



Outer North East Community Committee

Alwoodley, Harewood, Wetherby

Meeting to be held in Civic Hall, Leeds
on Monday, 17th September, 2018 at 5.30 pm

Councillors:

N Buckley - Alwoodley;
D Cohen - Alwoodley;
P Harrand - Alwoodley;

S Firth - Harewood;
M Robinson - Harewood;
R. Stephenson - Harewood;

N Harrington - Wetherby;
A Lamb - Wetherby;
G Wilkinson - Wetherby;





Co-optees

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Governance Services Unit, Civic Hall, LEEDS LS1 1UR

East North East Area Leader: Jane Maxwell Tel: 336 7627

Images on cover from left to right:

Alwoodley - MAECare (Moor Allerton Elderly Care); Moor Allerton shopping centre

Harewood - rural landscapes; Harewood Arms

Wetherby – bridge over the River Wharfe; racehorse sculpture

A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
5			<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 2000 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct</p>	
6			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 4.16 and 4.17 of the Community Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To confirm as a correct record the minutes of the previous meeting held on 11th June 2018.</p> <p>(Copy attached)</p>	1 - 8

Item No	Ward/Equal Opportunities	Item Not Open		Page No
8			<p>MATTERS ARISING FROM THE MINUTES</p> <p>To consider any matters arising from the minutes (If any)</p>	
9			<p>ECONOMIC DEVELOPMENT</p> <p>To receive a presentation from Eve Roodhouse, the new Chief Officer for Economic Development.</p>	
10	Alwoodley; Harewood; Wetherby		<p>STRENGTH BASED SOCIAL CARE ACROSS THE CITY</p> <p>To consider a report by the Chief Officer Access & Care Delivery, Adult Social Care which provides an update on the progress with Strengths Based Social Care across the city and draws attention to local features of this new approach to service delivery.</p> <p>(Report attached)</p>	9 - 12
11	Alwoodley; Harewood; Wetherby		<p>NEIGHBOURHOOD PLANNING - UPDATE</p> <p>To receive a report from the Chief Planning Officer which provides an update on Neighbourhood Planning Activity in the Outer North East Area.</p> <p>(Report attached)</p>	13 - 16
12	Alwoodley; Harewood; Wetherby		<p>OUTER NORTH EAST FINANCE REPORT</p> <p>To receive a report by the Outer North East Area Leader which provides an update on the current position of the Outer North East Community Committee's budgets and sets out details of applications seeking Wellbeing Revenue Funding and Youth Activity Funding.</p> <p>(Report attached)</p>	17 - 34

Item No	Ward/Equal Opportunities	Item Not Open		Page No
13			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that future meetings of the Committee will take place as follows:</p> <ul style="list-style-type: none"> • Monday 10th December 2018 • Monday 11th March 2019 <p>(All Meetings to commence at 5.30pm, venues to be confirmed)</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> <ol style="list-style-type: none"> a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. 	

OUTER NORTH EAST COMMUNITY COMMITTEE

MONDAY, 11TH JUNE, 2018

PRESENT: Councillor G Wilkinson in the Chair

Councillors N Buckley, S Firth, P Harrand,
N Harrington, A Lamb and M Robinson

1 Chair's Opening Remarks

The Chair introduced and welcomed Councillors: Sam Firth and Norma Harrington to their first meeting of the Outer North East Community Committee.

The Chair also congratulated returning Members on their election at the recent Municipal Elections.

2 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

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

3 EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC

There were no items identified where it was considered necessary to exclude the press or public from the meeting due to the confidential nature of the business to be considered.

4 LATE ITEMS

There were no late items

5 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors: D Cohen and R Stephenson

6 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

There were no declarations of any disclosable pecuniary interests.

7 OPEN FORUM

In accordance with Paragraphs 4.16 and 4.17 of the Community Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for Members

of the Public to make representations or to ask questions on matters within the terms of reference of the Community Committee.

On this occasion, there were no matters raised under this item by Members of the Public.

8 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 19th March 2018 were confirmed as a true and correct record.

9 MATTERS ARISING FROM THE MINUTES

- (i) Leeds District Neighbourhood Policing Enhanced Model (Minute No. 54(ii) referred) – With reference to the previous meeting and the request by Members to be provided with details about police recruitment and deployment across the West Yorkshire area.

The Localities Programme Manager reported that the requested information had been received with the following details being supplied:

141 new officers had been recruited into the district in the last year, with a further 176 in the next. In addition, West Yorkshire Police had joined the “Police Now scheme”, which was being co-ordinated by the Home Office. Exact numbers would depend on those successfully passing a rigorous selection and University training process, but it was intended the force would take on a further 7 candidates who would work exclusively on problem solving in the Neighbourhood Priority Areas.

Members welcomed the information provided and requested if further clarification could be supplied in respect of the net increase in police numbers and the locations as to where extra officers would be deployed.

Officers confirmed the necessary inquiries would be made.

- (ii) Matters Arising from the Minutes (Minute No.57 referred) – It was noted at the last meeting that the Wetherby Transport Group intended to take a deputation to a future meeting of full Council. Members queried if a date for the deputation had been confirmed.

Members were informed that a request for a deputation to Council had been made but as yet no date had been identified.

- (iii) Outer North East Welling and Youth Activity Fund Budgets (Minute No. 59 referred) – With reference to Resolution (ii) and the CIL Neighbourhood balance for the Outer North East Community Committee as referred to in paragraph No.8 of the submitted report.

Members requested if the City Council's dedicated CIL officer could be invited to attend a future round of Ward Member meetings to brief Members on the CIL process for the area

Officers confirmed the necessary invitation would be made.

- (iv) Chair's Closing Remarks (Minute No. 63 referred) – The Chair reported that although not in attendance at the last meeting, the farewell gifts on behalf of the Committee for Rachael and John Proctor had been delivered.

10 Community Committee Appointments 2018/2019

The City Solicitor submitted a report which invited the Committee to note the appointment of Councillor Gerald Wilkinson as the Chair of the Outer North East Community Committee for the 2018/19 Municipal Year as agreed at the recent Annual Council Meeting, and to make appointments to the following: those Outside Bodies listed in appendix A of the submitted report, the Community Committee "Champions", Children's Services Cluster Partnerships and the Corporate Parenting Board for the 2018/19 Municipal year.

The report provided background information and commentary on each of the categories to be appointed.

RESOLVED –

- (i) To note the appointment of Councillor Gerald Wilkinson as the Chair of the Outer North East Community Committee for the 2018/19 Municipal Year
- (ii) That appointments be made as follows:

Outside Bodies

On this occasion it was unnecessary to appoint to any Outside Bodies, the term of office for representatives on: the Aberford Almshouses Trust and the Ancient Parish of Barwick in Elmet Trust, had not yet elapsed.

Community Committee Champions

- Environment & Community Safety – Councillor G Wilkinson
- Children's Services – Councillor D Cohen
- Employment, Skills and Welfare - Councillor M Robinson
- Health, Wellbeing - Councillor N Buckley and Adult Social Care – Councillor N Harrington

Children's Services Cluster Partnership Representative

Alwoodley (ARM) - Appointment deferred for further consultation with Members

EPOSS (Elmet partnership of schools and services) – Councillor A Lamb (Wetherby) – Councillor R Stephenson (Harewood)

Corporate Carers Board

Appointment deferred for further consultation with Members

11 Community Committee nominations to Housing Advisory Panels (HAP)

The Chief Officer Housing Management submitted a report which sought Ward Councillor nominations from this Committee to the Outer North East Housing Advisory Panel (HAP)

In providing background information the report outlined the following key functions of the HAP:

- Be aware of the needs of local communities and wider Council priorities and use HAP funds to support a range of community and environmental projects that help support these.
- Work 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 communities' needs.

RESOLVED – That Councillor N Buckley (Alwoodley), Councillor R Stephenson (Harewood) and Councillor G Wilkinson (Wetherby) be appointed to the Outer North East Housing Advisory Panel for the 2018/19 Municipal year.

12 Appointment of Co-optees to Community Committees

The City Solicitor submitted a report which invited Members to give consideration to the appointment of Co-optees onto the Outer North East Community Committee for the 2018/19 Municipal year.

It was the view of Members that in future there may be a need to appoint Co-optees for a particular issue/ topic, but it was not considered necessary at this time.

RESOLVED – To not pursue the appointment of Co-optees onto the Community Committee at this stage, the option to appoint be revisited if the need arises.

13 Finance Report

The Localities Programme Manager submitted a report which provided an update on the current position of the Outer North East Community Committee's budgets and set out details of applications seeking Wellbeing Revenue Funding and Youth Activity Funding.

Draft minutes to be approved at the meeting
to be held on Monday, 17th September, 2018

Appended to the report were copies of the following documents for information / comment of the meeting:

- An explanation on capital funding and eligible schemes (Appendix A referred)
- Outer North East Community Committee Wellbeing Revenue Budget (Appendix B referred)
- Outer North East Community Committee Youth Activity Funding (Appendix C referred)
- Outer North East Community Committee - Draft Community Committee priorities (Appendix D referred)

Andrew Birkbeck, Localities Programme Manager, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report together with the appendices which included:

- Available funding for the current financial year.
- Clarification around some of the projects seeking financial assistance.

RESOLVED –

- (i) To note the current budget position for 2018/19.
- (ii) To note the CIL Neighbourhood Fund balance for the Outer North East Community Committee as referred to in paragraph 9 of the submitted report
- (iii) That the following project requesting Wellbeing Funding/ Youth Activity Funding be determined as follows:

Project	Organisation	Amount Granted (£)
Moortown Monday Night Project	Leeds City Council's Breeze Team	Deferred for further Ward Member consultation
Cranmer Community Centre & Foodbank	Leeds North & West Foodbank	Deferred for further Ward Member consultation

Draft minutes to be approved at the meeting to be held on Monday, 17th September, 2018

Moor Allerton Festival 2018	Housing Leeds	£2,740
Exercise Classes	Moor Allerton Hub	Deferred for further Ward Member consultation
Artist Club Extended	Moor Allerton Hub	£400
Boston Spa Bowling Club Extension	Boston Spa Bowling Club	Deferred for further Ward Member consultation
Clifford Village Hall Extension	Clifford Village Hall	Deferred for further Ward Member consultation
Chabab Lubavitch Summer Schemes	Chabab Lubavitch Youth Organisation	Deferred for further Ward Member consultation
Leeds Rhinos Summer Camps	Leeds Rugby Foundation	Deferred for further Ward Member consultation

- (iv) To note that the following applications had been approved since the Community Committee on 19th March 2018 under the delegated authority of the Director of Communities and Environment

Project	Organisation	Amount Granted (£)
Alwoodley Playgrounds	Leeds City Council Parks and Countryside Service	£10,000 Capital Funding
Wetherby Bandstand Concerts	Wetherby Riverside Bandstand Trust	£1,000
Boston Spa Festival Weekend	Boston Spa Parish Council	£1,000

Draft minutes to be approved at the meeting to be held on Monday, 17th September, 2018

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- (v) To re-confirm that all three Ward Members must give their unanimous approval for a delegated decision to be approved (Via a Ward Member meeting or email)
- (vi) That the draft Community Committee Priorities as listed in Appendix D of the submitted report be approved

14 Community Committee Update Report

The Localities Programme Manager submitted a report which provided an update on the Work Programme for the Outer North East Community Committee

The following document was appended to the report for information/ comment of the meeting:

- Alwoodley Community Youth Summit – Youth Activity Consultation (Appendix 1 referred)
- Activities Designed by Young People (Appendix 2 referred)
- Neighbourhood Planning Update (Appendix 3 referred)

Andrew Birkbeck, Localities Programme Manager, together with Preet Matharu, Area Support Officer, presented the report and highlighted the main issues which included:

- Tasking meetings for all three wards continue to be held on a regular basis
- An Emmerdale Stakeholder Panel meeting was held on 15th March 2018 and considered 3 projects that had been put forward by eligible groups and organisations (Paragraph 5 of the submitted report referred)
- The Alwoodley Youth Summit was held on 23rd March 2018 at Allerton High School with 66 children in attendance. Activities included: local democracy, council services and a consultation exercise on prioritising Youth Activity spending. (Further details provided in Appendix 1)
- The Moor Allerton hub would be holding another “Great Get Together Event” on 24th June 2018 (11.00am – 3.00pm) Activities to include: henna painting, little gym taster session, Lindyhop demonstration and family cupcake decorating.
- It was reported that presence on social media continued to grow with a variety of subjects relevant to the Outer North East area being posted on facebook and twitter.

Referring to the Emmerdale Stakeholder Panel, Members queried who was likely to Chair future meetings of the Panel following the standing down of former Councillor Rachael Procter.

Members were informed that it was understood that Councillor Ryan Stephenson was to become the new Chair of the Panel.

RESOLVED – That the contents of the report be noted

15 Date and Time of Next Meeting

RESOLVED – To note that future meetings of the Committee will take place as follows:

- Monday 17th September 2018
- Monday 10th December 2018
- Monday 11th March 2018

(All meetings to commence at 5.30pm, venues to be confirmed at a later date)



Report of: Shona McFarlane, Chief Officer Access & Care Delivery, Adult Social Care

Report to: Outer North East Community Committee, Alwoodley, Harewood, Wetherby

Report author: James Turner, Project Leader, Service Transformation

Date: Monday 17th September 2018

To Note

Strength Based Social Care Across the City

1. Purpose of report

1.1. This report updates on the progress with Strengths Based Social Care across the city and draws attention to local features of this new approach to service delivery.

2. Strengths Based Social Care (SBSC) Model – An Overview

2.1. The new strengths-based model establishes a way of delivering adult social work practice that is:

- Values driven
- Community focused in achieving outcomes
- Empowering of staff
- A partnership with local people
- Builds on the asset based approach already in place in Leeds

2.2. The new model moves away from the focus on eligibility and assessment towards a strengths-based and person-centred approach.

2.3. With SBSC, the starting point is always to look first at what someone can do rather than what they can't do; a move away from "what's wrong" to "what's strong".

2.4. After an initial conversation with a customer to understand their concerns and see what they have tried already we try to get them to the right place to help them.

2.5. That 'right place' may be a pre-booked conversation with one of the social work team at a local community venue, but it may be some peer support or a community group.

2.6. Social Workers have designed new tools to reduce bureaucracy and enable transparent conversations with customers that focus on the individual and the outcomes they desire.

3. Main issues

3.1. New ways of working

- 3.1.1. During the initial call customers have more clarity around their options and The What's Out There Guide has been designed to enable call handlers to connect customers to beneficial services in their community.
- 3.1.2. A Rapid Response team is now in place to stabilise all crisis situations with a focus on make safe, short term work.
- 3.1.3. Customers can now also book a community appointment with a Social Worker in a Talking Point; the average wait is currently 10 days.
- 3.1.4. Each Neighbourhood Team has a community-based Talking Point where customers can meet Social Workers and see the range of options open to them in their local area.
- 3.1.5. At the Talking Point and in place of home visits and lengthy assessments Social Workers and customers can now have a series of conversations based on what the customer wants.
- 3.1.6. Social Workers have re-designed paperwork to record conversations so it is easier for customers to understand and less bureaucratic to complete.
- 3.1.7. This also empowers Social Workers to spend more time with customers and understanding their local community.
- 3.1.8. Teams now meet to 'peer review' their work before submitting support plans and this increases team knowledge and understanding and introduces creative solutions.
- 3.1.9. New ways of working are being embraced and the approach is being applied across different services within Adults & Health and with our Health partners across the city.

3.2. Local Progress & impact

- 3.2.1. Customers have told us that it is "nice to just have a conversation" and feedback is being gathered as part of the ongoing evaluation work.

3.2.2. Each NT offers on average 4 TP appointments per week with an average wait time of 10 days.

3.2.3. More people are having their needs met in a way that doesn't require traditional services but enables them to live life the way they choose.

3.2.3.1. **Meanwood Neighbourhood Care Management Team**

3.2.3.2. The new paperwork has provided staff with the opportunity to have creative rather than "checklist" conversations which are proportionate and led by the customer.

3.2.3.3. As a result of Talking Points the team is working with customers and carers at a much earlier stage providing them with solid advice about what is available in the community and what is possible to overcome their difficulties.

3.2.3.4. Peer Review within the team is improving practice, expanding team and individual knowledge and providing the benefit of different viewpoints.

3.2.3.5. There is a champion in the team who is linked with Extra-care and Mae-care and the Integrated Monthly meetings provide an opportunity for group discussion about individual cases and possible solutions.

3.2.3.6. **Wetherby Neighbourhood Care Management Team**

3.2.3.7. The new paperwork has allowed social workers to work with customers in a less formal way. Customers are involved in more proportionate and relevant conversations rather than going through ticklists. This lets them talk about what is relevant to them.

3.2.3.8. Talking points are at a neutral venue. This helps put customers at ease and lets Social Workers see more people in a single day. Talking points venues based at community resources and this helps the process of signposting and linking in to those resources.

3.2.3.9. When a customer meets with a social worker at a talking point conversation, that same social worker will take their case forward. This allows customers to build up trust and relationship with the worker and ensures consistency of care.

3.2.3.10. The change in language used has been positive. By keeping a focus on empowering language, the focus is on helping people to do what they can rather than looking at negatives.

4. Conclusion & next steps

- 4.1.1. Strengths-based Social Care places the customer at the heart of conversations which now involve our community partners.
- 4.1.2. A quality performance framework is in place to ensure consistency across the city and to monitor the impact from a customer, quality and financial perspective.
- 4.1.3. The approach is currently being evaluated with the assistance of nationally renowned academic John Bolton and initial findings are due later in the year.
- 4.1.4. As new ways of working embed the approach is being explored with providers and partners across the city.

5. Recommendations

- 5.1. That Elected Members note the above update.
- 5.2. That Elected Members note the desire to return to the Community Committee Chairs Forum with a summary of this round of updates.
- 5.3. That Elected Members consider how we further build relationships between Adults and Health and local communities and benefit from Members' expert local knowledge.

Outer North East Community Committee, 17th September 2018

Neighbourhood Planning Update

Made Neighbourhood Plans in Outer North East:

- Alwoodley
- Bardsey-cum-Rigton
- Barwick in Elmet and Scholes
- Boston Spa
- Clifford
- Collingham
- Linton
- Thorp Arch

Alwoodley

- The Alwoodley NP went to referendum on 28th June 2018 and the results were as follows:

Response	Votes
Yes	1212 (92.10%)
No	102 (7.75%)
Turnout	18.84%

- The Plan was subsequently made by the Council on 25th July 2018.

Walton

Stage: Post-Examination

- The examiner's report was received on 4th July, which recommended that subject to proposed modifications, the Plan could proceed to a referendum.
- The referendum will be held on Thursday 20th September.
- Officers have been in regular contact with the Parish Council throughout the examination process and advised on the recommended modifications to be made to the Plan in advance of the referendum.

Scarcroft

Stage: Examination

- Terry Heselton is undertaking the examination on the draft Neighbourhood Plan. On 27th July the examiner issued a set of questions regarding process and evidencing the regulatory requirements. The Council provided a response to the questions on 7th August.

- Following updated examination guidance, the examiner provided the Parish Council with the opportunity to comment on the representations made to the publicity period. The Parish Council did not make any comments.
- It is anticipated that the final examiner's report will be published by the end of August meaning the referendum could be held in November.

Bramham-cum-Oglethorpe

Stage: Examination

- Chris Collison is undertaking the examination on the draft Neighbourhood Plan. On 10th July the examiner issued a set of questions and matters for clarification. The Council provided a response on 24th July.
- Following updated examination guidance, the examiner provided the Parish Council with the opportunity to comment on the representations made to the publicity period. The Parish Council responded that they were satisfied with the content of the representations (6 were from Statutory Consultees, 4 from local residents offering support for the NP).
- It is anticipated that the final examiner's report will be published by the end of August meaning that the referendum could be held in November.

Aberford and District

Stage: Examination

- Ann Skippers has been appointed to undertake the examination on the draft Neighbourhood Plan.
- Following updated guidance, the examiner has provided the Parish Council with the opportunity to comment on the representations made to the publicity period. The deadline for PC comments is 24th August.
- It is anticipated that the final examiner's report will be published by the end of September, meaning that the referendum could be held in December.

Wetherby

Stage: to be Submitted for Examination

- Terry Heselton has been appointed as the independent examiner for the Plan.
- The Town Council will be submitting the Plan shortly, officers have offered to check the submission documents before formal submission as has been done with other neighbourhood plans.

Others

- **East Keswick** are currently re-drafting their Plan and are going to conduct the Pre-Submission Consultation in the autumn before submitting the Plan later in the year.
- **Shadwell** Parish Council conducted an informal consultation on their draft Plan. Officers have recently met with the Steering Group to advise on the upcoming Pre-Submission Consultation on the NP which is due to commence in September.
- **Thornor** Parish Council have resolved to continue working on the NP with the support of officers. Officers are in regular contact and are providing support with mapping, evidence and re-drafting of the NP document. The Steering Group are going to conduct some informal consultation on the early draft Plan in September / October.
- **Harewood** Parish Council are not continuing with a Neighbourhood Plan.

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Report of: Jane Maxwell, East North East Area Leader

Report to: Outer North East Community Committee – Alwoodley, Harewood & Wetherby Wards

Report author: Andrew Birkbeck, Localities Programme Manager, 0113 3367642

Date: 17th September 2018

For Decision

Outer North East Finance Report

Purpose of report

1. The report provides Elected Members with an update on the current position of the Outer North East Community Committee's budgets and sets out applications for Wellbeing Revenue Funding and Youth Activity Funding for consideration by the Community Committee.

Main issues

2. Wellbeing Revenue – the amount of revenue funding for each Community Committee is determined by a formula based on 50% population and 50% deprivation in each area.
3. The allocation for the Outer North East Community Committee for 2018/19 is £70,380. The Community Committee apportions this budget between the three wards on a population basis (Source: 2011 Census).
4. Capital Wellbeing – this is allocated through the council's Capital Receipts Incentive Scheme (CRIS). 20% of receipts generated are retained locally up to a maximum of £100,000 per capital receipt. 15% is retained by the ward as additional Ward Based Initiative (WBI) funding and 5% is pooled across the Council and transferred to the Community Committees on the basis of need.
5. Of this pooled CRIS funding the Outer North East Community Committee receives an allocation of 6.1%. Currently the Outer North East Community Committee has **£14,180** in its Capital Wellbeing budget. A further explanation on capital funding and eligible schemes is attached at **Appendix A** for Members consideration.

6. At the September 2017 meeting of the Outer North East Community Committee, Members agreed to split this funding allocation equally between the three Wards. The current breakdown of this funding pot is:
- **Alwoodley Ward - ZERO**
 - **Harewood Ward - £ 680**
 - **Wetherby Ward - £13,500**
7. On the 21st October 2015 the council's executive board approved a process for the allocation of CIL in Leeds. Any planning application approved prior to the 6th April 2015 do not qualify for a CIL contribution. As part of this payment schedule, Leeds City Council retains up to 70-80% centrally, 5% for administration and 15-25% goes to a Community Committee or the relevant Town or Parish Council. This 15-25% of the CIL receipt (25% if there is an adopted neighbourhood plan, 15% if there isn't) is known as the 'Neighbourhood Fund'. In the absence of a Town or Parish Council, the Neighbourhood Fund element of CIL is allocated to the Community Committee.
8. In the case of the Outer North East Community Committee the committee's CIL Neighbourhood Funding stream is only generated by receipts from the part of Alwoodley Ward that isn't parished. All other parts of the Outer North East area are parished and thus the CIL Neighbourhood Fund will be paid directly to the geographically relevant Town and Parish Council.
9. The Current CIL Neighbourhood Fund balance for the Outer North East Community Committee is £0.00.
10. Youth Activity Fund (YAF) – this funding is determined by the number of children and young people aged 8 – 17. The allocation for the Outer North East Community Committee for 2018/19 is £32,490. The committee apportions this budget between the three wards using the 8 – 17 year old population figures (Source: GP Data 2012).
11. More detailed information about the spending against the 2018/19 budget is available in the appendices to this report. (**Appendix B** – Wellbeing Revenue; **Appendix C** - Youth Activity Funding).

Wellbeing Funding

Current Wellbeing budget position

12. A year end reconciliation of the Wellbeing budget has been completed and taking into account carry-forward figures, the current position for September 2018 is highlighted below:

Ward	Total budget remaining
Alwoodley	£ 18,265
Harewood	£ 9,821

Wetherby	£ 27,047
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13. The following nine Wellbeing applications are for consideration by the Community Committee from the 2018/19 budget:

Ward(s)	Organisation	Project	Total cost	Amount applied for	Ward Member recommendation for
Alwoodley	LCC Breeze Team	Moortown Monday Night Club	£19,950	£10,050	Declined
Alwoodley	LCC Highways	Grit Bin Refill Programme 2018/19 (Inc. 9 new bins and 67 refills)	£6,997	£6,997	To be confirmed
Alwoodley	Moor Allerton Elderly Care (MAECare)	Building capacity and developing skills	£10,688	£7,389	To be confirmed
Harewood	Shadwell Village Hall Federation	Shadwell Community Centre Club	£12,000	£10,000	To be confirmed
Harewood	Shadwell Parish Council	Shadwell Speed Indicator Devices	£6,380	£3,190	To be confirmed
Harewood	Bardsey Parish Council	Bardsey Speed Indicator Devices	£16,000	£10,000	To be confirmed
Wetherby	Wetherby Arts Festival	Wetherby Festival 2018	£20,726	£1,000	To be confirmed
Wetherby	Boston Spa Bowling Club	Boston Spa Bowling Club Extension	£17,815	£6,815	Deferred pending the outcomes of other funding bids
Wetherby	Clifford Village Hall	Clifford Village Hall extension	£120,000	£5,000	Deferred pending further discussions.

Youth Activity Fund

Current Youth Activity Fund budget position

14. The year-end reconciliation of the Wellbeing budget and Youth Activity Fund has been completed and taking into account carry-forward figures, the current position for September 2018 is highlighted below:

Ward	Total budget remaining
Alwoodley	£ 10,505

Harewood	£ 15,881
Wetherby	£ 13,734

15. The following two Youth Activity Fund applications are for consideration by the Community Committee from the 2018/19 budget:

Ward(s)	Organisation	Project	Total cost	Amount applied for	Ward Member Recommendation
Alwoodley	Chabad Lubavitch Youth Organisation	Chabad Lubavitch Summer Schemes	£11,450	£3,600	To be confirmed
Wetherby	Wetherby District Scouts	Wetherby District Scout Camp	£23,848	Not specified	Members agreed a contribution of £500

Delegated Decisions

16. The following ten applications have been approved since the Outer North East Community Committee held in June 2018.

Ward(s)	Organisation	Project	Total cost	Amount applied for	Amount approved
Alwoodley	Moor Allerton Hub	Great Get Together	£600	£600	£600 (Wellbeing Revenue)
Alwoodley	LCC Breeze Team	Breeze Holiday Camps	£1,500	£1,500	£1,500 (Youth Activity Fund)
Alwoodley	Leeds Rugby Foundation	Leeds Rhinos Summer Camp	£12,090	£7,590	£7,590 (Youth Activity Fund)
Alwoodley	LCC Communities Team	Outer North East Summit	£1,140	£1,140	£1,140 (Youth Activity Fund)
Alwoodley	Leeds North & West Foodbank	Cranmer Bank Project	£25,000	£5,000	£5,000 (Capital Wellbeing)
Alwoodley	Moortown West Residents	Christmas Tree and Lights	£2,035	£2,035	£2,035 (Wellbeing Revenue)
Harewood	Aberford & District Parish Council	Bus Shelter for Cattle Lane	£2,065	£688	£688 (Wellbeing Revenue)
Harewood	Harewood Parish Council	Speed Indicator Devices (SIDs)	£14,540	£7,270	£5,820 (Capital Wellbeing)
Harewood & Wetherby	Elmet Partnership of Schools	EPOSS Holiday Activity Programme	£26,720	£10,000	£10,000 (Youth Activity Funding –

Ward	(EPOSS)				Split between each Ward; £5,000 each)
Wetherby	Tempo FM	Radio Academy	£4,367	£3,500	£3,500 (Youth Activity Funding)

- These approvals were made under the delegated authority of the Director for Communities and Environment due to the need for a financial decision (Wellbeing Fund, Youth Activity Fund, Community Infrastructure Levy Neighbourhood Fund) to be made before the next scheduled Committee round. Ward Members have been consulted and were supportive of the applications highlighted in paragraph 16.
- As agreed at June 2016 meeting (Minute No. 17v) of the Outer North East Community Committee, in order for a delegated decision to be enacted, all three Ward Members must unanimously agree to support an application either at a Ward Members meeting or via email.

Conclusion

17. The Wellbeing Fund programme supports the social, economic and environmental wellbeing of a Community Committee area by funding projects that contribute towards the delivery of local priorities (Outlined in **Appendix D**). A group applying to the Wellbeing fund must fulfil various eligibility criteria including evidencing appropriate management arrangements and finance controls are in place; have relevant policies to comply with legislation and best practice e.g. safeguarding and equal opportunities; and be unable to cover the costs of the project from other funds.
18. Projects eligible for funding could be community events; environmental improvements; crime prevention initiatives or opportunities for sport and healthy activities for all ages. In line with the Equality Act 2010 projects funded at public expense should provide services to citizens irrespective of their religion, gender, 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.
19. The report has set out the current budget position, applications recently approved through delegated decisions in consultation with Ward Members and funding applications for the Community Committee's consideration.

Recommendations

20. The Community Committee is asked to:

- Note the current budget position for 2018/19;
- Note the CIL Neighbourhood Fund balance for the Outer North East Community Committee as highlighted in paragraph 9.
- Consider the nine Wellbeing Revenue & Capital applications and two Youth Activity applications set out at paragraphs 13 and 15 and approve, where appropriate, the amount of grant to be awarded;
- Note the ten applications that have been approved since the Community Committee met in June 2018 under the delegated authority of the Director of Communities and Environment.

WBI guidance notes for ward councillors 2015

1. Introduction

- 1.1 The Ward Based Initiative (WBI) scheme was first introduced in 2008-09, to provide councillors with funding to progress minor capital schemes within their wards.
- 1.2 The establishment of a Capital Receipts Incentive Scheme (CRIS), approved by Executive Board in October 2011, is being administered under the WBI scheme. The key feature of CRIS is that 20% of each eligible receipt generated will be retained locally for re-investment, subject to a maximum per receipt of £100k, with 15% retained by the respective ward and 5% pooled across the council and distributed to wards on the basis of need via community committees. Some receipts are excluded from the scheme and these are largely receipts that are already assumed to fund the council's budget or are earmarked in some other way to previous or future spend. Any land sale valued less than £10,000 is, by statute definition, revenue income and is therefore not eligible for CRIS.
- 1.3 CRIS injections to the capital programme are made half yearly and are allocated equally to each councillor within the respective ward.

2. Eligible schemes

- 2.1 The expenditure must be for the acquisition or improvement of any council asset or, in the case of a grant to a community or voluntary organisation, must be for works to their premises that will result in reduced running costs and must fall within the definition of capital expenditure as set out in the capital finance regulations. This includes:
- the purchase or laying out of land
 - the purchase or refurbishment of buildings to enhance the building rather than maintain it
 - the purchase of equipment for council use (schools, libraries, community centres – for schools, see paragraph 5.8)
 - CCTV.
- 2.2 Schemes must be consistent with existing targets and priorities set out in the council's policy framework and with departmental asset management plans.
- 2.3 Schemes must provide benefit to whole wards or communities and not confer private benefit to individuals or small groups of individuals. Councillors should consider whether the scheme is one in which they have a disclosable pecuniary interest (DPI). The categories of DPI are:
- Employment, office, trade, profession or vocation
 - Sponsorship
 - Contracts
 - Land
 - Licences
 - Corporate tenancies
 - Securities.

The Localism Act came into force on the 1 July 2012. This removed the personal and prejudicial elements from the National Code of Conduct and replaced them

with a declaration of any DPI. Councillors (or their spouse or civil partner) are no longer under any obligation to declare their involvement with any organisation unless they work for the organisation or have shares of more than £25,000 in the organisation. Where councillors have a DPI they should also ensure that it is recorded in the register of interests.

3. Financial criteria

- 3.1 The total scheme cost will be inclusive of fees for design and supervision and any other associated costs (planning permissions, building regulations).
- 3.2 Schemes must result in no additional revenue costs for the council, unless these can be met from within existing departmental budgets.
- 3.3 Joint sponsorship of projects can be made with other ward members.

4. Joint funded schemes

- 4.1 Departments can joint fund WBI schemes, only if such a programme of works is included in the capital programme. Any such matched funding by the sponsoring department would require that additional authority to spend be obtained independently of the WBI scheme in line with normal governance procedures.

5. Initiating schemes

Work on LCC land or property

Applications must be made through the relevant sponsoring department and should be made on a WBI scheme submission form, attached at appendix A.

- 5.1 It is essential that proposals complement existing departmental service plans and strategies. Therefore, councillors should discuss the scheme proposals with the head of service or nominated officer. That officer will be able to advise on:
 - the council's legal powers for such expenditure
 - the estimated capital costs
 - the potential revenue costs (and the likely ability of the service to meet those costs)
 - whether the proposals are likely to secure approval.
- 5.2 The formal submission document, signed by the councillor(s) is to be forwarded to the sponsoring department. Where the form is signed by 1 or 2 councillors, the form should indicate whether the other ward councillor(s) have been made aware of the proposals. The head of service with responsibility for the asset must approve it as being within current council policies, in the interests of the council and as involving no more expenditure than is proportionate to the benefit to be achieved and is satisfied that there are no other reasons (including alternative proposals) which make it inappropriate to approve the proposal.
- 5.3 Full details of the scheme should be provided to determine:
 - whether and how the proposal meets the WBI eligibility criteria
 - whether and how the proposal meets the WBI financial criteria
 - whether and how proposals are consistent with existing targets and priorities set out in the council's policy framework and with departmental asset management plans

- whether any CCTV project meets the community safety criteria, details of which are available from the community safety officer
- that schemes relating to schools meet the criteria (see paragraph 5.8)
- that schemes with matched funding identify that the funding has been agreed by all parties.

Any useful background information such as site drawings, plans and photographs in support of the application should also be provided. Insufficient details can unfortunately delay the progress of a scheme whilst clarification is sought.

Work to non-LCC land or property (for example a community or voluntary organisation)

These applications should be made on the same WBI scheme submission form, attached at appendix A. However, the community or voluntary organisation must complete a WBI grant application form, attached at appendix B.

- 5.4 There is no need to directly involve a sponsoring department when making an application to provide a grant to a community or voluntary organisation. It is the responsibility of the community or voluntary organisation to evidence the savings on running costs.
- 5.5 Once an application is approved, the grant payment will be processed on the condition that evidence of expenditure incurred is subsequently provided in line with the following conditions:
- Grant payment under £5,000 – payment will be made directly to the community or voluntary organisation, which must then provide evidence of expenditure as soon as they are able, after the works have been completed.
 - Grant payment over £5,000 – evidence of expenditure must be supplied before payment is made. In special cases, part payment can be made if this causes financial difficulties to smaller organisations.

5.6 CCTV schemes

All WBI proposals for CCTV schemes must comply with the council's criteria for CCTV schemes as advised by the community safety officer.

5.7 Energy efficiency schemes

In order to support the sustainability agenda, match funding from the council's energy efficiency reserve is available for eligible WBI schemes. The reserve was established to provide pump priming funding to energy efficiency initiatives. All proposals should be discussed in the first instance with the sponsoring department who will advise on the merits of the proposal and on whether match funding would be available. In the majority of cases, funding will be made available as a loan, with a maximum payback period of five years. After the payback period, the service area will benefit from the ongoing efficiencies and the energy efficiency reserve will ultimately become self-sustaining.

Another priority area is renewable energy technologies. For advice on such capital investment, please contact the climate change officer.

5.8 Schools

All WBI proposals relating to schools must be assessed by the built environment service within children's services using the six criteria set out as follows (the criteria will rank equally in determining whether the proposal will be supported):

1. Condition

The proposal should relate to building condition issues categorised as poor and identified as priority 1 or 2 as identified by the condition surveys carried out as part of developing education's asset management plan.

2. OFSTED identified premises deficiencies

The proposal should address premises deficiencies identified in the school OFSTED report that would directly contribute to the raising of standards.

3. Curriculum computers

A priority for support would be for schools which fall below a minimum ratio of computers to pupils of
1:12 in Primary Schools and
1:8 in High Schools.

Proposals should be justified in terms of the overall deficiency of equipment at a school or to support the essential renewal or replacement of equipment in line with the school ICT development plan.

4. Capital for revenue savings

Proposals should be cost effective in reducing future revenue expenditure, for example energy efficiency schemes, and may also contribute to improving the learning environment.

5. School security

Proposals should improve the security and safety of pupils, staff, premises or equipment. Evidence of priority need should be supported by a high level of reported incidents.

6. Developments or improvements to facilities

Proposals to contribute to improved educational standards or to promote social inclusion will require the endorsement of Childrens Services Asset Management Board (CSAMB).

5.9 Grants for facilities co-located with schools

Proposals which are for a facility based on a school site, for example a sports facility or a community centre, will not automatically be subject to the same prioritisation criteria as school schemes. The position will depend on the particular arrangements in force on each site. Where a grant is proposed for such facilities, then officer advice should be sought at the outset to clarify the position.

6. Approvals process

6.1 When received, the application will be checked to make sure:

- there are sufficient funds available for the proposal to qualify within the financial limits
- that the proposal meets the eligibility and financial criteria outlined above
- that it is within the legal powers of the council to make the grant

- external organisations in receipt of grant awards will be required to enter into a legal agreement with the council to protect the council's investment in the future. Legal requirements will be scaled dependant on the level of council investment.

6.2 The proposal will then be submitted to the deputy Chief executive or, under the scheme of delegation, chief officer audit and investment for approval.

Until all necessary approvals have been obtained, no firm commitments of funding can be given.

7. Final approval scheme

7.1 Following the above approvals, a scheme will be set up in the council's capital programme under the sponsoring service area and the scheme will proceed like any other council capital scheme. This means that the council's financial procedure rules and contract procedure rules must be followed with regard to tendering and appointment of contractors.

7.2 If, during the WBI process, it becomes apparent that the WBI element of a joint funded scheme exceeds or will exceed the approved amount, the head of the sponsoring service will seek agreement from the councillor(s) to the revised cost before proceeding further (subject to the additional funds being available).

7.3 Schemes that do not meet the WBI criteria will get the option of funding the scheme by other funding sources such as through the Members Improvements in the Community and the Environment (MICE) Scheme. MICE Funding is used for low value schemes and can be used on both capital and revenue projects. If a WBI submission does not get approved then MICE may be suggested as an option.

8. Position statements

8.1 The chief officer audit and investment will maintain a record of the value of schemes relating to each ward, will undertake scheme monitoring and will provide other financial monitoring information as required.

9. Contact points

9.1 WBI matters will be co-ordinated by the same staff that administer the MICE Scheme. They are within the capital and treasury section of audit and investment, part of the strategy and resources directorate

2 Floor West
Civic Hall
LS1 1UR

Tel: 0113 24 74770
Email: MICE@Leeds.gov.uk

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Outer North East Community Committee Priorities 2018/19

Priority - linked to the Best Council Plan 2018/19 (click here)	OBJECTIVES
Inclusive Growth Housing 21st Century Infrastructure	<ul style="list-style-type: none"> • Improve the opportunities for local people seeking work by offering local information and advice. • Link up with local businesses to encourage their support for local communities. • Help people to broaden their horizons and develop new skills through volunteering opportunities. • Encourage shoppers and visitors to the historic town of Wetherby by promoting the town and improving car parking. • Support Town and Parish councils in the production of Neighbourhood Development Plans which enable local communities to shape and influence future development. • Encourage efficient, reliable public transport to improve access to services and employment for local people. • Support highways improvements which meet the needs of the local communities. • Improve the business and leisure environment for local communities through working with partners to improve broadband connectivity.
Safer, Stronger Communities	<ul style="list-style-type: none"> • Offer support to local organisations to enable them to offer a range of sports, arts and leisure activities for everyone. • Reduce crime and anti-social behaviour levels through a partnership approach to problem solving and information sharing in the Wetherby & Harewood and Alwoodley neighbourhood policing areas. • Work in partnership with the local community to sustain a clean and tidy streetscape and high quality public green spaces that the whole community can enjoy and take pride in. • Provide regular support for Town and Parish Councils through servicing the quarterly Outer North East Town and Parish Council Forum and providing information on activities, funding and volunteering opportunities. • Support the work of the Moor Allerton Partnership (MAP) network.
Child-Friendly City Culture	<ul style="list-style-type: none"> • Offer young children the best start in life through the services and activities offered by Alwoodley, Boston Spa and Wetherby Children's Centres. • Reduce the numbers of young people at risk of becoming NEET (not in education, employment or training) through providing appropriate advice and guidance in learning, training and employment. • Improve children's behaviour, school attendance and academic results by providing support and activities for children, young people and their families. • Provide opportunities for young people to have fun. • Give young people the opportunity to have their say about what happens in their local community.
Health & Wellbeing	<ul style="list-style-type: none"> • Support voluntary organisations including MAECare and Wetherby in Support of the Elderly (WISE), who provide services for vulnerable people. • Advise people on living safely in their own homes through promotion of schemes such as home security checks and fire safety checks. • Encourage active lifestyles for everyone through supporting and promoting local advice sessions and activities.

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