



**LEEDS**  
CITY COUNCIL

AGENDA  
ITEM NO.: **1**

Originator: Mike Earle  
Tel: 224 3209

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**REPORT OF THE CHIEF DEMOCRATIC SERVICES OFFICER**

**REPORT TO: ALL AREA COMMITTEES**

**DATE : JULY 2004**

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**SUBJECT : ELECTION OF CHAIR**

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**Electoral Wards Affected :**

**Specific Implications For :**

|                   |                          |
|-------------------|--------------------------|
| Ethnic Minorities | <input type="checkbox"/> |
| Women             | <input type="checkbox"/> |
| Disabled People   | <input type="checkbox"/> |

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**1.0 PURPOSE**

- 1.1 The purpose of the report is to explain the arrangements for the annual election of the Chairs of the Area Committees.

**2.0 BACKGROUND**

- 2.1 Members will recall that previously, the arrangement was that Chairs of the former Community Involvement Teams (CITs) were appointed either by Council or the Executive Board. In practice, this was done annually at the Annual Council meeting. Where no political party had a majority amongst the elected Members on a particular CIT, the appointment was normally made by the Executive Member for Neighbourhoods and Housing following informal discussions with the parties concerned. Where informal discussions did not result in agreement, the decision rested with the Executive Board (Paragraph 6.1 of the CIT Operating Protocol).

**3.0 NEW AREA COMMITTEES – ARRANGEMENTS FOR THE APPOINTMENT OF CHAIRS**

- 3.1 A separate report on this agenda presents further information on the constitutional aspects relating to Area Committees. Article 10 of the Council's Constitution, approved at the Annual Council Meeting on 28<sup>th</sup> June 2004, formally creates the new Area Committees and sets out their composition, functions and role.
- 3.2 Paragraph 10.6 and 10.7 of Article 10 deals with the appointment of Chairs of the new Area Committees. It states that the Chairs of Area Committees will be elected by the Area Committees themselves. On appointment, each Area Committee Chair will automatically be the nominated elected Member representative of that Area Committee on the District Partnership.

**4.0 APPOINTMENT OF CHAIR**

- 4.1 The Area Committee Procedure Rules, approved by the Annual Meeting of Council details the process whereby Chairs are appointed. For ease of reference the provisions are reproduced at Appendix 1.
- 4.2 The nominations for Chair will be notified to Members at the meeting by the named Constitution and Corporate Governance Officer on the front of this agenda.

**5.0 RECOMMENDATION**

- 5.1 Members are requested to elect from amongst themselves an Area Committee Chair for the 2004/05 municipal year.

## Appendix 1

### Area Committee Procedure Rules (Extract)

#### 5. APPOINTMENT OF CHAIR

- 5.1 Each Area Committee will appoint its Chair.
- 5.2 Each Party Group with Members elected within an Area Committee area may put forward a nomination from amongst its Members on the Area Committee to Chair the Area Committee.
- 5.3 These nominations must be forwarded to the Chief Democratic Services Officer no later than 1 clear working day before the first meeting of the Area Committee (after the Annual Council meeting) each year.
- 5.4 The Chief Democratic Services Officer will ensure that nominations and the appointment of the position of Chair are dealt with at the Committee's first meeting of the municipal year.
- 5.5 The Chair will be appointed by overall majority of votes cast by those Members eligible to do so and present at the meeting. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration, and the vote repeated.
- 5.6 Where an overall majority of votes cannot be obtained the Council will appoint a Chair.



**REPORT OF THE CHIEF EXECUTIVE  
REPORT TO ALL AREA COMMITTEES**

**DATE : JULY 2004**

**SUBJECT: CONSTITUTIONAL CONSIDERATIONS RELATING TO AREA  
COMMITTEES**

**Electoral Wards Affected : All**

**Specific Implications For :**

Ethnic Minorities

Women

Disabled People

**1.0 Purpose of the Report**

1.1 This report outlines the basis upon which Area Committees were established by Full Council<sup>1</sup>, and specifically how executive functions may be exercised by Area Committees.

**2.0 Area Committees and the Local Government Act 2000.**

2.1 Before exploring the constitutional issues that have given effect to Area Committees it is necessary to understand the context for this from a legislative point of view. Provisions relating to the role and function of Area Committees are set out in the Local Government Act 2000 (*referred to from now on as the Act*) and regulations made under the Act.

2.2 The overall purpose of the Act is to allow local authorities choice in determining the governance arrangements<sup>2</sup> that will operate and through exercising that choice ensure that it is clear who is accountable for decisions that are taken.

2.3 The Act provides that decisions, relating to the functions which are the responsibility of the executive, can be taken collectively by the executive or delegated to individual members of the executive, officers, committees of the executive or devolved structures.

<sup>1</sup> At the Annual Council Meeting 28<sup>th</sup> June 2004 (in accordance with the provisions of the Local Government Act 2000)

<sup>2</sup> The models being, an elected mayor with a cabinet of councillors; executive leader with a cabinet; or, an elected mayor and council manager

- 2.4 The [Local Authorities \(Arrangements for the Discharge of Functions\) \(England\) Regulations 2000](#) (made under section 18 of the Act) **allow the executive** to make arrangements for the discharge of functions for which it is responsible by area committees. The Act is clear. In deciding to delegate decision making to area committees, the executive will need to be satisfied that doing so will not adversely affect the quality of local services or the efficiency, transparency and accountability of decision making and that it will deliver best value..
- 2.5 That is to say, the executive is held to account for both its decision to delegate a function and the way that the function is being carried out on its behalf. These are the principles upon which the Constitutional amendments to give effect to Area Committees in Leeds City Council are required to be based.
- 2.6 Full Council currently has no jurisdiction in identifying the executive functions to be exercised by Area Committees. Full Council's role has been to:
- approve Article 10, to formally create the Area Committees in name and composition (i.e. which members are eligible), see **Appendix 1**.
  - approve Area Committees Terms of Reference in relation to Council Functions only, see **Appendix 2**. The terms of reference for Area Committees include both Council and Executive Functions. As such the terms of reference are presented to clearly identify which functions are which.
  - approve operating procedure rules for the Area Committees (in so far as they relate to Council functions), see **Appendix 3**. The procedure rules provide provision (under section 8) for the suspension of the implementation of a decision of an Area Committee in specified circumstances.
  - approve an amendment to the Scrutiny Board Procedure Rules to allow for decisions relating taken by Area Committees relating to Area Functions to be called in by Scrutiny Boards.
- 2.7 It is the **executive** (i.e. the Executive Board in practice, but, ultimately the Leader) that has the responsibility for determining the executive functions that can be exercised at the Area level.

### 3.0 Area Committees In Leeds

- 3.1 The Area Committee proposals have been developed on the following basis;
- That it will be necessary to identify those functions (**to be known as Area Committee Functions**) that will be exercisable by Area Committees.
  - That accountability for Area Committee Functions will, as now, rest ultimately with the Executive Board.
  - That Area Committees will be required to exercise Area Committee Functions so as to achieve at least specified minimum service standards and performance targets and to contain spending within the available resources.

- 3.2 In detailing those executive functions, which will be exercisable at an area committee level, the executive will need to be clear:
- i) as to which executive functions have been designated as Area Committee Functions that may be exercised at an area level:
  - ii) the budgets associated with those functions: and
  - iii) the terms of the arrangements for those functions to be exercised including any limitations placed on those arrangements.
- 3.3 Area Committees have been given, from the outset, competencies to exercise Area Committee Functions relating to Social, Economic and Environmental well being (i.e. the ability to spend capital and revenue allocations on defined priorities).
- 3.4 The Leader of Council has specified, within the executive arrangements presented to the Annual Council meeting, the extent of the delegation that is to be made in relation to the Well Being function. The agreed delegation to Area Committees in this regard is detailed at **Appendix 4**.
- 3.5 In line with the report to Executive Board in October 2003, further delegations are planned to be determined by Executive Board, for functions contained within the priority services identified of Streetscene, Youth and Community Safety, in July.

#### **4.0 Recommendations**

4.1 Members are asked to;-

- note the legislative requirements for Area Committees referred to in this report
- note the Constitutional issues relating to the governance of Area Committees, detailed in Appendices 1- 4.
- Note the extent of the current delegation by the executive of competencies to exercise Area Committee Functions relating to Social, Economic and Environmental well being (i.e. the ability to spend capital and revenue allocations on defined priorities) detailed in Appendix 4.

# Appendix 1

## **ARTICLE 10**

### **AREA COMMITTEES**



## ARTICLE 10 – AREA COMMITTEES

### AREA COMMITTEES

- 10.1 The Council will appoint ten Area Committees to serve the inner and outer areas in the North West, North East, East, South and West of the City.
- 10.2 Each Area Committee will have a link with a District Partnership of the Leeds Initiative as set out below.
- 10.3 These provisions do not apply to the City Centre<sup>3</sup>.

### COMPOSITION

- 10.3 The membership of each Area Committee will comprise all Members who have been elected for wards wholly within the area determined for the Committee as follows:

| Name of Area Committee | Composition<br><i>All Members from the following wards</i>                            | Link with District Partnership |
|------------------------|---|--------------------------------|
| North West Inner       | Weetwood, Kirkstall, Headingley, Hyde Park and Woodhouse                              | North West                     |
| North West Outer       | Guiseley and Rawdon, Otley and Yeadon, Adel and Wharfedale, Horsforth                 |                                |
| North East Inner       | Moortown, Roundhay, Chapel Allerton   | North East                     |
| North East Outer       | Wetherby, Harewood, Alwoodley,  |                                |
| East Inner             | Gipton and Harehills, Killingbeck and Seacroft, , Burmantofts and Richmond Hill       | East                           |
| East Outer             | Garforth and Swillington, Kippax and Methley, Temple Newsam, Cross Gates and Whinmoor |                                |
| South Inner            | Beeston and Holbeck, Middleton Park, City and Hunslet                                 | South                          |
| South Outer            | Rothwell, Ardsley and Robin Hood, Morley South, Morley North                          |                                |
| West Inner             | Armley, Bramley and Stanningley   | West                           |
| West Outer             | Calverley and Farsley, Farnley and Wortley, Pudsey                                    |                                |

<sup>3</sup> A Map detailing the boundary of the City Centre is appended to this Article

- 10.4 Up to 4 co-opted Members may be appointed to each Area Committee.
- 10.5 A Member of the executive may serve on an Area Committee if otherwise eligible to do so as a Councillor.

## CHAIR

- 10.6 Each Area Committee will appoint its Chair.
- 10.7 The Chair of each Area Committee will be an Elected Member representative on the relevant District Partnership.

## ROLE

- 10.8 Area Committees will:
- improve and co-ordinate services at a local level;
  - act as a focal point for community involvement;
  - take locally based decisions that deal with local issues;
  - provide for accountability at a local level;
  - help Elected Members to listen to and represent their communities;
  - help Elected Members to understand the specific needs of the community in their area;
  - promote community engagement in the democratic process;
  - promote working relationships with District Partnerships, Parish and Town Councils.

## FUNCTIONS

- 10.9 The Terms of Reference for Area Committees are set out in Part 3 of the Constitution.
- 10.10 The executive shall determine from time to time the executive functions<sup>4</sup> that may be exercised by Area Committees. These functions will be exercisable concurrently by the Executive Board and, in accordance with the Officer Delegation Scheme (Executive Functions), by Directors.
- 10.11 Area Committees will comply with:
- the Area Committee Procedure Rules<sup>5</sup>;
  - all other relevant procedure rules<sup>6</sup>

## ACCESS TO INFORMATION

- 10.12 Area Committees will comply with the Access to Information Procedure Rules<sup>7</sup>.

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<sup>4</sup> Part 3 Sections 3C and 3D of the Constitution provide details of the extent of the delegation determined by the executive.

<sup>5</sup> These are in Part 4 of the Constitution.

<sup>6</sup> These are the Council Procedure Rules, Executive Procedure Rules, Financial Procedure Rules, Contract Procedure Rules and Appointments to Outside Bodies Procedure Rules, in Part 4 of the Constitution.

10.13 Agendas and notices for Area Committee meetings which deal with both Council and executive functions will state clearly which items are which.

### **CONFLICTS OF INTEREST**

10.14 A member of a Scrutiny Board involved in the consideration of a matter at a Scrutiny Board meeting or sub-committee, which relates to a decision made or action taken by an Area Committee of which s/he is also a member, must regard him or herself as having a personal and prejudicial interest in the matter in accordance with Paragraph 11 of the Members' Code of Conduct.

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<sup>7</sup> These are in Part 4 of the Constitution.

## Appendix 2

# **TERMS OF REFERENCE AREA COMMITTEES**

## **AREA COMMITTEES**

Within each Committee's area:

### **(Council functions)**

1. to make Elected Member appointments<sup>8</sup> to Outside Bodies as determined by the Member Management Committee;
2. to advise or make representations to the Council, the Executive Board, Scrutiny Boards or Regulatory Panels on all matters affecting community interests;<sup>9</sup>
3. to consider and respond to consultations on planning briefs and frameworks and on major development proposals affecting the Committee's area;<sup>10</sup>
4. to consider proposals referred to the Committee by the Council, Executive Board, Scrutiny Boards or Regulatory Panels and to report back the Committee's views to the referring body;<sup>11</sup>
5. to receive and hear depositions;
6. to consider the performance, targeting, frequency and co-ordination of services and make recommendations to the Executive Board as appropriate;

### **(Executive functions)**<sup>12</sup>

7. *to promote and improve the economic, social and environmental well-being of the Committee's area*<sup>13</sup>;
8. *to exercise Area Functions*;<sup>14</sup>

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<sup>8</sup> In accordance with the Appointments to Outside Bodies Procedure Rules at Section 4 of the Constitution.

<sup>9</sup> This is an advisory function under Section 102(4) Local Government Act 1972.

<sup>10</sup> This is an advisory function under Section 102(4) Local Government Act 1972.

<sup>11</sup> This is an advisory function under Section 102(4) Local Government Act 1972.

<sup>12</sup> All executive functions will be exercisable concurrently with the Executive Board.

<sup>13</sup> In accordance with Section 2 of the Local Government Act 2000, and in furtherance of, and subject to the limitations set out in the Well-being Schedule detailed in Part 3 Section 3D of the Constitution approved by the Leader and submitted to Council on 28 June.

<sup>14</sup> As determined from time to time by the Executive Board and in furtherance of, and subject to the limitations set out in the Area Committee Functions Schedule detailed in Part 3 Section 3D of the Constitution.

## Appendix 3

# Area Committee Procedure Rules

Contact Name

Nicolé Jackson  
Telephone: 247 4537

Body/Person with authority  
To change the document

Leader: In relation to executive  
functions set out in Section 3.1 – 3.5  
& Section 8)  
Full Council (All other)

## Area Committee Procedure Rules

### 1. STATUS

- 1.1 Area Committees are appointed by Full Council. Area Committees may exercise both executive<sup>1</sup> and Council functions.

### 2. ROLE AND FUNCTIONS

#### Role

- 2.1 Area Committees will

- improve and co-ordinate services at a local level;
- act as a focal point for community involvement;
- take locally based decisions that deal with local issues;
- provide for accountability at a local level;
- help Elected Members to listen to and represent their communities;
- help Elected Members to understand the specific needs of the community in their area;
- promote community engagement in the democratic process;
- promote working relationships with District Partnerships, Parish and Town Councils.

#### Functions

- 2.2 The Terms of Reference for Area Committees are set out in Part 3 of the Constitution.
- 2.3 The executive shall determine from time to time the executive functions<sup>15</sup> that may be exercised by Area Committees. These functions will be exercisable concurrently by the Executive Board and, in accordance with the Officer Delegation Scheme (Executive Functions), by Directors.
- 2.4 Executive functions delegated to Area Committees may not be delegated by any Area Committee without the express consent of the Executive Board.

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<sup>15</sup> Part 3 Sections 3C and 3D of the Constitution provide details of the extent of the delegation determined by the executive.

### 3. ACCOUNTABILITIES

#### Executive Functions

- 3.1 The Local Government Act 2000 provides for the executive to make arrangements for functions which are the responsibility of the executive to be discharged by Area Committees. In exercising these functions each Area Committee is accountable to the executive.
- 3.2 On an annual basis each Area Committee is required<sup>16</sup> to prepare a draft Area Delivery Plan for consideration by the Executive Board. Area Delivery Plans will be prepared in draft form by the end of September each year to inform the budget setting process for the following year. Each Area Delivery Plan will provide details of identified priorities and proposed actions in relation to:
- the promotion and improvement of the economic, social and environmental well-being of the Committee's area;
  - the exercise of Area Functions within the area.
- 3.3 Area Delivery Plans shall be drafted in accordance with the framework determined by the Executive Board for the compilation of Area Delivery Plans.<sup>17</sup>
- 3.4 Following the approval of the Council Budget, and prior to the commencement of each financial year, the Executive Board will consider and approve an Area Delivery Plan for each area.
- 3.5 Area Committees will be held accountable by the Executive Board for the delivery of the Area Delivery Plans for their area.

#### Council Functions

- 3.6 Each Area Committee is accountable to Full Council for the exercise of Council functions within their Terms of Reference.

### 4. MEMBERSHIP

- 4.1 The membership of each Area Committee will comprise all Members who have been elected for wards wholly within the area determined for the Committee as set out in Article 10 of the Constitution.
- 4.2 A Member of the executive may serve on an Area Committee if otherwise eligible to do so as a Councillor.

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<sup>16</sup> For the financial year 2005/6 onwards

<sup>17</sup> A guidance note and framework for Area Delivery Plans is detailed separately at the end of these Procedure Rules



Co-optees

- 4.3 Each Area Committee may select co-opted members to assist in the discharge of the Committee's role, in accordance with Article 10 of the Constitution.
- 4.4 Co-opted members may participate in the debate in the same way as Elected Members, but have no voting rights.
- 4.5 No co-opted member shall be appointed for a period beyond the next Annual Meeting of the Council.

**5. APPOINTMENT OF CHAIR**

- 5.1 Each Area Committee will appoint its Chair.
- 5.2 Each Party Group with Members elected within an Area Committee area may put forward a nomination from amongst its Members on the Area Committee to Chair the Area Committee.
- 5.3 These nominations must be forwarded to the Chief Democratic Services Officer no later than 1 clear working day before the first meeting of the Area Committee (after the Annual Council meeting) each year.
- 5.4 The Chief Democratic Services Officer will ensure that nominations and the appointment of the position of Chair are dealt with at the Committee's first meeting of the municipal year.
- 5.5 The Chair will be appointed by overall majority of votes cast by those Members eligible to do so and present at the meeting. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration, and the vote repeated.
- 5.6 Where an overall majority of votes cannot be obtained the Council will appoint a Chair.

**6. AREA COMMITTEE MEETINGS**Frequency

- 6.1 There shall be at least six ordinary meetings of each Area Committee in each municipal year. The first meeting of each Area Committee will be convened by the Proper Officer. At its first meeting each Area Committee will approve a schedule of meetings for the municipal year.
- 6.2 Special meetings of an Area Committee may be called in accordance with Council Procedure Rule 27.

### Business to be Transacted

- 6.3 All business to be transacted by an Area Committee must be determined at a formal meeting of the Committee.
- 6.4 Area Committees will comply with the Access to Information Procedure Rules in Part 4 of the Constitution.
- 6.5 Agendas and notices for Area Committee meetings which deal with both Council and executive functions will state clearly which items are which.
- 6.6 The Area Committee will not deal with individual issues or complaints.

### Agenda Items

- 6.7 Area Committees shall consider the following business:
- appeals against refusal of inspection of documents
  - exclusion of public
  - late items
  - declarations of interest if any;
  - apologies for absence;
  - open forum
  - consideration of the minutes of the last meeting;
  - issues arising from the Committee's Area Delivery Plan;
  - appointments to Outside Bodies;
  - additional matters set out on the agenda for the meeting

### Interests

- 6.8 Elected Members of Area Committee shall comply with the Members' Code of Conduct and any other code of conduct or protocol relating to the conduct of Members which may be adopted by the Council.

### Minutes

- 6.9 The meetings of Area Committees shall be minuted, and such minutes will be made available to the public in accordance with the Access to Information Procedure Rules.

### Substitute Arrangements

- 6.10 Elected Members cannot be substituted.
- 6.11 Where a representative from a designated organisation has been co-opted on to the Area Committee that Member can be substituted by another representative from that organisation, subject to the Chair being informed before the meeting of the proposed substitution.

Quorum

- 6.12 The quorum for a meeting of an Area Committee shall be one third of its elected Members, provided that at least one Elected Ward Member from each ward within the area is present.

Voting

- 6.13 Only Elected Ward Members are entitled to vote at Area Committee meetings.
- 6.14 Co-opted members do not have voting rights.
- 6.15 In the event of an equality of votes, the Chair will have a second, or casting, vote.

Rights to attend and speak

- 6.16 An Area Committee may invite representatives from other authorities organisations or agencies to attend Area Committee meetings. These people may speak with the permission of the Chair.
- 6.17 Members of the public present at Area Committee meetings are observers and have no right to speak, except in accordance with rules governing deputations and open forums detailed below.

Deputations

- 6.18 Deputations may be received at any meeting of an Area Committee provided that the Council's Chief Democratic Services Officer receives seven days previous notice.
- 6.19 A deputation shall consist of at least two and no more than five people, only one of whom shall speak except by permission of the Chair. The speech, including the reading of any written material, shall not be more than five minutes in duration.
- 6.20 Deputations which relate solely to the interests of one individual or company will not be admitted. In cases of doubt, the Council's Chief Democratic Services Officer will determine the eligibility of any deputation request.
- 6.21 The number of Deputations which may be received by an Area Committee at one meeting shall not exceed five.
- 6.22 Deputations shall be heard in the same order in which notices were received.
- 6.23 A Deputation shall not be admitted about any matter which has been the subject of deputation in the preceding six months.

### Open Forums

- 6.24 At the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting of an Area Committee for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee. The period of time may be extended at the discretion of the Chair.
- 6.25 No member of the public shall speak for more than three minutes in the open forum, except by permission of the Chair.

## **7.0 ADVISORY OR CONSULTATIVE FORUMS**

- 7.1 An Area Committee can establish area or issue based forums, to act in an advisory or consultative capacity only.
- 7.2 A forum may cover the whole of the Committee's area or smaller areas within it, for example, one ward.
- 7.3 The Area Committee shall determine the terms of reference for any forum established and how the membership of it will be decided <sup>18</sup>.

## **8.0 DECISION MAKING**

- 8.1 Area Committees must make decisions:
- in accordance with all relevant procedure rules<sup>19</sup> within the constitution;
  - in accordance with the Council's Budget and Policy framework<sup>20</sup>;
  - in accordance with the approved Area Delivery Plan for the Area and any other relevant strategy or plan approved by the Executive Board;
  - following consideration of a report from relevant Director or his/her nominee.
- 8.2 Where a Director is of the opinion that a proposal, decision or omission by an Area Committee in relation to an executive function would result in:
- minimum service standards specified by the Executive Board not being achieved; or
  - an adverse impact on service delivery or the achievement of targets; or

<sup>18</sup> The total number of forums established and the frequency of meetings will need to be sustainable for the Members, officers of the Council and other service providing agencies, and community representatives.

<sup>19</sup> Council Procedure Rules, Executive Procedure Rules, Area Committee Procedure Rules, Financial Procedure Rules, Contract Procedure Rules, Appointments to Outside Bodies Procedure Rules and Access to information Procedure Rules

<sup>20</sup> Subject to the provisions of the Budget and Policy Framework Procedure Rules

- delivery of any service in that area or the area of another Area Committee being adversely affected

the Director shall report that opinion<sup>21</sup> to the appropriate Executive Member, who may direct that the Area Committee's delegated authority should not be exercised and the matter should be referred to the Executive Board for consideration.

8.3 Where the Monitoring Officer or Chief Finance Officer is of the opinion that a proposal, decision or omission of an Area Committee is or if made would be

- a) outside its terms of reference; or
- b) outside its Area Delivery Plan; or
- c) outside any relevant strategy or plan approved by the Executive Board; or
- d) outside the budget and policy framework; or
- e) not in accordance with any relevant procedure rules

the Monitoring Officer or Chief Finance Officer shall refer the matter to the Executive Board and/or Council as appropriate for consideration at the next available meeting.

8.4 Where a matter has been referred to the Executive Board or the Council under 8.2 or 8.3 above, the implementation of the proposal or decision shall be suspended until the matter is considered by the Executive Board and/or the Council.

8.5 Where a matter has been referred to the Executive Board under 8.2, the Executive Board may:

- decide the matter itself; or
- endorse any decision already made; or
- refer the matter back to the Area Committee for determination; and/or
- make any other decision it considers appropriate.

8.6 Where a matter has been referred to the Executive Board under 8.3 a) b) c), the Executive Board may:

- decide the matter itself; or
- endorse any decision already made; or
- refer the matter back to the Area Committee for determination; and/or
- make any other decision it considers appropriate.

<sup>21</sup> where that opinion is in relation to a decision taken by an Area Committee, the report to the Executive Member must be made within 5 working days of the relevant decision notice being published

- 8.7 Where a matter has been referred to the Executive Board under 8.3 d) or e) then the Executive Board may;
- refer the matter to the Council for consideration<sup>22</sup>; or
  - decide the matter within the budget and policy framework / in accordance with the procedure rules; or
  - refer the matter back to the Area Committee for determination within the budget and policy framework / in accordance with the procedure rules.
- 8.8 Where a matter is subject of a call-in by a Scrutiny Board, but has been the subject of reference back under Rule 8, the Scrutiny Board will be informed of this.
- 8.9 Before deciding any matter in accordance with Rule 8, the Executive Board will consider a report from a Statutory Officer or Director detailing as appropriate:-
- whether minimum service standards for a relevant Area Function are being achieved;
  - how the delegated budget for the executive function is being utilised;
  - whether a proposal decision or omission by an Area Committee would result in
    - minimum service standards specified by the Executive Board not being achieved; or
    - an adverse impact on service delivery or the achievement of targets; or
    - delivery of any service in that area or the area of another Area Committee being adversely affected;
  - whether a proposal, decision or omission by an Area Committee
    - is outside its terms of reference; or
    - is outside its Area Delivery Plan; or
    - is outside any relevant strategy or plan approved by the Executive Board; or
    - is outside the budget and policy framework; or
    - is not in accordance with any relevant procedure rules.
- 8.10 An Area Committee, or two or more Area Committees jointly, may refer any matter in relation to its executive functions (including Area Functions) to the Executive Board for decision.

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<sup>22</sup> The Council's options are as set out in Budget and Policy Framework Rules, Rule 8

## **Appendix 4**

### **Area Function Schedule (Well Being)**

## WELL-BEING AREA FUNCTION SCHEDULE

|   |                      |                      |
|---|----------------------|----------------------|
| <b>DESCRIPTION OF FUNCTION:</b>   |                      |                      |
| Area Committee Revenue & Capital Well-Being Budgets   |                      |                      |
| <b>EXECUTIVE MEMBER(S) PORTFOLIO:</b>   |                      |                      |
| Executive Member – Neighbourhoods & Housing   |                      |                      |
| <b>RESPONSIBLE DIRECTOR(S):</b>   |                      |                      |
| Director of Neighbourhoods & Housing  |                      |                      |
| <b>MINIMUM SERVICE EXPECTATIONS</b><br>(to be applicable to all Area Committee areas)   |                      |                      |
| Decisions taken in relation to the utilisation of Well-Being budgets within the framework of the Council's Constitution and having regard to the Community Strategy in accordance with Section 2 of the Local Government Act 2000. Specifically Area Committees will seek to:<br>Promote and improve the economic, social and environmental well-being of the Committee's area, including enhancing service delivery outcomes within their area |                      |                      |
| <b>CURRENT AND TARGET PERFORMANCE</b>   |                      |                      |
| <b>Issue/Performance Indicator(s)</b>   | <b>2003/4 Result</b> | <b>2004/5 Target</b> |
| <i>No specific indicators apply – although Area Committees may wish to reflect these within their Area Delivery Plans following decisions in relation to the allocation of these funds</i>  |                      |                      |
|   | <b>N/a</b>           | <b>N/a</b>           |
|   |                      |                      |
| <b>TOTAL RESOURCES AVAILABLE ON AN AREA BASIS*</b>  |                      |                      |
| Revenue: £1.8m  |                      |                      |
| Capital: £3.5m (over 3 years)   |                      |                      |
| <b>AGREED BY THE LEADER AND REPORTED TO COUNCIL ON:</b>   |                      |                      |
| Date:   |                      |                      |



**WELL-BEING AREA COMMITTEE FUNCTION SCHEDULE**

Expectations of the executive and allocation of resources by the executive to each Area Committee.

|  | West       |         | North West |         | North East |         | East    |         | South   |         |
|--|------------|---------|------------|---------|------------|---------|---------|---------|---------|---------|
|  | Outer      | Inner   | Outer      | Inner   | Outer      | Inner   | Outer   | Inner   | Outer   | Inner   |
| <b>Target Performance (for the given year):</b>  |            |         |            |         |            |         |         |         |         |         |
| not applicable – but<br>see also specific area<br>action delegation<br>schedules                               |            |         |            |         |            |         |         |         |         |         |
| <b>Area Based Resources (for the given year):</b> Revenue – annual allocation, Capital – three year allocation |            |         |            |         |            |         |         |         |         |         |
| <b>Financial</b>   | <b>(£)</b> |         |            |         |            |         |         |         |         |         |
| <b>Revenue - Minimum</b>   | 157,080    | 119,281 | 159,700    | 194,878 | 111,772    | 161,439 | 192,389 | 179,344 | 177,988 | 164,707 |
| <b>Capital - Minimum</b>   | 305,434    | 231,935 | 310,527    | 378,930 | 217,334    | 313,908 | 374,090 | 348,724 | 346,087 | 320,263 |







**LEEDS**  
CITY COUNCIL

|                      |          |
|----------------------|----------|
| AGENDA<br>ITEM NO:   | <b>8</b> |
| Originator: K Lander |          |
| Tel: 2243040         |          |

**REPORT OF: ACTING DIRECTOR OF NEIGHBOURHOODS AND HOUSING DEPARTMENT**

**COMMITTEE: OUTER SOUTH AREA COMMITTEE**

**DATE: 12<sup>TH</sup> JULY 2004**

**SUBJECT: COMMUNITY CONSULTATION AND ENGAGEMENT ARRANGEMENTS AND THE OUTER SOUTH AREA COMMITTEE**

**Electoral Wards Affected:**

Ardsley and Robin Hood

Morley North

Morley South

Rothwell

**Specific Implications For:**

Ethnic Minorities

Women

Disabled People

**Executive Board Decision**

**Eligible for Call In**

**Not eligible for Call In**  
(details contained in the report)

**1.0 PURPOSE OF THE REPORT**

- 1.1** To enable the Area Committee to consider arrangements for community consultation and engagement in relation to the role and terms of reference of the Area Committee.

**2.0 BACKGROUND**

- 2.1** Formerly the Community Involvement Teams utilised a number of ways of consulting and engaging communities for example through the use of co-optees, consulting with local forums (whether they were CIT led or community led), running specific consultation events and activities (such as the recent consultation exercise for the Vision for Leeds), and the use of questionnaires, surveys and newsletters/bulletins.

**2.2** With the development of Area Committees, there are new constitutional arrangements, terms of reference, procedure rules and functions etc. As such the newly formed Area Committees will need to consider a strategy for community consultation and engagement, in order to fulfill the role of the Area Committee.

**3.0 POTENTIAL COMMUNITY CONSULTATION PROCESS IN CONJUNCTION WITH PARTNER AGENCIES**

**3.1** In forming a strategy for community consultation for the Area Committee it is important to consider the interests of other agencies who, like Leeds City Council, also have a directive to listen to and consult local communities. Such agencies include South Leeds Primary Care Trust (PCT), South Leeds Homes, Leeds Voice (a body representing the voice of the voluntary and community sector).

**3.2** Taking an integrated multi-agency approach (i.e. working with the above and other agencies) to community engagement also fits with the underlying ethos of the District Partnership for South Leeds. The District Partnership will bring together a broad range of agencies, which amongst things, will provide for better co-ordinated community engagement across South Leeds.

**3.3** An integrated multi-agency approach to community consultation has the potential following benefits:

- Use the wide range of consultation mechanisms which exists in South Leeds (see Appendix 1)
- Make efficient use of information gathered from a variety of sources
- Minimise consultation fatigue experienced by some residents who feel consulted by separate organisations on, at times, overlapping subjects carried out at different times.
- May reduce the potential burden on any one agency

**3.4** It is recommended that:

- a) The Area Committee considers a community consultation and engagement arrangement in the context of an integrated multi-agency approach as outlined above.
- b) The Area Committee supports work with partner agencies and council departments:
  - To identify issues on which organisations potentially want to consult in the next 12 months
  - To identify and implement appropriate joint responses to issues through use existing mechanisms

- To link with the Virtual Knowledge Park (possible pilot project in Leeds using web-based technology)

#### **4.0 POTENTIAL OPTIONS FOR CONSULTATION PROCESSES SPECIFIC TO THE AREA COMMITTEE**

- 4.1 The Area Committee area has a range of active groups (both issue based and geographical) which are a good source of local knowledge and opinion. The Area Committee needs a coherent and clear structure which enables the voice of these groups to be fed into the Committee so as to support the representation role of the Committee.
- 4.2 Several different approaches are suggested in appendix 2 and 3 which allow both individuals and groups to be consulted. They could be 'mix and matched' according to the level of information required, the timescale in which it is required and the available resources of the area management team to support and sustain the option effectively. Further work is needed to obtain a precise idea about costs and timescale for setting up the options.
- 4.3 Members are asked to consider and comment on any of the options listed at appendix 2 and appendix 3 and indicate which, if any, they would like officers to work up in more detail. Members are also invited to suggest any alternative options which fit with the role of the Area Committee and the resources available to support them.
- 4.4 Appendix 2 consists of general consultation mechanisms which could be joined up with other agencies to access and support.  
Appendix 3 consists of options relating uniquely to the Area Committee.

#### **5.0 COMMUNICATION SUPPORT REQUIREMENTS**

- 5.1 As part of the Leeds Initiative's Community Engagement Framework, communication forms a key and intrinsic link to community consultation. Communication and information is at one of the ends of the continuum of community engagement. This could range from providing information such as through a website, newsletter, bulletin, poster display or by distributing a survey. Communication and consultation might also take the form of small or large-scale events where local people are actively involved.
- 5.2 Elected Members are advised to consider carrying out some of the above taking into account potential set up timescales and costs involved. Depending on the actual communication method the set up timescale for example, could be at least approximately 3 months. Costs range from 3-6k

for a household 6 page newsletter to £300- £1000 for a small to large scale consultation event.

- 5.3 For practical purposes and expediency on the various communication activities, (if financial rules of the Area Committees Well Being budget allow) Members are asked to consider delegating authority to the Area Manager for an initial budget of 10k. Expenditure would be agreed in consultation with the Chair and would be on communication activities as illustrated above in support of the Area Committee's role. In this way Area Committee meetings will not be burdened with separate reports relating to each proposed communication activity. The delegation would also enable speeding up of communication and consultation with the public and groups. The above amount can be reviewed at a future Area Committee meeting.

## **6.0 RECOMMENDATIONS**

The Area Committee is requested to:

- 6.1 Indicate support for a community consultation and engagement process in the context of an integrated multi-agency approach (from para 3.4a).
- 6.2 request Area Management officers to work with partner agencies and Departments to identify potential requirements for consultation over the next 12 months and carry out joint consultation (from para 3.4b).
- 6.3 consider and comment on multi-agency options described in appendix 2 and indicate a preference and request officers to work up a programme in more detail (from para 4.3)
- 6.4 consider and comment on any preferred options for consultation mechanisms with specific links to Area Committees as listed in appendix 3 and request officers to work up in more detail (from para 4.3).
- 6.5 suggest any alternative options for consultation which fit with the role of the Area Committee and the available resources.
- 6.6 consider delegating authority to the Area Manager (if financial rules allow the Area Committees Well Being budget to do so) for an initial budget of 10k for, in consultation with the chair, carrying out the Area Committees' communication with the community in line with section 5.0 of this report.

## APPENDIX 1

Existing Consultation Mechanisms in South Leeds

| <b>Mechanism</b>                              | <b>Responsible body</b>  | <b>Description</b>   |
|---|--|--|
| Data base of South Leeds community Groups     | South Area Management  | Area Management Internal data base   |
| Data Base of Community groups                 | Leeds Library Services   | Data base accessible to public through Libraries Service                       |
| Citizens panel                                | Central Services   | 1000 people across city who agree to be consulted ? times per year             |
| Community Involvement                         | a) Area Management/Neighbourhood Renewal<br>b) residents and resident associations | Community fora and interest groups   |
| Patient Involvement                           | PCT  | Health based consultation groups   |
| Tenant involvement                            | South Leeds Homes  | a) Network of Tenant and Resident groups and<br>b) Sounding Board with Tenants |
| Voluntary and Community Sector Representation | Voice  | Voluntary and Community sector networks/training/support                       |
| Data base of consultation results             | Leeds Initiative   | Results of consultations across city e.g for Vision for Leeds                  |
| Virtual Knowledge Park                        | Leeds Initiative   | Developing and implementing technical approach to citizen engagement           |
| Co-ordinate and Develop Community Engagement  | District Partnerships  | PCT, ALMO, Police  |



APPENDIX 2

**POTENTIAL COMMUNITY CONSULTATION PROCESS IN CONJUNCTION  
WITH PARTNER AGENCIES**

**Option 1: An Area Committee Citizen's panel**

- a) The Leeds Citizens panel has potential for greater use. The Panel is made up residents reflecting the demographic make up of Leeds who have agreed to be consulted occasionally throughout the year. It might be possible to segment the panel, identify residents of the area and create a small scale (around 200 people) Area Committee Citizens Panel. This panel could then be utilised to get quick feedback.
- b) The drawback to using the current Leeds Citizens Panel is that because the numbers are small the Panel may not be representative of the demographics of the area and would need expanding.
- c) Set up timescale would be short. It can be undertaken within the Council's existing contract although if the panel was to be expanded for the area this is likely to entail costs.
- d) South Leeds Homes already have a sounding board with citizens/ customers and a such South Leeds Homes' Board is something at a local level that could be enhanced.

**Option 2: An e-mail/ text messaging panel for the Area Committee.**

- a) This panel would aim to build a register of people in the area who are willing to be consulted via email or text messages.
- b) This could be particularly useful for getting feedback from young people and could link to the use of ICT in libraries and schools.

**Option 3: An Area Committee web-based consultation**

- a) The option here would be to develop an interactive website which could be promoted through Libraries (e.g the current 'Communities Online' website), Schools, Colleges. This would allow information to be disseminated and feedback received.

**POTENTIAL OPTIONS FOR CONSULTATION PROCESSES SPECIFIC TO  
THE AREA COMMITTEE**

**Option 1: Create a Sounding Board:**

- a) Invite one or two representatives from each recognised group to an annual event(s) which is structured so that it provides opportunities for representatives to raise the current issues from their groups, give feedback on the performance of services, and highlight priorities for consideration by the Area Committee(s) in south. (This would also be of interest to other agencies such as PCT, ALMO, Voice etc).
- b) The sounding board event(s) would also provide a platform for the Area Committees, agencies and council departments to feedback action taken and progress made to local groups. Alongside this it would also be possible to build the capacity of the groups by allocating time to providing information on a range of subjects from funding opportunities to services available to support them etc.
- c) In addition representatives (one per ward?) from this meeting could be nominated/elected to be community representatives on their Area Committee.
- d) Issues to consider include the set up timescale which is estimated to take at least 12 weeks (involving a multi-agency organising group), with costs (venue, refreshments, publicity, transport).

**Option 2: Shadow Area Committee:**

- a) This would be a panel elected by community groups from their membership and serviced by Area Management staff. The shadow committee would meet in a cycle which links to the Area Committee and which would agree issues to go forward for discussion at Area Committee based on the papers and agenda previously circulated. A member of the shadow committee could attend Area Committee meetings as a co-opted representative.
- b) Issues to consider include a potential lengthy set up time as the meeting cycle of groups (for them to nominate a representative) is variable. It would not be feasible to expect officers to attend both the Shadow Committee and Area Committee therefore the Shadow Committee would have a remit limited to discussing and prioritising issues to go to Area Committee and receiving feedback on meetings. There could also be a

duplication for attendees of attendance at the Shadow Area Committee as well as attending any other local forums they participate in.

c) Set up timescale is estimated to be at least 6 months. Costs would include: venue, refreshments.

### **Option 3: Area Committee-Community Exchange**

a) This option proposes to invite community groups and forums to have as standing items on their meetings agenda: 'feedback from the Area Committee and key issues/news items for the Area Committee'.

b) As it would be unrealistic for Area Management officers to attend meetings of each group or forum, feedback to them would be done through one or more means such as a bulletin, e-mail or on the web.

c) Similarly groups and forums would be asked to provide the Area Committee with a summary of prioritised issues or relevant items of information raised at their meetings.

d) In order to ensure that there is a focus for priorities and ones that fit with the Area Committee's role, groups and forums would be asked to feed back their top 3 priority issues/news items by a certain date. These issues would then be collated into an Area Committee report or, if more appropriate, circulated to all Area Committee individual Members or specific Ward Members.

### **Option 4: Area Committee Community Forums**

a) These forums could be based on 1 per Electoral Ward and aim to have a representative from each local community group. The forums would act as a place for consulting on matters relevant to the role of Area Committees (e.g performance of council services). A representative from each forum could be nominated and elected as a non-voting co-optee on the Area Committee.

b) It is important to note however that given the potential number of forums that might be set up throughout south and the anticipated desire for meeting frequencies, the area management team would be quite limited in being able to support them. Consequently the forums would need to be self-sustaining, and receive support from other agencies such as VOICE (the Voluntary and Community Sector Network).

c) For the sake of consultation fatigue and duplication, it would also be advised not to set up forums in some areas where forums already exist (e.g for council tenants or community-led resident forums) or parish

councils. Where forums do exist, the other options 1 to 3 may suffice in order to consult with them.

d) As the condition of SRB5 funding requires local forum approval, it is recommended that the Middleton Park (Belle Isle and Middleton) forum would continue to receive area management support until the end of SRB5 (March 2005) but work towards greater independence.

**Option 5: Area Committee Co-optees**

a) Subject to Full Council/Executive Board, the Area Committee's Terms of Reference might allow for co-opted advisory representatives onto the Area Committee. The Terms are likely to advise that the total number of the membership of the Committee should not exceed 15 and that the number of co-optees does not exceed 4. This is in order to support the Committee in carrying out its business efficiently and effectively whilst allowing a spread of opinions from its Members in a manageable way.

b) Options 1,2 and 4 refer to routes through which co-optees could be nominated and elected onto the Area Committee.

c) If co-optees were wanted, an alternative way to co-opt whilst ensuring it is done equitably would be to invite all known community groups to put forward a nomination for a certain number of places based on 1 per Ward.

d) The number of co-optees could be 3 for the Inner Area bringing the total Inner Area Committee up to 12. This would be 4 for the Outer Area. This would bring the total Outer Area Committee up to 16. Whilst this is over the recommended 15, Members may wish to accept this if they feel that the Committee could still effectively carry out its business with a potential 16 attendees.

e) If this option is favoured it is suggested that the nomination and election process could be carried out in consultation or conjunction with VOICE (the voluntary and community sector) in order that as wide a spread of nominations are sought.

f) the set up timescale is anticipated to take 3-6 months with costs associated with promotion and publicity.

**Option 6 – Open Forum/question time**

a) Subject to Full Council and/or Executive Board agreement, there may be the option for Area Committees to make a slot of time (e.g 10 mins) which would be open to any local group to make comment particularly on the agenda and reports and/or put a question to the committee.

b) Members may wish to suggest the process for how local groups would be informed about the agenda and reports in order to assist groups decide on what matter they might wish to comment or question. For example, could the papers be circulated to all known groups prior to the meeting in addition to being made available at libraries?

c) The set up timescale would be approximately 3 months which would include allow time for the circulation list to be decided on. The costs would vary according to the amount of groups papers are circulated to each time.

d) Either Full Council/Executive Board and/or the Area Committee may wish to stipulate the maximum number of groups and representatives attending the open forum and the length of time the group would have in the open forum.



**LEEDS**  
CITY COUNCIL

|                      |          |
|----------------------|----------|
| AGENDA<br>ITEM NO:   | <b>9</b> |
| Originator: K Lander |          |
| Tel: 2243040         |          |

**REPORT OF: ACTING DIRECTOR OF NEIGHBORHOODS AND HOUSING DEPARTMENT**

**COMMITTEE: OUTER SOUTH AREA COMMITTEE**

**DATE: 12<sup>TH</sup> JULY 2004**

**SUBJECT: PROFILE AND PRIORITIES DOCUMENT FOR THE OUTER SOUTH AREA COMMITTEE**

**Electoral Wards Affected:**

Ardsley and Robin Hood

Morley North

Morley South

Rothwell

**Specific Implications For:**

Ethnic Minorities

Women

Disabled People

**Executive Board Decision**

**Eligible for Call In**

**Not eligible for Call In**  
(details contained in the report)

**1.0 PURPOSE OF REPORT**

To inform Elected Members of the current work carried by the South Leeds Area Management Team on drawing up a Profile and Priorities Document for the Area Committee.

**2.0 BACKGROUND**

2.1 The council budget decision-making cycle for 2004/05 has already been set. This process begins in the autumn of the previous year i.e. for 2004/05 the budget setting cycle started in autumn 2003.

2.2 Area Committees and Area Management have formally come into being in 2004/05. Whilst preparation work for Area Committees and Area Management with key services and Departments had started in the previous year, this was not in time to inform the 04/05 budget setting cycle.

- 2.3 It is proposed therefore that Area Committees develop an Area Delivery (business) Plan for 2005/06 over the coming months to be approved by the Area Committee in October 2004 and agreed by the accountable body, the Executive Board. In this way the Area Committee will be in a position to inform the 2005/06 budget setting cycle in the autumn of 2004.
- 2.4 In the meantime for 2004/05 it is proposed that the Area Committee approves of a Profile and Priorities Document. This document will help the Area Committee steer its work during 2004/05. It will also provide a useful foundation for the 2005/06 Area Delivery Plan which will be worked on from summer.

### **3.0 THE PROFILE AND PRIORITIES DOCUMENT**

- 3.1 A draft outline of the proposed contents of this document is attached in appendix 1
- 3.2 Members will recollect that the Area Management Team had planned for an informal Member Prioritisation meeting for 6<sup>th</sup> July prior to the first formal Area Committee meeting. It is suggested that this meeting is rescheduled as soon after the first Area Committee meeting has taken place.
- 3.3 It is suggested that the Member Prioritisation meeting would still be an opportunity in an informal way to receive presentations from key Services and show work in progress on the Profile and Priorities Document. It will also be an informal time for Members to highlight key priority areas, issues and actions which the document should cover.

### **4.0 AREA COMMITTEE WELL BEING (REVENUE) BUDGET COMMITMENTS**

- 4.1 Members are asked to note that as part of the anticipated priority areas to feature in the Profile and Priorities document, the former Community Involvement Teams had agreed at its March meeting to consider committing on-going revenue expenditure from the 2004/05 Area Committee Well Being (revenue) Budget provided that it was for activities which were spending commitments of the CITs by or before January 2004 and which did not extend beyond 31<sup>st</sup> March 2005.
- 4.2 The commitments made were as follows:

#### **a) Rothwell Gardening Initiative**

This is led by Neighbourhoods and Housing in conjunction with South Leeds Homes. The project provides gardening clearance and maintenance to those over 60 and other vulnerable people who are no

longer able to maintain their own gardens or receive assistance from elsewhere. The scheme would run for 6 months in summer where demand for garden maintenance would be highest. There would be a dedicated team of one chargehand and three full time staff with all necessary tools and equipment, van hire etc. The scheme would serve local people on the basis of referrals from relevant agencies.

To continue this service within 2004/05, the former Richmond Hill and Rothwell CIT approved, from the Outer Area Committee Well Being Budget, a total of £15,000.

**b) Health Bus**

This initiative is led by the South Leeds Primary Care Trust to deliver health services to young people who don't usually access such services when placed in traditional settings, especially young males. The bus has made advice and information on the bus available in places like Morrisons car park, John O'Gaunts estate, local high schools Rothwell Sports centre and Rothwell Gala.

To continue this service within 2004/05, the former Richmond Hill and Rothwell CIT approved, from the Outer Area Committee Well Being Budget a total contribution of £4,000.

**c) Neighbourhood Warden (Morley)**

The neighbourhood warden service provides a high visible foot patrol to observe and report on incidents relating to community safety. The service aims to deter anti-social behaviour, crime, improve the local environment and enhance a feeling of safety for local residents.

Whilst there is former CIT funding to cover this post up until September 2004, to continue this service until March 2005, the former Morley CIT approved, from the Outer Area Committee Well Being Budget a total contribution of £12,000. However the CIT also resolved that after September 2004 it should be the decision of the new Outer Area Committee as to whether the above amount should be spent on a Police Community Support Officer (PCSO) or to continue with the neighbourhood warden post.

**5.0 Recommendation**

Members are asked to:

- a) note the position as outlined in the background in this report
  
- b) approve the proposed structure and contents of the Profile and Priorities Document and request officers to continue to work upon the detail of the document



## Item 9

- c) offer any initial observations that they would wish be incorporated into the Profile and Priorities Document
- d) notwithstanding c) above, indicate the Committee's view of the desirability of a specific informal meeting during July 2004 to look in detail at the Service priorities of this Committee.
- e) note the current commitments made to the Area Committee's Well Being budget in section 4.0

APPENDIX 1

**A PROPOSED OUTLINE OF THE AREA PROFILE AND PRIORITIES DOCUMENT**

Attached is a proposed draft outline drawn up by the South Area Management Team for this Area Committee's consideration

**1. Introduction**

What the document is  
Geographical area covered by the document  
How the Area Committee might consult  
Who is responsible for responding to the priorities  
How the document will be monitored and updated

**2. Summary of strategic context of the Profile and Priorities Document**

Leeds Initiative (the Local Strategic Partnership) – Vision for Leeds (2)  
Leeds City Council – Corporate Plan objectives  
Area wide Strategic Plans

**3. Area profile**

This gives a general description of the Area Committee area, broken down into new ward boundaries, and where possible broken down into sub-areas of particular concern including those areas already identified as being in need of regeneration.

The section includes available relevant statistics on general demographics, deprivation levels, worklessness and jobs etc. To compliment the statistics the section gives a summary of survey results (i.e. from Vision II, past surveys including from the former Community Involvement Team), and issues raised at former CIT meetings and Forums, and broader forums.

**Topic areas include:**

Key Characteristics  
General Deprivation  
Economy & Jobs  
Crime, Disorder & Community Safety  
Benefits  
Housing  
Education, Skills and Opportunities for Young People  
Literacy & Numeracy  
Health & Social Care  
Traffic & Transport  
Environment

Community Consultation  
Priority Neighbourhoods  
Town Centres

### **3. Service delivery profile**

This section gives a description of what services are delivered in the area. There's also a description of particular initiatives undertaken by both Council Services and other agencies to tackle some of the key issues. To address the key issues, future potential opportunities and possibilities are also identified.

#### **Services areas included are:**

StreetScene  
Crime, Disorder and Community Safety  
Education, Skills and Opportunities for Young People  
Health & Social Care  
Housing  
Traffic and Transport

### **4. Priorities for the Outer South Area 2004/05**

This section will outline the suggested priorities for 2004/05 which will be guided by Elected Members with information drawn from the profile of the area and services.

### **5. Appendices**

A. Constitution



**LEEDS**  
CITY COUNCIL

AGENDA  
ITEM NO: **10**

Originator: Keith Lander

Tel: 2243040

**REPORT OF:** Acting Director of Neighbourhoods and Housing Department

**COMMITTEE:** Outer South Area Committee

**DATE:** 12<sup>th</sup> July 2004

**SUBJECT:** **Area Committee Priority Budget (Well-Being) – A proposed framework for a Small Grants Fund**

**Electoral Wards Affected:**

Ardsley and Robin Hood

Morley North

Morley South

Rothwell

**Specific Implications For:**

Ethnic Minorities

Women

Disabled People

Executive

Eligible for Call In

Not eligible for Call In

Board  
Decision

(details contained in the report)

**1.0 PURPOSE OF REPORT**

1.1 To seek approval in principle for the setting up of a Small Grants Fund subject to Operating Guidelines being drawn up for the Area Committee.

1.2 To indicate support for a framework for administering the Fund.

**2.0 BACKGROUND**

2.1 Previous to the Area Committees many Community Involvement Teams (CITs) had run a small grants fund. The CIT which covered Rothwell had not operated a small grants scheme and the Morley CIT had just begun a scheme in 2003/04.

2.2 In the former Morley CIT area, a small handful of applications had been received and awarded mainly to community and voluntary organisations in support of CIT and community planning priorities at that time.

2.3 On the whole and across the city the CIT's Small Grants Fund proved successful. An internal Council audit rated highly the administration of the Fund by the former Community Planning Service.

- 2.4 The CIT's Small Grants Fund was administered in line with Operating Guidelines which were drawn up by Council Finance and Legal Services for dealing with all the grants across the CITs. Members are requested to note that these guidelines (including application form) will need to be revised in the context of the Area Committee Well Being Budget prior to the Area Committee running this scheme. In the meantime a framework is proposed below for Area Committee consideration.
- 2.5 As an indication of the amount of Area Committee Priority (Well-Being revenue) budget, it is understood that as an interim measure the minimum allocation for the Inner South Area Committee would be approximately £177,000. Members are asked to note that this particular amount, the Area Committee Priority (Well-Being revenue) budget and proposals within this paper is subject to Full Council /Executive Board decisions.

### 3.0 A PROPOSED FRAMEWORK FOR THE SMALL GRANTS FUND

One of the important aspects of any Small Grants Fund is the need to deal with applications quickly and efficiently. It is proposed, as the CITs formerly did, to assess applications between formal Area Committee meetings according to a framework which the Area Committee decides in advance. This framework describes the guiding principles for the amount of funding and type of projects that the Area Committee might wish to support through the Fund.

In addition to Operating Guidelines that would be drawn up, the framework recommended for the Area Committee is as follows:

- 3.1 to support small scale projects in the community up to a maximum amount of £1000 for applications where projects are jointly run by more than one organisation and which covers a broader area of benefit (such as across one or more Wards) and which meets corporate and Area Committee priorities. A maximum of £500 would be available for applications from a single group. The latter would be consistent with other standards within the Council for small grant aid.
- 3.2 any one organisation or initiative may receive only one successful Small Grant per year.
- 3.3 determine a financial limit of Small Grants within the overall Area Committee Priorities Budget at £15,000. (This figure is based on the anticipated future take up under the Area Committee).  
This figure could be reviewed at any Area Committee meeting during the year.
- 3.4 an expectation that groups located within or serving areas already designated as being eligible for targeted specific funding (e.g. SRB5, neighbourhood renewal), should seek initially this funding source initially subject to eligibility.
- 3.5 funding should be used for items of expenditure that are receiptable and not confer benefit to individuals.
- 3.6 funding must be prioritised for the work of groups and proposals which are seeking to encourage appropriate community involvement, consultation and capacity building activities and should support the priorities and targets of the Area Committee and any plans it has.

- 3.7 deadlines of approximately 4 weeks prior to each Area Committee meeting would be issued to allow for internal checking procedures to be carried out and a report drawn up in readiness for distribution to the Area Committee for its decision-making.
- 3.8 Although it is the Area Committee that decides on small grants, should Members want:
- Either i) detailed discussions on an approach to take outside of the Area Committee meetings
  - and/or ii) potentially have a broader involvement of and consultation with local people in assessing grants

then Members are asked to consider the following options:

- a) circulate a summary report of a Small Grant application to all Area Committee Members for comment prior to the Area Committee meeting.
  - b) as for a) but circulate for comment (either through correspondence and/or at a meeting) the summary report of the application to those Elected Members who the Area Committee could nominate as forming a consultative group (e.g one representative per Ward and political grouping). The group could also consist of co-opted non-voting community representatives.
  - c) as for b) but where the consultative group is only made up of co-opted non-voting community representatives (nomination process would need to be worked out). An Elected Member would be nominated as chair of this group by the Area Committee.
  - d) as for c) but with one Elected Member from each Ward and political grouping.
- 3.9 It is advised that the chosen option in 3.8 should ensure there is maximum speed and ease of processing applications and whereby successful applications receive their cheques as soon as possible after their application has been processed and decided on.
- Whichever option in 3.8 Members choose, a report containing details of all applications will be presented to the Area Committee for the final decision.

#### 4.0 RECOMMENDATIONS

The Area Committee is asked to

- 4.1 approve in principle of the setting up of a Small Grants Fund for the Area Committee.
- 4.2 comment on and indicate support for a framework for administering the Fund as outlined in part 3 (3.1-3.9)
- 4.3 express a view on options in 3.8 for Member and potentially wider consultation on small grants.

- 4.4 request that Area Management draw up with Finance and Legal Services Operating Guidelines for administering the Fund prior to its launch and promotion.



**LEEDS**  
CITY COUNCIL

AGENDA  
ITEM NO: **11**

Originator: K Lander

Tel: 2243040

**REPORT OF: ACTING DIRECTOR OF NEIGHBOURHOODS AND HOUSING  
DEPARTMENT**

**COMMITTEE: OUTER SOUTH AREA COMMITTEE**

**DATE: 12<sup>TH</sup> JULY 2004**

**SUBJECT: AREA COMMITTEE – FUTURE WORK PROGRAMME**

**Electoral Wards Affected:**

Ardsley and Robin Hood

Morley North

Morley South

Rothwell

**Specific Implications For:**

Ethnic Minorities

Women

Disabled People

**Executive  
Board  
Decision**

**Eligible for Call In**

**Not eligible for Call In**   
(details contained in the report)

**1.0 Introduction**

1.1 Advance planning and programming of items for the Area Committee will be important to ensure that service providers engage with the Committee. The pre-planned programme will also assist in monitoring progress of services.

1.2 In addition to regular and planned items, the Area Committee's programme would allow for other items to be dealt with.

**2.0 Purpose of this report**

2.1 This report gives a proposed initial illustration of the work programme for the Area Committee particularly indicating some of the key issues and agenda items expected to be covered in the Area Committee's first year.

**3.0 Area Committee Meetings**



- 3.1 At the time of writing the proposed constitution for Area Committees states that the Area Committees will meet six times a year and a meetings schedule will be published annually.
- 3.2 As with all 10 new Area Committees across Leeds, the South Area Committees are due to begin meeting in July 2004.
- 3.3 In 2004/05 Area Committees are due to meet in cycles:
- July
  - September
  - October
  - December
  - February
  - April
- 3.4 The proposed dates for when Area Committees meet will be subject to confirmation of approvals through Full Council and Executive Board.

### **4.0 Area Committee Work Programme**

- 4.1 The attached work programme gives an indication of key issues and areas of work by month for the Area Committee
- 4.2 It is intended to update the programme and maintain it as a rolling forward programme of key Area Committee issues.
- 4.3 Part of the programme may well be influenced by key Council wide meetings e.g Executive Board and Full Council meetings. These have been added into the programme for Members' awareness.
- 4.4 In addition to the indicative programme (and as yet to be fully timetabled), there would be ongoing and regular work with the District Partnership, and other matters prepared for the Area Committees' consideration. This could include local planning matters, Area Committee Priority Well Being (revenue) Budget reports, Neighbourhood Renewal/Regeneration issues and items referred from Executive Board (e.g. School Review Proposals).

### **5.0 Recommendation**

- 5.1 Members are asked for any comment on the proposed work programme.
- 5.2 Following any comment Members are requested to accordingly approve of the work programme and ask that the Area Management team liaise with services in preparation for future meetings.

# Draft work programme for Outer South Area Committee

July 2004 - April 2005

## July 2004

- Briefing for Elected Members on Area Management development and consultation on priorities for the Profile and Priorities Document
- Elected Members put forward nominations for Area Committee Chairs
  - Nominations to be put forward before Area Committee meeting
- First meeting of the Area Committee to cover at least:
  - Appointment/Election of chair
  - Constitutional matters (Terms of Reference and Operating Procedures)
  - Appointment of Members to Local Bodies
  - Consultation and Involvement Arrangements
  - Area Profile and Priorities for 2004/05
  - Future work programme
  - Dates, times and venues for future meetings.
- Executive Board 21st July (to be confirmed)
  - Proposals for functions and budget responsibilities to be delegated to Area Committees (area function schedules for priority services)
  - Mechanism for allocating Area Committee Well Being revenue and capital Budgets
- District Partnership planning event

## August 2004

- Develop Profile and Priorities Document for 2004/05 and develop Area Delivery Plans 2005/06
- Develop consultation and involvement arrangements
- Preparation of Agendas and Reports for September meeting
- Executive Board 25th August (to be confirmed)
  - Further proposals for functions and budget responsibilities to be delegated to Area Committees (area function schedules for priority services)

## September 2004

- Area Committee meets covering items such as:
  - Final Profile and Priorities Document for 2004/05 and agree expenditure plans for 2004/05
  - Theme focus on Community Safety
  - Service Delivery Briefing from the Police.
- Work to commence on draft Area Delivery Plans for 2005/06
- Preparation of Agendas and Reports for October meetings

## October 2004

- Area Committee to meet
- Agenda Items to include:
  - Draft 2005/06 Area Delivery Plan
  - District Partnerships Report
  - Service Delivery Briefing: Primary Care Trust

## November 2004

- November 2004 to January 2005 - Executive Board to consider proposals for 2005/06 and Scrutiny Boards to consider draft Area Delivery Plan for 2005/06
- Autumn Member Training Sessions facilitated by IDeA
- Preparation of Agenda and Report for December meeting

## December 2004

- Area Committee to meet
- Agenda Items to include:
  - Area Profile and Priorities Document 2004/05 - mid year monitoring report and update
  - Theme Focus: Street Scene Services
  - Service Delivery Briefing: South Leeds Homes (ALMO - Arms Length Management Organisation)

## January 2005

- Preparation of Agendas and Reports for February meetings

## February 2005

- Area Committee to meet
- Agenda items to include:
  - Final Area Delivery Plans 2005/06
  - Theme Focus on: Young People
  - Community Centres

Executive Board and Full Council approval of council budget  
Including:

- Area function budgets and allocations
- Area priority budgets and allocations

## March 2005

- Executive Board approval of Area Delivery Plans 2005/06
- Preparation of Agendas and Reports for April meetings

## April 2005

- Area Committee to meet
- Agenda Items to include:
  - Confirmation of Area Delivery Plan approvals and Budgets 2005/06

## 2005/06 Civic Year

- Agenda items to consider at first meeting will include:
  - Election of Chair
  - Appointment of Members to Local Bodies
  - Consultation and Involvement Arrangements
  - Dates, Times and Venues for Future Meetings
- Area Delivery Plan 04/05 - year end review report and area profile update
- Additional Area Functions (services and budgets) to add to list of responsibilities delegated to Area Committees

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**LEEDS**  
CITY COUNCIL

AGENDA  
ITEM NO: **12**

Originator: K Lander

Tel: 2243040

**REPORT OF: ACTING DIRECTOR OF NEIGHBOURHOODS AND HOUSING  
DEPARTMENT**

**COMMITTEE: OUTER SOUTH AREA COMMITTEES**

**DATE: 12<sup>TH</sup> JULY 2004**

**SUBJECT: DATES, TIMES AND VENUES FOR FUTURE OUTER SOUTH AREA  
COMMITTEE MEETINGS**

**Electoral Wards Affected:**

Ardsley and Robin Hood

Morley North

Morley South

Rothwell

**Specific Implications For:**

Ethnic Minorities

Women

Disabled People

**Executive  
Board  
Decision**

**Eligible for Call In**

**Not eligible for Call In**  
(details contained in the report)

**1.0 PURPOSE OF THIS REPORT**

- 1.1 To seek approval for proposed dates, times and venues for future Area Committee meetings.

**2.0 BACKGROUND**

- 2.1 Subject to Full Council and/or Executive Board approval, it is understood that the Area Committee procedure rules states that the Area Committee meetings will be held six times a year and scheduled annually by Legal and Democratic Services at the beginning of the Council municipal year.
- 2.2 The annual scheduling will help the officers of the Council and members of the public be aware of when the Area Committee meets. As outlined in the

report (presented at this meeting) on the Future Work Programme for the Area Committee, the schedule will help the Area Committee and the Area Management Team to plan and programme items for the agenda in advance. This in turn will ensure that service providers are able to prepare as fully as possible their reports for the Committee.

**3.0 PROPOSED DATES, TIMES AND VENUES**

3.1 All Area Committees are aiming to meet during the following periods of time: in 2004: July, September, October, December and in 2005: February and April.

**3.2 The dates**

This meeting schedule will assist in better co-ordination of reports from services as well as to enable better tie into other meeting cycles such as Boards (including Executive and Scrutiny Boards), Full Council and Panel meetings. The proposed meeting dates are subject to the above Board and Panel dates being confirmed. The proposed dates are as follows:

|          |                                 |
|----------|---------------------------------|
| Thursday | 16 <sup>th</sup> September 2004 |
| Monday   | October 18 <sup>th</sup> 2004   |
| Tuesday  | December 14 <sup>th</sup> 2004  |
| Tuesday  | February 15 <sup>th</sup> 2005  |
| Friday   | April 22 <sup>nd</sup> 2005     |

**3.3 The time and location**

Members are asked to advise the Area Manager where and when they would like to hold the Area Committee meetings. Some suggested options include the following. Holding the meeting:

- a) in a different Ward in the Area Committee area each time (i.e. rotating)
- b) in the same venue each time within the Area Committee area.
- c) centrally (e.g. civic hall).
- d) in the daytime
- e) on an evening time
- f) on a rotating basis between daytime and evening time according to the preference of Members

**3.4 Some suggested venues**

a) The following are some of the venues which have been used in the past and which some (as asterisked) have been known to be suitable (e.g. good access, appropriate facilities, some are free, some are at cost):

- \*Morley Town Hall (Morley North Ward)
- East Ardsley Community Centre (Ardsley and Robin Hood Ward)
- \*Supper Room, Blackburn Hall, Rothwell (Rothwell Ward)

Council Chamber, Rothwell Civic Buildings (nb this has formal fixed seating arrangements).

- b) Subject to their suitability, availability and costs, Members are asked to approve use of any one or more of these venues and suggest any others they would like officers to investigate.

#### **4.0 RECOMMENDATIONS**

Members are asked to:

- 4.1 note and agree the proposed Committee meeting dates in para 3.2 subject to scheduling of Full Council, Board and Panel dates.
- 4.2 Indicate a preference for meeting times and location as in para 3.3
- 4.3 indicate a preference for the suggested meeting venues in para 3.4 and propose any others Members would like officers to investigate.