



Outer North West Community Committee

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

**Meeting to be held in Greenacre Hall - 55 New Rd
Side, Rawdon, Leeds LS19 6DD**

Monday, 2nd March, 2020 at 1.30 pm

Councillors:

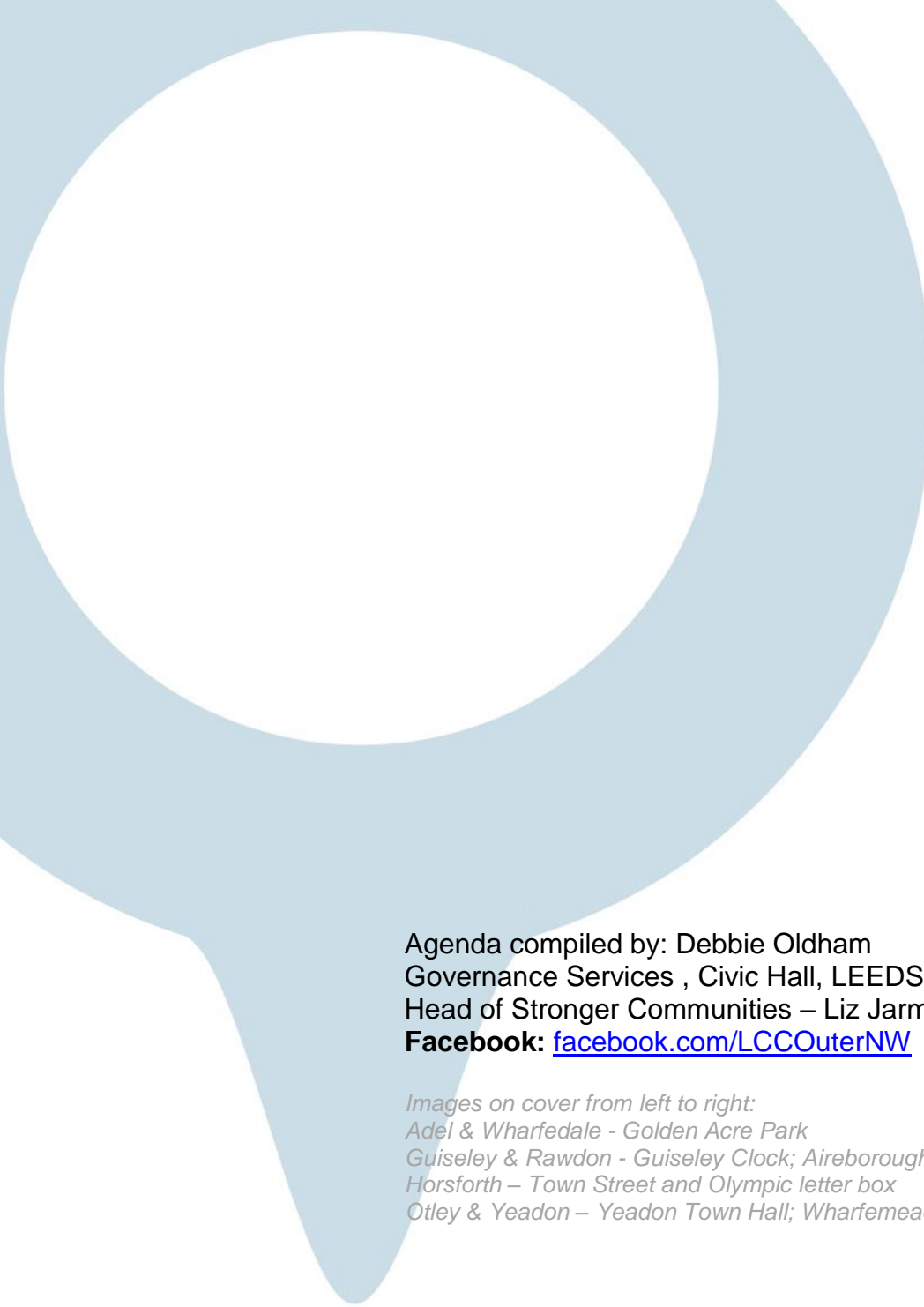
B Anderson - Adel and Wharfedale;
C Anderson - Adel and Wharfedale;
B Flynn - Adel and Wharfedale;

G Latty - Guiseley and Rawdon;
P Latty - Guiseley and Rawdon;
P Wadsworth - Guiseley and Rawdon;

D Collins - Horsforth;
J Shemilt - Horsforth;
J Taylor - Horsforth;

C Campbell - Otley and Yeadon;
R Downes - Otley and Yeadon;
S Lay - Otley and Yeadon;





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

Images on cover from left to right:

Adel & Wharfedale - Golden Acre Park

Guiseley & Rawdon - Guiseley Clock; Aireborough One Stop Centre

Horsforth – Town Street and Olympic letter box

Otley & Yeadon – Yeadon Town Hall; Wharfemeadows Park

A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES - 2ND DECEMBER 2019</p> <p>To receive and approve the minutes of the Outer North West Community Committee held on 2nd December 2019.</p>	7 - 12
7			<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 Community 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>	
8	Adel and Wharfedale; Guiseley and Rawdon; Horsforth; Otley and Yeadon		<p>FINANCE REPORT</p> <p>To receive the report of the Head of Stronger Communities which provides the Community Committee with an update on the budget position for the Wellbeing Fund, Youth Activity Fund, Capital Budget, as well as the Community Infrastructure Levy Budget for 2019/2020.</p> <p>(Report attached)</p>	13 - 24

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

OUTER NORTH WEST COMMUNITY COMMITTEE

MONDAY, 2ND DECEMBER, 2019

PRESENT: Councillor P Wadsworth in the Chair

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

28 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against refusal of inspection of documents.

29 EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC

There were no exempt items.

30 LATE ITEMS

There were no late items.

31 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'

No declarations of pecuniary interests were made.

32 Apologies For Absence

Apologies for absence were received from Cllr. Shemilt.

33 Minutes

RESOLVED – That the minutes of the meeting held on the 23rd September 2019, be approved as a correct record.

34 Matters arising

In relation to Minute 20 – Matters arising, Cllr. Lay informed the meeting that he had attended the Children's Services Cluster meeting on the 30th September. However, nobody from Children's Services had contacted either him or Cllr. Anderson in relation to their appointment to the Pool/Bramhope/Otley Cluster as had been requested. It was noted that Governance Services had contacted Children's Services on behalf of Cllrs. Lay and Anderson for a one to one meeting to discuss the appointment.

In light of this information the Committee suggested that it should be escalated to the Head of Democratic Services for his view on this matter.

35 Open Forum

On this occasion no members of the public in attendance wished to speak.

36 Outer North West Finance Report- December 2019

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

Members were informed of the following key points:

- The remaining balance of the Wellbeing Budget is £49,891.28. A full breakdown of the projects was listed at Table 1 of the submitted report.
- Points 20 – 25 listed projects for Members consideration;
- Point 29 provided monitoring information on projects which had been supported by the Committee and included Summer Bands in Leeds Parks 2019, Rawdon Cricket Club Improvements and Horsforth Hall Park – New Play Equipment;
- Table 2 of the report provided a list of all the projects funded so far and the remaining balance of £56,280;
- Table 3 and 4 showed the breakdown of spend per ward of small grants and skips it was noted that there was a remaining balance of £4,275.

Members requested clarity on an application within Table 3 in relation to Improvements to the St Helena's Community Social Club Hub and Crowtrees Gardens Association application for a Skip.

Members also asked for a breakdown of CIL money which had been to the town and parish councils in the Outer North West area.

Clarity was provided to the Horsforth Ward Members on the under spend at the Horsforth Ballroom in relation to the acoustics. They were provided with the figures and the remaining balance to be paid back to the Horsforth Ward.

Members discussed at length the application for £2,000 for the application Period Poverty put forward by the Communities Team Central. The request was for each ward to contribute £500 towards the project. Members did not want to see any girl go without these products, but requested more information on this project and other similar schemes before they make their decision. It was suggested that an officer from the Communities Team Central could attend the next meeting.

RESOLVED – To:

- a) Note the details of the Wellbeing Budget position on Table 1;
- b) Considered the following wellbeing proposals set out below

Draft minutes to be approved at the meeting
to be held on Monday, 2nd March, 2020

Project	Organisation	Amount requested	Ward	Approved/ Declined/ Deferred
Horsforth CCTV cameras 2019/20	Leedswatch	£2,000	Horsforth	Approved
Guiseley and Rawdon Christmas Lights	Leeds Lights	£4,045	Guiseley and Rawdon	Approved
Bands in the Park 2020		£1,625	Otley & Yeadon, Guiseley and Rawdon	Approved
Christmas Lights in Pool-in-Wharfedale	Pool- in-Wharfedale Parish Council	£1,500	Adel and Wharfedale	Approved
Puritan Chapel re-pointing	Bramhope and Carlton Parish Council	Adel and Wharfedale	£3,750	Approved
Period Poverty	Communities Team Central	£500 per ward	£2,000	Deferred

- c) Details of the projects approved by delegated decisions;
- d) Monitoring information of its funded projects;
- e) Details of the Youth Activity Fund at Table 2;
- f) Details of the Small Grants Budget at Table 3;
- g) Details of the Community Skips Budget at Table 4;
- h) Details of the Capital Budget at Table 5; and
- i) Details of the Community Infrastructure Levey (CIL) at Table 6

37 Outer North West - Update Report

The Report of the Head of Stronger Communities updated the Community Committee on the work which the Communities Team is engaged in, based on the priorities identified by the Community Committee.

The Community Committee Champions provided the following verbal updates on the themes:

- Cllr. Latty the Children and Families Champion informed the Community Committee that the Youth Summit had now been booked and is due to take place on 11th February 2020, in the Civic Hall. The children will be having their lunch in Rosebowl. The agenda for the event will include an item on Climate Emergency, and a question and answer session with the Lord Mayor. Cllr. Latty urged Members to attend.

- Cllr Anderson the Environment and Community Safety Champion informed the Committee:
 - That he was in the process of arranging a full day session which will be split for the morning session to discuss Climate Emergency and the afternoon session to discuss Parks and Countryside issues. This is currently in the planning stages with no date confirmed.
 - The Citizens Jury has reported back and a big issue is the airport with such recommendations as charging those who fly frequently and dependant on income;
 - The Executive Board report in relation to the road in and around the airport will be in the public domain shortly;
 - The Community Committee need to consider how tree planting in the Outer North West area should be funded;
 - A brief update was provided on the Waste Strategy;
 - Cllr. Peter Gruen to discuss with West Yorkshire Police the need for Councillors to be able to partake in individuals cases within their ward.
- Cllr. Wadsworth Champion for Transport said that a meeting of the sub group had been arranged for Friday 6th December, it was still to be confirmed who would attend the meeting from Highways. It was noted that there was to be no discussion on the road leading to the airport.
- Cllr Downes, Skills and Employment Champion has now arranged to meet with the Chief Officer, Skills and Employment once a month and will report back to this Committee;
- Cllr. Graham Latty said the sub group for Health, Wellbeing and Adult Social Care had not met yet. Cllr. Latty went on to say that he had been attending the meetings of the Local Care Partnerships which were looking at dementia for the Outer North West area. Cllr. Latty also provided an update on the CAREVIEW APP which this Community Committee had helped to produce was now being used city-wide.

A brief update on housing matters and universal credit was provided to the Committee by the Housing Manager for the area. It was noted that estate walkabouts usually take place on a quarterly basis. Members should be being made aware of the walkabouts and provided with a list of issues.

Members were advised that at the Health and Wellbeing Scrutiny Board, it had been confirmed that the urgent treatment centre would be opening in December 2019, at Airedale and Wharfedale Hospital. Members requested that the CCG be invited to the next meeting in March to talk about the new treatment centre.

The Communities officer highlighted appendix 1 of the submitted report which provided the Members with information on their Facebook page.

RESOLVED – To note the content of the report.

38 Any other Business

Members raised concern about the difficulty of being able to access the agenda for the Community Committee meeting from the public access site.

The Community Committee were advised of an app called 'Safe a Life' which provided the position of the nearest defibrillator to your location.

The Chair thanked all for their attendance and wished the greetings of the season.

39 Date and time of next meeting

The next meeting of the Outer North West Community Committee will be on 2nd March 2020, at 1.30, at Greenacre Hall.

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Report of: Head of Stronger Communities

Report to: Outer North West Community Committee
Adel and Wharfedale, Guiseley and Rawdon, Horsforth, Otley and Yeadon

Report author: Jonny Russell 0113 37 85798

Date: 2nd March 2020 For decision

Outer North West Community Committee - Finance Report

Purpose of report

1. This report provides the Community Committee with an update on the budget position for the Wellbeing Fund, Youth Activity Fund, Capital Budget, as well as the Community Infrastructure Levy Budget for 2019/2020.

Main issues

2. Each Community Committee has been allocated a wellbeing budget (revenue and capital) and Youth Activities Fund which it is responsible for administering. The aim of these budgets is to support the social, economic and environmental wellbeing of the area and provide a range of activities for children and young people, by using the funding to support projects that contribute towards the delivery of local priorities.
3. A group applying to the Wellbeing Fund must fulfil various eligibility criteria, including evidencing appropriate management arrangements and financial controls are in place; have relevant policies to comply with legislation and best practice e.g. safeguarding and equal opportunities and be unable to cover the costs of the project from other funds.
4. Wellbeing funding cannot be paid retrospectively. An application form must be submitted and approved by the Community Committee before activities or items being purchased through wellbeing funding are completed or purchased.
5. The amount of wellbeing funding provided to each committee is calculated using a formula agreed by Council, taking into consideration both population and deprivation of an area.
6. Capital (CRIS) injections are provided as a result of council assets being sold. 5% of the sale price (up to a maximum of £100k) of a council asset is pooled city-wide and

redistributed to the Community Committee areas on the basis of deprivation. The Community Committee will receive a new capital injection every 6 months.

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

governance framework, with appropriate Member consultation and only when the following ‘minimum conditions’ have been satisfied:

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

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

16. At the last Community Committee meeting members asked for a breakdown of CIL money given to the town and parish councils in the Outer North West area. For each CIL contribution, Leeds City Council retains up to 70-80% centrally, 5% is needed for administration and 15-25% goes to be spent locally. The money will be vested with the local Town or Parish Council.

- Column A is the parish;
- Column B shows the total amount invoiced for development in that Parish;
- Column C shows the total amount actually paid
- Column D shows the total amount that will accrue to the Parish once all the CIL is paid
- Column E shows the total amount of CIL that has accrued to the Parish based on what has actually been paid.

A	B	C	D	E
Parish Council	Total Invoiced	Total Collected	Total Due to Parish	Total available for Parish
Bramhope & Carlton	£4,723.05	£0	£1,180.76	£0
Horsforth	£2,701,709.70	£1,962,281.77	£404,873.96	£294,342.27
Otley	£0	£0	£0	£0
Pool in Wharfedale	£9,173.75	£9,173.75	£1,376.06	£1,376.06
Rawdon	£2,642,455.20	£0	£396,368.28	£0
Total:	£5,358,061.70	£1,971,455.52	£803,799.06	£295,718.33

Wellbeing Budget Position 2019/20

17. The total revenue budget approved by Executive Board for 2019/20 was **£93,930** for the Outer North West Community Committee. **Table 1** shows a carry forward figure of **£101,802** which includes underspends from projects completed in 2018/19. **£60,402** represents wellbeing allocated to projects in 2018/19 and not yet completed. The total revenue funding available to the Community Committee for 2019/20 is therefore **£135,329**. A full breakdown of the projects approved or ring-fenced is available on request.
18. It is possible that some of the projects may not use their allocated spend. This could be for several reasons, including the project no longer going ahead, the project not taking place within the dates specified in the funding agreement, or failure to submit monitoring reports. Due to this the final revenue balance may be greater than the amount specified in Table 1.
19. The Community Committee is asked to note that there is currently a remaining balance of **£48,572.46**
20. . A full breakdown of the projects is listed in Table 1 and is available on request.

TABLE 1: Wellbeing revenue 2019/20

	£
INCOME: 2019/20	£93,930
Balance brought forward from previous year	£101,802
Less projects brought forward from previous year	£60,402
TOTAL AVAILABLE: 2019/20	£135,329

Ward Projects	£	Ward Split			
		Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Small Grants and Skips	£10,534	£3,000	£3,000	£1,534	£3,000
Community Engagement	£500	£125	£125	£125	£125
SID – Guiseley and Rawdon	£3,210		£3,210		
Melrose Ginnel Clearance	£2,380			£2,380	
Site Based Gardener	£13,194		£7,401	£5,792	
Summer Bands in Leeds Parks 2019	£1,600		£960		£640
'Horsforth Shed' (Horsforth Community Workshop)	£5,000			£5,000	
Guiseley Festive Lights 2018/19	£2,149		£2,149		
Horsforth Christmas Lights	£1,500			£1,500	
Guiseley Community Summer Activities	£3,680		£3,680		
Holiday Play Schemes for children with disabilities.	£8,518	£2,433	£2,163	£1,622	£2,298
Horsforth CCTV 2018/19	£2,000			£2,000	
AWMA Refurbishment and Electricals Upgrade Project 2019	£4,200	£4,200			
Pool-in-Wharfedale Community Website	£2,500	£2,500			
Yeadon Christmas Lights	£2,000				£2,000
Otley and Yeadon CCTV	£8,000				£8,000
Horsforth Hall Park – New Play Equipment	£14,472			£14,472	
Horsforth CCTV Cameras 2019/20	£2000			£2,000	
Guiseley & Rawdon Christmas Lights 2019	£4,045		£4,045		
Summer Bands in the park 2020	£1,625		£812.50		£812.50
Christmas Lights in Pool-in-Warfedale	£1,500	£1,500			
ONW Children's Voice Event 2020	£1,500	£375	£375	£375	£375
Totals	£96,108	£14,133	£27,920.50	£36,800	£17,250.50
Balance remaining (total/per ward)	£48,572.46	£15,340.79	£10,525.79	£8,425.24	£14,280.64

Wellbeing and Capital projects for consideration and approval

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

22. **Project Title:** Site based Gardener (2020/2021 budget)

Name of Group or Organisation: Parks and countryside

Total Project Cost £13,807.15

Amount proposed: £13,807.15

Wards covered: Guiseley and Rawdon / Horsforth

Project Description: The project is for the provision of additional area resource staff to work a five day, 41 hour week for 6 months of the year across various sites in the Outer North West area. The sites the member of staff will be working at include; Cenotaph – Broadway, Cenotaph – Stanhope Drive, Old Ball Peace Garden, roundabout – Old Ball, roundabout - King Edward Avenue, rear of Brownlee Stone Centre, Guiseley Cemetery, Micklefield Park, Rawdon, Springfield Park, Guiseley, Towngate, Guiseley, St Oswalds, Guiseley and the Gyratory, Guiseley.

The member of staff will be undertaking general gardening duties including: grass cutting, pruning, de-littering, emptying of litter bins, removing fly tipping, inspection of play equipment, maintenance of park infrastructure, planting and sweeping paths. Additionally the member of staff will be available for any urgent one off jobs should the need arise.

The member of staff will work for three days per week, 23 hours within the Guiseley and Rawdon ward at a cost of £7,745.50 The gardener will work the remainder of the time within the Horsforth ward for two days per week, 18 hours at a cost of £6061.65

Community Committee Priorities: Best City for Communities, Best City for Children & Young, People, Best City for Health & Wellbeing

23. **Project Title:** Leeds Money Buddies (2020/2021 budget)

Name of Group or Organisation: Leeds Money Buddies Burmantofts Community Projects

Total Project Cost: £4,733

Amount proposed: £4,733 (£1,183.25 per ward)

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

Project Description: Funding is for one Money Buddy for 12 months based at Otley Community Hub. Centre locations can be changed at the request of the Community Committee.

The number of sessions attended will be 40 per annum. Each session is for half a day 9-12pm or 1-4pm. We will ensure that we will do everything possible to ensure that there is no gap in service provision, by training volunteers to become Money Buddies and they may attend sessions as part of their training programme. To access the service, clients can self-refer/ be referred by partners. The grant will cover the management, supervision, training, support and employment of the Money Buddy.

Community Committee Priorities: Best City for Communities

24. **Project Title:** Period Poverty

Name of Group or Organisation: Communities Team Central

Total Project Cost: £16,500

Amount proposed: £2,000 (£500 per ward)

Wards covered: to see free period products available in all community hubs, libraries & One Stops at 38 locations in total in the city. These will have 'Leeds' own branding and the packaging will include support available to tackle other areas that could affect those living in poverty.

Community Committee Priorities: Best City for Communities

Delegated Decisions (DDN)

25. Since the last Community Committee on 2nd December 2019 1 project have been considered and approved by DDN:

26. ONW Children's Voice Event 2020 £1,500

27. Declined Projects

28. Since the last Community Committee on 2nd December 2019, no projects have been declined.

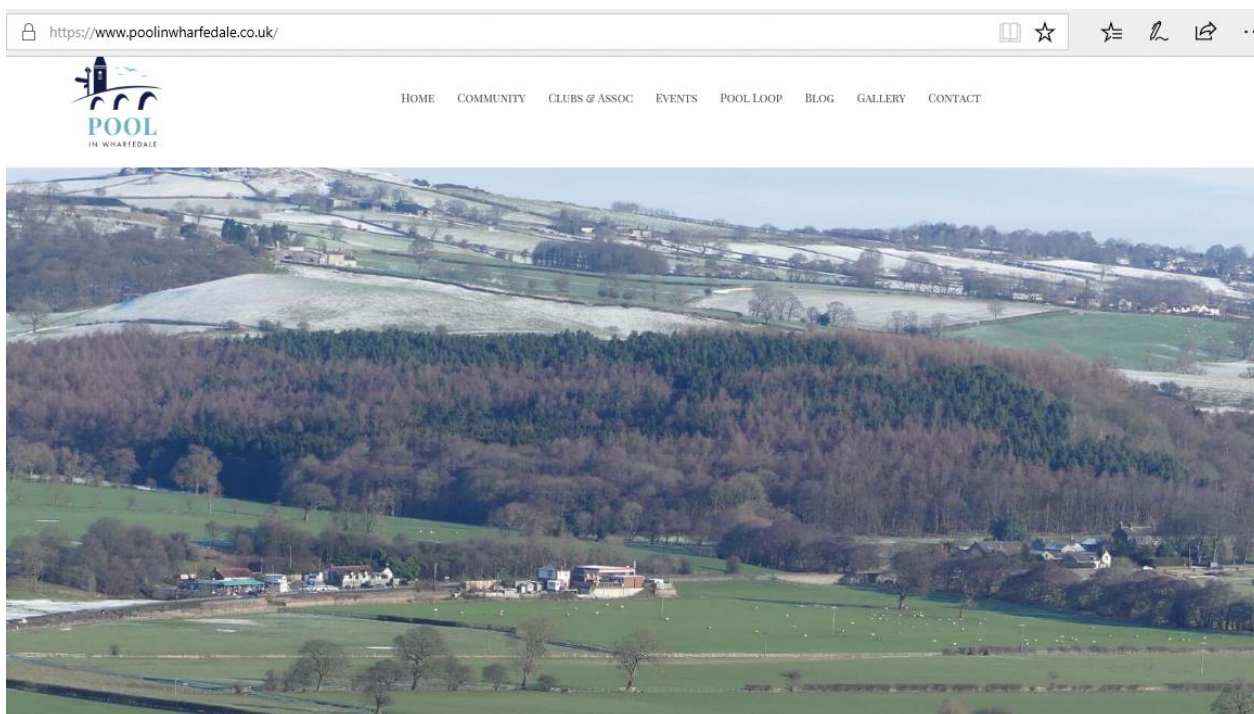
Monitoring Information

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

30. Detailed below is a project update that the Communities Team has received since the last meeting of the Community Committee in 2nd December 2019:

31. Pool-in-Wharfedale Community Website

The website went live on 4th February and includes pages for the Village Hall, the Riverside Park and the Sports and Social Club. In addition the site has links to other village sites: Pool School, the Parish Council, the C of E and the Methodist Churches, the Football and Cricket Clubs, the History of Pool site, the Women's Institute and the Upper Pool Village Hall, making it a comprehensive catalogue for village Social media platform sites in the village: Pool-in-Wharfedale Village Group (1000 members) and the Things You Remember Group (495 members) to the current Pool Enews Group (200 members) will be linked. Many of the group member names will be identical across the three sites, however it is certain we will access in excess of 1,000 people with our bi-weekly newsletter/blogs. This represents over 50% of the residents of Pool. This will more than meet our original target audience for the website.



Youth Activities Fund Position 2019/20

- 32. The total available for spend in Outer North West Community Committee in 2019/20, including carry forward from previous year, was **£79,606**
- 33. The Community Committee is asked to note that so far, a total of **£60,459.21** has been allocated to projects, as listed in **Table 2**.
- 34. The Community Committee is also asked to note that there is a remaining balance of **£311.79** in the Youth Activity Fund. A full breakdown of the projects is available on request.

TABLE 2: Youth Activities Fund 2019/20

	Total allocation
Income 2019/20	
Carried forward from previous year	£28,466
Total available (including brought forward balance) for schemes in 2018	£79,606
Schemes approved in previous year to be delivered this year 2019/20	£20,440
Total available budget for this year 2019/20	£59,166

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Projects 2019/20	Amount requested from YAF (£)
Total available budget for 2019/20	£59,166
Children's Voice Event 2019	£1,287
Project ACamps – All Sports and Cooking	£1,880
Mini Breeze at Bramhope and Yeadon	£7,200
Day In The Woods	£2,610
Oddballs Theatre & Hullabaloo Children's Orchestra	£4,917
ONW Holiday Projects	£6,545
Yeadon Youth Project	£1,900
Yoga – Body and Mind	£5,640
Area Activity programme	£5,800
Multi-Activity & Swim Camp	£5,016
Digital Stories using Spheros	£4,901
Holiday Activity Dance Camp - Summer 2019	£2,250
Mental Fitness – Summer Dance and Drama	£1,150
ONW 12+ Outdoor Activities Project	£1,120
Project ACamps – All Sports and Cooking.	£2,270
School Summer Holiday Sports Camps	£1,793
Inters Youth Group	£5,872
Total spend against projects	£60,459.21
Remaining balance	£311.79

Small Grants and Skips Budget 2019/20

35. Community Committee ward members approved a small grants and skips budget of **£10,534**.

- Adel & Wharfedale £3,000
- Guiseley and Rawdon £3,000
- Horsforth £1,534
- Otley & Yeadon £3,000

36. There is currently a remaining balance of **£4,275** detailed in **Table 3**.

TABLE 3: Small Grants and Skips 2019/20

Ward Projects	£	Ward Split			
		Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Targeted Holiday Diversionary Activities	£2,200	£550	£550	£550	£550
Breeze Holiday Camps Music Centre Summer School	£907.50		£907.50		
Improvements to the St Helena's Community Social Club Hub	£353.75	£88.44	£88.44	£88.44	£88.44

PHAB Club Grant for qualified staffing to support PHAB volunteers	£596.71	£331.51	£66.30	£132.60	£ 66.30
Adel Neighbourhood Street Party	£500.00	£500.00			
Guiseley Clock	£540.00		£540.00		
Skip for Arthington Parish Council	£153.91	£153.91			
Skips x3 for Otley Carnival Committee	£386.73				£386.73
Skip for Kirklane Allotment Association	£149.16		£149.16		
Skip for Crowtrees Gardens Association	£149.16		£149.16		
Skip for Otley Victorian Fayre	£175.16				£175.16
Skip for Moor Lane Allotments	£149.16		£149.16		
Totals	£6,261.24	£1,623	£2,599	£771	£1,266
Balance remaining (total/per ward)	£4,275	£1,377	£401	£763	£1,734

Capital Budget 2019/20

37. The Outer North West Community Committee has a capital budget of **£44,123** available to spend, as a result of new capital injections. Members are asked to note the capital allocation broken down by ward and summarised in **Table 4**.

TABLE 4: Capital 2019/20

	Total	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Capital Injection March 2019	£6,800	£1,700	£1,700	£1,700	£1,700
Starting totals	£	£	£	£	£
Bramhope Village Hall Project Phoenix Phase 2	£9,200	£9,200			
Rawdon Cricket club- Clubhouse alterations and improvements	£7,000		£7,000		
Horsforth Hall Park – New Play Equipment (£14,472 to come from wellbeing)	£21,215			£6,742.50	
Puritan Chapel repointing- Bramhope parish council (match funded)	£3,750	£3,750			
Capital injection November 2019	£2,700	£675	£675	£675	£675
Balance remaining (per ward)	£68,117	£9,389	£13,715	£675	£20,344

Community Infrastructure Levy (CIL) Budget 2019/20

38. The Community Committee is asked to note that there is **£121,738.98** total payable to the Outer North West Community Committee with **£121,738.98** currently available to spend. The breakdown is as follows Adel & Wharfedale **£7,237.20**, Guiseley & Rawdon, **£114,161.75**, Otley and Yeadon **£340.03** which is detailed in **Table 5**.

TABLE 5: Community Infrastructure Levy (CIL) 2019/20

Name of project	Date	Total amount	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
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Extension of play space at Guiseley Primary school (MUGA)	September 2019	£13,000		£13,000		
Total:						
Remaining Balance:		£121,738.98	£7,237.20	£114,161.75	£0	£340.03

39. 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.

Corporate Considerations

Consultation and Engagement

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

Equality and Diversity/Cohesion and Integration

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

Council Polices and City Priorities

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

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

Resources and Value for Money

43. Aligning the distribution of community wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.

Legal Implications, Access to Information and Call In

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

Risk Management

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

Conclusion

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

Recommendations

47. Members are asked to note:

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



Report of: Head of Stronger Communities

Report to: Outer North West Community Committee

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

Report author: Jonny Russell - 0113 37 85798

Date: 2nd March 2020

to note

Outer North West Community Committee - Update Report

Purpose of report

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

Main issues

Updates by theme:

Children and Families: Councillor Pat Latty

3. 90 young people attended the youth summit event at Civic Hall on Tuesday 11th February from 15 local schools and youth partners. All of the young people were fantastic representatives for their school or youth group. Schools/groups attending included: Adel St John the Baptist C of E Primary School, St Marys Catholic Voluntary Academy, Otley All Saints C of E Primary School, Westgate Primary School, Rufford Park Primary School, The Froebelian School, West End Primary School, Westbrook Lane Primary School, Broadgate Primary School, St Margaret's C of E Primary School, Horsforth Featherbank Primary School, Guiseley School, Prince Henrys Grammer School, Yeadon Westfield Junior School. Feedback received on the day was very favourable.
Feedback submitted by young people for youth activities will be collated and this will be passed on to local councillors to influence decision making around youth activities.



Environment: Councillor: Barry Anderson

4. Councillor Anderson to provide a verbal update.

Workshop took place on Friday 14th February at Greenacre Hall. The workshop included the Climate Change Emergency Strategy, Climate Emergency proposals including tree planting, relaxed mowing, Waste Service Review update, updates on National Resources and Waste Strategy and what that means for Leeds and a presentation on recycling.



Community Safety: Councillor Barry Anderson

5. Councillor Anderson to provide a verbal update.

Transport- Cllr Wadsworth

6. Sub group met on Friday 6th December 2019.

Employment, Skills & Welfare: Councillor Ryk Downes

Health, Wellbeing and Adult Social Care: Councillor Graham Latty

7. The Health, Wellbeing and Adult Social Care sub group will meet in March 2020.

Updates from services

Health and Wellbeing update February 2020

8. Looking out for vulnerable citizens during cold weather in 2020 -Become a Winter Friend-
9. Winter friends support people most at risk from winter-related health conditions in Leeds. By watching this video you can become a Winter Friend and help those most in need to increase their winter resilience.

Winter Health Advice for the over 55's

10. Straight forward advice from the meteorological office for the over 55's on staying healthy during spells of cold weather. For more information please visit;
11. <https://www.metoffice.gov.uk/weather/warnings-and-advice/seasonal-advice/health-wellbeing/winter-health-advice-for-over-55s>
12. . Looking out for our Neighbours -Reach Out to a Neighbour This Winter-
13. The Looking Out for Our Neighbours campaign returns to combat loneliness and social isolation this winter. Small acts of kindness can create a big difference and that's why we're bringing back this campaign.
14. The winter phase, has been launched and builds on the success of the campaign earlier this year when local people carried out over 46,000 acts of kindness in their local Neighbourhoods across Bradford district and Craven; Calderdale, Harrogate, Kirklees, Leeds and Wakefield.
15. During winter months, 'Looking out for our neighbours' is particularly important, as those who are older or vulnerable can easily become isolated or lonely as a result of bad weather or the added social pressure that comes with the festive season.
16. According to research from Age UK, over one million older people say they go more than a month without speaking to a friend, neighbour or family member.

Community Hubs Update

Otley Community Hub

17. The Story and Rhyme Time continues to grow. A special event with Santa attending, and mince pies and coffees for the parents/carers was held December. The Librarians supported visiting storytellers and Activities: Wrongsemble, A Witches Tale. Multi-

Sensory Social Otley Science Festival. 2 events were held in the Library – Litcraft & Twine

18. The Cards for Good Causes sale did really well selling £3,500 worth of cards for charity

Guiseley Library

19. As reported previously the joiners and Library footfall continue to grow. We are awaiting official statistics. On customer feedback some people cannot believe how well the library, sports activities and café have integrated together. "You could spend the day there"

20. There is now new seating and activity area upstairs on the mezzanine floor that will shortly be equipped with books.

21. The Librarian held a Special Storytime for Halloween with cauldron and props and are very well attended. Monthly Chatterbooks sessions are held upstairs.

Yeadon Hub and Library

22. Yeadon Hub has hosted a drop in for Fostering for Leeds Librarians have delivered after school events: Sphero Zombies and Sphero Sorcery (Robots running around the floor)

23. For the first time Yeadon sold the Cards for Good Causes at Christmas and raised £850.

Housing Update: Outer Northwest Area – Horsforth Housing Management Office

Voids Levels (empty properties)

24. Housing demand within all areas of the Outer Northwest remains high especially for houses, with waiting times for all but all but one bedroom accommodation being significantly above the city-wide average.

Applicants on Band A bidding for a 1 bedroom property can expect waiting times as follows:

- Guiseley & Rawdon an average 54 weeks
- Otley & Yeadon, an average 52 weeks,
- Adel & Wharfedale an average 32 weeks
- Horsforth an average 40 weeks,
- **The Leeds average is 44 weeks.**

Applicants on Band A bidding for a 2 property can wait in

- Guiseley & Rawdon an average 70 weeks
- Otley & Yeadon, an average 61 weeks,
- Adel & Wharfedale an average 59 weeks
- Horsforth an average 51 weeks,
- **The Leeds average is 46 weeks.**

Applicants on Band A bidding for a 3 bedroom property can wait in

- Guiseley & Rawdon an average 86 weeks
- Otley & Yeadon, an average 72 weeks,
- Adel & Wharfedale an average 76 weeks
- Horsforth an average 64 weeks,
- **The Leeds average is 47 weeks.**

Applicants on Band A bidding for a 4 bedroom property can wait in

- Guiseley & Rawdon an average 117 weeks
- Otley & Yeadon, an average 76 weeks,
- Adel & Wharfedale an average 106 weeks
- Horsforth an average 69 weeks,
- **The Leeds average is 56 weeks.**

25. Work continues to reduce void levels by advertising properties on notice, viewing in repair when health and safety permits, and maintaining deadlines for customer proofs and lettings contact.

26. Viewings, sign ups and final fixes remains a priority with daily liaison with our contractors and contract management teams to secure timely property repairs and return.

Since April 2019 the number of properties we have allocated is as follows:

Ward Area (Wk33)	Properties Let 2019/20
Guiseley & Rawdon	21
Otley & Yeadon	51
Adel & Wharfedale	27
Horsforth	35
Total	134

The percentage of stock currently in void is as follows;

Ward Area (Wk33)	Total Stock	% of stock void
Guiseley & Rawdon	701	0.57% (No.4)
Otley & Yeadon	1393	0.65% (No.9)
Adel & Wharfedale	640	0.47% (No.3)
Horsforth	887	1.24% (No.11)
City Average	54,978	0.73% (No.403)

Income Collection

27. The Horsforth Housing Office has responsibility for management of council housing stock within the Guiseley & Rawdon, Otley & Yeadon, Adel & Wharfedale and Horsforth management area. Collection rates remain reduced from the same period in 2018/19 with Universal Credit contributing toward this along with significant turnover in staff.
28. Staff members continue to focus on income collection as a result, whilst having ongoing awareness individual tenant circumstances.
29. Officers provide appropriate advice and assistance to customers experiencing difficulties in relation to payment of rent, assisting with Universal Credit and other welfare benefits where appropriate to maximise their income and ability to sustain rent payments.
- 30.
31. Following recent recruitment, the Outer West/Outer Northwest area has seen an increase in our dedicated Enhanced Income Officers staffing resource who have specific role responsibilities for undertaking more complex support work of this type with customers where needed.
32. Additionally following successful recruitment, two part-time officers have been appointed to the longstanding fulltime Team Leader(Tenancy) vacancy at Horsforth, with a further longstanding part-time 21 hours Team Leader (Lettings) vacancy also being filled through staff transfer.

33. These appointments have increased capacity to manage both lettings and rent accounts more effectively to ensure court protocol compliance where recovery action on outstanding debt to the council is necessary.

Management Office	Collection Rate (BV66a) Wk31 Payment Week
Horsforth	97.05%

Annual Home Visits (AHVs)

34. The completion of annual home visits remains ongoing with staff working towards reaching the year-end AHV target of 100% of all tenancies visited within the current financial year.

35. The Horsforth office is currently achieving above milestone target at this point in the year, with the completions target set at 83% at Wk33 (12/11/19) and the office achieving 88.1% completions.

36. Work continues on successfully gaining access to a reducing number of tenancies where access has been not been secured in the previous 12-24 months, with enforcement action undertaken where appropriate.

Management Office	Annual Home Visits Completed Wk33
Horsforth	88.1% (2,652)
City total	79.7% (39,883)

Environmental Actions Estate Walkabouts

37. Housing officers continue to carry out the scheduled quarterly estate walkabouts identifying repair works, untidy gardens, tenancy breaches and potential environmental improvement works whilst out on site, often being accompanied by customers and ward members.

38. 100% of all scheduled quarterly estate walkabouts for 2019/20 have been successfully completed by the Horsforth Housing Management Office to date with positive engagement and support from ward members as appropriate.

Outer Northwest - Housing Advisory Panel Projects 2019/20

Outer Northwest - Housing Advisory Panel Project Considerations 2019/20	
1.	Farrar Lane Garden Consumables, Adel – to supply a storage shed and gardening supplies to Farrar Lane Retirement Living complex. Approved £609.14

2.	Union Court Garden Storage and outside furniture, Otley Approved £2593.00
3.	Duncan Avenue knee high fencing, Horsforth – to stop parking on grassed area – Funding Declined
4.	Kineholme Drive knee high fencing, Horsforth – to stop parking on grassed area – Funding Declined
5.	Bennet Court Sewing Club, Otley – to supply equipment for tenants of Bennet Court to run a sewing club Approved £958.71
6.	Fairfax Flats Bin Stores, Otley – to install two sets of bin storage and bins at the flats – Approved £8,945
7.	Adel Crag Community Association banner and shelter – to supply a community group with a banner and event shelter. Approved £302.98
8.	Whiteley Croft garden party and BBQ, Otley Approved £536.35
9.	Wharfedale View iPads, Yeadon – to supply the retirement life team with iPads to facilitate regular ICT sessions Approved £1,873.75
10.	St James Walk and Drive Landscaping, Horsforth – Approved £1,817.10
11.	Holtdale Garth Drying area, Adel – To remove drying area that is being used for fly-tipping – Approved £1,050.00
12.	Queensway Bin Stores, Yeadon – To install bin store and appropriate bins at 113 Queensway flats Approved £3,268.46
13.	Shakespeare Garages Fence, Guiseley – To replace a rotting wooden fence around the area of the garages at Shakespeare Road. Approved £4,335.40
14	Moorhaven Court Supported Housing Complex Seating. Approved £468.84
Total Spend To Date	
£ 26, 289.89	

39. Summer Bands in the park 2020- Funded by the ONW community committee.

Below are the dates that are booked and the bands that are performing for the concerts sponsored by Outer North West Community Committee:

Micklefield Park, Rawdon:

Sunday 12 July - Stroke of Genius Big Band

Nunroyd Park, Guiseley:

Sunday 21 June - Spa Sax

Springfield Park, Guiseley

Sunday 16 August - Guiseley Brass Band

Tarnfield Park, Yeadon:

Sunday 31 May - Leeds Sax Quartet

Wharfemeadows Park, Otley:

Sunday 28 June - Herr Jens's Band

Concert sponsored by Otley Town Council:

Wharfemeadows Park, Otley:

Sunday 19 July - Otley Brass Band

Concert sponsored by Arts Planning team of Leeds City Council:

Tarnfield Park, Yeadon:

Sunday 5 July - Guiseley Brass Band

40. All the concerts last between 2.30pm - 4.30pm.

Community Engagement: Social Media

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

Corporate Considerations

Consultation and Engagement

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

Equality and Diversity/Cohesion and Integration

43. All work that the Communities Team are involved in is assessed in relation to Equality, Diversity, Cohesion and Integration. In addition, the Communities Team ensures that the wellbeing process for funding of projects complies with all relevant policies and legislation.

Council Polices and City Priorities

44. Projects that the Communities Team are involved in are assessed to ensure that they are in line with Council and City priorities as set out in the following documents:

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

Resources and Value for Money

45. Aligning the distribution of community wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.

Legal Implications, Access to Information and Call In

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

Risk Management

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

Conclusions

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

Recommendations

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

Background documents¹

50. None.

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting Accordingly this list does not include documents containing exempt or confidential information, or any published works Requests to inspect any background documents should be submitted to the report author.



Outer North West Community Committee

FACEBOOK highlights

2nd December 2019 – 14th February 2020

Since 2nd Decemberr 2019 the Outer North West Community Committee Facebook page has gained: **15 new page 'likes'** (and currently has) **676 followers**.

There are two things to note in general:

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

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

By far the most popular post since the 2nd December was the posting regarding Leeds City Council Outer North West Community Committee. The post:

- **has 7 likes**
- **has reached a total of 565 people**

The following are screenshots of the most popular two posts since the 23rd September. Alongside it are the figures for how many people were 'reached' and how many people 'engaged' with the post.

1st Place –Youth Activity Funding Round 2020-2021

The post had 25 post clicks, with 7 likes.

Leeds City Council Outer North West Community Committee
Published by Jonny Lcc [?] · 20 December 2019 · 🌐

The Outer North West Community Committee Youth Activity Funding Round 2020-2021 is now open for applications.

Youth Activity Fund

Outer North West Leeds 2020/21

DO YOU RUN GREAT ACTIVITIES FOR CHILDREN AND YOUNG PEOPLE?

THEN WE WANT TO HEAR FROM YOU!

The **Outer North West Community Committee** is looking for partners to run interesting and exciting activities in **Adel & Wharfedale, Guiseley & Rawdon, Horsforth and Otley & Yeadon** which will positively engage children and young people.

If you are able to provide fun, engaging and learning activities then we want to hear from you. Examples include sports, DJ-ing, cooking, dance & drama, arts & crafts, outdoor adventures and fun days!

Activities should take place after school hours, at weekends or

Performance for your post

565 People Reached

17 Likes, Comments & Shares

7 Likes	2 On Post	5 On Shares
1 Comments	1 On Post	0 On Shares
9 Shares	9 On Post	0 On Shares

24 Post Clicks

6 Photo views	0 Link clicks	18 Other Clicks
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NEGATIVE FEEDBACK

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

Reported stats may be delayed from what appears on posts

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Report of: The Head of Stronger Communities

Report to: Outer North West Community Committee

Report author: Debra Taylor-Tate, Head of Unplanned Care, NHS Leeds Clinical Commissioning Group (CCG) 0113 84 35470

Date: 2 March 2020

To note

Update paper: Urgent Treatment Centers and public awareness campaigns

Purpose of report

1. To provide the Outer North West Community Committee with an update on Urgent Treatment Centres and public awareness campaigns that will be of interest in the Outer North West Community Committee Area.

Main issues

2. The report is provided at the specific request of the Community Committee
3. The report outlines the progress made by the CCG in establishing urgent treatment centers in Leeds as well as awareness campaigns that members may wish to support.
4. There will be an opportunity for questions from elected members and residents after the presentation.

Recommendations

5. The Outer North West Community Committee is asked to note the contents of the report that will be provided by NHS Leeds CCG, attendee to be confirmed
6. Members are asked to support the awareness campaigns and share within their networks

Purpose of paper

To provide Members with an update on our progress in delivering five urgent treatment centers in Leeds. In addition we're requesting the support of Members for our public awareness campaigns on a range of health topics.

Outcome of public engagement

7. In early 2019, we attended or provided update reports to Community Committees in Leeds about our proposals to establish five urgent treatment centres in the city. Before we could develop our programme further, in line with our statutory duties, we undertook a 12 week public engagement exercise running from 21 January 2019 to 15 April 2019.
8. The public engagement asked people about their experiences of using urgent care services, how they currently access those services and their views on our proposal to site the fifth centre in the Seacroft area. It's worth noting that the sites for the other four centres used existing estate – two being community-based at Wharfedale Hospital and St George's Centre in Middleton and two being hospital-based at Leeds General Infirmary and St James's University Hospital.
9. The key points, following an independent analysis of over 3,000 responses, are as follows:
 - 72% of people believed that Seacroft is the correct location for the fifth urgent treatment centre;
 - 77% of people believed the opening hours of 8am-11pm were right for the community-based urgent treatment centres; and
 - most people believe that the proposals will improve access.
10. Once the formal engagement was completed, we've continued to look for opportunities to involve local citizens in our work to set up urgent treatment centres in the city. Most recently we held an event on 27 September 2019 at Leeds City Museum where people had the opportunity to find out more about the results of our formal engagement that took place earlier this year.
11. We remain committed to making our urgent treatment centres as accessible as possible and will work with individual patients and patient representative groups to do this.
12. We've been actively working with and seeking guidance from elected members in the city primarily through the Scrutiny Board (Adults, Health and Active Lifestyles). We've also worked closely with the Health and Wellbeing Board. In addition we've provided updates to elected members through established routes including email updates where appropriate to do so.
13. All our engagement documents, including the final evaluation report can be accessed from the CCG's website: www.leedsccg.nhs.uk/get-involved/your-views/urgent-treatment-centres/
14. Our independent analysis of our engagement includes an equality impact assessment highlighting the likely positive or negative issues that could affect people belonging to the protected characteristics as defined by the Equality Act 2010.

Progress on community-based urgent treatment centers

15. St George's Urgent Treatment Centre received official designation from NHS England at the start 2019, although all necessary work to meet the mandate was completed in December 2018.

16. On 21 January 2020 we received official designation from NHS England for our urgent treatment centre at Wharfedale Hospital.
17. To manage demand we have only undertaken very local communication activities, when we are in a position to promote the urgent treatment centres more widely we would very much welcome your support.
18. At this stage we're encouraging people to use NHS 111 when they have an urgent, but not an emergency, care need. This means we can ensure people access the right service at the right time and with the right healthcare professional. NHS 111 can also offer direct booking into the urgent treatment centres. This reduces waiting times for people who may normally look to walk-in and wait to be seen.

Progress on co-located urgent treatment centers

19. We continue to work closely with Leeds Teaching Hospitals NHS Trust to develop plans to set up two co-located urgent treatment centres that sit alongside the city's two accident and emergency departments. As members will have noted, Leeds has now received confirmation of national funding for two new hospitals to be built at the Leeds General Infirmary site. This means the co-located urgent treatment centre at the LGI site will need to be included in the wider estates transformation work. At this stage we are unable to give an accurate estimate as to when this work will start and when it will be completed.
20. We are now considering having a single phase approach to creating an urgent treatment centre at St James's Hospital so that it is immediately based at its permanent location. This is the Ground Floor, Chancellor Wing. An options appraisal has been written regarding how best to migrate the walk-in centre from the Burmantofts Health Centre up the road into St James's Hospital. The project steering group has unanimously agreed that the best option is - for a very short period of approximately two to four weeks - of dual running the walk-in centre and the co-located urgent treatment centre at St James's before completely moving from Burmantofts Health Centre. This dual running will take place once any necessary refurbishment works have been completed and we can run an urgent treatment centre at St James's Hospital.
21. We would like to remind Members that once the services from the walk-in centre in Burmantofts have been migrated to St James's Hospital, we'll no longer be offering a walk-in service at Burmantofts Health Centre. Our proposals do not affect any other services provided from Burmantofts Health Centre. Prior to formalising our proposals we ran a six week public engagement exercise from October to November 2018, working closely with elected members for the Richmond Hill and Burmantofts and Harehills and Gipton wards.

Seacroft site

22. Following our formal engagement exercise earlier this year and the subsequent independent analysis, we are progressing our discussions regarding a fifth urgent treatment centre in the city of Leeds, within the Seacroft area. Our current timescales would see this site being the final one of the five urgent treatment centres to open in the city.

Timescales

January 2019	St George's Centre officially an urgent treatment centre
September 2019 to early 2020	Wharfedale Hospital site reconfigured so that it can receive official designation as an urgent treatment centre
September 2019 to March 2021	St James's Hospital site reconfigured so that we can set up a co-located urgent treatment centre. This is to include the migration of the walk-in centre (dates to be confirmed), including a short period where we will dual run both sites
September 2019 to TBC	Leeds General Infirmary site to host a co-located urgent treatment centre. Exact dates to be confirmed as a much larger estate project underway called 'Building the Leeds Way'.
September 2019 to TBC	Identify suitability of site in Seacroft to host an urgent treatment centre before starting any estate reconfiguration work. Project group yet to be established.

HEALTH AWARENESS CAMPAIGNS – WE WOULD WELCOME YOUR SUPPORT

Big Thank You campaign

23. The award winning Big Thank You campaign is back, encouraging people across the city to say thank you to others that help them when they need them the most. This is a great opportunity to say a very public thank you to anyone you think is deserving of one. This could be a neighbour or someone in your community that probably goes unrecognised for all they do. Alternatively you might want to say thank you to a service that's helped you – this could be an NHS service, a council service or indeed the wonderful work carried out by our community groups.

24. If you need inspiration, before you say thanks have a look at the gallery www.bigthankyouleeds.co.uk

Getting serious about antibiotics

25. With the overuse and misuse of antibiotics being seen as a serious threat to the effectiveness of future treatments even for common health conditions, it's time we all took action. In Leeds we have set up the Seriously Resistant campaign to get people thinking about how they can ensure antibiotics work for us and future generations. This nationally recognised campaign encourages people to find out how they can make the best use of antibiotics, when they're not needed and gives people a chance to pledge their support.

26. We have a number of resources available for any events you may be running in the community including our 'Doug the Bug' mascot, selfie frames and much more. If you're holding an event and would like to make use of the resources do get in touch Leedsccg.comms@nhs.net

27. Find out more and show your support www.seriouslyresistant.com

Looking out for our neighbours

28. We're very proud to be supporting West Yorkshire and Harrogate Health and Care Partnership's community campaign 'Looking out for our neighbours' with the latest phase focusing on helping prevent loneliness and social isolation this winter.
29. This phase builds on the success of the campaign earlier this year when local people carried out over 46,000 acts of kindness in their local neighbourhoods across Bradford district and Craven; Calderdale, Harrogate, Kirklees, Leeds and Wakefield. 72% of people believed that the campaign has made a positive difference to their neighbours' wellbeing and now the Partnership wants to encourage even more people to get involved.
30. Get involved today and download lots of useful resources, including winter warmer recipes to share with someone nearby, www.ourneighbours.org.uk

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Report of the City Solicitor

Report to: Outer North West Community Committee, [Adel & Wharfedale, Guiseley & Rawdon, Horsforth and Otley & Yeadon]

Report author: Gerard Watson, Senior Governance Officer, 0113 37 88664

Date: Monday 2nd March 2020

For decision

Dates, Times and Venues of Community Committee Meetings 2020/2021

Purpose of report

1. The purpose of this report is to request Members to give consideration to agreeing the proposed Community Committee meeting schedule for the 2020/2021 municipal year, whilst also considering whether any revisions to the current meeting and venue arrangements should be explored.

Main issues

Meeting Schedule

2. The Procedure Rules state that there shall be at least four ordinary or 'business' meetings of each Community Committee in each municipal year and that a schedule of meetings will be approved by each Community Committee. In 2019/20, this Committee is scheduled to hold four meetings.
3. To be consistent with the number of meetings being held in 2019/20, this report seeks to schedule four Community Committee business meetings as a minimum for 2020/21. Individual Community Committees may add further dates as they consider appropriate and as the business needs of the Committee require. The proposed schedule has been

compiled with a view to ensuring an even spread of Committee meetings throughout the forthcoming municipal year.

4. Members are also asked to note that the schedule does not set out any Community Committee themed workshops, as these can be determined by the Committee throughout the municipal year, should Members feel appropriate.
5. The following provisional dates have been agreed in consultation with the Localities team. As referenced earlier, this report seeks to schedule a minimum of four Community Committee business meetings for 2020/21 in order to ensure that the dates appear within the Council's diary. Individual Community Committees may add further dates as they consider appropriate and as business needs of the committees require.
6. For this municipal year, efforts have been made to try and avoid scheduling multiple Community Committee meetings on the same day, in order to allow for attending officers to be present at as many Committees as possible when taking reports to all 10 Committees during a cycle.
7. The proposed meeting schedule for 2020/21 is as follows:
 - **Monday 29th June 2020 at 1.30pm**
 - **Monday 21st September 2020 at 1.30pm**
 - **Monday 30th November 2020 at 1.30pm**
 - **Monday 8th March 2021 at 1.30pm**

Meeting Days, Times and Venues

8. Currently, the Committee meets on a Monday at 1.30pm, and the proposed dates (above) reflect this pattern.
9. Meeting on set days and times has the advantage of certainty and regularity, which assists people to plan their schedules. The downside might be that it could serve to exclude certain people i.e. members of the public, for instance, who have other regular commitments on that particular day or who might prefer either a morning or afternoon meeting or a meeting immediately after normal working hours. Therefore, the Committee may wish to give consideration to meeting start times and venue arrangements which would maximise the accessibility of the meetings for the community.
10. Members may also wish to take this opportunity to consider and agree any appropriate meeting venue arrangements for the forthcoming municipal year.

Options

11. Members are asked to consider whether they are agreeable with the proposed meeting schedule (above), or whether any further alternative options are required in terms of the number of meetings, start times or venue arrangements.

Corporate considerations

10a. Consultation and engagement

The submission of this report to the Community Committee forms part of the consultation process as it seeks the views of Elected Members with respect to the Community Committee meeting schedule and venue arrangements.

In compiling the proposed schedule of meeting dates and times, the current Community Committee Chair and colleagues within the Localities team have been consulted.

10b. Equality and diversity / cohesion and integration

In considering the matters detailed, Members may wish to give consideration to ensuring that the Community Committee meeting arrangements are accessible to all groups within the community.

10c. Legal implications, access to information and call in

In line with Executive and Decision Making Procedure Rules, the power to Call In decisions does not extend to decisions taken by Community Committees.

10d. Climate Emergency

When considering potential meeting venues, Members may want to take into consideration the accessibility of venues via public transport / active travel links, in line with the wider consideration being given to addressing the Climate Emergency, as previously declared by the Council.

Conclusion

11. The Procedure Rules require that each Community Committee will agree its schedule of meetings and that there shall be at least 4 business meetings per municipal year. In order to enable the Committee's meeting schedule to feature within the Council diary for 2020/21, Members are requested to agree the arrangements for the same period.

Recommendations

13. Members are requested to consider the options detailed within the report and to agree the Committee's meeting schedule for the 2020/21 municipal year (as detailed at paragraph 7), in order that they may be included within the Council diary for the same period.
14. Members are requested to give consideration as to whether they wish to continue with the Committee's current meeting and venue arrangements or whether they would like to request any amendments to such arrangements.

Background information

- Not applicable

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Greenacre Hall - 55 New Rd Side, Rawdon, Leeds LS19 6DD



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