

Report of: Head of Locality Partnerships

Report to: Inner North East Community Committee
(Chapel Allerton, Moortown and Roundhay)

Report author: Localities Officer - Zahir Lunat

Date: 6 September 2021

For consideration

Inner North East 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

Updates by theme

Children & Young People: Councillor Zara Hussain

3. The Breeze event took place on Tuesday 3rd August at Potternewton Playing Fields. It was attended by over 600 young people over 2 sessions in the afternoon. The Communities Team attended and undertook Youth Activity Fund Survey, this will help Councillors decide what activities to fund in the Inner North East area in the next financial year 2022-23.
4. Cllr Zara Hussain attended along with other councillors from the Inner North East area to see what activities were on offer. The weather was bright and sunny which helped with the turnout.

Environment: Councillor Mohammed Shahzad

5. Martin Allen has now taken over as Team Leader for the INE replacing David Bratton.
6. At present CNT are currently having to share resources across the whole of the East due to some staff leaving through ELI, long term sickness and holidays. So, it may take a little longer for referrals to be removed. Some recruitment is taking place to fill these vacancies.
7. The team are actively removing reported fly tips, some of the ginnels have been cut back.
8. All team members are responsible for the housing estates requests for service this includes litter-picking, bin emptying, fly-tip removal and raising their own proactive referrals. Daily zonal cleansing is still taking place where possible although some of the mechanical sweeping are not covered by both shifts.
9. Planning is well under way for the route for Leeds half marathon/10k which takes place on the 5th September.
10. Keep Britain Tidy purple bags are proving positive and are being utilised by lots of community groups. They are a great way to distinguish between CNT Street cleaning and community litter picking. The CNT purchase the bags and distribute to groups that request them.
11. Several fly tipping investigations are ongoing, CNT are starting to invite alleged perpetrators for these offences in for formal interview(s) now restrictions have been removed.
12. Adele (EAO) has recently completed a letter drop of the Beckhill estate with regards to residents depositing of their waste in the recycling points.

Employment & Skills: Councillor Sharon Hamilton

Universal Credit

13. The table below shows the revised figures for the number of people claiming Universal Credit in the Inner North East Community Committee area that were unemployed in May 2021 is 3,679. This is an increase of 103% since March 2020, a decrease of 62 on the previous month. The increase in claimants is reflective across all wards due to the impact of COVID.
14. 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%
Inner North East	1,814	4.0%	3,741	8.3%	3,679	8.2%
Chapel Allerton	1,019	6.1%	2,004	12.1%	1,960	11.8%
Moortown	355	2.1%	823	5.0%	803	4.8%
Roundhay	440	3.1%	914	6.4%	916	6.4%

*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

The table below shows the number of people being supported from the Inner North East 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)
Inner North East	991	1,612	286	427	508	726
Chapel Allerton	508	863	162	238	253	320
Moortown	213	323	52	74	107	178
Roundhay	270	426	72	115	148	228

15. 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, 991 of whom were from the Inner North East, a reduction of 39% when compared to the same period last year.

16. Across the city the service has supported 3,413 people into work, (April 2020 – March 2021), 286 were residents from the Inner North East, a reduction of 33% 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

17. 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.

18. 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.

19. 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.
20. 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 now have not been offered through ESIF and other mainstream support.
21. All Jobshops are now fully open 5 days a week for face to face appointments which includes Reginald and City Centre Community Hubs. The Moor Allerton Community Hub is open on Monday and Tuesday.
22. 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.
23. 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 Inner North East, 410 customers accessed Leeds Employment Hub including Jobshops, 221 customers were supported into work and 22 were supported into training or further education.

Leeds Learning Hub

24. 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.
25. 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.

26. Between April 2020 – March 2021 the service has supported 4,857 people across the city to improve their skills. From the Inner North East, 508 residents have completed a skills course, a reduction of 30% when compared to the same period last year.

Employer Support

27. 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.

Vaccinating Leeds Programme

28. 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. 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

29. 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's placements for eligible businesses. Since January 2021, 391 placements have been approved with 140 placements filled.

Retail and Hospitality Sector

30. 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)

31. 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.

Community Safety: Councillor Mohammed Rafique

32. LASBT East has 229 Active cases of which 50 are in the Inner North East area.
33. Cases are a mixture of noise and anti-social behaviour plus a small number are related to hate and domestic violence.
34. There are no set trends currently and no emerging issues in the area.
35. The anti-social use of motor vehicles continues to be a city-wide issue as well as affecting the Inner North East. A city-wide Public Space Protection Order aimed at tackling the anti-social use of all vehicles be that in relation to cars, vans, quad bikes, scooters, e-scooters, motorbikes and off-road bikes is in the process of being developed. We are currently building up our analytical data and hope to start online consultation soon. They have done a similar process in Bradford which is having some encouraging results. This would include the banning of car meets, ride outs, use of public green spaces for quads etc.
36. LASBAT have submitted several ASB Injunction applications aimed at tackling ongoing ASB in the Meanwood area with the focus being on a group of youths who live in that area.

Health & Well Being: Councillor Eileen Taylor

Covid-19 response summer months

37. Infection rates have been high during the summer months within many wards across the city and within some of our INE wards 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. 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. 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 and in Inner North East. 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

38. 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 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.
- 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

39. The outreach component of this service is delivered through the 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 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

40. 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.

41. 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.

42. Rates of Covid-19 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.

43. 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.

44. You no longer need to work from home if you can, but the recommendation is for a gradual return over the summer.

45. 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.

46. Where possible, meet outdoors and let fresh air into homes and other enclosed spaces.

47. Many people will be excited about the return to the way things were before Covid-19, 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.
48. Please get both doses of the vaccine when called to make sure you have the highest level of protection.
49. It is also 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.

Uptake of Long Covid-19 - Support Services

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

Updates from Key Services

Tenant Engagement Update

Housing Advisory Panel

51. Over the last few months some members of the Tenant Engagement Team have continued to change the way they work due to (easing) restrictions on meeting residents, partners and contractors face to face. The team continue to adapt to ensure that the service to residents continues to a good standard.
52. Tenant Engagement Team have arranged for the loan of SIM enabled tablets to a number of our most involved residents to ensure that they can fully interact with groups including the one in the INE area.
53. Continued to support efforts in encouraging Covid-19 testing and vaccination take-up in some of the hardest hit areas in the city.

Engagement / Involvement

54. Continue to keep in regular contact with groups and involved residents in the area on at least a monthly basis.
55. Completed the 'Virtual walkabout' for the Beckhill estate on 'Your Voice Leads' the name of the event being Your Place Beckhill. Compared with the maximum of one or two residents who attend the face to face walkabouts we had 131 residents accessed the event, 58 people sought out more information and 14 pins were placed on the map showing areas / ideas for improvement or issues. Plans are in hand to complete further events in other communities.

56. Now spending more time with groups on the estates to rebuild links and assist with projects.

Housing Advisory Panels

57. INE HAP started the year in April with a budget of £34,039.11 (including a carry-over from last year of £4,302.11). In addition, a project for a couple of years ago, but not completed has been cancelled with the funding being returned to the budget (£3,016.00).

58. In the meeting held in July, two projects were approved. One around road safety at a primary academy and one supplying three laptops to a community centre.

59. Still have vacancies for Housing Leeds residents on Inner North East Housing Advisory Panel.

60. A definite 5 environmental projects will be presented to the HAP in September along with two community projects.

Community Payback

61. Since March 2020 teams from Payback have been unable to work in communities. It is hoped that teams (although reduced in number) will be back out completing referrals in the coming months. One project completed by supervisors recently with received thanks from a local resident.

Working in Partnership

62. Meetings with third sector organisation, partners continue to take place virtually via Skype, Zoom, WhatsApp and now Microsoft Teams.

63. Regular contact made with groups to advertise Funding Leeds and HAP funding especially when bids for funding from HAP received.

64. Assisted in numerous areas with regard Covid-19 testing and more recently with Covid-19 vaccination bus

Parks & Greenspaces

65. Visitation levels to parks and open spaces has been higher than usual and this remains the case thus increasing pressure on some maintenance tasks specially litter management. There has been a recent litter campaign to encourage people to treat parks with respect and take litter home.

66. There are still operational restrictions in place regarding the number of people in vehicles and resource pressures arising from the need to self-isolate which is having an impact of the level of service delivery.

67. Second weed spray to hard surfaces is under way and commenced on 2nd August taking around 6-8 weeks depending on weather conditions.

68. Leeds Quality Park assessments are currently underway having not been undertaken since 2019 due to the pandemic.

Local Community Hub

69. Our Community Hubs, Libraries and Job shops are now offering a full face to face service working to our updated risk assessment in a Covid-19 safe way. Enquiries are dealt with fully at first point of contact for all Council enquiries offering a seamless service for communities.

Library/PC Usage

70. Residents can freely browse for books in our libraries before taking home to read or use our seating area to read/study etc.

71. Customers can still reserve books via our Order and Collect Service or book PC session (which can be extended if needed).

72. Selection Bags are also available for customers to order, these have a selection of 6 books for adults or children ranging from crime, romance, key stages, picture books etc.

Summer Reading Challenge

73. The Summer Reading Challenge is back and this year it has a very special nature theme, which has been developed in partnership with the Reading Agency and WWF.

74. If you're looking for fun things to do with your family over the holidays, take part in the Summer Reading Challenge where children can get involved with reading and learn about nature and the environment along the way. As part of the challenge, children and their families are encouraged to read six or more library books and take a trip to Wilder Ville through the 'Wild World Heroes' book collection.

75. All the books in the collection can be borrowed for free from your local library and children can collect a Wild World Heroes reward for every book they read. Everyone that completes the challenge will be awarded a certificate and a gold medal.

76. Sign up to take part by visiting your local library or on the Summer Reading Challenge website.

77. Leeds Libraries are also on the look-out for people to share photos of themselves reading outside with nature to help spread the word. Whether you're reading in the garden, with your pets or in the park, we'd love to see photos of your family taking part in wild reading - get involved by using #LeedsWildReads on social media and tagging @LeedsLibraries.

Job Shops

78. Our Job Shops are now working Face to face, customers can access our full range of services including assisting with job searching, creating or updating a CV, completing job applications and preparing for interviews.

79. Job Shop staff are also working with customers on a new Job Shop Employability Support Programme (JESP). The Programme is built on existing local good practice to deliver an enhanced integrated employability programme for jobseekers and inactive people.

80. Job Shop advisors (Senior Customer Service Officers) work from a variety of community locations in priority areas of the City and target neighbourhoods with high levels of deprivation, unemployment, inactivity and high BAME populations. The programme will strengthen and expand links with small-scale community organisations and local authority Area and Housing teams with well-established links in BAME communities to overcome any cultural barriers to engagement.

81. All participants will have a named Job Shop advisor and dedicated support from a team of advisors who will maintain fortnightly contact. Participants will be supported for a minimum of 6 months. Where face-to-face is not possible a telephone call will be pre-arranged. The advisors will work closely with participants to build their confidence, raise aspirations and improve well-being, including mental well-being, through a combination of direct support and signposting to existing local provision.

82. Examples of activities and actions to be delivered to support the participant include:

- Budgeting and debt advice, better off calculations, support with applying for Universal Credit
- Offering housing, childcare or other specialist advice e.g. drugs and alcohol, or signposting to relevant organisations, as appropriate
- Digital skills training and setting up an e-mail account if participants do not already have one.
- work related digital skills basics such as using word, excel, PowerPoint, skype, digital privacy awareness of do's and don'ts
- Supporting participants to develop up-to-date job search techniques including using IT to search and apply for work, setting up a "Find a job" account (where they have not previously done so); completing online application forms and using social media to seek work.
- Employability training: communication skills, self-presentation, time keeping, attitudes/behaviours at work, team building, working relationships, work related literacy and numeracy support; transferable skills.
- Careers information including self-employment advice
- Job sector-specific and/or vocational training including nationally recognised qualifications that are in demand with local employers

- Job search support (linking to existing provision where appropriate)
- Effective interview techniques, including mock interviews and feedback.
- employer brokerage services relevant to the participants' needs
- Access to basic skills and ESOL training
- In-work support and any additional or creative activities that help to achieve the aims of the project.

Project Development Work

83. In the first half of 2021- just over 1000 hours of support has been given through the groups and projects. And this is from groups and projects that have started from scratch and did not exist before.
84. Fifteen online different projects have been delivered that are around Health and Well-being.
85. There has been an increase in referrals from GPs and 3rd Sector which is good and will hopefully lead to new projects.
86. Our popular coffee morning is restarting on 12/8/21 at the Polish Centre, running weekly 10-12 every Thursday.
87. The pain group will also be resuming soon.
88. A working group is currently being brought together to look at new projects citywide, this group will also be tasked to begin to look at long Covid-19 and managing these symptoms in a peer led way.

Healthy Holidays

89. Leeds City Council's Community Hubs & Libraries are now entering week two of our Healthy Holidays provision where we are delivering 26 programmes across the City from 2nd August to 3rd September inclusive.
90. The programme aims to provide children in Key Stages 1 through 4 who are entitled to Free School Meals with enriching cultural and sporting activities along with a hot meal at lunchtime. Activities include arts and crafts, storytelling, cultural activities and performances from external providers such as Wrongsemble. A full sport offer from Active Leeds and ping pong for your activity packs to take home to continue the fun and engagement with the wider family and friends.
91. There is still time for children to register and attend the programme by emailing healthy.holidays@leeds.gov.uk

92. Vaccination Hub-The Reginald Centre hosted the 2nd vaccine via the 'pop up' women only vaccination hub last week, which proved very successful.
93. Local intelligence has highlighted that some BAME communities (3 or 4 groups, including Pakistani, Black Caribbean, East European particularly) are showing low take up of the vaccine, so Public Health are looking to set up a women-only offer which may be a more accessible option for some.
94. Public health will be managing this offer and will concentrate on getting the message out to local third sector agencies who will direct women to the centre.

Update from Senior Localities Officer

95. Long awaited work to build an extension at the BAME Health & Wellbeing Hub is due to start in mid-September. The work funded by the Chapel Allerton Ward Councillors through their Ward Based Initiative capital funding will create an orangery style extension to the existing building providing much needed additional space for day centre services and better link the building to the outside area allowing users to enjoy the benefit of outdoor activity.
96. The refurbishment of the Hill Top Playground off Beckhill Grove will start in late September following confirmation of a £68k funding package with contributions from Chapel Allerton Ward Councillors (CIL & S106), the Inner North East Community Committee (CRIS), Wades Charity and the Love Leeds Parks Fund. The project will be managed by Groundwork in partnership with LCC Parks & Countryside and will see the play area revitalised with the installation of new equipment and refurbishment of existing infrastructure.
97. Partnership work has been ongoing to promote and improve access to vaccination in the Chapeltown area including a walk-in vaccination clinic hosted by Roscoe Methodist Church and an information leaflet tackling vaccine misinformation and answering questions now available in 12 different languages.
98. Following the disappointment of another year without key cultural community events - Leeds West Indian Carnival and Black Music Festival, multi-agency partnership work has been taking place in preparation for the August Bank Holiday weekend in Chapeltown. It is an important time of year for the Chapeltown community and although the main events cannot take place again this year, the carnival will be held virtually and with the recent lifting of restrictions planning is taking place to ensure that any local activity is safe and enjoyable for all.

Consultation and Engagement

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

Equality and Diversity/Cohesion and Integration

100. 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

101. 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:

Vision for Leeds 2011 – 30
Best City Plan
Health and Wellbeing City Priorities Plan
Children and Young People’s Plan
Safer and Stronger Communities Plan
Leeds Inclusive Growth Strategy

Resources and Value for Money

102. 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

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

Risk Management

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

Conclusions

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

Recommendations

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

Background documents¹

107. 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.