



Outer North East Community Committee

Alwoodley, Harewood, Wetherby

Meeting to be held in the Civic Hall, Leeds on
Monday, 10th December, 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

Agenda compiled by: John Grieve 0113 3788662
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 17th September 2018.</p> <p>(Copy attached)</p>	1 - 12

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	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 - 18
10	Alwoodley; Harewood; Wetherby		<p>UNIVERSAL CREDIT - PRESENTATION</p> <p>To receive a presentation from Allison Long from the Department of Work and Pensions which provides an update on the introduction of Universal Credit.</p>	19 - 20
11	Alwoodley; Harewood; Wetherby		<p>YOUTH WORK REVIEW</p> <p>To consider a report by the Head of Commissioning, Children and Families which presents the findings of the Youth Work Review and the recommended option for future commissioning arrangements.</p> <p>The report seeks the views of Members on the contents of the report and the recommended future commissioning arrangements.</p> <p>(Report attached)</p>	21 - 30

Item No	Ward/Equal Opportunities	Item Not Open		Page No
12	Alwoodley; Harewood; Wetherby		<p>COMMUNITY COMMITTEE - UPDATE REPORT</p> <p>To consider a report by the Outer North East Area Leader which provides an update on the on-going Work Programme of the Outer North East Community Committee.</p> <p>(Report attached)</p>	31 - 36
13	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>	37 - 58
14			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting will take place on Monday, 11th March 2019 at 5.30pm (Venue 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> <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 EAST COMMUNITY COMMITTEE

MONDAY, 17TH SEPTEMBER, 2018

PRESENT: Councillor G Wilkinson in the Chair

Councillors N Buckley, D Cohen, S Firth,
P Harrand, N Harrington, A Lamb,
M Robinson and R. Stephenson

16 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

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

17 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.

18 LATE ITEMS

Although not a late item, the Chair did accept the inclusion of supplementary information in respect of Item No.12 Outer North East Finance Report. This supplementary information was not available at the time of agenda publication and it was considered to be in the best interest of the Council and other parties concerned that the information be considered without delay (Minute No. 27 referred)

19 APOLOGIES FOR ABSENCE

There were no apologies for absence.

20 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

There were no declarations of any disclosable pecuniary interests.

21 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.

22 MINUTES OF THE PREVIOUS MEETING

Draft minutes to be approved at the meeting
to be held on Monday, 10th December, 2018

The minutes of the previous meeting held on 11th June 2018 were confirmed as a true and correct record.

23 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 further details of the net increase in police numbers and the locations as to where extra officers would be deployed.

Sergeant Jon McNiff, West Yorkshire Police was in attendance and provided the following details:

From April to March 2018, 141 new officers had been recruited into the district in the last year. April to March 2019 would see the numbers increase to 176.

Members were informed that a vacant post in the Outer North East Area had recently been filled.

From October 2018, 6 more PC's would be available from the "Police Now scheme" initially these officers would be deployed to the most challenging areas but they could also be available for deployment in the outer areas.

The Chair queried if any new PCSO's had been recruited.

In responding Sgt McNiff said a further 3 PCSO's had been recruited and would be operational in a few weeks-time, starting in the Central area but also available for deployment in other areas

Members queried if the Leeds District was receiving its fair share of officers, there was a suspicion that other authorities were getting more. Members asked if details of Police numbers for each authority in the West Yorkshire area going back 5 years to the present day could be provided.

Sgt McNiff gave an undertaking that the requested information would be provided/ circulated to Members of the Committee.

The Chair thank Sgt McNiff for his attendance and contribution.

- (ii) Community Committee Appointments 2018/19 (Minute No. 10 referred) – At the previous meeting appointments to the following organisations was deferred to allow further consultation with Members:

- Children's Services Cluster Partnership Representative for Alwoodley (ARM)
- Corporate Carer Board

The Chair reported that the necessary discussions had now taken place.

RESOLVED –

- (a) That Councillor D Cohen be appointed as the Children's Services Cluster Partnership Representative for Alwoodley (ARM)
- (b) That Councillor D Cohen be appointed as the Community Committee's representative on the Corporate Carer Board

On a related matter Councillor Buckley reminder Members that he had been appointed as the Community Committee's Champion for Health & Wellbeing. He understood meetings were held on a quarterly basis but to date no invitation to attend a meeting had been received.

Councillor Buckley asked if officers could make the necessary enquiries and to also ascertain what decisions, if any, had been made in the past months.

The Chief Officer, Access & Care Delivery, Adult Social Care (in attendance for a separate agenda item) said she would contact the Director of Public Health with a view to him providing the required response.

24 Economic Development

Due to the unavailability of the new Chief Officer for Economic Development, this item was withdrawn.

The Chair requested that the item be rescheduled to a future meeting.

Officers confirm the necessary arrangements would be put in place.

25 Strength Based Social Care Across the City

The Chair welcomed and introduced: Shona McFarland, Chief Officer, Access & Care Delivery, Social Work and Social Care Services, James Turner, Project Leader, Service Transformation Adults and Health, Jayne Atkinson, Team Manager, Meanwood Neighbourhood Care Management Team, Adults and Health.

The Chief Officer, Access & Care Delivery, Adult Social Care submitted a report which provided an update of the progress with Strength Based Social

Care across the city, drawing attention to local features of this new approach to service delivery.

As an introduction to the item Members viewed a video “Adults and Health 2018”

Providing an overview the Chief Officer, Access & Care Delivery said the new strengths-based model established a way of delivering adult social work practice that was:

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

Addressing the main issues the Chief Officer, Access & Care Delivery spoke in detail about the following:

- The new ways of working
- Local progress and impact
- The Neighbourhood Care Management Teams
- The conclusions and next steps

Members raised the following questions:

One Member suggested that work done 6 -7 years ago appeared to be getting reinvented.

Members were advised that previously all enquires were directed through the Contact Centres but this was time consuming and there were too many layers before reaching the appropriate system. Under the new proposals the Social Workers would be involved at an earlier stage enabling them to be of greater value.

Reference was made to meetings of the Moor Allerton Partnership where the Police, Councillors and Local Health Care Workers came together to consider local health issues. It was reported that these meetings had now ceased but could something similar be established.

In responding the Localities Programme Manager suggested that Partnership Meetings may have run their course in their current form, what may be required was a re-focus of how the meeting would operate and the outcomes to be achieved.

Members requested if it would be possible to be supplied with the contact details for officers working in the Neighbourhood Teams (Team Profiles - 3 areas, 14 Team Managers)

Members were informed the requested information would be supplied to all Members of the Community Committee.

Reference was made to the submitted Neighbourhood Team Map with one Member querying how, for example, a resident of Thorner would access the “Talking Point system” – What location would they go to.

Members were informed that “Talking Point” was offered as an option, individuals wishing to access this service could make an appointment at any Talking Point location, arrangements could also be made for a home visit or at any other appropriate location.

It was suggested that the population in the Outer North East Area was much older than that in some other areas of Leeds, were there enough resources available to meet demand.

The Chief Officer said currently 4-5 people per day were dealt with quickly, if necessary the resources could be recalibrated to meet a change in demand.

In offering comment one Member said that Scholes Library would be an ideal location as a Talking Point venue or a meeting point for “other stuff”

The Chief Officer said the suggestion was helpful.

Members queried the origin of the new ways of working.

In responding officers confirmed that much of the work was taken from a National Development Team which was based on a model developed by Shropshire Council. It was reported that the model had been redeveloped to take into account the demography for Leeds and the values of Leeds Social Services.

One Member requested if Members could be supplied with the staffing formula for the Neighbourhood Care Management Team taking into account population for the area and the number of people aged over 70 years of age.

Members were informed the requested information would be supplied to all Members of the Community Committee.

Members queried what outcomes were to be achieved and how would these be measured.

In responding officers confirmed that a whole range of outcomes would be achieved by putting in place a Better Lives Strategy which would meet the needs of the community.

In terms of how the outcomes would be measured, Members were informed that a survey was undertaken each year “Social Care Experience” which was considered by the Executive Board. It was further reported that year on year

comparisons could be obtained through: performance management, budget data, feedback from customers and the “Ascot Survey”

Referring to cross border interaction between York and Harrogate Hospitals, it was understood by Members that different authorities had different ways of working; assessments undertaken by one authority were not always accepted by another. Under the new proposals was there any joined up thinking.

In Responding the Chief Officer said that building on work undertaken by other local authorities, staff from the Leeds Social Care Service were working closely with the systems in place at York and Harrogate with a view to reducing delay.

The Chair thanked officers for their attendance and presentation.

RESOLVED –

- (i) That the update on Strength-Based Social Care be noted
- (ii) To note the desire to return to the Community Committee Chairs Forum with a summary of the feedback received
- (iii) That contact details for officers working in the Neighbourhood Teams be made available to all Members of the Community Committee
- (iv) That the staffing formula for the Neighbourhood Care Management Team (taking into account population for the area and the number of people aged over 70 years of age) be circulated to all Members of the Community Committee for information.

26 Neighbourhood Planning - Update

The Neighbourhood Planning Officer submitted a report which provided an update on the neighbourhood planning activity in the Outer North East area of the city.

Ian Mackay, Neighbourhood Planning Officer, City Development addressed the Committee providing an update and commentary on the following:

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-Ogglethorpe

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.

- **Thorner** 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.

The Chair thanked the Neighbourhood Planning Officer for his attendance and for providing the latest information available.

RESOLVED – That the update on neighbourhood planning activity be noted and welcomed

27 **Outer North East 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.

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 - 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	Application not supported
Grit Bin Refill Programme 2018/19 (Inc.9 new bins and 67 refills)	Leeds City Council Highways	£6,997
Building Capacity and Developing Skills	Moor Allerton Elderly Care (MAECare)	£7,389
Shadwell Community Centre Club	Shadwell Village Hall Federation	Deferred pending receipt of further information
Shadwell Speed Indicator Devices	Shadwell Parish Council	£3,190
Bardsey Speed Indicator Devices	Bardsey Parish Council	£6,365
Wetherby Festival 2018	Wetherby Arts Festival	£1,000
Boston Spa Bowling Club Extension	Boston Spa Bowling Club	Deferred pending the outcome of other funding bids
Clifford Village Hall Extension	Clifford Village Hall	Deferred pending further discussions
Chabab Lubavitch Summer Schemes	Chabab Lubavitch Youth Organisation	Application not supported

Draft minutes to be approved at the meeting
to be held on Monday, 10th December, 2018

Wetherby District Scout Camp	Wetherby District Scouts	£500

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

Project	Organisation	Amount Granted (£)
Great Get Together	Moor Allerton Hub	£600 (Wellbeing Revenue)
Breeze Holiday Camps	Leeds City Council Breeze Team	£1,500 (Youth Activity Fund)
Leeds Rhinos Summer Camp	Leeds Rugby Foundation	£7,590 (Youth Activity Fund)
Outer North East Summit	Leeds City Council Communities Team	£1,140 (Youth Activity Fund)
Cranmer Bank Project	Leeds North & West Foodbank	£5,000 (Capital Wellbeing)
Christmas Tree and Lights	Moortown West Residents	£2,035 (Wellbeing Revenue)
Bus Shelter for Cattle Lane	Aberford and District Parish Council	£688 (Wellbeing Revenue)
Speed Indicator Devices (SIDs)	Harewood Parish Council	£5,820 (Capital Wellbeing)
EPOSS Holiday Activity Programme	Elmet Partnership of Schools (EPOSS)	£10,000 (Youth Activity Fund) – (£5,000 from each Ward: Harewood & Wetherby)

Radio Academy	Tempo FM	£3,500 (Youth Activity Fund)
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28 Date and Time of Next Meeting

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

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

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

29 Any Other Business

Outer North East Area - Support to the Community Committee

Members raised concerns about the level of support currently been offered by the Community Support Team in the Outer North East area. It was the opinion of Members that other areas appeared to be receiving a more consistent offer of support. It was suggested that if the matter was not satisfactorily addressed the issue would be taken up with the Executive Member responsible.

In responding the East North East Area Leader said the service was currently going through a period of transition. There were a number of vacant posts leading to some delays in the delivery of service. It was intended that senior officers from the services would attend the next round of Ward Member meetings to discuss Members needs and priorities.

It was the general view of Members that it would be helpful to have the necessary staff and resources for this area as there was in the rest of the city.



Report of: Neighbourhood Planning Officer, City Development

Report to: Outer North East Community Committee

Report author: Abbie Miladinovic, Planner, 0113 3787260

Date: 10th December 2018

To note

Neighbourhood Planning Update

Purpose of report

1. To provide the Outer North East Community Committee with an update on neighbourhood planning.
2. To receive an update from on the progress of neighbourhood plans and note the contents of the update report.

Main issues

3. The attached report is provided as part of regular updates to the Outer North East Community Committee.

Recommendations

4. To note the contents of the update.

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Outer North East Community Committee, Monday 10th December 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
- Walton

Alwoodley

Discussions have been taking place between Officers, Members and the Parish Council. The Parish Council is considering a selective review of the Neighbourhood Plan and will be looking into this further early in 2019.

Walton

Stage: Made

- The Walton Neighbourhood Plan went to a referendum on Thursday 20th September. The referendum results were as follows:

Response	Votes
Yes	106 (90.6%)
No	11 (9.4%)
Turnout	67.6%

- The Plan was subsequently made by the Council on 24th October 2018 and will be used to help determine planning applications in the Walton Neighbourhood Area.

Scarcroft

Stage: Examination

Terry Heselton has undertaken the independent examination of the Scarcroft Neighbourhood Plan. The examiner's report recommended that subject to proposed modifications being made, the Plan can proceed to a referendum.

- A Decision Statement will be published shortly that will set out the examiner's recommended modifications and the Council's response.
- It is anticipated that the Referendum could take place in mid-February 2019.

Bramham-cum-Oglethorpe

Stage: Post-Examination

- Chris Collison has undertaken the independent examination of the Bramham Neighbourhood Plan. The examiner's report recommended that subject to proposed modifications being made the Plan can proceed to referendum.
- A Decision Statement has been published that sets out the examiner's recommended modifications and the Council's response. It also agrees that the Plan can proceed to a referendum.
- It is anticipated that the Referendum could take place in mid-February 2019, on the same date as the Scarcroft Referendum.

Aberford and District

Stage: Examination

- Ann Skippers has been appointed to undertake the examination on the draft Neighbourhood Plan.
- *Due to an EU Court of Justice Judgement which officers updated on at the previous Committee Meeting, the examination of the Aberford Neighbourhood Plan has been delayed. Officers will update Members as the examination process moves forward and will continue to liaise with the Parish Council to resolve this issue.*

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 been working with the Town Council in order to finalise the neighbourhood plan submission documents.

Other Neighbourhood Plans in Preparation

- **Shadwell** Parish Council conducted Pre-Submission Consultation on their Neighbourhood Plan between 22nd October and 3rd November. Officers will be attending the next Steering Group meeting to discuss the representations made to the consultation and to advise on next steps. It is anticipated that the Plan will be submitted early in the new year.
- **East Keswick** Parish Council are currently re-drafting their Plan and are going to conduct the Pre-Submission Consultation early in 2019. Officers will be meeting with the Parish Council in late November to advise on the consultation process. Officers have provided a significant amount of mapping support in order to help with the preparation of the draft Plan.
- **Thorner** 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 December.

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Report of: Department of Work and Pensions

Report to: Outer North East Community Committee

Report author: Allison Long, Department of Work and Pensions

Date: 10th December 2018

To note

Universal Credit Presentation

Purpose of report

1. To provide the Outer North East Community Committee with an update on Universal Credit in Leeds.
2. To receive a presentation from Allison Long and to note the content of the presentation.

Main issues

3. The presentation is provided at the request of the chair of Outer North East Community committee.

Recommendations

4. To note the contents of the presentation on Universal Credit.

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Report of: Head of Commissioning, Children and Families

Report to: Outer North East Community Committee

Report author: Kate Sibson, Commissioning Manager 0113 3788925

Date: 10th December 2018

To note

Youth Work Review

Purpose of report

1. This report presents the findings of the Youth Work review and the recommended option for future commissioning arrangements.
2. The Community Committee is asked to comment on the contents of the report and the recommended future commissioning arrangements.

Main issues

3. Youth work supports the personal and social development of young people, raising their aspirations, building resilience and enabling them to make informed decisions. Positive impacts of good quality youth service include reducing teenage conception, preventing risky behaviours such as substance misuse and, minimising involvement in crime and anti-social behaviour. Central to this is a voluntary relationship with young people.
4. In Leeds, youth work is delivered as a preventative and early intervention service for children and young people. It plays an important role in delivering the outcomes of the Leeds Children and Young People's Plan and is a key component of achieving our ambition of being a Child Friendly City.
5. The table overleaf outlines the current services that are in scope for this review. The Youth Activities Fund budget is not in scope of the review and will continue to be fully devolved to Community Committees.

Current Service Delivery

Service	Description	Budget
Geographically Targeted Youth Work	Delivered in all wards with budgets set on a population / deprivation split of 40 / 60. LCC Youth Service delivers exclusively in all wards apart from three in the West North West where it is either fully or partly contracted out to three third sector providers. Targeted at age 11-17 with a mix of centre based group work, mobile provision and outreach. A small number of groups are delivered for a younger age range.	£1,519,600
Youth Inclusion Commission	A referral only service, aimed at seven priority clusters. Delivers one to one support and a limited number of groups for children age 8-13 who are at risk of involvement in crime or exclusion from school. Contract awarded to Barca in 2014.	£340,000
Pathways grants	Grants awarded to six third sector providers to work with young people in years 12 and 13 who are not in Education, Employment or Training. Delivery is split into locality based providers covering all wards with one citywide grant to support young people in care / care leavers.	£310,000

6. Having limited third sector contracts in just one area has created inconsistency in how youth work is delivered across the city. Procurement law requires us to ensure that contracts of this value are open to a competitive tender process unless there is an exceptional reason not to do so.
7. It was agreed that a process should be undertaken to review the population and needs of young people, identify assets and gaps in the current delivery and, agree a new commissioning model that will be open to a competitive tender process in line with Contract Procedure Rules.

Findings of the Review

8. Consultation carried out for the review and development of a preferred commissioning option included:
 - Elected Member Workshops
 - Stakeholder Workshops for a range of services and partner agencies
 - Online and face to face consultation with over 500 young people
 - Reference group meetings chaired by Voluntary Action Leeds, with internal and external providers, academics and other experts
 - Project team meetings with representation from the Youth Service, Commissioning, Voluntary Action Leeds and Communities Teams
 - Corporate Commissioning Board
 - Briefings with the Executive Member (Children and Families), Cabinet, Community Committee Champions and Chairs
9. A wide range of data was collected and analysed for the review including demographics, school attainment and absenteeism, crime / anti-social behaviour and from current youth work provision. A selection of the information used is appended to this report. The data will also help design the new model for youth work delivery in the city and ensure that we are responding the changing needs of children and young people.

10. The Youth Work Review presented nine conclusions based on the data and feedback from the consultation. These conclusions formed the basis of the proposed commissioning model.

- Leeds demonstrates good practice in many areas of youth work
- Funding cuts have impacted on capacity but have not been applied evenly across services
- Monitoring of quality and outcomes varies across internal and contracted services
- There is not a clear, consistent and publicised offer across the city
- Partnership working is a key strength
- The population of young people is growing and more live in deprived areas
- Deprivation is a key factor in young people's lives which can influence their future prospects
- Accessing quality venues in the right locations is a challenge
- Competing demand for targeted youth work is a challenge for providers to manage

11. Using the key findings as a guide, a number of commissioning options were drawn up and taken to a second stakeholder workshop. A recommended commissioning model has been developed following further consultation with the reference group and project team.

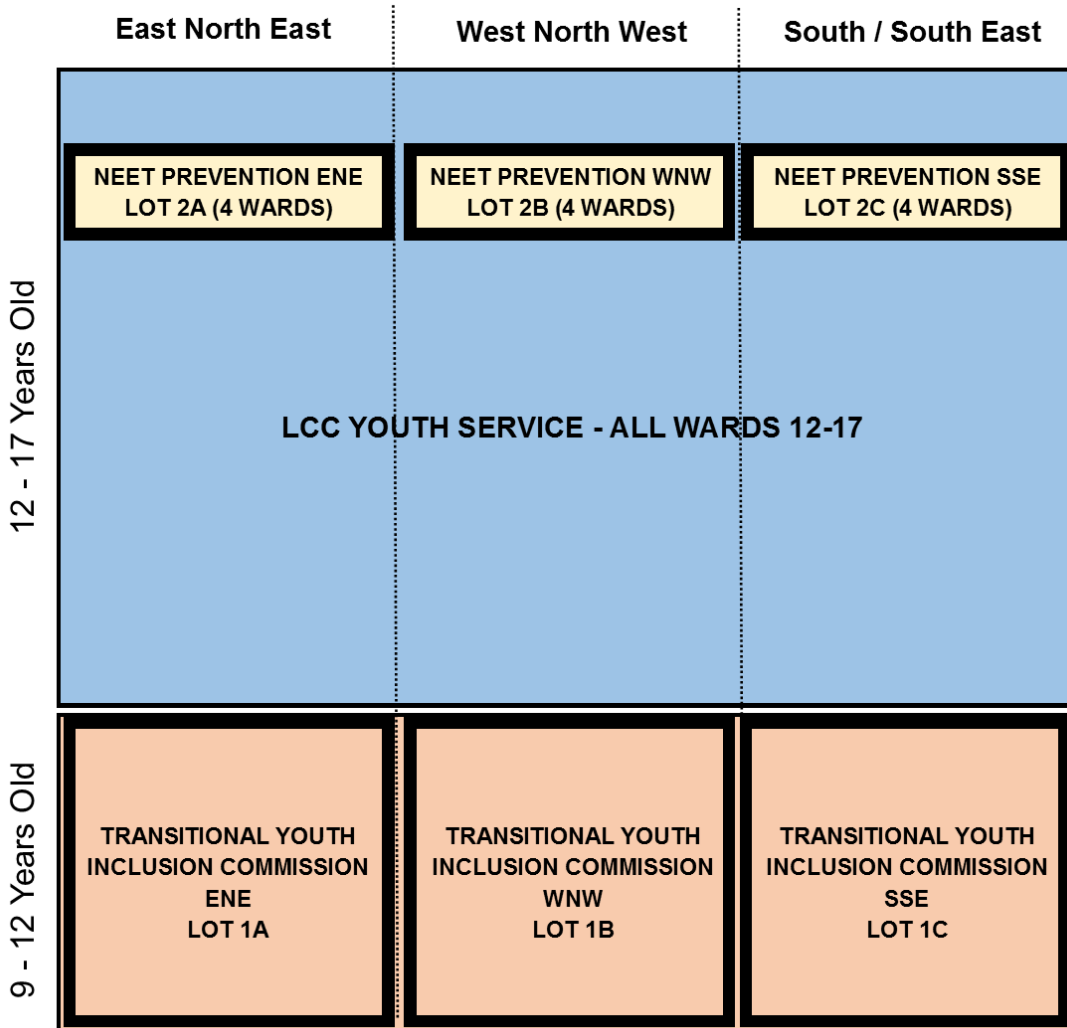
Recommended Commissioning Model

12. The recommended commissioning model incorporates the following features:

Service	Description	Budget
Geographically Targeted Youth Work	LCC Youth Service delivered in all wards based on updated population and deprivation figures Targeted at age 12-17 to ensure age appropriate sessions and targeted promotion	£1,371,600
Transitional Youth Inclusion Service	Transitional Youth Inclusion Service will be delivered in three contracts, one per city 'wedge'. Focused on group work with 9-12 years with some element of one to one support Budgets will be set at a Community Committee level, and delivery will be targeted to areas of greatest need based on the indices of multiple deprivation and where gaps in provision are evident Co-ordinator role within each wedge to map provision, highlight gaps and promote opportunities for external funding	£588,000
NEET Prevention Project	NEET prevention project aimed at young people most at risk of becoming NEET. Three contracts, one per wedge, initially delivered in 12 wards with highest NEET figures.	£210,000

13. The following diagram outlines how the contracts will be offered for the tender process:

Recommended Commissioning Model Diagram



14. The benefits of the proposed commissioning model include:

- Retains the current level of investment in Youth Work and offers a mix of internal and commissioned provision.
- Clear delineation of responsibilities between the internal and commissioned providers, sessions will be targeted and age appropriate
- Addresses a gap in targeted youth work for a younger age group
- Commissioned providers work with the most at risk year 11s to support their transition through GCSEs into a positive destination
- Internal and commissioned providers will work together to draw up area plans to promote their offer, share resources and identify gaps
- The service specifications will be written to maximise local relationships and assets by encouraging providers to join together to bid for tenders as a consortium
- A common quality and outcomes monitoring framework across all providers and activities will ensure impact and quality is measured across the city

Role of Community Committees

15. The Community Committee can play a key role in promoting youth work sessions and facilitating relationships between providers and partners, including schools and local communities. The Committee will receive an annual delivery plan outlining the proposed youth work sessions by ward delivered by both the Youth Service and commissioned provider. Regular meetings with ward members and Children and Young People's Sub Groups will ensure that programmes are refreshed to meet needs.
16. The Community Committee can use its children and young people consultation arrangements to seek feedback on youth work in their area and identify gaps and opportunities for improvement. Children's Services will use this feedback to ensure that services respond to local needs.

Next Steps

17. Once consultation with stakeholders on the preferred model is complete, the Commissioning and Market Management Team will draft a service specification that will set out the target areas for delivery in the first year of the contract.
18. The new commissioned services are expected to commence in April 2020 following a competitive commissioning process and period of mobilisation to establish partnership arrangements. Contracts will be put in place for four years with an option to extend for a further two.
19. The Youth Service will review its delivery and monitoring arrangements in light of the review findings and work to the new model from April 2020.

Interim arrangements

20. Implementation of the findings of the review of youth work will take place in phases, with interim contracts being issued to current providers to enable existing provision to continue until the new model is ready to start.
21. Current contracting arrangements will continue until the end of March 2020, with the internal youth service undertaking a review of delivery by ward based on a budget set using updated population and deprivation data.
22. Pathways grants will continue at a reduced rate until end of March 2020. They will be complemented by new European Social Investment funding awarded to the Youth Service to expand their internal Pathways service, and to local area partnerships for projects in the wider community.
23. The Youth Inclusion Project will continue until end of March 2020, with some changes to create better links to the new Early Help Hubs. Delivery will continue to be targeted to areas of greatest need.

Corporate considerations

a. Consultation and engagement

The Consultation process so far has been outlined in this report. Additional consultation with young people is planned with groups of young people, starting with the Youth Council, in December and January, and an online survey. Young people will be involved during the procurement and tender assessment process.

b. Equality and diversity / cohesion and integration

One of the findings of the Youth Work Review was inconsistency in reporting equality data. It will be written into the specification that attendance at sessions should target and aim to reflect the population of the area where they are delivered.

Youth work can play a key role in supporting community cohesion, aiming targeted sessions at a younger age group will provide additional opportunities for young people to participate in their local community.

c. Council policies and city priorities

The commissioning proposals outlined in this report support the priorities outlined in the Children and Young People Plan 2018 including:

- Increase the number of young people participating and engaging in learning
- Improving social, emotional and mental health and wellbeing
- Help young people into adulthood to develop skills for life and be ready for work

The proposals also contribute to the following priorities in the Best Council Plan:

- Being responsive to local needs, building thriving resilient communities
- Promoting community respect and resilience

d. Resources and value for money

Youth Work makes an important contribution to supporting vulnerable young people and youth workers are part of a wider group of practitioners in Leeds who can help prevent issues with young people from escalating.

The budget for Youth Services in 2019/20 will be maintained at current levels. The budget split between internal and commissioned providers will remain at existing levels in the new arrangements.

The service specification will seek to maximise the use of local assets to gain the best value for money for frontline delivery.

e. Legal implications, access to information and call in

The procurement of new contracts is a key part in the delivery of the review findings and that this work will be delivered in accordance with LCC Contract Procedure Rules. A key decision to start the procurement process has been published.

f. Risk management

Key risks and issues associated with the review are logged with mitigating actions identified, a process overseen by the Children and Families Commissioning Board

Conclusion

24. The Youth Work Review and commissioning proposals outlined in this report present an opportunity for Youth Work to be commissioned in a strategic way to better fit the needs of our local communities.
25. Community Committees will play an important role in ensuring that the outcomes of the review are realised at a community level and that resources are being targeted towards the areas of greatest need.
26. New partnership relationships between the commissioned providers and internal Youth Service will maximise local assets and promote a clear offer to young people across the city.

Recommendations

- The Community Committee is asked to comment on the contents of the report and the recommended future commissioning arrangements.

Background information

- None

Appendices

1. Budget breakdown for 2018/19 (current) and 2020/21 (post review)
2. Needs Analysis – population, persistent absence, attainment, NEET, youth crime

Outline youth work budget

The tables below show the current budget and the proposed budget under the recommended commissioning model.

Table 1

2018/19 – Using old Population / Deprivation Data		
Ward	Geographically Targeted Youth Work	Leeds Pathways Element
Outer North East Community Committee	£ 66,124	£13,489
Alwoodley	£ 30,750	
Harewood	£ 16,783	
Wetherby	£ 18,590	

Table 2

2018/19 – Using old Population / Deprivation Data		
Ward	Geographically Targeted Youth Work	Transitional Youth Inclusion Commission
Outer North East Community Committee	£ 70,381	£ 10,451
Alwoodley	£ 32,631	
Harewood	£ 17,042	
Wetherby	£ 20,708	

*The Transitional Youth Inclusion Commission has been allocated on a Community Committee basis.

Up to 2018/19, the population figure used to allocate ward level funding was on GP data which is issued with up to an 18 month lag. From 2019/20, the Office of National Statistics mid-year population estimate figures will be used which is the standard used across the council. Changes to ward populations are reflected in the new budget allocations.

Outer North East Community Committee Profile Data

1. Population of young people by ward (mid year estimate 2016)

Ward	9-11 Population	% Leeds 9-11 Population	12-17 Population	% Leeds 12-17 Population
Alwoodley	770	2.91	1483	3.10
Harewood	657	2.49	1305	2.73
Wetherby	607	2.30	1330	2.78

2. School attainment and absenteeism (2016/17)

- a) % Pupils meeting expected standard at end of Key Stage 2
- b) % Pupils achieving two strong passes in English and Maths at GCSE
- c) % Pupils persistently absent primary age
- d) % Pupils persistently absent secondary age

Ward	Attainment Key Stage 2 (a)	Attainment Key Stage 4 (b)	Persistent absence primary	Persistent absence secondary
Alwoodley	63.4	56.3	4.6	10.3
Harewood	72.8	51.0	3.7	9.0
Wetherby	75.7	38.2	3.9	11.2
Leeds Average	56.0	39.3	8.4	15.0

3. Young People (years 12/13) combined measure NEET (Not in Education Employment or Training) and Not Known (Jan 2018)

Ward	% Yr 12/13 who are NEET or not known
Alwoodley	2.2
Harewood	2.3
Wetherby	3.8
Leeds Average	6.7

4. Number of 10-17 year olds committing an offence in the 2016 calendar year

	Number of YP committing an offence
Leeds Average	29.8
Outer North East Community Committee	12

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Report of: Area Leader

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

Report author: Grace Lawrenson, Localities Officer, Tel: 0113 37 89844

Date: 10th December 2018

To Note

Community Committee Update Report

Purpose of report

1. This report provides an update on the on-going work programme of Outer North East Community Committee.

Main issues

Environment Sub-Group

2. The Environment sub-group met on Thursday 18 October 2018. The sub-group is made up of Cllr Neil Buckley, Cllr Gerard Wilkinson and Cllr Matthew Robinson and is attended by officers from the Cleaner Neighbourhoods Team, Housing, Parks & Countryside and Waste Management. Discussions took place around a range of local issues and update, including success of 'The Atrium', a new single-use plastic campaign, the new platform 'Contact 360' where residents can raise issues and de-leafing which has started in the area.

Change to bin collections over Christmas period

3. An A5 postcard will be going out to inform residents of bin collection dates over the Christmas and New Year period. These are going to be sent to all households (excluding those on communal collections), starting w/c 19 November. There will also be posters and A6 pull off pads being distributed to over 600 community buildings, as well as press work, social media and website campaigns, digital screens and roadshows.
4. Bin collections will continue as normal up until and including Saturday 22 December. A revised schedule will be in place for the two week period between Christmas Eve – Monday 24 December and Saturday 5 January. This schedule is attached as **Appendix 1**. During

the revised schedule, bins will be emptied one day earlier or later than normal, with the exception of New Year's Eve – Monday 31 December – when collections will take place on the usual scheduled day. The usual service will resume from Monday 7 January.

5. Leeds residents are encouraged to do the following:

- Download the Leeds Bins app so they can receive collection day reminders straight to their phone;
- Visit www.leeds.gov.uk/xmasbins for handy hints on how to reduce, reuse and recycle common items generated around the home during the festive period, such as greetings cards, wrapping paper and food waste;
- Like, re-tweet and share festive messaging from the RecycleForLeeds Facebook and Twitter accounts.

Parish and Town Council Forum

6. The next Parish and Town Council Forum will be taking place on 22 November at the John Rylie Centre in Barwick in Elmet. At the meeting there will be updates on policing, the Parish and Town Council charter and the new team leader for the Outer North East Cleaner Neighbourhoods team, Narinder Matharu, will introduce herself and provide any updates.

Events

Boston Spa Weekend

7. Members funded live musicians and activities at the event which was run by Boston Spa Parish Council and was a success. The funding allowed the Parish Council to put on more events over the weekend therefore making the festival bigger, which meant it was featured in the local press with high praise.



Wetherby Festival

8. Members funded the publicity for Wetherby Festival which involved three days of arts, cultural and community activities between the 12th and 14th of October 2018. This allowed the organisers to attract over 1000 attendees to the festival across the three days. The events included a ceilidh, comedy nights and concerts.



Moortown West Christmas Light Switch On

9. Members funded the 20 foot Christmas tree which will be the main feature at the upcoming Light Switch on event on Saturday 8 December.



Social Media

10. At the time of writing the Outer North East Facebook page has 231 Likes. Between 17th October- 13th November, 613 people were reached and there were 138 people engaging with posts.

11. Posts on both Twitter and Facebook are on a variety of subjects relevant to the Outer North East area including job opportunities, funding support, open days, local service provision, consultations and sporting activities. For more details visit:

- Link to the Facebook Page for the Inner East Community Committee:
<https://www.facebook.com/LCCOuterNE>
- Link to the Your Community Twitter Page:
https://twitter.com/@_YourCommunity

Conclusion

12. The work of the Communities Team in partnership with council departments, external partners and with elected members is working towards the priorities of the Community Committee. This programme of work should be seen as a work in progress which is consolidating the Community Committee's role as a local decision-making body by strengthening the links between the local authority and the communities it serves.

Recommendations

The Committee is requested to:

1. Note the contents of the report and make comment where appropriate.
2. Note the changes to Christmas bin collections, as contained in Appendix 1.

CHRISTMAS BIN COLLECTIONS

24 December – 6 January

If your normal
bin day is...

Your Christmas collection days and
dates will be...

Monday

Sunday 23 December

Monday 31 December

Tuesday

Monday 24 December

Wednesday 2 January

Wednesday

Thursday 27 December

Thursday 3 January

Thursday

Friday 28 December

Friday 4 January

Friday

Saturday 29 December

Saturday 5 January

Saturday

Sunday 30 December

Sunday 6 January



Download
the handy
Leeds Bins
app



www.leeds.gov.uk/xmasbins

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 Leeds recycles

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Report of: Area Leader

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

Report author: Grace Lawrenson, Localities Officer, 0113 37 89844

Date: 10th December 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 **£24,500** in its Capital Wellbeing budget following a cash injection of £4,400 for the months of April to September 2018 which was received in November 2018. A further explanation of capital funding and eligible schemes is attached at **Appendix A**.

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. In November 2018 a capital injection of £4400 for the months of April 2018- September 2018 was added and split equally between the three wards. The current breakdown of this funding pot is:
 - **Alwoodley Ward - £1466**
 - **Harewood Ward - £2106**
 - **Wetherby Ward - £14966**
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. The current CIL Neighbourhood Fund balance for towns and parishes with a Neighbourhood Plan is £117753.90. The total for those without a Neighbourhood Plan is £190,307.47. The latest balances can be found in **Appendix B** and CIL guidance can be found in **Appendix C**.
11. 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).
12. More detailed information about the spending against the 2018/19 budget is available in the appendices to this report. (**Appendix D** – Wellbeing Revenue; **Appendix E** - Youth Activity Funding).

Wellbeing Funding

Current Wellbeing budget position

13. The current position for December 2018 is highlighted below:

Ward	Total budget remaining
------	------------------------

Alwoodley	£3,879.56
Harewood	£2,536.89
Wetherby	£26,047.48

14. The following four 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
Alwoodley	Moortown West Residents Association	Group Activities	£3600	£3600	Application supported in full - £3600.
Harewood	Shadwell Village Hall	Cinema Club	£12,000	£1,438.00	Application will be supported with MICE funding.
Wetherby	Boston Spa Bowling Club	Boston Spa Bowling Club Extension	£17,815	£6,815	Application supported in full with additional £10,000 due to being unable to secure other funding- £16,815. £6815 (Wellbeing Revenue) and £10,000 (CRIS).
Wetherby		Wetherby Development Fund		£10,000	Members requested £10,000 (Wellbeing revenue) to be added to project pot.
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

15. 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 December 2018 is highlighted below:

Ward	Total budget remaining
Alwoodley	£ 10,505

Harewood	£ 15,881
Wetherby	£ 13,234

16. 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
Harewood	Shadwell Cricket Club	Cricket coaching	£1840	£1440	Application supported in full - £1440.
Wetherby	Wetherby Athletic Ladies FC	Pitch hire	£782	£782	Application supported in full - £782.

Delegated Decisions

17. No applications have been approved since the Outer North East Community Committee held in September 2018 by delegated decision.

Conclusion

18. 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. The Outer North East Community Committee priorities can be found in **Appendix E**. 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.

19. 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.

20. 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

21. 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.
- Note the CIL Neighbourhood Fund balance for towns and parishes with and without a Neighbourhood Plan in paragraph 10.
- Consider the four Wellbeing Revenue & Capital applications and two Youth Activity applications set out at paragraphs 14 and 16 and approve, where appropriate, the amount of grant to be awarded;

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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 Neighbourhood Fund

Appendix B

Year	Ward	Parish	Have Neighbourhood Plan (25%)	Do not have Neighbourhood Plan (15%)
2015/16	Harewood	Barwick in Elmet/Scholes		324
	Harewood	Bardsey		40.5
	Total			364.5
2016/17	Wetherby	Walton		4193.25
	Wetherby	Wetherby		133803.00
	Total			137996.25
2017/18	Wetherby	Clifford	101699.57	
	Wetherby	Thorp Arch	532.22	
	Wetherby	Walton		1,398.76
	Wetherby	Wetherby		24,191.32
	Alwoodley	Harewood		9020.85
	Harewood	Barwick in Elmet/Scholes	187.8	
	Harewood	Shadwell		7840.69
	Harewood	Scarcroft		2385
	Harewood	Collingham	1831.17	
	Total		104250.76	44,836.62
2018/19	Wetherby	Walton		3343.5
	Wetherby	Wetherby		3659.1
	Harewood	Scarcroft		107.5
	Harewood	Barwick in Elmet/Scholes	13211.15	
	Harewood	Bardsey	291.99	
	Total		13503.14	7110.1
	Total		117753.9	190,307.47

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Community Infrastructure Levy:

A Guide for Parish and Town Councils and Community Committees





What is the Community Infrastructure Levy (CIL)?

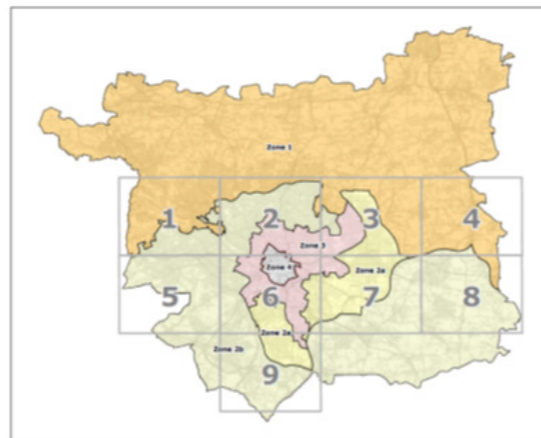
The Community Infrastructure Levy is a planning charge, introduced by the Government through the Planning Act 2008, to provide a fair and transparent means for ensuring that development contributes to the cost of the infrastructure that it will rely upon, such as schools and roads. The levy applies to most new buildings and extensions over 100m² and charges are based on the size and type of new floorspace and where the development is located in the Leeds district.

Some types of development are exempt from CIL, these include self-built dwellings and extensions and affordable housing. Charities are also exempt from paying CIL if the development directly relates to their charitable purposes.

What are the charging rates for the Community Infrastructure Levy?

CIL is charged per square metre depending on the type and location of the development. The table and map below show the amount of CIL charged and the different zones in the district.

Type of development in Leeds	CIL Charge per square metre
Residential – Zone 1	£90
Residential – Zone 2a	£23
Residential – Zone 2b	£45
Residential – Zone 3	£5
Residential – Zone 4	£5
Supermarkets* ≥ 500 sqm in City Centre	£110
Supermarkets* ≥ 500 sqm outside of City Centre	£175
Comparison Retail ≥ 1,000 sqm in City Centre	£35
Comparison Retail ≥ 1,000 sqm outside of City Centre	£55
Offices in City Centre	£35
Development by a predominantly publicly funded or not for profit organisation, including sports and leisure centres, medical or health services, community facilities, and education	Zero
All other uses not cited above	£5



The adopted Charging Schedule can be accessed on the [Leeds City Council website](#)

CIL is only payable if the planning permission is implemented and when works commence on site. Therefore there is a time lag between planning applications being granted and subsequent payment. Payment is made either in full or in equal instalments depending on the CIL charge.

#1

How can the Levy be spent?

- ✓ Leeds City Council's Executive Board made a number of key decisions around spending future CIL income in February 2015, directing it into two main funding streams: a Strategic Fund (70 - 80%) and a Neighbourhood Fund (15-25%), whilst retaining up to 5% for administration costs.

#A The Strategic Fund

- ✓ The decision on how and where the funds are spent is made as part of the City Council's budget setting process in accordance with the Regulation 123 list. Local authorities must spend the levy on infrastructure needed to support the development of their administrative area.
- ✓ CIL Regulation 123 requires the Council to set out a list of projects or types of infrastructure that may be wholly or partly funded through CIL revenue.

In Leeds the Regulation 123 list covers:

Sustainable transport schemes:
● New Generation Transport (NGT)
● Leeds Core Cycle Network
● The Public Right of Way network
Leeds Flood Alleviation Scheme (FAS)
Secondary education
Primary education, except for large scale residential development identified in the Site Allocations Plan, which will be expected to provide primary schools either as an integral part of the development or as the result of no more than 5 separate planning obligations
Green infrastructure and public greenspace, except for on-site provision required by Core Strategy policies (this may be included as part of the Section 106 agreement)
Community sports facilities
Cemeteries
Public realm improvements, except for on-site provision or where this is required as a direct result of an adjacent development
District heating networks
Public health facilities

- ✓ The Strategic Fund can be invested in strategic infrastructure throughout Leeds and is not restricted geographically to the area or ward where the development is located. This may mean that CIL funds generated from a development in an area may not be necessarily spent in that same area.
- ✓ The Council has adopted a strategic approach to spending the CIL funds in Leeds which includes infrastructure such as schools, public transport etc. In July 2017 the Council agreed to spend the Strategic Fund collected in 2015/16 to contribute to the learning places deficit for schools.

#B The Neighbourhood Fund

- ✓ The Neighbourhood Fund is 15% of levy receipts relating to developments taking place in that area and should be spent on priorities that have been agreed with the local community. The total amount of CIL receipts passed to the local community shall not exceed £100 per dwelling (index linked) in that area in each financial year. If the receipts from the 15% exceed this maximum they would be capped so as not breach this restriction.
- ✓ The Neighbourhood Fund is passed on to the relevant Parish or Town Council to spend. Where there isn't a Parish or Town Council, the fund is retained by the City Council and spent by the relevant Community Committee.
- ✓ Where development straddles the boundaries of a Parish or Town Council or Community Committee area, each Council/Committee will receive a proportionate share of the CIL, based on the floorspace within their administrative area.
- ✓ Parish and Town Councils and Community Committees, in consultation with the local community and Ward Councillors, must decide what the priorities in the local area are and how and where the Neighbourhood Fund should be spent.
- ✓ Where there is a Neighbourhood Plan in place, the proportion rises to 25% of total CIL receipts of developments taking place in that area.

- ✓ The Neighbourhood Fund can be spent on a wide range of infrastructure, as long as it meets the requirement to support the development of the area by:
 - funding either the provision, improvement, replacement, operation or maintenance of the infrastructure, or
 - addressing the demands and anything else concerned with what the development places on an area.
- ✓ It is not restricted to items on the City Council's Regulation 123 list
- ✓ Infrastructure can be delivered on a range of scales from small to strategic, for example
 - Environmental improvements such as, landscaping, open space improvements
 - New benches or signage
 - Public art
 - Equipment for a community group
 - Improvements to a community building;
 - Projects affecting more than one village/ community e.g. a cycle path or footpath linking two communities, junction/highways improvements, sports facilities drawing more than local use;
 - Strategic infrastructure affecting a number of communities.
 - The Neighbourhood Fund can be used to fund the preparation of a Neighbourhood Plan.
- ✓ CIL will not be able to fund:
 - Projects that will only benefit individuals (5 or less) or a single household
 - Projects that directly benefit, or can be perceived to benefit individual councillors
 - Projects which relate solely to religious purposes
 - Political activities
 - Retrospective projects i.e. where the spend has already occurred

Further guidance on spending the Neighbourhood Fund can be found on the [Leeds City Council website](#)

#C Neighbourhood Forums with Neighbourhood Plans in Place

- ✓ Communities that have adopted a Neighbourhood Plan will receive 25% of the CIL revenue arising from the development that takes place in their area.
- ✓ For this to apply the Neighbourhood Plan must have been 'made' or been successful at referendum before a relevant planning permission first permits development.
- ✓ Neighbourhood Planning groups often identify local projects / priorities in their Neighbourhood Plans that can be funded by CIL receipts. These projects / priorities should be agreed through consultation with the local community and other stakeholders.

When will the CIL Neighbourhood Fund be paid?

#2

- ✓ The CIL income collected for the Neighbourhood Fund will be transferred to the relevant Town or Parish Council or Community Committee twice each year:
 - Income received between 1st April and 30th September – transferred on **28th October**
 - Income received between 1st October and 31st March – transferred on **28th April**
- ✓ If a Parish/Town Council or Community Committee does not spend its share of the CIL within 5 years of receipt or does not spend it on initiatives that support development in that area, the Council may require it to pay back some or all of the funds.

#3

How will CIL be monitored?

- ✓ Under the Regulations, to ensure that the levy is open and transparent, Leeds City Council will prepare a short report on the levy for the previous financial year which will be placed on the Leeds City Council website by 31st December each year. These reports will set out how much revenue from the levy has been received, what it has been spent on and how much is left.
- ✓ Town and Parish Councils and Community Committees are required to publish the information on their websites with details of the monies received from the Neighbourhood Fund including CIL receipts; total expenditure and a summary of what the CIL was spent on by 31st December.
- ✓ This information should be submitted to Leeds City Council for publication if the Parish/Town Council or Neighbourhood Forum does not have a website.
- ✓ There is no prescribed format for reporting, however the City Council has prepared a template which is available on request.

For further information, please contact the CIL officer at CIL@leeds.gov.uk

November 2018

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