



LEEDS
CITY COUNCIL

ITEM NO.:

Originator:
Stuart Robinson

Tel: 2474360

REPORT OF THE CHIEF DEMOCRATIC SERVICES OFFICER

MEETING: NORTH WEST (INNER) AREA COMMITTEE

DATE : 30th JUNE 2005

SUBJECT : ELECTION OF CHAIR

Electoral Wards Affected :

ALL

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)

EXECUTIVE SUMMARY

This report is submitted to remind Members of the arrangements for the annual election of the Committee Chair.

The nomination(s) received will be reported at the meeting ,and Members will be requested to elect from amongst themselves a Committee Chair for the 2005/06 municipal year.

1.0 PURPOSE

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

2.0 BACKGROUND

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

- 3.1 Article 10 of the Council's Constitution sets out the composition, functions and role of Area Committees.
- 3.2 Paragraphs 10.7 and 10.8 of Article 10 deal with the appointment (election) of Chairs of the Area Committees. It states that the Chairs of Area Committees will be appointed (elected) by the Area Committees themselves. On appointment (election), each Area Committee Chair will automatically be the nominated elected Member representative of that Area Committee on the District Partnership.

4.0 APPOINTMENT OF CHAIR

- 4.1 The Area Committee Procedure Rules, also contained in the Council's Constitution, detail the process whereby Chairs' are appointed (elected). For ease of reference the provisions are reproduced at Appendix 1 to this report.
- 4.2 The nominations for Chair will be notified to Members at the meeting by the named Constitution and Corporate Governance Officer on the front of this agenda.

5.0 RECOMMENDATION

- 5.1 Members are requested to elect from amongst themselves an Area Committee Chair for the 2005 /06 municipal year.

Appendix 1

Area Committee Procedure Rules (Extract)

5. APPOINTMENT OF CHAIR

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

NORTH WEST (INNER) AREA COMMITTEE

7TH APRIL 2005

- PRESENT:** Councillor M Hamilton in the Chair
Councillors Atha, Bentley, Ewens, Golton,
Hussain, Jennings, Minkin, Morton and
Mulholland
- OFFICERS:** John Bracewell, North West Area Manager
Tom O'Donovan, North West Area Management
Jason Singh, North West Area Management
Christa Smith, North West Area Management
Andrew Crates, Development Department
Sean Flesher, Learning and Leisure Department
John Kearsley, City Services Department
Zahid Butt, Community Safety
Inspector Tim Kingsman – West Yorkshire Police
Mike Earle, Legal and Democratic Services
- PUBLIC:** Barrie Payne, Local Resident
Martin Cook, Headingley Network
Rachel Harkess, Headingley Network
Ken Torode, Kirkstall St Stephen's School and Church
Stephen Rennie, Hawksworth Wood Community Association
M Mossman, Hawksworth Wood Community Association
Lali Torrents, Hawksworth Wood Community Association
Violet Berr, Spen Hill Residents Association
Dr Richard Tyler, Leeds HMO Lobby
Lorraine Benson, Moor Grange Action Group
Linda Cullen, Moor Grange Action Group
Mark Chillington, NHPNA
Tanya Hudson, Propaganda Marketing Agency
Paddy Proctor, Moor Park Residents Association
Freda Matthews, Little Woodhouse Community Association
Katie Griffiths, Calls Development Worker
Hannaa Carey, Little London Arts
Margaret Spink, Little London Tenants & Residents Association
Cindy Bell, Little London Tenants & Residents Association
John Greenwood, Burley & Hyde Park Community Safety
Project
Anna Middlemiss, Burley Lodge Centre
Taira Kayani, Burley Lodge Centre
David Hall, Far Headingley Village Society
Chris Pickering, Local Resident
Carine Auget, University of Leeds
Penny Bainbridge, Cardigan Centre

83 Declarations of Interest

The Chair indicated that he would be declaring a personal and prejudicial interest in respect of the application for grant aid from the Burley Lodge

Centre (Agenda Item 9, Minute No 89 refers) in his capacity as a member of the Board of the Centre and would be asking Councillor Jennings to assume the Chair for that particular application.

84 Apologies for Absence

An apology for absence from the meeting was submitted on behalf of Councillor Illingworth.

85 Minutes – 17th February and 14th March 2005

RESOLVED – That the minutes of the meetings held on 17th February and 14th March 2005 be confirmed as a correct record.

86 Matters Arising from the Minutes

(a) Recording Attendances

RESOLVED – That in future, the attendance of officers and members of the public be recorded in the Committee's minutes.

(b) Community Land Trusts (Minute No 66 refers)

Further to Minute No 66, 17th February 2005, Dr Richard Tyler circulated some notes relating to the Community Land Trust Conference held at the University of Warwick on 17th March 2005, which the Committee had paid for Dr Tyler to attend.

Dr Tyler also made reference to the next meeting of the Headingley Network, to be held at the New Headingley Club on Tuesday 12th April at 7.30 pm (not Monday 11th April as advertised in 'Headway'), at which discussions would take place regarding establishing a Headingley Community Land Trust – all interested parties welcome.

(c) Housing Act 2004 – Licensing of the Private Rented Sector (Minute No 67 refers)

Reference was made to the significance of this Act in terms of the NW Inner Area Committee's area in relation to the compulsory registration of certain HMOs (properties consisting of 3 or more storeys or 5 or more residents) and the elective or discretionary licensing of other HMOs (in areas of low demand).

Dr Richard Tyler stated that in response to the Act, the City Council had resolved to resurrect the Private Rental Sector Strategy Group and he expressed the hope that Members of the NW Inner Area Committee would form part of, or make representations to, this Group. Another significant issue which the Strategy Group may also address was a Shared Housing Action Plan, and he understood that there was a suggestion that implementation of such an Action Plan could be delegated to Area Committees – not a proposal he supported.

The Chair stated that at their meeting the previous evening, the Area Committee's Planning Group had considered HMO issues, and he would address this under Agenda Item 15, Key Messages from Area Forums. The Chair also undertook to pursue further enquiries into the matters raised by Dr Tyler.

87 Open Forum

The Chair made reference to the Area Committee Procedure Rules, which contained provision for an Open Forum session at each ordinary meeting of an Area Committee in order to allow members of the public to make representations or to ask questions on matters within the terms of reference of Area Committees.

On this occasion no issues were raised.

88 Area Delivery Plan 2005/06

Further to Minute No 68, 17th February 2005, the North West Area Manager circulated a summary leaflet in the form of a newsletter, outlining the work of the Area Committee and the main themes and priorities contained in the Area Delivery Plan 2005/06.

RESOLVED - That the Inner North West newsletter regarding the Area Delivery Plan 2005/06 be received and noted

89 Well-Being Budget 2004/05 – 2005/06 – Update

The Director of Neighbourhoods and Housing submitted a report updating Members on the current situation regarding revenue and capital expenditure under the Committee's Well-being Budget, and requesting the Committee to give consideration to several new expressions.

Further to Minute No 81, 14th March 2005, the North West Area Manager circulated some late additional information relating to the outcome of officer discussions with various voluntary and community sector groups in relation to funding options for development worker posts supporting those organisations.

The Chair also invited Anna Middlemiss of the Burley Lodge Centre to address the Committee in support of the Centre's 'A Burley Lodge Enterprise' (ABLE) funding application, and also invited John Kearsley, City Services Department, to address the Committee in relation to Agenda Item 12, the Streetscene Dedicated Area Team proposal.

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That this Committee notes the budget position of the Well-being Budget as set out in 2.1 and 2.2 of the report.
- (c) That the Well-being revenue projects agreed for 2004/05 as outlined in Appendix 1 of the report be noted.
- (d) That the Well-being revenue projects agreed for 2005/06, as outlined in Appendix 2 of the report, be noted subject:-
 - (i) to a reduction in the Small Grants Allocation 2005/06 from £10,000 to £5,000, and
 - (ii) to agreement with the officer recommendations contained in the additional information circulated for the meeting, i.e. that the Committee review its previous decision and does not proceed at this time with the suggested funding of a Group Development Worker post (£40,000), but instead agrees to allocate up to £46,185.50 as short-term 'gap' funding for the listed organisations, as recommended by the officers.

- (e) That the proposed new Well-being Projects for 2005/06, as outlined in Appendix 2.1 of the report, be dealt with as follows:-
 - (i) Community Compost – Approved in principle only at this stage – further information/consultation required.
 - (ii) Streetscene – Dedicated Area Team proposal (£11,690) – Approved.
- (f) That the Well-being capital projects 2004/05 – 2006/07 previously agreed, together with those projects awaiting the receipt of further information, as set out in Appendix 3, be noted.
- (g) That in respect of the new capital projects before the Committee for consideration this evening, outlined at Appendix 3, A Burley Lodge Enterprise (ABLE) (£100,000) be approved and the Community Compost capital element (£11,666) be approved in principle only at this stage, pending the receipt of further information/consultation.

(NB1: Councillor M Hamilton declared a personal and prejudicial interest in respect of the application from the Burley Lodge Centre, in his capacity as a member of the Centre's management committee, and left the room during the consideration of this application (Councillor Jennings in the Chair)

2: Councillor Mulholland joined the meeting at 8.15 pm during the consideration of this item)

90 Criteria for Consideration of Well-Being Budget Applications

The Committee considered a report submitted by the Director of Neighbourhoods and Housing regarding suggested detailed criteria to be applied by the Area Management Team and the Committee when considering applications for grant aid from the Well-being Budget.

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That a small working group be established, comprising one Member from each Ward, to give detailed consideration to the proposed criteria and to report back to the Committee with their recommendations.

91 Funding Officer Project – Update

The Director of Neighbourhoods and Housing submitted a progress report regarding proposals to develop the role of the Funding Officer into a full-time equivalent post by recruiting another part-time staff member to supplement the existing part-time Funding Officer.

RESOLVED -

- (a) That the contents of the report be noted.
- (b) That approval be given to the monitoring procedure as outlined in sections 4.6-4.9 of the report.

92 Community Safety

The Committee considered a report submitted by the Director of Neighbourhoods and Housing relating to Community Safety issues in the area over the past six months.

Zahid Butt, Community Safety Officer, and Inspector Tim Kingsman, West Yorkshire Police, responded to Members queries and comments.

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That this Committee notes the information on Council funded PCSOs and agree to receive quarterly Ward briefing reports on their activities, as referred to in Paragraph 3.2 of the report.
- (c) That the Committee also receive, at the next meeting, a separate report dealing with graffiti, the specific actions being taken by the police on this issue and the success or otherwise of these initiatives.
- (d) That the Committee also receive at a future meeting a separate, more comprehensive report on road safety in the area, as referred to in Paragraph 6.1 of the report.
- (e) That the Committee agrees to the officers suggestion that the £3,000 previously approved in respect of improvements to home security be utilised in conjunction with the imminent 'Operation Apollo' multi-agency operation.

93 Proposed Forum for Hyde Park and Woodhouse

In developing the proposed Hyde Park and Woodhouse Forum, the officers undertook to involve South Headingley Community Association, which had been omitted from the list of potential participants.

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That this Committee supports the development of the Hyde Park Woodhouse Forum in accordance with the report now submitted.

94 Key Messages from Area Forums

The Director of Neighbourhoods and Housing submitted a report updating Members on the Key Messages emanating from recent Area Forum and Sub-Group meetings, and the Chair reported on the recent Planning Group meeting.

The following issues were discussed:-

- Several Key Messages submitted by the Central Headingley Strategy Group which would be included in the next report
- Headingley Forum – Point 5 – Housing Act 2004 / HMOs – this covered two distinct points, rather than the one implied in the report
- Little Woodhouse Community Forum – would like officers to contact them for their Key Messages pending the proposed establishment of the Hyde Park and Woodhouse Forum
- Headingley Forum – Point 8 – uncleared litter in the Headingley area on Sunday mornings – John Kearsley to raise with appropriate manager in City Services Department

RESOLVED –

- (a) That the contents of the report, together with the format of the Key Messages, as referred to in Appendix 1 of the report be noted.
- (b) That the recommendation of the Planning Group, that once the compulsory HMO licensing scheme was implemented, the Council

needed to urgently consider a discretionary licensing scheme for remaining HMO properties, be endorsed.

95 Fixed Playground Strategy

Sean Flesher, Parks and Countryside Division, Learning and Leisure Department, presented the Director's report on the Department's strategy for the provision of a network of neighbourhood area playgrounds and integrated supervised playgrounds throughout the Committee's area, and responded to comments and queries from Members and the public.

RESOLVED – That the report be noted.

(NB: Councillor Mulholland left the meeting at 9.16 pm, at the conclusion of this item)

96 North West District Partnership – Progress Report

RESOLVED - That this Committee notes the progress with the North-West District Partnership and the District Plan and that any comments on the draft action plan element of the District Plan should be forwarded to the North West Area Manager prior to 27th April 2005 deadline.

97 Dates, Times and Venues of Meetings 2005/06

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That approval be given to the following dates and times for the North West (Inner) Area Committee for 2005/06:-

30th June 2005; 8th September 2005; 20th October 2005; 8th December 2005; 9th February 2006 and 30th March 2006

(N.B. All meetings to commence at 7.00 pm with venues to be determined at a later date.)

98 Primary School Review

The North West Area Manager highlighted the fact that the Committee may wish to hold an extra meeting to consider this issue.

99 Councillor M Hamilton

The meeting proposed a vote of thanks to Councillor Hamilton for the manner in which he had chaired the Area Committee during 2004/05.

100 John Bracewell

The meeting proposed a vote of thanks to John Bracewell, the North West Area Manager, who was attending his last meeting prior to the proposed return of Christine Addison.

The meeting concluded at 9.28 pm



LEEDS
CITY COUNCIL

AGENDA
ITEM NO:

Originators:
Thomas O'Donovan /
Christa Smith/Gerry Burnham

Telephone: 0113 3057495

REPORT TO: Inner North-West Area Committee

REPORT OF: Director, Neighbourhoods and Housing Department

DATE: 30th June 2005

SUBJECT: Key Messages from Area Forums

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)

EXECUTIVE SUMMARY

The purpose of this report is to update Members of the Inner Area Committee on the feedback of Key Messages from ward forums and sub groups. Members are asked to note the key messages and agree any actions.

1.0 BACKGROUND

1.1 The principle of Key Messages has been devised in order to provide a formal communication method for the main outcomes of ward forums and sub groups to be fed into the Area Committee structure. The following are the key local forums and sub groups in our area:

Kirkstall Burley Forum	Headingley Forum
Hyde Park & Woodhouse Forum	Transport Group
Planning Group	Hawksworth Wood Forum
Central Headingley Strategy Group	Headingley Stadium Group
Community and Higher Education Forum	

1.2 Members agreed at the December meeting that 'Key Messages' report to the Area Committee will replace forum minutes being included in the Area Committee papers.

2.0 RECOMMENDATIONS

2.1 The Area Committee is asked to:

- Note the format of the Key Messages in Appendix 1 and consider any actions.

Appendix 1:

KEY MESSAGES FOR AREA COMMITTEE

Kirkstall Burley Forum

For Action:

1. Any incidents of obscene/ racially motivated literature around Hawksworth Wood should be reported either to Sergeant Matt Davison on T: 205 3025 or Zahid Butt, Community Safety Officer on 305 7505.
2. The Kirkstall Festival will be on Saturday 9th July, many volunteers required - please contact Mary Godfrey on 275 5182.

For Information:

1. The Area Committee has approved a Wellbeing grant allocation for skips for community use. If your group would like to use a skip please contact your Councillor in the first instance.
2. The Board of Governors and parents at Becketts Park Primary as well as local Councillors will be opposing the proposed closure of the School as indicated under Education Leeds School Review.

Hyde Park & Woodhouse Forum

For Information:

1. It was agreed that the Hyde Park & Woodhouse Forum would continue to meet and will be a valued mechanism to feed into the Area Committee.
2. Suggest that Streetscene/ environmental cleansing is a key issue in the area. Issues around the streetscene are linked to HMOs in the Area. This is an issue that could be discussed in detail at the next forum meeting.
3. It was also suggested that this forum focus on services for young people and giving young people a positive press in the area.
4. There was a discussion around the new Housing Act and licensing laws for landlords. The forum suggests that a presentation on HMO licensing is made to the Forum or the Area Committee.
5. The Forum also discussed the possibility of an event/ roadshow for the ward in spring next year.

Planning Group

For Information:

The group is considering the possibility of an Area Action Plan for Inner North West Leeds under the provisions of Planning Policy Statement 12: Local Development Frameworks. It is intended that the plan would particularly consider housing issues in relation to the proposed Area of Student Housing Restraint as well as Houses in Multiple Occupation. Such a plan would also consider issues including regeneration and the development pressures upon Conservation Areas and Central Headingley. Dialogue with Officers is already under way in order to get some initial feedback.

Central Headingley Strategy Group

For Information:

1. 150 copies of the Draft Strategy and Action Plan - now entitled "Headingley Renaissance" - were circulated early in February to key Council Officers, Community Groups, locally managed retail and non-retail businesses and the associations of Headingley licensees, estate agents and letting agents. The deadline for feeding back comments was set as March 18th. Our consultants have collated these for presentation to the Steering Group on 16th June. A pre publication draft will be created on 6th July for submission (by Andrew Crates in Planning) to an LCC Technical Board Meeting and for approval of the CHSG on July 14th. Printing should take place during the summer for a launch at 'Celebrate Headingley' in early September.

2. The Steering Group has advised the Area Committee that it would like to seek funding for further part time consultants so that it can co-ordinate action on each of the 5 key areas in the plan over the next 12 months. Councillor Hamilton has been made aware of this intention and a full application will be made to the Area Committee after 14th July.

3. The Headingley Pubwatch Group - representing all the licensees (restaurant and bar) in Headingley - gave a draft copy of their Best Practice Guide to the Steering Group for comment. This either represents a positive action on behalf of the Licensees to bring the community on-side ... or a cynical attempt to make the Licensing Authority think the community is on-side. Either way, we sent 3 pages of suggested amendments. Most were related to customers behaviour and the licensees responsibilities OUTSIDE the premises and to weak phrasing where the Guide seemed to be avoiding taking positive action. The Pubwatch Group have now returned their revised version with many of our suggestions incorporated, although it still falls short of our expectations, it has been welcomed by the group as a positive contribution, and a starting point to a continuing dialogue.

4. The Lounge Action Group was formed under the umbrella of Headingley Network from the public meeting held on February 1st. The LAG expressed interest in linking back to the Area Committee via the Central Headingley Strategy Group. This would work well as there are about 6 members of CHSG who are also in LAG.

A second - the Lounge Working Group - has emerged under the chairmanship of Cllr Golton, which seems to have direct access to Council officers and the Area Committee. Both Groups have benefits - LAG has the arms length advantage, LWG has the direct access advantage... but there seemed to be a certain amount of political point scoring going on and the existence of 2 groups is clearly a waste of everyone's time and energy and the duplication threatens to halve the effectiveness of any campaign. Common sense prevailed and at the last, the two groups had merged. Councillor Golton would now report direct to the Area Committee on behalf of the merged group.



REPORT OF THE CHIEF DEMOCRATIC SERVICES OFFICER

MEETING: ALL AREA COMMITTEES

DATE :

SUBJECT : LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES

Electoral Wards Affected :

ALL

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)

EXECUTIVE SUMMARY

This report outlines the procedures for Council appointments to outside bodies, and the Committee are requested to consider and appoint to those bodies listed at Appendix 2 to the report.

1.0 Purpose of this Report

1.1 This report outlines the Area Committee's role in relation to Elected Member Appointments to Outside Bodies and asks the Committee to :

- Agree the nominations to those organisations which fall to the Committee to make an appointment to.

2.0 Background

2.1 In April 2004 Full Council agreed that in future Elected Member appointments to Outside Bodies should be undertaken by a constituted body of Elected Members and that appointments to all outside bodies should, where appropriate, be made with due regard to proportionality within the law.

2.2 Attached at Appendix 1 is the agreed Appointment Procedure¹ that has been adopted by Full Council. The procedure addresses previous concerns raised by Elected Members relating to proportionality; introduces appointment categories; and places responsibility for appointment clearly with Elected Members through both through this Committee and the Member Management Committee.

¹ This Procedure is now incorporated into the Council's Constitution

- 2.3 The **Member Management Committee** has responsibilities for Council Appointments to Outside Bodies and for exercising decision making in the following areas:
- Considering requests from all Outside Organisations seeking Elected Member representation
 - Determining the category of appointment which will govern which Committee will make the appointments
 - Making Elected Member appointments to Outside Bodies within the Strategic and Key Partnership category.
- 2.4 Full Council has agreed that due to the large number of organisations seeking Council representation, appointments within the Community and Local Engagement Category will be considered and approved by Elected Members serving on the relevant **Area Management Committee**.
- 2.5 In July 2004 the Member Management Committee met to consider allocation of appointments to each Area Committee. Attached at Appendix 2 are those that have been determined should be made by this Committee.
- 2.6 One of the delegated Member appointment functions which Area Committees have been asked to exercise is making Elected Member appointments to the Boards of Housing Management Arms Length Management Organisations. The Member Management Committee resolved that in making such appointments Area Committees should seek to:
- Identify Board Members with appropriate skills and experience (and, following the whole Council Elections in May 2004, where possible allow for existing Board Members to be retained;) and
 - Reflect the balance of political representation from within the Committee's area;
- 3.0 The Appointment Procedure - Community and Local Engagement Category**

- 3.1 The Area Committee must first consider whether it is appropriate for an appointment to be of a specific office holder² either by reference, if this is available, to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.
- 3.2 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Area as a whole.
- 3.3 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 3.4 Elected Members³ will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.

² For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member

Committee for an appointment to be made, having regard to the principles as described above.

- 3.6 Area Management Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.

4.0 RECOMMENDATIONS

- 4.1 The Area Committee is asked to confirm the nominees to work with the Outside Bodies identified in the Schedule at Appendix 2, having regard to the Appointment Procedure outlined in this report and detailed at Appendix 1.

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

Contact Name

Nick de la Taste
Telephone: 247 4560

Body/Person with authority
To change the document
Full Council

1.0 Scope

- 1.1 These Procedure Rules relate to those external organisations and partnerships (referred to as *Outside Bodies*) which have requested the Council to appoint an Elected Member (or suitable nominee) to them.
- 1.2 For the avoidance of doubt, these Procedure Rules do not apply to appointments to Joint Committees/authorities which are reserved to Council. These are listed separately in Part Three (Section 1) of the Constitution - Responsibility for Local Choice Functions.
- 1.3 Additionally it is recognised that, often at a local level, individual Elected Members may be personally approached to attend meetings of a variety of organisations in their personal capacity rather than in their capacity as a Councillor. Such instances are not covered within the Scope of these Procedure Rules

2.0 Determination of Outside Bodies to which an Appointment should be Made

- 2.1 The Chief Democratic Services Officer will maintain a list of all Outside Bodies which have notified the Council of a request to appoint an Elected Member to them.
- 2.2 Each year the Member Management Committee will review the list of notified Outside Bodies and will determine whether the Council should make/continue to make an appointment to those bodies.
- 2.3 Determination will be based on one or more of the following criteria being met.
 - The proposed appointment is a statutory requirement, or
 - The proposed appointment would be consistent with the Council's policy or strategic objectives, or
 - The proposed appointment would add value to the Council's activities
- 2.4 Requests to make an appointment received after such an annual review will be similarly referred to the Member Management Committee for determination by reference to the same criteria.

3.0 Determination of how an Appointment should be made

- 3.1 Where an organisation is deemed to have met one or more of these criteria, the Member Management Committee will allocate it into one of the following categories.
 - **Strategic and Key Partnerships** – participation contributes to the Council's strategic functions, priorities and community leadership role.
 - **Community and Local Engagement** – not necessary to fulfil strategic or key partnership role but, nonetheless, beneficial in terms of leading, engaging and supporting the community from an Area or Ward perspective
- 3.2 Where an Outside Body has been categorised as **Strategic and Key Partnership**, appointment to it will be made by the Member Management Committee.

Engagement, appointment to it will be made by the appropriate Area Committee.

- 3.4 Where it is not clear as to which particular Area Committee should make an appointment, the Member Management Committee will refer the request to the relevant Area Committee Chairs who will determine which is the appropriate Area Committee to make the appointment. This will be reported to the next meeting of the Area Committee

4.0 The Appointment Procedure

Strategic and Key Partnerships

- 4.1 The Member Management Committee will first consider whether it is appropriate for an appointment to be of a specific office holder⁴ either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Member Management Committee. Such appointments will then be offered on this basis.
- 4.2 Nominations will then be sought for the remaining places. The Member Management Committee will have regard to the principle of securing an overall allocation of places which reflects the proportion of Members from each Political Group on the Council as a whole.
- 4.3 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 4.4 Elected Members⁵ will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Member Management Committee and agreement sought as to whether the vacancy will be filled
- 4.5 A vacancy occurring during the municipal year will normally be referred to the Member Management Committee for an appointment to be made, having regard to the principles as described above.
- 4.6 That the Director of Legal and Democratic Services will have Delegated authority to make an appointment in the following circumstances;
- (i) Where an appointment has been agreed by the Member Management Committee as a Whips nominee and the appropriate group Whip subsequently submits a nomination
 - (ii) Where a group whip wishes to replace a Member previously approved by the Member Management Committee with another Member of the same group
 - (iii) Where an organisation requires an appointment prior to the next meeting of the Member Management Committee, subject to this appointment being agreed by all Members of the Member Management Committee

⁴ For example it may be considered necessary or otherwise appropriate to appoint a specific Executive Board Member

⁵ Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

That any instances of this delegation being used be reported to the next meeting of the Member Management Committee

Community and Local Partnerships

- 4.7 The Area Committee will first consider whether it is appropriate for an appointment to be of a specific office holder⁶ either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.
- 4.8 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Area as a whole.
- 4.9 Elected Members⁷ will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 4.10 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.
- 4.11 Area Management Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.

Support for Elected Member Appointees To External Organisations

Lead officer: A lead officer will be identified by the Chief Democratic Services Officer in consultation with the relevant Director for all relevant appointments in the Strategic and Key Partnerships category .

This officer will work closely with the appointed Member(s) to provide briefings and support. Further advice will also be offered by the Chief Finance Officer and/or the Chief Legal Services Officer as appropriate.

Briefings: For organisations in the Community and Local engagement category, a lead officer will not be allocated unless the Director and/or relevant Executive Member for the service area deem that this will be beneficial. However, the representative may still seek support and briefings from Council officers.

Induction: Partner/external organisations are expected to provide an induction into their affairs for newly appointed Council representatives. In the case of Strategic and Key Partnership Category appointments it is the lead officer's responsibility to ensure that an induction is arranged.

⁶ For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member

⁷ Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

Member Appointments to Outside Bodies
Schedule of Appointments
Reserved to this
Area Committee

Area Committee Appointments to Outside Bodies (North West Inner)

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Cllr Y/N	Review Period	Group
Bethel Elderly Day Centre Management Committee	Yes	1	Jun-05	1	Doreen Illingworth	N	Annual	
Burley Lodge Centre - Committee of Management		3	Jun-05 Jun-05 Jun-05	1 1 1	Penny Ewens Vacancy Vacancy	Y Y Y	Annual Annual Annual	Liberal Democrat
Caring Together In Woodhouse and Little London		1	Jun-07		Linda Rhodes Clayton	Y	3 Years	Liberal Democrat
Mary Jane Butler Trust	Yes	2	Oct-05 Oct-08	1	Elizabeth Minkin Bernard Atha	Y Y	4 Years 4 Years	Labour Labour
Mary Long Charity for Poor Householders in Headingley	Yes	2	Jun-05 Jun-05	1 1	Doreen Illingworth John Illingworth	N Y	4 Years 4 Years	Labour
North West Homes ALMO	No	3	Jun-05 Jun-05 Jun-05	1 1 1	Brian Jennings Penny Ewens John Illingworth	Y Y Y	Annual Annual Annual	Liberal Democrat Liberal Democrat Labour

12

10

Number of places 12
 Places held pending review
 Places currently filled beyond June 05 2
 Number of places to fill 10

Number of Members in the Committee Area 12

Percentage of Members on the Committee

Notional Places Allocated

Labour	3	25	4
Liberal Democrat	9	75	4
Conservative	0	0	0
<i>Other to list</i>			
Total	12		8

REPORT OF THE CHIEF EXECUTIVE OF EDUCATION LEEDS
MEETING: INNER NORTH WEST AREA COMMITTEE
DATE: 30th June 2005

SUBJECT: Primary Review: Proposals for Headingley Primary Planning Area

Electoral Wards Affected:

Kirkstall/ Headingley

Specific Implications For:

Ethnic Minorities

Women

Disabled People

Policy Implications:

**Executive
Function**

**Council
Function**

**Eligible
for Call In**

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

EXECUTIVE SUMMARY

At its meeting on 18th May 2005, Executive Board granted permission for public consultation to be undertaken on a proposal to close Headingley and St Michael's C of E Primary Schools and to establish a school offering 30 places per year on the St Michael's site in September 2006. Education Leeds is currently undertaking public consultation on this proposal for a period of six weeks from 6th June until 18th July 2005 and seeks the Inner North West Area Committee's views.

1.0 Background

1.1 There are serious concerns over falling pupil numbers in the Inner North West area of Leeds. The significant student population living in and around Headingley is exacerbating the falling birth rate in this area and contributing to the demographic problems facing primary schools. The proportion of the children living in the area is amongst the lowest in Leeds and there are insufficient pupil numbers in the area to sustain the current number of schools. Of the 356 places available in Reception each year across the three areas (Headingley, Far Headingley and Kirkstall), only 255 were taken this academic year and projections suggest this number is likely to fall.

1.2 The Headingley Planning Area comprises Headingley, St Michael's C of E and

Spring Bank Primary Schools. Informal consultation has been undertaken with the headteachers and Chairs of Governors of these schools and Ward Members from both Kirkstall and Headingley Wards, and the Church of England diocese. The objective of these meetings was to seek stakeholder views on the future of primary provision within the area.

- 1.3 Headingley Primary school has seen rapidly declining numbers in recent years even though the school produces excellent SATs results. The Reception intake in September 2004 was only 15 and the school has a total of 144 on roll. The school is located on an extremely restricted site in a building not well suited to delivery of the modern curriculum. The majority of pupils travel from throughout the area to attend the school – only around 10% of pupils on the school roll have the school as their nearest. There is no nursery provision at the school. St Michael's attracts pupils from a very wide geographic area. The school has only a 12% surplus, but is experiencing declining rolls and cohorts in Key Stage One are smaller than the admission number would allow. The school's reception intake in September 2004 was only 22. Demographic projections indicate that intakes into these schools will continue to be lower than their admission numbers.
- 1.4 In terms of performance at Key Stage 2, both Headingley and St Michael's show profiles which are above the LEA average. The Value Added was the same at both schools in 2004 and again above the LEA average. The SATs results at St Michael's were not as good as those at Headingley, but the percentage of pupils with Free School Meals at St Michael's is more than twice that at Headingley.
- 2.0 **The Proposal**
- 2.1 The Executive Board gave permission at their meeting on 18th May for formal consultation to be undertaken on a proposal to close Headingley and St Michael's CE Primary Schools and to establish a primary school on the St Michael's site
- 2.2 Education Leeds has been in dialogue with the Church of England Diocese over the future status of the new primary school. The school could be either a Voluntary Aided Church of England School, a Voluntary Controlled Church of England School or a Community School. The status would be determined through the consultation process. However, Education Leeds' preference would be to establish a Voluntary Controlled primary school. This would reflect the historical links that St Michael's has with the Church, while allowing the new school to reflect the strengths of both of the existing schools. In this case the school would have a church ethos, but the Local Education Authority would be its Admission's authority. Parents of future intakes would apply through the normal admissions process for a place in the school. The diocese would prefer Voluntary Aided status, but understands the need for a solution that will meet the wishes of most parties. Children on the roll of the existing schools at the point of closure would automatically be offered a place in the new school, whatever the determined status.
- 2.3 The proposed date for implementation of the proposal is September 2006. A consultation document containing further detailed information is attached to this report and is available on the Education Leeds website.
- 2.4 Options that were considered include the closure of Headingley, or the closure of St Michael's, or the amalgamation of Headingley and a neighbouring school.
- 2.5 Education Leeds considers that to amalgamate Headingley and St Michael's CE Primary Schools on the St Michael's site offers the greatest educational and

community benefits. In the future the area would be served by two 1 FE primary schools (Spring Bank and the new school). This pattern of provision would provide the best geographical distribution of schools in relation to where pupils live for the long-term and would ensure that schools in the area were sustainable.

3.0 STATUTORY IMPLICATIONS

3.1 The review of primary provision fulfils the LEA's statutory requirement to keep under review the supply and demand of school places.

3.2 Following consultation this proposal may lead to a statutory process being followed.

4.0 LINKS TO KEY PRIORITIES

4.1 Proposals under the Primary Review reflect key priorities identified in the Education Development Plan, the Asset Management Plan and the Corporate Plan by contributing to the target to reduce primary surplus places, the raising achievement agenda and improving the school estate.

5.0 RECOMMENDATION

5.1 The Area Committee is asked to make their views known on the statutory proposals in the Headingley Primary Planning area.

Public Consultation

Primary School Review
Proposals for the Headingley Area

6th June – 18th July 2005-06-10

Excellence in Learning



LEEDS
CITY COUNCIL



Headingley Area Consultation Document

Primary reorganisation in Leeds

- 1 All Local Education Authorities have a statutory responsibility to ensure that schools in their area are sufficient in number, character and resources to provide all pupils with access to a high standard of education. Education Leeds on behalf of Leeds City Council is undertaking a review of primary age provision to ensure that all primary phase schools are able to provide high quality education in stimulating learning environments.
- 2 As part of this review, we have looked at the current pattern of provision in the Headingley area and are proposing some changes to provision. It is important that the people with an interest in the area's educational provision are consulted on these changes and that their views are listened to. This consultation document sets out the proposal in detail and explains why we think this will improve provision in this area. The aim is to provide you with information so that you can let us know what you think. As yet no final or binding decisions have been made. Your views count and will be listened to.

Why is there a need to reorganise primary places?

- 3 Reorganisations are normally brought forward because there are concerns about the suitability and sufficiency of school places. In the primary sector, we currently have around 8,200 unfilled places in Leeds primary schools due to the falling number of children of primary age. There are just over 63,600 primary school places available in Leeds, compared to a primary population of just over 55,900. Given the declining population the number of unfilled places could rise to nearer 10,000 in five years time unless we take action to address the problem.
- 4 Each surplus place in a school represents costs which could be redirected into resources which more directly benefit children – on teachers, support staff and other educational resources. This does not mean smaller classes for our children, because schools are funded through a formula which is largely determined by how many children attend each school. Schools with falling pupil numbers have less and less money, resulting in fewer staff and fewer resources for the children. Removal of surplus places is NOT about saving money. It is about targeting resources more efficiently.
- 5 As part of the review of primary provision, recent years have seen the closure or amalgamation of 26 primary phase schools and the opening of 13 new ones. Many of these have seen infant and junior schools coming together to form new primary schools. In all of this, the funding for primary schools has increased overall and money saved from reorganisation has been kept within the overall schools budget.

What is the proposal for Headingley?

- 6 The Headingley planning area covers the communities served by Headingley Primary, Spring Bank Primary and St Michael's Church of England Aided Primary schools. The proposal for Headingley is to close Headingley Primary school and St Michael's CE Aided Primary, and to establish a 1 Form of Entry primary school on the St Michael's site in September 2006.

Headingley Primary School is a community school, whereas St Michael's Primary is a Voluntary Aided school. The new amalgamated school could be either a Voluntary Aided Church of England School, a Voluntary Controlled Church of England School or a Community School. The status of the new school will be confirmed during this consultation process.

What are the aims of the proposal?

- 7 Leeds City Council and Education Leeds recognise that school reorganisation should only be undertaken where there is very strong evidence that the educational opportunities for children would be improved by reorganisation and that provision would be sustainable over the longer term. In planning and delivering this school reorganisation the aim is to:-
- Secure the future of primary education in Headingley primary schools so that future generations of school children can benefit from the high quality of education that the existing schools provide.
 - Address the vulnerability of Headingley and St Michael's primary schools; a single larger school will have more resources, flexibility and staffing capacity to deal with managerial, curriculum and pastoral responsibilities

What evidence is there that reorganisation is necessary?

- 8 Table 1 in the appendix to this document shows some comparative information about schools in the area, including current numbers of children at the schools. All of the Headingley schools are experiencing falling rolls and some have high levels of surplus places, which create financial pressures for these schools.
- 9 Despite Headingley Primary producing excellent SATs results the school has seen rapidly declining numbers in recent years. The Reception intake in September 2004 was only 14 and the school has a total of 144 on roll. The school is located on an extremely restricted site in a building not well suited to delivery of the modern curriculum. The majority of pupils travel from throughout the area to attend the school – only around 10% of pupils on the school roll have the school as their nearest.
- 10 St Michael's attracts pupils from a wide geographic area. The school has only a 12% surplus, but is experiencing declining rolls. The school reduced its admission number from 45 to 30 four years ago as a result of this decline. Numbers have continued to fall and the reception intake in September 2004 was only 22.
- 11 There is concern over the viability of the current pattern of provision in the area, given that the impact of the falling primary population is not felt evenly across all schools. There are too few pupils to sustain the number of schools in the area. This is due to the increasing student population living in and around Headingley, which is made worse by the falling birth rate. Current intakes into the three schools and future projections suggest that 60 places across the schools would be sufficient to meet demand, whereas the current combined admission limit is 86.

What options have been considered?

- 12 A variety of options have been considered, although all have focussed on the need to reduce provision in the area by around 30 places. Maintaining all three schools as they are at present would result in increased financial pressure on all the schools and a continued uncertainty about

long term future planning and staffing, as numbers continue to fall.

- 13 Consideration was given to closing Headingley Primary School, and leaving the others unaltered. Headingley has the fewest pupils on roll and has experienced the most significant fall in numbers. The building is on a very restricted site without any green space, and could not be adequately adapted for disabled access. Pupils would seek places at other schools, which would make remaining provision sustainable.
- 14 Consideration was also given to the closure of St Michael's CE Primary School. It is one of several Church of England schools in the Headingley, Far Headingley and Kirkstall area, and similarly to Headingley Primary draws its pupils from a wide area. Although there are 185 pupils on roll at the school, intakes into Reception have been falling.
- 15 Discussions with stakeholders in the area revealed that the schools would favour consultation to take place on an amalgamation rather than the closure of an individual school. The new school would be established on St Michael's site, considered to be the better of the two. Education Leeds support this view as it would build on the strengths of existing schools and provide pupils, parents and staff continuity with enhanced educational opportunities. The new school would also have a larger budget to deploy creatively to the advantage of pupils. All pupils on the roll of the schools at the time of the amalgamation would be guaranteed a place in the newly established school and this would offer continuity and enhance the sustainability of provision.

Status of the new school

- 16 The new amalgamated school could be either a Voluntary Aided Church of England School, a Voluntary Controlled Church of England School or a Community School. The main differences in these categories are the school's ethos, the governance of the school and the admission's authority. Voluntary Controlled and Voluntary Aided Church of England Schools adopt an ethos statement as part of their governance that reflects their religious foundation.
- 17 The governance of Voluntary Aided and Voluntary Controlled schools is agreed between governors and the Church of England Diocese, whereas that of a Community school is agreed by the governors and enacted by the Council's Legal department. Both Voluntary Controlled and Voluntary Aided schools have foundation governors, appointed by the Diocese.
- 18 In both Community and Voluntary Controlled schools the staff are appointed by the Governors, but employed and paid by the LEA. In Voluntary Aided schools staff are employed by the school but paid through the LEA. The Chief Education Officer has the right to advise on all appointments.
- 19 A Voluntary Aided school controls its own admissions, whereas the LEA is the admissions authority for Voluntary Controlled and Community schools. Views on the status of the new school are welcomed in the consultation process.

What happens if the proposal proceeds

Where will the children be offered places?

- 20 All of the children on the roll of Headingley Primary school and St Michael's CE Primary School when they close in August 2006 will transfer, if they wish to do so, onto the roll of the new primary school on the St Michael's site in September 2006.

- 21 However, parents and carers will be able to consider a place at any school. They may express a preference for any school and parental preference for any school will be met as far as possible by application of the published admission criteria for Leeds as long as there are places available.

How will the transition arrangements be managed?

- 22 The transition period will be carefully managed and supported to make sure that the schools continue to provide a quality education for pupils and increase the rate of improvement, building upon existing provision and achievements. The process will be led and managed by the existing headteachers and governing bodies, with the support of Education Leeds and the Diocesan Education Team. A Project Co-ordinator will work closely with the schools to ensure that the transition process is linked with the school improvement strategy and co-ordinated with the services provided by Education Leeds and others.
- 23 A temporary governing body will be established, drawing from existing governors of the closing schools. The temporary governing body will be responsible, with advice from Education Leeds, for appointing a head teacher to the new primary school. Once a head teacher is in place the temporary governing body and the head will establish a staffing structure for the new school.

What about the staff?

- 24 Throughout the transition process there will be a planned process to encourage and support all staff to continue the development of their careers within the existing schools and to support the process of change.
- 25 It is intended that posts in the new school will be ring fenced to existing members of staff in the closing schools in the first instance. The Education Leeds Personnel Team will work with any members of staff unable to obtain employment in the new school to seek redeployment elsewhere.

When is the proposed date for implementation?

- 26 The proposed date for the amalgamation is September 2006, with Headingley and St Michael's Primaries closing at the end of August and the new school opening on 1st September. This recognises the need for time to complete the statutory processes required.

Consultation Process

What happens next?

- 27 We are consulting parents, governors, staff and the community from 6th June to 18th July 2005. At the end of this period the Executive Board of the City Council will receive a report summarising the views expressed during the consultation (September 2005). The Board will be asked to consider whether, in the light of these views it still wishes to proceed with these or amended proposals. If the Board does wish to proceed then statutory notices will be published. Anyone who disagrees with the proposal can formally object at this stage. At the end of the statutory notice period, a further report will be submitted to the Executive Board summarising the representations received (November 2005) and all the documentation is submitted to the School Organisation Committee, an independent body, who must decide whether or not to finally approve the proposal.

If no objections are received then the proposal does not proceed to SOC and a final decision will be made by Leeds City Council's Executive Board.

When would these proposals take effect?

- 28 Set out below is the timetable of key dates currently envisaged, although this may be subject to change.

May 05	Leeds City Council Executive Board grant permission for public Consultation on the preferred option
6/6/05 –18/7/05	Public consultation (6 weeks)
Sept 05	Executive Board approval to publish statutory notices
Sept-Oct 05	Publish statutory notices giving 6 weeks for representations to be made
October 05	Notice expires
Nov-Dec 05	Submit documentation to Leeds School Organisation Committee (SOC), or Executive Board paper if no representations
Jan 2006	Deadline for SOC decision
Sept 2006	Implementation

What are your views?

- 29 Whether you agree or disagree with the proposals or aspects of them, whether you have concerns that you feel have not been addressed or factors that you think we have not taken into account, please let us know. We would like to hear your views.
- 30 You are invited to a public meeting at 7.00 pm on Thursday 16th June, where your views will be noted. You may also wish to put your views in writing – either by letter or by completing the attached proforma – to arrive no later than 18th July 2005.

Send all correspondence to

The Chief Executive
Education Leeds
FAO School Organisation Team
Selectapost 17
Merrion House
110 Merrion Centre
LEEDS LS2 8DT

You can also reply by email to: educ.school.organisation@educationleeds.co.uk or via the website at: www.educationleeds.co.uk.

Timetable of Consultation Meetings

Date	Time	
8 th June 2005	3.30 pm	Meeting with staff of Headingley Primary School
8 th June 2005	5.00 pm	Meeting with Governing Body of Headingley Primary School
9 th June 2005	3.30 pm	Meeting with staff of St Michael's CE Primary School
9 th June 2005	5.00 pm	Meeting with Governing Body of St Michael's CE Primary School
16 th June 2005	7.00 pm	Public meeting at Elinor Lupton Centre, Leeds Girls' High School, Headingley Lane
30 th June 2005	7.00 pm	Meeting with Area Management Committee

Appendix

Table 1 Current position: Headingley

	Type of School	Admission Limit	Reception Jan 2005	Number on Roll (Jan 2005)	NET Capacity	Surplus Places (%)
Headingley Primary	5-11 primary	26	14	144	180	36 (20%)
Spring Bank Primary	5-11 primary	30	21	187	210	23 (11%)
St Michael's CE Primary	5 – 11 primary	30	22	185	210	25 (12%)
Area totals		86	57	516	600	

Table 2: Reception Projections: Headingley

School	2005	2006	2007	2008	Admission limit
Headingley Primary	14	15	15	15	26
Spring Bank Primary	23	24	22	22	30
St Michael's CE Primary	18	21	20	21	30
Area totals	55	60	57	58	86

Table 3: Area Projections: Headingley

	REC	YR 1	YR 2	YR 3	YR 4	YR 5	YR 6	TOTAL	AD LT	CAPACITY	SURPLUS	%
2002/3	77	73	82	86	87	94	79	578	86	600	22	3.7%
2003/4	59	82	65	79	81	80	90	536	86	600	64	10.7%
2004/5	57	61	85	67	78	82	86	516	86	600	84	14.0%
2005/6	55	61	59	84	65	77	83	485	86	600	115	19.1%
2006/7	60	58	60	60	82	65	79	463	86	600	137	22.8%
2007/8	57	63	57	60	58	82	67	444	86	600	156	26.0%
2008/9	58	60	62	57	59	58	84	438	86	600	162	27.0%

PRIMARY REVIEW – HEADINGLEY AREA

PUBLIC CONSULTATION RESPONSE FORM

Please read the consultation document on the proposal to establish a new primary school on the St Michael's site to replace Headingley and St Michael's C of E Primary Schools and tell us what your views are. The questions on this form are provided to help you do so, but you do not have to respond to all of them. If you prefer not to use this form, you can also put your views in a letter. You may also respond by e-mail to educ.school.organisation@educationleeds.co.uk, or via the internet at www.educationleeds.co.uk.

All responses will be reported to a meeting of the Executive Board of Leeds City Council in September 2005. The last date for responses to be received is Monday 18th July 2005.

QUESTIONS RELATING TO THE PROPOSALS

1. What are your views on the proposed closure of Headingley Primary and St Michael's C of E Primary Schools?

2. (a) Do you think the new primary school should be Community or Voluntary Aided or Voluntary Controlled? Tick one box.

- Community
- Voluntary Aided
- Voluntary Controlled
- No preference

(b) If you wish, use the space below to give reasons for your choice.

Please Turn Over

3. Do you have any other comments or views?

Empty space for comments or views.

Your personal details (so that your response can be formally acknowledged):

Name:

Address:

e-mail address:

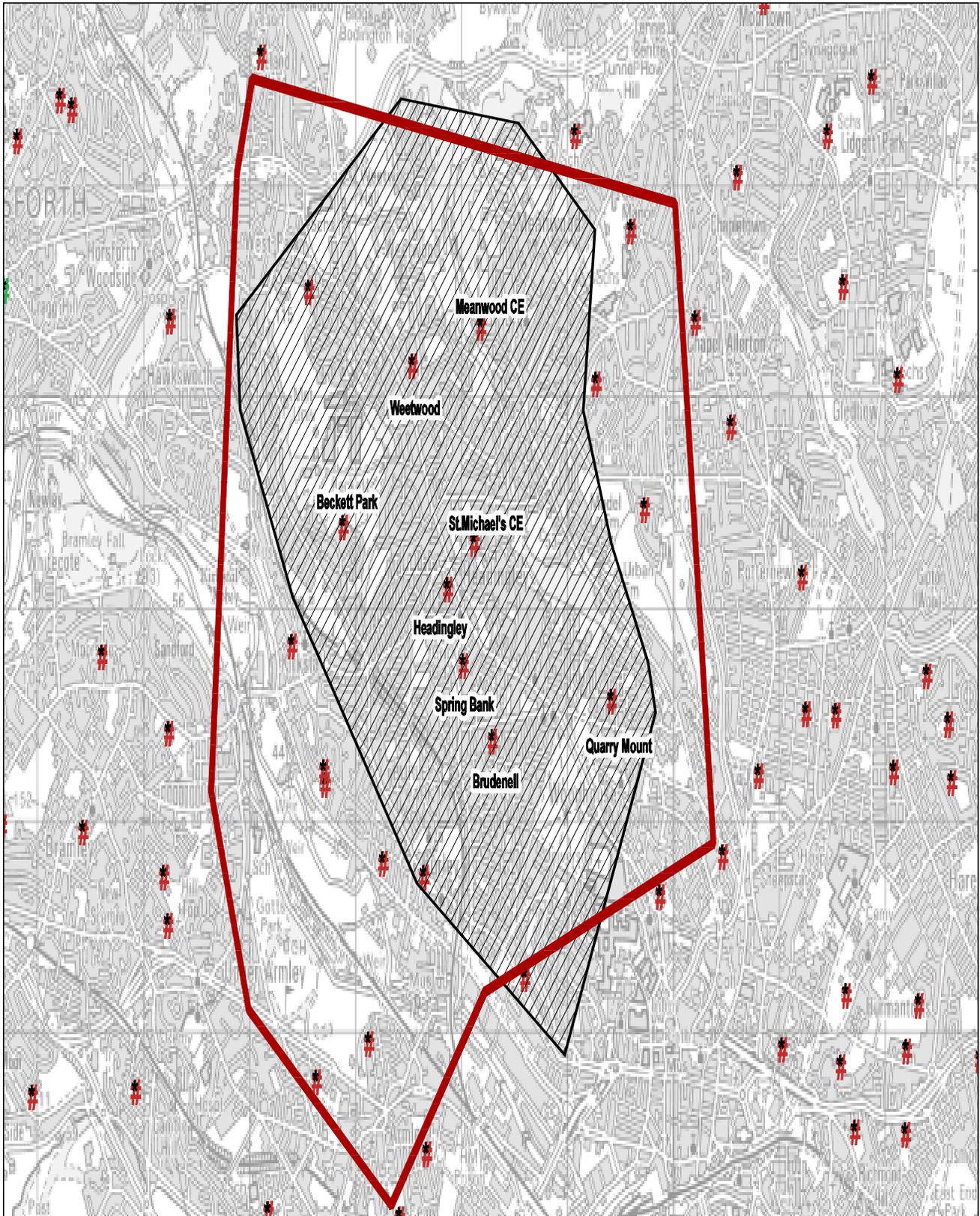
Which school are you associated with?

Parent/Carer of present pupil(s)	<input type="checkbox"/>	Member of staff	<input type="checkbox"/>
Parent/Carer of pre-school child	<input type="checkbox"/>	Local Resident	<input type="checkbox"/>
Other adult relative	<input type="checkbox"/>	Elected Member	<input type="checkbox"/>
Pupil	<input type="checkbox"/>	Community Representative	<input type="checkbox"/>
Governor	<input type="checkbox"/>	Other	<input type="checkbox"/>

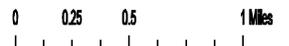
Please return to:

The Chief Executive
Education Leeds
FAO School Organisation Team
9th Floor West
Merrion House
110 Merrion Centre
Leeds LS2 8DT

Regions within which 90% of the pupils of Headingley & St. Michael's Primary Schools live



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REPORT TO: Inner North West Area Committee

REPORT OF: Director, Neighbourhoods and Housing Department

DATE : 30 June 2005

SUBJECT : Graffiti Issues in the Inner Area

Electoral Wards Affected:

Specific Implications For:

Ethnic Minorities

Women

Disabled People

Executive Board Decision

Eligible for Call In

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

EXECUTIVE BOARD SUMMARY

This report seeks to provide the Area Committee with:

- a) an update on the work of the graffiti multi-agency group
- b) details of the graffiti action plan
- c) details of a Well-being project to address the graffiti issue.

The Area Committee is requested to note and comment on the content of the report.

1.0 BACKGROUND:

1.1 At the April Area Committee Members requested a report to it's next meeting detailing what actions are currently being taken to tackle the graffiti problem in the inner area.

1.2 A Multi-Agency task group has been established to address these issues made up of representatives from the following organisations:

- Ø North West Area Management
- Ø Weetwood Police Division
- Ø Leeds Community Safety
- Ø Anti Social Behaviour Unit West
- Ø City Services
- Ø Leeds North West Homes
- Ø Trading Standards
- Ø Parks & Countryside
- Ø CALM Leeds Met Students Union
- Ø Breakers Unify

1.3 Attached at appendix 1 is an action plan detailing what steps each agency is currently taking to combat the graffiti problem.

2.0 AGENCY UPDATE:

2.1 West Yorkshire Police

2.1.1 WYP have appointed a Graffiti Project Co-ordinator PC Amanda Chudasama. Specifically she will:

- Ø link with the Divisional Intelligence Unit (DIU), other Police departments and partners in order to maintain an overview of the problem and collect all possible information and intelligence on the issue e.g. follow up visits to all those arrested to elicit further information.
- Ø Conduct regular crime and incident pattern analysis in order collate the information with a view to identifying trends and quantifying the problem, eg.create records of TAGs, hotspots, times of offences etc.
- Ø Prioritise, action plan and task out projects based on results of this analysis, in order to orchestrate a co-ordinated partnership approach to addressing the problem, in a cost effective and timebound manner eg. planning an area by area approach.
- Ø Maintain this overview in order to monitor progress towards achieving objectives eg. recording numbers of arrests and amounts of graffiti accounted for in the context of the quantity of graffiti being reported and working with other agencies and support groups/families of those identified as being responsible in order to prevent them returning to graffiti.

2.1.2 PCSOs continue to focus on graffiti in their areas recording incidents, evidence gathering, and facilitating the removal of graffiti. They are supporting the work of Area Management by distributing posters and that of Trading Standards by visiting local shops on a regular basis in order to reinforce their message.

2.1.3 Police Youth Offending Officers have visited local schools, promoted poster campaigns. Further school assembly visits are also planned. Teachers and school caretakers have been made aware of the problem and exercise books and desks are being checked regularly for tags. Graffiti has been adopted at one school as the subject matter for art projects and intelligence will be fed back to the Neighbourhood Police Team (NPT).

2.1.4 A NPT confidential talk line is being set up. It is planned to publicise this by means of a leaflet, which will be distributed to key areas in order to emphasise the fact that graffiti is a crime.

2.1.5 Since the beginning of April, 17 arrests have been made by the NPT Belle Vue and 6 more are planned.

2.1.6 The Leeds Community Safety CCTV Van has been deployed on 15 separate occasions to most hotspots in all ward areas leading to a significant amount of evidence being obtained.

in hotspot areas.

2.2 City Services – Streetscene Services:

2.2.1 The Graffiti and Flyposter Removal Service are part of Streetscene Services. The team react to specific referrals, priorities are:

- Ø Removal of graffiti/flyposters from the street within 2 weeks of request.
- Ø Offensive or racist graffiti/flyposters are investigated and removed before the end of the next working day.
- Ø The application of anti graffiti protective coatings.

2.2.2 The team target "hotspot" areas in Headingley, Burley, Kirkstall, Hyde Park and Woodhouse. Depending on the buildup of graffiti, tagging teams are deployed to tackle a number of streets at a time rather than individual addresses. These areas can vary but at present the following are streets are regularly cleaned - Brudenells, Cardigan Road, Grove Road, A660, Kirkstall Lane/Road, Morris Lane, Spen Lane and The Village/Burley Road.

2.2.3 The areas cleaned, together with photographs of "TAGS" are kept on a database as a record of work completed and as possible background evidence to the "Crimestopper" initiative.

2.3 Trading Standards

2.3.1 West Yorkshire Trading Standards Service undertakes enforcement of age-restricted sales legislation in relation to alcohol, cigarettes, lighter fuel, fireworks, solvents, lottery tickets and since May 2004, aerosol spray paint.

2.3.2 Enforcement action has taken the form of informal surveys on compliance and the investigation of complaints. However in the period January to March 2005 the Service carried out a project of enhanced underage enforcement in the Inner North West Leeds area. This project was commissioned by the Area Committee with a view to producing a reduction in illegal sales, which would assist in combating anti social behaviour and provide a real benefit to the whole Community.

2.3.3 The aim of the project was to reduce the availability of age restricted products (principally alcohol and spray paint) by a campaign of trader advice followed by targeted test purchases (using volunteers aged thirteen or fourteen) and, where necessary and appropriate, enforcement action.

2.3.4 Advisory letters were sent to over 200 traders. The letters reminded sellers of age-restricted products and their legal obligations, and urged them to support approved Proof of Age cards as a means of cutting the incidence of illegal sales. A warning was also given of the programme of test purchases to follow.

2.3.5 Four targeted operations took place during March (in Hyde Park & Woodhouse, Kirkstall, Headingley and Weetwood). Premises were selected using information gathered from a variety of sources including, Ward Councillors, Graffiti Team, Youth Workers, Consumer Direct and the Police Service.

2.3.6 Test purchases were attempted at seven retail outlets in the inner area, from which 4 sales were made. At the time of preparing this report enquiries are continuing in

due course.

2.4 Leeds North West Homes (LNWH)

2.4.1 From the 6th of June LNWH will have four teams working within a defined housing management office boundary i.e. one team for each of Little London/Burley, Kirkstall, Weetwood/Horsforth and Aireborough/Otley. Each team will be responsible for environmental maintenance e.g. removing overgrowth, rubbish and graffiti removal.

2.4.3 Teams will undertake environmental audits of each estate, to identify work required and to record locations that are subject to graffiti.

2.4.4 In general the worst area is Hyde Park Close/St John's/Woodsley's. LNWH are hoping to set up a joint operation with City Services to clear the area of graffiti. The Little London Housing Office has been asked to audit the area and liaise with the Graffiti Team to highlight ALMO/private property that is affected by graffiti.

2.5 Parks & Countryside Agency:

2.5.1 Parkswatch officers will continue to report any new incidents of graffiti. Additionally and as part of their regular patrols, officers will endeavour to provide a 'High Visibility' presence to deter perpetrators of this and other anti social behaviour.

2.5.2 Parks & Countryside officers will arrange to cover the walls bordering the railway line in Burley Park with a climbing species of plant where incidents of graffiti are prolific. As a further deterrent other walls and structures will also be considered if appropriate and feasible.

3.0 Well-being Graffiti Project

3.1 Attached at appendix 2 are details of a Well-being project, which if approved will be delivered in partnership between Breakers Unify, and Up Your Street (CALM, Leeds Met Students Union).

3.1.2 The project aims to develop strategies to tackle graffiti vandalism through engaging young people in positive alternatives.

4.0 RECOMMENDATIONS:

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

4.1 Note and comment on the work being undertaken by the graffiti multi-agency group,

4.2 Agree the Well-being proposal attached at appendix 2 of this report.

4.3 Note and make comments on the graffiti action plan.

GRAFFITI MULTI-AGENCY ACTION PLAN

What needs doing	How	Who	When
<u>Distribute Crime stopper poster:</u>	Posters delivered to North West House.	FH	Complete
	<u>Community Groups</u> Area Management distributed 200 leaflets to: District Partnership Members Kirkstall Burley Forum Members Mailout being arranged for Weetwood, & Hyde Park		
	City Services delivering poster door to door in parts of Headingley		
	Universities – Anna Wallace received 100 leaflets and 50 posters.		
	Young people - Sean Clarke from Breakers Unified received 20 leaflets.		
	Shops PCSOs received 200 leaflets to deliver to retail outlets		
	Municipal buildings – PCSOs delivered 20 posters		
	Schools – Police are producing a graffiti poster which will be publicised in schools and also delivered to households in key hotspot areas.	MD	
Metro to publicise in bus shelters	FH	Complete	

What needs doing	How	Who	When
	Newsletters – Kate Baldwin distributed poster to organisations in the area who produce newsletters and also looking at an article in Regeneration News . (Civic News publication being reviewed).	GB & KB	Complete
	'DOB in a tagger' Belle Vue answerphone to be resurrected - partners to assist in promoting the number. MD to email GB new number once known.	MD	
<u>Community Involvement</u>	<p>Community kit to clean off own graffiti</p> <p>TUB OF GRAFFITI REMOVAL WIPES 150 = £13.95 (kit would be 2 tubes) BOX OF DISPOSABLE CHEMICAL GLOVES £8.05 PROTECTIVE GLASSES PACK OF 10 £ 15.00 Estimate cost of kit = £50.00</p> <p>The kits are very effective at removing pen, some spray etc from hard surfaces ie streetsigns and street furniture. - which in light of Health & Safety issues is all that City Services could recommend for volunteers to use. Demo offered by Frieda Haley.</p>	FH /GB	Complete
<u>Community 'Clean off Kits'</u>	To look into possibility of advertising at Ward Forums and possibility of community groups applying for a small grant towards the cost.	GB	ASAP

What needs doing	How	Who	When
<u>Inter agency work</u>	<p>Improved inter-agency working between Graffiti team, Universities, ALMO, Housing Associations, Police to share and analyse info on tags and taggers</p> <p>Details of named contacts within organisations emailed to graffiti working group members</p>	<p>ZB to collate details of named contacts within each org for reporting graffiti. GB to circulate details to all members of the multi-agency group.</p>	Complete
<u>Inter agency work</u>	<p>Improved inter-agency working between Graffiti team, Universities, ALMO, Housing Associations, Police to share and analyse info on tags and taggers</p> <p>ZB/MD looking at the crime rate – quarter 1 stats will be ready mid June. To look at the detection rate in relation to reported incidents and provide analysis of info to next meeting.</p>	ZB/MD	To report to next meeting 12th July 05
<u>Inter-agency work</u>	<p>Encourage Streetscene officers, PCSOs, Housing officers to report /record incidents of graffiti.</p> <p>Publicise graffiti hotline – Tel 3984760</p>	ALL	Ongoing

What needs doing	How	Who	When
<u>Inter-agency work</u>	SC, AW & GB working on a youth based Well-being project to tackle graffiti vandalism through engaging young people in positive alternatives.	GB,SC & AW	Complete
	Hyde Park Close – wall coating required. GRAFFITI MAGIC LIMITED REGENT HOUSE SKINNER LANE LEEDS LS7 1AX Tel 0113 3993299 Fax 0113 3993288	FH to provide GL with contact details for the suppliers.	
<u>Target shops selling to underage and businesses disposing of aerosols irresponsibly.</u>	Andrew Bibby reported that Trading standards recently mailed out 200 letters to retail outlets selling aerosol spray and alcohol, promoting proof of age scheme. Out of 7 purchase tests undertaken 4 prosecutions are pending for illegal trading. Police to link in with trading standards regarding this issue. Trading Standards report emailed to graffiti multi-agency group.		
Trading Standards	GB to ask CS to explore possibility of extending the current Well-being scheme with Trading Standards.	GB	ASAP
Enforcement action	Mobile CCTV – ZB still to chase up the results/impact of the mobile CCTV and details of underspend through MAT.	ZB	ASAP

What needs doing	How	Who	When
<u>Education</u>	<p>EC Police Youth Development Officer to raise awareness in schools and distribute posters once available.</p> <p>From September a local graffiti artist to visit schools with the Police Youth Development Officer to promote respect for the graffiti culture, the environment and the community.</p>	EC/SC	<p>ASAP</p> <p>Sept 05</p>
<u>Education</u>	At next meeting explore support from City Services Education Awareness Team	RF	12th July 05
<u>Education</u>	SC, AW,JP & GB working up a well-being project to include a pocket size magazine highlighting graffiti issues.	SC/AW/JP & GB	Ongoing
<u>Education</u>	Publicise graffiti hotline – Tel 3984760.	ALL	Ongoing
<u>Identify key sites, TAGS and offenders</u>	<p>MD reported that the police have identified a suspect for the 'FLE' tag and this is being pursued.</p> <p>MD to speak to Cllr Minkin re SLR as this has not been identified.</p> <p>As part of Apollo a graffiti audit was carried out MD awaiting info from Divisional Intelligence Unit</p>	MD	<p>12th July 05</p> <p>ASAP</p> <p>ASAP</p>

What needs doing	How	Who	When
<u>Specific issues raised:</u> <u>Burley Park -</u>	Roy Greaux from Parks & Countryside advised planting is to be undertaken in Burley Park which is regularly targeted with graffiti. Planting to take place in October. Update on any further problems to the next meeting.	RG	Oct 05
<u>Cardigan Road</u>	City Services cleaned all Street signs w/c 25/04/05.		Complete
<u>Woodsley Road</u>	Targeted as part of operation Apollo.		
<u>Woodsley Green, Benson Court and Hyde Park Close</u>	Graffiti audit of Hyde Park Close, St John's /Woodsley's /Rillbank area to be carried out to identify ALMO/private property in order to arrange a joint operation to clear the graffiti.	GL / FH	
Regularly targeted sites	FH to provide details of regularly targeted sites. At the next meeting group to consider alternative appropriate alternative options such as: murals, legal graffiti walls or planting.	FH / ALL	12 July 05
Area Committee Report regarding graffiti	Each agency to provide GB with details of actions and improvements in relation to graffiti within the inner north west area by <u>19th May</u>. NW Area Management to collate information and draft a report for June Area Committee	ALL	19 th May 05

The above action plan was updated after the meeting of the multi-agency meeting on the 11th May attended by:

Gerry Burnham
Zahid Butt
PS Matt Davison
PC Amanda Chudasama

North West Area Management
Community Safety Co ordinator
Weetwood Police Division
Weetwood Police Division

Eric Cryer – Youth Offending Office	Weetwood Police Division
Frieda Haley	Graffiti Team
Graham Little	Leeds North West Homes
Iain Brewer	Anti-social Behaviour Unit West
Shaun Clarke/Mike/ Marcus	Breakers Unified
Jess Pamphlett	Up Your Street
Roy Greaux	Parks & Countryside

Apologies were received from : Tom O'Donovan, Iain Brewer, Anna Wallace, Charlie Cusden

GRAFFITI PROJECT PROPOSAL

Project delivery:

Partnership between Breakers Unify and Up Your Street (CALM, Leeds Met Students Union)

Location of project: Inner North West Leeds

Estimated cost of project: £10,575

Length of project: pilot for 6 months

Project description:

The project partners will develop a programme of activities, events and information aimed at young people from the area, with an emphasis on developing urban arts, and promoting respect for each other, the culture, the environment and the community.

Specifically the project will develop strategies to tackle graffiti vandalism through engaging young people in positive alternatives.

Activities and services will include:

Youth work (1 session every week at 3 different community centres)

Arts development

Information & communications strategy (including educational publication)

Opportunities for legal display/ exhibition

Voluntary opportunities for students and residents

Conference

Who is it for and how many will benefit?

Project activities will be aimed at young people 13-25. (max 40)

Young people will benefit through informal education and skills development.

Benefits will be felt by everyone in the community as illegal tagging and graffiti vandalism is reduced.

What is the justification for this project?

- Graffiti vandalism is a persistent problem in the area.
- Young people are being blamed as the cause of graffiti vandalism
- Enforcement and punishment actions alone are not impacting sufficiently on the vandalism problems.
- Some young people are disengaged from active citizenship, community involvement and personal development
- Youth work and controlled events provide positive alternatives to crime and an opportunity to promote responsible activity through informal and peer education

The project will:

- Develop and implement strategies to reduce the amount of illegal graffiti in Hyde Park, Burley, Woodhouse & Little London
- Have a positive impact on reducing crime and fear of crime in the local community
- Promote and develop young peoples skills in urban arts with through weekly youth work sessions
- Promote and develop personal and social development in local young people through weekly youth work sessions
- Provide legal opportunities for young urban artists to display or exhibit their work
- Provide regular information and support networks for young urban artists
- Publish a 'code of ethics' for young urban artists

- Design a logo for use by a network of related projects indicating 'legal/ authorised wall' and 'against illegal graffiti' messages.
- Provide voluntary opportunities that develop skills, build local social capital and promote positive community relations
- Promote a positive hip hop culture (urban arts) that is not associated with crime or vandalism
- Consult with the community on strategies to address problems created by graffiti and to measure and evaluate project achievements

How does the project fulfil key issues, priorities and plans for the area?

This project takes a holistic approach to developing sustainable communities.

The NW Area committee's top priorities have been identified as:

- **Streetscene services** (tackling graffiti)
- **Community safety** (tackling anti-social behaviour and fear of crime) and
- **Young people** (providing opportunities for young people).

This project proposes a combined strategy that tackles the causes of graffiti vandalism and supports positive engagement with young people, providing them with opportunities to develop skills as well as receive guidance and support.

The wider benefits of a cleaner and safer community will affect everyone who lives in the area.

The project fulfils the key issues & priorities listed below;

- § Community safety – supporting multi-agency initiatives to tackle crime
- § Streetscene – tackling graffiti through a range of measures
- § Regenerating communities – target and focus renewal initiatives in priority areas
- § Children & Young people – provide youth facilities, improve educational attainment, raise aspirations and encourage civic activism
- § Parks & Greenspaces – Support the Parkswatch service to tackle anti-social behaviour in parks & open spaces
- § Working together – developing partnerships between voluntary and statutory sector, e.g. Cleansing services, NW Homes, AMT, WY Police, Neighbourhood Wardens, Universities & Student Unions and local community, youth & urban arts projects etc (this aspect of working together will not involve the project informing on young people to authorities).
- § Supporting communities – develop target groups for consultation, provide stability for community centres through offering advice & support.

The involvement of student volunteers will also fulfil the Area Committees priority to integrate students better into the local community, improving community discourse and relations and breaking down barriers between transient students and permanent residents.

Exit strategy

Is the project expected to continue after initial pilot?

A 6 month pilot is a tight deadline to make a significant impact but we believe it is enough time to prove that the strategy will work.

There is a lot more we would like to achieve but it would be unrealistic to pack into a 6 month pilot. Within 1 year it would be possible to add to the projects achievements;

- Deliver an 'Urban Arts' convention, providing informal education promoting respectful, responsible and lawful activity.
- Set up an accredited scheme (through OCN or similar) that enables young people to achieve a qualification.



LEEDS
CITY COUNCIL

AGENDA
ITEM NO:

Originators: Thomas O'Donovan/
Christa Smith/ Kate Baldwin

Telephone: 3057495

REPORT OF: Director, Neighbourhoods and Housing Department

REPORT TO: Inner North-West Area Committee

DATE: 30th June 2005

SUBJECT: Inner Area Committee Well-being Budget Report

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)

EXECUTIVE SUMMARY

This report seeks to provide Members with:

- a) a current position statement on the Well-being Budget
- b) a progress report on revenue projects agreed for the current financial year (05/06), (appendix 1).
- c) details of recent expressions of interest for the Well-being budget 05/06 (appendix 2).
- d) details of capital projects agreed and recent expressions of interest for the capital Well-being budget. (appendix 3).

Members are asked to note the current position regarding the Well-being budget, consider any new expressions of interest, the position of the Small Grants Budget, and agree any actions.

1.0 Background

1.1 At the last Area Committee meeting the final allocations of Well-being funding were noted as **£202,729** revenue funding for 2004/05 financial year, **£202, 730** revenue funding for 2005/06 financial year, and **£394,196** capital funding over three financial years up to March 31st 2007.

1.2 Members should note the following points: -

- § Of the 2004/05 Well-being Revenue funding allocation, £111,776.68 was spent on projects. Therefore, the potential roll forward from 2004/05 is **£90,952.32**.

- § Details of the 2004/05 Well-being Revenue projects and the monitoring of these projects can be found in the Well-being Monitoring report .
- § The roll-forward of unallocated revenue funding for 2004/05 to this financial year is subject to a report to Executive Board, and Executive Board approval.
- § If Executive Board **do not** approve the roll-forward the Area Committee will have spent **£195,010.50** of the 2005/06 revenue allocation, leaving **£7,719.50** (see appendix 1 for information on revenue project allocations).
- § The Area Committee is asked to note that £135,751 (not including a skips and small grants budget) has already been allocated from the 2006/07 Well-being Revenue Budget.
- § As agreed at the last Area Committee meeting, the Small Grants allocation for 2005/06 has reduced from £10,000 to £5,000 (see point 4.0 below for further information on small grants).
- § The budget for community skips has been incorporated into the Well-being budget. The skip budget for 2005/06 is £6,000. So far this year approximately £600 has been spent out of this budget.

2.0 Well-being Criteria

- 2.1 A Well-being Criteria Sub Group was convened on 22nd April 2005.
- 2.2 At this meeting, Members of the sub group considered the criteria for Commissioned projects. It was decided that commissioned projects should be assessed against the Area Delivery Plan which was agreed by the Area Committee at the 17th February Area Committee meeting.
- 2.3 Additionally it was decided that the Area Management Officers assess each Project against the Area Delivery Plan criteria and make recommendations to the Area Committee.
- 2.4 It was also suggested that for large commissioned projects, groups are invited to make presentations to the Area Committee, Following the recent example of the Burley Lodge Centre.
- 2.5 Subject to the forgoing it was agreed to adopt the criteria set out in the report.

3.0 Well-being Projects

- 3.1 Details of projects agreed for the 2005/06 revenue budget, including a current position statement and project outputs are listed in Appendix 1.
- 3.2 Details of new expressions of interest for 2005/06 are attached at Appendix 2. The Area Committee is asked to consider and agree projects to be developed, in line with information provided under point 2.2 (Subject to roll over from 2004/05).
- 3.3 Members are again advised to progress with caution around agreeing funding for posts that commit ongoing revenue from the budget.
- 3.4 Details of capital projects in the following categories are attached in appendix 3:
 - Ø Projects agreed in principle
 - Ø New expressions of interest
 - Ø Projects pending further information

3.5 Members should note that, if all capital projects under Appendix 3 are agreed (including a notional cost of approximately £30,000 for Beckett Park Play Area), all the Capital Well-being Budget 2004-2007 will be allocated.

4.0 Small Grants

4.1 The following small grant applications have been received by the Area Management Team .

Organisation	Project Name	Amount	Status
Headingley Network *	Celebrate Headingley	£500	Agreed – payment being processed
Highbury Residents Association *	Highbury Mission Field	£500	Agreed – payment being processed
Kirkstall Village Community Association *	Kirkstall Festival	£500	Agreed – payment being processed
Cardigan Triangle Community Association *	Newsletter and Community Events	£500	Agreed – payment being processed
Moor Grange Action Group *	Moor Grange and West Park Community Fun Day	£489	Agreed – payment being processed
Where Family Matters	Where Family Matters	£500	Details have been circulated to Members
Caring Together in Little London & Woodhouse	Healthy Living Activity Groups for Older People	£500	Details have been circulated to Members
Ash Road Allotments	Track Repairs	£500	Details have been circulated to Members

4.2 The projects marked * have already been agreed by Area Committee Members, totalling £2489.

4.3 Please note that a further 8 applications, totalling £3740 have been received.

4.4 The above table highlights the 3 projects that have recently been circulated to Members for approval. The remaining applications are currently pending further information and will be circulated to Members when this has been received.

4.5 All applications for small grants for 2005/06 currently total £6229. The 2005/06 allocation for small grants is £5,000. If all the above small grants are agreed the remaining budget will be £-1229.

4.6 The Area Committee is asked to consider allocating an additional allocation to the Small Grant Fund due to the high demand for this funding (Subject to roll over from 2004/05).

5.0 Recommendations

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

5.1 Note the budget position of the Well-being Budget as set out at 1.1 and 1.2

5.2 Note the Well-being revenue projects agreed for 2005/06 listed in appendix 1.

- 5.3 Consider new expressions of interest for 2005/06 listed in appendix 2 and agree any action.
- 5.4 Note the Well-being capital projects already agreed listed in appendix 3 and consider the other capital projects and agree any action.
- 5.5 Consider the small grant budget position (4.3-4.6) and agree any action.

Inner North West Well-being Budget 2005-2006
Projects agreed for 2005-06

Project	Delivery Organisation	Revenue cost 05/06	Revenue cost 06/07	Description	Outputs	Outcomes
Planning Officer	LCC Development Department	£30,000 (* Please note that CIT funding ends 30 th June 2005. Area Committee funding will begin 1 st July 2005)	£40,000	To fund a Community Planning Officer post for the North West Inner Area	<ul style="list-style-type: none"> § React to current development activity and advise Members and community groups § Attend and advise a number of working groups on planning matters § Monitoring and enforcement § Ensure strategic planning issues are taken forward and important information is communicated 	<ul style="list-style-type: none"> § More informed local communities § Increased participation in planning process § Greater awareness within the Council of issues important to the community
Funding Officer	Voluntary Action Leeds	£43,400	£43,400	To fund a Funding Advice Officer post for the Inner North West Area	<ul style="list-style-type: none"> § Support groups in identifying funders and completing applications § Arrange training sessions for groups § Produce and distribute a quarterly newsletter 	<ul style="list-style-type: none"> § Develop links with community and voluntary sector § Increase awareness of funding opportunities for groups § Community development
Inner North West Skips Budget	North West Area Management Team /	£6,000		To establish a skips for community use fund	<ul style="list-style-type: none"> § Provide skips for community groups 	<ul style="list-style-type: none"> § Improved streetscene in local

Appendix 1

Project	Delivery Organisation	Revenue cost 05/06	Revenue cost 06/07	Description	Outputs	Outcomes
	Onyx – skips supplier				to undertake clean-ups	neighbourhoods \$ Increased community pride
Inner North West Small Grants Fund	North West Area Management Team	£5,000		To establish a small grants fund	\$ Support voluntary and community groups through grant aid	\$ Increased range of community activity \$ Increased community participation \$ Increased community pride
Royal Park Greenspace		£8,000	£8,000	To provide revenue funding of £8,000 per year for two years to cover maintenance costs of the new facility.	\$ New facility effectively maintained	\$ Better play facilities for children and young people
Promoting Crime Education	West Yorkshire Police	£1,100		To promote crime reduction initiatives across the Inner Area	\$ Purchase 25 metal frames to display crime prevention messages at various locations in the Apollo area (NOTE: Subject to ward members agreeing locations of frames).	\$ Reduction in recorded crime and fear of crime
Festive Lights for Hyde Park	Leeds Lights	£11,238		To fund a further 4 sessions of lights for Burley Road. Funding will cover the costs of hiring and putting up the lights for 4 sessions and also includes electricity costs.	\$ Provide festive lights at 4 further sessions	\$ Improved streetscape and environment \$ Increased Community Pride. \$ Increased awareness of different cultures/religions

Appendix 1

Project	Delivery Organisation	Revenue cost 05/06	Revenue cost 06/07	Description	Outputs	Outcomes
Woodsley Road Community Centre Manager	Voluntary Action Leeds	£20,397	£20,851	To fund a part time Community Centre Manager at Woodsley Road Community Centre	<ul style="list-style-type: none"> § Community Centre worker in post 	<ul style="list-style-type: none"> § Increased community use at the centre
Study Support Sessions	LCC Youth Service	£2,000		The continuation of the study support project funded in 04/05, dependent upon the evaluation of the scheme (see Appendix 1 for details of 04/05 scheme)	<ul style="list-style-type: none"> § Minimum of 20 Young People attend the Study Support Sessions § 10 Young People regularly attend at least once a week 	<ul style="list-style-type: none"> § Increase in self esteem, build confidence in the young people attending the study support sessions. § More positive approach to education
Open Your Street Project	City & Regional Office of University of Leeds / Community Action at Leeds Met	£3,500	£3,500	Joint funded project (with Leeds University and Leeds Met University). The project has an environmental/streetscene focus and works with student volunteers on a variety of projects	<ul style="list-style-type: none"> § Establish a recycling project § Respond to ongoing issues of litter/graffiti 	<ul style="list-style-type: none"> § Improve the local environment/streetscape § Encourage recycling § Bring students and local residents together
Hyde Park Unity Day	Hyde Park Unity Day	£5,000		To help fund the Annual Hyde Park unity Day, held in Woodhouse Moor.	<ul style="list-style-type: none"> § Show-case art/dance music event on Woodhouse Moor – a celebration of ongoing work in the area § Various workshops in other local parks and community centres 	<ul style="list-style-type: none"> § Promote a positive image of the area § Encourage and support local arts § Improve links between different cultures and between students and residents

Appendix 1

Project	Delivery Organisation	Revenue cost 05/06	Revenue cost 06/07	Description	Outputs	Outcomes
Extension of Older Active People Project	Older Active People	£4,000		Extend Older Active People into the North Headingley Area	§ Extension of the work of the project into the North Headingley area § Providing a range of preventative health activities	§ Reduction in social isolation § An increase in the use of older people's skills and experience
Headingley development trust	Headingley Network	£2,500		To prepare a business plan for the Headingley Development Trust, which will comprise of Local Community Associations, residents and investors. Funding will pay for a consultant to assist in the preparation of the Business Plan. The first phase of the Plan is to attract funds for the purchase of Headingley Community Annex. The overall aim of the Trust is to provide community resources, business and group space that support a range of community activity during the day and evenings.	§ Business plan prepared for the acquisition of the Headingley Annex	§ Possible acquisition of Headingley Annex
Community Compost	Leeds Organic Growers	£0 (see capital Bid)	£20,000	Leeds Organic Growers will run a green garden Kerbside collection and composting service	Generate 4 jobs and 10 volunteer placements. Produce 1350 tonnes of compost/soil per	§ Job creation § Improved environment § Creation of a

Appendix 1

Project	Delivery Organisation	Revenue cost 05/06	Revenue cost 06/07	Description	Outputs	Outcomes
				targeting 40,000 households across Inner North West Leeds	year, helping to make the project a self sustaining enterprise after 3 years.	sustainable community enterprise
Rosebank Millennium Trust	Rosebank Millennium Trust	£4,000		To provide a worker in post for approximately one day per week and enable the project to develop links with volunteers at the Universities. The project meets Area Delivery Plan priorities of improving community safety for local people and improving existing parks and greenspace provision.	<ul style="list-style-type: none"> § Organise 6 community clean ups § Develop a business plan and funding strategy § Submit application to Big Lottery Fund 	<ul style="list-style-type: none"> § Improvement/maintenance to the local environment § Helping to reduce drug use in the area, improving community safety
Development Worker	Hawksworth Wood Community Association	£14,185.50		To bridge the current funding gap and allow the current development worker post to continue. Further funding applications will be submitted to funders such as Big Lottery Fund, to allow the project to continue after 05-06. The project helps to deliver regeneration activity in Hawksworth Wood, one of the priority areas identified in the Area Delivery Plan.	<ul style="list-style-type: none"> § Develop a business plan and funding strategy § Submit funding applications § Involvement in 4 community festivals § Provide trustee training sessions 	<ul style="list-style-type: none"> § Improved community cohesion in Hawksworth Wood § Improved resident involvement in the development of projects and regeneration plans for the area § Improved sustainability of the Community/Voluntary network in Hawksworth Wood

Appendix 1

Project	Delivery Organisation	Revenue cost 05/06	Revenue cost 06/07	Description	Outputs	Outcomes
Breakers Unify Development Project	Breakers Unify	£3,000		The project provides outreach youth work in the area. It meets the Children & Young People and Community Safety objectives in the Area Delivery Plan.	<ul style="list-style-type: none"> § Develop business and funding strategy § Provide 8 break dancing sessions § Establish a youth project to tackle graffiti in partnership with Inner North West Area Graffiti Task Group 	<ul style="list-style-type: none"> § Developed youth based activity in the area § Diversionary youth work
Rolling Out	Community Action for Little London and Servias (CALLS)	£20,000		To continue the Development Worker post to December 2005. Work to secure future funding is being undertaken. The project helps to deliver regeneration activity in Little London, which is one of the priority regeneration areas in the Area Delivery Plan.	<ul style="list-style-type: none"> § Develop business plan and funding strategy § Carry out 3 community events § Set up 2 sustainable volunteer placements with CALLS § Carry out 2 community clean ups 	<ul style="list-style-type: none"> § Improved community cohesion in Little London § Improved resident involvement in the development of projects and regeneration plans for the area § Improved sustainability of the community/voluntary network in Little London
Streetscene Services Area Delivery Proposals	LCC City Services	£11,690		This project relates to the Environmental Task Force project allocation (originally allocated £15,000 for this financial year). This project will provide three men and a van for Inner North West		

Appendix 1

Project	Delivery Organisation	Revenue cost 05/06	Revenue cost 06/07	Description	Outputs	Outcomes
				Leeds. Details of how this project will work in operation is yet to be finalised.		
		Revenue Cost 05/06	Revenue Cost 06/07			
	SUB TOTAL 1 Projects agreed for 05/06 and 06/07	£195,010 .50	£135,751			

Inner North West Well-being Revenue Budget 2005-06 – Expressions of Interest

Project	Delivery Organisation	Revenue cost 05/06	Revenue cost 06/07	Revenue cost 07/08	Description	Outputs	Outcomes	Officer Recommendations
Group Development Worker	Voluntary Action Leeds	£13,334.25	£26,668.50	£13,334.25	Funding for the employment of a Group Development Worker for Inner North West Leeds. An Objective 2 bid has been submitted to match fund this worker in the Hyde Park & Woodhouse and Headingley Wards. Area Committee funding will increase the hours of the worker and enable the rest of Inner North West Leeds to be covered. This project has been developed in response to requests made by the Area Committee to fund a group development/capacity worker.	<p>§ To assist 100 organisations by helping them to establish structure, constitution and policies.</p> <p>§ To assist groups to communicate more effectively at all levels and engage themselves in the community economic development process.</p>	<p>§ The worker will support local voluntary and community organisations in developing their capacity to deliver local project solutions to neighbourhood problems.</p> <p>§ The worker will support the Funding Officer post in bringing resources to groups in pursuit of sustainable development plans for community and voluntary organisations.</p>	<p>This project is in response to a request from Area Committee to provide a Group Development Worker to compliment the work of the Funding Officer and to raise the capacity of groups in the Inner North West. It is an opportunity to access Objective 2 funding for the area.</p> <p>The project also meets the Area Delivery Plan priorities of supporting local groups to enable them to deliver local solutions to local issues.</p> <p>The officer recommendation is that the project be commissioned – subject to roll forward.</p>
North Street Graffiti Project	Breakers Unify/Up Your Street	£10,575			The project will develop strategies to tackle graffiti vandalism through engaging young people through positive alternatives	To be agreed	Reduction in graffiti vandalism across the area	This project is a response to the Area Committee concerns about Graffiti in the area. The project meets the Area Delivery Plan Criteria through work

Appendix 2

Project	Delivery Organisation	Revenue cost 05/06	Revenue cost 06/07	Revenue cost 07/08	Description	Outputs	Outcomes	Officer Recommendations
								to Tackle graffiti through a range of measures The officer recommendation is that the project be commissioned – subject to roll forward
Supporting Older People (OP) Project, West Kirkstall Area	STEP	£5,300	£3,300		The project will support the development of the STEP scheme in the West Park/ Kirkstall area. This scheme will be similar to OPAL (LS16), Horsforth Live at Home Scheme (LS18), HOPS(LS5), OAP (LS6) and MENA (LS6)	<ul style="list-style-type: none"> Ø No. of organisations assisted with capacity building Ø Co-ordinator job created Ø Office established Ø Number of persons made aware distraction burglary and advised how to avoid this. 	Supporting Older People scheme established.	<p>The development of scheme will mean that most of Inner North West Leeds will be covered by such a scheme. At present area of West park has missed out on this service.</p> <p>This project links to Area Delivery Plan through Community Safety support/advice supporting excluded groups and supporting intergenerational work and community cohesion</p> <p>The Officer recommendation is that the project be Commissioned on basis that the project spend time on Community Safety Issues and intergenerational</p>

Appendix 2

Project	Delivery Organisation	Revenue cost 05/06	Revenue cost 06/07	Revenue cost 07/08	Description	Outputs	Outcomes	Officer Recommendations
								cohesion work. – subject to roll forward
London and Social Behaviour	West Yorkshire Police	£10,000			To provide additional policing in the Little London area, matched with mainstream Police hours, to tackle the issues of crime, fear of crime, anti social behaviour and nuisance. There will be a particular focus on the drugs market with the aim of targeting and disrupting dealing and anti social behaviour caused by users when congregating to buy drugs. The project will run for 8 months from 1 st August.	The project will be joint funded, with Leeds North West Homes contributing £10,000 and the Police provided £10,000 in kind. § 1250 police overtime hours will be funded (625 hours will be purchased with Area Committee Well-being) § 1250 mainstream police hours will be funded 'in kind' from Police	§ Increase in high visibility policing in the area. § Increase in mainstream police hours spent in the area § Reassurance for residents and visitors to the area § Reduction in recorded crime over the length of the project § Reduction in anti social behaviour.	This project will enable sustained Police effort to tackle crime and anti social behaviour in Little London and will complement and increase mainstream police activity in the area. The project meets Area Delivery Plan priorities to deploy additional PCSOs and PCSO hours in target areas and to work with other agencies targeted way to improve community safety for local people. Officers to explore issue of additional police hours for the area through the Ir Area Matt.
TOTAL		£39,209.25	£29,968.50	£13,334.25				

Revenue 2005-06 already agreed	£195,010.50
Revenue Budget 2005-06	£202,730
Final Roll Forward	£90,952.32

**Inner North West Well-being Budget
Capital Programme 2004-2007**

Projects agreed by Area Committee

Project	Delivery Organisation	05/06 Cost	Description	Outputs	Outcomes
Woodhouse Moor Bwls Pavilion	LCC Parks & Countryside	£24,200	To refurbish bowls pavilion at Woodhouse Moor Bwls Club	§ To replace the bowls pavilion building with a suitable permanent structure	§ Increased use of the Bowling Green § Increased participation
Community Re-Use Paint Project	Seagulls Re-Use Limited	£4509.35	In Development	§ Purchase a van to support the Community Re-Use Paint project. § Collect left-over paint from households and redistribute to community groups, charities and low income households.	§ Diverting materials from landfill § Improve environmental awareness § Provide an affordable/free source of paint
Refurbishment of Hawksworth Wood Community Shop	Hawksworth Wood Community Association	£3,850	In Development	§ Refurbish the community charity shop, which is currently in a poor state of repair. § Project is match-funded by Community Building Capital grants scheme. Total project costs are £6, 000.	§ Improve use of the facility § Community pride
Mushroom bollards for Cragside Fields	LCC Parks & Countryside	£5,000	In Development	§ Supply and fit mushroom bollards to Cragside Fields	§ Prevent cars from driving onto the fields § Reduction in anti social behaviour § Make the fields safer
Creation of new space in a community building (ABLE)	Burley Lodge Centre	£100,000 (£50,000 05/06, £50,000 06/07)	Opening up of attic space for office and social community enterprise	§ Increased support to social community enterprise sector § Provide 7 managed work spaces , with IT equipment available at low rent to start up social enterprises.	§ Community enterprise development and support § Developing the social capacity of local groups.

Appendix 3

Community Compost*	Leeds Organic Growers	£11,666	Leeds Organic Growers will run a green garden Kerbside collection and composting service targeting 40,000 households across Inner North West Leeds Capital funding used to purchase machinery for the project. Revenue funding also required for 2006/07 and 2007/08 (see 2.1)	<p>§ Generate 4 jobs and 10 volunteer placements.</p> <p>§ Produce 1350 tonnes of compost/soil per year, helping to make the project a self sustaining enterprise after 3 years.</p>	<p>Job creation</p> <p>Improved environment</p> <p>Creation of a sustainable community enterprise</p>
TOTAL AGREED		£149,225.35			

* This project was agreed in principle at the April Area Committee, subject to further information and consultation

Projects for consideration at Area Committee

Project	Delivery Organisation	05/06 Cost	Description	Outputs	Outcomes	Officer Recommendation
Rosebank Millennium Green	Rosebank Millennium Green	£1,344.20	The project will simplify the Millennium Green site, making the site easier to maintain in future years, therefore contributing to the sustainability. This project is linked to the Rosebank revenue project that the Area Committee have already funded. These works are needed for the long term management and sustainability of the site.	<ul style="list-style-type: none"> Ø Removal of hard to maintain shrub beds (x8) Ø New paving around seating area Ø Site simplification work completed 	Long term maintenance of the site. This work will reduce the maintenance costs, making it easier and more viable for RMGT maintain the site for the future. This project links to the NW Inner ADP by making improvements to the local environment, maintaining open green spaces in the area.	<p>This Project links to the Area Delivery Plan through improvements to the local environment, and will enable the maintenance of the site for the future.</p> <p>The recommendation is that this project is commissioned with the conditions that a business plan is developed and Rosebank Millennium Trust work with the Funding Officer to identify funding for the future. Also RMGT should work alongside Parks and Countryside to identify best practice and the most efficient ways of maintaining the site in the future.</p> <p>The Officer recommendation is that the project be agreed in principle based on issues around the Little Woodhouse Play Area</p>
STEP Elder People's Network	STEP	£8,000 (Revenue 05/06 £5,300, 06/07 £3,300)	The project will support the development of the STEP scheme in the West Park/ Kirkstall area. This scheme will be similar to OPAL (LS16), Horsforth Live at Home Scheme (LS18), HOPS(LS5), OAP (LS6) and MENA (LS6)	<ul style="list-style-type: none"> Ø No. of organisations assisted with capacity building Ø Co-ordinator job created Ø Office established Ø No of people advised of distraction Burglary techniques 	Supporting Older People scheme established	<p>The development of this scheme will mean that most of Inner North West Leeds elderly residents will be served by such a scheme. At present an area of West Park not been able to access this type of service.</p> <p>This project links to the Area Delivery Plan through Community Safety support/advise, supporting excluded groups and vulnerable people and supporting intergenerational work and community cohesion</p> <p>The Officer recommendation is that the project be Commissioned on the basis that the project Community Safety Issues and intergenerational cohesion work. – subject to roll forward</p>

Appendix 3

Project	Delivery Organisation	05/06 Cost	Description	Outputs	Outcomes	Officer Recommendation
TOTAL		£9,344.20				

Projects pending further information – no decision required at present

Educational facility for children	Learning & Leisure/ Sure Start	£30,000	Build a new facility for childcare provision at the site of the Early Years Centre in Burley	§ Provision of a new facility (portacabin style) to increase childcare provision in the area	§ Improve out of school and childcare provision § Support working families § Improved education facilities for children
Readingley Environmental Improvements		£50,000			
Little Woodhouse Play Area	Parks & Countryside	£60,000			
Mobile Facility for young people	Learning & Leisure	£35,000	Purchase a unit in partnership with North East	§ Various locations in the Inner Area	§ Improve services provided for young people § Diversionary project § Reduce anti social behaviour
Al-Haqq Supplementary School	Al-Haqq Supplementary School	£30,000			
Beckett Park Play Area	LCC Parks & Countryside	To be confirmed	To replace/refurbish the existing play area	§ New play facility built	§ Increased use of the playground by children and families
TOTAL		£205,000 (Excluding costs for Beckett Park)			

DTAL Capital Budget for 3 years 4/05, 05/06, 06/07)	£394,196	
DTAL Capital Projects	£365,569.55 (Excluding a cost for Beckett Park Play Area)	



REPORT OF: Director, Neighbourhoods and Housing Department

REPORT TO: Inner North-West Area Committee

DATE: 30th June 2005

SUBJECT: Inner North West Area Committee Well-being Monitoring report

Electoral Wards Affected :

Headingley
Hyde Park and Woodhouse
Kirkstall
Weetwood

Specific Implications For :

Ethnic Minorities
Women
Disabled People

Executive Function 4

Council Function

Eligible for Call In

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

EXECUTIVE SUMMARY

This report seeks to provide Members with:

- a) an opportunity to review Well-being projects
- b) a monitoring summary of Well-being Revenue and Capital Projects

Members are asked to note and make any comments on the monitoring presented and agree the report as the process for feeding back Well-being project monitoring to the Area Committee.

1.0 Background

- 1.1 The Area Committee has commissioned projects to provide agreed project outcomes in line with the Area Priorities, and the Area Delivery Plan.
- 1.2 Following the commissioning of work, by the Area Committee, Project Officers are asked to deliver the projects in line with a Project Statement, which include a number of outputs for delivery.
- 1.3 The monitoring process improves the accountability of projects to the Inner North West Area Committee, and will contribute to developing Area Committee performance management , which will be measured against the Area Delivery Plan.

2.0 Well-being Monitoring

2.1 All monitoring will take place on a quarterly basis. Project monitoring completion dates are as follows:

Quarter 4 2004/05	- 31 st April 2005	Presented to the June Committee
Quarter 1 2005/06	- 31 st July 2005	Presented to the September Committee
Quarter 2 2005/06	- 31 st October 2005	Presented to the December Committee
Quarter 3 2005/06	- 31 st January 2006	Presented to the February Committee
Quarter 4 2005/06	- 31 st April 2006	Presented to the June/July Committee

2.2 2004/05 Well-being Revenue project monitoring is detailed in Appendix 1

2.3 In addition to the summary (Appendix 1), Members can also request additional update reports on specific projects, such as the Funding Officer, Planning Officer, Woodsley Road Community Centre Manager etc.

3.0 Recommendations

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

3.1 Note and Comment on the monitoring process as detailed under item 2

3.2 Note and Comment on the monitoring presented in Appendix 1

3.3 Agree this report as the process for feeding back Well-being monitoring to the Area Committee

Appendix 1 – 2004/05 Well-being Revenue Project Monitoring

Project Title	Lead Organisation	Amount of Funding	Outputs	Comments
Funding Officer	Voluntary Action Leeds	£33,000 (CIT funding)	<ul style="list-style-type: none"> § Over 200 groups contacted and supported § 3 workshop training sessions provided to support community groups § 60 groups directly supported in making funding applications § 3 newsletters provided. 	This project was funded by the Headingley Kirkstall Weetwood CIT in 03/04 and the project continued into 04/05. This project is currently ongoing with Well-being funding.
Inner North West Skips Budget	North West Area Management Team/Onyx Skips	£5,300	<ul style="list-style-type: none"> § 39 skips were provided across the Inner North West area in 2004-05 	Skips link to the Area Delivery Plan through tackling street scene hotspots, and is a valuable facility for the community to use.
Inner North West Small Grants Fund	North West Area Management Team	£4,767.90	<ul style="list-style-type: none"> § 11 small grants were provided for organisations in 2004-05. 	Organisations in receipt of funding: <ul style="list-style-type: none"> § Leeds HMO Lobby § 10th Leeds Brownie Pack § Community Resources in Burley § Association of blind Asians § Little London Arts § Hawksworth Wood Community Association § St Chad's Residents Association § Little Woodhouse Community Association § Community Action for Little London and Servias (CALLS)
Cardigan Road Corridor	LCC Highways	£5,000	Not available, funding allocated from 2004-05, but project not yet completed	<ul style="list-style-type: none"> § £500 of this fund has been spent on 7 new signs in Hyde Park § There is ongoing dialog with Highways to continue further work

Project Title	Lead Organisation	Amount of Funding	Outputs	Comments
				<p>under this budget.</p> <p>§ Also looking to engage forms in looking at the best ways to spend these funds in the area.</p>
Kirkstall Road and Otley Road	LCC Highways	£5,000	<p>Funding allocated from 2004-05 has not yet been spent in full. The following projects have been identified for Otley Road:</p> <p>§ Removal of one bench outside Walker Smales estate agents, West Park roundabout - £95</p> <p>§ Refurbishment of the Horse Trough (nr St Chads Drive) £415</p> <p>§ Otley Road/St Annes Road junction refurbish and paint 1 'Harrogate' type bench - £115 and replace boards and re-stain one stone ended bench - £75</p> <p>§ Otley Road/Weetwood Lane replace board on 2 brick ended seats - £131</p> <p>TOTAL - £831</p>	<p>§ Work to be undertaken by Parks and Countryside as soon as possible.</p> <p>§ There is ongoing dialog with Highways to continue further work under this budget.</p> <p>§ Highways have undertaken their own extensive audit of the area and have developed a schedule of actions on a range of issues including signage and street lighting. This work will be funded through Highways' own budget.</p> <p>§ Also looking to engage forums in looking at the best ways to spend these funds in the area.</p>
Roads, Footpaths and Signage across the area	LCC Highways/LCC Parks & Countryside	£20,000	<p>§ Stanmore Grove resurfaced (£5,000)</p> <p>§ Sandy Lane footpath resurfaced, motorcycle barriers and fencing erected, steps improved and handrail</p>	

Project Title	Lead Organisation	Amount of Funding	Outputs	Comments
			repaired (£5,000).	The remaining £10,000 has been allocated to the following projects: § Spen Approach § Meanwood Valley Park Trail (monitoring details pending for these projects)
Blenheim Square	LCC Parks and Countryside	£1561	§ All paths, wall bottoms and fence lines weedsprayed. § Trees trimmed up to 5ft § Shrub beds pruned and cleared out § Removed tipped rubbish from gardens § Whole site litter picked	§ This project has only been able to deal with issues on Council Land. There are ownership issues with the rest of the site which are currently being pursued.
Burley Road Festive Lights	LCC Leisure – Leeds Lights	£9,772	§ Wiring fitted to 21 lampposts § 21 festive lights put up to celebrate Eid in January 2005	Project has continued into 2005-06, with the following festivals being celebrated: § Vaisakhi – April 2005 § Diwvali & Eid Ul Fitr – October 2005 § Christmas – December 2005 § Eid Ul Adha – January 2006
Generations Together	Older Active People	£8,000	§ 2 activities delivered linking local schools to older people § Worked with 111 older people § Worked with 179 young people	§ The project has significantly exceeded the target numbers of older and younger people it has worked with. Original targets were 50 older people and 100 young people.
Burley & Hyde Park Community Safety Project	Burley & Hyde Park Community Safety Project	£8,000	§ 1 community safety newsletter produced § 3 Community clean ups completed	§ All project outputs achieved. The project exceeded targets on the number of bin yards refurbished (the original target was 20).

Project Title	Lead Organisation	Amount of Funding	Outputs	Comments
			<ul style="list-style-type: none"> § 1 talk on community safety provided § 3 community safety meetings held § 31 bin yards in Harolds and Thornvilles refurbished 	<ul style="list-style-type: none"> § Key List funding has been achieved for 2005-06, an application for Objective 2 funding has been submitted.
Mobile CCTV	Leeds Community Safety	£1,750	<ul style="list-style-type: none"> § CCTV located in each of the Inner North West Wards for one shift: § Hyde Park & Woodhouse on 7/03/05 § Headingley on 17/03/05 § Weetwood on 18/03/05 § Kirkstall on 24/03/05 § Area wide 'mop up' day 26/03/05 	<ul style="list-style-type: none"> § The project achieved all of its outputs in terms of providing the van in each ward as per the schedule. § Additionality was achieved at no extra cost to the Area Committee, through the involvement and support of West Yorkshire Police(Police Officer and PSCO time), who linked in to the CCTV project and were able to make some arrests and attend some incidents. Useful intelligence was also gathered by the Police.
Study Support Sessions	Youth Service	£13,000	<ul style="list-style-type: none"> § 4 study support session set up to run every week across the area § 15 young people attending regular sessions at least once a week 	<ul style="list-style-type: none"> § The project has initially exceeded its output in relation to the numbers of young people regularly attending sessions (the original target was 10). § This project is ongoing into 2005/06
Youth Premises and facilities in Weetwood, Kirkstall and Headingley	Youth Service	£5,000	§	§
Mobile Youth Project in Burley & Kirkstall	Youth Service	£4,000	<ul style="list-style-type: none"> § 10 young people attending per session. § Young people attending for 4 	<ul style="list-style-type: none"> § These sessions were well attended, the van held 6 young people at any one time.

Project Title	Lead Organisation	Amount of Funding	Outputs	Comments
			<ul style="list-style-type: none"> consecutive sessions. § Reduction in anti social behaviour 	<ul style="list-style-type: none"> § This project has captured the interest of young people interested in the music industry. Many have continued to be involved in music production.
Enforcement Project	Trading Standards	£1,222.62	<ul style="list-style-type: none"> § 4 operations completed (1 per ward) § 226 retail outlets notified by letter § 40 retail outlets visited and test purchases undertaken 	<ul style="list-style-type: none"> § As a result of operations, 3 retail outlets sold alcohol to underage youths and 4 outlets sold spray paint to underage youths. § Investigations into these offences are being undertaken.
Increased Policing in Headingley	West Yorkshire Police	£7,500	<ul style="list-style-type: none"> § 761 additional Police hours were provided in Headingley from January to the end of March. 	<ul style="list-style-type: none"> § The project has exceeded targets on its outputs as West Yorkshire Police provided additional hours at no extra cost to the Area Committee. During the project a total of 21 arrests were made and 94 incidents dealt with. § This project contributed towards increased public reassurance and linked in with the CCTV project
Speed Indicator Devices	Community Safety	No Cost	<ul style="list-style-type: none"> § SID available to community groups throughout the area 	<ul style="list-style-type: none"> § Publicity regarding the SIDs circulated to forums and groups in the area § Continue publicity about this facility throughout 2005/06 § A number of community groups in the inner area have used the SID device.
Burglar Alarms	Environmental Health	£1,000	<ul style="list-style-type: none"> § 4,000 leaflets regarding burglar alarm noise nuisance 	<ul style="list-style-type: none"> § Some funds remain for the delivery of this project again in 2005/06.

Project Title	Lead Organisation	Amount of Funding	Outputs	Comments
			printed and circulated to properties in Burley.	
Far Headingley Village Statement	Far Headingley Village Society	£3,000	§ 2000 copies of the Far Headingley, Weetwood and West Park Village Design Statement produced and launched in March.	§ Ongoing work with the Planning Department and Planning Officer to implement the statement
Burley Model Allotments	LCC Parks & Countryside	£1,980	§ 4 sets of gate posts re-fabricated and original gates re-hung	§ In addition to this, Parks & Countryside also repaired a section of damaged fencing, at no cost to the Area Committee.
Burley Lodge Feasibility Study	Burley Lodge Centre	£3112.50	§ Feasibility Study produced for the extension and alteration of the Burley Lodge Centre.	§ A copy of the feasibility study is available from the Area Management Office. § Following the feasibility, Well-being Capital has been allocated to this project
Hawksworth Wood Motor Project	LCC Youth Service	£682	§ 10 young people attending per session § 10 young people achieving Duke of Edinburgh's Awards. § 10 young people re-engaged into mainstream provision at YMCA	§ An average of 8 young people attended sessions at the YMCA. § Increased one to one work is being carried out over and above this project by the youth service and YMCA with 10 young men in Hawksworth.
Rosebank Millennium Green	Rosebank Millennium Green Trust	£900	§ 1 Community Clean Up completed § 1 grass cutting/strimming session completed § 1 needle collection/monitoring report completed § 1 report to Trustees	§ Ongoing revenue funds allocated for 2005/06 § A current capital bid to simplify the site has been presented to Area Committee for consideration

Project Title	Lead Organisation	Amount of Funding	Outputs	Comments
			completed	
Fencing at the Station Allotments	Leeds Organic Growers	£1980	<p>§ Chestnut Paling fencing erected at a section of the site, as per the Project Statement.</p> <p>§ Petition submitted to Leeds North West Homes asking them to fence the remainder of the site, which backs onto LNWH properties</p>	



LEEDS
CITY COUNCIL

AGENDA
ITEM NO:

Originators:
Thomas O'Donovan /
Christa Smith

Telephone: 0113 3057495

REPORT TO: Inner North-West Area Committee

REPORT OF: Director, Neighbourhoods and Housing Department

DATE: 30th June 2005

SUBJECT: DRAFT - Town & District Centres Regeneration Scheme

Electoral Wards Affected :

Headingley
Hyde Park and Woodhouse
Kirkstall
Weetwood

Specific Implications For :

Ethnic Minorities
Women
Disabled People

**Executive
Function**

4

**Council
Function**

**Eligible
for Call In**

Not eligible for Call in

(details contained in the report)

Executive Summary

This paper outlines the background and the process for developing schemes to bid into the £5m Town and District Centres Regeneration Scheme Capital funding pot. This initiative seeks to provide funding for schemes which will contribute to the economic regeneration of town, village and district centres. In particular this report looks at:

- Ø The background and origins to this scheme
- Ø The work of the Area Committee sub group in developing plans to bid into the scheme
- Ø Next steps for the development of bids

Members are asked to note and comment on this report and endorse the views of the Area Committee sub group.

1.0 Background

1.1 The Executive Board considered a report on Town and District Centres Regeneration Strategy 18th May 2005. The report explained that as part of the Capital Programme, provision has been made for £5m (£2.5m in each of 2005/06 and 2006/07) to support schemes for the economic regeneration of town, village and district centres in Leeds.

- 1.2 The Executive Board report requested that Departments and Area Managers be asked to submit outline proposals in the form of a business case by the end of June 2005 for the first year of the programme, and end of June 2006 for second year bids.
- 1.3 Bids will initially be assessed by Asset Management Group, with the support of Regeneration Services (NHD) and Economic services (DD). The final decision on which schemes to approve has been delegated to the Directors of Corporate Services and Development Department.
- 1.4 Each proposal put forward will have to make a business case to justify their proposals and ensure they meet the following objectives:
 - Economic regeneration of town, village and district centres;
 - Achievement of council priorities
 - Revenue neutral (or beneficial) implications for the council
- 1.5 Business cases will be assessed against a scoring matrix which is based on the Capital Scoring matrix already approved by Executive Board. It is proposed to use the economic regeneration criteria identified by Audit Commission as part of their economic regeneration performance indicators pilot programme. These have been grouped as: employment and training; business activity; and community measures. (See Appendix 1).
- 1.6 The scheme is aimed at larger scale, high impact projects that maximise impact in one area, rather than schemes which are smaller in scale, which could be considered for alternative funding streams
- 1.7 Departmental Directors and Area Managers have been invited to submit bids by the end of June 2005. The Executive Board have made departments responsible for consulting with Area Committees where proposals are deemed to affect a particular area. Bids should be in the format of an outline business case, with a more detailed business case and feasibility for the scheme to follow.

2.0 Area Committee Sub Group

- 2.1 On Monday 13th June a sub group of the Area Committee met to discuss Town & District Centre Proposals.
- 2.3 Members considered the options and took the view that the Town & District Centres project should focus on larger scale schemes, but that smaller scale schemes should be worked up into action plans with detailed costings, so that projects could be considered for alternative funding.
- 2.4 Areas where smaller scale action planning is needed include: some shopping areas in Kirkstall Ward, Woodhouse, and Weetwood areas (including Far Headingley, West Park, Ireland Wood, and Tinshill/Silk Mills).

3.0 Proposals from Area Committee Sub Group

- 3.1 The sub group nominated Headingley and Hyde Park as to be developed into outline business cases.

3.2 Headingley was nominated as it was considered that this was the main District Centre in the area, and that there was scope to improve the centre in line with plans drawn up by the Central Headingley Strategy Group. Additionally, it was noted that there is potential for partnership working with, investment from, the private sector. There is also potential to improve the sustainability of the centre and look at uses of Community buildings such as the Headingley Community Centre Annex and St. Michael's School.

3.3 The Hyde Park Area was also nominated by the group as it was thought that Capital funding for this area could contribute significantly to the regeneration of the area. Additionally, this area may perform strongly against the scoring matrix. However, it was noted that this area has received significant investment in the recent past and is well served by a mature Community & Voluntary sector and has a number of community facilities and assets.

4.0 Next Steps

4.1 Following the meeting on 13th June 2005, Area Management Officers have been asked to draft an outline business case for the above proposals.

4.2 These proposals will be drafted in consultation with the major projects team and other service departments with an interest in the area.

4.3 Site visits will be undertaken with the Major Projects Team and Community Planning Officer to work up more detailed schemes.

4.4 These business cases will be submitted to Asset Management Group by 30th June 2005.

4.5 The outline business cases will be presented to the Area Committee as part of the discussions around this paper.

5.0 Recommendations

5.1 Members are asked to note and comment on the report

5.2 Members are asked to note the views of the sub group and endorse this as the view of the Area Committee.

CAPITAL INVESTMENT PRELIMINARY EVALUATION

Project Name **Project Score** 0

		Scoring (Score 0-4) (Note 1)	Weighting (Note 2)	Weighted Score Score x weighting
CRITERIA	Criteria Weighting			
1 STRATEGIC IMPACT				
a) Meets one Core Value :	Vital		5	0
b) Meets one Council Priority (incl Developing our Organisation):	Vital		5	0
c) Meets Focus Area Priority :	Vital		5	0
d) Meets an Actual Target :	Significant		3	0
d) Meets Service Objectives :	Significant		3	0
2 ASSET MANAGEMENT				
a) Addresses Backlog Maintenance	Significant		3	0
b) Part of the Rationalisation Programme	Significant		3	0
c) Statutory requirement	Significant		3	0
d) Addresses a problem of poor suitability/DDA non-compliance	Significant		3	0
3 FINANCIAL ASPECTS				
a) % of external resourcing -(brings with it Capital Resources 'or Revenue support for Capital) - less than 50% (no more than 3 points) - more than/equal to 50% (up to 5 points)	Significant		3	0
b) The project results in either revenue savings or no additional net revenue costs	Significant		3	0
4 PARTNERS				
a) External non-funding partners	Desirable		1	0
b) Endorsed by another service	Desirable		1	0
5 ENVIRONMENTAL FACTORS				
a) Reduction in risk of Environmental Damage/Pollution and/or Improved Compliance with the Council Environmental Policy or Environmental Regulations	Vital		5	0
b) Contribution to the Council's policy of 'sustainable waste management'	Desirable		3	0
c) Contribution to the Council's policy of 'sustainable use of natural resources'	Desirable		3	0
d) Consideration of how 'local environmental quality' and 'levels of biodiversity' can be maintained or improved in support of Council Environmental Policy & the Leeds Biodiversity Action Plan.	Desirable		3	0
				0

Note 1

Scoring

- 0 Does not meet criteria**
- 1 Partially meets criteria**
- 2 Substantially meets criteria but with omissions**
- 3 Meets criteria minor omissions**
- 4 Meets criteria in all respects**

Note 2

Weighting

- Vital = x 5**
- Significant = x 3**
- Desirable = x 1**

Maximum Score
Minimum Score
Difference

220
110



REPORT OF THE: DIRECTOR OF DEVELOPMENT

MEETING: INNER NORTH WEST AREA COMMITTEE

DATE : 30 June 2005

SUBJECT : Section 106 and Greenspace projects

Electoral Wards Affected :	Specific Implications For :
Hyde Park & Woodhouse Headingley Weetwood	
Kirkstall	Ethnic Minorities <input type="checkbox"/> Women <input type="checkbox"/> Disabled People <input type="checkbox"/>

Executive Call In Function
Council Function
Eligible for Call In
Not eligible for

 (details contained in the report)

EXECUTIVE SUMMARY

This report aims to provide a summary of the current availability of greenspace section 106 funds in the wards comprising the North West Inner Area Committee. Suggestions are requested from the inner area committee as to how and where (within the terms of the legal agreement) this funding could be spent.

1.0 Background

- 1.1 Section 106 of the Town and Country Planning Act 1990 allows a local planning authority to enter into an agreement with developers or landowners for the purpose of restricting or regulating the development or use of land. Circular 1/97 sets out Government policy for the use of S106 agreements and the Unitary Development Plan (UDP) provides the local policy context in which the authority can seek planning obligations under these agreements.
- 1.2 Section 106 of the Act can therefore, be used to seek direct provision and/or commuted financial contributions that may relate to transport provision (especially Supertram), affordable housing, greenspace, education, parking restrictions and occupancy restrictions or other community benefit. The subject matter of this report relates to section 106 greenspace financial contributions

- 1.3 The council receives funds resulting from certain developments, towards the provision or enhancement of greenspace in those communities where the development occurred. These funds are often referred to in an abbreviated form as “S106 funds.”
- 1.4 The process of seeking greenspace contributions is supported by policies within the Leeds Unitary Development Plan (UDP) which set out minimum standards of greenspace to be achieved as part of new developments.
- 1.5 The amount of greenspace required within a new development is based on the number of dwellings proposed and the accessibility (quantity and quality) of greenspace in the catchment area when measured against the minimum provision targets established in the UDP.
- 1.6 Where the greenspace cannot be provided within the new development, a contribution for the provision or enhancement of greenspace off-site (but within the same ‘Community Area’) may be requested. Community areas do not reflect ward boundaries or other artificial administrative boundaries. They were prepared to represent distinct Leeds’ communities.

2.0 Financial Contributions

- 2.1 Section 106 financial contributions are administered by the council’s Development Department in accordance with all the relevant legal documentation and audit procedures. Section 106 monies are usually generated as and when trigger points in the development process are reached, for example, occupation of the twentieth house. All received section 106 monies are held by the Development Department until they are spent.
- 2.2 Appendix 1 summarises what has been received and is available to spend in each ‘Community Planning Area’ within the inner area and amounts due. This schedule is produced twice yearly (January and July) to inform ward Members and area committees about the sums held for investment in greenspace and the amounts still due. The main purpose of the schedule is to draw attention to the funds that are still uncommitted and to request the input of ward members and local communities in deciding greenspace priorities for future spending.
- 2.3 The Development Department and Lifelong Learning and Leisure are keen for local communities, through the area committee, to suggest how these available funds should be invested in their neighbourhoods.

3.0 Section 106 Greenspace Funding Availability

- 3.1 Appendix 1 shows that currently, across the inner area £154,617 of greenspace monies have been received, but are not yet committed to particular projects. However, some of these funds have been subject to discussions for particular projects such as Cross Granby Tr monies contributing towards Beckett Park or Kirkstall Abbey Bowls Pavilion, Lovell Park Road monies to contribute towards improvements at Lovell Park and Spen Hill monies to contribute towards Kirkstall Abbey Bowls Pavilion. It is clear that priority projects within this area are the bowls pavilion at Kirkstall Abbey, refurbishment of the play area at Beckett Park, provision of a skate park at Burley Park and improvement of the greenspace at North West Road.

3.2 In addition, £459,986 is due from developments when the relevant trigger points in the development process are reached. The largest sum (£227,500) is due from the Grammar School on Woodsley Road. This sum is tied to the spending on specific projects at Woodhouse Moor. For monies that are not legally tied, projects can be identified in advance of receipt. However, it must be remembered that until the monies are actually received by the council there is no absolute guarantee of payment.

3.3 In addition to the monies shown on the table there is also a project being progressed at Woodhouse Ridge. The funding for this project is coming from the redevelopment of the Carr Mills site on Meanwood Road. This site is in the Chapel Allerton ward. Chapel Allerton ward members have agreed, on this occasion, to fund this project outside the ward due to its proximity to Carr Mills and the ward boundary. The project is estimated at £52,700 and located in the ward of Hyde Park and Woodhouse and Headingley. The improvement works include:

Installation of vehicle controls	£484
Creation of wildflower meadow	£1,210
Educational interpretation	£14,795
Footway improvements	£31,350
TOTAL	£52,679

4.0 Eligibility of Projects

4.1 As the contributions are secured through a legal agreement, only certain kinds or locations of projects can be funded. Officers within the Development Department will be able to advise on the eligibility of greenspace projects for section 106 funding. All potential projects must be accessible to the public to qualify as greenspace and must include a means for continued maintenance once constructed.

4.2 Appendix 2 provides general examples of projects which are eligible and those which are ineligible for section 106 greenspace funding.

5.0 Recommendation

5.1 That Members note the Section 106 funds available for the North West Inner Area.

5.2 That suggestions for greenspace provision/enhancement to be funded through Section 106 monies are suggested for those funds not yet identified for projects.

Headingley Ward							
Community Area	Development	Amount Received	Amount Spent/Committed	Amount Due	Implementation Scheme approved	Scheme provis. Agreed	Suggestions for spending/Other comments
Headingley	2 Grove Road	£19,966.42					To be spent in vicinity of site
Headingley	Springbank, Headingley Lane	£3,622					To be spent in vicinity of site
Headingley	Cross Granby Tr			£31,826			includes contribution to implementation of local parking measures and greenspace work in Headingley or adj. wards – could be used for Beckett Park or Kirkstall Bowling Pavilion

Appendix 1

Hyde Park & Woodhouse Ward							
Community Area	Development	Amount Received	Amount Spent/ Committed	Amount Due	Implementation Scheme approved	Scheme provis. Agreed	Suggestions for spending/Other comments
Hyde Park	Cliff Dene, Cliff Road	£20,460			ü	ü	North Hyde Park Assoc.: Bedford Fields Phase 1
Headingley	5 Grosvenor Rd	£8,335.14			ü	ü	Dagmar Wood
Woodhouse	Shay Street	£21,000	£21,000			ü	Scheme approved for landscaping and multi play area to green space at North West Rd/ Woodhouse St. – should be a residual amount left over for spending on other schemes
Woodhouse	Leodis Works	£41,677	£41,677			ü	
Woodhouse	Leodis Works	£1,515.54	£1,515.54			ü	
Woodhouse	Leodis Works	£20,460	£20,460			ü	
Woodhouse	Leodis Works	£43,437	£43,437			ü	
Woodhouse	St Anne's First School			£2,000		ü	Specifically for enhancement of existing tree area in University Ward
Woodhouse	Former Vicarage St Marks Rd			£13,998			To be spent on improvements in local area
Woodhouse	Grammar School, Woodsley Road			£227,500			Tied to spending on named schemes at Woodhouse Moor
Burley	Cardigan Road			Awaiting figure			Planning application; right on ward boundary – could be used in Kirkstall e.g. on improving rail bridge
City Centre	Lovell Park Rd	£35,000					Proposal at Lovell Park for match funding
City Centre	Burley Road			£150,000			<u>Planning condition</u> – awaiting S106 Agreement

Kirkstall Ward							
Community Area	Development	Amount Received	Amount Spent/ Committed	Amount Due	Implementation Scheme approved	Scheme provis. Agreed	Suggestions for spending/Other comments
Kirkstall	Headingley Station			£15,000			L&L proposal for Kirkstall Abbey Bowls Pavilion
Kirkstall	Argie Avenue	£3,169					Possible use in nearby LCC housing estate to complement housing refurb.
Kirkstall	Kirkdene/ Commercial Rd	£15,155					Possible use in nearby LCC housing estate to complement housing refurb.
Kirkstall	Queenswood Road/Q'wood Dr	£8,335.47					Proposal to spend in Beckett Park
Kirkstall	Spenn Hill	£12,882					L&L proposal Kirkstall Abbey Bowls Pavilion
Kirkstall	Former Beecroft Primary	£24,252					improvement/provision of greenspace in Kirkstall community area or adjoining
Kirkstall	Former Petrol St. Kirkstall lane			£19,662			
Burley	Cardigan Lane	£32,236.19					Suggested use for skate park at Burley Park.
Burley	361 Burley Road			Awaiting			Planning application

Weetwood Ward							
Community Area	Development	Amount Received	Amount Spent/ Committed	Amount Due	Implementation Scheme approved	Scheme provis. Agreed	Suggestions for spending/Other comments
Headingley	Filter Beds – phase II			Negotiating sum			Planning application pending
Headingley	Filter Beds	£100,000	£94,000		ü	ü	Skate park @ Beckett Park £54,000. Spending £18,150 @ Weetwood Primary. £21,850 @ West Playing Fields of which £5,896.70 yet to allocated to specific works

To assist in appreciating the eligibility of projects, the below list has been prepared. By no means comprehensive, it is simply meant to give an idea of those greenspace schemes which may be eligible. As a comparison there is also a list of ineligible schemes which have previously been suggested.

Eligible	Ineligible
Drainage to sports pitches	Greenspace inaccessible to the public / associated with private clubs ie. cricket clubs, golf clubs, rugby clubs
Creation of new sports pitches	Parking areas or access ways
Creation of new play areas/skate parks/multi-sports areas	Resurfacing footpaths/highways (except within parks)
Renewal/replacement of play equipment	Provision/decoration/refurbishment of youth clubs/community halls/village halls etc
Planting/laying out of new greenspace	Public art
Enhancement of existing greenspace which could include additional landscaping (planting)	Greenspace outside the authority boundary
Improvements to built facilities which assist use of greenspace ie. changing rooms, bowling clubs, pavilions, railings	Christmas decorations
Improvements to sites of nature conservation value that the public have access to or may be observed from adjoining paths.	Works within school grounds that would only be for the exclusive use of children attending that school and not the wider community.
Provision of seating on existing greenspace	
Tree surgery to prolong the health of trees or woodlands – not maintenance	Pruning trees as part of standard maintenance

Some of the ineligible items could be funded through section 106 agreements if they are flagged up and agreed with the developer at the outset and clearly relate to the development concerned and the impacts this will have on a given locality.

For further information / advice, please contact:

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LEEDS
CITY COUNCIL

ITEM NO.:

Originator:
Stuart Robinson

Tel: 2474360

REPORT OF THE CHIEF DEMOCRATIC SERVICES OFFICER

MEETING: NORTH WEST (INNER) AREA COMMITTEE

DATE : 30th JUNE 2005

SUBJECT : CO-OPTED MEMBERS

Electoral Wards Affected :

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)

EXECUTIVE SUMMARY

This report is submitted to remind Members of the provisions for the possible appointment of Co-optees onto Area Committees, and to request Members to specifically consider this matter in relation to this particular Committee.

1.0 PURPOSE OF THIS REPORT

1.1 This report is submitted to remind Area Committees of the provisions contained in the Area Committee Procedure Rules which allows them to co-opt people onto the Committee.

2.0 BACKGROUND

2.1 Paragraph 4 of the Area Committee Procedure Rules, which form part of the Council's Constitution, deals with membership of the Area Committees.

2.2 In terms of co-optees to the Area Committees, Paragraph 4 basically states:

- Each Area Committee **may** select up to *4 co-opted members to assist in the discharge of the Committee's role;
- Co-opted members may participate in the debate in the same way as Elected Members, but co-optees have no voting rights;
- No co-opted member shall be appointed for a period beyond the next Annual Meeting of the Council i.e. they are annual appointments.

composition, role and functions of Area Committees. This figure is based on the fact that no Area Committee comprises more than four Wards i.e. the equivalent of one co-optee per Ward, although there is no compulsion for co-optees to be appointed on a Ward basis.)

- 2.3 Although the appointments are subject to annual review, there is nothing to prevent a co-optee being re-appointed from one year to the next, provided that the Area Committee and the body nominating that co-optee are happy with that arrangement.

3.0 CURRENT SITUATION

- 3.1 Currently, some Area Committees have co-opted members onto their Committee, and others have not. Where co-opted members have been appointed, they tend to be representatives of local community forums, sometimes Ward-based, and they act as a two-way channel of communication between that forum and the Area Committee.
- 3.2 There is no compulsion to appoint co-optees, nor is there any necessity for them to be representatives of local community forums – it would be equally acceptable, for instance, to appoint someone from the local business community, or to appoint someone for a time-limited period due to their expertise in a particular field that the Area Committee was currently involved in.
- 3.3 In respect of the North West (Inner) Area Committee, it is considered that the Open Forum agenda item, allied to the democratic way in which the Committee currently operates, means that there is no necessity for formal Co-optees, who in any event are non-voting.

4.0 REVIEW

- 4.1 Now that the Area Committees have been operating for a year, it is an opportune time to review the current arrangements.
- 4.2 Those Area Committees which currently have co-opted members should be reviewing and, if appropriate, formally renewing their appointment, in consultation with the body or forum which nominates or elects the current co-optees.
- 4.3 Those Area Committees which currently do not appoint co-optees may wish to give consideration to this matter.

5.0 RECOMMENDATION

- 5.1 That the Area Committee considers it's current arrangements regarding the appointment of co-optees.



LEEDS
CITY COUNCIL

AGENDA
ITEM NO:

Originators: Jason Singh
jason.singh@leeds.gov.uk

Telephone: 3057494

REPORT TO: Inner North West Area Committee

REPORT OF: Director, Neighbourhoods and Housing Department

DATE: 30th June 2005

SUBJECT: District Partnership Action Plan

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. EXECUTIVE SUMMARY

- § The purpose of this report is to outline key elements of the North West Leeds District Plan
- § The North West District Plan is one of five district 'Regeneration Plans' developed by District Partnerships, for final agreement by the City Council and other Leeds Initiative members in summer 2005.
- § The plan takes forward the implementation of Leeds Initiative "Vision 2" in North West Leeds from 2005-8, replacing the existing Leeds Neighbourhood Renewal Strategy. The plan is an initial vision for North West Leeds with key milestones for reducing service inequalities, maximising physical investment and driving the economic well-being of the area.

2. BACKGROUND

- 2.1 The plan is the product of a great deal of debate between service providers, businesses and local people and organisations. A consultation event was held on February 2nd at St Margaret's Hall, Horsforth that attracted over 70 people representing cross sector service providers delivering in the area. All North West ward members were invited to this event.

2.2 The North West Plan's aims are to:-

- § Increase access to affordable housing;
- § Improve transport infrastructure and integrated public transport;
- § Reduce crime and the fear of crime and improve community safety;
- § Use partnership action to focus on priority neighbourhoods in multiple deprivation;
- § Maximise the benefits of the significant planned physical developments in the District;
- Promote more co-ordinated work by agencies to meet the needs of communities in North West Leeds;
- Help make best use of the investment in services in the area and promote further service improvement;
- Ensure there is meaningful community engagement and participation in the District Partnership.

3.0 SUMMARY OF ACTIONS:

3.1 The key North West Leeds District Partnership actions for 2005-8 to help achieve the eight themes of "Vision 2" are:-

3.2 Harmonious and Safer Communities

- § Develop two new neighbourhood policing teams which will be supported by additional PCSO resources and Neighbourhood and Parkswatch Wardens,
- § Audit facilitates for young people of different age groups;
- § Develop an 'alcohol related crime' action plan to include an anti-binge drinking campaign;
- § Implement the Shared Housing Action Plan (SHAPE) and other local projects to address the effects of student and shared housing;
- § Reduce the number of noise complaints;
- § Reduce crime and the harm caused by illegal drugs and alcohol and anti-social behaviour through multi-agency intelligence led tasking on a monthly basis and local monthly reviewed community safety action plans for inner and outer North West Leeds;
- § Improve community cohesion particularly with relation to links between students, older people and BME communities, - the partnership will develop a Community Cohesion Plan to deliver and co-ordinate the key cohesion and intergenerational actions in the District;
- § Deliver a programme of multi-agency interventions in 'crime and grime' hotspot areas (project Apollo) with six major programmes per year throughout the wedge.

3.3 Thriving Places

- § Implement a strategy for increasing affordable housing for local people;
- § Targeted programme of heating improvements investment through GP referrals;
- § Investment in council owned housing to deliver decent homes and improving standards of housing management services;
- § Develop neighbourhood based service improvement programmes for priority neighbourhoods - with a pilot programme for Little London;
- § Facilitate physical investment in the area including Kirkstall Forge, Kirkstall/ Burley Road, Holt Park, High Royds and Leeds Bradford International Airport;
- § Develop a joint approach to community engagement in North West Leeds.

3.4 Environment

- § District-wide 'Environment Partnership' to co-ordinate environmental action;
- § Improve the amount and quality of green space for health and recreational purposes - specific actions include the development of Kirkstall Valley Park, the completion of the Yeadon to Guiseley pedestrian and cycle route and increased numbers of 'pocket parks' and small green areas in inner North West;
- § Develop an advice, support and enforcement approach in mixed tenure neighbourhood areas;
- § Research the feasibility of renewable energy sources in local communities;
- § Two new Environmental Action Teams dedicated to North West Leeds to improve the local streetscene and environment.

3.5 Transport

- § Development of a strategy for the A6120 outer ring road;
- § Delivering integrated public transport – specific actions include developing the A65 Quality Bus Initiative and the Burley Road Quality Bus Initiative;
- § Expansion of car club provision across the District;
- § Promote the role of the airport in the District - improving access to and from the airport and maximising the role of the airport as a major local employer;
- § Improve integrated public transport through, feasibility studies into new local stations and rail halts, quality bus initiatives and improved green transport initiatives;
- § Exploring the potential of 'park and ride' opportunities on the A65 and A660 corridors;
- § Review of road safety standards across the District;
- § Explore community transport for older people in outer North West Leeds.

3.6 Learning

- § Establishing a District 'Learning and Skills Partnership to co-ordinate and action-plan cross sector effort on employment and skills provision;
- § Support the 'every child matters' agenda for change of children's service provision through the development of a district action/ delivery plan;
- § Maximise community benefits from the 'extended schools' programme- initial work includes a joint review of partner capital strategies;
- § Improve learning and achievement in schools for all - raising standards of pupils from BME groups and other targeted groups;
- § Supporting children most at risk of educational exclusion through initiatives such as the Specialist Inclusive Learning Centres;
- § Improve integration between schools and communities – promoting local access and local employment/ training services;
- § Increase involvement in further and higher education, specifically greater participation by those from the most disadvantaged communities.

3.7 Enterprise and Economy

- § Maximise access to employment opportunities for local people through the development of local labour initiatives particularly around the significant infrastructure development's planned in the District;
- § Increased business partnership with schools thorough the development of more employer-led training schemes and 'sector gateways' in administration, call centre and retail industries;
- § Improve economic development of district centres and market towns.

3.8 Culture

- § Increasing pride in North West Leeds, by developing a district cultural, promotional and marketing strategy, and completion of a feasibility for the 'left-bank' cultural initiative;
- § Increased use of assets such as the improved visitor facilities at Kirkstall Abbey, local independent cinemas, theatres, pfi/ school facilities and the West Park Community Resource Centre;
- § Promotion of community based sporting opportunities available to residents through the development of a district programme to include activities at the Headingley Stadium and Universities.

3.9 Health

- § Tackling the underlying determinants of health including poverty, employment, housing;
- § Improve primary care and community services through the LIFT programme;

- § Improve energy efficiency across all tenures including action to tackle fuel poverty;
- § Supporting people with long-term health conditions through the development of personalised systematic approaches to case management including the use of Community Matrons;
- § Increasing the range of healthy living activities available in partnership with Leeds City Council Leisure Services through the development of a range of joint community based schemes.

4.0 NEXT STEPS

- 4.1 The District Plan, along with the City-wide plan is due to be approved by the Leeds Initiative and the City Council in July 2005. Over the next few months the partners will develop a set of locally based performance indicators and to move towards a local area agreement as to how to implement and performance manage the plan.

5.0 RECOMMENDATIONS

The Area Committee is asked to:

- 5.1 Note the report.



REPORT OF THE: Director, Neighbourhoods and Housing Department

MEETING: Inner North - West Area Committee

DATE : 30th June 2005

SUBJECT : AREA COMMITTEE FUNCTION SCHEDULES 2005/06

Electoral Wards Affected :

ALL

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)

EXECUTIVE SUMMARY

In September 2004 Executive Board agreed that certain executive functions should be exercised at an area level. In addition, they also agreed revenue and capital budgets to support wellbeing initiatives in each area.

In accordance with the Authority's Constitution, Area Committee Function Schedules must be prepared for each executive function that is exercised at an area level, and these include information in respect of minimum service expectations and the resources available on an area basis.

Attached are Area Committee Function Schedules for 2005/06 for those functions that were agreed by Executive Board to be exercised at an area level during 2004/05, along with revenue and capital resources that are available to support wellbeing.

Members are asked to note the content of the Area Committee Function Schedules.

1. Background

1.1 In September 2004, Executive Board agreed the following executive functions should be exercised at an area level:

- Community Safety
 - Public Reassurance (Wardens & PCSOs)
 - CCTV
- Streetscene
 - Waste Management (Bring Banks)

- Children & Young People
 - Youth Service

In addition, the Executive Board agreed revenue and capital budgets to support well being initiatives in each area.

- 1.2 The extent of the delegation for these functions as determined by the Executive is detailed in the Authority's Constitution. This requires that Area Committee Function Schedules are prepared for each executive function that is exercised at an area level. As such, Area Committee Function Schedules for the functions at 1.1 above for 2005/06 were considered and approved by Executive Board on 18th May 2005, and these are attached at Appendix 1.

2. Main Issues for Consideration

- 2.1 The Area Committee Function Schedules were developed on the following basis:

- That the authority to exercise those functions will be held concurrently by the Executive Board, Area Committees and relevant Directors (within their scheme of delegated authority).
- That accountability for Area Committee Functions will, as now, rest ultimately with the Executive Board.
- That Area Committees will be required to exercise Area Committee Functions so as to achieve at least specified minimum service standards and performance targets and to contain spending within the available resources.

- 2.2 Accordingly, the attached Area Committee Function Schedules include the following details:

- Description of the function
- Relevant Executive Member(s) Portfolio
- Responsible Director(s)
- Minimum Service Expectations
- Current and Target Performance – analysed by area committee
- Resources available on an area basis – analysed by area committee

- 2.3 Revenue and capital allocations for well being budgets in 2005/06 are shown in the appropriate section of Appendix 1. Regarding unallocated revenue monies from 2004/05 a decision on carry forward is expected when the Council's outturn figures for 2004/05 are presented to Executive Board in July 2005.

3. Recommendation

- 3.1 Members of Area Committees are asked to note this report and the Area Committee Function Schedules attached.

Area Function Schedules 2005/06



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Area Function Schedules Index

Community Safety

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Streetscene

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Well Being

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AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION: Leeds Community Safety - Public Reassurance		
The provision of a range of services, via uniformed patrols of Neighbourhood Wardens and PCSOs. to reassure, reduce anti-social behaviour and the fear of crime.		
EXECUTIVE MEMBER(S) PORTFOLIO:		
Executive Member – Neighbourhoods and Housing		
RESPONSIBLE DIRECTOR(S):		
Director of Neighbourhoods and Housing		
MINIMUM SERVICE EXPECTATIONS <i>(to be applicable to all Area Committee areas)</i>		
<p>To maximise the impact in terms of public reassurance of both Neighbourhood Wardens and Police Community Support Officers through the management of their performance matrix of a wide range of duties.</p> <ul style="list-style-type: none"> • Neighbourhood Wardens will provide a local patrolling function, assistance in dealing with anti-social behaviour, co-ordination to maintain the physical appearance of areas and offer support to local residents with community safety issues in line with the achievement of Council Policy • Police Community Support Officers will undertake focussed uniform patrols, as tasked, throughout the area in order to support police officers in minimising incidents of anti-social behaviour and reducing the fear of crime. <p>To manage the above resources to ensure that grant funding to the Council is maximised as part of their deployment. This will include the achievement of specified outputs, outcomes and milestones in accordance with appropriate grant conditions.</p>		
CURRENT AND TARGET PERFORMANCE		
Issue/Performance Indicator(s)	2004/05 Result	2005/06 Target
To increase the level of Public Reassurance		
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS		
Financial Resources Available (2005/06)		
Revenue: Net Expenditure £610,400 (2004/05 Gross Expenditure £980,000, Net Budget £382,000). This is subject to a review of how best the Wardens Service can more fully and appropriately report, at area level, on achievements and outcomes.		
Other Resources Available (2005/06)		
A range of resources are also available through other partner agencies. Close working with partners should seek to ensure that both Council & partner resources are used to complement the above activity and outcomes.		
AGREED BY THE EXECUTIVE BOARD:		
Date: 18 th May 2005		

DESCRIPTION OF FUNCTION: Leeds Community Safety - Public Reassurance		
The provision of a range of services, via uniformed patrols of Neighbourhood Wardens to reassure, reduce anti-social behaviour and the fear of crime.		
EXECUTIVE MEMBER(S) PORTFOLIO:		
Executive Member – Neighbourhoods and Housing		
RESPONSIBLE DIRECTOR(S):		
Director of Neighbourhoods and Housing		
MINIMUM SERVICE EXPECTATIONS <i>(to be applicable to all Area Committee areas)</i>		
To maximise the impact in terms of public reassurance of Neighbourhood Wardens through the management of their performance matrix of a wide range of duties.		
<ul style="list-style-type: none"> Neighbourhood Wardens will provide a local patrolling function, assistance in dealing with anti-social behaviour, co-ordination to maintain the physical appearance of areas and offer support to local residents with community safety issues in line with the achievement of Council Policy 		
To manage the above resources to ensure that grant funding to the Council is maximised as part of their deployment. This will include the achievement of specified outputs, outcomes and milestones in accordance with appropriate grant conditions.		
CURRENT AND TARGET PERFORMANCE		
Issue/Performance Indicator(s)	2004/05 Result	2005/06 Target
To increase the level of Public Reassurance		
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS		
Financial Resources Available (2005/06)		
Revenue: Net Expenditure £610,400 (2004/05 Gross Expenditure £980,000, Net Budget £382,000). This is subject to a review of how best the Wardens Service can more fully and appropriately report, at area level, on achievements and outcomes.		
Other Resources Available (2005/06)		
A range of resources are also available through other partner agencies. Close working with partners should seek to ensure that both Council & partner resources are used to complement the above activity and outcomes.		
AGREED BY THE EXECUTIVE BOARD:		
Date: 18 th May 2005		

AREA FUNCTION SCHEDULE

FUNCTION: Leeds Community Safety – Public Reassurance	
Description of what the delegated budget represents	
95% of actual staff located within areas for 05/06	
Details of the service elements that have not been delegated and the reason why they were not delegated	
5% retained as contingency to allow flexibility	
Description of the formula used for apportioning budgets to each area	
a) External funding streams determined location of staff, internal funding has been used to allocate additional staff to areas on basis of need and demand.	
b) 5% contingency to allow for shortfall in staff due to sickness etc.	
Reasons why this particular formula was selected	
a) No other option as funding predefined location of staff which was also demand led.	
b) Contingency is there to try and cover any gaps in cover.	
Breakdown of the total budget delegated	
	<i>£000s</i>
Expenditure Type	
Employee Costs	
Premises Costs	
Supplies & Services Costs	
Transportation Costs	
Capital Costs	
Gross Expenditure	<u>1,232.4</u>
Income	622.0
Net Budget	<u>610.4</u>

AREA FUNCTION SCHEDULE : PUBLIC REASSURANCE

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

	West		North West		North East		East		South	
	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner
2005/06 Target Performance										
2005/06 Area Based Resources										
Financial										
venue	55,000	77,000	55,000	107,000	67,000	114,000	128,000	386,000	77,000	166,000
ome	0	16,000	0	67,000	17,000	21,000	73,000	315,000	0	113,000
Net Revenue	55,000	61,000	55,000	40,000	50,000	93,000	55,000	71,000	77,000	53,000

Basis of Resource Distribution

The figures above are guide only and reflect the amount of money to be spent on the service in 2005/06, Additional work is ongoing pending a Neighbourhood Warden restructure.

Please note that costs for Management, City Centre, and a 5% contingency (to allow flexibility within the service to react to areas of most need) will be retained. Thus the above amounts will be reduced to meet these retentions.

AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION:		Leeds Community Safety – CCTV
<p>The reduction of crime and disorder via Leedswatch by preventing and detecting crime in the areas where CCTV cameras operate. CCTV provides reassurance to communities within the target areas thereby improving the quality of life for people in those areas. Leedswatch works with West Yorkshire Police and other elements of Leeds Community Safety (including the Anti-Social Behaviour Unit and Neighbourhood 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.</p>		
EXECUTIVE MEMBER(S) PORTFOLIO:		
Executive Member – Neighbourhoods and Housing		
RESPONSIBLE DIRECTOR(S):		
Director of Neighbourhoods and Housing		
MINIMUM SERVICE EXPECTATIONS <i>(to be applicable to all Area Committee areas)</i>		
<ul style="list-style-type: none"> • Provide 24 hour 365 days a year monitoring of CCTV in areas of operation. • Contribute to reducing the fear of crime by facilitating the apprehension and prosecution of offenders and assisting in preventing and aiding detection of crime committed in public areas where CCTV in areas of operation. <p>Monitoring and Performance</p> <p>Leeds Community Safety will provide quarterly monitoring reports on performance management to the Area Management Board. The CCTV element will work under its current structure and adjust its reporting procedure to fit in with management reporting requirements. Contribute to vehicle crime BV128 - Vehicle crime per 100,000 population (549).</p> <ul style="list-style-type: none"> • Provide quarterly performance data in areas of operation. • Report on use of CCTV mobile cameras (where local budgets made available). 		
CURRENT AND TARGET PERFORMANCE		
Issue/Performance Indicator(s)	2004/5	2005/6
Leedswatch provides a 24 hours, 365 days monitoring service across the city where cameras are in operation. The service has to meet a number of specific targets as defined by different funding streams and agreements, e.g. NRF targets are specific to NRF areas.	Result	Target
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS		
Revenue 2005/06: Net Expenditure £691,810, (2004/05 Gross Expenditure £532,000, Net Budget £238,000). This is subject to a review of how best the CCTV Service can more fully and appropriately report, at area level, on achievements and outcomes.		
AGREED BY THE EXECUTIVE BOARD:		
Date: 18 th May 2005		

AREA FUNCTION SCHEDULE

FUNCTION:	Leeds Community Safety – CCTV
Description of what the delegated budget represents	
All costs associated with fixed camera locations, e.g. staffing, monitoring and transmission costs.	
Details of the service elements that have not been delegated and the reason why they were not delegated	
Central management/project development and maintenance contracts (which is city wide). Mobile CCTV retained and is city wide.	
Description of the formula used for apportioning budgets to each area	
Budgets apportioned according to where cameras are actually located - fixed costs	
Reasons why this particular formula was selected	
Delegated budgets account for most fixed costs apart from city wide and centralised functions	
Breakdown of the total budget delegated (currently unavailable)	
	£000s
Expenditure Type	
Employee Costs	
Premises Costs	
Supplies & Services Costs	
Transportation Costs	
Capital Costs	
Gross Expenditure	1,183.8
Income	492.0
Net Budget	691.8

AREA FUNCTION SCHEDULE : CCTV

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

	West		North West*		North East*		East*		South*	
	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner
2005/06 Target Performance										
2005/06 Area Based Resources										
Financial										
venue	84,000	69,000	84,500	55,500	69,000	125,000	55,500	307,500	111,000	222,000
ome	0	0	0	40,000	0	62,000	0	224,000	0	166,000
Net Revenue	84,000	69,000	84,500	15,500	69,000	63,000	55,500	83,500	111,000	56,000

Basis of Resource Distribution

The figures above are guide only and reflect the amount of money to be spent on the service in 2005/06, Additional work is required in identifying cameras to areas, in particular regarding City Centre cameras. Note that where 0* is shown that expenditure still needs to be analysed between inner and outer areas. Therefore the split per the 2004/05 Area Committee Function Schedules has been applied, pending the outcomes of a review of the function The funding allocation will be based on the distribution of cameras across the city, utilising a unit cost per camera

Please note that costs for Management, City Centre, and maintenance will be retained. Thus the above amounts will be reduced to meet these retention's.

AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION: Waste Management – Bring Banks		
The provision of bring banks and the management of contracts to ensure products are collected and recycled.		
EXECUTIVE MEMBER(S) PORTFOLIO:		
Executive Member - City Services		
RESPONSIBLE DIRECTOR(S):		
Director of City Services		
MINIMUM SERVICE EXPECTATIONS		
To provide bring banks at suitable locations throughout the city to enable the public to dispose of items such as glass, plastic, etc. All in accordance with the Integrated Waste Management Strategy and Action Plan.		
CURRENT AND TARGET PERFORMANCE*		
Issue/Performance Indicator(s)	2004/5 Result	2005/6 Target
None set		
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS		
Revenue: Gross Expenditure £23,954, Net Expenditure £23,954		
AGREED BY THE EXECUTIVE BOARD:		
Date: 18 th May 2005		

AREA FUNCTION SCHEDULE

FUNCTION:	Waste Management – Bring Banks
Description of what the delegated budget represents	
Apportionment relates to repairs & maintenance and transport costs associated with non Household Waste Site bring banks.	
Details of the service elements that have not been delegated and the reason why they were not delegated	
Waste Management is a city wide, demand led operation, with a significant level of expenditure that relates to disposal costs that cannot readily be allocated or apportioned .	
In addition the incidence of Household Waste Sites are not distributed geographically equally across the City. Therefore allocation to areas would have be on a geographical basis and would not be a reflection of where users of these sites reside.	
Description of the formula used for apportioning budgets to each area	
In the absence of any other data this was determined to be the most equitable method.	
Reasons why this particular formula was selected	
Expenditure apportioned equally on a pro rata basis based on the number of Bring Banks in each area.	
Breakdown of the total budget delegated	
Expenditure Type	£000s
Employee Costs	0
Premises Costs	0
Supplies & Services Costs	24
Transportation Costs	0
Capital Costs	0
Gross Expenditure	24
Income	0
Net Budget	24

AREA FUNCTION SCHEDULE : BRING BANKS

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

	West		North West		North East		East		South	
	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner
2015/06 Target Performance										
2015/06 Area Based Resources										
Financial										
venue	2320	1370	3690	2510	2060	1800	2770	1960	2580	2900
ome										
Net Revenue	2320	1370	3690	2510	2060	1800	2770	1960	2580	2900

Basis of Resource Distribution - Location across the City

AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION:		Public Conveniences
Public Conveniences - The scheduled cleansing and maintenance of public conveniences.		
EXECUTIVE MEMBER(S) PORTFOLIO:		
Executive Member - City Services		
RESPONSIBLE DIRECTOR(S):		
Director of City Services		
MINIMUM SERVICE EXPECTATIONS (to be applicable to all Area Committee areas)		
<ol style="list-style-type: none"> 1. Daily opening and closing of facilities. 2. Daily cleaning of facilities. 3. Maintenance of facilities as required. <p>All in accordance with the Public conveniences Policy and Strategy</p>		
CURRENT AND TARGET PERFORMANCE		
Issue/Performance Indicator(s)	2004/5 Result	2005/6 Target
None set		
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS		
Gross Expenditure - £185,000, Net Expenditure £185,000 (2004/05 £210,000, Net Expenditure £210,000)		
No. of Public Convenience's – 17		
AGREED BY THE EXECUTIVE BOARD:		
Date: 18 th May 2005		

AREA FUNCTION SCHEDULE

FUNCTION:		Public Conveniences
Description of what the delegated budget represents		
All expenditure (except capital) associated with providing this service.		
Details of the service elements that have not been delegated and the reason why they were not delegated		
Not applicable		
Description of the formula used for apportioning budgets to each area		
Expenditure apportioned equally on a pro rata basis based on the number of public conveniences in each area.		
Reasons why this particular formula was selected		
In the absence of any other data this was determined to be the most equitable method.		
Breakdown of the total budget delegated		
		£000s
Expenditure Type		
Employee Costs		64
Premises Costs		97
Supplies & Services Costs		16
Transportation Costs		8
Capital Costs		0
Gross Expenditure		185
Income		0
Net Budget		185

AREA FUNCTION SCHEDULE:PUBLIC CONVENIENCES

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

	West		North West		North East		East		South	
	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner
2015/06 Target Performance										
2015/06 Area Based Resources										
Financial										
venue	32647	21765	21765	32647	32647	0	21765	0	21765	0
ome										
Net Revenue	32647	21765	21765	32647	32647	0	21765	0	21765	0

Basis of Resource Distribution: Location across the City

AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION:		Youth Service
<p><i>The delivery of Youth Service area based programmes in respect of: -</i></p> <ul style="list-style-type: none"> - <i>centre based youth work</i> - <i>detached youth work</i> - <i>Connexions project work with individuals and small groups</i> 		
EXECUTIVE MEMBER(S) PORTFOLIO:		
Executive Member – Leisure		
RESPONSIBLE DIRECTOR(S):		
Director of Learning and Leisure		
MINIMUM SERVICE EXPECTATIONS		
<p>To contribute to the achievement of an improvement in the Council's overall 'reach' target for Youth Services in respect of young people aged 13-19.</p> <ul style="list-style-type: none"> • Ensure appropriate targeting of resources to achieve maximum coverage of <ul style="list-style-type: none"> - The key local communities to be prioritised for youth work - The particular social issues of the area to be tackled - Curriculum priorities within the area • Ensure services provided are in accordance with the Council's Youth Service policy, together with any national expectations or targets upon which the associated Youth Service funding is based. <p>The above minimum standards also relate to services provided through 'contracting' arrangements with voluntary organisations in operation in some parts of the city.</p>		
CURRENT AND TARGET PERFORMANCE		
Issue/Performance Indicator(s)	2004/5	2005/6
Youth Service – Number of Clients		
The level of "reach" into the resident 13 – 19 population	Result	Target
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS		
Revenue: £3,308,600 net expenditure (2004/05 £3,366,750 gross expenditure, £3,117,030 net expenditure). This is subject to a review of how best the Youth Service can more fully and appropriately report, at area level, on achievements and outcomes.		
AGREED BY THE EXECUTIVE BOARD:		
Date: 18 th May 2005		

AREA FUNCTION SCHEDULE

FUNCTION:	Youth Service
Description of what the delegated budget represents	
Area full and part time youth workers, Connexions Youth (fully funded by grants) and Youth contracts with the Voluntary sector.	
Details of the service elements that have not been delegated and the reason why they were not delegated	
<ol style="list-style-type: none"> 1. Central functions such as training, quality assurance, service planning and performance. 2. City Wide projects, particularly those externally funded. 3. Central senior management and administration. <p>None of these functions can be monitored on an area basis.</p>	
Description of the formula used for apportioning budgets to each area	
50% population, 50% targeted	
Reasons why this particular formula was selected	
<ol style="list-style-type: none"> 1. In line with CIT approach and Closing the Gap policy. 2. National expectations for Youth Service to offer a targeted service nested within a universal service. 3. Key aim of Youth Service is to support socially excluded young people. 	
Breakdown of the total budget delegated	
Expenditure Type	£000s
Employee Costs	
Premises Costs	
Supplies & Services Costs	
Transportation Costs	
Capital Costs	
Gross Expenditure	3,558.4
Income	249.8
Net Budget	3308.6

AREA FUNCTION SCHEDULE: YOUTH

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

	West		North West		North East		East		South	
	Outer	Inner								
2015/06 Target Performance										
	639	1701	1047	1812	752	1317	540	3477	1245	2067
2015/06 Area Based Resources										
Financial										
Revenue	260,650	369,400	241,770	503,020	173,030	303,780	331,090	606,330	289,170	480,130
Costs	19,410	20,610	17,910	31,000	12,840	22,550	24,280	44,480	21,300	35,390
Total Revenue	241,240	348,790	223,860	472,020	160,190	281,230	306,810	561,850	267,870	444,740

AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION:		
Area Committee Revenue & Capital Well-Being Budgets		
EXECUTIVE MEMBER(S) PORTFOLIO:		
Executive Member – Neighbourhoods & Housing		
RESPONSIBLE DIRECTOR(S):		
Director of Neighbourhoods & Housing		
MINIMUM SERVICE EXPECTATIONS <i>(to be applicable to all Area Committee areas)</i>		
<p>Decisions taken in relation to the utilisation of Well-Being budgets within the framework of the Council's Constitution and in accordance with Section 2 of the Local Government Act 2000. Specifically Area Committees will seek to:</p> <ol style="list-style-type: none"> 1. enhance service delivery outcomes within their area 2. support the social, economic and environmental well being of their area (in accordance with approved Area Delivery Plans – 2005/06 only) 		
CURRENT AND TARGET PERFORMANCE*		
Issue/Performance Indicator(s)	2004/5 Result	2005/6 Target
No specific indicators apply – although Area Committees may wish to reflect these within their Area Delivery Plans following decisions in relation to the allocation of these funds		
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS		
Revenue 2005/06 : Gross Expenditure £1,890,711, Net Budget £1,890,711 (2004/05 Gross Expenditure £1,890,711, Net Budget £1,890,711)		
Capital: £3,500,000 (3 year programme commencing 2004/05 to 2006/07)		
AGREED BY THE EXECUTIVE BOARD:		
Date: 18 th May 2005		

AREA FUNCTION SCHEDULE:WELLBEING

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

	West		North West		North East		East		South	
	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner
Target Performance (for the given year):										
Not applicable – but see also specific area function delegation schedules										
Area Based Resources(for the given year): Revenue – annual allocation, Capital – three year allocation										
Financial	(£)									
Revenue - formula										
Population/Privation										
75%/25%	163,128	130,522	188,281	202,729	132,306	163,504	203,886	226,675	192,123	196,846
Special Needs Allocation		11,241						47,330		32,140
Total Revenue Allocation	163,128	141,763	188,281	202,729	132,306	163,504	203,886	274,005	192,123	228,986
Capital - formula										
Population/Depriation										
75%/25%	317,193	253,793	366,102	394,196	257,261	317,925	396,445	440,755	373,573	382,757



REPORT OF THE DIRECTOR OF DEVELOPMENT:

MEETING: INNER NORTH WEST AREA COMMITTEE

DATE : 30th June 2005

SUBJECT : Leeds Local Development Framework: City Centre Area Action Plan

Electoral Wards Affected:		Specific Implications For:	
Hyde Park & Woodhouse		Ethnic Minorities	<input type="checkbox"/>
Headingley		Women	<input type="checkbox"/>
Weetwood		Disabled people	<input type="checkbox"/>
Kirkstall			
Executive Function	<input type="checkbox"/>	Council Function	<input type="checkbox"/>
		Eligible for Call In	<input type="checkbox"/>
		Not eligible for Call In	<input type="checkbox"/>
		(details contained in the report)	

EXECUTIVE SUMMARY

The purpose of this report is to make the inner area committee aware of the proposals for the first stage of consultation on the emerging City Centre Area Action Plan and to inform the committee on the preparation of a Leeds Local Development Framework which will eventually replace the Leeds Unitary Development Plan.

1.0 BACKGROUND

What is the CITY CENTRE AREA ACTION PLAN?

1.1 It is part of the new development plan for Leeds known as the Local Development Framework which will replace the current plan, the Leeds Unitary Development Plan. The City Centre Area Action Plan has to be prepared according to a statutory process with 3 stages of public consultation. At this stage the Council is seeking assistance to formulate OPTIONS to define overall objectives and address identified key issues. The Council will consult more widely on the agreed OPTIONS during February & March 2006. Based on responses received then, the Council will prepare a draft Plan for submission to the ODPM, formal consultation and public examination in 2007.

What will the CITY CENTRE AREA ACTION PLAN do?

1.2 It will replace the city centre planning policies (Chapter 13) of the Unitary Development Plan. The broad role of this new plan will be providing the planning policies for a co-ordinated approach to the spatial planning and if appropriate, expansion of the City

social objectives at the heart of the City Region.

How can people get involved?

- 1.3 The City Council will be consulting individuals, groups and organisations with an interest in Leeds city centre from June – September 2005 on initial ideas for the City Centre Area Action Plan. In particular, workshops are to be held to explore aims & options around four themes which representatives from the committee might like to attend:

Growth	9.30 – 12.30 Tues 27 th September
Use & Function	1.30 – 4.30 Tues 27 th September
Movement	9.30 – 12.30 Wed 28 th September
Quality & Safety of Environment	1.30 – 4.30 Wed 28 th September

- 1.4 To help people understand the context and issues involved, four Theme Factsheets (attached at Appendix A) have been assembled to provide a summary of facts, achievements, influences, maps and key discussion issues. These are intended to stimulate thought and help generate choices of approach. For greater detail, further background information is available on the council's web site (www.leeds.gov.uk) under local development framework on the index or by contacting Robin Coghlan on 0113 247 8131 or robin.coghlan@leeds.gov.uk
- 1.5 To make comments in writing, please use the response forms attached at Appendix A.
- 1.6 For each theme, a range of background influences are set out. These include drivers for change, UDP issues, new national government policy, evidence of change on the ground, identified issues and other policy documents and strategies. They are intended to bring together all relevant factors from which a set of key questions are drawn. These key questions are intended to stimulate the generation of proposed options, which will provide the focus & shape for the emerging city centre plan.
- 1.7 The Options Framework set out in Appendix B may be further refined as evidence of the city centre emerges and its information re-packaged and tailored to suit the particular engagement activity.

What is a Sustainability Scoping Report

- 1.8 As part of the new planning system, all development plan documents have to be subject to sustainability appraisal. The first stage of sustainability appraisal is preparation of a "scoping report" which seeks to identify the range of sustainability issues that are important and the sustainability objectives, which will be used to measure the sustainability of the proposed Development Plan Document. A draft Scoping Report is included as Appendix B.

2.0 RECOMMENDATION

- 2.1 The committee is requested to:
- Nominate a representative/s to attend the September workshops; and
 - consider and comment as appropriate on the attached documentation.



LEEDS
CITY COUNCIL

ITEM NO.:

Originator: H Finister

Tel: 24(74249)

REPORT OF THE CHIEF STREETSCENE SERVICES OFFICER/DEPUTY DIRECTOR OF CITY SERVICES

MEETING: ALL AREA COMMITTEES

DATE : JUNE/JULY 2005

SUBJECT : WASTE SOLUTION FOR LEEDS

Electoral Wards Affected :

ALL WARDS

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)

EXECUTIVE SUMMARY

This report provides the Area Committee with information on progress towards the development of a Waste Solution for Leeds City Council, intended to address new EU targets for the diversion of significant proportions of municipal waste from landfill.

The report also invites Elected Members to participate in a seminar to discuss potential technological solutions which may be adopted to manage municipal waste in Leeds.

The Area Committee is requested to note the content of the report.

1 BACKGROUND

1.1 Recently introduced EU Landfill Directive targets mean that, by 2020, the UK will have to reduce the proportion of biodegradable municipal waste (BMW) that it landfills to 35% of the tonnage of BMW landfilled in 1995. Failure to meet this, and interim, targets will result in the UK incurring fines of around £0.5m a day. It is highly likely that these fines will be passed on by the Government to the local authorities responsible.

1.2 In order to facilitate meeting targets at national level, the Government has introduced the Landfill Allowance Trading Scheme (LATS), whereby each Council or Waste Disposal Authority (WDA) is allocated a rapidly decreasing number of allowances for each year of the scheme between 2005 and 2020, which corresponds to the tonnes of BMW that it is permitted to landfill. Under the scheme any authority landfilling more tonnes of BMW than they have allowances for will face penalties of £150 per tonne.

- 1.3 Landfill allowances can be traded between WDAs, with authorities diverting significant quantities of waste from landfill being allowed to sell excess allowances to those that continue to use disposal as their main option. It is estimated that Leeds City Council will have to divert almost 1.5 million tonnes of BMW between 2005 and 2020, and that, if the current position is maintained, the Authority will face LATS penalties of over £12m by 2009/10 alone, and steadily increasing annual penalties beyond this time. Whilst the Authority is developing contingency plans and a LATS trading strategy to mitigate these financial consequences, this is only likely to reduce the financial threat on a short term basis.
- 1.4 Exploring the opportunities for waste minimisation and further improvements in recycling levels will naturally form a primary and integral part of any future waste strategy for Leeds. However, these initiatives will not be sufficient to achieve the level of landfill diversion required. It is therefore likely that the solution will require the identification of a source of significant investment, and will involve entering into a contract with a partner from the private sector to provide the necessary waste processing, treatment and disposal capacity and facilities to allow the City to meet these long-term landfill diversion targets.
- 1.5 Initial proposals to proceed with this procurement exercise were considered and approved by the Council's Executive Board at its meeting on 19th January 2005.

2 MAIN ISSUES

2.1 Waste Treatment Technology Options

There are a range of technologies emerging for the treatment of waste, and the Authority has appointed consultants to undertake an assessment of the potential options for Leeds. Some technologies are more proven than others, and there may be limitations in terms of what the market will provide. This technical assessment will enable the Council to make an informed decision on the options to be explored in further detail. The outcome of the exercise should be known in August, and residents and Elected Members will be informed and consulted again at this next stage of the project. However, a more detailed briefing session for Elected Members on the full range of available technologies has been organised for 12:30-2:00pm on 27th June 2005 at the Town Hall.

2.2 Waste Solution and Land Use

Government waste management policy requires local authorities to embrace the 'proximity principle' in terms of how it manages municipal waste. This places a requirement on Councils to demonstrate that waste is being dealt with as close as possible to where it is generated. Given the levels of waste to be diverted from landfill by the Council, it is therefore a very real possibility that the Authority will have to investigate the identification of sites in Leeds for a facility for treating its residual waste. Discussions are in progress to identify the most appropriate planning policies and processes for addressing this issue. This will also address the exploration of opportunities for regional partnerships for waste management. There will once again be extensive consultation as these discussions develop.

2.3 Waste Strategy and Environmental Assessment

Naturally, proposals for the treatment of waste will form part of the integrated Waste Strategy for Leeds, which is currently being revised to reflect these new issues.

assessment of the environmental impacts of its objectives, with a view to amending the Strategy to minimise these impacts as it develops. It is anticipated that the draft strategy will be completed by December 2005, prior to carrying out full consultation. However, residents and Elected Members will be consulted at the key stages of the Strategy's development.

2.4 Refuse Collection

The Government is recommending that local authorities investigate the benefits of public/private sector partnerships for the provision of the whole waste management process, from collection to disposal, and market intelligence relating to waste management confirms the potential benefits of and preferences for this type of approach. In addition, the Council's Refuse Collection service has been unable to achieve its targeted efficiency savings, and is now costing approximately £1m a year more than if these efficiencies had been made. In order to ensure value for money for the people of Leeds, the decision has therefore been taken to market test the Council's Refuse Collection service against the private sector, and the Authority will also be considering the option of developing a single contract for its waste collection, processing, treatment and disposal.

2.5 Key Project and Consultation Milestones

The table below sets out some of the anticipated key milestones for the pre-procurement stages of the Waste Solution project and the development of the Waste Strategy, and indicates the critical stages at which major consultation programmes with residents, Elected Members and other key stakeholders will be carried out. These initiatives form part of a co-ordinated communications and consultation plan to ensure key stakeholder involvement in the decision making process. The details of this plan will be communicated to Elected Members in due course.

Key Milestone	2005								2006				
	M	J	J	A	S	O	N	D	J	F	M	A	M
Development of revised Waste Strategy													
Strategic Environmental Assessment (SEA)													
Brief stakeholders on key issues													
Technical options appraisal													
Initial market sounding													
Consult on initial technology proposals													
Financial options appraisal													
Selection of preferred technology option(s)													
Funding and affordability assessment													
Draft Waste Strategy to Executive Board													
Consult on draft Waste Strategy													
Amend Waste Strategy as required													
Communicate approved Waste Strategy													
Contract specification development													
Start procurement													

The timescales for this project have been amended from those considered by Executive Board in January 2005, due to the need to comply with new Government guidelines and legislation for the development of waste strategies, and due to the scale of the technical analysis required to inform the selection of technologies. It is currently anticipated that the actual contract start date would be May 2007. However, this is subject to the outcome of the affordability study, and the subsequent funding options available to the Authority.

3 RECOMMENDATIONS

Area Committees are requested to note the information provided in this report and to comment as appropriate. Elected Members are also requested to note the proposed plans for consultation, and, in particular, the details of the June briefing for Members on waste technologies referred to at 2.1.



REPORT OF DIRECTOR OF CITY SERVICES

MEETING: ALL AREA COMMITTEES

DATE : 30th JUNE 2005

SUBJECT : HIGHWAYS SERVICES PERFORMANCE REPORT

Electoral Wards Affected :

ALL WARDS

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)

EXECUTIVE SUMMARY

This report provides the Area Committee with information on the performance of Highways Services, the highways maintenance programme for the area and the Service challenges for 2005/06.

The Area Committee is requested to note the content of the report.

1.0 Background

1.1 In December 2004 the Area Committee received a report which covered the range of services offered by the City Services Streetscene Services Group. The report specifically focused on

- definition and operational arrangements for each service area
- progress with regard to the introduction of Streetscene City-wide service
- overview of services provided within the each area
- performance measures and outcomes at a City-wide and area level
- identified area hot spots and action being taken to work with Area Committees to improve service provision at local level.

1.2 There was a general acceptance that the report attempted to deal with too many issues which did not provide Area Committees the opportunity to focus in on key

and Environment Services would report separately.

- 1.3 This report therefore addresses Highways Services and Environment Services will report in September 2005.

2.0 Highways Performance Indicators

- 2.1 Attached at appendix 1 are the performance indicator results for 2004/5 for the Area Committee area.

3.0 Highway Services – Key Aim

- 3.1 The Leader of the Council has stated that the key aim of all Departments this year should be to deliver a “better quality service to the people of Leeds” it will therefore be our key aim throughout Highway Services to deliver a better end product - all groups within the division from Administrative support through Traffic Engineering and Highway Planning to the works delivered by Highway Maintenance either using in house resources or private contractors will need to contribute in their own specialist areas to enable this aim to be delivered.

4.0 Highway Planning

- 4.1 In order to prepare for the development of the highways programme, Highways Inspectors carried out a cyclical safety inspection and annual survey. This data has supported the proposed programme for 2005/6 on which consultation has been carried out with all Elected Members. Attached at appendix 2 is the programme for the Area details on specific schemes will be provided to individual Ward Members.
- 4.2 This area of the service has also been involved in the procurement activity to secure a partner to delivery the £94.6m Street Lighting PFI whilst maintaining the existing lighting stock.
- 4.4 The action plan to reduce the number of Highways accident claims has progressed well over the past year. The number of claims received each year appears to have stabilised at around 1800 from a 2002/03 high of around 2000. But the hope for year on year reduction has not yet materialised. This is probably because the public continue to be advised through the media that compensation can be obtained from Councils for highway tripping accidents.
- 4.5 The good news is that the number of claims where payment is made is reducing. In May 2003 it was reported that payment was made on 46% of claims. In March 2005 this is now at 32% and is expected that the improvements made in processes for defending claims will result in significant further reductions.

4.6 Challenges for Highways Planning in 2005/06

Highways Planning face some major challenges in the forthcoming year which are detailed below.

stock.

- ⇒ Preparing a 5-year programme of Highway Maintenance works and co-ordinating its delivery with the intensive replacement programme of the Street Lighting PFI provider.
- ⇒ The Service also has the challenge of preparing a Highway Asset Plan which will underpin access to Local Transport Plan funding for the future. Without a good quality plan Leeds could lose millions in Highways funding.
- ⇒ Implementation of the Traffic Management Act became law in 2004. However not all the detailed powers which set out how local highway authorities can implement the Act are yet available – it is not expected that they will be available until spring 2006 – however much work needs to be done to prepare for the Act's implementation and staff will be briefing other Departments of the Council on the implications for them.

5.0 Traffic Management

- 5.1 Traffic Management or Traffic Engineering covers a wide area of responsibility best described as, " a process of adjusting and adapting the use of an existing street to meet specified objectives without resorting to substantial new road construction."
- 5.2 Work is continuing on the largest Traffic Management Programme for several years. These range from small scale changes to signs and road markings to the introduction of 20mph speed limits across areas of the City, all of which must be justified and the main justification is to meet, and exceed, Government targets for the reduction in people killed and injured on our roads. To deliver this programme, City Services must continually attract and retain suitably experienced staff in competition with other authorities and private consultants.

5.4 Challenges for Traffic Management in 2005/06

Traffic Management along with other areas of the service, have some major challenges to deliver within the forthcoming year which are detailed below.

- ⇒ Traffic Management have to operate within strict regulations governing the highway. For example, the permitted signing and lining of a road is covered in Regulations running to 406 pages!! A 'Policies and Practices' document is currently being developed covering all the types of work undertaken in Traffic Management indicating what the policy is and how this is put into practice. This will lead to the publication of a series of 'Fact Sheets' on key issues raised most commonly by the public.
- ⇒ Requests for 'traffic calming' measures continue at a high level and increasingly, requests to remove some measures. There are benefits and dis-benefits with any traffic calming measure and it is important that communities understand these issues when consulted. Discussions have commenced with the Development Department and Elected Members to determine what traffic calming measures are most suited to the differing situations within the City and the potential implications of removing them.

traffic management. The varying and competing needs of pedestrians, cyclists, car drivers, bus operators, servicing vehicles, disabled and the emergency services together with the environmental impact of schemes means that not everyone will be satisfied with a scheme. Difficult decisions have to be made to meet the aim of specific schemes in terms of casualty reduction, assisting vulnerable road users, reducing congestion, etc. There are however still significant resources invested in consultation on these schemes which reduce the amount of design time available.

⇒ In a thriving City environment, parking is an increasingly important issue and especially when commuters and/or shoppers park for long periods in residential areas to the detriment of residents. Since the Council took on the enforcement of parking in March 2005 the opportunity to review 'Resident Parking Schemes' has been taken.

⇒ Discussions have begun with Development Department and Elected Members to determine how best to deliver traffic management in Leeds in the future which it is anticipated will provide some solutions to the issues currently being raised by the general public.

6.0 Highways Maintenance

6.1 The level of reports received by the section in 04-05 increased by nearly 20percent compared to the previous year. The depots attended to 14,300 reports and dealt with 8,600 reports which required action within one day. Emergencies such as flooding and snow conditions meant the target performance of repairing 1 day reports was not achieved. However the target for attending 14 day reports was achieved and substantially improved.

6.2 The Planned Maintenance Programme has been delivered with some small exceptions. About 50 IMS schemes of major maintenance on local roads could not be completed by 31 March 2005 due ongoing Utility works on site, prolonged consultation, complex design issues, weather dependent treatments and lack of private contractor capacity. Similar delays have been experienced on LTP schemes on Principle Road Network due to the same reasons. However, £21.4m (94%) of the £23.4m allocation has been delivered.

6.3 Winter Maintenance was on target to meet budget until the snowfall in February. By the end of March 72 grits had been carried out resulting in a budget overspend of £450k. The 2005/06 revenue budget for winter maintenance reflects provision for an increased number of grits.

6.4 Challenges for Highways Maintenance in 2005/06

Highways Maintenance along with other areas of the service, have some major challenges to deliver within the forthcoming year which are detailed below.

⇒ The major challenges will be the delivery of a very large programme of planned maintenance works on highways and also traffic schemes. The construction programme has to be evenly spread through out the year so that a large volume of work is not expected to be delivered in winter as the construction industry capacity is at a premium.

simple terms so that there is greater acceptance of the various treatments carried out on footways and carriageways.

- ⇒ Co-ordination of the Street lighting replacement programme with the Highways Maintenance Programme.
- ⇒ The service delivery has to be customer focused with emphasis on excellence in the quality of work. The new Customer Care package needs rolling out so that further improvements can be made based on customer feedback.

7.1 Highways Services faces significant service delivery challenges over the next year which in themselves would be difficult but they need to be set in the context of :

- the implementation of the Gershon Review recommendations.
- changing legislation and policy frameworks
- private sector service delivery capacity to support the delivery of the programme.

8.0 Recommendations

8.1 The Area Committee is requested to note this report.

APPENDIX 1
PERFORMANCE INDICATORS

APPENDIX 2
HIGHWAYS MAINTENANCE

APPENDIX 3
STREET LIGHTING

Area Management Performance Indicators
CITY SERVICES
Inner - North West

Service Area	Ref.	Performance Indicator	2003/04 Citywide Result	2004/05 Citywide Target	1st Quarter 2004/5	2nd Quarter 2004/5	3rd Quarter 2004/5	4th Quarter 2004/5	2004/5 Result (Wedge)	2004/5 Result (Citywide)	Trend *	Target **	2005/06 Citywide Target	2006/07 Citywide Target	2007/08 Citywide Target	
HIGHWAYS SERVICES	Streetlighting	AC SL1	Average working days to repair lamp following report	7.2	5.0	4.2	6.4	7.5	5.9	6.2	7.0	Improving	Off Target	Definition changed. Replaced with new BVPI for 2005/06		
		LKI SL1	% of street lamps not working as planned	1.75%	1.60%	1.13%	1.33%	2.21%	1.40%	1.50%	1.90%	Improving	On Target	2.20%	2.00%	1.5%
		BV 180b	Average lamp circuit wattage compared with average consumption/wattage by local authorities in UK	403.71 kwh	N/A	Annual Only				Citywide Only	399.15 kwh	Improving	-	Not to be collected from 2005/06 onwards		
	Highways Maintenance	BV 96	Condition of principal roads - % of network with negative residual life, derived from Scanner survey (changes to BV223 in 2005/06)	26.5%	24%	Annual Only				Citywide Only	26.1%	Improving	Off Target	25.0%	24.0%	23.0%
		BV 97a	% of classified non-principal roads that are defective (changes to BV224a in 2005/06)	11.7%	9%	Annual Only				Citywide Only	15.6%	Declining	Off Target	14.0%	12.0%	10.0%
		BV 97b	% of un-classified non-principal roads that are defective (changes to BV224b in 2005/06)	18.9%	17%	Annual Only				Citywide Only	26.3%	Declining	Off Target	24.0%	19.0%	14.0%
		BV 100	No. of days temporary traffic controls or road closure on traffic sensitive roads caused by Local Authority roadwork's per km of traffic sensitive road	0.04	0.4	Annual Only				Citywide Only	0.12	Declining	On Target	0.40	0.40	0.40
		BV 186a	Principal roads not needing major repair	57.4	71.4	Annual Only				Citywide Only	60.3	Improving	Off Target	Not to be collected from 2005/06 onwards		
		BV 186b	Non-principal roads not needing major repair	415.7	270.7	Annual Only				Citywide Only	388.6	Declining	On Target	Not to be collected from 2005/06 onwards		
		BV 187	Condition of footways	32.9%	31%	Annual Only				Citywide Only	35.7%	Declining	Off Target	33.0%	33.0%	33.0%
		LKI HM2	% of repairs to dangerous damage to roads and pavements which were carried out within 1 day of the Authority first becoming aware of the damage	96.5%	98.0%	92.2%	91.4%	88.9%	95.6%	92.6%	93.5%	Declining	Off Target	98.0%	98.0%	98.0%
		AC HM1	% of repairs to urgent defects carried out within 14 days	New Indicator	97.0%	100.0%	90.2%	99.0%	99.6%	95.4%	97.6%	-	Off Target	95.5%	96%	96.5%

* The trend is measured as the difference between the 2004/05 end of year figure for the area and the 2003/04 citywide end of year figure. If an area based figure is not available, the trend is based on the citywide result

** Performance against the target is measured as the difference between the 2004/05 end of year figure for the area and the 2004/05 citywide target. If an area based figure is not available, performance is based on the citywide result

North West (Inner)
Ward

2005-06 Allocation

Headingley	£	310,000.00
Hyde Park and Woodhouse	£	320,000.00
Kirkstall	£	180,000.00
Weetwood	£	140,000.00
Total	£	950,000.00

Appendix 3 Leeds Street Lighting PFI

Contents

- Brief outline of what the Leeds street lighting PFI involves
- Why it is needed
- What it will deliver
- Process and time scales
- Frequently asked questions

Brief outline of the scheme

The project will be delivered through a negotiated contract which will last for 25 years from 2006 to 2031.

There are roughly 98,000 lighting columns in Leeds and around 95% will be replaced, mostly in the first five years. The contractor will also maintain the installation from day 1 until 2031.

The scale of the project is massive and would not be possible without a PFI. The Government set aside a pot of street lighting PFI credits of £300m for the whole of England. Leeds submitted a bid and has been awarded around £95m. The Council will contribute normal annual operational costs and will plug shortfall. This will bring the value of the project to around £300m over 25 years.

It is a big project and it will impact of nearly every street in Leeds.

Why we need a SL PFI

We started installing street lighting in Leeds in the 1860's. In the 1950's we started to convert from gas to electric, cumulating in the 1960's with a massive programme using orange sox lighting. Much of this is still there today. Other cities had similar programmes but Leeds did it earlier and we did it bigger.

Column design life limited. Manufacturers quote 20 years for the equipment we have at present. Some columns have been replaced, especially with highway improvement schemes and accident damages. Others have had their life extended with sleeving. But we still have 70,000 columns over 20 years old and 10,000 over 40 years old. It takes all our money just to keep these lit and manage the risk of failure.

Old columns are increasingly likely to fall over, as was experienced in the windy weather earlier this year. And since they were installed to standards relevant to the 1960's they lights give a poor level of service compared with modern designs.

With good quality lighting you can promote a good night time environment which encourages the use of services (transport / education / leisure) and creates confident communities. Good lighting addresses fear of crime and helps reduce night time accidents.

So when the Government allocated funding for PFIs the decision was taken to submit a bid.

What the PFI will deliver

The project covers all of Leeds and includes all lighting (columns, masts, tunnel walls, sub-ways) and illuminated signs and bollards. Private electricity supply cables will be replaced. Purchase of energy through the PFI is an option. The Council will carry the risk of variations in the price of electricity but the contractor will carry the risk of consumption load.

The project does not cover traffic signals, cameras, parking meters, bus shelters, landlord lighting.

80% of lighting columns will be replaced in the first 5 years with 15% in the following 20 years. All illuminated signs will be replaced. The PFI contractor takes ownership of the stock from day 1 and is responsible for all maintenance and repairs.

Staff will transfer to the PFI, including contractor's staff. A small client team will monitor performance and pay bills.

Process and Time scales

The process is long with lots of stages peculiar to PFI's. Three bidders were selected and submitted their bids on 2nd June. Bidding was an interactive process with several clarification meetings involving lawyers & finance people.

Bids are now being assessed on quality and a negotiation process will get us to a preferred bidder stage some time between August and December. We will sign the contract on 31 March 2006 with a start on site in June 2006.

Most columns replacements will happen between late 2006 and 2011.

Frequently asked questions

Will we still have orange lighting? – No, orange light does not meet the spec! But pinkish light does. As does pure white light. Bidders have provided sample designs which are being evaluated. The expectation is that main roads will get pink light with residential areas getting white light where the opportunity to reduce the fear of crime is greatest.

Will areas be better lit? – generally yes. Designs will follow new European standards – but these give options and we are not asking for the brightest. But we are going for good uniformity with minimum light intrusion onto areas off the highway and minimum upwards light pollution. Where white light is proposed the actual light intensity will be reduced a level

What about roads which are not currently lit? There is no legal requirement to provide street lighting and many unlit areas will remain unlit. We have identified specific streets which we want to light where there are gaps in current system. And we have allowed for lighting 10km of streets which we've not yet identified. So there will be more lighting columns, but not where they are not wanted. We will not be lighting off the highway and we will not be lighting unadopted streets where these are currently unlit.

What style of column will we have – can we decide? The bidders will but forward their proposed designs as the basis of negotiation. We anticipate a galvanized steel column which will not initially be painted. There will be some uniformity across the city for ease of maintenance and efficiency. In conservation areas the column style will need to be agreed with planners and interested parties! Existing heritage lighting is being priced up to be replaced with lighting of a similar style. But where the existing conservation area lighting is bog-standard, the replacement will be bog standard but painted black! If we want to extend fancy lighting beyond this then the council will need to provide additional funding.

Will the columns take Christmas lights and hanging baskets – Yes, where these exist at present and where we might reasonably expect a need for the future. But at other locations there may be an extra cost involved which is not covered by the project funding. In all cases the use of columns will be controlled by the PFI contractor and everyone will need to follow protocols for placing and maintaining equipment.

Can we still put posters and signs on columns - Yes – by agreement. Columns will be designed to take traffic signs to minimise street clutter. But the PFI contractor is unlikely to tolerate illegal advertising. Event advertising will need to be by agreement.

What about Advertising? The business case is based on getting in some third party income. This could be communication aerials but is most likely to be advertising. We are doing a trial to prove the process in terms of planning consent etc and also to gauge reaction. The style of advertising is very smart – internally lit, designed to wrap around the column and less intrusive than road side hoardings. We could possibly have some 1000 columns on main roads and in centres which will display advertising.

How will the work programme be determined? The highest risk columns will be replaced first. Work will be co-ordinated with other schemes such as highway maintenance and regeneration area works. There will be some opportunity for local influence, Eg due to high crime, high public demand. There will be several installation crews and they will work on area basis. They will be putting up more columns than take down and column positions will alter. We will not be able to influence individual column locations. The PFI contractor will be sensible, eg not placing columns on vehicle crossing! But we can't veto just because residents don't want a column outside their house.

Who to complain to? The PFI will have a help desk which will address design queries and take reports of lights not working. But you will still be able to report to the Council call centre which will have computer links to the PFI and the Client team which will be located in highway Planning.

Will you appoint the cheapest bidder or look at best value? The finance people have calculated a "unitary charge" and shared this information with the bidders. This is what we can afford to pay and the bidders need to work within that amount. For the evaluation we are not looking at prices but are marking the bids on quality criteria to determine which is the best. If the best is affordable, we don't go for second best! If the best is too expensive then we negotiate until we have the best possible affordable solution.