

DRAFT

BASELINE STATEMENT OF SERVICES

By Leeds City Council (The Council)

for Leeds Business Improvement District's (Leeds BID)
2025-30 term.

Dated:

CONTENTS

1. Introduction	-	3
2. LeedsBID Geographical Area	-	4
3. License	-	6
4. Monitoring and Review	-	6
5. Termination	-	7
6. Schedule of Council Services	-	8
Statutory services		
A. Cleansing service		
B. Safer Leeds		
7. Schedule of Council Services		
Non statutory services		
A. Cleansing service		
B. Safer Leeds		
C. Arts & Events		
D. Visitor Economy		
E. City Centre Management		
8. Collaboration	-	33

1. INTRODUCTION

Leeds City Council and Leeds Business Improvement District are committed to working collaboratively in ensuring Leeds city centre is well managed, promoted and successful.

The BID Regulations (England) 2004 require a BID Proposal to contain "...a statement of the existing baseline services (if any) provided by the *relevant billing authority or other public authority..." (Schedule 1, 1 (1) (b)).

There is no defined term for 'statement of baseline services' within the act, so this document sets out an overview of those Council services which are, or may be, provided or enhanced or added-to by Leeds BID.

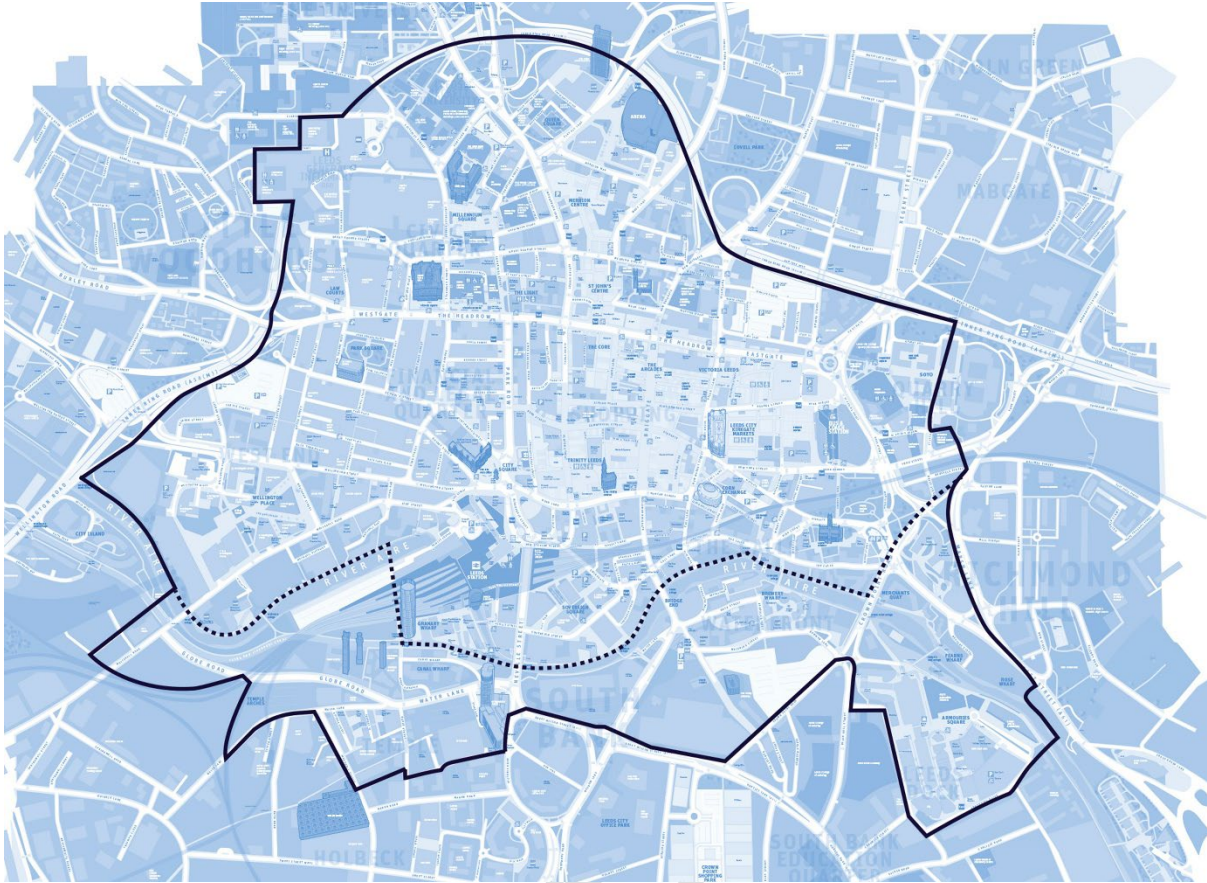
Purpose

The purpose of setting out a Baseline Statement of Services is to:

1. Enable LeedsBID to demonstrate the principle of additionality of its products and services, over and above those delivered by Leeds City Council, thereby providing evidence that the projects and services by the LeedsBID are in addition to, and not a replacement for, such services that businesses already receive;
2. Enable Leeds City Council to demonstrate that its services are not being diminished or withdrawn as a direct consequence of LeedsBID's additionality of provision, where services are compatible;
3. Provides clarity on the some of the statutory obligations and non-statutory services delivered by the council within the LeedsBID area;

2. LEEDSBID GEOGRAPHICAL AREA.

For the avoidance of doubt, the area shown below delineates the operating geographical boundary of LeedsBID in the LeedsBID term 2025 –2030.



RECITALS

- I. **Leeds City Council** (The Council) is the local authority for the purposes of the Local Government Act 2003 and is responsible for providing the schedule of services within the LeedsBID Area above as set out in sections 6 and 7 of this agreement.
- II. **Leeds Business Improvement District** (LeedsBID) is the BID Company and responsible for the management and operation of LeedsBID and for achieving the objectives and aspirations set out in the LeedsBID Proposal and business plan 2025-2030.
- III. The agreement sets out for the avoidance of doubt, the purpose and objectives starting on page 3 and outlines the arrangements in place agreed by both parties.

3. LICENSING OF THE LEEDS BID STREET RANGER'S 'NORMAL' OPERATIONS

Many of the activities performed by LeedsBID and set out in its business plan take place on the public highway.

Leeds City Council recognises the positive work carried out by the LeedsBID Street Ranger Team, which delivers a street washing/deep clean service across the city centre, every day.

For the period of 2025-2030, Leeds City Council will not require permits to be submitted for the day-to-day mobile and short-duration works which are the 'normal' operation of the LeedsBID Street Ranger team.

This is on the basis that the Street Ranger team follow the principles contained within the nationally recognised Safety of Streetworks and Roadworks Code of Practice (commonly known as The Red Book). Operations of longer duration involving closures or the diverting of pedestrians should be first discussed with the Council's Network Management team.

Leeds City Council does not accept any liability for damage/accidents/incidents arising from the work of the LeedsBID Street Ranger Team.

Exercise of the Council's Powers

Nothing contained in this Agreement or implied in it shall prejudice or affect the rights, discretions, powers, duties and obligations of the Council under all statute, byelaws, statutory instruments orders and regulations in the exercise of its functions as a local authority.

4. MONITORING AND REVIEW

Leeds City Council and LeedsBID will jointly set up an appropriate operational standards forum to serve as a collaborative monitoring and review group to manage any issues arising out of this document, and the obligations that have been agreed.

Approach:

- A. Forum to include a senior council representative with appropriate portfolio;
- B. Forum to include senior representatives from LeedsBID as determined;
- C. To meet on a quarterly frequency as a minimum timeline;
- D. Record actions and resolutions agreed and ensure delivery of solutions

5. TERMINATION

This baseline agreement can be terminated upon any of the following occurring:

- (a) the expiry of the Leeds BID term provided that in the event Leeds BID is renewed after the Leeds BID term this Agreement shall, subject to the consent of both parties and any variations they may agree, continue to remain in force and of full effect;
- (b) the early termination of Leeds BID and the giving of relevant notices as required by the BID Regulations 2004; or
- (c) the agreement of both parties.

6. SCHEDULE OF COUNCIL SERVICES - STATUTORY

STATUTORY SERVICES

The activities described below are part of Leeds City Council's statutory responsibilities at the time of writing.

A. CITY CENTRE CLEANSING SERVICE

- 1.1 Leeds City Council currently provides a **24 hour/7 day a week/362 days a year** cleansing service within Leeds city centre with regards to its statutory duty in accordance with the Environmental Protection Act 1990. Broadly, the intention of this statutory duty is to ensure that areas of public highway and local amenity are kept to a reasonable level of cleanliness, particularly in respect of 'litter and detritus'.

Duties of the City Centre Cleansing and Environmental Enforcement Team include mechanical and manual sweeping, manual litter picking, litter bin emptying, fly tip removal and graffiti removal on areas that are not privately owned.

Most other authorities do not provide such a comprehensive 24 hour service but it has been accepted by Leeds City Council due to the size, accessibility and thriving night time economy within the City centre, to provide this level of cleansing as a service in meeting its statutory obligations.

1.6 **Removal of street litter/Litter Bins emptying**

This process starts at 06:00hrs each day and continues until 22:00hrs in the City Centre 7 days a week. There are approximately 600 litter bins within the City Centre and South Bank areas. There are different types of litter bins in different locations.

These include:

General waste bins – the majority are 80 litres in addition to some 240ltr capacity bins, alongside a number of solar compacting bins. The team aims to empty the general waste bins as often as is required to ensure they do not overflow, and that there is capacity within them. Each general waste bin within the LeedsBID area will be emptied at least twice per

day, but much more often in high usage areas such as the pedestrianised shopping area, where some bins can be emptied 10 times a day.

Yellow 're-cycling on the go' bins. These are for plastics and cans and were introduced as part of the hugely successful and award winning 'Leeds by Example' scheme to introduce an on street re-cycling offer within the City Centre. There are over **70** of these in different sizes across the city centre. The team aims to empty the yellow recycling bins as often as is required to ensure they do not overflow, and that there is capacity within them. On average they are emptied 3 times per week as part of a bespoke collection process (to ensure the waste is recycled properly).

Orange coffee cup bins. These bins are in place with the specific of improving rates of recycling of coffee cups. There are **5** of these bins on street. They are emptied twice per week using a bespoke collection process.

Bin Care and Cleansing

The intention is to ensure bins are kept in a reasonably clean and well maintained condition. This is done through regular wiping down and liner cleaning. In the pedestrianised area, the high usage bins receive a deeper clean about once per week.

The team makes use of external funding streams and Highway Improvement projects to renew the bin stock wherever possible.

1.7 Manual litter collection and sweeping activities

The Litter collection process described below is part of the team's delivery of the Council's obligations under the Environmental Protection Act 1990.

Operationally, the team is flexibly deployed to respond to day-to-day fluctuations in demand. The team's management deploy resources in real time to respond to varying priorities and needs.

The team's core hours are 07:00hrs and 18:00hrs, 7 days a week. 8 x Attendants operate throughout the City Centre on pre-determined routes (The map attached shows the litter picking routes/zones that currently exist). The whole LeedsBID area is covered by these routes, aside from private land. The attendant takes with them a 'barrow'. The barrow contains the tools and equipment needed to carry out a wide range of environmental tasks within their defined area of responsibility. These tools include: litter picking tongs, litter collection bags, a brush and shovel, a hoe, a pair of snips for cutting cable ties, a spray bottle with disinfectant, cloths, anti-graffiti wipes, ambercil graffiti removal

spray and a scraper. This approach results in the team being multi-functional and responsive to a range of smaller tasks (like small scale graffiti removal).

1.8 **Mechanical Sweeping**

The sweeping process described below is part of the team's delivery of the Council's obligations under the Environmental Protection Act 1990. The mechanical sweeping team work every night throughout the year with the exception of Christmas Day, Boxing Day and New Years Day (and during periods of exceptional winter weather).

If the maximum number of drivers are available, the team has the ability to deploy a mechanical footpath sweeper between 07:00hrs and 18:00hrs 7 days a week. The 'day sweeper' if/when deployed will sweep a designated area of the City Centre – mainly around the main night time economy focussed areas and also around the main shopping areas and transport hubs such as the Bus & Coach and Train Stations. This deployment is not prescriptive. Instead it responds to need as it arises in real time. There is also a seasonal element to the sweeping where during the autumn the 'day sweeper' has a separate set of maps which cover areas of the City Centre and South Bank that sees the heaviest amount of leaf fall and has the most trees.

Starting at 22:00hrs and working until 08:30hrs 7 nights a week the team contains 2 x mechanical footpath sweepers and 1 x larger mechanical sweeper (to sweep the channels/kerb edges). The staff are given assigned routes to sweep each night that covers every area/street within the City Centre and South Bank areas Monday to Thursday. Friday to Sunday (due to increase in footfall through the night) the vehicles are targeted at the main bar/entertainment/fast food areas.

The staff employed in the nights role also have the ability to empty litter bins or use the wash vehicle but these are only usually deployed in an emergency situation or on the quieter nights.

1.9 **Enforcement.**

One Environmental Action Officer who works 37 hours per week is employed on a flexible basis (depending on demand). The EAO has responsibility for the full City Centre and South Bank areas. The EAO has a wide ranging remit to ensure that environmental legislation and regulations are being followed by waste producers and businesses within these areas. This

role also ensures that the Council fulfils its obligations under a range of different environmental legislation.

The EAO would tackle graffiti, fly posting, fly tipping, distribution of free printed materials and would work with colleagues from the wider Enforcement Teams within Leeds City Council around issues such as noise, vermin and nuisance.

A key focus of the EAO's role is to engage on a regular basis with the main Trade Waste contractors who operate within the city centre. These relationships help the team to quickly deal with some of the issues that arise with businesses within the City.

The EAO will also engage with businesses and residents within the city centre to try and deal with issues without resorting to the issuing of legal notices and FPN's, that being said if the business or resident fails to engage then this route will be used as is required.

A 'time banding' scheme was introduced in February 2019 in response to issues that both the team and our partners had identified around bags being left out for prolonged periods of time before collection in key areas, these bags were unsightly, gave a bad impression of the city and were often kicked around and split. Through the EAO working with the Trade Waste contractors and businesses this has been highly successful and has seen a huge reduction in this practice within these key areas.

The team also manages the littering enforcement contract within the City Centre and South Bank areas. This contract is for a small dedicated team who patrol these areas Monday to Saturday (between 10:00hrs and 18:00hrs) and issue an FPN for any littering offences they observe. They will also do deter and educate work with under 18's or vulnerable groups where it may not be appropriate to issue an FPN but a littering offence has been committed.

B. SAFER LEEDS

Safer Leeds is the city's statutory Community Safety Partnership, responsible for tackling crime and disorder which was embedded as part of the Crime and Disorder Act(1998) and subsequent legal enhancements.

The ambition for Safer Leeds is for:

- **City wide:** People in Leeds are safe and feel safe in their homes, in the streets and the places they go
- **City centre:** People in Leeds city centre are safe and feel safe on the streets, in premises and get home safely.

The over-riding strategic plan, currently guiding the work of Safer Leeds is The Safer, Stronger Communities: Leeds Plan (2021-2024).

Leeds City Council, through the Safer, Stronger Communities Team within the Directorate of Communities, Housing and Environments, takes the lead in ensuring the Safer Leeds Executive (SLE), the accountable body fulfils its statutory requirements to:

- Regularly engage and consult with the community
- Prepare and implement a Community Safety Plan
- Produce Joint Strategic Assessments
- Ensure information sharing arrangements
- Produce a strategy to reduce reoffending
- Be responsible for establishing and undertaking Domestic Homicide Reviews and applying learning
- Be responsible for establishing and undertaking Anti-Social Behaviour Reviews and applying learning

The Safer, Stronger Communities: Leeds Plan (2021-24) sets out the strategic direction within its overarching ambition: 'People in Leeds are safe and feel safe in their homes, in the streets and the places they go'. The strategic outcomes place an emphasis on people and place, and activity denotes a universal, targeted, and specialised approach to addressing community safety concerns, regardless of the issue.

The Plan can be found here: [\(Public Pack\)Agenda Document for Council, 12/01/2022 13:00 \(leeds.gov.uk\)](#) (p171) and it sets out the strategic outcomes and shared priorities of the partnership of the 'Responsible Authorities' and Cooperating Bodies'. The Safer, Stronger Communities: Leeds Plan, forms part of the Council's Budget and Policy Framework and was formally adopted and approved by Full Council, in December 2021. The work of SLE, and its delivery boards contributes directly to the Best Council Plan (2020-2025).

Leeds City Centre's community safety governance and accountability framework:

Gold	Safer Leeds Executive	Accountable and decision-making body led by Leeds City Council, and supported its delivery functions by the Safer, Stronger Communities Team.
Silver	Safer Leeds City Centre Partnership Board	<p>This is the main placed-based Delivery Board for community safety work in the city centre, encompassing work related to the day, evening, and night economy and is accountable to SLE. The Board:</p> <ul style="list-style-type: none"> ▪ Sets and oversees the plans to deliver the strategy, which is produced every 3 years. ▪ Takes a strategic and collaborative approach, working with a range of stakeholders and other significant boards to influence, inform and advance response and activity. ▪ Safer Leeds (LCC community safety) services the meeting (every 6 weeks) and provides regular performance and accountability reports for consideration and decision making.
Bronze	Tasking & Co-ordination (operational)	<p>This intelligence led operational group meets to inform, advise and direct activity to address and problem solve 'here and now' issues.</p> <ul style="list-style-type: none"> ▪ Safer Leeds (LCC community safety) services the meeting (every 6 weeks and 2 weeks before the board) and provides two reports i) Place based issues and emerging risks ii) People based issues linked to risk, threat, and harm with recommendations for consideration. ▪ A tasking matrix is produced assigning actions to named servicers and lead officers, for which the chair holds people to account for delivery, and ▪ Reports on progress to the Board and chair, escalating any barriers and/ or risks.

	People & Place Task and Finish Groups/ Thematic Working Groups	These are established by the Board and/ or the chair, in line with shared priorities as set out the strategy. <ul style="list-style-type: none"> ▪ To take forward, shape, co-ordinate and deliver community safety activities. ▪ To enhance and add value to core service through a collaborative partnership response. ▪ To report to the Board on progress, outcomes and escalate any barriers and/ or risks.
<p>The Safer Leeds 'people and places' shared priorities for the city centre are:</p> <ul style="list-style-type: none"> ▪ ASB and Public Order ▪ Domestic Violence and Abuse ▪ Hate Crime ▪ Illicit Drugs and Substance Use ▪ Offending Behaviours ▪ Organised Crime and Street Gangs ▪ Exploitation and Radicalisation ▪ People with multiple needs (Street Users and Sex Workers) ▪ Violence and Sexual Crime 		
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1.2 SCHEDULE OF COUNCIL SERVICES – NON-STATUTORY

NON - STATUTORY SERVICES

The council undertakes a range of services which are not statutorily required, but which further the aim of managing Leeds city centre, in recognition of its strategic importance. These activities will be subject to the outcomes of regular ongoing budgeting review and setting process of Leeds City Council.

A. CITY CENTRE CLEANSING SERVICE

2.3 The Council undertakes a range of services which are not statutory, but are required to further the aim of a cleaner streetscape in Leeds city centre. The systems in place allow for real time monitoring and deployment of resource to tackle issues as they arise. The Council does not operate a strict "fixed response time" process. The whole Leeds BID area, and wider city centre (including the rest of the South Bank) is a priority area in terms of cleansing resource. Within that area, there are areas of higher footfall (such as the pedestrianised area) which receive an even higher level of service, such as those items listed below.

Enhanced Duties

2.4 Enhanced, non-statutory duties are deployed by the management team according to need and priorities in real time. For example, urgent items like the removal of needles will be undertaken immediately where possible.

These non-statutory include clean up after spillages, ad-hoc stain removal and spot washing/cleaning of street furniture in the main pedestrianised areas, cleaning/wiping down of litter bins and some items of street furniture, removal of stickers, removal of weeds and silt build ups. The service also engages in removal of tents, drugs paraphernalia and other items relating to rough sleeping/homelessness and drug taking working alongside colleagues from Leeds City Council's Street Support Team.

Staff will also clean around/behind/underneath street furniture, wiping down/spraying small items of street furniture such as heavy touch items and

individual litter bins, manual removal of weeds, removal of stickers and of small areas of graffiti, removal of bodily fluids/animal waste.

2.5 **Supporting the work of the street support team and removal of sharps/needles/bodily fluids and waste from rough sleeping/drug taking**

Since the introduction of the Street Support Team the team works closely to support their activities. The team works alongside the SST by removing tents, sleeping bags, cardboard and general rubbish which is left behind following rough sleepers occupying a specific area. This is done on an "as and when required" basis 7 days a week. Urgent requests (for example from the Police) are attended immediately, while more non-urgent requests are picked up within the day.

The team also removes items of drug paraphernalia on a daily basis, 7 days a week, along with human waste from all areas of the City Centre and South Bank. Both are classed as urgent tasks which are attended to within an hour, or more quickly where possible.

Animal waste is removed again when there is a specific need to do it as are other potentially hazardous items such as broken glass and debris following spillages or RTC's.

Supervision and Monitoring

The current management structure within the team comprises of the below. Managerial supervision (at Chargehand level) is provided 7 days a week, 10.25hrs per day. The Team Leader/Area Mgr/Service Mgr roles remain on call to provide support as required.

- Service Manager – Mon-Fri - but flexibly deployed according to need
- Area Manager – Mon-Fri - but flexibly deployed according to need
- Team Leader – Mon-Fri - but flexibly deployed according to need
- Environmental Action Officer – Mon-Fri
- Chargehand x 2 - (one on each shift for 7 day coverage)
- Assistant Charge-hand/Drivers x 4 - (two on each shift for 7 day coverage)

The management team is highly flexible and often responds to issues outside of 'normal working hours' both within the City Centre and South Bank and also the

wider City/outlying areas. The Charge-hands and Assistant Charge-hands carry out regular 'route inspections' across the City Centre and South Bank areas and discuss the findings with staff so that any issues around quality of work or required training can be addressed. The intention is for at least one route inspection to be completed on a daily basis. This delivers a quality assurance and staff welfare process.

Events and supporting other partners within the City Centre

The team also supports key events that take place in the City Centre such as Leeds Pride, Christmas Markets and events on Millennium Square. The team also supports events that take place outside the City Centre but have a significant impact on the city centre such as Leeds Festival, large concerts and sporting events. We do this in a number of ways but mainly by providing pre and post event clean ups. The intention of this role is to minimise the negative impacts on the city centre in terms of cleanliness. The pre-event clean is put in place to portray a positive image of the city centre.

The team also supports other agencies within Leeds City Council such as Parks, Highways and CCM in a flexible way, as the need arises. This is in a number of different ways including emptying bins and cleaning parks during busy periods and hours when that team does not operate as well as supporting highways with on street gritting at key locations during prolonged periods of extreme weather when core tasks are unable to be performed.

The team periodically assists by removing graffiti, cleaning up and emptying litter bins in areas that are maintained by the Canals and Rivers Trust within waterside areas. Largely these non-statutory duties are undertaken upon request, rather than as a standard matter of course. They are therefore completed according to priorities, and according to the resources available.

Our staff in all roles are ambassadors for Leeds City Council and the city itself. They are often stopped and asked for directions and have constant interaction with people around the City.

A. SAFER LEEDS

Non-Statutory Services

Listed here are the core **Safer, Stronger Communities Services** that are delivered across the city and relevant to the city work. Public facing contacts on the services on offer can be found here: [Antisocial behaviour and crime \(leeds.gov.uk\)](https://www.leeds.gov.uk/antisocial-behaviour-and-crime)

2.6 Community Safety Services

We provide community safety strategic leadership and operational services in relation to Safer Leeds: City Centre Partnership, Leeds Street Support Services, and provide the city-wide Performance and Intelligence products and IG protocols/ agreements.

Core Offer

- Lead the Safer Leeds: City Centre Partnership Board taking forward joint activity that adds value to the community safety offer in the day, evening, and night economy. Servicing the Board, Tasking & Co-ordination, and Thematic Groups in line the community safety strategy.
- Lead and coordinate the Leeds Street Support Team, an integrated high support/ high challenge multi-agency response to people in need on the streets (people who are rough sleepers and/ or begging). The approach focussing on the three pillars of prevention, intervention, and recovery.
- Provide a range of assertive outreach services to people on the streets, as well as bespoke offers around health, wellbeing, and accommodation. To reduce the risk of attrition, navigators are assigned to people to aid, support, and enable people to maintain their tenancies and readjust/ reconnect with the community.
- Work with service providers and businesses to respond to risks, harms and impacts associated with people in need on the streets to minimise the impact on the local community, including the removal of detritus. The Team includes 4 Liaison Officers, who have delegated community safety services and 2 (RSI

funded) Police Officers). Where appropriate and proportionate, use enforcement powers and legal tools to safeguard, protect and take actions against those causing ASB and/ or committing offences.

- Commission support services and accommodation-based offer and support to aid people in the recovery and reduce the risk of attrition, including working with and funding the Homeless Charter Group.
- The Community Safety Performance and Intelligence provide a range of strategic and operational products at a city wide and locality level, servicing SLE and its silver groups. This includes, promoting shared understanding of community safety issues, producing commissioned reports to support planning, implementation, and assessment; informing and directing deployment and use of resources, problem solving analysis. horizon scanning: identifying changing and emerging issues and appropriate accountability and performance reporting

Key Performance Indicators and targets

- Safer Leeds, in November 2022, works towards a 'stretched target' of 25 rough sleepers
- Performance against a range of indicators and metrics are prepared for the 6 weekly Tasking meeting under the following headings:
 - People in Leeds are safe and feel safe
 - Personal Safety
 - Social and Community Impacts
 - Neighbourhood and Commercial Crime

Linked Community Safety KPIs are currently being reviewed as part of the Council's approach to "shaping our ambitions" (Nov 22)

Street Support Team: Liaison Officer Function

Liaison Officer core functions:

- Patrolling Leeds City Centre to offer public reassurance and respond to on street community safety issues
- Directed patrols as guided by Street Support Partnership & City Centre Management

- Work with LCC City Centre Management, Emergency Planning and Events Team, Licensing and Highways, Cleansing and Parks and through services under Safer Leeds: Leeds ASB Team & LeedsWatch
- Active and effective communication through use of Business Against Crime in Leeds (BACIL) radio, providing intelligence and responding to issues
- Record report and refer incidents and issues to relevant internal and external partners
- Exercise any delegated powers and/or enforcement as authorised
- Monitor report and support joint cleansing operations relating to tents/rough sleeping locations
- Work collaboratively on joint operations including Night Safe Leeds and WYP day time operations
- Liaise with Leeds BID operational staff

There are currently 4 x liaison officers who cover a 7-day period.

2 x officers will work Friday to Monday.

4 x officers will work Tuesday to Thursday with a mix of shifts either 8am x 4pm or 10am x 6pm.

2.7 LeedsWatch CCTV and Security Service

We provide a network of CCTV and security services to deter offenders, detect ASB and crimes, and deploy resources to respond to incidents, offering reassurance in the public domain.

Core Offer

- On-Street CCTV surveillance cameras (monitoring 24/07 with direct link to the Police area control room)
- Alarm Response Centre (alarm handling, fire, intruder, panic alarms and CCTV monitoring of specialist alarm systems)
- Out of Hours Contact Centre from 22:00-08:00 (Emergency Housing repairs, Highways, Resilience and Emergency calls, Noise Nuisance calls)
- External Security Service (Planned patrols of premises, Response patrols to alarm activations, Tower Block patrols to enhanced blocks. Open and locking premises, Inc. Parks and Cemeteries, Visible presence in areas of high anti-social behaviour. Out of hours noise response)
- Technical & Compliance Team (Survey, design, installation, and maintenance of cameras, vehicle access scheme, Installation of radio network, CCTV consultation, and compliance for all LCC cameras Information Governance and

Data Protection Impact Assessments in line with the Surveillance Camera Commissioner's policy and practice recommendations.

The service operates 24hrs a day, 365 days a year. We have a Leeds based control room with 32 staff monitoring over 1000 public space cameras across Leeds. In addition, the service includes a team of 28 patrol and response officers.

2.8 Safer Neighbourhoods and Leeds Anti-Social Behaviour Team (LASBT)

We conduct impartial investigations into reported cases of anti-social behaviour and noise nuisance. They will determine factual evidence and identify potential resolutions to resolve problems at the earliest opportunity. The teams role is to review and investigate where required reports of behaviour that fall within the definition of anti-social behaviour.

Core Offer

We aim to get back to the customer within one working day for serious complaints and for others in five working days. When we contact the customer Triage will make an assessment about the enquiry and decide whether LASBT can help. If we open a case, the customer will be given a dedicated Case Officer to follow up on the complaint.

Actions could include:

- getting a court order which bans the person responsible from doing certain things
- working with the police to prosecute the person responsible or give them a fine if the person is a council tenant, issuing a tenancy warning

Some of our Legal tools and powers include:

- Injunctions against individuals engaging in anti-social behaviour
- Closure of a property or place for up to 6 months in the most serious cases
- Possession action against council tenants for breach of their tenancy agreement (we cannot take possession action against Housing Association tenants, private tenants, or owner occupiers)
- The seizure of noise making equipment from a property in serious noise cases

Some of our Non-Legal Tools are:

- Acceptable Behaviour Contracts (ABCs), Mediation, Warning Letters

LASBT consists of three investigative/action teams covering an assigned geographical area and a district wide Triage team. Each area team is made up of a Team Manager, two Team Supervisors, a number of Case Officers, two Police Link Officers and One Victim Support Officer.

2.9 Safeguarding and Domestic Violence Team

We support, co-ordinate and commission a partnership approach to range of safeguarding issues with a focus on domestic violence and abuse, modern slavery, and sex work.

Core Offer

- Leading Multi-Agency Risk Assessment Conference (MARAC) arrangements which take place four days a week, with around 15 – 20 high risk cases of domestic abuse cases each day.
- Commission support services and accommodation-based support to DVA victims and their families.
- Raising awareness, to ensuring victims are supported and perpetrators are challenged and to improve service responses, including supporting third sector activity/ engagement for survivors and their children
- Workforce development including training covering different types of abuse, the signs, and indicators of DVA, assessing risk and providing support for victims and their families, including management of Leeds Domestic Violence and Abuse Quality Mark accreditation
- Working closely with health partners to support the response to domestic abuse in primary care, community care, mental health services, hospitals, and midwifery services, including roll out of routine enquiry across all GP practices in Leeds.
- Working closely with service providers developing responses to risks, harms and impacts associated with on street, indoor and online sex work, and minimising the impact on the local community.
- Coordinating partnership response to Modern Slavery, Honour Based Abuse

and Forced Marriage.

- Co-ordinating the partnership response to serious violence

2.11 Community Relations and Cohesion Prevent Services

We recognise the value of community relations in our work and continue to invest in developing and maintaining strong partnerships and effective engagement relationships.

Core offer

- The service continues to facilitate strategic engagement with the third sector through a range of partnerships and forums to enable the council to have better reach into communities, resulting in more effective co-production and collaboration on key city and locality agendas.
- The Leeds Prevent Team work with agencies to stop people becoming involved in or supporting terrorist activity, ensuring their staff and volunteers have a good understanding of Prevent and their responsibilities towards individuals, groups, or families they are working with. This entails the delivery of community-based initiatives and training, to raise awareness of the risks and vulnerabilities associated with terrorism and build resilience against extremist narratives and groups. We also deliver the Channel programme, a voluntary programme designed to safeguard vulnerable individuals from being drawn into extremist or terrorist behaviour, offering bespoke packages of support to draw them away from becoming radicalised.
- The Migration Team supports the city's strategic direction on migration, which aims to ensure people who migrate to Leeds are able to establish their lives quickly and successfully. This includes a) Improving access to services (person-centred equitable provision) b) Changing attitudes and behaviours (individuals, communities, and services) c) Increasing awareness and understanding (communications and engagement) d) Strengthening resilience and build capacity (increasing confidence to adapt and thrive) e) Strong operational partnerships (working together as a city / enabling an effective citywide response).

Safer Streets Funding Project

Safer Leeds has secured Home Office: Safer Streets funding (£208,095) to deliver some short-term programmes aimed at addressing violence against women and girls in Leeds City Centre. This follows the success of pilot projects:

The funding application specifies that of the £208,095 total funding amount:

- a) £95,646 is to be grant funded to Women's Lives Leeds (via their lead partner Leeds Women's Aid) to deliver the 'Women's Safe Space' project, including 45 sessions across 12 months.
- b) £66,749 is to be grant funded to BACIL to deliver NTE co-ordination of the 'Street Marshals #NightSafeOwls' project; and employ a part time manager and 57 sessions across 12 months.
- c) £45,700 is to be retained by Leeds City Council to be spent on a range of projects led by the Safer Stronger Communities Team and delivered via our multi-agency Night Safe Leeds partnership.

The delivery period for the proposed projects is September 2022 – March 2024.

B. ARTS & EVENTS

2.12 Major Events

Major events deliver multiple benefits to the city. As an essential component of our visitor economy they attract international, national, and regional visitors both around the event itself but also in the longer term helping the visitor economy to thrive. They raise awareness of Leeds as a potential destination through domestic and international media and digital coverage. Major events also enhance and shape the public's view of Leeds as an exciting and vibrant place to live, work, study, and invest. They present opportunities for people to participate and to volunteer as well as engaging communities in culture and sport in inclusive and accessible ways – enhancing the quality of people's lives and delivering long term impact.

Details of the Council's approach to supporting Major Events can be found in the Framework for Delivering Major Events ([here](#)).

2.13 The Council's Events Team

Whilst the delivery of arts and events is a non-statutory service provided by the council, public events and cultural activities have proved increasingly important for the council and the city in delivering the benefits set out above.

The council's events team manages the delivery of many key events in the city. As well as the implementation of these events, the team oversees the promotion and marketing of them, together with the co-ordination of internal and external stakeholders to support communication, planning and delivery of major events in the city.

In the city centre, these events tend to be held on either Millennium Square or Victoria Gardens, but not exclusively so.

As part of this agreement, a 'City' events schedule will be shared with LeedsBID at the start of each calendar year, by the end of January. Note that the events schedule will grow and change as the year progresses.

2.14 Arts Programme and Civic Venues

Leeds City Council manages a programme of events based at Leeds Town Hall (when it is open) which has previously included events like:

- Leeds International Concert Season
- Leeds International Beer Fest
- Leeds International Film Festival

The council also supports the arts through management and curation of Leeds Central Library, Leeds Art Gallery, Leeds City Museum and the Carriageworks Theatre.

Each year, Light Night is delivered by Leeds City Council in partnership with a range of stakeholders.

2.15 Council assets supporting events and the arts

The council uses a number of city centre public spaces to support events. Examples include Millennium Square, City Square, Victoria Gardens, Briggate, Albion Street, Albion Place, Lands Lane and Dortmund Square.

2.16 Christmas

Leeds City Council delivers a range of events during the Christmas period. In the city centre these tend to be on Millennium Square, City Square, Cookridge Street

and Victoria Gardens. From 2023, the Leeds Christmas Market returned and the intention is for this to be a Council-run event for the foreseeable future.

The Council's Christmas lights are installed across the city centre's main retail areas, with the standard 'On' times of 3.30pm – 12midnight, daily.

The city centre Christmas lights display is predominately made up of LED lighting motifs of various designs attached to lamp columns, together with some additional tree 'pea' lighting and cross-street span features. The Council usually provides a 40ft real spruce Christmas tree in City Square, which is lit.

C. VISITOR ECONOMY

2.17 Visit Leeds and Conference Leeds Summary

Visit Leeds is the official DMO (Destination Marketing Organisation) for the entire city of Leeds.

The objectives for Visit Leeds are as follows:

1. To raise the quality and depth of the Leeds visitor offer to inspire new and repeat visits from targeted national and international audiences.
2. To raise awareness about Leeds as a premium city-break destination incorporating two plus overnight stays.

These objectives for the visitor economy will be achieved by promoting Leeds as a year round, vibrant, cultural, premium leisure destination attracting day trips, overnight national visits, and international visits from key target markets. This will be achieved by Visit Leeds leading and delivering effective and strong marketing and PR activity including Christmas, food and drink, culture, heritage and events with a clear focus on our destination assets, key themes and campaign pillars and clearly defined target audiences. This will include creating engaging content across all owned, earned and paid channels such as: Visit Leeds and third-party websites; travel partners, social media; visitor guides; e-communications; press trips; Visit England and Visit Britain; national and regional media, influencer marketing and digital marketing. Integrated marketing campaigns will be underpinned by a content strategy which gives compelling reasons and stories about Leeds to encourage a longer dwell time.

2.18 Marketing Campaigns

Leading on marketing campaigns for the city, Visit Leeds, as part of Leeds City Council, works with a range of stakeholders including LeedsBID, to deliver a

conjoined visitor welcome to the city. Enhancing the appeal of the city for all visitors, but especially those discretionary tourists – both business and leisure - who will make Leeds their destination of choice by greater differentiation in the offer, creating unique products and visitor experiences, encouraging longer stays thus stimulating greater levels of visitor expenditure.

Promoting Leeds as a city-break destination will be delivered through a variety of on and off-line tactics. This will include creating engaging content on: Visit Leeds and third-party websites; social media; creating visitor guides; delivering strong marketing campaigns (including influencer marketing) and a proactive PR plan. Integrated marketing campaigns will focus on a content strategy which gives compelling reasons and stories about Leeds to showcase the city as a two/three night stay.

2.19 Seasonal Campaigns

Seasonal campaigns are created around Christmas, Summer and specific events such as Light Night and significant sporting occasions such as the Triathlon and Rugby World Cups (both League and Union), to name but a few. Visit Leeds leads on these campaigns and provides city partners with marketing collateral to utilise and integrate with their own campaigns, to ensure a unified picture for the visiting tourist.

D. CITY CENTRE MANAGEMENT

2.20 Service Summary

City Centre Management performs a critical Place Management function that supports the economic development of the city centre. The diverse role incorporates a dual function of an operational place management role as well as inputting into the strategic direction for the development of the city centre. At the time of writing the team is comprised of six members of staff.

2.21 The Role

City Centre Management's aim is to improve, maintain and promote the attractiveness of the city centre by working in partnership with other Council services and external partners. The key objectives are:

1. Managing the streets and spaces to make sure they are clean, safe and welcoming for all.
2. Working with businesses and partner organisations to ensure a collaborative approach.
3. Place making – which includes events, artwork and improving public spaces to drive footfall and dwell time.

CITY CENTRE MANAGEMENT ON-STREET RESOURCE

At the time of writing, City Centre Management uses external (non-Council) funding to provide a team of two City Centre Support Officers. These officers:

- operate on-street, in uniform
- operate 5 days per week, currently 11am – 7pm or 10am – 6pm from Wednesday to Sunday.
- deal with the range of issues that exist in the city centre's prime retail area, such as preachers, buskers, pedlars, problematic delivery cyclists. In fulfilling this task they build operational relationships with retail businesses.#
- have enforcement powers to allow them to meaningfully manage issues arising.

2.22 Leeds City Centre (Portfolio Holder)

Currently the service has political representation and portfolio ownership under Cllr Jonathan Pryor – Deputy Leader of the Council. Day to day political representation for the CCM service is currently delegated to Cllr Lisa Martin who also sits on the LeedsBID Board.

7. PART 3 – COLLABORATION

Regular opportunities have and will exist for collaborative working on joint projects and initiatives. These projects should further of the ambition to ensure Leeds city centre remains a competitive, strong and vibrant destination of choice.

Opportunities and areas for collaboration vary from day-to-day operational matters through to more significant projects.

For the purposes of this agreement, the Council and Leeds BID agree to work together to identify and deliver joint projects and initiatives as opportunities arise through the LeedsBID term.

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