



Cleaner Neighbourhoods Sub-Group
 11.30am Wednesday 17th August
 2011
 Small Banqueting Room
 Morley Town Hall

ATTENDANCE	
Cllr Robert Finnigan	Ward Councillor (Chair)
Cllr Stewart Golton	Ward Councillor
Cllr Lisa Mulherin	Ward Councillor
Kevin Vaughan	Aire Valley Homes, Morley Housing Office
Martin Cronin	Aire Valley Homes, Morley Housing Office
Sue Spellman	Aire Valley Homes
Andy Beattie	South East Locality Manager
Paul Spandler	Services Manager, Locality Team
Steve Wetherill	Team Manager, Locality Team
Tom O'Donovan	Area Management Team
Sarah Gill	Area Management Team

1.0	Welcome and Introductions	ACTION
1.1	Everyone was welcomed and introductions were made.	
2.0	Apologies	
2.1	Cllr Jack Dunn, Ward Councillor Cllr Shirley Varley, Ward Councillor, Phil Staniforth, Parks and Countryside Mark Allen, Morley and Rothwell Fire Station Commander Tom Smith, Locality Manager.	
3.0	Minutes and Matters Arising	
3.1	Minutes for May 17th were agreed as an accurate record.	
3.2	Streetscene Principal Area Manager to be invited to July round of Ward Based Briefings. - In light of changes in environmental services staffing structure, it is now more appropriate for the Locality Manager to fulfil this role.	
4.0	Delegation of Environmental Services	
4.1	Locality Manager, Andy Beattie, presented the draft Service Level Agreement (SLA) that has been informed by workshops and discussions with Councillors.	
4.2	Introduced that a new generic email account for referrals and requests to environmental services to be established. This will replace requests going directly to officers. The email account will be regularly checked and aims to speed up response time.	

4.3	Cllr Finnigan supported new email account but highlighted that the response was important and if issues were ongoing, it would be escalated to responsible officer.	
4.4	<p>Locality Manager confirmed that:</p> <ul style="list-style-type: none"> • SLA is for 6 months • environmental audits to be completed 4 times a year. • 7.2 (d), one driver and one crew member referred to is for South East Wedge not to Area Committee 	
4.5	<p>Members made the following amendments:</p> <ul style="list-style-type: none"> • 6.1 (f), that enforcement be added regarding shop frontages. • Maps for all Outer South areas to be included, this may include routes that cross over into other Area Committee areas. • Add that audit of litterbin locations, condition and usage to be completed by March 2012. • Routes that service litterbins to be included. • Link to Area Committee Business Plan and amend references to Area Delivery Plan and Community Engagement Plan. • List of issues presented on a slide at the Members workshop to be appended to SLA. 	
4.6	SLA to be updated based on comments.	AB/TS
4.7	<p>Group requested that Locality Manager confirm:</p> <ul style="list-style-type: none"> • If Area Committee SLA with Locality Team or the Environment and Neighbourhoods Directorate. • Confirm if there is a Job Description for Environmental Champion • Attend next round of Ward Based Briefings. 	AB/TS
4.8	It was highlighted that Ardsley and Robin Hood Ward do not receive any manual litter picking. Cllr Mulherin requested that this was amended using information submitted at previous workshops. It was highlighted that under the new delegation, any request for service change would need to be made to the sub group for discussion and agreement.	
4.9	South East wedge budget circulated for comment. Members highlighted that WNW had twice as many litterbins and therefore benefit from twice the budget for replacements.	
6.0	Role of Cleaner Neighbourhoods Sub Group	
6.1	In light of the groups discussions on the SLA, the Sub Group recognised the need to amend the Terms of Reference to allow the group to focus on monitoring the SLA on behalf of the Area Committee.	

6.2	Group received an update on discussions to establish four crime and grime tasking groups across the South East. These multi agency groups would form a frontline response to specific environmental and community safety issues. In the future it may be appropriate for some officers currently attending the Cleaner Neighbourhoods Sub Group to attend this group instead.	
6.3	The following amendments to the Terms of Reference were agreed: <ul style="list-style-type: none"> • Meetings to be held before every Area Committee • Role to monitor the SLA on behalf of the Area Committee • Membership reviewed and agreed (4 Ward Members, Locality Team, Area Management Team, Aire Valley Homes Environmental Manager and Parks and Countryside Manager) 	
6.4	The amended Terms of Reference to be presented at the September Area Committee for approval.	SG
6.5	Appropriate Managers in Aire Valley Homes and Parks and Countryside to be invited to attend and participation in revised sub group.	SG
7.0	Action Plan	
7.1	The group agreed for the action plan to be closed as issues incorporated into the SLA.	
8.0	Any Other Business	
8.1	Sue Spellman asked for Members feedback on the first round of weed spraying.	
8.2	Mixed experiences, positive feedback for Morley but still issues in Ardsley and Robin Hood ward.	
8.3	Area Management highlighted that an Area Committee Report from Aire Valley Homes is due at September meeting, group suggested weed spraying addressed in report.	SS
9.0	Date of Future Meetings	
9.1	Future meeting dates: <ul style="list-style-type: none"> • Wednesday 21st September • Wednesday 9th November • Wednesday 11th January • Wednesday 29th February • Wednesday 25th April <p>All meetings to be held at 11.30am in the Small Banqueting Room, Morley Town Hall.</p>	