



Outer North West Community Committee

Adel & Wharfedale, Guiseley & Rawdon, Horsforth,
Otley & Yeadon

Meeting to be held REMOTELY

Monday, 30th November, 2020 at 1.30 pm

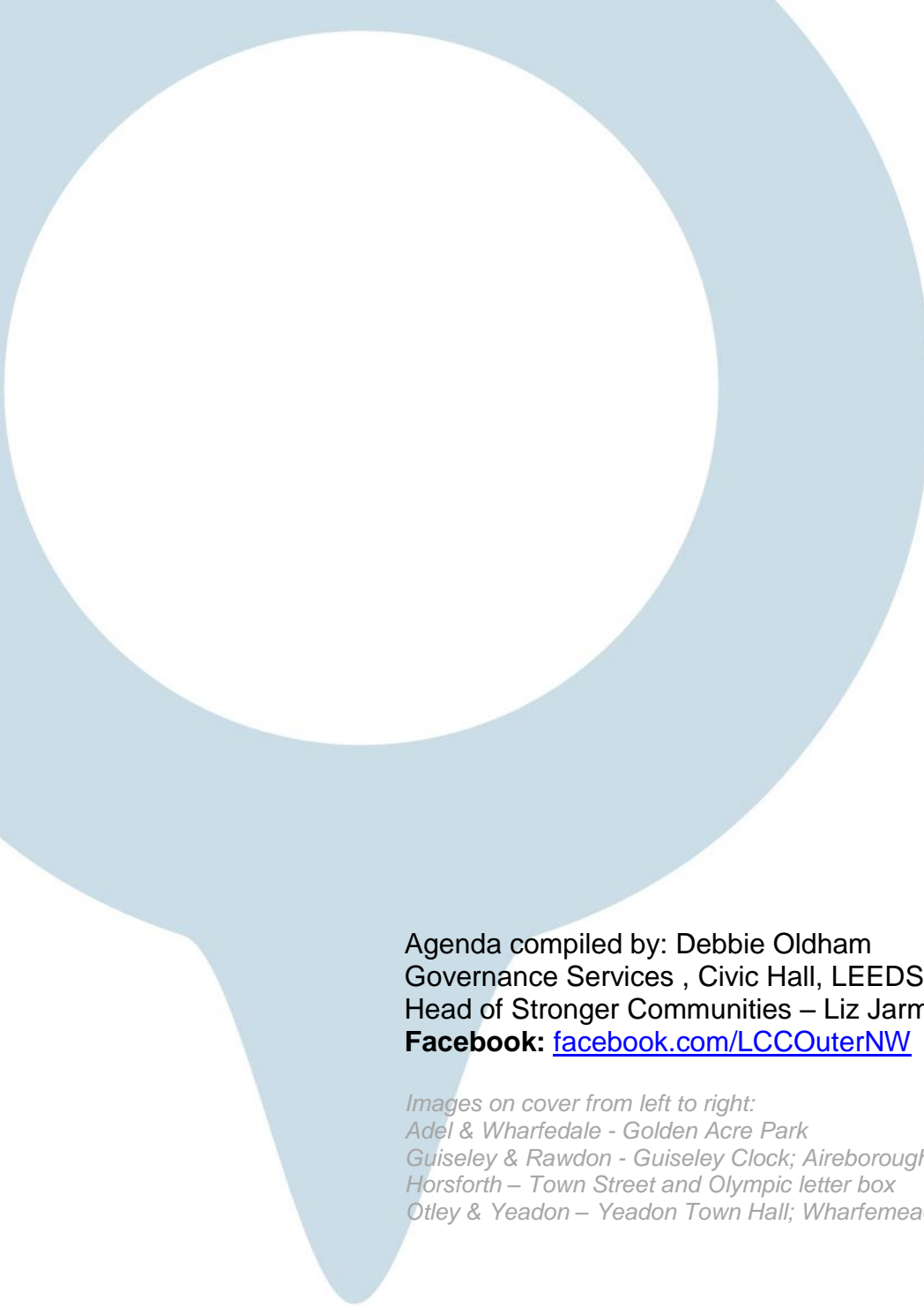
Councillors:

- | | |
|-------------|------------------------|
| B Anderson | - Adel and Wharfedale; |
| C Anderson | - Adel and Wharfedale; |
| B Flynn | - Adel and Wharfedale; |
| G Latty | - Guiseley and Rawdon; |
| P Latty | - Guiseley and Rawdon; |
| P Wadsworth | - Guiseley and Rawdon; |
| D Collins | - Horsforth; |
| J Shemilt | - Horsforth; |
| J Taylor | - Horsforth; |
| C Campbell | - Otley and Yeadon; |
| R Downes | - Otley and Yeadon; |
| S Lay | - Otley and Yeadon; |

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

<http://democracy.leeds.gov.uk/mgCommitteeDetails.aspx?ID=995>





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Facebook: [facebook.com/LCCOuterNW](https://www.facebook.com/LCCOuterNW)

Images on cover from left to right:

Adel & Wharfedale - Golden Acre Park

Guiseley & Rawdon - Guiseley Clock; Aireborough One Stop Centre

Horsforth – Town Street and Olympic letter box

Otley & Yeadon – Yeadon Town Hall; Wharfemeadows Park

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded). (*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>	
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>OPEN FORUM</p> <p>In order to facilitate the Open Forum item whilst Community Committee meetings are being held remotely, the process has been adapted slightly, so that members of the public are invited to make written submissions in advance of the meeting on any matter which falls within the Committee's terms of reference. These will be read out under this agenda item and considered by the Community Committee.</p>	
7			<p>MINUTES - 2ND MARCH 2020</p> <p>To receive the minutes of the previous meeting held on 2nd March 2020, for approval.</p>	7 - 14
8			<p>MATTERS ARISING</p> <p>To raise matters from the previous minutes.</p>	
9	Adel and Wharfedale; Guiseley and Rawdon; Horsforth; Otley and Yeadon		<p>NEW OPERATIONAL BASE FOR ENVIRONMENTAL SERVICES - IMPACT ON OUTER NORTH WEST AREA</p> <p>The report of the Chief Officer (Acting), Environmental Services is to provide the Outer North West Community Committee with an update on the Key Decision: Creation of a new/replacement citywide depot, operational and administrative base for Environmental Services (inc Refuse Service)</p> <p>(Report attached)</p>	15 - 18

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10	Adel and Wharfedale; Guiseley and Rawdon; Horsforth; Otley and Yeadon		<p>OUTER NORTH WEST COMMUNITY COMMITTEE - FINANCE REPORT</p> <p>The report of the Head of Stronger Communities provides the Community Committee with an update on the budget position for the Wellbeing Fund, Youth Activity Fund, Capital Budget, as well as the Community Infrastructure Levy Budget for 2020/21.</p> <p>(Report attached)</p>	19 - 28
11	Adel and Wharfedale; Guiseley and Rawdon; Horsforth; Otley and Yeadon		<p>OUTER NORTH WEST COMMUNITY COMMITTEE - UPDATE REPORT</p> <p>The report of the Head of Stronger Communities 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.</p> <p>This report also provides 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.</p> <p>(Report attached)</p>	29 - 38
12			<p>ANY OTHER BUSINESS</p> <p>To discuss any other business</p>	
13			<p>DATE AND TIME OF NEXT MEETING</p> <p>The Next meeting of Outer North West Community Committee is scheduled for Monday 8th March 2021, at 1:30pm.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p>THIRD PARTY RECORDING PROTOCOL</p> <p>Third Party Recording</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties – code of practice</p> <p>a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</p> <p>b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</p>	

OUTER NORTH WEST COMMUNITY COMMITTEE

MONDAY, 2ND MARCH, 2020

PRESENT: Councillor P Wadsworth in the Chair

Councillors B Anderson, C Anderson,
C Campbell, D Collins, R Downes, B Flynn,
G Latty, P Latty and J Taylor

40 **APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS**

There were no appeals against refusal of inspection of documents.

41 **EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC**

There were no exempt items.

42 **LATE ITEMS**

There were no formal late items. However, there was supplementary information in relation to Item 8 Finance Report. This had been circulated to all Members.

43 **DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'**

There were no declarations of disclosable pecuniary interests.

44 **Apologies For Absence**

Apologies for absence had been received from Cllrs. Lay and Shemilt.

45 **Minutes - 2nd December 2019**

RESOLVED – To approve the minutes of 2nd December 2020 as a correct record.

46 **Open Forum**

In accordance with Paragraphs 4.16 and 4.17 of the Community Committee Procedure Rules, at the discretion of the Chair a period of 6 minutes was allocated to members of the public to make representations to the Community Committee.

Mr and Mrs Woods attended the meeting and made representation to the Committee of transport issues within the Outer North West area.

Mrs Woods described an issue that she had had with Service 33 that day. She went on to inform the Members that this was not an isolated incident but that the bus often did not turn up, real time screen was incorrect information, buses running with 'Not in Service' on them, no regular service.

Mr Woods spoke on behalf of the Aireborough Civic Society.

Mr Woods explained the issues of the 747 airport service and the proposal to re-route the service so that it misses out Yeadon. Mr Woods voiced his concerns that no public consultation nor any local input had been undertaken before the tendering process had begun.

Mr Woods requested the following information for the Aireborough Civic Society:

1. Full details of the tendering options and documents
2. When a decision will be made
3. Who will make that decision
4. Full details of the Service 747 bus survey that WYCA has conducted.

Mr Woods was of the view that the current 747 service runs well and was used by a number of customers from the Yeadon area. Given the Climate Emergency he was of the opinion that the airport was being short sighted and should be encouraging people to use the service to travel to the airport.

Mr Woods had prepared a paper which was passed to the Chair for circulation to the Members.

The Chair explained that Bradford had requested the change to the 747 Service so that it was a more direct route for passengers to the airport. He went on to say that consultation on Service 737 and 747 was ongoing.

The Chair thanked Mr and Mrs Woods for their representations.

47 Finance Report

The report of the Head of Stronger Communities provided the Community Committee with an update on the budget position for the Wellbeing Fund, Youth Activity Fund, Capital Budget, as well as the Community Infrastructure Levy Budget for 2019/2020.

Members' attention was drawn to paragraph 16 which provided a breakdown of CIL money given to the town and parish councils in the Outer North West area. This information had been requested by Members at the previous meeting held on 2nd December 2019.

Members noted the figures presented. However, they were of the opinion that the figures may not be correct and requested a breakdown of each development and the amount each parish had received. The Members wanted the figures to be correct, they also wished to make a formal complaint about the financial information presented to the Committee, as on a number of occasions the figures had been incorrect.

Members were informed of the following points:

- Table 1 provided the remaining balance for Wellbeing Fund £48,572.46;

- Paragraph 22 presented an application for a Site Based Gardener for 2020-2021;
- Paragraph 23 presented an application for Money Buddies. For this application a member of the charity was in attendance at the meeting at the request of the Members to answer questions. Responding to questions the Committee were informed;
 - Money Buddies for this area is located at the Otley Hub, although if required could have scheduled changes of location. Support is also provided over the telephone and there are 20 sites across the city;
 - Most of the issues from the Otley area request assistance in switching energy suppliers and help with debt;
 - 50% of users of this service were from LS16 area and 33% from LS21 postcode with less than 5% from the Horsforth area. Although it was noted that Horsforth users could be accessing the service a Hawksworth Wood which is closer;
 - The charity currently receives funding from the Lottery for 5 years, other Community Committees, and Housing Advisory Panel. It was noted that the Lottery funding was coming to end and the charity had been asked to re-submit an application;
 - The new application to the Lottery fund would include assessment of benefit claims with a hope to begin this service next year;
 - Members requested a breakdown of those who used the service across the city.
- Paragraph 24 Period Poverty – at the previous meeting Members had requested that an officer attend to provide them with more information. Members were advised of the following;
 - The packets are currently unbranded but will soon carry a picture designed by a young person as part of a competition run by Children’s Services. The packages will also carry a small LCC logo and advice line numbers and the Child Friendly logo. Members raised their concerns that the LCC logo may cause a stigma;
 - Currently period products are in 40 venues across the city. Members requested a list of venues where the products are supplied. The products are monitored by a Member of staff who tops up the products. Currently venues are on average using 2 boxes per month;
 - Members raised concerns that this project had not been included in the Council’s Budget for next year and were of the view that it would not be sustainable as Community Committees were not in the practice of continually funding single projects;
 - Analysis to be undertaken to assess how successful the scheme has been.
- Members considered all the information contained within the supplementary information which included two Wellbeing fund projects;
 - 1) A summer camp at Horsforth;
 - 2) Community Kitchen and Community meeting room development at Rawdon Library

- Also considered were the following Youth Activities Fund projects:
 - Horsforth Hall Junior Park Run
 - Guiseley Community Summer Activities 2020
 - Series of after-school poetry workshops based at Ralph Thoresby
 - West Leeds Activity Centre Outer North West area Activity Programme for 20/21
 - Mini Breeze in Otley and Yeadon Ward
 - Rhinos Roar
- Members were advised of 1 Delegated Decision Notice which had been approved since the last meeting and was the Outer North West Children’s Voice Event;
- Paragraph 33 provided monitoring information on a project funded by the Committee regarding the Pool-in-Wharfedale website.

RESOLVED – To note:

- a) Details of the Wellbeing Budget position (Table 1)
- b) Wellbeing proposals for consideration and approval (Paragraphs 20-31 and supplementary information)
- c) Details of the projects approved via delegated decision (paragraph 25)
- d) Monitoring information of its funded projects (paragraph 30-34)
- e) Details of the Youth Activities fund (Table 2 and Supplementary information)
- f) Details of Small Grants Budget (Table 3)
- g) Details of the Community Skips Budget (Table 4)
- h) Details of the Capital Budget (Table 5)
- i) Details of the Community Infrastructure Levy Budget (Table 6)

The Committee approved the following:
Wellbeing Fund

Organisation	Project	Amount	Ward	Approve d/deferre d
Parks & Countryside	Site based gardener	£13,807.15	Horsforth/Guiseley/Rawdon	Approved
Leeds Money Buddies Bumantofts Community Project	Leeds Money Buddies	£4,733	(£1,183.25 per ward)	Deferred
Communities Team Central Period Poverty £2,000 (£500 per ward)			Horsforth/ Guiseley & Rawdon/ Otley & Yeadon	Approved
			Airedale & Wharfedale	Deferred
Horsforth Children’s Service	Summer Camp	£5,200	Horsforth	Approved £2,950
Rawdon Community	Community Kitchen and Community	£15,159	Guiseley & Rawdon	Approved £7579.50

Draft minutes to be approved at the meeting
to be held on Date Not Specified

Library	Meeting Room development			
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Youth Activities Fund

Project	Organisation	Amount	Approved /Deferred/Declined
Horsforth Hall Junior Park Run	Park run	£2,500	Approved
Guiseley Community Summer Activities	Guiseley Community Foundation	£4,400	Approved
Series of after-school poetry workshops based at Ralph Thoresby	Headingley LitFest	£600	Approved
West Leeds Activity Centre Outer North West area Activity programme for 20/21	West Leeds Activity Centre	£6,400	Approved
Mini Breeze in Otley and Yeadon Ward	The Breeze Projects and Events Team	£3, 600	Approved
Rhinos Roar	Leeds Rhinos Foundation	£7,310	Approved

Cllr. Ryk Downes left the meeting at 14:00 during this item.

Cllr. Billy Flynn left the meeting at 14:50 during this item.

48 Update Report

The report of the Head of Stronger Communities updated the Community Committee on the work of the Communities Team based on the priorities identified by the Community Committee.

Councillor Pat Latty the Children's Community Committee Champion provided an update on the Youth Summit which had taken place on 11th February 2020. 86 young people attended the event which had been successful. However, Councillor Latty said that at future events she would like more support from her Community Committee Members.

Councillor Barry Anderson provided an update on the Environment workshop which had taken place on 14th February 2020. The workshop had been well received with Parks and Countryside showing the work that has been achieved and how their objectives have been met.

Draft minutes to be approved at the meeting
to be held on Date Not Specified

Councillor Wadsworth informed the Committee that he was proposing a transport workshop to be held on 27th March 2020. Invites to be sent to all Members of the Community Committee.

Councillor Graham Latty informed the meeting that an Adults and Health meeting had taken place on 28th February 2020. Discussions had focused on health issues in the deprived areas of Leeds. Suggested themes for next year were also discussed and these included; relationship of health to planning and the effect on peoples wellbeing and affordable housing, Effect on NHS of an aging population.

The report also provided updates from the services including Hubs and Libraries.

It was noted that most popular post on social media was the Youth Activity Funding round 2020-2021.

49 RESOLVED – To note the content of the submitted report.
Update paper: Urgent Treatment Centres and public awareness campaigns

The report of the Head of Stronger Communities was presented by an officer from the NHS Leeds Clinical Commissioning Group. The report provided the Outer North West Community Committee with an update on Urgent Treatment Centres and public awareness campaigns on a range of health topics.

Members were advised of the following points:

- This report was a generic report;
- Differences between Emergency Centres and Urgent Treatment Centres;
- Leeds was used as a pilot scheme this had been at St Georges Centre, Middleton which was opened in December 2018;
- Proposal for Leeds to have 5 Urgent Treatment Centres as well as St Georges Centre there will also be Urgent Treatment Centres at Leeds General Infirmary, St James' Hospital, Wharfedale Hospital which opened in January 2020, and a new location will be at Seacroft Hospital;
- Appointments for these centres can be booked through NHS 111.

Members' discussions included:

- NHS 111 including future funding and appointments;
- Differences of the Urgent Treatment Centres, including consistency of treatment and facilities.

Community Committee Members were advised that the Adults and Health Sub Group will be visiting the Urgent Treatment Centre at Wharfedale Hospital.

RESOLVED - To note the content of the report.

Draft minutes to be approved at the meeting
to be held on Date Not Specified

50 Dates, Times and Venue Report

The report of the City Solicitor requested Members give consideration to agreeing the proposed Community Committee meeting schedule for the 2020/2021 municipal year.

Members' attention was drawn to point 7 of the report which set out the proposed meeting schedule for 2020/21.

Members discussed the dates, the times and venue for future meetings.

RESOLVED – To agree the following dates, times and venue of the Community Committee meetings for municipal year 2020/21:

- Monday 29th June 2020 at 1.30pm
- Monday 21st September 2020 at 1.30pm
- Monday 30th November 2020 at 1.30pm
- Monday 8th March 2021 at 1.30pm

All meetings will take place at Greenacre Hall, 55 New Road Side, Rawdon, LS19 6DD,

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Report of: Chief Officer (Acting), Environmental Services

Report to: Outer North West Community Committee

Report author: John Woolmer, Chief Officer (Acting)

Date: 30th November 2020

To note

New operational base for Environmental Services – impact on Outer North West area

Purpose of item

1. To provide the Outer North West Community Committee with an update on the Key Decision: Creation of a new/replacement citywide depot, operational and administrative base for Environmental Services (inc Refuse Service)

Main issues

2. Ward members have asked for an update in relation to the environment impact of the key decision and the impact on service delivery.
3. A report covering this proposal/key decision was presented to Executive Board on 18th November 2020 for a decision. The Board approved all the recommendations.
4. This followed the original decision made at Executive Board in June 2017 where approval was given for the development of a new operational depot on land off Newmarket Approach behind the Refuse and Energy Recovery Facility (RERF), subject to necessary consultation and Planning permission.
5. The June 2017 report included details on how a new depot bringing refuse operations together to a single site located adjacent to the Recycling and Energy Recovery Facility (RERF), on Cross Green Industrial Estate, would improve operational efficiency. This included the section:

The transition from disposing of residual waste at various, disparate locations across the city, to a single point of disposal at the RERF, means that Henshaw depot now presents logistical challenges to the service. Crews are travelling from the RERF to Henshaw depot in the afternoons after their last tip, and the service is losing productivity through increased travel times at that part of the day. Whilst a move to a depot near to the RERF would increase travel time in the early part of the day, for example for a crew working in Otley to get from the depot to their first collections, this would be at a time where traffic was lighter, and so productivity would be gained.

6. The report also set out the lack of physical capacity/space at existing operational sites/depots and the risk associated with that. Specifically, being compliant with the operator's licence and the consequences of not being.
7. The updated and revised proposal presented to Executive Report on the 18th November 2020 included the following, updated background information;

The current depot provision and operational route design was created at a time when there were no Alternate Week Collections and the proportion of black bin waste was much higher than now. All black bin waste was taken to either of two landfill sites; one in Bradford and one in the east of the city. From 2016 this changed so that all the city's black bin waste was taken to the Recycling and Energy Recovery Facility (RERF) in the Cross Green area, and the now increased proportion of green bin waste to a sorting facility in the south of the city.

Since 2016, around £1.4m per annum has been saved by the Council through the rollout of Alternative Weekly Collections and over £7m per annum through the commissioning of the Recycling and Energy Recovery Facility (RERF).

In June 2017, Executive Board approved funding for the delivery of a new operational "waste depot" at Newmarket Approach. The Executive Board agreed the council's current waste depot provision was insufficient and inefficient for the needs of the council's operational fleet and the provision of new, purpose built, replacement facility was required.

The Board agreed the Henshaw operational depot presents operational risks due to a lack of capacity and since the opening of the RERF in late 2015 it was no longer the most efficient location for the refuse collection service serving the west side of the city to operate from.

The Board also noted that the depot facility at Knowsthorpe Way was close to licenced capacity, was unable to be developed to accommodate any further operations/vehicles and was already identified by Health and Safety officers as a concern due to lack of space. The staff wash/changing facilities, operational start up/control desk and meeting room/office space for up to 50 staff at Knowsthorpe Way are all contained within a modular Portakabin built around 2000. This temporary structure had an intended design life of 10 years and so is beyond the end of its planned, useable life.

Environmental Services currently operate from four sites across the city:

- *Henshaw depot (Yeadon) – The service operates 17 frontline refuse collection routes, using 18 vehicles, and associated supervisory and management resources from this depot. It is shared with the Cleaner Neighbourhoods Team and Highways,*

for whom it is a critical site for operation in the north and west of the city. It is not proposed to move the Cleaner Neighbourhoods Team operations from this site. The site will continue to provide strategic facilities for Highways and other council services once Refuse operations vacate the site. The site has an “operator’s licence” for 30 vehicles over 3.5 tonnes.

- Knowsthorpe Way depot (Cross Green) – The Refuse Service operates 53 frontline collection routes, using 65 vehicles, and two medical waste collection routes from this depot. It also houses the replacement bin delivery team as well as the Cleaner Neighbourhoods and City Centre cleansing teams who operate a further 25 vehicles. The site has an “operator’s licence” for 100 vehicles over 3.5 tonnes.
- Knowsthorpe Gate (Cross Green) – The service’s supporting strategy and infrastructure functions and household waste site management staff are all based at the Knowsthorpe Gate offices. The site has a very limited “operator’s licence” for 12 vehicles.
- Millshaw – Cleaner Neighbourhoods Team uses this building to locate back office/administrative functions and office space for teams serving the south/south east of the city.

The future use of each site, once it is no longer required by Waste Management Services will be managed and facilitated by Asset Management.

All goods vehicles over 3.5 tonnes, that are used in a business, need a goods vehicle operator’s licence to operate legally. Each operator’s licence is associated with an ‘operating centre’ and generally restricts the numbers of such vehicles that can operate from a site. The main purpose of the licence is to ensure the safe and proper use of goods vehicles and to protect the environment around operating centres. During the application process any applicant needs to satisfy a traffic commissioner that their operating centre is suitable, i.e. that it will be big enough, have safe access and be in an environmentally acceptable location. The process is also subject to public consultation. Once the licence is obtained, any breach of the licence could result in a traffic commissioner restricting the use of the site, reducing the number of vehicles allowed to operate at the site, or even taking the decision to revoke the licence altogether.

Suitably licenced and located sites are therefore essential for the council to deliver safe, efficient and reliable operational services to Leeds residents.

The best strategic location for the new facility is, therefore, as close to the RERF as possible to minimise vehicle mileage and maximise efficiency. Newmarket Approach site is the former wholesale market land to the rear of the RERF. This site is in Council ownership but needs significant investment to develop it into an operational depot as the site has mine-workings and geotechnical ground faults that all need remediation before the site can be utilised.

The Newmarket Approach site has been given an operator’s licence to facilitate the safe use of up to 120 vehicles over 3.5t, allowing the whole of Waste Management and a significant number of Cleaner Neighbourhoods Team vehicles to be located on the site.

Since April 2016, all residual (black bin) waste has been treated at the new Recycling and Energy Recovery Facility (RERF), on Cross Green Industrial Estate, rather than via the old network of disposal points across the city. This long-term PFI contract, has improved service efficiency, but has led to real challenges in delivery of services from Henshaw depot. Henshaw depot is therefore no longer logistically advantageous for the refuse collection service. It remains however, an essential location for Highways and the Cleaner Neighbourhoods Team and will be retained for their operational use.

8. The programme milestones for the development of the new facility was set out in the report as:

- Stage 4 price submission 12th September 2020
 - Executive Board decision November 2020
 - Planning determination November 2020
 - Anticipated Main contract award [Jan 2021*]
 - Anticipated Start on site [Feb 2021*]
 - Anticipated completion [Dec 2021*]
- *subject to some relaxation of lockdown restrictions and market improvement

9 The report stated that completion of the works is essential to allowing the Waste Management Service the ability to implement new route planning improving the service.

10. Route planning for the garden waste service has already been completed and implemented. This was possible as we had capacity to move the small number of garden crews operating from Henshaw to the Knowsthorpe Way depot in the Cross Green industrial estate.

11. Redesign/planning of the black and green bin collection routes is planned to restart as soon as Covid19 related priorities and pressures on capacity and resource allow.

12. If that work is completed ahead of the above milestones for the new facility, a decision will then be made as to whether to implement the routes ahead of moving to one depot and whether that should be done in phases. A key priority in making that decision will be impact on service delivery/the customer. So, for example, we would not want to introduce new routes in an area of the city ahead of moving to one depot if we could not then complete routes on the scheduled collection days.

Recommendations

13. To note the contents of the report and receive the update.

Related papers:

Waste Depot Development – Executive Board, 21st June 2017:

<https://democracy.leeds.gov.uk/mglIssueHistoryHome.aspx?IId=87843>

Replacement depot and operational centre for Environmental Services - Executive Board, 18th November 2020:

<https://democracy.leeds.gov.uk/mglIssueHistoryHome.aspx?IId=109139>



Report of: Head of Stronger Communities

Report to: Outer North West Community Committee

Adel and Wharfedale, Guiseley and Rawdon, Horsforth and Otley and Yeadon

Report author: Jonny Russell

Date: 30 November 2020 For decision

Outer North West Community Committee - Finance Report

Purpose of report

1. This report provides the Community Committee with an update on the budget position for the Wellbeing Fund, Youth Activity Fund, Capital Budget, as well as the Community Infrastructure Levy Budget for 2020/21.

Main issues

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

6. Capital (CRIS) injections are provided as a result of council assets being sold. 5% of the sale price (up to a maximum of £100k) of a council asset is pooled city-wide and redistributed to the Community Committee areas on the basis of deprivation. The Community Committee will receive a new capital injection every 6 months.
7. Each Community Committee has also been allocated a Community Infrastructure Levy budget. For each CIL contribution, Leeds City Council retains up to 70-80% centrally, 5% is needed for administration and 15-25% goes to be spent locally. The money will be vested with the local Town or Parish Council if applicable, or with the local Community Committee and spend decided upon by that body. This local money is known as the 'Neighbourhood Fund' and should be spent on similar projects to the Wellbeing Fund (capital).
8. In the Outer North West Community Committee this means that the CIL money for Arthington Parish Council, Bramhope & Carlton Parish Council, Horsforth Town Council, Otley Town Council, Pool in Wharfedale Parish Council and Rawdon Parish Council will be administered by each Parish or Town Council, whereas monies for the parts of Adel & Wharfedale, Guiseley & Rawdon and Otley & Yeadon wards that do not have a Parish and Town Council will be administered by the Outer North West Community Committee.
9. It was agreed at Outer North West on the 27th November 2017 that CIL monies for Adel & Wharfedale, Guiseley & Rawdon and Otley & Yeadon would be spent in the ward it was generated in.
10. Projects eligible for funding by the Community Committee could be community events; environmental improvements; crime prevention initiatives, or opportunities for sport and healthy activities for all ages. In line with the Equality Act 2010, projects funded at public expense should provide services to citizens irrespective of their religion, gender, marital status, race, ethnic origin, age, sexual orientation or disability; the fund cannot be used to support an organisation's regular business running costs; it cannot fund projects promoting political or religious viewpoints to the exclusion of others; projects must represent good value for money and follow Leeds City Council Financial Regulations and the Council's Spending Money Wisely policy; applications should provide, where possible, three quotes for any works planned and demonstrate how the cost of the project is relative to the scale of beneficiaries; the fund cannot support projects which directly result in the business interests of any members of the organisation making a profit.
11. Any request for funding would involve discussions with appropriate ward members. Where projects do not have support from the Community Committee and are not approved, applicants are offered further discussions and feedback if this is requested.
12. In order to provide further assurance and transparency of all decisions made by the Community Committee, any projects that are not approved will be reported to a subsequent Community Committee meeting.
13. Sometimes urgent decisions may need to be made in between formal Community Committee meetings regarding the administration of wellbeing and youth activity budgets and also regarding the use of the Community Infrastructure Levy (CIL) Neighbourhood Fund which has been allocated to the Community Committee. Alongside the Committee, designated officers have delegated authority from the Director of Communities and Environment to take such decisions.

14. The Community Committee has previously approved the following 'minimum conditions' in order to reassure Members that all delegated decisions would be taken within an appropriate governance framework, with appropriate Member consultation and only when the following 'minimum conditions' have been satisfied:

- a. consultation must be undertaken with all committee/relevant ward members prior to a delegated decision being taken;
- b. a delegated decision must have support from a majority of the Community Committee elected members represented on the committee (or in the case of funds delegated by a Community Committee to individual wards, a majority of the ward councillors), and;
- c. details of any decisions taken under such delegated authority will be reported to the next available Community Committee meeting for members' information.

15. Members are reminded that the necessary scrutiny of applications to satisfy our own processes, financial regulations and audit requires the deadline for receipt of completed applications to be at least five weeks prior to any Community Committee. Some applications will be approved via Delegated Decision Notice (DDN) following consultation with Members outside of the Community Committee meeting cycle.

Wellbeing Budget Position 2020/21

16. The total revenue budget approved by Executive Board for 2020/21 was **£93,930.00**. Table 1 shows a carry forward figure of **£55,146.17** which includes underspends from projects completed 2020/21. The total revenue funding available to the Community Committee for 2020/21 is therefore **£149,054.17**. A full breakdown of the projects approved or ring-fenced is available on request.

17. It is possible that some of the projects may not use their allocated spend. This could be for several reasons, including the project no longer going ahead, the project not taking place within the dates specified in the funding agreement, or failure to submit monitoring reports. Due to this the final revenue balance may be greater than the amount specified in Table 1.

18. The Community Committee is asked to note that there is currently a remaining balance of **£60,549.13**. A full breakdown of the projects is listed in Table 1 and is available on request.

TABLE 1: Wellbeing revenue 2020/21

	£
INCOME: 2020/21	£93,930.00
Balance brought forward from previous year	£55,126.17
TOTAL AVAILABLE: 2020/21	£149,056.17

Ward Projects	£	Ward Split				Position statement
		Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon	
Small Grants and Skips	£8,015.38	£2,284.35	£2,840.08	£210.00	£ 2,680.94	Project ongoing
Community Engagement	£500.00	£125.00	£125.00	£125.00	£125.00	Project ongoing
COVID 19	£40,000	£10,000	£10,000	£10,000	£10,000	Project ongoing
Horsforth CCTV Cameras 2020/21	£2,000			£2,000		Project ongoing
Otley & Yeadon CCTV Cameras 2020/21	£8,000				£8,000	Project ongoing
West End Lane Speed Hump	£3,500			£3,500		Project completed
Horsforth SHED	£2,500			£2,500		Project starting January 2021
PHAB	£596.71	£149.18	£149.18	£149.17	£149.18	Project starting January 2021
Horsforth SIDS	£7,000			£7,000		Project ongoing
Horsforth Skate Park	£3,710			£3,710		Project ongoing
Jungle Camps	£750	£750				Project completed
Hunters Greave Scout Camp site renovation	£3,166	£474.00	£1,109.00	£1,109.00	£474.00	Project starting November 2020
Yeadon Lights	£2,156				£2,156	Project ongoing
Guiseley and Rawdon Lights	£4,744.26		£4,744.26			Project ongoing
Pool in Wharfedale lights	£2,000	£2,000				Project ongoing
Totals	£88,638.35	£15,782.53	£18,967.52	£30,303.17	£23,585.12	
Balance remaining (Total/Per ward)	£60,549.13	£23,544.80	£17,633.88	£2,786.09	£16,584.37	

Wellbeing and Capital projects for consideration and approval

19. There following projects are presented for Members' consideration:

20. **Project Title:** 2 SID's for Guiseley and Rawdon

Name of Group or Organisation: Highways

Total Project Cost: £6,800

Amount proposed: £6,800

Wards covered: Guiseley & Rawdon

Project Description: 2 SIDS to be installed at the following locations. Queensway and Netherfield Road. SID's to be fitted the existing converted columns

Community Committee Priorities: Best City for Communities

21. **Project Title:** Guiseley Theatre- improvements to the toilets

Name of Group or Organisation: Guiseley Theatre CIC

Total Project Cost: £10,284.95

Amount proposed: £9,194.95

Wards covered: Guiseley and Rawdon

Project Description: to install modern, purpose built facilities, designed for easy cleaning that can be maintained. These new improved facilities would ensure that we can keep the building open to users and prevent the building from closing.

Community Committee Priorities: Best City for Communities

22. **Project Title:** Paul's Pond – installation of two benches

Name of Group or Organisation: Parks & Countryside

Total Project Cost: £1,186

Amount proposed: £1,186

Wards covered: Adel & Wharfedale

Project Description: to purchase and install two new hardwood wooden benches within Breary Marsh Nature Reserve at Paul's Pond. The benches are to be located at opposite sides of the pond, away from overhanging trees and with good views of the area.

Following requests from local residents and visitors to the site, the new seats are required to ensure that the visitors to Paul's Pond have somewhere to sit and rest and enjoy the views.

Community Committee Priorities: Best City for Communities

23. **Project Title:** Holt Park Tennis Courts paths

Name of Group or Organisation: Parks and Countryside

Total Project Cost: £1,500

Amount proposed: £1,500 (Capital)

Wards covered: Adel & Wharfedale

Project Description: To create 2 small paths to the tennis court entrances to stop the ground getting muddy

Community Committee Priorities: Best City for Communities

24. **Project Title:** Summer Bands in Leeds Parks 2021

Name of Group or Organisation:

Total Project Cost: £1,625

Amount proposed: £1,625

Wards covered: Guiseley and Rawdon and Otley and Yeadon

Project Description: For the following concerts as part of 'Summer Bands in the Parks' series:

- 1 Tarnfield Park, Yeadon
- 1 Wharfemeadows Park, Otley
- 1 Nunroyd Park, Guiseley
- 1 Micklefield Park, Rawdon
- 1 Springfield Park, Guiseley

These concerts will benefit the communities in Yeadon, Otley, Guiseley and Rawdon as people will be able to experience free music in their local parks. It also encourages individuals to use and visit their local park and meet and engage with fellow residents, and view their local green space as something for them and everyone.

Summer Bands in Leeds' Parks series promotes Community Involvement as having these concerts in the park brings people together. Short term achievement: The community will be able to enjoy free music in their local area. Long term achievement: People can enjoy these concerts on a yearly basis.

The concerts will take place on a Sunday afternoon between May - August 2021 from 2.30pm - 4.30pm.

Community Committee Priorities: Best City for Communities

Delegated Decisions (DDN)

25. Since the last Consultative Committee on 21 September 2020 the following projects have been considered and approved by DDN:

- Horsforth SIDS- £7,000 Horsforth Wellbeing budget
- Horsforth Skatepark- £3,710 revenue and £2,650 capital
- Day In The Woods – themed Adventure out door fundays- £2610
- Oddballs Theatre & Hullabaloo Children's Orchestra – Affordable after school- £5205
- Horsforth Skatepark Club- £13,184
- Jungle Camps- £750
- Scout Group- £3,166
- Yeadon Festive Lights- £2,156
- Guiseley Clock (small grant)- £500
- Guiseley lights- £4,744.26
- Pool in Wharfedale lights- £2,000

26. Declined Projects

27. Since the last Consultative Committee on 21 September 2020 no projects have been declined:

Monitoring Information

28. As part of their funding agreements, all projects which have had funding approved by the Community Committee are required to provide update reports on the progress of their project. These reports are so that the Community Committee can measure the impact the project has had on the community and the value for money achieved.

Youth Activities Fund Position 2020/21

29. The total available for spend in Outer North West Community Committee in 2020/21 including carry forward from previous year, was **£55,279.99**.

30. The Community Committee is asked to note that so far, a total of **£49,409** has been allocated to projects, as listed in **Table 2**.

31. The Community Committee is also asked to note that there is a remaining balance of **£8,598.78** in the Youth Activity Fund. A full breakdown of the projects is available on request.

TABLE 2: Youth Activities Fund 2020/21

	Total allocation	
Income 2020/21	£51,140	
Carried forward from previous year	£4,139.99	
Total available budget for this year 2020/21	£55,279.99	

Projects (add year)	Amount requested from YAF	Position statement
Horsforth Hall Junior Park run	£2,500	Project on hold as park runs are suspended.
Guiseley Community Summer Activities 2020	£4,400	Project completed
Series of after-school poetry workshops based at Ralph Thoresby	£600	Project ongoing
West Leeds Activity Centre - Activity programme for 20/21	£6,400	Project on hold
Mini Breeze in Otley & Yeadon Ward	£3,600	Project completed
Mini Breeze in Adel & Wharfedale Ward	£3,600	Project completed
Rhinos Roar	£7,310	Project taking place in February half term.
Day In The Woods – themed Adventure out door fundays	£2610	Project ongoing
Oddballs Theatre & Hullabaloo Children’s Orchestra – Affordable after school	£5205	Project ongoing
Horsforth Skatepark Club	£13,184	Project ongoing
Total spend against projects	£49,409	
Remaining balance	£8,598.78	

:

Small Grants and Skips Budget 2020/21

32. At the consultative meeting on the 29th May 2020, ward members approved a small grants and skips budget of £10,534. There is currently a remaining balance of £6,831.22 detailed in Table 3.

33. Following a request from Otley and Yeadon ward members regarding the PSPO for Yeadon, Claire Smith, ASB Service Delivery Manager has attended the meeting to discuss the funding request with members.

TABLE 3: Small Grants and skips 2020/21

Project	Organisation/Dept	Ward (s)	Total cost of project	Amount requested
Bramhope Bowls Club Replacement Mower	Bramhope Bowls Club	Adel & Wharfedale	£500	£500
Guiseley Clock 2020	LCC Communities Team	Guiseley and Rawdon	£500	£500
PSPO Yeadon	Safer Leeds	Otley and Yeadon	£63	£63
PSPO Horsforth	Safer Leeds	Horsforth	£210	£210
PSPO Guiseley	Safer Leeds	Guiseley and Rawdon	£210	£210
SKIP- Otley Old People's Welfare Centre Committee	Otley Old People's Welfare Centre Committee	Otley & Yeadon	£103.41	£103.41
SKIP- Arthington Parish Council	Arthington Parish Council	Adel and Wharfedale	£151.84	£151.84
SKIP- Moor Lane Allotments	Arthington Parish Council	Guiseley and Rawdon	£151.84	£151.84
Totals			£1,945.82	£1,945.82
Small grant and skip remaining budget			£6,831.22	

Capital Budget 2020/21

34. The Outer North West has a capital budget of **£50,273** available to spend, as a result of new capital injections. Members are asked to note the capital allocation broken down by ward and summarised in **Table 4**.

TABLE 5: Capital 2020/21

	£	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Capital Injection May 2020	£7,900.00	£1,975.00	£1,975.00	£1,975.00	£1,975.00
Capital Injection November 2020	£900	£225	£225	£225	£225
Starting totals	£	£	£	£	£
Horsforth Skatepark				£2,650	

Balance remaining (per ward)	£50,273	£11,915	£15,690	£225	£22,544

Community Infrastructure Levy (CIL) Budget 2020/21

35. The Community Committee is asked to note that there is **£208,426.12** total payable to the Outer North West Community Committee with **£193,267.13** currently available to spend. The breakdown is as follows Adel & Wharfedale **£11,846.76**, Guiseley & Rawdon **£180,025.85** and Otley & Yeadon **£1,436.27** which is detailed in **Table 6**.

TABLE 6: Community Infrastructure Levy (CIL) 2020/21

	ONW (£)	Adel & Wharfedale	Guiseley & Rawdon	Otley & Yeadon
Remaining Balance March 2020	£106,579.98	£7,237.20	£99,002.75	£340.03
Injection April 2020	£80,670.33	£0.00	£80,670.33	£0.00
Injection November 2020	£6,016.81	£4,609.56	£352.77	£1,054.49
Balance 2020-2021	£193,267.13	£11,846.76	£180,025.85	£1,436.27

Corporate Considerations

Consultation and Engagement

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

Equality and Diversity/Cohesion and Integration

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

Council Polices and City Priorities

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

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

Resources and Value for Money

39. 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

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

Risk Management

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

Conclusion

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

Recommendations

43. Members are asked to note:

- a. Details of the Wellbeing Budget position (Table 1)
- b. Wellbeing proposals for consideration and approval (paragraphs 20-31)
- c. Details of the projects approved via Delegated Decision (paragraph 25)
- d. Monitoring information of its funded projects (paragraph 30-34)
- e. Details of the Youth Activities Fund (YAF) position (Table 2)
- f. Details of the Small Grants Budget (Table 3)
- g. Details of the Community Skips Budget (Table 4)
- h. Details of the Capital Budget (Table 5)
- i. Details of the Community Infrastructure Levy Budget (Table 6)
- j. Details of the Community Infrastructure Levy Budget (Table 6)



Report of: Head of Stronger Communities

Report to: Outer North West Community Committee

Wards: Adel and Wharfedale, Guiseley and Rawdon, Horsforth and Otley and Yeadon

Report author: Jonny Russell - 0113 37 85798

Date: 30th November 2020

to note

Outer North West Community Committee - Update Report

Purpose of report

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

Main issues

Updates by theme:

Children and Families: Councillor Pat Latty

3. The Outer North West Sub Group met on Zoom on Thursday 3rd September 2020.

Environment and Community Safety: Councillor: Barry Anderson

4. Councillor Anderson to provide a verbal update.

Transport- Cllr Wadsworth

5. The next meeting will take place in December 2020 and a representative from Metro will attend the meeting.

Employment, Skills & Welfare: Councillor Ryk Downes – Update to be included at the meeting in March 2021.

Health, Wellbeing and Adult Social Care: Councillor Graham Latty

6. The Health, Wellbeing and Adult Social Care sub group met on Tuesday 15th September 2020.

Updates from Services

**Health and Wellbeing & Adult Social Care – Update from Jon Hindley
(Extended report due to Covid)**

Key Messages & Resident Behaviour during the Pandemic

We would strongly encourage all residents in Outer North West to adhere strictly to the key messages below please. We would be very grateful if all partners and councillors continue to encourage local community members to follow local and government guidance. Recent weeks have seen some important developments in relation to the Covid-19 pandemic:

- Leeds has been placed on tier 2 High alert
- To find out more about the current government restrictions for Leeds please visit: <https://www.leeds.gov.uk/coronavirus/local-rules>.

Leeds City Council Public Health services and officers In Leeds remain ever vigilant and want to give our residents all the information they need to stay healthy. Highlighted below is some key information from colleagues in Public Health on Covid-19.

- **Keep a safe distance from others**
- **Wash your hands regularly, for 20 seconds.**
- **You must wear a face covering on public transport, in shops and in healthcare settings.**
- **No one in your household should leave home if any one person has symptoms**
- **If you have symptoms, stay at home and book a free test at nhs.uk/coronavirus or ring 119.**
- **If you need to stay at home and have no family or friends for support, ring 0113 378 1877.**

We would like to ask that all our partners please share this information, via your networks, to embed the key messages highlighted:

An infographic has been produced. If you would like a copy please see below. We also have translated versions available in Arabic, Bengal, Czech, Farsi, Kurdish, Polish, Punjabi, Romanian, Slovak, Tigrinya and Urdu. Please get in touch if you would like copies of these. Please e-mail:

Jonathan.Hindley@leeds.gov.uk

What signs and symptoms should I look out for?

- a high temperature,
- a new, continuous cough,
- a loss or change to your sense of smell or taste

Videos available here:

<https://www.youtube.com/playlist?list=PLggQFjpTLgplq0r7-nFO9mT6j8Yk2vKBt>

When, how and why should I get tested?

When to get a test:

- For yourself, if you have coronavirus symptoms now (a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste).
- For someone you live with, if they have symptoms.
- If you live in England and have been told to have a test before you go into hospital, for example, for surgery.

How to get a test:

- Apply online www.nhs.uk/coronavirus or call 119 (if you have problems using the internet) to book either:
- Drive through test
- Home test
- Walk to test site at Bridge Street Community Church in Burmantofts (close to St James' hospital) –
- This website is regularly updated with new information and frequently asked questions related to testing location: <https://www.leedsccg.nhs.uk/health/coronavirus/#where-can-i-go-for-testing>

Why to get tested:

- Testing is really important because if you know that you have tested positive for Covid-19, you can protect your family and friends.

HOW TO GET A COVID-19 TEST EXPLAINED:

Below are links to some excellent videos that Chetna Patel has been working on:

[Home Test Video.](#)

[Leeds CCG Handwashing Video 29.7.20.](#)

For more information please contact Chetna on: Chetna.Patel@leeds.gov.uk

Health and Wellbeing Partnerships

Please note these partnerships are currently on hold as partners have repurposed to meet the needs of local residents during the pandemic. Organisers have recently contacted partners to check availability and are awaiting feedback from individuals and organisations.

Protecting and supporting vulnerable citizens experiencing suicidal thoughts and the rapid training of volunteers in suicide prevention training.

As you can appreciate the scope and quantity of Public Health work by the council across the city during the coronavirus pandemic has been immense. The council is very appreciative of the massive amount of work of the cities' superb volunteers, third sector organisations and partners. The city owes them a huge debt of gratitude.

One of the challenging and upsetting tasks when the support system was put in place until other resources (RUOK helpline) came on line was when volunteers received calls from residents who were harming themselves and experiencing suicidal thoughts. One of the many pieces of work Public Health put in place was the rapid on line training of volunteers and partners in suicide prevention.

The links below highlight some of the training and online support provided:

Full Training:

https://www.relias.co.uk/hubfs/ZSACourse4/story_html5.html

Micro Course:

https://www.relias.co.uk/hubfs/ZSAMicroCourse/story_html5.html

Suicide prevention:

<https://www.leeds.gov.uk/phrc/current-awareness/suicide-prevention>

Public Health Central City Teams - Health and Wellbeing Update

The Public Health Messages Group was established as part of the Leeds response to the COVID-19 pandemic. The group was tasked by the Director of Public Health to develop and co-ordinate consistent clear public health messaging for staying safe and well during the pandemic, aimed at the public and workforce. The group identifies weekly key messages, and manages dissemination through a range of channels including bulletins and social media.

The group is aligned with the work of Leeds City Council (LCC), Leeds Clinical Commissioning Group communications teams and newly formed COVID-19 specific task groups, and is supported by the Public Health Resource Centre.

The approach has very much been one of collaboration and partnership working across the system to agree the balance between 'stay safe' messages and wider health and wellbeing messages, with the focus also moving to support prevention, test and trace and outbreak/cluster management.

During the three month period April – June 2020, over 250 items of content were provided across a range of publications, social media and Public Health Resource Centre new COVID 19 specific webpage (aimed at those working in Leeds).

Sexual Health PH Team

To reduce barriers in accessing contraception/STI protection, the Sexual Health Team have provided:

- Condoms to Community Care Hubs and Live Well Leeds to be added to food/toiletry packs on request.
- 290 vulnerable people housed in hotels and hostels have been provided with condoms in toiletry/wellbeing packs

- A postal version of the C-Card, free condom scheme for young people (coordinated by via MESMAC). Young people can request condoms online and have them posted to their home address.
- Youth Service have provided C-Card condoms via wellbeing packs distributed to young people, through detached work.

Children and Families PH team (Maternity and Infants)

The city-wide Breastfeeding Peer Support service has continued to provide telephone support and much needed face to face breastfeeding support throughout the lockdown period and beyond, albeit virtually over Zoom. They have provided weekly, sometime more frequently, group meetings where mothers can get peer support from each other and specialist breastfeeding support from one of the coordinators.

The Baby Steps service works with vulnerable pregnant women and families and they have continued to provide antenatal and postnatal support during the COVID-19 pandemic. This support has been provided on a one to one basis over the telephone and via digital means

National Flu Immunisation Programme

The National Flu Immunisation Programme is essential to protect vulnerable people and support the resilience of the health and care system, particularly in light of the risk of flu and COVID-19 co-circulating this winter.

The programme helps reduce GP consultations, unplanned hospital admissions and pressure on A&E. It's therefore a critical element of the system-wide approach to deliver robust and resilient health and care services during the winter.

This year, the free NHS influenza vaccination will be offered to more groups of people with others added list later in the year.

In the meantime, the following resources are now available for download and can be used. Resources currently available include the 2020/21 Flu Vaccination – Who should have it and why? resource which is available to order in 20 different languages:

<https://www.gov.uk/government/collections/annual-flu-programme#2020-to-2021-flu-season>

Updates from Community Hubs

Horsforth

- Continues to operate on reopened arrangements, with a browsing model in place that has been well-received by residents.
- Customer service (LCC) enquiries in place for quick enquiries with colleagues taking telephone appointments for lengthier, complex enquiries.
- Order and collect in place for library material
- Hub staff took part in Live@Home Walking 9-5 fundraiser
- Old part of building used for filming of online resources on Leeds Libraries Facebook page over half term
- Referral of excess food stock from food waste organisations into Live@Home for distribution for their food parcel delivery

Guisley Library

- Unfortunately customer services have not been able to open the Guiseley Library since Lockdown. At the moment customers seem to have been using Yeadon and Otley Hubs

Yeadon and Otley Community Hubs and library

- Both sites have had PPE installed with screens and copious supplies of Hand sanitisers, wipes etc for customers.
- The buildings and furniture have been adapted to allow for social distancing.
- Staff firmly ask customers to stick to government guidelines ie 2 meters, hand washing/sanitising and wearing of face masks.
- Staff are recording customers for the Test and Trace initiative.
-
- Both sites are successfully operating the library browsing model as agreed with Unions and Health and Safety. A lot of customers are also using the click and collect for books.
- We can offer limited public PC access and printing and minimal help with IT. Always staying at a distance when communicating with customers.

Updates from Housing

Outer North West Housing Advisory Panel (HAP):

7. The aim of the HAP panel is:

- To use HAP funds to support a range of community and environmental projects in line with the Council and local priorities.
- To work closely with local housing and other council teams to help review and monitor the delivery of local services and help shape services that meet the local community's needs..

The HAP is part of a wider Tenant Engagement Framework and one of the ways Housing Leeds involve tenants. Within the Regulatory Framework the 'Tenant Involvement and Empowerment Standard' requires all social housing providers give tenants a 'wide range of opportunities to influence ' and be 'involved in the formulation of their landlord's housing related policies', and the making of decisions about how housing related services are delivered'.

HAP's continue to have an important role in supporting communities impacted by COVID and prioritising funding application that help community groups and community activity in response.

This year HAPs are prioritising and welcoming shorter applications for lower amounts of funding. HAPs are especially keen to receive requests from individual residents that have come together to help others, or community and third sector groups who are helping communities in their response to the Coronavirus pandemic.

This could be in many different ways, such as helping residents feel less isolated, giving practical day to day help, or dealing with some of the longer term impacts such as reduced incomes or improving digital skills and confidence.

There is a remaining HAP Budget of £31,647.68 for Outer North West and there are currently some projects in the pipeline, most of the projects are environmental and some are community based.

- Holtdale Ground Stabilizing Mesh
- St James signage
- St James drive gate
- ST James block 23 bin store
- Wayland Croft Planters
- Billing View bin stores and other work
- Willows bin stores and security to rear windows
- Holtpark cut backs, graffiti removal
- And possibly Some Health & Wellbeing projects (awaiting further info)

Bids approved so far this year

- Virtual father's day celebration
- Otley Action for Older People to run activities
- Greenlea Verge Signs to stop parking on grass
- Horsforth Children's centre activity packs to the community

HAP priorities

The current HAP priorities are outlined in the 'plan on a page' below and this year Climate Change will be added to the priorities as agreed by panel members.

<p>Wider Community Priorities:</p> <ul style="list-style-type: none"> • Work with Partners to improve local services • Develop and make better use of community assets • Enhance the quality of our parks and public spaces • Increase community activity and local residents involvement in decision making 	<p>Wider Community Priorities:</p> <ul style="list-style-type: none"> • Promote healthy lifestyles and tackle health inequalities • Improve access and engagement in sport and cultural activities 	<p>Wider Community Priorities:</p> <ul style="list-style-type: none"> • Support activities that make people and places feel safer • Support children and young people to be engaged, active and inspired 	<p>Wider Community Priorities:</p> <ul style="list-style-type: none"> • Provide opportunities for people to get jobs, volunteer or learn new skills
<p>Housing Leeds Priorities:</p> <p>To improve the environment and green spaces and make the estate a better place to live. Working with partners and colleagues across LCC arranging action days, clean up and encouraging recycling.</p>	<p>Housing Leeds Priorities:</p> <p>Improve housing conditions by identifying issues of disrepair and vulnerability during AHV's and aim to achieve 100% AHV. Work in conjunction with local Care partnership.</p>	<p>Housing Leeds Priorities:</p> <p>Working with partners to address community safety including targeted hot spot areas by completing action days which include crime prevention advice.</p>	<p>Housing Leeds Priorities:</p> <p>Improve rent collection and reduce arrears and possession proceedings by early intervention with customers in arrears to make suitable payment plan and offer advice on Welfare Reform and Benefits. Encouraging tenants to get online and help with UC</p>
<p>HAP Priorities:</p> <p>To enhance the environmental appearance of neighbourhoods including those that address Waring, dog fouling and overgrown shrubs & trees.</p>	<p>HAP Priorities:</p> <p>To support projects that give tenants an overall better quality of life in terms of health & wellbeing including mental health & social isolation.</p>	<p>HAP Priorities:</p> <p>To support community cohesion projects and engagement projects that address social problems in ASB, burglary, drugs and domestic violence.</p>	<p>HAP Priorities:</p> <p>Support projects that assist tenants affected by Universal Credit and other welfare reforms, budgeting, numeracy & literacy skills, jobs and skills projects.</p>

Leeds CITY COUNCIL

If you'd like to find out more about HAPs, get involved or find out more about funding visit: www.leeds.gov.uk/hap

Housing Advisory Panels - Shaping a local community

Community Engagement: Social Media

9. Information on posts and details recent social media activity for the Outer North West Community Committee Facebook page is provided at **Appendix 1**.

Corporate Considerations

Consultation and Engagement

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

Equality and Diversity/Cohesion and Integration

11. 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

12. 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

13. 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

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

Risk Management

15. 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

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

Recommendations

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

Background documents¹

18. 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.



Outer North West Community Committee

FACEBOOK highlights

22nd September – 17th November 2020

Appendix 1

Since 2nd September 2020 the Outer North West Community Committee Facebook page has gained: **15 new page 'likes'** (and currently has) **761**.

There are two things to note in general:

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

Engagement tends to be a better way of gauging if people are interested and have read the posts because they wouldn't have interacted with it otherwise. For example, a post might reach 1,000 people but if they all scroll past and don't read it, the engagement is 0 and it hasn't been an effective way for the Community Committee to communicate. Posts can however be read without any further interaction.

By far the most popular post since the 2nd September 2020 was the posting regarding Benefit Buddies

- **has 4 likes**
- **has reached a total of 571 people**

The following are screenshots of the most popular two posts since the 2nd September 2020. Alongside it are the figures for how many people were 'reached' and how many people 'engaged' with the post.

1st Place – Benefit Buddies

The post had 6 post clicks, with 4 likes.

Leeds City Council Outer North West Community Committee
Published by Mohammed Alamin · 5 November at 11:34 · 🌐

benefit buddies
Benefit Buddies, Money Advice Centre, 23 Haleswood Drive, Leeds, LS9 7PS
Tel: 0113 2350276 Email: admin@egac.org

ARE YOU STRUGGLING WITH BENEFITS?
WOULD YOU LIKE HELP WITH COMPLETING BENEFIT FORMS?
NOT SURE WHAT YOU CAN CLAIM FOR?
NEED SUPPORT WITH ASSESSMENTS AND APPEALS?
WOULD YOU LIKE TO CHECK YOUR ENTITLEMENT?
WE CAN COME WITH YOU TO MEETINGS WITH WORK COACHES
WITH OUR BENEFIT BUDDIES YOU HAVE ACCESS TO FREE SUPPORT WHICH HAS PROVEN TO OVERTURN APPEALS AND ASSESSMENTS IN FAVOUR OF OUR CLIENTS.
WE WILL ALSO HELP YOU WITH DEBTS, BALIFFS, ENERGY DISCONNECTIONS
YOU'LL NOT FEEL ALONE WITH A BENEFIT BUDDY BY YOUR SIDE
CALL US NOW 0113 2350276
E-MAIL: admin@egac.org
Our website can be translated into many languages
www.moneybuddies.org.uk
WE DON'T CHARGE, WE DON'T TELL, WE DON'T JUDGE

Performance for your post

571 People Reached

12 Likes, Comments & Shares

4 Likes	0 On Post	4 On Shares
0 Comments	0 On Post	0 On Shares
8 Shares	8 On Post	0 On Shares

6 Post Clicks

5 Photo views	0 Link clicks	1 Other Clicks
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NEGATIVE FEEDBACK

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

Reported stats may be delayed from what appears on posts



2nd Place – Live Well Leeds Grants

The post had 17 post clicks, with 4 likes.

Post Details
✕

Leeds City Council Outer North West Community Committee

Published by Mohammed Alamin · 23 October at 10:24 · 🌐

<https://livewelleeds.org.uk/get-involved/live-well-grant/>

What will help to make an application successful?

Grant applications are more likely to be successful if:

- The application form is completed fully, giving as much detail as possible, including actual or projected costs
- Your group or activity is specifically for people who experience mental health issues
- Your group or activity can show their members actively contribute to:
 - Planning and running activities
 - Making direct contributions to transport costs, holidays and trips
 - Fundraising for the group or activity

How do I get a grant application form?

You can get an application form, dates for submission and further information about the Live Well Grant by contacting the Grant Administrator.

Website: www.livewelleeds.org.uk

E-mail: grants@livewelleeds.org.uk

Contact: Grant Administrator. Tel no: 0113 219 2727

Live Well Grant

What is the Live Well Grant about?

The Live Well Grant for mental health support groups provides grants of up to £1000 towards the running costs of projects for people with mental health issues in Leeds.

The Live Well Grant supports groups whose main objective is to provide activities which prevent people with mental health issues from escalating. Funding for the scheme comes from the Adult and Health Department of Leeds City Council and NHS Leeds CCG and is administered by Live Well Leeds.

The fund shall be managed by the Allocation Group which has members from Adult and Health Services, NHS Leeds CCG, Voluntary Sector Mental Health Services and Live Well Leeds Service Users.

The Allocation Group meets quarterly to review all applications received and agree allocation of grant monies. The amount awarded may depend upon the amount requested, the number of applications received, the reason for the application and the quality of the application.

For more information please visit www.livewelleeds.org.uk

Performance for your post

290 People Reached

4 Likes, Comments & Shares

2 Likes	0 On Post	2 On Shares
0 Comments	0 On Post	0 On Shares
2 Shares	2 On Post	0 On Shares

17 Post Clicks

12 Photo views	3 Link clicks	2 Other Clicks
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NEGATIVE FEEDBACK

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

Reported stats may be delayed from what appears on posts

290 People Reached

21 Comments

Boost post

