

Outer South Area Committee Business Plan 2012/15

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1. Executive Summary

- Summary of document for circulation and promotion of Area Committee's priorities.

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2. Foreword by Outer South Area Committee Chair

Welcome to our Outer South Area Committee Business Plan which covers the period 2012/15. Decisions on this plan are made by the Ward Councillors of the Outer South Area Committee:

- Ardsley and Robin Hood Ward (3 Elected Members)
- Morley North Ward (3 Elected Members)
- Morley South Ward (3 Elected Members)
- Rothwell Ward (3 Elected Members)

Ward Councillors are local representatives and have a key role as community champions. Whilst this Area Committee had decided not to co-opt members, should this be reviewed at any point, the co-opted members would not have voting rights as legally only Elected Members or council officers (with delegated powers) can make decisions about how the Council's budget is spent.

Area Committee meetings are held at least six times a year and the public are encouraged to attend and participate through the 'Open Forum' section at the beginning of the meeting. 2011/12 Outer South Area Committee Dates:

| | |
|---|--|
| 4pm Monday 5 th September 2011 | Rothwell One Stop Centre, Marsh Street Rothwell |
| 4pm Monday 17 th October 2011 | Thorpe Primary School Dolphin Lane, Thorpe, |
| 4pm Monday 5 th December 2011 | Drighlington Meeting Hall, Moorland Road, Drighlington |
| 4pm Monday 13 th February 2012 | Morley Town Hall, Queen Street, Morley |
| 4pm Monday 26 th March 2012 | Rothwell One Stop Centre, Marsh Street Rothwell |
| 4pm Monday 21 st May 2012 | Morley Town Hall, Queen Street, Morley |

In July 2011, your Area Committee agreed to develop a Business Plan as a means to set out our priorities and outcomes for improving the Outer South area. The plan will be revised and refreshed every year to ensure the priorities and outcomes are still relevant.

The primary focus of the Area Committee continues to be improving local services in Outer South Leeds and works in partnerships with Council services and key agencies, including the Police, Health Services, Aire Valley Homes, Parish and Town Councils and the Voluntary and Community sector to achieve local aspirations. The Area Committee must also demonstrate our contribution to the success of Leeds and the plan reflects the themes and aims of Leeds Initiative and links local and city wide outcomes.

Cllr Robert Finnigan
Outer South Area Committee Chair

3. Functions of the Area Committee

The 2011/12 Function Schedule, included in the Council's Constitution (Part 3, section 3c), outline both Delegated Functions and Priority Advisory Roles of the Area Committee and was presented and agreed at the 4th July 2011 Area Committee. A copy is available on request.

Delegated Functions:

- Area Well Being Budgets
- Community Centres
- Neighbourhood Management Co-ordination
- CCTV
- Street Cleansing & Environmental Enforcement Services

Priority Advisory Functions: (influencing, developmental and consultative responsibilities)

- Community Engagement
- Community Greenspace
- PCSOs, Neighbourhood Policing Teams, Multi Agency Crime and Grime Operations
- Highways Maintenance (continuation of ward member responsibility)
- Local Children and Young People Plans
- Health and Wellbeing (Including Adult Social Care)
- Area Based Regeneration Schemes and Town and District Centre Projects
- Conservation Area Reviews

Well being Budget:

To take decisions about, and monitor activity relating to the use of the annual capital and revenue allocation to each Committee.

- a) The Well being Budget is used to support the priorities identified by Elected Members in consultation with residents and partners. It is administered by the Area Management Team on behalf of the Area Committee.
- b) The Area Committee receives update reports to each Area Committee meeting with updated budget positions.

Community Centres:

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.*
- a) Under the current Functions Schedule there are 11 community centres delegated to this Area Committee:

| | |
|----------------------------|------------------------------------|
| Blackburn Hall | St Gabriel's |
| Gildersome Youth Centre | Tingley Youth and Community Centre |
| Lewisham Park | West Ardsley Community Centre |
| Morley Town Hall (4 rooms) | East Ardsley Community Centre |

| | |
|-----------------------|----------|
| Rose Lund Centre | Stanhope |
| Windmill Youth Centre | |

- b) There is an ongoing review corporately in relation to community centres looking at the current delegation and market rental assessments.
- c) Outer South Community Centres Sub Committee established, chaired by an Elected Member and with representatives from key services and Ward Members to oversee an action plan which highlights work to be undertaken to further enhance and develop each centre (including increasing usage).
- d) The action plan monitors improvements to the centres and reports will be provided to the Area Committee to report on progress, which will include information from Corporate Property Management on budget and maintenance and the corporate review of the Market Rental Assessments.

Neighbourhood Management:

To agree priority neighbourhoods (through the approval of the Business Plan); and to agree and monitor Neighbourhood Improvement Plans for the Committee's area.

- a) The Area Committee have approved funding to continue to support the appointment of a Priority Neighbourhood Worker (PNW) to support the delivery of Neighbourhood Improvement Plans and Supported Areas across the Outer South.
- b) The priority Neighbourhoods for the Outer South have been agreed as Ingles/Asquiths, Morley and Springbank/Moorlands (Gildersome).
- c) Neighbourhood Improvement Plans will be approved on an annual basis and will set out actions to target the priorities identified within each priority neighbourhood.
- d) Through Supported Area status, Tenants and Residents Associations in previous NIP areas to receive support from the PNW.
- e) Reports will be provided twice a year to highlight achievements and provide performance management information.

CCTV

To maintain an overview of the service in the Committee's area and receive regular information about it.

- a) 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.

Environmental Services:

To develop and approve annual Service Level Agreements 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.*

To be responsible for monitoring and reviewing the delegated activities in relation to the service outcomes specified in the SLA.

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.

- a) The Area Committee has the Outer South Environmental Sub Group with Member representation from each ward to 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.
- b) Reports and performance information will be provided to every Area Committee meeting to enable members to review the implementation and delivery of the SLA.

Community Engagement:

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.

- a) As part of this Business Plan, the Area Committee will set out a minimum level of engagement which will be delivered by the Area Management Team on behalf of the Area Committee during the year.

Ward Member Briefings

- a) Ward Member meetings will be held for each ward three times during the year with the purpose to identify ward projects and monitor progress of these projects. The meetings will be arranged and facilitated by the Area Management Team with an action plan provided for each.
- b) Where members have specific issues, partners will be invited to attend meetings to discuss and agree actions to address.
- c) A regular cycle of invited guests will be agreed with members to provide update reports and progress as and when appropriate.

Forward Plan

A forward plan will be produced annually, outlining the reports scheduled for the Area Committee in that municipal year.

4. Well Being Budget

Each Area Committee has been delegated a Well being Budget which it is responsible for administering. The aim of this budget is to support the social, economic and environmental well being of the area by using the funding to support projects that contribute towards the delivery of local priorities set out in this Business Plan. Area Management work in partnership with agencies and service providers to ensure an efficient and effective use of the funding, and where possible, request match funding to be secured to ensure leverage is achieved.

Outlined in the table below is a record of how the 2010/11 revenue budget was allocated to support priorities in the Outer South.

Appendix 1

| | | |
|---------------------------|--|--------------------|
| INCOME | 2010/11 Revenue Well being Budget | £209,370.00 |
| | Roll Forward | £23,694.74 |
| | Funding made available through conversion of PB projects to Capital | £10,193.26 |
| | TOTAL | £243,258.00 |
| RINGFENCED AMOUNTS | | |
| ADP Theme | Projects | 2010/11 |
| Culture | | £45,000 |
| | Small Grants Scheme | £10,000 |
| | Communications Budget e.g. printing, Community Charter | £5,000 |
| | Morley Literature Festival 2010 | £10,000 |
| | Morley Literature Festival 2011 | £10,000 |
| | Rothwell 600 | £10,000 |
| Enterprise & Economy | | £42,500 |
| | Town Centre Management | £42,500 |
| Environment | | £34,175 |
| | Site Based Gardeners | £22,500 |
| | Community Skips | £3,000 |
| | Conservation Area Reviews | £5,000 |
| | Activity identified through the Cleaner Neighbourhoods Sub Group e.g. Out of Hours Dog Warden Patrols | £3,675 |
| Health and Well Being | | £33,000 |
| | Garden Maintenance Scheme | £33,000 |
| Thriving Communities | | £31,400 |
| | Operation Champion | £400 |
| | Activities for Children and Young People | £21,000 |
| | Activity to reduce crime/fear of crime, tackling ASB crime prevention measures identified through the Divisional Community Safety Partnership and Neighbourhood Tasking. | £10,000 |
| Stronger Communities | | £43,915.71 |
| | Priority Neighbourhood Worker | £33,061.71 |
| | Neighbourhood Improvement Plans (Thorpe, Harrops and Bridge Street and Wood Lane) | £8,854 |
| | Supported Areas (Eastleighs Fairleighs, Newlands & Denshaws, John O'Gaunts, Oakwell and Fairfax) | £2,000 |
| Balance | | £13,267.29 |
| TOTAL | | £243,258 |

Appendix 1

The table below shows how the 2011/12 revenue allocation of £183,790 has been aligned to city wide themes and local priorities.

| | | |
|---|--|--------------------|
| INCOME | Revenue Well being Budget 2011/12 | £183,790 |
| | Roll Forward | £30,459 |
| | TOTAL | £214,249.05 |
| EXPENDITURE | Projects Carry Forward from 2010/11 | £6,154 |
| ADP Theme | Projects | 2011/12 |
| Sustainable Economy and Culture | | £56,960 |
| | Small Grants Scheme | £5,000 |
| | Communications Budget e.g. printing, meetings | £2,000 |
| | Morley Literature Festival 2012 | £10,000 |
| | Rothwell 600 | £8,000 |
| | Town Centre Management | £21,070 |
| | Christmas 2011 trees and decorations | £10,890 |
| Safer and Stronger Communities | | £92,560.90 |
| | Operation Champion | £400 |
| | Activity identified through the Divisional Community Safety Partnership and Neighbourhood Tasking such as reducing crime/fear of crime, tackling ASB crime prevention measures | £8,000 |
| | Off Road bikes | £2,964 |
| | Victim Support, Victims Fund | £1,000 |
| | Priority Neighbourhood Worker | £31,745.40 |
| | Neighbourhood Improvement Plans (Asquith and Ingle, Springbank and Moorlands) | £6,000 |
| | Site Based Gardeners | £34,951.50 |
| | Community Skips | £2,500 |
| | Cleaner Neighbourhoods | £5,000 |
| Health and Well Being | | £36,750 |
| | Garden Maintenance Scheme (Year 2 of 3) | £33,000 |
| | John O'Gaunts Mothers Pride Tea Time Club | £3,750 |
| Children and Families | | £20,000 |
| | Activities for Children and Young People | £20,000 |
| Housing and Regeneration | | £0 |
| Ringfenced to Ardsley and Robin Hood Ward | | £1,824.15 |
| TOTAL | | £214,249.05 |

A capital budget of £683,008 has been allocated between 2004-2010 with no new allocations for 2010/11 and 2011/12. The spend broken down by Ward is as follows:

| | Ardsley and Robin Hood | Morley North | Morley South | Rothwell |
|--------------------------|-------------------------------|---------------------|---------------------|-----------------|
| Total Allocation 2004-12 | £170,752 | £170,752 | £170,752 | £170,752 |
| Committed to date | £169,123.20 | £159,100.71 | £165,450.80 | £148,173.56 |
| Balance | £1,628.80 | £11,651.29 | £5,301.20 | £22,578.44 |

During 2011/12, Area Management will record capital and revenue leverage figures achieved from Well being funding projects.

5. Ward Profiles

Profiles are available for each of the four wards in the Outer South and will be annually reviewed by the Area Management Team. They include the following information:

- Ward Members
- Geographical location
- Socio-economic/demographic summary
- Priority Neighbourhoods
- Assets (Schools, main council facilities, main non council facilities)
- Key priorities in each ward (including development/regeneration plans, local issues and challenges)
- Key local organisations

These profiles are used in conjunction with Neighbourhood Index and Indices of Deprivation to provide a context for shaping local priorities.

6. Priorities and Actions for 2011/12

A table outlining the Area Committee priorities and actions for 2011/12 has been produced and will be reviewed annually. This is what the Area Committee will do based on the new integrated locality working design principles.

7. Priority Neighbourhoods

In response to the Narrowing the Gap agenda of the Vision for Leeds 2004-2020, the Area Committee developed Neighbourhood Improvement Plans (NIPs). In September 2008, the Area Committee renewed its commitment to NIP's by approving a three year Priority Neighbourhood Worker project to deliver a revised programme of NIP's. March 2011 saw a further extension of the project till 31st March 2013, subject to annual Executive Board approval of future Well being Budgets.

The role of the PNW involves developing community empowerment and the capacity of residents to organise and represent their area. This work includes supporting residents with training and developing their role, in planning, organising and managing their own community initiatives and projects. In September 2008, Members recognised that beyond the NIP a stronger and more robust agreement was required to define this critical work. The 'Supported Area' was developed and agreed as a means to achieve this.

A key aspect of the community development work undertaken by the PNW is to build and strengthen relationships between local people and those in positions of power so that everyone can take part in resolving issues that affect residents' lives. For those small number of volunteers, with limited confidence and skills, who wish to take on these vital leadership roles in their communities, it can be a daunting task. The support from a PNW to create opportunities for individuals to learn new skills and build community spirit is essential to build strong and cohesive communities.

2011/12 NIP's will continue to use a multi agency steering group to guide and monitor the them. Representatives from agencies will set on the NIP steering group

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along with representatives from the local community. They have a standard level of elements to them. These are:

- A community consultation event or survey to find out community views and key issues.
- A Steering Group is established, chaired by a Ward Councillor and which has representatives from agencies and the residents association.
- Action Plan to be produced that includes projects to target 3 – 5 key issues in the area.
- PNW to establish or support an existing residents group, and develop an annual calendar of activities which could include; a community clean up and a community fun day organised by the residents with support from the PNW.

To support the NIP and Supported Area Status programme the Area Committee have ringfenced £3,000 for each NIP in 2011/12. This revenue funding will be used to complete specific projects such as youth provision, environmental improvements and community events.

How priority neighbourhoods are identified:

Neighbourhood Index

Indices of Deprivation

Consultation with Elected Members

Data available from partners on their service users

With new emphasis on collaborative working through the locality integrated working agenda, to revisit Supported Areas and undertake further intensive work in these four areas:

Oakwells and Fairfax

Harrops

Eastleighs/Fairleighs

Wood Lane

Continue to be Supported areas;

John O'Gaunts

Newlands and Denshaws

Thorpe

Northfield and Hopefields

8. Partnership and Integrated Working

Locality Working is about working better with a wide range of services, organisations and residents to improve the 'offer' in local communities. It focuses on better coordination and cohesive service delivery which is able to best meet the needs of local people. Area Committee will nominate champions for partnership roles to support this agenda.

2011/12 Area Committee Champions

| | |
|----------------------|--|
| Cllr Robert Finnigan | Environmental Champion |
| Cllr Shirley Varley | Health and Well being Champion |
| Cllr Neil Dawson | Community Safety Champion |
| Cllr Bob Gettings | Children's Champion |
| Cllr Karen Renshaw | South East Employment, Enterprise & Training Partnership |

South East Leadership Team

The team will be established in September 2011, chaired by a member of the corporate leadership team, and oversee the development and successful implementation of local integrated services that improve outcomes in south east neighbourhoods. The new locality working approach is outlined in the design principles agreed by Executive Board in December 2010 (a copy of the design principles is available on request).

South East Environmental Integrated Locality Working group

The South East Area Manager has established a South East Environmental Integrated Locality Working group who meet bi monthly to oversee integrated locality working to tackle environmental issues in four key areas of the wedge. In addition to improved visual appearance the targeted neighbourhoods, lessons learnt on future collaborative working will be identified and implemented.

Ginnel Cleansing and Maintenance Project

A Ginnel Cleansing and Maintenance project has been established by the Locality Manager with a city wide remit to undertake a review, and make recommendations for future collaborative working to ensure the ginnels are cleansed and maintained and contribute to an enhanced environment.

Community Centres Sub Group

Outer South Environmental Sub Group

Community Safety Tasking

9. Community Engagement

Supporting and engaging the community is one of the Area Committees key responsibilities. the development of a clear community engagement process seeks to address specific needs of targeted communities and address inequities with previous engagement. The approach and extent of community engagement needs to be proportionate to the benefits which could be achieved and with a consideration of the loss of time allocated to alternative activities.

Outlined below are engagement activities and opportunities for residents to be consulted on particular issues or bring local issues to the attention of Councillors regarding council services.

- At Area Committee meetings and particularly through the 'Open Forum' section where members of the public are invited to raise matters.
- At local Community forums and partnership meetings.
- Through our webpage currently on www.leeds.gov.uk/south
- By e-mail – nhd.southareacomm@leeds.gov.uk
- By arranging specific community consultation activities and events as appropriate e.g. participatory budgeting.
- Attendance at various tenants and residents groups.
- Engagement activities at community events
- Support to specific groups which aides engagement.
- Chamber of Trade and Traders Association in Morley and Rothwell.
- Support to specific residents and neighbourhoods through the process of Neighbourhood Improvement Plans and Supported Area Status, facilitated by the Priority Neighbourhood Worker.

Appendix 1

- Provision of small grants offer an engagement opportunity to support local groups to build their capacity and skills base.
- Leeds Residents Survey, bi-annual survey of residents across Leeds and is one of the most wide ranging and comprehensive means by which the council consults with residents.
- Area Committee needs to access and support partners consultation as a further tool for engagement with the community. e.g. PACT meetings inform community safety priorities of Neighbourhood Policing Team and this in turn informs the community safety proposals supported by well being funding.
- Liaison and discussions with Parish and Town Councils
- Development of conservation audits and planning documentations.
- Leeds City Council Citizens Panel.
- Talking point – online consultation portal details of council consultations planned, being delivered and completed.

Area Management recognise that residents have difference lifestyles and different preference for how they want to interact with the council. A variety of methodologies are available from the approaches and tools developed and trialled within the team. Officers will liaise with members at Ward Based Briefings to consider the best format for their ward.

10. Commitment to Equalities and Cohesion Sharon H criteria for EIA

Leeds City Council has a strong commitment to equality and cohesion. Community cohesion is a key priority for the Area Committee and their work within local communities is aimed at developing harmonious communities where people can come together in a spirit of cooperation to improve their area.

Leeds City Council has an Equality Framework and achieved an 'Excellent' standard in May 2011. Area Management are responsible for ensuring that equality standards are embedded in all Area Committee work.

Well Being Funding Agreements are signed by all agencies and community groups to receive funding and outline that to receive funding they also implement and adhere to their own equality statements.

11. Monitoring Arrangements and Promotion of Area Committee Achievements

The table outlining the Area Committee priorities and actions is based on Outcome Based Accountability principles for performance monitoring.

Area Management Team produce weekly good news stories for the Deputy Chief Executive.

Groups and Services receiving Well being Funding acknowledge Outer South Area Committee and have access to a LCC logo for publicity material.

Annual Achievements doc? Use Rothwell Record and Morley Ob?

Public Facing Document of Business Plan to engage with residents and promote Area Committee.