



LEEDS
CITY COUNCIL

AGENDA ITEM NO.:
Originator: Gill Marshall
Tel: 2478822

REPORT OF DIRECTOR LEGAL AND DEMOCRATIC SERVICES

REPORT TO Inner North-West Area Committee

DATE : September 24th 2004

SUBJECT : LICENSING ACT 2003 AND CONSULTATION ON THE DRAFT LICENSING POLICY

Electoral Wards Affected :	Specific Implications For :
All	Ethnic Minorities <input type="checkbox"/> Women <input type="checkbox"/> Disabled People <input type="checkbox"/>

1. PURPOSE OF REPORT

1.1 The purpose of this report is to notify Area Committees of preparations for the implementation of the Licensing Act 2003 and the public consultation on the draft Licensing Policy.

2. BACKGROUND

2.1 The Licensing Act 2003 ('the 2003 Act') will create a new licensing regime covering the sale of alcohol, the provision of public entertainment and the provision of late night refreshments. This will transfer alcohol licensing functions from the Magistrates to the Council and will provide one integrated regime to be administered by the Council. The transitional arrangements will commence on 7 February 2005 with the new system becoming effective in November 2005.

3. THE REQUIREMENTS OF THE 2003 ACT

- 3.1 Fundamental to the Act itself is the requirement imposed upon a Licensing Authority to carry out its licensing functions with a view to promoting the four specified licensing objectives. Namely the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm.
- 3.2 The Council is the Licensing Authority for the district of Leeds and must publish a Statement of Licensing Policy before exercising any of its licensing functions. Licensing functions must be then exercised in accordance with that policy, the four licensing objectives and Government Guidance.

- 3.3 There will be two main types of licence. These are Personal Licences, issued to an individual to sell alcohol at any premises with a compatible premises licence, and Premises Licences which cover the sale of alcohol from the premises, public entertainment and the provision of hot food.
- 3.4 The 2003 Act provides a transitional period for implementation and roll out of the new regime. Effectively, there will be two appointed days, between which applications for licenses in respect of all existing licences must be submitted to the Council. From the first appointed day all existing licence holders will be entitled, as of right, to a conversion of their existing licence to the new style licence on the same terms as they currently enjoy. Such applications will be automatically deemed granted if not approved within a period of 2 months from submission.
- 3.5 Licensees will also be entitled to apply to vary their existing licenses and make certain (fast track) applications for new Personal Licences. It is anticipated that a number of licensees will seek to vary their existing licenses particularly in respect of extending the hours of operation. Again there is a 2 month period from receipt of such applications within which a decision must be taken. Failure to take a decision within that time period will lead to a deemed refusal and a right of appeal to the Magistrate's Court.
- 3.6 These new licenses will however remain dormant and not take effect until the second appointed day upon which these new licences will automatically become live and the old system will be repealed. Premises Licences, once granted, are indefinite and need not be renewed although they can be suspended or revoked in certain circumstances.

4. THE GOVERNMENT TIMETABLE FOR IMPLEMENTATION

- 4.1 Guidance was approved by Parliament on 14 June 2004 and published in July. The Government then announced that the date of the first appointed day would be 7 February 2004 with the second appointed day being approximately 9 months later i.e. some time in November 2005.
- 4.2 Between the date of publication of the guidance and the first appointed day, Licensing Authorities must prepare a statement of Licensing Policy which must then be approved and published. The policy must have regard to the Guidance and promote the four licensing objectives. From the timetable above it can be seen that Licensing Authorities have a period of approximately six months to consult on, make and approve their Licensing Policy.
- 4.3 From the first appointed day the Licensing Committee may receive applications to vary existing Licenses and certain (fast track) applications for new Personal Licences in accordance with the policy.
- 4.4 The second appointed day is likely to be nine months after the first appointed day, and at that point full responsibility for licensing will transfer to the Licensing Authority and its committee and sub committees. However it is anticipated that at that point all existing licensees will have been converted to premises licences and therefore the majority of applications to be considered from that time will be new applications.

5 CONSULTATION ON THE DRAFT LICENSING POLICY

- 5.1 A Statement of Licensing Policy must be published by the Council every three years. Before publishing its Statement the Council, as Licensing Authority, must consult the police, the fire authority, representatives of licence holders and representatives of

local businesses and residents. The Guidance also lists other potential (but not mandatory) consultees such as health representatives, Crime and Disorder Reduction Partnerships, tourism bodies and musicians unions.

- 5.2 The Council issued a draft Licensing Policy for consultation on 16 August 2004. A copy of the Executive Summary of the policy is attached as **Appendix 1** to this report. Prior to the release of the policy an awareness campaign ran from the 9 August. Prominent adverts were placed in the YEP, Yorkshire Post and the Weekly News. Press releases were sent to all media organisations. Letters were sent to all existing Licensees, business representatives, Town and Parish Councils and to some community organisations. Posters and flyers were delivered to all libraries, town hall, one stop centres and sports centres. Copies of the policy, executive summary and questionnaire were delivered to one stop centres and libraries.
- 5.3 A series of public forum meetings was arranged for the week commencing 16 August and 6 September throughout the Leeds District. A list of dates and venues is attached as **Appendix 2**. All information, including the executive summary and full policy, was placed on the Council website.
- 5.4 Feedback is possible either at the public meetings, via a freepost service or by completing an on-line feedback form via the website. The feedback questionnaire is attached as **Appendix 3** and seeks views on any aspect of the policy but also seeks views on a number of specific themes and issues from the policy. All responses need to be returned to the Council by 30 September 2004.
- 5.5 After 30 September the results of the consultation will be evaluated. Reports will then be made to the Council's Scrutiny Board (Central and Corporate Functions) and Licensing and Regulatory Panel in November and to the Executive Board in December before the Policy is adopted at the Council meeting on 12 January 2005.

6 RECOMMENDATIONS

- 6.1 Members are asked to note the current consultation and to provide any feedback from the Area Committees by 30 September 2004.

LEEDS CITY COUNCIL DRAFT STATEMENT OF LICENSING POLICY 2005 TO 2008 EXECUTIVE SUMMARY



The Licensing Policy

The Council must publish a licensing policy under Section 5 of the Licensing Act 2003 and before doing so must consult with a wide range of people including representatives of existing licence holders, local businesses and local residence.

The Council is required to carried out its functions with a view to promoting four licensing objectives which are:

- Prevention of crime and disorder.
- Public safety.
- Prevention of public nuisance.
- Protection of children from harm.

The policy covers licensable activities as defined by the Act which are

- the retail sale of alcohol
- the supply of alcohol by or on behalf of a club
- the provision of regulated entertainment
- the provision of late night refreshment (between the hours of 11.00 pm and 5.00 am)

The Councils Approach to Licensing Decisions

The draft policy proposes that the Council adopt an approach of encouraging the responsible promotion of licence activities but not to tolerate irresponsible licensing activity in the interests of both business and domestic residents.

This is in line with Council policies on anti-social behaviour and environmental enforcement.

The draft policy further states that the Council will use effective enforcement to promote good practice in partnership with a number of key agencies including West Yorkshire Police, West Yorkshire Fire Service, Health and Safety Executive, Crime and Disorder Reduction Partnerships, Primary Care Trusts in the District and West Yorkshire Trading Standards.

The policy is also intended to integrate with other key strategies such as the Vision for Leeds, the Community Safety Strategy, the Alcohol Harm Reduction Strategy and the West Yorkshire Local Transport Plan.

Impact of the Policy on the Leeds District

In this draft policy the Council specifically states that it encourages a variety of forms of live music and entertainment and the promotion of non-commercial and cultural activities. The

policy is not intended to prevent or deter organisers from seeking licences for such events and the Council will monitor the impact of the policy to ensure that this does not happen.

General Licensing Principles

Each licensing application will be determined on its own merit having regard to the policy and to the guidance issued by the Secretary of State.

The Licensing Policy is not intended to be the main mechanism for controlling nuisance, anti-social behaviour or environmental crime but it is a key aspect of such control.

The Council sees a distinction between activities promoted by commercial operators and those promoted by non-commercial or community based groups. Where events are promoted by cultural or community groups, the Council will offer assistance and guidance, by the production of a series of guidance notes or through direct contact with the Council's Licensing Section.

Licensing decisions are not intended to be a re-run of the planning process and therefore the Council will normally expect planning permission to be in place before it deals with an application for a licence.

The Council will look at the impact of the licensed activity on members of the public living, working or engaged in normal activity in the area in question. This can include matters such as the type of use, numbers and type of customers likely to attend the premises, the proposed hours of operation, the level of public transport, the adequacy and impact of car parking and the frequency of the activity.

The Council seeks to deal with the issue of excessive consumption of alcohol and binge drinking in so far as it is able to do so within the law. Applicants for licences are advised to comply with any government or industry or locally agreed code of practice and to adopt the Portman Group Code of Practice on the naming packaging and promotion of alcoholic drinks.

Cumulative Impact

Cumulative impact means the potential impact upon the promotion of the licensing objectives where there are a significant number of premises concentrated in one area.

The Policy recognises that there are already existing measures which can help to control such concentrations.

The Council has the ability to adopt a special cumulative impact policy, which will raise a presumption that no further licences should be granted in that area unless the applicant can show that granting their application will not add to the problems.

Guidance issued by the Secretary of State makes it clear that there should be an evidential basis for any decision to include such a policy within the licensing policy.

The draft policy proposes no such special policies in respect of the Leeds area at this time, however, it notes that there are areas where there are concerns in relation to the number of premises. The consultation invites specific feedback on this issue.

Licensing Hours

In relation to licensing hours the policy (in accordance with the overall approach) indicates that licensees may suggest their own opening hours. These will normally be supported where:

- the potential effect on crime and disorder is not significant
- the agreed operating schedule demonstrates that the applicant is taking appropriate steps to minimise any adverse impact on local residents and businesses
- appropriate transport facilities are available or the applicant has made suitable arrangements for the transport of customers away from the venue

As a general rule shops, stores and supermarkets will be allowed to operate as off licences during the hours that they are normally open for trade, unless there are exceptional reasons why this should not occur.

The Licensing Process

Applications will be made to the Council in prescribed form and the Council intends to issue guidance leaflets.

The Council will appoint a licensing committee of 15 councillors. Decisions will generally be delegated to a licensing sub committee of 3 councillors or, in appropriate cases to officers of the Council.

The policy sets out a proposed delegation scheme which will need to be adopted by the Licensing Committee once appointed. In general terms sub-committees will deal with all contentious applications where representations have been made. Officers will deal with those cases where no representations have been made.

Operating Schedules

In assessing whether or not an application is likely to promote the licensing objectives, the Council regards the operating schedule as a key document. Operating schedules must be provided with each application in a prescribed format. The operating schedule should include enough information to enable responsible authorities or the public to assess whether the steps to be taken are satisfactory.

The Council expects operating schedules to be completed in a manner that is specific to the application being made and not in general terms.

Risk Assessments

The Council also expects the applicant to complete a risk assessment in respect of the premises and to provide a copy of this to the Council with the application and operating schedule. The draft policy sets out at appendix 1 a long list of matters which might be included in risk assessments. It is for applicants to decide what is appropriate to their particular business but where matters are not covered or where the proposal represents a departure from good practice then representations can be made and applicants will be expected to justify the reason behind their decision.

Consultation on applications

In promoting the licensing objectives the policy strongly recommends early consultation with relevant bodies such as the police, fire service, environmental health, city services enforcement division, health and safety executive, when applicants are completing risk assessments and operating schedules.

The purpose of such a consultation is two fold. Firstly, it enables the Council to be sure that the relevant bodies are satisfied with the proposals and therefore to know what conditions, if any, should be imposed. Secondly, it reduces the need for representations to be made and therefore the need for hearings to take place before the sub-committee.

Personal Licences

The Council has little discretion over the granting of a personal licence (which authorises the sale of alcohol) if the applicant is aged over 18, possesses a licensing qualification, has not forfeited a licence in the last 5 years and has not been convicted of a relevant offence.

Temporary Event Notices

The most important aspect of the system of temporary event notices is that no permission is required for such events from the Council. In general only the police may intervene to prevent an event or to modify the arrangements. The Council itself may only intervene if the limit on the number of notices that may be given in various circumstances would be exceeded.

Ten working days is the minimum possible notice that must be given to the Council but the policy encourages those providing notice for temporary events to give the earliest possible notice so that multi-agency planning can take place.

Enforcement

The Council will establish protocols with the police, fire authority, and other Council departments for the targeting of agreed problem and high-risk premises. Lower risk premises which are well managed and well maintained will be subject to less regular inspections.

Breaches will be prosecuted in accordance with the Licensing Enforcement Policy. Regard will also be had to other powers including those relating to anti-social behaviour and those relating to environmental crime.

In the carrying out of the review of a licence (upon the request of an interested party or responsible authority) the Council can

- modify the conditions of the licence,
- exclude a licenced activity (such as live music) from the licence,
- remove the designated premises supervisor,
- suspend the licence for up to 3 months or
- revoke the licence.

When considering a review request or the possibility of enforcement action the Council will take into account all relevant circumstances but will view the following matters particularly seriously:

- Use of the premises for the use or supply of drugs
- Use of the premises for laundering the proceeds of drugs crimes
- Use of the premises for the sale or distribution of illegal firearms
- Use of the premises for the sale or supply of stolen or counterfeit goods
- Underage purchase and consumption of alcohol
- Use of the premises for prostitution or sale/distribution of unlawful pornography
- Use of the premises for unlawful gaming

- Use of the premises for the organisation of racist, homophobic or sexual abuse or attacks
- Nuisance from noise or smell caused by a failure to install any or inadequate equipment and/or failure to maintain such equipment
- Failure to implement an effective policy to prevent fly posting and to contain or collect litter from flyers or other advertising materials discarded in the vicinity of the premises
- Failure to implement an effective policy to contain or collect litter discarded in the vicinity of the premises.
- Failure to promptly respond to a warning properly given by the Fire Authority or other competent authority on a matter of public safety at premises.
- Failure to avoid easily avoidable but critical risks, including any obstruction of an escape route to, and if necessary beyond a fire exit, and the locking or fastening of fire exit doors during times that premises are open for trade, will be considered an extremely serious failure.
- Previous convictions for licensing offences
- Previous failure to comply with licence conditions

Consultation

Public consultation began with an awareness campaign week commencing 9 August 2004. The first of a series of public meetings will be held on 16 August with meetings taking place throughout that week. A further series of public meetings will be held week commencing 6 September including a presentation to all elected members.

In addition to the public meetings there will be a series of posters displayed throughout the district inviting feedback on the policy. The policy will be available on the Council web site with feed back via email being possible. The policy will be available to view in hard copy at local libraries and one stop centres. Postal feed back by a freepost service is also available.

PRESENTATION DATES

On the following dates presentations to the trade/business will commence at 14:00hrs and to the public at 18:00hrs.

Monday 16 th August	Blackburn Hall Commercial Street Rothwell LS26 0AW
Wednesday 18 th August	Civic Hall Calverley Street Leeds LS1 1UR
Thursday 19 th August	St Chads Parish Hall Otley Road Headingley Leeds LS16 5JT
Friday 20 th August	Leeds West Indian Centre 10 Laycock Place Leeds LS7 3JN
Tuesday 7 th September	Otley Civic Centre Cross Green Otley LS21 1HD
Wednesday 8 th September	Morley Town Hall Queen Street Morley LS27 9DY
Thursday 9 th September	St Josephs Hall 20 Westgate Wetherby LS22 4LL
Friday 10 th September	Pudsey Civic hall Dawsons Corner Pudsey LS28 5TA
Monday 13 September	Tunstall Road Centre Tunstall Road Leeds LS11 5JF

GIVE US YOUR VIEWS ON
LEEDS CITY COUNCIL'S DRAFT LICENSING POLICY

The draft licensing policy will be considered for adoption by the council in January 2005. To help us decide whether the policy is right, we would like your view on the key issues within the policy as set out below.

The key policy areas where we would like your views are within Section 6 & Section 9 of the draft policy.

You can however also enclose any comments and views on other sections that you wish to make by attaching them to this survey.

YOUR PERSONAL DETAILS WILL BE KEPT CONFIDENTIAL UNLESS YOU AGREE OTHERWISE.

HOW TO RESPOND

By post :

Please return this form to (no stamp required)

FREEPOST NAT 20564
LEEDS CITY COUNCIL
Entertainment Licensing Section
Civic Hall
LEEDS
LS1 1AD

In person :

Hand it in at Civic Hall, Town Hall, libraries One Stop Centres, or if you attend a forum in your area.

Online :

Complete the survey form online at ***www.leeds.gov.uk/licensing***
Internet access is freely available at any library in Leeds.

OBJECTIVES

Leeds City Council's statement of licensing policy 2005-2008 is still in draft format.

It has four key objectives (Section 1) :

- prevention of crime & disorder
- public safety
- prevention of public nuisance
- protection of children from harm

CONSULTATION ISSUES :

SECTION 6

LICENSING HOURS

The government has indicated that flexibility over licensing hours will reduce the numbers of people leaving different premises at any one time - making it easier to deal with anti-social behaviour or incidents of crime and moderating drinking patterns.

Leeds City Council promotes a diverse range of cultural and leisure based facilities and through its draft policy will normally support applications for longer opening hours where :

- the potential effect on crime and disorder is not significant
- the licence application demonstrates that the applicant is taking appropriate steps to minimise any adverse impact on local residents and businesses - appropriate transport facilities are available or the applicant has made suitable arrangements for the transport of customers away from the venue

Given that the government expects Leeds City Council to allow longer opening hours and cannot force all premises in a particular area to close at the same time, do you think that the council's policy outlined above is :

Too restrictive

About right

Not restrictive enough

What opening hours would you like to see ?

HIGH CONCENTRATIONS OF LICENSED PREMISES IN AN AREA

The new licensing policy aims to help to control the impact of people congregating in one area where there are a lot of licensed premises.

Do you think that there is evidence of problems caused by the impact of too many licensed premises in any specific part of Leeds ?

Yes

No

If 'Yes', where is this and what are the problems ?

DRINKING TO EXCESS AND BINGE DRINKING

The council expects licensees to sell alcoholic drinks responsibly, insist on proof of age, discourage binge drinking and to excess through 'special offers', and follow codes of practice that promote responsible drinking habits.

The council is not allowed to set a minimum pricing policy to deter binge drinking. We will seek to ensure that licensees act responsibly and follow industry and national guidelines. Do you think that Leeds City Council's policy is :

Too restrictive

About right

Not restrictive enough

Section 9

CRIME AND DISORDER

To comply with the 1988 Crime and Disorder Act the council's policy will need to consider licensing issues that affect crime and disorder in the area. The council's draft policy covers crime prevention through measures such as security staff, drug control, use of CCTV, stopping glasses & bottle being used as weapons, only drinking in designated areas and exclusions from premises.

The policy recommends that licensees carry out risk assessments in this area and present this with their schedule for hours and application.

Do you think that the draft policy does enough to tackle alcohol-related crime & disorder ?

Too little

About right

Too much

If you answered "too much" or "too little", what changes would you like us to consider ?

PUBLIC SAFETY

Different premises such as pubs, clubs, restaurants, theatres, cinemas and outdoor sites will have different public safety issues. The policy recommends that licensees carry out risk assessments and satisfy the council in areas such as crowd control, fire, maintenance of the building and having well managed facilities.

Do you think that the draft policy does enough to protect public safety ?

Too little

About right

Too much

If you answered ' too little ' or ' too much ', what changes would you like us to consider ?

PUBLIC NUISANCE

Noise disturbance, vehicles, parking, damage, litter and waste materials are all issues that cause a public nuisance for the public living or working in an area with licensed premises in it.

The policy recommends that expect Licensees complete a risk assessment and show that their activities will not constitute a public nuisance.

Do you think that the draft policy does enough to prevent public nuisance?

Too little

About right

Too much

If you answered 'too little' or 'too much', what changes would you like us to consider?

TRANSPORT AND PEDESTRIAN MOVEMENT

Disturbances caused by the movement of transport in an area - particularly between 23.00 pm and 07.00 am - and associated noises such as horns, stereos, and engines will need to be considered.

Licensees will also need to consider the sufficient provision of public transport to ensure that patrons can leave the area particularly with regard to the extended opening hours.

Do you think that there has been enough emphasis placed upon transport (parking and public transport availability) when making decisions?

Too little

About right

Too much

If you have answered ' too little ' or ' too much ', what changes would you like us to consider?

PROTECTING CHILDREN FROM HARM

The draft policy will require licensees to exercise care that children are not subjected to physical, moral and emotional harm. The admission of children to premises should be freely available except when there is good reason to exclude them on account of age, adult entertainment or for their welfare.

Licensees will be required to state the limitations on age, hours of admission, care requirements by a responsible adult. The policy will impose conditions on licensees where:

- the supply of alcohol is the primary purpose of the premises
- the premises are used for adult entertainment or gambling
- there is a history of serving alcohol to minors
- the premises are known for under-age drinking or drugs

Do you think that the draft policy will do enough to protect children from public harm ?

Too little

About right

Too much

If you have answered ' too little ' or ' too much ', what changes would you like us to consider ?

If you would like to comment on any other aspects of the draft policy please feel free to do so.

ABOUT YOU

**For the purposes of making sure that we get an effective sample :
How did you find out about this consultation?**

Where did you see a copy of the draft policy ?

- | | |
|---------------------------------------|---------------------------------|
| Civic Hall <input type="radio"/> | Town Hall <input type="radio"/> |
| One Stop Centre <input type="radio"/> | Library <input type="radio"/> |
| At a forum <input type="radio"/> | Other <input type="radio"/> |

Please indicate if you are responding as a :

- | | |
|---|---|
| Member of the public <input type="radio"/> | Community group representative <input type="radio"/> |
| Existing licence holder (or representative) <input type="radio"/> | Business owner <input type="radio"/> |
| Health professional <input type="radio"/> | City, Town or Parish Councillor <input type="radio"/> |
| Other <input type="radio"/> | |
-

Your personal details will be kept confidential unless you tick here

However, we may be able to contact you to discuss your views further. If you are happy for us to do this please leave your name & contact details below.

PLEASE RETURN THIS FORM BY 30 SEPTEMBER 2004

Report For Area Committees

Report of:	Acting Chief Officer (Executive Support)
Meeting:	Inner North-West Area Committee
Date of meeting:	September 24th 2004

SUBJECT: Corporate Plan 2005 - 2008
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This report is:	
For decision <input type="checkbox"/>	For discussion <input checked="" type="checkbox"/>

Summary:
 The Council's Corporate Plan is the key strategic document for the Council as it outlines the Council's priorities in the light of the Vision (2004-2020). In this regard the Corporate Plan drives the Council's planning framework both corporately (through the Council Plan, Medium Term Financial Plan, etc.) and within departments and services (through Departmental Plans and Service Improvement Plans). The Leader Management Team has agreed that a new Corporate Plan should be prepared by November 2004 so that the new Corporate Priorities could influence the setting of the Medium Term Financial Plan (MTFP) and the 2005/6 service planning process. This report seeks to identify agreed priorities for inclusion in the Corporate Plan.

1.0 PURPOSE OF THIS REPORT

1.1 The purpose of this report is to seek Area Committee views on the corporate priorities to be included in the Corporate Plan.

2.0 Purpose of the Corporate Plan

2.1 The Corporate Plan has a number of functions. It should:

- identify our priorities and inform the allocation of resources;
- provide the Council's response to the community strategy, The Vision for Leeds (2004-2020);

- provide the focus for both strategic and day to day decision making of both officers and staff;
- help us to communicate our priorities to Government, staff, members, partners and the public;
- be a tool to help the Council maintain or exceed its rating as a 'Good' Council.

3.0 Structure

- 3.1 It is proposed that the Corporate Plan is a very concise and easy to read document, probably of no more than ten to fifteen pages. The Plan will sit alongside more detailed documents such as the Vision for Leeds, the annual Council Plan and the Medium Plan Financial Strategy, which together will show how the Council will work in partnership with others to deliver its priorities.
- 3.2 The Plan's introduction will explain why we need a Corporate Plan, its relationship to the city's Vision, to the Council's Mission statement (*'To bring the benefits of a prosperous, vibrant and attractive city to all the people of Leeds'*) and to other plans. It will also outline the national, regional and local context in which the Council operates.
- 3.3 After setting the context for the Plan, strategic outcomes will be identified. These will each be underpinned with a small number of priorities, the key actions that will need to be taken to deliver them and measures that can be used to assess whether the Council has met its priorities.

4.0 Selecting the Outcomes and Priorities

- 4.1 As a starting point for discussion a number of proposed strategic outcomes and underlying priorities have been identified from six sources:
- recent discussions at Leader Management Team;
 - the Vision;
 - the recent General Survey of Leeds residents;
 - the Local Public Service Agreement (LPSA) II submission;
 - the Council Plan (2004-05); and
 - the Government's priorities.
- 4.2 The reason why these sources were selected is explained below.
- 4.3 In order to continue to be assessed as a 'Good' Council, we must demonstrate that we are contributing to the city's community strategy (the Vision for Leeds) and to the Government's priorities and responding to the needs and views of local people.
- 4.4 The Vision for Leeds is a sixteen year plan whereas the Corporate Plan will only have a three year lifespan. Nonetheless, as the city's Community Strategy, the Council must be seen to be making a significant contribution to the Vision's objectives during the next three years. These are:

- **Going up a league as a city** – making Leeds an internationally competitive city, the best place in the country to live, work and learn, with a high quality of life for everyone.
- **Narrowing the gap** between the most disadvantaged people and communities and the rest of the city.
- **Developing Leeds’ role as the regional capital**, contributing to the national economy as a competitive European city, supporting and supported by an increasingly prosperous region.

4.5 The General Survey asked residents to identify factors that were most important to them and those that they felt were most in need of improvement.

The five most important factors to respondents were:	The five factors most in need of improvement for respondents were:
Low level of crime - 54%	Road and pavement repairs – 39%
Shopping facilities - 39%	Level of crime - 37%
Parks and open spaces – 36%	Activities for teenagers – 33%
Clean streets – 33%	Clean streets – 25%
Health services – 32%	Low levels of traffic congestion – 22%

4.6 The draft LPSA II targets had to be submitted to the Government in May. They have been identified by analysing the current policy framework (both local and national) with the intention of providing the Council with pump priming funding and/or Freedoms and Flexibilities that officers deemed are needed to enable the Council to improve its performance and delivery in priority areas.

4.7 The National Shared Priorities were agreed between the Local Government Association and the Government. As part of the Comprehensive Performance Assessment from 2005 onwards, the Council will be judged on how well it is contributing to these shared priorities.

5.0 Proposed Strategic Outcomes and Priorities.

5.1 The following strategic outcomes and key priorities have been proposed and members views on them are sought.

Strategic Outcome	Priority
1 All communities are safe, clean, green and well maintained.	<ul style="list-style-type: none"> • Improve the quality of the streetscene (including the condition of the highway). • Protect green spaces. • Reduce crime and fear of crime. • Reduce waste. • Improve road safety.
2 Leeds is a highly competitive international city.	<ul style="list-style-type: none"> • Develop a high quality transport system. • Promote sustainable patterns of transport. • Develop Leeds as the city region. • Enhance the city centre. • Ensure the skills base of our workforce matches the skills required in Leeds. • Facilitate enhanced regional cultural facilities.
3 Our children and young people have healthy safe and successful lives.	<ul style="list-style-type: none"> • Enable every child to have a healthy lifestyle. • Improve educational attainment in key target groups. • Increase participation in out of school activities. • Keep children safe.
4 People are able to live healthy, fulfilling lives.	<ul style="list-style-type: none"> • Enable people to live in decent homes. • Help vulnerable adults to live independently. • Improve access to, and the quality of, sports facilities.
5 All communities are thriving and harmonious places where people are happy to live.	<ul style="list-style-type: none"> • Reduce unemployment amongst key targets groups. • Enhance the city's town and district centres. • Promote community cohesion.

6.0 The Council's organisational effectiveness

6.1 The table above describes *what* the Council would do, the Corporate Plan also needs to explain *how* it will operate. Therefore a section will also be required outlining the Council's values and making a firm commitment to

improving the way we serve the residents and organisations in Leeds. The Plan would also explain how we would measure our overall success in improving our efficiency and effectiveness.

7.0 Recommendations

- 7.1 Members are recommended to consider and comment on the proposed strategic outcomes and priorities in the above table. Officers recommend that priorities should be few in number and highly strategic. A number of officer and Member forums are being consulted on the proposed outcomes and priorities. Once this has been completed a further report will be made to Area Committees to inform them of the final agreed outcomes and priorities.



LEEDS
CITY COUNCIL

AGENDA ITEM NO.:
Originator: John Bracewell
Tel: 2144837

REPORT OF: Acting Director, Neighbourhoods and Housing

MEETING: Inner North-West Area Committee

DATE : September 24th 2004

SUBJECT : Area Committee Priorities and Future Planning

Electoral Wards Affected :

Headingley
Hyde Park and Woodhouse
Kirkstall
Weetwood

Specific Implications For :

Ethnic Minorities
Women
Disabled People

Executive Function	<input type="checkbox"/>	Council Function	<input type="checkbox"/>	Eligible for Call In	<input type="checkbox"/>	Not eligible for Call In (details contained in the report)	<input type="checkbox"/>
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1.0 Purpose of Report

1.1 The purpose of this report is to:-

- § Bring Members of the Area Committee up to date on formal approval of delegated Area Committee functions.
- § Summarise and seek agreement to the Area's key priorities for the remainder of the 2004 / 05 financial year only.
- § Agree to the bringing forward of an action plan to respond to these themes at the next meeting and including use of the Committee's Well-Being Budget.
- § Provide an introduction to the proposed timescale, purpose and format of the Area Delivery Plan for 2005 / 06 for this Area Committee.

2.0 Delegated functions of the Area Committee

2.1 At its first meeting this Area Committee received a report detailing the scope of its delegated functions, the accountability of which rests ultimately with the Executive Board. The report detailed the delegation of the Well-Being function and a report, which moves this on to the next stage, is a separate item on this agenda. In addition further functions have been identified, which are suitable to be exercised at an area level, however approval of these functions had not been agreed by Executive Board prior to the writing of this report. A verbal report on any Executive Board decision will be given at the Area Committee meeting. The specific functions for which approval has been sought are:-

- Community Safety
 - Public Reassurance (Wardens & PCSOs)
 - CCTV

Streetscene - Waste Management – Bring Banks
- Public conveniences

Children and Young People - Youth Service

2.2 Work is continuing to enable further reports to be tabled at future Executive Board meetings covering a number of other services that can be delegated as Area Committee functions. The Committee will be informed as these services are approved.

3.0 Priorities of the Area Committee to March 31st 2005

3.1 All Members should have had sight of the Profiles and Priorities documentation that was prepared by the Area Management Team during July and which has been the subject of a number of amendments following comments from Members. This has proved to be a good starting point and will need regular review and updating which the Area Management Team will undertake. It is, however, only a start and this report attempts to move the prioritisation of area issues on to the next stage by seeking agreement to certain priority themes and linking these to a method for starting to deliver noticeable change on the ground for the benefit of residents as soon as possible.

3.2 Since the last Area Committee in July, meetings have been held with the vast majority of Members to discuss issues that Area Committees can play an important role in addressing. These discussions have added to the work contained within the Profiles and Priorities document and been supplemented with on-going contact with relevant service providers in terms of their views of how services might be improved and develop further to deliver the aims of Area Management. In addition local consultation arrangements, which are the subject of a separate item on this agenda, will also provide important information for assessing any priorities agreed at this meeting and for amending these as the work progresses this year and planning for 2005/06 takes shape.

3.3 The following section in this report therefore seeks to identify a number of priority themes, for the remainder of 2004 / 05 financial year only, that have emerged from the work and meetings stated at 3.2 above and suggests a method for linking these to potential service and project actions. The priority themes are seeking to be specific enough in order to guide the focus of the Area Committee's work but to be broad enough to allow local flexibility given that what will be the top of the list in one neighbourhood may not be in another.

4.0 Proposed Priority Area Themes for 2004 / 05

4.1 The main priorities that are listed below as eight key themes for the Area Committee to consider are significantly linked to the services which Area Committees initially will have most influence over this year, i.e. community safety, streetscene and the Youth Service, but they also take account of the wider remit the Committee has to promote the social, economic and environmental well-being of the area.

4.2 The proposed priority themes are:-

- § Cleansing related streetscene improvements
- § Improving the standard of roads and footpaths
- § Enhancing the streetscape and the environment
- § Protecting and supporting vulnerable people
- § Maintaining community assets that are deemed to be valuable
- § Tackling antisocial behaviour by young people

- § Improving facilities for young people to use
- § Addressing issues linked to shared housing

Members are asked to consider these and agree them as the key priority themes for this Area Committee for the remainder of 2004 / 05.

5.0 Potential service and project actions linked to these priorities

5.1 The Area Committee will have various means to address these priority themes through the instigation of tangible developments which will benefit local residents. These include the use of the functions delegated to the Committee during the remainder of the year; influence on the activities of the emerging District Partnership for North-West Leeds; and utilising the Committee's Well-Being Budget as well as the focus on these priorities services are already committed to in 2004/05.

5.2 Against each of the eight priority themes listed at 4.2 there are a number of actions that could be proposed. A not exhaustive list might include:-

- § Cleansing related streetscene improvements, e.g. provision of skips for community clean-ups; provision of more litterbins; auditing graffiti hotspots and linking with the new area resource; targeting and increasing enforcement actions; targeting and increasing litterpicking.
- § Improving the standard of roads and footpaths, e.g. ensuring this year's programme is fully implemented and any additional work that can be resourced is carried out.
- § Enhancing the streetscape and the environment, e.g. improving or de-cluttering signage; providing new street furniture or upgrading existing; focusing on the needs of town or district centres.
- § Protecting vulnerable people, e.g. target hardening of more properties to protect against burglary; focusing the work of existing PCSOs; potentially funding new PCSOs.
- § Maintaining community assets that are deemed to be valuable, e.g. upgrading of Council or non-Council buildings or facilities.
- § Tackling antisocial behaviour by young people, e.g. setting up diversionary youth projects; use of CCTV.
- § Improving facilities for young people to use, e.g. supporting the improvement of play areas or skateparks.
- § Addressing issues linked to shared housing, e.g. supporting an educational campaign around streetscene issues.

5.3 It is suggested that Members ask Area Management officers to bring forward a brief action plan to the next Area Committee meeting which will outline current programmes and proposed new activities that are to be delivered in the last six months of this year to meet these priority themes. An example of the type of action plan that will be presented is given below with a selection of potential proposals as examples of how the action plan might look.

Theme	Action	Target	Target area	Funding	Monitoring
Cleansing related streetscene improvements	Provision of litterbins	20 new litterbins by March 31 st 2005	Whole area	Well - being	Written confirmation of the locations of the new bins.
Tackling antisocial behaviour by young people	Establish a new diversionary project	25 young people involved in diversionary	Whole area	Mainstream from various agencies / some Well-	Evidence of activities and impact on young people

		activities from January 2005		Being	
Maintaining community assets	Upgrade community building	New security measures installed	Ward specific	Package of different funding sources	Written confirmation from group of work completed

5.4 The action plan will include a mixture of area wide responses (especially where economy of scale dictates that one project can help address the same priority that is common to different communities) together with ward and neighbourhood specific initiatives.

6.0 Links to the Well-Being Budget

6.1 A separate report on this agenda identifies that a fully costed programme in respect of the Well-Being Budget needs to be brought to the next Committee meeting in October and needs to link to the Area's agreed priorities for 2004 / 05. The work required for this will tie in with the drawing up of the action plan referred to in 5.3.

6.2 Similarly the Well-Being Budget proposals will seek to reflect a balance of area-wide responses and targeted local action. As there is not proposed to be a formal bidding process for the Well-Being Budget at this stage, officers will liaise with Members very shortly to discuss which specific projects might best link to the agreed priority themes.

7.0 Area Delivery Plan for 2005 / 06

7.1 Area Delivery Plans have been agreed as the key document to outline the priorities of the Area Committee, and a draft outline of the plan for 2005/06 will be presented to the Committee at its next meeting in October in order to inform the budget setting process for the following year. The existing Profiles and Priorities document will be developed further into the draft Area Delivery Plan which will provide a framework for the activities of the Committee and will detail actions that providers of priority services and partners will undertake to ensure improvement to local services within a best value approach. The delivery plan will be a public document and will run for three years from 2005/ 06 with annual reviews and updates.

7.2 Each delivery plan will cover the following broad areas:

- § A profile of each area
- § Working arrangements
- § Priorities
- § Resources (executive functions and service schedules)
- § Service development and improvement plans, including performance standards and measures, and,
- § Partnership working (a summary of area based approaches)

8.0 Recommendations

8.1 The Area Committee is asked to:-

- § Note the position in terms of the approval of delegated functions
- § Agree the area's proposed priority themes for the remainder of 2004 / 05 at 4.2

- § Agree to a brief action plan being brought to the next meeting to identify activities and projects to address these priority themes
- § Note that actions and use of the Well-Being will seek to achieve a balance between area-wide and specific local initiatives
- § Note the position with regards to the proposed Area Delivery Plan for 2005 / 06



LEEDS
CITY COUNCIL

AGENDA ITEM NO.:
Originator: John Bracewell (22 44837) Zahid Butt (214 4602)

REPORT OF: Acting Director of Neighbourhoods and Housing

REPORT TO: Inner Area Committee

DATE : September 24th 2004

SUBJECT : Community Safety

Electoral Wards Affected :

Headingley
Hyde Park and Woodhouse
Kirkstall
Weetwood

Specific Implications For :

Ethnic Minorities
Women
Disabled People

Executive Function	<input type="text" value="4"/>	Council Function	<input type="text"/>	Eligible for Call In	<input type="text"/>	Not eligible for Call In (details contained in the report)	<input type="text"/>
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1.0 PURPOSE OF REPORT

1.1 The purpose of this report is to give Members a brief background on community safety and provide information on local Inner Area Committee Community Safety:

- Priorities
- Actions
- Impact
- Future planned work
- Potential future developments

1.2 Members are particularly asked to note item 7.0 on potential future developments and make any comments in terms of prioritisation of these, which will feed into the programmes to be developed for the rest of this year and into the planning for 2005 / 06.

2.0 BACKGROUND

2.1 The Crime and Disorder Act 1998 sets out the responsibilities of Police Authorities and Local Authorities with regards to addressing community safety issues. Leeds Community Safety comprises of Police and Council Officers working together to develop and deliver the Leeds Community Safety Strategy. A community safety audit is undertaken every 3 years. The audit process helps identify the city's community safety priorities and direct the community safety strategy. The next strategy will run from 2005 to 2008 and the current Crime and Disorder Audit (2004) is underway. The audit includes consultation with the residents of Leeds, voluntary and community

organisations, businesses and statutory organisations (Council departments, West Yorkshire Fire Service, Primary Care Trusts etc).

- 2.2 The majority of Leeds Community Safety's funding is made up from a mixture of core and external funding (45% core and 55% external). Other sources of revenue are derived from Leeds City Council core funds and externally through Single Regeneration Budget (SRB) and Neighbourhood Renewal Fund (NRF). One of the implications of this is that there is limited flexibility in the delivery of specific services. This is due to the fact that much of the activity linked to discretionary funding streams is area specific, so all activity is targeted within designated geographical areas.
- 2.3 A range of community safety services are delivered through city-wide initiatives and projects. Some examples of these include:
- 2.3.1 **Burglary Reduction Initiative (BRIL)** provides additional door locks, window locks, chains, spy holes, etc to "target harden" properties where a burglary has occurred. The aim is to make it harder for burglars to enter the property by increasing security at the most obvious points of entry.
- 2.3.2 **First Checkpoint** has been set up to protect householders from bogus callers and rogue traders. A helpline number (0870 0132727) is used to put people in touch with bonafide, approved traders.
- 2.3.3 **Alleygating** looks at ways to reduce crime by blocking off alleys, ginnels and passageways which are used by criminals to remove themselves from the scene of a crime.
- 2.3.4 **The Anti Social Behaviour (ASB) Unit** – aims to tackle and reduce persistent anti social behaviour (asb) through youthwork / diversion / education; taking enforcement action through possession / injunctions / Anti Social Behaviour Orders (ASBO) and working with partner agencies to support victims and the resettlement of offenders.
- 2.3.5 **Leedswatch** contributes to the reduction of crime and disorder by preventing and detecting crime in the areas where CCTV cameras operate and by providing reassurance to communities within the target areas. Leedswatch works with West Yorkshire Police and other elements of Leeds Community Safety (including the Anti-Social Behaviour Unit and Neighbourhood and Street Wardens Service) to target crime reduction activity in high victimisation areas thus taking a co-ordinated approach to reducing ASB and crime across the target areas. The service provides 24 hour monitoring 365 days a year. Leeds Community will, later this year, have mobile CCTV units that can be used in areas where fixed cameras are not appropriate.
- 2.3.6 **Neighbourhood Wardens** work in communities to reduce crime and the fear of crime, to deter ASB and care for the environment. Their role varies depending where they work but can include reporting environmental and housing repairs, visiting vulnerable residents and supporting Neighbourhood Watch groups.
- 2.3.7 **Police Community Support Officers (PCSOs)** patrol, gather intelligence, reassure the public and assist in the prevention of crime. PCSOs are able to hold suspects of crime, confiscate alcohol used in a public place, enter premises to save life or prevent damage, search vehicles and belongings and remove abandoned vehicles.

37 PCSOs have been recruited across Leeds and are being match funded through Leeds Community Safety. They are deployed by the Police Division to fixed patrols within the designated funding area.

2.4 The North West District Partnership will be looking at Community Safety as one of its themes, under the heading of 'Harmonious Communities'. The District Partnership will facilitate a multi agency approach to dealing with Community Safety issues through engaging the Multi Agency Task Groups (MATs) and the Divisional Community Safety Partnership (DCSP). The Divisional Community Safety Partnership will be represented on the main board of the District Partnership.

3.0 PRIORITIES

3.1 West Yorkshire's Policing Plan states burglary, robbery, vehicle crime and anti social behaviour, as the priority crimes for 2004/05. Whilst all crimes will be tackled, priority crimes may have greater resources directed at sustainable reductions, through multi agency initiatives and Police operations.

3.2 The Divisional Community Safety Partnership which is chaired by the Police Divisional Commander and includes; Leeds North West Homes, Youth Service, Anti Social Behaviour Unit, Youth Offending Service and Area Management as core members have the following as their priority themes:

- Anti Social Behaviour
- Burglary
- Drugs
- Young People

3.3 The Leeds Crime and Disorder Audit (2004) is currently underway and will assist in identifying the priority themes for the 2005-2008 Community safety Strategy. The strategy will attempt to address the community safety priorities for the citizens, businesses and agencies of Leeds. Attempts will be made to align priorities and targets with the Policing Plan, and have due regard of Vision 2 and the Council Plan. DCSPs are currently in the process of feeding back local priorities, for consideration within the strategy. The DCSP will address local priorities, in addition to priorities within the strategy.

3.4.1 Local Police data shows that Burley, Hyde Park, Headingley and Little London are the geographical priorities for most crimes in Inner North West.

3.4.2 The burglary priority for the Police is Burley, Hyde Park and Headingley, with 25% of the Force's burglaries committed in this geographical area. Security of properties is poor, with insecure doors and locks.

3.4.3 The robbery priority for the Police is Burley, Hyde Park, Headingley and Little London, with 22% of the Force's robberies occurring in this geographical area. The majority of victims fit the student profile, with mobile phones and laptops the target in the majority of robberies.

3.4.4 The vehicle crime priority for the Police is Burley, Hyde Park and Headingley, this categories includes theft of motor vehicle and theft from motor vehicle. 14% of the Force's vehicle crime is committed in this geographical area.

3.4.5 The Drugs Locality Co-ordinator has recently completed a mapping exercise in relation to drugs and substance misuse in North West Leeds. The exercise concluded that Little London is the priority for drug issues in relation to users, dealers and education for young people.

3.4.6 Current priorities for anti social behaviour in Inner North West are:

- Rough sleepers in the Little London multi storey blocks
- Youth nuisance in Hyde Park
- Alcohol fuelled issues in Headingley

3.5 It is important to note that work is undertaken in all areas of the Inner North West relating to individuals or groups of individuals involved in criminality, nuisance and anti social behaviour. The above priorities are due to the serious nature of the incidents and / or number of victims / perpetrators. Priorities are not static and they will change as problems / issues are tackled.

4.0 ACTIONS

4.1 Anti Social Behaviour

4.1.1 The North West is served by the West / North West Anti Social Behaviour Team. The team consists of 1 Team Leader, 2 Senior Enforcement Officers and 8 Enforcement Officers. There are currently 3 Enforcement Officers and 1 Senior Enforcement Officer allocated to the Inner North West area. However, the team takes a pragmatic view to asb issues and will deploy resources to tackle priorities, as required. The work of the ASB Team is supported by Neighbourhood Wardens, PCSOs, Leeds North West Homes, Youth Service and Police.

4.1.2 Monthly multi agency case conferences are held at each neighbourhood housing office (Little London, Kirkstall, Weetwood). The aim of the meeting is to share information about asb problems, individuals involved in asb and agree actions. These meetings involve front line and estate based staff (Enforcement Officers, Estate Management Officers, PCSOs, Wardens) and other staff by invitation. These meeting have been very successful in co-ordinating local actions and tackling asb issues and individuals before problems can escalate.

4.1.3 Anti social behaviour surgeries are currently held in 2 locations in Inner North West, Carlton Towers (Little London) and Hawksworth Community Centre (Kirkstall). The surgeries are advertised locally and open to members of the public.

4.1.4 Little London Multiple ASBOs was a joint initiative between the ASBU and Police undertaken in May – July 2003 to tackle the open drugs market in Little London. This initiative was successful in gaining 58 full ASBOs to restrict the movement of those involved in the open drugs market in that area. Work continued on this initiative into 2004. It has been instrumental in helping local residents reclaim the areas where drug activity was rife. Residents are now able to walk in the area and children regularly use the local play park, which was previously not used. The initiative is now in Phase 4 which concentrates on providing support to the individuals who were served with ASBOs. The aim is to help sustain the impact of the Orders by providing diversion, work experience and life skills to those who have ASBOs as part of this initiative, through Positive Actions for Young People (PAYP).

4.2 CCTV

4.2.1 Inner North West is currently served by 5 CCTV cameras deployed in the following areas:

- Hyde Park Corner – 1
- Headingley – 4

The cameras are monitored by LeedsWatch through the monitoring station situated in Weatherby. The overall strategy for CCTV ensures that the CCTV network helps the Police detect crime / criminals through appropriate information exchange, whilst also providing reassurance to members of the public.

4.3 Burglary

4.3.1 Since May 2004 the Police have been piloting a property marking system known as Smartwater in Burley / Hyde Park. The use of this system has seen significant reduction in burglary elsewhere (55% reduction in Oldham). Aprox 3800 kits were purchased for use in the Burley / Hyde Park area. The kits have been offered free of charge to occupants in the area and Police and Council staff have been used to administer the kits in households. This approach is necessary to ensure that the appropriate documentation is completed and returned to Smartwater for inclusion in their database and also to offer other community safety services to occupants, for example target hardening services. This initiative has seen a significant impact on local neighbourhood wardens and PCSOs staffing resources. 60% of households in the area have been completed (including refusals) and a review including impact assessment is currently underway.

4.3.2 Burglary Reduction in Leeds (BRIL) provides a re-active target hardening service initiated through Police attendance at a burglary. BRIL also provides a proactive target hardening service funded through SRB and LRF, initiated via self referrals from residents in those areas. This service is restricted to SRB and LRF areas and allows BRIL to target harden properties before a burglary occurs. There are 3 SRB areas in Inner North West; Little London, Burley and Hawksworth Wood. BRIL has undertaken 441 proactive and 364 reactive security checks and installations, during the last financial year (2003/04) in Inner North West.

4.3.3 Leeds is currently examining the closing of ginnels and alleyways which are shown to be contributing to crime by providing a means for criminals to escape undetected. Burley / Hyde Park has been chosen as one of the areas to pilot this initiative. The aim is for the top 5 ginnels / alleyways in Burley / Hyde park to be closed following consultation as expressed in the Crow guidelines. Consultation is in the final stages with the ginnel at Back Chestnut Avenue closed to date. Discussions have commenced with Groundwork to create some designs with a view to introducing planting, seats, etc to the area to complement the closing of ginnels. The impact of the closing of the ginnels / alleyways will be assessed over the coming months.

4.4 Neighbourhood wardens and PCSOs

4.4.1 Current provision of neighbourhood wardens and PCSOs is as follows

1 x neighbourhood warden	Little London
1 x neighbourhood warden	Burley / Hyde Park
1 x neighbourhood warden	Hawksworth Wood

The warden service has been well received by the communities they serve and have forged excellent links with local people and agencies. Of the 3 wardens 2 are grant funded by the Office of the Deputy Prime Minister (ODPM). This funding will cease in March 2005 which will mean the loss of this service in Little London / Woodhouse and Burley / Hyde Park.

4.4.2 4 match funded PCSOs currently serve the Inner North West area.

2 x PCSO	Little London / Woodhouse
2 x PCSO	Headingley

Again this service has been well received by local residents who welcome a high visibility, uniformed patrol on the streets. However, the Police have stated that the patrol area for the 2 PCSOs in Little London / Woodhouse is too large, which means that the impact of this resource is not being felt in the area.

4.4.3 Pudsey Weetwood Police have purchased and deployed a “pod” to Woodhouse Moor. The pod is currently used by local PCSOs for regular surgeries. The Police have attempted to encourage other agencies to use the pod as a local resource to provide surgeries or deliver detached youth work activities for the local community. The pod was originally sited near the Servias at Little London Housing Office and was moved to Woodhouse Moor in May 2004.

4.5 Drugs

4.5.1 The Drug Action Team have recently completed a mapping exercise of issues and services across the North West Area. The report concluded that further work needs to be undertaken in key areas around inter agency communication and work. The Community Drug Treatment Services also need be developed to deliver local treatment through current health facilities (pharmacies, GP surgeries). An action plan has been developed to deliver recommendations from the mapping exercise.

4.5.2 The Drug Action Team (DAT) have also recently produced drugs information booklets for distribution to communities in Leeds. A more targeted information booklet has been produced by the DAT Locality Co-ordinator for North West. This booklet is aimed at the student population and will be distributed in September.

4.5.3 The Little London and Woodhouse Drug Action Group is chaired by the DAT Locality Co-ordinator. The group includes local agencies / groups and workers such as the Grove, senior youth worker and Connect 2. The group is currently developing an action plan to tackle drug related issues in the area. Examples of the work this group is currently exploring include; work with schools to increase drug awareness, detached drug workers on the streets after Police enforcement, leaflet drops in the area providing information on drugs services and how to access them (DOB in a dealer, needle collection service, etc).

4.6 Police Initiatives

4.6.1 Operation Walksafe is a Police lead initiative conducted in partnership with the University of Leeds and the Metropolitan University. The aim is to provide patrols in priority robbery areas at key times to act as a deterrent.

4.6.2 Freshers Week is an initiative aimed at returning students and new interns to raise awareness of the actions that they can take to minimise the risk of becoming a victim of crime. This multi agency initiative is lead by the Police and includes both universities, PCSOs, neighbourhood wardens and the Student Union.

4.6.3 West Yorkshire Police currently support 700 Neighbourhood Watch schemes in North West Leeds. This covers approximately 15,455 households across the North West Area. The schemes are instrumental in supporting communities and the Police in tackling crime.

4.7 Burley & Hyde Park Community Safety Project

4.7.1 The project was set up 5 years ago to address the problems of high crime rates in the area. In 2003 the project was successful in submitting a Local Regeneration Fund (LRF) application for a project manager to assist in delivering the local community safety action plan. The Project aims to

- reduce the levels of crime in the target area
- reduce the fear of crime in the target area
- increase community involvement in attempts to combat crime
- reduce intimidation by groups of young people
- combat racism

4.7.2 The Project has supported, assisted and delivered various community safety initiatives in the area including; improved bins in the Pearsons with a further 140 in the Harolds and Thornvilles actively promoted, plans to develop waste ground for youth diversion activities, security improvements and safer environment initiatives through the use of volunteers.

4.8 Action Days

4.8.1 Hawksworth Wood multiagency action day concentrated on environmental issues and involved Police Officers, PCSOs, the local Neighbourhood Warden, ASB staff, Dog Wardens, Litter Pickers, Truancy Officers and ALMO staff. One arrest was made on an outstanding warrant, five truancy stops were made and three vehicles were removed. In addition, 149 tenancy visits were made, 113 letters were issued for tenancy matters and crime prevention literature was delivered to each of the properties (600 in total). Three skips were in the area for the use of residents to dispose of unwanted items.

4.8.2 Little London multiagency action day involved Police officers, PCSOs, the local Neighbourhood Warden, ASB staff and ALMO staff supported by the cleaning team and caretaking team. Four tower blocks were targeted, covering 400 properties in total. Three arrests were made on outstanding warrants, one stolen car was recovered, over 100 parking tickets were issued, in addition to over 200 tenancy checks against details held at the local ALMO office, with twelve further tenancy investigations planned due to breach of tenancy matters. Crime prevention literature was left at each of the properties visited (400). Valuable intelligence was gathered during the day, which is likely to lead to further actions. Prior to the day the DVLA removed 40 cars from the Little London area as part of regular checks made in the area.

5.0 **IMPACT**

5.1 Police Crime statistics show that priority crimes such as burglary, robbery and vehicle crime continue to fall. Anti social behaviour complaints and nuisance calls to the Police have also reduced. However, criminal damage has remained static and violent crime has seen an increase in recorded figures.

5.2 Appendix 1 provides statistical information which shows the impact of the initiatives and activity highlighted in the previous section. Compared to the same period in 2003, burglary, robbery and vehicle crime have fallen.

- Burglary has reduced by 20% (approx)

- Robbery has reduced by 44% (approx)
- Vehicle Crime has reduced by 27% (approx)

- 5.3 The Little London Multiple ASBO initiative yielded significant reduction in robberies, mainly associated with the ASBOs taken out and the high visibility Police patrols in the area. In addition, the total number of burglaries committed in the area decreased compared to similar periods previously. Feedback and anecdotal evidence from residents shows that new faces appear to be replacing those who are the subject of ASBOs. Further joint work is planned in the area and this could be complemented by high visibility policing which is the subject of a recently submitted SRB application.
- 5.4 Feedback from residents groups and community organisations quite clearly shows that residents and local groups welcome a visible patrol in their area. It offers reassurance and a point of contact with services. Evidence from some areas where wardens or PCSOs have been deployed shows quite clearly the deterrent a uniformed presence has. Crime in Hawksworth Wood has reduced to 1 reported crime per days (with some days reporting none). Whilst this reduction cannot solely be contributed to wardens / PCSOs due to the other initiatives in the area, it is clearly evident that their continued presence in the area is helping to sustain these low numbers and more importantly, provide reassurance to residents.
- 5.5 Recent analysis of Police data shows the rate of repeat burglary victimisation as 14%. The rate for properties target hardened through BRIL dropped by half to 7% which shows that this particular initiative can have a significant impact in reducing repeat burglaries. The current average cost for target hardening is approximately £125 per property.
- 5.6 Existing Home Office research shows that CCTV can be effective in reducing crime / fear of crime and helping the Police to detect crime and criminals as part of an overall strategy.
- 5.7 Pudsey Weetwood Police have committed considerable resources to tackling prolific offenders in the priority areas (Hyde Park and surrounding beats). This has resulted in an 18% reduction in recorded crime in the area targeted.
- 5.8 Specific Impact assessment work planned over the coming months includes Smartwater pilot in Burley and the closing of ginnels / alleys in Burley. This information will assist in reviewing whether these initiatives will continue into full projects.
- 5.9 The Police have stated that the patrol area for the 2 PCSOs in Little London / Woodhouse is too large, which means that the impact of this resource is not felt in the area. Many residents believe that this resource is not deployed in the area as the PCSO's may only pass once in a day. It is suggested that 2 further wardens are deployed in this area to complement the existing provision or the patrol area is reduced to half the current size.

6.0 FUTURE PLANNED WORK

- 6.1 The following work is planned during the coming year:

	Key Actions	Target
ASB	Develop local ASB surgeries in neighbourhoods for local residents to report asb issues and seek advice	Increase the number of Acceptable Behaviour Contracts to 70 (city wide)

	<p>Multi agency action days planned in Weetwood, Kirkstall and Little London</p> <p>Through Positive Action for Young People (PAYP) develop tailor made programmes for each young person who has an ASBO as part of the Little London Multiple ASBO initiative</p> <p>The Proof of age scheme used to tackle illegal sales of products such as alcohol, cigarettes and fireworks to young people</p> <p>Multi agency action plan to Little London rough sleepers (dependant upon SRB bid)</p>	<p>Increase the number of Anti Social Behaviour Orders to 105 (city wide)</p>
Burglary	<p>Generate block referrals for proactive target hardening in SRB 5 areas (Burley, Little London and Hawksworth Wood).</p> <p>Close top 5 ginnels linked to burglary in Burley / Hyde Park area, subject to consultation under CROW guidelines</p>	<p>Reduce recorded domestic burglary to 2724 (6 month target)</p> <p>Reduce the percentage of victims who are repeat victims of domestic burglary to 11.3%</p> <p>No ward to have a domestic burglary rate of 60 per 1000 households by 2005</p>
Drugs	<p>Increase the amount of Local Community Drug Treatment Services provided locally</p> <p>Distribute the student drugs booklet during Freshers week.</p> <p>Distribute community drugs booklet to local communities via council offices, community facilities and events / activities</p>	<p>Increase the number of problem drug users in treatment by 100% by 2008</p> <p>Increase the number of arrests for supply and possession with intent to supply Class A drugs to 45</p>
Other	<p>Examine use of and deploy Mobile CCTV cameras once available</p> <p>Deliver Freshers Week in September 2004 to coincide with the new intern at the Universities.</p> <p>Continue with Operation Walksafe with Police targeting patrols to robbery hotspots</p> <p>Hawksworth Wood is in the final stages of securing a fixed CCTV camera</p>	<p>Tackle fear of Crime</p>

	<p>2 community safety SRB bids submitted:</p> <ol style="list-style-type: none"> 1. Hawksworth Wood – pailing fencing and environmental works to tackle ASB and community clean-up with skips, etc provided 2. Little London – additional Police overtime hours matched with Police mainstream hours to tackle ASB in multi storey blocks, Servias and Carltons 	
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7.0 POTENTIAL FUTURE DEVELOPMENTS

- 7.1 Dispersal Orders (ASB Act 2003) can be used to stop groups of people congregating in an area. The orders must be evidence based and must tackle problems where all other attempts to tackle the problem have been made and have failed. The orders are authorised by a Superintendent and the Head of Service for Leeds Community Safety. In Inner North West, the Spen Lane / Butcher Hill area (Kirkstall) was under consideration for a Dispersal Order, however problems in the area have now subsided and an order is no longer needed.
- 7.2 Alcohol Free Zones - Designated Public Places Orders (DPPOs) are made under the Criminal Justice and Police Act 2001. Under the Act, the Council can designate a public place within which it is an offence to consume alcohol after being requested by a Police Constable (or PCSO) not to do so. An Officer can also ask any person to surrender alcohol / open alcohol containers if the Officer reasonably believes the person is, has been or intends to consume alcohol in that place. In due course Wardens can be accredited to exercise these powers. Any costs associated with DPPOs are in relation to the statutory consultation processes.
- 7.3 Youth Inclusion Project – this is a project which works with young people who are deemed most at risk of offending or re-offending. The project aims to provide young people with diversionary activities, work experience, life skills and confidence as an alternative to offending. Diversionary activities can be used to contribute to a preventative approach to reducing ASB. These include; information sessions in schools, detached youth work sessions or subsidised activities.
- 7.4 Additional CCTV cameras can be installed and linked upto the existing LeedsWatch System. Area Committees should be aware, however, that there are a range of issues to address when considering CCTV. These include;
- siting of cameras that balance consideration of Human Rights and the need to gather evidence
 - quality of image to produce evidence required for court
 - long term revenue implications (5 year line rental)
- 7.5 BRIL is currently grant funded to proactively target harden properties in the SRB5 areas and NRF wards. The area Committees may wish to consider increasing the capacity of BRIL to undertake a number of proactive target hardening installations at a cost of £125 per property.
- 7.6 Alleygating is an option where alleyways / ginnels are closed because they have become the focus for crime and ASB. The process involves consultation with

communities using the CROW guidelines in relation to rights of way / public access rights. Costings will vary with the average cost of 1 gate being £2,500.

- 7.7 Smartwater is a property marking kit purchased at a cost of approx £15 per kit. The scheme is resource intensive with each property taking approximately 1 hour to complete, including the completion of documentation. The kits effectiveness increases if it used within an overall publicity strategy and authorities elsewhere have seen significant reductions in burglary using this initiative (Oldham – 55% reduction in burglary).
- 7.8 The Distraction Burglary Initiative aims to reduce distraction burglary of older residents by raising awareness of the issue and enabling older people to feel safer in their homes. Training and information sessions are provided to people and groups across the city. Area Committees may wish to support awareness events or training for service providers who visit the homes of vulnerable people.
- 7.9 Speed Indication Devices (SIDs) are mobile devices used to let drivers know if they are driving above / below the speed limit. The device is placed at the side of the road and uses a smiley face or frown to indicate whether the driver is within the speed limit.
- 7.10 Recent drugs enforcement activity has included the use of drug outreach workers. These workers have remained in the target area for several days after enforcement activity to provide information to the community and referral of users to specialist services. Early evaluation indicates that this has been a successful approach in reassuring residents and allowing drug users access to treatment.
- 7.11 The Little London Drug Action Group have developed an action plan which includes a drugs awareness day in Little London aimed at raising awareness about drugs related issues in addition to promoting services available (DOB in a dealer, needle collection service, ask Frank hotline, etc). The group is also planning on working with schools to raise awareness about drugs issues amongst young people through art. The aim would be to rotate the project across the schools in the Inner North West area. However, both these projects are dependant upon funding which is currently being explored.
- 7.12 Additional Police patrols, utilising Police overtime to tackle specific local issues and problems, have proved successful in the past. £10,000 will provide approximately 400 Police overtime hours to tackle issues and problems across the Outer North West area for 12 months. Similarly, £5,000 will provide 200 hours, which would be sufficient for a period of 6 months.

8.0 RECOMMENDATIONS

8.1 Members are asked to:

- i). Note the general background and more local community safety priorities at 2.0 and 3.0
- ii). Note and comment on the actions, impact and future planned work at 4.0, 5.0 and 6.0.
- iii). Members are particularly asked to comment on 7.0 with regard to initiatives that would be most relevant to the area. These will be considered by officers in the development of programmes to be brought to the Committee for approval at its next meeting, which are referred to in other items on this agenda.

Inner North West Area Management - Recorded Crime Comparison

2003 (April – June)	Burglary Dwelling	Burglary Elsewhere	Criminal Damage	Drugs Offences	Robbery	Vehicle Crime	Violent Crime	All Crime
Headingley	184	45	137	10	30	302	52	1007
Hyde Park & Woodhouse	231	56	244	36	60	351	140	1411
Kirkstall	200	61	190	43	25	174	122	1066
Weetwood	119	89	103	9	10	118	58	741
North West Inner	734	251	674	98	125	945	372	4225
Leeds	3894	3233	6069	538	614	5908	3710	33950

2004 (April – June)	Burglary Dwelling	Burglary Elsewhere	Criminal Damage	Drugs Offences	Robbery	Vehicle Crime	Violent Crime	All Crime
Headingley	194	32	151	10	18	202	100	895
Hyde Park & Woodhouse	249	29	209	23	41	218	198	1183
Kirkstall	83	33	192	16	8	144	134	802
Weetwood	70	34	126	17	4	135	83	632
North West Inner	596	128	678	66	71	699	515	3512
Leeds	2682	2183	5840	523	348	4253	3910	27513



LEEDS
CITY COUNCIL

AGENDA
ITEM NO:

Originators:
Thomas O'Donovan /
John Bracewell

Telephone: 214 4839 / 7

REPORT TO: Inner North-West Area Committee

REPORT OF: Acting Director, Neighbourhoods and Housing Department

DATE: 24th September 2004

SUBJECT: Inner Area Committee Well-Being Budget

Electoral Wards Affected :

Headingley
Hyde Park and Woodhouse
Kirkstall
Weetwood

Specific Implications For :

Ethnic Minorities
Women
Disabled People

Executive Function

Council Function

Eligible for Call In

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

1.0 Purpose of this Report:

This report seeks to:

- a). Provide a brief background to the establishment of the Area Committee Well-Being Budget.
- b). Provide Members with a current position statement on the final Well-Being Budget levels.
- c). Set out for Members' consideration a number of principles and proposals for the allocation of the Well-Being Budget with regards to the immediate future.
- d). Provide Members with details of Small Grant applications received to date.

2.0 Background

2.1 The Constitutional arrangements to establish Area Committees, together with the details under which executive functions may be exercised by those Area Committees were presented to and approved at the Council's AGM on June 28th 2004. At the same meeting, utilising the Leader's Executive Powers, the function relating to the promotion of the social, economic and environmental well-being within each Area Committee's geographical remit was also approved. This included the allocation of minimum revenue and capital budgets for each Committee.

2.2 A copy of the schedule detailing the extent of the Well-Being function was included in the constitution report that was presented at the last Area Committee meeting in July. Of particular importance are the minimum service standards which are applicable to all Area Committees, namely that Committees should use the resource to:-

- i). Enhance service delivery outcomes within their area
- ii). Support the social, economic and environmental well-being of their area (in accordance with approved Area Delivery Plans – 2005/06 only).

3.0 Well-Being Budget Allocations

3.1 At its last meeting Members were informed of the minimum allocations that had been approved for the Inner North-West Area Committee's Well-Being Budget of £194,878 revenue funding for this financial year 2004/05 and £378,930 capital funding to run over three financial years from 2004/05 to March 31st 2007. Subject to final approval of the Council's Executive Board, the outcome of which will be reported at the Area Committee meeting, final allocations of **£202,729** revenue funding for 2004/05 financial year and **£394,196** capital funding over three financial years from 2004/05 for the committee area have now been proposed.

3.2 Members may wish to note the following points:-

- § The revenue funding is for 2004/05 only and therefore not only should this be committed as soon as possible but every effort should be made to ensure that the funding is actually spent by March 31st 2005, as there is no guarantee that the allocation can be rolled over into the following financial year.
- § If Members wished to view the capital funding allocation on an annual basis this would amount to **£131,398.66** for each of the three financial years covered by the allocation.
- § Officers have sought advice on some of the less clearcut areas of what would be defined as capital spend and what would be classed as revenue. One of the best examples is where funding might be approved for improvements to a building or facility. If the funding is allocated to provide new materials, e.g. doors, windows, fencing etc. then this would be classed as capital and include any costs related to the improvements, however if funding was given to upgrade existing materials, i.e. paint doors and windows or repair fence panels then this and associated costs would be classed as revenue expenditure.
- § At its previous meeting the Committee agreed that **£10,000** be ring-fenced for a Well-Being Small Grant Fund and noted that no commitments had been made previously by CITs to spend 2004/05 Area Committee resources. However there are a number of ongoing issues arising out of commitments made by the previous Headingley, Kirkstall and Weetwood CIT, such as the Funding Officer and Planning Officer. Officers within Area Management are currently compiling an evaluation of these projects and a full report will be brought to the next Area Committee meeting that will advise decisions on the use of the Well-Being Budget for 2005/06.

4.0 Suggested Principles and Proposals for allocating the Well-Being Budget

4.1 Whilst the Area Committee will be able to influence and direct service delivery in a range of ways, such as through its delegated functions in relation to community safety,

streetscene and the Youth Service and through influencing the activities of the multiagency North-West District Partnership, the Well-Being Budget is a direct level of funding available to the Area Committee that can have a significantly beneficial effect both on service delivery and the wider well-being of the area as a whole. It is therefore anticipated that the Committee would want the funding to be managed as effectively as possible to ensure that best value is obtained from what is available, and in order to assist in achieving this it is suggested that a number of guiding principles and proposals are set out which will enable the fund to be administered in this way. The following principles and proposals are listed for Members to discuss, amend, add to and finally approve in order to ensure that the Well-Being budget operates within a framework that has been agreed by the Committee:-

- i). Final decision to spend must be taken by the Area Committee (whilst a sub-group may be set up to make recommendations back to the Area Committee such a group could not have decision making powers).
- ii). That the Area Committee ideally adopts a commissioning approach rather than opening up the budget to speculative bids from providers of services. Through work reported in another item on this agenda, clear priorities for action are emerging and the Committee will need to assess the impact on the Well-Being Budget of meeting these priorities before any further allocations of the Budget through a bidding process. This principle will not apply to the Small Grants Fund already approved by the Committee.
- iii). Linked to this, any service providers commissioned to deliver improvements through an allocation of Well-Being funding must be able to demonstrate that they have exhausted all other avenues of funding to deliver an enhanced provision. It is important that the Well-Being budget is not seen as a first port of call for Departments or agencies.
- iv). Officers within Area Management will be required to set up a comprehensive monitoring of a). where funding is allocated on a geographical basis and b). where any beneficiaries from projects run through funding from Well-Being monies come from, e.g. an area wide scheme may be approved but services must be able to demonstrate that residents from the whole area are benefiting.
- v). Whilst the Well-Being Budget must be allocated in line with the Area Delivery Plan for 2005/06, that allocations for 2004/05 take account of the Area Committee's priorities which are presented in a separate report on this agenda and the priority service delivery themes for the first year of Area Committees, namely Streetscene, Community Safety and the Youth Service.
- vi). That officers bring back a fully costed programme to the next Area Committee cycle in October with particular emphasis on ensuring that the revenue allocation of £202,729 is committed. In terms of capital expenditure officers would not be expected to cost a programme against the whole of the available funding in case others priorities emerge later in the three year cycle for which the money has been allocated.
- vii). That officers make the Area Committee aware of the impact of supporting schemes which may have an on-going revenue commitment, such as funding towards staffing or running costs for projects such as CCTV schemes.
- viii). That officers bring forward a balanced programme containing proposals that seek to address service improvements across the whole area as well as taking account of particular local issues and responses to them, which will be different from ward to ward and neighbourhood to neighbourhood.

- ix). That these principles and proposals, or any amended version of them, be reviewed after the October cycle given any decisions on the costed Well-Being programme made at that meeting.

5.0 Small Grants

- 5.1 At the July Area Committee the principle of a Small Grants fund was agreed together with an interim framework to manage the fund. Work has started on producing guidelines for administering this in line with Council legal and financial protocols. It is hoped to have this work completed in time for the October cycle of Area Committees. For interim purposes the CIT Small Grant form has been adapted to allow groups to make applications.
- 5.2 Attached at Appendix One are details of applications already received together with suggested revised guidelines.

6.0 Recommendations

Members of the Inner North-West Area Committee are requested to:

- 6.1 Note the background to and the purpose of the Well-Being Budget as set out at 2.0
- 6.2 Note, subject to Executive Board approval, the revised revenue allocation for 2004/05, and the capital allocation for the period 2004 – 2007.
- 6.3 Consider and agree the suggested principles and proposals that should govern the allocation of Well-Being Budget funds as set out at 4.1.
- 6.4 Consider and agree the suggested revised guidelines and the Small Grants applications listed at Appendix One.

APPENDIX ONE

North West (Inner) Area Committee – Well-being Fund Small Grant Applications 2004/05

- 1.0 The Area Committee is requested to consider the following applications and indicate which are to be supported through the 2004/05 Well-being revenue small grant fund. Members are requested to note the following interim arrangements which were agreed at the last meeting:
- a) 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 cover a broader area of benefit (such as across one or more Wards) and which meet 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.
 - b) any one organisation or initiative may receive only one Small Grant per year.
 - c) the Area Committee must determine a financial limit of Small Grants within the overall Area Committee Budget.
 - d) 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.
 - e) funding should be used for items of expenditure that are receiptable and not confer benefit to individuals.
 - f) funding must be prioritised for the work of groups and proposals which support the priorities and targets of the Area Committee and any plans it has.
 - g) 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.
- 1.1 Members are also asked to consider two suggested additions to the interim arrangements pending the detailed citywide guidance being developed.

The Area Committee would not usually process retrospective applications. That is say when the date of an event is passed, when a project is complete or when equipment has already been purchased.

The Area Committee will not usually process applications from groups and organisations from outside its area. An exception might be when the group or organisation can demonstrate that the beneficiaries of the grant reside within the area.

1.2 In line with the previous CIT Small Grant approval process it is proposed that following internal checking procedures that a summary of Small grant applications received be circulated to Members for comment. It is suggested that Members make comment within a week. In the absence of any Member comment applications will be deemed approved and reported to the Area Committee.

1.3 Projects presented for the Committees consideration are summarised below:

2.0 **New equipment and birthday celebrations for 10th Leeds Brownies Pack. Burley Hill Drive - Ref: 22/04/03 SG**

Summary - The pack was established in 1924 and encourages girls aged 7-11 to join in its activities which include trips out and helping within the community.

Wards Hyde Park & Woodhouse. Headingley. Kirkstall.

Aim - To purchase new resources and to support their participation in a special event as part of the Brownie section 90th birthday celebrations.

Project cost and funding sought - £207.90

Special event	£112.00
Purchase resources	£ 95.90

2.1 **Extend lending library of Community Resources in Burley – Ref: 22/04/02 SG**

Summary – CRIB provide support for children and their families in the community by enhancing opportunities for education and employment, providing children centred services, a drop in service and support, advice and guidance to local people.

Wards Hyde Park & Woodhouse. Headingley. Kirkstall.

Aim – To purchase books, props, story sacks and soft furnishings to extend the lending library for the 0-2 year age group.

Project cost and funding sought - £500

Books	£200
Props	£200
Soft furnishings	£100

2.2 **Massage sessions at the Association of Blind Asians (ABA) - Ref: 17/04/01 SG**

Summary – ABA provides a wide range of services for people with visual impairments who belong to different Asian communities with specific language needs.

Ward Headingley. Kirkstall. Weetwood.

Aim – To run massage sessions for service users and their carers. ABA held a 'Health Fair' in June 04 when a blind Indian student from the Royal National College in Hereford came to massage and demonstrated his skills to around 20 people. The members, mainly elderly, felt much refreshed and have requested more sessions.

Project cost and funding sought - £500 will pay for 15 x 2 hour sessions of massage plus £50 for publicity.



LEEDS
CITY COUNCIL

AGENDA ITEM NO.:
Originator: John Bracewell / Gerry Burnham Tel: 2144840 / 37

REPORT OF: Acting Director, Neighbourhoods And Housing Department

MEETING: Inner North-West Area Committee

DATE : Friday 24th September 2004

SUBJECT : Involving the Community with the Area Committee

Electoral Wards Affected :

- Headingley
- Hyde Park & Woodhouse
- Kirkstall
- Weetwood

Specific Implications For

- Ethnic Minorities
- Women
- Disabled People

Executive Function	4	Council Function	<input type="checkbox"/>	Eligible for Call In	<input type="checkbox"/>	Not eligible for Call In (details contained in the report)	<input type="checkbox"/>
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1.0 Purpose of this report

1.1 The purpose of this report is twofold:-

- i). To agree what formal local consultative arrangements the Area Committee wishes to put in place through forums, relevant sub-groups or other mechanisms.
- ii). To consider, from a variety of more informal and targeted approaches, what informal local consultative arrangements might be put in place.

2.0 Background

2.1 Formerly the Community Involvement Teams (CITs) 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 led by the Council or community led), running specific consultation events and activities along with the use of questionnaires, surveys and newsletters or bulletins.

2.2 With the development of Area Committees, there are new constitutional arrangements, terms of reference, procedure rules and functions. As such this newly formed Area Committee will need to consider a new strategy for community consultation and involvement in order to fulfil its role of ensuring the Council is engaging with all sections of the community to keep in touch with local priorities and receive feedback, in particular regarding the delivery of services for which it is responsible.

- 2.3** In terms of principles, in agreeing its approach to Community Involvement the area committee will need to:
- § Clarify community needs and priorities, contributing to better designed services
 - § Contribute to greater customer ownership of services, leading to greater satisfaction and fewer complaints.
 - § Use resources in a more sustainable way, with increased impact on the community.
- 2.4** This report differentiates between standing forums or forums that are held on a regular basis, which the report has termed as “formal”, and consultation which might be targeted at a particular group or may be a “one-off” event – this has been termed “informal”.
- 2.5** The District Partnership will also have a role to play in consultation arrangements in terms of ensuring that agencies are not duplicating time and resources in trying to consult the same people on three or four separate occasions and as the District Partnership for North-West becomes established any consultation initiatives will support what this report is attempting to set in motion.

3.0 Formal Consultation Arrangements

- 3.1** As part of the establishment of Area Management Teams to support the work of the Area Committees it is envisaged that there is scope for an average of one formal ward forum to serviced and supported. There will be a transition between previous CIT arrangements and the new Area Committees whereby this should not be seen as a restrictive guideline but one that should be worked towards over the coming months and strategies put in place to ensure that this average is achieved.
- 3.2** Previous arrangements for consultation through the CITs and linked to regeneration work in the area are listed below.

Previous CIT Areas	
Headingley, Kirkstall & Weetwood	Chapel Allerton & University
<ul style="list-style-type: none"> • Kirkstall & Burley Ward Forum • Weetwood Ward Forum • Headingley Ward Forum (this was disbanded after a year). • Burley & Hyde Park SRB5 Forum • Hawksworth Wood SRB5 Forum <p>Headingley, Kirkstall, Weetwood CIT sub groups: Planning Group, Headingley Centre Strategy Group, Community & Higher Education Forum, Headingley Stadium Group, Transport Group.</p>	<ul style="list-style-type: none"> • South West SRB5 Forum (covering Little London & Woodhouse. • Little London & Woodhouse Community Forum • Community Action Little London and Servias open meeting. • Burley Network

Some of the Forums were chaired by a local Member as agreed through the CIT and generally the Forums met every couple of months to fit in with the CIT and Full Council cycle of meetings. Some were facilitated and serviced by Community Planning staff from the relevant teams. The Single Regeneration Budget Round 5 (SRB5) Forums meet to discuss and plan spend from the SRB5 Budget. Although all SRB5 funding has now been allocated, these forums continue to meet to discuss local issues and to monitor project progress.

3.3 Following discussions, the next table identifies proposals for the new arrangements under the Area Committee in terms of “formal” consultative processes.

Ward	Forum	Comment
Headingley	There is no community forum covering this area.	No forum required. The area has a full range of community groups and it is felt that a ward forum will merely duplicate existing arrangements. However, Area Management staff will be available to attend any specific relevant meetings at Members' direction.
Hyde Park & Woodhouse	<ul style="list-style-type: none"> • South West Forum SRB5 Forum 	Members wish this to continue. This Forum could be relaunched as the Hyde Park & Woodhouse Forum.
Kirkstall	<ul style="list-style-type: none"> • Kirkstall & Burley Ward Forum • Hawksworth Wood SRB5 Forum 	<p>Members wish to retain this forum. This Forum could be relaunched as the Kirkstall Forum.</p> <p>A decision needs to be made as to whether this forum should continue and if so which organisation is best placed to carry it forward.</p>
Weetwood	<ul style="list-style-type: none"> • Weetwood Ward Forum 	Members wish to retain this Forum.

The purpose of these formal consultation arrangements will be to alert officers and Members to particular hotspots either geographically or in terms of particular issues, to offer feedback on services, in particular those which the Area Committee can directly influence, and to enable the capacity of local residents to be built up so they feel more confident to speak out and ultimately ideally take ownership of the forums which may become independent organisations in their own right working for the

betterment of their particular neighbourhoods. They will also be a means through which relevant information from the Area Committee can go out to a wider audience.

- 3.4** The Inner North-West Area Committee is also proposing to have a period of time at the start of each Area Committee meeting where debate will be focused on different themes throughout the year. This will allow ward forums, other organisations and members of the public to bring relevant issues for discussion to the attention of the Area Committee. In addition the Area Committee could receive key messages from these forums on a regular basis to ensure that their discussions are formally registered by the Area Committee.
- 3.5** Regarding formally co-opting individuals on to the Area Committee, for which the constitution allows a maximum of four co-optees, the Committee, in line with many other Area Committees in the City, have decided to defer any decision until its work has become more established.
- 3.6** In conclusion, regarding the above “formal” consultation proposals Members are asked to agree the proposals in the table at 3.3, comment on any other of the points raised in this section and instruct officers from the Area Management team to progress further or new meetings as soon as possible.
- 4.0 Informal Consultation Arrangements**
- 4.1** The geographical area that this Committee has responsibility for has a range of active groups (both issue based and geographical) which are an excellent source of local knowledge and opinion. As well as requiring a clear and coherent structure which allows local people to raise issues with the Area Committee, which 3.0 above attempts to set out, subject to Members’ approval, there is a need for the Committee to undertake targeted consultation work with groups who may not otherwise be engaged through the more formal processes described above. This may be particularly true, for example, with young people, who traditionally often do not engage with adult forums; with older people, who may not be willing to come out of their homes in the evening; with single parent families who may have childminding problems or with BME communities.
- 4.2** Some of the recent discussions with Members identified that innovative and well-targeted consultation would benefit the identification of particular groups’ views on services, ideas for future developments and indications of hotspot areas and issues. Several different approaches are suggested in Appendix 1 which allow both individuals and groups to be consulted through a variety of sometimes innovative means. Whilst some of these may require resources to enable them to take place they could be used where the Area Committee specifically wishes an issue to be raised with a particular group or advantage to be taken of an event or mechanism through which many people might be contacted.
- 4.3** Members are asked to consider and comment on any of the options listed at Appendix 1 and indicate which, if any, they would like officers to work up in more detail. Members are also invited to suggest any particular groups or groupings or opportunities that should be considered over the period to the end of the year to pilot this approach.
- 4.4** With regards to resources linked to this more targeted consultation, Members are asked to consider whether they would wish to ringfence a sum of £2,000 from the Well-Being Budget to pay for the development of targeted information or resources for use at these types of potential consultation activity.

5.0 Recommendations

5.1 Members of the Area Committee are asked to:-

- i). Respond to the request at 3.6 for confirmation of and guidance on formal consultation arrangements (including the sub groups) linked to the Area Committee.

- ii). With regards to more targeted informal consultation make comments on Appendix 1, specify any particular opportunities that should be considered up to Christmas and consider ringfencing £2,000 from the Well-Being Budget to pay for any specific costs related to this activity.

POTENTIAL OPTIONS FOR CONSULTATION BY THE AREA COMMITTEE

Mechanism	Description
Community Radio	Fund a slot on a local Community Radio Programme to discuss issues linked to Council Services.
Access points in supermarkets, libraries or schools	Consider installing an access point in places used regularly by local communities so that they can access and comment on local services.
Information stand at Community events, school fetes, summer fairs and the like	The Council could have a presence at local community events to provide information and receive comments and feedback on priority services.
An e-mail / text messaging panel	Build a register of people in the area who are willing to be consulted via email or text messaging.
Web-based consultation	Develop an interactive website which could be promoted through Libraries (e.g. the current 'Communities Online' website) Schools and Colleges. This would allow information to be disseminated and feedback received.
Create a Sounding Board	Invite one or two representatives from each recognised group to an annual event which is structured so that it provides opportunities for representatives to raise the current issues from their groups, give feedback on performance of services, and highlight priorities for consideration by the Area Committee.
Newsletter with survey attached	Newsletter providing information on what is happening in their area with a survey attached for comments and suggestions.
Targeted consultation with specific groups	Utilising schools, mosques, social services establishments etc. to undertake targeted consultation work.
Telephone helpline	As part of the Council's 'Golden Number' scheme provide a helpline to deal with community issues.
Survey included with annual Council Tax Bill	A customer satisfaction survey could be enclosed with annual Council Tax bills requesting feedback on Council Services



LEEDS
CITY COUNCIL

AGENDA ITEM NO.:
Originator: Stuart Robinson
Tel: 2474360

REPORT OF THE CHIEF DEMOCRATIC SERVICES OFFICER

MEETING: NORTH WEST (INNER) AREA COMMITTEE

DATE : 24TH SEPTEMBER 2004

SUBJECT : LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES

Electoral Wards Affected :

Headingley
Hyde Park and Woodhouse
Kirkstall
Weetwood

Specific Implications For :

Ethnic Minorities
Women
Disabled People

Executive Function <input type="checkbox"/>	Council Function <input type="checkbox"/>	Eligible for Call In <input type="checkbox"/>	Not eligible for Call In (details contained in the report) <input type="checkbox"/>
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1.00 BACKGROUND

1.1 Members will recall that at the last meeting of the North West (Inner) Area Committee held on 6th July 2004, appointments were made to the following Outside Bodies:-

Mary Jane Butler Trust Councillor B P Atha

North West Homes ALMO Councillor B Jennings
Councillor P Ewens
Councillor J Illingworth

1.2 In relation to the Meanwood Valley Urban Farm Council and Prince Philip Centre Management Committee, Members deferred consideration and requested the Area Manager and the Chief Democratic Services Officer to undertake further investigations on whether or not they were within the Area Committee's jurisdiction. Following a review of this issue, both of these appointments have now been referred to the North East (Inner) Area Committee for consideration.

1.3 In relation to Burley Lodge Centre – Committee of Management; Caring Together in Woodhouse and Little London and Independent Living Resource Centre Committee, Members deferred consideration of making these appointments until the next meeting of the Area Committee.

1.4 In relation to Bethel Elderly Day Centre Management Committee and Mary Long Charity for Poor Householders in Headingley (as referred to within the shaded areas

of Appendix A), further enquiries are still continuing on both of these bodies between the Director of Legal and Democratic Services and the Charity Commission.

- 1.5 A copy of the schedule on outside bodies relating to this Area Committee is appended as Appendix A for Members' guidance.

2.00 POLICE COMMUNITY FORUMS

Police Community Forums are still operating throughout Leeds but there have been a reduction in the number of Forum meetings from four to three per year for each area. Currently, there are nine Police Community Forums which are largely based on Police Divisions as outlined in Appendix B attached to this report.

Following the recent changes to the Terms of Reference for Police Community Forums, the membership (previously restricted to organisations) is now open to all individuals and organisations which have an interest in the policing area covered by the Forum. A copy of the Terms of Reference and Community Engagement Conduct Agreement are attached as Appendices C and D.

Should a voting situation arise at the Police Community Forum meetings, under the new Terms of Reference, all those present at the meeting will be entitled to vote, thereby removing the current two tier membership.

Elected Member participation in Police Community Forums is a vital and well appreciated role by the Police Authority and the public who attend these meetings. Under the new protocol no restriction exists in terms of numbers so the Area Committee may choose to appoint one or more representatives to each Forum to act as a formal two way link between the Area Committee and the Police Forum. Alternatively, Members may decide not to appoint particular representatives but merely leave it at the discretion of Members whether to attend or not, dependent on their other commitments.

3.00 RECOMMENDATIONS

- 3.1 Members are asked to note the contents of the report.
- 3.2 Members are requested to make appointments to those outstanding outside bodies referred to in 1.3 of the report.
- 3.3 Members are asked to consider membership of the Police Community Forums as outlined in Appendix B.