



Report of: Head of Locality Partnerships

Report to: Outer North East Community Committee

(Alwoodley, Harewood and Wetherby)

Report author: Preet Kundhi – 0113 535 1239

Date: 8 December 2021 For consideration

Outer 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.
- 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

Environment & Community Safety

Environmental Subgroup Meeting

3. On 26 October 2021 the Environmental Subgroup meeting was held. Members of the group consist of one councillor from each of the three wards and officers from several services across Leeds City Council. In attendance was officers from Parks and Countryside, Cleaner Neighbourhoods Team and Housing Management and the Refuse Team. Each service provided an update of the work currently being undertaken and in the foreseeable future.

Parks and Countryside advised the members of the subgroup of the Arium Horticultural Grant, where local In Bloom group can apply for up to £1,000 per year on environmental projects. This information was then disseminated to the Town and Parish Councils. The Cleaner Neighbourhoods Team provided an update in regard to their de-leafing schedule.

Wike Ridge In Bloom

- 4. Wike Ridge in Bloom are a voluntary organisation set up on 25 August 2021 by residents of Wike Ridge Estate. The aim of the group is to bring the community together to work collectively by improving the estate communal areas through horticultural projects.
- 5. In the short time that the group have been established they have made significant progress in improving the appearance and maintenance of trees and shrubs on the estate. The group have created a flower bed, filled with winter flowering violas at the estate entrance. With the help of several estate volunteers, the Wike Ridge In Bloom group planted in the region of 8000 bulbs (daffodils, crocuses, hyacinths and bluebells) to make the estate bloom in the Spring.
- 6. The Wike Ridge In Bloom have also benefited by having six large flower/shrub planters, which have been positioned at various sites along Wike Ridge Avenue to enhance the appearance of the communal green areas.
- 7. The Wike Ridge In Bloom Group have set up a programme of activity that will continue the shrub/tree maintenance work throughout the Winter months and into the Spring.
- 8. The Alwoodley councillors have also funded a notice board for the estate which would widen the groups communication reach to those residents who do not participate in social media.

Pollinators Project In Thorner

9. The Harewood councillors are working in partnership with The Thorner Trees Group, Thorner Parish Council and the Arium to deliver on this project. The aim is to use install seven wooden boxes that can be planted with low maintenance plants for pollinators. Also, to be added would be some small information boards to the boxes to inform people why pollinators are important. At the time of writing, a site visit is planned with Cllr Robinson, the Communities Team and the Arium to take the project forward.

Recycling on the Go Bins in Wetherby

10. In October the new Recycling 'On The Go bins were launched in Wetherby to encourage recycling of food and drink packaging out of the home, when on the street, shopping locally or out for a stroll. The bins were funded from a Waste and Resources Action Programme (WRAP) grant and supported by Zero Waste Leeds, with Leeds Coty Council emptying and recycling the waste. The eye-catching bright orange and yellow bins, as part of the #LeedsByExample project, were located around five of the highest footfall areas of Wetherby centre, in consultation with the Wetherby Councillors.

Leeds Festival Working Group

11. A working group has been set up to discuss Leeds Festival 2022. The group is cochaired by the Harewood and Wetherby Councillors. Invited to be part of the working group is Leeds City Council Officers, Leeds Festival event management, the Police and councillors from the Town and Parish Councils in both wards. The purpose of the group is to look at local concerns and ways that the festival can improve matters for local residents and attendees of the festival for 2022. The first meeting took place last month and a second meeting is due to that place before Christmas.

Crime Reduction Roadshows - Moor Allerton Shopping Centre

- 12. The Neighbourhood Policing Team held a Crime Reduction Roadshow on 22 November at the Moor Allerton Shopping Centre, which was funded by Alwoodley Councillors. The event was held before Christmas to advise and educate residents about home security measures. As this is seen as a vulnerable and opportunist time when high valued goods are bought as presents and families are out and about to visit each other.
- 13. By utilising the West Yorkshire Police exhibition van, Crime Reduction Officers supply information leaflets, as well as discussing concerns and offering bespoke advice to residents. Also, where appropriate, a visit from the Crime Reduction Officer was arrange to advise on specific issues. The offer of advice was extended by providing some simple home security devices, such as; timer switches, window / door alerts and sash jammers.

Grit Bin Installation and Refills

14. All three wards have been working with the Communities Team and the Highways Service to ensure that grit bins are refilled or installed, to ensure that local residents are prepared for the coming winter months.

Children and Families

Bonfire Night Diversionary Activity Funding

- 15. As there were no Leeds City Council organised Bonfire events held in the community due to the pandemic, the funding was used instead for local organisations and Third sector partners to put on diversionary activities over the Halloween and Bonfire period.
- 16. The Zone located in Alwoodley held an 'Everything BUT the Fire' event held at The Zone Youth Centre. The event was an informal education about the life and death of Guy Fawkes; his story and the traditions that followed. "Everything BUT the Fire" included all the traditional and symbolic Bonfire night customs without the fireworks or fire in a safe space for young people. It will be an inter-generational community event for all ages.

- 17. Activities will included; The Story of the Gunpowder plot, the history and religious background, chocolate apple dipping and decorating, ginger bread making, firework art- canvas painting, paint throwing/splatting, wax painting, marshmallow rockets, scratch work fireworks, paper roll fireworks and other arts and crafts.
- 18. With the support of Leeds City Council through the Outer North East Community Committee, The Zone were able to provide all participants with the above activities free of charge as well as a hot meal. The Zone engaged more than 135 people.

Health, Wellbeing & Adult Social Care

Community Volunteer Hubs

19. Both Moor Allerton Elderly Care (MAECare) and Wetherby In Support of the Elderly (WiSE) continue to offer support to those vulnerable residents in Outer North East Leeds as part of the city's ongoing response to the Covid-19 pandemic.

Wetherby In Support of the Elderly

- 20. Wetherby In Support of the Elderly have re-instigated, and added to, many of their core services and events. WiSE continue to be the operational tour hub for two thirds of Outer North East Leeds, namely Wetherby and Harewood.
- 21. Discussions are taking place that this provision will be extended into the first quarter of 2022. However, at the time of writing, nothing has been confirmed with WiSE.
- 22. WiSE have stated that they have been delighted to work with the Outer North East Community Committee and look forward to an equally strong and healthy relationship in 2022 and beyond.

Moor Allerton Elderly CARE

23. During 1 August to 31 October 2021, MaeCare have delivered 16 group activities which range from the Book Group to Walking Football. The few activities that were still being delivered remotely have now stopped and resumed face to face. Sporting Memories which started during lockdown, now meets face to face for the first time in a venue that is new to MAECare, which is Alwoodley Cricket Club. MaeCare continue to operate cautiously with mitigations in place: social distancing (which limits the number of people who can meet), mask wearing, sanitising and fresh air.

24. Activities include:

- 4 exercise groups with priority given to people who are Clinically Extremely Vulnerable
- Local walks and a new Walking Buddy project
- Singing (using telephone conferencing facilities) now stopped
- Walking Football, 3 times a week outside; now moved indoors at Allerton Grange High School and Scott Hall Leisure Centre for the winter
- Creative Writing at Thackrah Court with Poet James Nash
- Sporting memories for people with dementia at Alwoodley Cricket Club

- Small support groups for 25 people living with dementia
- Twilight Zone for 12 local residents
- o Targeted small groups (Men's Den, CAMEO and Knit and Natter)
- Shared Tables (meals out for people at the weekend, lead by a volunteer)
- 25. Tech Wednesdays has resumed at the centre where people can receive IT support and learn how to use their devices. MaeCare, as of yet have not resumed their partnership with local schools who used to send students to support these sessions because of service user concerns about COVID rates among young people.
- 26. One to one support, mainly in the form of telephone befriending, is still being delivered to over 100 people. Over 35 people have received advice or information.
- 27. The Circles of Support service, supporting people with dementia to live independently at home and continue to do the things they used to enjoy, is seeing an increase in referrals from the Memory Support services as more people are being diagnosed.
- 28. The Lockdown Library continues with fewer people using it (11) as more people start to get out.
- 29. MaeCare have noticed more service users struggling with their mental and physical health, quite possibly, because of the last 18 months of living through a pandemic. Finding ways to support them given the service's own limits in numbers and so many other services under pressure or limited, continue to be challenging. An example of this is that referrals into mental health support services have 11 month waiting lists and the threshold for qualifying for support is very high.
- 30. MaeCare continue to deliver support through the Community Care Hub, mainly food parcels and befriending calls, although demand for the former is very low. Only one person received a food parcel.
- 31.30 people volunteered in roles as varied as phone befriending, walking buddies, walking football, newsletter delivery, database input/website updating, group support, deliveries.

Ward Business

Town and Parish Council Forum

- 32. The Town and Parish Council Forum took place on 28 October 2021. An officer from the Leeds City Council attended the forum to provide an overview and to consult with the forum about the City's Ambition Plan, and how parish and town councils can get involved in the conversation and shaping the strategy.
- 33. The Neighbourhood Policing Team attended to provide an on the work that is taking place in the wards. The police also gave an update about CERTI driving and travellers issue in the area.

Collingham Local Centres Programme

- 34. The Collingham Centres Programme is now starting to pick up momentum. Back in September, the Harewood councillors met with local business owners to discuss how the Hastings parade of shops could be improved to generate more customer footfall and business. Some of the suggestions provided was to improve the car park, install public WIFI, have better signage and add planters and benches. A site visit has been planned to take place before Christmas with several Leeds City Council services, which include Highways, Parks and Countryside, Regeneration, and the Communities Team, to progress some of the suggestion made.
- 35. Plans for the Shadwell and Barwick and Elmet Local Centres Programme will start to take place in the new year.

Lotherton Hall

36. The Lotherton Hall Christmas Experience is now taking place from 27 November 2021 until 2 January 2022. Steeped in traditional Christmas magic, Lotherton is pleased to announce a new and exciting festive woodland walk for 2021, not to mention Father Christmas in the Elf Village once again. The Christmas Experience is a great day out for all the family.

Bonfire Night in Wetherby And Walton

- 37. Wetherby Town Council and Walton Village Hall Committee both held community bonfire events, with firework displays and food and drink being serviced. Both organisations saw an incredible demand for the events this year, as there was a clear need to continue to resume to normal life.
- 38. Both the Town Council and Village Committee looked for ways to engage the wellbeing of the local community both young and elderly. They wanted to promote meeting together safely as the wellbeing benefits of getting together, are well known.

Community Engagement: Social Media

39. **Appendix 1,** provides information on posts and details recent social media activity for the Outer North East Community Committee Facebook page.

Updates from Key Services

Cleaner Neighbourhoods Team

40. On 18 October 2021, The Cleaner Neighbourhoods Team stood down the sweepers and directed all its resourcing to de-leafing. The CNT have completed one whole sweep of the community committee area, which is covered heavily in leaves and has started the second sweep at the start of November. As the weather has been warm the leaves have been slow to drop.

- 41. The CNT are hoping for a few days of frost. As this will help the leaves fall off much quicker, allowing the service to make more of a difference, next time they are in the area.
- 42. CNT took part in the East Leeds Orbital Road closure during the night and swept the A64 on 23/24 October 2021. The service removed 38 tons of silt and detritus. The service also worked a nightshift on the weekend of 5 November on the A58. The aim of the service is to clean up the two bends just outside Wetherby first, then concentrate on the straight section.
- 43. The Recycling on the Go bin have been put in place. The use of the bins has not had the expected take up in the first few weeks. However, it is still early doors and the uptake of the bins is being monitored.
- 44. The service is wating for some new bins to be delivered and these will be used to replace existing bins. Priority would be the post mounted ones first and the bin outside Londis in Boston Spa.

Public Health

45. As Leeds moves towards the colder winter months and more people move in doors it is essential that residents in Leeds follow the advice provided.

Vaccinations in Leeds.

- 46. When local residents are called for their vaccination or 'booster jabs' it is extremely important they attend to help reduce infection rates within Leeds so we can return to a normal life as soon as possible.
- 47. If any local community members have any fears or anxiety about receiving the vaccination they can talk to their local doctor, health professional, LCC Public Health officer or visit these approved information site.
 - Coronavirus (COVID-19) vaccine NHS (www.nhs.uk)
 - o https://www.leedsccg.nhs.uk/health/coronavirus/covid-19-vaccine/

Covid-19 response summer months and moving into autumn/winter

- 48. Even though ward infection rates have started to stabilise Public Health England and the World Health Organisation have cautioned that there is no reason for complacency. The situation has been 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 these lower age groups. The response of the NHS, Leeds City Council and Third Sector partners has been rapid and ongoing since the start of the pandemic.
- 49. Over the summer two vaccinations centres had been offering two different vaccination choices one for forties and above and then at another site for 18 above. Additional mobile testing centres have been set up. On top of this young people in the hospitality

industry, night-time economy, food retail, universities, schools, colleges, and further education venues have been targeted via campaigns, student ambassadors, halls of residency representatives and social media to take up the vaccination offer. Leeds City Council and its Public Health teams would strongly advise all young people who are eligible for a vaccination to take up the offer of this immediately. The strong message from the NHS and government is don't wait get vaccinated now.

50. Everyone 16 years of age and older is eligible for a vaccination now. Visiting the website (Leeds Clinical Commissioning Group) below will let local residents where the vaccination centres are. Walk-in vaccination clinics - NHS Leeds Clinical Commissioning Group (leedsccg.nhs.uk)

Information for Vegan and Vegetarians wanting to receive the Covid-19 vaccination.

- 51. There have been a number of requests for advice and information from the Vegetarian and Vegan Community. Below are some useful links that will helpfully support our local residents from this community make an informed decision. This is specifically aimed at people who follow a Vegetarian or Vegan lifestyle.
 - Advice for people who follow a vegetarian or vegan lifestyle NHS Leeds
 Clinical Commissioning Group (leedsccg.nhs.uk)
 (NHS Leeds Clinical Commissioning Group)
 - o Covid-19 Vaccines Info | Vegetarian Society (vegsoc.org) (Vegetarian Society)
 - Vegan Society response to Covid-19 vaccine | The Vegan Society (Vegan Society)

Key messages:

- 52. As we enter a new phase of living with the virus, with very few restrictions in place, here are some updated key messages that capture the national messages combined with local messaging from our Director of Public Health.
 - Thank you to everyone who has done their bit taking up the extra testing and getting the COVID vaccine here in Leeds.
 - Covid-19 continues to be a feature of our lives, so this last step on the roadmap is around learning to live with it and manage the risk to ourselves and others.
 - Rates of Covid infection are high and continue to rise therefore we should continue to be cautious, help to reduce the risk of spread and protect people at highest risk of serious illness.
 - The advice is to continue to wear a mask in enclosed and crowded spaces such as public transport. Some organisations, e.g., health and social care, will ask you to wear a mask.
 - You no longer need to work from home if you can, but the recommendation is for a gradual return over the summer.
 - To keep yourself and others safe, try and limit the contact you have with people you do not usually live with, including keeping the number of people and the time you spend with them low, and not getting too close to them.
 - Where possible, meet outdoors and let fresh air into homes and other enclosed spaces.
 - Many people will be excited about the return to the way things were before Covid, whilst others, including those more vulnerable, maybe more cautious. Think of

- others when making your own decisions about when to wear a mask and social distance.
- Please get both doses of the vaccine when called to make sure you have the highest level of protection.
- It is also really important that we all continue to reduce the risk of spread by washing hands, getting tested if you have symptoms, and isolate if advised to do so.
- #TogetherLeeds #LivingwithCovid

Uptake of Long Covid-Support Services

53. Work is currently underway to encourage local people across all Leeds city 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.

General Information-Vaccinations in Leeds (Continued)

- 54. When local residents are called for their vaccination it is extremely important, they attend to help reduce infection rates within Leeds so we can return to a normal life as soon as possible.
- 55. If you are aged 18 or over, and have not yet had a vaccination, you may get a letter or text from the NHS national booking system inviting you to make an appointment at a community vaccination centre. How will I get my vaccine? NHS Leeds Clinical Commissioning Group (leedsccg.nhs.uk)
- 56. The centres in Leeds currently on the national booking system are:
 - Elland Road Stadium
 - o Village Hotel North, 186 Otley Road, Headingley, Leeds, LS16 5PR
 - South Leeds Village Hotel, Capitol Boulevard, Tingley, Leeds, LS27 0TS
 - Superdrug, Merrion Centre, Leeds, LS2 8NG
 - Seacroft Pharmacy, 68 York Road, Leeds, LS14 6DX
 - Wellfield Pharmacy, St Mary's Parochial Hall, N Lingwell Rd, Middleton, Leeds, LS10 3SP
 - The Pharmacy Group Chapeltown, The Reginald Centre, 263 Chapeltown Road, Leeds, LS7 3EX
 - The Pharmacy Group Little London / Woodhouse, Unit 2 Oatland Retail Park, Oatland Drive, Leeds, LS7 1ST
- 57. If any local community members have any fears or anxiety about receiving the vaccination they can talk to their local doctor, health professional, LCC Public Health officer or visit these approved information site.
 - Coronavirus (COVID-19) vaccine NHS (www.nhs.uk)
 - o https://www.leedsccg.nhs.uk/health/coronavirus/covid-19-vaccine/

Anti-Social Behaviour

- 58. Leeds Anti Social Behaviour Team are now back to normal working as far as customer interaction is concerned and in accordance with risk assessments before visiting people in their homes. Staff are now attending offices two / three days per week combined with working from home at other times.
- 59. LASBT currently have 15 active ASB cases in the area. The majority of these are issues between neighbours and generally involve domestic noise nuisance or at least have started out as that. There are no trends around case type or location.
- 60. The emerging seasonal issue of firework misuse has been prevalent over recent weeks and some targeted visits took place to known offenders, in the run up to the bonfire night period to issue warnings and or words of advice.
- 61. The service is aware of motorbike/quad bike nuisance and this is an issue right across the city and are looking at putting in place a Public Space Protection Order across the city to prevent the nuisance use of all motor vehicles, like the on currently in place in Bradford.
- 62. The issue of the rough sleeper in Wetherby is causing some concerns amongst the community and the service are in the process of arranging a multi agency professionals meeting to discuss ways forward to get him to engage with support services and consider any potential enforcement.

Housing Management

- 63. Estate walkabouts are now back to normal running and all ward members should have received their regular invites from the Housing Officer to attend these if they wish to do so.
- 64. The service is currently supporting Wetherby Lions by housing Santa's Sleigh free of charge and as they are assisting with the Covid vaccinations, Housing Management have agreed to allow them to utilise the space for longer also free of charge as a good will gesture.
- 65. The Team Leader for Housing Management has nominated Wetherby in Support of the Elderly for a chance to win £1,000 from Ecclesiastical, an insurance group who have set up a foundation called "Movement for Good". They Ecclesiastical are running a campaign to give away £1000 to ten charities a day for the 12 days run up to Christmas so they are giving away a total of £120,000.

Housing Advisory Panel

Approved Bids Progress

- 66. **Thorner Youth Provision -** Started early September with good attendance. The facilitators are keeping a diary for end of project evaluation. Parental consent permitting.
- 67. **Moortown West Community Association -** approved First Aid Course looking at the young. Mini First Aid offers a range of classes across the UK for all the family; parents, grandparents, carers and for children as young as three years old, training them in basic and life-saving first aid. This will be 12 courses of 2 hours each. Mini First Aid will then donate an automated external defibrillator with training.
- 68. **Moortown West Community Association -** Approved ICT equipment for the group administration.
- 69. **Cranmer Bank Recreation Ground -** Approved for tree planting. To plant 11 to 12 established native heavy varieties to cut vehicular access to playing field. Additional fencing with gate to allow maintenance crews being investigated.

Future Bids in Consideration

- 70. Syke Road Garages, Wetherby method to stop parking on grass
- 71. **Blackwood House, Darkwood Way, Shadwell (Harewood) –** issues of ASB. There is lots of overgrowth and cover for ASB to take place.
- 72. Sandringham Drive, Shadwell (Harewood) parking on grass
- 73. Outer North East budget as of end of October £10,898. There are two meetings left. (21/22 budget = £22,878.83)

Breakdown of spend so far

Budget by Ward Area	Number of projects submitted	Number of projects approved	Amount Committed by Panel		% committed
Alwoodley	6	4	£	10,620.00	46.42%
Wetherby	0	0	£	-	0.00%
Harewood	1	1	£	1,360.00	5.94%
MultipleONE	0	0	£	-	0.00%
Allone	0	0	£	-	0.00%

		Ward	Number of LCC Homes	% Homes	% as guide equates
ONE	2,514	Alwoodley	1,161	46%	£10,524.26
		Harewood	507	20%	£4,575.80
		Wetherby	846	34%	£7,778.86

Community Hubs & Libraries

Moor Allerton Community Hub and Library

- 74. Hearing Aid Clinic restarted on 28 October at 1.30pm to 3pm. it takes place every fourth Thursday of the month. This enables customers to have their hearing aids serviced and repaired free of charge. It is great to have this popular and vital service back in the Community Hub.
- 75. Money Buddies Sessions restart on 25 October every Monday at 1pm to 4pm. This is a drop in service where customer can access financial and debt advice and also receive representation on specific issues.
- 76. The hub hosted an exhibition giving the History of The Irish in Leeds during the month of September in conjunction with Irish Health and Home.
- 77. The Digital Drop Ins started on 8 November and is hosted by our Community Librarian team. Advice on all manner of digital queries can be given by staff. Customers will be able to bring in their own devices and get help on digital queries specific to these.
- 78. On November 6, the new Film Club started where children were treated to a showing of a Marvel Film. Ten children attended and thoroughly enjoyed the cinematic experience. This will be a monthly event moving forward.
- 79. The popular Rhyme and Storytime sessions restarted on Tuesday 16 November these are held weekly every Tuesday 10.30am to 11.30am.
- 80. The Hub is now back to the full opening hours;

Monday - Thursday 9am - 7pm Friday 9am - 5pm Saturday 10am - 4pm

Wetherby One Stop Centre and Library

- 81. Tuesday 26 October 11am to 12pm Junk Modelling event was held. Themed on Halloween and creating a machine out of recyclable materials. This was attended by ten children and parents and proved extremely popular.
- 82. Digital Drop Ins took place on 27 October and 24 November and was hosted by our Community Librarian team. Advice on all manner of digital queries can be given by staff. Customers will be able to bring in their own devices and get help on digital queries specific to these.
- 83. The popular Rhyme and Storytime sessions restarted on 17 November and they will run every Wednesday form 1.30pm to 2.30pm.
- 84. The library is back to full opening hours which are;

Monday, Tuesday, Thursday & Friday 9am - 5pm

Corporate Considerations

Consultation and Engagement

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

Equality and Diversity/Cohesion and Integration

86. 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

- 87. Projects that the Communities Team are involved in are assessed to ensure that they are in line with Council and City priorities as set out in the following documents:
 - 1. Vision for Leeds 2011 30
 - 2. Best City Plan
 - 3. Health and Wellbeing City Priorities Plan
 - 4. Children and Young People's Plan
 - 5. Safer and Stronger Communities Plan
 - 6. Leeds Inclusive Growth Strategy

Resources and Value for Money

88. 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

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

Risk Management

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

Conclusions

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

Recommendations

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

Background documents¹

93. None.

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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.