the Area Committee is recognising the important role it plays in the business plan to promote the work of the Area Committee. Area Management will explore options that offer value for money to effectively communicate to the maximum number residents.

3.6 Engagement with Members

The timetable below outlines the process to produce a three year business plan and an annual public facing version. It includes regular engagement with Members and an annual refresh and review cycle.

July 2011	Members consulted and comment on Business Plan format at Area Committee.
September	Update on Business Plan development including a 2011/12 Forward Plan of Area Committee agendas at Area Committee.
	Area Management identify options for public facing version of the business plan.
	Develop format for OBA workshop
October	Members agree format for public facing version at Area Committee.
	Update on progress at Ward Based briefings
November	OBA workshop held
	Develop public facing version
December	Receive an update at Area Committee
January 2012	Update on progress at Ward Based briefings

February	Receive an update and a draft of the public facing version of the business plan at Area Committee
March	Area Committee adopt; 2012-2015 business plan, Forward Plan 2012/13, priorities and actions table 2012/13 and 2012/13 public facing version
August – October	Review business plan
November - February	Refresh business plan, forward plan, priorities and actions table and public facing version.
March 2013	Area Committee adopt; refreshed 2012-15 business plan, Forward Plan 2013/14, priorities and actions table 2013/14 and 2013/14 public facing version
August – October	Review business plan
November - February	Refresh business plan, forward plan, priorities and actions table and public facing version.
March 2014	Area Committee adopt; refreshed 2012/15 business plan, Forward Plan 2014/15, priorities and actions table 2014/15 and 2014/15 public facing version

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The draft business plan is presented for consultation with Members.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Under equality legislation the Council has a legal duty to pay due regard to the need to eliminate and promote equality in relation to race, disability, gender, age, sexual orientation, pregnancy and maternity, and religion or belief.

4.2.2 Project work included in the Business Plan that support this legal duty includes: gardening scheme –age and disability and activities for children and young people – age.

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.

4.4 Resources and Value for Money

4.4.1 As outlined in the Function Schedule 2011/12, the Well being budget delegated by Executive Board is used to finance projects which meet the needs of the Area Delivery Plan or its successor. Members of the Area Committee are keen that wherever possible the use of well being brings in additional match funding to the area.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are eligible for Call In.
- 4.5.2 There are no key or major decisions being made that would be eligible for Call In.
- 4.5.3 There are no legal implications as a result of this report.

4.6 Risk Management

- 4.6.1 Capacity within the Area Management Team to develop this piece of work could be a potential risk to the delivery of this piece of work.

5 Conclusions

- 5.1 The Area Committee requires a document to set out the key priorities for the year that, links to city wide policies and provides a framework for the spend of the Well being Budget.
- 5.2 The new business plan would support and contribute to changes already being put in place to the planning framework at a city wide level and continue to illustrate how the Area Management Team will support partnerships and local services in this process and continue to champion the role of the Area Committee.
- 5.3 The new business plan would be another step forward in the increasing role and influence of the Area Committee but further work is needed to strengthen the performance monitoring information available at area level. A draft plan is outlined at Appendix 1.

6 Recommendations

- 6.1 The Area Committee are asked to:
 - a) Note the contents of this report
 - b) Consider and comment on the draft Business Plan
 - c) Agree to the Area Management Team continuing to develop a Business Plan and a public facing version of the plan.
 - d) Ask the Area Management Team to organise an Outcome Based Accountability workshop for Members to receive a briefing on the principles of OBA and an opportunity to contribute to populating the priorities and actions table.
 - e) Agree to receive updates at future meetings and for the Area Committee to adopt a three year plan at the March 2012 meeting that will be subject to a refresh annually.

7 Background Documents

- 7.1 Area Committee Report, Outer South Area Committee Business Plan 2011-12, 4th July 2011
- 7.2 Area Committee Report, Area Delivery Plan 2008-11 – Annual Refresh, 21st June 2010
- 7.3 Area Committee Report, Community Engagement, 15th March 2010
- 7.4 Executive Board Report, Proposed Changes to the Leeds Initiative Partnership and the City Planning Framework, 15th December 2010