



Outer West Community Committee

Calverley & Farsley, Farnley & Wortley, Pudsey

Meeting to be held in Civic Hall, Leeds, LS1 1UR
Monday, 6th September, 2021 at 1.00 pm

Councillors:

- | | |
|---------------|--------------------------|
| P Carlill | - Calverley and Farsley; |
| A Carter | - Calverley and Farsley; |
| Amanda Carter | - Calverley and Farsley; |
| A Blackburn | - Farnley and Wortley; |
| D Blackburn | - Farnley and Wortley; |
| A Forsaith | - Farnley and Wortley; |
| D Seary | - Pudsey; |
| S Seary | - Pudsey; |
| T Smith | - Pudsey; |


This meeting will be held at the Civic Hall, Leeds. Due to current restrictions arising from the pandemic, there will be very limited capacity in the public gallery for observers of the meeting. This meeting will be webcast live via the link below, however if you would like to attend to observe in person, please email (FacilitiesManagement@leeds.gov.uk) to request a place, clearly stating the name, date and start time of the committee and include your full name and contact details, no later than 24 hours before the meeting begins. Please note that the pre-booked places will be allocated on a 'first come, first served' basis and once pre-booked capacity has been reached there will be no further public admittance to the meeting. On receipt of your request, colleagues will provide a response to you.

Please Note - Coronavirus is still circulating in Leeds. Therefore, even if you have had the vaccine, if you have Coronavirus symptoms: a high temperature; a new, continuous cough; or a loss or change to your sense of smell or taste, you should NOT attend the meeting and stay at home, and get a **PCR test**. For those who are attending the meeting, please bring a face covering, unless you are exempt.

Note to observers of the meeting: To remotely observe this meeting, please click on the 'View the Meeting Recording' link which will feature on the meeting's webpage (linked below) ahead of the meeting. The webcast will become available at the commencement of the meeting

<https://democracy.leeds.gov.uk/ieListDocuments.aspx?CId=1001&MId=11583&Ver=4>





Agenda compiled by: Debbie Oldham
Governance Services, Civic Hall, LEEDS LS1 1UR

Head of Locality Partnerships – Liz Jarmin Tel: 0113 37 89035

Images on cover from left to right:

Calverley & Farsley – Calverley Park; Farsley Town Street

Farnley & Wortley – Farnley Hall; Wortley Towers

Pudsey – Pudsey Town Hall; Pudsey Park

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting.)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF INTEREST</p> <p>To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor Code of Conduct'.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES</p> <p>To receive the minutes of the meeting held on 5th July 2021, for approval as a correct record.</p>	7 - 14
7			<p>OPEN FORUM / COMMUNITY FORUM</p> <p>In accordance with Paragraphs 4.16 and 4.17 of the Community Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Community Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p> <p>In order to facilitate the Open Forum whilst certain restrictions relating to the pandemic remain in place, the process has been adapted slightly, so that members of the public are invited to make written submissions in advance of the meeting on any matter which falls within the Committee's terms of reference. These will be read out under the agenda item and considered by the Community Committee.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
8	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>OUTER WEST COMMUNITY COMMITTEE FINANCE REPORT</p> <p>The report of the Head of Locality Partnerships provides the Community Committee with an update on the budget position for the Wellbeing Fund, Youth Activity Fund, Capital Budget, as well as the Community Infrastructure Levy Budget for 2021/22</p> <p>(Report attached)</p>	15 - 26
9	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>OUTER WEST COMMUNITY COMMITTEE UPDATE REPORT</p> <p>The report of the Head of Locality Partnerships brings to members' attention an update of the work which the Communities Team is engaged in, based on priorities identified by the Community Committee. It also provides opportunities for further questioning, or to request a more detailed report on a particular issue.</p> <p>(Report attached)</p>	27 - 58
10	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>CITY PLAN ENGAGEMENT</p> <p>The report of the Head of Locality Partnerships provides the Outer West Community Committee with a verbal update on the development of a City Plan for Leeds and to gather input from elected members and residents to feed into the Plan.</p> <p>(Report attached)</p>	59 - 60
11	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>LIBRARY SERVICE UPDATE</p> <p>The report of The Chief Officer Community Hubs, Welfare and Business Support provides an overview of the activity of Leeds Libraries during the past 18 months and outlines the key priorities for the service as part of our Service Recovery Strategy.</p> <p>(Report attached)</p>	61 - 80

Item No	Ward/Equal Opportunities	Item Not Open		Page No
12			<p>DATE AND TIME OF NEXT MEETING</p> <p>The next meeting of the Outer West Community Committee will be on Monday 8th November 2021, at 1:00pm. Venue to be confirmed.</p>	
13			<p>ANY OTHER BUSINESS</p> <p>To discuss any other business in relation to the Outer West Community Committee.</p> <p>COMMITTEES DO'S AND DON'TS</p> <p>Third Party Recording</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties – code of practice</p> <p>a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</p> <p>b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</p>	81 - 82

OUTER WEST COMMUNITY COMMITTEE

MONDAY, 5TH JULY, 2021

PRESENT: Councillor Amanda Carter in the Chair

Councillors A Blackburn, D Blackburn,
P Carlill, A Carter, D Seary, S Seary and
T Smith

1 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

2 Exempt Information - Possible Exclusion Of The Press And Public

There were no exempt items.

3 Late Items

There were no formal late items. However, the Chair had requested that the notes from the Outer West Consultative meeting be provided to Members as supplementary information, this had been circulated prior to the meeting.

4 Declaration Of Disclosable Pecuniary Interest

Cllr Smith declared an interest as there was an item coming before the Committee in relation to the ATC base at Thornbury Barracks. Cllr Smith declared that she sits on the civilian committee for the group.

5 Apologies For Absence

Apologies for absence were received from Cllr Forsaith.

6 Open Forum / Community Forum

On this occasion no written submissions had been received, and there were no members of public at the meeting.

7 Minutes - 17th February 2021

RESOLVED – That the minutes of the meeting held on the 17th February 2021, be approved as a correct record.

8 Youth Consultation Report

The report of the Head of Locality Partnerships provided the Community Committee with the background and context on the decision not to have a youth summit in 2020/21.

The report provided the Community Committee with an update on the Youth Activity Fund consultation with children and young people. The consultation had been held with the aim to inform the Community Committee's Youth Activity Fund spend for the 2021/22 financial year.

It had been the plan to deliver Youth Summits virtually this year, to ensure that events could still go ahead even with Covid restrictions. However, with the lockdown in December 2020, and with schools closed until 8th March 2021, even virtual Youth Summits were not possible. Therefore, it was proposed that an online consultation survey would be produced to capture feedback on how children and young people wished to see the Youth Activity Fund spent in their area.

Members were informed that the consultation survey was promoted from Monday 15th February 2021 until Friday 30th April. Promotion of the survey was published across the Outer West area with information posted on the Community Committee Facebook pages, publicity sent out to local primary and high schools, clusters, youth groups and any other organisations that are funded or work with young people.

The Outer West Community Committee received 63 survey responses.

The survey recorded that children and young people from Outer West Community Committee area suggested the following:

- Activities to be offered at a variety of venues including, community centres, youth clubs and sports centres, as well as outdoor activities.
- Activities to take place after school, and also on weekends.
- Activities are inclusive of friendship groups, offer opportunities for learning and creativity, and are sported by good quality staff.
- Popular activities included, Outdoor Adventures, Coding / Minecraft, Cooking, Dance, Football, BMX/Cycling, Basketball, Singing and Swimming.

In response to questions from Members the Community Committee were provided with the following information:

- The responses received by the Outer West Community Committee was average compared to the other 9 community committees across Leeds.
- All schools in the Outer West area had been approached. Members would be provided with the geographical spread for the Outer West area.
- It was advised that Scout and Guide groups had not been included as part of the process. It was acknowledged that this was a missed opportunity. It was noted that Breeze groups had been part of the process.

RESOLVED – To note:

- a. Reflections from the last 12 months during the pandemic (paragraphs 12 - 22).
- b. Details of the Youth Activity Fund consultation survey (paragraphs 23 - 31).
- c. That the Youth Activity Fund survey informs the Community Committee's Youth Activity Fund for 2021/22.
- d. That any projects funded by the Community Committee from the Youth Activity Fund focus on the themes and activity priorities identified in the Youth Activity Fund consultation survey.
- e. That the Communities Team arrange a physical Youth Summit with young people this financial year, 2021/22 and that this informs the Youth Activity Fund spend for 2022/23.

9 Outer West Community Committee Finance Report

The report of the Head of Locality Partnerships provided the Community Committee with an update on the budget position for the Wellbeing Fund, Youth Activity Fund, Capital Budget, as well as the Community Infrastructure Levy (CIL) Budget for 2021/22.

Members were advised that Paragraph 14 of the report presented the minimum conditions in relation to delegated decisions. The Committee were invited to review and consider whether any changes were required to the minimum conditions.

Members were of the view that no changes were required for this coming year.

Members raised concerns in relation to the number of events that had been cancelled. They requested clarification on the cancellations and requested that any cancellations should be in consultation with Members.

Specific concern was raised in relation to the number of summer bands that had been cancelled. It was noted that more information would be sought from Parks and Countryside

Members also had concerns with regards to the information provided by applicants for funding. They were of the view that more information was required for them to make decisions. Members agreed that they also wished to be provided with additional information in the spread of applications from across the wards.

Members received the following information:

- The total revenue budget approved by the Executive Board for 2021/22 was £94, 210.00. It was noted that the total revenue funding available for 2021/22 was £139,614.28. So far, a total of £65,699.62 had been allocated to wellbeing ring-fences and projects, with a remaining

balance of £73,914.66. This was shown in Table 1 with a breakdown of the wellbeing projects listed.

- Members were invited to consider a wellbeing application for 'Rock up to do a mock up' with Building Futures Together the amount applied for was £5,545.00 across all 3 wards.
- Youth Activity Fund available to spend including carry forward from previous year is £69,371.02. A total of £43,990.00 has been allocated to projects and ring-fences. A full breakdown of the projects was listed at Table 2 of the report.
- Members were asked to consider the following projects for Youth Activity Funding
 - Pudsey Youth Café – Pudsey Wellbeing Charity - who had requested an increase of £20.00 to the original approved funding - £2,260.00
 - Targeted Programme – Youth Service - £1,500.00
 - Mini Summer Sports Programme 2021 – Youth Service - £720.00
- Monitoring information was provided on DAZL – Outer West Dance Programme.
- The Community Committee had approved a small grants and skips budget of £5,000.00 for 2021/22. It was noted that there is currently a remaining balance of £3,704.41. Table 3 of the submitted report provided information on the small grants and skips allocation to date. Members were asked to consider two small grants application for Cricket Nets by Calverley St Wilfred's Cricket Club for £500.00 and Traditional Karate makes Champions for Life from Daido Traditional Karate Club for £432.00.
- It was noted that following a recent Capital injection there was a Capital budget of £37,338.00. Table 4 in the report showed the balances for each ward. Members were asked to consider an outstanding Capital Application for Changing Rooms New-build at Farnley Falcons ARLFC for £5,000.00.
- Members were advised that Table 5 of the report presented the current balance for Community Infrastructure Levy (CIL) of £110,991.74 split by wards.
- Table 6 of the report provided an up-to-date balance statement on the Outer West Covid 19 Discretionary Funds. It was noted that this is still open and ring-fenced by the Outer West Community Committee.
- Table 7 of the report provided a summary of the Central Government Ward Based Covid Funds. It was noted that the Outer West Community Committee had spent all allocated money.

The Committee was advised that a natter bench which had been originally allocated to be positioned in Marsden Memorial was currently being look at by Parks and Countryside, as the original position was not suitable. Parks and Countryside are looking for a more suitable site.

RESOLVED - To note and approve

- a. Details of the 'minimum conditions' for delegated decisions (Paragraph 14)

Draft minutes to be approved at the meeting
to be held on Monday, 6th September, 2021

- b. Details of the Wellbeing Budget position (Table 1)
- c. Wellbeing proposals for consideration and approval (Paragraph 24)
- d. Details of the Youth Activities Fund (YAF) position (Table 2)
- e. YAF proposals for consideration and approval (Paragraphs 29-32)
- f. Details of the Small Grants & Skips Budget (Table 3)
- g. Small Grant proposals for consideration and approval (Paragraphs 41-43)
- h. Details of the Capital Budget (Table 4)
- i. Capital proposals for consideration and approval (Paragraphs 45-46)
- j. Details of the Community Infrastructure Levy Budget (Table 5)
- k. Details of the Covid-19 Discretionary Fund Budget (Table 6)
- l. Details of the Central Government Ward Based Covid-19 Fund Budget (Table 7)

Project	Organisation	Ward	Amount	Approved/deferred
Pudsey Youth Cafe	Pudsey Wellbeing Charity	Pudsey	£20.00	Approved
Targeted Programme	Youth Service	Calverley& Farsley, Farnley & Wortley, Pudsey	£1,500.00	Approved in principal - feedback required
Rock up to do a mock up	Building Futures Together	Calverley& Farsley, Farnley & Wortley, Pudsey	£5,545.00	Approved in principal – Feedback required
Mini Summer Sports Programme 2021	Youth Service	Calverley& Farsley, Pudsey	£720.00	Approved in principal – request for Farnley and Wortley ward to be included
Changing Rooms New-Build	Farnley Falcons ARLFC	Farnley and Wortley Capital	£5,000.00	Approved
Cricket Nets	Calverley St Wilfred's Cricket Club	Calverley & Farsley	£500.00	Approved
Traditional Karate Makes Champions for Life	Daido Traditional Karate Club	Pudsey	£432.00	Approved

10 Community Committee Appointments 2021/2022

The report of the City Solicitor requested Members to note the appointment of Cllr Amanda Carter as Chair of Outer West Community Committee. The Committee was also invited to note the appointment of Cllr David Blackburn as Deputy Chair.

The Community Committee were invited to review the details in the table set out at section 6 of the report together with the accompanying information appended to the report, to determine appointments for the 2021/22 municipal year.

RESOLVED - To note the appointment of Cllr Amanda Carter as Chair of the Outer West Community Committee and the appointment of Cllr David Blackburn as Deputy Chair.

The Community Committee made the following appointments:

Organisation / Outside Body	No Places	Appointed
Borough of Pudsey Charity	2	Andrew Carter Dawn Seary
Farsley Charity	3	Andrew Carter Amanda Carter Peter Carlill
Calverley Charity	3	Andrew Carter Amanda Carter Peter Carlill
Joseph Lepton's Charity	1	Dawn Seary
Thomas & Sarah Lund Almshouse Trust	2	Simon Seary Trish Smith
Clusters:		
Farnley	1	Ann Blackburn
Pudsey	2	Peter Carlill & Simon Seary
Local Housing Advisory Panels	1 Ward Member per Ward	Ann Blackburn Trish Smith Andrew Carter
Local Care Partnerships:		
Bramley, Wortley & Middleton	1	David Blackburn
West Leeds	1	Peter Carlill
Champions:		
Children's Services	2	Peter Carlill & Ann Forsaith
Environment & Community Safety	1	Amanda Carter
Employment, Skills & Welfare	1	David Blackburn
Health, Wellbeing & Adult Social Care	1	Ann Blackburn
Corporate Parenting Board	2	Peter Carlill & Ann Forsaith

11 Outer West Community Committee Update Report

Draft minutes to be approved at the meeting
to be held on Monday, 6th September, 2021

The report of the Head of Locality Partnerships provided the Community Committee with an update of the work which the Communities Team was engaged in, based on priorities identified by the Community Committee. It also provided an opportunity for further questioning, or to request a more detailed report on a particular issue.

The report also requested Members to make nominations to each of the Outer West Community Committee sub groups for 2021/22.

Within the report there was an update from the Breeze Team, Gulley Cleansing and the Housing Teams.

Members discussions included:

- Gulley Cleansing – It was noted that after a recent community committee consultative meeting in relation to refuse collection and street cleaning the Members were still dissatisfied with the gulley cleaning in the Outer West area. They were concerned that within Outer West area flash floods were a regular occurrence and were of the view that some of the gulleys may have collapsed. It was noted that this would be fed back to Highways.
- It was noted that 2022 would see the Platinum Jubilee of the Queen and it was suggested that each ward should put aside £2,500 for events within the Outer West area.

RESOLVED – To note the content of the report.

Appointments to the Community Safety and Environment sub group were:

- Cllr Amanda Carter
- Cllr Simon Seary
- Cllr David Blackburn

12 Date and Time of next meeting

RESOLVED – To note that the next meeting of the Outer West Community Committee was scheduled for Monday 6th September 2021, at 1:00pm, venue to be confirmed.

The meeting concluded at 14:25

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Report of: Head of Locality Partnerships

Report to: Outer West Community Committee
[Calverley & Farsley, Pudsey, Farnley & Wortley]

Report author: Mike Stevenson – Localities Officer – 07891 277427

Date: 6th September 2021 For Decision / to note

Outer West Community Committee - Finance Report

Purpose of report

1. This report provides the Community Committee with an update on the budget position for the Wellbeing Fund, Youth Activity Fund, Capital Budget, as well as the Community Infrastructure Levy Budget for 2021/22.

Main issues

2. Each Community Committee has been allocated a wellbeing budget (revenue and capital) and Youth Activities Fund which it is responsible for administering. The aim of these budgets is to support the social, economic and environmental wellbeing of the area and provide a range of activities for children and young people, by using the funding to support projects that contribute towards the delivery of local priorities.
3. A group applying to the Wellbeing Fund must fulfil various eligibility criteria, including evidencing appropriate management arrangements and financial controls are in place; have relevant policies to comply with legislation and best practice e.g. safeguarding and equal opportunities and be unable to cover the costs of the project from other funds.
4. Wellbeing funding cannot be paid retrospectively. An application form must be submitted and approved by the Community Committee before activities or items being purchased through wellbeing funding are completed or purchased.
5. The amount of wellbeing funding provided to each committee is calculated using a formula agreed by Council, taking into consideration both population and deprivation of an area.

6. Capital (CRIS) injections are provided as a result of council assets being sold. 5% of the sale price (up to a maximum of £100k) of a council asset is pooled city-wide and redistributed to the Community Committee areas on the basis of deprivation. The Community Committee will receive a new capital injection every 6 months.
7. Each Community Committee has also been allocated a Community Infrastructure Levy budget. For each CIL contribution, Leeds City Council retains up to 70-80% centrally, 5% is needed for administration and 15-25% goes to be spent locally. The money will be vested with the local Town or Parish Council if applicable, or with the local Community Committee and spend decided upon by that body. This local money is known as the 'Neighbourhood Fund' and should be spent on similar projects to the Wellbeing Fund (capital).
8. In the Outer West Community Committee this means that the money for Calverley & Farsley, Pudsey, and Farnley & Wortley will be administered by the Outer West Community Committee.
9. It was agreed at the Outer West Community Committee on the 22nd November 2017 that CIL monies for Calverley & Farsley, Pudsey, and Farnley & Wortley would be spent in the ward it was generated in.
10. Projects eligible for funding by the Community Committee could be community events; environmental improvements; crime prevention initiatives, or opportunities for sport and healthy activities for all ages. In line with the Equality Act 2010, projects funded at public expense should provide services to citizens irrespective of their religion, gender, marital status, race, ethnic origin, age, sexual orientation or disability; the fund cannot be used to support an organisation's regular business running costs; it cannot fund projects promoting political or religious viewpoints to the exclusion of others; projects must represent good value for money and follow Leeds City Council Financial Regulations and the Council's Spending Money Wisely policy; applications should provide, where possible, three quotes for any works planned and demonstrate how the cost of the project is relative to the scale of beneficiaries; the fund cannot support projects which directly result in the business interests of any members of the organisation making a profit.
11. Any request for funding would involve discussions with appropriate ward members. Where projects do not have support from the Community Committee and are not approved, applicants are offered further discussions and feedback if this is requested.
12. In order to provide further assurance and transparency of all decisions made by the Community Committee, any projects that are not approved will be reported to a subsequent Community Committee meeting.
13. Sometimes urgent decisions may need to be made in between formal Community Committee meetings regarding the administration of Wellbeing and Youth Activity budgets, and also regarding the use of the Community Infrastructure Levy (CIL) Neighbourhood Fund which has been allocated to the Committee. Concurrently with the Committee, designated officers

have delegated authority from the Director of Communities, Housing and Environment to take such decisions

14. The Community Committee has previously approved the following 'minimum conditions' in order to reassure Members that all delegated decisions would be taken within an appropriate governance framework, with appropriate Member consultation and only when such conditions have been satisfied:
- a. consultation must be undertaken with all committee/relevant ward members prior to a delegated decision being taken;
 - b. a delegated decision must have support from a majority of the community committee elected members represented on the committee (or in the case of funds delegated by a community committee to individual wards, a majority of the ward councillors); and
 - c. details of any decisions taken under such delegated authority will be reported to the next available community committee meeting for members' information.
15. Members are reminded that the necessary scrutiny of applications to satisfy our own processes, financial regulations and audit requires the deadline for receipt of completed applications to be at least five weeks prior to any Community Committee. Some applications will be approved via Delegated Decision Notice (DDN) following consultation with Members outside of the Community Committee meeting cycle.

Budget Position 2021/22

16. The Committee is asked to note that since the last Community Committee Meeting on 5th July 2021, the following projects have been approved by DDN:
- I. **Mini Summer Sports (YAF) 09.07.21**
 - II. **Fartown Building Purchase (Pudsey CIL) 14.07.21**
 - III. **Money Buddies (LG) 06.08.21**
 - IV. **Leeds Walking Football (SG) 06.07.21**
 - V. **Lancasterian School Room Project (LG & CAP) 24.08.21**

17. The Committee is asked to note that since the last Committee Meeting on 5th July 2021, 0 projects are highlighted to have been cancelled:

Wellbeing Budget 2021/22

18. The total revenue budget approved by Executive Board for 2021/22 was £94,210.00. **Table 1** shows a carry forward figure of £87,040.08, which includes underspends from projects completed in 2020/21. £41,635.80 represents Wellbeing allocated to projects in 2020/21 and not yet completed. The total revenue funding available to the Community Committee for 2021/22 is therefore **£139,614.28**. A full breakdown of the projects approved or ring-fenced is available on request.

19. It is possible that some of the projects may not use their allocated spend. This could be for several reasons, including the project no longer going ahead, the project not taking place within the dates specified in the funding agreement, or failure to submit monitoring reports. Due to this the final revenue balance may be greater than the amount specified in Table 1.
20. The Community Committee is asked to note that that so far, a total of **£92,421.62** has been allocated to Wellbeing ring-fences and projects.
21. The Community Committee is asked to note that there is currently a remaining balance of **£47,219.20** in the Wellbeing Fund. A full breakdown of the wellbeing projects is listed in **Table 1** below.

TABLE 1: Wellbeing Revenue and Projects 2021/22

Wellbeing Fund 2021/22	£
Income: 2021/22	£94,210.00
Balance brought forward from previous year	£87,040.08
Less projects brought forward from previous year	£41,635.80
Total Available 2021/22	£139,614.28
Area wide ring fences 2021/22	£
Small Grants and Skips	£5,000.00
Community Engagement	£1,000.00
CCTV Outer West	£11,000.00
Calverley Xmas Lights	£2,625.00
Farsley Xmas Lights	£6,180.00
Pudsey Xmas Lights	£9,530.00
Rodley Xmas Lights	£1,800.00
Pudsey Carnival	£2,600.00
Queen's Jubilee	£7,500.00
Total spend: Area wide Ring-Fenced funds	£47,235.00
Approved Wellbeing Projects 2021/22	£
Calverley in Bloom	£3,194.95
Farsley in Bloom	£2,960.78
New Farsley in Bloom	£1,000.00

Pudsey in Bloom	£5,001.74
Site based gardener	£13,807.15
Building Futures Together	£5,545.00
Money Buddies OW	£10,876.00
Lancasterian School Room Project	£2,801.00
Total projects approved	£45,186.62
Total spend: Area ring-fences + approved projects	£92,421.62
Underspend 2021/22	£26.54
Wellbeing balance remaining	£47,219.20

Declined Projects

22. Since the last Community Committee Meeting on 5th July 2021, 1 project application has been declined:

I. The Music Box - Music Programme

Wellbeing Applications for Consideration

23. Since the last Community Committee Meeting on 5th July 2021, there are 0 outstanding Wellbeing applications from the 2021/22 budget to consider:

Youth Activities Fund Position 2021/22

24. The total available for spend in Outer West Community Committee in 2021/22, including carry forward from previous year, is **£69,371.02**.

25. The Community Committee is asked to note that so far, a total of **£47,010.00** has been allocated to projects and ring-fences, as listed in **Table 2**.

26. The Community Committee is also asked to note that there is a remaining balance of **£23,451.31** in the Youth Activity Fund. A full breakdown of the projects is listed in **Table 2** below.

TABLE 2: Youth Activities Fund 2021/22

YAF Revenue and Projects 2021/22	£
YAF Income 2021/22	£43,230.00
Carried forward available from previous year 2020/21	£26,141.02
Total available budget for financial year 2021/22	£69,371.02

YAF Ring-fences Approved	
Youth Summit	£1,500.00
DAZL Outer West Programme 2021/22	£3,427.50
Andy's Youth Project	£2,400.00
Farsley Festival	£4,350.00
Breeze Friday Night Project	£10,154.00
Total YAF Ring-fences 2021/22	£21,831.50
Approved YAF Projects 2021/22	£
West Leeds Activity Centre – OW Activity Programme	£6,600.00
Farnley Youth Project	£1,600.00
Farnley Football Project	£770.00
Mini Breeze OW	£10,948.50
Pudsey Youth Café	£2,260.00
Air Cadets – Band Camp	£600.00
Youth Service – Summer Targeted Programme	£1,500.00
Youth Service – Mini Summer Sports Programme	£900.00
Total spend against projects	£25,178.50
Total spend (Ring-fences and projects)	£47,010.00
Underspend 2021/22	£1,090.29
Remaining YAF Balance 2021/22	£23,451.31

YAF Applications for Consideration

27. Since the last Community Committee Meeting on 5th July 2021, there is 1 outstanding YAF application from the 2021/22 YAF budget to consider.

28. **YAF Project Title:** DAZL Dance 2021

Name of Group or Organisation: Dance Action Zone Leeds

Amount proposed from YAF Budget: £2,138.40

Match Funding (other sources): £625.44

Wards covered: Farnley & Wortley

Start Date: October 2021

Project Description: The requested funding will support the provision of a 6-month activity programme, engaging young people through high quality dance as physical activity. DAZL will deliver a weekly creative program that includes activity in school holidays, incorporating light touch healthy eating and change 4 life activities to encourage healthy lifestyles and mental wellbeing work into session. DAZL will deliver 2 weekly community sessions in Farnley & Wortley ward across 24 weeks, providing dance / performance / media and

wellbeing activities locally for young people to access and take part in the #DAZL21 program. The programme aims to engage with a minimum of 50-80 young people from Farnley & Wortley ward.

Community Committee Priorities: Best City for Children & Young people, Best City for Health & Wellbeing

To Note: The Outer West Community Committee have already approved a ring-fence of funds for this project to the value of £3,427.50.00. This application, due to a 6-month duration, is requesting a total of £2,138.40. If approved, this would mean the remaining £1,289.10 would return to the YAF funding pot, to be available for future projects.

Monitoring Information

29. As part of their funding agreements, all projects which have had funding approved by the Community Committee are required to provide update reports on the progress of their project. These reports are so that the Community Committee can measure the impact the project has had on the community and the value for money achieved.
30. Detailed below is a project update that the Communities Team has received since the last meeting of the Community Committee in July 2021:

Fulneck Settlement Community Information Panel

31. The pandemic impacted on this project in a number of ways, with the postponement of project meetings, and the withdrawal of involvement by the Fulneck Art and Design departments. This was overcome by seeking outside voluntary assistance with the graphic design and artwork, and using doinggoodleeds to find a suitable candidate. The services of a young recently qualified graphic designer were obtained, who gave his time and expertise for free.
32. Following this, the steering group continued its planning online, with important decisions made such as the location of the information board on the site, and what content to include on the design.
33. The final site decided on was outside the Museum entrance, and careful thought went into Health and Safety factors and accessibility. The dimensions of the Heritage Board were important to ensure that wheelchair users could read the information.
34. An unveiling ceremony took place, in accordance with national social distancing measures, attended by members of the local congregation, local residents, and local Councillors.
35. It is anticipated that the summer months will see an increase in visitors to the Museum, with the information panel enhancing the visitor experience, and engaging the public with the rich history of the local area.



Small Grants & Skips Budget 2021/22

36. The Community Committee approved a small grants & skips budget of **£5,000.00** for 2021/22. There is currently a remaining balance of **£1,156.56**. Members are asked to note the small grants & skips allocation outlined in **Table 3** below.

TABLE 3: Small Grants & Skips 2021/22

Project	Date	£
PHAB Club SG	30.03.21	£338.24
SpinStar Twirlers Majorettes SG	08.06.21	£500.00
Leeds Walking Football SG	06.07.21	£500.00
Calverley Cricket Club Nets SG	05.07.21	£500.00
Traditional Daido Karate SG	05.07.21	£432.00
Gymnastics Elite SG	11.08.21	£500.00
Crimbles Allotment Association Pudsey SK	15.04.21	£221.59
Calverley Gatescroft Allotment C&F SK	24.04.21	£394.26
Tyersal Residents Association Pudsey SK	30.04.21	£152.45
Pudsey Scarecrow Festival SK	04.09.21	£152.45
St Johns Community clean-up SK	19.08.21	£152.45
Current Total Spend 2021/22		£3,843.44
Balance Remaining 2021/22		£1,156.56

37. Since the last Community Committee Meeting on 5th July 2021, there are 0 outstanding Small Grant Applications from the 2021/22 budget to consider.

Capital Budget 2021/22

38. The Community Committee is asked to note that there is a current Capital budget of **£30,139.00** available to spend. Members are asked to note the Capital allocation outlined in **Table 4** below.

TABLE 4: Capital Budget

	Total	Calverley & Farsley	Farnley & Wortley	Pudsey
Starting budget 2021/22	£26,238.00	£9,822.36	£10,575.26	£5,658.38
Injection 1 May 2021/22	£11,100.00	£3,700.00	£3,700.00	£3,700.00
Total Budget Available 2021/22	£37,338.00	£13,522.36	£14,457.26	£9,358.38
Farnley Falcons ARLFC	£5,000.00		£5,000.00	
Lancasterian School Room Heating	£2,199.00		£2,199.00	
Total Remaining Budget	£30,139.00	£13,522.36	£7,258.26	£9,358.38

39. Since the last Community Committee Meeting on 5th July 2021, there are 0 outstanding Capital Application from the 2021/22 budget to consider.

Community Infrastructure Levy (CIL) Budget 2021/22

40. The Community Committee is asked to note that there is a current CIL balance of **£85,991.74**. Members are asked to note the CIL allocation outlined in **Table 5** below.

TABLE 5: Community Infrastructure Levy (CIL)

	£	Ward split		
		Calverley & Farsley	Farnley & Wortley	Pudsey
Budget as of April 2021	£110,991.74	£8,512.61	£19,194.08	£83,285.05
Injection 1 2021				
Injection 2 2021				
Total Available in 2021/22	£110,991.74	£8,512.61	£19,194.08	£83,285.05
Fartown Building Purchase	£25,000.00			£25,000.00
Remaining Balance 2021/22	£85,991.74	£8,512.61	£19,194.08	£58,285.05

Covid Funding

41. **Table 6** below provides the Community Committee with an up-to-date balance statement on the Outer West Covid-19 Discretionary Funds. The committee is asked to note the contents of the table.

TABLE 6: Outer West Covid-19 Discretionary Fund – Balance Statements

Pudsey	Amount	Accumulative Balance spent	Accumulative balance remaining
Pudsey Parish Centre	£2,500.00	£2,500.00	£7,500.00
Swinnow Community Centre	£2,500.00	£5,000.00	£5,000.00
Pudsey Live at Home Scheme	£1,000.00	£6,000.00	£4,000.00
Bramley Elderly Action	£300.00	£6,300.00	£3,700.00
Swinnow Community Centre	£1,500.00	£7,800.00	£2,200.00
Pudsey House Gazebos	£1,700.00	£9,500.00	£500.00
Swinnow Community Centre	£500.00	£10,000.00	£0.00
Calverley & Farsley	Amount	Accumulative Balance spent	Accumulative balance remaining
Farsley Live at Home Scheme	£1,000.00	£1,000.00	£9,000.00
Farsley Live at Home Scheme	£1,000.00	£2,000.00	£8,000.00
Pudsey Parish Centre	£2,000.00	£4,000.00	£6,000.00
Leeds Samaritans	£500.00	£4,500.00	£5,500.00
Calverley Rotary Club	£1,000.00	£5,500.00	£4,500.00
Farsley Live at Home Scheme	£1,000.00	£6,500.00	£3,500.00
Farnley & Wortley	Amount	Accumulative Balance spent	Accumulative balance remaining
Armley Helping Hands	£2,500.00	£2,500.00	£7,500.00
Armley Helping Hands	£2,500.00	£5,000.00	£5,000.00
Armley Helping Hands	£2,500.00	£7,500.00	£2,500.00
Outer West CC Total		Total Balance Spent	Total Balance Remaining
		£24,000.00	£6,000.00

Corporate Considerations

Consultation and Engagement

42. The Community Committee has previously been consulted on the projects detailed within the report.

Equality and Diversity/Cohesion and Integration

43. All wellbeing funded projects are assessed in relation to Equality, Diversity, Cohesion and Integration. In addition, the Communities Team ensures that the wellbeing process complies with all relevant policies and legislation.

Council Polices and City Priorities

44. Projects submitted to the Community Committee for wellbeing funding are assessed to ensure that they are in line with Council and City priorities as set out in the following documents:

1. Vision for Leeds 2011 – 30
2. Best City Plan
3. Health and Wellbeing City Priorities Plan
4. Children and Young People's Plan
5. Safer and Stronger Communities Plan
6. Leeds Inclusive Growth Strategy

Resources and Value for Money

45. Aligning the distribution of community wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.

Legal Implications, Access to Information and Call In

46. There are no legal implications or access to information issues. This report is not subject to call in.

Risk Management

47. Risk implications and mitigation are considered on all wellbeing applications. Projects are assessed to ensure that applicants are able to deliver the intended benefits.

Conclusion

48. The Finance Report provides up to date information on the Community Committee's budget position.

Recommendations

49. Members are asked to note/discuss/approve:

- a. Details of the Wellbeing Budget position (Table 1)
- b. Details of the Youth Activities Fund (YAF) position (Table 2)
- c. YAF proposals for consideration and approval (Paragraph 28)
- d. Details of the Small Grants & Skips Budget (Table 3)
- e. Details of the Capital Budget (Table 4)
- f. Details of the Community Infrastructure Levy Budget (Table 5)
- g. Details of the Covid-19 Discretionary Fund Budget (Table 6)



Report of: Head of Locality Partnerships

Report to: Outer West Community Committee
[Calverley & Farsley, Pudsey, Farnley & Wortley]

Report author: Mike Stevenson – Localities Officer – 07891 277427

Date: 6th September 2021 **To note**

Outer West Community Committee - Update Report

Purpose of report

1. To bring to members' attention an update of the work which the Communities Team is engaged in, based on priorities identified by the Community Committee. It also provides opportunities for further questioning, or to request a more detailed report on a particular issue.
2. This report provides regular updates on some of the key activities between Community Committee meetings and functions delegated to Community Committees, Community Champions roles, community engagement, partnership and locality working.

Main issues

Cleaner Neighbourhoods Team – Update from Chris Chamberlain (Area Manager)

COVID-19 update

3. Since the last report in May, West CNT have had 2 staff who have tested positive for COVID and 37 instances of self-isolation. No staff are currently isolating but there is 1 EAO who is still not completing visits until an updated risk assessment is completed. This is being covered by other officers who are completing visits for the time being.
4. Annual Leave and some general sickness absence is still affecting the service but we are completing all work but with some slight delays.

5. The service has returned to full working hours for street cleansing staff, an additional unit has been provided in the Henshaw depot to provide additional work and break facilities. This has caused some additional issues around parking for vehicles and a further health and safety meeting is being held soon to address this, however this will not affect street cleansing activity.

General Staffing

6. Sharron Almond has now taken over z15 which covers 3 wards, Calverley & Farsley, Pudsey, and Farnley & Wortley, with the latter being moved back to West from the South team a month or so ago.
7. With this move, 3 staff have also transferred along with a vacancy which is currently being recruited to, however the quality of candidates were not as high as we hoped. The last few weeks have been challenging managing this additional area, but overtime has been used to fill as many gaps in staffing levels as much as possible.
8. In the last update, you were informed that Keith Campbell had transferred over from Refuse where he was a Team Leader to fill the vacant Chargehand position in Outer West. However, unfortunately this move did not work out for Keith and he has since resigned. This position is now currently being recruited to.
9. Currently there are 3 members of staff who are on long term sick from the Z15 team, with 1 being the roadsweeper driver. Cover will be provided using overtime where possible especially for the roadsweeper or moving staff from other zones on a priority basis.
10. Recruitment is ongoing for a temporary Area Manager and Team Leader for Inner North West with interviews being held the first week of September.

Street Cleansing

11. I am aware that Members feel that the quality of work recently has not been up to the standards previously set, which I apologise for. A plan has been put in place by Sharron Almond to address this, which has included borrowing staff from another zone on a temporary basis to help with catching up on referrals to get things back on track and standards increased. CEL are currently working their way through a list of cutting jobs.
12. The review of the sweeping schedules hasn't taken place as yet due to the changes of Team Leaders, the addition of Farnley & Wortley and leave where other work unfortunately has had to be prioritised. The review will be completed by Sharron Almond and Victoria Whalley with support from me.
13. I am also aware that communication has been raised as an issue between CNT and Ward Members which has been addressed with the appropriate parties. This includes

from business support staff who are managed centrally outside of our Directorate, who have also been struggling with resource. This is being addressed within business support management directly. A general reminder has been sent to all CNT Team Leaders to keep all Ward Members updated on issues and referrals.

Enforcement

14. Enforcement activity is working normally with Officers carrying out visits but in a safe fashion whilst maintaining their own space and not entering properties unless absolutely necessary. EAOs are still working remotely from home but are visiting the office regularly and are in contact with each other and the Team Leaders.
15. There is still a delay in getting cases to and heard in court. The majority of cases still being dealt with in Kirkless and some recent Citywide results have been disappointing which I will be addressing with legal in the hope to do some work with the Magistrates to improve convictions.

Service Changes

16. From the 5th July, some changes to the CNT management arrangements took effect with West. These are the changes Jason Singh referred to in his email in early June. The changes come about following our service review in February 2021.
17. There has been a number of changes which reflect a reduction in numbers of management level posts. These reductions have been necessary to effectively manage and deliver financial savings across environmental services as part of the 2021/ 2022 budget. There will be no changes to operational staff and EAOs. The key changes are:
 - Stacey Rockcliffe now leads the CNT and has managerial responsibility for citywide CNT activities: Stacey can be contacted on: stacey.rockcliffe@leeds.gov.uk tel: 07562 439 539
 - Victoria Whalley is now the West Area Manager which is a post created through the service review. This provides an area-wide focus for East, West and South and these posts will be key in coordinating work between services and providing local accountability to community committees and elected members. Victoria can be contacted on: victoria.whalley@leeds.gov.uk tel: 07891 279 600.
 - Sharron Almond will be the Outer West Team Leader. Sharron will be taking over the operational responsibility for street cleansing and enforcement from myself. Sharron can be contacted on: sharron.almond@leeds.gov.uk tel: 07891 272746.
18. As you will see and may be aware, I will no longer be involved with the Outer West from the 5th July and have completed a handover with Sharron with support. I have moved to Headingley, Hyde Park, Little London and Woodhouse on a temporary basis to provide Area Manager / Team Leader cover until a suitable candidate is recruited.

19. I will continue to support Victoria Whalley in the west until my proposed new role, which will be to manage a specific team to investigate and deal with fly tipping citywide. This is due to take place in early September. I would like to take this opportunity to thank all Ward Members for the support over the last few years and to say I have really enjoyed my time in West.

Community work

20. There is still a massive amount of work being completed across Outer West by the various Litter Free Groups and this is really appreciated. We continue to support this work by providing the purple bags which are delivered by CNT staff to the nominated bag holders and collecting the waste when left. We have also worked with Ward Members in ordering and delivering additional equipment for these groups. We will continue to support the groups and individuals as best we can.

Gully Cleansing – Update from Eleanor Jordan (Gullies Operational Supervisor)

Covid 19

21. Since the last update in May the Gully Cleansing Team, which usually functions with 20 operatives (10 teams) across two shifts, has been operating at 80% capacity. We are continuing to operate with Covid-19 measures in place, including isolating teams if operatives present with symptoms in their households until they have had a negative PCR test result. One of my charge-hands, who falls into the “Clinically Extremely Vulnerable” category is back on full duties.

Staffing

22. I continue to have one operative who is long term sick and three vacancies. Last month I successfully recruited a driver from within my own team, meaning I still have a vacancy, but the other two attendant vacancies have been filled. These operatives will commence in post at the beginning of September, taking us to 95% capacity. The final vacancy should be filled by the end of September.

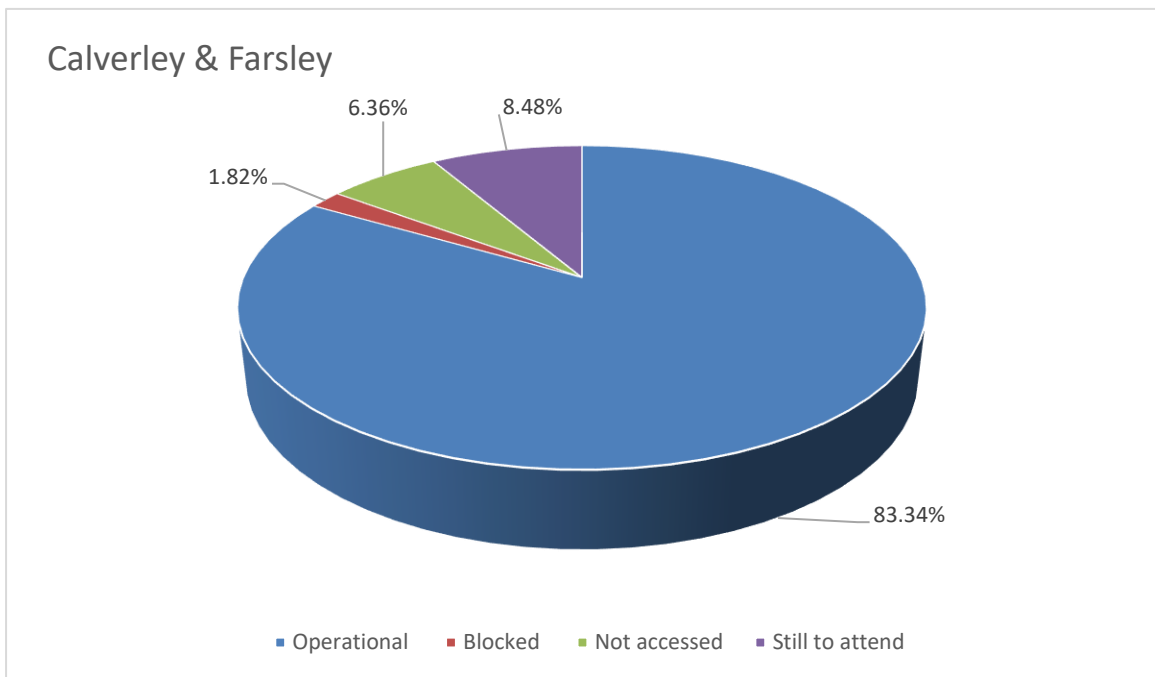
Cyclical Clean

23. We are approximately 6 weeks behind schedule owing to the ongoing pandemic and spending 5 months at 40% capacity last year. Despite having 80% of staff at work, thanks to the amount of annual leave accrued we have been working at an average of between 50-60% during the summer, which will allow us to have more teams on the ground as the weather turns in the Autumn.

Ward Updates

Calverley & Farsley – 4,447 gullies

24. This ward has been visited in Cycle 3. Since my last report we have serviced the gullies along Bradford Road.



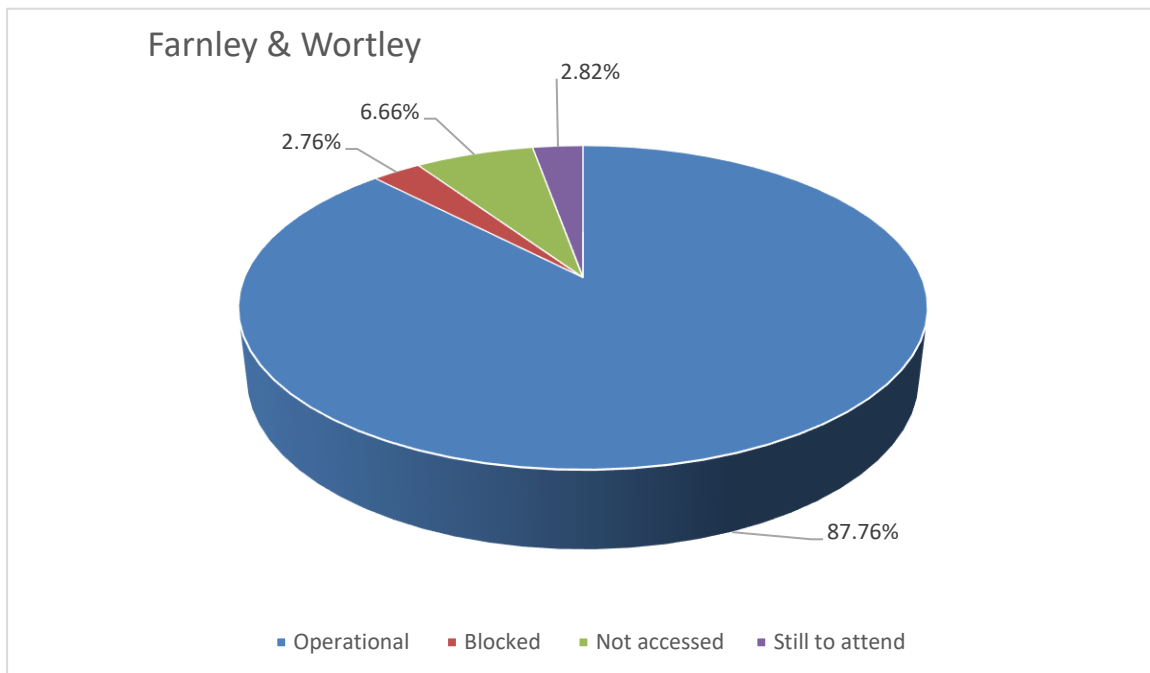
25. Of the 1.82% (81 gullies, an increase of 5 since my last report, found whilst completing Bradford Road) blocked:

Fault Description	No Traffic Management Required	Traffic Management Required	Totals
NOT KNOWN	1	0	1
CCTV survey	2	0	2
Clean	2	0	2
Connection excavation	34	6	40
Cover replacement	0	3	3
External problem report	3	1	4
Investigate	0	9	9
Main line clean	9	4	13
Pot design change	3	1	4
Rectify unknown fault	2	0	2
Release lid	0	1	1

Farnley & Wortley – 4,640 gullies

26. This ward has been visited in Cycle 3 although we still have a bit of outstanding work that we need to programme in. Since my last report we have serviced the gullies on the

Ring Road Lower Wortley, and we have managed to reduce the non-runners from 2.89% to 2.76%.

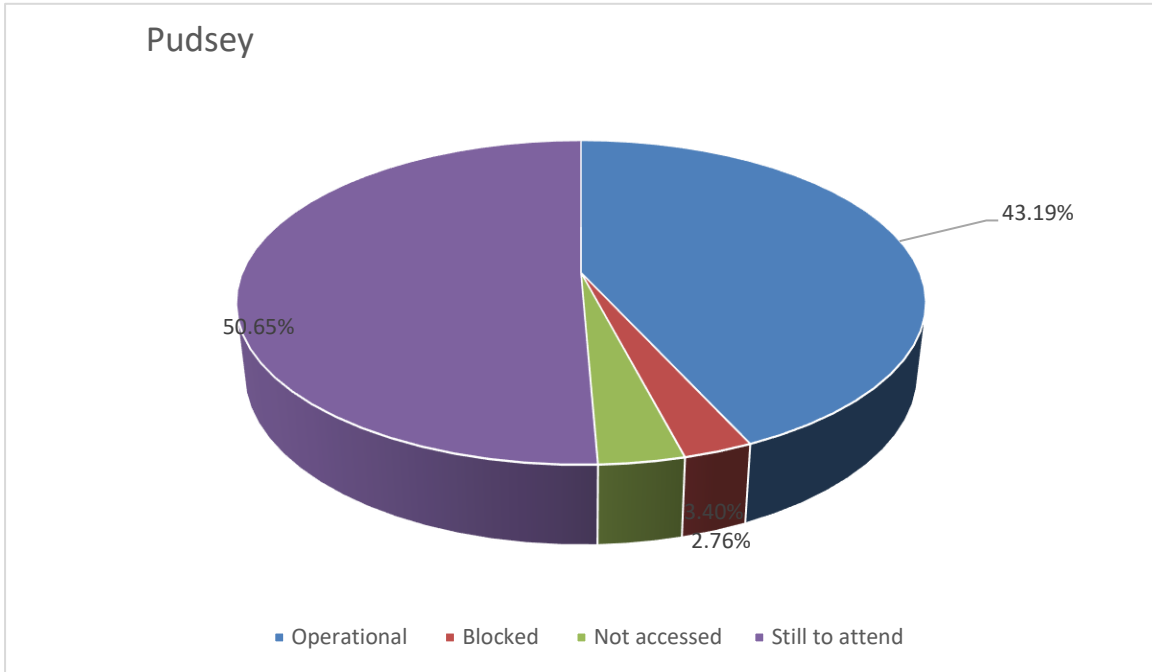


27. Of the 2.76% (128 gullies) blocked:

Fault Description	No Traffic Management Required	Traffic Management Required	Totals
Clean	9	4	13
Connection excavation	57	9	66
Cover replacement	0	2	2
External problem report	5	1	6
Investigate	2	14	16
Main line clean	2	3	5
Pot design change	1	5	6
Rectify unknown fault	13	0	13
Root cutting	1	0	1

Pudsey – 3,621

28. This is ward 20 in the cycle, which we half-way through servicing. Since my last report number of blocked gullies has risen. I expect this to settle again once the number of gullies requiring “Dig Outs” and “Requires Investigation” (investigatory jet) have been attended by my contractors.



29. Of the 2.76% (100 gullies) blocked:

Fault Description	No Traffic Management Required	Traffic Management Required	Totals
Clean	4	1	5
Connection excavation	43	5	48
Cover replacement	0	1	1
Dig out	3	1	4
External problem report	9	0	9
Investigate	20	1	21
Main line clean	3	1	4
Pot design change	1	1	2
Rectify unknown fault	3	1	4
Refer to client	0	2	2

Environmental and Community Safety Sub-Group

30. The Outer West Environmental and Community Safety Sub-Group met via Zoom on 11th August 2021. The meeting was attended by new officers from within the Cleaner Neighbourhoods Team.
31. Topics discussed included current team personal/recruitment challenges, the backlog of cutting and sweeping jobs, communication issues (both with residents and Councillors), required improvements to timescales when logging jobs, and the planned approach for the upcoming de-leaving season.
32. It was agreed that CNT would arrange separate meetings with each ward to discuss work progress and update on the above issues. These meetings are to take place once every 4 weeks initially.

Community Safety – Update from Inspector Phillip Gill (West Yorkshire Police)

33. Throughout the summer months, we have seen an expected increase in calls for service across all areas of Outer West, however this is similar to the rest of the district. We saw an increase in calls for service following the removal of COVID restrictions alongside the European football championships and warmer weather.

Pudsey

Priorities

- Anti-social behaviour in and around Pudsey Bus Station and the nearby vicinity.
 - Anti-social behaviour and drug dealing in Queens Park.
 - Anti-social driving and offences relating to the Fatal 4.
34. We have seen an increase in complaints around speeding at various locations across the ward and have deployed officers on numerous occasions to these roads, including Pudsey Road, Valley Road and Kent Road. A number of speeding tickets have been issued to drivers breaking the speed limit and we will continue to deploy officers to these locations at every opportunity.
 35. In the last few weeks, 6 people have been arrested on suspicion of driving a motor vehicle whilst over the prescribed limit (drink/drug driving) across the Pudsey ward and this will continue to be an area of focus.
 36. We continue to receive calls in relation to youths causing anti-social behaviour around the centre of Pudsey and the bus station and we continue to work closely with Metro and other agencies including youth services, licensing and the Leeds Anti-Social Behaviour Team.

Calverley & Farsley

Priorities

- To target the use of anti-social, off road motorcycles and quad bikes in Calverley & Ravenscliffe Woods, by working in Partnership with Bradford East NPT, Operation Steerside & Leeds Off Road Bike Team. Officers will utilise Anti-Social Behaviour & Road Traffic legislation in a zero tolerance enforcement style.
- To target speeding & anti-social motorists on Bradford Road from Dawson's Corner to Thornbury Roundabout, by conducting hi visibility patrols of the road and the deployment of ProLaser to capture and deter offending.
- To tackle residential burglaries by conducting hi visibility patrols, targeting and disrupting known offenders and delivering of crime prevention advice to residents

37. Since the last report, a closure order was obtained in partnership with Leeds City Council to enable more powers to be made available in relation to the Bunnyfields area of Calverley that have previously seen a significant amount of issues around the use of Quads and Off road motor bikes. We continue to patrol the area as much as possible to try and deter offenders from attending the ward.

38. Burglary continues to be a priority and a number of residents have been visited across the ward and issued with crime prevention advice. We are trying to raise awareness of the nominated neighbour scheme across the Farsley area, if you are interested in this then please get in touch – outerwest@westyorkshire.police.uk.

39. Work is ongoing alongside our colleagues from the road traffic department to tackle speeding motorist on the A647 and operations have taken place. In June, a 39 year old male was arrested for driving whilst over the prescribed limit on Bradford Road and was charged to appear at court.

Farnley & Wortley

Priorities

- Anti-social behaviour on the Whincovers/Butterbowls
- Anti-social behaviour and drug dealing on the Heights
- Drug dealing on and in the surrounding areas of Cow Close Road

40. A number of warrants have been executed across Farnley & Wortley in relation to suspected drug dealing and numerous arrests have occurred. We have seized a large quantity of drugs and used powers under the Proceeds of Crime Act to seize assets linked to criminality. Drugs will continue to be a priority for the ward and we encourage people to report drug dealing directly to outerwest@westyorkshire.police.uk.

41. A number of mini operations have taken place to combat reports of anti-social behaviour on the Whincovers, Heights and Butterbowls and a restraining order has been obtained against one of the key offenders.

Health and Wellbeing & Adult Social Care – Update from Jon Hindley (Public Health)

The Big Leeds Chat

42. The Big Leeds Chat is coming to Pudsey and our Communities in Outer West. We know that as a city only thinking in terms of a big city when planning health and social care services is not effective. Big Chat on tour will be having conversations with citizens, groups, communities, and children to seek advice and insight in planning services.



43. What works for people in Beeston will be different to what people in Pudsey want. Hearing directly from our people in local areas will help the planners and decision makers understand what is working, what needs improving and what works. There will be conversation makers ('chat starters') and decision makers to listen.

44. September and October 2021 see the Big Chat return. The Big Chat on tour is slightly different due to Covid so teams will be going out in smaller groups in a Covid safe and risk assessed way to talk to people at markets and shopping centres as well as within online forums. If you would like more information please contact; Jonathan.Hindley@leeds.gov.uk or go to <https://healthwatchleeds.co.uk/our-work/bigleedschat/>

Men Wanted in Wortley!

45. Local men's health workers are still looking for participants to continue the very successful men's health work. Targeting those socially isolated, lonely or men that just want to form social and activity groups. If you know of any men who may be interested, please contact Joe for referrals.

46. Uptake has been slow and as we slowly emerge from the pandemic and learn to live with Covid we are really interested in attracting men whose mental and emotional health will be improved and maintained by joining a social activity group appropriate to their needs and wishes. Please contact. Joe Kemp joek@touchstonesupport.org.uk

47. To find out more about 'What's On' for Men please visit: <https://datawrapper.dwcdn.net/M7mhQ/8/>

Summer 2021 (Covid Update)

48. As you will be aware infection rates have been high during the summer months within many wards across the city, especially those with a younger demographic the ward infections rates have fluctuated considerably. The situation is dynamic and will likely change again as we move towards the winter months.
49. As the Leeds vaccination programme moves a pace and we move down the age groups infections become concentrated in the 18-24-year olds and below. The response of the NHS, Leeds City Council and Third Sector partners has been rapid and ongoing since the start of the pandemic with some vaccinations centres offering different vaccination sites, for example one for forties and above and then another site for 18 above.
50. Additional mobile testing centres have been set up. Women's only vaccination clinics have also been made available as well as roving and pop up Covid -19 vaccination sites across the city. On top of this young people in the hospitality industry, night-time economy, family owned and run food business, general food retail, universities, schools, colleges, and further education venues have been targeted via campaigns and social media to take up the vaccination offer. This work continues by the NHS, CCG and LCC Public Health, Volunteers and Third Sector Partners. These partners include a strong representation from faith groups.

Covid-19 outreach teams across the wards

51. In conjunction with the above outreach teams have been proactively moving across the wards and door knocking to:
- Encourage vaccination and testing uptake
 - Distribute free lateral flow test packs.
 - Ask if local residents require and help with shopping, prescription collection, financial inclusion matters for example. These doorstep wellbeing checks have proved to be an essential lifeline for many residents and have been well received.
 - Teams have also been posting information leaflets detailing council, clinical and charitable services available.
52. Outreach teams comprise of council workers, LCC commissioned services such as Better Together Outreach volunteers, public health officers, third sector community development teams, clinical colleagues who have volunteers and Forum central's volunteer resource pool.

Leeds City Council Contract Tracing Service

53. The outreach component of this service is delivered through our trusted commissioned third sector partners many who have worked in their communities and geographical areas for over 25 years. This service has over a 46% success record. It helps local residents track contacts they may have had if they test positive and offers isolation

advice and help. The service is highly flexible and is proving a strong model for work of this nature.

Key messages

54. As we enter a new phase of living with the virus, with very few restrictions in place, here are some updated key messages that capture the national messages combined with local messaging from our Director of Public Health.

- Thank you to everyone who has done their bit taking up the extra testing and getting the COVID vaccine here in Leeds.
- Covid-19 continues to be a feature of our lives, so this last step on the roadmap is around learning to live with it and manage the risk to ourselves and others.
- Rates of Covid infection are high and continue to rise therefore we should continue to be cautious, help to reduce the risk of spread and protect people at highest risk of serious illness.
- Now, you will no longer have to wear a mask or social distance by law, but the advice is to continue to wear a mask in enclosed and crowded spaces such as public transport. Some organisations, e.g. health and social care, will ask you to wear a mask.
- You no longer need to work from home if you can, but the recommendation is for a gradual return over the summer.
- To keep yourself and others safe, try and limit the contact you have with people you do not usually live with, including keeping the number of people and the time you spend with them low, and not getting too close to them.
- Where possible, meet outdoors and let fresh air into homes and other enclosed spaces.
- Many people will be excited about the return to the way things were before Covid, whilst others, including those more vulnerable, maybe more cautious. Think of others when making your own decisions about when to wear a mask and social distance.
- Please get both doses of the vaccine when called to make sure you have the highest level of protection.
- It is also really important that we all continue to reduce the risk of spread by washing hands, getting tested if you have symptoms, and isolate if advised to do so.

55. Please notes rules on self-isolating and those citizens who have been double vaccinated are set to be changed by the government:

<https://www.gov.uk/government/news/self-isolation-to-be-eased-for-fully-vaccinated-adults-in-step-4>

Uptake of Long Covid-Support Services

56. Work is currently underway to encourage local people within Outer West wards to understand and identify if present Long Covid-19 symptoms as appropriate and then seek help through their local GP service.

57. Uptake is low within some of our wards which is nothing to be alarmed about as cases are proportionally low across the city. However, we would like any local residents who feel they may have symptoms to access the service. There is a Leeds City Council

Public Health information sheet available with more detail from the Long-Term Conditions Team. For more information please contact the following Public Health officers, Carl.Mackie@leeds.gov.uk or Jonathan.Hindley@leeds.gov.uk

Housing Team – Update from Sophie Roberts (Housing Manager – Pudsey, Calverley & Farsley)

Pudsey, Calverley and Farsley

58. As part of remobilisation the Pudsey team have now started hybrid working, this means staff are working some days at home and some days in the office. The office has limited capacity, but the team are benefiting from seeing their colleagues, being able to share knowledge and speak with colleagues who work in the Wortley team as we co-locate office space.
59. The team have worked hard in the first quarter to complete walkabouts and have recently completed them for quarter two. These are a great opportunity to not only identify any issues but also work collaboratively with partners.
60. Recently Cllr Seary joined the team to look at the areas around the Greenside and Smalewell Close Retirement life schemes. The walkabout resulted in several improvements identified and the team and other internal departments are working hard to make improvements.
61. We continue to work hard on the health and wellbeing of our team. As restrictions have lifted, we have been able to meet up and have team meetings in an outdoor setting, the team recently met at Kirkstall Abbey. It had been many months since the team had been together in a face to face setting, everyone enjoyed seeing each other and catching up.
62. Anti-social behaviour continues to be reported and we continue to work with residents, colleagues in LASBT and the local NPT to try and resolve issues quickly. We ensure we share knowledge with partners to try and resolve issues. The Housing Manager also attends six weekly tasking meetings which are led by West Yorkshire Police.
63. The team have a number of ongoing Housing Advisory Panel bids which are due to be completed, all of these it is hoped will improve issues residents are facing, we have identified a number of projects which we hope will help with anti-social behaviour. These include increasing the height of a fence at New Street Grove which we hope will act as a crime prevention method. We are also looking to gate off an area in the Farsley ward which has been having problems with ASB and litter. We hope by identifying projects such as these we will help to improve the areas in which our residents live.
64. A longstanding project the team have worked on is to resolve the issues with waste at the flats on Valley Road, one of the bin areas has now been removed, once the second

area has been completed we will be looking to remove communal bins and providing residents individual collection which we hope to resolve the very long standing issues we have in the area with fly-tipping and unsuccessful refuse collection due to the location of the current bin area.

65. Residents in the Pudsey ward will soon be benefitting from a new ground source heat pump system being installed at the Rycroft blocks. Residents have now been notified of the works and the work is due to start soon.

Housing Team – Update from Joanne Taylor (Housing Team Leader – Farnley & Wortley)

Farnley & Wortley

66. The Wortley Housing Team continue to work from home but are now remobilised meaning Housing Officers are out on the patches they manage on a weekly basis. Wortley /Pudsey Office has opened for staff to work from, operating a booking system with a maximum of 10 person for both offices.

67. Housing Officers are addressing a variety of issues, such as concerns relating to the environment, doorstep arrears visits where all other means have been exhausted.

68. Quarter 2 Walkabouts are taking place throughout August and September and outcomes fed back to Ward members within 6 weeks of the walkabout date.

69. Fly-tipping continues to be an ongoing issues in the Farnley and Wortley area and we have identified a number of hot spots which we are working closely with Cleaner neighbourhoods & Neighbour Housing services to look at measures to find solutions to minimise the impact on residents and the local community. Housing Officers are also working with Neighbourhood Service Officers within the hotspots to look at preventative measures and submitting the projects to Hap for consideration.

70. Hotspots identified: Bawn estate, Billy Lane grassed area, grassed area behind Nutting grove terrace estate and Gamble Hill Rise garage site (looking to install security lighting to prevent fly-tipping and repeat vandalism of garage doors and fly-tipping in the garages themselves).

71. Gamble Croft and Grange has had an issue with bin waste capacity, this has been resolved by an extra collection.

72. Complaints raised regarding the cleanliness of Gamble Croft and Grange. This has been raised with the Team leader for the area who has advised resources issues has impacted on the cleaning service provided to residents.

73. Green Guardian Scheme now up and running in the Wortley area in conjunction with Groundworks Leeds to tackle untidy gardens of vulnerable tenants. Referrals are taking between 6 to 8 weeks to action.

Employment and Skills – Update from Keri Evans (Senior Manager)

Universal Credit

74. The table below shows the revised figures for the number of people claiming Universal Credit in the Outer West Community Committee area that were unemployed in May 2021 is 3,588. This is an increase of 101% since March 2020, a decrease of 126 on the previous month. The increase in claimants is reflective across all wards due to the impact of COVID.

75. The Coronavirus Job Retention Scheme (furlough) will cease at the end of September, and there is an expectation that a number of people will be made redundant which could subsequently increase claimants to Universal Credit.

	Universal Credit Claimants (Not in Employment) 16-64yrs					
	March 2020		April 2021		May 2021	
	Number*	Rate**	Number*	Rate**	Number*	Rate**
Leeds	23,618	4.6%	47,061	9.1%	46,061	8.9%
Outer West	1,783	4.0%	3,714	8.3%	3,588	8.0%
Calverley & Farsley	343	2.4%	859	5.9%	823	5.7%
Farnley & Wortley	864	5.6%	1,684	11.0%	1,637	10.7%
Pudsey	576	3.8%	1,171	7.7%	1,128	7.4%

*Number is the number of people claiming Universal Credit that are not in employment

**Rate shows the number of claimants not in employment as a percentage of the working age population

Employment and Skills Services

76. The table below shows the number of people being supported from the Outer West Community Committee area.

	Accessing Services		Into Work		Improved Skills	
	2020/21 (Apr – Mar)	2019/20 (Apr – Mar)	2020/21 (Apr – Mar)	2019/20 (Apr – Mar)	2020/21 (Apr – Mar)	2019/20 (Apr – Mar)
Outer West	679	889	184	264	379	429
Calverley & Farsley	116	143	42	40	80	93
Farnley & Wortley	384	499	96	153	180	190
Pudsey	179	247	46	71	119	146

77. COVID has had considerable impact since March 2020, with closures of face-to-face services, the employment and skills delivery models were adapted and continued through a virtual or remote offer along with email and telephone support. During April 2020 – March 2021 10,071 people accessed the Service, 679 of whom were from the Outer West, a reduction of 24% when compared to the same period last year.

78. Across the city the service has supported 3,413 people into work, (April 2020 – March 2021), 184 were residents from the Outer West, a reduction of 30% when compared to the same period last year. Customers were supported into work across all sectors with the largest numbers in health and care, food retail, logistics, distribution, and transport.

Leeds Employment Hub

79. A single point of contact for ESIF funded programmes and Jobshops that provides tailored and comprehensive support into employment or education to all unemployed Leeds residents. A large team of Employment Advisors deliver the programme by providing one to one support, tailored preventative and remedial support to eligible residents who are disadvantaged in the labour market.

80. The Service continues to be successful in securing ESIF funding that will now be in place until December 2023, supporting around 3,500 people per year in Leeds to improve their skills and significantly increase their prospects of moving into sustained employment. The service and its partners will be spending in the region of £2.7m in this financial year on the delivery of employment support programmes.

81. A further ESIF bid to support 15-24 year old Leeds residents has been submitted and the service expects to hear by the end of August 2021 if successful. This will replace two existing programmes that are due to finish at the end of December 2021.

82. ESIF programmes are predominantly focused on residents who are not employed. The service has therefore sought to gain funding for residents that are ineligible for ESIF programmes, supporting underemployed residents in low paid, low skilled jobs as well as those at risk of redundancy. Residents at risk of being redundant will be offered support beyond the limited statutory minimum offered by DWP and National Careers Service and residents seen as underemployed will be able to access services and support that to now have not been offered through ESIF and other mainstream support.

83. All Jobshops are now fully open, 5 days a week for face-to-face appointments which include City Centre and Armley Community Hub.

84. Due to COVID the annual Leeds Next Steps event will not take place face-to-face this summer. The event usually held the day after GCSE results day, where young people can talk to local colleges and providers, get information and advice about post-16 learning opportunities, individual courses, apprenticeships, and traineeships will be available on-line. Information from a wide range of schools, colleges and other providers will be available via the 'Start in Leeds' website.

85. Between April 2020 – March 2021 3,971 customers accessed Leeds Employment Hub including Jobshops. 2,047 customers were supported into work and 292 were supported into training or further education. From the Outer West, 273 customers accessed Leeds Employment Hub including Jobshops. 96 customers were supported into work and 37 were supported into training or further education.

Leeds Learning Hub

86. The service delivers and commissions adult learning (post 19) with courses designed to help adults take their first steps or re-engage with learning before progressing to accredited learning within community settings. This provision is targeted to the 20% most deprived SOAs with a focus on Priority Neighbourhoods. Our programme includes Family English, Maths and Language (FEML) provision designed for parents (or other carers of children) with English and Maths needs or is for families where English is not the primary language. Often these courses are linked to schools or Children's Centres.
87. Over the last 12 months, new methods of delivery were developed to ensure learners could continue to access our courses. This included blended learning e.g. digital delivery through mobile phones coupled with home learning options, remote delivery options including outdoor learning, and the return to face to face learning when restrictions permitted with reworked COVID secure delivery spaces. The service also developed home learning resource packs to increase pastoral support, with a particular focus on vulnerable learners and those unable to access online programmes.
88. Between April 2020 – March 2021 the service has supported 4,857 people across the city to improve their skills. From the Outer West, 379 residents have completed a skills course, a reduction of 12% when compared to the same period last year. For Outer West, 17 courses, including ESOL, language for the classroom and digital skills, were delivered across 4 different venues in the 2020/21 Academic Year.

Employer Support

89. Over the last 15 months the Service has engaged with 384 businesses (33 large and 351 SMEs). The highest number of engagements have been within construction, health and social care, IT, and digital and professional services sectors.

Red Kite View

90. The new Child and Adolescence Mental Health Unit started recruiting to Health Support Assistants and Support Assistant roles. Extensive promotion of the posts and engagement took place with residents from New Wortley and the wider wards of Armley, Farnley & Wortley and Bramley and Stanningley. 118 people participated in the Red Kite View Online Jobs Fair.
91. After the event 48 registered their interest for additional employability support through the Leeds Employment Hub, of whom 79% were from the targeted wards. The recruitment day took place on the 12th August, with further interviews taking place, to date 12 people have been successful. The We Care Academy has scheduled additional 'Step into Care' places to support anybody who has been unsuccessful to access other opportunities within the Health & Care sector.

Vaccinating Leeds Programme

92. The Service supported, in partnership with the Leeds Teaching Hospital Trust, the recruitment of Admin, Health Care Assistants and Front of House positions for the Vaccinating Leeds programme.

93. 90 Leeds Employment Hub customers successfully passed the recruitment process, including HR checks and an initial training programme, 24 customers commenced work with the NHS in March 2021, the other customers were invited to join the talent pipeline to be put forward for other opportunities.

Kickstart

94. Part of the Government's Plan for Jobs 2020 launched in September. Employment and Skills is continuing to act as a "Kickstart Gateway", to help provide placements for young people who are currently on Universal Credit and at risk of long-term unemployment. The programme provides funding to employers to offer 6-month placements for eligible businesses. Since January 2021, 391 placements have been approved with 140 placements filled.

Retail and Hospitality Sector

95. Developing a programme with employers, Leeds City College and The Engine Room, to provide taster sessions and upskilling support for participants, in order to allow them to access opportunities in the sector. The initial programme is set to be delivered in September 2021, with a one-week programme covering key skills in hospitality.

Leeds Teaching Hospital Trust (LTHT)

96. Working in partnership with LTHT to support the recruitment of a large number of Apprentice Clinical Support Workers and Apprentice Facilities Technicians roles within LTHT. Virtual information sessions to explain the role and application process are being delivered from September. Support arrangements are in place through the Leeds Employment Hub and targeted local promotion is being arranged.

CCTV – Update from Shaun Travis (CCTV Compliance Manager – LeedsWatch)

Qtr 1 2021/22

97. The LeedsWatch service is currently undergoing a review which is looking at all aspects of the service, including the operation of the control room, effectiveness of its cameras.

98. The review is also to include a reporting strand which will serve to agree the way forward to provide information regarding CCTV to Councillors and Partners.

99. This report covers the different types of incidents captured by CCTV operators in real time for the cameras located in the Outer West area committee area, for quarter 1 2021/2022.

Current cameras in the Outer West area

100. There are currently 11 cameras in Outer West funded by the Outer West area committee.

GDPR – Information Sharing

101. The introduction of the GDPR 2018 regulations reviewed the area of information sharing and therefore restricted the detail of what can be provided. As a result, the content of this report may not have the detail of specific incidents previously reported, but provides a summary of the types of incidents within the area.

Incidents captured by CCTV operators:

Qtr 1 - Outer West Cameras incidents (1st April - 30th June 2021)					
	April	May	June	Total incidents per category	
Alarm Activation	0	0	0	Alarm Activation	0
Animals	0	0	0	Animals	0
ASB	1	5	0	ASB	6
Cash In Transit	0	0	0	Cash In Transit	0
Drugs	0	0	0	Drugs	0
Enforcement	0	0	0	Enforcement	0
Fire	3	1	0	Fire	4
Health & Safety	0	5	0	Health & Safety	5
Police Operation	0	2	3	Police Operation	5
Public Order	0	1	4	Public Order	5
Road Traffic	1	4	1	Road Traffic	6
Sexual Offences	0	0	0	Sexual Offences	0
Suspicious Events	0	0	0	Suspicious Events	0
Theft	0	1	0	Theft	1
Travellers	0	0	0	Travellers	0
Weather	0	0	0	Weather	0
Metro	0	0	0	Metro	0
Total Per Month	5	19	8	Total sum of incidents	32

102. CCTV also contributes towards Police enquiries as requests are made for footage which may not have been observed “real time”. These incidents are not included in this report but can contribute towards arrests being made in the Outer West Area.

103. Following the recent announcement of the new Full Fibre Network provider being awarded to BT work will now commence to upgrade all CCTV cameras from analogue to digital. This will significantly improve the image quality and increased effectiveness of cameras in the Ward.

Requests for new Cameras

104. The Surveillance Camera Commissioner is appointed by the Home Secretary to ensure that surveillance camera systems in public places keep people safe and protect and support them.

105. Following changes to Data Protection legislation the council needs to ensure that all its CCTV systems are managed in line with the Commissioner’s recommendations to ensure there are no data breaches (this includes CCTV systems in all Leeds City Council assets including libraries, sports centres, council vehicles fitted with CCTV, etc.).

106. A dedicated CCTV compliance team has been established within Leeds City Council.

107. The compliance team also work closely with Information Governance to assist in ensuring all system owners are compliant with their codes of practice, policies, and procedures.

Updates from Key Services:

Outer West Community Hubs – Update from Jason Newman (Community Hubs Manager)

Update August 2021

108. The service is beginning to return to normal following the pandemic and we are beginning to provide our normal services. Customers can now access all our hubs Library services in person, and we hope that we will be able to open up the buildings to partners for their services in the next few weeks.

109. We have introduced a new appointment system to our Outer West sites for customer services. This worked well in other areas of Leeds pre-pandemic and we hope the customers will find it gives them more choice and reduces the times that they need to wait.

110. When a customer approaches a hub needing a detailed customer service enquiry if a member of staff is available the customer will be seen straight away however if they are unavailable on a different appointment we will book the customer into the next available slot, the customer will then have the choice of using the other facilities whilst they wait or

coming back at the allotted time, we will also ask the customer if they would prefer a phone call appointment rather than needing to come back to the hub.

111. It also gives us the freedom to book customers from our library only sites to access the same service without needing to travel as our staff at those libraries can book the customer a telephone appointment with one of our staff at the hubs.

112. We have had a busy July with offering the Healthy Holidays offer to around 500 children across Leeds at our hubs including sessions 4 days a week at Pudsey, the children who have been referred by local schools from their eligible cohort of those on free school meals have been able to join in various cultural offers, drumming bands, trips round the dinosaur trail in the city centre, author visits, Lego events to name a few and have had a warm meal provided on each of the days they have been there.

113. In addition to the above we have also had a very successful summer reading challenge across our libraries including Pudsey where we have seen one of our busiest years, children taking part, reading books and receiving prizes along the way.

114. This year we have also been involved in a reception reading pilot where we have been working intensively with a limited number of schools to encourage the children who will be joining them in September to begin their love of reading journey. Following the success this has shown so far, we hope to widen this pilot for next year.

115. The JESP program which makes use of the ESIF funding mentioned in the last update supporting people in our communities to find work and supporting them through the initial stages of employment is continuing to embed and we will be using our hubs in Outer West to provide this service for local customers rather than them needing to travel.

116. We recently introduced our standardised hours to all our libraries. The Outer West Hubs and Libraries are now be open:

Pudsey: Monday – 9am -5pm
Tuesday – 10am – 5pm
Wednesday – 9am until 7pm (We are currently only open until 5pm on the Wednesday however hope to go to the full hours very shortly)
Thursday – 9am – 5pm
Friday – 9am – 5pm
Saturday – 10am – 4pm

Calverley & Farsley: Monday – 9am -5pm
Tuesday – Closed
Wednesday – 9am – 5pm
Thursday – Closed
Friday – 9am – 5pm
Saturday – 10am – 4pm

Community Engagement: Social Media

117. **Appendix 1 Social Media Report** provides the Committee with information on posts, and details recent social media activity for the Outer West Community Committee Facebook page, along with the three ward-based Coronavirus Facebook help pages for the area.

118. The report highlights key themes promoted through social media posts, as well as topics addressed relevant to the period of time.

119. The report covers the last 3 months 1st June 2021 to 31st August 2021.

Corporate Considerations

Consultation and Engagement

120. The Community Committee has, where applicable, been consulted on information detailed within the report.

Equality and Diversity/Cohesion and Integration

121. All work that the Communities Team are involved in is assessed in relation to Equality, Diversity, Cohesion and Integration. In addition, the Communities Team ensures that the wellbeing process for funding of projects complies with all relevant policies and legislation.

Council Polices and City Priorities

122. Projects that the Communities Team are involved in are assessed to ensure that they are in line with Council and City priorities as set out in the following documents:

1. Vision for Leeds 2011 – 30
2. Best City Plan
3. Health and Wellbeing City Priorities Plan
4. Children and Young People's Plan
5. Safer and Stronger Communities Plan
6. Leeds Inclusive Growth Strategy

Resources and Value for Money

123. Aligning the distribution of community wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.

Legal Implications, Access to Information and Call In

124. There are no legal implications or access to information issues. This report is not subject to call in.

Risk Management

125. Risk implications and mitigation are considered on all projects and wellbeing applications. Projects are assessed to ensure that applicants are able to deliver the intended benefits.

Conclusions

126. The report provides up to date information on key areas of work for the Community Committee.

Recommendations

127. The Community Committee is asked to note the content of the report and comment as appropriate.

Background documents¹

128. None.

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly, this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

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Outer West Community Committee

FACEBOOK highlights

1st June 2021 – 31st August 2021

Appendix 1

Outer West Community Committee

<https://www.facebook.com/LCCOuterWest>

The Facebook page for the Outer West Community Committee has continued to provide support, information and access to multiple services. With regular updates, the number of followers and interactions has been reflected in the interaction of the local community. Since 1st June 2021 the Outer West Community Committee Facebook page has:

- Further increased the total number of page followers to **1,250**
- Held a position as the **4th most popular** Community Committee Facebook page across Leeds
- Seen a total reach to followers of 12,654

Definitions:

- **'reach'** is the number of people the post was delivered to
- **'engagement'** is the number of reactions, comments or shares

Engagement tends to be a better way of gauging if people are interested and have read the posts because they wouldn't have interacted with it otherwise. For example, a post might reach 1,000 people but if they all scroll past and don't read it, the engagement is 0 and it hasn't been an effective way for the Community Committee to communicate.

Having said that, many posts can be read without any further interaction!


The most popular post since the 1st June 2021 was a post on July 1st promoting the Mini Breeze events scheduled for Outer West. This post:

- **Reached a total of 3,678 people**
- **Was shared, liked, commented on 28 times**
- **Was clicked on 78 times**

1st Place – Mini Breeze Outer West (01.07.21)



3,678 people had this post delivered to them and it had **28** post clicks. A further **78** people liked, commented, and shared the post.



Leeds City Council Outer West Community Committee
1 July · 🌐

Breeze in the Park 2021

The Breeze Team are delighted to announce our summer series of **Breeze in the Park** festivals are back this year and we would like to invite you to be a part of the day. The event is fun packed with inflatables, arts tents and Info Zone.

Breeze wants to invite **local organisations and service providers** to have a presence at their local Breeze in the Park event.

The info zone is an opportunity for organisations to promote the great work they do and a chance to engage with local young people and families.

To get involved and register your interest please contact darren.kellis@leeds.gov.uk for a booking form
The deadline for form submissions is **Monday 12th July 2021**

Confirmed dates for the Outer West area are:

- Queens Park, Pudsey— Thursday 29th July
- Hainsworth Park, Farsley —Tuesday 17th August
- Farnley Hall Park, Farnley— Saturday 21st August

Get more likes, comments and shares
When you boost this post, you'll show it to more people.

3,678 People reached 106 Engagements [Boost post](#)

Performance for your post

3,678 People Reached

28 Likes, Comments & Shares ↓

15 Likes	3 On Post	12 On Shares
8 Comments	6 On Post	2 On Shares
5 Shares	5 On Post	0 On Shares

78 Post Clicks

17 Photo views	0 Link clicks ↓	61 Other Clicks ↓
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NEGATIVE FEEDBACK

0 Hide post 0 Hide all posts
0 Report as spam 0 Unlike Page

Reported stats may be delayed from what appears on posts

2nd Place – Summer Bands in the Park (17.06.2021)

1,284 people had this post delivered to them and it had **41** post clicks. A further **8** people liked, commented, and shared the post.




Leeds City Council Outer West Community Committee 17 June · 🌐

Summer Band Performances in Outer West: UPDATE

Due to the postponement to easing social distancing measures, the Summer Bands in Leeds Parks series will not be able to go ahead until at least the 19th July.

As a result, the concerts at Western Flatts Cliff Park, Wortley - Sunday 27 June, Farnley Hall Park - Sunday 11 July and Victoria Park, Calverley - Sunday 18 July will not be able to go ahead. ... See more



Performance for your post

1,284 People Reached

8 Reactions, comments & shares 🗨️

5 Like	4 On post	1 On shares
1 Sad	0 On post	1 On shares
0 Comments	0 On Post	0 On Shares
2 Shares	2 On Post	0 On Shares

41 Post Clicks

0 Photo views	0 Link clicks 🗨️	41 Other Clicks 🗨️
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NEGATIVE FEEDBACK

0 Hide post	0 Hide all posts
0 Report as spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

Get more likes, comments and shares
When you boost this post, you'll show it to more people.

1,284 People reached **49** Engagements [Boost post](#)

3rd Place – Building Futures Together (02/08/2021)

867 people had this post delivered to them and it had **9** post clicks. A further **9** people liked, commented, and shared the post.



The screenshot shows a Facebook post from "Leeds City Council Outer West Community Committee" with a performance analytics panel on the right. The post text reads: "Funded by the Outer West Community Committee, Building Futures Together is holding free sessions in the area for young people aged 13-17, to learn key work-based skills. See details below for availability and how to book on now and benefit from this amazing opportunity!"

The performance analytics panel, titled "Performance for your post", displays the following data:

Performance for your post		
867 People Reached		
9 Likes, Comments & Shares		
6 Likes	2 On Post	3 On Shares
0 Comments	0 On Post	0 On Shares
4 Shares	4 On Post	0 On Shares
9 Post Clicks		
2 Photo views	0 Link clicks	7 Other Clicks
NEGATIVE FEEDBACK		
0 Hide post	0 Hide all posts	
0 Report as spam	0 Unlike Page	
Reported stats may be delayed from what appears on posts		

The post image features the text "BUILDING FUTURES TOGETHER" with a large upward-pointing arrow, "HELPING YOUNG PEOPLE FORM SUSTAINABLE CAREERS", "ROCK UP TO DO A MOCK UP", and "PRACTICAL TASTER SESSIONS IN ELECTRICAL AND PLUMBING". It includes logos for "G & H" and "GARDENERS" and shows a person in a high-visibility vest working in a workshop.

Other posts of note



For the period June 2021 – August 2021, the Outer West Community Committee Facebook page has published content on a wide variety of local issues and events.

This has included posts on the following:

- Job opportunities through Kickstart Programme
- Online Armed Forces Day events
- Public consultations
- Child Friendly Leeds campaigns
- Enjoy Summer Safely campaign
- Promotion of local businesses
- Changes to national Covid guidance

COVID-19 Facebook Groups

The Communities Team have set up **33** ward based **Coronavirus Help Facebook Groups** as a way of promoting services, supporting communities and cascading information in an attempt to tackle the Coronavirus pandemic. Key charities, voluntary groups, community groups, Councillors, as well as the wider population in the local community are all invited to join the pages.

As well as key messages from the main Leeds City Council Facebook Page being used to deliver information to each ward, the pages are also there to generate discussion and debate but also hopefully facilitate conversations around being neighbourly during the national pandemic and assist if possible in some of the volunteering efforts.

The table below outlines the total membership numbers for each Outer West ward page:

Outer West Ward	Number of Members
Calverley & Farsley	49
Farnley & Wortley	161
Pudsey	560
Total	770

Since 1st June 2021, the pages have maintained a stable membership.

As a committee area of Leeds, Outer West remains **number 1** across the city in terms of collective membership to these Coronavirus help pages.

The committee is asked to note the specific **Coronavirus Facebook Ward Pages** links and are invited to share these links in an attempt to increase traffic further:

- Calverley & Farsley - <https://facebook.com/groups/953541868438931/>
- Farnley & Wortley - <https://facebook.com/groups/197222391700687/>
- Pudsey - <https://facebook.com/groups/144186830248272/>

Pudsey overview:



Top Post: 15th July 2021

Rapid Covid Testing

The post reached 188 people

Other Popular posts on the Pudsey page:

- Mobile testing unit locations
- Vaccine promotion
- Discretionary Grants for businesses

Farnley & Wortley overview:



Top Post: 22nd July 2021

Armley Helping Hands – job advertisement

The post reached 49 people, and had 1 engagement (likes, shares, comments)

Other popular posts on the Farnley & Wortley page:

Grab a Job NHS campaign

Neighbourhood Action – local advice

NHS Fresh Air Advice

Calverley & Farsley overview:



Top Post: 28th July 2021

LCC advice to Clinically Extremely Vulnerable

The post reached 23 people

Other Popular post on the Calverley & Farsley Page:

Mobile Testing Unit locations

NHS Vaccine campaign

Contact Details:

The Outer West Community Committee Facebook page, along with the three wards based Coronavirus Help pages for the area, continue to be maintained by the Localities Officer and Engagement Officer for Outer West.

The Outer West Community Committee wants to work with organisations and individuals in the area to promote local initiatives, advice, and good news stories that can benefit the local community.

If you wish to get in touch, please contact:

Mike Stevenson
Localities Officer – Outer West Community Committee
Michael.stevenson@leeds.gov.uk



Report of: Head of Locality Partnerships

Report to: Outer West Community Committee

Report author: Amy Beswick- Policy Officer & Mike Eakins- Intelligence & Policy Manager

Telephone No: 0113 535 1857

Date: 6th September 2021

To note

Title: City Plan Engagement

Purpose of report

1. To provide the Outer West Community Committee with a verbal update on the development of a City Plan for Leeds and to gather input from elected members and residents to feed into the Plan.

Main issues

2. The verbal report is provided at the specific request of the Community Committee.
3. The verbal report outlines the new City Plan in development for Leeds, which will become the main overarching strategy for the city, replacing the Best Council Plan. The verbal report will provide details of the timeframe for the development of the Plan, how consultation and engagement will take place, and what the final product is likely to look like. As part of the consultation towards the Plan, elected members and residents will be invited to share their views about pertinent issues affecting the Outer West Community Committee Area, and discuss how these can best be represented in the City Plan.
4. There will be an opportunity for questions from elected members and residents after the presentation, and for elected members and residents to share their views as part of the consultation process. The proposed questions for discussion at the meeting are:

- What are the big issues for Leeds now, and over the next ten years?
- What are the big issues for the Outer West Community Committee area now, and over the next ten years?
- How can local communities play their part? What strengths do local areas have that can be drawn upon?
- Does the ambition of being the 'Best City' still resonate?

Recommendations

5. The Outer West Community Committee is asked to note the contents of the verbal report that will be provided by Councillor Dowson and Amy Beswick/ Mike Eakins.



Report of: Lee Hemsworth, Chief Officer Community Hubs, Welfare & Business Support

Report to: Outer West Community Committee
[Calverley & Farsley, Pudsey, Farnley & Wortley]

Report author: Andrea Ellison, Chief Librarian 07891 272 061

Date: 6th September 2021 **To note**

Library Service Update

Purpose of report

1. This report provides an overview of the activity of Leeds Libraries during the past 18 months and outlines the key priorities for the service as part of our Service Recovery Strategy.

Main issues

Library Activity During the COVID Pandemic

2. Our response to the COVID pandemic followed a similar path to that of many other library services across the country.

Customer Support

3. Initially many of our staff were deployed into different roles to support the foodbanks, the delivery of food parcels and staffing the COVID helplines. At the same time, we were pivoting our library service from a 'face to face' model of delivery to a digital offer. This included providing more resources which customers could access from home.
4. During the first period of lockdown, we picked up on an initiative being developed in other library authorities and introduced a 'Keep in Touch' project telephoning over 9,500 of our older customers to:

- Keep them updated about what was happening in the library service
 - Support them to access the library service and other council services and agencies digitally
 - Check that they knew where to get any other help or support as necessary (e.g. the COVID helpline)
5. We had some very positive feedback to this initiative which evidenced the real impact of the calls:
- “Thank you that was the nicest phone call I've had in days.”
 - “I had a telephone call this morning from yourselves just to check on whether I am alright and coping with the current lockdown; also, to update me on the library services now available. It is a worthy initiative and did a lot for me. Please extend my thanks.”
 - “You are all doing a fantastic job. Thank you very much for all your hard work you Librarians are doing keeping us informed and reading during this horrible time.”

Customer support for developing digital skills

6. One of the biggest revelations of the pandemic was the extent of digital exclusion and the increased challenges our citizens faced including isolation from essential support, deteriorating mental health and financial hardship. This prompted us to review our digital support offer in Leeds libraries, which we have now rebranded as #Digital121.
7. During the lockdowns our #Digital121 telephone service was at the heart of our digital support offer, capturing and directing requests for digital support received from customers and partner organisations and matching them to the most appropriate support and information available from within the service or through referral.
8. #Digital121 is a universal offer but during lockdown we targeted those with low digital skills who may have never previously had access to their own device and who needed support to use it more fully. A dedicated #Digital121 marketing campaign focussed on our core offer of providing digital support and encouraging our citizens to get in touch so our librarian team could help them to develop their digital skills and confidence.
9. During the pandemic and current restrictions, we delivered this support remotely by telephone or Zoom. Between May 2020 and May 2021, we delivered over 200 support sessions.
10. We also invested in more digital resources, increasing our e-book catalogues, and purchasing new resources such as:
- Niche Academy – a range of free online tutorials from setting up an e-mail account or getting started with social media to helping you build your skills using our online

resources, such as eBooks, business support and genealogy searches. There has been significant interest in this resource with tutorials accessed over 13,500 times since its introduction in April 2020.

- Press reader – an e-newspaper service ‘PressReader’ allows our customers to keep up to date with the latest news, free of charge.

11. Feedback from customers about all these activities, digital support sessions and new resources has been very positive:

- “Accessing eBooks has been a lifeline. It is the best app on my phone now!”
- “A wonderful service (eNewspapers) that I can still use from home”
- “Delighted I can get on Ancestry at home”

Developing our Digital library offer – resources and online events/activities

12. The initial period of lockdown was marked by an explosion of digital content which at times seemed overwhelming. As well as introducing Niche Academy and e-Newspapers, in our role as information professionals, we used our specialist skills to create a new virtual library on our [webpages](#), curating the best of our own online content and also signposting to some of the ‘best of what else’ was available on others’ websites.

13. We also curated information about quality resources for our partners in education and sent out a regular newsletter to [schools](#).

14. In addition, we developed a whole new range of virtual activities aligned to the broader library purpose to inform, educate, and entertain. The full range of activities is shown at Appendix 1. We have created this short film about our activity during the past year or more. youtu.be/QfGwr2vW8tQ

Library Service Recovery Strategy.

15. In its publication ‘Libraries: An Essential Part of Recovery’, Libraries Connected¹ identifies the five key areas where libraries can play a central role in meeting the needs of individuals and communities who may be struggling to overcome the effects of the Covid-19 crisis. These are:

- Economic recovery, with help and training for job seekers and entrepreneurs
- Education support for children and SEND (special educational need) students who struggled to learn at home
- Isolation mitigation for vulnerable groups and to help people to reconnect locally
- Digital inclusion for residents who lack IT skills or have no access to the Internet

¹ Libraries Connected is the sector support agency for public library services in England.

- Cultural partnership to help local artists and arts organisations to continue their work.

16. We have adopted these five broad themes to inform and underpin our new local Recovery Strategy in Leeds Libraries which has the following areas of focus (all activity going forward is aligned with one or more of these key priorities):

- Economic Recovery
- Children and Young People
- Health and Wellbeing (including isolation mitigation)
- Support for Digital and Learning
- Books, Reading and Culture

17. We have drafted detailed Workstream Action Plans and from September we will be gradually introducing programs of work aligned with each of the areas of activity.

18. Our focus will be on consolidating service development activity and the programme will take the learning from the pandemic so embedding a blended approach to activity across both digital and face to face programmes.

19. A summary of the proposed new activity under each of our priority areas is as follows:

Economic Recovery

20. Leeds Libraries are part of the British Library's Business and Intellectual Property Centre (BIPC) Network. This network operates in towns and cities across the UK. The centres are physical hubs where people can come together to learn, network and access free and low-cost information and support in protecting and commercialising a business idea.

21. In the Spring 2020 budget the British Library was awarded £13m for sustaining and expanding the Business & IP Centre National Network over the next 3 financial years.

22. The money will be used to expand the network, "supercharge" existing BIPCs and trial a hub and spoke model that supports other library services to develop an offer in our neighbouring authorities of Calderdale, Bradford, Kirklees, and Wakefield.

Outcomes

- Greater Prosperity

Priorities

23. Key priorities for our economic recovery programme include:

- Refurbishment of the current space within Central Library to create a Business and Enterprise Suite with co-working space, business resources and tech suite

- Development of the current programme of activity to include high profile panel events linked to key city events and participation in national Start Up Day
- Extension of the BIPC service to neighbourhoods across Leeds as part of AD:Venture providing a business on your high street service
- Embedding the regional partnership with library services across West Yorkshire (Bradford, Calderdale, Kirklees, and Wakefield)

Children and Young People

24. Public Libraries welcome children from the very earliest months of life, helping parents and carers to support them as they grow and learn.

25. Since 2012, Leeds has had an ambition to be the best city for children and young people to grow up in and children is one of the Big Ideas in the Inclusive Growth Strategy. To make Leeds a truly child friendly city, the challenge is to ensure every child and young person in the city has the opportunity and support to achieve their potential. The 3 As Strategy (Attend, Attain, Achieve) sets out the approach to ensuring that children have the best possible educational experiences as well as the best possible outcomes. A key priority within the strategy is that all children in Leeds read for learning and fun.

26. We know that in the early years and right through to Key Stage 2, children in Leeds lag behind the national average in terms of reading and so a real driver for us in the library service in Leeds is to ensure that our children's programme is underpinned by a focus on reading for pleasure, particularly in the early years.

27. We will do this through ensuring we create children's spaces in our libraries that are welcoming, attractive, and stocked with the best in contemporary children's literature. Our libraries will be exciting places to be with a knowledgeable staff team on hand and able to support children and families with their book choices and so sowing the seeds of a love of libraries, books and reading.

28. Our focus of activity in the first phase of our strategy will be on supporting reading in the Early Years with our Story Bus and Ready Steady Readers programme. The name of this programme has been chosen to focus on the outcome we are hoping to achieve – that all our children in Leeds are readers.

29. Our wider programme will ensure that every child and young person in libraries is inspired to read for pleasure, has access to a diverse range of materials, can engage in a variety of digital activities and can take part in activities that improve their well-being.

Outcomes

- Increased reading and literacy
- Helping everyone achieve their full potential

30. Key priorities for developing our service to children and young people over the coming year include:

- Relaunch of the Ready Steady Readers programme for babies and children aged 0- 5 years, to include story and rhymetimes, information for parents registering the birth of their baby and the Ready Steady Reading Challenge
- Launch of the new Storybus Service
- New programme of support for schools, including information literacy
- Focus on support for reading for pleasure and relaunch of the Book Award

Health and Wellbeing (including Isolation Mitigation)

31. Public Libraries provide a population scale platform for population-scale public health issues. (Health on the Shelf, Scottish Libraries)

32. The library is a space that belongs to everyone. A place that is open and free for everyone to go to share – share the space and share the resources - helping to build a sense of trust which is vital for place making and community cohesion. By widening access to information about our shared history and heritage, the library service helps to develop increased understanding across communities and a sense of community pride.

33. We also play an important role in the collection and preservation of information about our city and our communities. Our local and family history archive and special collections hold over 180,000 items including books, pamphlets, and ephemera as well as journals, directories, maps, photographs, and prints focused on Leeds with significant publications of Yorkshire.

34. Our libraries are democratic spaces, providing free, independent, respected sources of information.

35. People who are better informed have better health outcomes. Libraries contribute to the public health agenda by tackling health inequalities and supporting health literacy. Our libraries have an extensive reach into communities and our services and programmes of activity include tailored health and wellbeing services. Through the provision of free access to the internet, online resources, and well-trained staff, we empower people to access, understand and use health and wellbeing information effectively.

Outcomes

- Healthier and happier lives
- Stronger, more resilient communities

Priorities

36. Key priorities for developing our programme of support for health and wellbeing over the coming year include:

- Development of libraries as health information points (including the development of 34 Digital Health Hubs across the city)
- Building a menu of health-related activity available to GPs as part of social prescribing activity. Initial phase to include local library 'socials' peer support reading groups and cultural events, e.g. talks and author readings
- Developing our volunteer offer
- Investigating Libraries of Sanctuary award
- Targeted work around services to Care Homes and the Homeless community

Support for Digital and Learning

37. Digital access and literacy are increasingly critical, especially to central and local government strategies around economic development, channel shift, reducing social isolation and creating community cohesion (Ambition).

38. Across our city, however tens of thousands of adults are offline or have very limited digital skills:

- 90,000 adults in Leeds are without essential digital skills
- 50,000 are not online at all
- 40% of council housing tenants are not online

39. Research shows that those who are digitally excluded also have poorer health and that by improving digital inclusion we can combat some of these health inequalities.

40. There are three main barriers to digital inclusion:

- Lack of skills/confidence
- Limited or no access to equipment/connectivity
- Not motivated to get online/not understanding of the benefits of being online

41. Providing support for digital access has been at the heart of library services since the introduction of the People's Network back in 1997.

42. Libraries as safe, non-stigmatised spaces at the heart of the community are well placed to tackle the barriers to digital inclusion. We have provide free access to computers, the internet, wi-fi and a tablet lending scheme and have a skilled staff team of Digital Champions who are able to support customers with the motivations and skills development through our free training and support programmes.

43. The Covid-19 pandemic has emphasised the importance of digital access and a [blog from the Joseph Rowntree Foundation](#) highlighted in particular the impact that the closure of library buildings especially in the first period of lockdown had on digital inclusion for some of the most economically disadvantaged people in our communities.

44. We have therefore identified as a priority the development of our community libraries in Leeds as Digital Hubs. The concept will include the introduction of Digital Health Hubs which use community engagement to reach poorly served groups and support access to digitally enabled health care and wider wellbeing. We will also be exploring the concept of libraries as data hubs.

45. And at the heart of our digital offer is support for Learning. Libraries were set up as the universities of the people and learning and today our libraries still provide citizens with access to a wide range of informal learning opportunities, including digital skills.

Outcomes

- Improved digital access and literacy
- Helping everyone achieve their full potential

Priorities

46. Key priorities for developing our programme of support for our digital inclusion and learning support over the coming year include:

- Developing the new #Digital121 service including telephone support and a refreshed programme of face to face support sessions and city-wide webinars (e.g. keeping your children safe online for parents)
- Creation of a network of 34 Digital health Hubs across the city
- Launch of Creator Space at Compton Road Library, a space which will provide access to resources to support creative digital activity
- Further development of Niche Academy platform to include more locally curated content to support digital learning in the community
- Developing our programme of support for ESOL and Adult Literacy

Books, Reading and Culture

47. Libraries are the cultural cornerstones of communities (Darren Henley CEO Arts Council).

48. Libraries enable communities to access and participate in a wide variety of quality and diverse arts and cultural experiences. Leeds Libraries work with cultural providers to spark curiosity, imagination, and fun. Our programme of activity enables new creative skills to flourish, enriching the lives of children and adults by providing arts and cultural experiences in local settings. Our offer will celebrate diversity, promote inclusivity, value identity and will contribute to an active local cultural economy.

49. Through our reading offer, libraries help build literate, confident and empathetic communities. We provide diverse and inclusive reading resources and support

programmes and experiences for children and adults to create excitement around reading. Our range of stock and linked activity programme encourages individuals of all ages to read for pleasure and purpose to increase their understanding of the world, stretch their imaginations and think differently.

Outcomes

- cultural and creative enrichment
- Increased reading and literacy

Priorities

50. Key priorities for developing our programme of support for Cultural programme over the coming year includes:

- Following successful Expression of Interest, submission of a full bid to Arts Council for the refurbishment of Central Library's ground and first floors, including the development of the City Reading Room, City Children's Library and City Art and Music Library
- Full transition of the Library at Home Service to the Reading Friends model
- Introduction of new model of support for Reading Groups
- Review of stock management policies
- Reintroduction of Cultural Programme of events and activity including participation in the British Library 'In the News' Exhibition and event programme (launch event to be held in Leeds)
- Programme of 'treasures on tour' taking the Special Collections held in Central Library out and about to libraries around the City

51. To support the delivery of these priority activities we have realigned our staff teams. The new structure is flatter and more manageable with just 5 tiers of staffing as opposed to the previous 11 tiers. The development of generic job descriptions across the service will ensure greater flexibility to accommodate changes in priorities over time.

52. The structure (see Appendix 2) is split into 3 key areas: Service Support, Service Delivery and Service Development.

Corporate considerations

Council policies and city priorities

53. The priorities of Leeds Libraries recovery strategy play a direct role in supporting the following Best Council Plan objectives:

- Health and Wellbeing
- Child Friendly City

- Age Friendly Leeds
- Culture
- Safe strong communities
- Inclusive Growth

Conclusion

54. We will report back to Area Committees on an annual basis with specific information about the delivery and engagement with our programmes of activity for each area.

Recommendations

55. That the information in this report and the verbal update provided at the meeting is noted.

Background information

- None

Appendix 1: Leeds Libraries Online Activities during COVID-19 pandemic

British Library exhibition, 'Unfinished Business: The Fight for Women's Rights'

56. Later in the year, as part of our work with the British Library² (BL) we curated a [virtual exhibition](#) and programme of events to celebrate the BL's own exhibition, 'Unfinished Business: The Fight for Women's Rights'. Our online exhibition highlighted Leeds' unique contribution to the campaign for gender equality and featured important books connected to the wider history of women's rights.

57. The exhibition spanned over 300 years from the poetry of Katherine Philips in 1669, through to the activism of the 1970s and 80s, culminating in the work of contemporary local spoken word artists. The weekend of events, created in partnership with the BL, included workshops, author talks and performances, and attracted over 800 people from all over the world.

58. To celebrate the exhibition Studio12 led a series of 5 poetry workshops and mentoring sessions with young poets and renowned literary activist, writer, and playwright Khadijah Ibrahiim. The workshops explored women's voices, activism, and the fight for a fairer world. The participants' poetry was transformed into spoken word performance films, which were showcased at a special live [Spoken Word Showcase](#).

59. The showcase involved a panel discussion between Khadijah and poet/activist Suhaiymah Manzoor-Khan, followed by a spoken word takeover by The Sunday Practice. We had 300 engagements via social media in the lead up to the Spoken Word Showcase, and over 300 people tuned in. Our largest audience was in Yorkshire, followed by London.

BBC's 'Novels That Shaped Our World'

60. We also took part in the BBC's national 'Novels That Shaped Our World'³ project and one strand of activity explored the connection between games and storytelling. A programme of events that included a workshop on creating your own literary escape game, a talk on the real history behind some of the novels from the BBC's Novels list, animation activities for families and a panel event discussing how libraries and museums can use games to engage new audiences, which all led up to a two day Games Jam. The Jam challenged people to design a digital or physical game inspired by the BBC's Novels list, and the participants were given access [to images from our special collections](#) for inspiration.

² The British Library is the [national library](#) of the United Kingdom and is one of the [largest libraries in the world](#). As a [legal deposit](#) library, the British Library receives copies of all books produced in the United Kingdom and Ireland, including a significant proportion of overseas titles distributed in the UK.

³ BBC Novels That Shaped Our World is in partnership with BBC Arts, Libraries Connected and Arts Council England.

61. Our headline event of the weekend was a live [mixed reality performance](#) by virtual reality artist Rosie Summers who brought the world of Narnia to life. The games that were submitted can be viewed on our [itch.io page](#) and all events were recorded and added to [YouTube](#).
62. We also delivered a programme of activity based around Arts and Cultural activities.
63. Arts Activity: We ran workshops inspired by the artist Joseph Cornell's 'world in a box' sculptures and assemblage art. In these workshops, we captured the feel of the novel, its story, journey or place by assembling items in a box. The resulting artwork can be viewed in an [exhibition with our partners Space2](#).
64. Cultural Activity: We ran a number of activities on social media and with readers and writers groups across the city. We asked readers to share the novel that has shaped them on social media, challenging readers to read as many of the 100 titles as they can. For writers we set a number of writing challenges and participants could also attend a writing class led by local author Alison Taft. Work written by the participants is currently featured on our digital book platform and you can read more about it [here](#).

Business & Intellectual Property Service

65. For some key aspects of our service we took a business as usual approach albeit digitally. For example, during the last year our Business & Intellectual Property Service quickly pivoted their services to an online model, ensuring local businesses had continuous support during the pandemic. This included:
- Intensifying messaging across social media channels and via partners to inform the local business community that the service would continue to be available to support businesses with their enquiries via email and telephone.
 - The team and our business advice partners moved face-to-face consultations into a telephone format that proved particularly popular leading to the addition of new sessions.
 - Online access to our business resources ensured that the team were able to effectively deal with enquiries via email and telephone. Customers needing to consult these resources were able to book on one-to-one Zoom sessions providing the option of screen sharing.
 - Our face-to-face event programme was moved to webinar format ensuring continuity of our full programme of support [Business & IP Centre Leeds Events | Eventbrite](#)
 - As businesses looked to adapt to new ways of working and marketing, our webinars also refocused upon these sought-after areas. This included extra webinars focusing upon online selling, social media and our first Start-up Summer School.
66. A successful *Reset. Restart* programme of talks aiming to support businesses transform, future-proof or grow was developed in partnership with the British Library. This provided access to a range of new webinars and follow-up one-to ones with specialist advisors.

[Reset. Restart - The British Library \(bl.uk\)](#) One of our most successful *Reset. Restart* online events focussed on the music sector, which had been hit particularly hard by the pandemic. This online panel event, which was held in partnership with Manchester libraries, featured musicians and other representatives from across the sector and provided a lively discussion about how to cope and pivot moving forward. Over 120 people attended the event live.

67. Additional events and activities are included in the table below:

Activity	Audience	Frequency	Description
Storytime	0-5	Daily (Mon – Friday)	<p>Regular storytime each morning at 9.45 am featuring an author or illustrator reading from their books followed by BBC rhymes and an activity from our Leeds 50 things App twitter.com/leedslibraries/status/1255775297787629569?s=20</p> <p>We worked with local theatre company Tutti Frutti to commission some performed readings with actors, these were then shared across the UK with other libraries! Playlist: youtube.com/playlist?list=PLkero3eEEZV88RlpPBje8KXGPcNuiOJec Podcast: tutti-frutti.org.uk/show/welcome-to-sweet-dreams/?section=our-work Sign up to receive more free stories and news: eventbrite.co.uk/e/tutti-frutti-story-time-tickets-140071661109?aff=nationallibrary</p> <p>Our Librarians created storytimes for #BabyWeek: https://twitter.com/TinyOwl_Books/status/1329363829906616320?s=20</p> <p>They also worked with frontline staff to deliver sessions to ensure we stayed connected to our audiences. facebook.com/119146154207/videos/514171752926835</p>
Stories By heart	4- 8	Weekly	<p>Oral story telling session with professional storytellers twitter.com/leedslibraries/status/1255496977305010182?s=20</p>
Games Group	Teens	Weekly	<p>A fun friendly online Games Group for under 20s. Currently playing the games 'Magic the Gathering' and 'Dauntless'. Uses Discord to create an online community.</p>
#AskALibrarian	Adults	Daily (Mon – Fri 10 – 4)	<p>An online enquiry support line – covering any general information enquiry, including for example book recommendations twitter.com/leedslibraries/status/1328277874386857984?s=20</p>
Virtual #DigiDropIn (now rebranded #Digital121)	Adults	Daily (Mon – Fri 10 – 4)	<ul style="list-style-type: none"> • Access to computers for essential use only, for 45 min sessions at a number of sites across the city. Details can be found here: leeds.gov.uk/libraries • Bookable 1 to 1 digital sessions with a librarian - call 0113 378 5005 or email libraryenquiries@leeds.gov.uk • Basic digital enquiry support - whether our customers have a digital question or need a bit more support to get online, our #Digital121 librarians can help. Contact our team on 0113 378 5005. twitter.com/leedslibraries/status/1389569776125718537?s=20

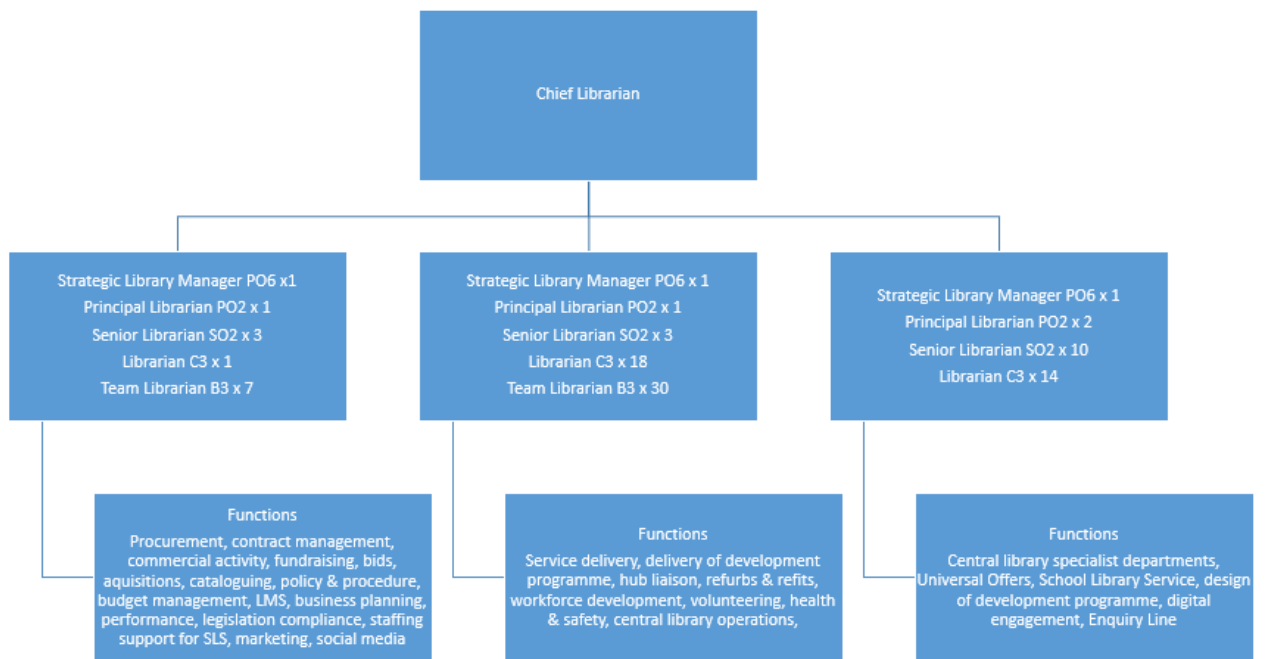
Activity	Audience	Frequency	Description
Selection Bags	All		We provided pre-packed selection bags for primary age children and adults. If customers contacted us we would put together a package of books for them to collect from their local library twitter.com/leedslibraries/status/1363886551185428480?s=20
#LeedsReadsBook Club	Adults	Monthly	Our online book club features a book of the month from our multiple download collection and a hosted discussion with a librarian on Facebook once a month. Authors are invited to take part in the discussion. The club now has over 100 members. facebook.com/groups/345068199880216 leedsreads.net/leeds-reads-book-club
Virtual Bookshelf #LeadsReadsBooks helf	Adults	ongoing	Content curated by residents who are invited to share images and reflections of the books they are reading. This has led to the creation of a #LeedsReadsBookshelf; this is a community bookshelf created by the people of Leeds, for the people of Leeds. twitter.com/i/events/1260132950802399233
LEGO	Children and families	Weekly / monthly	This is an exciting Lego experience for children and families, with entertaining videos and a range of build challenges. youtube.com/playlist?list=PLkero3eEEZV9X2rTykCI_1tKLsfdVybUL
Code Club	Children and families	Fortnightly	We provide ongoing support for existing code club members as well as new audiences. The Clubs are delivered through a fortnightly Zoom meet up when a new challenge is introduced along with a 'show and tell' with library staff and Code Club volunteers. blog.codeclub.org/2020/08/17/linking-code-to-literacy helloworld.raspberrypi.org/articles/hw14-creating-a-remote-code-club-with-leeds-libraries
Local and Family History	Adults	Fortnightly	Family History for Beginners Held on Zoom, a librarian narrates a local family history session. These are live and interactive versions of our popular Family History workshops, providing a friendly online introduction to key concepts and resources for complete beginners. Attendees are invited to ask questions throughout the presentation. Leodis by Leeds Libraries A photographic archive for the city. Over 62,000 heritage images of the city digitized and accessible to all. Over 40,000 of the images belong to the Leeds Libraries while the remaining images come from partner heritage organizations and individuals from across the city. Over 20 years old the website has recently undergone an extensive rebuild bringing its accessibility and security in line with the demands of today and has become

Activity	Audience	Frequency	Description
			<p>more popular than ever. The rebuild has allowed us to include over 5000 playbills showcasing historical theatre bills from some of Leeds oldest theatres.</p> <p>#ThrowbackThursday: Every week librarians share what is going on in the Local Family History Department and highlight heritage in Leeds. twitter.com/leedslibraries/status/1319209444832665600?s=20</p> <p>Lunchtime talks series: secretlibraryleeds.files.wordpress.com/2021/04/lfh-online-events-programme-apr-jun-21-1.pdf</p> <p>Our team of Librarians introduce participants to the relaunched Leodis website, the digital archive of Leeds' historical photographs. Customers can explore the background to the creation of Leodis 20-years ago and discover exciting new features – before our Librarian team take them through their favourite images from the site: leodis.net</p> <p>youtube.com/playlist?list=PLkero3eEEZV93tzscVukw04QPBvD9YdF9 <i>The Secret Library</i>, is the home to Leeds Libraries' heritage blog. The site provides insights into the history and architecture of the 1884 Central Library building, a behind the scenes look at the Library and highlights from our Special Collections, including rare books: secretlibraryleeds.net</p>
#RareBookoftheWeek	Adults	Weekly	<p>Every week using #RareBookOfTheWeek we showcase items from our special collections on social media. twitter.com/leedslibraries/status/1407682217040658434?s=20</p>
Lunchtime Tech Talk	Adults / young people	11-part series	<p>Each episode features an inspirational speaker from the digital and cultural sector in Leeds along with a member of the library staff team who will highlight library resources relevant to the main talk. Find the full playlist here: youtube.com/playlist?list=PLkero3eEEZV9V1HSQbeT7xZ4oBzRxuu9a</p>
#LeedsDropInAndDraw	Adults	Weekly	<p>Each week, a different theme and image from our art collections is chosen and posted on social media. Audiences are asked to create their own drawing in response to the image we post and to share their work on social media</p>

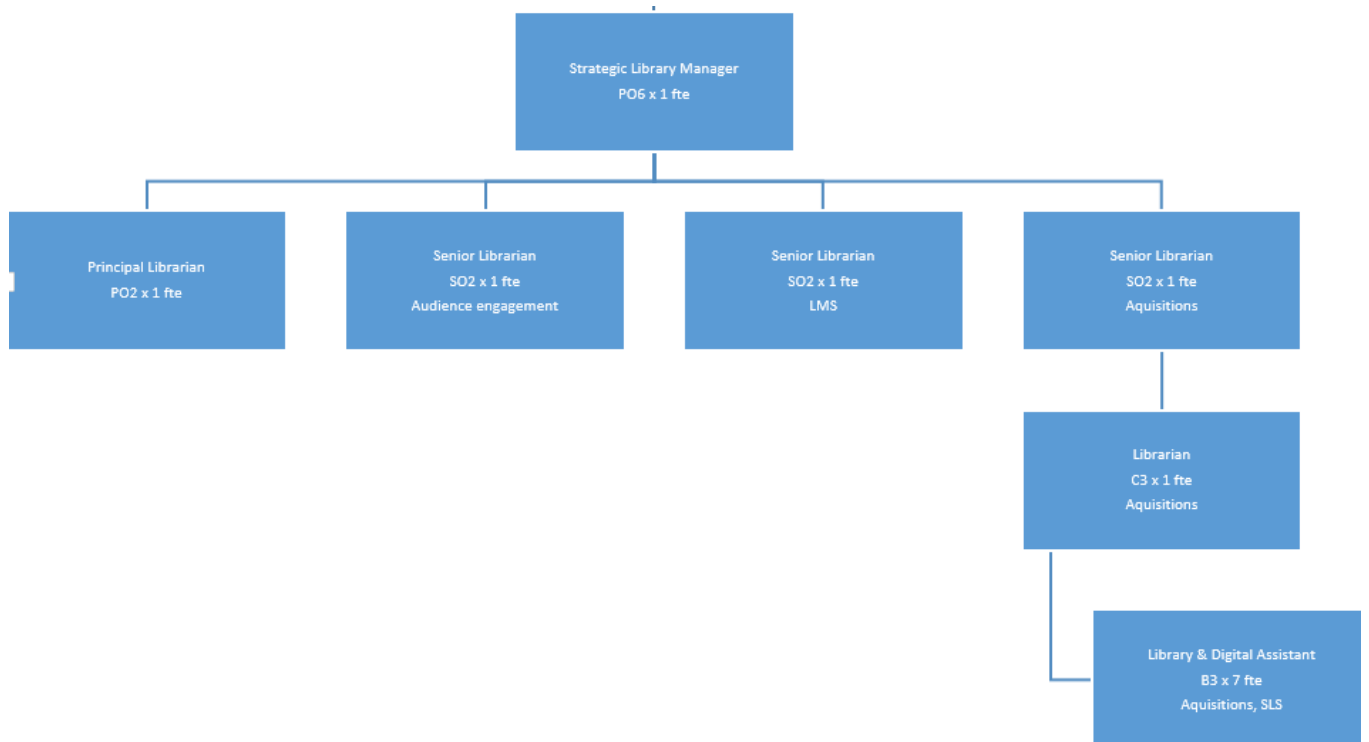
Activity	Audience	Frequency	Description
			twitter.com/leedslibraries/status/1256158965634928640?s=20
Art Book Club	Adults	Every two months	Each month, a book chosen by an artist will be read in conjunction with the current exhibition. The book club is hosted via Zoom and places are bookable on Libraries' ticketsource. twitter.com/cultureleeds/status/1251989702544146432
Craft Club #LeedsLibrariesCC	Adults and Young People	Monthly	Virtual Craft Club is delivered online once a month. A different theme and image from our E-magazines collection is chosen and posted on Leeds Libraries Facebook. Audiences are asked to create their own crafts using material from around their home and garden in response to the article posted and to share their work on social media twitter.com/leedslibraries/status/1257271808950140931?s=20
Leeds Libraries community and heritage trail #LeedsLibrariesCH T	Adults	Weekly	During the past year we have celebrated each one of our unique libraries as part of the Leeds Libraries community and heritage trail. #LeedsLibrariesCHT twitter.com/leedslibraries/status/1404801487180550152?s=20
Tutti Frutti Festive Show	Families	December	We will be hosting a festive play with local theatre company Tutti Frutti. Bit.ly/TuttiPrincessPea Set in the Museum of Forgotten Things, three musical curators, tell the amazing tale of the museum's artefacts including the mystery of a little green pea and how it got there.
Covid Diaries			A city partnership project aiming to ensure we document the impact that Covid is having on all of us. Personal diaries, experiences, films and pictures will help to paint a picture of what life is like in Leeds and the challenges our people face covididiaries.co.uk
School Library Service	Schools	One off	Organised 22 virtual author events for schools in Leeds, for World Book Day, giving children learning both in school and at home the opportunity to come together and celebrate reading
Authority Figures Podcast	Teens	3 episodes	A 3-part Authority Figures podcast series for Teens, with young volunteer Chandni who interviews Ben Oliver, Matt Abbott and Kenny Baraka. youtu.be/-u8fch0n1qM
Summer Reading Challenge	Families	Summer	We are asking families to share their images of reading in the wild #LeedsWildReads twitter.com/i/events/1407976126727741440
United We Wait – Refugee & Asylum film project	Adults	6-week project	Delivered over 6 weeks Studio12 worked with Members of the Hearts youth group at Leeds Playhouse to create an honest and ultimately uplifting short film to share their experiences of leaving their home countries, settling in Britain and the recent challenges of lockdown.

Activity	Audience	Frequency	Description
			"I am sure the books saved my life!" As part of #RefugeeWeek2021 we created 'We Walk With You' with @ArtsTogetherLDS Filmed in Leeds Central Library, @Studio12Leeds member, Rahman tells his story of feeling safe in arts spaces. youtu.be/K7wITr2rKzI?list=PLAbXg1ADT_6BWKZtG63Btp2_YKv-tLUXr...
Ingenious Awards	Young people aged 7-14	Ongoing	Working together, Leeds Libraries, Leeds Museums and the University of Leeds will create a modular STEAM-focused series of activities, focusing on tackling environmental issues and using developments in technology for societal and environmental good raeng.org.uk/grants-prizes/grants/ingenious-grant/current-awards
Enterprise Club and talks. Business and IP Centre	Adults	Ongoing	You can book a free one to one consultation with specialists including business advisors, accountants, and IP attorneys, and attend a range of free events and workshops to help you start-up and grow your business. eventbrite.co.uk/o/business-amp-ip-centre-leeds-2985198129
Studio12	YP 16-30	Tuesday - Friday	<p>Website relaunch: Responding to studio12 member feedback we overhauled our online service provision, by building a new website equipped to be a one-stop resource for creatives in the Leeds community and beyond. Content is sourced, curated, and uploaded on a regular basis to maintain its relevance. It includes an opportunities page with online events, funding, commissions, talent development schemes, business support and creative jobs. It also includes industry guides for music, film and writing. In addition there is a Covid-19 Support Guide for artists including health and wellbeing advice. The Studio12 website provides valuable opportunities for people to enter the industries via non-traditional academic routes, and now receives over 1,000 visits a month. This is an engagement increase of over 10 times the amount of visits received pre-pandemic.</p> <p>Bookable 1:1s: Recently we supported a member applying for a 1-year prestigious art residency in the Netherlands. We have also just signposted and supported a member in applying for over £8k in the ACE DCYP programme, results pending</p> <p>Online Masterclasses: We worked in partnership with the British Library and acclaimed producer / rapper Awate, who gave two music production masterclasses into his British Library Residency.</p>

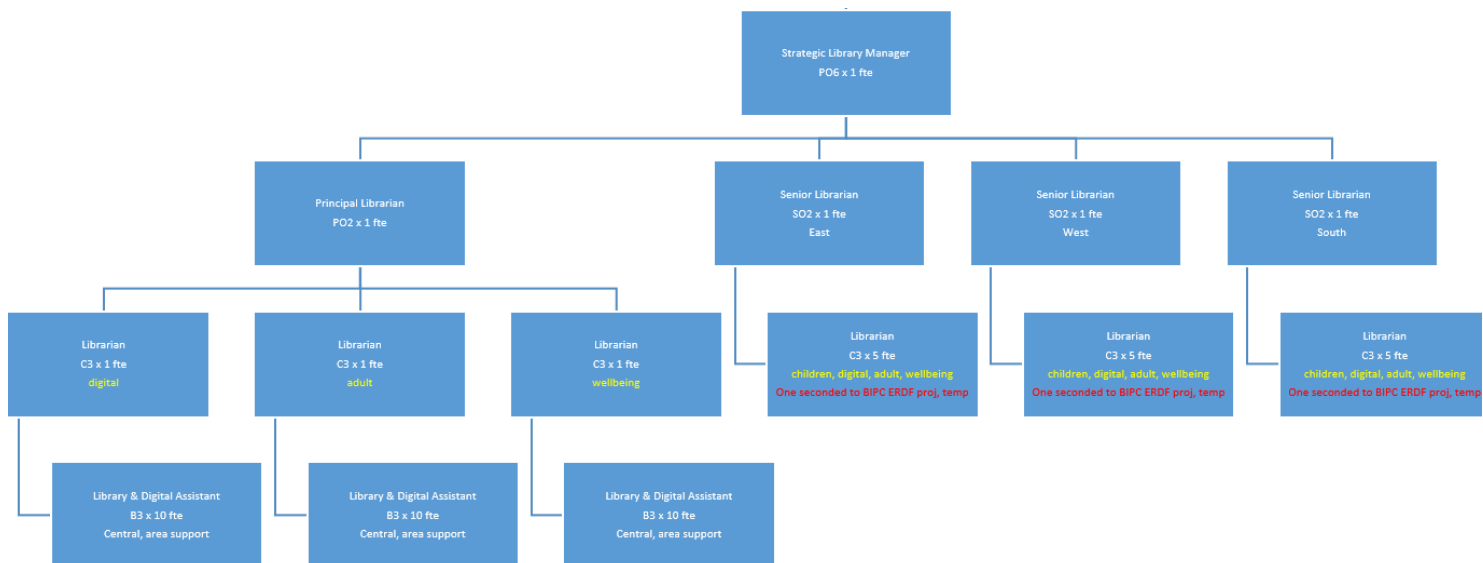
Appendix 2: The staffing structure of Leeds Libraries



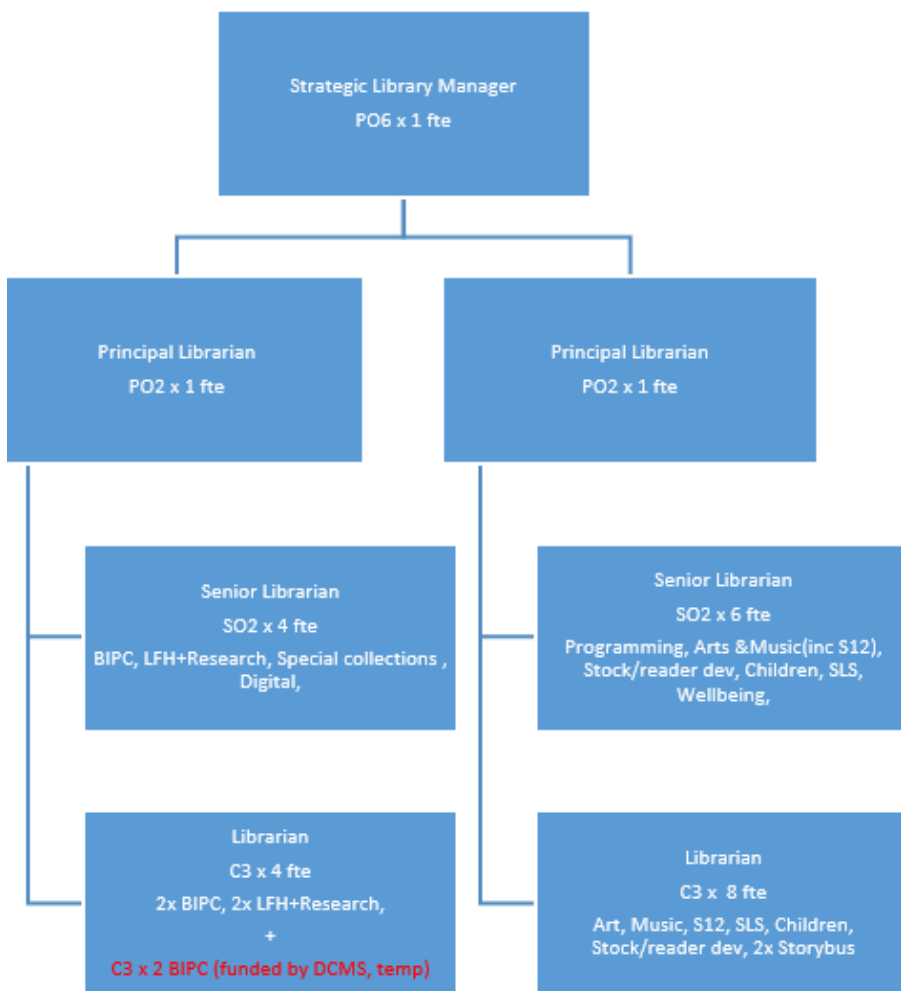
Service Support



Service Delivery



Service Development



All attending the meeting must adhere to the guidance that has been set by the government and the council to keep all attending any meetings within a council building safe

- All attending LCC employees are encouraged to undertake a lateral flow test when attending a face to face meeting.
- All attending any meeting must sign in at the main reception.
- Stay in your designated seat during the meeting.
- You must wear a face covering whenever you are not in your seat and walking around the building(unless exempt).
- Do not stand and talk in walk ways.
- You must adhere to the one way system that is in place.
- Use the hand sanitizer that is placed at the entrance and the exit of the meeting room.
- Bring your own refreshments.
- You are to ensure you clean the seat, Table or mic you are allocated before and after use.
- Where possible windows should be opened to allow a flow of fresh air.

Note:

The 90 Minute rule has been removed but it would be good practice that if the room gets to a temperature that makes staff and visitors uncomfortable then a welfare break may be needed to allow the room to ventilate.

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