



Inner South Community Committee

Beeston & Holbeck, City & Hunslet, Middleton Park

Meeting to be held in Middleton Community Centre, Acre Road, LS10 4JQ

Wednesday, 6th September, 2017 at 7.00 pm

Councillors:

D Congreve
A Gabriel (Chair)
A Ogilvie

Beeston and Holbeck;
Beeston and Holbeck;
Beeston and Holbeck;

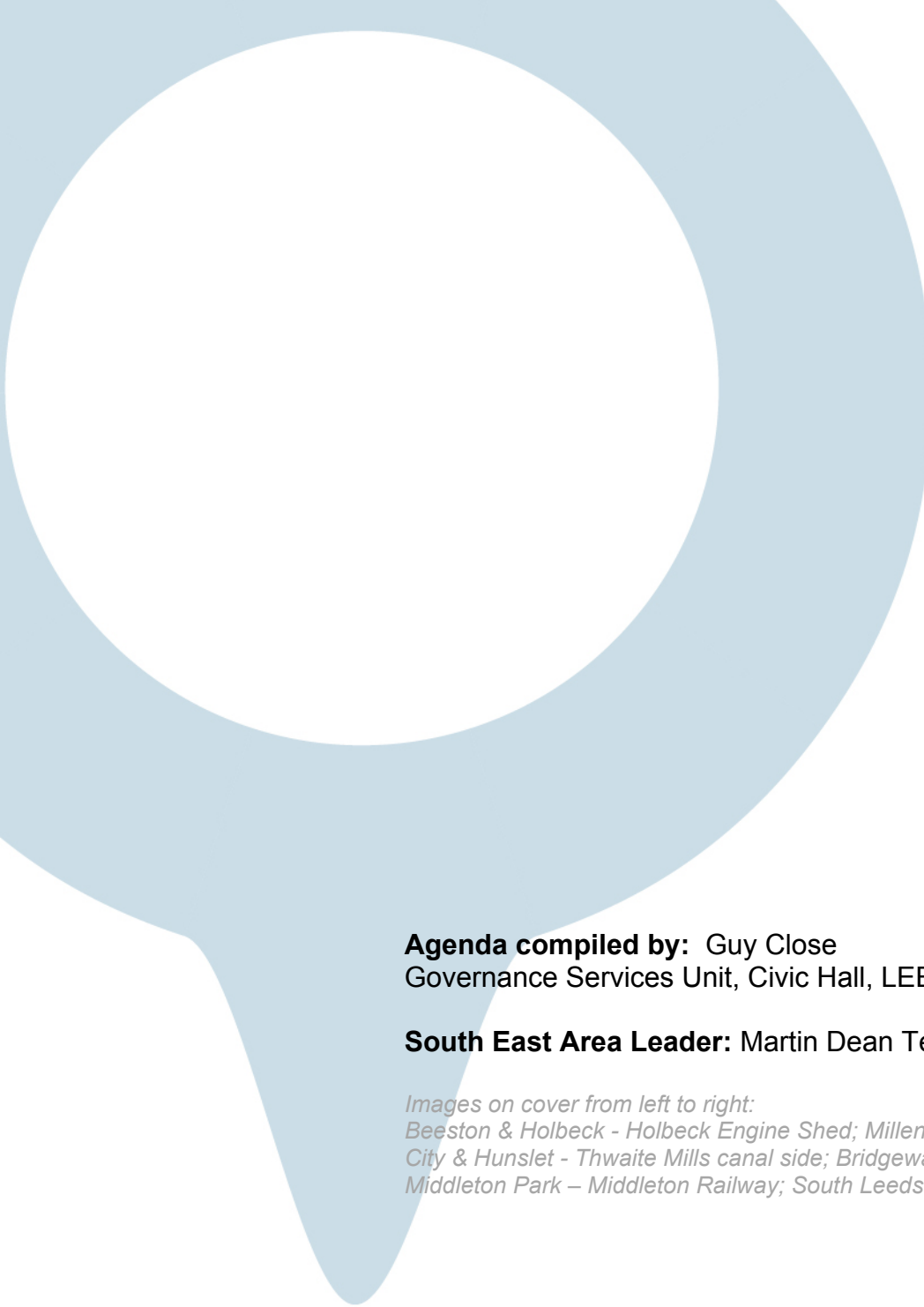
P Davey
M Iqbal
E Nash

City and Hunslet;
City and Hunslet;
City and Hunslet;

J Blake
K Groves
P Truswell

Middleton Park;
Middleton Park;
Middleton Park;





Agenda compiled by: Guy Close
Governance Services Unit, Civic Hall, LEEDS LS1 1UR Tel 37 88667

South East Area Leader: Martin Dean Tel: 39 51652

*Images on cover from left to right:
Beeston & Holbeck - Holbeck Engine Shed; Millennium Gardens
City & Hunslet - Thwaite Mills canal side; Bridgewater Place
Middleton Park – Middleton Railway; South Leeds Academy*

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). (*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> <p>No exempt items have been identified.</p>	
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration (The special circumstances shall be specified in the minutes)</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES - 14 JUNE 2017</p> <p>To confirm as a correct record the minutes of the meeting held on 14 June 2017.</p>	1 - 4
7			<p>OPEN 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>	
8			<p>RAISING AWARENESS OF WHAT IT MEANS IN PRACTICE TO BE A CORPORATE PARENT AND THE ROLE OF THE CORPORATE PARENTING BOARD</p> <p>To consider a report from the Chief Officer (Partnership Development and Business Support) outlining the role of the Corporate Parenting Board and what it means to be a Corporate Parent.</p>	5 - 10

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p>INNER SOUTH COMMUNITY COMMITTEE DELEGATED BUDGET</p> <p>To consider a report from the South East Area Leader setting out the delegated budget position for the Community Committee and inviting Members to consider the wellbeing applications submitted.</p>	11 - 18
10			<p>INNER SOUTH COMMUNITY COMMITTEE UPDATE REPORT</p> <p>To consider a report from the South East Area Leader providing a summary of work which the Communities Team are engaged in that is not covered elsewhere on this agenda.</p>	19 - 28
11			<p>DATE, TIME AND VENUE OF NEXT MEETING</p> <p>Wednesday, 6 December 2017 at 7.00pm at Leeds Civic Hall, Leeds, LS1 1UR</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 on the front of this agenda.</p> <p>Use of Recordings by Third Parties – code of practice</p> <ol style="list-style-type: none"> 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. 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. 	

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INNER SOUTH COMMUNITY COMMITTEE

WEDNESDAY, 14TH JUNE, 2017

PRESENT: Councillor A Gabriel in the Chair

Councillors J Blake, D Congreve, P Davey,
K Groves, M Iqbal, E Nash, A Ogilvie and
P Truswell

1 Late Items

There were no late items.

2 Declarations of Disclosable Pecuniary and other interests

No disclosable pecuniary interests were declared at the meeting; however the following matter was brought to the attention of the Community Committee for information:

Councillor Blake advised that she had an interest in an application for wellbeing funding as she was a member of Leeds United Foundation, although was not involved in the application.

3 Apologies for Absence

There were no apologies for absence.

4 Minutes - 15 February 2017

RESOLVED – That the minutes of the meeting held on 15th February 2017 be approved as a correct record.

5 Open Forum

In accordance with the Community Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions within the terms of reference of the Community Committee.

No matters were raised on this occasion.

6 Community Committee Appointments 2017-18

The City Solicitor submitted a report which outlined the Community Committee's role regarding appointments to: Outside Bodies; Community Lead Members; Children's Services Cluster Partnerships and the Corporate Parenting Board. In addition, the report invited the Committee to determine the appointments to these groups and organisations.

RESOLVED – That the following appointments be made:

Outside Bodies	
Belle Isle Elderly Winter Aid	Judith Blake
Belle Isle Tenant Management	Kim Groves

Draft minutes to be approved at the meeting
to be held on Wednesday, 6th September, 2017

Organisation (BITMO)	Paul Truswell
Holbeck Elderly Aid	Adam Ogilvie
Middleton Elderly Aid	Kim Groves
Inner South Local Housing Advisory Panel	Adam Ogilvie Elizabeth Nash Paul Truswell
Community Lead Members	
Environment & Community Safety	Adam Ogilvie (Environment) Mohammed Iqbal (Community Safety)
Childrens Services	Angela Gabriel
Employment, Skills and Welfare	Kim Groves
Health, Wellbeing and Adult Social Care	Paul Truswell (Focusing on Health and Wellbeing) Patrick Davey (Focusing on Adult Social Care)
Childrens' Services Cluster Partnership Representatives	
Beeston and Cottingley and Middleton	Adam Ogilvie Judith Blake
JESS (Joint extended schools and services: Beeston Hill, Holbeck, Belle Isle and Hunslet)	Angela Gabriel Mohammed Iqbal Kim Groves
Corporate Parenting Board	Angela Gabriel

The Chair also asked for a representative from each ward to sit on each Sub group and agreement was reached as follows.

Champion/ Chair	Beeston & Holbeck	City & Hunslet	Middleton Park
Environment Cllr Ogilvie	Cllr Ogilvie	Cllr Iqbal	Cllr Groves
Community Safety Cllr Iqbal	Cllr Ogilvie	Cllr Iqbal	Cllr Truswell
Childrens Services Cllr Gabriel	Cllr Gabriel	Cllr Davey	Cllr Blake
Employment Skills and Welfare Cllr Groves	Cllr Ogilvie	Cllr Nash	Cllr Groves
Health & Well Being Cllr Truswell			Cllr Truswell

Older Persons Cllr Davey	Cllr Gabriel	Cllr Davey	Cllr Groves
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- 7 Community Committee nominations to Housing Advisory Panels (HAP)**
 The Community Committee considered the report of the Chief Officer Housing Management; seeking Ward Councillor nominations from the Inner South Community to the Inner South Advisory Panel (HAP) on the basis of one Member per ward.

RESOLVED – The Committee resolved to nominate the following Councillors to the Inner South Advisory Panel (HAP):
 Councillor Ogilvie – Beeston & Holbeck;
 Councillor Truswell – Middleton Park; and
 Councillor Nash – City & Hunslet.

8 Inner South Community Committee Delegated Budget

The South East Area Leader submitted a report which presented the delegated budget position for the Community Committee and invited Members to consider the wellbeing applications that had been submitted.

Martin Hackett, Area Improvement Manager and Tajinder Virdee, Area Officer presented the report.

Alison Dixon and Satbinder Soor from LCC Youth Services attended the meeting and provided the Committee with information in support of the applications (Kicks Project, Middleton Park Youth Service Activity Days and Youth Service Provision) from the Youth Service. Members were keen to receive information detailing the take-up of places from across the three wards, the programme of events and evidence of the value of the activities for the participants and wider community.

RESOLVED –

- a) That the contents of the report be noted
- b) That the revenue projects listed at Table 1 to the report, be noted
- c) To agree the proposed ring fencing arrangements for 2017/18 as set out in paras 11-19 of the report, with the exception of:
 - a. City & Hunslet Community Skips £2,000 agreed
 - b. Beeston & Holbeck Community Skips £2,000 agreed
 - c. City & Hunslet Christmas Lights £1,970.00 agreed
- d) To note the Activities Fund projects already agreed as listed in Table 2
- e) To note the Capital Budgets already agreed as listed in Table 3
- f) That the Wellbeing applications be determined as follows:
 - i. Harlech Street Bin Yard improvements – LCC EAT – City & Hunslet ward - £7,000.00 – **Approved**
 - ii. Beeston Festival – Beeston Festival Committee – Beeston & Holbeck and City & Hunslet wards - £5,000 – **Approved**
 - iii. Belle Isle Gala – Belle Isle Tenant Management Organisation – Middleton Park ward - £4,200.00 – **Approved**
 - iv. Irish Arts Foundation Community Participation & Learning Programme – Irish Arts Foundation – Beeston & Holbeck and City & Hunslet wards

- £2,250.00 – **Deferred** for receipt of information on where events are held
- v. Kicks Project – LCC Youth Service – Beeston & Holbeck and City & Hunslet wards - £5,040.00 – **Approved**
- vi. How To 7.. Belated Fun Palace of Fear – Slung Low - Beeston & Holbeck and City & Hunslet wards - £2,750.00 – **Approved**
- vii. Inner South Christmas Lights – LCC – all 3 wards - £14,370 – **Approved**
- viii. Hanging Baskets & Plants – LCC Parks & Countryside – Middleton Park ward - £3,360.85 – **Approved**
- ix. DAZL Inner South Activity Programme – DAZL – Middleton Park ward - £2,345.00 – **Approved**
- x. Middleton Park Youth Service Activity Days – LCC Youth Service – Middleton Park ward - £3,000.00 – **Approved**
- xi. Youth Service Provision – LCC Youth Services - Beeston & Holbeck and City & Hunslet wards - £12,855.00 – **Approved**

g) That the small grants position be noted.

9 Inner South Community Committee Update Report

The South East Area Leader submitted a report which provided a summary of the work undertaken by the Communities Team based on the priorities identified by the Inner South CC.

The following information was appended to the report:

- Employment, Skills and Welfare Board infographic detailing the 2016 priorities and successes
- 'Third Sector Leeds Goes Local' report on the Tackling Poverty in Leeds workshop
- Social media highlights for the Inner South CC

The following were in attendance:

Martin Hackett, Area Improvement Manager
Tajinder Virdee, Area Officer.

Discussions covered the following additional issues:

- Update on the Dog Fouling Campaign launched by the environmental sub group and the request for intelligence on hot-spots in the locality to focus resources.
- Highways issues across the locality
- Further information and invitations to the 'Big Get Together' on Saturday 17th June 2017

RESOLVED – That the contents of the report and appendices be noted.

10 Date, Time and Venue of Next Meeting

RESOLVED – To note the date and time of the next meeting as 6th September 2017 at 7.00pm (venue to be confirmed)



Report of: Sue Rumbold – Chief Officer

Report to: Inner South Community Committee

Report author: Hannah Lamplugh 07891279304

Date: 10th August 2017 To comment

Title: Raising awareness of what it means in practice to be a Corporate Parent and the role of the Corporate Parenting Board.

Purpose of report:

1. This report briefly outlines the role of the Corporate Parenting Board and aims to increase understanding of the role of the Children's Champion and what being a Corporate Parent means.
2. Cllr Gabriel is a children's champion for the Inner South and member of the Corporate Parenting Board (CPB). In September and November 2016 members of the Corporate Parenting Board were invited to attend an induction session planned by Rob Murray (Head of Service for Looked After Children), Jancis Andrew (Head of Virtual School) and Hannah Lamplugh (Voice and Influence Lead). In December 2016 young people on the Have a Voice Council (Children in Care Council) and Care Leavers Council took over the Corporate Parenting Board. Prior to this meeting they asked members of the Corporate Parenting Board to let them know three things they planned to do as a result of the induction session which included the following suggestions:
 - Explain to members of my community committee what my role on the corporate parenting board means in practice.
 - Request for all community committee reports to consider and record the impact of decisions on looked after children and care leavers.
 - Share and explain the looked after children and young people's promise, care leavers pledge and new belongings action plan with your community committee.

As a result of these suggestions, Cllr Gabriel requested support to run an awareness raising session for all members of the Inner South Community Committee, using activities that were developed for the induction session and takeover meeting.

Background information:

What is corporate parenting?

3. When a child or young person cannot live with their birth family for whatever reason and becomes looked after, parental responsibility transfers to the local authority; this is referred to as corporate parenting. Although it does not have a formal legal definition, it is commonly understood to mean that officers and elected members of the local authority have a responsibility to take the same interest in the progress, attainments and wellbeing of looked after children and young people as a responsible parent could be expected to have for their own children. Corporate parenting also extends to care leavers, as the local authority retains a level of responsibility for former looked after children up to the age of 21, or 24 for those in full time education. Good corporate parenting involves championing the rights of looked after children and care leavers, and ensuring that they have access to good services and support from the local authority, partner agencies and individual lead practitioners.
4. Every elected member, when elected to represent their ward, becomes a corporate parent as part of their role. Whilst much of the responsibility for actually delivering care for looked after children and care leavers is delegated to staff within the children's workforce (crucially, this is not limited to professionals within the Children's Social Work Service, but applies to all members of staff who may come into contact with looked after children, including schools and healthcare practitioners), officers and staff within the local authority deliver services and support on behalf of their elected members.

The function and focus of the Corporate Parenting Board

5. In Leeds, our Corporate Parenting Board was originally established in 2006 and brings together elected members from all political parties and each Area Committee across the city, as well as relevant officers within the Council, and colleagues from partner agencies. The Board has recently been strengthened to focus on specific outcomes for children, young people and care leavers. Themed meetings on, for example, health or education will consider support and services for children and young people. Directors from relevant Council directorates and other agencies such as schools and NHS bodies will be invited to attend meetings so that the Board can offer scrutiny and challenge. The Corporate Parenting Board works closely with the Have a Voice Council and the Care Leavers Council. These groups are made up of children and young people who are currently looked after or who have left the care of the local authority, and they help to advise officers and members in Leeds about their experiences of the care system, and what is important to them in terms of improving the services they receive. The Have a Voice Council helped officers to develop a list of promises from the local authority to all looked after children in our care, and the Care Leaver Council helped us to implement the national Care Leavers Charter, and they have contributed to a number of senior officer appointments. The Have a Voice Council and Care Leavers Council takeover the Corporate Parenting Board annually. This involves the young people (with support from the Voice Influence and Change Team) planning the agenda and activities and co-chairing the

meetings with Cllr Hayden. They also meet regularly with Cllr Hayden in the role as chair of the Corporate Parenting Board.

Key Functions of the Corporate Parenting Board

6. The board plays a vital role in holding to account the Council and wider partnership in relation to outcomes for looked after children and care leavers and also in helping to agree the strategic direction and priorities for services. It sets and oversees the work of the strategic Multi Agency Looked After Partnership (MALAP) which includes third sector representatives. The board ensures that we are meeting our responsibilities to looked after children and care leavers by regularly reviewing performance data and by themed work within the meetings. The board also has direct contact with looked after children and care leavers through the annual take over day and meetings with the Have a Voice Council and the Care Leaver Council.

Contextual information about the Inner South community committee area

7. 18,007 young people - 11 per cent of the city's under-18 population - live in the Inner South community committee area. There are 23 primary schools, four secondary schools, seven children's centres, and one children's home within the boundaries of the Inner South community committee. 91 per cent of primary schools and 50 per cent of secondary schools are rated as good or better by Ofsted; half of the children's centres are rated as good or better, and the single children's home is rated as outstanding by Ofsted.
8. 117 (9.1 per cent) of the 1,274 children looked after (at the end of June 2017) are 'placed' within the Inner South boundaries. Just over a third of the 117 children looked after are in a Leeds City Council foster placement, and almost 40 per cent are in a foster placement with a relative or friend. Table one contains more detail.

9. Table one: children looked after by type of placement, at 30 June 2017

Type of placement	Inner South	Leeds Total
Foster placement with relative or friend	45	231
Leeds City Council foster placement	41	610
Other foster placement (Independent Fostering Agency/voluntary or third sector)	3	165
Childrens Home (Cherry Trees- Middleton)	3	56
Placed with own parents or other person with parental responsibility	17	74
Other	8	138
Total	117	1,274

Data source: Mosaic (Children's Social Work Service case management system), July 2017

12. Outcomes of the session:

- Greater awareness of the characteristics and outcomes of looked after children
- Increased understanding of what corporate parenting means in practice.
- Informed about the different levels of corporate parenting responsibility
- **Universal responsibility** – applicable to all councillors and LCC employees,
- **Targeted responsibility** e.g. Corporate Parenting Board Members, Governors
- **Specialist responsibility** e.g. the Lead Member for Children's Services.

- More informed about number of looked after children, children's homes, Foster Carer support groups in your area.
- Received a pack of information which will include a guide on being a corporate parent, glossary of terms, information about Have a Voice Council and Care Leavers Council and the Local Authorities' promise to Looked After Children and Young People

13. Agenda for the 60 minute session:

1. Introductions and 'check in' question;
2. Outcomes of the session;
3. Quiz;
4. Roles and Responsibilities;
5. Local data, information and opportunities.

a. Consultation and engagement

The session is being planned as a result of young people asking Corporate Parents what actions they will take following their induction session.

Young people helped developed the quiz .

b. Equality and diversity / cohesion and integration

Leeds City Council considers equality and diversity in all aspects of care for Children Looked After.

c. Council policies and city priorities

This section is not relevant to this report.

d. Resources and value for money

This section is not relevant to this report.

e. Legal implications, access to information and call in

This report does not contain any exempt or confidential information.

f. Risk management

This section is not relevant to this report.

14. Conclusion

Recommendations

Members of the Inner South Community Committee use their increased knowledge and understanding of looked after children and young people and corporate parenting to consider and act on their own corporate parenting responsibilities.

Community Committee reports to consider and record the impact of decisions on looked after children and care leavers –where this is relevant.

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Report of the South East Area Leader

Report to: Inner South Community Committee (Beeston & Holbeck, City & Hunslet, Middleton Park)

Report author: Light Addaquay (07712214452)

Date: Wednesday 6th September 2017

For decision

Inner South Community Committee Delegated Budget Report

Purpose of report

1. This report seeks to provide Members with:
 - a. Details of the Wellbeing Budget position.
 - b. An update on both the revenue and youth activities fund elements of the Wellbeing budget.
 - c. Details of revenue projects agreed to date (**Table 1**)
 - d. Details of Youth Activities Fund agreed to date (**Table 2**)
 - e. Details of Capital Budget agreed to date (**Table 3**)
 - f. Details of project proposals for consideration and approval (**paragraphs 14-17**)
 - g. Details of the projects approved via Delegated Decision (**paragraph 18**)
 - h. Members are also asked to note the current position of the Small Grants Budget (**paragraph 19**)

Background information

2. Each Community Committee has been allocated a Wellbeing Budget which it is responsible for administering. The aim of this budget is to support the social, economic and environmental wellbeing of the area by using the funding to support projects that contribute towards the delivery of local priorities.
3. The Wellbeing Fund Large Grant programme supports the social, economic and environmental wellbeing of a Community Committee area by funding projects that contribute towards the delivery of local priorities. A group applying to the Wellbeing fund must fulfil various eligibility criteria including evidencing appropriate management arrangements and finance controls are in place; have relevant policies to comply with

legislation and best practice e.g. safeguarding and equality and diversity; and be unable to cover the costs of the project from other funds.

4. Projects eligible for funding 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 (including Trans), marital status, race, ethnic origin, age, sexual orientation or disability; under the Public Sector Equality Duty the Council must have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities. Funding for projects specifically targeted at certain groups is allowed under the Equality Act provided there is a clear evidence base for doing so (such as activities to promote women's health through sport projects or a project targeted at people with hearing impairments, or one for new migrants to help them integrate). Further advice on these can be given on a case by case basis if required.
5. 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.
6. 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.
7. 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 application to be at least five weeks prior to any Community Committee. Some applications will be approved via Delegated Decision Notice following consultation with Members outside of the Community Committee cycle.

Main issues

Wellbeing Budget Position 2017/18

8. The revenue budget approved by Executive Board for 2017/18 is **£148,970.00** a reduction of **£16,170.00** from the previous financial year. **£67,111.22** has been brought forward from 2016/17 well being allocation which includes any underspend from projects completed in 2016/17 and balance unallocated to projects. The total amount of revenue funding available to the Community Committee for 2017/18 is therefore **£216,081.22**. **Table 1** shows the available well being budget per ward.

9. The Community Committee is asked to note that **£133,461.85** has been allocated from the 2017/18 Wellbeing Revenue Budget. **Table 1** shows a remaining balance overall balance for projects in 2016/17 is **£82,619.37**.

TABLE 1: Revenue Wellbeing Budget 2017/18

Projects	Total	B&H	C&H	MP
	£	£	£	£
Revenue Wellbeing Budget 2017/18	148,970.00	49,656.67	49,656.66	49,656.67
Balance Brought Forward from 2016/17	£67,111.22	15,732.83	31,635.00	19,743.39
Available Budget	£216,081.22	65,389.50	81,291.66	69,400.06
2017/18 Allocations				
Small Grants	10,000.00	4,000.00	3,000.00	3,000.00
Community Skips	4,500.00	1,500.00	2,000.00	1,000.00
Community Engagement	6,000.00	2,000.00	2,000.00	2,000.00
Environmental Sub Group	3,000.00	1,000.00	1,000.00	1,000.00
Beeston and Holbeck Neighbourhood Improvement Board	3,000.00	3,000.00		
City and Hunslet Neighbourhood Improvement Board	5,000.00		5,000.00	
Belle Isle and Middleton Christmas Lights	6,210.00			6,210.00
Beeston and Holbeck Christmas Lights	7,710.00			
City and Hunslet Christmas Lights	3,060.00		3,060.00	
Harlech Street bin yard improvements	7,000.00		7,000.00	
Beeston Festival	5,000.00	2,500.00	2,500.00	
The Belle Isle Gala	2,500.00			2,500.00
LCC Kicks Project	5,040.00	1,260.00	3,780.00	
How To...7 Belated Fun Palace Of Fear	2,750.00	1,375.00	1,375.00	
Additional 18 hanging baskets and plaques	3,360.85			3,360.85
DAZL Inner South Activity Program	2,345.00			2,345.00
Middleton Park Youth service Activity Days	3,000.00			3,000.00
Hunslet Community Gala	2,549.00		2,549.00	
Middleton Heritage Day	1,036.00			1,036.00
LCC Youth Service provision	12,855.00	£6,427.50	6,427.50	
After School Vocational Training Programme	26,069.00	£2,674.00	16,710.00	6,685.00
Middleton Holiday Activities				8,477.00
Playbox at Trentham Park	£6,425.00		£6,425.00	
Middleton Park SkateBoard Sessions	£2,700			£2,700
Total allocations against projects	133,461.85	33,446.50	56,401.50	42,613.85
Balance Remaining (per ward) for 2017/18	£82,619.37	£31,943.00	£24,890.16	£26,786.21

Youth Activities Fund Delegation 2017-18

10. As a result of a Youth Review agreed in March 2013, an activities fund has been made available to provide local activity for children and young people age 8-17 years across the city. The Activities Fund has been delegated to Community Committees and the allocation to Inner South Community Committee for 2017/18 is **£40,340.00**. **£5,188.21** was brought forward from **2016/17**, giving a total available fund for **2017/18** of **£45,528.21**.

11. The Community Committee is asked to note that **£38,716.25** has been allocated from the **2017/18** Youth Activities Fund as listed in **Table 2** and there is a remaining balance of **£6,811.96**.

TABLE 2: Youth Activities Fund Delegation 2017-18

12. The following table details projects funded for the **2017-18** financial year.

	Total Allocation £	Ward Split		
		8-17 Population (8322)		
		2549	2335	3438
		Beeston & Holbeck £	City & Hunslet £	Middleton Park £
Funding Available 17/18	40,340.00	12,356.00	11,318.66	16,665.34
Brought forward from 2016/17	5,188.21	3,757.23	1,541.07	-110.09
Total Available	45,528.21	16,113.23	12,859.73	16,555.25
Projects 2017/18:				
Evening Cook and Skate Sessions	2,100.00	700.00	700.00	700.00
BH&CH Easter Half Term 17	1,114.00	557.00	557.00	
DAZL Inner South Easter Creative Camp	1,580.00	790.00		790.00
Easter Half Term Activities	1,792.00			1,792.00
Breeze Friday Night Project	13,273.25			13,273.25
DAZL Inner South Activity Program	2,346.00	1,564.00	782.00	
Breeze@Hunslet Club	1,700.00		1,700.00	
Youth boxing partnership project @ Hamara	1,186.00		1,186.00	
Breeze Park Fun on Pepper Road	2,375.00		2,375.00	
Shine Life – The Shine Project	7,400.00	3,700.00	3,700.00	
Mini Breeze on Holbeck Moor	3,850.00	2,566.00	1,284.00	
Total spend	38,716.25	9,877.00	12,284.00	16,555.25
Remaining Balance per ward	6,811.96	6,236.23	575.73	0.00

Table 3: Capital budget Allocation

Funding Available 17/18	Total £	B&H £	C&H £	MP £
Budget as @ April 2016	42,653.49	14,217.83	14,217.83	14,217.83
Budget as @ August 2017	50,746.51	16,915.50	16,915.50	16,915.50
Total Available	<u>93,400.00</u>	<u>31,133.33</u>	<u>31,133.33</u>	<u>31,133.33</u>
Projects				
Cottingley Multi Use Games Area	10,000.00	10,000.00		
14 Litter Bins	4,200.00	4,200.00		
21 Litter Bins	6,300.00			6,300.00
Middleton Community Centre	7,917.83			7,917.83
Remaining Balance per ward	64,982.17	16,933.33	31,133.33	16,915.50

13. At August 2017 the Inner South Community Committee has an estimated capital budget of **£93,400.00** available to spend. **Table 3** shows capital available and includes approved projects. There is a remaining available balance of **£64,982.17**. Members are asked to note the capital allocation broken down by ward and summarised in **Table 3**.

Applications for wellbeing funding

14. **Project Title:** Irish Arts Foundation Community Participation & Learning Programme

Name of Group or Organisation: Irish Arts Foundation (IAF)

Total Project Cost: £6,950.00

Amount proposed from Well Being Budget 2017/18: £2,250.00(Revenue)

Wards Covered: City & Hunslet

Project Summary:

During the period 1st June 2017-31st March 2018 we aim to deliver a further 12 community based performance and participatory Irish arts and cultural workshops and events working in collaboration with a wide range of local groups, venues and community based organisations working within the IS area.

Ongoing Wellbeing Funding is sought from Inner South Community Committee to strengthen and further develop our Community Participation & Learning Programme during 2017 /18 through an on-going partnership programme of Irish artistic participatory and performance, workshops and community based activities working in collaboration with a number of voluntary organisations and community based projects such as The South Leeds Irish Elders Project, South Leeds FM and local parishes with large numbers of now third generation and 'dual heritage' Irish families such as St Anthony's in Beeston and St Joseph's in Hunslet.

Aim of the project:

(a) To introduce and actively encourage the positive understanding, playing, listening, and celebration of traditional Irish music, arts and Irish cultural heritage amongst the local community

(b) To inculcate a sense of awareness, ownership, pride and personal empowerment among 1st, 2nd, 3rd and 'dual heritage' Irish people in their own artistic and cultural heritage and, in so doing, to go some way towards attempting to offset older Irish peoples internalisation of anti-Irish racism, discrimination and oppression

There is awareness from previous events and collaborative activities held in the Inner South area of an increasing community interest in Irish arts and music activities delivered in our more contemporary manner away from the stereotypical 'shamrockery' ginger beards, leprechauns, Guinness hats still rather patronisingly portrayed in certain sections of the media.

Community Committee Plan priority:

- Activities that increase community cohesion.
- Activities that strengthen grassroots community projects and activities
- Activities that tackle social isolation
- Activities that assist towards reducing language barriers for new communities

15. Project Title: Friends of Middleton Park Summer Programme

Name of Group or Organisation: Friends of Middleton Park

Amount proposed from Well Being Budget 2017/18: £3,980.00 (Revenue)

Wards Covered: Middleton Park

Project Summary:

This grant would be used to pay for the Annual Great Middleton Park Show (formerly The Craft, Flower & Produce Show) and this is our biggest event of the whole summer programme. This event continues to grow each year and we estimate that at last year's show 2,200 people were in attendance. It was our best year ever to date and was so successful that it generated early requests for pitches on the day for 2017 show from charities, community groups, local people, small local businesses and commercial stalls. The show is a great community attraction providing the chance for local people to come to the park, to mix with each other enjoying what is happening in the beautiful park surroundings, it is a great day for all with lots of exciting, interesting and fun activities taking place.

The show is an important community event, particularly since the absence last year of the Middleton Gala. Many of the surrounding areas in South Leeds have gala days / festivals and as the show is held in the park it is in an excellent neutral venue in the heart of the surrounding communities (not associated with a school or religious venue).

Community Committee Plan priority: Residents in Inner South have access to opportunities to become involved in sport and culture

16. **Project Title:** Premier League KICKS

Name of Group or Organisation: Leeds United Foundation

Amount proposed from Youth Activities Fund 2017/18: £5,000(YAF)

Wards Covered: Beeston and Holbeck

Project Summary:

To run a Young Ambassadors programme in the Beeston and Holbeck ward. The programme will include the following criteria:

- children and young people aged between 8 and 18.
- target young people who traditionally do not participate in sport, focusing on those who are from low socio-economic backgrounds, female, or aged between 14 and 18.
- provide opportunities for participants to access structured volunteering. This can include individuals aged between 16 and 18 who have previously participated in the programme.

Community Committee priorities: Residents in Inner South have access to opportunities to become involved in sport and culture.

17. **Project Title:** 2 x Halos for Zebra Crossing on Elland Road

Name of Group or Organisation: Highways (LCC)

Amount proposed from Wellbeing Fund 2017/18: £4,000 (Capital)

Wards Covered: Beeston and Holbeck

Project Summary:

To pay for the installation of 2x halo and a zebra crossing on Elland Road.

Community Committee priorities: Residents in Inner South are safe and feel safe.

Delegated Decision Notice (DDN)

18. Since the last Community Committee on 14th June 2017, the following project has been considered and approved by DDN (**included in Table 1**):

- a) Hunslet Community Gala – £2,549.00
- b) After School Vocational Training – Hunslet Club - £26,069.00
- c) Middleton Heritage Day - £1,036.00
- d) Middleton Holiday Activities – LCC Youth Activities - £8,477.00
- e) Playbox at Trentham Park - Playful Anywhere CIC -£6,425.00
- f) Middleton Park SkateBoard Sessions - £2,700.00

Small Grants Update 2017/18

19. The following table outlines the Inner South small grants position:

		Amount Approved £	Ward Split (£)		
			B&H £	C&H £	MP £
Available Budget		10,000.00	4000.00	3000.00	3000.00
Project Name	Organisation				
Qualified Youth Workers	Leeds PHAB Club	355.76		118.59	237.18
Community Fun Day	51st Leeds Brownies	244.95	81.65	81.65	81.65
Hanging Baskets and Barrier Troughs	Beeston in Bloom	1,000.00	500.00	500.00	-
Middleton Breastfeeding Group	Middleton Bosom Buddies	500.00			
Skelton Grange Environment Centre Open Day 2017	Friends of Skelton Grange	500.00	166.67	166.67	166.66
Total approved		2600.71	748.32	866.91	485.49
Balance Remaining		<u>7,399.29</u>	<u>3,251.68</u>	<u>2,133.09</u>	<u>2,514.51</u>

Conclusion

20. The report provides up to date information on the Community Committee's Delegated Budget Position.

Recommendations

21. Members of the Inner South Community Committee are requested to:

- a) note the contents of the report;
- b) note the revenue projects already agreed as listed in **Table 1**;
- c) note the Activities fund projects already agreed as listed in **Table 2**;
- d) note the capital budgets already agreed as listed in **Table 3**;
- e) consider the Wellbeing applications set out at **paragraphs 14-17**;
- f) details of the projects approved via Delegated Decision at **paragraph 18**;
- g) note the Small Grants situation in **paragraph 19**;



Report of the South East Area Leader

Report to: Inner South Community Committee (Beeston & Holbeck, City & Hunslet, Middleton Park)

Report author: Martin Hackett (07891 275590)

Date: Wednesday 6th September 2017 for decision

Inner South Community Committee Update Report

Purpose of report

1. To bring to Members' attention, a summary of work which the Communities Team are engaged in based on priorities identified by the Community Committee, that are not covered elsewhere on this agenda. It provides opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.

Background information

2. This report provides regular updates on some of the key activities between Community Committee meetings including project work, community engagement, partnership work, functions delegated to Community Committee, Community Champions roles and actions, integrated working and locality working.

Main issues

Updates by theme: Children's Services, Community Champion: Cllr Angela Gabriel

Children & Families sub-group

3. Cllr Gabriel is a children's champion for the Inner South and member of the Corporate Parenting Board. The Corporate Parenting Board plays a vital role in holding to account the Council and wider partnership in relation to outcomes for looked after children and care leavers and also in helping to agree the strategic direction and priorities for service.
4. Cllr Gabriel has requested that the Inner South Community Committee are briefed on the role of a Corporate Parent and a session has been designed to cover the points below:

- Explain to members of my community committee what the role on the corporate parenting board means in practice.
 - Request for all community committee reports to consider and record the impact of decisions on looked after children and care leavers.
 - Share and explain the looked after children and young people's promise, care leavers pledge and new belongings action plan with your community committee.
5. A meeting was held with the Leeds United Foundation to look at work that could be developed locally. A proposal has been agreed with the Foundation to deliver a Young ambassadors programme in Beeston. a similar project is also being developed in the Middleton Park ward to be funded through the HAP funding pot.

Updates by Theme: Employment, Skills & Welfare, Community Champion: Cllr Kim Groves

Employment, Skills and Welfare Board

6. The most recent Board meeting was held on 20th July 2017. The main item on the agenda was Community Led Local Development (CLLD). Although the total funding package had not been agreed at the time of the meeting it was reported that it would likely be confirmed imminently. Over the summer months it is planned to establish the Local Action Group (LAG) and recruit the team that will help deliver the project across the 3 areas of the city over the next 5 years.

South East Debt Forum

5. Stop Loan Sharks Campaign in Middleton Park Ward.

The Campaign was launched at St Georges Centre in March and partners, elected members and officers leafleted 2,300 properties with postcards promoting the new Stop Loan Sharks website: www.stoploansharks.co.uk. These streets were identified by ward members. There was also a social media campaign, a press release in South Leeds Life and a display at the St Georges Centre to promote the initiative.

Partner organisations and the Illegal Money Lending Team are currently helping us to evaluate the success of the campaign. Although it's a sensitive subject, so far 6 people have accessed Customer Services and the Credit Union at St Georges Centre, as a direct result of the campaign, to enquire about loans, savings and other information.

6. Mental Health and Debt

A presentation was made by the community mental health team on provision available for those suffering mental health problems. The presentation also explained how services link into each other and work together. Debt forum members had identified that they were seeing increasing numbers of clients with mental health issues and sometimes customers that were "in crisis". They were unsure of the best place to refer them to and some were generally unsure of what help was available and how it all linked in. The presentation addressed this issue by providing details of the single point

of access contact telephone number and explaining the out of hours crisis number. Forum members will disseminate this information amongst clients and colleagues.

Updates by theme: Environment, Community Champion: Cllr Adam Ogilvie

Instaplanta

7. Instaplanta is a Leeds based small business who supply and install deluxe timber, self-watering planters, fully planted, at no cost, to areas with high footfall such as towns, cities and busy retail parks.

The planters come with fitted advertising panels offering an opportunity for local businesses to promote their products and services. Instaplanta places a great deal of emphasis on the local environments in which it operates. They offer their service to the council or voluntary groups wishing to improve the immediate environment.

For a small monthly fee the local business can have their company name, logo and other information on signs which are then mounted onto two sides of the planter, the local council or in bloom groups logo is also included along with an environmental strap line of their choice on the sign. This in turn aides local businesses to share in the success that a vibrant town/city centre brings.

The Communities Team and Highways have worked together with Instaplanta to put in place a working arrangement for these planters to be installed in suitable places across the city. Working with Community Committee we anticipate approximately 12 planters will be installed in 2017/18. The agreed process for installation is attached as appendix 1.

8. Benefits to the Council

- Planters supplied fully planted absolutely free of charge
- Further promotion of civic enterprise and civic pride
- Add a connective splash of colour to mundane tarmac dominated areas
- Enhancement of the districts immediate environment and ecology
- Opportunity for the Council to further engage with and support their local businesses especially in the current economic climate
- Opportunity to further endorse the Council's Green Credentials and support the work of 'In Bloom' and other voluntary groups
- Improve the aesthetical appeal of the village / town / city centres and to help boost the local economy
- Drastically reduces watering regimes.

9. Benefits to the Local Businesses

- Opportunity to promote themselves in a high footfall location
- Good value for money promotion
- The opportunity to send out a positive environmental message/support local in bloom and other district initiatives
- The opportunity to further engage positively with the local council

- It is widely publicised that council's need to work differently to deliver better and more focused services for less money. This innovative scheme has been developed to work with and support local authorities at these difficult times to allow them to further introduce floral enhancements to keep standards high across the city at no cost to them.

Update by theme: Community Safety, Community Champion Cllr Mohammed Iqbal

Housing Leeds-advanced preparations for Bonfire Night and Mischievous Night

10. As in previous years a partnership approach is being adopted with regards to the prevention of fires, litter, anti-social behaviour and possibly criminal behaviour during this time. Housing Leeds will be working with partners within West Yorkshire Police, LASBT, Cleaner Neighbourhoods Team, Parks & Countryside and BITMO.

Housing Leeds 2017/18 contribution does not significantly differ from the existing daily NHO estate management activity expectations. Housing Leeds will report any accumulations of rubbish or potential bonfires on land owned by Housing Leeds. The Tenancy Management Officers will be extra vigilant whilst out in their areas and make any appropriate reports for the removal of potential bonfires.

Updates by theme: Adult Social Care and Health & Wellbeing, Community Champions: Cllr Paul Truswell and Cllr Patrick Davey

South East Health and Wellbeing Forum

11. Work streams continue to be developed within the South East CCG area around the topic of Mental Health. A programme of work has been approved to deliver a range of mental health courses to professionals and community members across the area. Over the course of 11 months there will be courses on offer from Touchstone, Community Links, Leeds Mind and Oblong to help raise awareness of mental health issues and empower people to understand, discuss and address the issues where appropriate. Courses will begin in September and run until August 2018.

Leeds Cancer Awareness Community Service

12. Leeds City Council has commissioned Unique Improvements to run a three year programme aimed at raising awareness of the signs and symptoms of cancer. The programme will focus on breast, bowel and lung cancer and will look to work with teams of volunteers, supported by local services, to engage audiences in conversations about cancer signs and symptoms. The work will be creative, community facing and as well as encouraging behaviour change it will develop resilience and social capital across communities.

Better Together

13. Better Together (the locality community health development and improvement service) officially launched and began delivery on 1st April 2017. The first quarter saw the three partners (HFA, Hamara and ASHA) engage with 1500 local residents through community engagement including the Great Get Together and the Immigration Drop in service. The partners also engaged with over 200 residents through participation in group activities including the Kushy Nanas group at Building Blocks and a Walk and

Talk group at Middleton Park. 11 people have been supported in to a volunteering role with the service and 6 others have been supported to join local IT and ESOL provision.”

Inner South - Physical Activity

14. To support the Council’s locality based approach funding has been approved for a scoping exercise in Inner South Leeds (primarily covering the wards of Beeston and Holbeck, City and Hunslet and Middleton Park) to look at developing a whole systems approach to physical activity in the area. The funding will be for a total of £500k and Sport England has released a proportion of this funding to provide capacity to scope out the project. Following the scoping exercise a set of recommendations will be put forward which are required to unlock the rest of the available funding.

Leeds South and East CCG – Primary Care

15. **Suicide Prevention** – The fourth action point within the Suicide Prevention Action Plan for Leeds is to “Work with Primary Care to both support the workforce and those accessing primary care”. To carry this forward, a primary care suicide prevention working group will be established to ensure that primary care staff have an increased awareness of those at risk of suicide, promote social prescribing services, understand the training needs of primary care staff and increase the early identification of depression. Updates from this group and the opportunities which may arise will be fed back as appropriate.
16. **BBV Pilot** – An evaluation has taken place to look at the effectiveness of blood borne virus screening within primary care settings in Leeds. The city was the only area outside of London to be awarded HIV innovation funding by the Elton John AIDS Foundation which was supported by Public Health England. The initial grant which was for HIV Screening only was supplemented by all 3 CCGs who funded the laboratory costs for additional Hepatitis B & C screening. The pilot aimed to normalise and destigmatise BBV screening by offering all new patients, aged 16-65, the opportunity to be screened when registering in one of the identified higher prevalence GP practices across Leeds. Some headlines from the pilot highlighted that 18% (3,748 people) of the eligible new patients were screened. 49 positive cases were diagnosed in the first 12 months, 11 HIV, 30 HBV and 8 HCV, which represents a total yield of 13.1 per 1000 screens (2.9 per 1000 HIV tests, 8 per 1000 HBV tests and 2.1 per 1000 HCV tests). Testing in practices increased by 250% compared to the year prior to the pilot (8 months of the pilot compared to 8 months in the previous year). This evaluation looks at the first 12 months of the pilot and is accessible via <http://leedssexualhealth.com/professional-area/blood-borne-virus-screening-evaluation>
17. **Gypsy and Traveller healthcare** - Leeds West CCG has funded a nurse practitioner to support clinical health care with community members of Cottingley Springs and Roadside families with the intention of improving confidence and relationships with primary care. The role will work with Primary Care to increase awareness of the health needs of this population and develop better access. There is also an opportunity for practices to have some cultural awareness training of which some practices are looking to take up the offer. To continue to develop this work, we are working across the CCGs to establish best practice and look to support the Gypsy and Traveller communities to have better access to mainstream health care.
18. **Breastfeeding friendly spaces** - Leeds Breastfeeding Friendly campaign is designed to support mums in Leeds to feel confident and comfortable to breastfeed in and around

public places. Over recent years there has been an emphasis on working in partnership with local businesses and organisations who sign up to the campaign. Historically, health centres were identified as spaces in communities which are Breastfeeding Friendly with a small number of GP practices also signed up. An audit is ongoing to understand which practices are signed up to the campaign and supporting with disseminating messages and resources, this will be reflected in updates to the BFF website and the increased promotion within primary care settings. This supports the broader aims of the work covering the JESS cluster aiming to give every baby in Leeds the Best Start in life.

Integrated Locality working

Community engagement

19. Community Galas/festivals/breeze on tour were held across Inner South during the summer. At the Holbeck and Beeston galas the Communities Team consulted residents on issues such as the environment and community facilities. Young people were also consulted at the breeze on tour event on what activities they would like to be delivered in their area. This information will be used when considering projects for funding and shared with service providers to consider building into their service plans.
20. Belle Isle & Middleton 'Love Where You Live': Following the Love Where You Live (LWYL) launch event, the project team is undertaking an engagement programme across the area including the 7 primary schools. The comments received will inform the 'People's Plan'. Two surveys have been designed. The neighbourhood survey questions have been designed to encourage progressive and positive feedback and ideas from the community. We have also worked with the Police to draft questions that will get the community to identify the problems and how they think it could be resolved. This would give them more involvement in the process and ensure that the most important issues are dealt with first. First stage of the consultation has gone to these key neighbourhoods: Orions, Stourton Grange, Westwoods, Blakeley's, East Granges. It is anticipated the feedback from the surveys will lead to some improvement work in the area
21. The development of the LWYL website is progressing very well. Work is ongoing to continue to raise its profile and seek involvement from local partners.
22. Dewsbury Road Hub held the Big Get Together event in its car park on Saturday 17th June from 1pm to 4pm, organised by Customer Services and Communities Team. The event was to commemorate Jo Cox MP on the theme of communities having more in common than things that divide them. The day included:
 - Activities for children such as archery, steel drums/music, origami and face painting
 - A number of well known acts such as Silver Finger Singh, Rob Greene
 - Local acts from Hunslet Club
 - Healthy cooking sessions from ministry of food as well as buffets etc

It is estimated that the event was attended by around 800 people.

Community Centre's

Community Centre Discounted Lets

23. Following a consultation exercise carried out in March / April this year, a decision was taken to remove the option of free lettings in community centres to be replaced by a maximum 75% discount available for supported organisations. This was applied to new lettings from 2nd May and to existing lettings from 5th June. All existing free lettings were automatically offered the discounted rate. Separate arrangements were made to account for costs relating to lettings made by Youth Services and Neighbourhood Networks.
24. The Inner South Community Committee area has 4 community centres that are directly managed by Leeds City Council. The following table shows the number of groups affected by the change in policy at each centre, the number of groups that renewed / cancelled their existing lettings, the amount of additional income achieved in year (June – March) through the discounted letting policy and the overall projected income at each centre, including income from lettings at the full community and commercial rates.

Community Centre	No. of Former Regular Free Lettings	No. of Renewals	No. of Cancellations	Additional Income 2017/18	Overall Projected Income 2017/18
Middleton Community Centre *	1	1	0	£2,275.00	£3,579.34
Middleton Skills Centre **	0	0	0	£0.00	£2,372.00

General Updates

Third Sector Leeds Goes Local

25. These workshops are held bi-annually on themes identified by groups working with Voluntary Action Leeds (VAL) across the city. The South Leeds workshop will be held on the 13th of September 2017, from 10am to 12noon at Hillside. The subject will be community cohesion and resilience with a number of presentations, including the Prevent programme. All Ward Members are invited to this workshop.

Social Media and communications

26. Since the last meeting on 14 June 2017 the Inner South Facebook page has seen a steady increase in followers by 30, now with 699 overall, keeping the page in a strong third place in the 10 committee page ranking.

Popular posts included the summer edition of the IS Community Committee newsletter, the young people's activity day in Middleton (funded from the Well Being Budget), the LCC bins & recycling app, a film night at the Holbeck Club and *Meet @ Middleton* (poetry at St George's Community Hub), helping to deliver local stories to over 9,100 people since the last meeting. The page has also seen a 516% increase in video viewers with clips from the Beeston Festival and *Breeze on Tour* at Cross Flatts Park.

Recommendations

27. The Community Committee is asked to:

- a) Note the contents of the report and make comment as appropriate.

Background documents¹

There are no background documents associated with this paper.



Community Committee & Highways and Transportation

Process for installation and Maintenance of Sponsored Floral Planters on the Highway

Planter Design

- Instaplanta to supply details of the agreed planter design to Communities Team. Communities Team will then liaise with Highways and Transportation, for comment and joint agreement. This will cover issues such as size, height, colour, material, and details of proposed advertising including; not retro-reflective, not illuminated, no directional symbols for traffic, background colour etc.
- Instaplanta to ensure compliance with relevant planning and advertising legislation as maybe required.

Agreement of Proposed Locations

- Instaplanta to undertake statutory undertakers search for affected apparatus. Communities Team to be provided with details for records **within 7 days**.
- Instaplanta to supply plan for each site to Community Committee Team showing proposed location of planters in relation to fixed features (1:500 minimum scale) to southeast.ast@leeds.gov.uk
- Communities Team to forward plan for each site to Highways Network Management showing proposed location of planters in relation to fixed features (1:500 minimum scale) to raswa.forms@leeds.gov.uk
- Network Management to circulate information around internal departments for comments on highway safety, future developments, planned road schemes etc. and return to Communities Team **within 4 weeks**.
- Following comments from Highways Management, local ward members, Environmental Sub Group members, Communities Team to collate and share comments with Instaplanta, and resolve issues with proposed location of planters.
- Site visits to discuss location to include all 3 parties as and when required.
- Details of agreed planter locations to be included in communities committees update report and members invited to propose locations for future planters.

Installation, repair or replacement of planters

- Instaplanta to supply a method statement for both the installation and maintenance operations on each planter location to Communities Team. Communities Team will share with Highways Network Management who will assess and advise of any required amendments.
- All work must be undertaken outside of traffic sensitive times, and comply with the current street works safety code of practice as may be amended from time to time. Details of traffic sensitive restrictions are available on <https://www.roadworks.org/>
- Instaplanta to provide a **minimum of 14 days' notice** of installation work to allow co-ordination with other planned works and events. This is to be provided to both Communities Team and highways Network Management, who will issue a street works permit where required on behalf of Communities

Team. Any amendment to the date or other permit conditions must be notified to Network Management and a new permit agreed.

- Instaplanta to keep an up to date record of all floral planters located on the publicly maintained highway which will be shared with Communities Team.
- Instaplanta to investigate any complaints or public liability issues associated with the planters and this information must be shared with Communities Team within 5 days of receipt of any complaints or public liability issues.
- Instaplanta to indemnify the Council for any complaints or public liability issues associated with the planters, their installation and/maintenance.

Removal of Planters

- Instaplanta to provide a **minimum of 14 days'** notice if it intends to remove any planter. This information to be provided to Communities Team who will report to Environmental sub-group, Ward Members and Highways Network Management.
- Network Management to provide Instaplanta a minimum of one months' notice in the event that removal or relocation of the planter is required for the exercise of the functions of the highway authority. In such instances Network Management will also provide Communities Team with this information
- Temporary relocation of the planter may be required to facilitate access for works on the highway. Network Management will provide as much notice as possible to Communities Team. In the case of emergency works the planter may have to be moved to enable the works to take place.

Dispute Resolution

- **Covered through Service Level Agreement**

Termination

- **Covered through Service Level Agreement**

Communities Team Contact:

Light Addaquay - light.addaquay@leeds.gov.uk Tel : 0113 3785787, 07712 214452

Network Management Contacts:

Network Management Inbox – raswa.forms@leeds.gov.uk

North Area – Kenny Harkis – kenny.harkis@leeds.gov.uk Tel: **07891 273013**

Central Area- Chris Musgrave – chris.musgrave@leeds.gov.uk Tel: **07891273002**

South Area – Granville Pugh – Granville.pugh@leeds.gov.uk Tel: **07891273004**